



**Date: Tuesday, 03 November 2015**

**Democratic and Members' Services**

Quentin Baker

LGSS Director: Law, Property and Governance

**10:00hr**

Shire Hall

Castle Hill

Cambridge

CB3 0AP

**Kreis Viersen Room**

**Shire Hall**

**Cambridge**

**CB3 0AP**

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

- |    |  |        |
|----|--|--------|
| 1. | Apologies and Declarations of Interest   | oral   |
|    | <i>Guidance for Councillors on declaring interests is available at <a href="http://tinyurl.com/cccdcc-dec-of-interests">http://tinyurl.com/cccdcc-dec-of-interests</a></i> |        |
| 2. | Minutes (6th October 2015) and Action Log  | 3 - 10 |
| 3. | Petitions  | oral   |

### **KEY DECISIONS**

### **OTHER DECISIONS**

- |    |   |          |
|----|---|----------|
| 4. | Streetlighting PFI Annual Contract Review 2014/15             | 11 - 24  |
| 5. | Highway Asset Management Strategy - Annual Performance report | 25 - 156 |

<b>6.</b>	<b>Service Committee Review of draft Revenue Business Planning Proposals for 2016/17to 2020/21</b>	157 - 332
<b>7.</b>	<b>Finance and Performance Report - September 2015</b>	333 - 358
<b>8.</b>	<b>Committee Training Plan</b>	359 - 366
<b>9.</b>	<b>Agenda Plan and Appointments to Outside Bodies</b>	367 - 370

The Highways and Community Infrastructure Committee comprises the following members:

Councillor Roger Hickford (Chairman) Councillor Peter Reeve (Vice-Chairman) Councillor Barbara Ashwood Councillor Ralph Butcher Councillor Barry Chapman Councillor David Connor Councillor Steve Criswell Councillor Gordon Gillick Councillor Bill Hunt Councillor Zoe Moghadas Councillor Michael Rouse Councillor Jocelynne Scutt and Councillor Amanda Taylor

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

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

Date: Tuesday 6<sup>th</sup> October 2015

Time: 10:00am-10.40am

Present: Councillors Ashwood, Bates (substituting for Councillor Palmer), Butcher, Connor, Criswell, Hickford (Chairman), Hunt, Kavanagh (substituting for Councillor Moghadas), Reeve (Vice-Chairman), Rouse, Scutt and Taylor

Apologies: Councillors Gillick, Moghadas (Cllr Kavanagh substituting) and Palmer (Cllr Bates substituting)

Also present: Councillors Ashcroft, Nethsingha and Orgee

*The Chairman and other Members thanked the Conservative Group Members for agreeing to hold this meeting during their Party Conference.*

**138. DECLARATIONS OF INTEREST**

Councillor Connor declared a non-pecuniary interest, as his wife was a County Council employee, who was currently based at Noble House.

**139. MINUTES AND ACTION LOG**

The minutes of the meetings held on 1<sup>st</sup> September 2015 were confirmed as a correct record and signed by the Chairman.

The Action Log was noted.

**140. PETITIONS**

There were no petitions.

**141. CAMBRIDGESHIRE ARCHIVES – NEW ACCOMMODATION**

The Committee considered a report on options and updated costs to convert Strikes bowling alley in Ely to accommodate historical records and associated public access, and to seek views from Members on the most appropriate option.

At the Highways & Community Infrastructure (H&CI) Committee in September 2015, Members had noted in a Capital Finance report that the estimated costs of the proposed Archives relocation had increased from approximately £4M to over £6M, and Members had expressed strong concerns regarding this escalation, and asked for further detail.

The Committee was reminded that the National Archives (TNA) had ruled that the Shire Hall basement was no longer suitable accommodation for the Cambridgeshire Archives, and work had been undertaken to identify appropriate alternative accommodation, culminating in the identification of Strikes Bowling Alley as a potential site. At its meeting in September 2014, the Committee had supported the relocation of the Archives Service, at a maximum cost of £4M (identified costs of £2.5M plus an estimate to cover exclusions of £1.5M) to that site. At that stage, the scheme included a mezzanine floor in order to accommodate other services.

The reasons for the increase in estimated costs were set out in the report, along with the following three options:

Option A: continue the scheme but for Archives only;

Option B: continue scheme and include Ely Registration Office;

Option C: continue scheme and include both Ely Registration Office and CFA staff offices.

In addition there was the option of abandoning the scheme completely.

It was clarified that Option A would not include a mezzanine, but would provide sufficient archives storage for around 20 years.

Arising from the report, Members:

- whilst being disappointed by the escalation in estimated costs, expressed continuing support for the archives proposal. However reassurance was sought that none of the other options, which had been rejected previously due to the lower cost estimate of the Ely site, would provide a cost effective alternative. Officers confirmed that this was the case, advising that originally, a number of alternatives including Hereward Hall had been explored, but rejected on the basis of cost or suitability, most notably on the grounds of either accessibility and/or conversion costs. The original evaluation included all available Council and commercial buildings within the county. In particular, Hereward Hall would require demolition and rebuild if it was used to accommodate archives. It was noted that a separate exercise was taking place, which would be reported to the General Purposes Committee, on Hereward Hall's suitability for other purposes. The Strikes Bowling Alley option was unique in terms of the type of space it offered, requiring minimal structural changes, and accessibility i.e. proximity to public transport and parking;
- a number of Members expressed support for the Archives only option (Option A) as they saw no value in the relocation of CFA office accommodation and the Registration Office. They commented that they had supported the original proposal in September 2014 on the basis of the urgent need to find an alternative home for the archives, and the suitability of the proposed site for archives purposes. There was no urgency to identify new accommodation for the Registration Office or CFA staff in Noble House, and the site was not necessarily the best available location or building for those purposes. Whilst appreciating that there could be savings by relocating Registration and CFA staff, Members felt that given future uncertainties, particularly around staffing levels and funding, these were not a priority;

- noted that the exclusions included at the end of the feasibility report (Appendix 1) had all been factored into the cost profile. The Section 151 Officer commented that whilst he could not give categorical assurances that the actual contract values may be different to those costed, all known exclusions had been included in those cost profiles;
- a number of Members commented that moving the Registration Office at a cost exceeding £1M could not be justified, especially as there had been no meaningful discussions with East Cambridgeshire District Council or Ely City Council: those authorities could have other buildings that may be more suitable;
- noting the statement in the report that *“the graph clearly demonstrates that if considered as a purely property related matter an Archives only option is the only proposal that makes economic sense”* commented that they agreed with this statement, and pointed out that finding a more suitable site to accommodate archives had been a pressing problem for over twenty years;
- commented that the project appeared to have suffered from ‘mission creep’. The Member added that the focus should be on archives, with the Cambridgeshire Collection being considered separately. On a more general point, how the authority undertakes feasibility studies needed to be reviewed, as the discrepancies in the figures were remarkable e.g. professional fees increasing from £13,000 to £213,000. In response, officers commented that the original scheme submitted to General Purposes Committee had included the wider office accommodation, the key changes were the cost estimates, not the proposed use of the site;
- in response to Member questions, officers confirmed that in terms of accessibility, the site was much better than the Shire Hall facility, specifically public transport, parking provision and disabled access;
- commented that the overriding concern must be housing the unique archives collection, and congratulated Alan Akeroyd, the Archives and Local Studies Manager, for the wonderful job he performed in managing the archives in the current, inadequate accommodation. The Member added that the risk of TNA acquiring the Cambridgeshire archives should not be underestimated;
- welcomed the relocation of the archives to Ely, especially given the excellent accessibility of the site and the improving transport links, particularly rail, between Ely and Cambridge, and further afield. The Member also cautioned on the potential reputational risk that not going ahead with this project would involve;
- queried the number of visitors to both archives and the Cambridge Collection. Officers advised that there were 10,000-12,000<sup>1</sup> visitors per year, which was quite low by Shire authority standards, but it was expected that this would increase when the new accommodation was available. It was noted that when

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<sup>1</sup> The 10-12,000 figure includes both personal visitors and remote enquirers, and covers the whole of the Archives and Local Studies service per annum, of which the figure for Cambridgeshire Archives is around 5,000.

Huntingdonshire Archives relocated to more suitable premises, visitor numbers increased by around 50%;

- observed that although there had been some negative comments regarding the site i.e. a modern building which had accommodated a bowling alley, it was important to not be dismissive of the site, as it was an integral part of the social fabric of the county;
- noted that the County Council had a responsibility and duty of care to preserve the County's historical record;
- commented that the accommodation of archives was a long-running issue, and it was vital that something was done, and Option A (Archives only) was the right way forward;
- asked if Option A was progressed, which did not involve a mezzanine floor, if there was anything to preclude building a mezzanine floor in future. Officers advised that they were unaware of any practical or physical constraints to building a mezzanine floor at a later stage other than obviously the cost of temporarily decanting the contents.

It was resolved unanimously to:

- (i) agree that Option A, continuing the scheme but for Archives only, should be recommended to General Purposes Committee.

## **142. HIGHWAY MAINTENANCE MEMBER WORKING GROUP**

The Committee received a report proposing the establishment of a working group to review the County Council's approach to highway maintenance.

Following discussion at Spokes, it had been proposed to set up a Member Working Group with the support of relevant officers, to take a detailed look at the County's approach to highway maintenance, and in particular identifying and building community resilience. Members noted the draft Terms of Reference, which were similar to those for the Library Service Transformation Member Reference Group, and agreed that they were suitable with the exception of the maximum membership of nine, which could be increased to a reasonable number.

It was agreed that membership should be opened up to all Members, and nominations sought through the political groups. It was agreed that nominations should be forward to the Committee Chairman and the Executive Director (Economy, Transport & Environment). If the number of nominations were excessive, the Committee Chairman and Executive Director would discuss them with Group Leaders.

It was resolved unanimously to:

- a) agree to establishing a Working Group with terms of reference as set out in Appendix 1 of the report;

- b) agree that each political Group should forward their nominations for Working Group to the Committee Chairman and Executive Director (Economy, Transport & Environment) by close of play Friday 16<sup>th</sup> October, with the Chairman and Executive Director discussing the membership with Group Leaders if the nominations received exceeded a reasonable number.

#### **143. AGENDA PLAN AND APPOINTMENTS TO OUTSIDE BODIES**

Members noted the Agenda Plan.

It was agreed to appoint Councillor Samantha Hoy to the Highway Improvement Panel Fenland vacancy.





**Minutes-Action Log**

**Introduction:**

This log captures the actions arising from the General Purposes Committee on 12 March 2015 and updates members on the progress on compliance in delivering the necessary actions.

This is the updated action log as at 6<sup>th</sup> August 2015.

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

Item No.	Item	Action to be taken by	Action	Comments	Completed
132.	Cambridgeshire Highways Annual Report	R Lumley	It was agreed that there would be a report to Spokes on the Customer Satisfaction Survey process.	To be scheduled for a Spokes meeting in the near future.	

**Minutes of 6<sup>th</sup> October 2015**

142.	Highway Maintenance Member Working Group	Members	It was agreed that Groups would send nominations to the Chairman or Executive Director		
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**STREET LIGHTING PFI ANNUAL CONTRACT REVIEW 2014/15**

*To:* **Highways and Community Infrastructure Committee**

*Meeting Date:* **3<sup>rd</sup> November 2015**

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

*Electoral division(s):* **All**

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

*Purpose:* **To inform the Committee of the Street Lighting PFI Annual Contract Review 2014/15**

*Recommendation:* **The Committee is asked to note the contents of the review.**

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## 1. BACKGROUND

- 1.1 The street lighting PFI contract with Balfour Beatty Living Places (BBLP) commenced on 1 July 2011. The contract was supported with £100 million of PFI credits from Central Government which has allowed for the Council's street lighting stock to be brought up to a suitable standard. The project brings benefits of energy reduction, maintenance savings and generally higher quality white lighting. The purpose of the contract is to upgrade all County Council street lights so that they will last for the next 30 years and to maintain all the street lighting, illuminated road signs and bollards so that 99% of the stock is always in illumination. The replacement programme is being undertaken in the first five years of the contract known as the Capital Investment Programme. Had the Council not entered into the PFI, it would have been faced with a deteriorating and expensive to operate lighting stock, which could only have been improved through investment using the Council's own funds.
- 1.2 During the procurement process and as part of the Comprehensive Spending Review 2010, Government required the County Council to identify potential savings. These savings are to be made in part through reducing the number of street lights by 10% overall, which is delivering further maintenance and energy savings for the Council as well as to the Government through the PFI credits paid. Due to the requirements for higher standards on main roads, called traffic routes, which generally have more significant road safety issues, it is necessary to weight the reduction in lighting more heavily on residential streets. Therefore, in some circumstance residents can experience a reduction in lighting columns of up to 40% in their streets. Although the reduction in column numbers is mitigated to some degree by the higher quality of light and factors such as taller columns providing wider coverage, concerns have been raised by residents in a number of streets where darker patches have resulted from this policy.

## 2. MAIN ISSUES

### 2.1 Capital Investment Programme

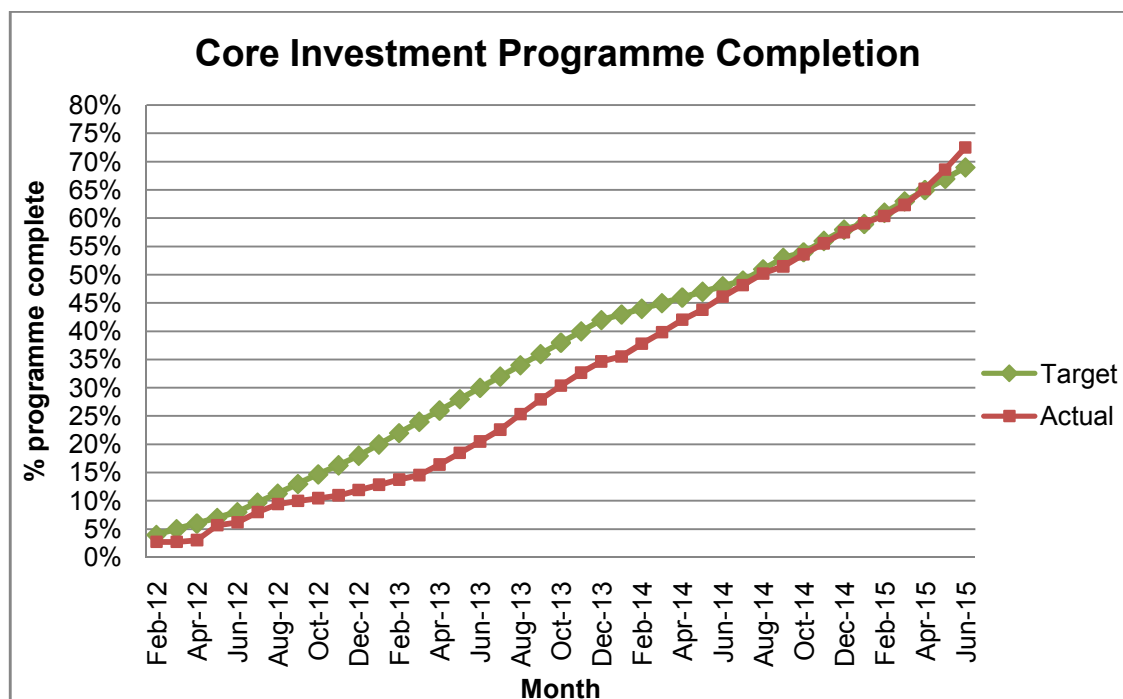
- 2.1.1 The schedule of the Capital Investment Programme is detailed in Table 1 below, which includes each of the milestones and the percentage target to be complete.

Milestone	Milestone Completion Date (Projected)	Target
1	1 July 2011 to 31 December 2011	2%
2	1 January 2012 to 30 June 2012	8%
3	1 July 2012 to 31 December 2012	18%
4	1 January 2013 to 30 June 2013	31%
5	1 July 2013 to 31 December 2013	42%
6	1 January 2014 to 30 June 2014	48%
7	1 July 2014 to 31 December 2014	58%
8	1 January 2015 to 30 June 2015	69%
9	1 July 2015 to 31 December 2015	84%
10	1 January 2016 to 30 June 2016	100%

Table 1: Capital Investment Programme Milestones

- 2.1.2 At the end of June 2015 Balfour Beatty had completed 72.5% (Graph 1). This amounts to 40,032 streetlights upgraded since the commencement of the contract from a total of 55,180. In addition, Balfour Beatty have upgraded 4,154 illuminated bollards, signs and feeder pillars and permanently removed 4,060 streetlights (see

Table 2).



Graph 1: Percentage of Programme Complete

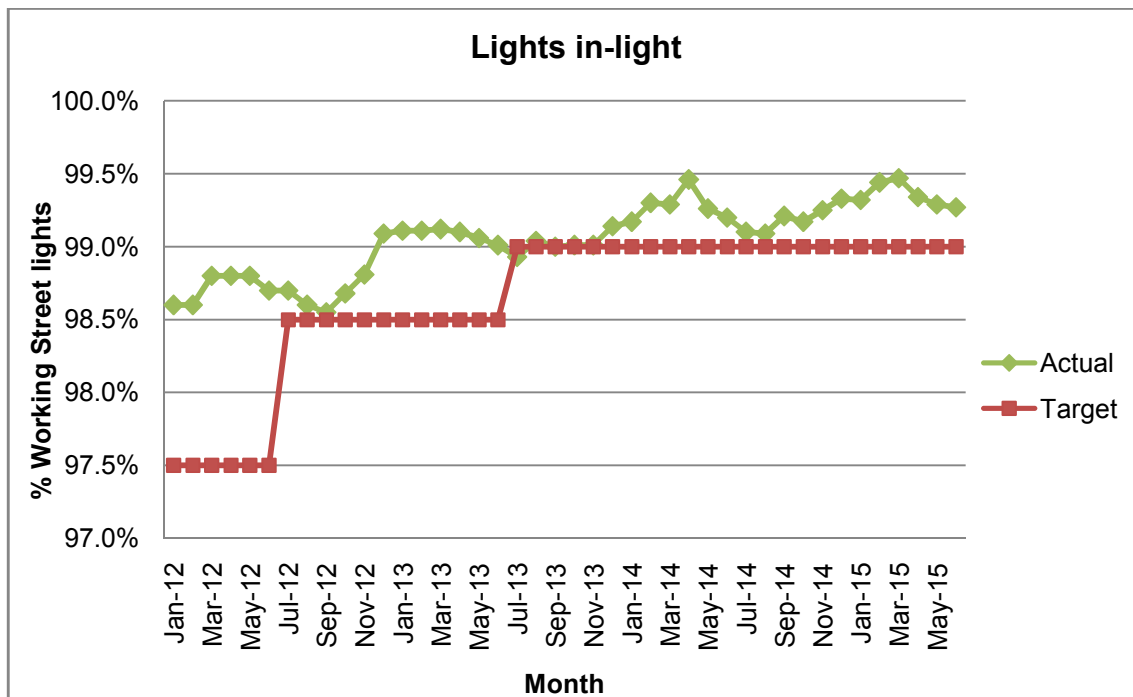
	Previous year (July 13 – June 14)	This year (July 14 – June 15)
Streetlights Upgraded	14,133	13,343
Illuminated bollards, signs and feeder pillars upgraded	1,558	1,245
Streetlights permanently removed	1,487	1,690

Table 2: Capital Investment Programme Annual Implementation

2.1.3 During the year a number of issues arose concerning the delivery of the central management system control units and identification of steel wire electricity supply armoured cables. This resulted in Balfour Beatty having to alter their programme to ensure that the overall project wasn't delayed. Unfortunately this resulted in some areas having their consultation periods accelerated and works starting on site earlier than planned causing communities to complain to Balfour Beatty, the County Council, Members and the local press. In order to address these issues, Balfour Beatty has recruited anew management team and improved the management of its sub-contractors.

## 2.2 Maintenance

2.2.1 The lights in-light percentage indicates the number of columns that are working. All lighting points not fitted with communicating telecells are visited monthly in the summer and twice a month in the winter. Outages for streetlightswith telecells can be remotely monitored from the central management system in Swavesey. The contractual target for lights in-light is 99%. During 2014-15 the percentage of streetlights in light remained above the target (Graph 2).



Graph 2 Percentage of streetlights in-light

2.2.2 The total number of faults reported has reduced again this year and can be attributed to the replacement of old and poorly functioning assets with new, more efficient and technologically advanced models. The average repair times for faults have increased slightly but still remain within the required contract response times. Lamps out and day burners (lights still lit during the day) remain the most frequent fault type (Figure 1). Additional training has been undertaken between December 2014 and June 2015 to bring this repair time down.

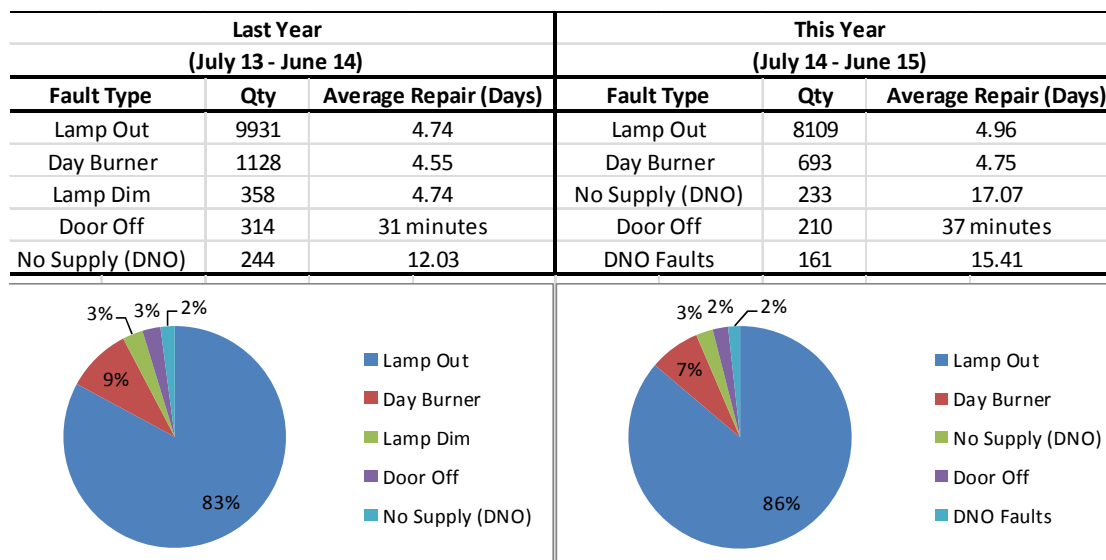


Figure 1: Top 5 Faults & Repair Time

- 2.2.3 The total number of emergency faults have more than halved this year in comparison to the previous year. Response times are slightly higher but are within the 1 hour response time required by the contract (Table 3). As outlined above; additional training has been undertaken to reduce the average response times.

	<b>Previous Year (July 13 - June 14)</b>	<b>This Year (July 14 - June 15)</b>
<b>Quantity</b>	1,092	483
<b>Average Response Time (Hours)</b>	0.45	0.61

Table 3 Emergency Faults

- 2.2.4 The total number of non-emergency faults has decreased this year together with the average response time (Table 4).

	<b>Previous Year (July 13 - June 14)</b>	<b>This Year (July 14 - June 15)</b>
<b>Quantity</b>	14,581	10,647
<b>Average Response Time (Working Days)</b>	4.25	3.79

Table 4 Non-emergency Faults

## 2.3 Performance Indicators

- 2.3.1 There are four maintenance performance indicators for the Street Lighting PFI contract and Balfour Beatty met all targets this year. Performance for LP1, LP3 and LP4 has improved; LP2 performance is behind the previous year but still remains well within target. Table 5 details the indicators and performance figures for July 2013 – June 2014 and July 2014 – June 2015. Whilst Balfour Beatty are responsible for the management of the energy supplier, UKPN, their performance has been disappointing. Balfour Beatty are currently trying to set up an independent connections provider to improve this performance indicator.

Indicator	Previous year	This year	Target outturn
	(July 13 – June 14)	(July 14 June 15)	
<b>LP1</b> The average number of days taken to repair a street light fault, which is under the control of the Authority.	3.97	3.79	5
<b>LP2</b> The average number of days taken to rectify a street light fault, which is under the control of the DNO or IDNO.	12.61	17.91	30
<b>LP3</b> Percentage of Lighting Points not working as planned.	0.79	0.66	<1.0%
<b>LP4</b> The average number of days taken to replace or reposition a complete unit of Apparatus from first being reported (excluding DNO or IDNO equipment).	5.10	4.60	5

Table 5 Performance Indicators

## 2.4 Energy

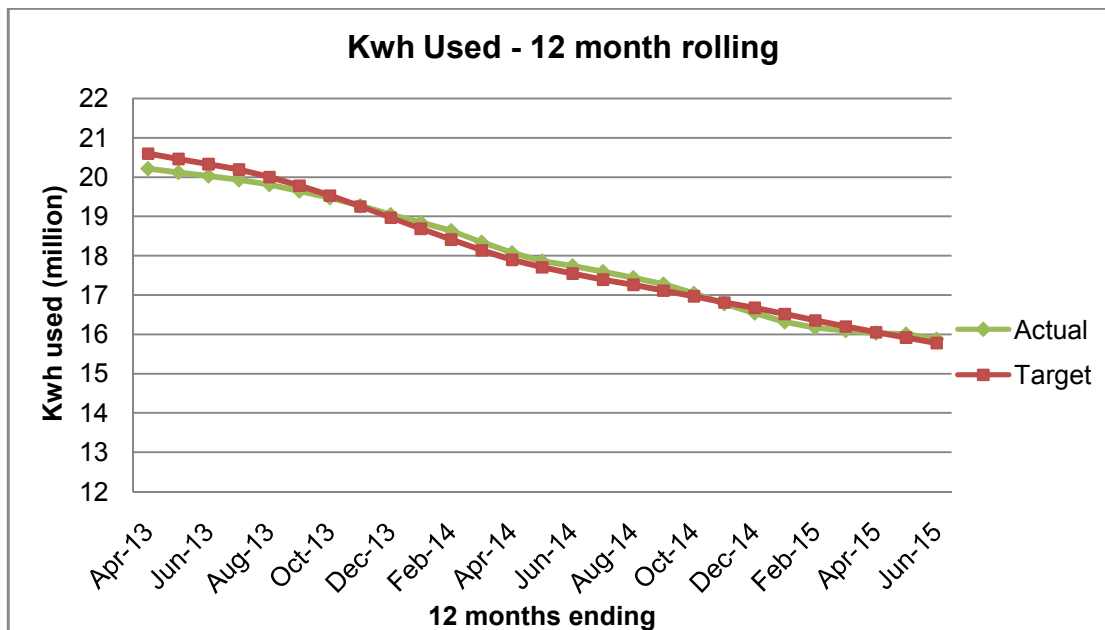
2.4.1 Reducing energy consumption and carbon emissions is a key element of the contract. A 46% reduction in energy usage will be achieved by:

- Replacing inefficient lamps with lower wattage lamps.
- Reducing the number of County Council owned street lights on non-traffic routes and in residential areas by 10% in total.
- Dimming lights during off-peak periods.
- More effective designs for traffic routes ensuring they are lit to modern standards and maximising the spacing of lighting columns.

2.4.2 The Council is currently exploring options for further energy reductions, such as part-night lighting and LED initiatives.

2.4.3 Graph 3 shows the energy usage in 12 month rolling figures to eliminate seasonal variations. 1.86m less KWh has been used during the period between July 2014 and June 2015, compared with the previous year, representing a saving of approximately £200,000 for the year.





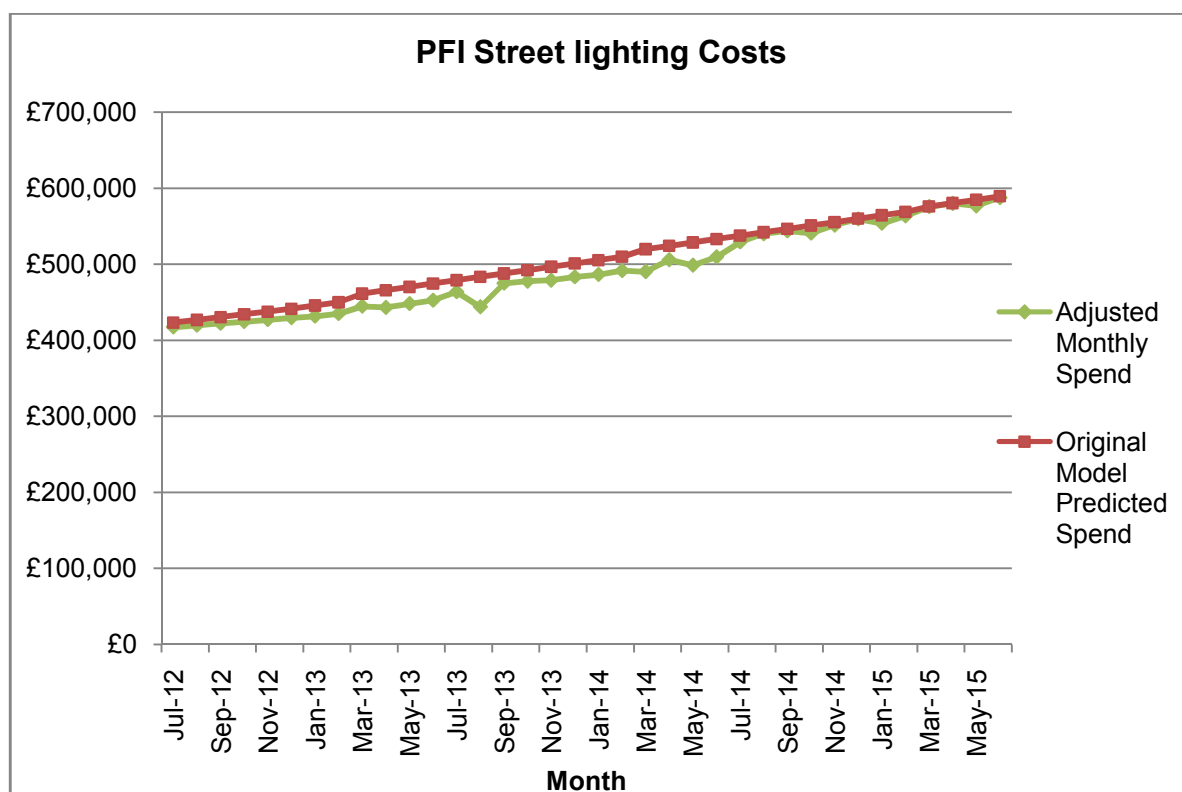
Graph 3: Rolling 12 month energy usage

2.4.4 Energy usage is currently on target and the programme is anticipated to deliver an estimated £1m of energy savings per annum over what the old streetlights would have cost to operate.

## 2.5 Contract Finance

2.5.1 The costs of the PFI contract are fixed for its 25 year duration during which time a fixed unitary charge is paid monthly to the service provider. Deductions are made from this for the number of streetlights, bollards and signs left to be upgraded during the first 5 years of the core investment period. In addition, any other performance criteria not met, such as not meeting customer response time targets, will result in further deductions.

Graph 4 below compares the actual monthly payments against those that would be made if no performance deductions were made.



Graph 4: Streetlighting PFI Costs

2.5.2 The gap between adjusted monthly spend and predicted spend reduced last year. Balfour Beatty are now performing better so actual spend is more closely aligned to the predicted spend. Financial deductions totalling £97,934 have been made for other performance criteria not met throughout the year. For example, in May 2015 deductions were made for the Management Information System being unavailable to County Council staff, a late response to a customer and the failure to respond to an urgent service failure within the specified timescales.

## 2.6 Service and Delivery

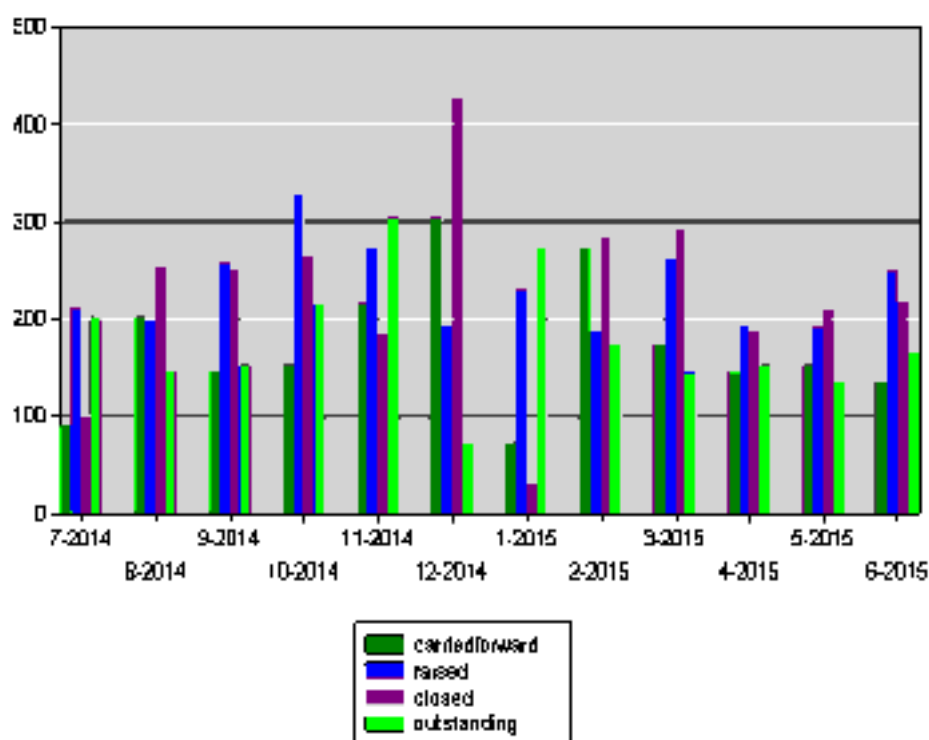
2.6.1 Delivering excellent customer service is not only a key element of the Street Lighting PFI contract, but remains at the forefront of Balfour Beatty's and the County Council's working practices. We are working closely in partnership to resolve any queries or complaints raised by residents, local Councillors and Parish, Town and City Councils.

2.6.2 At the start of the year issues relating to the consultation process were brought to the attention of the County Council. Balfour Beatty had not been adhering to the agreed consultation periods, which understandably caused dissatisfaction amongst the communities affected. This has now been resolved and Balfour Beatty are adhering to the required form and period of consultation

2.6.3 Balfour Beatty are consulting with local councillors to enable their involvement in the upgrade works and with local residents to ensure they are aware in advance of works taking place giving them the opportunity to raise any questions or concerns.

2.6.4 Graph 5 shows the numbers of customer enquires (including complaints and representations) made in the period July 2014 to June 2015. Table 6 shows a category breakdown of enquiries received by Balfour Beatty through the internet and

telephone helpdesk. There has been an increase in the total number of customer enquiries raised this year, this could be attributed to more enquiries resulting from inadequate consultation. Column removals, lighting levels and column location enquiry types have remained in the top four, representing 53% of all enquiries (Table 6).



Graph 5 Total Customer Enquiries

Previous Year		This Year	
(July 13 – June 14)		(July 14 - June 15)	
442	Lighting Levels	577	Removal
426	Location	509	Other
310	Removal	447	Lighting Levels
233	Other	401	Location
78	Obstruction	248	Obstruction
69	Damage	163	Damage
50	Reinstatement	103	Light(s) Out
46	Tree Obstruction	103	Open Hole
41	BBLP Administration	58	Reinstatement
35	Accolades	21	Tree Obstruction
31	Light(s) Out	19	Accolades
30	Aesthetics	16	Aesthetics
26	Open Hole	11	Non-conformance
16	Additional Light Requested	8	Maintenance
4	Land Rights	4	Repair
4	Medical	3	Vandalism
4	Repair	1	Additional Light Requested
3	Maintenance	1	BBLP Administration
2	Third Party	1	Land Rights
1	Security	1	Medical
1	Planning Application	1	Planning Application
		1	Security
		1	Third Party
<b>1852</b>	<b>Total</b>	<b>2698</b>	<b>Total</b>

Table 6: Customer Enquiry Types

2.6.5 The 'Other' Category refers to all other enquiries and questions raised which are not already in the pre-populated list. This category mainly consists of queries in relation to design, works progress, and heritage type queries. These and other categories will be added to the list in future.

## 2.7 Customer Satisfaction Survey

2.7.1 All residents affected by the programme so far have received a customer satisfaction survey from Balfour Beatty to provide feedback on various aspects of the project. 77,548 surveys were delivered to residents last year. 606 questionnaires were returned, amounting to a response rate of 0.8%.

2.7.2 Table 7 below identifies the average scores received from the 606 surveys returned

SCORE CATEGORIES	AVERAGE SCORE July 13 – June 14	AVERAGE SCORE July 14 – June 15	RATINGS
A = IMPACT	2.76	2.33	5 = EXCELLENT 4 = GOOD 3 = ADEQUATE 2 = POOR 1 = VERY POOR
B = SAFETY	3.48	3.16	
C = CONSULTATION	2.91	2.74	
D = DISRUPTION	3.14	2.86	
E = TIDYNESS	3.22	2.91	
F = QUALITY	3.48	3.10	
G = CONDUCT	3.38	3.02	
H = LIGHTING	3.02	2.75	
J = OVERALL AVERAGE	3.17	2.85	

for the twelve months between July 2014 and June 2015, together with the average scores from the previous year.

Table 7: Customer Satisfaction Survey

2.7.3 The results from the annual survey indicate that whilst only a very small percentage of residents provided their feedback, those residents who responded were less satisfied with the project than they were last year. This is true across all categories and the overall rating has fallen to between adequate and poor. The County Council are aware of this and are working closely with Balfour Beatty to improve customer experience by addressing concerns promptly and monitoring more closely on the ground. Balfour Beatty have now recruited a new very experienced Head of Client Liaison. In addition to this they have recruited a further member to the Customer Liaison Officer team. The new Head of Client Liaison is ensuring robust processes are in place and proactive engagement with parishes and residents is undertaken which has resulted in significantly less complaints being raised by Parish Councils to the County Council.

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

#### **3.1 People live in a safe environment**

The bullet points below identify a number of ways in which the Street Lighting PFI contract supports the County Council new Operating Model outcome:

- Faults that may pose a risk to residents are rectified promptly and efficiently due to improved fault response times. With an average emergency response time of 37 minutes (See **Appendix 1**).
- Brand new safer columns are being installed throughout Cambridgeshire at a rate of around 1,500 per month (See Appendix 1)
- 99% of units will be illuminated during the agreed operating periods.
- Where possible, new columns are being sited at the rear of the footway so that they pose less of a risk to road users.

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

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

- The project brings benefits of energy reduction, maintenance savings and higher quality white lighting.
- The contract provides the upgrading of all County Council street lights so that they will safely last for the next 30 years.
- The contract allows for the maintenance of all the street lighting, illuminated road signs and bollards to a standard of 99% of stock always in illumination.

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

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

- The contract provides the upgrading of all County Council street lights so that they will safely last for the next 30 years.
- The contract provides for the maintenance of all the street lighting, illuminated road signs and bollards to a standard of 99% of stock always in illumination.
- 98% of waste (3,769 tonnes) diverted from landfill and recycled (See Appendix 1).

#### **3.4 Supporting and protecting vulnerable people**

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

- The contract provides the upgrading of all County Council street lights so that they will safely last for the duration of the PFI contract.
- The contract provides for the maintenance of all the street lighting, illuminated road signs and bollards to a standard of 99% of stock always in illumination

- Had the Council not entered into the PFI contract, it would have been faced with a deteriorating and expensive to operate lighting stock, which could only have been improved through investment using the Council's own funds
- 160 CCTV cameras have been installed in partnership with police community projects (See Appendix 1).

## **4. SIGNIFICANT IMPLICATIONS**

### **4.1 Resource Implications**

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

- The contract was supported with £100 million of PFI credits from Central Government which has allowed for the Council's street lighting stock to be brought up to a suitable standard.
- Had the Council not entered into the PFI contract, it would have been faced with a deteriorating and expensive to operate lighting stock, which could only have been improved through investment using the Council's own funds.
- During the procurement process and as part of the Comprehensive Spending Review 2010, Government required us to identify potential savings. These savings are to be made in part through reducing the number of street lights by 10% overall, which is delivering further maintenance and energy savings for the Council. Due to the requirements for higher standards on main roads, called traffic routes, which generally have more significant road safety issues, it is necessary to weight the reduction in lighting more heavily on residential streets. Therefore, in some circumstances residents can experience a reduction in lighting columns of up to 40% in their streets. Although the reduction in column numbers is mitigated to some degree by the higher quality of light and factors such as taller columns providing wider coverage, concerns have been raised by residents in a number of streets where darker patches have resulted from this policy.

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

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

- Many communities believe the provision of streetlighting is a statutory function of the County Council. However, the County Council, as the Highway Authority, has no statutory obligation to provide street lighting. The law states:
  - The Highways Act 1980 empowers local authorities to light roads but does not place a duty to do so.
  - The Council has a duty of care to road users and has an obligation to light obstructions on the highway.
  - The Council has a statutory duty under the Highways Act to ensure the safety of the highway and this includes any lighting equipment placed on the highway.
  - The Electricity at Work Regulations impose a duty on owners and operators of electrical equipment to ensure its safety.

4.3     **Equality and Diversity Implications**

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

- Whilst the provision of streetlighting is not a statutory requirement, where streetlighting has been provided many of our communities view any change to the existing service as being negative. This has been experienced strongly during the existing PFI Core Investment Period which has permanently removed 10% of the County Council's existing streetlights. Engagement has taken place with the Cambridgeshire Alliance to ensure that disability groups are fully aware of the programme and ways in which they can ask any questions or raise any possible concerns.

4.4     **Engagement and Consultation Implications**

Implementation of the Street Lighting PFI contract impacts all residents and communities in Cambridgeshire. As such, delivering excellence in customer service and carrying out work with minimal disruption is a key element of this contract. Balfour Beatty and the County Council have focused resources to try to ensure that local councillors, parish councils and residents are effectively consulted during the upgrade works. Further details are contained above in paragraph 2.6.

4.5     **Localism and Local Member Involvement**

Implementation of the Street Lighting PFI contract impacts all residents and communities in Cambridgeshire. As such, delivering excellence in customer service and carrying out work with minimal disruption is a key element of this contract. Balfour Beatty and the County Council have focused resources to try to ensure that local councillors, parish councils and residents are effectively consulted during the upgrade works. Further details are contained above in paragraph 2.6.

4.6     **Public Health Implications**

There are no significant implications for this priority.

Source Documents	Location

## APPENDIX 1

### Performance Report Summary





**HIGHWAY INFRASTRUCTURE ASSET MANAGEMENT PLAN – ANNUAL PERFORMANCE REPORT**

*To:* **Highway and Community Infrastructure Committee**

*Meeting Date* **3<sup>rd</sup> November 2015**

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

*Electoral division(s):* **All**

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

*Purpose:* **To consider changes to the County Council's Asset Management Policy, Strategy and Highway Infrastructure Asset Management Plan documents**

*Recommendation:* **That the Committee approves the changes to the;**

- **Highway Asset Management Policy, Appendix 1**
- **Highway Asset Management Strategy, Appendix 2**
- **Highway Infrastructure Asset Management Plan 2015 – 2025, Appendix 3**

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## **1. BACKGROUND**

- 1.1 The County Council's Asset Management Policy, Strategy and Highway Infrastructure Asset Management Plan (HIAMP) were approved by the Highways and Community Infrastructure Committee in 2013-2014.
- 1.2 These documents provide an effective approach to Capital highway maintenance investment and demonstrate how our assets will be managed and maintained in line with Department for Transport (DfT) guidance and future funding arrangements.
- 1.3 This report brings the County Council's standards up to date in line with current National best practice and standards

## **2.0 MAIN ISSUES**

- 2.1 Since the adoption of the Asset Management approach to Highway maintenance in Cambridgeshire, the following benefits have been delivered;
  - Implementation of Asset Management decision making principles throughout the highways service.
  - Implementation of revised maintenance hierarchy for footways and carriageways and associated safety inspection regime.
  - Implementation of revised service standards relating to defect intervention points and response times to rectify.
- 2.2 The Asset Management Policy and Strategy documents have had minor textual amendments only and the substantive content of both documents remains unchanged.
- 2.3 The main body of the HIAMP has been updated with the following changes;
  - Clarification of carriageway hierarchy categorisation with some lower usage roads assigned to more appropriate categories. The national Code of Practice permits such variations, in accordance with local circumstances and available resources. Such clarity provides the Authority with a better statutory defence against third party claims.
  - Clarification of defect parameters for Category 1 defects providing a clearer definition for existing defects and the timescales within which they will be made safe or repaired.
- 2.4 For consistency, the document formerly known as "Highways Policies and Standards" has been renamed "Highways Standards and Enforcement" and incorporated into the HIAMP. A number of minor revisions have been incorporated and Appendix 4 shows a summary of the main changes, and appendices 5-11 show the specific guidance that has been revised in this year's review cycle:
  - Gating Orders & Public Space Protection Orders (appendix 5);
  - Access Protection Markings (appendix 6);

- Heavy Goods Vehicles (appendix 7);
- Road Markings & Studs (appendix 8);
- Speed Limits (appendix 9);
- Pedestrian Crossings (appendix 10);
- Tourist Signs (appendix 11).

- 2.5 The DfT has recently implemented a new funding mechanism which incentivises Authorities to demonstrate that they have a highway asset management plan in place which is being used in practice, they will penalise those who don't. The amount of funding that any Council will receive from the DfT will be dependent upon the extent to which they have implemented the asset management approach and are able to demonstrate it. Those Authorities who are unable to demonstrate this will have their funding levels reduced. The maximum level of funding available to Cambridgeshire in the forthcoming 5 years will already reduce from £15.008M per annum in 2015/16 to £14.591M in the future 5 years. However, this will be reduced by a further £2.515M to £12.076M per annum if we fail to demonstrate an asset management approach, which is a further 17% reduction in funding from that which we received this year.
- 2.6 The creation of the DfT's Incentive Fund demonstrates Central Government's commitment to highways asset management and the importance that the Council remains at the forefront of delivering an industry leading asset management approach.

### **3. ALIGNMENT WITH PRIORITIES AND WAYS OF WORKING**

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

Adopting an effective long term approach to investment will ensure that highway infrastructure assets support the delivery of services and the local economy, taking into account the long term performance of the asset. It will support initiatives to deliver the optimum infrastructure for new and existing communities within available resources.

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

Optimising the way in which highway maintenance services are delivered will support the development of an effective transport system. This will help improve 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 highway assets is enhanced and continuously monitored in order to help optimise planned maintenance programmes.

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

An effectively maintained local road network will ensure that those people in most need of access to local services have the best ease of movement, whilst also facilitating the support to vulnerable people within their own communities.

## **4. SIGNIFICANT IMPLICATIONS**

### **4.1 Resource Implications**

Funding is provided through Local Transport Plan allocations, Prudential Borrowing, revenue sources and other grants / third party funding streams for highway works. If an Asset Management approach is not undertaken, funding will be reduced further by DfT. These updates protect the Authority from undue third part claims

Road condition is a major factor for the public and businesses. Increased investment in Capital Maintenance programmes continues to deliver improved road network to support economic growth.

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

The HIAMP supports the County Council's role as the Highway Authority for Cambridgeshire in meeting its statutory duty for maintenance, under the Highways Act 1980.

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

There are no significant implications under this heading.

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

There has been engagement with Members through the process of developing the Asset Management Strategy through workshops and discussions. The HIAMP provides clarity around ongoing customer liaison requirements.

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

There are no known specific localism or local member involvement issues associated with this proposal.

### **4.6 Public Health Implications**

The HIAMP covers the maintenance of existing highway assets. As such any changes put in place that adjust maintenance budget disaggregation across the county, will not impact on the County Councils commitment to maintain its infrastructure to appropriate standards where it will help people lead healthier lives. Optimum investment in highway maintenance will support the delivery of health services.

<b>Source Documents</b>	<b>Location</b>
Well Maintained Highways: Code of Practice	<a href="http://www.ukroadsliasingroup.org/en/UKRLG-and-boards/uk-roads-board/wellmaintained-highways.cfm">http://www.ukroadsliasingroup.org/en/UKRLG-and-boards/uk-roads-board/wellmaintained-highways.cfm</a>





## 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 its three strategic priorities](#).
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, in order to help deliver the best long term outcomes for local communities.
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 utilised to maximise their benefit.
4. Through its Local Transport Plan (LTP3), in order to further support its vision and duties, the County Council developed a series of local transport objectives. To help meet these objectives, the Council's Asset Management Strategy will seek to:

#### **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 an effective 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 enhanced and continuously monitored, in order to help optimise planned maintenance programmes.

**Supporting and protecting vulnerable people:** An effectively maintained local road network will ensure that those people in most need of access to local services have the best ease of movement, whilst also facilitating the support to vulnerable people within their own communities. In addition, an effective Asset Management Strategy will support the delivery of 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 ensure that highway infrastructure assets support the delivery of services and the local economy, taking into account the long term performance of the asset. It will support initiatives to deliver the optimum community infrastructure for new and existing communities, subject to political approval.

#### **Promoting improved skill levels and economic prosperity across the county, helping people into jobs and encouraging enterprise:**

The Councils approach to Asset Management will provide the most optimum levels of planned maintenance activities over the lifecycle of all asset types. This will allow the effective coordination of works to reduce road closures and their impacts, as well as providing maximum network availability and reliability, which supports the forward visibility of planned maintenance works.

**Meeting the challenges of climate change and enhancing the natural environment:** The Asset Management Strategy will set out a framework that will provide an integrated transport system that minimises costs over time, maximises value to the community and environmental contribution, whilst keeping people healthy and supporting lower carbon transport choices. The Strategy will also facilitate sustainable solutions and treatments, minimising waste and landfill. Sustainability is central to our approach to highway maintenance.





# Pedestrian Crossings

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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 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. <http://www.dft.gov.uk/>

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 suppressed 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.

[http://www.cambridgeshire.gov.uk/info/20081/roads\\_and\\_pathways/118/improving\\_highways](http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/118/improving_highways)

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.

# Tourist Signing Policy

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## 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 the English Tourist Board (ETB) and have agreed to abide by its Code of Practice for Visitor Attractions (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 permitted must be provided.

3.3 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 12 months.
  - 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**

- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 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.
- 4.9 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**

- 4.10 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.
- 4.11 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.
- 4.12 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 Authorities to agree with the appropriate bodies representing the various tourist facilities and attractions involved.

4.13 In rural areas tourist signing to refreshment facilities will only be considered where:

- The facility is not located on an 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**

4.14 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.

4.15 In remote areas the signing of village stores will be permissible but only in locations where their presence would not otherwise be apparent.

4.16 Garden centres which are able to demonstrate that they promote themselves to the tourist market may be considered for signing.

4.17 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**

4.18 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**

4.19 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.

- 4.20 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.
- 4.21 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.
- 4.22 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.
- 4.23 Directional signing to the facility must satisfy the environmental requirements listed in Section 6.
- 4.24 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.
- 4.25 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).
- 4.26 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 can 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 such as Conservation Areas. In many instances the appeal of these areas to tourists is the 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 “T” 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 2002 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 Director of Highways and Access.
- 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 and Access 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 Is it open to visitors without prior booking for a minimum of 4 hours per day, 150 days per year?
- 4 Does it fulfil an identified tourist need?
- 5 Do visitors need directions other than normal road signs to find your establishment?
- 6 Is it open to the public without prior booking?
- 7 Are you prepared to pay all reasonable costs for signing if your application is successful?
- 8 Do you accept that any agreed signing can be removed at your cost if your facilities fail to maintain relevant criteria or move location?
- 9 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 £200.00, payable at the time of application.
- 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 2015



## Cambridgeshire County Council

### Strategy for Highway Asset Management

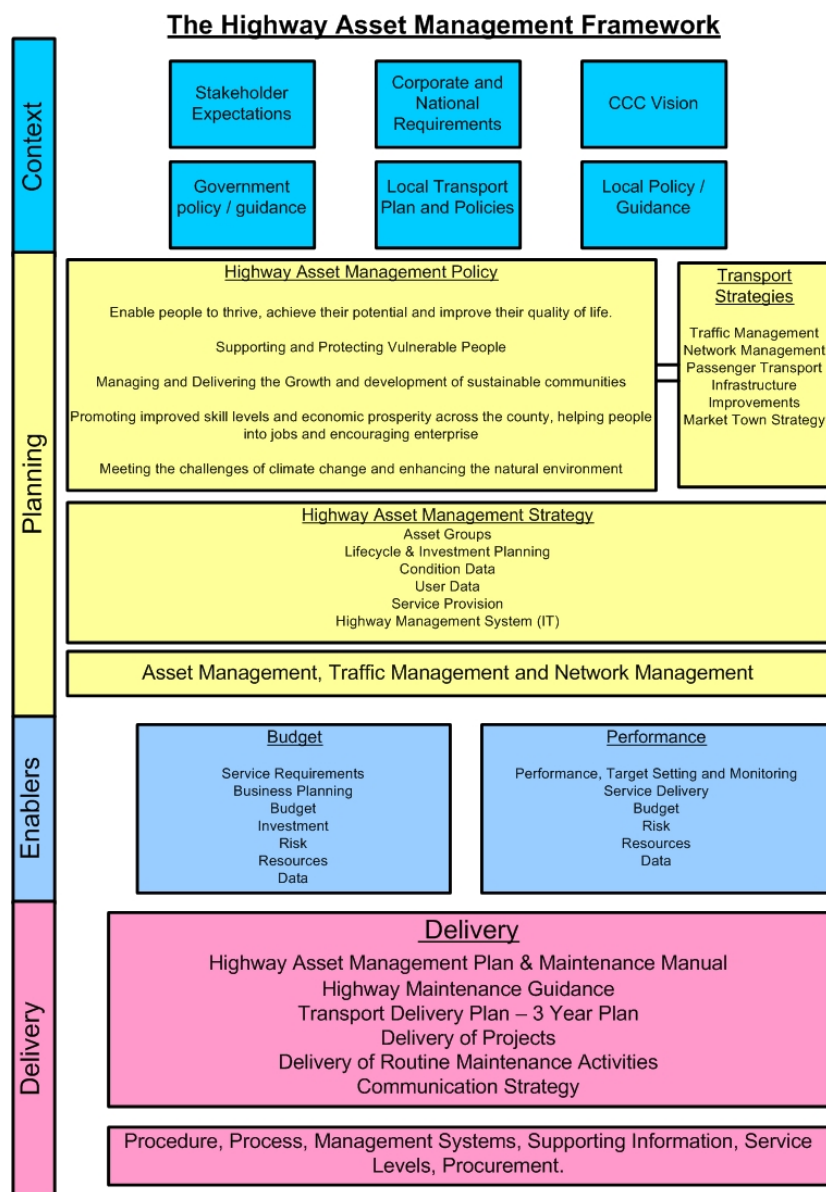
#### 1. Introduction

- 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 2014 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 Transport Delivery Plan. 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.

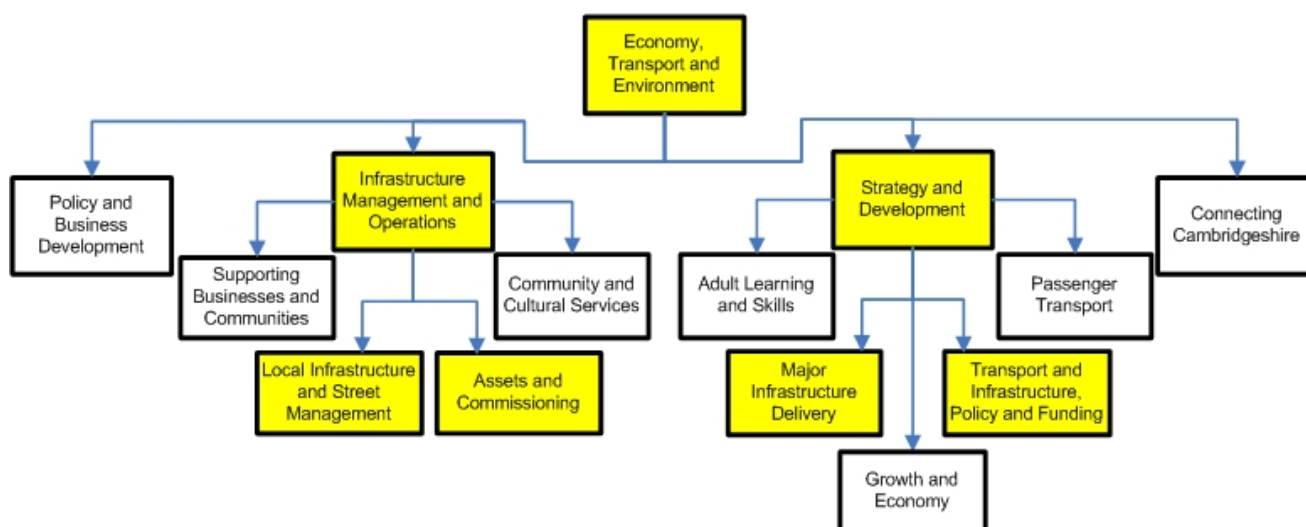


**Fig 1 – Cambridgeshire CC's Highway Asset Management Framework**

- 2.3 A key element of the Asset Management Framework is the Council's Highway Infrastructure Asset Management Plan. 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 Highways Maintenance Efficiency Programme, (HMEP) document *'Highway Infrastructure Asset Management'* and the National Code of Practice *'Well-maintained Highways'*.
- 2.5 The organisational structure of the Council's Economy, Transport and Environment (ETE) directorate delivers highway maintenance services through a number of key Service teams.

### **Economy, Transport and Environment Services**



**Fig 2 – ETE Organisational Structure**

- 2.6 The Local Infrastructure and Streets Team (LISM) is the 'front door' to the highways service, handling routine maintenance, responding to customers / members, ordering works and services from the Councils Highway Services Contract partners. This service is predominantly delivered from four geographic locations - (Fenland, East Cambridgeshire, Huntingdonshire and South Cambridgeshire & Cambridge City).
- 2.7 The Assets and Commissioning Service (AAC) is responsible for the overall management of the Highways Services Contract. It also produces and maintains the Council's Highway Asset Management policies, strategies and plans. The team provides intelligence to LISM to support delivery of the Asset Management objectives and monitors the collection of network condition data. AAC monitors delivery of the Strategy and produces the Transport Delivery Plan.
- 2.8 Major capital maintenance schemes are delivered through the Major Infrastructure Delivery Service, with wider transport strategies, plans and funding streams being managed within the Transport and Infrastructure Policy and Funding Service.

### **3. User Preferences**

- 3.1 Cambridgeshire's road network provides the backbone of its economy and the maintenance of the county's highways in an appropriate condition is of paramount importance. This is reflected in customer contact data which is dominated by queries and requests for maintenance relating to carriageways, indicating on-going customer interest in the condition of carriageways.
- 3.2 Recent results for the county, from the National Highways and Transportation (NHT) customer survey show that the condition of roads is both the criterion that is "most important to users" and the aspect "in most need of improvement". The data indicates a strong customer preference for improvement in carriageway (road) condition.
- 3.3 A joint officer / member workshop was held in December 2013 to help identify what is most important for Cambridgeshire and the direction in which the County Council should move forward.
- 3.4 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 in the workshops.

The preferred strategic options are:

- Recognise the importance of all carriageway assets
- To adopt a preventative maintenance approach, targeting a 'steady state' or better.
- 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.
- Target a long term reduction in revenue spending

### **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 improve their overall condition. 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. Preventative works will be given budget priority
- 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 proposes to extend the assets whole life by arresting/delaying deterioration. The previous approach was reactive, and focused on assets at end of their life and involved carrying out more costly treatments. This was unsustainable. This Strategy is the roads equivalent of painting wooden window frames rather than waiting for them to rot and need expensive replacement. It is estimated that this approach could save the county between 10% and 20% if fully implemented.

**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.

**4.2.5 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.

**4.2.6 Reactive and Routine Repair Costs** - A review of reactive repair standards will form part of this Strategy. The review will examine investigation 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.

**4.2.7** 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.

**4.2.8 Summary**

- Sustainable improvement of measured condition

- 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** A condition survey of the county's footways has been recently undertaken 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 maintain other footways in no worse than current condition.

- *Priority Investment:* the investment required to improve the condition of heavily used footways
- Footway investment on the remaining footways shall be maintained based upon targeting a "no worse than at present condition"
- 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 a significant improvement in the condition of high use footways will be possible.

**4.3.5** Remaining funding is predicted to enable progressive improvement in overall condition of other footways by maximising the use of preventative treatments where 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 delivered improved condition at a lower cost. A programme of preventative treatment will form part of this Strategy and will be incorporated into future Transport Delivery Plans.

**4.3.7 Reliability of Predictions** - Predictions of deterioration are based upon engineering judgement and have not been able to be corroborated. The development of a regime of robust condition surveys to enable more robust predictions is an action within the Asset Management Plan.

#### **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
- Reduce the number of structures requiring strengthening works

**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. Funding allocations to allow repair of damage to structures requiring immediate attention (e.g. vehicle strikes in order to keep the asset safe) will be maintained.

**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. The Strategy is based upon addressing the highest priority structures within this list as below:

**Priority 1 Works:** Structures which require urgent (next 1-3 years) attention to prevent them from becoming hazardous to users, or those that require works to prevent higher future repair costs from being incurred.

- Completion of last phases of strengthening works on currently committed structures including works on listed/heritage structures
- Other Priority works (as detailed in the Asset Management Plan)

**Priority 2 Works:** structures which require strengthening but can be managed by monitoring until funding is available to enable works to be undertaken (targeted completion of this programme within 10 years)

- Strengthening works on structures.  
(an allowance has been made for additional structures that may be identified via inspection during the next 10 years as requiring strengthening).

## 4.5 Traffic Signals

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

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

- *Priority investment:* Highway priority junctions and signal controlled crossings that are in need of replacement
- Refurbishment Programme: on-going replacement needs driven by age of site, obsolescence of equipment and deterioration of condition/reliability

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

4.5.4 **Refurbishment Programme** - A programme of refurbishment will address sites where, due to age or obsolescence of equipment, the future reliability of the site could be at risk. This list also includes sites where there is a need to upgrade in order to improve traffic flows through the junction. The programme has been prioritised as follows:

1. **Priority 1 Work Junctions and Communications Works;** essential communications cabling replacement works plus refurbishment of high priority junctions.
2. **Priority 1 Works Signal controlled Crossings;** high use crossings where work has been identified as providing added value
3. **Desirable Reliability Works;** Junctions that are not priority 1 works but have been identified as needing attention before others (and signal controlled crossing) because they are a rare controller or because there is added value, such as the possibility of adding in an additional phase to the sequence.
4. **Priority 2 Junction Works:** the remaining junction sites that are at or nearing the end of their expected lives (will exceed 20 years old by 2017)
5. **Priority 2 Signal controlled Crossing Works:** These are the remaining signal controlled crossings that not included above.

The Strategy is designed to complete priority 1 works within the first 3 years.

## 4.6 Street Lighting

The County Council's Street Lighting management and maintenance are delivered through an existing long term PFI contract which extends 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 life 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 Further efficiencies gained by adopting effective Asset Management could be used to help expand on works carried out through the Local Highway Improvements Initiative.
- 4.8.3 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 that growth and re-development has on 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.
- 8.2 The Strategy is not predicated on funding levels, therefore significant changes to the Strategy will not be required if major changes in available budgets occur.
- 8.3 Progress in delivering the Strategy will be reported via an Annual Strategy and Performance Review, carried out within the AAC Service. The timetable for this review will be included within the Highway Infrastructure Asset Management Plan.



