

HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE



Date: Tuesday, 12 March 2019

Democratic and Members' Services

Fiona McMillan
Monitoring Officer

10:00hr

Shire Hall
Castle Hill
Cambridge
CB3 0AP

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

AGENDA

Open to Public and Press

CONSTITUTIONAL MATTERS

- 1. Apologies for absence and declarations of interest**
Guidance on declaring interests is available at
<http://tinyurl.com/ccc-conduct-code>
- 2. Minutes of the Highways & Community Infrastructure meeting held 15th January 2019** **5 - 16**
- 3. Petitions and Public Questions**

OTHER DECISIONS

- 4. Finance and Performance Report- Jan 2019** **17 - 64**
- 5. Library Service Transformation** **65 - 74**

6.	Highway Infrastructure Asset Management	75 - 280
7.	Local Highway Improvement Schemes 2019-20	281 - 296
8.	Parish Energy Recharging (Street Lighting)	297 - 300
9.	Road safety Action Plan	301 - 314
10.	Highways and Community Infrastructure Committee -Agenda Plan	315 - 316

The Highways and Community Infrastructure Committee comprises the following members:

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

Councillor Ian Gardener Councillor Mark Goldsack Councillor Lynda Harford Councillor David Jenkins Councillor Simon King Councillor Tom Sanderson Councillor Jocelyne Scutt and Councillor Amanda Taylor

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

Clerk Name: James Veitch

Clerk Telephone: 01223 715619

Clerk Email: james.veitch@cambridgeshire.gov.uk

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HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE: MINUTES

Date: Tuesday 15th January 2019

Time: 10:00-11:20

Present: Councillors, I Gardener, M Goldsack, L Harford, B Hunt (Vice-Chairman), S King, D Jenkins, T Sanderson, J Scutt, M Shuter (Chairman) and A Taylor.

Apologies: None received

96. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

There were no apologies or declarations of interest.

Councillor Sanderson declared a non-statutory disclosable interest under the Code of Conduct in relation to agenda item no.4, 'Transfer of Cromwell Museum Collection to Cromwell Museum Trust', as a member of Huntingdon Town Council.

97. MINUTES AND ACTION LOG

The minutes of the meeting held on 3rd December 2018 were confirmed as an accurate record and signed by the Chairman.

In regard to the recommendations on Proposed Revised Key Performance Indicators for Highways and Community Infrastructure Committee a Member wanted reassurance from officers regarding the Revised KPIs' Implementation date. Officers confirmed that the revised KPIs would be implemented from the 2019-20 financial year.

The Action Log was reviewed and the following updates were noted

- i. Minute 86: A Member stated that they had discussed this item with officers and confirmed that it was in progress.
- ii. Minute 89 (In reference to minute 76): The Executive Director, Place and Economy stated that this item had previously slipped but had now been completed.

98. PETITIONS AND PUBLIC QUESTIONS

There were no petitions received.

99. TRANSFER OF CROMWELL MUSEUM COLLECTION TO CROMWELL MUSEUM TRUST

The Committee considered a report outlining the proposed transfer of the

Cromwell Museum Collection to the Cromwell Museum Trust. The Archives Manager informed the Committee that since 1974, the Cromwell Museum was a Cambridgeshire County Council (CCC) service, before this it was run by Huntingdonshire County Council (HCC). In April 2016 the independent Cromwell Museum Trust (CMT) took over the running of the museum. Between 1962 and 2014, CCC purchased about 500 items of Cromwelliana and loaned them back to the CMT. The Archives Manager suggested that the museum was in a precarious situation as all the pieces on display were owned by third parties. Furthermore, because of this vulnerability the CMT would not be awarded Accredited Museum status by Arts Council England (ACE). This would mean that the CMT could not attract grants or professional museum staff. The CMT had spoken to officers at ACE and had come to the consensus that if the ownership of the CCC-owned items in the collection were transferred from CCC to the CMT, then this barrier to accreditation would be removed. The Officer stated that they had drafted a legal agreement with the assistance of LGSS Lawyers in order to ensure a number of safeguards if the Cromwelliana was transferred to the CMT.

In discussion:

- A Member raised their concern that a percentage of the loans were privately owned. The Officer stated that they had contacted the owners of some of the museum pieces and they had given their consent for the loans to continue, however they were still waiting on responses from other owners.
- The Chairman wanted reassurance that all the Cromwelliana would be insured by the CMT if the transferal was successful. The Chairman stated that he wanted full transparency with the insurance in order for the private owners to feel comfortable with the process. The Officer suggested that he would have to collect this information outside of the meeting. The Officer suggested they would speak to their insurance colleagues to gain more information and relay this back to the Member. **Action required**
Alan Akeroyd
- A Member wanted information regarding the membership of the CMT. The Officer stated that it was an Independent Charitable Trust made up of 7-8 trustees including the Member of Parliament for Huntingdon, Jonathan Djanogly. The Museum's patron was Sir John Major and they employ one member of staff, who is the museum curator.

It was resolved unanimously to:

- To agree the transfer of the ownership of those items of Cromwelliana owned by the County Council to the Cromwell Museum Trust, whilst safeguarding these assets from any potential sale or disposal
- To delegate authority to the Executive Director, Place and Economy in consultation with the Chair and Vice Chair of the Committee to finalise the agreement with the Trust.

100. FINANCE AND PERFORMANCE REPORT- NOVEMBER 2018

The Committee considered the November 2018 Finance and Performance Report for Place & Economy Services. The Strategic Finance Manager reminded the Committee that the service started the financial year with two significant pressures of Coroners Services and Waste. These pressures were stable and had not changed since the last report. Place and Economy services now had forecast an underspend of £59k. There were no changes to report regarding Capital. Of the nine performance indicators, three were currently red, two amber and four green. At year-end, the current forecast is that The Classified Road Condition performance indicator was to remain red, three were amber and 5 green.

In Discussion:

- A Member thanked Officers for organising a Member's Seminar that discussed 'Designing Libraries of the Future' in partnership with Civic. They noted that the number of visitors to libraries/community hubs performance indicator was still red and inquired to whether the seminar had an impact on officer's approach to the internet charges in libraries. The Chairman stated that the Library Service Transformation Update was coming to the Committee in March. If Civic were the appropriate partners, they were looking for ways that would provide new sources of income for the library service in order to try and remove or mitigate the internet charge.
- A Member wanted more information regarding the Civic presentation at the Members' Seminar and requested that it be circulated to committee Members. The Chairman agreed that this information would be circulated to Members, however the meeting was not the appropriate forum to discuss the content of the presentation. **Action required – Democratic Services.**
- A Member enquired as to whether officers were being pressured with unrealistic savings targets. The Executive Director, Place and Economy clarified that every proposal in the business plan was financially achievable, however not every proposal progressed as forecasted.
- A Member asked officers why the Waste Private Finance Initiative (PFI) Contract had not managed to make savings and suggested that the £900k shortfall was a significant sum of money. The Executive Director, Place and Economy stated that they started the financial year with a forecast of £1.3m savings. So far this year, £400k savings had been achieved. He noted that this was due to a number of issues, including AMEY having undergone a change in personnel and a company restructure and therefore, it had taken time re-form working relations. The proposed changes to the contract which should allow the achievement of the savings was due to go to GPC later this month for agreement. The current

forecast reflected this and the full savings should be achievable in the 2019-20 financial year.