# **Cambridgeshire County Council's**

## **Highway Infrastructure Asset Management Plan 2015 - 2025**

**First Edition v3  
September 2015**





**Cambridgeshire County Council**  
**Highway Infrastructure Asset Management Plan**

**CONTENTS**

<b>Section</b>	<b>Pages</b>
1. Introduction	1
2. Asset Descriptions	3
3. Data management	6
4. Community requirements and customer communications	12
5. Asset Investment Strategies / Lifecycle Plans	15
6. Financial Summary	18
7. Service Standards (Planned, cyclic and reactive maintenance)	23
8. Future Demands	26
9. Performance Management and Benchmarking	31
10. Risk Management	32
11. Asset Management Planning Practice	36
12. Improvement Plan	36
13. Management of the Plan	39
14. Links to associated documents and references	39
15. Glossary of terms	41
<b>Appendices</b>	
Appendix I - Reactive Maintenance intervention Levels	i
Appendix II – Communications Strategy	v
Appendix III – BCI and RCI Indices	xiv
Appendix IV – Transport Delivery Plan Flow Charts	xv
Appendix V – Highway Standards and Enforcement	xix

## 1. Introduction

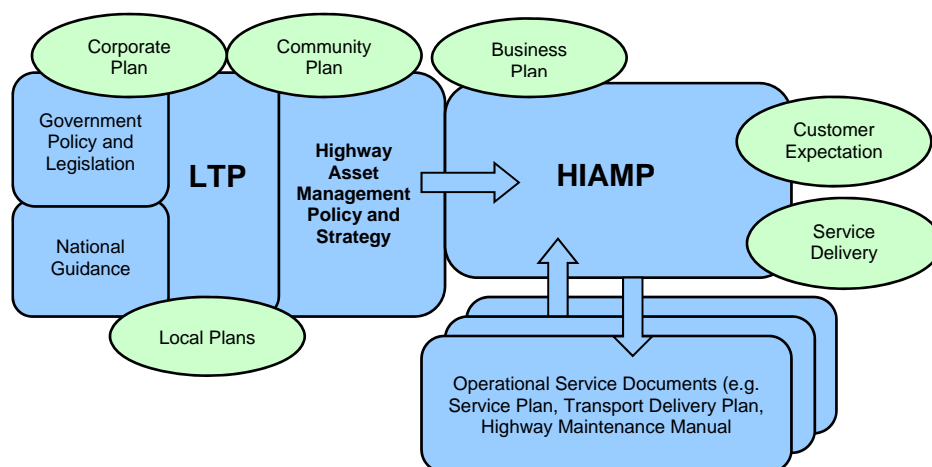
- 1.1 This Highway Infrastructure Asset Management Plan (HIAMP) sets out how the maintenance of the public highway asset of Cambridgeshire County Council is to be managed. It brings together the County Council Corporate and [Local Transport Plan \(LTP\)](#) 'goals and objectives and introduces how the principles of asset management will be increasingly used to ensure that the highway service meets the requirements of its users and delivers value for money.
- 1.2 The 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. It has now been announced that an Incentive Funding stream will be implemented from 2016/17. The amount of funding that authorities receive from this source will be 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. However, Cambridgeshire could lose up to £7,122,353 if we fail to adequately implement a robust asset management approach. This Plan plays an essential role in securing and maximising long term capital funding for the maintenance of Cambridgeshire's Highway network.
- 1.3 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 outlines a process of continuous improvement year on year, based on clear and detailed recording of progress and performance. 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.
- 1.4 Cambridgeshire's highway network is by far the most valuable asset for which the County Council is responsible, with a replacement cost in the order of £6.2billion (excluding land). The highway assets covered by this plan are outlined in Section 2.
- 1.5 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.

- 1.6 This Plan is the Council's first HIAMP covering the period 2015 – 2025 and it supersedes the previous Highway Policies and Standards Document that was adopted in 2011. 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**

- 1.7 This Plan covers the development, maintenance and operation of Cambridgeshire's Highway network.
- 1.8 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 - which expands on the Framework shown on page 2 of the Highway Asset Management Strategy.



**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 Assets and Commissioning (AAC) Service.
- 2.2 A summary of the main asset groups covered in this Plan is provided in Figure 3 below:

Asset Group	Element	Quantity
<b>Carriageways</b>	A Road (including laybys, bus lanes etc) B Roads C Roads Unclassified Roads (incl. green lanes) <b>Total</b>	453 km 554 km 1141 km 2257 km <b>4405 km</b>
	Fords & causeways Traffic Calming features Road markings & studs Anti-skid	7 no. 1682* * 29km
<b>Footways and cycleways</b>	Cat 1a Footways Cat 1 Footways Cat 2 Footways Cat 3 Footways Cat 4 Footways (estimate) <b>Total</b> Cycleways	13.1 km 38.3 km 54.2 km 175.0 km 2000.00* <b>2280 km.</b> - (see Section 12)
<b>Structures</b>	Pedestrian / cycle bridges Road bridges Culverts (over 915 mm - not pipes / drains) Retaining Walls Underpass / subway	298 no. 538 no. 380 no. 43 no. 17 no. <b>1276 total</b>
<b>Street Lighting</b>	Street Lights Illuminated signs and bollards	56000 no. 5700 no.
<b>Intelligent Transport Systems (ITS)</b>	Variable message signs Vehicle Activated Sign Parking guidance signs RTPI (bus stop displays) Rising Bollards (Cambridge City Centre) CCTV Cameras	42 No.(incl. 2 portable) 340 No. 35 No. 293 No. 21 No. 14 No.
<b>Grassed areas and trees</b>	Highway Trees (All trees within falling distance are collectively termed 'highway trees') Verge length	87,429 *
<b>Traffic Signals</b>	Junctions Crossings <b>Installations</b>	164 198 <b>362</b>
<b>Public rights of way</b>	Surfaced (metaled) Other (natural / arable surface)	768 km 2432 km

Asset Group	Element	Quantity
<b>Drainage</b>	Gullies Offlets Headwalls Sustainable Urban Drainage Systems Catch pits, interceptors, inspection chambers Highway carrier drains	107137 no. * 9237 no. " ** ** ** ** **
<b>Street Furniture</b>	Non illuminated signs Non illuminated bollards  Grit bins Safety Cameras  Pedestrian guardrail Vehicle restraint systems (safety fencing) Weather stations Automatic Traffic Counters	Unlit signs and bollards estimated at 54,331* 815 No. 35 No (plus one average speed camera installation) 11.37km 54,374m 3 No. 63 no.

\* Asset Register not complete – being completed during 2015

\*\* Some drainage asset data being digitised from as built drawings and drainage surveys

**Fig 3: Summary of Assets Managed**

### 2.3 Assets not covered by this plan

This Plan covers the management of key highway infrastructure assets. This 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.

Asset	Responsibility
Guided Busway	County Council's Passenger Transport Service
Street Lighting	Covered by PFI contract with Balfour Beatty
Park and ride sites	County Council's Passenger Transport Service
Car Parks	Multi storey and street level managed by either private company or district council
Street name Plates (owned and managed by district councils)	District Council
Picnic site A10 Brandon Creek	County Council maintains barrier and cuts vegetation
Bus shelters (Parish Council owned)	Parish Council except Drummer Street Bus Station Cambridge which is managed within Passenger Transport Service
Pay and Display parking machines	County Council's Supporting Business and Communities

<p>Motorways and Trunk Roads</p> <p>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 near Thorney Toll</p>	<p>Highways Agency</p> <p>In Cambridgeshire there is a further 280km of trunk road and motorway network with Highway Agency Areas 8 &amp; 6. The link below provides further information.</p> <p><a href="http://www.highways.gov.uk/our-road-network/managing-our-roads/operating-our-network/how-we-manage-our-roads/area-teams/">http://www.highways.gov.uk/our-road-network/managing-our-roads/operating-our-network/how-we-manage-our-roads/area-teams/</a></p>
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**Fig 4: Assets not covered by this Plan** (\* Subject to future review)

## 2.4 Operation and maintenance – existing arrangements

Existing arrangements for the delivery of Highway Services are outlined in Figure 5 below.

Area of work	Service Delivery
Provision of 'client' services including Asset and Network Management'	In House Team (within LISM and AAC) + partnership with Cambridgeshire Highways
Design and supervision of works	
Routine highway maintenance	
Winter Maintenance	
Minor bridge maintenance	
Emergency works	
Localised highway resurfacing & reconstruction	
Signs and road markings	
Gully emptying and drainage	
Grass cutting	
Weed Spraying	
Planting maintenance	
Road and footway Sweeping (safety) Environmental sweeping is carried out by District Councils	
Street Lighting	Balfour Beatty PFI Contract 2011-2036
Traffic signal maintenance (incl VAS)	telent Plc
Carriageways surface treatments	Cambridgeshire Highways and Eastern Highways Alliance (EHA)
Footway Surface treatments	

Area of work	Service Delivery
Major bridge maintenance	Specialist contractors using individual Contracts and including Eastern Highways Alliance (EHA)
Major highway Resurfacing & Reconstruction	
Major Capital Improvements	
Major Revenue works	

**Fig 5: Summary of existing Service delivery arrangements**

(See sections 2.5 to 2.8 of the Highway Asset Management Strategy for an explanation of AAC and LISM functions within ETE)

### 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 2 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 the development of future levels of service.
- The assessment of current and the 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 Councils Highway Network Hierarchy follows the criteria set out in the Code of Practice (CoP) Well Maintained Highways, which has been applied to reflect local needs and priorities. The hierarchies, which are shown in figures 6 a-f form the overarching framework for all data management activities. These were last reviewed in November 2013.



### 3.4 Safety Inspections

A primary source of information is a formal regime of safety inspections that identify defects and facilitate the ordering of reactive and planned routine maintenance work.

- 3.5 The frequency and method of these inspections is outlined in the tables below. For Structures and Traffic Signals assets, inspections are focussed on condition.
- 3.6 Where there is a designated pedestrian route, such as a controlled crossing point, the carriageway should be considered the same criteria as the footway. Where in pedestrianised and other urban areas (within 30 mph speed limits) there is no footway available for pedestrians then the carriageway will be have the same criteria as a footway.

6a) Carriageways				
Category	Hierarchy Description	Type of Road General Description	Description	CCC Inspection frequency and type
1	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
2	Strategic Route	Trunk Roads and some Principal 'A' roads between Primary destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.	County Council Roads (non-trunk) are inspected 12 times per year (monthly) – Driven
3a	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 with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety	12 times per year (monthly) – Driven



3b	Secondary Distributor	Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions*	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons.	12 times per year (monthly) – Driven
4a	Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial inter-connecting roads, with random pedestrian movements & uncontrolled parking.	4 times a year (3 monthly) - Driven
4b	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 individual properties and land. They are often only single lane width and unsuitable for HGV's in urban areas they are often residential loop roads or cul-de-sacs.	Annually (once per year) – Driven
4c	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)

\*Whilst this is generally accepted, there are exceptions where some more minor classified roads are categorised as a 4a or 4b

<b>6b) Footways</b>			
<b>Category</b>	<b>Category Name</b>	<b>Description</b>	<b>CCC Inspection frequency and type</b>
1a	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
1	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
2	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

3	Link Footways	Linking local access footways through urban areas and busy rural footways	Annually (once per year) - Driven with carriageway inspection <i>(this is outside of CoP requirements which states that Cat 3 footways should be inspected twice per year (6 monthly))</i>
4	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

#### 6c) Cycleways

Category	Description	CCC Inspection frequency and type
A	Cycle lane forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access).	Inspected with road at same frequency (Cycleways to be included in the improvement plan - asset data set to be reconciled and category assigned in line with the CoP - see Section 12 )
B	Cycle track, a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.	Twice per year (6 monthly) (Cycleways to be included in the improvement plan - asset data set to be reconciled and category assigned in line with the CoP - see Section 12 )
C	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) (Cycleways to be included in the improvement plan - asset data set to be reconciled and category assigned in line with the CoP - see Section 12 )

#### 6d) 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 (approx. 200 structures identified) of structures with Technical issues / difficulties

#### 6e) 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.

<b>6f) Public Rights of Way</b>		
<b>Category</b>	<b>Description</b>	<b>CCC Inspection frequency and type</b>
Metalled	PROW's surfaced with a bound material	Inspected with adjacent Road / footway (walked) No formal safety inspection. Inspected reactively by PROW Officers.
Un-metalled	Unmade PROW's or those surfaced with an un-bound material	

**Fig 6: Inspection frequencies for main asset groups.**

### 3.7 Condition surveys

Condition surveys are used to provide information for the prioritisation of carriageway / footway maintenance schemes and also for performance and benchmarking purposes. They provide key information used to determine the effectiveness of the Asset Management Strategy. Figure 7 below describes the extent of the condition surveys undertaken.

<b>Survey Type and description)</b>	<b>Road Description</b>	<b>CCC coverage / frequency</b>
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	Up to 50% of the network each year
SCRIM	All hierarchy 2 & 3 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	All A, B & C and U roads have been surveyed. Improvement action to develop new regime of condition assessment to suit local requirements for condition based scheme selection. - see Section 12.

**Fig 7: Condition Survey extent and coverage**

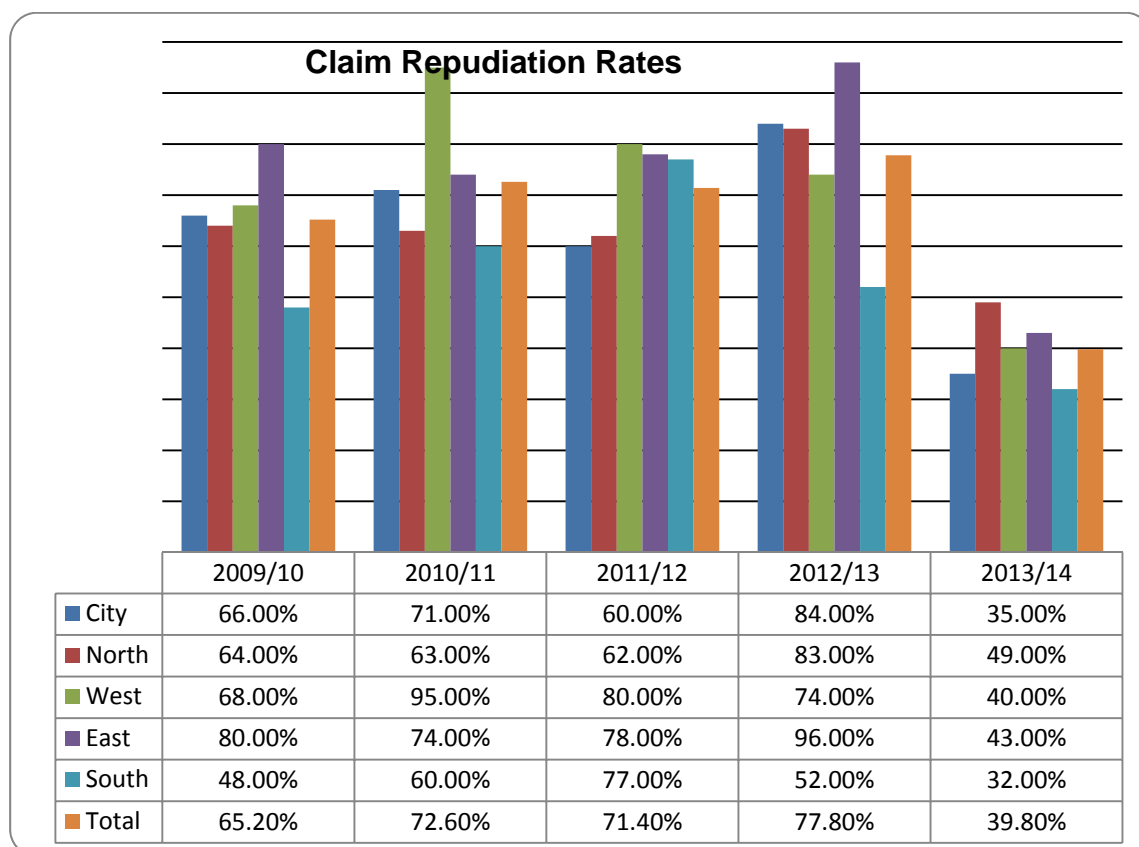
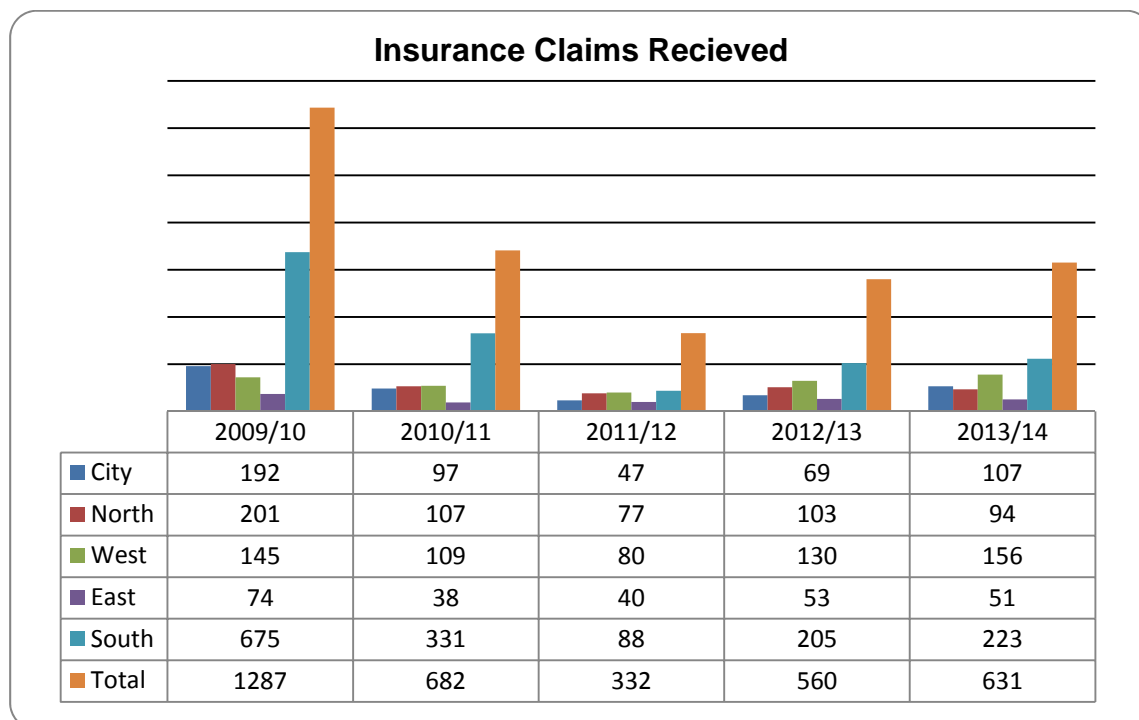
### 3.8 Inventory collection

The Council's Highway Management System (Symology's Insight) acts as the Council's Highway Asset register within which all highway inventory data is stored. Outstanding asset data is currently being collected, with the register due to be fully complete by the end of 2015.

### 3.9 Insurance Claims

The number of highway related insurance claims received and repudiated can be indicative of both network condition and how well the network is being managed. The graphs below show the insurance data over the 5 years to 2013/14. Claims will

continue to be monitored through the life of this plan and will be reported within the Annual Status and Options Performance report.



**Fig 8: Insurance Claims Received and Repudiated 2009 - 2014**  
(CCC repudiation target 60%)

### **3.10 Inspector Training**

Highway Inspectors are trained to National Highway Inspector Competency Standards as set out in the Code of Practice (Well Maintained Highways) 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.

### **3.11 Highway Asset Management Training**

Key staff within the AAC Service, responsible for the overall management of the HIAMP 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. This is identified in as an Improvement Action within this Plan.

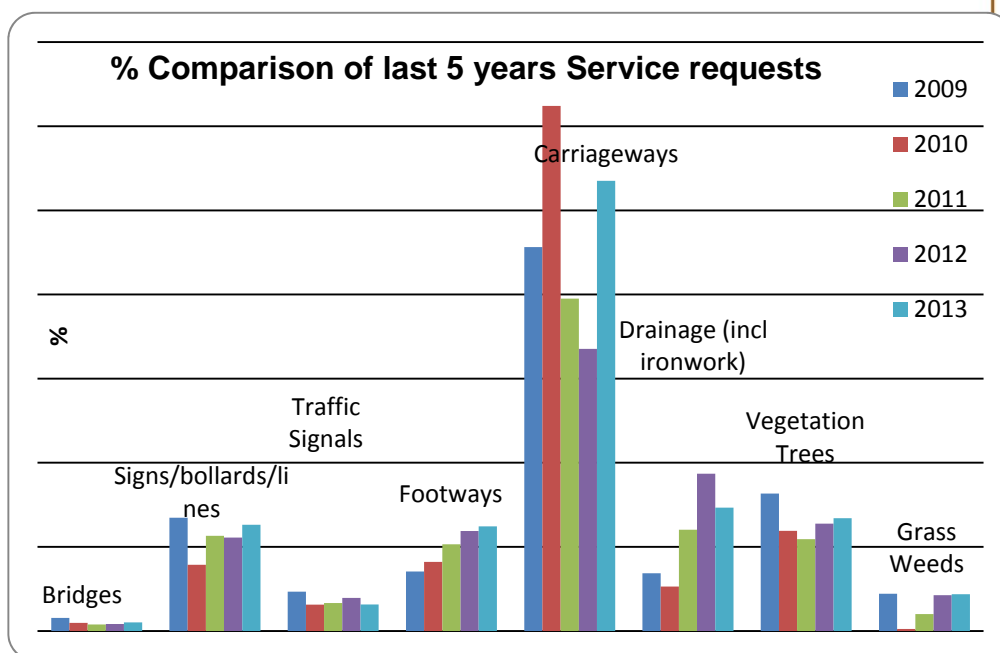
## **4. Community requirements and customer communications**

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.

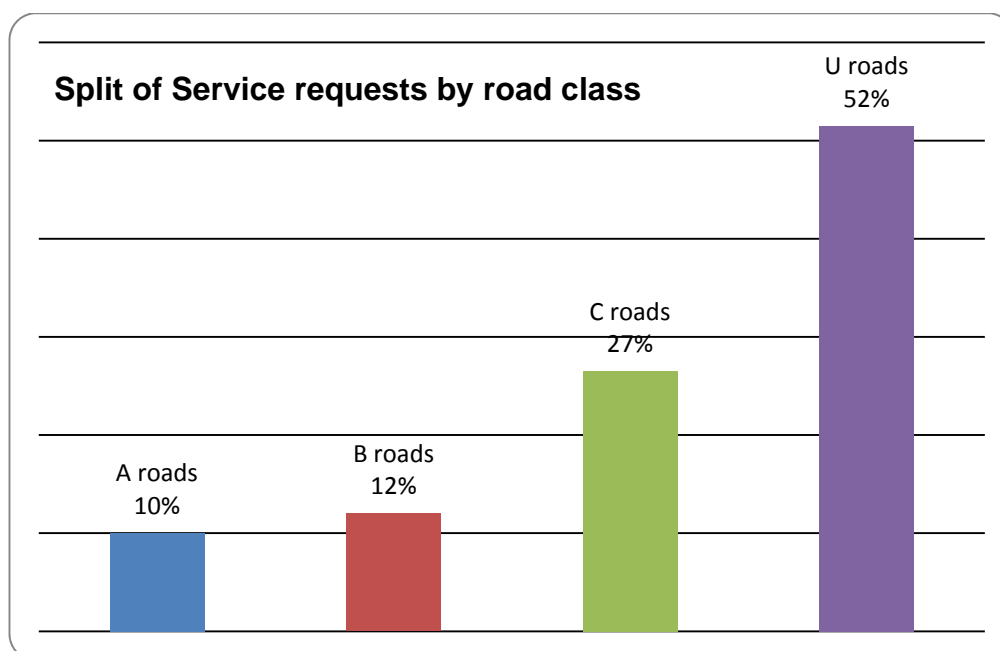
### **4.2 Customer Priorities**

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 Customer contacts relating to carriageways dominate the service request statistics that have been received through the Council's Customer Service Centre over the last 5 years (see Figure 9). Analysis of these carriageway service requests shows that over 50% of requests relate to the condition of unclassified roads (Figure 10). These figures support a need to focus future investment towards dealing with carriageways across all hierarchies.



**Fig 9: Customer Service Requests by Asset Group 2009-2013**

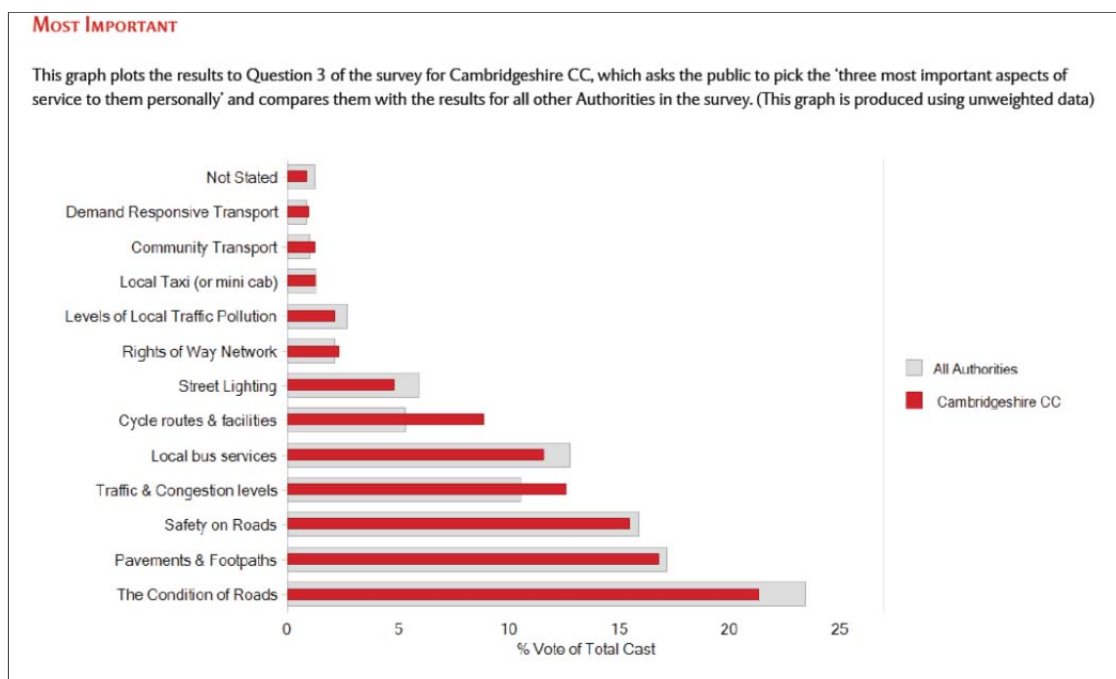


**Fig 10: Carriageway Customer Service Requests totals for period 2009-2013**

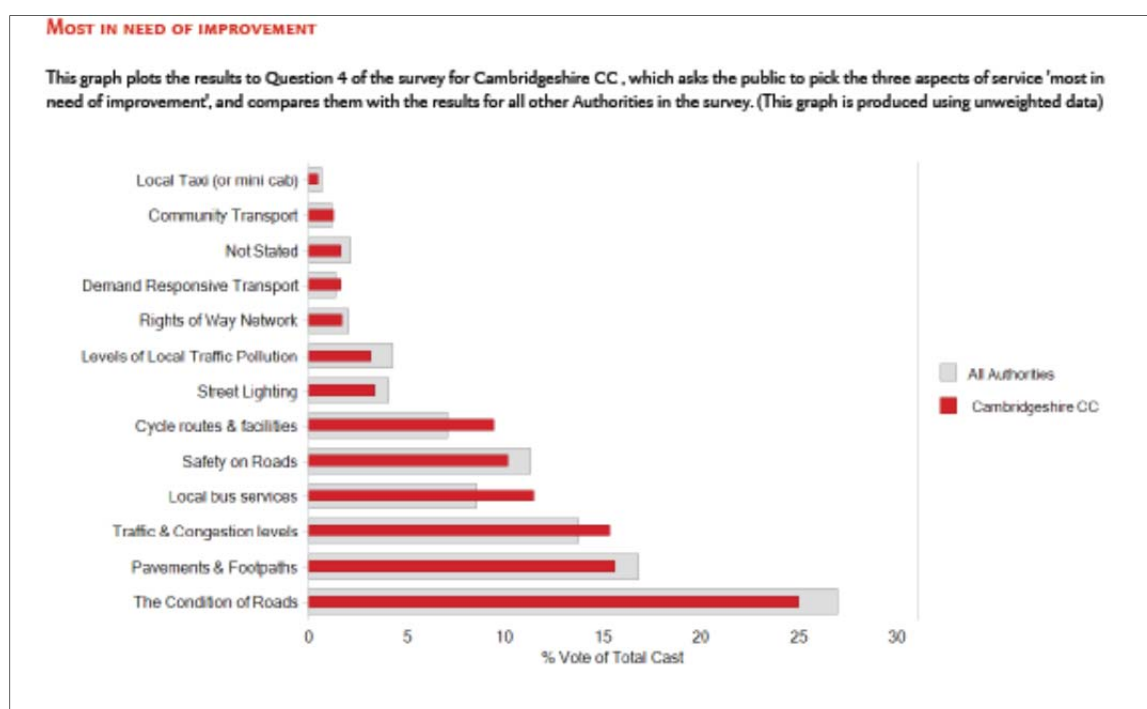
#### 4.4 National Highways and Transportation Survey (NHT)

The Council currently participates in the NHT survey of customer priorities and satisfaction (See Section 9).

- 4.5 The most recent results show “condition of roads” as the item of most importance to respondents (users). – see Fig. 10. In this latest survey, the aspect respondents said was in most need of improvement was also the “condition of roads”. – see Fig’ 11.



**Fig 11: NHT Survey results 'Most Important'**



**Fig 12: NHT Survey results 'Most in need of Improvement'**

- 4.6 It is recognised that other highway subject areas mentioned generated significant levels of interest (in particular pavements, safety on roads). However, this 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.

#### **4.7 Communications**

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

4.8 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 produced and this can be found in Appendix II.

4.9 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 the 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.

4.10 In line with the ETE Community Engagement Strategy, there will be a particular focus on:

- Communicating through a variety of channels, including social media
- 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

4.11 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. Asset Investment Strategies**

#### **5.1 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.

5.2 The strategy assumes the funding below:

- Annual LTP Capital Funding for Highways £15,008m\*



- Prudential Borrowing (remaining at end of 2014/15) est.  
£ 41.034m
- Annual Revenue Funding for Highways £12,117 \*\*

\* New Capital Highway Maintenance allocations for 2015/16 to 2020/21 (2015/16 allocation shown)

\*\* As detailed in the 2015-2020 CCC Business Plan for 2015/16

and

- Directs all the remaining prudential borrowing monies to carriageways
- Spreads the investment of prudential borrowing over a total of 11 years (8 years in this plan, 3 years previously). This provides significant advantages in terms borrowing costs, greater value in the selection of schemes and delivers a consistent programme level each year.

### **5.3 Maintenance Strategy**

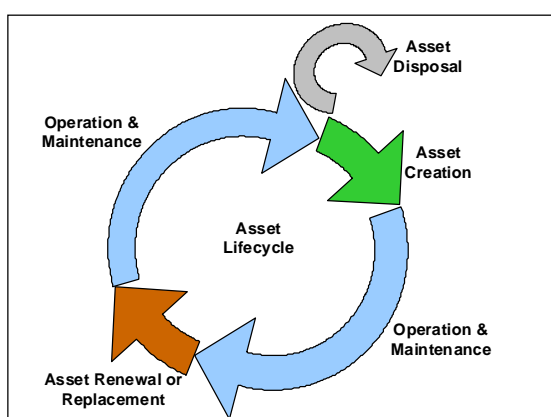
The maintenance strategy is the plan of action required to accomplish the specific performance targets for each asset group. The maintenance strategy targets intervention thresholds at or below where maintenance action is to be considered.

- 5.4 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.
- 5.5 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 HIAMP clearly sets out new and affordable Service Standards in line with this approach.
- 5.6 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.
- 5.7 The previous system of maintenance was not sustainable and these changes need to be made so that we can keep the county's highway network in the best condition possible within the available resources.
- 5.8 The asset management approach will mean an increase to the quantity of surface treatments carried out each year (e.g. surface dressing), and a decrease in the amount spent on traditional resurfacing, whereby the old surface is completely removed and replaced.
- 5.9 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.

### 5.10 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.

### 5.11 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 that can be found in Section 7.

### 5.12 Lifecycle Plan Outputs

For each of the key asset groups, LTCP models will be developed showing how they will be managed throughout their Lifecycle. Only Carriageway LTCP models are effective in this edition of the Plan. Work is in place to develop further LTCP models for footway, structures and traffic signals assets.

### 5.13 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 through the Transport Delivery Plan as outlined in Section 11.

5.14 The profile graphs below show carriageway condition predictions up to 2034 based on the funding assumptions made in Section 6. Banding for RCI values are given in Appendix III.

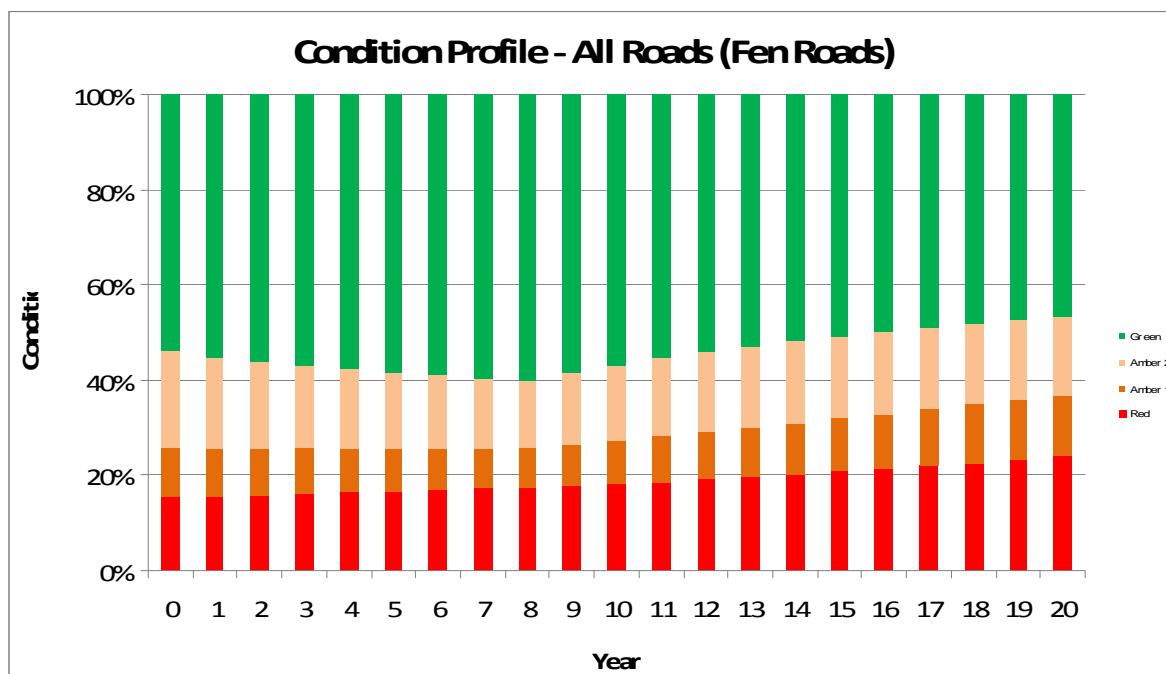


Fig 14: Condition output from LTCP Models for Fen Roads

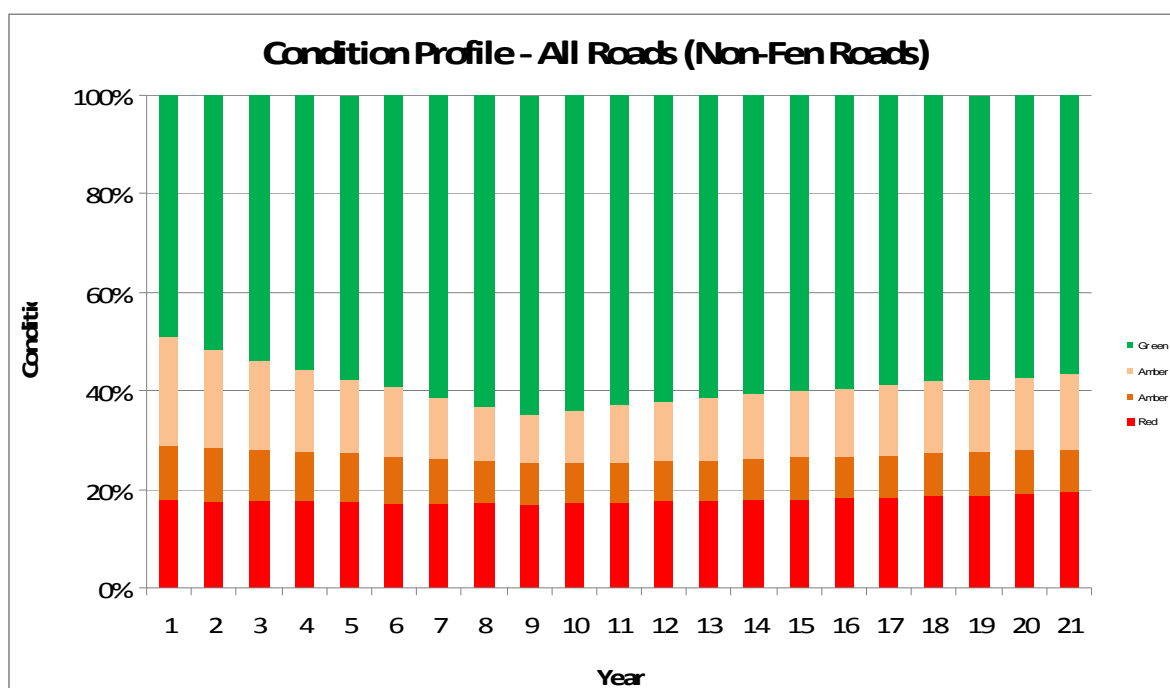


Fig 15: Condition output from LTCP Models for Non-Fen Roads

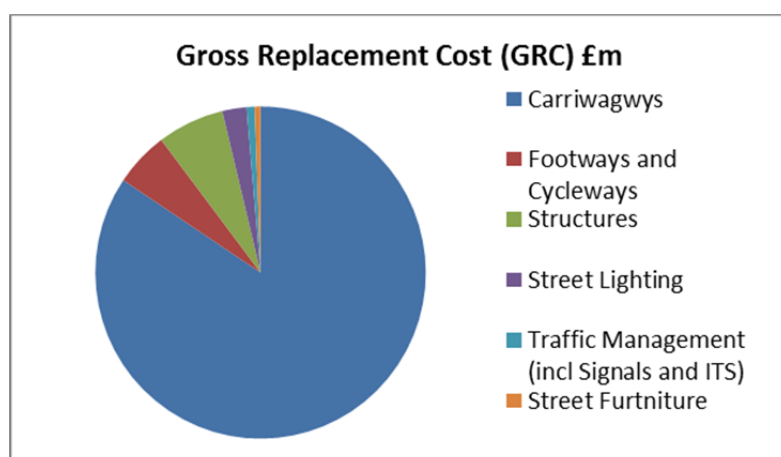
## 6. Financial Summary

6.1 Funding for highway asset maintenance and improvement can be split into revenue and capital expenditure. It is important to understand what funding streams exist and how they function, in order to be able to present robust business cases for defending existing levels of funding, seeking higher levels of funding or for securing ad-hoc funds as they become available. Consideration of levels of service, the views of stakeholders, risk management and whole life costs will serve to support ongoing investment decisions.

### 6.2 Valuation

As at July 2015 Cambridgeshire County Council's Highway Assets are valued as follows. All financial figures within the HIAMP are based on current values and are not discounted or adjusted for inflation.

Asset	Gross Replacement Cost (GRC) £m	Depreciated Replacement Cost (DRC) £m	Annualised Depreciation Cost (ADC) £m	Comments
Carriageways	5,368,361	4,982,142	36.999	ADC Figure from PMS
Footways and Cycleways	314,004	-	-	Lifecycle Plans under development – No ADC figures available. Awaiting footway DRC
Structures	359,023	241,498	-	Lifecycle Plans under development – No ADC figures available
Street Lighting	117.4	69.0	2.9	Waiting to up2014/15 data
Traffic Management (incl. Signals & ITS)	40.9	23.1	2.3	Assume average 20 year life
Street Furniture	50.5	37.8	1.6	Assume average 25 year life
<b>Total</b>	<b>£6.250.1 Bn</b>	<b>£5,353.5 Bn</b>	<b>£43,799 m</b>	



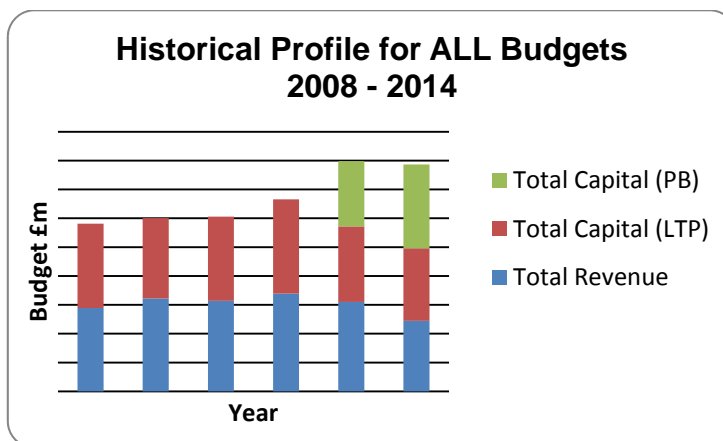
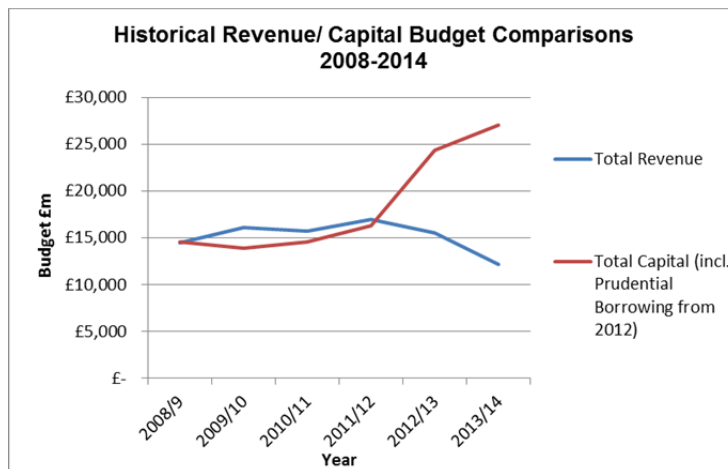
**Fig 16: Asset Valuation Figures**

### 6.3 Historical expenditure

The table and graphs below summarise the historical investment on highway assets from April 2009 to March 2015.

		Year					
Asset Group	Budget / works	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Carriageways	Revenue (routine & reactive)	6,238	7,328	6,830	3,937	3,622	3,910
	Capital LTP (planned)	6,916	7,250	9,030	5,700	5,700	5,964
	Capital Prudential Borrowing (planned)	0	0	0	6,757	10,109	16,345
Footways / Cycleways	Revenue (routine & reactive)	724	1,011	1,331	1,359	1,261	1,174
	Capital LTP (planned)	1,781	747	1,325	1,378	2,032	1,224
	Capital Prudential Borrowing (planned)	0	0	0	1,000	1,000	348
Traffic Signals	Energy Costs	127	106	163	187	166	174
	Revenue (routine & reactive)	429	487	444	456	522	624
	Capital LTP (planned)	649	870	779	614	559	317
	Capital Prudential Borrowing (planned)	0	0	0	124	1193	620
Structures	Revenue (routine & reactive)	497	512	550	447	486	652
	Capital LTP (planned)	2,295	2,915	2,535	2,271	2,485	2,634
	Capital Prudential Borrowing (planned)	0	0	0	2,532	1,229	1,622
Drainage	Revenue (routine & reactive)	756	669	736	1,020	1,207	1,415
	Capital LTP (planned)	0	125	45	1,606	0	0
Safety Fencing	Revenue (routine & reactive)	69	103	217	202	78	60
	Capital LTP (planned)	0	0	0	0	0	0
Street Furniture Signs and markings	Revenue (routine & reactive)	637	780	921	1,023	619	497
	Capital LTP (planned)	0	0	0	0	0	0
Cyclic (Grass Cutting, Weeds, Gully Emptying)	Revenue	1,716	1,642	1,259	1,261	971	1,080
Winter Maintenance	Revenue	2,027	2,003	2,076	3,000	1,617	2,023
Public Rights of Way	Revenue (routine & reactive)	229	240	173	161	202	157
	Capital LTP (planned)	115	148	134	133	137	131

Asset Group	Budget / works	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
IHMC and RTP1	Revenue (routine & reactive)	0	0	0	110	105	166
	Capital LTP (planned)	829	670	763	598	663	281
CCC Staff Costs, Surveys, Fees, Inspections etc.	Revenue (routine & reactive)	4,912	6,436	6,170	4,059	2,897	1,315
Highway Service Contractor Overheads	Revenue (routine & reactive)	2,049	1,561	1,138	904	550	702
	Capital LTP (planned)	1,338	1,850	1,714	784	1,013	1,485
	Capital Prudential Borrowing (planned)	0	0	0	917	986	791
Income*	To Revenue Budget	-4,305	-7,172	-5,047	-2,621	-2,084	-3,697
<b>Total Revenue</b>		<b>16,105</b>	<b>15,706</b>	<b>16,961</b>	<b>15,505</b>	<b>12,219</b>	<b>13,392</b>
<b>Total Capital (LTP)</b>		<b>13,923</b>	<b>14,575</b>	<b>16,325</b>	<b>13,084</b>	<b>12,589</b>	<b>12,593</b>
<b>Total Capital (PB)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>11,330</b>	<b>14,517</b>	<b>19,726</b>



**Fig 17: Historical Expenditure Tables and Graphs**

#### 6.4 Planned funding and investment

The Service Standards Shown in Section 7 assume the future investment forecasts detailed below in Figure 18. These allocations have been optimised to meet the requirements of the Highway Asset Management Strategy.

		Budget	Anticipated funding (excluding inflation)		Long Term funding assumptions	
Asset Group	Budget / works	2015/16	2016/17	2017/18	Annual Y5 to Y8	Annual Y8 to Y20
Carriageways	Revenue (routine & reactive)	3,450	3,450	3,450	3,450	3,450
	Capital LTP (planned)	8,375	7,125	7,125	6,859	6,859
	Capital Prudential Borrowing	6,925	6,000	6,000	6,000	0
Footways	Revenue (routine & reactive)	572	572	572	572	572
	Capital (planned)	1,000	1,000	1,000	1,000	1,000
	Capital Prudential Borrowing	0	0	0	0	0
Traffic Signals	Energy Costs	175	175	175	175	175
	Revenue (routine & reactive)	565	565	565	565	565
	Capital (planned)	650	650	650	650	650
	Capital Prudential Borrowing	0	0	0	0	0
Structures	Revenue (routine & reactive)	501	501	501	501	501
	Capital (planned)	2,264	2,264	2,264	2,264	2,264
	Capital Prudential Borrowing	0	0	0	0	0
Drainage	Revenue (routine & reactive)	988	988	988	988	988
	Capital (planned)	1,000	1,000	1,000	1,000	1,000
Safety Fencing	Revenue (routine & reactive)	99	99	99	99	99
	Capital (planned)	250	250	250	100	100
Street Furniture Signs and markings	Revenue (routine & reactive)	469	469	469	469	469
	Capital (planned)	0	0	0	0	0
Cyclic (Grass Cutting, Weed Spraying, Gully Emptying)	Revenue	992	992	992	992	992
Winter Maintenance	Revenue	2,205	2,205	2,205	2,205	2,205
Public Rights of Way	Revenue (routine & reactive)	202	202	202	202	202
	Capital (planned)	165	165	165	165	165

Asset Group	Budget / works	2015/16	2016/17	2017/18	Y5 to Y8	Y8 to Y20
IHMC and RTPI	Revenue (routine & reactive)	161	161	161	161	161
Other Staff Costs, Surveys, Fees, Inspections etc.	Revenue (routine & reactive)	2,131	2,111	2,111	2,111	2,111
Overheads	Revenue (routine & reactive)	300	300	300	300	300
	Capital	1,304	1,304	1,304	1,304	1,304
Income*	To Revenue Budget	tbc	tbc	tbc	tbc	tbc
<b>Total Revenue</b>		<b>12,810</b>	<b>12,790</b>	<b>12,790</b>	<b>12,790</b>	<b>12,790</b>
<b>Total Capital (LTP)</b>		<b>15,008</b>	<b>13,758*</b>	<b>13,758*</b>	<b>13,342*</b>	<b>13,342*</b>
<b>Total Capital (PB)</b>		<b>6,925</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>

**Fig 18: Historical Expenditure Tables and Graphs**

\* Figures for 2016 onwards are indicative. 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.

## 7. Service Standards

7.1 This section sets out the primary Service Standards and performance targets that can be expected from Cambridgeshire's Highway Assets.

7.2 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.

### 7.3 Use of Service Standards

This plan is based on the delivery of affordable Service Standards (based on the funding levels shown in Section 6). 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.

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



**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 a 5 day tolerance.	80%

**b) We will respond to make safe emergency incidents.**

Service	Measured by	Target Standard
Emergency Incidents	Percentage of emergency incidents answered 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) defects repaired within response times*	Strategic & Main Distributor
		90%
		Secondary Distributor
	% of other defects (Cat 2) repaired within response times*	All other roads
		90%
		Strategic & Main Distributor
Road condition (see Appendix III for RCI bandings)	Percentage of the road network where maintenance should be considered	90%
		Secondary Distributor
		90%
		All other roads
Skid resistance	Percentage of the skid resistance network at or below the skidding investigatory level (3 year average value)	90%
		7.5%
		7.5%
		10%
Footway / cycleway defects	% of high priority (Cat 1) defects made safe within response times*	Unclassified Roads
		35%
	% of other defects (Cat 2) repaired within response times*	A Roads
		7.5%
Footway / cycleway defects	% of high priority (Cat 1) defects made safe within response times*	B Roads
		7.5%
Footway / cycleway defects	% of other defects (Cat 2) repaired within response times*	C Roads
		10%
Footway / cycleway defects	% of other defects (Cat 2) repaired within response times*	Unclassified Roads
		35%

**d) We will maintain safe structures and bridges.**

Service	Measured by	Target Standard
Structures and bridges (see Appendix III for BSCI bandings)	Bridge Stock condition Indicator average (see Appendix III for bandings)	80%
	% of bridges in very/severe poor condition	5%
	% of retaining walls in poor/very poor condition	5%
	Number of structures requiring strengthening	100

<b>e) We will maintain a reliable traffic signals network.</b>		
<b>Service</b>	<b>Measured by</b>	<b>Target Standard</b>
<b>Traffic signal faults /defects</b>	% of compliance with fault repair response times for Category 1 emergency defects**	90%
	% of compliance with fault repair response times for Category 2 non-emergency defects **	90%
<b>Traffic signal condition</b>	% of traffic signal installation exceeding average expected service life (20 years)	5%

<b>f) We will ensure that the identified gritting routes are treated during periods of snow and ice.</b>		
<b>Service</b>	<b>Measured by</b>	<b>Target Standard</b>
<b>Winter Maintenance</b>	Percentage of the network treated by salting during periods of snow and ice	44%
	Percentage of precautionary road salting completed on time*	100%

<b>g) We will cut the grass on highway verges to maintain visibility.</b>		
<b>Service</b>	<b>Measured by</b>	<b>Target Standard</b>
<b>Cut the grass on highway verges</b>	Number of cuts of grass verges per annum	2
	Number of additional cuts to visibility splays (at junctions etc.) per annum	As required to maintain visibility

<b>h) We will empty roadside gullies cyclically.</b>		
<b>Service</b>	<b>Measured by</b>	<b>Target Standard</b>
<b>Empty roadside gullies</b>	Full cycle of gully cleansing per year on the full network (cycle content will be reviewed regularly to ensure work is based on need)	1

**Fig 19 a – h: Service Standards Statements, measures and targets**

\* 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.

\*\* There is a maximum of 10 days for DNO/IDNO (electricity supplier) administration prior to commencement of the 30 days target.

## 7.5 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.

## 7.6 Response times

The [Code of Practice](#) defines defects in two categories:

- Category 1 - 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.

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

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

**Fig 20: Response Timescales**

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

7.9 The reactive maintenance defect intervention levels shown in Appendix I have been developed using a risk based approach in line with the above response times.

## 8. Future Demand

8.1 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

## 8.2 Asset growth

New development and growth within Cambridgeshire has and will continue to create additional highway assets that will require future maintenance. Official figures show that asset has grown marginally due to the adoption of new infrastructure.

Year	Carriageway (km)	Footway** (km)	Structures (No.)	Traffic Signal Installations (No.)
2009/10	4327.32	168.39	6	11
2010/11	4321.60*	168.43	13	5
2011/12	4334.30	168.94	3	7
2012/13	4377.57	175.80	1	7
2013/14	4414.23	177.20	1	1
2014/15	4324*	177.20	5	8

**Fig 21: Highway Asset Growth 2009-2014**

\*reduction in carriageway length due to reconciliation of asset register

\*\* does not include cycleways – data set currently incomplete

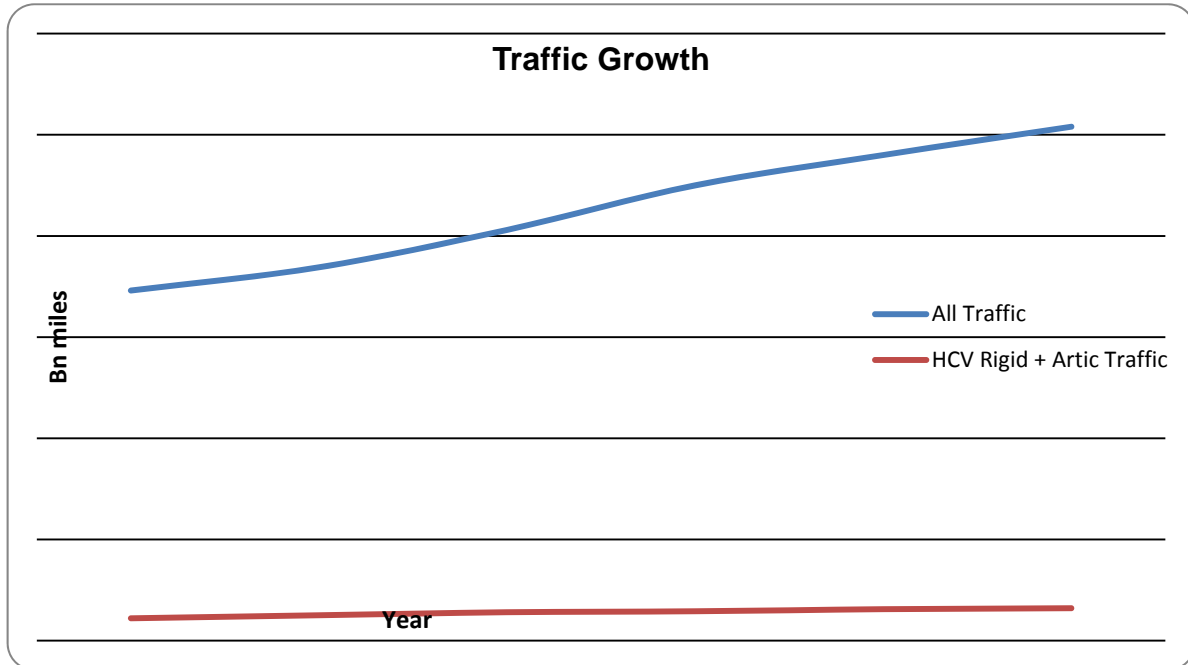
## 8.3 Traffic growth

Traffic Growth in the County is monitored regularly and is detailed in the Annual Traffic Monitoring Report. The 2013 Report key headlines are:

- 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 78% above the national average.
- On the County's principal road network, the greatest growth in traffic over the past ten years has occurred on the A10 (22%)
- Last year there was a 6.9% increase in HGV traffic, although the numbers can fluctuate year on year. There has been a 9% decrease in HGV traffic in Cambridgeshire since 2004. Over the same period the decrease nationally is 14%.

#### 8.4 East of England Forecast Traffic growth

For the East of England, forecast growth in all motor vehicle traffic between 2010 and 2015 is 6.6%, with a forecast growth of 13.6% in HGV traffic over the same 5 year period. Figures for both time periods are shown below.



Year	2010	2015	2020	2025	2030	2035
<b>All Traffic</b>	34.6	36.9	40.6	45	48	50.8
<b>% Increase</b>	-	6.65%	10.03%	10.84%	6.67%	5.83%
<b>HGV Rigid + Artic Traffic</b>	2.2	2.5	2.8	2.9	3.1	3.2
<b>% Increase</b>	-	13.64%	12.00%	3.57%	6.90%	3.23%

**Fig 22: East of England Traffic Forecasts for All Traffic and HGV's**

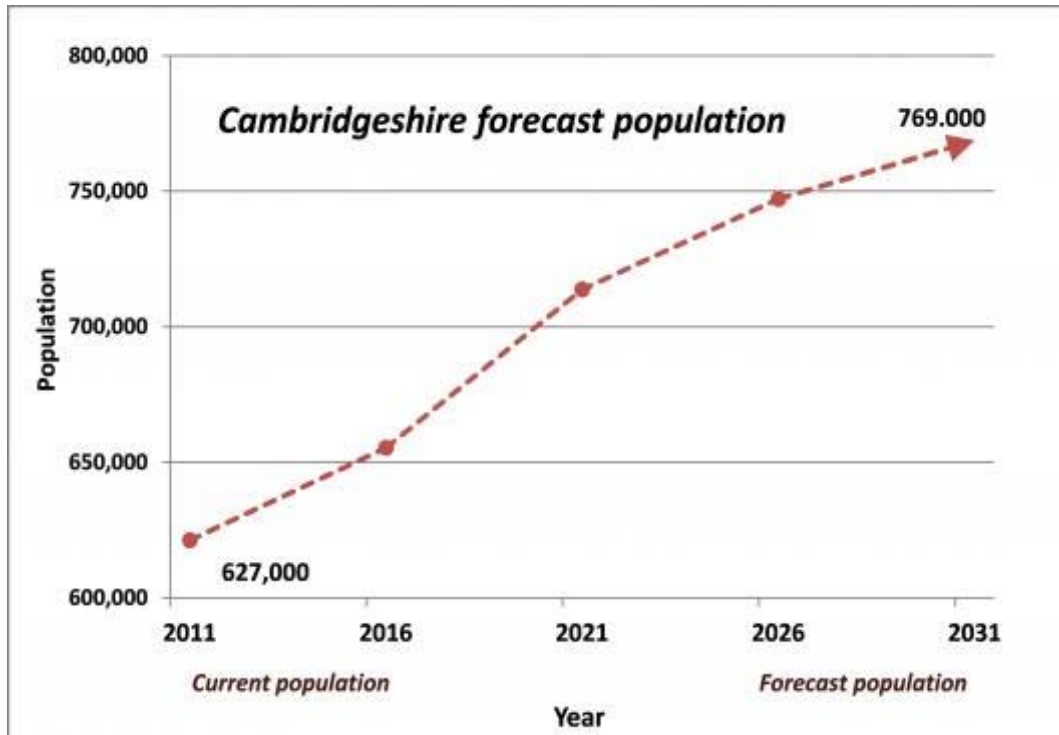
Source - <http://www.dft.gov.uk/publications/road-transport-forecasts-2013/>

#### 8.5 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 are effectively 'evolved' and have never been designed to deal with such heavy loads. This accelerated deterioration is of significant concern in the north of the county.

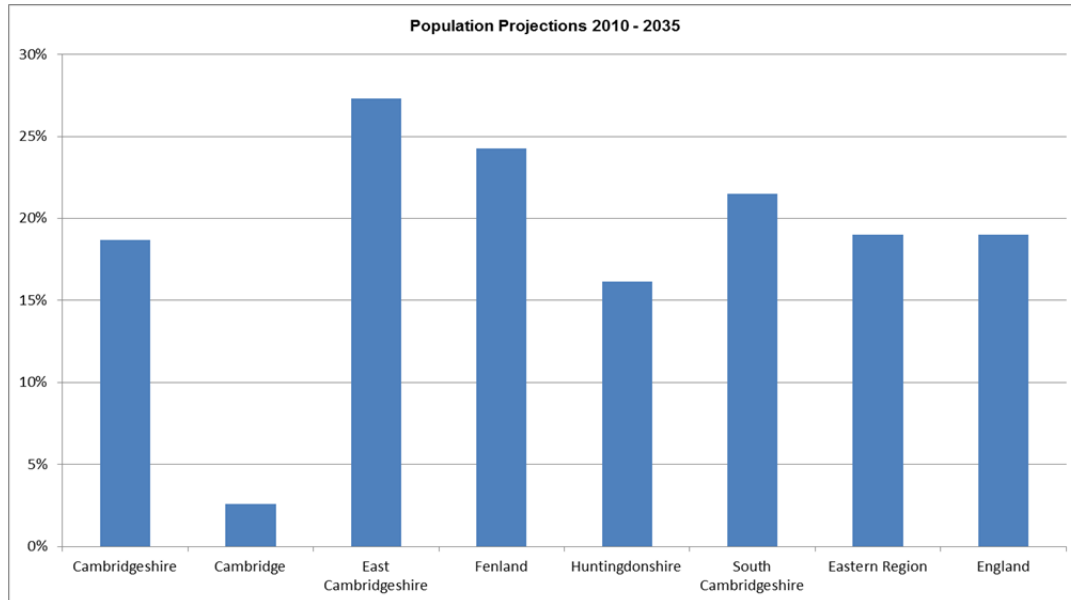
#### 8.6 Population growth

Population in the county is forecast to increase by 22% (from 2010 to 2035 – Office for National Statistics). In order to satisfy this, there will be a need to ensure that the road network and supporting framework will satisfy the increased potential demand.



**Fig 23: Cambridgeshire Population Forecasts**

<http://www.cambridgeshireinsight.org.uk/population-and-demographics/population-forecasts>



**Fig 24: Population Projection comparison graphs**

<http://www.ons.gov.uk/ons/publications/re-reference-tables.html?edition=tcm%3A77-335242>

\* Local data supplied by Cambridgeshire CC Research Group, England and eastern figures supplied by ONS

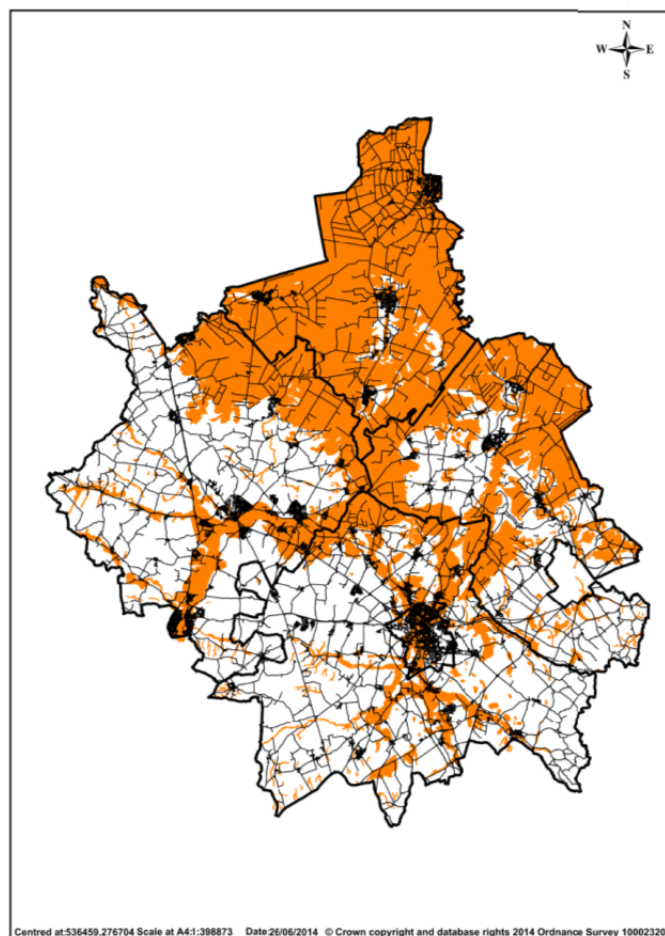
## 8.7 Environmental Conditions

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.

- 8.8 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.

Class of Road	Total Network Length	Susceptible Roads by class (km)	Susceptible Roads by class (%)	% of total road class affected
A	453	112	9	25
B	554	191	15	34
C	1141	316	25	28
U	2257	631	51	28
<b>Total</b>	<b>4405</b>	<b>1250</b>	<b>100</b>	<b>28</b>



**Fig 25: Drought damage (Fen soil) statistics**



### **8.9 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.

## **9. Performance Management and Benchmarking**

9.1 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.

### **9.2 Monthly and Annual 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.

9.3 A Highway Asset Management Annual Performance Report will be produced in August every year. This report will focus on the achievement of the Service Standards set out in this Plan. It will also report on wider contextual service issues in particular customer service / satisfaction, road safety and insurance claim data. The report will also assess the performance of the overall Asset Management Strategy and will make recommendations with regard to any specific changes to any of the asset group strategic options.

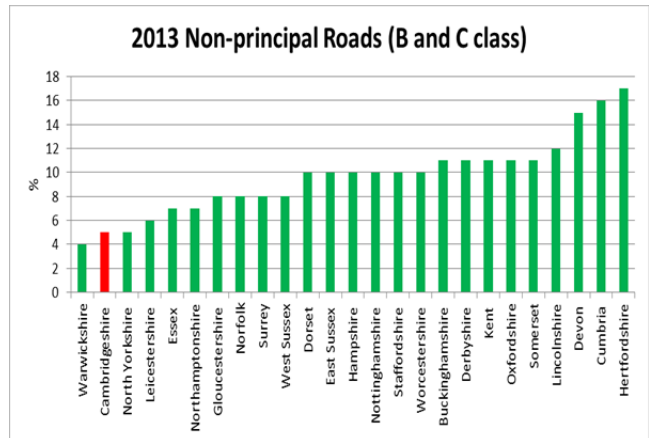
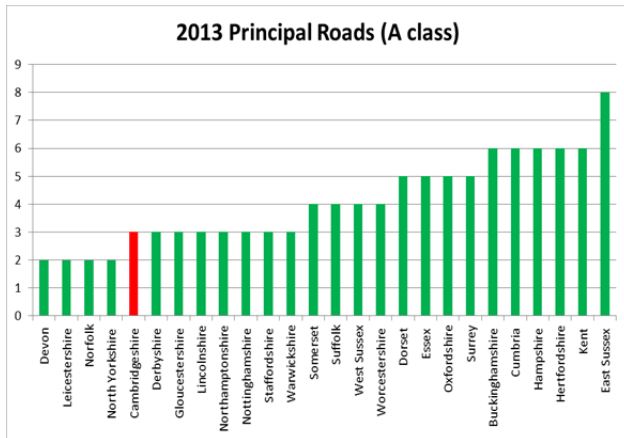
### **9.4 Benchmarking**

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.

9.5 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.

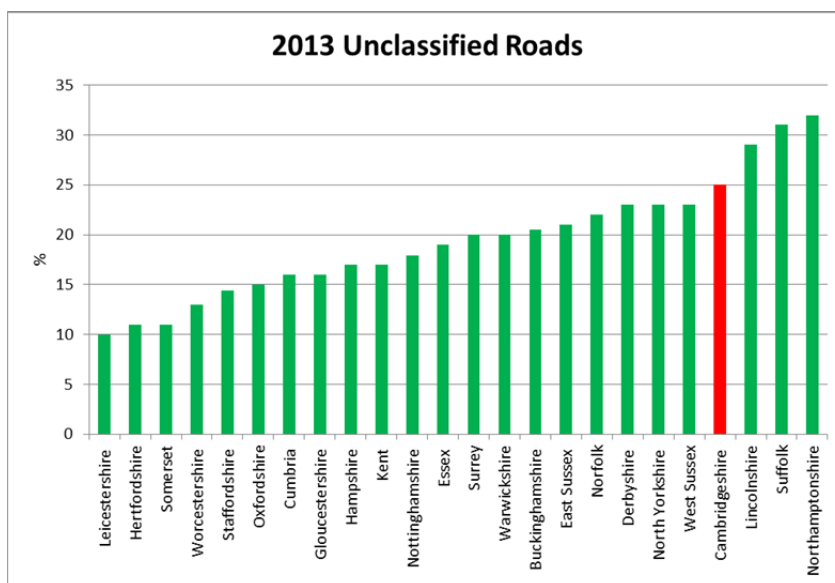
- NHT Customer Satisfaction survey - Fig' 11 & 12 Section 4.(to be reviewed 2015)
- DfT - Road condition comparisons against Shire authorities - Figures 26 a & b.





The graphs show that Cambridgeshire's Principal (A roads/strategic routes) and Non Principal Classified network (other classified roads) are in a good condition when compared to other shire authorities – ranked second best for both categories.

**Fig 26a: Principal and Classified Non Principal Road Condition Benchmarking graphs**



The condition of unclassified roads does not compare as favourably against other shire authorities, with Cambridgeshire's unclassified road network ranked fourth worst.

**Fig 26b: Unclassified Road Condition Benchmarking graphs**

## 10. Risk Management

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

### 10.2 Corporate Risk Management policy and Procedures

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.

10.3 The delivery of the Highway Asset Management Strategy is an overarching risk that is identified within the Infrastructure Management and Operations (IMO) Directorate's Risk Register.

#### 10.4 Risks to this Plan and the Strategy

The key areas that were considered when developing the Highway Asset Management Strategy and this Plan were:

- Need to have contingency should failure of a critical element of a large structure occur.
- The condition of unclassified roads being poorer as compared to other parts of the network and are deteriorating further
- Lack of up to date and incomplete asset register.
- Incomplete footway condition data set.

10.5 This section of the Plan identifies the other 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 shown in Section 7.

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 work at the correct intervention; 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
2.	The plan assumes that the re commissioning of Highway Services post 2016 will have negligible impact on the delivery of the Asset Management Strategy outcomes	Failure to effectively commission new highway services contract in 2016 or inadequate mobilisation impacts on programme delivery.	Predictions & models will be revised and this plan updated accordingly, should significant impact occur.
3.	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.
4.	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.

Ref	Plan assumption	Risk	Action if Risk occurs
5.	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.
6.	The Plan assumes available budgets as shown in section 6	External pressures may mean that funding reductions are applied to highway services	Service Standards will be revised to affordable levels.
7.*	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.	<ul style="list-style-type: none"> <li>- Service Standards will be reviewed and revised to affordable levels.</li> <li>- Review of supply chain management, procurement arrangements and more sustainable practices by the Service Provider</li> </ul>
8.	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.	<ul style="list-style-type: none"> <li>- Commuted sums obtained where appropriate.</li> <li>- Budgets and predictions will be revised and this plan updated accordingly.</li> </ul>
9.	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.
10.	The Plan assumes that resources will be available to implement improvement actions	Pressures on resources mean that HIAMP improvement actions cannot be supported resulting in failure to achieve required efficiencies.	Target dates for Improvement Actions will be revised and reported formally within the Annual Performance Report

**Fig 27: Table of Risks**

## 10.6 Cambridgeshire Highways Risk Register

The risks identified with an \* are identified within the Cambridgeshire Highways 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.

## 10.7 Comparative Risk

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, namely 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 (Fair) 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?

10.8 The overall strategy is based upon the following general funding assumptions as predicted in 2014. Should changes to the funding available be made this will have an impact on the strategic outcomes and a review of the long term objectives would be required (see monitoring and reporting Section 9)

- **Carriageways** ↗ Funding increased: - to reflect desire to prevent on-going deterioration and increasing reactive repair needs
- **Footways/Cycleways** ↘ Funding reduced: - sufficient funding retained to improve condition of high use assets and to manage remaining footways in a similar condition to current by using an increased amount of preventative treatments
- **Structures** ↘ Funding reduced: - sufficient funding retained to fund works on priority structures. Structures that require future strengthening to be monitored in the short term to enable an extension of the strengthening programme
- **Traffic Signals** ↘ Funding reduced: - sufficient funding retained to allow works on priority junctions and crossings

## 10.9 Application of risk to defect interventions

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

10.10 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.

10.11 The reactive maintenance intervention levels are shown in Appendix I.

## **11. Asset Management Planning Practice**

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

### **11.2 Forward Works Programme – The Transport Delivery Plan (TDP)**

The County Council's forward works programme is the Transport Delivery Plan. From 2015/16 it will be a 3 year programme that contains all capital maintenance 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 TDP are shown in Appendix IV. The TDP is approved annually by Members and is subject to confirmation of need and the available resources.

### **11.3 District Highways Fund**

In order to help provide a more efficient and responsive local highway maintenance service, the TDP 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.

### **11.4 Local Highways Initiatives**

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.

### **11.5 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.

### **11.6 Highway Services**

Performance of the Highway Services(s) 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 Councils Highway Asset Management approach.

11.7 The commissioning of future Highway Services in Cambridgeshire will be built around the principles of Asset Management and achieving the best long term outcomes for the highway network and for the people of Cambridgeshire.

## **12. Improvement Plan**

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 Improvement Actions

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 Some of these actions are necessary to maximise the asset management approach and may have impacts on business processes and/or the authority's culture. Some of these measures might take considerable time to implement before the benefits are realised. Asset Management is a long-term strategy.

## 12.4 List of Improvement actions

The initial improvement actions to support the continuous improvement of the County Councils Highway Asset Management approach and their current position is listed in figure 28 below:

Item ref	Description	Purpose	Target Date
1.	Cycleways asset reconciliation and application of hierarchy as per Well Maintained Highways CoP	To allow effective budget disaggregation and lifecycle planning for cycleway assets	End March 2015
	Project commenced, includes liaison with A&C, LISM and MID staff to capture all records, revised completion date December 2015.		
2.	Traffic Signals Asset Fault Management system	To maximise efficiencies of traffic signal reactive maintenance	End March 2015
	Project commenced and ongoing, revised procurement date December 2015.		
3.	Operational Staff Training HIAMP and Asset Management Foundation	To ensure that HIAMP requirements are delivered effectively	End March 2015
	Key Assets and Commissioning staff has attended the Institute of Highway Engineers Practitioner course and all LISM staff has received training during January on the objectives of the HIAMP and the new ways of working. Target achieved.		
4.	Asset Register gaps - inventory collection	To provide a complete asset register that supports future decision making	End March 2015
	Planned asset data collection completed in July 2015.		
5.	Carriageway Construction history record updates	To support the delivery of schemes and the selection of maintenance interventions	End 2015
	Project commenced and ongoing, there is a significant amount of data to capture and update, however, on target for completion end 2015.		
6.	Footway Condition surveys, complete U road coverage and development of new assessment processes	To provide full set of baseline data and to develop future process that is fit for purpose	End March 2015



	Complete FNS survey for all roads to provide baseline data. New assessment process to be still to be agreed as existing proposals are cost prohibitive. Target for new survey process extended to Dec 2015		
7.	Improvements to Highway Fault Reporting (HFR) System	To ensure that customer reports from all sources are dealt with constantly and effectively	End 2015
	The current HFR is being replaced during this financial year which should address the outstanding issues surrounding customer reporting using Apple devices. This target is on track.		
8.	Update of CCC Highways Web pages	To ensure that the website clearly communicates changes deriving from the HIAMP	End March 2015
	Web pages updated regularly, target achieved.		
9.	Lifecycle plans for footways / cycleways, traffic signals and structures	To facilitate effective budget disaggregation, lifecycle planning and scheme selection	End 2015
	Project commenced, revised completion date March 2016.		
10.	Develop new Budget Model for annual disaggregation of maintenance budgets	To provide a robust and transparent process for highway budget allocations	End March 2015
	Model produced and used for budget disaggregation, target achieved.		
11	Roll out new programme of options for planned pothole repairs using innovative / alternative techniques	To ensure that an effective suite of options is available for Local staff – no one size fits all	End March 2015
	New options considered and approved including the 'dragon' patching machine. Target achieved.		
12.	Benchmarking development. Review current practices in light of HMEP developments with NHT CQC	To ensure that Benchmarking activities are cost effective and fit for purpose	End March 2015
	HMEP/NHT CQC is still in development. Cambridgeshire are actively involved and will review target once toolkit has been released.		
13.	Produce Highway Maintenance Manual	To provide effective guidance material for operational; staff.	End March 2015
	The Highway Maintenance Manual has been produced and is currently being reviewed, anticipated issue in September 2015.		
14.	Surface Treatment Training	To assist operational staff in the identification and selection of sites for surface treatment.	End June 2015
	Training provided in December, target achieved.		
15.	Review current business processes in light of asset management practice to see where further improvements can be made	To ensure that wider operational processes are aligned effectively to the asset management approach.	End 2015
	This is an ongoing process. A meeting with LISM managers to discuss HIAMP quarter 1 has taken place, and this review will also identify improvements and developments to take forward, target achieved.		

**Fig 8: Table of Improvement Actions**

### 13. Management of the Plan

#### 13.1 Responsibilities

The table below (figure 29) show the key officers who have ultimate responsibility for the delivery of the HIAMP.

Plan element	Main Council Position(s) Responsible
HIAMP Document	- Asset Manager Strategy
HIAMP implementation and improvements	- Asset Manager Strategy - Asset Planning Manager
HIAMP document updating and reporting	- Asset Planning Manager
Finance and Valuation	- Asset Manager Strategy - Asset Planning Manager
HIAMP Data	- Asset Planning Manager
HIAMP Risk	- Head of Assets and Commissioning - Asset Manager Strategy
Delivery of Lifecycle Plan outputs (Carriageway, Footway, Traffic Signals, Structures)	- Head of Local Infrastructure and Street Management - Signals and Systems Manager - Highways Manager Local Infrastructure and Streets - Service Manager Local Projects - Network Manager
Monthly Performance Reports	- Asset Systems Manager
Annual Options and Performance Report	- Asset Manager Strategy - Asset Planning Manager
Communication Strategy	- Head of Local Infrastructure and Street Management - Head of Assets and Commissioning - Asset Manager Strategy
Highway Asset Management Policy and Strategy	- Head of Assets and Commissioning - Asset Manager Strategy

**Fig 29: Responsibilities for Highway Asset Management Activities**

#### 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 Transport Delivery Plan.** The County Council's Forward Programme of Capital Maintenance and Improvement Schemes (3 Year)
- d) **Cambridgeshire County Council's 3<sup>rd</sup> 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 Risk Register.** Used to manage and monitor the performance of 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 Highway Asset Management annual status & option report.** Annual report that assesses and evaluates the overall performance of the authority's approach to implementing the Highway Asset Management Strategy.
- h) **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.
- i) **Well Maintained Highways.** National Code of Practice for Highway Maintenance and management
- 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 2013.** Annual report that publishes the results of the Traffic Census and associated information.

## 15. Glossary

Terminology	Definition
AAC	The County Council's Assets and Commissioning Service
AC	Accumulated Consumption
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
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
Backlog	The monetary value of work required to close the gap between the current performance provided by an asset and the required performance. Where the required performance is defined nationally and may be lower than some locally set performance targets
BCI	Bridge Condition Indices – Indicator used to assess the condition of Highway structures
BVPI	Best Value Performance Indicator
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
CHART	Computerised Highway Assessment of Ratings and Treatment
CIPFA	Chartered Institute of Public Finance and Accountancy
CNS	Coarse Network Surveys
Control	An action to minimise the negative risk
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.
DCD	Data Capture Devices

<b>Terminology</b>	<b>Definition</b>
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
EHA	Eastern Highways Alliance
FNS	Footway Network Survey
Symology	Supplier of Cambridgeshire County Council's Computer Based Highway Management System
GAAP	Generally Accepted Accounting Practice
GIS	Geographical Information System
GPS	Global Positioning System
GRC	Gross Replacement Cost
HAMS	Highway Asset Management Strategy
HIAMP	Highway Infrastructure Asset Management Plan - 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.
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
HMS	Highway Management System (County Council's is Symology's Insight)
HRA	Hot Rolled Asphalt
IHMC	Integrated Highway Management Centre
IMO	The County Council's Infrastructure Management and Operations Directorate
IWP	Integrated Forward Works Programme
KPI	Key Performance Indicator
LA	Local Authority
LISM	The County Council's Local Infrastructure and Street Management Service

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
OSGR	Ordnance Survey Grid Reference
Owner	A collective term used to refer to any owner of a highway asset, i.e. highway authorities and other owners. Also see authority.
PAS55-1 (and 2)	Publicly Available Specification 55-1 (and 2)
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

<b>Terminology</b>	<b>Definition</b>
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.
Value Management	Assessment and prioritisation of identified maintenance needs.
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.
Workbank	All outstanding routine maintenance work that currently exists on the network that is held on the HMS.

# Appendices

Appendix I - Reactive Maintenance intervention Levels

Appendix II – Communications Strategy

Appendix III – BCI and RCI Indices

Appendix IV – Transport Delivery Plan Flow Charts

Appendix V – Highway Standards and Enforcement

## Appendix I

### Reactive Maintenance Intervention levels

Item		Defect	Category 1 defects	Response times	Category 2 defects	Response times
Carriageway	Strategic and Main Distributor	Pothole/spalling	40mm depth (75mm across in any horizontal direction)	5 days	20mm depth (75mm across in any horizontal direction)	13 weeks
		Gap/crack	40mm depth (> 20mm width)	5 days	20mm depth (>20mm width)	13 weeks
		Ridge, Hump, Depression/sunken cover	40mm depth	5 days	20mm depth	13 weeks
		Surface Crowning	75mm high and less than 300mm wide	5 days	N/A	N/A
	Secondary Distributor	Pothole/spalling	50mm depth (75mm across in any horizontal direction)	5 days	40mm depth (75mm across in any horizontal direction)	13 weeks
		Gap/crack	50mm depth (> 20mm width)	5 days	40mm depth (>20mm width)	13 weeks
		Ridge, Hump, Depression/sunken cover	50mm depth	5 days	40mm	13 weeks
		Surface Crowning	75mm high and less than 300mm wide	5 days	Less than 75mm	Monitor
	All other roads	Pothole/spalling	50mm depth (75mm across in any horizontal direction)	5 days	Less than 50mm	Monitor
		Gap/crack	50mm depth (> 20mm width)	5 days	Less than 50mm	Monitor
		Ridge, Hump , Depression/sunken cover	50mm depth	5 days	Less than 50mm	Monitor
		Surface Crowning	75mm high and less than 300mm wide	5 days	Less than 75mm	Monitor
Cycleway (part of Carriageway)	Strategic and Main Distributor	Pothole/spalling	40mm high/deep (75mm across in any horizontal direction)	5 days	20mm depth (75mm across in any horizontal direction)	13 weeks
		Gap/crack	40mm high/deep (> 20mm width)	5 days	20mm (>20mm width)	13 weeks
		Ridge, Hump around Depression/sunken cover	40mm high/deep	5 days	20mm	13 weeks
	Secondary Distributor	Pothole/spalling	40mm high/deep (75mm across in any horizontal direction)	5 days	20mm depth (75mm across in any horizontal direction)	13 weeks
		Gap/crack	40mm high/deep (> 20mm width)	5 days	20mm (>20mm width)	13 weeks
		Ridge, Hump around Depression/sunken cover	40mm high/deep	5 days	20mm	13 weeks
	All other roads	Pothole/spalling	40mm high/deep (where metalled) (75mm across in any horizontal direction)	5 days	20mm depth (75mm across in any horizontal direction)	Monitor
		Gap/crack	40mm high/deep (where metalled) (> 20mm width)	5 days	20mm (>20mm width)	Monitor
		Ridge, Hump around Depression/sunken cover	40mm high/deep (where metalled)	5 days	20mm	Monitor



Item		Defect	Category 1 defects		Response times	Category 2 defects	Response times
Footway and Cycleway	Category 1a, 1 & 2 footways	Trip/pothole/sunken cover	25mm high/deep (75mm across in any horizontal direction)		36 hours	20mm depth (75mm across in any horizontal direction)	13 weeks
		Rocking slab/block	25mm high/deep		36 hours	20mm vertical movement	13 weeks
		Open joint	More than 25mm wide and more than 25mm deep		36 hours		13 weeks
		Depression	More than 25mm deep and more than 600mm wide in any horizontal direction		36 hours	20mm depth (100mm x 50mm horizontally)	13 weeks
	Others	Trip/pothole/sunken cover	25mm high/deep (75mm across in any horizontal direction)		36 hours	20mm depth (75mm across in any horizontal direction)	13 weeks
		Rocking slab/block	25mm high/deep		36 hours	20mm vertical movement	13 weeks
		Open joint	More than 25mm wide and more than 25mm deep		36 hours		13 weeks
		Depression	More than 25mm deep and more than 600mm wide in any horizontal direction		36 hours	20mm depth (100mm x 50mm horizontally)	13 weeks
Kerbs, Edging and Channels		Misaligned/ Loose/rocking	50mm horizontally/vertically	36 hours	20mm horizontally/vertically	28 days	
		Missing	Missing kerb	Make safe within 36 hours	Permanent Replacement	28 days	
Verges	Urban	Sunken area adjacent and running parallel with c/way or f/way edge	100mm depth and 5m longitudinal				14 days
	Rural	Sunken area adjacent and running parallel with c/way edge	150mm depth and 5m longitudinal				14 days
Iron works	Carriageway	Gaps within framework (other than designed by manufacturer)	Yes	2 hours	See c/w intervention levels		
		Level differences within framework	20mm	36 hours	See c/w intervention levels		
		Rocking covers	20mm	36 hours	Maximum height meets c/w intervention levels		
		Cracked/broken covers			Risk assessment		13 weeks
		Worn/polished covers			Risk assessment		13 weeks
		Missing covers	Yes	2 hours	Risk assessment		14 days
	Footway/ Cycleway	Gaps within framework (other than designed by manufacturer)	Yes	2 hours	Permanent repair		28 days
		Level differences within framework	20mm high/deep	2 hours	Permanent repair		28 days
		Rocking covers	20mm high/deep	2 hours	Maximum height meets f/w intervention standards		
		Cracked/broken covers	Yes	Make safe	Risk assessment		28 days
		Worn/polished covers			Risk assessment		28 days
		Missing covers	Yes	Make safe	Risk assessment		Replace 14 days
	Verge	Missing cover or damaged cover	Yes	Make safe			Replace 14 days or notify the owner



Item		Defect	Category 1 defects	Response times	Category 2 defects	Response times
<b>Flooding</b>		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	Risk assessment – to investigate cause of flooding	28 days
		Substantial running water across carriageway/footway	Yes	Risk assess		County Council policy applies
<b>Drainage</b>		Blocked gully (silted above outlet)	Yes if leading to network restrictions/safety concerns	2 hours	Risk assessment	County Council policy applies
		Collapsed/blocked/settled items or systems	Yes	Immediate action	Risk assessment	County Council policy applies
<b>Road Markings</b>	Strategic	Missing	Give Way, Stop lines	5 days		
		Faded or worn markings			30% loss of effective marking	13 weeks
	Distributors	Missing	Give Way, Stop lines	5 days		
		Faded or worn markings			50% loss of effective marking	13 weeks
	Local & Link	Missing	Give Way, Stop lines	5 days		
		Faded or worn markings			70% loss of effective marking	13 weeks
	Footways and Cycleways	Missing	Give Way, Stop lines	5 days		
		Faded or worn markings			70% loss of effective markings	13 weeks
<b>Road Studs</b>		Missing stud leaving hole	As carriageway/footway/cycleway	County Council policy applies	Review based on speed limit and regulations and CCC policy	County Council policy applies
		Displace item on carriageway, footway or cycleway	Remove	2 hours	Risk assessment	County Council policy applies
<b>Signs &amp; traffic signals</b>		Damaged/misaligned item causing a hazard	Yes	2 hours	Risk assessment	County Council policy applies
		Missing item causing a hazard	Yes	2 hours	Risk assessment	County Council policy applies
		Signals not operating correctly/malfunctioning	Yes	2 hours	Risk assessment	County Council policy applies
		Exposed wiring	Yes	2 hours	Risk assessment	County Council policy applies
		Missing door to item	Yes	2 hours	Risk assessment	County Council policy applies
		Item missing	Yes	2 hours	Risk assessment	County Council policy applies
		Item obscured/dirty/faded	Yes	2 hours	Risk assessment	County Council policy applies
<b>Barriers and bollards</b>		Item damaged or misaligned causing a hazard	Yes	2 hours	Risk assessment	County Council policy applies
		Item missing	Yes	2 hours	Risk assessment	County Council policy applies

Item	Defect	Category 1 defects - Intervention Level	Response times	Category 2 defects - Investigatory level		Response times
<b>Hedges and trees</b>	Unstable tree causing danger of collapse onto highway	Yes	2 hours	Risk assessment		County Council policy applies
	Tree in poor condition where there is the likelihood of damage to persons or property	Risk assess	36 hours	Arboricultural Report		County Council policy applies
	Overhanging tree leading to loss of height clearance over carriageway, footway or cycleway (third party ownership)	No Cat 1 Response	N/A	Over Carriageway	<5.1m	County Council policy applies
				Over Cycleway	<2.7m	County Council policy applies
				Over Footway	<2.1m	County Council policy applies
<b>Highway general</b>	Oil/debris/mud/stones/gravel likely to cause a hazard	Yes	2 hours	Risk assessment		County Council policy applies
	Illegal signs	Causing a safety hazard	2 hours	Risk assessment		County Council policy applies
	Obstructions in the highway	Causing a safety hazard	2 hours	Risk assessment		County Council policy applies
	Obstructed sight lines	Causing a safety hazard	2 hours	Risk assessment		County Council policy applies
	Unauthorised ramps in carriageway	Causing a safety hazard	2 hours	Risk assessment		County Council policy applies
	Embankment and cuttings apparently unstable	Yes	2 hours	Risk assessment		County Council policy applies
<b>Other dangers to the public</b>	Anything else considered dangerous	Yes	2 hours	Risk assessment		County Council policy applies
<b>Graffiti Removal from County Council owned assets</b>	Graffiti will be removed from CCC owned assets that is: <ul style="list-style-type: none"> <li>• offensive, gang related, insulting or against public interest</li> <li>• likely to encourage more graffiti or tagging</li> <li>• inappropriate for the location or out of keeping with the surrounding area</li> <li>• a cause of complaints to the Council</li> <li>• on a listed building or in a conservation area</li> <li>• libellous or potentially libellous</li> <li>• intimidating.</li> </ul>	For offensive graffiti	5 days	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.

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

## Appendix II

### HIAMP Communications Strategy

#### Executive Summary

**Objective** – This strategy supports the creation and use of the Highways Infrastructure Asset Management Plan (HIAMP). The Strategy sets out how implementation of the asset management approach will be communicated to stakeholders and emphasises the benefits of asset management.

**Audience** – This strategy aims to provide information for use by ETE staff, the Communications Team and Members.

**Strategy** – to provide a clear framework and key messages to ensure consistent, co-ordinated and considered communication of highway maintenance activities.

#### Background and Vision

The HIAMP 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 shift in 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 ETE Community Engagement Strategy.

#### Elements of HIAMP

HIAMP communications can be split into two elements, which should be considered together to create a full life strategy, ensuring a consistency and clarity of message.

- **Development** – As the HIAMP evolves, members will be kept informed of the benefits and implications of the changed approach and a press release will be issued if appropriate. A clear, key message will be developed to ensure a consistent response to any queries.
- **Implementation** – The HIAMP is a major part of the public and member interactions with highway services. It is important to maintain a clear and consistent approach to the way HIAMP activities are communicated, making the best use of officer time and using a “digital by default” approach.

Activities delivered under the HIAMP can be split into three categories for the purposes of communications – planned, cyclic and reactive. Planned activities include improvement schemes, planned maintenance works and other projects that have developed ahead of time. Cyclic activities are the regular works that take place periodically. These include surface dressing, grass cutting, gully cleansing, weed treatments and gritting. Reactive activities present the most common form of public interaction – reported potholes and other highway faults.

Planned activities should all be included in the Transport Delivery Plan (TDP). A project is under way to create an interactive, publically accessible map that shows all TDP projects, along with improvements to the TDP document itself. Ensuring that this project is completed and kept up to date should be included as part of the HIAMP project.

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 Appendix B.

Reactive activities represent the majority of public interactions with the service. Communication in this area has been poor historically and represents an opportunity for significant improvements without a long term increase in officer time.

There is a desire to drive fault reports that generate reactive maintenance activity through the online Highway Fault Reporting system (HFR). This tool is currently the subject of further development.

### **Member involvement**

The 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.

### **Highway Fault Reporting Tool (HFR)**

As a central part of communicating HIAMP work, investment in the HFR should centre on the following outcomes

- A 'one stop shop' for all highway issues, directing the public to alternative routes (such as district councils, Highway Agency) when the issue is not a County Council matter.
- Automatic, standard emails to manage customer expectations at key stages of work
  - Expected time for an inspection to take place when the fault is reported
  - Advice on timetable and process of repairs if the inspection results in a repair
  - An explanation of why a fault will not be repaired
- User friendly interface with customer focussed language

Investment in the HFR will take the approach of reviewing the entire process from report to repair, concentrating on the best way to acquire necessary information at each stage.

### **Integrated Communications**

Highway activities are delivered through the MID, TiPF, LISM and AAC teams and ensuring a consistent programme of communications throughout these teams should be considered a long term aim.

Improved liaison between corporate communication, Community Engagement within MID/TiPF and LISM staff should be considered an area for development within ETE.

### **Objectives and principles**

Communications should be in line with the ETE Community Engagement Strategy, with particular focus on the following elements:

- Communicate through a variety of channels, including social media
- Be clear about the level of influence stakeholders have

- Be open and make information available
- Use consistent messages
- Manage expectations
- Be digital by design, making use of corporate social media resources and Shape Your Place

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

### **Tone**

Communications should align with the 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.

For example, “The road will be closed while repairs are undertaken. Details will be signed on site” would be better written as “We will need to close the road while we make repairs and signs will be put up to let you know when this is going to happen.”

### **Proactive communication**

It is important that communication becomes increasingly proactive. By making sure we inform the public of planned work and publicising completed work, the profile of HIAMP activities is raised.

On successful completion of a project / activity, consideration should be made to promoting outwardly through an appropriate media outlet. (Website. Press release etc)

These communications should be issued by the officer managing the works, channelled to local members, through Shape Your Place and to corporate communications for use in social media.

If works required a road closure, IHMC should be informed when the road is reopened.

### **Risks**

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

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.

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.

## Key Messages for customers

Benefits of the HIAMP / an Asset Management approach (savings and improvements, maintenance decisions using intelligence)

- Facing challenging financial constraints
- Use of detailed information/investigation/technical data
- Performing maintenance to make best use of funds
- Keep whole network in best condition possible.
- Savings and quality

Fault reporting (timescales, quality, processes)

- On Report
  - Thank you for reporting online
  - Fault has gone to inspector's workload
  - Will be inspected within a specified number of days
  - You will be contacted when fault has been inspected to let you know the outcome.
  - Track your fault online at any time using reference
- After inspection
  - The fault you reported has been inspected and is an Emergency/urgent/non-urgent/ does not require repair
  - The fault will be made safe/repared within given response time / monitored for further deterioration
  - You may notice marks on the road surrounding the fault, although no repair has taken place. To make best use of public money, repairs are undertaken in batches to save costs. A temporary repair may have been made to prevent further damage and the full repair will take place within (specified number of) weeks.
  - Thank you for alerting us to this fault.
- Digital by Design (advantages of online reporting, TDP map).
- Reporting by email/phone goes to contact centre, who then pass onto relevant person, who enters into system
- HFR goes straight into system
- Inspectors can pick up/be alerted on mobile devices
- Track your fault
- Can email you when the fault has been looked at
- Report on a map
- See whether someone else has already reported

Story of a pothole

- Narrative process of pothole being reported and fixed
- Highlight inspector mobile access
- Highlight mark-up/temp fill etc.
- Static resource for web – video/ information leaflet.

## Stakeholder analysis

Matrix of influence and interest

		Interest	
		Low	High
Influence	Low	Town and Parish councils	General public Contact centre District Councillors
	High	Department for Transport	Members ETE/LISM management Cambridgeshire Highways

Actively Engage	Keep informed	Keep satisfied	Occasional contact
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## Communications tools

Engagement	Target	Tool	Regularity/details	Responsibility
Actively Engage	General public	Press releases	Key seasonal milestones, large consultations and notable changes to policy	Corporate Comms
		Highways Fault Reporting Tool	Every report made resulting in standard emails to customer.	Asset Systems Manager / LISM officers
		Social Media	Seasonal, end of projects etc. regular positive messages and engagement	LISM officers
	Contact Centre/District Councillors	Direct Email	Start of seasonal works, relevant projects, changes to policy etc	LISM Officers
Keep informed	Members ETE/LISM Management Cambridgeshire Highways	Face to Face meetings	As required to discuss development and future changes	Asset Manager Strategy / Head of LISM/AAC
Keep satisfied	Town and Parish Councils	LHO liaison	Daily/weekly as appropriate to establish new patterns of work	LHOs
Occasional contact	DfT	Web	Monthly statistics	Asset Systems Manager
		Direct report	As required for additional funding	AAC/LISM management

## Branding

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

## Recommended communication plans

Development - Press release of key development message at time of final plan reaching committee and after approval. Corporate communications should lead on this, making use of the key messages developed as a result of this strategy.

## Planned activities

All planned HIAMP activities should be included in the TDP. It is recommended that the TDP is outputted into an interactive map available to the public online. This map should at least show the upcoming works for the next 12 months.

An accompanying downloadable TDP should be written for public consumption, with complex tables and figures confined to appendices. Press release and social media should announce updates to the TDP.

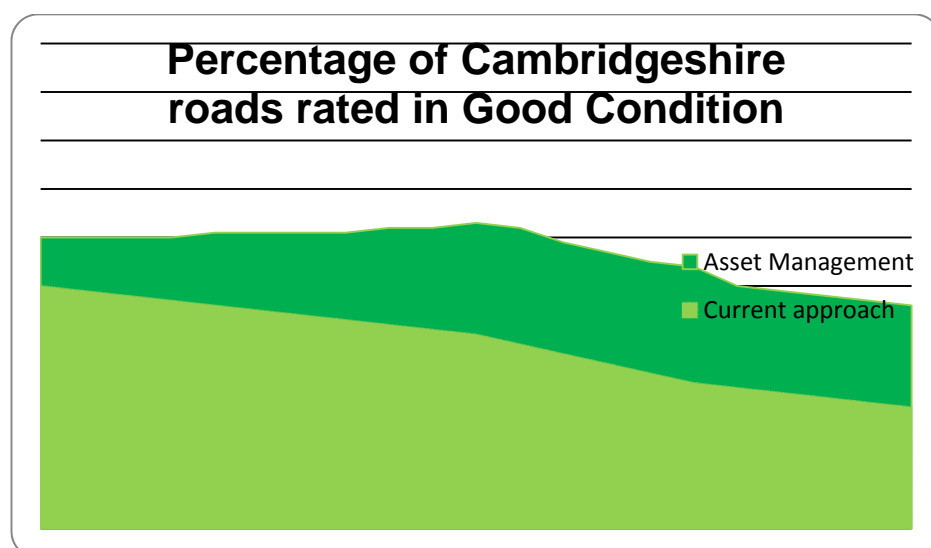
## Cyclic activities

Cyclic work should follow the recently created plan in Appendix B.

## Reactive activities

Investment into the HFR as previously outlined. Once developed, significant effort should be placed into promoting the HFR as the best way to report faults and progress should be monitored. Contact centre and LHO should lead on identifying issues and areas for improvement, with AAC taking ownership of consideration and development where appropriate.

## Appendix A – HIAMP Development graph





## Appendix B – Cyclic communication plan

### Workstreams

- Green Maintenance
- Surface Dressing
- Winter Maintenance
- Gullies/Flooding

### Levels of communication

- 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 Cllrs
- 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. BS should then manage the lists to keep them up to date (changes to councillors, staff etc), but NM remain responsible for asking for groups to be added/removed.

### ‘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 comms 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...”

#### Daily during programme

If any works are likely to cause a delay, ensure that notification is sent to [ihmc@cambridgeshire.gov.uk](mailto:ihmc@cambridgeshire.gov.uk) for twitter

## Winter Maintenance

### Start of programme

- Make sure the gritting maps (interactive and pdf) online are up to date for the season.
- Contact corporate comms to arrange positive press message 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](mailto:ihmc@cambridgeshire.gov.uk) to keep them informed. Make sure this includes requests for winter volunteers.

## Gullies/Flooding

### 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 comms 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...”

### Daily

- Send updates on any flooding to [ihmc@cambridgeshire.gov.uk](mailto:ihmc@cambridgeshire.gov.uk) (in line with normal flood procedure)

## Surface Dressing

### 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 comms to arrange a positive press message about the programme – “The County Council is about to begin its annual programme of surface dressing...”
- List of streets to be affected by the programme and the rough duration of the programme uploaded to the County Council’s website (comms to promote through twitter)
- Divide programme into roads per parish and publish to appropriate shapeyourplace areas – e.g. “As part of our annual repair programme in July and August this year, we will be resurfacing the High Street and Dolphin Lane. This will require temporarily closing the roads while works are undertaken and there will be delays/diversions will be necessary. Homes adjacent to the works will receive a leaflet with further details

and signs will be posted on site 7-14 days before works begin. Daily updates on the resurfacing programme will be posted on twitter @cambs\_traffic”

Before each site begins work

- Ensure contractor has installed signs within 7 days of work beginning (revised best estimate at the time), with most accurate date possible
- Letter drop to residents within 7 days of planned start

Daily

- Send information for the day's work (roads affected, delays etc) to [ihmc@cambridgeshire.gov.uk](mailto:ihmc@cambridgeshire.gov.uk) for publishing to twitter
- Ensure contractor has sent work process leaflets to relevant house

## Appendix III

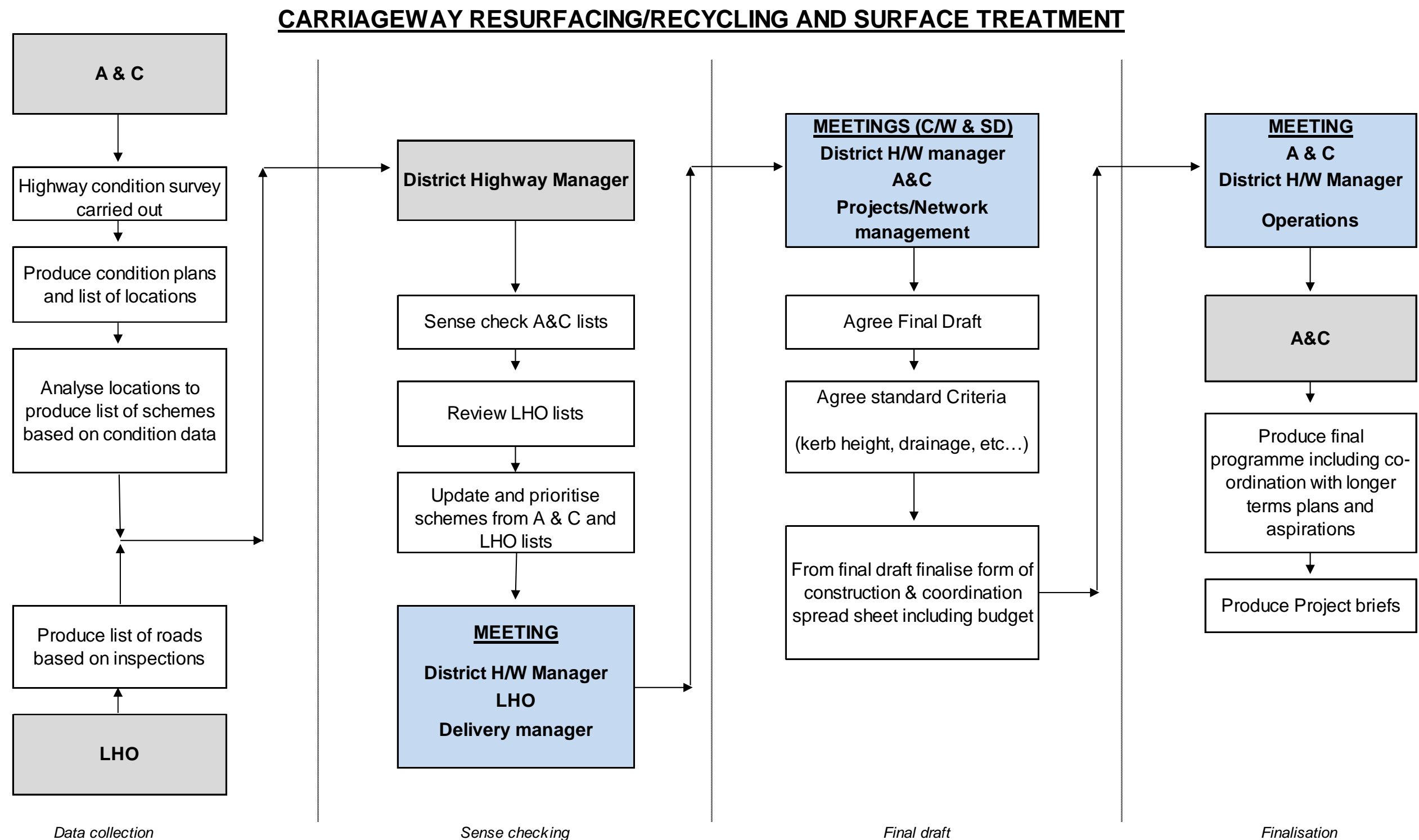
### Road Condition Index - RCI

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 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

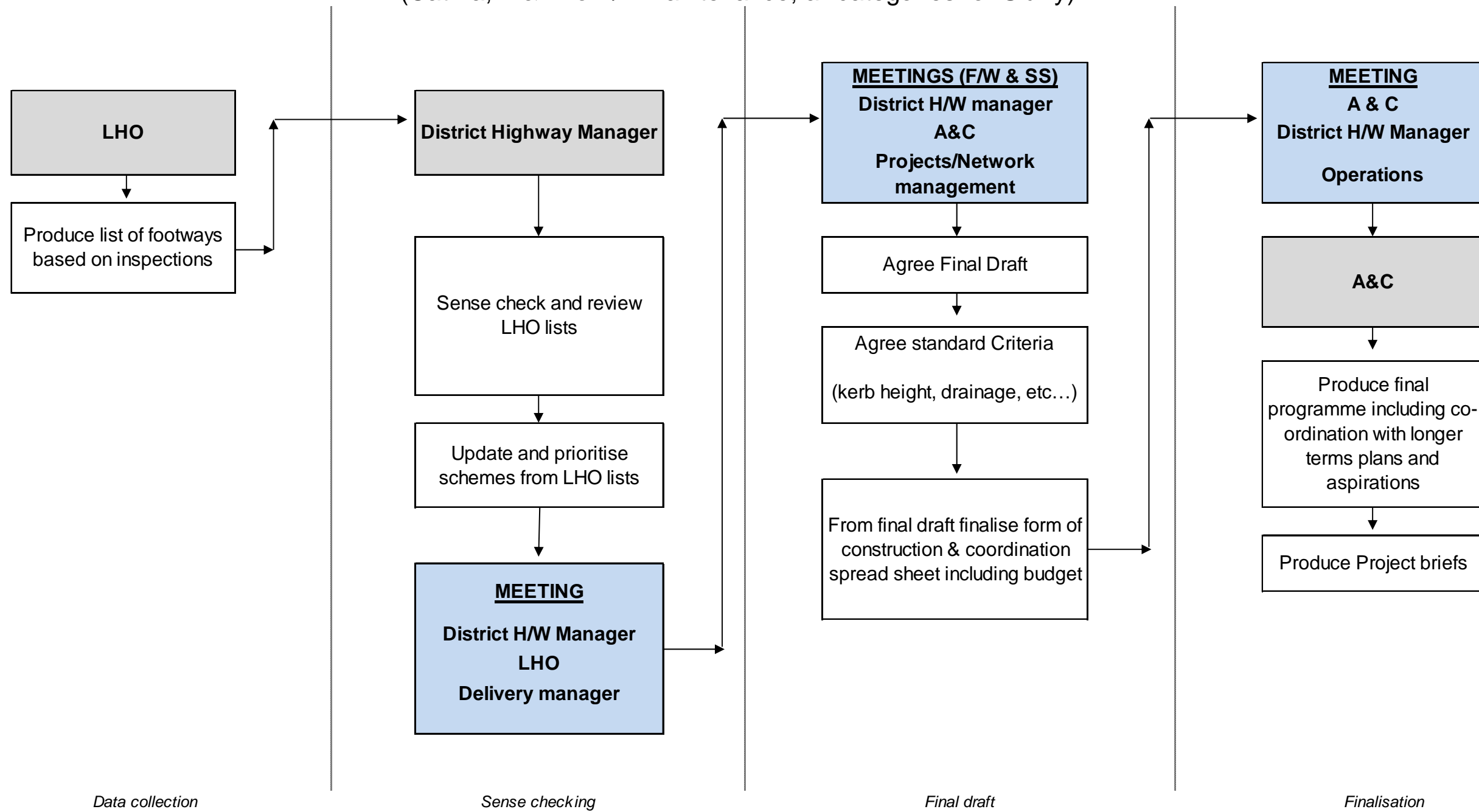
### Bridge Condition Index - BCI

BSCI Range	Bridge Stock Condition based on BSCLav	Bridge Stock Condition based on BSCLcrit
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.

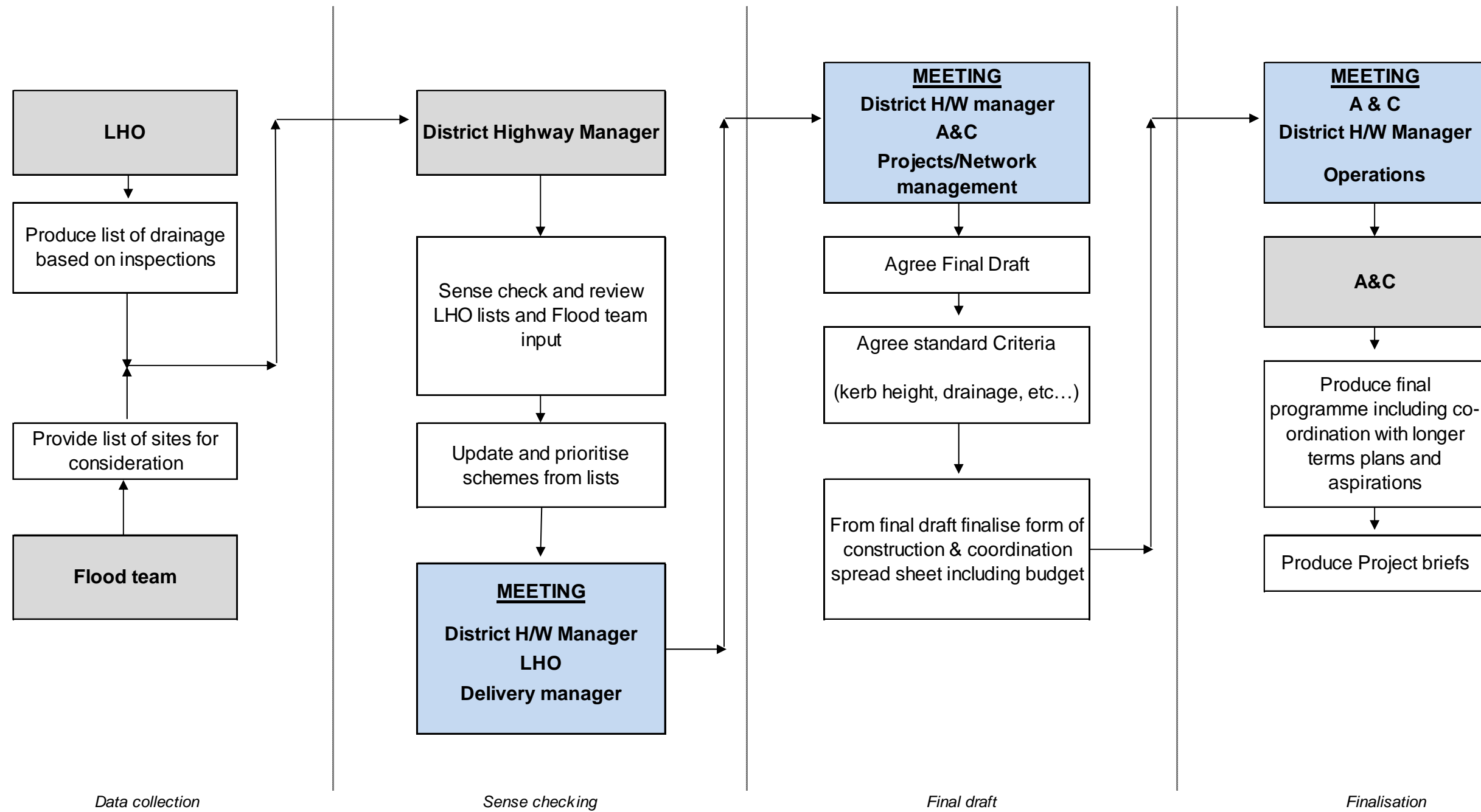
## Appendix IV



**FOOTWAY/CYCLEWAY RESURFACING & SLURRY SEALING**  
 (Cat 1a, 1 & 2 for f/w maintenance; all categories for Slurry)



## DRAINAGE



# **Cambridgeshire County Council's**

## **Highway Standards and Enforcement**

**Revised September 2015**



**Cambridgeshire County Council**  
**Highway Standards and Enforcement**

**CONTENTS**

	<b>Page No.</b>
1. <b>Introduction</b>	1
2. A Boards	1
3. Abandoned vehicles on the Highway	1
4. Access Protection	1
5. Banners on the Highway	2
6. Bollards and Marker Posts	2
7. Commuted Sums	2
8. Disabled Parking Bays	3
9. Encroachments and Obstructions	4
10. Gating Orders	4
11. Grit/Salt Bins	4
12. Hanging Baskets	4
13. HCV Access Restrictions	5
14. Highway Charges	5
15. 3 <sup>rd</sup> Party & Local Highway Improvements Funding	5
16. Horses on the Highway	5
17. Indemnity for Highway Works	6
18. Kerbing	6
19. Memorials and Floral Tributes on the Highway	6
20. Mirrors on the Highway	6
21. Mud on the Highway	7
22. Parking	7
23. Pedestrian Crossings	7
24. Pedestrian Dropped Kerbs	8
25. Planters, Litter Bins, Seats and Cycle Stands	8
26. Religious symbols on the Highway	8
27. Road markings and studs	8
28. Roadside trees	9
29. School flashing amber lamps	9
30. Speed Limits	9
31. Stopping up of a Highway	9
32. Street Traders	10
33. Tables and Chairs	10
34. Temporary Road Closures	10
35. Tourist Signing	10
36. Traffic Calming	11
37. Traffic Regulation Orders	11
38. Traffic Signals	11
39. Traffic Signs	11
40. Vehicle Activated Signs (VAS)	12
41. Vehicular Access	12
42. Vehicles for sale on the highway	13
43. Highway Enforcement	13

## 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.

### 1. 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

### 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.

[http://www.cambridgeshire.gov.uk/download/downloads/id/82/access\\_protection\\_marking\\_application\\_form](http://www.cambridgeshire.gov.uk/download/downloads/id/82/access_protection_marking_application_form)

## **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.

[www.cambridgeshire.gov.uk/download/downloads/id/79/highway\\_banner\\_application\\_form](http://www.cambridgeshire.gov.uk/download/downloads/id/79/highway_banner_application_form)

## **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 Urban Drainage Systems (S.U.D.S.) and soakaways.

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

The table below shows the current charges for 2014/15:

	Item	Unit/Basis for calculation	Notes
1	Non-standard surface materials	m <sup>2</sup>	1 off replacement cost
2	Non-essential street furniture	Works cost	1 off replacement cost
3	Trees	Each £560	
4	Soakaways	Each £5,225	
5	SUDS	Works cost	
4	Shrub beds/grass/landscaping	20 years maintenance	
5	Intelligent Transport Systems (ITS) including traffic signal junctions/crossings and electronic signs	20 years maintenance plus one replacement of equipment	
6	Traffic calming	20 years maintenance plus one replacement of non-standard features	
7	Bridges, tunnels, subways, culverts, retaining walls, head walls, sign and signal gantries, geotextile engineered embankments, fords, causeways and cattle grids.	ADEPT guidance: (Committed 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)

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.

[http://www.cambridgeshire.gov.uk/download/downloads/id/54/disabled\\_bay\\_application\\_form](http://www.cambridgeshire.gov.uk/download/downloads/id/54/disabled_bay_application_form)

## **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**

Special extinguishment or diversion orders that remove the highway status of an alleyway, for crime prevention reasons should 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 anti-social behaviour prevention reasons should be made under the Clean Neighbourhoods and Environment Act 2005.

*(Link to gating order requirements)*

## **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**

The application of any environmental HCV restrictions will be considered and developed in accordance with the Council's HCV Management Strategy.

*(Link to be added when available)*

### **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.

[http://www.cambridgeshire.gov.uk/site/scripts/google\\_results.aspx?q=guide+to+improving+the+highway](http://www.cambridgeshire.gov.uk/site/scripts/google_results.aspx?q=guide+to+improving+the+highway)

#### 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 or 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 Transport Delivery Plan 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 than 14 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**

Traffic mirrors within the highway boundaries constitute traffic signs, and as such require special authorisation by the Department for Transport.

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. For these reasons the

County Council will not approve the installation of mirrors on the public highway. 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 or disposed of.

The exception to this is the authorised use of Trixi mirrors at signalised junctions, as part of cycle safety improvements. They are installed onto the traffic signals and are designed to give drivers of large vehicles better visibility of cyclists at junctions.

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

## **21. 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.

## **22. 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.

*(Link to be added when available)*

## **23. Pedestrian Crossings**

Requests for pedestrian crossing facilities (Puffin, Toucan and Zebra) will be considered and assessed in line with national guidance and local factors. Any requests must have the support of the local member.

Please contact The Policy and Regulation Team for advice and guidance in the first instance.

*(Link to be added when available)*

## **24. 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@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.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.

## **25. 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.

## **26. 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.

## **27. Road Markings and Studs**

When undertaking resurfacing works and routine maintenance works road markings and studs will be reviewed to ensure that they are used in the most effective manner and applied consistently as per the Department for Transport (DfT) guidelines across Cambridgeshire.

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 installation.

Operational details can be viewed via the attached link:

*(Link to be added when available)*

## **28. Roadside Trees**

Trees close to roads need to be managed to make sure that they do not cause danger to people, vehicles, and neighbouring properties. The County Council is responsible for the management of trees growing on highway land. That means trees on public roads and pathways and generally (but not always) the verges beside them.

We do not manage trees on private property and private roads – the land owner or occupier is responsible for these trees. We deal with:

- Dead, damaged or diseased trees likely to cause injury or damage;
- Trees that impede or obscure safe use of the road;
- Trees causing damage or likely to cause damage to property.

## **29. School Flashing Amber Lamps**

Flashing amber lamp units are permitted at school sites where either the 85<sup>th</sup>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**

New speed limits or alterations to existing limits will be considered and assessed in line with the National guidance and local factors. Any requests must have the support of the local member and Cambridgeshire Police's Traffic Management Officer.

Please contact The Policy and Regulation Team for advice and guidance in the first instance.

*(Link to be added when available)*

## **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.

[Stopping up of a highway.docx](#)

### **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 and Guidance Notes and terms and conditions, please click on the relevant link below:

[http://www.cambridgeshire.gov.uk/info/20081/roads\\_and\\_pathways/109/highways\\_licences\\_and\\_permits](http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/109/highways_licences_and_permits)

### **34. Temporary Road Closures**

- Temporary road closure orders may be made to facilitate:
- Events taking place on the highway (see [cambridgeshire.gov.uk/info/20081/roads\\_and\\_pathways/109/highways\\_licences\\_and\\_permits](http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/109/highways_licences_and_permits))
- 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).

[www.cambridgeshire.gov.uk/download/downloads/id/2589/temporary\\_road\\_closures\\_application\\_form](http://www.cambridgeshire.gov.uk/download/downloads/id/2589/temporary_road_closures_application_form)

### **35. Tourist Signing**

The white-on-brown tourist road signs have long been recognised as important since they offer the tourist some guarantee as to the quality of an attraction.

A tourist attraction is defined as 'a permanently established destination or facility that attracts, or is used by, visitors to an area and which is open to the public without prior booking during its normal opening hours'.

Please contact The IHMC and Events Team for advice and guidance in the first instance.

Please see the County Councils Tourism Signing Policy:

[http://www.cambridgeshire.gov.uk/download/downloads/id/430/tourist\\_signing\\_policy\\_form](http://www.cambridgeshire.gov.uk/download/downloads/id/430/tourist_signing_policy_form)

Application form:

[http://www.cambridgeshire.gov.uk/download/downloads/id/429/tourist\\_signing\\_application\\_form](http://www.cambridgeshire.gov.uk/download/downloads/id/429/tourist_signing_application_form)

### **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.

Please contact The Policy and Regulation Team for advice and guidance in the first instance.

#### **40. Vehicle Activated Signs (VAS)**

VAS signs 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 the site falls within the Association of Chief Police Officers criteria.

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 25 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.

To reduce the funds required by communities we are promoting in place of main operated units, the use of Moveable Vehicle Activated Signs (MVAS) which removes the need for solar panels or expensive mains power supplies. The sponsor would need to recharge the battery every 4 weeks and pay the manufacturer a small annual service charge. These signs are both cheaper than the traditional ones and we are currently not requiring a commuted sum to be paid.

#### **41. 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 current for 2015/16 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 of £180.00 is payable at this point;
- 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 of £110.00;
- complete a booking road space form

[http://www.cambridgeshire.gov.uk/download/downloads/id/93/dropped\\_kerb\\_specification\\_and\\_procedure](http://www.cambridgeshire.gov.uk/download/downloads/id/93/dropped_kerb_specification_and_procedure)

## 42. 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.

## 43. 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 below:

[Cambridgeshire County Council's Enforcement Policy.pdf \(81Kb\)](#)

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.pdf \(127KB\)](#) (*Issue with link*)

[Enforcement Concordat.pdf \(19Kb\)](#) (*Issue with link*)

The Guidance Manual for the Cambridge Parking Scheme – Enforcement can be viewed via the link below

[http://www.cambridgeshire.gov.uk/download/downloads/id/2601/county\\_tma\\_enforcement\\_manual](http://www.cambridgeshire.gov.uk/download/downloads/id/2601/county_tma_enforcement_manual) (*Issue with link*)

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 relevant Head of Local Infrastructure & Street Management 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.





Updated and Revised HIAMP Appendix V – Highway Standards and Enforcement –  
proposed amendments

Gating Orders/Public Open Space Protection Orders

- Policy updated due to changes in legislation
- Public Space Protection Orders (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 (CCC is a consultee not the promoter)
- PSPOs replace Gating Orders

Access Protection Markings

- Applicants will be required to provide evidence of persistent problems to ensure that the impact of Access Protection Markings are not reduced through proliferation

Heavy Goods Vehicles

- Removes references to Freight Quality Partnership (FQP) which no longer exists
- Requires communities to undertake speed and volume checks rather than CCC
- No existing Council funding available to introduce any new weight limits, therefore external funding would need to be identified to progress any new requests for weight limits

Road Markings and Studs

- This policy identifies the procedures and guidelines for the placement and maintenance of road markings and studs within the public highway
- Over the years there has been an inconsistent approach to the provision of road markings and studs across the 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 to the Department for Transport (DfT) guidelines across Cambridgeshire.
- The over-use of road markings can diminish their effect on road users. The aim of this document is to rationalise their use and maximise their effectiveness, where they are needed.

Speed Limit Policy

- Ensures speed limits are introduced in a manner consistent with current government guidance
- Supported by Cambridgeshire Constabulary Traffic Management Officer as it aligns the three counties of Cambridgeshire, Bedfordshire & Hertfordshire
- Ensures that the same criteria is applied to the implementation of speed limits whomever is requesting it leading to consistency

## Pedestrian Crossings

- The design of controlled pedestrian crossing facilities (Puffin, Toucan 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 Director of Economy, Transport and Environment to maintain consistency.
- Where a crossing is considered appropriate but crossing and traffic flows do not satisfy the assessment method, alternative solutions should be considered

## Tourist Signing

- Rationalised the assessment form
- 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. To ensure that tourist confidence is upheld in the white on brown system of direction signing

# GATING ORDERS/PUBLIC SPACE PROTECTION ORDERS

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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 quality 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) 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.

# Access Protection Marking Policy

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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.



# HEAVY GOODS VEHICLE (HGV) POLICY

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## 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 via the link below:

[http://www.cambridgeshire.gov.uk/downloads/file/87/cambridgeshire\\_freight\\_map](http://www.cambridgeshire.gov.uk/downloads/file/87/cambridgeshire_freight_map)

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 (Appendix 1)
- consider all options with formal restrictions being the last resort unless necessary on structural grounds e.g. weak bridge weight restriction

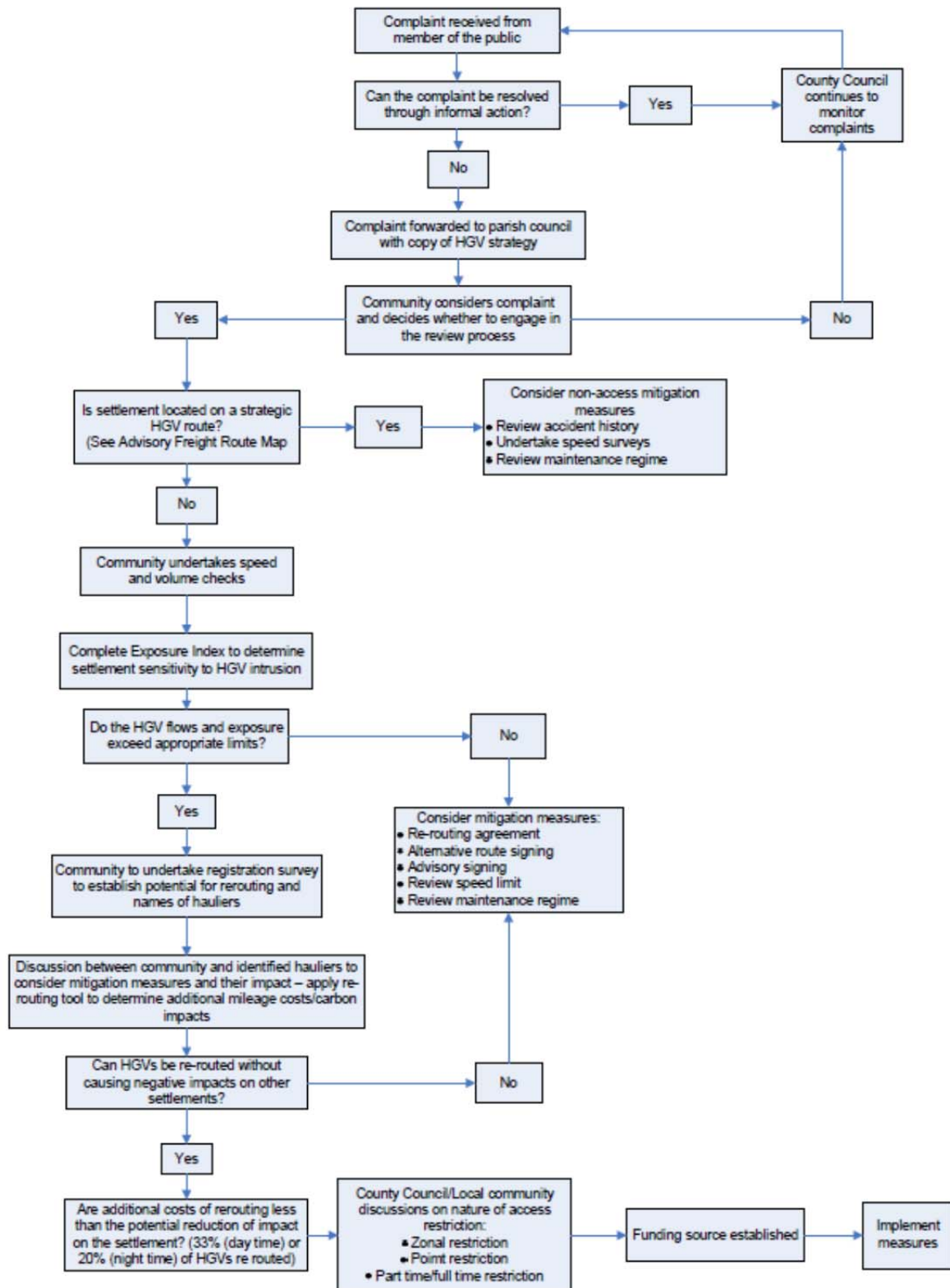
The exposure index, which forms part of the assessment process, is intended to provide some benchmark comparator upon which to form a judgment over the degree of impact resulting from HGV movements in communities. It is recognised that it is, to some degree, subjective in nature but it is also recognised 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.