- A Member asked officers whether they could have a report outlining the number of vacancies in the Highways Service, as this would help Members understand the pressures on officer. The Executive Director, Place and Economy, said that this report was in the process of being prepared, however, they had to liaise with Human Resources in order to understand how the data would be collected and presented and so it was not yet ready for presentation.
- A Member asked officers that an adequate investment be made into the maintenance budget used on footpaths. They noted that more investment provided greater health benefits for users. The Executive Director, Place and Economy stated that they absolutely recognised the benefits of well-maintained footpaths. Whilst the Council would like to put significant amounts of money into this fund, the budget is under increasing pressure. He noted that the team had been looking at opportunities to acquire more funding from central government to be used on footpaths.
- A Member thanked officers for the report containing a revised format and wished that it would continue. The Member asked officers whether they could include anticipated time scales on Local Highway Improvement (LHI) schemes. The Executive Director, Place and Economy stated that the report correctly reflected the November 2018 position, and therefore many had moved on from that report.
- Members expressed their concerns regarding the number of Local Highway Improvement (LHI) Schemes being located in the Cambridge City Area. They also noted that it would be useful if substantial financial schemes such as Kings Dyke could include where the funding is coming from.
- A number of Members stated that many LHI schemes in their division were significantly behind schedule. The Assistant Director, Highways clarified that the information in the LHI schemes detailed in the report was correct at the end of November, however some of the schemes had progressed further since that date. He followed on by stating that he was confident that they would see an improvement in LHI scheme processing in the future.
- The Chairman reiterated Members concerns regarding delayed LHI scheme implementation and suggested that he also had some delayed schemes in his division. However, he clarified that it was an issue, and officers had been looking at ways to make the LHI scheme process more efficiently. The Executive Director, Place and Economy stated that in future the team would make sure they provided a clearer explanation in the reports regarding the overall process of the LHI projects. By doing this, Members would see why specific LHIs were carried over or delayed.

- A Member suggested that officers changed the expected LHI completion dates to two financial years rather than one to provide more flexibility. The Chairman expressed his concerns and stated that this could lead to the schemes losing direction.
- A Member asked officers when the LHI scores from the panels would be made available. Officers advised that they would be made available at the end of that month.
- A Member suggested to officers that it would be useful if a set of draft LHI scheme guidelines came to a future committee meeting before the LHI scoring panels in July. They suggested this would improve transparency and give Members a greater understanding into the function of the LHI panel.
- Councillor Taylor enquired to whether members of the public would be allowed to attend the LHI scoring panel meetings. She noted that officers from her division had informed her that only two members of the public could attend these meetings. The Chairman suggested that the LHI scheme process could be a complicated one and that members of the public being there may not be practical. The Executive Director, Place and Economy stated that he was not aware of officers stopping members of the public attending the meeting, furthermore he did not oppose the public viewing the panel. He would send an email to officers outside of the meeting to confirm. **Action required. Richard Lumley**
- A Member shared their experiences regarding a LHI panel. They suggested that by only allowing smaller numbers of the public to attend, the panel meetings benefited as the scheme could be communicated more clearly to Members. They suggested that the overall presentation and process of the meeting would be improved if a Chair were appointed.
- A Member expressed their disappointment regarding the increasing amount of municipal waste being put into landfill. They wanted more information to how Cambridgeshire County Council (CCC) monitored recycling rates. The Executive Director, Place and Economy clarified that we do watch recycling rate closely with district colleagues and once the Waste PFI Contract renegotiation has been completed and agreed, this could help negate the quantity of waste going into landfill. The officer stated that this was something they needed to explore and they would liaise with the Councillor outside of the meeting.
- A Member suggested that the Council could learn from other district councils regarding the quantity of waste going to landfill. The Chairman stated that all must find better methods of recycling waste and the Council would work closely with districts partners, through RECAP and other forums, to find a solution.
- A Member wanted more information regarding the process of planting, replacing and maintaining trees. The Assistant Director, Highways

reassured the committee that they were replacing all the trees that had been removed. He stated that the format of the Tree Data table located in the report was going to change in order to provide a more comprehensive and transparent analysis of the tree planting process.

- The Vice-Chairman stated that clarifications of the council's policies on trees was under way and all districts had been written to regarding these new policies.
- Following on from this, a Member asked officers where they could obtain the Tree Strategy document on CCC's website. Officers stated that they could circulate the link to Members **Action required – Richard Lumley.**

It was resolved to:

- Review, note and comment on the report.

101. HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE AGENDA PLAN AND APPOINTMENTS TO OUTSIDE BODIES

A Member noted that the Action Log referred to the update on the impact of the Ely Southern Bypass, requested at the September Committee, which officers had subsequently suggested would be more appropriate to be considered at the Economy & Environment (E&E) Committee. Officers and most Members agreed that it was more appropriate that this matter was considered at the E&E Committee, but it was agreed to discuss this matter further outside of the meeting.

It was resolved to:

- i) note the agenda plan;
- ii) note the training plan.

Chairman

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

Minutes-Action Log



Introduction:

This is the updated action log as at **20th February 2019** and captures the actions arising from the most recent Highways & Community Infrastructure Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 10th October 2017

27.	Relocation of Ely Registration Office to Cambridgeshire Archives	Louise Clover	Requested a monitoring report of the first year's operation be presented including qualitative data regarding user experience.	Move to Ely Archives likely to take place in the Summer of 2019, so report back to Committee will be in Aug/Sept 2020.	Noted for reporting in Summer 2020.
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Minutes of 24th November 2017

34.	Parking Schemes and Charges	Richard Lumley/ Dawn Cave	Review Park & Ride parking charges in two years' time, following the removal of the £1 parking charge.	Added to Agenda Plan. Regarding timescales, officers will be reviewing charges in preparation for the 2020/21 financial year, so it will be scheduled to coincide with future	Noted for future action, Autumn 2019.
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				business planning committee dates, i.e. Oct/Nov 2019.	
Minutes of 16th January 2018					
45(3)	Minutes and Action Log	Graham Hughes / Richard Lumley	Discuss with Skanska the feasibility of offering an enhanced pothole repair service.	Part of a wider, longer term piece of work looking at possible delivery models (including future funding) for highway services.	In progress, to be reported on towards end of 2019/20
Minutes of 10th April 2018					
70.	Cambridgeshire Highways Contract Annual Report 2017-18	Richard Lumley / Emma Murden	Share with the Committee the stakeholder survey that was being developed.	A survey has been drafted and signed off at December Joint Management Team Meeting with Skanska. This has now been finalised and has been circulated to members via email (11 Feb).	Completed
a.					
b.	Cambridgeshire Highways Contract Annual Report 2017-18	Richard Lumley / Emma Murden	Report back on the plastic asphalt trial.	The trial commenced in Peterborough in September 2018. Copy of the post scheme assessment has been received and has been circulated to members via email.	Completed
Minutes of 11th September 2018					
77	Library Service Transformation	Sue Wills	Requested a report back on the usage of computers in libraries.	Report scheduled for 12 th March Committee meeting.	Completed