## APPENDIX 1

### ASSESSMENT PROCESS



## APPENDIX 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 ≥ 6.2m
	6	85% of carriageway ≥ 6.0m
	7	85% of carriageway ≥ 5.8m
	8	85% of carriageway ≥ 5.6m
	9	85% of carriageway ≥ 5.4m
More Sensitive	10	85% of carriageway ≥ 5.2m

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 < 3m 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/cyclist 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

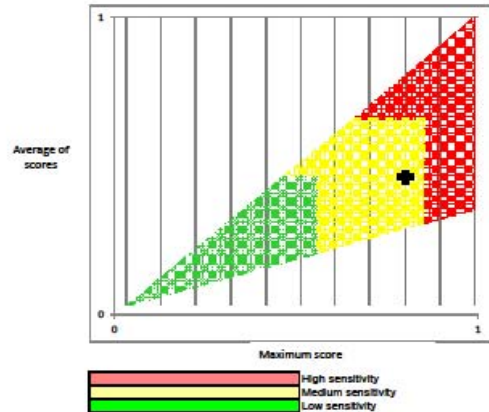
Average sensitive land uses fronting the route per kilometre		
	Score	Description
Less Sensitive	0	School/nursery/shop/playground/sheltered housing: No sites
	1	School/nursery/shop/playground/sheltered housing: 1 site per kilometre
	2	School/nursery/shop/playground/sheltered housing: 2 sites per kilometre
	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

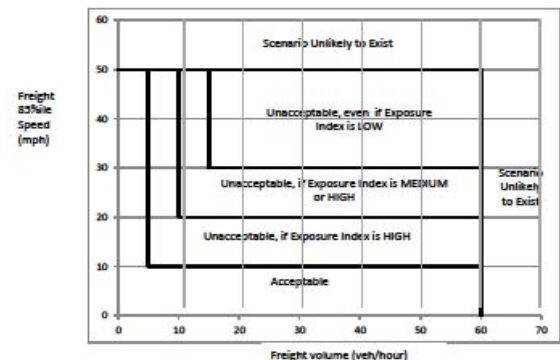
Criteria	Score (max 10)
Carriageway Width	3
Footway Width	4
Frontage to Footway Distance	1
Number of Frontages along Route	6
Typical Pedestrian Count	7
Schools	8

#### 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



# Replacement of Road Markings and Studs

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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 2002 (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 & 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 2002 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 titled General Rules for Road Classification in Appendix A, at the end of this document, 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.

## Appendix A: GENERAL RULES FOR ROAD CLASSIFICATIONS

<b>Classification</b>	<b>Centre Line</b>	<b>Edge Line</b>	<b>Road Studs</b>
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 <u>consistently</u> high traffic flow routes (typically >2000 vehicles in 12 hours) where carriageway width typically exceeds 5.5 metres. Warning lines at specific hazard locations (eg: junctions and bends).	Only 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.
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.





# Speed Limit Policy

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## **Speed limits in settlements**

### **Council policy**

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.

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.

### **30 mph Limits**

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.

## 20 mph Limits

Should not be implemented on roads with a strategic or main road function, with exceptions. Eg. Where numbers of vulnerable road users are high.

*(Dft circular 1/13 Setting Local Speed Limits – table 1)*

<https://www.gov.uk/government/uploads/...data/.../circular-01-2013.pdf>

20mph speed limits will only 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

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.

The use of 20 mph limits or zones within settlements should be restricted to roads below A and B class.

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'.

## Decision Making

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 Councillors 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 of a proposal it should be reconsidered.

## Speed limits outside settlements

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

<b>Speed limit (Mph)</b>	<b>Upper tier</b> (Roads with predominant traffic flow function)	<b>Lower tier</b> (Roads with important access and recreational function)
<b>60</b>	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.
<b>50</b>	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
<b>40</b>	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.

[manforstreets.pdf](#)

**SERVICE COMMITTEE REVIEW OF DRAFT REVENUE BUSINESS PLANNING  
PROPOSALS FOR 2016/17 TO 2020/21**

**To:** Highways and Community Infrastructure Committee

**Meeting Date:** 3rd November 2015

**From:** Graham Hughes - Executive Director - Economy,  
Transport and Environment  
Chris Malyon, Chief Finance Officer

**Electoral division(s):** All

**Forward Plan ref:** Not applicable      **Key decision:** No

**Purpose:** This report provides the Committee with an overview of the draft Business Plan Revenue Proposals for the Economy, Transport and Environment Service and specifically, the elements of that budget that are within the remit of the Highways and Community Infrastructure Committee.

**Recommendation:** Committee are requested to:

- a) Note the overview and context provided for the 2016/17 to 2020/21 Business Plan revenue proposals for the Service.
- b) Comment on the draft revenue savings proposals that are within the remit of the Highways and Community Infrastructure Committee for 2016/17 to 2020/21, and endorse them for the General Purposes Committee as part of consideration of the Council's overall Business Plan.
- c) Consider the proposed approach to demography and inflation for those Economy, Transport and Environment services that are within the remit of the Highways and Community Infrastructure Committee for 2016/17 and endorse the recommendations.
- d) Consider the proposed fees and charges for those Economy, Transport and Environment services that are within the remit of the Highways and Community Infrastructure Committee for 2016/17.

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## 1. OVERVIEW

- 1.1 The Council's Business Plan sets out how we will spend our money to achieve our vision and priorities for Cambridgeshire. Like all Councils across the country, we are facing a major challenge. Our funding is reducing at a time when our costs continue to rise significantly due to inflationary and demographic pressures. This means that despite the way in which we have been able to stimulate local economic growth, and the improving national economy, the financial forecast for the Council continues to present huge challenges.
- 1.2 The Council has now experienced a number of years of seeking to protect frontline services in response to reducing Government funding. Looking back, we have saved £73m in the last two years and are on course to save a further £30m this year (2015/16). As a result, we have had to make tough decisions over service levels during this time. Over the coming five years those decisions become even more challenging. The choices are stark and unpalatable but very difficult decisions will need to be made as the Council has a statutory responsibility to set a balanced budget each year, as well as a duty to provide the best possible services for Cambridgeshire's communities. It is the Chief Finance Officer's statutory role to provide a statement on the robustness of the budget proposals when they are considered by Council in February.
- 1.3 This year the Council has adopted an outcome-led approach to Business Planning. This is defined and described through the draft Strategic Framework that was approved by the General Purposes Committee on 20 October this year. <http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/AgendaItem.aspx?agendaItemID=12221>
- 1.4 The Strategic Framework sets out the outcomes that the Council will work towards achieving, and the ways of working the Council will adopt, in the face of prolonged and difficult budget pressures. It is not a solution to austerity in itself, but instead it is the approach the Council has taken to best tackle the huge challenges it faces.
- 1.5 Within this new framework, the Council continues to undertake financial planning of its revenue budget over a five year timescale which creates links with its longer term financial modelling and planning for growth. This paper presents an overview of the proposals being put forward as part of the Council's draft revenue budget.
- 1.6 Funding projections have been updated based on the latest available information to provide a current picture of the total resource available to the Council. At this stage in the year, however, projections remain fluid and will be reviewed as more accurate data becomes available.
- 1.7 The Council issues cash limits for the period covered by the Business Plan (rolling five years) in order to provide clear guidance on the level of resources that services are likely to have available to deliver services over that period. To maintain stability for services and committees as they build their budgets we will endeavor to minimise variation in cash limits during the remainder of the process unless there is a material change in the budget gap.

- 1.8 The Committee is asked to endorse these initial proposals for consideration as part of the Council's development of the Business Plan for the next five years. Draft proposals across all Committees will continue to be developed over the next few months to ensure a robust plan and to allow as much mitigation as possible against the impact of these savings. Therefore these proposals may change as they are developed or alternatives found.

## 2. BUILDING THE REVENUE BUDGET

- 2.1 Changes to the previous year's budget are put forward as individual proposals for consideration by committees, General Purposes Committee and ultimately Full Council. Proposals are classified according to their type, accounting for the forecasts of inflation, demography, and service pressures, such as new legislative requirements that have resource implications, as well as savings.
- 2.2 The process of building the budget begins by identifying the cost of providing a similar level of service to the previous year. The previous year's budget is adjusted for the Council's best forecasts of the cost of inflation and the cost of changes in the number and level of need of service users (demography). Proposed investments are then added and the total expenditure level is compared to the available funding. Where funding is insufficient to cover expenditure, the difference is apportioned across services as a savings requirement in order to balance the budget. Should services have pressures, these are expected to be managed within that service, if necessary being met through the achievement of additional savings or income.
- 2.3 The budget proposals being put forward include revised forecasts of the expected cost of inflation following a detailed review of inflation across all services at an individual budget line level. Inflation indices have been updated using the latest available forecasts and applied to the appropriate budget lines. Inflation can be broadly split into pay, which accounts for inflationary costs applied to employee salary budgets, and non-pay, which covers a range of budgets, such as energy, waste, etc. as well as a standard level of inflation based on government Consumer Price Index (CPI) forecasts. Key inflation indices applied to budgets are outlined in the following table:

**Table 1**

<b>Inflation Range</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Standard non-pay inflation	1.2%	1.7%	1.8%	1.9%	2.0%
Other non-pay inflation (average of multiple rates)	3.4%	1.9%	2.3%	2.4%	2.4%
Pay (admin band)	2.0%	2.0%	2.0%	2.0%	2.0%
Pay (management band)	2.0%	2.0%	2.0%	2.0%	2.0%
Employer pension contribution (average of admin and management band)	5.5%	-0.5%	3.5%	2.9%	2.8%

- 2.4 Forecast inflation, based on the above indices, is as follows:



**Table 2**

<b>Service Block</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Children, Families and Adults	4,741	4,843	5,444	5,655	6,045
Economy, Transport and Environment (ETE)	769	816	953	927	927
ETE (Waste Private Finance Initiative)	803	778	831	846	872
Public Health	272	372	405	416	430
Corporate and Managed Services	374	286	342	353	358
<b>Total</b>	<b>7,261</b>	<b>7,264</b>	<b>8,207</b>	<b>8,411</b>	<b>8,841</b>

- 2.5 A review of demographic pressures facing the Council has been undertaken by the Research Group in conjunction with services and the Finance team. The term demography is used to describe all anticipated demand changes arising from increased numbers (e.g. as a result of an ageing population, or due to increased road kilometres managed by the Council) and increased complexity (e.g. more intensive packages of care as clients age). The demographic pressures calculated by the Research Group are:

**Table 3**

<b>Service Block</b>	<b>2016-17 £'000</b>	<b>2017-18 £'000</b>	<b>2018-19 £'000</b>	<b>2019-20 £'000</b>	<b>2020-21 £'000</b>
Children, Families and Adults	9,404	9,798	9,913	10,301	10,438
Economy, Transport and Environment (ETE)	266	466	474	486	544
Public Health	159	325	289	291	263
Corporate and Managed Services	24	23	24	25	25
<b>Total</b>	<b>9,853</b>	<b>10,612</b>	<b>10,700</b>	<b>11,103</b>	<b>11,270</b>

- 2.6 The Council is facing some cost pressures that cannot be absorbed within the base funding of services. These were reported to General Purposes Committee (GPC) in September who agreed that services should meet the cost of their own pressures. Some of the pressures relate to costs that are associated with the introduction of new legislation and others as a direct result of contractual commitments. These costs are included within the revenue tables considered by service committees alongside other savings proposals and priorities:



**Table 4**

<b>Service Block / Description</b>	<b>2016-17 £'000</b>	<b>2017-18 £'000</b>	<b>2018-19 £'000</b>	<b>2019-20 £'000</b>	<b>2020-21 £'000</b>
CFA: Unaccompanied Asylum Seeking Children	125	-	-	-	-
CFA: Fair Cost of Care & Placement Costs	-	-	-	1,500	2,500
CFA: Home to School Transport (mainstream)	980	-	-	-	-
CFA: Home to School Transport (LAC & Special)	1,200	-	-	-	-
CFA: Learning Disability Partnership	1,892	-	-	-	-
CFA: Single-tier State Pension	1,409	-	-	-	-
CFA: Adoption	570	-	-	-	-
ETE: Single-tier State Pension	331	-	-	-	-
ETE: Annual subscription to the LEP	50	-	-	-	-
CS: Single-tier State Pension	63	-	-	-	-
CS: Insurance Fund	278	-	-	-	-
CS: Children's Centre Business Rates	145	-	-	-	-
CS: Renewable Energy - Soham	-	183	4	5	4
LGSS: Single-tier State Pension	210	-	-	-	-
PH: Single-tier State Pension	34	-	-	-	-
<b>Total</b>	<b>7,287</b>	<b>183</b>	<b>4</b>	<b>1,505</b>	<b>2,504</b>

- 2.7 The Council recognises that effective transformation often requires up-front investment and has considered both existing and new investment proposals that we fund through additional savings during the development of this Business Plan. The table below outlines investments by service. Note that negative figures indicate the removal of an investment from a previous year.

**Table 5**

<b>Service Block</b>	<b>2016-17 £'000</b>	<b>2017-18 £'000</b>	<b>2018-19 £'000</b>	<b>2019-20 £'000</b>	<b>2020-21 £'000</b>
Children, Families and Adults	1,220	-174	-	-	-
Economy, Transport and Environment	-726	13	-	-	-
Corporate and Managed Services	312	2	132	159	-
<b>Total</b>	<b>806</b>	<b>-159</b>	<b>132</b>	<b>159</b>	<b>0</b>

### 3. SUMMARY OF THE DRAFT REVENUE BUDGET

- 3.1 In order to balance the budget in light of the cost increases set out in the previous section and reduced Government funding, savings or additional income of £40.7m are required for 2016-17, and a total of £118m across the full five years of the Business Plan. The following table shows the total amount necessary for each of the next five years, split by service block.

**Table 6**

<b>Service Block</b>	<b>2016-17 £'000</b>	<b>2017-18 £'000</b>	<b>2018-19 £'000</b>	<b>2019-20 £'000</b>	<b>2020-21 £'000</b>
Children, Families and Adults	-30,788	-22,075	-16,499	-13,112	-8,048
Economy, Transport and Environment	-6,593	-3,573	-2,856	-2,041	-982
Public Health	-511	0	-755	-912	-562
Corporate and Managed Services	-1857	-1746	-319	-869	-430
LGSS Operational	-971	-571	-803	-708	-351
<b>Total</b>	<b>-40,720</b>	<b>-27,965</b>	<b>-21,232</b>	<b>-17,642</b>	<b>-10,373</b>

- 3.2 In some cases services have planned to increase locally generated income instead of cutting expenditure. For the purpose of balancing the budget these two approaches have the same effect and are treated in the same way.
- 3.3 This report forms part of the process set out in the Medium Term Financial Strategy whereby the Council updates, alters and refines its revenue proposals in line with new savings targets. New proposals are developed by services to meet any additional savings requirement and all existing schemes are reviewed and updated before being presented to service committees for further review during November and December.
- 3.4 Delivering the level of savings required to balance the budget becomes increasingly difficult each year. Work is still underway to explore any alternative savings that could mitigate the impact of our reducing budgets on

our front line services, and Business Planning proposals are still being developed to deliver the following:

**Table 7**

<b>Service Block</b>	<b>2016-17 £'000</b>	<b>2017-18 £'000</b>	<b>2018-19 £'000</b>	<b>2019-20 £'000</b>	<b>2020-21 £'000</b>
Children, Families and Adults	0	0	0	0	0
Economy, Transport and Environment	-406	-1,064	-2,391	-2,041	-982
Public Health	0	0	-755	-912	-562
Corporate and Managed Services	0	0	-285	-827	0
LGSS Operational	0	0	0	0	0
<b>Total</b>	<b>-406</b>	<b>-1,064</b>	<b>-3,431</b>	<b>-3,780</b>	<b>-1,544</b>

3.5 The level of savings required is based on an expected 1.99% increase in Council Tax each year. This assumption was built into the MTFS which was agreed by full council. For each 1% more or less that Council Tax is changed, the level of savings required will change by approximately +/-£2.4m.

3.6 There is currently a limit on the increase of Council Tax of 2% and above, above which approval must be sought in a local referendum. It is estimated that the cost of holding such a referendum would be around £100k, rising to as much as £350k should the public reject the proposed tax increase (as new bills would need to be issued). The MTFS assumes that Council tax increases will be no more than the cap of 1.99% per annum and that this will remain in place for 5 years.

3.7 Following November service committees, GPC will review the overall programme in December, before recommending the programme in January as part of the overarching Business Plan for Full Council to consider in February.

#### **4. OVERVIEW OF ECONOMY, TRANSPORT AND ENVIRONMENT**

4.1 ETE, as the focus for the Council's place based services, provides a very wide and diverse range of services to the people and businesses of Cambridgeshire. Much of what is provided by the Directorate is experienced by residents on a daily basis.

4.2 A broad overview of the services provided by the Directorate includes highway maintenance and improvement, the delivery of all major transport infrastructure schemes, the management of a series of major contracts such as highways and street lighting, tackling rogue and other illegal trading and providing business advice, delivery of non-commercial superfast broadband services, waste disposal, libraries and cultural services, planning, s106 negotiation, economic development, floods and water management, adult learning and skills, development of transport policy, funding bids, cycling, commissioning of community transport, operation of the Busway and the park

and ride sites, and management of home to school, special needs and adults transport.

- 4.3 To improve efficiency, ETE has undergone a major transformation over the last three years. As a result, the delivery of services has changed significantly and in some cases, we have withdrawn from providing certain services. As part of this process, the number of managers and service areas within ETE has been reduced significantly in order to focus resources on front line service delivery.
- 4.4 Over the time of these reductions, however, the actual amount of work within the Directorate has increased due to the particular nature of the services we provide. For example, the bulk of the Greater Cambridge City Deal work is undertaken by ETE and new programmes like Cycle City Ambition Grant have added to workload, as has the additional investment through the Council's £90m investment in highway maintenance. So essentially, although revenue budgets have decreased, more work is being undertaken with significantly reduced senior manager and delivery capacity. This has been a necessary change and further opportunities for rationalisation are always being considered. However, it needs to be recognised that this does mean that further and sustained budget reductions make it inevitable that significant reductions in services will occur.

## 5. ETE PROPOSED SAVINGS

- 5.1 As noted above, the Council has this year undertaken its Business planning on the basis of a new Operating Model. However, in the transition to this new approach, individual Directorates still have savings targets for which proposals need to be identified. The savings target for ETE in 2016/17 is £6,593k.
- 5.2 Further significant savings will also be required in subsequent years and the impact of the Autumn Spending Review may have a further effect on these figures. The current expected savings requirement for the next five years is shown in Table 8 which means that the total reduction in ETE budget over the current planning period is likely to be a minimum of £16m.

**Table 8 – Five Year Savings Requirements**

<b>ETE's Current Cash Limits</b>	
<b>Year</b>	<b>£k</b>
2016/17	-6,593
2017/18	-3,573
2018/19	-2,856
2019/20	-2,041
2020/21	-982
<b>Total</b>	<b>16,045</b>

- 5.3 The gross ETE budget for the current year (2015/16) is £89m. However, a significant amount of the gross budget is income or tied up in major contracts and fixed payments that, at least in the short term, cannot be varied. These include the Directorate's two PFI contracts and concessionary bus pass payments which are an entitlement and cannot be varied. Table 9 shows that

even including income, the 'in scope' budget from which the five year savings can be made is £40m and without that income, the figure is just £14m. Although overall budget levels may change over the five year period for a variety of reasons, the key point to note here is that given the makeup of the ETE budget, the level of savings required will inevitably lead to significant service reductions.

**Table 9 – Available Budget for Savings**

	(£m)
<b>Total ETE Budget</b>	<b>89</b>
Waste PFI	-35
Street lighting PFI	-8
Concessionary fares	-6
Income	-26
<b>Remainder</b>	<b>14</b>

- 5.4 To highlight this point, Table 10 shows the breakdown of funding within each of the service areas that make up ETE. This shows that a number of services are already either wholly or substantially self-funding and therefore it will be difficult to make savings to meet the requirements of the Business Plan from those areas. The service areas with the most significant available revenue budgets, and from which the majority of the savings proposals that follow have been identified, are those that provide the most sensitive and visible services to the people of Cambridgeshire.

**Table 10 – Budgets for ETE Services**

<b>Service Area</b>	<b>Gross 2015/16 budget (£k)</b>	<b>Net 2015/16 budget (£k)</b>
Adult Learning and Skills	3,934	290
Assets and Commissioning including Waste and Street Lighting	45,598	36,116
Community & Cultural Services	7,160	4,991
Connecting Cambridgeshire	536	0
Growth & Economy	2,903	1,581
Local Infrastructure & Street Management	14,998	9,401
Major Infrastructure Delivery	1,051	0
Passenger Transport including concessionary fares	12,102	7,907
Policy and Business Development	647	473
Supporting Businesses and Communities	5,898	1,349
Transport and Infrastructure Policy and Funding	666	110
Directors	453	453
Making Assets Count	89	0
<b>Total</b>	<b>96,035</b>	<b>62,671</b>

Note that the gross budget in table 10 includes capital recharges

- 5.5 In order to generate the savings proposals for Member consideration, officers have scrutinised individual budgets, the services they are providing and whether there are any statutory requirements for those individual services
- 5.6 Appendix 1 contains the product of this work. This shows the Business Plan efficiency, income and savings proposals for ETE for the planning period 2016/17 to 2020/21. The items under the stewardship of the Highways and Community Infrastructure Committee are shown without shading and those in E&E are shown with shading. The contents of Appendix 1 are only officer proposals at this stage, for Committee consideration. Following Committee discussions, Business Plan proposals will be recommended to General Purposes Committee and the final decision on the Business Plan will be made by Full Council in February.
- 5.7 The table contains a range of proposals where efficiency can be increased without reduction in service provided. It also contains proposals for significant amounts of additional income that can be raised from the services that are provided. Fees and charges are a very important source of income to the Council, enabling important services to be sustained and provided. As the overall cost of service provision reduces, the proportion of costs that are recovered through fees and charges is likely to grow. Indeed to sustain the delivery of some services in the future this revenue is likely to be essential.
- 5.8 All ETE fees and charges are contained in a single schedule that is updated throughout the year. It is reviewed annually as part of the Business Planning process to take account of increases in inflation. The schedule is at Appendix 2.
- 5.9 For business planning purposes in addition to the specific additional income proposals, all fees and charges, where possible, are increased in line with the Council's standard inflation rate, which this year has been set at 1.2%. There are exceptions to this as follows:
- 1) Statutory fees that are currently set at their legal maximum.
  - 2) Fees where a full review of the charge is scheduled to be undertaken between November 2015 and April 2016. In these cases, inflation will be taken into account but other factors such as legislative frameworks, demand and market rates will also be considered.
  - 3) Small charges, for example library charges, where the payment method would need to be changed in order to accept the new charge.
- 5.10 There are some minor additional elements of capitalisation proposed where activities currently funded from the revenue budget will in the future be funded by capital. This additional capitalisation is considered appropriate but having scrutinised budgets fully, officers advise that there are no further significant opportunities to capitalise budgets.
- 5.11 Even with greater efficiency, additional income and capitalisation, significant reductions in spending on front line services will be necessary in the following years. Most of the proposals contained in the table will be unpopular and there is a risk that some may not be possible to deliver or will take longer to deliver than planned. This will place further pressure on the ETE revenue

budget and may lead to the requirement for alternative, further proposals to come forward

- 5.12 To assess the impact of proposals and to guide Members in their decision making, Community Impact Assessments (CIAs) have been completed for all 2016/17 proposals where applying the relevance test demonstrated there could be an impact on one of the protected characteristics. The set of CIAs is included at Appendix 3 and it is important that members consider these in conjunction with the details of the savings proposals as decisions start to be made on the business plan. Members will note that many of these CIAs show significant negative implications on our communities.
- 5.13 Even with these significant efficiency, income, capitalisations and savings proposals, the ETE proposed budget still has £406k of unallocated savings for 2016/17 and significantly larger amounts for subsequent years. The proposed savings have been generated by assessing deliverability of changes bearing in mind where there are minimum statutory or reasonable levels of service required. Therefore, dependant on Member views in relation to these budget proposals, further savings could be identified, but these would cut even deeper into essential services and may push some services below a statutory minimum level of service. Member views on how best to identify the additional savings required are sought. However, given the nature of the ETE budget described above, should these additional savings be required, they almost certainly will need to come from further reductions in the major spending areas such as highways maintenance, libraries and passenger transport.

## **6. NEXT STEPS**

- 6.1 The proposals contained in this paper are only the first formal stage in developing the Council's Business Plan. The timetable for this stage is as follows:

November - February	Ongoing work to develop budget plan and deliver savings proposals.
January	General Purposes Committee review draft Business Plan for 2016/17.
February	Draft Business Plan for 2016/17 discussed by Full Council.
March	Publication of final CCC Business Plan for 2015/16. Ongoing work to deliver savings proposals.

- 6.2 Subject to the views of Members at this Committee and the Economy and Environment Committee, further development of the proposals contained here will be undertaken as part of the development of the Council's Business Plan.

## **7. ALIGNMENT WITH CORPORATE PRIORITIES**

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

The services discussed in this report play a significant role in enabling the Council to achieve this priority. If services are cut then the impact on communities across Cambridgeshire could be severe. Further details are contained in the CIAs that are being considered at the meeting.

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

The services discussed in this report play a significant role in enabling the Council to achieve this priority. If services are cut then the impact on communities across Cambridgeshire could be severe. Further details are contained in the CIAs that are being considered at the meeting.

### **7.3 Supporting and protecting vulnerable people**

The services discussed in this report play a significant role in enabling the Council to achieve this priority. If services are cut then the impact on communities across Cambridgeshire could be severe. Further details are contained in the CIAs that are being considered at the meeting.

## **8. SIGNIFICANT IMPLICATIONS**

### **8.1 Resource Implications**

There are significant resource implications associated with the proposals set out in the current Business Plan and that we are considering for future years. Our proposals seek to ensure that we are using the most effective use of available resources across the range of ETE services. The implications of the proposals will be considered throughout the Business Planning process and the Committee will be fully informed of progress.

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

The proposals set out in this report respond to the statutory duty on the Local Authority to deliver a balanced budget.

### **8.3 Equality and Diversity Implications**

The size of the financial challenge means that services will need to continue to seek to improve their effectiveness, but the level and range of services that can be provided is generally reducing. The scale of the savings requires a fundamental review and change of service provision that will lead to very different way of working across ETE Services compared to current arrangements. Further details are contained in the CIAs that are being considered at the meeting.

### **8.4 Engagement and Consultation Implications**

Our Business Planning proposals are informed by our knowledge of what communities want and need. They will also be informed by the County Council public consultation on the Business Plan and will be discussed with a wide range of partners throughout the process (some of which has begun already). Community Impact Assessments (CIAs) on those 2016/17 proposals where they are needed are being considered at the meeting.



## 8.5 Localism and Local Member Involvement

The proposals set out in this report are predicated on empowering communities (both geographical and of interest) to do more for themselves, as we shift our focus from meeting the needs of individuals to supporting communities and families. As the proposals develop, we will have detailed conversations with Members about the impact of the proposals on their localities. Communities will have varying degrees of capacity to address these issues and this will require further consideration. As part of this we will have detailed conversations with members about the implications of these proposals for specific localities.

## 8.6 Public Health Implications

A number of the proposals within this report will have potential implications for public health. We are working closely with Public Health colleagues to ensure our emerging Business Planning proposals are aligned.

Source Documents	Location
The 2015/16 Business Plan	<a href="http://www.cambridgeshire.gov.uk/info/20043/finance_and_budget/90/business_plan_2015_to_2016">http://www.cambridgeshire.gov.uk/info/20043/finance_and_budget/90/business_plan_2015_to_2016</a>



# Section 4: Finance Tables

Status:	Draft
Meeting:	Highways and Community Infrastructure Committee
Date:	3 November 2015

Contents:	Introduction	
	Section 4 – B: Economy, Transport and Environment Services	Table 1: Revenue - Summary of Net Budget by Operational Division
		Table 2: Revenue - Net Budget Changes by Operational Division
		Table 3: Revenue - Overview

# Introduction

There are six types of finance table: tables 1-3 relate to all Service Areas, while only some Service Areas have tables 4, 5 and/or 6. Tables 1, 2, 3 and 6 show a Service Area's revenue budget in different presentations. Tables 3 and 6 detail all the changes to the budget. Table 2 shows the impact of the changes in year 1 on each policy line. Table 1 shows the combined impact on each policy line over the 5 year period. Some changes listed in Table 3 impact on just one policy line in Tables 1 and 2, but other changes in Table 3 are split across various policy lines in Tables 1 and 2. Tables 4 and 5 outline a Service Area's capital budget, with table 4 detailing capital expenditure for individual proposals, and funding of the overall programme, by year and table 5 showing how individual capital proposals are funded.

**TABLE 1** presents the net budget split by policy line for each of the five years of the Business Plan. It also shows the revised opening budget and the gross budget, together with fees, charges and ring-fenced grant income, for 2016-17 split by policy line. Policy lines are specific areas within a service on which we report, monitor and control the budget. The purpose of this table is to show how the net budget for a Service Area changes over the period of the Business Plan.

**TABLE 2** presents additional detail on the net budget for 2016-17 split by policy line. The purpose of the table is to show how the budget for each policy line has been constructed: inflation, demography and demand, pressures, investments and savings are added to the opening budget to give the closing budget.

**TABLE 3** explains in detail the changes to the previous year's budget over the period of the Business Plan, in the form of individual proposals. At the top it takes the previous year's gross budget and then adjusts for proposals, grouped together in sections, covering inflation, demography and demand, pressures, investments and savings to give the new gross budget. The gross budget is reconciled to the net budget in Section 7. Finally, the sources of funding are listed in Section 8. An explanation of each section is given below.

- **Opening Gross Expenditure:** The amount of money available to spend at the start of the financial year and before any adjustments are made. This reflects the final budget for the previous year.

- **Revised Opening Gross Expenditure:** Adjustments that are made to the base budget to reflect permanent changes in a Service Area. This is usually to reflect a transfer of services from one area to another.
- **Inflation:** Additional budget provided to allow for pressures created by inflation. These inflationary pressures are particular to the activities covered by the Service Area.
- **Demography and Demand:** Additional budget provided to allow for pressures created by demography and increased demand. These demographic pressures are particular to the activities covered by the Service Area. Demographic changes are backed up by a robust programme to challenge and verify requests for additional budget.
- **Pressures:** These are specific additional pressures identified that require further budget to support.
- **Investments:** These are investment proposals where additional budget is sought, often as a one-off request for financial support in a given year and therefore shown as a reversal where the funding is time limited (a one-off investment is not a permanent addition to base budget).
- **Savings:** These are savings proposals that indicate services that will be reduced, stopped or delivered differently to reduce the costs of the service. They could be one-off entries or span several years.
- **Total Gross Expenditure:** The newly calculated gross budget allocated to the Service Area after allowing for all the changes indicated above. This becomes the Opening Gross Expenditure for the following year.
- **Fees, Charges & Ring-fenced Grants:** This lists the fees, charges and grants that offset the Service Area's gross budget. The section starts with the carried forward figure from the previous year and then lists changes applicable in the current year.
- **Total Net Expenditure:** The net budget for the Service Area after deducting fees, charges and ring-fenced grants from the gross budget.
- **Funding Sources:** How the gross budget is funded – funding sources include cash limit funding (central Council funding from council tax, business rates and government grants), fees and charges, and individually listed ring-fenced grants.

**TABLE 4** presents a Service Area's capital schemes, across the ten-year period of the capital programme. The schemes are summarised by start year in the first table and listed individually, grouped together by category, in the second table. The third table identifies the funding sources used to fund the programme. These sources include prudential borrowing, which has a revenue impact for the Council.

**TABLE 5** lists a Service Area's capital schemes and shows how each scheme is funded. The schemes are summarised by start year in the first table and listed individually, grouped together by category, in the second table.

**TABLE 6** follows the same format and purpose as table 3 for Service Areas where there is a rationale for splitting table 3 in two.

## Section 4 - B: Economy, Transport and Environment Services

Table 1: Revenue - Summary of Net Budget by Operational Division

Budget Period: 2016-17 to 2020-21

Net Revised Opening Budget 2016-17 £000	Policy Line	Gross Budget 2016-17 £000	Fees, Charges & Ring-fenced Grants 2015-16 £000	Net Budget 2016-17 £000	Net Budget 2017-18 £000	Net Budget 2018-19 £000	Net Budget 2019-20 £000	Net Budget 2020-21 £000
	<b>Executive Director</b>							
1,600	Executive Director	345	-5	340	320	320	320	320
473	Business Support	457	-58	399	399	399	399	399
<b>2,073</b>	<b>Subtotal Executive Director</b>	<b>802</b>	<b>-63</b>	<b>739</b>	<b>719</b>	<b>719</b>	<b>719</b>	<b>719</b>
	<b>Infrastructure Management &amp; Operations</b>							
136	Director of Infrastructure Management and Operations	139	-	139	139	139	139	139
	<i>Assets &amp; Commissioning</i>							
5,059	Street Lighting	9,500	-4,066	5,434	5,414	5,491	5,568	5,645
30,211	Waste Disposal Including PFI	35,352	-4,282	31,070	31,289	31,513	31,745	31,982
842	Asset Management	1,277	-484	793	793	793	793	793
	<i>Local Infrastructure &amp; Street Management</i>							
458	Road Safety	509	-69	440	340	340	340	340
-507	Traffic Manager	879	-1,666	-787	-882	-882	-882	-882
1,236	Network Management	1,042	-21	1,021	1,021	1,021	1,021	1,021
3,736	Local Infrastructure & Streets	3,174	-	3,174	2,874	2,374	2,374	2,374
-	Parking Enforcement	3,833	-4,328	-495	-595	-595	-595	-595
1,910	Winter Maintenance	1,277	-	1,277	1,277	1,277	1,277	1,277
2,535	Local Infrastructure & Street Management Other	2,977	-818	2,159	2,292	2,459	2,631	2,807
	<i>Supporting Business &amp; Communities</i>							
1,452	Communities & Business	1,511	-318	1,193	1,058	1,058	1,058	1,058
-	Recycling for Cambridgeshire & Peterborough	-	-	-	-	-	-	-
	<i>Community &amp; Cultural Services</i>							
4,018	Libraries	4,258	-702	3,556	3,111	3,146	3,146	3,195
603	Archives	431	-39	392	292	292	292	292
-468	Registrars	928	-1,487	-559	-552	-546	-541	-536
751	Coroners	811	-46	765	765	765	765	765
<b>51,972</b>	<b>Subtotal Infrastructure Management &amp; Operations</b>	<b>67,898</b>	<b>-18,326</b>	<b>49,572</b>	<b>48,636</b>	<b>48,645</b>	<b>49,131</b>	<b>49,675</b>
	<b>Strategy &amp; Development</b>							
135	Director of Strategy and Development	138	-	138	138	138	138	138
110	Transport & Infrastructure Policy & Funding	215	-115	100	50	50	50	50
	<i>Growth &amp; Economy</i>							
587	Growth & Development	738	-136	602	527	527	527	527
341	County Planning, Minerals & Waste	478	-182	296	221	221	221	221
106	Enterprise & Economy	57	-3	54	54	54	54	54
-	MLEI	257	-257	-	-	-	-	-

**Budget Period: 2016-17 to 2020-21**

Net Revised Opening Budget 2016-17 £000	Policy Line	Gross Budget 2016-17 £000	Fees, Charges & Ring-fenced Grants 2015-16 £000	Net Budget 2016-17 £000	Net Budget 2017-18 £000	Net Budget 2018-19 £000	Net Budget 2019-20 £000	Net Budget 2020-21 £000
542	Growth & Economy Other	916	-456	460	460	460	460	460
-	Major Infrastructure Delivery	258	-258	-	-	-	-	-
168	Passenger Transport	2,233	-2,076	157	157	157	157	157
5,477	Park & Ride	5,569	-15	5,554	5,554	5,554	5,554	5,554
2,261	Concessionary Fares	2,279	-766	1,513	729	729	729	729
200	Passenger Transport Other	2,394	-2,394	-	-	-	-	-
87	Adult Learning & Skills	737	-557	180	90	90	90	90
-	Learning Centres	405	-405	-	-	-	-	-
-	National Careers							
10,014	Subtotal Strategy & Development	16,674	-7,620	9,054	7,980	7,980	7,980	7,980
	Future Years							
-	Inflation	-	-	-	1,594	3,378	5,151	6,950
-	Savings	-406	-	-406	-1,470	-3,861	-5,902	-6,884
64,059	ETE BUDGET TOTAL	84,968	-26,009	58,959	57,459	56,861	57,079	58,440



## Section 4 - B: Economy, Transport and Environment Services

**Table 2: Revenue - Net Budget Changes by Operational Division**

Budget Period: 2016-17

Policy Line	Net Revised Opening Budget £000	Net Inflation £000	Demography & Demand £000	Pressures £000	Investments £000	Savings & Income Adjustments £000	Net Budget £000
<b>Executive Director</b>							
Executive Director	1,600	17	-	381	-	-1,658	340
Business Support	473	11	-	-	-	-85	399
<b>Subtotal Executive Director</b>	<b>2,073</b>	<b>28</b>	<b>-</b>	<b>381</b>	<b>-</b>	<b>-1,743</b>	<b>739</b>
<b>Infrastructure Management &amp; Operations</b>							
Director of Infrastructure Management and Operations	136	3	-	-	-	-	139
<i>Assets &amp; Commissioning</i>							
Street Lighting	5,059	178	49	-	274	-126	5,434
Waste Disposal Including PFI	30,211	804	55	-	-	-	31,070
Asset Management	842	21	-	-	-	-70	793
<i>Local Infrastructure &amp; Street Management</i>							
Road Safety	458	16	-	-	-	-34	440
Traffic Manager	-507	-	-	-	-	-280	-787
Network Management	1,236	2	-	-	-	-217	1,021
Local Infrastructure & Streets	3,736	5	-	-	-	-567	3,174
Parking Enforcement	-	-	-	-	-	-495	-495
Winter Maintenance	1,910	17	-	-	-	-650	1,277
Local Infrastructure & Street Management Other	2,535	31	159	-	-	-566	2,159
<i>Supporting Business &amp; Communities</i>							
Communities & Business	1,452	37	-	-	-	-296	1,193
Recycling for Cambridgeshire & Peterborough	-	-	-	-	-	-	-
<i>Community &amp; Cultural Services</i>							
Libraries	4,018	93	-	-	-	-555	3,556
Archives	603	14	-	-	-	-225	392
Registrars	-468	6	3	-	-	-100	-559
Coroners	751	14	-	-	-	-	765
<b>Subtotal Infrastructure Management &amp; Operations</b>	<b>51,972</b>	<b>1,241</b>	<b>266</b>	<b>-</b>	<b>274</b>	<b>-4,181</b>	<b>49,572</b>
<b>Strategy &amp; Development</b>							
Director of Strategy and Development	135	3	-	-	-	-	138
Transport & Infrastructure Policy & Funding	110	10	-	-	-584	564	100
<i>Growth &amp; Economy</i>							
Growth & Development	587	15	-	-	-	-	602
County Planning, Minerals & Waste	341	10	-	-	-	-55	296
Enterprise & Economy	106	3	-	-	-	-55	54
MLEI	-	-	-	-	-	-	-

## Section 4 - B: Economy, Transport and Environment Services

Table 2: Revenue - Net Budget Changes by Operational Division

Budget Period: 2016-17

Policy Line	Net Revised Opening Budget £000	Net Inflation £000	Demography & Demand £000	Pressures £000	Investments £000	Savings & Income Adjustments £000	Net Budget £000
Growth & Economy Other	542	12	-	-	-218	124	460
Major Infrastructure Delivery	-	-	-	-	-198	198	-
Passenger Transport	168	9	-	-	-	-20	157
Park & Ride	5,477	202	-	-	-	-125	5,554
Concessionary Fares	2,261	36	-	-	-	-784	1,513
Passenger Transport Other	200	-	-	-	-	-200	-
Adult Learning & Skills	87	3	-	-	-	90	180
Adult Learning & Skills	-	-	-	-	-	-	-
Learning Centres							
National Careers							
<b>Subtotal Strategy &amp; Development</b>	<b>10,014</b>	<b>303</b>	<b>-</b>	<b>-</b>	<b>-1,000</b>	<b>-263</b>	<b>9,054</b>
<b>UNIDENTIFIED SAVINGS TO BALANCE BUDGET</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-406</b>	<b>-406</b>
<b>ETE BUDGET TOTAL</b>	<b>64,059</b>	<b>1,572</b>	<b>266</b>	<b>381</b>	<b>-726</b>	<b>-6,593</b>	<b>58,959</b>

## Section 4 - B: Economy, Transport and Environment Services

**Table 3: Revenue - Overview**

Budget Period: 2016-17 to 2020-21

		Detailed Plans	Outline Plans						
Ref	Title	2016-17 £000	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	Type	Description	Committee
1	OPENING GROSS EXPENDITURE	89,105	84,968	83,489	82,955	83,277			
B/R.1.001	Base adjustments	-667	-	-	-	-	Existing	City Deal revenue budgets moved to Corporate Services. Transfer of Travellers and Open Spaces budgets to ETE.	E&E, H&CI
B/R.1.005	Increased expenditure funded by additional income	553	-	-	-	-	Existing	Adjustment for permanent changes to base budget from decisions made in 2015-16.	E&E, H&CI
B/R.1.007	Transfer of Function - Responsibility for Bus Service Operators Grant	-	-273	-	-	-	Existing	Devolution from the Department for Transport of budget associated with Bus Service Operators Grant for bus services run under local authority contract.	E&E
1.999	REVISED OPENING GROSS EXPENDITURE	88,991	84,695	83,489	82,955	83,277			
2	INFLATION								
B/R.2.001	Inflation	1,678	1,688	1,881	1,873	1,894	Existing	Forecast pressure from inflation, based on detailed analysis incorporating national economic forecasts, specific contract inflation and other forecast inflationary pressures.	E&E, H&CI
B/R.2.002	Inflation - Impact of National Living Wage on CCC Employee Costs	-	-	2	4	14	New	The cost impact of the introduction of the National Living Wage (NLW) on directly employed CCC staff is minimal, due to a low number of staff being paid below the proposed NLW rates.	E&E, H&CI
2.999	Subtotal Inflation	1,678	1,688	1,883	1,877	1,908			
3	DEMOGRAPHY AND DEMAND								
B/R.3.001	Maintaining our infrastructure	159	163	167	172	176	Existing	Population increase leads to more infrastructure being built, as well as increased use of existing infrastructure, requiring more maintenance.	H&CI
B/R.3.002	Street Lighting	49	77	77	77	77	Existing	Additional energy and maintenance costs for streetlighting in new developments adopted by the County Council in the financial year and accrued into the PFI contract	H&CI
B/R.3.003	Recycling Credits	19	52	51	51	51	Existing	Increased payments to District Councils to match increasing amounts of recycling.	H&CI
B/R.3.004	Growth in demand for Registration & Coroner Services	3	7	6	5	5	Existing	Predicted increase in cost resulting from customer demand for Registration and Coroner services linked to population increase.	H&CI
B/R.3.005	Impact of population growth on libraries and community hubs	-	-	-	-	49	Existing	Increased running costs arising from the provision of a new community facility in response to housing development and population growth. This cost relates to the establishment cost of the Darwin Green Library.	H&CI
B/R.3.006	Residual Waste	2	96	104	113	119	Existing	Extra cost of landfilling additional waste produced by an increasing population.	H&CI
B/R.3.007	PFI Contract Waste	34	71	69	68	67	Existing	Additional cost as part of the waste PFI contract to cover the cost of handling additional waste produced by an increasing population.	H&CI
3.999	Subtotal Demography and Demand	266	466	474	486	544			

## Section 4 - B: Economy, Transport and Environment Services

**Table 3: Revenue - Overview**

Budget Period: 2016-17 to 2020-21

		Detailed Plans					Outline Plans		Committee
Ref	Title	2016-17 £000	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	Type	Description	
<b>4</b>	<b>PRESSURES</b>								
B/R.4.004	Single-tier State Pension	331	-	-	-	-	- Modified	The Government plans to abolish the State Second Pension on 1st April 2015. The Council currently receives a rebate on the amount of National Insurance contributions it pays as an employer because it has "contracted out" of the State Second Pension. This rebate will cease when the State Second Pension is abolished, resulting in an increase in the cost of National Insurance contributions which the Council is required to pay.	E&E
B/R.4.006	Local Enterprise Partnership subscription	50	-	-	-	-	- New	County Council subscription to the LEP	E&E
<b>4.999</b>	<b>Subtotal Pressures</b>	<b>381</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>5</b>	<b>INVESTMENTS</b>								
B/R.5.003	Street Lighting PFI	274	13	-	-	-	- Existing	As part of the Street Lighting PFI contract, there is a stepped increase in payments to the contractor over the first five years of the contract when all of the street lights are being replaced. This year on year increase reflects the number of new street lights completed in each year. Under the PFI, from the end of the fifth year, there is a steady annual payment to the contractor for the remainder of the contract period.	H&CI
B/R.5.009	Local Sustainable Transport Funding (LSTF)	-1,000	-	-	-	-	- Existing	Additional LSTF grant funding was made available from the Department of transport for 2015-16 only and was added into the base budget for that year. This negative figure removes an equivalent sum from the base budget for subsequent years, as the funding was for one year only.	E&E, H&CI
<b>5.999</b>	<b>Subtotal Investments</b>	<b>-726</b>	<b>13</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>6</b>	<b>SAVINGS</b>								
	<b>ETE Cross-Directorate</b>								
B/R.6.000	Employment Review costs	-165	-	-	-	-	- Existing	This relates to a corporate decision to reduce employee support costs including through an annual leave purchase scheme. Savings are allocated across directorates and then Services on a pro rata basis.	E&E, H&CI
B/R.6.001	Review operating costs across ETE, including subscriptions	-50	-	-	-	-	- New	All non staff-related budgets have been reviewed and all unnecessary costs such as subscriptions will be removed.	E&E
B/R.6.002	Centralise business support posts across ETE	-25	-20	-	-	-	- New	This option involves the development of a centralised model of business support delivery across services in ETE rather than in individual services.	H&CI
	<b>Executive Director</b>								
B/R.6.003	Self-fund the Performance and Information Team	-85	-	-	-	-	- New	This would mean that traffic monitoring and performance monitoring and reporting activity would all be self-funding. Charging for services will make the service cost neutral on the revenue budget but will also reduce the quantity of monitoring on both.	E&E
	<b>Infrastructure Management &amp; Operations</b>								
B/R.6.100	Replace traffic route and accrued streetlights with LEDs	-50	-50	-	-	-	- New	County Council owned traffic route and accrued streetlights will be replaced with LEDs. This generates a saving as these lights are not being dimmed and so the differential between conventional and LED lanterns is sufficient to make a saving. There is no impact on statutory provision of streetlighting.	H&CI
B/R.6.101	Transfer Cromwell Museum to a charitable trust	-30	-	-	-	-	- Existing	Implement transfer to a new charitable organisation to secure long-term future.	H&CI
B/R.6.102	Rationalise business support in highways depots to a shared service	-25	-25	-	-	-	- New	Move to shared service business support across the highway depots.	H&CI

## Section 4 - B: Economy, Transport and Environment Services

**Table 3: Revenue - Overview**

Budget Period: 2016-17 to 2020-21

		Detailed Plans		Outline Plans					Committee
Ref	Title	2016-17 £000	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	Type	Description	
B/R.6.103	Implementation of a self-funding model and rationalisation of management bands to increase road safety efficiency	-88	-100	-	-	-	New	There is only a statutory requirement to investigate the causes of accidents, not to provide road safety education. The proposal would see only this statutory requirement funded and all education and other activities would have to become self-funding or not be provided. This will be developed through the existing Cambridgeshire and Peterborough Road Safety Partnership by charging for non-statutory services.	H&CI
B/R.6.104	Replace rising bollards with cameras	-50	-25	-	-	-	New	The rising bollards in Cambridge are old and becoming increasingly expensive to maintain. This will save the annual maintenance cost of the bollards and some income will be raised through enforcement. An initial capital investment will be required.	H&CI
B/R.6.105	Restructure and transform Supporting Businesses and Communities Service	-292	-	-	-	-	New	The Head of Service post for Supporting Businesses and Communities will be deleted and there will be further reductions in the number of management posts across the service. The proposed savings also include for much reduced, focussed and streamlined community services (as detailed in B/R 6.122). Functional delivery will be fully aligned with the Operating Model and where appropriate, joining service delivery with other teams to provide further efficiencies and develop community resilience. The Council's trading standards service will continue to operate at its statutory minimum, however, the overall impact on the Council's outcomes would be low.	H&CI
B/R.6.106	Downscale the team managing the streetlighting PFI contract	-70	-30	-	-	-	New	This downscaling will be possible as the capital investment period for the new street lights ends in June 2016 and after that, less resource will be required to oversee the on going maintenance of lights.	H&CI
B/R.6.107	Capitalise appropriate bridge maintenance and inspection costs	-347	-	-	-	-	New	As these works add to the Council's capital asset, it is appropriate to capitalise them. However, doing this will reduce the amount of capital the Council has for other activities so there is an opportunity cost.	H&CI
B/R.6.108	Capitalise road patching repairs	-129	-	-	-	-	Existing	As these works add to the Council's capital asset, it is appropriate to capitalise them. However, doing this will reduce the amount of capital the Council has for other activities so there is an opportunity cost.	H&CI
B/R.6.109	Switch off streetlights in residential areas between at least midnight and 6am	-56	-30	-	-	-	Existing	This approach is now widely adopted across England and research has shown that there is has been no significant impact on crime or safety. This figure is in addition to the £174k of savings for the street lighting switch-off that was included in 15-16. Due to the need for further consultation the full proposal will be implemented at the start of 2016.	H&CI
B/R.6.110	Reduce Rights of Way provision	-84	-	-	-	-	New	Reduction in staffing to manage and maintain the Rights of Way network. The statutory minimum level of service is to keep rights of way clear. This reduction would allow no additional activity beyond the statutory requirement.	H&CI
B/R.6.111	Remove funding for Cambridge BID	-15	-	-	-	-	New	This is a discretionary contribution on top of the Council's BID levy for properties in the BID area in central Cambridge. There is no statutory requirement and the Council is one of only a few organisations that make additional contributions.	H&CI
B/R.6.112	Reduce service levels in Archives	-195	-75	-	-	-	New	Funding reduced to this level would see reduced opening hours and consolidation of the archive and is considered the lowest level of funding to avoid challenge from the National Archive and others. The statutory minimum level of service is to maintain the Council's historic record and make it available to the public.	H&CI
B/R.6.113	Remove arts fund and seek other funders	-15	-	-	-	-	New	This would remove the Arts Rural Touring Funds which aims to develop a virtual arts centre and commissioning and presenting high quality arts activity. As an alternative to this, narrowing the cultural gap is now being approached through community resilience.	H&CI

## Section 4 - B: Economy, Transport and Environment Services

**Table 3: Revenue - Overview**

Budget Period: 2016-17 to 2020-21

		Detailed Plans		Outline Plans					
Ref	Title	2016-17 £000	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	Type	Description	Committee
B/R.6.114	Withdraw County Council funding for school crossing patrols	-171	-	-	-	-	New	This would see all funding for school crossing patrols removed. Other sources (schools, local communities) will be given the opportunity to take the function on. There is no statutory requirement for this function and a wider approach to road safety education would bring greater benefits than a single point crossing.	H&CI
B/R.6.115	Remove funding for Shopmobility	-50	-	-	-	-	New	This is funded jointly with Cambridge City Council and for the service to continue, and with this reduction, alternative funding or a charging system would be required.	H&CI
B/R.6.116	Remove community grants	-15	-15	-	-	-	Existing	These are grants given to a variety of local voluntary groups, which have previously been reduced. It is proposed that these should be removed completely which will have an impact on voluntary services dependent on public sector finance.	H&CI
B/R.6.117	Highways Services Transformation	-	-300	-500	-	-	New	Efficiencies to be achieved through the provision of a strategic partnership approach to the new Highways Services Contract.	H&CI
B/R.6.118	Reduce winter maintenance	-650	-	-	-	-	New	Reduction in gritting of roads from the 45% of the network currently treated to 30%. The statutory requirement is to keep the roads free of ice and snow. 30% coverage is considered to be the absolute minimum level. Risks are associated with road safety, impacts on services and increased isolation of rural communities during winter.	H&CI
B/R.6.119	Reduce the opening hours at larger libraries and look to transfer a number of smaller community libraries to community control. Reduce staffing numbers accordingly	-145	-230	-	-	-	New	The Library Transformation Strategy identifies a new approach that increases community involvement to reduce costs. The proposal is for a reduction in the number of libraries funded by the Council and a corresponding increase in community-led libraries through transfer to local groups. Savings would also reduce adult and children's activities within the libraries, reduce opening hours and maximise income generation. The statutory requirement is to provide a comprehensive library service including a good range of books and the promotion of reading to children and adults. The proposal could have a significant impact on the Council's overall objectives, although increased community involvement could improve local resilience. This needs to be seen in conjunction with the following two library savings proposals.	H&CI
B/R.6.120	Reduce library management and systems support and stock (book) fund	-355	-110	-	-	-	New	Reduction of library stock, deliveries, IT, management of the service. £80k of system support savings could be achieved but any further would impact the ability of communities to take on their libraries. A reduction in management costs of £100k would reflect the scaled down service.	H&CI
B/R.6.121	Withdraw funding for the four mobile libraries	-55	-105	-	-	-	New	Removal of the mobile service entirely. This is not a statutory requirement but will impact on the most isolated communities particularly following the reduction in static libraries as set out above.	H&CI
B/R.6.122	Reduce Community Service work	-	-120	-	-	-	New	Further reduction of the budget related to community services, in particular the development, embedding and delivery of community resilience across the preventative/protection agenda and supporting integrated community participation. There is no statutory requirement to deliver these functions however there are risks associated with reduction of the prevention work for vulnerable people their carers and communities, and there would be a significant impact on community resilience through ceasing the development of community led projects and networks to deliver local priorities. This will be mitigated where possible with the re-purposing of the whole of C&CS (along with this team) to focus on early prevention and community resilience work in the context of the operating model.	H&CI

## Section 4 - B: Economy, Transport and Environment Services

**Table 3: Revenue - Overview**

Budget Period: 2016-17 to 2020-21

		Detailed Plans					Outline Plans		
Ref	Title	2016-17 £000	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	Type	Description	Committee
B/R.6.123	Remove RECAP funding	-37	-	-	-	-	New	RECAP is the partnership of the County, Peterborough City Council and the Cambridgeshire District Councils to promote recycling. Peterborough has already pulled out of the partnership and this brings forward planned withdrawal of funding for the partnership from this Council. This impact should be low as District Councils already run recycling campaigns.	H&CI
B/R.6.124	Highways cyclic maintenance	-217	-	-	-	-	New	Reduce grass cutting and weed killing from 3 to 2 per year (except visibility splays). This will impact particularly on the amenity value of verges in urban areas. This could partially be offset by greater community involvement in grass cutting.	H&CI
B/R.6.125	Highways reactive maintenance	-483	-	-	-	-	New	Reduce pothole, drains, signs and footway repairs and reduce staffing, this would have a major impact on the condition of the road network and the ability of the Council to respond to faults.	H&CI
<b>Strategy &amp; Development</b>									
B/R.6.200	Greater Cambridge Skills Service	-200	-	-	-	-	New	Funding for this element of the skills service will now come directly from the City Deal enabling this funding to be removed.	E&E
B/R.6.201	Improved efficiency through shared county planning, minerals and waste service with partners	-	-75	-	-	-	New	This service sets the framework to ensure appropriate minerals and waste development and sufficient aggregates to help serve the growth agenda are available. A well designed shared service with partners should enable the same quality of work with reduced cost due to efficiencies of scale. This would require finding partners willing to agree a shared planning service for the whole county and retaining specialist knowledge.	E&E
B/R.6.202	Improve efficiency through shared growth and development service with partners	-	-75	-	-	-	New	The growth and development service helps to ensure contributions for infrastructure and services from new developments. A shared service would allow this work to be done more efficiently and have minimal impact but is outside of the Council's control, it may also be more difficult to represent the County Council's interests in major developments.	E&E
B/R.6.203	Remove final economic development officer post	-55	-	-	-	-	New	This post leverages private and public sector investment for economic growth in Cambridgeshire, particularly the less prosperous areas. There is no statutory minimum level of service for this function. The proposal risks having an impact on the Agritech programme and relying on the Local Enterprise Partnership and Districts for economic development. There would be no capacity to seek grant funding and other support for development of businesses and industry in Fenland and other less well-off areas of the	E&E
B/R.6.204	Remove non-statutory concessionary fares	-125	-	-	-	-	New	This provides free bus travel for those with a concessionary pass over and above the legal requirement on the Council. This discretionary funding provides concessionary fares for people with a sight impairment to travel before 09:30 (the normal cut off for when concessionary fares can be claimed) and subsidies for concessions on community transport services. Where users cannot afford the increased costs there will be an impact on their health and well being and their ability to live well independently.	E&E
B/R.6.205	Remove one planning enforcement post	-30	-	-	-	-	Existing	The minerals and waste functions will remain, although enforcement activity will reduce. This will impact on our ability to respond to residents and members concerns about waste sites, to ensure that waste sites are not in breach of their planning conditions and reduce the capacity for dealing with complex prosecutions.	E&E
B/R.6.206	Reduce level of flood risk management	-13	-	-	-	-	New	This function coordinates flood and water management in Cambridgeshire to reduce flood risk to communities including provision of planning advice on surface water and sustainable drainage, watercourse consenting and investigations into the causes of flooding. The proposal reduces this provision to statutory minimum. This could increase flood risk for new developments.	E&E

## Section 4 - B: Economy, Transport and Environment Services

**Table 3: Revenue - Overview**

Budget Period: 2016-17 to 2020-21

		Detailed Plans		Outline Plans					Committee
Ref	Title	2016-17 £000	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	Type	Description	
B/R.6.207	Reduce funding for Fenland Learning Centres	-	-90	-	-	-	New	This proposal would involve the closure of two learning centres in Fenland and loss of public health match funding. There is no statutory minimum level of service for this function. This will reduce employability training in Fenland for those most likely to be in need of support from other services and will impact on these people's ability to live well independently. Alternative funding sources will be investigated to allow the service to continue but the Council to remove its funding.	E&E
B/R.6.208	Reduce support for local bus services, Reduce or remove grant towards dial-a-ride services, Reduce or remove reimbursement for community car schemes, Reduce or remove support for taxicard scheme	-694	-694	-	-	-	New	There is no statutory minimum level of service for non-commercial bus services, grants to dial a ride, subsidies for users of community car schemes, or the taxicard scheme. The proposal is to reduce the support for these services concentrating on those services that are essential for those who are most vulnerable and in need. This risks isolating users of these service so they are unable to access education, work and other services. The focus in the future would be on demand responsive an community led services and not regular scheduled services as primarily provided currently through the Cambridgeshire Future Transport programme.	E&E
B/R.6.209	Reduce staff following reduction in provision of passenger transport services	-90	-90	-	-	-	New	This provides the staffing to run the passenger transport services. Reductions in local bus services, community car schemes and taxicard schemes would enable appropriate staff reductions. Some staff would still be needed to administer concessionary fares. Our ability to respond to complaints and concerns would be reduced.	E&E
B/R.6.210	Remove Transport and Infrastructure Policy and Funding services that are not self-funding	-25	-20	-	-	-	New	This services bids for and secures funding for Transport and Infrastructure from external grants, monitors and manages section 106 funding and the ETE capital programme, coordinates input to the Community Infrastructure Levy and provides programme management and support to the LEP growth deal. There is no statutory minimum level of service for this function but measures are in place to make this entirely self funding. There is a risk that less resource will reduce the amount of external grant funding secured.	E&E
B/R.6.211	Remove Transport and Infrastructure Policy and Funding services that are not self-funding	-35	-30	-	-	-	New	This function develops the long-term vision for transport and infrastructure for the county, including local transport plans. There is no statutory minimum level of service for this function, but measures are in place to make this entirely self-funding. There is a risk that less resource will impact on the ability to identify infrastructure requirements.	E&E
6.999	<b>Subtotal Savings</b>	<b>-5,216</b>	<b>-2,309</b>	<b>-500</b>	<b>-</b>	<b>-</b>			
	<b>UNIDENTIFIED SAVINGS TO BALANCE BUDGET</b>	<b>-406</b>	<b>-1,064</b>	<b>-2,391</b>	<b>-2,041</b>	<b>-982</b>			
	<b>TOTAL GROSS EXPENDITURE</b>	<b>84,968</b>	<b>83,489</b>	<b>82,955</b>	<b>83,277</b>	<b>84,747</b>			



## Section 4 - B: Economy, Transport and Environment Services

**Table 3: Revenue - Overview**

Budget Period: 2016-17 to 2020-21

		Detailed Plans	Outline Plans						
Ref	Title	2016-17 £000	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	Type	Description	Committee
7	FEES, CHARGES & RING-FENCED GRANTS								
B/R.7.001	Previous year's fees, charges & ring-fenced grants	-25,797	-26,009	-26,030	-26,094	-26,198	Existing	Previous year's fees and charges for the provision of services and ring-fenced grant funding rolled forward.	E&E, H&CI
B/R.7.002	Fees and charges inflation	-106	-94	-99	-104	-109	Existing	Uplift in external charges to reflect inflation pressures on the costs of services.	E&E, H&CI
B/R.7.004	Additional budgeted income	-553	-	-	-	-	Existing	Adjustment for changes to fees, charges & ring-fenced grants from forecasts and decisions made in 2015-16.	E&E, H&CI
	Changes to fees & charges								
B/R.7.100	Increase income from digital archive services	-	-25	-	-	-	Existing	This service is chargeable and so further income can be raised. Implement as part of a relocated Archives facility.	H&CI
B/R.7.101	Increase charges for Registration services	-100	-	-	-	-	Existing	Increase in fees for discretionary services such as ceremonies, projected statutory fee increases, as well as the timing of collection of fees. This is considered to be the maximum further increase that can be secured.	H&CI
B/R.7.102	Increase County Planning, Minerals and Waste income through renegotiation of Service Level Agreements with District Councils	-25	-	-	-	-	New	This income would be derived from increasing charges for the full survey of the status of planning permissions and housing numbers undertaken for the five District Councils. There is no statutory obligation for the County Council to do this, but it is fully funded through recharging the Districts. Increasing income would increase the costs for District Councils.	E&E
B/R.7.103	Increase Growth and Economy income from Planning Performance Agreements	-20	-	-	-	-	New	Planning Performance Agreements (PPAs) involve the applicant and the Council agreeing on how development proposals should be managed through the planning process. Increasing income will have minimal impacts because a basic service will continue to be provided if developers are unable to resource a higher quality service. Charges need to be reasonable and from experience, there is a limit to what developers will pay.	E&E
B/R.7.104	Fully self-fund Historic Environment Team apart from minerals and waste planning advice	-41	-	-	-	-	New	This covers the statutory planning advice to Districts and County Council waste planners as well as education and transport planners in the County Council. The statutory minimum level of service is to have a qualified archaeologist. This option reflects this with the Historic Environment Team being fully funded apart from this statutory minimum service. There would be a small additional cost which is passed on to schools and transport schemes. All internal and external clients would need to pay for the advice they received if they do not, only minimal advice can be provided.	E&E
B/R.7.105	Increase fees for highways development planning advice	-50	-	-	-	-	New	These fees are charged to developers for the provision of highway planning advice. There is no statutory minimum level of service for this function. However it protects the Council's interests and generates income and it is necessary for the fees to be a fair reflection of costs to the Council. All internal and external clients would need to pay for the advice they receive and if they do not, only minimal advice can be provided.	H&CI
B/R.7.106	Increase income through sponsorship of roundabouts	-10	-	-	-	-	New	£11k per annum of income is currently received through the sponsorship of roundabouts. This proposal is based on the maximum expected to be achievable.	H&CI
B/R.7.107	Increase on street car parking charges in Cambridge	-330	-	-	-	-	New	This proposal is for an increase in on street parking charges in Cambridge by at least 20%. There is no statutory requirement for this, but it does generate income that can be used to support other highways activities, as well ensure effective management of the parking stock. As charges are for the Council to set, a higher or lower percentage than that recommended could be adopted.	H&CI

## Section 4 - B: Economy, Transport and Environment Services

**Table 3: Revenue - Overview**

Budget Period: 2016-17 to 2020-21

		Detailed Plans		Outline Plans					
Ref	Title	2016-17 £000	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	Type	Description	Committee
B/R.7.108	Enforce more bus lanes over a greater time period	-100	-100	-	-	-	New	Camera enforcement of bus lanes currently takes place in Cambridge. Greater enforcement would further improve the operation of bus lanes, assisting buses and cyclists. It would generate additional income from offenders, improve bus punctuality and increase take-up of more sustainable transport modes.	H&CI
B/R.7.109	Introduce a charge for all events using the highway	-50	-30	-	-	-	New	This proposal would introduce a charge for events using the highway, such as Race for Life and Tour of Cambridgeshire, that the Council currently provides free of charge. The statutory function is to ensure the safe and efficient movement of all road users. This includes the management and coordination of works and events that take place across the highway network. There is a risk that fewer of these events will take place across the county. Concessions for small community events could be considered.	H&CI
B/R.7.110	Increase highways charges to cover costs	-5	-5	-	-	-	Existing	This relates to a wide range of charges levied for use of the highway such as skip licences for example. All charges have been reviewed across ETE. Further targeted review and monitoring of charges will continue to ensure they remain relevant.	H&CI
B/R.7.111	Introduce a highways permitting system	-180	-40	-	-	-	New	This proposal would increase the efficiency of how and when utility companies carry out road works through introducing permits. The statutory function of delivering the network management duty includes the day to day monitoring and intervention of the highway network to minimise disruption to all users. Impacts of this proposal on the Council's outcomes are low, although there would be greater management and coordination of works taking place on the highway as well as increased income.	H&CI
B/R.7.112	Further commercialisation of Park and Ride Services	-20	-	-	-	-	Modified	Explore options, including changing the use of the buildings and further commercialisation of the car parks.	E&E
B/R.7.114	Introduce street lighting attachment policy	-20	-	-	-	-	New	This proposal would introduce charges for street lighting attachments. This proposal will have low impact overall on the Council's outcomes, but could impact on communities wishing to use street lights	H&CI
B/R.7.115	Increase income for floods and water management due to greater use of Planning Performance Agreements	-12	-	-	-	-	New	Increasing income through the Council's role as a statutory consultee providing advice on water and sustainable drainage. the Council's statutory role continues to be fulfilled. There is a risk of uncertainty in getting the income through Planning Performance Agreements, Service Level Agreements and pre-planning application fees as these are voluntary. There is a risk of increased flooding from new developments if developers opt for the minimal service level.	E&E
B/R.7.116	Increase income through consenting fees for ordinary watercourses	-8	-	-	-	-	New	Increase fees to developers for consents to change ordinary water courses. This is dependent on a decision from DEFRA which may not be implemented until after 2018.	E&E
B/R.7.117	Section 106 funding for Clay Farm Community Centre	-	-	35	-	-	Existing	Section 106 funding to contribute towards the running costs of the library and other County Council provision as part of the Clay Farm Community Centre in its first three years. The positive figure reflects that this funding stream is coming to an end.	H&CI
B/R.7.202	<b>Changes to ring-fenced grants</b> Change in Public Health Grant	418	-	-	-	-	Existing	Change in ring-fenced Public Health grant to reflect treatment as a corporate grant from 2016-17 due to removal of ring-fence.	E&E, H&CI
B/R.7.204	Change in Bus Service Operators Grant	-	273	-	-	-	Existing	Ending of ring-fenced Bus Service Operators Grant devolved from the Department of Transport for bus services run under local authority contract.	E&E
B/R.7.205	DfT grant - Local Sustainable Transport funding	1,000	-	-	-	-	Existing	Ending of a grant that was only for one year in 2015/16.	E&E, H&CI
7.999	<b>Subtotal Fees, Charges &amp; Ring-fenced Grants</b>	<b>-26,009</b>	<b>-26,030</b>	<b>-26,094</b>	<b>-26,198</b>	<b>-26,307</b>			
	<b>TOTAL NET EXPENDITURE</b>	<b>58,959</b>	<b>57,459</b>	<b>56,861</b>	<b>57,079</b>	<b>58,440</b>			

## Section 4 - B: Economy, Transport and Environment Services

Table 3: Revenue - Overview

Budget Period: 2016-17 to 2020-21

		Detailed Plans	Outline Plans						
FUNDING SOURCES		2016-17 £000	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	Type	Description	Committee
<b>8</b>	<b>FUNDING OF GROSS EXPENDITURE</b>								
B/R.8.001	Cash Limit Funding	-58,959	-57,459	-56,861	-57,079	-58,440	Existing	Net spend funded from general grants, business rates and Council Tax.	E&E, H&CI
B/R.8.002	Public Health Grant	-	-	-	-	-	Existing	Funding transferred to Service areas where the management of Public Health functions will be undertaken by other County Council officers, rather than directly by the Public Health Team.	E&E, H&CI
B/R.8.003	Fees & Charges	-16,017	-16,311	-16,375	-16,479	-16,588	Existing	Fees and charges for the provision of services.	E&E, H&CI
B/R.8.004	PFI Grant - Street Lighting	-3,944	-3,944	-3,944	-3,944	-3,944	Existing	PFI Grant from DfT for the life of the project.	H&CI
B/R.8.005	PFI Grant - Waste	-2,691	-2,691	-2,691	-2,691	-2,691	Existing	PFI Grant from DEFRA for the life of the project.	H&CI
B/R.8.008	DfT Grant - Bus Service Operators Grant	-273	-	-	-	-	Existing	Department for Transport funding for bus services run under local authority	E&E
B/R.8.009	DfT Grant - Local Sustainable Transport funding	-	-	-	-	-	Existing	Department for Transport funding for Local Transport projects.	E&E, H&CI
B/R.8.010	Adult Learning & Skills Grants	-2,380	-2,380	-2,380	-2,380	-2,380	Existing	External grant funding for Adult Learning & Skills.	E&E
B/R.8.011	Learning Centre grants	-302	-302	-302	-302	-302	Existing	Learning Centre grant funding.	E&E
B/R.8.012	National Careers grant funding	-402	-402	-402	-402	-402	Existing	Funding for National Careers.	E&E
<b>8.999</b>	<b>TOTAL FUNDING OF GROSS EXPENDITURE</b>	<b>-84,968</b>	<b>-83,489</b>	<b>-82,955</b>	<b>-83,277</b>	<b>-84,747</b>			

MEMORANDUM: SAVINGS / INCREASED INCOME					
Savings	-5,216	-2,309	-500	-	-
Unidentified savings to balance budget	-406	-1,064	-2,391	-2,041	-982
Changes to fees & charges	-971	-200	35	-	-
<b>TOTAL SAVINGS / INCREASED INCOME</b>	<b>-6,593</b>	<b>-3,573</b>	<b>-2,856</b>	<b>-2,041</b>	<b>-982</b>

MEMORANDUM: NET REVISED OPENING BUDGET					
Revised Opening Gross Expenditure	88,991	84,695	83,489	82,955	83,277
Previous year's fees, charges & ring-fenced grants	-25,797	-26,009	-26,030	-26,094	-26,198
Changes to fees, charges & ring-fenced grants in revised opening budget	865	-	-	-	-
<b>NET REVISED OPENING BUDGET</b>	<b>64,059</b>	<b>58,686</b>	<b>57,459</b>	<b>56,861</b>	<b>57,079</b>



## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure	Local Infrastructure & Street Management	Local Infrastructure & Street Management	<b>Licenses and Permits</b>						
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Permission to deposit a skip on the highway	Exempt	Non-statutory	£28 for 14 days	£30 for 14 days	£31 for 14 days	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Fine for unauthorised skip on the highway	Exempt	Non-statutory	£120	£150	£152.00	Fine of £120 plus the cost of a licence at £30
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Permission to erect scaffolding/hoarding over the highway	Exempt	Non-statutory	£100	£105	£110.00	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Obligation to dispense with consent for erection of hoarding/fence	Exempt	Non-statutory	£100	£100	£110.00	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Oversailing licence	Exempt	Non-statutory	£100	£105	£110.00	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Banner licence	Exempt	Non-statutory	£15	£18	£19.00	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Traffic counter licence	Exempt	Non-statutory	£15	£18	£19.00	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Street licences (chairs and tables)	Exempt	Non-statutory	£100 per square metre within Cambridge historic core area. £70 per square metre outside. This includes a non-refundable £70 admin charge (to be deducted from the cost of the licence if application successful).	£100 per sqm within Cambridge historic core are. £50 per sqm outside historic core and county wide. £250 minimum payment upfront to cover admin cost (to be deducted from the cost of the licence if application successful).	£100 per sqm within Cambridge historic core are. £50 per sqm outside historic core and county wide. £250 minimum payment upfront to cover admin cost (to be deducted from the cost of the licence if application successful).	Following feedback from Members and local Parish / Town Councils, it was felt that the £70/sqm outside Cambridge historic core was excessive and discouraged businesses and communities. The length of time spent dealing with pavement licences is proving to be substantial, therefore the upfront admin costs have been revised accordingly.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Streetworks Section 50 licences- apparatus on public highway	Exempt	Non-statutory	£450	£475	£480.00	
Infrastructure	Local Infrastructure & Street Management	Local Infrastructure & Street Management	<b>Streetworks (NRWSA)</b>						
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	NRSWA road opening sample inspection charges	Exempt	Statutory	Av Number per year over the past three years x 30% x £50	Av Number per year over the past three years x 30% x £50	Av Number per year over the past three years x 30% x £50	Set by National Legislation.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	NRSWA defect charge	Exempt	Statutory	£47.50 when reported by council, £68 when reported by 3rd party	£47.50 when reported by council, £68 when reported by 3rd party	£47.50 when reported by council, £68 when reported by 3rd party	Set by National Legislation.

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Section 74- charge for overstay	Exempt	Statutory	Set by legislation as per October 2012 Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters (fourth edition)	Set by legislation as per October 2012 Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters (fourth edition)	Set by legislation as per October 2012 Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters (fourth edition)	Set by legislation as per October 2012 Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters (fourth edition)
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Charges in relation to works occupying the carriageway during period of overrun			Amount (£) each of first 3 days	Amount (£) each of first 3 days	Amount (£) each of first 3 days	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Traffic -sensitive or protected street not in road categories 2, 3 or 4.	Exempt	Statutory	£5,000	£5,000	£5,000	Set by National Legislation.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Other streets not in road categories 2, 3 or 4.	Exempt	Statutory	£2,500	£2,500	£2,500	Set by National Legislation.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Traffic-sensitive or protected street in road category 2.	Exempt	Statutory	£3,000	£3,000	£3,000	Set by National Legislation.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Other street in road category 2.	Exempt	Statutory	£2,000	£2,000	£2,000	Set by National Legislation.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Traffic -sensitive or protected street in road category 3 or 4.	Exempt	Statutory	£750	£750	£750	Set by National Legislation.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Other street in road category 3 or 4.	Exempt	Statutory	£250	£250	£250	Set by National Legislation.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management				Amount (£) each subsequent day	Amount (£) each subsequent day	Amount (£) each subsequent day	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Traffic -sensitive or protected street not in road categories 2, 3 or 4.	Exempt	Statutory	£10,000	£10,000	£10,000	Set by National Legislation.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Other streets not in road categories 2, 3 or 4.	Zero rated	Statutory	£2,500	£2,500	£2,500	Set by National Legislation.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Traffic-sensitive or protected street in road category 2.	Zero rated	Statutory	£8,000	£8,000	£8,000	Set by National Legislation.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Other street in road category 2.	Zero rated	Statutory	£2,000	£2,000	£2,000	Set by National Legislation.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Traffic -sensitive or protected street in road category 3 or 4.	Zero rated	Statutory	£750	£750	£750	Set by National Legislation.

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Other street in road category 3 or 4.	Zero rated	Statutory	£250	£250	£250	Set by National Legislation.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Charges in relation to works outside the carriageway during period of overrun						
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Street not in road category 2, 3 or 4.	Zero rated	Statutory	£2,500.0	£2,500.0	£2,500.0	Set by National Legislation
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Street in road category 2.	Zero rated	Statutory	£2,000.0	£2,000.0	£2,000.0	Set by National Legislation
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Street in road category 3 or 4.	Zero rated	Statutory	£250.0	£250.0	£250.0	Set by National Legislation
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Fixed Penalty Notices	Zero rated	Statutory	£120 unless paid within 29 days then £80	£120 unless paid within 29 days then £80	£120 unless paid within 29 days then £80	Set by National Legislation

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Highways and Traffic Orders						
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Temporary road closures	Standard (20%)	Statutory	£950 maximum. Reduced fee if not deemed necessary to advertise in press	£950 maximum. Reduced fee if not deemed necessary to advertise in press	£975 maximum. Reduced fee if not deemed necessary to advertise in press	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Emergency road closures	Standard (20%)	Statutory	£700	£700	£700	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Noticing (statutory recording of Streetworks)	Zero rated	Statutory	£21.20 per initial entry £1.20 for each subsequent item	£21.20 per initial entry £1.20 for each subsequent item	£21.20 per initial entry £1.20 for each subsequent item	To date no income has been received under this heading.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	TRO advertisement for Local Highway Improvement (LHI) schemes and community groups	Standard (20%)	Statutory	N/A	£1,000 cost of the legal order	£1,000 cost of the legal order	The £1,000 is the maximum cost, as the actual cost is dependent on the size press advert and the number of notices (max 2). No staff cost is included within this heading, given that LHI's are part funded by the County Council.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	TRO advertisement for Private / Third Party Funded Works, Businesses and other Private Bodies	Standard (20%)	Statutory	N/A	£1,000 cost of the legal order £250 non-refundable, upfront payment to cover staff costs.	£1,000 cost of the legal order £250 non-refundable, upfront payment to cover staff costs.	The £1,000 is the maximum cost, as the actual cost is dependent on the size press advert and the number of notices (max 2).
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Implementation of TRO's	Standard (20%)	Non-statutory	N/A	Actual cost of work +20% admin fee (min charge £250)	Actual cost of work +20% admin fee (min charge £250)	This is a new line that distinguishes between the statutory process for advertising and making the traffic regulation orders (TROs) and the actual work on site to implement the
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Temporary road closures (Special Events)	Standard (20%)	Statutory	N/A	£950 maximum cost of the legal order. £250 maximum staff cost per event - dependant on nature / type / size of event.	£975 maximum cost of the legal order. £250 maximum staff cost per event - dependant on nature / type / size of event.	This covers events that require the public highway to be closed or restricted in one off situations, e.g. Race for Life, Remembrance Day, Cycle events etc. Previously this work has been covered within Street Works, however following creation of a specific Event Management post, this function now sits within the IHMC & Events Team.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Regular updates of new TROs affecting movement for SatNav organisations	Zero rated	Non-statutory	£555.50	Increase as per inflation rate.	£575.00	To date no income has been received under this heading.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Highways Development Management						



## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Highways Act Section 38 road adoption agreement	Out of scope	Non-statutory	8.5% of works cost plus legal costs; Fee increased to 10% if site work commence prior to sealing of agreement.	No proposed % change	8.5% of works cost plus legal costs; Fee increased to 10% if site work commence prior to sealing of agreement.	Developers may not enter into Agreement. Fee % pays for technical vetting of scheme by engineers and site inspection work. This percentage is benchmarked at the East & South of England Development Management Forum. Our percentage compared with others is on the high side.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Parking control deposit sum	Out of scope	Non-statutory	£5,000 basic deposit plus £10 per linear metre; max £10,000	No proposed change	£5,000 basic deposit plus £10 per linear metre; max £10,000	No income is generated
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Section 106 & Section 278 agreements	Out of scope	Statutory	8.5% of works cost plus legal costs	No proposed % change	8.5% of works cost plus legal costs	Covers off-site works such as r'abouts, rtf's, signals etc. Fee % of works cost is most common method and based on best practice. % benchmarked at regional forum. Our percentage compared to others is on the high side.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Commuted Sums (inc.soakaways, trees etc)	Out of scope	Non-statutory	£5,225 - Soakaways £560 per tree; Other items costed individually.	No proposed change	£5,225 - Soakaways £560 per tree; Other items costed individually.	Covers features that have been agreed as part of the development but that attract a maintenance liability. Lump sum paid by the developer just prior to adoption.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Pre-application fees	Standard (20%)	Non-statutory	Sliding scale dependent on development size	Sliding scale dependent on development size	Sliding scale dependent on development size	Totally dependent upon approach by those proposing to submit a planning application to the LPA
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Other Charges						
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Private works, including clearance of debris following accident	Zero rated	Non-statutory	Actual cost of work + 20% administration / supervision fee (with a minimum charge of £111)	Actual cost of work + 20% administration / supervision fee (with a minimum charge of £115)	Actual cost of work + 20% administration / supervision fee (with a minimum charge of £117)	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Private works - Third Party Requests	Standard (20%)	Non-statutory	Actual cost of work + 20% administration / supervision fee (with a minimum charge of £111)	Actual cost of work + 20% administration / supervision fee (with a minimum charge of £115)	Actual cost of work + 20% administration / supervision fee (with a minimum charge of £117)	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Dropped crossings	Zero rated	Non-statutory	£171.11 If following inspection and assessment the application is unsuitable £105.55 is refunded	£180 upfront charge If application unsuccessful then £110 is refunded.	£183 upfront charge if application is unsuccessful then £110 refunded	Streamline costs and provide consistency.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Access Protection Markings	Zero rated	Non-statutory		£107	£107	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Section 142 Licence to Cultivate	Zero rated	Non-statutory	£100	£105	£107.00	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Removal of obstructions/Reinstatement of ploughed/cropped paths	Zero rated	Non-statutory	£150	£155	£157.00	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Tourist signs	Standard (20%)	Non-statutory	£200	Actual cost of work + 20% administration / supervision fee (minimum, upfront charge of £250)	Actual cost of work + 20% administration / supervision fee (minimum, upfront charge of £253)	Proposal to bring this in-line with other areas for consistency.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Traffic Signals						
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Recharge for switching off of traffic lights for roadworks	Zero rated	Non-statutory	Working hours £226.47 Out of working hours £279.52	Actual cost of work + 20% administration / supervision fee (with a minimum charge of £116.38)	Actual cost of work + 20% administration / supervision fee (with a minimum charge of £117)	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Charges for traffic signal data	Standard (20%)	Non-statutory	£100 minimum charge	£112.50	£114.00	
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Commutated sums for traffic signals and ITS systems	Zero rated	Non-statutory	N/A	Charge to be finalised, but approximately: £50,000 per junction / £30,000 per crossing	Charge to be finalised, but approximately: £50,000 per junction / £30,000 per crossing	Covers 20 years worth of maintenance and 1 complete refurbishment. As per the guidance within the ADEPT report 'Commutated Sums Levied for Traffic Signals, Sept 2014'. These are requested through the Development Management team when related to development related schemes
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Vetting of Traffic Signal Designs				5% of traffic signal, associated equipment and system costs	5% of traffic signal, associated equipment and system costs	To cover the staff cost for vetting traffic signal designs as part of the development process. These are requested through the Development Management team when related to development related schemes
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Traffic Signal Factory Acceptance Test (FAT), Site Acceptance Test (SAT) and joint post commissioning monitoring				2.5% of traffic signal and associated equipment and systems cost.	2.5% of traffic signal and associated equipment and systems cost.	For schemes that get past the vetting stage, costs are required to be covered for acceptance tests and monitoring. These are requested through the Development Management team when related to development related schemes
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Traffic signal pre-application input				£46.12 plus VAT	£47 + VAT	Occasionally a signals engineer will be required to attend pre-application meetings. This will be charged at an hourly rate, which will increase by any change in the mid-point of MB2 and the overhead rate supplied by Finance.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Road Safety						
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Safety Comments report	Standard (20%)	Non-statutory	£220	£224.40 for standard small schemes..	£228 for standard small schemes.	2% inflation applied to 2014/15 values. Safety comments option available only for very small projects.

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Road Safety Audit stage 1	Standard (20%)	Non-statutory	£330 - £1,100 plus mileage	£336.60 - £1,122 plus mileage. For highways works in excess of £1million individual quote will be prepared.	Awaiting Review	costs ranges are published on the CCC webpages. 2% inflation applied to 2015/16 values.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Road Safety Audit stage 2	Standard (20%)	Non-statutory	£330 - £1,100 plus mileage	£336.60 - £1,122 plus mileage. For highways works in excess of £1million individual quote will be prepared.	Awaiting Review	costs ranges are published on the CCC webpages. 2% inflation applied to 2015/16 values.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Road Safety Audit stage 3	Standard (20%)	Non-statutory	£550 - £1,485 plus mileage	£561 - £1,514.7 plus mileage. For highways works in excess of £1million individual quote will be prepared.	Awaiting Review	costs ranges are published on the CCC webpages. 2% inflation applied to 2014/15 values.
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Road Safety Engineer	Standard (20%)	Non-statutory	£55/hr	£56.10/hr	Awaiting Review	For investigations, design work, participation in external organisations audit or similar activities..
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Crash Car resource	Standard (20%)	Non-statutory	Schools/Colleges FOC  FULL DAY £495 Half day (<4hrs) £350 + mileage for out of county	Schools/Colleges FOC  FULL DAY £505 Half day (<4hrs) £357 + mileage for out of county	Schools/Colleges FOC  FULL DAY £495 Half day (<4hrs) £350 + mileage for out of county	Public Health funding provides FOC to schools/colleges as part of wider young driver programme  2% inflation applied to 2015-16 prices 2016-17 prices reduced to 2014-15 level in response to market All prices exclusive of VAT
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Driver Training – including MiDAS, defensive driver training, driver workshops and other bespoke packages for businesses.	Standard (20%)	Non-statutory	£50 - £210 pp  bespoke packages £POA	£50 - £250 pp  bespoke packages £POA	£50 - £250 pp  bespoke packages £POA	Fees suggested last year were original proposals at the outset of the project based on best estimate. New fees are now based on actual costs and are applicable equally to 2015-16 and also reflect new courses on offer All prices exclusive of VAT
Infrastructure Management & Operations	Local Infrastructure & Street Management	Local Infrastructure & Street Management	Other road safety resources (inc. Calorie Gallery, Batak & Carbometer)	Standard (20%)	Non-statutory	Schools/Colleges FOC  FULL DAY £395 Half day (<4hrs) £275 + mileage for out of county	Schools/Colleges FOC  FULL DAY £403 Half day (<4hrs) £281 + mileage for out of county	Schools/Colleges FOC  FULL DAY £395 Half day (<4hrs) £275 + mileage for out of county	Public Health funding provides FOC to schools/colleges as part of wider safe and sustainable travel to school programme  2% inflation applied to 2015-16 prices 2016-17 prices reduced to 2014-15 level in response to market All prices exclusive of VAT
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Assets and Commissioning						
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Certified copy of Definitive Map/highway record/ Common or Village Green	Exempt	Non-statutory	£19	£20	Awaiting review	Non-statutory charge made under relevant legislative provisions

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Highway boundary/ extent/status, detailed public rights of way/ commons/village greens enquiries, or any other chargeable written advice	Exempt	Non-statutory	£54/hr	£49/hr	Awaiting review	Web guidance available. Non-statutory charge made under relevant legislative provisions
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Section 38/278 HA80 or s106 TCPA90 agreements for road adoption or development	Exempt	Non-statutory	£80	£100	Awaiting review	Web guidance available. Non-statutory charge made under relevant legislative provisions
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Copy of s38/278 HA80 road adoption agreement or s106 TCPA90 affecting highway	Exempt	Non-statutory	Paper copy by post - £13, Pdf by email - £4	Paper copy by post - £13, Pdf by email - £3	Awaiting review	Document only, no advice. Non-statutory charge made under relevant legislative provisions
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Section 25/118/119 Highways Act 1980 Public Path Order applications	Exempt	Non-statutory	£2,050 admin fee + cost of newspaper notices + travelling expenses (45p/mile)	£2,800 admin fee + cost of newspaper notices + travelling expenses (45p/mile). If order is contested and has to be sent to the Secretary of State for determination, officer time will be charged @ £52/hr to that point in the	Awaiting review	Web guidance available. Non-statutory charge made under relevant legislative provisions
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Section 257 Town & Country Planning Act 1990 Public Path Order applications	Exempt	Non-statutory	£2,050 admin fee + cost of newspaper notices + travelling expenses (45p/mile)	£2,800 admin fee + cost of newspaper notices + travelling expenses (45p/mile). If order is contested and has to be sent to the Secretary of State for determination, officer time will be charged @ £52/hr to that point in the	Awaiting review	Web guidance available. Non-statutory charge made under relevant legislative provisions. Cambridgeshire County Council undertakes these applications on behalf of most district councils. Please contact us for advice.
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Landowner deposits under Section 31(6) Highways Act 1980 and s15A Commons Act 2006	Exempt	Non-statutory	£230 deposit + £20/declaration notice or officer time as advised	£330 deposit + £30/declaration notice or officer time as advised	Awaiting review	Web guidance available. Non-statutory charge made under relevant legislative provisions

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge(£)	Additional information (2015-16)
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Section 116 Highways Act 1980 stopping up/diversion of highway applications	Exempt	Non-statutory	Stage 2: Fee of £450 for advice, drafting of Order plan, and travelling expenses at 45p/mile. Stage 3: Fee of £2,500 – 4,500	Stage 1: Initial scoping enquiry - free. Stage 2: Fee of £600 for advice, drafting of Order plan; travelling expenses at 45p/mile. Stage 3: Legal fee of c.£2,500 – 4,500, plus officer time @ £52/hr as required (this will include registration on County Council's legal record upon successful completion of order)	Awaiting review	Web guidance available. Non-statutory charge made under relevant legislative provisions
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Section 247 Town & Country Planning Act 1990	Exempt	Non-statutory	No charge	Stage 1: Initial scoping enquiry - free. Stage 2: Fee of £600 for advice, drafting of Order plan; travelling expenses at 45p/mile. Stage 3: undertaken by Secretary of State. Stage 4: Post-completion of order - £52 for registration on County Council's legal record	Awaiting review	
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Map printout/GIS data	Exempt	Non-statutory	£13 plus officer time @ £38 per hour if required	£13 plus officer time @ £49 per hour if required	Awaiting review	Please contact <a href="mailto:assetsandcommissioning@cambridgeshire.gov.uk">assetsandcommissioning@cambridgeshire.gov.uk</a> for advice on total cost
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Full search	Exempt	Non-statutory	£19	£20 (£44 from August 2015 onwards)	Awaiting review	Fee correct up until introduction of new CON29 form - anticipated August 2015. £44 does include all four new compulsory qus @ £3
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Qu2.1 (a,b,c,d) Roads adopted	Exempt	Non-statutory	£4	£3	Awaiting review	
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Qu2.2 Public Rights of Way crossing/abutting land	Exempt	Non-statutory	N/A	£3	Awaiting review	Due to come in est. Aug 2015
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Qu2.3 Plan showing Public Rights of Way	Exempt	Non-statutory	N/A	£15	Awaiting review	Due to come in est. Aug 2015
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Qu2.4 Pending applications to record PROW	Exempt	Non-statutory	N/A	£3	Awaiting review	Due to come in est. Aug 2015
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Qu2.5 Pending orders to stop-up, divert, create, extinguish PROW	Exempt	Non-statutory	N/A	£3	Awaiting review	Due to come in est. Aug 2015

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Qu3.2 Land required for road works	Exempt	Non-statutory	£4	£3	Awaiting review	
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Qu3.3 Drainage matters	Exempt	Non-statutory	N/A	£3	Awaiting review	Due to come in est. 2015 but dependent upon implementation of SUDS legislation
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Qu3.4 (a,b,c,d,e,f) Nearby road schemes	Exempt	Non-statutory	£4	£3	Awaiting review	
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Qu3.5 Nearby railway schemes	Exempt	Non-statutory	£4	£3	Awaiting review	
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Qu3.6 (a,b,c,d,e,f,g,h,i,j,k,l) Traffic Schemes	Exempt	Non-statutory	£4	£3	Awaiting review	
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Qu3.7e Outstanding notices - highways	Exempt	Non-statutory	£4	£3	Awaiting review	
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - Qu3.7g Flood risk and Coastal erosion notices	Exempt	Non-statutory	£4	£0	Awaiting review	Due to come in est. Aug 2015. Advice from Flood Management Team is that we have no notices and are unlikely to implement. Will need to provide an informative directing customers to the Environment Agency.
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29R - additional questions	Exempt	Non-statutory	£4	£3	Awaiting review	
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29O - Qu5.1 and 5.2 Public paths and byways	Exempt	Non-statutory	£18	£15	Awaiting review	To become part of Qu 2
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29O - Qu17 Mineral consultation areas	Exempt	Non-statutory	£4	£3	Awaiting review	
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29O - Qu22 Common ground + town/village green	Exempt	Non-statutory	£4	£3	Awaiting review	To become Qu 23.1
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29O - Qu22 Flood defense and land drainage consents	Exempt	Non-statutory	N/A	£3	Awaiting review	Informative directing customers to the Environment Agency for notices pre-2009 (EA provided us with data 2009-2012 - Notices commenced in 1991). CCC has been issuing notices itself since 2012.
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	CON29O - Qu23.2 Registration of landowner deposits under S15A Commons Act 2006 or 31A HA80	Exempt	Non-statutory	N/A	£3	Awaiting review	Due to come in est. Aug 2015

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Pre-Application Planning Advice - Category 1 (Consideration of proposed development; discussion of specific PROW issues with site; provision of written advice including legal mechanisms required for any changes to PROW network, map from legal record.)	Exempt	Non-statutory	N/A	£175 or £300 if site visit required. Monitoring fee by negotiation if required. Legal order work is separately charged as advised.	Awaiting review	See initial Guidance and checklist for public path order applicants on website under 'Highways Act 1980' at <a href="http://www.cambridgeshire.gov.uk/info/20012/arts_green_spaces_and_activities/199/definitive_map_and_statement">http://www.cambridgeshire.gov.uk/info/20012/arts_green_spaces_and_activities/199/definitive_map_and_statement</a>
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Pre-Application Planning Advice - Category 2	Exempt	Non-statutory	N/A	£350 + Monitoring fee by negotiation if required. Monitoring fee by negotiation if required. Legal order work is separately charged as advised	Awaiting review	See initial Guidance and checklist for public path order applicants on website under 'Highways Act 1980' at <a href="http://www.cambridgeshire.gov.uk/info/20012/arts_green_spaces_and_activities/199/definitive_map_and_statement">http://www.cambridgeshire.gov.uk/info/20012/arts_green_spaces_and_activities/199/definitive_map_and_statement</a>
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Pre-Application Planning Advice - Category 3	Exempt	Non-statutory	N/A	£500 + Monitoring fee by negotiation if required. Monitoring fee by negotiation if required. Legal order work is separately charged as advised	Awaiting review	See initial Guidance and checklist for public path order applicants on website under 'Highways Act 1980' at <a href="http://www.cambridgeshire.gov.uk/info/20012/arts_green_spaces_and_activities/199/definitive_map_and_statement">http://www.cambridgeshire.gov.uk/info/20012/arts_green_spaces_and_activities/199/definitive_map_and_statement</a>
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Pre-Application Planning Advice - Category 4	Exempt	Non-statutory	N/A	£500 + Monitoring fee by negotiation if required. Legal order work is separately charged as advised	Awaiting review	See initial Guidance and checklist for public path order applicants on website under 'Highways Act 1980' at <a href="http://www.cambridgeshire.gov.uk/info/20012/arts_green_spaces_and_activities/199/definitive_map_and_statement">http://www.cambridgeshire.gov.uk/info/20012/arts_green_spaces_and_activities/199/definitive_map_and_statement</a>
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Pre-Application Planning Advice - Category 5	Exempt	Non-statutory	N/A	£ by negotiation @ £52/hr. Legal order work is separately charged as advised	Awaiting review	See initial Guidance and checklist for public path order applicants on website under 'Highways Act 1980' at <a href="http://www.cambridgeshire.gov.uk/info/20012/arts_green_spaces_and_activities/199/definitive_map_and_statement">http://www.cambridgeshire.gov.uk/info/20012/arts_green_spaces_and_activities/199/definitive_map_and_statement</a>
Infrastructure Management & Operations	Assets & Commissioning	Assets and Commissioning	Corrective applications for Commons & Town/Village Greens under Commons Act 2006	Exempt	Non-statutory	N/A	Unopposed applications: £2,500 plus disbursements (legal advice if required; travel to site; legal Notices). Opposed applications: £2,500 plus officer time charged at £52/hr and legal fees including barrister if public inquiry required, plus disbursements (travel, legal Notices, hire of hall)	Awaiting review	New duty due to commence December 2014. If pre-application advice required, please email <a href="mailto:assetsandcommissioning@cambridgeshire.gov.uk">assetsandcommissioning@cambridgeshire.gov.uk</a>

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Assets & Commissioning	Assets & Commissioning	Street lighting					Awaiting review	
Infrastructure Management & Operations	Assets & Commissioning	Assets & Commissioning	Admin fee to parish and district councils	Exempt	Non-statutory	5% of cost of energy use	10% of cost of energy use	Awaiting review	Parish and District Councils are able to manage this service themselves. However, the County Council currently provides this service to 129 separate Parish and District Councils to enable them to benefit from the same negotiated energy rates covering over 4000 non-County Council owned streetlights. This fee hasn't been reviewed for at least 26 years in our knowledge and does not cover the actual costs of providing the service to the Parish and District Councils. Actual costs for undertaking this service in 2014/15 have been reviewed to provide a proposed revised fee charging rate for 2015/16.
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Testing & Verification Fees						
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	All equipment	* Charges are subject to VAT at the current rate except road tanker liquid fuel meter measuring systems verified under the Measuring Instruments (EEC Requirements) Regulations 1998, and the certification of public weighbridge operators.	Statutory	£57.47 per hour (W&M inspector) (minimum charge £28.74) or £34.68 per hour (Support Officer)	£61.20 per hour (minimum charge £30.60)	£62 per hour (minimum charge £31)	Suggest Uplift to £62 per hour (1.3% increase) Applied consistently across the service as an hourly rate for officers in line with other service functions



## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	If site visit required	* Charges are subject to VAT at the current rate except road tanker liquid fuel meter measuring systems verified under the Measuring Instruments (EEC Requirements) Regulations 1998, and the certification of public weighbridge operators.	Statutory	Additional charge of £57.47	Additional charge of £61.20	Additional Charge of £62	Suggest Uplift to £62 per hour (1.3% increase) Applied consistently across the service as an hourly rate for officers in line with other service functions
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Certificate of accuracy when requested following routine testing	* Charges are subject to VAT at the current rate except road tanker liquid fuel meter measuring systems verified under the Measuring Instruments (EEC Requirements) Regulations 1998, and the certification of public weighbridge operators.	Statutory	£28.74	£30.60	£31.00	Suggest Uplift to £62 per hour (1.3% increase) Applied consistently across the service as an hourly rate for officers in line with other service functions
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards							
			Certificate of public weighbridge operators	Exempt	Statutory	£28.74	£30.60	£31.00	Suggest Uplift to £62 per hour (1.3% increase) Applied consistently across the service as an hourly rate for officers in line with other service functions
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Hire of Weights						
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	For up to one tonne, for up to one week	Standard (20%)	Statutory	£95.58 per tonne	122.40	124	Inflated to include for 2 hours of officer time as the preparation and administration of hiring weights takes approximately 2 hours.

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	For each additional week thereafter.	Standard (20%)	Statutory	£31.82 per tonne	61.20	62	Inflated to include 1 hour of officer time for additional weeks hire
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	If weights requiring cleaning upon return , this will be charged at cost per officer hour	Standard (20%)	Statutory		61.20	62	Charged at an officer hourly rate
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Licensing Fees - Explosives						
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	New application where a minimum separation distance is prescribed (1 year duration)	Exempt	Statutory			£178	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	New application where a minimum separation distance is prescribed (2 year duration)	Exempt	Statutory			£234	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	New application where a minimum separation distance is prescribed (3 year duration)	Exempt	Statutory			£292.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	New application where a minimum separation distance is prescribed (4 year duration)	Exempt	Statutory			£360	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	New application where a minimum separation distance is prescribed (5 year duration)	Exempt	Statutory			£407	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	New application where NO minimum separation distance is prescribed (1 year duration)	Exempt	Statutory			£105	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	New application where NO minimum separation distance is prescribed (2 year duration)	Exempt	Statutory			£136	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	New application where NO minimum separation distance is prescribed (3 year duration)	Exempt	Statutory			£166	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	New application where NO minimum separation distance is prescribed (4 year duration)	Exempt	Statutory			£198	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	New application where NO minimum separation distance is prescribed (5 year duration)	Exempt	Statutory			229	Fees set by Legislation

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Renewal of licence where a minimum separation distance is prescribed (1 year duration)	Exempt	Statutory			£83	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Renewal of licence where a minimum separation distance is prescribed (2 year duration)	Exempt	Statutory			£141	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Renewal of licence where a minimum separation distance is prescribed (3 year duration)	Exempt	Statutory			£198	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Renewal of licence where a minimum separation distance is prescribed (4 year duration)	Exempt	Statutory			£256	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Renewal of licence where a minimum separation distance is prescribed (5 year duration)	Exempt	Statutory			£313	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Renewal of licence where NO minimum separation distance is prescribed (1 year duration)	Exempt	Statutory			£52	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Renewal of licence where NO minimum separation distance is prescribed (2 year duration)	Exempt	Statutory			£83	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Renewal of licence where NO minimum separation distance is prescribed (3 year duration)	Exempt	Statutory			£115	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Renewal of licence where NO minimum separation distance is prescribed (4 year duration)	Exempt	Statutory			£146	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Renewal of licence where NO minimum separation distance is prescribed (5 year duration)	Exempt	Statutory			£178	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Varying name of licensee or address of site	Exempt	Statutory	£35	£35	£35	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Any other kind of variation	Exempt	Statutory	Charged at a reasonable cost to the authority of having the work carried out	Charged at a reasonable cost to the authority of having the work carried out	Charged at a reasonable cost to the authority of having the work carried out	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Transfer of licence or registration	Exempt	Statutory	£35	£35	£35	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Replacement of licence or registration referred to above if lost	Exempt	Statutory	£35	£35	£35	Fees set by Legislation

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Extended Fireworks Licence - Annual licence to sell fireworks outside the permitted periods as stated	Exempt	Statutory	£500	£500	£500	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual Fee - Certificate to store Petroleum						
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (1 year duration)	Exempt	Statutory		£42	£42	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (2 year duration)	Exempt	Statutory		£84	£84	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (3 year duration)	Exempt	Statutory		£126	£126	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (4 year duration)	Exempt	Statutory		£168	£168	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (5 year duration)	Exempt	Statutory		£210	£210	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (6 year duration)	Exempt	Statutory		£252	£252	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (7 year duration)	Exempt	Statutory		£294	£294	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (8 year duration)	Exempt	Statutory		£336	£336	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (9 year duration)	Exempt	Statutory		£378	£378	Fees set by Legislation

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity not exceeding 2,500 litres (10 year duration)	Exempt	Statutory		£420	£420	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but not exceeding 50,000 litres (1 year duration)	Exempt	Statutory		£58	£58	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but not exceeding 50,000 litres (2 year duration)	Exempt	Statutory		£116.00	£116.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but not exceeding 50,000 litres (3 year duration)	Exempt	Statutory		£174.00	£174.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but not exceeding 50,000 litres (4 year duration)	Exempt	Statutory		£232.00	£232.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but not exceeding 50,000 litres (5 year duration)	Exempt	Statutory		£290.00	£290.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but not exceeding 50,000 litres (6 year duration)	Exempt	Statutory		£348.00	£348.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but not exceeding 50,000 litres (7 year duration)	Exempt	Statutory		£406.00	£406.00	Fees set by Legislation
			Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but not exceeding 50,000 litres (8 year duration)	Exempt	Statutory		£464.00	£464.00	Fees set by Legislation

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but not exceeding 50,000 litres (9 year duration)	Exempt	Statutory		£522.00	£522.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 2,500 litres but not exceeding 50,000 litres (10 year duration)	Exempt	Statutory		£580.00	£580.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 50,000 litres (1 year duration)	Exempt	Statutory		£120.00	£120.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 50,000 litres (2 year duration)	Exempt	Statutory		£240.00	£240.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 50,000 litres (3 year duration)	Exempt	Statutory		£360.00	£360.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 50,000 litres (4 year duration)	Exempt	Statutory		£480.00	£480.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 50,000 litres (5 year duration)	Exempt	Statutory		£600	£600	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 50,000 litres (6 year duration)	Exempt	Statutory		£720	£720	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 50,000 litres (7 year duration)	Exempt	Statutory		£840	£840	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 50,000 litres (8 year duration)	Exempt	Statutory		£960	£960	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 50,000 litres (9 year duration)	Exempt	Statutory		£1,080	£1,080	Fees set by Legislation

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual fee to keep petroleum spirit of a quantity exceeding 50,000 litres (10 year duration)	Exempt	Statutory		£1,200.00	£1,200.00	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	BWC Membership Fees						
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Registration & 1st year's membership fees 1-5 employees	Standard (20%)	Non-statutory		£250	£250	There are maximum fees that can be charged as part of BWC national scheme
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Registration & 1st year's membership fees 6-20 employees	Standard (20%)	Non-statutory		£300	£300	There are maximum fees that can be charged as part of BWC national scheme
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Registration & 1st year's membership fees 21+ employees	Standard (20%)	Non-statutory		£400	£400	There are maximum fees that can be charged as part of BWC national scheme
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual maintenance fee - 1-5 employees	Standard (20%)	Non-statutory		£120	£120	There are maximum fees that can be charged as part of BWC national scheme
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual maintenance fee - 6-20 employees	Standard (20%)	Non-statutory		£180	£180	There are maximum fees that can be charged as part of BWC national scheme
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Annual maintenance fee - 21+ employees	Standard (20%)	Non-statutory		£240	£240	There are maximum fees that can be charged as part of BWC national scheme
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Primary Authority Fees						
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Work undertaken under the formal Primary Authority Agreement	Standard (20%)	Statutory	£60 per hour (charged prorata)	£61	£62	Suggested Inflation by 1.3% as the hourly rate is charged a 15 minute intervals so for ease of calculation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Work undertaken under the Charging for Business Advice Agreement	Standard (20%)	Non-statutory		£61	£62	Suggested Inflation by 1.3% as the hourly rate is charged a 15 minute intervals so for ease of calculation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Environmental Searches						
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Fees charged in respect of environmental searches carried out on request will include for up to two hours officer time	Standard (20%)	Statutory	£60 flat rate	£61	£62	Suggested Inflation by 1.3% as the hourly rate is charged a 15 minute intervals so for ease of calculation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Where environmental search requests are made that incur officer's time in excess of two hours, an additional charge of £30 per hour per officer, or part thereof will be charged	Standard (20%)	Statutory	£30 per hour	£31	£31	Suggested Inflation by 1.3% as the hourly rate is charged a 15 minute intervals so for ease of calculation

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Fees Payable for Approval						
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Manufacture only, or manufacture and placing on the market, of feed additives referred to in Article 10(1)(a) of Regulation 183/2005 other than those specified in Regulation 2(3), or of premixtures of such additives (Approvals)	Exempt	Statutory	£451 one off	£451 one off	£451 one off	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Placing on the market of feed additives referred to in Article 10(1)(a) of Regulation 183/2005 other than those specified in Regulation 2(3), or of premixtures of such (Approvals).	Exempt	Statutory	£226 one off	£226 one off	£226 one off	Fees set by Legislation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Performing Animals						
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Fee for registration with Cambridgeshire to exhibit or train animals under the Performing Animal (Regulations) Act 1925	Exempt	Statutory	£60	£61	£62	Suggested Inflation by 1.3% as the hourly rate is charged a 15 minute intervals so for ease of calculation
Infrastructure Management & Operations	Supporting Business & Communities	Trading Standards	Fee to view and take copies of the register of persons registered with Cambridgeshire under the Performing Animals (Regulations) Act 1925	Exempt	Statutory	£60 (pro rata per hour)	£61.20 (pro rata per hour)	£62 (pro rata per hour)	Suggested Inflation by 1.3% as the hourly rate is charged a 15 minute intervals so for ease of calculation
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Monday to Saturday</b>						<b>Charges reviewed every two years</b>
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 1:</b> Free School Lane, King Street, Manor Street, Trumpington Street (north of Silver Street)	Zero rated	Non-statutory	50p for 10 minutes. Max stay = 1 hour. 8.30 to 18.30	50p for 10 minutes. Max stay = 1 hour. 8.30 to 18.30	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 2:</b> Jesus Lane, Park Terrace Sun St	Zero rated	Non-statutory	60p for 15 minutes. Max stay= 2 hours. 8.30 to 18:30	60p for 15 minutes. Max stay= 2 hours. 8.30 to 18:30	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 3:</b> Brookside, Lensfield Road, Regent Street , Tennis Court Road, Trumpington Street (south of Silver Street)	Zero rated	Non-statutory	50p for 10 minutes. Max stay = 2 hours. 8.30 to 18.30	50p for 10 minutes. Max stay = 2 hours. 8.30 to 18.30	Awaiting review	



## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 4:</b> Newnham Road (west side near Maltings Lane), Queen's Road	Zero rated	Non-statutory	60p for 15 minutes. Max stay= 4 hours. M-F 9:30 to 17:00. S 9:00 to 17:00	60p for 15 minutes. Max stay= 4 hours. M-F 9:30 to 17:00. S 9:00 to 17:00	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 5:</b> Bateman Street, Canterbury Street, Castle Street, Chesterton Road, Devonshire Road (Tenison Rd) Emery Street, Ferry Path, Glisson Road, (Mill St) Gwydir Street (Mill Rd), Hamilton Rd, Histon Road, (Hairdressers), Mawson Road, Mill Street, Norfolk Street, Northampton Street, Panton Street, Pemberton Terrace, Pound Hill, Russell Street, St. Barnabas Road, Tenison Road (north of George Pateman Court), Mill Road Council Depot Access	Zero rated	Non-statutory	50p for 30 minutes. Max stay= 2 hours. 9:00 to 17:00	50p for 30 minutes. Max stay= 2 hours. 9:00 to 17:00	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 6:</b> Abbey Rd, Arthur St, DeFreville Ave, Devonshire Rd (Mill Rd), Fisher St, Gwydir St (Cambridge Blue), Harvey Rd, Histon Rd (Jct Victoria Rd), Holland St, Humberstone, Kingston St, Montague Rd, Norwich St, Ravensworth Gardens, Russell Court, St Pauls Rd, St Peter's St, Shelly Row	Zero rated	Non-statutory	50p for 30 minutes. Max stay= 4 hours. 9:00 to 17:00	50p for 30 minutes. Max stay= 4 hours. 9:00 to 17:00	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 7:</b> Priory Rd, Saxon Rd, Tenison Ave,	Zero rated	Non-statutory	50p for 30 minutes. Max stay= 8 hours. 9:00 to 17:00	50p for 30 minutes. Max stay= 8 hours. 9:00 to 17:00	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 8:</b> Gresham Road, Newnham Road (adjacent to Lammas Land), West Road,	Zero rated	Non-statutory	50p for 30 minutes. Max stay= 4 hours. 9:00 to 17:00	50p for 30 minutes. Max stay= 4 hours. 9:00 to 17:00	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 9:</b> Aylestone Rd, Lady Margret, Mount Pleasant, Newnham Walk Ridley Hall Rd, Sidgewick Ave, Wordsworth Grove	Zero rated	Non-statutory	50p for 30 minutes. Max stay= 8 hours. 9:00 to 17:00	50p for 30 minutes. Max stay= 8 hours. 9:00 to 17:00	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 10:</b> Chesterton Road (outside numbers 34 to 46) Milton Road (Mitcham's Corner) layby adjacent to Springfield Road	Zero rated	Non-statutory	20p for 15 minutes. Max stay= 1 hour. 9:00 to 17:00	20p for 15 minutes. Max stay= 1 hour. 9:00 to 17:00	Awaiting review	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge(£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 11:</b> Clarendon Road, Cutter Ferry Close, Shaftesbury Road, Station Road, Trumpington Road, Union Road, Huntingdon Road, Broad Street, River Lane, Riverside, Walnut Tree Avenue, St. Matthew's Street, Sturton Street, Tenison Road (south of George Pateman Court)	Zero rated	Non-statutory	50p for 30 minutes. Max stay= 8 hours. 9:00 to 17:00	50p for 30 minutes. Max stay= 8 hours. 9:00 to 17:00	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 12:</b> Bentley Road, Newton Road	Zero rated	Non-statutory	10p for 15 minutes. Max stay= 30 minutes. 7:00 to 17:00	10p for 15 minutes. Max stay= 30 minutes. 7:00 to 17:00	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 13:</b> Parkside (o/s nos. 37-38)	Zero rated	Non-statutory	50p for 20 minutes. Max stay= 20 minutes. 9:00 to 17:00	50p for 20 minutes. Max stay= 20 minutes. 9:00 to 17:00	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Sunday</b>					Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 1:</b> Free School Lane, King Street, Manor Street, Trumpington Street (north of Silver Street)	Zero rated	Non-statutory	50p for 15 minutes. Max stay= 2 hours. 9:00 to 17:00	50p for 15 minutes. Max stay= 2 hours. 9:00 to 17:00	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 2:</b> Brookside, Lensfield Road, Regent Street (south of Park Terrace), Tennis Court Road, Trumpington Street (south of Silver Street) Park Terr	Zero rated	Non-statutory	50p for 15 minutes. Max stay= 4 hours. 9:00 to 17:00	50p for 15 minutes. Max stay= 4 hours. 9:00 to 17:00	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 3:</b> Bateman St, Castle St, Chesterton Rd, Gresham Rd, Jesus Lane, Milton Rd, Norwich St, Newnham Rd (west side near Maltings Lane), Northampton Street, Panton St, Pemberton St, Pound Hill, Queens Rd, Russell Court, Russell St, Sun St, West Rd	Zero rated	Non-statutory	50p for 30 minutes. Max stay= 4 hours. 9:00 to 17:00	50p for 30 minutes. Max stay= 4 hours. 9:00 to 17:00	Awaiting review	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 4:</b> Broad St, Cutter Ferry Close, Lady Margret Road, Mount Pleasant, Newnham Walk, Ridley Hall Rd, Sidgewick Avenue, Station Rd, Trumpington Rd, Union Rd, Wordsworth Grove	Zero rated	Non-statutory	50p for 30 minutes. Max stay= 8 hours. 9:00 to 17:00	50p for 30 minutes. Max stay= 8 hours. 9:00 to 17:00	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Band 5:</b> Abbey Road, Arthur Street, Aylestone Road, Beche Road, Bentley Road, Canterbury Street, Chesterton Road (outside 170), Clarendon Road, DeFreville Avenue, Devonshire Road, Emery Street, Ferry Path, Fisher Street, Glisson Road, Gwydir Street, Hamilton Road, Harvey Road, Histon Road, Holland Street, Humberstone Road, Huntingdon Road, Kingston Street, Mawson Road, Mill Road (Council Depot), Mill Street, Montague Road, Newton Road, Norfolk Street, Parkside, Priory Road, Ravensworth Gardens, River Lane, Riverside, Shaftsbury Road, St Barnabas Road, St Paul's Road, St Peter's Street, St Matthew's Street, Saxon Road, Shelly Row,	Zero rated	Non-statutory	Free	Free	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	<b>Permits- Resident</b>		Non-statutory			Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Benson	Zero rated	Non-statutory	Car= £52, Bike= £26, Business= £78	Car= £52, Bike= £26, Business= £78	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Kite	Zero rated	Non-statutory	Car= £81, Bike= £40.50	Car= £81, Bike= £40.50	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Brunswick	Zero rated	Non-statutory	Car= £81, Bike= £40.50, Business= £121.50	Car= £81, Bike= £40.50, Business= £121.50	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Castle Hill	Zero rated	Non-statutory	Car= £52, Bike= £26, Business= £78	Car= £52, Bike= £26, Business= £78	Awaiting review	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Parking	De Freville	Zero rated	Non-statutory	Car= £52, Bike= £26, Business= £78	Car= £52, Bike= £26, Business= £78	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Guest	Zero rated	Non-statutory	Car= £76, Bike= £38, Business= £114	Car= £76, Bike= £38, Business= £114	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Newtown	Zero rated	Non-statutory	Car= £81, Bike= £40.50, Business= £121.50	Car= £81, Bike= £40.50, Business= £121.50	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Park Street	Zero rated	Non-statutory	Car= £81, Bike= £40.50, Business= £121.50	Car= £81, Bike= £40.50, Business= £121.50	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Petersfield	Zero rated	Non-statutory	Car= £52, Bike= £26, Business= £78	Car= £52, Bike= £26, Business= £78	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Regent Terrace	Zero rated	Non-statutory	Car= £81, Bike= £40.50	Car= £81, Bike= £40.50	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Riverside	Zero rated	Non-statutory	Car= £52, Bike= £26, Business= £78	Car= £52, Bike= £26, Business= £78	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Shaftesbury	Zero rated	Non-statutory	Car= £52, Bike= £26, Business= £78	Car= £52, Bike= £26, Business= £78	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Tenison	Zero rated	Non-statutory	Car= £70, Bike= £35, Business= £105	Car= £70, Bike= £35, Business= £105	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	West Cambridge	Zero rated	Non-statutory	Car= £52, Bike= £26	Car= £52, Bike= £26	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Permits					Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Visitors	Zero rated	Non-statutory	£8	£8	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Ely	Zero rated	Non-statutory	£26	£26	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Medical	Zero rated	Non-statutory	£64.50 per space (35 space)	£64.50 per space (35 space)	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Dispensations- medical	Zero rated	Non-statutory	£10	£25 per annum. £10 per replacement or change of details.	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Dispensations- manual	Zero rated	Non-statutory	£50	£50	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Car Club	Zero rated	Non-statutory	£52	£52	Awaiting review	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Waiver	Zero rated	Non-statutory	No Charge	£20 per vehicle per day.	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Other					Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Adhoc bollard manning	Zero rated	Non-statutory	£25 per hour	£25 per hour	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Penalty charge notices	Zero rated	Non-statutory	£50 or £70 depending on the contravention	£50 or £70 depending on the contravention	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Parking Suspensions	Zero rated	Non-statutory	£35 regardless of stay of duration	First day: £25 per bay per day	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Huntingdonshire					Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Parking fees	Zero rated		20p for 15 minutes Max stay= 1 hour	20p for 15 minutes Max stay= 1 hour	Awaiting review	
Infrastructure Management & Operations	Supporting Business & Communities	Parking	Excess Charge Notices	Zero rated		£60	£60	Awaiting review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Borrowing Charges						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Books	Exempt	Statutory	Free	Free	Free	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	eBooks	Exempt	Non-statutory	Free	Free	Free	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Magazines	Exempt	Non-statutory	Free	Free	Free	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	eMagazines/eNewspapers	Exempt	Non-statutory	Free	Free	Free	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Home energy meter	Exempt	Non-statutory	Free	Free	Free	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Audio book or language course- junior/ young adult	Exempt	Non-statutory	Free	Free	Free	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Audio book and language course	Exempt	Non-statutory	£1.50	£1.50	Awaiting Review	Upfront payment required
Infrastructure Management & Operations	Community & Cultural Services	Libraries	eAudio book	Exempt	Non-statutory	Free	Free	Free	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Libraries	DVD/Blu Ray	Exempt	Non-statutory	£2	£2	Awaiting Review	Upfront payment required
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Premium DVD	Exempt	Non-statutory	£2.75	£2.75	Awaiting Review	Upfront payment required
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Short DVD	Exempt	Non-statutory	£1.30	£1.30	Awaiting Review	Upfront payment required
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Music CD	Exempt	Non-statutory	£1.10	£1.10	Awaiting Review	Upfront payment required
Infrastructure Management & Operations	Community & Cultural Services	Libraries	CD Rom	Exempt	Non-statutory	£3 per disc	£3 per disc	Awaiting Review	Upfront payment required
Infrastructure Management & Operations	Community & Cultural Services	Libraries	<b>Overdue Charges</b>						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Books and magazines- Junior	Exempt	Non-statutory	5p per day (maximum £1)	5p per day (maximum £1)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Books and magazines- Adult	Exempt	Non-statutory	25p per day (maximum £5)	25p per day (maximum £5.15)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	eBooks/eMagazines/eNewspapers	Exempt	Non-statutory	N/A	N/A	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Audio book or language course- Junior	Exempt	Non-statutory	5p per day (maximum £1)	5p per day (maximum £1)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Audio book or language course- Adult	Exempt	Non-statutory	60p per day (maximum £12)	60p per day (maximum £12)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	eAudio book	Exempt	Non-statutory	N/A	N/A	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Premium DVD	Exempt	Non-statutory	£1 per day (maximum £20)	£1 per day (maximum £20)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	DVD/ Blu Ray	Exempt	Non-statutory	65p per day (maximum £13)	65p per day (maximum £13)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Short DVD	Exempt	Non-statutory	40p per day (maximum £5)	40p per day (maximum £5.15)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Music CD	Exempt	Non-statutory	40p per day (maximum £8)	40p per day (maximum £8.24)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	CD Rom	Exempt	Non-statutory	75p per day (maximum £15)	75p per day (maximum £15)	Awaiting Review	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Libraries	<b>Membership</b>						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Membership card	Exempt	Statutory	Free	Free	Free	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Replacement card-adult/junior	Exempt	Non-statutory	£1.50/£1	£1.50/£1	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Lost/damaged loan items	Exempt	Non-statutory	Please ask staff	Please ask staff	Please ask staff	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	<b>Requests</b>						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Cambridgeshire stock	Exempt	Non-statutory	Free internal. External - Up to 50 copies £6.25, 51 -100 copies £12.25, 101-150 copies £18.74, 151-200 copies £31.25	Under 25 copies £5 internal, £10 external	£1 adult fee, awaiting review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries					25-50 copies £10 internal, £20 external	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries					Over 50 copies £15 internal, £30 external	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Items not in Cambridgeshire stock	Exempt	Non-statutory	£5.50	£7.50	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	<b>Printing and Copying</b>						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	A4 black and white	Exempt	Non-statutory	10p	10p	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	A4 colour	Exempt	Non-statutory	50p	50p	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	A3 black and white (copying only)	Exempt	Non-statutory	20p	20p	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	A3 colour (copying only)	Exempt	Non-statutory	£1	£1	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	A4 microfilm	Exempt	Non-statutory	50p	50p	Awaiting Review	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Fax						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	UK first page/ extra page	Exempt	Non-statutory	£1.10/ 60p	£1.10/ 60p	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Europe first page/ extra page	Exempt	Non-statutory	£2/ 85p	£2/ 85p	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	World first page/ extra page	Exempt	Non-statutory	£2.50/ £1	£2.50/ £1	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Receiving first page/ extra page	Exempt	Non-statutory	50p/ 20p	50p/ 20p	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Internet and Email						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Online reference resources	Exempt	Statutory	Free	Free	Free	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Internet and email access	Exempt	Non-statutory	Free	Free	Free	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Wi-Fi access	Exempt	Non-statutory	Free	Free	Free	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Central Library-Cambridge Room Hire Charges						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 1	Exempt	Non-statutory	£17.50 ph (commercial), £12.50 ph (council partner), £10 ph (community)	£18.03 ph (commercial), £12.88 ph (council partner), £10.30 ph	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 2	Exempt	Non-statutory	£17.50 ph (commercial), £12.50 ph (council partner), £10 ph (community)	£18.03 ph (commercial), £12.88 ph (council partner), £10.30 ph	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 3	Exempt	Non-statutory	£30 ph (commercial), £20 ph (council partner), £17.50 ph (community)	£30.90 ph (commercial), £20.60 ph (council partner), £18.03 ph	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Conference room	Exempt	Non-statutory	£35 ph (commercial), £25 ph (council partner), £20 ph (community)	£36.05 ph (commercial), £25.75 ph (council partner), £20.60 ph	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Exhibition space	Exempt	Non-statutory	£130 pw (commercial), £100 pw (council partner), £80pw (community)	£133.90 pw (commercial), £103 pw (council partner), £82.40pw	Awaiting Review	



## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Chatteris Library Room Hire Charges						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 1	Exempt	Non-statutory	£15 ph (commercial), £10 ph (council partner), £6 ph (community)	£15.45 ph (commercial), £10.30 ph (council partner), £6.18 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Ely Library Room Hire Charges						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 1	Exempt	Non-statutory	£15 ph (commercial), £10 ph (council partner), £6 ph (community)	£15.45 ph (commercial), £10.30 ph (council partner), £6.18 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Interview room 1	Exempt	Non-statutory	£10 ph (commercial), £6 ph (council partner), £3.50 ph (community)	£10.30 ph (commercial), £6.18 ph (council partner), £3.61 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Huntingdon Library Room Hire Charges						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 1	Exempt	Non-statutory	£12.50 ph (commercial), £8 ph (council partner), £5 ph (community)	£12.88 ph (commercial), £8.24 ph (council partner), £5.15 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 2	Exempt	Non-statutory	£15 ph (commercial), £10 ph (council partner), £6 ph (community)	£15.45 ph (commercial), £10.30 ph (council partner), £6.18 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 1 and 2	Exempt	Non-statutory	£17 ph (commercial), £12 ph (council partner), £7 ph (community)	£17.51 ph (commercial), £12.36 ph (council partner), £7.21 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Exhibition space	Exempt	Non-statutory	£60 pw (commercial), £40 pw (council partner), £30 pw (community)	£61.80 pw (commercial), £41.20 pw (council partner), £30.90 pw (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	March Library Room Hire Charges						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 1	Exempt	Non-statutory	£15 ph (commercial), £10 ph (council partner), £6 ph (community)	£15.45 ph (commercial), £10.30 ph (council partner), £6.18 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Interview room	Exempt	Non-statutory	£10 ph (commercial), £6 ph (council partner), £3.50 ph (community)	£10.30 ph (commercial), £6.18 ph (council partner), £3.61 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Ramsey Library Room Hire Charges						