78.	Road Safety across Cambridgeshire	Richard Lumley / Matt Staton	Requested increased analysis in next year's report on analysis of the impact of safety cameras on sites.	Originally to be included in the Accident Report to be presented to Committee in March 2019, however data not available.	Report due to May/June 2019 H&CI committee.
79.	Finance and Performance Report – July 2018	Christine May	Request an update on Library schemes being funded through developer contributions.	A list will be circulated to members of the Committee CM awaiting one more piece of information. Planning to email by end of Feb	Completed
Minutes of 9th October 2018					
86. a.	Service Committee Review of the Draft 2019-20 Capital Programme	Graham Hughes / Richard Lumley	Requested summary / overview of highway maintenance budgets.	Highway Operational Standards report to be presented at the 12 March committee. Includes overview of budget and programme for 2019/20.	Completed.
b.	Service Committee Review of the Draft 2019-20 Capital Programme	Christine May	Requested investment overview of the new Hub schemes.		Completed.
Minutes of 3rd December 2018					
89.	Minutes and Action Log (with reference to item 86)	Graham Hughes / Richard Lumley	Summary of highways maintenance programme to be circulated to Members	Highway Operational Standards report to be presented at the 12 March committee. Includes overview of budget and programme for 2019/20.	Completed.
b.	Minute and action log	Richard Lumley / Sonia Hansen	Resident & Visitor Parking Permit Charges review should be a clear action on the Action Log.	Residents parking schemes are still being implemented, whilst those schemes that have been implemented have not been in	Noted for future action, end of 2019 / early 2020

				long enough to provide sufficient data for review.	
Minutes of 15th January 2019					
99.	Transfer of Cromwell Museum Collection To Cromwell Museum Trust	Alan Akeroyd	Member wanted reassurance that all Cromwelliana would be insured by CMT after transfer. Speak to insurance colleagues to gain information and relay this back to Member.	LGSS Law colleagues say that the CMT are insuring all Cromwelliana, including the few objects which still remain within CCC ownership. Those objects are all itemised on the schedule to the agreement, so if the CMT ever fails to insure them then the CMT would be breaking the terms of the agreement. Incidentally the agreement has now been sealed by LGSS Law.	Complete
100. a.	Finance and Performance Report November 2018	Democratic Services	Circulate Member's Seminar presentation to Members. (Civic, 11 th Jan 2019)		
b.	Finance and Performance Report November 2018	Richard Lumley	Send email to appropriate officers regarding Members concern that officers were only letting two members of the public attend a LHI scoring panel.	This has been discussed with the relevant line manager and clarity provided to the team. Captured as part of lessons learnt from latest LHI application round.	Completed.
c.	Finance and Performance Report November 2018	Richard Lumley	Circulate link to the Tree Strategy document on CCC's website to Members.	Highway Operational Standards report to be presented at the March committee. Includes updated tree policy. Subject to committee approval, revised	Completed.

				policy will be published on the county council website.	
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FINANCE AND PERFORMANCE REPORT – January 2019

To: **Highways and Community Infrastructure Committee**

Meeting Date: **12th March 2019**

From: **Graham Hughes - Executive Director, Place & Economy
Chris Malyon - Chief Finance Officer**

Electoral division(s): **All**

Forward Plan ref: **For key decisions** *Key decision:* **No**

Purpose: **To present to Highways and Community Infrastructure Committee the January 2019 Finance and Performance report for Place & Economy Services.**

The report is presented to provide Committee with an opportunity to comment on the projected financial and performance outturn position as at the end of January 2019.

Recommendations: **The Committee is asked to:-**

- **review, note and comment on the report.**

<i>Officer contact:</i>	
Name:	Sarah Heywood
Post:	Strategic Finance Manager
Email:	Sarah.Heywood@cambridgeshire.gov.uk
Tel:	01223 699714

1. BACKGROUND

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

2. MAIN ISSUES

- 2.1 The report attached as Appendix A is the Place & Economy Services Finance and Performance report for January 2019.
- 2.2 **Revenue:** The Service started the financial year with two significant pressures for Coroners Services and Waste. Offsetting these pressures in-year is a £411K underspend on concessionary fares and as an over-achievement of income in Highways Development Management of £255K and £425K in Parking Enforcement. The P and E Service is forecasting an under-spend of £78K at year-end.
- 2.3 **Capital:** Previously Libraries forecast an in-year underspend of £1.2m and this has increased to a £2.6m underspend (budget £2.8m).
- 2.4 **Performance:** The Finance & Performance report provides performance information for the suite of key Place & Economy (P&E) indicators for 2018/19. Of the nine performance indicators, three are currently red, two are amber, and four are green. The indicators that are currently red are:
- Number of visitors to libraries /community hubs
 - Classified Road Condition – narrowing the gap between Fenland and the other areas of the County.
 - Killed or seriously injured casualties
- 2.5 At year-end, the current forecast is that the above three indicators will remain red, one will be amber and five will be green.
- 2.6 A summary of P&E Establishment, full-time-equivalent (FTE) filled posts and vacancies is shown at the back of the Finance & Performance Report. This will be updated on a monthly basis.

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

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

Source Documents	Location
None	

Appendix A

Place & Economy Services

Finance and Performance Report (F&PR) – January 2019

SUMMARY

1.1 Finance

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

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

Monthly Indicators	Red	Amber	Green	Total
Current status this month	3	2	4	9
Year-end prediction (for 2018/19)	3	1	5	9

2. INCOME AND EXPENDITURE

Overall Position

Forecast Variance - Outturn (Previous Month) £000	Directorate	Budget 2018/19 £000	Actual £000	Forecast Variance - Outturn (January) £000	Forecast Variance - Outturn (January) %
+24	Executive Director	374	605	+33	+9
-163	Highways	19,567	14,498	-674	-3
-52	Cultural & Community Services	11,431	8,683	+7	0
+654	Environmental & Commercial Services	37,690	24,900	+677	+2
-331	Infrastructure & Growth	1,887	1,542	-121	-6
0	External Grants	-15,593	-4,916	0	0
-132	Savings to be found within service				
0	Total	55,356	45,311	-78	0

The service level budgetary control report for January 2019 can be found in [appendix 1](#).

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

To ensure financial information is presented in a consistent way to all Committees a standardised format has now been applied to the summary tables and service level budgetary control reports included in each F&PR. The same format is also applied to the Integrated Resources and Performance Report (IRPR) presented to General Purposes Committee (GPC). The data shown provides the key information required to assess the financial position of the service and provide comparison to the previous month.

Significant Issues

Parking Enforcement

Whilst we have seen slight declines in the enforcement of established bus gates and bus lanes (with 2 at very high compliance levels) the introduction of new cameras did produce substantially more 'Penalty Clause Notices's' (PCN) than expected. Although it is expected behaviours will improve there is still a continued expectation, especially with the introduction of further new enforcement cameras, the income levels will continue at a similar income level to this financial year.

Waste Private Finance Initiative (PFI) Contract

Contract changes that deliver full year savings totalling £1.3m have been identified however delays to reaching formal agreement with the contractor that will allow contract changes will result in a shortfall in delivered savings. £400,000 savings per year have been achieved but agreement to allow the remainder of the savings to commence has been delayed. This was considered and agreed by General Purposes Committee in January and it is anticipated now that the full £1.3m annual savings will be available from 1st April 2019 onwards on a recurring basis, resulting in a savings shortfall of approximately £900,000 this financial year.

The variable nature of the Mechanical and Biological Treatment (MBT) creates uncertainty in the forecast and actual performance could improve, resulting in a reduced overspend, or worsen, resulting in an increased overspend. Less Waste has been landfilled to date than originally predicted (and therefore savings on landfill tax paid) reducing the overall overspend to £709,000.

Coroners

The Coroners Service is projecting an overspend of £284k for Cambridgeshire, which is caused by a mixture of on-going workload pressure i.e. the number of cases and the complexity of cases increasing, and a need to reduce the backlog of cases built up over previous years.

Concessionary Fares

Concessionary fares are projected to underspend based on the final adjustment to spend in the last financial year and currently the initial indications are that this level of underspend will be achieved this year. This underspend will be used to help cover other pressures within Place & Economy.

Highways Development Management

Section 106 and section 38 fees have come in higher than expected for new developments and is expected to lead to an overachievement of income. However, this is an unpredictable income stream and the forecast outturn is updated regularly.

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

There were no items above the de minimis reporting limit recorded in January 2019.

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

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

There are no items above the de minimis reporting limit recorded in January 2019.

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

Milton Road Library

Expenditure on the refit of the new library is now unlikely to take place until the new financial year.

Replacement of 2 Library mobiles

Due to the long procurement process, expenditure for these vehicles will now not take place until next financial year.

Sawston Community Hub

Due to legal and land issues this scheme will not incur any expenditure this financial year.

Abbey-Chesterton Bridge

It is forecast that the outturn spend will be £1,500,000 less than originally budgeted for this year due to delays in finalising land deals, and the budget will be carried forward into 2019/20.

King's Dyke

The revised forecast spend for 2018/19 has been revised down from £6m to £5.4m to reflect the fact we are expecting to be in contract with Kier slightly later than previously expected although initial enabling works from the main contract are intended to commence under a Letter of Intent and the overall programme should not be affected.

Funding

Further grants have been awarded from the Department for Transport since the published business plan, these being Pothole grant funding 18/19 (£1.608m), a second tranche of Pothole grant funding (£0.807m) and further Safer Roads funding (£0.128m).

Following the October budget announcement, Cambridgeshire County Council has received an additional £6.653m of Local Highways Maintenance funding. This money is to be spent by 31 March 2019 on local highway maintenance including potholes, bridges and other minor highway maintenance works. In accordance with the Department for Transport (DfT) criteria, the use of this money will be published on the County Council website by the end of March 2019 with a copy sent to the DfT.

All other schemes are funded as presented in the 2018/19 Business Plan.

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

4. **PERFORMANCE**

4.1 **Introduction**

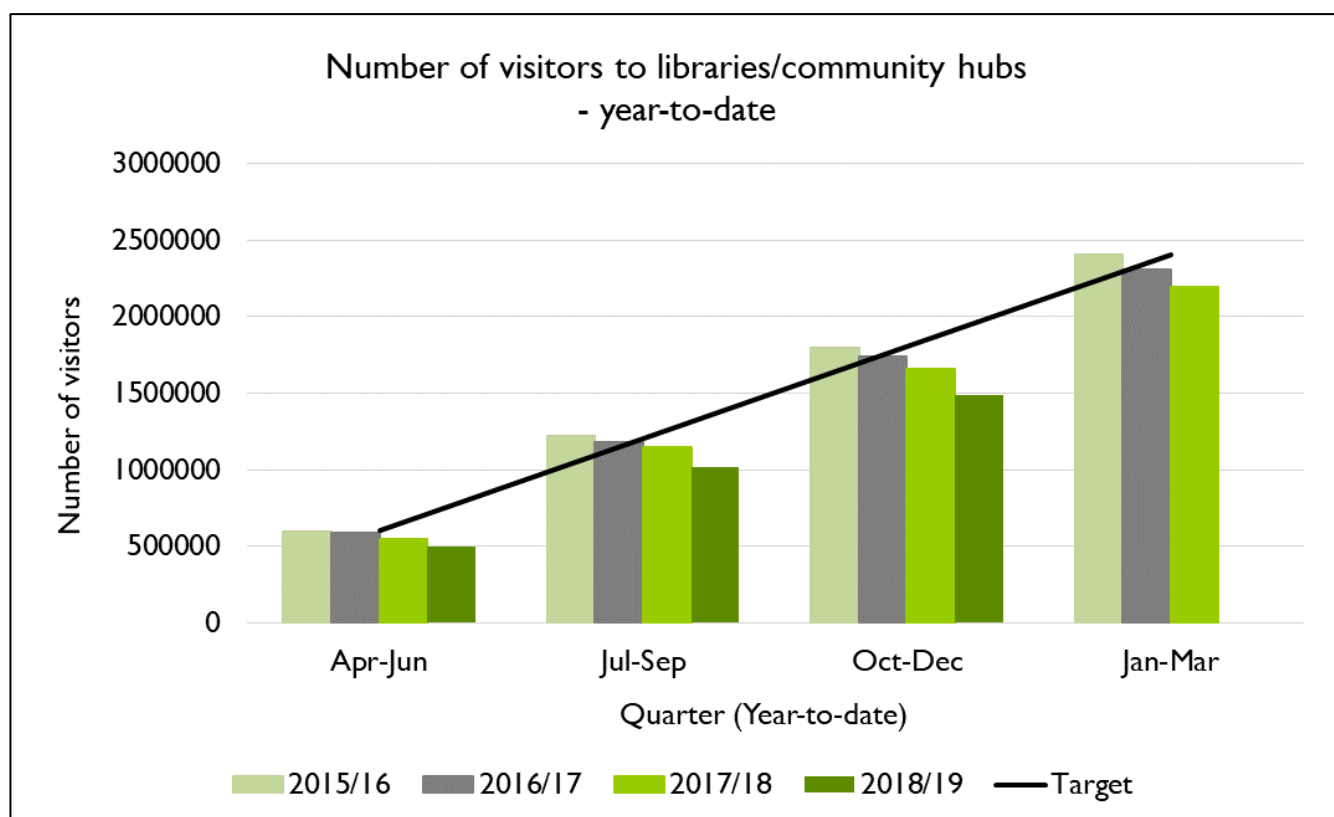
This report provides performance information for the suite of key Economy and Environment Committee indicators. Following discussion of a refreshed set of indicators at the December Committee, this report contains the new set agreed by the Committee.

Information for red, amber and green indicators is shown below in Sections 4.2 to 4.4, with contextual indicators and new indicators for which targets have not yet been set reported in Section 4.5. All indicators' history have been reported as this is the first publication of the refreshed set. Future issues of this report will revert to new information only. A summary of this information is contained in Appendix 7.

4.2 **Red Indicators**

This section covers indicators where 2018/19 targets are not expected to be achieved.

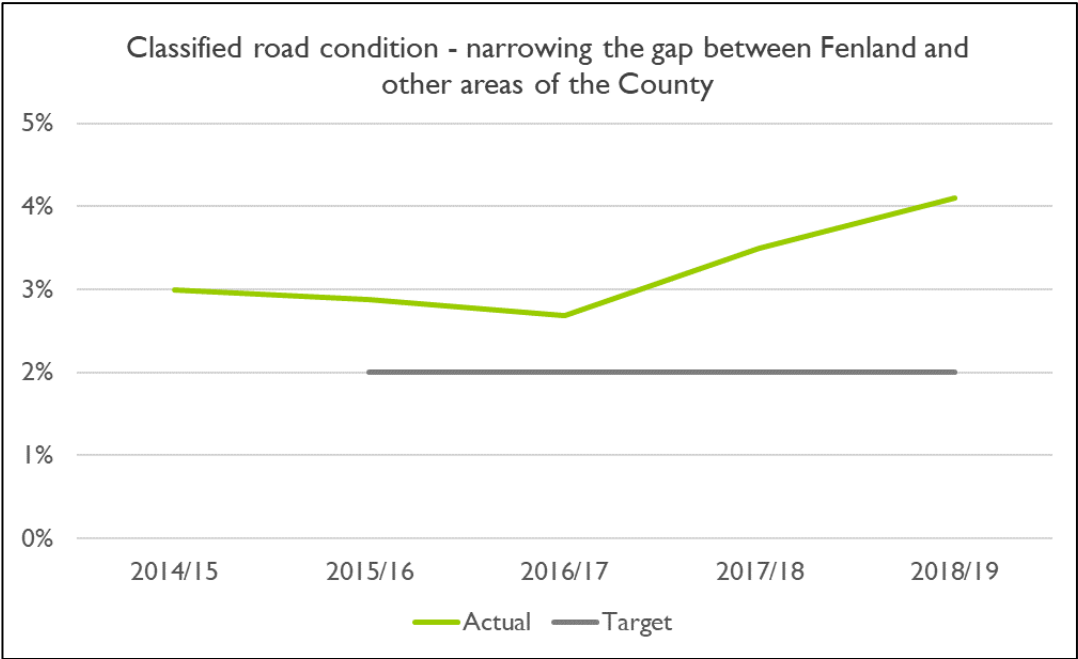
- Number of visitors to libraries/community hubs, year-to-date



There have been 472,424 visitors to libraries/community hubs between October and December 2018 and a total of 1,487,537 for the year to date figure since April. This is below the target for the third quarter and 10.38% down on the same period in the last reporting year.