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 1	Exempt	Non-statutory	£15 ph (commercial), £10 ph (council partner), £6 ph (community)	£15.45 ph (commercial), £10.30 ph (council partner), £6.18 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Interview room	Exempt	Non-statutory	£10 ph (commercial), £6 ph (council partner), £3.50 ph (community)	£10.30 ph (commercial), £6.18 ph (council partner), £3.61 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	<b>Soham Library Room Hire Charges</b>						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 1	Exempt	Non-statutory	£12.50 ph (commercial), £8 ph (council partner), £5 ph (community)	£12.88 ph (commercial), £8.24 ph (council partner), £5.15 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	<b>St Neots Library Room Hire Charges</b>						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room	Exempt	Non-statutory	£8 ph (commercial), £6 ph (council partner), £3.50 ph (community)	£8.24 ph (commercial), £6.18 ph (council partner), £3.61 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	<b>Whittlesey Library Room Hire Charges</b>						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 1	Exempt	Non-statutory	£12.50 ph (commercial), £8 ph (council partner), £5 ph (community)	£12.88 ph (commercial), £8.24 ph (council partner), £5.15 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Interview Room	Exempt	Non-statutory	£10 ph (commercial), £6 ph (council partner), £3.50 ph (community)	£10.30 ph (commercial), £6.18 ph (council partner), £3.61 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	<b>Wisbech Library Room Hire Charges</b>						
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 1	Exempt	Non-statutory	£12.50 ph (commercial), £8 ph (council partner), £5 ph (community)	£12.88 ph (commercial), £8.24 ph (council partner), £5.15 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 2	Exempt	Non-statutory	£12.50 ph (commercial), £8 ph (council partner), £5 ph (community)	£12.88 ph (commercial), £8.24 ph (council partner), £5.15 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Meeting room 1 and 2	Exempt	Non-statutory	£17.5 ph (commercial), £12 ph (council partner), £7 ph (community)	£18.03 ph (commercial), £12.36 ph (council partner), £7.21 ph (community)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Libraries	Interview room	Exempt	Non-statutory	£10 ph (commercial), £6 ph (council partner), £3.50 ph (community)	£10.30 ph (commercial), £6.18 ph (council partner), £3.61 ph (community)	Awaiting Review	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Archives	<b>Archive and Local Studies: Research</b>						
Infrastructure Management & Operations	Community & Cultural Services	Archives	Vehicle registration, electoral register and magistrate's court register searches	Exempt	Non-statutory	£20 (including one photocopy, certified if required)	£20 (including one photocopy, certified if required)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Other checks (up to 15 minutes)	Exempt	Non-statutory	£15	£15	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	<b>Archives and Local Studies: Historical Research Service</b>						
Infrastructure Management & Operations	Community & Cultural Services	Archives	30 minutes	Exempt	Non-statutory	£20	£20	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	1 hour	Exempt	Non-statutory	£30	£30	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	1.5 hours	Exempt	Non-statutory	£45	£45	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	2 hours	Exempt	Non-statutory	£60	£60	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	<b>Replacement of lost CARN ticket</b>	Exempt	Non-statutory	£1	£1	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	<b>Reproduction Fees</b>						
Infrastructure Management & Operations	Community & Cultural Services	Archives	Local, limited distribution publications (1-10 pictures)	Exempt	Non-statutory	£5 per image	£5 per image	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Other publications and media use	Exempt	Non-statutory	£100 per image (subject to negotiation)	£100 per image (subject to negotiation)	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	<b>Outreach fees</b>						
Infrastructure Management & Operations	Community & Cultural Services	Archives	Group Visits to Archives	Exempt	Non-statutory	£45	£45	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Talks to groups outside the office	Exempt	Non-statutory	£60	£60	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	<b>Archives and Local Studies: Digitisation</b>						
Infrastructure Management & Operations	Community & Cultural Services	Archives	Document up to A3	Standard (20%)	Non-statutory	£7.50	£7.50	Awaiting Review	10% discount offered for 5-10 items 15% discount offered for 10-20 items
Infrastructure Management & Operations	Community & Cultural Services	Archives	Document between A3 and A1	Standard (20%)	Non-statutory	£12.50	£12.50	Awaiting Review	10% discount offered for 5-10 items 15% discount offered for 10-20 items

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Archives	Document larger than A1	Standard (20%)	Non-statutory	£15.00	£15.00	Awaiting Review	10% discount offered for 5-10 items 15% discount offered for 10-20 items
Infrastructure Management & Operations	Community & Cultural Services	Archives	Document larger than A0	Standard (20%)	Non-statutory	£18.00	£18.00	Awaiting Review	10% discount offered for 5-10 items 15% discount offered for 10-20 items
Infrastructure Management & Operations	Community & Cultural Services	Archives	35mm transparency	Standard (20%)	Non-statutory	£7.50	£7.50	Awaiting Review	10% discount offered for 5-10 items 15% discount offered for 10-20 items
Infrastructure Management & Operations	Community & Cultural Services	Archives	C19 lantern slide	Standard (20%)	Non-statutory	£7.50	£7.50	Awaiting Review	10% discount offered for 5-10 items 15% discount offered for 10-20 items
Infrastructure Management & Operations	Community & Cultural Services	Archives	C19 glass plate	Standard (20%)	Non-statutory	£10.00	£10.00	Awaiting Review	10% discount offered for 5-10 items 15% discount offered for 10-20 items
Infrastructure Management & Operations	Community & Cultural Services	Archives	Pre-digitised A4-A2	Standard (20%)	Non-statutory	£5.00	£5.00	Awaiting Review	10% discount offered for 5-10 items 15% discount offered for 10-20 items
Infrastructure Management & Operations	Community & Cultural Services	Archives	Pre-digitised A1-A0	Standard (20%)	Non-statutory	£10.50	£10.50	Awaiting Review	10% discount offered for 5-10 items 15% discount offered for 10-20 items
Infrastructure Management & Operations	Community & Cultural Services	Archives	Inclosure / tithe / estate maps	Standard (20%)	Non-statutory	£25.00	£25.00	Awaiting Review	10% discount offered for 5-10 items 15% discount offered for 10-20 items
Infrastructure Management & Operations	Community & Cultural Services	Archives	Bulk scanning / large projects / volumes			Please discuss with technician	Please discuss with technician	Please discuss with technician	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Image retouching	Standard (20%)	Non-statutory	£40.00	£40.00	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	<b>Archives and Local History: Non-digitised images (from negatives)</b>						
Infrastructure Management & Operations	Community & Cultural Services	Archives	6 x 4 BW	Standard (20%)	Non-statutory	£5.00	£5.00	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	6 x 4 Sepia	Standard (20%)	Non-statutory	£7.50	£7.50	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	7 x 5 BW	Standard (20%)	Non-statutory	£6.00	£6.00	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	7 x 5 Sepia	Standard (20%)	Non-statutory	£8.50	£8.50	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	8 x 6 BW	Standard (20%)	Non-statutory	£7.00	£7.00	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	8 x 6 Sepia	Standard (20%)	Non-statutory	£9.50	£9.50	Awaiting Review	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Archives	10 x 8 BW	Standard (20%)	Non-statutory	£8.00	£8.00	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	10 x 8 Sepia	Standard (20%)	Non-statutory	£10.50	£10.50	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	12 x 9 BW	Standard (20%)	Non-statutory	£10.00	£10.00	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	12 x 9 Sepia	Standard (20%)	Non-statutory	£12.50	£12.50	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	16 x 12	Standard (20%)	Non-statutory	£18.00	£18.00	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	35 mm slides	Standard (20%)	Non-statutory	£2	£2	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Negatives of privately owned images	Exempt	Non-statutory	£6	£6	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Conservation work	Standard (20%)	Non-statutory		£28.93 per hour + materials	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	<b>Photocopies and print outs in the searchroom</b>						
Infrastructure Management & Operations	Community & Cultural Services	Archives	A4 photocopy	Exempt	Non-statutory	£0.60	£0.60	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	A3 photocopy	Exempt	Non-statutory	£0.85		Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	A4 Microform print self service	Exempt	Non-statutory	£0.70		Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	A3 Microform print self service	Exempt	Non-statutory	£1.20		Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	IT printout black and white	Exempt	Non-statutory	£0.20		Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	IT printout colour	Exempt	Non-statutory	£0.50		Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	<b>Photocopies and print outs by post</b>						

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge(£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Archives	Photocopies or printouts	Exempt	Non-statutory	Minimum Charge of £6 (including postage) for up to 5 pages then £1 for each additional page	Minimum Charge of £6 (including postage) for up to 5 pages then £1 for each additional page	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Certified Copies	Exempt	Non-statutory	£20.00 Including postage	£20.00 Including postage	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Photo permit - use of own camera in the searchroom	Exempt	Non-statutory	£10 per day	£10 per day	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Digital Photography by post	Exempt	Non-statutory				
Infrastructure Management & Operations	Community & Cultural Services	Archives	A4 Colour print	Exempt	Non-statutory	£5.50	£5.50	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	A3 Colour print	Exempt	Non-statutory	£8.50	£8.50	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Plus Handling Charge	Exempt	Non-statutory	UK: £2.50 Europe: £3.50 Rest of the world: £4.50 or actual postage if in excess	UK: £2.50 Europe: £3.50 Rest of the world: £4.50 or actual postage if in excess	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Digital Photography by email						
Infrastructure Management & Operations	Community & Cultural Services	Archives	Per Photograph	Exempt	Non-statutory	£5.50	£5.50	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Per email (max. 5jpegs per email)	Exempt	Non-statutory	£2.50	£2.50	Awaiting Review	
Infrastructure Management & Operations	Community & Cultural Services	Archives	Specialist photography by FSB Scanning Bureau	Exempt	Non-statutory	Prices available on application	Prices available on application	Prices available on application	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Ceremonies						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Venue marriage or CP Mon-Sat	Out of scope	Non-statutory	£435	£450	£455	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Venue marriage or CP Sun & current B/H	Out of scope	Non-statutory	£515	£550	£580	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Ceremonies-Marriage or CP #						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Room 1 (stat fee ceremonies)	Out of scope	Statutory	£46	£46	£46	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Poets room Mon to Thurs <=10.30	Out of scope	Non-statutory	£85	£100	£125	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Poets room Mon to Thurs 11.00=>	Out of scope	Non-statutory	£170	£175	£190	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Poets room Friday & Sat all day	Out of scope	Non-statutory	£210	£240	£250	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Ceremonies- Naming/ Renewals						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	All poets room fees as per marriage / cp	Standard (20%)	Non-statutory	See above	See above	See above	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Any venue Mon to Sat	Standard (20%)	Non-statutory	£250	£325	£370	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Any venue Sun or B/H	Standard (20%)	Non-statutory	£350	£425	£500	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Ceremonies-Private Citizenship						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Then # applies	Standard (20%)	Non-statutory	See above	See above	See above	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Approved Premise Approvals						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Approval fee	Standard (20%)	Non-statutory	£1,650	£1,650	£1,650	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Nationality Checking (inc. VAT)						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Adult single application	Standard (20%)	Non-statutory	£70	£80	£85	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Child single application	Standard (20%)	Non-statutory	£35	£35	£40	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Settlement Checking (inc. VAT)						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Main applicant	Standard (20%)	Non-statutory	£95	£100	£105	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Each additional dependent	Standard (20%)	Non-statutory	£20	£25	£30	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<b>Other Fees (inc. VAT)</b>						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Premium appointment	Standard (20%)	Non-statutory		£25	£30	Introduced Summer 2015
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Post & handling (standard)	Standard (20%)	Non-statutory	£1.25	£1.50	£2.00	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Signed for post & handling (UK)	Standard (20%)	Non-statutory	£2.25	£2.50	£3.00	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Signed for post & handling (Non-UK)	Standard (20%)	Non-statutory	£8.50	£8.50	£9.00	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Express A (next working day, excludes stat cert fee)	Standard (20%)	Non-statutory	£25.00	£30.00	£35.00	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Express B (1 working hour, excludes stat cert fee)	Standard (20%)	Non-statutory	£40	£40	£45	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Media use of ceremony room	Standard (20%)	Non-statutory	£120 Ph	£120	£125	This applies where such use is of no benefit to the service (benefit to the service would be, for example, where publicity / marketing might increase income)
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<b>New Fees (inc. VAT)</b>						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Ceremony amendment fee	Standard (20%)	Non-statutory	£25	£25	£30	Implemented 1st April 2015
Infrastructure Management & Operations	Community & Cultural Services	Registrations	Passport form (for passport to be issued in married name)	Standard (20%)	Non-statutory	£25	£25	£30	Implemented 1st Jan 2015
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<b>General Search</b>						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.31(2)(a), B&D Regn Act 1953; S.64(2)(a), Mge Act 1949- A general search in indexes in his/her office not exceeding 6 successive hours	Out of scope	Statutory	£18	£18	£18	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<b>Certificates-Superintendent Registrar</b>						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.31(2)(c), B&D Regn Act 1953; S.64(2)(c), Mge Act 1949- Issuing a standard certificate of birth, death or marriage	Out of scope	Statutory	£10	£10	£10	



## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.10, <i>Savings Bank Act 1887, as amended</i> ; S.178(1), <i>Factories Act 1961</i> ; S.124(3), <i>Social Security Administration Act 1992, as amended</i> ; S.564(1), <i>Education Act 1996</i> - Issuing a certificate of birth, death or marriage for certain statutory purposes	Out of scope	Statutory	£10	£10	£10	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.33(1), <i>B&amp;D Regn Act 1953</i> - Issuing a short certificate of birth	Out of scope	Statutory	£10	£10	£10	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<b>Certificates- Registrar</b>						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.32(c), <i>B&amp;D Regn Act 1953</i> ; S.63(1)(b), <i>Mge Act 1949</i> - Issuing a standard certificate of birth, death or marriage at the time of registration	Out of scope	Statutory	£4	£4	£4	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.32(c), <i>B&amp;D Regn Act 1953</i> ; S.63(1)(b), <i>Mge Act 1949</i> - Issuing a standard certificate of birth, death or marriage after the time of registration	Out of scope	Statutory	£7	£7	£7	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.10, <i>Savings Bank Act 1887, as amended</i> ; S.178(1), <i>Factories Act 1961</i> ; S.124(3), <i>Social Security Administration Act 1992, as amended</i> ; S.564(1), <i>Education Act 1996</i> - Issuing a certificate of birth, death or marriage for certain statutory purposes at the time of registration	Out of scope	Statutory	£4	£4	£4	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.10, <i>Savings Bank Act 1887, as amended</i> ; S.178(1), <i>Factories Act 1961</i> ; S.124(3), <i>Social Security Administration Act 1992, as amended</i> ; S.564(1), <i>Education Act 1996</i> - Issuing a certificate of birth, death or marriage for certain statutory purposes after the time of registration	Out of scope	Statutory	£7	£7	£7	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.33(1), <i>B&amp;D Regn Act 1953</i> - One short certificate of birth issued at the time of registration	Out of scope	Statutory	NIL	NIL	NIL	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.33(1), <i>B&amp;D Regn Act 1953</i> - Any other short certificate of birth at the time of registration	Out of scope	Statutory	£4	£4	£4	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.33(1), <i>B&amp;D Regn Act 1953</i> - Any other short certificate of birth after the time of registration	Out of scope	Statutory	£7	£7	£7	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<b>Marriages- Superintendent Registrar</b>						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.27(7), <i>Mge Act 1949</i> - Attending outside his/her office to be given notice of marriage of a house-bound or detained person	Out of scope	Statutory	£46 (housebound), £67 (detained)	£46 (housebound), £67 (detained)	£46 (housebound), £67 (detained)	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.27(6), <i>Mge Act 1949</i> - Entering a notice of marriage in a marriage notice book	Out of scope	Statutory	£35	£35	£35	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.17(2), Marriage (Registrar)	Out of scope	Statutory				
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>General's Licence) Act 1970</i> - Entering a notice of marriage by Registrar General's Licence in a marriage notice book	Out of scope	Statutory	£3	£3	£3	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.51(2), <i>Mge Act 1949</i> - Attending a marriage at the residence of a house-bound or detained person	Out of scope	Statutory	£82 (housebound), £93 (detained)	£84 (housebound), £94 (detained)	£84 (housebound), £94 (detained)	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.17(2), <i>Marriage (Registrar General's Licence) Act 1970</i> - Attending a marriage by Registrar General's licence	Out of scope	Statutory	£2	£2	£2	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.51(1A)(b), <i>Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005</i> - Attending with a registrar a marriage on approved premises	Out of scope	Statutory	As set by the local authority	As set by the local authority	As set by the local authority	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<b>Marriages- Registrar</b>						

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.51(1), Mge Act 1949- Attending a marriage at the register office	Out of scope	Statutory	£46	£46	£46	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.51(1), Mge Act 1949- Attending a marriage at a registered building or the residence of a house-bound or detained person	Out of scope	Statutory	£86 (registered building), £79 (housebound), £86 (detained)	£86 (registered building), £81 (housebound), £88 (detained)	£86 (registered building), £81 (housebound), £88 (detained)	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.17(2), Marriage (Registrar General's Licence) Act 1970- Attending a marriage by Registrar General's Licence	Out of scope	Statutory	£2	£2	£2	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<b>Certification for Worship and Registration for Marriage-Superintendent Registrar</b>						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.5, Place of Worship Registration Act 1855- Certification of a place of meeting for religious worship	Out of scope	Statutory	£28	£28	£28	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.41(6), Mge Act 1949- Registration of a building for the solemnization of marriages between a man and a woman	Out of scope	Statutory	£120	£120	£120	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.43D Mge Act 1949- Registration of a building for the solemnization of marriages of same sex couples (building previously registered for the solemnisation of marriage between a man and a woman)	Out of scope	Statutory	£64	£64	£64	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	S.43D Mge Act 1949- Registration of a building for the solemnization of marriages of same sex couples (building not previously registered for the solemnisation of marriage between a man and a woman)	Out of scope	Statutory	£120	£120	£120	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>S.43D Mge Act 1949-</i> Registration of a building for the solemnization of marriages of a man and a woman (building previously registered for the solemnisation of marriage between of same sex couples)	Out of scope	Statutory	£64	£64	£64	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>S.43D Mge Act 1949-</i> Joint application for the registration of a building for the marriage of a man and woman and same sex couples	Out of scope	Statutory	£120	£120	£120	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<b>Certificates</b>						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) &amp; 36(4)-</i> For a certified copy issued by a registration authority at the time of Registration	Out of scope	Statutory	£4	£4	£4	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) &amp; 36(4)-</i> For a certified copy issued by a registration authority after the time of Registration	Out of scope	Statutory	£10	£10	£10	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) &amp; 36(4)-</i> For a certified extract issued by a registration authority at the time of Registration	Out of scope	Statutory	£4	£4	£4	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) &amp; 36(4)-</i> For a certified extract issued by a registration authority after the time of Registration	Out of scope	Statutory	£10	£10	£10	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) &amp; 36(4)-</i> For a certified copy or certified extract issued by the Registrar General	Out of scope	Statutory	£9.25	£9.25	£9.25	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<b>Notices</b>						

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004</i> c.33, Pt 2 c.1s. 34(1) & 36(4)- Attestation by an authorised person of the necessary declaration	Out of scope	Statutory	£35	£35	£35	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004</i> c.33, Pt 2 c.1s. 34(1) & 36(4)- Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for house-bound and detained persons	Out of scope	Statutory	£46 (housebound), £67 (detained)	£47 (housebound), £68 (detained)	£47 (housebound), £68 (detained)	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004</i> c.33, Pt 2 c.1s. 34(1) & 36(4)- Attestation by an authorised person of the necessary declaration under the special	Out of scope	Statutory	£3	£3	£3	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004</i> c.33, Pt 2 c.1s. 34(1) & 36(4)- Application to shorten the waiting period	Out of scope	Statutory	£28	£28	£28	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004</i> c.33, Pt 2 c.1s. 34(1) & 36(4)- Issue of Registrar-General's licence	Out of scope	Statutory	£15	£15	£15	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004</i> c.33, Pt 2 c.1s. 34(1) & 36(4)- On giving notice to a registration authority under the Civil partnership (Registration Abroad and Certificates) Order 2005, article 17(2) (certificate of no impediment)	Out of scope	Statutory	£35	£35	£35	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<b>Registration</b>						
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004</i> c.33, Pt 2 c.1s. 34(1) & 36(4)- Signing by the civil partnership registrar of the civil partnership a	Out of scope	Statutory	£46	£46	£46	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004</i> c.33, Pt 2 c.1s. 34(1) & 36(4)- Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound or detained person	Out of scope	Statutory	£79 (housebound), £86 (detained)	£81 (housebound), £88 (detained)	£81 (housebound), £88 (detained)	
Infrastructure Management & Operations	Community & Cultural Services	Registrations	<i>Civil Partnership Act 2004</i> c.33, Pt 2 c.1s. 34(1) & 36(4)- Attendance of the civil partnership registrar in whose presence the Registrar General's licence is issued	Out of scope	Statutory	£2	£2	£2	
Infrastructure Management & Operations	Community & Cultural Services	Coroners	<b>Fee for disclosure after an inquest</b>						
Infrastructure Management & Operations	Community & Cultural Services	Coroners	Document disclosed by a coroner by email to an interested person	Zero rated	Statutory	No Fee	No Fee	No Fee	Fees set by national legislation. We are not aware of any planned increases.
Infrastructure Management & Operations	Community & Cultural Services	Coroners	Document disclosed by a coroner as a paper copy to an interested person	Zero rated	Statutory	10 pages or less= £5 Each subsequent page= 50p	10 pages or less= £5 Each subsequent page= 50p	11 pages or less= £5 Each subsequent page= 50p	
Infrastructure Management & Operations	Community & Cultural Services	Coroners	Document disclosed in any other medium than email or paper copy	Zero rated	Statutory	£5 per document	£5 per document	£5 per document	
Infrastructure Management & Operations	Community & Cultural Services	Coroners	Transcription of an inquest hearing	Zero rated	Statutory	360 words or less= £6.20 361-1439 words= £13.10 Every 72 words over 1440= 70p	360 words or less= £6.20 361-1439 words= £13.10 Every 72 words over 1440= 70p	361 words or less= £6.20 361-1439 words= £13.10 Every 72 words over 1440= 70p	
Strategy & Development	Growth & Economy	Growth and Economy	<b>Growth and Development</b>						
Strategy & Development	Growth & Economy	Growth and Economy	Pre-Application Ecology and Biodiversity Enquiry	Standard (20%)	Non-statutory	£180 (Small), £225 (Medium), £330 (Large) £450 (Major), £600 (Strategic)	£185 (Small), £230 (Medium), £340 (Large) £460 (Major), £615 (Strategic)	Awaiting review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Pre-application planning advise on County Council matters including possible developer contributions sought. Standard report produced. (Additional work and attendance of meetings charged at hour rate below plus expenses.)	Standard (20%)	Non-statutory	£150 (Small), £500 (Medium), £700 (Large) £1,000 (Major), £1,500 (Strategic)	£250 for 5 scales of developments.	Awaiting review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	<b>Growth and Development-Transport and Highways</b>						

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Strategy & Development	Growth & Economy	Growth and Economy	Pre-Application Enquiry - Written advice in response to written enquiry	Standard (20%)	Non-statutory	£125 (Medium), £200 (Large) £250 (Major), £300 (Strategic)	Cost on application (Small) £130 (Medium), £205 (Large) £255 (Major), £310 (Strategic)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Pre-Application Enquiry - Meeting and written advice	Standard (20%)	Non-statutory	£240 (Medium), £450 (Large) £500 (Major), £550 (Strategic)	£245 (Medium), £460 (Large) £510 (Major), £565 (Strategic)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Local Plan Enquiry - Meeting and written advice	Standard (20%)	Non-statutory	£240 (Medium), £450 (Large) £500 (Major), £550 (Strategic)	£245 (Medium), £460 (Large) £510 (Major), £565 (Strategic)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Scoping TA - Transport Assessment Enquiry	Standard (20%)	Non-statutory	£300 (Large) £400 (Major), £500 (Strategic)	£210 (Medium), £310 (Large) £410 (Major), £510 (Strategic)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Review TA - Review pre-submission Draft Transport Assessment/TA Strategy	Standard (20%)	Non-statutory	£1,000 (Large) £1,500 (Major), £2,000 (Strategic)	£500 (Medium), £1,020 (Large) £1,530 (Major), £2,040 (Strategic)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Additional work	Standard (20%)	Non-statutory	£50/Hr plus expenses	£55/Hr plus expenses	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Historic Environment Team						
Strategy & Development	Growth & Economy	Growth and Economy	Pre-Application Enquiry	Standard (20%)	Non-statutory	£35 (Small), £75 (Medium), £100 (Large) £125 (Major), negotiation (Strategic)	To be quoted at £55 per hour	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Stage 1 Evaluation	Standard (20%)	Non-statutory	£150 (Small), £300 (Medium), £425 (Large) £500 (Major), negotiation (Strategic)	£150 (Small), £350 (Medium), £475 (Large) £750 (Major), negotiation (Strategic)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Stage 2 Investigation	Standard (20%)	Non-statutory	£250 (Small), £475 (Medium), £725 (Large) £925 (Major), negotiation (Strategic)	£300 (Small), £550 (Medium), £850 (Large) £1150 (Major), negotiation (Strategic)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Additional work	Standard (20%)	Non-statutory	£42.50/Hr plus expenses	£43.35/Hr plus expenses	£43.87/Hr plus expenses	
Strategy & Development	Growth & Economy	Growth and Economy	Historical Building Recording Pre-Application Enquiry	Standard (20%)	Non-statutory	£50.00	£50.00	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Historical Building Recording Photographic Survey	Standard (20%)	Non-statutory	£125.00	£175.00	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Historical Building Recording Project Levels 1&2	Standard (20%)	Non-statutory	£200.00	£300.00	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Historical Building Recording Levels 3&4	Standard (20%)	Non-statutory	£250.00	£500.00	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Historic Environment Record Searches Up to 1KM Radius (approximately 300 hectares)	Standard (20%)	Non-statutory	£100.00	£100.00	Awaiting Review (January to March)	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Strategy & Development	Growth & Economy	Growth and Economy	Historic Environment Record Searches Up to 2KM Radius (approximately 1250 hectares)	Standard (20%)	Non-statutory	£150.00	£150.00	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Historic Environment Record Searches Up to 4KM Radius (approximately 5000 hectares)	Standard (20%)	Non-statutory	£200.00	£200.00	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Historic Environment Record Searches larger than 4KM Radius (above approximately 5000 hectares)	Standard (20%)	Non-statutory	By Negotiation	Pending scheduled review February 2015.	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Historic Environment Record Searches Priority - response within 48 Hrs additional charge	Standard (20%)	Non-statutory	£25.00	£25.00	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Archive Storage Deposit	Standard (20%)	Non-statutory	£15.00	£15 per box (minimum charge £50)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Archive Storage Charge	Standard (20%)	Non-statutory	£60.00	£60 per box (minimum charge £50)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Travel for Cambridgeshire						
Strategy & Development	Growth & Economy	Growth and Economy	Pre-Application Enquiry - 1. General discussion on TP ; requirement, provision of info and sign-posting of further information sources; support and advice available (from TfC and elsewhere); advice on TPs adjacent/near the proposed development; advice on the monitoring requirement	Standard (20%)	Non-statutory	£55 (Small), £75 (Medium), £100 (Large) £125 (Major), negotiation (Strategic)	£105 (Large) £130 (Major), £150 (Strategic)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Pre-Application Enquiry- 2. All elements of 1. above, plus: Specific discussion on the development of the site travel plan having taken account of the outcome of the Transport Assessment; - Response/evaluation of first draft of TP with advice on improvements where necessary.	Standard (20%)	Non-statutory	£85 (Small), £225 (Medium), £325 (Large) £400 (Major), negotiation (Strategic)	£335 (Large) £410 (Major), negotiation (Strategic)	Awaiting Review (January to March)	



## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Strategy & Development	Growth & Economy	Growth and Economy	Pre-Application Enquiry - 3. After elements 1. and/or 2. above responding and advising on improvements of further iterations of the draft TP with written feedback on how to improve the TP& meeting if necessary. Evaluation of final Travel Plan.	Standard (20%)	Non-statutory	£200(Small), £375 (Medium), £550 (Large) £750 (Major), negotiation (Strategic)	£150 (Large) £200 (Major), £250 (Strategic)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Monitoring Fee per year including TfC running the online Travel for Cambridgeshire Survey, analysiing results and providing written report feedback -Receiving Development Monitoring Report; providing written response and meeting if required	Standard (20%)	Non-statutory	N/A (Small), £750(Medium), £1300 (Large) £2500 (Major), negotiation (Strategic)	£750 (Large) £900 (Major), £1300 (Strategic)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Monitoring Fee per year (excluding TfW Survey) including receiving Development Monitoring Report, providing written response, and meeting if required	Standard (20%)	Non-statutory	£150(Small), £500 (Medium), £1000 (Large) £2000 (Major), negotiation (Strategic)	£500 (Large) £750 (Major), £900 (Strategic)	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	Travel for Work-Travel Plan Plus			By Negotiation			
Strategy & Development	Growth & Economy	Growth and Economy	Additional work	Standard (20%)	Non-statutory	£42.50/Hr plus expenses	£43.35/Hr plus expenses	£43.87/Hr plus expenses	
Strategy & Development	Growth & Economy	Growth and Economy	County Planning, Minerals and Waste						
Strategy & Development	Growth & Economy	Growth and Economy	Statutory fees external applicants	Standard (20%)	Statutory	Fees outlined below	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Statutory fees CCC applicants	Out of scope	Statutory	Fees outlined below	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Pre-apps Minerals and waste Planning	Standard (20%)	Non-statutory	Fees outlined below			
Strategy & Development	Growth & Economy	Growth and Economy	Full Applications (and First Submissions of Reserved Matters) Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery)	Standard (20%)	Statutory	Gross floor space to be created by the development -No increase in gross floor space or no more than 40 sq m - £195	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Strategy & Development	Growth & Economy	Growth and Economy	As above	Standard (20%)	Statutory	Gross floor space to be created by the development - More than 40 sq m but no more than 75 sq m - £385	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	As above	Standard (20%)	Statutory	Gross floor space to be created by the development - More than 75 sq m but no more than 3,750 sq m - £385 for each 75sq m or part thereof	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	As above	Standard (20%)	Statutory	Gross floor space to be created by the development -More than 3,750 sq m - £19,049 + £115 for each additional 75 sq m in excess of 3750 sq m to a maximum of £250,000	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Erection/alterations/replacement of plant and machinery	Standard (20%)	Statutory	Site area not more than 5 hectares - £385 for each 0.1 hectare (or part thereof)	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	As above	Standard (20%)	Statutory	Site area more than 5 hectares - £19,049 + additional £115 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250,000	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	County Planning, Minerals and Waste- Applications other than Building Works						
Strategy & Development	Growth & Economy	Growth and Economy	Car parks, service roads or other accesses	Standard (20%)	Statutory	For existing uses - £195	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)	Standard (20%)	Statutory	Site area not more than 15 hectares - £195 for each 0.1 hectare (or part thereof)	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Strategy & Development	Growth & Economy	Growth and Economy	As above	Standard (20%)	Statutory	Site area more than 15 hectares - £29,112 + £115 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £65,000	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Operations connected with exploratory drilling for oil or natural gas	Standard (20%)	Statutory	Site area not more than 7.5 hectares - £423 for each 0.1 hectare (or part thereof)	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	As above	Standard (20%)	Statutory	Site area more than 7.5 hectares - £31,725 + additional £126 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250,000	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Operations (other than exploratory drilling) for the winning and working of oil or natural gas	Standard (20%)	Statutory	Site area not more than 15 hectares - £214 for each 0.1 hectare (or part thereof)	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	As above	Standard (20%)	Statutory	Site area more than 15 hectares - £32,100 + additional £126 for each 0.1 in excess of 15 hectare up to a maximum of £65,000	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Other operations (winning and working of minerals) excluding oil and natural gas	Standard (20%)	Statutory	Site area not more than 15 hectares - £195 for each 0.1 hectare (or part thereof)	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	As above	Standard (20%)	Statutory	Site area more than 15 hectares - £29,112 + additional £115 for each 0.1 in excess of 15 hectare up to a maximum of £65,000	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Other operations (not coming within any of the above categories)	Standard (20%)	Statutory	Site area any site area - £195 for each 0.1 hectare (or part thereof) up to a maximum of £1,690 - £214 for each 0.1 hectare (or part thereof)	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Strategy & Development	Growth & Economy	Growth and Economy	As above	Standard (20%)	Statutory	Site area more than 15 hectares - £32,100 + additional £126 for each 0.1 in excess of 15 hectare up to a maximum of £65,000	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Other operations (winning and working of minerals) excluding oil and natural gas	Standard (20%)	Statutory	Site area not more than 15 hectares - £195 for each 0.1 hectare (or part thereof)	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	As above	Standard (20%)	Statutory	Site area more than 15 hectares - £29,112 + additional £115 for each 0.1 in excess of 15 hectare up to a maximum of £65,000	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Other operations (not coming within any of the above categories)	Standard (20%)	Statutory	Site area any site area - £195 for each 0.1 hectare (or part thereof) up to a maximum of £1,690	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	County Planning, Minerals and Waste-Lawful Development Certificate						
Strategy & Development	Growth & Economy	Growth and Economy	LDC – Existing Use - in breach of a planning condition	Standard (20%)	Statutory	Same as Full	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	LDC – Existing Use LDC - lawful not to comply with a particular condition	Standard (20%)	Statutory	£195.00	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	LDC – Proposed Use	Standard (20%)	Statutory	Half the normal planning fee	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	County Planning, Minerals and Waste-Prior Approval						
Strategy & Development	Growth & Economy	Growth and Economy	Proposed Change of Use to State Funded School or Registered Nursery	Standard (20%)	Statutory	£80.00	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	Standard (20%)	Statutory	£80.00	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	County Planning, Minerals and Waste-Approval/Variation/Discharge of Condition						
Strategy & Development	Growth & Economy	Growth and Economy	Application for removal or variation of a condition following grant of planning permission	Standard (20%)	Statutory	£195.00	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Strategy & Development	Growth & Economy	Growth and Economy	Request for confirmation that one or more planning conditions have been complied with	Standard (20%)	Statutory	£28 per request for Householder otherwise £97 per request	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Other Changes of Use of a building or land	Standard (20%)	Statutory	£385.00	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	<b>County Planning, Minerals and Waste- Application for a New Planning Permission to Replace an Extant Planning Permission</b>						
Strategy & Development	Growth & Economy	Growth and Economy	Applications in respect of major developments	Standard (20%)	Statutory	£575.00	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	Applications in respect of other developments	Standard (20%)	Statutory	£195.00	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	<b>County Planning, Minerals and Waste- Application for a Non-material Amendment Following a Grant of Planning Permission</b>						
Strategy & Development	Growth & Economy	Growth and Economy	Applications in respect of other developments	Standard (20%)	Statutory	£195.00	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	
Strategy & Development	Growth & Economy	Growth and Economy	<b>County Planning, Minerals and Waste- Discretionary Charges</b>						
Strategy & Development	Growth & Economy	Growth and Economy	Written advice in response to a written enquiry	Standard (20%)	Non-statutory	£190.00	£150.00	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	One meeting with Planning Officer at Shire Hall followed by written advice at Shire Hall followed by written advice	Standard (20%)	Non-statutory	£238.00	£288.00	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	One follow up meeting at Shire Hall with Planning Officer	Standard (20%)	Non-statutory	£190.00	£228.00	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	One meeting on site by Planning Officer followed by written advice	Standard (20%)	Non-statutory	£332.00	£402 + Travel	Awaiting Review (January to March)	
Strategy & Development	Growth & Economy	Growth and Economy	<b>County Planning, Minerals and Waste- Other Charges</b>						
Strategy & Development	Growth & Economy	Growth and Economy	Site Monitoring fees	Standard (20%)	Statutory	Variable	Set by Dept. for Communities and Local Gov	Set by Dept. for Communities and Local Gov	

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Strategy & Development	Growth & Economy	Growth and Economy	<b>Flood and Water - Ordinary watercourse consenting</b>						
Strategy & Development	Growth & Economy	Growth and Economy	Ordinary water Consenting Charge	Standard (20%)	Statutory	£50.00	Set by Defra	Set by Defra	
Strategy & Development	Growth & Economy	Growth and Economy	<b>Flood and Water - Ordinary Watercourse Consenting Pre-application charging schedule</b>						
Strategy & Development	Growth & Economy	Growth and Economy	Written advice in response to a written enquiry	Standard (20%)	Non-statutory		n/a (Access Culverts ≤ 6M) , £50 (All other Structures)	Awaiting Review	
Strategy & Development	Growth & Economy	Growth and Economy	Meeting and written advice with Officer at the Council Office	Standard (20%)	Non-statutory		n/a (Access Culverts ≤ 6M) , £75 (All other Structures)	Awaiting Review	
Strategy & Development	Growth & Economy	Growth and Economy	Meeting on site with an officer followed by written advice.	Standard (20%)	Non-statutory		£50 (Access Culverts ≤ 6M) , £100 (All other Structures)	Awaiting Review	
Strategy & Development	Growth & Economy	Growth and Economy	Additional work	Standard (20%)	Non-statutory		£50/hr plus expenses (£0.45/mileage)	Awaiting Review	
Strategy & Development	Growth & Economy	Growth and Economy	<b>Flood and Water - Surface Water Flood Risk Planning Pre-application Advice</b>						
Strategy & Development	Growth & Economy	Growth and Economy	Written advice in response to a written enquiry	Standard (20%)	Non-statutory		£125 (Medium), £200 (Large), £250 (Major), £300 (Strategic).	Awaiting Review	
Strategy & Development	Growth & Economy	Growth and Economy	Meeting to scope and agree content of drainage strategy	Standard (20%)	Non-statutory		£115 (Medium), £175 (Large), £225 (Major), 275 (Strategic)	Awaiting Review	
Strategy & Development	Growth & Economy	Growth and Economy	Meeting and written advice including review of drainage strategy	Standard (20%)	Non-statutory		£240 (Medium), £450 (Large), £500 (Major), £550 (Strategic)	Awaiting Review	
Strategy & Development	Growth & Economy	Growth and Economy	Meeting on site with an officer followed by written advice.	Standard (20%)	Non-statutory		£330 (Medium), £500 (Large), £550 (Major), £600 (Strategic)	Awaiting Review	
Strategy & Development	Growth & Economy	Growth and Economy	Additional work	Standard (20%)	Non-statutory		£50/hr plus expenses (£0.45/mileage)	Awaiting Review	
Strategy & Development	Passenger Transport	Passenger Transport	<b>Passenger Transport</b>						
Strategy & Development	Passenger Transport	Passenger Transport	Section 19 permits	Zero rated	Non-statutory	£5	£11	£11	Proposed increase to bring CCC in line with the amount charged by VOSA
Strategy & Development	Passenger Transport	Passenger Transport	Park and ride departure charge	Zero rated	Non-statutory	£2 per bus departing from P&R	£2 per bus departing from P&R	£2 per bus departing from P&R	Standard departure charge for use of P&R sites
Strategy & Development	Passenger Transport	Passenger Transport	Other concessions	Zero rated	Non-statutory	Coach booking fees £10, cycle lockers £10 per month, car boot £14k p/a	Coach booking fees £10, cycle lockers £10 per month, car boot £14k p/a	Coach booking fees £10, cycle lockers £10 per month, car boot £14k p/a	Standard coach booking fee and cycle locker fees
Strategy & Development	Passenger Transport	Passenger Transport	Park and ride car parking charges	Standard (20%)	Non-statutory	£1 per vehicle parking charge	£1 per vehicle parking charge	£1 per vehicle parking charge	New £1 per vehicle charge for P&R sites

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Strategy & Development	Passenger Transport	Passenger Transport	Park and ride advertising	Standard (20%)	Non-statutory	Between £115 and £175 per week	Between £115 and £175 per week	Between £115 and £175 per week	Advertising concession to media company for advertising on shelters on Busway and P&R
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	Transport Modelling						
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	Up to 499 units residential and up to 18,000 sqm B1/commercial	Standard (20%)	Non-statutory	Saturn= £3000 CSRM=£5000	Saturn= £3000 CSRM=£5000	Saturn= £3000 CSRM=£5000	
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	500-749 units residential and up to 35,000 sqm B1 commercial	Standard (20%)	Non-statutory	Saturn= £6000 CSRM=£10,000	Saturn= £6000 CSRM=£10,000	Saturn= £6000 CSRM=£10,000	
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	750-999 units residential and up to 70,000 sqm B1 commercial	Standard (20%)	Non-statutory	Saturn= £9000 CSRM=£15,000	Saturn= £9000 CSRM=£15,000	Saturn= £9000 CSRM=£15,000	
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	1000-1499 units residential and up to 100,000 sqm B1 commercial	Standard (20%)	Non-statutory	Saturn= £12,000 CSRM=£20,000	Saturn= £12,000 CSRM=£20,000	Saturn= £12,000 CSRM=£20,000	
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	1500-1999 units and up to 130,000 sqm B1 commercial	Standard (20%)	Non-statutory	Saturn= £15,000 CSRM=£25,000	Saturn= £15,000 CSRM=£25,000	Saturn= £15,000 CSRM=£25,000	
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	2000-2499 units and up to 150,000 sqm B1 commercial	Standard (20%)	Non-statutory	Saturn= £18,000 CSRM=£30,000	Saturn= £18,000 CSRM=£30,000	Saturn= £18,000 CSRM=£30,000	
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	2500-2999 units and up to 170,000 sqm B1 commercial	Standard (20%)	Non-statutory	Saturn= £21,000 CSRM=£35,000	Saturn= £21,000 CSRM=£35,000	Saturn= £21,000 CSRM=£35,000	
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	3000-3499 units and up to 200,000 sqm B1 commercial floor space	Standard (20%)	Non-statutory	Saturn= £24,000 CSRM=£40,000	Saturn= £24,000 CSRM=£40,000	Saturn= £24,000 CSRM=£40,000	
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	3500-3999 units and up to 230,000 sqm B1 commercial floor space	Standard (20%)	Non-statutory	Saturn= £27,000 CSRM=£45,000	Saturn= £27,000 CSRM=£45,000	Saturn= £27,000 CSRM=£45,000	
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	4000-4499 units and up to 270,000 sqm B1 commercial floor space	Standard (20%)	Non-statutory	Saturn= £30,000 CSRM=£50,000	Saturn= £30,000 CSRM=£50,000	Saturn= £30,000 CSRM=£50,000	
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	4500-4999 units and up to 300,000 sqm B1 commercial floor space	Standard (20%)	Non-statutory	Saturn= £33,000 CSRM=£55,000	Saturn= £33,000 CSRM=£55,000	Saturn= £33,000 CSRM=£55,000	
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	Other	Standard (20%)	Non-statutory	Price on application	Price on application	Price on application	
Strategy & Development	Transport & Infrastructure Policy & Funding	Transport and Infrastructure Policy and Funding	Any requested run of a transport model	Standard (20%)	Non-statutory	Bespoke service cost to be negotiated on a case by case basis reflecting time and complexity	Bespoke service cost to be negotiated on a case by case basis reflecting time and complexity	Bespoke service cost to be negotiated on a case by case basis reflecting time and complexity	
Executive Director	Business Support	ETE Policy and Business Development	Accident and Traffic Data						

## Appendix 2: Schedule of Fees & Charges

Service Area: Economy, Transport and Environment Services

Directorate	Policy Line	Service	Description of charge	VAT rating	Statutory / Non-Statutory	2014-15 Charge (£)	2015-16 Charge (£)	2016-17 Charge (£)	Additional information (2015-16)
Executive Director	Business Support	ETE Policy and Business Development	Accident data requests	Standard (20%)	Non-statutory	£110 plus VAT minimum fee	£112.50 plus VAT minimum fee	£113.85 plus VAT minimum fee	2% inflation increase
Executive Director	Business Support	ETE Policy and Business Development	Charges for traffic count data	Standard (20%)	Non-statutory	£110 plus VAT for a standard link count	£112.50 plus VAT minimum fee	£113.85 plus VAT minimum fee	2% inflation increase



## **HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE**

### **COMMUNITY IMPACT ASSESSMENTS**

<b><u>Reference</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
<b>B/R.6.002</b>	Centralise Business support posts across Economy Transport and Environment (ETE)	3
<b>B/R.6.101</b>	Transfer Cromwell Museum to a charitable trust	6
<b>B/R.6.102</b>	Rationalise business support in highway depots to a shared service.	9
<b>B/R.6.103</b>	Implementation of a self-funding model and rationalisation of management bands to increase road safety efficiency	12
<b>B/R.6.105</b>	Restructure and Transform Supporting Business and Communities	15
<b>B/R.6.106</b>	Downscale the team managing the streetlighting PFI contract	18
<b>B/R.6.109</b>	Switch off streetlights in residential areas between at least midnight and 6am	23
<b>B/R.6.110</b>	Reduce Rights of Way (RoW) provision.	27
<b>B/R.6.112</b>	Reduce Service Levels in Archives	30
<b>B/R.6.114</b>	Withdraw County Council funding for school crossing patrols.	35
<b>B/R.6.116</b>	Remove community grants	38
<b>B/R.6.118</b>	Reduce Winter Maintenance	42
<b>B/R.6.119</b>	Reduce the opening hours of larger libraries, and withdraw funding from a number of smaller community libraries. Reduce front line staffing numbers accordingly.	45
<b>B/R 6.120</b>	Reduce library management and systems support and stock (book) fund	49

<b>B/R 6.121</b>	Withdraw funding for the four mobile libraries	54
<b>B/R 6.124</b>	Highways cyclic maintenance	67
<b>B/R 6.125</b>	Highways reactive maintenance	67
<b>B/R 6.124</b> <b>B/R 6.125</b>	Reduce staff following reduction in provision of highway maintenance services.	70
<b>B/R.7.101</b>	Increase charges for registration services	73
<b>B/R.7.104</b>	Increase highway charges to cover costs.	76
<b>B/R.7.107</b>	Increase on-street car parking charges in Cambridge, Huntingdon, St Ives and St Neots.	79
<b>B/R.7.108</b>	Extend the hours of enforcement of bus lanes and increase the number of bus lanes being enforced in Cambridge city from 1 April 2016.	82
<b>B/R.7.109</b>	Introduce a charge for all events using the highway.	85
<b>B/R.7.114</b>	Introduce Streetlighting attachment policy	88

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
ETE Cross-Directorate		Name: Celia Melville .....  Job Title: Head of Policy and Business Development.....  Contact details: 01223 715659 .....  Date completed: .....  Date approved: .....
Service / Document / Function being assessed		
Centralise Business support posts across Economy Transport and Environment (ETE)		
Business Plan Proposal Number (if relevant)	B/R.6.002	
Aims and Objectives of Service / Document / Function		
<p>Business support roles are present in all Services in ETE. They provide support to the Services on a range of tasks, some generic and others more specialised to the Service within which they are based.</p>		
What is changing?		
<p>Since the move of all services out of Castle Court into Shire Hall, the majority of ETE Services are located in close proximity on the top floor of the building. This presents an opportunity to review the current business support arrangements, with a view to considering how support is provided to Services. The work to develop this proposal is at an early information gathering stage, however it is anticipated that options will be devised where roles are brought together into a central resource. This might be based on consolidating functions into certain roles, such as finance, although this is far from definite.</p> <p>The savings figures for the business plan proposal are £25k in 2016/17 and £20k in 2017/18. The allocation across two financial years is based on the changes being brought in part way through 2016/17, with the remainder of the savings being secured the follow year.</p> <p>There will be changes to job descriptions and roles, line management arrangements and structure. The Council's human resource procedures will be followed in order to mitigate the impact of these changes on individuals. A restructure consultation will be launched outlining the proposed changes</p> <p>There will be no impact on any of the protected characteristic.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
<b>Celia Melville, Head of Policy and Business Development</b> <b>Tamar Oviatt-Ham, Business Development Manager</b>		

**What will the impact be?**

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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.

<b>Positive Impact</b>
N/A
<b>Negative Impact</b>
N/A
<b>Neutral Impact</b>
N/A
<b>Issues or Opportunities that may need to be addressed</b>
<p>It will be important to align with the implementation of other business plan proposals to ensure options do not contradict one another.</p> <p>Also, the opportunity presented by posts becoming vacant and then not be replaced should also be taken into account.</p>

**Community Cohesion**

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

N/A

**Version Control**

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
ETE / IMO / C&CS		Name: Alan Akeroyd .....  Job Title: Archives and Local Studies Manager  Contact details: alan.akeroyd@cambridgeshire.gov.uk  Date completed: 21.10.15  Date approved: .....	
Service / Document / Function being assessed			
Transfer Cromwell Museum to a charitable trust			
<b>Business Plan Proposal Number (if relevant)</b>	<b>B/R.6.101</b>		
Aims and Objectives of Service / Document / Function			
<p>The Cromwell Museum in Huntingdon commemorates the life and impact of Oliver Cromwell (1599-1658). It is the only museum directly provided by Cambridgeshire County Council, and therefore has an anomalous position with regards to other CCC services and with other museums within Cambridgeshire. The Museum was not set up by the County Council, but was instead created by the former Huntingdonshire County Council, and was inherited by CCC in 1974.</p> <p>This impact assessment concerns the transfer of the Cromwell Museum in Huntingdon, currently a directly provided CCC service, to an independent charitable trust</p>			
What is changing?			
<p>In 2013 Full Council agreed to transfer the running of the Museum to an independent charitable trust with effect from 1 April 2016. Officers have been working on setting up the trust so that it can operate successfully from that date. Five trustees have been appointed to a shadow board, including the MP for Huntingdon.</p> <p>We anticipate that the creation of the Cromwell Museum trust will result in a fresh lease of life for the Museum. The trustees have excellent experience of fund-raising and community engagement, and have constructive opinions on how the Museum can grow in the medium to long term future.</p> <p>The collections will remain in the ownership of CCC or on loan to CCC. The grade II* listed building in which the museum is located will transfer to Huntingdon Town Council who will maintain the building and lease it at a peppercorn to the museum trust.</p>			
Who is involved in this impact assessment?			
e.g. Council officers, partners, service users and community representatives.			
CCC Officers: Alan Akeroyd, Archives and Local Studies Manager Christine May, Head of Community and Cultural Services			

Stakeholder bodies have been involved throughout the project to set up the trust, including representatives of the Friends of the Cromwell Museum, the Cromwell Association, the Arts Council, Huntingdon Town Council, and the Cromwell Museum Management Committee.

### What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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.

<b>Positive Impact</b>
N/A
<b>Negative Impact</b>
N/A
<b>Neutral Impact</b>
The transfer of the Museum service to the Trust is expected to have neutral impact on the protected characteristics listed above.
<b>Issues or Opportunities that may need to be addressed</b>

The Cromwell Museum is the only tourist attraction in Huntingdon, and draws about 10,000 visitors each year. If the Cromwell Museum Trust is successful then the number of visitors to the area could increase, with benefits to the local economy and to civic pride as a consequence.

It is possible that the Trust may be unsuccessful and that the Museum therefore closes, and may need to sell or otherwise dispose of its assets. In order to minimise the effects of this risk the decision has been made to keep the original items in the collection in the ownership of CC or on loan with CCC.

In order to reduce the financial burden on the fledgling trust, the Museum building and any ancillary offices and spaces will be offered to the trust for a peppercorn rent by Huntingdon Town Council.

## Community Cohesion

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

NA

## Version Control

Version no.	Date	Updates / amendments	Author(s)
1	14.10.2015		Alan Akeroyd



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.Lumley@cambridgeshire.gov.uk">Richard.Lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....	
Service / Document / Function being assessed			
Rationalise business support in highway depots to a shared service.			
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.102		
Aims and Objectives of Service / Document / Function			
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of rationalising business support in highway depots to a shared service.</p>			
What is changing?			
<p>The business planning option put forward is for a £50k saving, split £25k 2016/17 and 2017/18, which is the equivalent of two Business Support Assistant posts.</p> <p>The team is currently carrying one vacancy and therefore it is proposed that for 2016/17 this vacancy is offered up as a saving.</p> <p>2017/18 will see the commencement of the new Highway Services Contract, which seeks to achieve significant efficiencies across the highway function, resulting in a single service. It is envisaged that as part of the new contract there will be a reduction in the number of highway depots, as well as a step change in the way in which highway services are delivered.</p> <p>The reduced number of depots will also remove the need to retain the same number of Business Support Assistants, therefore the second £25k saving will be made at the start of 2017/18.</p>			

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

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

Undertaking the assessment:

Head of Local Infrastructure and Street Management  
LISM Business Support & Finance Manager

**What will the impact be?**

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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**

The changes are not expected to have any impact on the protected characteristics.

**Negative Impact**

The changes are not expected to have any impact on the protected characteristics.

**Neutral Impact**

The changes are not expected to have any impact on the protected characteristics.

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

Provided that the £50k saving is made as described at the start of this assessment, i.e. split equally over the first two years, then there will be no issues that need to be addressed. The opportunity will arise through the new highway services contract, for a redesigned highway service and the anticipated efficiencies that will be realised through the partnership.

## Community Cohesion

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

The changes are not expected to have any impact on community cohesion.

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.Lumley@cambridgeshire.gov.uk">Richard.Lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....	
Service / Document / Function being assessed			
Implementation of a self-funding model and rationalisation of management bands to increase road safety efficiency			
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.103		
Aims and Objectives of Service / Document / Function			
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of increasing the efficiency of the road safety service, through implementation of a self-funding model in collaboration with the Cambridgeshire &amp; Peterborough Road Safety Partnership and restructure of the road safety team.</p>			
What is changing?			
<p>Road Safety comprises the Education and Engineering teams. The statutory requirement is for the investigation of the causes of accidents. Currently the Education team is funded from a grant from Public Health; however there is a high likelihood that this grant will reduce. Therefore the activities carried out by the team will have to be scaled back accordingly:</p> <ul style="list-style-type: none"> <li>Remove radio campaigns;</li> <li>Reduce educational materials;</li> <li>Reduce marketing;</li> <li>Create a financially self-sustainable Cambridgeshire &amp; Peterborough Road Safety Partnership.</li> </ul>			

The proposed efficiencies identified as part of the business plan will result in the loss of the Road Safety Manager post and a re-structure of the team, with integration of the engineering team within Local Projects.

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

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

Undertaking the assessment:

Head of Local Infrastructure and Street Management  
Road Safety Manager  
Service Manager – Local Projects  
Team Leader Road Safety Education  
Lead Road Safety Engineer  
Peterborough City Council  
Cambridgeshire Constabulary

#### What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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

The changes are not expected to have any impact on the protected characteristics.

#### Negative Impact

Age - the radio campaigns, educational materials, marketing etc. are aimed at specific age groups (depending on the campaign), therefore there could potentially be a negative impact on young people (less experienced road users), older people (older drivers and increased vulnerability) etc. Reducing radio campaigns, educational materials, marketing work etc. arguably reduces the level of opportunity for influencing behaviour.

#### **Neutral Impact**

The changes are not expected to have any impact on the protected characteristics.

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

Whilst the public health grant remains in place it is possible to continue to provide a positive road safety education service, however as the grant is likely to reduce and could well be removed completely, the need to identify alternative funding sources is critical. The opportunity to retain this service is through the Cambridgeshire & Peterborough Road Safety Partnership.

Restructuring the Road Safety team will increase road safety scheme project delivery efficiency and bring in line with the delivery of other highway schemes.

#### **Community Cohesion**

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

The changes are not expected to have any impact on community cohesion.

#### **Version Control**

<b>Version no.</b>	<b>Date</b>	<b>Updates / amendments</b>	<b>Author(s)</b>

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Supporting Businesses and Communities (SBC)		Name: Aileen Andrews  Job Title: Acting Head of Supporting Businesses and Communities
Service / Document / Function being assessed		Contact Details: 01954 284659 <a href="mailto:Aileen.Andrews@cambridgeshire.gov.uk">Aileen.Andrews@cambridgeshire.gov.uk</a>
Restructure and transform the Supporting Businesses and Communities service		
<b>Business Plan Proposal Number (if relevant)</b>	<b>B/R.6.105</b>	
Aims and Objectives of Service / Document / Function		
<p>The Supporting Businesses and Communities service, (SBC), plays a key role in bringing together various service elements that directly address the needs of Cambridgeshire's diverse communities. As many elements of the service's work often target the same outcomes, the service is made up of multi-skilled teams which can be deployed across a range of activities, in order to better engage with the county's communities, shape growth and deliver efficiencies.</p> <p>The service is currently structured around two key functions:</p> <p><b>Supporting Businesses</b></p> <p>The service works to support businesses to grow and prosper by providing advice and information to help them understand, apply and adhere to relevant legislation. Work is also undertaken to ensure that businesses identified as 'high risk' are compliant, to ensure public safety. The Trading Standards service is delivered by the Supporting Businesses &amp; Communities service.</p> <p><b>Supporting Communities</b></p> <p>The service protects vulnerable residents, helping them to feel safe and live independently by raising awareness of scams and rogue traders to prevent financial and emotional harm. The service also prosecutes those who do target the county's residents with criminal trading practices. The service encourages participation in community led activities and events to support the development of community resilience and encourage a community approach where they are able to help and support the more vulnerable.</p> <p>The service also undertakes direct work with vulnerable people and supports people to make healthy, informed and enriched lifestyle choices by tackling underage or illicit smoking and drinking. The service also protects the local environment by working in partnership with District Partners to minimise the impact of waste disposal.</p> <p>This Community Impact Assessment covers the impact of a full service redesign of the Supporting Businesses and Communities service.</p>		
What is changing?		

The service is restructuring to create efficiencies by better aligning functional service delivery, and within it the number of management posts will be reduced. This will include the Head of Service and two Lead Officer posts.

This approach will support the protection of front line service delivery and the impact of the budget reduction has been further mitigated by development of a commercial approach to providing business advice and financial investigations, generating further income and reducing the pressure from the revenue budget.

Functional service delivery will be based upon meeting statutory responsibility in regards to Trading Standards legislation and fully aligning community focussed service delivery with the Operating Model and key Council Priorities. Where appropriate, service delivery will be joined with that of other teams to produce further efficiencies. In particular, service delivery for prevention and protection against scams and rogue traders and developing resilience through community participation will be joined with that of Community and Cultural Services.

The service will be split into two areas, one being the delivery of the statutory Trading Standards function, with a view to this becoming part of a wider joint regulatory service model with District partners. The second area will cover community focussed preventative protection and community participation, to develop and embed community resilience at the heart of Cambridgeshire's communities.

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

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

Acting Head of Supporting Businesses and Communities  
Operations Manager

#### **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		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

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



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**

The changes are not expected to have any positive impact on the protected characteristics.

#### **Negative Impact**

The changes are not expected to have any identifiable impact on the protected characteristics.

#### **Neutral Impact**

The changes are expected to have a neutral impact on the protected characteristics. The redesign of services currently undertaken by Supporting Business & Communities has ensured that a minimum statutory service will be delivered and that Council key priorities will be met for all Cambridgeshire residents and businesses

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

Although the proposed restructure has been designed to minimise the impact on front line service delivery, the reductions could impact on the Trading Standards service's ability to effectively respond to a serious case of animal disease outbreak. The reduction may also impact on the Community Service's ability to effectively develop community resilience, and communities may not be able to take on a leading role in providing support through planned initiatives for example the good neighbour scheme to support those more vulnerable of society.

#### **Version Control**

<b>Version no.</b>	<b>Date</b>	<b>Updates / amendments</b>	<b>Author(s)</b>

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment (ETE)  Assets and Commissioning (A&C)		Name: Tom Blackburne-Maze  Job Title: Head of Assets and Commissioning  Contact Details: (01223) 699772 <a href="mailto:Tom.Blackburne-Maze@cambridgeshire.gov.uk">Tom.Blackburne-Maze@cambridgeshire.gov.uk</a>	
Service / Document / Function being assessed		Date Completed:  Date Approved:	
Downscale the team managing the streetlighting private finance initiative (PFI) contract			
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.106		
Aims and Objectives of Service / Document / Function			
<p>The Streetlighting Private Finance Initiative (PFI) Contract will provide the communities of Cambridgeshire with a sustainable streetlighting service that will:</p> <ul style="list-style-type: none"> <li>Reduce energy consumption by approximately 46%.</li> <li>Introduce more efficient white lights in residential areas which have better colour rendering ability.</li> <li>Provide conversion of every illuminated bollard to solar powered or highly reflective.</li> <li>Provide a central management system that will allow lighting to be remotely monitored and adjusted.</li> <li>Provide improved performance and response times to faults and emergencies.</li> <li>Provide reduced hours of illumination and dimming of lights when traffic and pedestrian flows are low.</li> <li>Provide conversion of illuminated signs to light emitting diode (LED).</li> </ul> <p>The PFI Contract will be in place for a duration of 25 years, from 2011 until 2036). The first five years (2011- 2016) are the core investment period, when the Council's streetlights, illuminated signs and bollards are all upgraded or permanently removed. The County Council receives Central Government funding from the Department for Transport (DfT) in the form of PFI Credits and is responsible for the management and monitoring the performance of the PFI Contractor and a number of responsibilities and functions retained by the County Council. These include responding to communities', residents' and stakeholders' questions, concerns and complaints and the management of energy use by the Council's owned assets and those also owned by Parish Councils. It also includes the identification, development and implementation of future savings proposals and policy changes such as part night lighting and attachments to the assets.</p>			

### **What is changing?**

This Community Impact Assessment covers the proposal to reduce the number of County Council staff responsible for the management and monitoring of the PFI Contractor and functions retained by the County Council. In 2016/17, it is proposed that the post of Commission Manager will be deleted. The Commission Manager is responsible for this service. It is proposed that one Commission Officer post will be deleted during 2017/18.

- The Core Investment Period is due to complete on 30<sup>th</sup> June 2016, meaning that the majority of County Council owned assets will have been upgraded or permanently removed by this date. Approximately 2,700 streetlights, adopted by the Council since the start of the PFI Contract and which do not form part of the PFI upgrade programme, will not have been upgraded
- The Council is proposing to switch off streetlights in most residential areas, along footpaths and non-traffic routes throughout Cambridgeshire on the Central Management System (CMS) between 12.00pm and 6.00am. Those not on the CMS will not have been upgraded to be switched off.
- The Council is also proposing to increase the dimming of all streetlights on the CMS by up to 60% at all times between switch-on and switch-off. Those not on the CMS will not have been upgraded to be dimmed further.
- The Council is proposing to implement a street lighting attachments policy which will receive, consider and approve/decline requests to attach objects to streetlighting furniture.

This proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from Cambridgeshire's communities regarding the savings proposals which have been considered in community impact assessments B/R.6.109 (Switch off streetlights in residential areas between at least midnight and 6am) and B/R.7.114 (introduce street lighting attachment policy) and any future proposals needed to deliver future savings needs.

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

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

Executive Director: Economy, Transport and Environment  
Service Director: Infrastructure Management and Operations  
Head of Assets and Commissioning

## What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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

The changes are not expected to have any positive impacts on the protected characteristics.

### Negative Impact

Whilst the provision of streetlighting is not a statutory requirement, where streetlighting has been provided, many of our communities view any change to the existing service as being negative. This has already been recently experienced strongly during the existing PFI Core Investment period which has permanently removed 10% of the County Council's existing streetlights. This has been received most negatively by communities where age, disability, rural isolation or deprivation is prevalent and it is likely that these protected characteristics will perceive an even greater negative impact to the service changes proposed. This proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from the community regarding savings proposals which will be perceived as a service reduction and could further increase the negative impact of the proposal itself.

### Age and Disability

The potential service changes introducing part night lighting, B/R.6.109, are most likely to affect those communities with the protected characteristics of age and disability where streetlighting is seen as an essential service. Further switching off or dimming is likely to be seen as adversely affecting their personal health and safety. This proposal will reduce the ability and capacity of

the County Council to consider and respond to requests, concerns and complaints from the Community regarding savings proposals which will be perceived as a service reduction and could further increase the negative impact of the proposal itself.

### **Rural Isolation and Deprivation**

Whilst the safety of our highway network will remain our highest priority, the largest proportion of our highway network is classified as rural where the standards of streetlighting are already the lowest. The potential changes to the level of service provided in these rural locations through part night lighting, B/R.6.109, has the potential to impact on a large number of people, leaving them feeling more isolated, including the more vulnerable who rely on streetlighting to make them feel safe at night-time. This proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from the Community regarding savings proposals which will be perceived as a service reduction and could further increase the negative impact of the proposal itself.

### **Sex**

There is the perception that the service changes introducing part night lighting, B/R.6.109, will have a greater impact on women than men. There is the potential for some women to feel threatened by darkness and more concerned about their personal security and safety and this could lead to isolation. This proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from the Community regarding savings proposals which will be perceived as a service reduction and could further increase the negative impact of the proposal itself.