We are seeing a slight dip in visitor figures and that may be in part due to the introduction of computer charges from the 1st May. We are closely monitoring the situation and actively promoting the first free half an hour for all library users as well as the free computer use for all children and young people up to and including 16 year olds and people accessing gov.uk and ccc.gov.uk web sites as well as those accessing universal credit.

- Classified road condition - narrowing the gap between Fenland and other areas of the County



Figures show the gap increasing by 0.6%. from 3.5% last year. Although this is of concern, this may be affected by the experimental error within the machine condition survey methodology. Significant investment has also recently been carried out in the Fenland area associated with the DfT Challenge Fund bid, and the effects of some of these works will not have been included in this year’s survey.

- Killed or seriously injured (KSI) casualties - 12-month rolling total



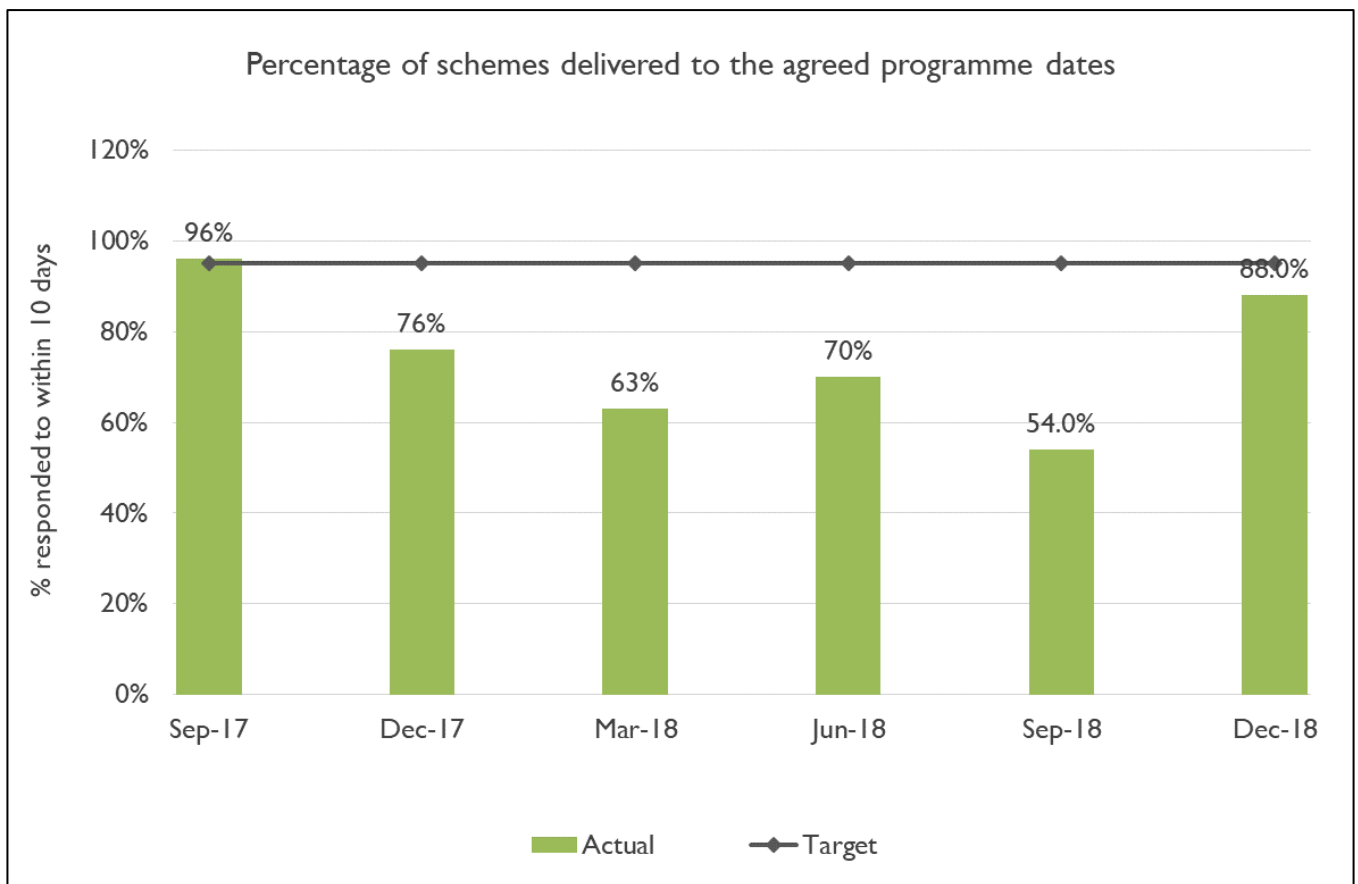
The provisional 12 month total to the end of September 2018 is 348 compared with 382 for the same period of the previous year. The September figure is slightly up compared to the last reported figure of 336 for April 2018, but down from 324 in August 2018. The overall trend is downwards. There had been a downturn in the KSI trend since August 2017, but the 12 monthly KSI has increased month on month since July 2018.

During September 2018 there were 2 fatal accidents and there were 45 serious casualties.

4.3 Amber indicators

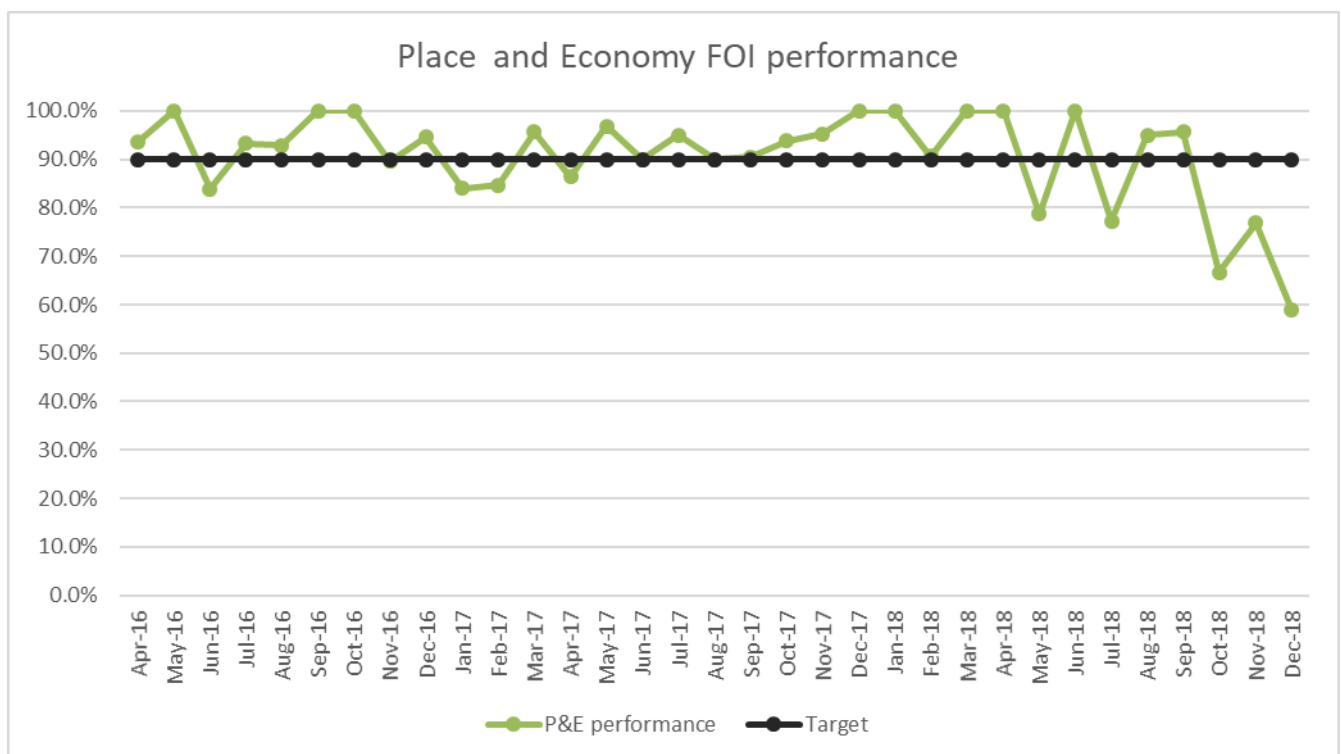
This section covers indicators where there is some uncertainty at this stage as to whether or not year-end targets will be achieved.

- Percentage of schemes delivered to the agreed programme dates



The percentage of schemes delivered to the agreed programme dates is 88% for the quarter October to December 2018 which is below the target of 95%. A performance improvement plan has been submitted and a new process established to improve accuracy of reporting to the Council.

- FOI requests answered within 20 days

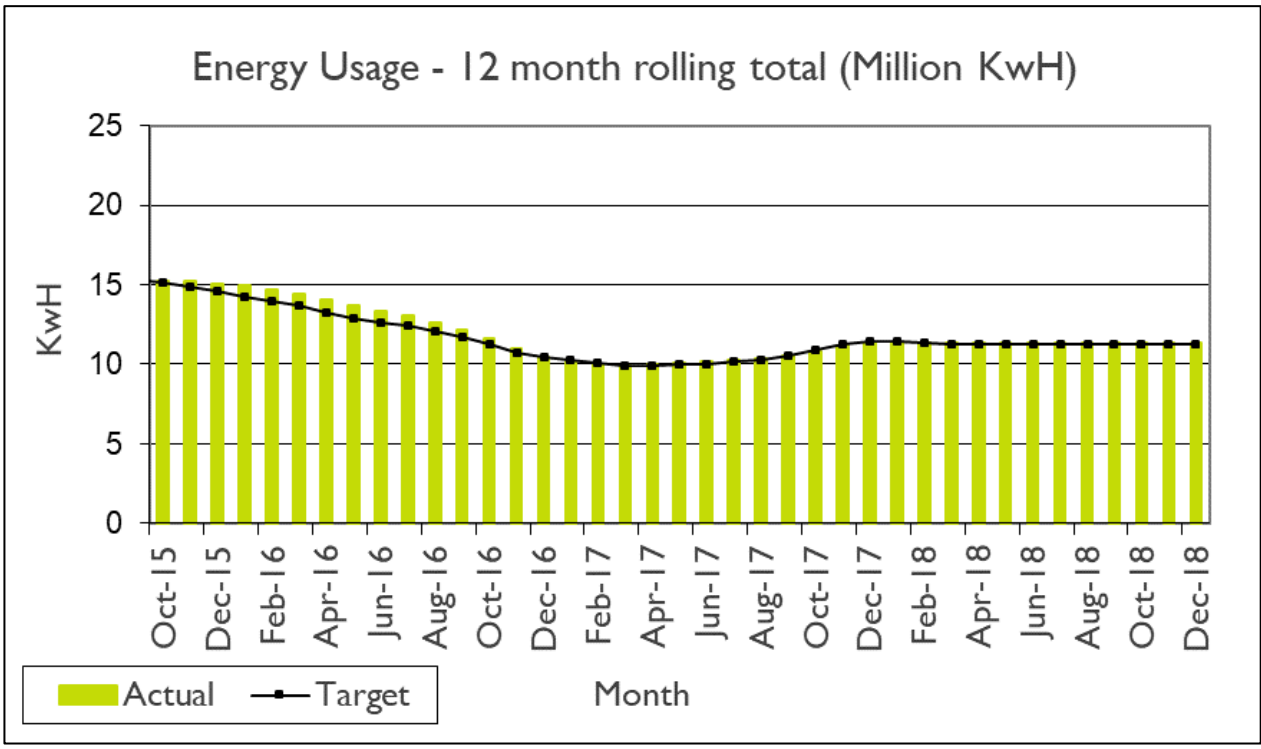


A total of 17 Freedom of Information Requests were received during the month of November. 10 of these were responded to within the 20 working day deadline. Heads of Service are working with colleagues in the Information & Records service to imbed a new response process following a business support restructure in late 2018

4.4 Green Indicators

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

- Energy use by street lights – 12-month rolling total



Actual energy use to December is 11.32 KwH, which is slightly down since the last reported figure and is above our target of 10.96. The energy targets have now been updated to reflect other measures agreed elsewhere (such as the prescence or absence of part night lighting, including those being funded by Cambridge City and Parish Councils).

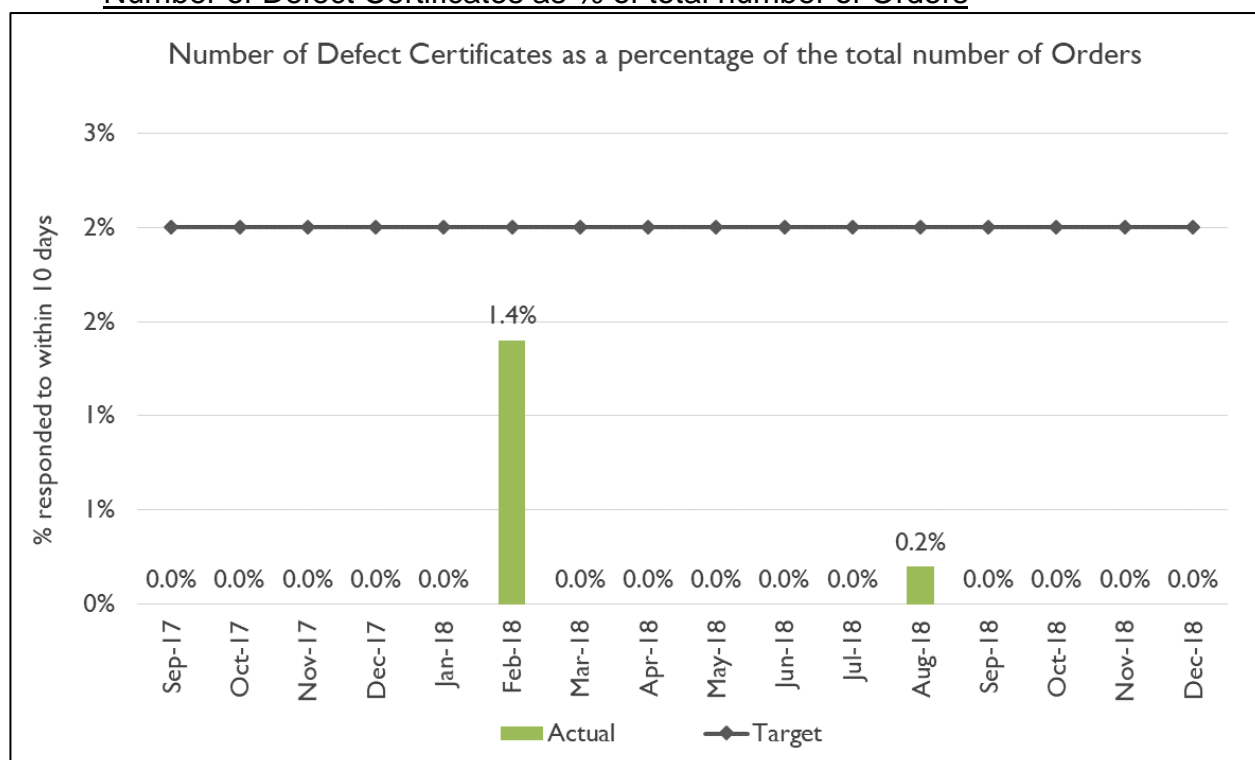
- Principal roads where maintenance should be considered