### **Neutral Impact**

The changes are expected to have any neutral impact on the following protected characteristics;

- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

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

The proposal to introduce a street lighting attachments policy, B/R.7.114, is also likely to be received negatively. As attachments have been able to be made in the past without any fee or enforcement, communities are likely to perceive this impact as being negative.

This proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from the Community regarding savings proposals which will be perceived as a service reduction and could further increase the negative impact of the proposal itself.

### **Community Cohesion**

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

As the proposal to introduce part night lighting affects residential roads, B/R.6.109, this could have a negative impact upon community cohesion where residents feel unsafe to leave their homes during hours of darkness whilst the heaviest used traffic routes continue to be lit.

The proposal to introduce a street lighting attachments policy, B/R.7.114, will affect all County Council owned streetlights in all communities where many have been able to attach any object to streetlights without having to apply for a license. Whilst this does not automatically prevent objects being attached to streetlights, many communities may feel that this reduces their ability to provide community based facilities.

This reduction in staffing proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from the Community regarding savings proposals which will be perceived as a service reduction and could further increase the negative impact of the proposal itself.

### Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment  Assets and Commissioning		Name: Tom Blackburne-Maze  Job Title: Head of Assets and Commissioning  Contact Details: 01223 699772 <a href="mailto:Tom.Blackburne-maze@cambridgeshire.gov.uk">Tom.Blackburne-maze@cambridgeshire.gov.uk</a>
Service / Document / Function being assessed		
Switch off streetlights in residential areas between at least midnight and 6am		
Business Plan Proposal Number (if relevant)	B/R.6.109	
Aims and Objectives of Service / Document / Function		
<p>The Streetlighting PFI Contract will provide the communities of Cambridgeshire with a sustainable streetlighting service that will:</p> <ul style="list-style-type: none"> <li>Reduce energy consumption by approximately 46%.</li> <li>Introduce more efficient white lights in residential areas which have better colour rendering ability.</li> <li>Provide conversion of every illuminated bollard to solar powered or highly reflective.</li> <li>Provide a central management system that will allow lighting to be remotely monitored and adjusted.</li> <li>Provide improved performance and response times to faults and emergencies</li> <li>Provide reduced hours of illumination and dimming of lights when traffic and pedestrian flows are low.</li> <li>Provide conversion of illuminated signs to LED.</li> </ul> <p>This Community Impact Assessment covers the impact of further savings needed to the street lighting provision over and above the savings achieved through the PFI Contract.</p>		
What is changing?		
<p>The 2015-20 Business Plan identified the need to deliver an additional £174,000 of energy savings in 2015/16 and a further £98,000 in 2016/17. The 2015/16 savings were deferred until 2016/17 meaning that £272,000 of savings are needed to be delivered in 2016/17. This can only be delivered by:</p> <ul style="list-style-type: none"> <li>Switching off streetlights in most residential areas, footpaths and non-traffic routes throughout Cambridgeshire on the Central Management System between 12.00pm and 6.00am.</li> <li>Increasing the dimming of all streetlights on the Central Management System by up to 60% at all times between switch-on and switch-off.</li> </ul>		
Who is involved in this impact assessment?		

Tom Blackburne-Maze - Head of Assets and Commissioning  
 John Onslow - Service Director: Infrastructure Management & Operations  
 Graham Hughes – Executive Director: Economy, Transport and the Environment  
 Officers from Assets and Commissioning Service  
 Staff from our service provider Balfour Beatty  
 Cambridgeshire Safety Partnership  
 District, City, Town and Parish Councils

## 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			✓
Disability			✓
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

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

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

The changes are not expected to have any positive impacts on the protected characteristics.

### Negative Impact

Whilst the provision of streetlighting is not a statutory requirement, where streetlighting has been provided many of our communities view any change to the existing service as being negative. This has already been recently experienced strongly during the existing PFI Core Investment period which has permanently removed 10% of the County Council's existing streetlights. This has been received most negatively by communities where age, disability, rural isolation or deprivation is prevalent and it is likely that these protected characteristics will perceive an even greater negative impact to the service changes proposed. However, whilst the perceptions of the impact of these proposals will likely be seen as negative, there is no evidence that reduced street lighting is associated with increases in road traffic collisions or crime. Evidence suggests that dimming the amount of light or switching to white light/LEDs may reduce crime in an area and when risks are carefully considered, local authorities can safely reduce street lighting, saving energy costs and reducing carbon emissions, without impacting negatively on traffic collisions and crime.



### **Age and Disability**

The potential service changes are most likely to affect those communities with the protected characteristics of age and disability where streetlighting is seen as an essential service. Further switching off or dimming is likely to be seen as adversely affecting their personal health and safety, although there is no evidence to support these fears from other Authorities who have had to implement similar savings. A recent independent report published in the British Medical Journal of Epidemiology & Community Health on the impact of street lighting changes concluded the “study found little evidence of harmful effects of switch off, part-night lighting, dimming, or changes to white light/LEDs on road collisions or crime in England and Wales”.

<http://jech.bmj.com/content/69/11/1118>

### **Rural Isolation and Deprivation**

Whilst the safety of our highway network will remain our highest priority, the largest proportion of our highway network is classified as rural where the standards of streetlighting are already the lowest. However, in many rural villages where there is lighting, the street lights are not part of the central management system or are lower standard lights provided by districts or parishes, so will not be affected by this proposal. The potential changes to the level of service provided in rural locations on the CMS has the potential to impact on a large number of people, leaving them feeling more isolated, including the more vulnerable who rely on streetlighting to make them feel safe at night-time. There is however, no evidence to support these fears from other Authorities who have had to implement similar savings. A recent report found that there is a strong association in minds of the public between the presence of lighting and a feeling of safety. However, the report suggests that despite this the introduction of part-night lighting won't change actual behaviour as other factors such as an area's reputation, personal feelings of vulnerability and time-specific circumstances (such as pub closing times) have a stronger influence.

<http://www.suzylamplugh.org/wpcms/wp-content/uploads/Perceptions-of-Safety-survey-FINAL.pdf>

### **Sex**

There is the perception that the service changes will have a greater impact on women than men, although there is no direct evidence of this having been realised after similar proposals have been implemented in other Authorities. There is the potential for some women to feel threatened by darkness and more concerned about their personal security and safety and this could lead to isolation.

### **Neutral Impact**

The changes are expected to have any neutral impact on the following protected characteristics;

- Gender reassignment
- Marriage and Civil partnership
- Pregnancy and maternity
- Race
- Religion or Belief
- Sexual orientation

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

Any changes to service levels will be applied consistently across the County. Certain locations meeting the exception criteria will continue to be lit through the night, for example:

- Sites where there are a large number of conflicting traffic movements (e.g. roundabouts) which are on significant routes (generally those lit by columns greater than 6m high).
- Sites where street lights are installed as a result of accident remedial measures.
- Town Centre areas where there is one or more of the following features: publicly maintained CCTV, areas of high crime risk confirmed by the Police, high proportion of high security premises such as banks, jewellers, high concentration of people at night such as transport interchanges and nightclubs.
- Main approaches to town centre areas where there is a mix of development between residential and commercial/industrial (e.g. not exclusively residential).
- Sites where the police can demonstrate that there is likely to be an increase in crime if the lights are switched off during part of the night.
- Where there is a statutory requirement to provide lighting to illuminate obstructions in the highway, e.g. positions of traffic calming or mini roundabouts, etc.

Local Councils have been consulted with to gain their comments to the proposals and have been provided with an option to contribute to the costs of street lighting at the times when it will not be provided by the County Council. A number of Local Councils have agreed to do this in roads and areas which they have identified.

A wider public consultation is planned to be undertaken in October and November 2015 to obtain comments from residents and communities to refine the proposal further.

### **Community Cohesion**

As these changes affect residential roads, they could have an impact upon community cohesion where residents feel unsafe to leave their homes during hours of darkness when lights are switched off, whilst the heaviest used traffic routes continue to be lit.

### **Version Control**

<b>Version no.</b>	<b>Date</b>	<b>Updates / amendments</b>	<b>Author(s)</b>

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management
Service / Document / Function being assessed		Contact details: (01223) 703839 <a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....
Reduce Rights of Way (RoW) provision.		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.110	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of reducing RoW provision.</p>		
What is changing?		
<p>The Rights of Way service underwent a review as part of the recent ETE re-structure (2012/13) which resulted in a reduction of three posts. As a result, there has been a slight reduction in the level of service the team provides, e.g. less promotional work and the team now take longer to deal with requests.</p> <p>Further reductions in RoW servicing provision took place in 2015/16 through further integration of the RoW team with the existing highway service. The savings for 2016/17 are anticipated through a further reduction in the level of service provided in this area, e.g. less sign posts/ path maintenance. It may also be necessary to further reduce the staff numbers in this team. This will be mitigated through greater integration/ support from the existing highway teams.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Undertaking the assessment:  Head of Local Infrastructure and Street Management		

Highway Manager  
 Network Manager  
 Partners, stakeholders, service users and service providers

### What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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.

<b>Positive Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Negative Impact</b>
<p>If the level of service is reduced as a result of these changes, there could be a potential negative impact on the protected characteristics of age and rural isolation.</p> <p>Age &amp; Disability - It could be more difficult for old people to make use of rights of way. This could impact on their health and wellbeing.</p> <p>Rural isolation - It could be more difficult for people in rural locations to access facilities, services and maintain contacts within the community using rights of way.</p>
<b>Neutral Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Issues or Opportunities that may need to be addressed</b>

- The changes to service levels will be applied consistently across the County.
- These changes will result in a reduction in the level of service in this area.
- Early communication of the changes will be required and this communication will require to be sustained to ensure that expectations are managed – particularly with Parish Councils.
- Should it be necessary to reduce posts a separate CIA will be prepared. County Council HR policies and procedures will be followed to mitigate the impact on any staff affected.

## Community Cohesion

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

The changes are not expected to have any impact on community cohesion.

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport and Environment (ETE)  Community and Cultural Services (C&CS)		<b>Name: Alan Akeroyd</b>  <b>Job Title: Archives and Local Studies Manager</b>  <b>Contact Details:</b> <a href="mailto:Alan.Akeroyd@cambridgeshire.gov.uk">Alan.Akeroyd@cambridgeshire.gov.uk</a>  <b>Date Completed: 21.10.15</b>  <b>Date Approved:</b>	
Service / Document / Function being assessed			
Reduce Service Levels in Archives			
<b>Business Plan Proposal Number (if relevant)</b>	<b>B/R.6.112</b>		
Aims and Objectives of Service / Document / Function			
<p>The purpose of Cambridgeshire Archives and Local Studies (CALS) is to acquire, preserve, and make available, original historical records and published information resources relating to Cambridgeshire's communities. To this end, CALS runs four main public access points, specifically Huntingdonshire Archives and Local Studies, Cambridgeshire Archives, the Cambridgeshire Collection and Fenland Local Studies.</p> <ul style="list-style-type: none"> <li>Huntingdonshire Archives and Local Studies holds original historical records and published sources relating to the area covered by the former county of Huntingdonshire. It is located in Huntingdon Library and contains roughly 190 cubic metres of records.</li> <li>Cambridgeshire Archives holds original historical records relating to the area covered by the pre-1974 counties of Cambridgeshire and the Isle of Ely, together with modern countywide records from 1974 onwards. It is located in Shire Hall and contains approximately 600 cubic metres of records.</li> <li>The Cambridgeshire Collection holds original published sources relating to the area covered by the modern Cambridgeshire area, with a strong focus on Cambridge and the surrounding area. It is located in Cambridge Central Library and contains approximately 290 cubic metres of resources.</li> <li>Fenland Local Studies holds original published sources relating to the Wisbech area. It is located in Wisbech Library and contains a few bays of resources.</li> </ul> <p>In addition, every Library across the county has its own stock of relevant local studies material, professionally selected by CALS staff.</p> <p>The records accommodation at these sites is full. Some additional items are stored off-site at an outstore in Cottenham. Cambridgeshire Archives' current accommodation in Shire Hall's basement has been condemned by The National Archives (TNA) as being unfit for purpose. The service is scheduled to move to a new location in Ely, probably in early 2017.</p> <p>CALS staff actively carry out a programme of educational, training, exhibition, outreach and community engagement activities using the resources in their care. CALS also actively digitises</p>			

documents, which generates an income and provides online access.

### **What is changing?**

It is proposed that the budget for the Cambridgeshire Archives and Local Studies service is reduced from £600,000 to £330,000, over the next two financial years (2016-17, 2017-18), as a result of challenging financial pressures on the Council.

At the same time, there is recognition that physical visits to archives have decreased, whilst the number of online and remote enquiries has risen. Therefore, the focus of the CALS service in future will adjust to providing more online content, (catalogues, indexes, documents and digital images), for enquirers to use themselves, rather than maintaining opening hours, which are currently underused.

In order to meet the savings targets, the staffing establishment of CALS will need to reduce significantly. The service will attempt to maintain a reasonable level of public access to meet demand, however with a much reduced staff, this inevitably means that opening hours will be reduced overall and staggered across the main archive service points in Cambridge (in future Ely) and Huntingdon.

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

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

CCC officers :  
Alan Akeroyd, Archives and Local Studies Manager  
Christine May, Head of Community and Cultural Services

Issues affecting the CALS service are discussed with the Cambridgeshire Advisory Group on Archives and Local Studies, which includes representatives of a range of stakeholder organisations including local and family history groups, and depositors. They will be kept informed of the situation and consulted on options (e.g. opening hours) where possible.

## What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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
N/A
Negative Impact
<p><u>Age</u></p> <p>Currently, the Cambridgeshire Archives and Local Studies service is able to host school group visits and other activities for people of school age. Examples of how CALS' resources are used include challenging school students' current views of crime and justice, by discussing with them the heavy punishments imposed on 11-16 year olds in the 1870s, as revealed in the habitual criminal returns of Victorian prisons, and helping to forge community identity with homeless teenagers in St Neots, by taking to them 19th century plans and photographs of the former mill building which is now their hostel. The service also delivers outreach events to elderly people. Cutbacks to the service make our capacity to offer such activities severely curtailed.</p> <p><u>Deprivation</u></p> <p>The resources held by CALS are used to help build community identity and self-awareness. They contribute to achieving sustainable local communities, by: helping people to develop their personal identities and collective memories; being used as tools to develop community identity, engagement and cohesion through a wider understanding of the history and values of others;</p>



offering a way for citizens to "give back" to the wider community and to future generations of their own community, through the deposit of their own records and photographs, or through the cataloguing and indexing of other historical documents; and acting as a source of inspiration for new ideas and activities. Nationally, some 99% of visitors agree that archives contribute to society by preserving written heritage and culture, and the same proportion strongly agree that archives strengthen family and community identity. [Source: National Council on Archives survey of visitors to British Archives 2006].

#### Rural isolation

Users will be unable to visit as regularly and will have less choice about when they can visit the service. This is likely to impact particularly on those who live in rural communities.

#### **Neutral Impact**

There are no foreseeable impacts on disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

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

Cambridgeshire Archives' move to Ely, likely in 2017, needs to be properly managed. The 600 cubic metres of material in the basement of Shire Hall all needs to be properly cleaned and packaged prior to the move, and the move itself will need professional oversight. Failure to do so places irreplaceable documents at risk of loss or damage, and threatens the intellectual management of resources by the unsupervised physical break up of collections. Sufficient staff resources will need to be retained to ensure that this work is completed ahead of the move.

In 2017, the service will need to apply for archives accreditation from The National Archives (TNA). The service must gain accredited status in order to maintain its public records licence. If TNA believes that the County Council's archive service has fallen below the standards expected, then there is a risk that Cambridgeshire's public records licence will be removed.

The Cambridgeshire Collection is a local studies resource of national significance. It is far larger than any other local studies collection in the region and has been collecting material since 1860. The savings envisaged may result in reduced access to the Collection, which is likely to result in public opposition to the proposed savings.

## Community Cohesion

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

CALS has played a role in breaking down age-related barriers in villages and town estates across Cambridgeshire by setting up and nurturing the Cambridgeshire Community Archive Network (CCAN), in which people's photographs are scanned, captioned, tagged and made available online through dedicated CCAN websites, encouraging individuals of different generations to engage with each other. CALS currently is also able to provide an extensive programme of outreach events, workshops, lectures and displays (95 such events in 2013, 119 in 2014). A saving of the scale anticipated, and the consequent move to a statutory minimum service, would remove the staffing capacity able to provide all of these functions.

## Version Control

Version no.	Date	Updates / amendments	Author(s)
0.1	21.10.15		Alan Akeroyd, Christine May

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....	
Service / Document / Function being assessed			
Withdraw County Council funding for school crossing patrols.			
Business Plan Proposal Number (if relevant)	B/R.6.114		
Aims and Objectives of Service / Document / Function			
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of withdrawing funding for school crossing patrols.</p>			
What is changing?			
<p>The funding for school crossing patrols is to be withdrawn in its entirety, resulting in the cessation of the school crossing patrol service.</p>			
Who is involved in this impact assessment?			
<p>e.g. Council officers, partners, service users and community representatives.</p> <p>Undertaking the assessment:</p> <p>Head of Local Infrastructure and Street Management          Road Safety Manager          School Crossing Patrol Manager</p>			

## What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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.

<b>Positive Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Negative Impact</b>
<p>Age – Young people will be impacted as they may feel that routes to and from school are less safe.</p> <p>Parents / guardians could be impacted as they feel that must take on greater responsibility for the safe travel of their children to and from school.</p> <p>Disability – Similar impact to that highlight for age, but with the acknowledgement that disabled children may require more time / assistance with crossing a road and therefore the removal of school crossing patrols could impact on a disabled child's ability to safely cross the road.</p>
<b>Neutral Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Issues or Opportunities that may need to be addressed</b>
<p>Stopping the school crossing patrol service will have a significant negative impact regarding reputation, even though it is not a statutory function.</p> <p>Opportunity for communities / schools to take on greater responsibility for safer routes to school, regarding community resilience.</p>

## Community Cohesion

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

The changes are not expected to have any impact on community cohesion.

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment (ETE)		Name: Aileen Andrews	
Supporting Businesses and Communities (SBC)		Job Title: Acting Head of Supporting Businesses and Communities	
Service / Document / Function being assessed		Contact Details: (01954) 284659 <a href="mailto:Aileen.Andrews@cambridgeshire.gov.uk">Aileen.Andrews@cambridgeshire.gov.uk</a>	
Remove community grants		Date Completed:	
<b>Business Plan Proposal Number (if relevant)</b>	<b>B/R.6.116</b>	Date Approved:	
Aims and Objectives of Service / Document / Function			
<p>The Supporting Businesses and Communities service, (SBC), plays a key role in bringing together various service elements that directly address the needs of Cambridgeshire's diverse communities. As many elements of the service's work often target the same outcomes, the service provides multi-skilled teams that can be deployed across a range of activities to enable better engagement with the county's communities, shape growth and deliver efficiencies.</p> <p>The service is currently structured around two key functions:</p> <p><b>Supporting Businesses</b></p> <p>The service works to support businesses to grow and prosper by providing advice and information to help businesses understand, apply and adhere to relevant legislation. Work is also undertaken to ensure that businesses identified as 'high risk' are compliant to ensure public safety. The Trading Standards service is delivered by the Supporting Businesses and Communities service.</p> <p><b>Supporting communities</b></p> <p>The service protects vulnerable residents, helping them to feel safe and live independently. The service raises awareness of scams and rogue traders to prevent financial and emotional harm and prosecutes those who do target Cambridgeshire residents with criminal trading practices. The service encourages participation in community led activities and events to develop community resilience. In this way, communities are better equipped to be able to assist vulnerable people within them and support people to make healthy, informed and enriched lifestyle choices by tackling underage or illicit smoking and drinking. The service also protects the local environment by working in partnership with other Councils to minimise the impact of waste disposal.</p>			

## What is changing?

The County Council proposes to remove all legal advice provider grants to community organisations.

Currently the County Council provides legal advice grants to the following four organisations:

- Cambridge Family Mediation Service
- Cambridge Ethnic Community Forum
- Disability Information Service Huntingdonshire
- Citizens Advice Bureau (Cambridge and Rural)

It was previously agreed to phase these grants out by a 50% reduction during 2016/2017 and a further 50% reduction during 2017/2018; it was previously agreed that no funding will be provided from April 2018 onwards.

It is now proposed to remove all the funding for these grants from April 2016, thereby bringing forward the £30,000 saving.

## Who is involved in this impact assessment?

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

Acting Head of Supporting Businesses and Communities service  
Operations Managers, Supporting Businesses and Communities

## What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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.

<b>Positive Impact</b>
The changes are not expected to have any positive impacts on the protected characteristics.
<b>Negative Impact</b>
<p>The removal of the grants in 2016/2017 is expected to have an impact on those service users, which will include those with protected characteristics. The organisations that currently receive funding all provide legal advice to a wide range of groups and are particularly focused on helping to support and advise those in need, including people with protected characteristics.</p> <p>There is the possibility that some of these organisations will reduce their service levels which could impact on the availability of legal advice and support to all service users, including those that may have protected characteristics as detailed above.</p>
<b>Neutral Impact</b>
The changes are not expected to have any neutral impact on the protected characteristics, however, these proposals will only affect anyone wishing to seek legal advice from these providers. If a person with a protected characteristic does not wish to seek legal advice from any of these organisations, then the impact on this particular person will be neutral.
<b>Issues or Opportunities that may need to be addressed</b>
<p>There have been previous reductions in these grants, and in order to prepare the organisations and afford them the opportunity to try and seek alternative funding, the service has advised that further reductions are likely, with a gradual phasing out (as previously detailed within the Business Plan).</p> <p>The issue is likely to be around timely notification of the proposal to remove these grants completely from April 2016 to afford the organisations the opportunity to make appropriate operational decisions.</p>

### **Community Cohesion**

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

NA



**Version Control**

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....
Service / Document / Function being assessed		
Reduce Winter Maintenance.		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.118	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of reducing winter maintenance.</p>		
What is changing?		
<p>Reduction in winter maintenance from 45% of the network currently being treated to 30%.</p> <p>The statutory requirement is to keep the roads free of ice and snow.</p>		
Who is involved in this impact assessment?		
<p>e.g. Council officers, partners, service users and community representatives.</p> <p>Undertaking the assessment:</p> <p>Head of Local Infrastructure and Street Management          Network Manager          Traffic Manager          Road Safety Manager          Operations Manager – Skanska</p>		

## What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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.

<b>Positive Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Negative Impact</b>
<p>Age – Children are often reliant on school transport to access school and the elderly are often reliant on community transport to access services. If unclassified or classified roads are untreated, this will have a negative impact.</p> <p>Disability – Many people with disabilities are reliant on car travel/ community transport to access services. If unclassified or classified roads are untreated this will have a negative impact.</p> <p>Rural isolation – Many people living in rural areas are more likely to have to travel on unclassified or classified roads to access a more strategic route. If these routes are untreated this will have a negative impact.</p> <p>Deprivation – Many people will be wholly reliant on public transport to access services. If unclassified or classified roads are untreated this will have a negative impact.</p>
<b>Neutral Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Issues or Opportunities that may need to be addressed</b>

- The reduction in service will be applied consistently across the County.
- Early engagement with communities in making choices in regard to any reduction of routes will be required.
- The level of “information” issued during the winter period will need to be reviewed to ensure that communities are well informed. More efficient and effective use of our Integrated Highways Management Centre will assist with this.
- Communication to ensure everyone understands any reduction in the level of service.
- Working with our partners/ winter volunteer programme to mitigate as far as is reasonable/ practicable.

## Community Cohesion

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

The changes are not expected to have any impact on community cohesion.

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
ETE/ IMO/ C and CS/ Libraries		Name: Lynda Martin  Job Title: Operations and Development Manager  Contact details: Lynda.martin@cambridgeshire.gov.uk  Date completed: 12.10.15  Date approved: .....	
Service / Document / Function being assessed			
Reduce the opening hours of larger libraries, and withdraw funding from a number of smaller community libraries. Reduce front line staffing numbers accordingly.			
Business Plan Proposal Number (if relevant)	B/R.6.119		
Aims and Objectives of Service / Document / Function			
<p>Statutory duty to deliver an efficient and comprehensive library and information service – countywide</p> <ul style="list-style-type: none"> <li>Literacy initiatives for children and adults</li> <li>Promotion of the enjoyment and confidence in reading</li> <li>Delivering information for health and well being</li> <li>Delivering information on CCC and local services</li> <li>Promotion of library spaces for community use</li> <li>Promotion of volunteering and Friends Groups for libraries</li> <li>Providing a comprehensive stock to cover resources for all ages and abilities and covering books in other languages, in large print and audio versions</li> <li>Supporting digital inclusion</li> <li>Providing services to support key CCC priorities such as Bookstart for under 5's, "Engage" for older people, computer buddies, Community Health Information Service.</li> </ul> <p>The Service is currently delivered through a total of 32 libraries – 25 community libraries, 6 hub libraries, and 1 Central Library. There are also 10 community run libraries that were established in 2002/3 following previous funding reductions.</p>			
What is changing?			
<p>In order to meet challenging savings targets it is proposed that:-</p> <ul style="list-style-type: none"> <li>Opening hours at larger libraries to be reduced by up to 10 hours per week. This follows a wholesale rationalisation and reduction of library opening hours across the county in 2012 to realise previous savings.</li> <li>Funding be withdrawn from a number of community libraries cross the county. In order to mitigate the impacts of this, the Council would seek to work with communities to find alternative options including, for example, moving library collections to community buildings, community volunteers taking over the running of libraries, and / or technology</li> </ul>			

solutions that enable unstaffed libraries to be open on a self-service basis.

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

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

#### Council officers:

**Lynda Martin, Libraries Operations and Development Manager**  
**Christine May, Head of Community and Cultural Services**

#### What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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

The changes are not expected to have a positive impact on the protected characteristics.

#### Negative Impact

##### Age

- Children have less time after school to visit the library especially as Sunday opening will be deleted
- Home schooled children will have less time to access the library for study and learning
- Under 5's will have less opportunity to visit their local library as hours of opening will be reduced

- Community run libraries may have less capacity to run the range of activities such as storytime, school visits, playgroup visits, holiday reading activities and family learning activities
- Community run libraries may have less resources to offer such as large print and audio books
- Older people will have less time to use libraries for reading the paper, accessing computers, and receiving help from staff with information needs
- Older people may have to travel further to attend a library which would add to their expense (fares and parking) and might give difficulty in carrying books further
- The opportunities for people at work to visit a library will be reduced.

### **Disability**

- People with disabilities will have less opening hours to visit the library
- People with disabilities will have less staff time for help with information enquiries, support with online forms and the opportunity to attend events such as book groups
- People with disabilities would have to potentially travel further to reach a library

### **Pregnancy and maternity**

- Pregnant women would have to potentially travel further to reach a library
- Attending a library with small children is more difficult if travel is involved (travel and parking)
- Less opportunity locally to access resources to promote literacy and language development

### **Rural isolation**

- People in rural areas have an unequal opportunity to access the full range of resources for information, education, culture, literacy, health, well-being, job information, online resources and computer access
- People in rural areas need to travel further and have the expense of fares and parking
- People in rural areas need to spend more to access the same resources – potentially they would need to request more books (charges apply) and not have access to a larger range of books without payment in larger libraries
- Potentially the lack of access to computers could access on economic and community vitality in rural areas
- A community run service may be considered less value for the same community charge compared to larger libraries

### **Deprivation**

- People in some deprived areas will not have access to the range of resources in the larger areas
- People without transport will find it more difficult to access a library
- The range of support from trained staff will not be available locally – for example help with assisted digital enquiries
- Homeless people will have less time to use the library
- Job seekers without IT access at home will have less time to use the computers
- People on low incomes will have less access to the library and will have to pay for their requested books

Communities will feel the loss of their CCC run local library as another negative impact on community cohesion – they will especially be concerned on the impact to children and older people and those who are unable to travel to access services.

There is evidence that the pool of volunteers and their willingness to run community facilities is on the decline, with many older people in caring roles and families with both parents in employment.

Communities will regret the loss of local facilities and the ability of these facilities to bring people together and to act as a catalyst for community initiatives and well-being.

### Neutral Impact

The impact may be negative for these groups as well as the loss of local facilities will impact on everyone depending on personal circumstances.

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

#### Issues

- Sufficient volunteers may not be able to be recruited locally
- Community groups may need support to deliver a service – which would impact on achievable savings

#### Opportunities

- Communities find funding and resources to support or enhance existing provision

## Community Cohesion

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

N/A

### Version Control

Version no.	Date	Updates / amendments	Author(s)
1	12.10.15		Lynda Martin
2	14.10.15		Christine May
3	21.10.15		Christine May



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
ETE / Community and Cultural Services		Name: Jill Terrell  Job Title: Support Services Manager  Contact details: jill.terrell@cambridgeshire.gov.uk  Date completed: 12 October 2015  Date approved: .....
Service / Document / Function being assessed		
Reduce library management and systems support and stock (book) fund		
Business Plan Proposal Number (if relevant)	B/R.6.120	
Aims and Objectives of Service / Document / Function		
<p>The Library Service provides free access to books, information and resources in a variety of formats to meet community needs and helps prevent more costly interventions, making a key contribution to the Council's priority to 'Help people to live healthy and independent lives'. Library services have an important role to play in the 'Digital First' agenda, by providing free internet access and support to get online. They also have a vital role in supporting literacy and promoting reading for pleasure, as a major factor in improving people's life chances. As highly trusted, safe and neutral places in the community, libraries are being developed as co-located community hubs, working with partners to make savings and acting as the Council's 'face to face channel'.</p> <p>The Library Service is a statutory service that is required to provide a 'comprehensive and efficient' service to all who wish to make use of it (all who live, work and study in the county) and must provide free books, information and membership. It is required to keep adequate stocks of books, information, pictures, music, films etc. and to encourage adults and children to make full use of the service. The service is delivered through 32 libraries (25 single staffed community libraries and 7 larger hub libraries), 10 voluntary-run library access points, 4 mobile vehicles and through the volunteer-run Library at Home service, as well as through digital and online channels including online catalogue and transactions, mobile app, and lending of e formats (books, audio, newspapers, magazines and online reference materials). Cambridge Central Library is the seventh busiest library in the country. The Library Service issues nearly 3M items; serves 2.5M visitors and delivers around 3000 community activities annually.</p> <p>The key priority for the service is to undertake a comprehensive review in order to define a new strategy for the future delivery of the service which meets statutory requirements and community needs whilst making significant savings – in the region of £1M over the next two years. It is expected that at least 60% of this needs to be achieved in year one (16/17).</p>		
What is changing?		

## 1. Stock Fund

The stock fund provides all the resources available in libraries including books, newspapers and magazines, audio books, music CDs, DVDs and online licences for eBooks, eAudio, eMagazines, eNewspapers and online reference resources. Whilst eFormats are popular, they are not replacing the printed book quickly, and they do not represent a saving over traditional formats. This fund also supports self-issue systems, automated catalogue records and provides specialist materials such as large print, foreign languages, braille, dyslexia friendly texts, and a wide range of health and other information for independent living.

The stock operates as one resource for the county, being moved to where it is most needed, either by customer reservations or intelligent stock management reports. This county stock will still be required to satisfy the needs of the whole population through the network of Council and voluntary run libraries. Partnership working within the region via SPINE (Shared Partnership in the East) has increased choice for customers and mitigated declining stock funds to a degree by enabling cross-border lending.

**The proposal is to reduce the stock fund by £200k**, which represents 22.5% reduction to this fund. This is further to previous savings of £200k in the current financial year. It is anticipated that savings will be made across all areas of stock, in particular non-fiction adult books which have seen a slight decline in demand in recent years and online reference resources which can be high cost and very specialised; children's book funds will remain constant under this proposal.

## 2. ICT systems and stock support

IT systems support the Library Management System (public catalogue, online reservations, mobile app, 770,000 online transactions, public PC bookings, internet and WIFI services and self-service transactions in libraries) which accounts for 87% of all loans, returns and renewals on site. This IT support is highly valued by the ten volunteer community libraries that currently exist and it will still be required to support both Council and voluntary run libraries, as an essential core business system, in the future. However it is proposed to make savings from IT contracts and general purchases. This saving will carry an element of risk for the business as it may mean the deletion of support contracts for self-service machines. It could also impact on the systems available to voluntary run libraries unless they are able to fund these elements themselves, so the savings is proposed to be spread over two years in line with the move towards more community run libraries.

## 3. Restructure of management and professional staff

In view of the possible reduction in the number of retained and directly run library service in line with the other savings proposals (B/R.6.119), the service will look to create an even smaller and more integrated management structure and reduce the number of community engagement staff. Given the development of integrated multi-service hubs across the county, there should, in time, be opportunity to share resources with other services in terms of operational management and community engagement staff, helping to mitigate these cuts.

Community Engagement staff currently serve to encourage the use of libraries by adults, older people, children and young people. They coordinate the delivery of activities and reader development events across the county, which last year engaged with nearly 30,000 people attending events. They are responsible for early years literacy activities, baby rhyme times,

school visits, older people's activities including EngAge (range of activities including chair exercise, talks and reminiscence); reading promotions, generating income from author talks and supporting new talent with 'Read It Again'; eTech events and 'Tea and Tablets', familiarising people with mobile technologies; 'Making Space for Teens' and 'Read it Aloud' in residential homes. They also provide quality control and professional advice on library stock, co-ordinate projects and promotional campaigns, and deliver the 4 national library offers: Reading, Information, Digital and Health.

These teams support and encourage the army of volunteers (more than 600) that provide computer buddy sessions, listen to children reading during the Summer Reading Challenge or deliver books and digital audio to people in their homes.

These proposals would result in a reduction in the number of professional staff in the team, with a resulting reduction in the activities above and their contribution to the Council's priority outcomes for Cambridgeshire people.

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

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

#### Council staff:

**Jill Terrell, Support Services Manager**

**Christine May, Head of Community and Cultural Services**

#### What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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.

<b>Positive Impact</b>
<p>The changes are not expected to have any positive impacts on the protected characteristics.</p>
<b>Negative Impact</b>
<p>Limiting the stock fund will directly impact on special-interest materials in the non-fiction and online reference collections, impacting specific research and learning needs; it will limit the range and availability of stock in rural and local libraries outside the hubs as less stock will be purchased – this will push up the waiting time on reservations, which is already long. It will also reduce the depth and breadth of new adult stock available county-wide, which is mitigated to some degree by partnership working but this is not a cost-neutral option; and could affect the range of specialist resources for those with particular needs around languages, reading ability and visual texts. Feedback from public consultation carried out earlier in the year demonstrated that it was books that customers said they value above all of our other services</p> <p>Ever decreasing management resource impacts on the development and efficient management of front-line services. This may place a burden on other staff members and managers that could impact their health and well-being at work. The withdrawal of professional community engagement staff will specifically impact on young families, older people and special needs groups, where resources are most targeted. If resources are not available from elsewhere in the Council or from the voluntary sector (with appropriate skills and experience) then these services will be diminished or lost.</p>
<b>Neutral Impact</b>
<p>In relation to staff redundancies, there is expected to be a neutral impact on protected characteristics as the process followed will be in line with the Council's equalities policies and will not unfairly impact on any particular characteristic.</p>
<b>Issues or Opportunities that may need to be addressed</b>
<p>Meeting the Council's Equality Duty in providing a statutory 'comprehensive' service that meets the needs of all who wish to use it is the key challenge facing the Council. Maintaining a choice of stock and suitable staff resource to manage the quality of the collections is part of that duty. The balance between the pace of change and adequate management and professional resource to ensure the smooth transformation of the service will need to be carefully kept under review to ensure outcomes are met.</p>

## Community Cohesion

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

Libraries are safe, trusted, neutral public spaces to which everyone in a community is entitled to participate and engage. As such, maintaining the range of stock choice and access to IT is essential to supporting community cohesion – providing free access to the internet, information

and a place of social engagement with others if you choose.

### Version Control

Version no.	Date	Updates / amendments	Author(s)
V1.0	12/10/15		J. Terrell
V1.1	14.10.15		C.May
v.1.2	21.10.15		C May, J Onslow

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport and Environment (ETE)  Community and Cultural Services (C&CS)		Name: Lynda Martin  Job Title: Operations and Development Manager	
Service / Document / Function being assessed		Contact Details: lynda.martin@cambridgeshire.gov.uk	
Withdraw funding for the four mobile libraries		Date Completed: 8 <sup>th</sup> October 2015  Date Approved:	
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.121		
Aims and Objectives of Service / Document / Function			
<u>Aims and Objectives of the Mobile Library service</u> <ul style="list-style-type: none"> <li>To deliver a Mobile Library and information service countywide.</li> <li>To deliver a comprehensive, inclusive and efficient service countywide.</li> <li>To ensure that those most in need have access to a service that contributes towards education, information and wellbeing, as part of the Council's equality duty.</li> </ul> <p>The Mobile Library service is currently delivered by four vehicles, which are operated by driver Library Assistants. The four vehicles service approximately 250 communities through around 420 monthly visits. Following previous cutbacks in 2010, the Mobile Library service is particularly targeted at residential homes, sheltered housing and more isolated rural schools. The more isolated rural schools have in particular welcomed the mobile library service, following the closure of the Schools Library service in 2010.</p>			
What is changing?			
<p>The Mobile Library service is proposed to be withdrawn in response to severe budget pressures.</p> <p>In order to mitigate the impact of this service cut, it is planned to withdraw the service over a two year period, which will give the communities most in need of the service time to make alternative arrangements, including the use of community transport schemes to access static libraries and the recruitment of volunteers to take library resources to people within the community who are housebound. It will also allow time for discussions to take place around potential alternative models, such as micro-library provision with small communities and box collections for residential homes.</p>			
Who is involved in this impact assessment?			
e.g. Council officers, partners, service users and community representatives.			
<b>Council officers:</b> <b>Lynda Martin, Operations and Development Manager</b>			

**Christine May, Head of Community and Cultural Services**

**Service users, schools, residential homes and parish councils impacted by this proposal will need to be consulted.**

**What will the impact be?**

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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**

N/A

**Negative Impact**

Everyone in the communities and residential and sheltered homes listed below, will have their local Mobile Library service withdrawn. To achieve the savings, there will not be a replacement service for these communities or those living in sheltered or residential homes.

This will negatively impact on the rural areas most deprived in the county, from the 2015 Deprivation report:

“Cambridgeshire now (in the Index of Multiple Deprivation results for 2015) has 16 Local Super Output Areas (LSOAs) in the 20% most deprived nationally – this is compared to 9 in 2010. Two are in Cambridge city, two are in Huntingdonshire and 12 are in Fenland. Four Fenland LSOAs are in the 10% most deprived nationally.”

The following is a detailed list of all the Mobile Library stops in each community, indicating any special features such as a visit to a school, residential home or sheltered accommodation.

Abbots Ripton	School	School
Abbotsley	Church lay-By, High St	
Abington Piggots	The Pig and Abbot	
Alconbury	Maypole Square	
Alconbury	Crown Gardens, High St.	
Alconbury		
Weston	The Green	
Aldreth	High Street	
Alwalton	Cuckoo Pub, Church Street	
Arrington	Church Lane	
Ashley	The Pond	
Ashley	Silverley Way	
Babraham	High Street	
Balsham	Bandstand	
Balsham	Mays Avenue	sheltered housing
Balsham	Horseshoe Close	
Barrington	Bus Shelter	
Barrington	Glebe Road	
Barton	Roman Hill	
Barton	Kings Grove	
Barton	Great Close	sheltered housing
Barton	Allens Close	sheltered housing
Bassingbourn	Knutsford Road	
Benwick	Chapel Gardens	
Benwick	Village Hall	
Black Horse		
Drove	Community Centre	
Bluntisham	Poplars	
Bottisham	Hilton Park	Residential home
Bottisham	Downing Close	Residential home
Bourn	Meadow Rise	sheltered housing
Bourn	School, Riddy Lane	school
Bourn	Hall Close	
Brampton	High Street, Post Office.	
Brampton	West End	
Brampton	Miller Way opp Emery Close	
Brampton	Hanover Court, Miller way	sheltered housing
Brampton	Hilary Lodge, Horseshoes way.	Residential home
Brington	Church Lane	
Brinkley	High Street	
Buckworth	Bus Shelter, Barham Road.	
Bunkers Hill	Lay-by	
Burwell	Ash Grove	sheltered housing
Bury	The Glebe	sheltered housing
Bythorn	Old School, School lane.	
Caldecote		
Highfields	Nr 113 Highfield Road	
Cambridge	Community Room, West	Playgroup



	Cambridge Site	
Cambridge	Brandon Court	Residential home
Cambridge	Hester Adrian	Residential home
Cambridge	Canon New Court	Residential home
Cambridge	Haig Court	Residential home
Cambridge	Havenfield	Residential home
Cambridge	Pippin Drive	Residential home
Cambridge	Storeys House	Residential home
Cambridge	Neville Road	Residential home
Cambridge	Brooklyn Court	Residential home
Cambridge	Normanhurst	Residential home
Cambridge	Denis Wilson Court	Residential home
Camps End	Sangers Farm	
Castle Camps	Claydon Close	
Catworth	Station Road, (bus shelter)	
Caxton	Brockholt Road	
Chatteris	Quaker Way	sheltered housing
Chatteris	Lyons Court	sheltered housing
Chatteris	Salem Court	sheltered housing
Chesterton	Lay-by, 43 Oundle Way	
Chettisham	The Hamlet	
Cheveley	Somerset House	sheltered housing
Cheveley	Holland Park	
Chippenham	Village Hall	
Christchurch	Lay-by	
Coates	The Green	
Coates	Grounds Way	
Coldham	Lay-by	
Colne	Village Hall, East St.	
Comberton	Nursery Way	sheltered housing
Conington	Lay-by, Church Road.	
Coton	Footpath	
Coton	St Peters Road	
Cottenham	Orchard Close	sheltered housing
Cottenham	Stephens Close	sheltered housing
Cottenham	Franklin Gardens	sheltered housing
Cottenham	Coolidge Gardens	sheltered housing
Covington	Cross Street, (post box)	
Croydon	Clopton Close	
Diddington	Manor Farm	
Doddington	26 Newgate	
Doddington	Clock Tower	
Doddington	Child Lane	
Doddington	26 Newgate	
Doddington	Clock Tower	
Doddington	Child Lane	
Doddington	Peyton Close	
Doddington	Doddington Court, Sanctuary	Residential home

	Housing.	
Dry Drayton	Pettitts Lane	
Dullingham	Stetchworth Rd/ Algar Drive	
Dullingham	Vicarage Close	
Duxford	Laceys Way	
Duxford	Green Acres	
Duxford	Carter Close	
Duxford	Petersfield Road	
Duxford Airfield	Whitehall Gardens, Heathfield	
Earith	Bus Shelter, Whybrows Lane	
Earith	68 Greenfields/ School Road	
East Hatley	Phone Box, Main Street	
Eaton Socon	Church, School Lane.	
Eaton Socon	McNish Court, Grenville Way	
Eaton Socon	Queens Court	Residential home
Ellington	Mermaid Pub	Residential home
Elm	Church Hall	
Elm	31 Friday Bridge Road	
Elm	The Dale	sheltered housing
Elm	Roseberry Road	
Elsworth	The Poacher	
Eltisley	The Green	
Elton	Bus Stop, Middle St/Overend	
Ely	Bell Holt	sheltered housing
Ely	Fairfax Court	sheltered housing
Ely	Militia Way	sheltered housing
Eynesbury	Poppyfields, Buttercup Avenue.	
Eynesbury	Howitts Gardens	
	Caernarvon Road / Carisbrooke	
Eynesbury	Way	
	Old School Yard/garages, Luke	
Eynesbury	St,	
Farcet	Main Street	
Farcet	Marshalls Way	
Fen Ditton	Wrights Close	
Fen Drayton	School, Cootes lane	school
Fen Drayton	War Memorial	
Fenstanton	Headlands, Tythe Piece.	
Fenstanton	Chapel Green	
Folksworth	Elm Rd [near No.49]	
Fordham	Harry Palmer	sheltered housing
Fordham	Mildenhall Road	
Fordham	Trinity Close	
Fordham	Victoria Hall	
Fordham	Murfitts Lane	
Fowlmere	High Street	
Foxton	Hillfields	
Foxton	Recreation Centre	school

Foxton	West Hill Road	
Friday Bridge	The School	school
Friday Bridge	17 Mill Way, off The Stitch	
Fulbourn	Hospital site,	hospital
Fulbourn	St Vigors Road	sheltered housing
Gamlingay	Avenells Way	sheltered housing
Gamlingay	Blythe Way	sheltered housing
Girton	Thornton Court	sheltered housing
Girton	Abbeyfield	Residential home
Girton	St Vincents Close	sheltered housing
Girton	Orchard Close	Residential home
Girton	Hicks Lane	
Girton	Gretton Court	Residential home
Girton	Playgroup/ Church	Playgroup
Girton	Churchfield Court	Residential home
Glatton	The Green, Infield Rd.	
Godmanchester	Tudor Road, opp York Close	sheltered housing
Godmanchester	Rectory Gardens	sheltered housing
Godmanchester	McCartney House	sheltered housing
Godmanchester	Old Court Hall	Residential home
Godmanchester	Oaktree Court, West St.	sheltered housing
Gorefield	School	School
Gorefield	Post Office Stores	
Gorefield	Mill Height	
Grafham	Breach Road	
Grantchester	Stulpfield Road/Tabrum Close	sheltered housing
Great Abington	North Road	
Great Abington	Magna Close	
Great Abington	The Shop	
Great Chishill	The Church	
Great Eversden	Old Post Office	
Great Gidding	Playing Field, Winwick Road	
Great Gransden	Church Street	
Great Paxton	Towgood Way	
Great Raveley	Raveley Road (Carpenters)	
Great Shelford	Chaston Way	sheltered housing
Great Staughton	The Causeway	
Great Stukeley	Church Road, Phone kiosk.	
Great Wilbraham	The Green	
Guilden Morden	Three Tuns, High Street	
Guilden Morden	St. Marys Church	
Guyhirn	Chapelfield	
Haddenham	Camping Close	sheltered housing
Haddenham	Orchard Way	sheltered housing
Haddenham	High Street	
Hail Weston	Orchard Close	sheltered housing
Hamerton	Sawpit Lane	
Hardwick	School, The Limes	School

Hardwick	St Neots Road layby [Tall trees]	
Hardwick	Blue Lion, Main St.	
Harlton	Bolton Way	
Harlton	Lay-by	
Harston	The Limes	
Harston	Queens Close	
Haslingfield	The Green	
Haslingfield	The Meadows	
Hauxton	The Green	
Hemingford		
Abbots	Axe & Compass	
Hemingford Grey	Church Street	
	Old Pound Close, opp The	
Hemingford Grey	School.	
Heydon	Fowlmere Road	
Hildersham	Church Green	
Hilton	Village Hall car park.	
	Wellcome Trust Genome	
Hinxton	Campus	
Hinxton	War Memorial	
Histon	Burdett House, Station Rd	Residential home
Histon	Kay Hitch Way	sheltered housing
Histon	St Audrey's Close	sheltered housing
Holme	Holmewood	
Holywell	Ferryboat Inn car park	
Horningsea	High Street	
Horseheath	Old Nurseries	
	The Three Horseshoes Inn car	
Houghton	park.	
Huntingdon	Lord Protector	Oxmoor
Huntingdon	Skeels Court, Thames Rd.	sheltered housing
Huntingdon	Medway Court, Medway Road.	sheltered housing
Huntingdon	Millfield House	sheltered housing
Ickleton	Brookhampton Street	
Isleham	Church Street	
Isleham	Mill Street	
Kennett	Dane Hill	
Kimbolton	Stow Road (Newtown)	
Kimbolton	Castle Gardens	
Kingston	Crossroads	
Kirtling	Village Hall	
Landbeach	High Street	
Leighton		
Bromswold	The Avenue	
Leverington	Dowgate Road	
Leverington	Richmond Way	
Leverington	Popes Lane	
Leverington	Perry Road	
Leverington	Pear Tree Crescent	

Common		
Linton	Flaxfields	Residential home
Linton	Chalklands	sheltered housing
Litlington	Church Street	
Little Abington	Westfield	
Little Downham	Village Hall	Joint with Book Café
Little Eversden	Harlton Road	
Little Eversden	Recreation Ground	
Little Gransden	Chequers Pub	
Little Paxton	Gordon Road, Lay by.	
Little Stukeley	Church Way	
Little Thetford	Church	
Little Wilbraham	High Street	
Littleport	Beach Court	Residential home
Littleport	Anchor Court	sheltered housing
Littleport	New Orchard Park	Mobile home park
Lode	Longmeadow	
Lode	Northfields	
Lode	Post Office	
Lolworth	The Green	
Longstanton	The Dale	sheltered housing
Longstanton	Prentice Close	
Longstowe	Rushbrook Close	
Manea	Festival Close	sheltered housing
Manea	Station Road	
Manea	High Street	
March	Elliott Lodge	sheltered housing
March	Shaftesbury Court	sheltered housing
March	Upwell Park	sheltered housing
March	Fleming Court	sheltered housing
Melbourn	John Impey Way	sheltered housing
	Vicarage Close, Sheltered	
Melbourn	Housing	sheltered housing
Meldreth	Bell Close	sheltered housing
Mepal	Post Office	
Milton	Post Office	
Milton	The Rowans	
Milton	Community Centre	
Molesworth	Telephone Kiosk	
Murrow	School	School
Murrow	Station Avenue	
Murrow	Front Road, Paddocks	
Needingworth	Playing Field, Overcote Lane.	
New Wimpole	A603 Lay-by	
Newmarket	Duchess Drive	
Newmarket	Issinglass Close	
Newnham	Lammas Court	sheltered housing
Newnham	Pinehurst/Grange Road	sheltered housing

Newnham	Larchfield/Gough Way	sheltered housing
Newton	The Green	
Newton (Fenland)	Goodens Lane	
Oakington	Coles Lane/High Street	
Offord Cluny	Elm Drive	
Offord Darcy	Orchard Way, off Bramley Drive.	
Old Weston	Village Hall car park.	
Orwell	Lordship Close	sheltered housing
Orwell	Meadowcroft Way	sheltered housing
Orwell	Hurdleditch Road	
Over	The Green, Willingham Rd.	
Over	Elm Court, Drings Close.	sheltered housing
Over	Hilton Street	
Pampisford	The Church	
Parson Drove	The Bank	
Parson Drove	Newlands Corner	
Parson Drove	Henlow Farm	
Parson Drove	Payne School	School
Perry	Chichester Way	
Pidley	Village Hall, Warboys Rd.	
Prickwillow	Main Street	
Pymoor	Main Street	
Queen Adelaide	Herb Garden	
Rampton	The Green	
Ramsey	Jones Court	sheltered housing
Ramsey	Mill House	sheltered housing
Ramsey Forty Foot	Phone Box	
Ramsey Heights	Council Houses	
Ramsey		
Mereside	Marriots Drove	
Ramsey St		
Mary's	School	School
Ramsey St		
Mary's	Bucks Drove	
Reach	Fair Green	
Rings End	March Road	
Sawston	Chapelfield Way	sheltered housing
Sawston	Green Road	sheltered housing
Sawston	Uffen Way	sheltered housing
Sawtry	Mellors Court, High St.	
Saxon Street	The Reindeer	
Shepreth	Frog End	
Shepreth	Blenheim Close	
Shudy Camps	Main Street	
Six Mile Bottom	Delamere Close	sheltered housing
Snailwell	Roman Way	
Soham	Causeway, No 78-80	sheltered housing

Soham	Crescent	sheltered housing
Soham	Honeysuckle Close	sheltered housing
Somersham	Windsor Court, Springfield.	sheltered housing
Southoe	The Church	
Spaldwick	Stow Road Corner - High St.	
St Ives	Broadleas Court	sheltered housing
St Ives	Harvest Court, North Rd.	sheltered housing
St Ives	Field Lodge	sheltered housing
St Neots	Hanover Court	sheltered housing
St Neots	Cavendish Court, Crossall Rd.	sheltered housing
St Neots	Waterside Court, Church Street.	sheltered housing
St Neots	Old Market Court, Tebbuts Road.	sheltered housing
St Neots	The Close/ Meadow Close	sheltered housing
St Neots	Chesterton Court, Russel St.	sheltered housing
Stapleford	Cox's Close	sheltered housing
Steeple Morden	Russell Close	
Stetchworth	Jubilee Court	sheltered housing
Stibbington	The Green	
Stilton	The Talbot	
Stow cum Quy	Wheelwright Close	sheltered housing
Stow Longa	The Green	
Stretham	Meadowcroft	
Stretham	Hazel Court	sheltered housing
Stretham	Church	
Stretham	Cambridge Road	
Stuntney	Nr Social Centre	
Sutton	Brooklands Centre	
Sutton	Scott Court	sheltered housing
Swaffham	Commercial End	
Swaffham		
Bulbeck	High Street	
Swaffham Prior	Cage Hill	
Swaffham Prior	Chapel	
Swavesey	Thistle Green	sheltered housing
Tadlow	Post Box	
Teversham	Shepherds Way	sheltered housing
Teversham	Lady Jermy Way	
Thriplow	Middle Street / School Lane	
Thriplow	Sheralds Croft Lane	
Toft	Post Office Green	
Toseland	High Street	
Trumpington	Bishops Road	
Trumpington	Anstey Way /Crossways	
Trumpington	Foster Road	Over 60's group
Turves	Beggars Bridge	
Tydd St Giles	Hockland Road	
Tydd St Giles	Kinderley School	School
Upton	The Church	

Upware	Upware Road	
Upwood	Public House	
Waresley	Duncombe Arms	
Waterbeach	Denson Close	sheltered housing
Waterbeach	The Green	sheltered housing
Waterbeach	Chapel Close	sheltered housing
Waterbeach	Buchanan Centre	Playgroup
	Waterbeach Lodge, Cambridge	
Waterbeach	Road	sheltered housing
West Wickham	Streetley End	
West Wickham	Council Houses	
West Wrattling	High Street	
Westley		
Waterless	Telephone Kiosk	
Weston Colville	Mill Hill	
Weston Green	Post Office	
Whaddon	Bridge Street	
Whaddon	Meldreth Road	
Whittlesey	St Mary's House	sheltered housing
Whittlesey	Sudbury Court	sheltered housing
Whittlesey	Palmers Court	sheltered housing
Whittlesford	Ascham Lane	sheltered housing
Whittlesford	Lettice Martin Croft	sheltered housing
Whittlesford	Royston Road	
Wicken	Village Hall	
Wilburton	Bakery Close	sheltered housing
Wilburton	Church	
Wilburton	Littlefield Close	
Wimblington	Bus Stop, Doddington Road	
Wimblington	King Street	
Winwick	The Green	
Wisbech	Rose Lodge	sheltered housing
		Day & Children's centre
Wisbech	Oasis Centre	Waterlees
Wisbech	Fenland Village	sheltered housing
Wisbech	Osborne Park	sheltered housing
Wisbech	Edina Court	sheltered housing
Wisbech	Nene Court	sheltered housing
Wisbech	Onyx Court	sheltered housing
Wisbech St Mary	Church Road	
Wisbech St Mary	Cannon Close	
Wisbech St Mary	Blundell Terrace	
Wistow	T junction	
Witcham	Village Centre	
Witchford	Bedwell Hey Lane	
Witchford	Manor Court	sheltered housing
Witchford	West End	
Witchford	Victoria Gardens	
Wood Walton	Public House/ New Road	



Woodditton	The Three Blackbirds
Woodhurst	Old Post Office, Church St.
Wyton	Pine Hill Park, Sawtry way.
Wyton on the Hill	Cambridge Square, playground.
Yelling	High Street
<b>Neutral Impact</b>	
The change is expected to have a neutral impact on the protected characteristics of gender, race, marital status, religious belief, sex and sexual orientation.	
<b>Issues or Opportunities that may need to be addressed</b>	
<ul style="list-style-type: none"> <li>• There will be a disproportionate negative impact on older people in residential and sheltered accommodation who will no longer be able to access a service – with a risk of failure to provide a comprehensive statutory service in rural areas as part of the county, thereby failing in the Council's equality duty.</li> <li>• There will be a disproportionate negative impact on under 5's and families without transport – risk of further inequalities regarding opportunity for children and young people.</li> <li>• Impact on homeworkers and rural businesses (e.g. visit to Genome Research Centre so that workers can access books for their families).</li> <li>• Negative impact on schoolchildren and students in rural areas – support for education and literacy.</li> <li>• There may be a negative impact on pregnant women and mothers with young children, particularly in isolated rural communities or where they struggle with mobility.</li> <li>• Impact on increasing rural isolation, especially in the Fenland area, an area of higher deprivation in relation to the rest of the county</li> <li>• Negative impact on areas of deprivation in the county – e.g. Waterlees and Oxmoor.</li> <li>• Negative impact on the ability to deliver information on behalf of other Cambridgeshire County Council and partner services to more isolated and deprived people, e.g. Winter Warmth packs, hearing aid batteries.</li> <li>• Impact on health and well-being of older people – evidence of the importance for older people to keep reading to retain mental abilities and to reduce loneliness.</li> <li>• Impact on the quality of life in rural areas as services are withdrawn.</li> </ul>	

## Community Cohesion

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

<ul style="list-style-type: none"> <li>• Serious negative impact on community cohesion as opportunity for social interaction, access to learning, reading information no longer available – people often meet up around the mobile library visit.</li> <li>• Volunteers cannot access the service to support others, for example to deliver books to Library at Home readers locally, so would need to travel to the nearest static library and back again.</li> <li>• Loss of a valued community resource.</li> </ul>
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- Impact on associated activities in areas of deprivation, (e.g. literacy support, speech and language development), and the contribution to reducing inequalities in target areas.
- The only countywide Cambridgeshire County Council service reaching all areas of the county and acting as a gateway to Council and essential information, especially for those not online.

## Version Control

Version no.	Date	Updates / amendments	Author(s)
1	8.10.15		L. Martin and A. Clarke
2	12.10.15		LM, AC and JA
3	14.10.15		LM,AC,CM
4	21.10.15		CM

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....	
Service / Document / Function being assessed			
Reduce cyclic and reactive highway maintenance.			
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.124 B/R.6.125		
Aims and Objectives of Service / Document / Function			
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of reducing highway maintenance.</p>			
What is changing?			
<p>The highway maintenance service is to be scaled back, resulting in:</p> <ul style="list-style-type: none"> <li>Reduce Rights of Way grass cutting to two cuts per year from three</li> <li>Reduce weed kill treatment to one per year from two</li> <li>Reduce payment to Districts / Parishes for grass cutting from three to two</li> <li>Reduce payment to City &amp; HDC for weed kill to one application per year</li> <li>Scaling back pothole maintenance i.e. fewer pot holes will be repaired each year</li> <li>Reduced number of drains that are cleared each year</li> <li>Scaling back of footway repairs that are carried out each year</li> <li>Reduced number of signs that are repaired / replaced each year</li> </ul> <p>The reduction in service will also result in a loss of posts.</p>			

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

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

Undertaking the assessment:

Head of Local Infrastructure and Street Management

Highway Manager

Network Manager

**What will the impact be?**

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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**

The changes are not expected to have any impact on the protected characteristics.

**Negative Impact**

The reduction of highway maintenance (both cyclic and reactive) will over time result in a deteriorating network. This will lead to accessibility issues as road users are unable to travel around in a safe and efficient manner. In turn a poor highway network impacts on communities ability to access services / facilities, potentially increases a sense of isolation, reduces mobility, impacts on general participation in public life.

**Neutral Impact**

The changes are not expected to have any impact on the protected characteristics.

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

Wider issues potentially include a negative impact on the growth agenda and a likelihood that the social deprivation gap between communities / regions across the county could widen.

There is the potential to develop greater community resilience, seeking those communities that are able and willing to take on some of the highway roles for their area.

### **Community Cohesion**

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

The changes are not expected to have any impact on community cohesion.

### **Version Control**

<b>Version no.</b>	<b>Date</b>	<b>Updates / amendments</b>	<b>Author(s)</b>

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>  Date completed: 23 October 2015  Date approved: .....
Service / Document / Function being assessed		
Reduce staff following reduction in provision of highway maintenance services.		
<b>Business Plan Proposal Number (if relevant)</b>	6.124 6.125	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of reducing highway maintenance and the knock-on reduction of staff to deliver the reduced service.</p>		
What is changing?		
<p>The highway maintenance service is to be scaled back, resulting in:</p> <ul style="list-style-type: none"> <li>Reduce Rights of Way grass cutting to two cuts per year from three</li> <li>Reduce weed kill treatment to one per year from two</li> <li>Reduce payment to Districts / Parishes for grass cutting from three to two</li> <li>Reduce payment to City &amp; HDC for weed kill to one application per year</li> <li>Scaling back pothole maintenance i.e. fewer pot holes will be repaired each year</li> <li>Reduced number of drains that are cleared each year</li> <li>Scaling back of footway repairs that are carried out each year</li> <li>Reduced number of signs that are repaired / replaced each year</li> </ul> <p>The reduction in service will also result in a loss of posts – the emerging proposals will result in the deletion of existing vacancies:</p> <p>District Highway Manager post;</p>		

Local Highway Officer post.
<b>Who is involved in this impact assessment?</b> e.g. Council officers, partners, service users and community representatives.
Undertaking the assessment - Head of Local Infrastructure and Street Management

### What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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.

<b>Positive Impact</b>
N/A
<b>Negative Impact</b>
N/A
<b>Neutral Impact</b>
N/A
<b>Issues or Opportunities that may need to be addressed</b>

These changes will result in a reduction in the level of service in this area.

### Community Cohesion

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

The changes are not expected to have any impact on community cohesion.

### Version Control

Version no.	Date	Updates / amendments	Author(s)



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Community & Cultural Services Registration Service		Name: Louise Clover  Job Title: Registration Service Manager  Contact: louise.clover@cambridgeshire.gov.uk  Date completed: 9 <sup>th</sup> October 2015  Date approved: .....
Service / Document / Function being assessed		
Increase charges for Registration Services		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.7.101	
Aims and Objectives of Service / Document / Function		
<p>The Registration Service is responsible for providing a range of services that includes all tasks associated with:</p> <ul style="list-style-type: none"> <li>• Birth, death, still-birth, marriage and civil partnership registrations</li> <li>• Notices of marriage and civil partnerships</li> <li>• Conducting marriage, civil partnership, naming and renewal of vow ceremonies</li> <li>• Providing Nationality and Settlement Checking Services</li> <li>• Conducting citizenship ceremonies</li> <li>• Issuing copy certificates of birth, marriage, civil partnership, death and still-births</li> </ul>		
What is changing?		
<p><u>Local Fee Increases</u>          Increased fees have already been agreed in 2015/16 for implementation in 2016/17, so the impact of this increase will be seen in 2016/17 with an increase in overall income. Bookings for ceremonies are taken several years in advance so fees for 2016-17 have already been set and published for existing services. All locally set fees are reviewed on an annual basis to ensure full cost recovery. These are benchmarked regionally and nationally, market forces are considered and all are subject to scrutiny by the General Register Office. Where appropriate, new fees are introduced to cover costs, reducing the burden on the tax payer. The schedule of fees is published each year in an overall fees and charges report for the Directorate.</p> <p><u>National fee increases</u>          A national project is under way by the Treasury to review the funding / fees for all statutory elements of Registration Service provision. The current Immigration Bill contains the legal framework for such changes to be implemented.  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461708/Fees.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461708/Fees.pdf</a></p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		

Christine May, Head of Community & cultural Services Louise Clover, Registration Service Manager Sarah Baker, Area Registration Manager (City) Kirstie Blencowe, Area Registration Manager (County)
Sue Williams, Business Support Manager & Superintendent Registrar

### What will the impact be?

Tick to indicate if the expected 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 an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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.

<b>Positive Impact</b>
The changes are not expected to have any particular impact on the protected characteristics.
<b>Negative Impact</b>
The changes are not expected to have any particular impact on the protected characteristics
<b>Neutral Impact</b>
There is a neutral impact on these protected characteristics due to the way we structure our service and set our fees, especially when combined with the infrequency of use. For example much of what we do (such as birth & death registrations) is statutory so the fees are set nationally not by us.
The evidence from levels of use of the service indicate that our fees are not inhibiting use of our

services; customers do not have to use our citizenship checking services they can go elsewhere or submit direct, however they are still choosing to use our service. Getting married / entering a civil partnership is not a legal requirement and people can choose to do so anywhere in the country but again are choosing to use Cambridgeshire services.