The actual figure has improved marginally from last year’s figure of 2.8% to 2.71%. This is not a material change.

- Non-principal roads where maintenance should be considered

There is no overall change to the combined condition of B and C roads.

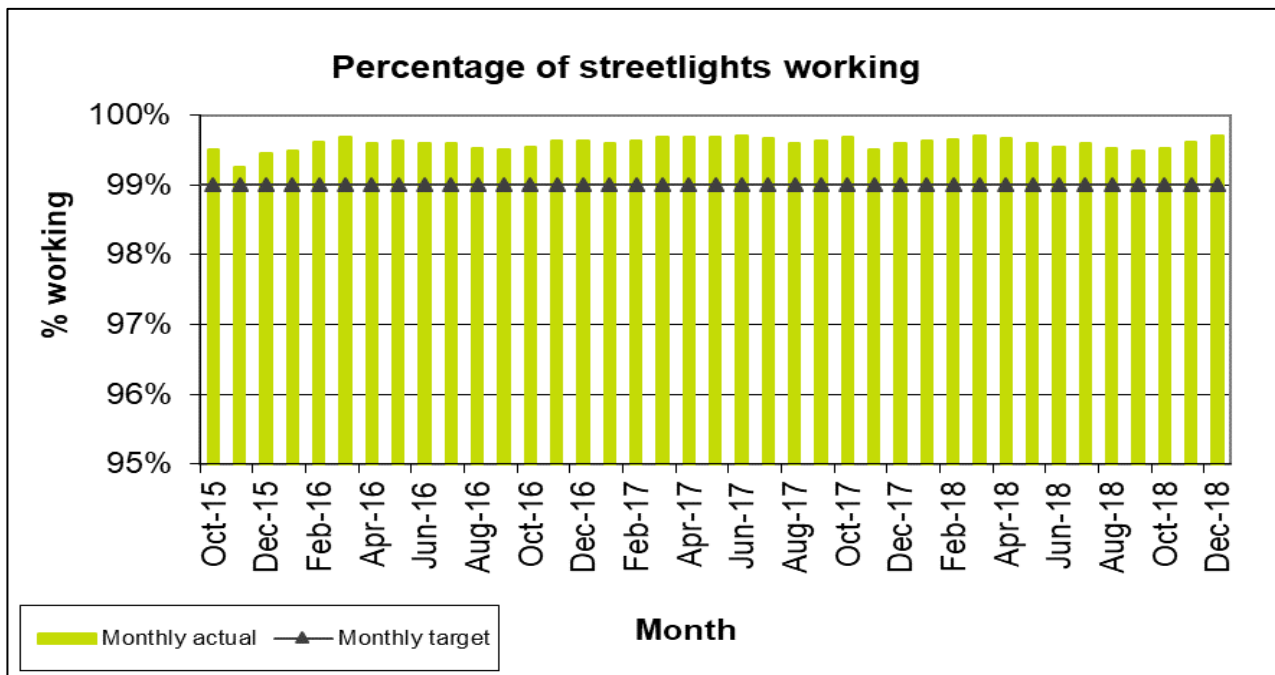
- Number of Defect Certificates as % of total number of Orders



Following any order completed by Skanska, the Cambridgeshire County Council (CCC) officer who raised the order is able to inspect the quality of workmanship. As standard, CCC inspect at least 10% of all orders raised. If the quality is not consistent with the specified standard, a defect certificate is raised. The KPI measures the number of defect certificates raised and is reported as a proportion of the total number of orders completed in a given month.

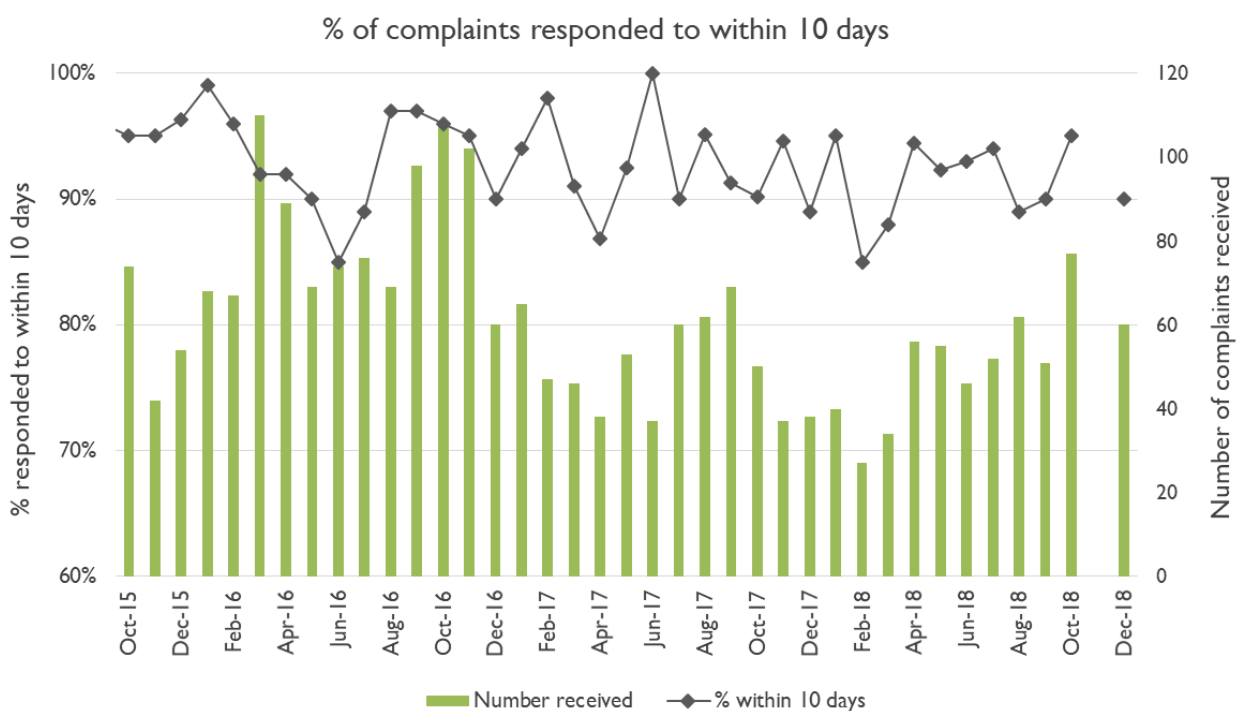
There were no failed inspections during December therefore the monthly percentage of defect certificates is 0% of the total number of orders, significantly below the target of 2%.