For marriages / civil partnerships we still offer several levels of service, so for example couples can opt to pay as little as £46 for a very basic simple ceremony early on a weekday through to a large ceremony at a stately home on a Sunday (£580). We have offered a range of options / fee structure for the past few years, precisely to ensure that all customers can access such optional services, and have seen no impact on any of the protected characteristics in terms of demand or ability to pay. All our locally set fees are benchmarked regionally and nationally, as well as being subject to scrutiny by the General Register Office.

Ceremony fees are usually a small amount compared to what customers spend on other aspects of the occasion – the minimum charge for a statutory ceremony is not changed and people can still get married for just £120 with us in 16-17 but have a more limited choice as to time / day. We are in-line with most regional benchmarking as we currently offer 8 such slots for the most basic ceremony (across Cambridge, Huntingdon, March and Ely) and remain undersubscribed for these in the areas of most deprivation.

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

We will need to follow our usual process of informing customers of fees due, both in terms of level and at what point they are due. This includes relevant web pages and customer information given at the time of booking, and will be factored into our new micro website.

#### **Community Cohesion**

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

Not relevant

#### **Version Control**

<b>Version no.</b>	<b>Date</b>	<b>Updates / amendments</b>	<b>Author(s)</b>
V0.1	14.10.14		Louise Clover, Christine May
V0.2	21.10.15		Louise Clover, Christine May

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....	
Service / Document / Function being assessed			
Increase highway charges to cover costs.			
<b>Business Plan Proposal Number (if relevant)</b>	B/R.7.104		
Aims and Objectives of Service / Document / Function			
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of increasing highway charges to cover costs.</p>			
What is changing?			
<p>Highway charges across ETE are reviewed on an annual basis to ensure that:</p> <ul style="list-style-type: none"> <li>costs are being covered;</li> <li>annual inflation is factored in;</li> <li>statutory charges are correct and in line with relevant legislation;</li> <li>new services are covered accordingly.</li> </ul>			
Who is involved in this impact assessment?			
<p>e.g. Council officers, partners, service users and community representatives.</p> <p>Undertaking the assessment:</p> <p>Head of Policy &amp; Business Development          Head of Local Infrastructure and Street Management          Business Change Team</p>			

Officers from relevant teams across ETE

### What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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.

<b>Positive Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Negative Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Neutral Impact</b>
Therefore the changes are not expected to have any impact on the protected characteristics.
<b>Issues or Opportunities that may need to be addressed</b>
It is likely that any increase in highway charges for 2016/17 will be minimal, given that they are reviewed on an annual basis, therefore it is not foreseen that the increase will result in any significant issues or opportunities.

## Community Cohesion

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

The changes are not expected to have any impact on community cohesion.

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.Lumley@cambridgeshire.gov.uk">Richard.Lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....
Service / Document / Function being assessed		
Increase on-street car parking charges in Cambridge, Huntingdon, St Ives and St Neots.		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.7.107	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of increasing parking charges in Cambridge, Huntingdon, St Ives and St Neots.</p>		
What is changing?		
<p>The business planning option put forward is to increase on-street parking charges in Cambridge, Huntingdon, St Neots and St Ives by 20% from April 2016.</p>		
Who is involved in this impact assessment? e.g. Council officers, partners, service users and community representatives.		
<p>Undertaking the assessment:</p> <p>Head of Local Infrastructure and Street Management          Traffic Manager          Parking Operations Manager          Parking Policy Manager          Cambridge City Council - Parking Services</p>		

## What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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.

<b>Positive Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Negative Impact</b>
<p>Rural isolation – those who reside in rural areas may not have access to suitable forms of alternative transport and therefore will have little choice but to drive into Cambridge. They may be prevented from accessing services only available in Cambridge city centre.</p> <p>Deprivation – those in areas of deprivation may not have access to alternative forms of transport and will find it difficult to pay for parking if the price is significantly increased, therefore preventing them from accessing services available only in Cambridge city centre.</p> <p>Age – potential impact on older people, who are less mobile and / or on reduced income that need to park closer to the places they are visiting.</p> <p>Disability – transport options (and accessibility) could be reduced for those on a low income. Again, perhaps needing to park closer to the places they're visiting.</p>
<b>Neutral Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Issues or Opportunities that may need to be addressed</b>



A Highway Authority is not allowed to set out to make a profit from parking charges. Whilst it is accepted that a surplus will be generated, there are restrictions governing the reinvestment of such a surplus.

A significant price increase could potentially encourage drivers to consider alternative modes of transport – walking, cycling or public transport.

Potential impact on businesses if people are discouraged from driving into the city centre through reduced affordability.

## Community Cohesion

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

The changes are not expected to have any impact on community cohesion.

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact Details: (01223) 703839 <a href="mailto:Richard.Lumley@cambridgeshire.gov.uk">Richard.Lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....	
Service / Document / Function being assessed			
Extend the hours of enforcement of bus lanes and increase the number of bus lanes being enforced in Cambridge city from 1 April 2016.			
<b>Business Plan Proposal Number (if relevant)</b>	B/R.7.108		
Aims and Objectives of Service / Document / Function			
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of enforcing more bus lanes with the aim of improving bus journey times and increasing the attractiveness of more sustainable transport modes.</p>			
What is changing?			
<p>Currently the following bus lanes are enforced by cameras, from 7am to 7pm :</p> <ul style="list-style-type: none"> <li>Elizabeth Way;</li> <li>Newmarket Road (heading out of town between River Lane and Cheddars Lane);</li> <li>Newmarket Road (heading into town between B&amp;Q and the first retail park entrance);</li> <li>Hills Road (heading into town between Bateman Street and Union Road).</li> </ul> <p>The proposal is to extend the hours of enforcement and to increase the number of bus lanes enforced in Cambridge city. The increased hours of enforcement and addition of other bus lanes will be dependent on demand and future assessment.</p>			

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

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

Undertaking the assessment:

Head of Local Infrastructure and Street Management

Traffic Manager

Parking Operations Manager

**What will the impact be?**

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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**

The changes are not expected to have any impact on the protected characteristics.

**Negative Impact**

The changes are not expected to have any impact on the protected characteristics. Motorists are not permitted to drive in bus lanes anyway, irrespective of whether there are cameras present or not. There is therefore no change for drivers, thus no impact.

**Neutral Impact**

The changes are not expected to have any impact on the protected characteristics.

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

Fining motorists could potentially encourage drivers to consider alternative modes of transport – walking, cycling or public transport; as well as influence driver behaviour resulting in safer and more considerate driving – especially given cars should not be using bus lanes during the signed hours of operation.

Reduced flexibility of carriageway use outside of peak times – greater pressure on other parts of the carriageway, leading to increased wear and tear therefore increased maintenance requirement.

Increase resource costs to cover the extended hours – longer staff hours, more back officer equipment etc.

### Community Cohesion

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

The changes are not expected to have any impact on community cohesion.

### Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....	
Service / Document / Function being assessed			
Introduce a charge for all events using the highway.			
<b>Business Plan Proposal Number (if relevant)</b>	B/R.7.109		
Aims and Objectives of Service / Document / Function			
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of introducing a charge for all events using the highway.</p>			
What is changing?			
<p>At present event organisers of charity and community events do not have to pay for the privilege of closing roads or officer time to process the event applications.</p> <p>The business plan option is to extend the charge for events impacting on the operation and running of the highway network to include all events.</p>			
Who is involved in this impact assessment?			
<p>e.g. Council officers, partners, service users and community representatives.</p> <p>Undertaking the assessment:</p> <p>Head of Local Infrastructure and Street Management          Traffic Manager          IHMC Manager          Event Liaison Officer</p>			

## What will the impact be?

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

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

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

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. 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.

<b>Positive Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Negative Impact</b>
Special events have the potential to engender community spirit and inject a sense of well being and feel good within a community. In addition, events can help promote a local area and help the local economy (depending on the event type). The addition of a charge to encompass all events could result in some of the more deprived communities opting against holding an event and therefore missing out on the positive benefits events can bring.
<b>Neutral Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Issues or Opportunities that may need to be addressed</b>
The ability of deprived communities being able to hold events that impact on the highway network and thus not having the opportunity to receive the associated benefits.

**Community Cohesion**

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

There is the potential for community cohesion to be negatively impacted should communities opt out of holding events. Special events can help to bind a community together, providing a sense of belonging.

**Version Control**

Version no.	Date	Updates / amendments	Author(s)

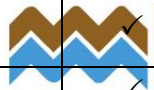
## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment  Assets and Commissioning		Name: Tom Blackburne-Maze  Job Title: Head of Assets and Commissioning  Contact Details: 01223 699772 <a href="mailto:Tom.Blackburne-maze@cambridgeshire.gov.uk">Tom.Blackburne-maze@cambridgeshire.gov.uk</a>
Service / Document / Function being assessed		
Introduce Street Lighting Attachment Policy		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.7.114	
Aims and Objectives of Service / Document / Function		
<p>Cambridgeshire County Council has a duty of care under the Highway Act to maintain safe passage for all users of the public highway. Any attachments to County Council owned street lighting equipment must be assessed to ensure that they do not pose any risk to the safety of the public or to the street lights that they are affixed to.</p>		
What is changing?		
<p>The County Council is aware of a large number of attachments to County Council owned streetlights which are unsafe. Under the existing process the County Council assumes all liability for all attachments but many have been found to be either unsafe themselves, some have been dangerously connected to the streetlight's electrical supply inside the column. Some are excessively large or heavy which the streetlight to a degree which the streetlight is not designed to support.</p> <p>In line with steps taken at many other Local Authorities, anyone wishing to attach an item to a streetlight will be required to apply to the County Council for a license so the Council can assess if this is safe to do so. This will include, but not be limited to, Christmas decorations, hanging baskets, banners, CCTV cameras, WIFI equipment, public transport information and catenary or suspension infrastructure across the public highway which is to be attached to street lighting columns.</p>		
Who is involved in this impact assessment?		
<p>Tom Blackburne-Maze - Head of Assets and Commissioning  John Onslow - Service Director: Infrastructure Management &amp; Operations  Graham Hughes – Executive Director: Economy, Transport and the Environment  Officers from Assets and Commissioning Service  Staff from our service provider Balfour Beatty</p>		



### What will the impact be?

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

Impact	Positive	Neutral	Negative
Religion or belief			
Sex		✓	
Sexual orientation		✓	

### Community Cohesion

These changes affect all County Council owned streetlights in all communities where many have been able to attach any object to streetlights without having to apply for a licence. Whilst this does not automatically prevent objects being attached to streetlights, many communities may feel that this reduces their ability to provide community based facilities.

### Positive Impact

The changes are not expected to have any positive impacts on the protected characteristics.

### Negative Impact

The changes are not expected to have any negative impacts on the protected characteristics.

### Neutral Impact

The changes are expected to have a neutral impact on the protected characteristics.

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

Over many years, many objects have been attached to streetlighting columns throughout the county. Many of these have been attached without the knowledge or consent of the County Council and may, without intention, pose a safety risk to the public in terms of the objects themselves, the way in which they are attached or to the streetlighting columns themselves (electrically or structurally). This policy and procedure will ensure that all attachments to streetlighting columns are safe for the public. In order that the County Council's costs are recovered in reviewing, assessing and administering the licence, a fee will be charged for this service.

In accordance with the Highways Act, any person fixing or placing any apparatus on streetlights without the consent of the County Council could be open to possible prosecution and the offending equipment, fixtures and fittings might have to be removed immediately at the person's expense.

As these attachments have been able to be made in the past without any fee or enforcement, communities are likely to perceive this impact as being negative.

### Version Control

Version no.	Date	Updates / amendments	Author(s)
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**FINANCE AND PERFORMANCE REPORT – SEPTEMBER 2015**

*To:* **Highways and Community Infrastructure Committee**

*Meeting Date:* **3<sup>rd</sup> November 2015**

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

*Electoral division(s):* **All**

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

*Purpose:* **To present to Highways and Community Infrastructure (H&CI) Committee the September 2015 Finance and Performance report for Economy, Transport and Environment (ETE).**

**The report is presented to provide Committee with an opportunity to comment on the projected financial and performance outturn position, as at the end of September 2015.**

*Recommendations:* **The Committee is asked to review, note and comment on the report.**

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## 1. BACKGROUND

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

## 2. MAIN ISSUES

- 2.1 The report attached as Appendix A is the ETE Finance and Performance report for September 2015.
- 2.2 At the end of September, ETE is forecasting a balanced position for year-end. ETE is managing any small fluctuations in forecasts which create overspends through planning a range of measures and should these not work, there is the opportunity to reduce expenditure from the Community Transport Reserve (which was created from previous year underspends) although this is not considered likely to be necessary at this stage.
- 2.3 In relation to the budgets under the stewardship of this Committee, a balanced position is forecast for year-end. There are three forecast overspends being reported at this stage in the year, these are in relation to:-
  - Streetlighting, where the part night lighting originally planned to commence in April has been delayed;
  - Network Management, where a number of areas are forecast to overspend , including grass cutting, This is being offset by underspends in “LISM other”, particularly as a result of vacancies.
  - Waste Disposal including PFI, as a result of more waste being landfilled than anticipated and income from third parties being less than expected.
- 2.4 At the end of September, ETE is forecasting a year-end slippage on Capital of £29.5 million. Much of this, however, is due to programme adjustments to changed circumstances (a specific example being the Ely Bypass) and a large proportion of the spend making up this figure is on external funds such as from the LEP or central government and so this does not impact on the Council's financial position.
- 2.5 In relation to the budgets under the stewardship of this Committee, there are six main areas of variance:
  - Delivering the Transport Strategy Aims, specifically cycling schemes, which will roll into next financial year ( -£1.673m).
  - Operating the Network; 2 bridge strengthening schemes have been delayed until next year to offset the increased costs relating to Brasley Bridge in Granchester (-£0.530m).
  - £90m Highways Maintenance Schemes – increased costs due to

Brasley Bridge (+£0.437m)

- Waste Infrastructure. Required funding to be reviewed as part of Business Planning (-£0.466m).
- Archives Centre / Ely Hub – the scheme is to be completed over 2 years with increased slippage (-£1.223m)
- Community & Cultural Services. Required funding to be reviewed as part of Business Planning.(-£0.409m).

2.6 H&CI Committee will have fourteen performance indicators reported to it in 2015-16, although at this stage of the year, data is only available for thirteen of these. Of these thirteen, three are currently red, three are amber, and seven green. The three indicators that are currently red are:

- Book issues per head of population – narrowing the gap
- Number of unique visits to library web pages – year to date.
- the number of problem rogue traders brought back in compliance.

2.7 At year-end, the current forecast is that none of the indicators will be red, seven will be 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**

This report sets out details of the overall financial position of the ETE Service / this Committee.

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

There are no significant implications within this category.

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

There are no significant implications within this category.

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

There are no significant implications within this category.

#### 4.5 Localism and Local Member Involvement

There are no significant implications within this category.

#### 4.6 Public Health Implications

There are no significant implications within this category.

Source Documents	Location
There are no source documents for this report	.



**Economy, Transport and Environment – Finance and Performance Report –  
September 2015 for Highways & Community Infrastructure Committee**

**1. SUMMARY**

**1.1 Finance**

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

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

Monthly Indicators	Red	Amber	Green	Total
Current status this month	3	3	7	13
Current status last month	5	1	7	13
Year-end prediction (for 2015/16)	0	7	6	13

**Notes**

2014/15 data is still being reported for some indicators due to time lags in data collection. There are also some indicators that are still being measured over the 2014/15 academic year.

**2. INCOME AND EXPENDITURE**

**2.1 Overall Position**

Forecast Variance - Outturn (Previous Month) £000	Directorate	Current Budget for 2015/16 £000	Current Variance £000	Current Variance %	Forecast Variance - Outturn (September) £000	Forecast Variance - Outturn (September) %
0	Executive Director	655	+20	+3	1	0
-219	Infrastructure Management & Operations	59,174	-3,455	-15	-284	0
+37	Strategy & Development	14,369	+149	+39	+101	+1
0	External Grants	-11,118	+311	-11	0	0
-182	<b>Total Service Funded Items</b>	<b>63,079</b>	<b>-2,976</b>	<b>-10.3</b>	<b>-182</b>	<b>0</b>
+182	Waste Private Finance Initiative (PFI)				+182	+1
+0	<b>Total</b>	<b>63,079</b>	<b>-2,976</b>	<b>-10.3</b>	<b>0</b>	<b>+0</b>

The service level budgetary control report for September 2015 can be found in [appendix 1](#).

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

## **2.2 Significant Issues**

A significant proportion of the overspend is derived from the Park and Ride site income which is less than anticipated. Officers will continue to seek to increase income in this area and also review all budgets to offset this pressure. Should the current underlying overspend of £92k not reduce as year-end approaches, then underspends on Community Transport in previous years set aside for future years will be reduced by £92k. This assumption has been built into the above figures bringing the budget to break-even by year-end, but tight management of other revenue budgets, (staffing in particular) and potential slippage in some expenditure may also occur meaning that from experience, these planned reductions will not be required and the funds can be reinstated. The forecast outturn position will be monitored closely so that should this be possible as expected, the reinstatement can occur as early as possible..

## **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 September 2015.

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)**

The following virements were recorded in September 2015: -

Use of ETE operational savings - Lane rental implementation £200k  
Use of ETE operational savings - Support of sustainable transport access to Cambridge North station £178k

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

### **3. BALANCE SHEET**

#### **3.1 Reserves**

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

#### **3.2 Capital Expenditure and Funding**

##### Expenditure

£90m Highways Maintenance schemes

There will be increased costs relating to Brasley Bridge in Grantchester. A maintenance scheme that has straddled two financial years (2013/14 & 2014/15). The cost of fully reconstructing the bridge has proved to be higher than originally budgeted for back in 2012/13.

Reasons for overspend:

- The £200k cost of temporarily diverting utility apparatus was planned to be funded from a capital budget in 2013/14, but was delayed to 2014/15 having a knock on effect on budget allocations.
- Delays in the completion of works undertaken by utility contractors also impacted our own contractor and the subsequent availability of specialist plant and resources, leading to additional costs of £36k.
- Significant pressure from the local community and businesses to reopen the road as soon as possible also led to acceleration of the works to mitigate delays at an additional cost of £54k.
- Unforeseen ground conditions have also impacted on costs. The scheme was allocated £565k for 2015/16, but costs are expected to be £920k, with a total scheme cost of £1.48 million.

Officers will look to fund this overspend from savings and reducing the scope where possible on other schemes within the current TDP.

##### Funding

All schemes are funded as was presented in the 2015/16 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 Highways& Community Infrastructure (H&CI) indicators for 2015/16.

New information for red, amber and green indicators is shown 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 2015/16 targets are not expected to be achieved.

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

No new information this month.

### **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**

##### **Libraries**

- Number of visitors to libraries/community hubs - year-to-date (to September 2015)  
Our end-of-year target for 2015/16 is 2.57 million visits. Figures to the end of September show that there were 1,224,367 physical visits to libraries/community hubs which is slightly below target.
- Book issues per head of population - narrowing the gap between the most deprived areas (top 10%) and others – year-to-date (to September 2015)  
Latest figures show that the gap has increased from 28.5% to 31.9%. The reasons for this are being investigated and an action plan developed to get back on-track. However this is a new target this year and has always been subject to some element of uncertainty.
- Number of unique visits to library web pages - year-to-date (to September 2015)  
Our end-of-year target for this indicator is 650,000 unique visits.

Figures to the end of September show that there were 253,234 unique visits to library web pages which is below the challenging target. This includes e-Book and e-Audio visits.

### **4.4 Green Indicators (new information)**

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

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

## Archives

- Increase digital access to archive documents by adding new entries to online catalogue (to September 2015)

The figure to the end of September is 402,918, a rise of over 3,000 since June. This is above the 2015/16 target of 395,000.

The 2015/16 target was set in December before the 2014/15 outturn was known and that 2014/15 outturn was higher than predicted. Therefore the 15/16 target has already been achieved.

## Libraries

- Number of item loans (including eBook loans) – year-to-date (to September 2015)  
Our end-of-year target for this indicator is 2.85 million item loans. There were 1,523,385 item loans to the end of September, which is above target and 2.9% up on the same period last year.

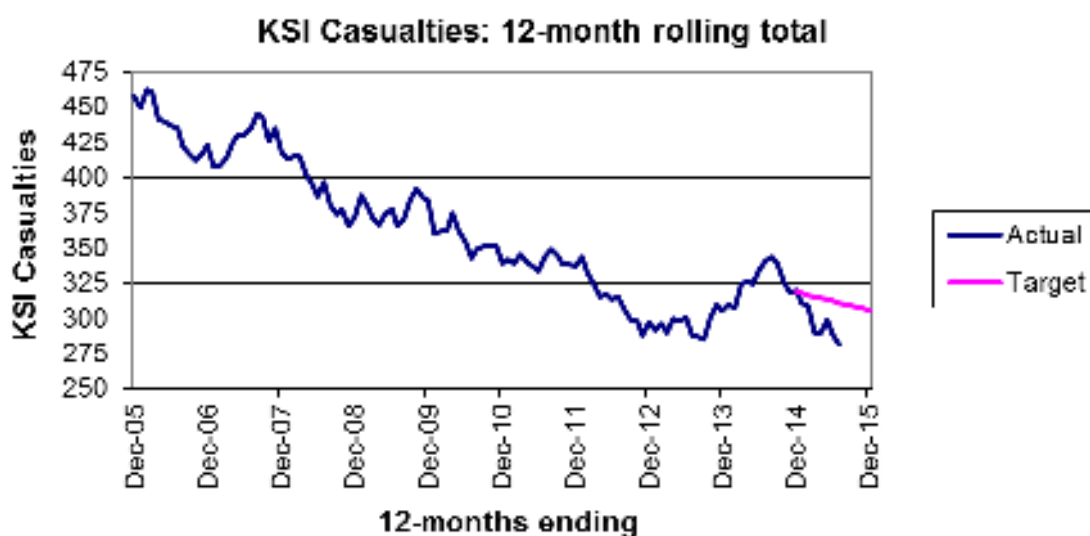
The number of eBook issues to the end of September was 41,431 which is 54% up on the same period the previous year.

Digital content now accounts for 2.7% of total library issues compared with 1.8% for the same period the previous year.

## Road Safety

- Road accident deaths and serious injuries - 12-month rolling total (to July 2015)

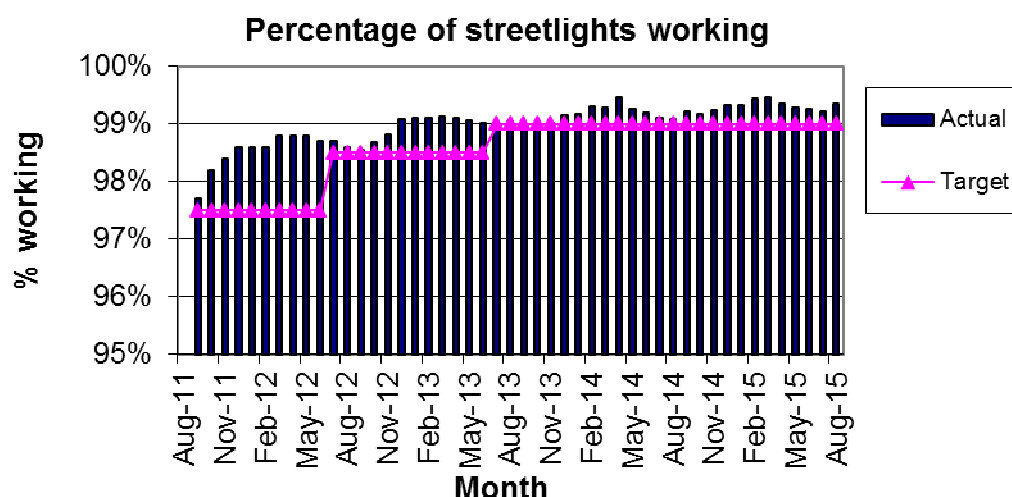
The provisional total number of killed or seriously injured (KSI) casualties during the 12 months ending July 2015 is 282, compared with a 2015 year-end target of no more than 306. The recent decrease is encouraging, although the numbers can fluctuate from one month to the next.



## Street Lighting

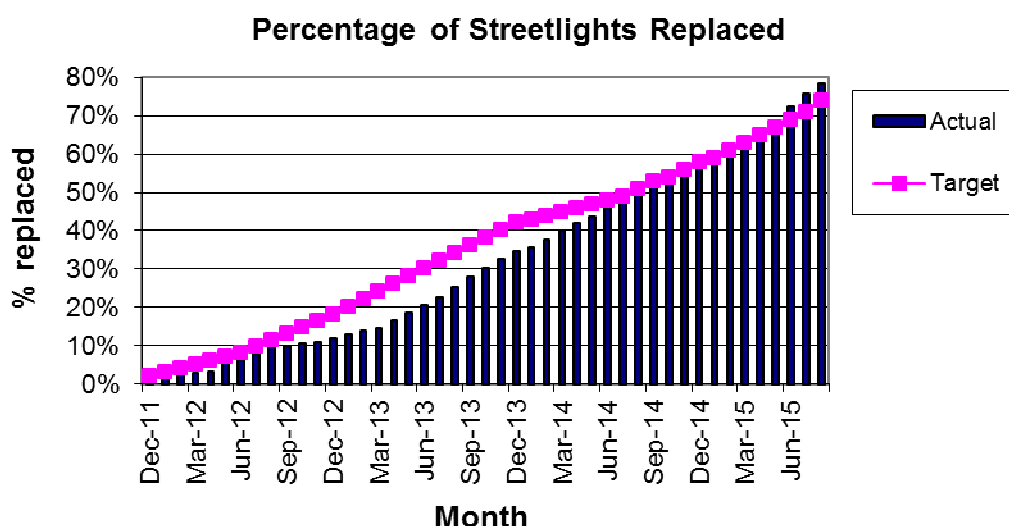
- Streetlights working (as measured by new performance contract) (to August 2015)

The 4-month average (the formal contract definition of the performance indicator) is at 99.3% this month, above the 99% target.



- Performance against street light replacement programme (at August 2015)

78.6% of the programme has been completed, representing 43,352 street lights which means the year-end target of 92% is likely to be achieved.



## 4.5 Contextual indicators (new information)

### a) Highways & Community Infrastructure

#### Road Safety

- Road accident slight injuries – 12-month rolling total (to July 2015)

The provisional total number of slight casualties to the end of July 2015 is 1,642 compared with 1,776 for the same period last year.



### Rogue Traders

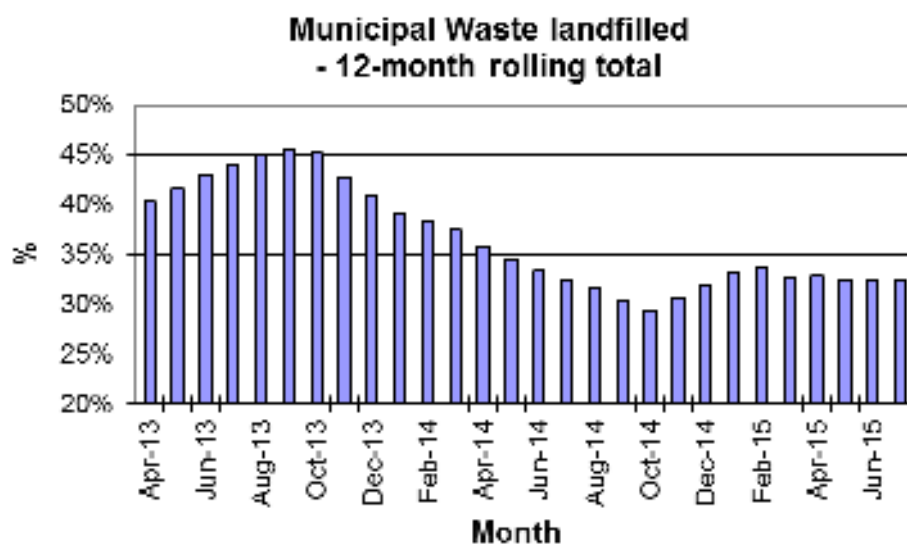
- Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents - year-to-date (to September 2015)  
 £59,390 has been saved as a result of our intervention in rogue trading incidents since April, compared with £206,763 for the same period the previous year.

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.

### Waste Management

- Municipal waste landfilled - 12 month rolling average (to July 2015)  
 The 12-month rolling total to the end of July remains at around the same level (32.4%) as the past few months.

Performance improvements are currently being discussed with our Service Provider, AmeyCespa.



## APPENDIX 1 – Service Level Budgetary Control Report

Forecast Variance - Outturn August  £'000	Service	Current Budget for 2015-16  £'000	Expected to end of September  £'000	Actual to end of September  £'000	Current Variance  £'000    %		Forecast Variance - Outturn September  £'000    %	
	<b>Economy, Transport &amp; Environment Services</b>							
+0	Executive Director	182	331	371	+40	+12	+0	+0
+0	Business Support	473	261	240	-20	-8	+1	+0
0	Direct Grants	0	0	0	0	+0	0	0
<b>0</b>	<b>Total Executive Director</b>	<b>655</b>	<b>592</b>	<b>611</b>	<b>+20</b>	<b>+3</b>	<b>+1</b>	<b>+0</b>
	<b>Directorate of Infrastructure Management &amp; Operations</b>							
+0	Director of Infrastructure Management & Operations	136	67	61	-6	-9	+0	+0
	Assets & Commissioning							
+174	- Street Lighting	9,152	3,710	2,705	-1,005	-27	+174	+2
+182	- Waste Disposal including PFI	33,053	15,411	13,671	-1,740	-11	+182	+1
-26	- Asset Management	542	461	480	+19	+4	-26	-5
	Local Infrastructure & Street Management (LISM)							
-12	- Road Safety	663	341	335	-5	-2	-12	-2
+0	- Traffic Manager	-507	-166	-97	+69	-41	+60	-12
+0	- Network Management	1,236	500	553	+53	+11	+107	+9
-100	- Local Infrastructure & Streets	3,736	1,543	1,389	-154	-10	+0	+0
+0	- Winter Maintenance	1,910	460	442	-18	-4	+0	+0
-58	- LISM other	2,826	-272	-301	-29	+11	-215	-8
	Supporting Business & Communities							
+0	- Communities & Business	1,524	760	533	-227	-30	-134	-9
+0	- Parking Enforcement	0	-641	-688	-47	+7	+0	+0
+0	- Recycle for Cambridge & Peterborough (RECAP)	0	5	-21	-26	+0	+0	+0
	Community & Cultural Services							
+3	- Libraries	4,018	2,009	1,886	-124	-6	-21	-1
+0	- Archives	603	263	271	+8	+3	-5	-1
-173	- Registrars	-468	-162	-358	-195	+120	-158	+34
-27	- Coroners	751	366	337	-29	-8	-54	-7
0	Direct Grants	-7,033	-1,824	-1,824	0	+0	0	154
<b>-37</b>	<b>Total Infrastructure Management &amp; Operations</b>	<b>52,141</b>	<b>22,831</b>	<b>19,376</b>	<b>-3,455</b>	<b>-15</b>	<b>-102</b>	<b>-0</b>
	<b>Directorate of Strategy &amp; Development</b>							
+0	Director of Strategy & Development	135	66	70	+3	+5	+0	+0
+0	Transport & Infrastructure Policy & Funding	664	272	308	+36	+13	+0	+0
	Growth & Economy							
-20	- Growth & Development	587	263	249	-15	-6	-47	-8
-26	- County Planning, Minerals & Waste	341	123	104	-19	-15	-26	-8
-6	- Enterprise & Economy	157	90	81	-10	-11	-6	-4
+0	- Mobilising Local Energy Investment (MLEI)	0	12	132	+121	+1,039	+0	+0
+0	- Growth & Economy other	760	171	155	-15	-9	+13	+2
+0	Major Infrastructure Delivery	376	615	765	+150	+24	+0	+0
	Passenger Transport							
+260	- Park & Ride	169	687	864	+177	+26	+260	+154
+0	- Concessionary Fares	5,477	2,047	1,894	-153	-7	+0	+0
-170	- Passenger Transport other	2,563	1,195	1,186	-9	-1	-92	-4
	Adult Learning & Skills							
+0	- Adult Learning & Skills	2,013	673	699	+26	+4	+0	+0
+0	- Learning Centres	722	329	135	-194	-59	+0	+0
+0	- National Careers	405	204	195	-9	-4	+0	+0
0	Direct Grants	-4,085	-1,223	-853	370	-30	0	0
<b>+37</b>	<b>Total Strategy &amp; Development</b>	<b>10,284</b>	<b>5,524</b>	<b>5,983</b>	<b>460</b>	<b>+8</b>	<b>+101</b>	<b>+1</b>
<b>+0</b>	<b>Total Economy, Transport &amp; Environment Services</b>	<b>63,079</b>	<b>28,946</b>	<b>25,970</b>	<b>-2,976</b>	<b>-10</b>	<b>-0</b>	<b>-0</b>



	MEMORANDUM							
£'000	Grant Funding	£'000	£'000	£'000	£'000	%	£'000	%
0	- Public Health Grant	-418	-195	-195	+0	+0	+0	+0
0	- Street Lighting - PFI Grant	-3,944	-986	-986	+0	+0	+0	+0
0	- Waste - PFI Grant	-2,691	-673	-673	+0	+0	+0	+0
0	- Bus Service Operators Grant	-302	-302	-302	+0	+0	+0	+0
0	- Local Sustainable Transport Funding (LSTF)	-1,000	0	0	+0	+0	+0	+0
0	- Adult Learning & Skills	-1,813	-453	-449	+4	+0	+0	+0
0	- Learning Centres	-545	-269	13	+282	-105	+0	+0
0	- National Careers funding	-405	-169	-85	+84	-50	+0	+0
<b>+0</b>	<b>Grant Funding Total</b>	<b>-11,118</b>	<b>-3,047</b>	<b>-2,677</b>	<b>370</b>	<b>-12</b>	<b>0</b>	<b>+0</b>

## APPENDIX 2 – Commentary on Forecast Outturn Position

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

Service	Current Budget for 2015/16 £'000	Current Variance		Forecast Variance - Outturn	
		£'000	%	£'000	%
<b>Street Lighting</b>	9,152	-1,005	-27	+174	+2
It was originally planned to commence part-night lighting in April, however, it has since been agreed to defer this saving until April 2016 to allow for a full consultation period with local Councils. This will result in the business plan saving not being delivered in 2015/16.					
<b>Waste Disposal including PFI</b>	33,053	-1,740	-11	+182	+1
<p>The current variance is due to a delay in District Councils applying to the County Council for recycling credits and in AmeyCespa being late in applying for the landfill tax payment.</p> <p>The expected outturn position is showing an overspend as a result of the latest forecast predicting that slightly more waste will go into landfill than was previously expected and income from third parties will be less than expected.</p>					
<b>Network Management</b>	1,236	+53	+11	+107	+9
A number of areas are predicted to overspend in this area including grass cutting. Officers are holding back expenditure in other areas so that this overspend can be covered.					
<b>LISM other</b>	2,826	-29	+11	-215	-8
Expenditure is being held back within this area to cover the overspend in Network Management. A large part of the underspend is also the result of savings from vacancies within the Service.					
<b>Communities &amp; Business</b>	1,524	-227	-30	-134	-9
The predicted underspend is mainly due to savings arising from vacancies within the Service.					
<b>Libraries</b>	4,018	-124	-6	-21	-1
Income from the Enterprise Centre in Central Library was projected to commence from April, as this scheme is no longer going ahead in the way originally intended, the level of income for the year will be less than budgeted. Officers will work with members, public and staff to look at other potential revenue streams to bridge this gap. There have been staff vacancies within Libraries that are producing savings to mitigate the shortage of income from the Enterprise Centre.					

<b>Registrars</b>	-468	-195	+120	-158	+34
The timing of when ceremony fees are collected has been changed to when the ceremony is booked rather than being collected three months prior to the ceremony. This has caused a one off increase in income this year through re-phasing of when it is collected.					
<b>Major Infrastructure Delivery</b>	376	+150	+24	0	0
The current variance is due to grant not yet received in relation to work undertaken last financial year.					
<b>Park &amp; Ride</b>	169	+177	+26	+260	+154
A predicted shortfall in income in the region of £560k is expected for parking fees at the Park & Ride sites based on income levels achieved in the first six months of this year.  This overspend will be partially covered by increased income from bus lane enforcement, which is expected to be in the region of £300k.					
<b>Passenger Transport other</b>	2,563	-9	-1	-92	-4
An assumption has been made that expenditure will be reduced to ensure that ETE has a break-even budget, but if there is future slippage in other revenue budgets this will not be required and the expenditure will be re-instated.					
<b>Learning Centres</b>	722	-194	-59	0	0
The current variance is due to grant not yet received in relation to work undertaken last financial year.					

### 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
<b>Grants as per Business Plan</b>	Various	11,410
Adult Learning & Skills grants	Department for Business, Innovation & Skills	-567
Learning centre grants	Various	+243
Non-material grants (+/- £30k)		+32
<b>Total Grants 2015/16</b>		<b>11,118</b>

The Adult Learning & Skills grant and Learning centre grants have been adjusted to match the expected grant in 2015/16.

## APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
<b>Budget as per Business Plan</b>	63,308	
Use of operational savings – LEP funding	50	
Transfer of Open Spaces Service to ETE from Corporate Services	54	
Transfer of Travellers support to ETE from Corporate Services	51	
City Deal funding transferred to Corporate Services	-717	
Centralisation of mobile phone budgets	-55	
Use of operational savings –Lane rental implementation	200	
Use of operational savings –Support of sustainable transport access to Cambridge North station	178	
Non-material virements (+/- £30k)	10	
<b>Current Budget 2015/16</b>	<b>63,079</b>	

## APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2015 £'000	Movement within Year £'000	Balance at 30th September 2015 £'000	Forecast Balance at 31st March 2016 £'000	Notes
<b>General Reserve</b>					
Service carry-forward	3,369	(552)	2,817	0	Account used for all of ETE
<b>Sub total</b>	<b>3,369</b>	<b>(552)</b>	<b>2,817</b>	<b>0</b>	
<b>Equipment Reserves</b>					
Winter Maintenance Vehicles	683	0	683	500	
Libraries - Vehicle replacement Fund	210	0	210	150	
<b>Sub total</b>	<b>893</b>	<b>0</b>	<b>893</b>	<b>650</b>	
<b>Other Earmarked Funds</b>					
Deflectograph Consortium	67	(9)	59	50	Partnership accounts, not solely CCC
Highways Searches	32	0	32	0	
On Street Parking	1,138	(0)	1,138	700	
Bus route enforcement	146	0	146	0	
Highways Commuted Sums	525	0	525	400	
Guided Busway Liquidated Damages	4,088	(284)	3,804	2,500	This is being used to meet legal costs if required.
Waste and Minerals Local Development Fra	22	0	22	0	
Proceeds of Crime	190	0	190	150	
Waste - Recycle for Cambridge & Peterborough (RECAP)	225	0	225	150	Partnership accounts, not solely CCC
Discover Cambs Tourism Brochure	23	0	23	0	Partnership accounts, not solely CCC
Fens Workshops	39	17	56	0	Partnership accounts, not solely CCC
Travel to Work	233	9	242	150	Partnership accounts, not solely CCC
Steer- Travel Plan+	76	0	76	0	
Olympic Development	13	0	13	0	
Northstowe Trust	101	0	101	101	
Cromwell Museum	28	0	28	0	
Archives Service Development	234	0	234	0	
Next Step	73	0	73	0	
Other earmarked reserves under £30k - IMO	9	55	64	0	
Other earmarked reserves under £30k - S&D	143	32	175	50	
<b>Sub total</b>	<b>7,404</b>	<b>(181)</b>	<b>7,222</b>	<b>4,251</b>	
<b>Short Term Provision</b>					
Mobilising Local Energy Investment (MLEI)	669	0	669	0	
<b>Sub total</b>	<b>669</b>	<b>0</b>	<b>669</b>	<b>0</b>	
<b>Capital Reserves</b>					
Government Grants - Local Transport Plan	0	9,099	9,099	0	Account used for all of ETE
Government Grants - City Deal	0	20,000	20,000	17,500	
Government Grants - S&D	3,268	4,233	7,501	970	
Government Grants - IMO	0	0	0	0	
Other Capital Funding - S&D	11,454	(2,075)	9,378	7,000	
Other Capital Funding - IMO	1,176	38	1,214	200	
<b>Sub total</b>	<b>15,897</b>	<b>31,295</b>	<b>47,192</b>	<b>25,670</b>	
<b>TOTAL</b>	<b>28,232</b>	<b>30,562</b>	<b>58,793</b>	<b>30,571</b>	

## APPENDIX 6 – Capital Expenditure and Funding

### Capital Expenditure

2015/16						TOTAL SCHEME	
Original 2015/16 Budget as per BP	Scheme	Revised Budget for 2015/16	Actual Spend (September)	Forecast Spend - Outturn (September)	Forecast Variance - Outturn (September)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
400	- Major Scheme Development & Delivery	492	21	492	0	539	0
482	- Local Infrastructure Improvements	482	116	482	0	482	0
626	- Safety Schemes	631	372	631	0	626	0
345	- Strategy and Scheme Development work	345	257	345	0	345	0
3,156	- Delivering the Transport Strategy Aims	4,611	680	2,938	-1,673	4,450	0
478	- Cambridgeshire Sustainable Transport Improvements	528	174	528	0	478	0
23	- Air Quality Monitoring	23	0	23	0	23	0
15,038	Operating the Network	15,867	5,795	15,337	-530	16,028	0
	Infrastructure Management & Operations Schemes						
6,925	- £90m Highways Maintenance schemes	8,017	4,944	8,454	437	90,000	0
0	- Waste Infrastructure	588	12	122	-466	5,588	0
3,000	- Archives Centre / Ely Hub	3,131	26	1,908	-1,223	4,131	0
251	- Community & Cultural Services	1,719	0	1,310	-409	1,702	0
	Strategy & Development Schemes						
2,653	- Cycling Schemes	6,351	1,579	3,424	-2,927	17,886	0
1,729	- Huntingdon - West of Town Centre Link Road	3,397	3	1,250	-2,147	10,534	0
9,575	- Ely Crossing	9,883	60	3,000	-6,883	30,780	0
20,000	- Cambridge North Station	0	8	0	0	4,000	0
0	- Chesterton Busway	2,264	2,123	2,264	0	6,050	0
370	- Guided Busway	3,740	486	3,000	-740	151,147	0
4,843	- King's Dyke	5,050	115	815	-4,235	13,629	0
0	- Wisbech Access Strategy	1,000	73	500	-500	1,000	0
2,500	City Deal	2,500	567	2,500	0	100,000	0
0	- Other Schemes	536	33	536	0	25,005	0
	Other Schemes						
12,013	- Connecting Cambridgeshire	19,541	272	11,366	-8,175	36,150	0
285	- Other Schemes	85	37	85	0	680	0
<b>84,692</b>		<b>90,781</b>	<b>17,753</b>	<b>61,310</b>	<b>-29,471</b>	<b>521,253</b>	<b>0</b>

The increase between the original and revised budget is due to the carry forward of funding from 2014-15, this being due to the rephasing of schemes, which were reported as underspending at the end of the 2014-15 financial year.

At the end of September, ETE is forecasting a year-end slippage on Capital of £29.5 million. Much of this, however, is due to programme adjustments to changed circumstances (a specific example being the Ely Bypass) and a large proportion of the spend making up this figure is on external funds such as from the LEP or central government and so this does not impact on the Council's financial position.

The timing of the Government announcement that 'Cambridge North' Station scheme will be handed over to Network Rail has resulted in the scheme remaining in the 2015/16 Business Plan. Arrangements have now been finalised, and the County Council will not be incurring any further expenditure on this scheme. The revised budget has been reduced by £20m in 2015/16 to reflect this point.

Delivering the Transport Strategy Aims - S106 developer contributions towards cycling schemes are in the early stages of feasibility and design reducing spend requirements in year 2015/16. Scheme forecasts are indicating completion in 2016/17. Options also exist to merge priorities with City Deal Projects to maximise resources and minimise delays in programme delivery.

Land acquisition and feasibility studies are underway for Bar Hill to Longstanton, Yaxley to Farcet and the link to Babraham research campus and will result in scheme delivery in 2016/17. Integrated Transport cycling funded schemes including, St Neots route 4 and St Neots route 7 are nearing completion and showing reduced revised estimate.

#### £90m Highways Maintenance schemes

There will be increased costs relating to Brasley Bridge in Grantchester. A maintenance scheme that has straddled two financial years (2013/14 & 2014/15). The cost of fully reconstructing the bridge has proved to be higher than originally budgeted for back in 2012/13.

Reasons for overspend:

- The £200k cost of temporarily diverting utility apparatus was planned to be funded from a capital budget in 2013/14, but was delayed to 2014/15 having a knock on effect on budget allocations.
- Delays in the completion of works undertaken by utility contractors also impacted our own contractor and the subsequent availability of specialist plant and resources, leading to additional costs of £36k.
- Significant pressure from the local community and businesses to reopen the road as soon as possible also led to acceleration of the works to mitigate delays at an additional cost of £54k.
- Unforeseen ground conditions have also impacted on costs. The scheme was allocated £565k for 2015/16, but costs are expected to be £920k, with a total scheme cost of £1.48 million.

Officers will look to fund this overspend from savings and reducing the scope where possible on other schemes within the current TDP.

The forecast variance on Waste infrastructure schemes is mainly due to an amended approach to the delivery of a replacement householder recycling facility in the Cambridge area. This budget will now be spent over a number of years.

Archives Centre / Ely Hub – This scheme is to completed over 2 years with a larger amount of the expenditure now expected to take place next year.

The forecast variance on Community & Cultural Services is due to schemes currently not being progressed until the results of review of the Library Service are known. It is expected that this funding will however be spent over the next couple of years.

The total budgeted grant for Cycle City Ambition schemes are shown within the report. Future updates will be provided on a forecast basis as spend in year 1: 2015/16 are for early stage feasibility and options. Major Schemes such as Abbey Chesterton Bridge are profiled for completion in 2018/19 with substantial spend on Trumpington Road, A10 Harston Rd along with Foxton Link and Quay to Lode in 2016/17. The forecast has now been revised to reflect the forecast delivery timescale and to take into account early stages of design, feasibility and consultation in year one of the programme.



Huntingdon – West of Town Centre link road. The ongoing outstanding costs of Land purchase are not yet resolved and therefore at this stage it is too early to forecast budget outturns of predicted underspends.

Ely Southern By- Pass – Project forecast is for delivery in late 2017. The procurement process, land acquisition needs are underway. A small delay has been previously reported within the procurement process because of changes within the procurement regulations and limited consultancy support with preparations for detail design and contract build, but the overall targeted date of opening remains the same. A clear procurement timeline is now established for an autumn substantial delivery.

Guided Busway – The variance on this scheme relates to retention payments which will not be paid this year.

King's Dyke – The report highlights a potential shortfall on budget in 2015/16. As previously reported delays in the preparation of planning application means the 2016/17 allocation will not now be fully realised.

Wisbech Access Strategy – This scheme is funded by Growth deal funding over 2 years and expenditure will match this grant funding.

City Deal – Although we have already received £20m worth of grant funding for the City Deal, the very nature of the schemes will mean that the majority of the expenditure will take place in the latter years of the initial five year period. The budget has therefore been adjusted to match the likely profile of spend.

Connecting Cambridgeshire – This scheme has now been rephased and will now continue into 2016/17 and 2017/18. We have additional funding and investment from BT for a further rollout phase to be delivered between January 2016 and late summer 2017 to deliver fibre broadband to more premises across Cambridgeshire and Peterborough. The original project planned to complete by the end of December 2015 is on track and will deliver the planned coverage by the end of December 2015.

## Capital Funding

2015/16				
Original 2015/16 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2015/16 £'000	Forecast Spend - Outturn (September) £'000	Forecast Funding Variance - Outturn (September) £'000
18,198	Local Transport Plan	18,198	18,198	0
20,000	Other DfT Grant funding	8,328	7,358	-970
6,829	Other Grants	14,220	7,979	-6,241
10,024	Developer Contributions	9,627	5,114	-4,513
18,231	Prudential Borrowing	31,534	19,128	-12,406
28,910	Other Contributions	8,874	3,533	-5,341
<b>102,192</b>		<b>90,781</b>	<b>61,310</b>	<b>-29,471</b>

The increase between the original and revised funding is due to the carry forward of funding from 2014-15, this being as a result of the rephasing of schemes.

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

### a) Highways & Community Infrastructure

Frequency	Measure	What is good?	Format	Latest Data Period	Actual	2015/16 Target	Current Status	Year end prediction	Comments
<b>Archives</b>									
Quarterly	Increase digital access to archive documents by adding new entries to online catalogue	High	Number	To 30-Sep-15	402,918	395,000	<b>G</b>	<b>G</b>	<p>The figure to the end of September is 402,918, a rise of over 3,000 since June. This is above the 2015/16 target of 395,000.</p> <p>The 2015/16 target was set in December before the 2014/15 outturn was known and that 2014/15 outturn was higher than predicted. Therefore the 15/16 target has already been achieved.</p>
<b>Communities</b>									
Yearly	Proportion of Fenland and East Cambs residents who participate in sport or active recreation three (or more) times per week. Derived from the Active People Survey	High	%	2014/15	<p>Fenland = 18.4%</p> <p>East Cambridgeshire = 25.7%</p> <p>Cambridgeshire = 24.3%</p>	Fenland & East Cambridgeshire = 22.7%	<b>A</b>	<b>A</b>	<p>The indicator is measured by a survey undertaken by Sport England. Sport England has recently revised some of its figures as they spotted an inconsistency in their data. The previously reported baseline figures for 2013/14 were: Cambridgeshire = 27.2% and Fenland &amp; East Cambridgeshire (combined) = 22.7%.</p> <p>The revised 2013/14 figures published by Sport England are: Cambridgeshire = 26.2% and Fenland &amp; East Cambridgeshire combined = 21.3%.</p> <p>The Council's target is for Fenland and East Cambridgeshire to increase to the 2013/14 county average over 5 years. Applying this principle to Sport England's revised baseline data gives a 5-year target to increase the participation rate in Fenland and East Cambridgeshire (combined) to 26.2%.</p> <p>The 2014/15 figure has improved slightly to 21.9%, but is slightly off track.</p>

Frequency	Measure	What is good?	Format	Latest Data Period	Actual	2015/16 Target	Current Status	Year end prediction	Comments
<b>Library Services</b>									
Quarterly	Number of visitors to libraries/community hubs - year-to-date	High	People	To 30-Sep-2015	1,224,367	2,570,000	A	A	Our end-of-year target for 2015/16 is 2.57 million visits. Figures to the end of September show that there were 1,224,367 physical visits to libraries/community hubs which is slightly below target.
	Number of item loans (including eBook loans) – year-to-date	High	Number	To 30-Sep-2015	1,523,385	2,850,000	G	G	Our end-of-year target for this indicator is 2.85 million item loans. There were 1,523,385 item loans to the end of September, which is above target and 2.9% up on the same period last year.  The number of eBook issues to the end of September was 41,431 which is 54% up on the same period the previous year.  Digital content now accounts for 2.7% of total library issues compared with 1.8% for the same period the previous year.
	Book issues per head of population - narrowing the gap between the most deprived areas (top 10%) and others	Low	%	To 30-Sep-2015	-31.9%	-23%	R	A	Latest figures show that the gap has increased from 28.5% to 31.9%. The reasons for this are being investigated and an action plan developed to get back on-track. However this is a new target this year and has always been subject to some element of uncertainty.
	Number of unique visits to library web pages - year-to-date	High	Number	To 30-Sep-2015	253,234	650,000	R	A	Our end-of-year target for this indicator is 650,000 unique visits.  Figures to the end of September show that there were 253,234 unique visits to library web pages which is below the challenging target. This includes e-Book and e-Audio visits.
<b>Road and Footway maintenance</b>									
Yearly	Principal roads where maintenance should be considered	Low	%	2014/15	2%	3%	G	A	Final results indicate that maintenance should be considered on 2% of the County's principal road network. This is better than the 2013/14 figure of 3% and the Council's 2014/15 target of 4%.
	Classified road condition - narrowing the gap between Fenland and other areas of the County	Low	%	2014/15	3% gap	2% gap	N/A	N/A	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 subsistence along roads in affected areas. Additional funding is being directed towards addressing this problem.

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
				Period	Actual				
									Targets are based on the Highways Infrastructure Asset Management Plan (HIAMP) highway condition model outputs based on current and forecast funding levels.
	Non-principal roads where maintenance should be considered	Low	%	2014/15	6%	6%	G	A	Final results indicate that maintenance should be considered on 6% of the County's non-principal road network. This is the same as the figure for 2013/14 but better than the Council's 2014/15 target of 9%.
	Unclassified roads where structural maintenance should be considered	Low	%	2014/15	27%	Contextual			Provisional results for 2014/15 indicate that there are 27% of unclassified roads where structural maintenance should be considered. This is compared with 29% in 2013/14.
Road Safety									
Monthly	Killed or seriously injured (KSI) casualties - 12-month rolling total	Low	Number	To 31-Jul-2015	282	<=306	G	G	The provisional total number of killed or seriously injured (KSI) casualties during the 12 months ending July 2015 is 282, compared with a 2015 year-end target of no more than 306. The recent decrease is encouraging, although the numbers can fluctuate from one month to the next.
	Slight casualties - 12-month rolling total	Low	Number	To 31-Jul-2015	1,642	Contextual			The provisional total number of slight casualties to the end of July 2015 is 1,642 compared with 1,776for the same period last year.
Rogue Traders									
Quarterly	Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Year-to-date)	High	£	To 30-Sep-2015	£59,390	Contextual			£59,390 has been saved as a result of our intervention in rogue trading incidents since April, compared with £206,763 for the same period in 2014.  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.
Yearly	Number of problem rogue traders brought back into compliance	High	%	At 31-Mar-2015	54%	80%	R	A	Thirty-seven premises were identified as undertaking rogue trading activity during the reporting period. Through a number of interventions, from business support through to prosecution, 54% were brought back into compliance, which is slightly higher than in 2013/14 but is less than the Council's 80% target and less than the figure of 90% achieved in 2012/13.

Frequency	Measure	What is good?	Format	Latest Data Period	Actual	2015/16 Target	Current Status	Year end prediction	Comments
									This reflects the reduced level of resources within the Service together with the focus being on those causing most harm and detriment. The work undertaken by the Service to secure compliance often spans more than one year, which impacted on the percentage of premises brought into compliance within the year 2014/15.
<b>Streetlighting</b>									
Monthly	Percentage of streetlights working	High	%	To 31-Aug-2015	99.3%	99%	<b>G</b>	<b>G</b>	The 4-month average (the formal contract definition of the performance indicator) is at 99.3% this month, above the 99% target.
Monthly	Energy use by street lights – 12-month rolling total	Low	Million Kwh	To 31-Jul-2015	15.88	13.13	<b>A</b>	<b>G</b>	Targets have been updated to include all lights accrued into the Private Finance Initiative (PFI) contract.  The 12-month rolling total to the end of July was 15.88 million Kwh which is 5.9% above (worse than) the target of 15.  This is expected to be met by the end of the period as the replacement programme is expected to be met.
Monthly	Performance against street light replacement programme	High	%	At 31-Aug-2015	78.6%	92%	<b>G</b>	<b>G</b>	78.6% of the programme has been completed, representing 43,352 street lights which means the year-end target of 92% is likely to be achieved.
<b>Waste Management</b>									
Monthly	Municipal waste landfilled - 12 month rolling average	Low	%	To 31-Jul-2015	32.4%	Contextual			The 12-month rolling total to the end of July remains at around the same level (32.4%) as the past few months.  Performance improvements are currently being discussed with our Service Provider, AmeyCespa.

**COMMITTEE TRAINING PLAN**

*To:* **Highways & Community Infrastructure Committee**

*Meeting Date:* **3 November 2015**

*From:* **Democratic Services**

*Electoral division(s):* **All**

*Forward Plan ref:* **Not applicable**      *Key decision:* **No**

*Purpose:* **The Highways & Community Infrastructure Committee is asked to note the progress in developing a committee training plan to date.**

*Recommendation:* **The Highways & Community Infrastructure Committee is asked to note the attached training plan and make recommendations for any additional items.**

<b><i>Officer contact:</i></b>	
Name:	Dawn Cave
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## **1.0 BACKGROUND**

- 1.1 At the meeting of the Council held on 24 March 2015, it was agreed that each committee should consider and approve its own training plan at every meeting. Members of the Constitution and Ethics Committee were concerned about the low take up at training events and were keen that Members should be accountable publicly for their attendance. It was also thought that taking the training plan to the committee meeting would facilitate the organisation of training at a time convenient for the majority of committee members.
- 1.2 Highways & Community Infrastructure Committee received a report on the Training Plan at its meeting on 1<sup>st</sup> September 2015.

## **2.0 MAIN ISSUES**

- 2.1 The Highways & Community Infrastructure Committee Training Plan is reviewed at every Spokes meeting.
- 2.2 Officers have been working to identify dates for training sessions in Trading Standards, Registration and Coroners, in November and December, and there will be an update on this at the meeting. As previously advised, other Committee Members are welcome to join Councillor Scutt on these training sessions, if they are available.
- 2.3 Joint Business Planning sessions have been held with the Economy and Environment Committee in September and October.
- 2.4 The draft Training Plan is attached to this report at **Appendix 1**.

## **3.0 ALIGNMENT WITH CORPORATE PRIORITIES**

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

- 3.1.1 There are no significant implications for this priority.

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

- 3.2.1 There are no significant implications for this priority.

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

- 3.3.1 There are no significant implications for this priority.

## **4.0 SIGNIFICANT IMPLICATIONS**

### **4.1 Resource Implications**

- 4.1.1 There are no significant implications within this category.

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

- 4.2.1 There are no significant implications within this category.



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

4.3.1 There are no significant implications within this category.

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

4.4.1 There are no significant implications within this category.

### **4.5 Public Health Implications**

4.5.1 There are no significant implications within this category.

### **4.6 Localism and Local Member Involvement**

4.6.2 There are no significant implications within this category.

<b>Source Documents</b>	<b>Location</b>
None	



<b>HIGHWAYS AND INFRASTRUCTURE COMMITTEE TRAINING PLAN</b>	Published 21/10/15	
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Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
1.	Business Planning	Members of the Committee will have the chance to consider emerging thinking; reflect on the direction of travel and offer guidance on where officers should focus on developing proposals over the coming months.		3 June 2014		Training Seminar	H&CI Committee		
2.	Visit to MBT Plant and Training Session on Waste PFI	Members will have greater awareness of the Council's Mechanical Biological Treatment (MBT) plant and will learn more about how the plant processes mixed rubbish that previously would have gone to landfill. and the benefits to waste		3 July 2014		Visit	H&CI Committee		
3.	Supporting Businesses and Communities			8 August 2014		Training Seminar	HIC Committee		
4.	Community and Cultural Services – general presentation	Members will have enhanced knowledge of the services delivered in Community and		5 September 2014	Christine May	Training Seminar	H&CI Committee		

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
	(mainly on libraries)	Cultural Services and in particular, will gain greater knowledge of the opportunities and challenges facing the library service.							
5.	Visit to a Community Hub/s combined with a seminar on the library service  Visited Somersham, Gamlingay & Melbourn	Members will gain practical experience of the working of a community hub and more in depth knowledge of the library service.		Sept/ Oct 14  3/10/14  8/10/14	Christine May & John Onslow	Visit	H&CI Committee	Cllrs Hickford, Criswell, Kindersley and van de Ven	
6.	Highways Asset Management and Operations	Members will be able to demonstrate increased knowledge and understanding.		TBA		Training Seminar	H&CI Committee		
7.	Street Lighting PFI and Energy Savings	Members will learn about the Council's street lighting responsibilities and the Private Finance Initiative (PFI) funded partnership to upgrade street lighting, as well as hearing about energy saving measures.		TBA		Training Seminar	H&CI Committee		
8.	Highways Depots – to include explanation of different road surfacing used	Councillors will gain a more practical insight into the work of Highways Depots and greater awareness of the Council's approach to road surfacing.		Huntingdon* (01/09/15); Cambridge (08/09/15); Witchford (14/09/15); March	Richard Lumley	Open Days	H&CI Committee		

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
				(15/09/15); Whittlesford (17/09/15).					
9.	Joint E&E and H&CI Business Planning session			03/09/15; 01/10/15				tbc	
10.	Registration			Tbc: Nov/Dec 2015	Christine May				
11.	Coroners			Tbc: Nov/Dec 2015	Christine May				
12.	Trading Standards			Tbc: Nov/Dec 2015	Aileen Andrews				

\*All Highways Depots Open Days have three time slots: 2-4pm, 4-6pm, or 6-8pm.



# HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published 1st October 2015  
Updated 19<sup>th</sup> October 2015



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.

+ 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.

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
<b>03/11/15</b>	Business Planning: Review Revenue Budget - review budget tables, draft CIAs, and draft consultation report	Celia Melville	Not applicable	12/10/15	21/10/15	23/10/15
	Streetlighting PFI Annual Contract Review 2014/15	Tom Blackburne-Maze	Not applicable			
	Highway Asset Management Strategy – Annual Performance Report	Tom Blackburne-Maze	Not applicable			
	Finance and Performance Report	Chris Malyon	Not applicable			
	Committee Training Plan	John Onslow /Dawn Cave	Not applicable			
<i>[01/12/15] Provisional Meeting</i>	<i>Business Planning</i>	<i>Celia Melville</i>		05/11/15	18/11/15	20/11/15

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
	Annual Parking Review	Sonia Hansen /Phil Hammer	Not applicable			
	Library Service Strategy	Christine May	2015/012			
	Right to challenge parking policies – proposed additional petitions procedure	Rob Sanderson/ Dawn Cave	Not applicable			
	Risk Management Update	Graham Hughes	Not applicable			
	Food Service Plan 2015/16	Doug Barnes	Not applicable			
	Cycle Safety Member Led Steering Group	Amanda Mays	Not applicable			
<b>12/01/16</b>	Objections to Traffic Regulation Orders:	Richard Lumley	Not applicable	14/12/15	29/12/15	31/12/15
	Finance and Performance Report	Chris Malyon	Not applicable			
	Eastern Highways Alliance Framework 2	Chris Poultney	2016/006			
	Transport Delivery Plan 2016/17 to 2018/19	Tom Blackburne-Maze	Not applicable			
	Committee Training Plan	Dawn Cave	Not applicable			
<i>[02/02/16] Provisional Meeting</i>				14/01/16	20/01/16	22/01/16
<b>01/03/16</b>	Objections to Traffic Regulation Orders:	Richard Lumley	Not applicable	04/02/16	17/02/16	19/02/16
	Finance and Performance Report	Chris Malyon	Not applicable			
	Committee Training Plan	Dawn Cave	Not applicable			



<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Spokes Meeting Date</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<i>[12/04/16] Provisional Meeting</i>				14/03/16	30/03/16	01/04/16
<b>17/05/16</b>	Objections to Traffic Regulation Orders:	Richard Lumley	Not applicable	21/04/16	04/05/16	06/05/16
	Finance and Performance Report	Chris Malyon	Not applicable			
	Training Plan	Dawn Cave	Not applicable			

**Dates of 2016/17 Highways & Community Infrastructure meetings (reserve dates in brackets): (14<sup>th</sup> June), 12<sup>th</sup> July, (9<sup>th</sup> August), 13<sup>th</sup> September, (11<sup>th</sup> October), 8<sup>th</sup> November, (6<sup>th</sup> December), 17<sup>th</sup> January 2017, (14<sup>th</sup> February), 14<sup>th</sup> March, (11<sup>th</sup> April), 30<sup>th</sup> May**

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

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

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.
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.

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

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](mailto:Quentin.Baker@cambridgeshire.gov.uk)