- Percentage of street lights working



During December 99.7% of streetlights were working and the 4-month average (the formal contract definition of the performance indicator) is 99.6% this month, and remains above the 99% target.

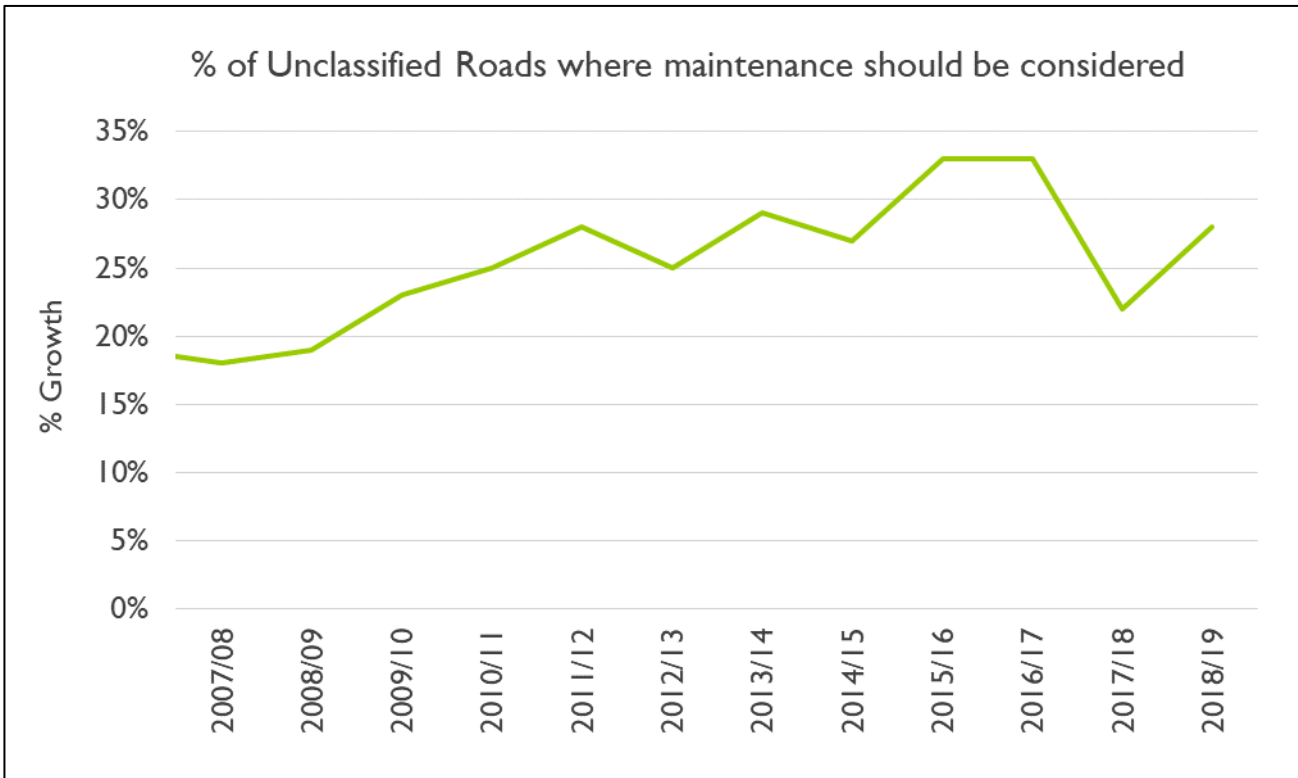
- Complaints and representations – response rate



4.5 Contextual indicators

Highway Maintenance

- Unclassified roads where structural maintenance should be considered



Last year’s figure was 22%. The survey continues to take a random sample approach, and so some minor fluctuation in results is expected. The average over the past 6 years is 28% and so this years reported figure does not demonstrate significant deterioration from last years reported figure that would cause immediate concern.

Road Safety

- Slight casualties - 12-month rolling total

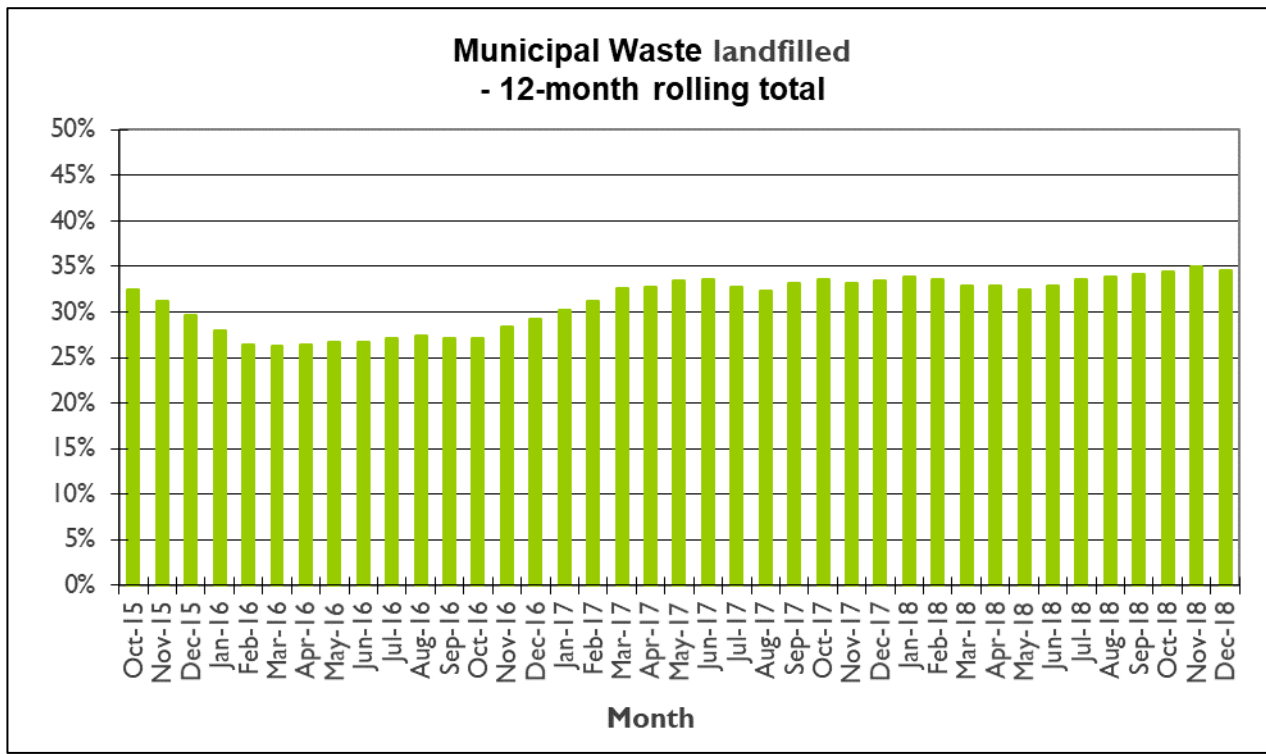


There were 1,575 slight injuries on Cambridgeshire's roads during the 12 months ending September 2018 compared with 1,676 for the same period the previous year.

During September there were 146 slight casualties.

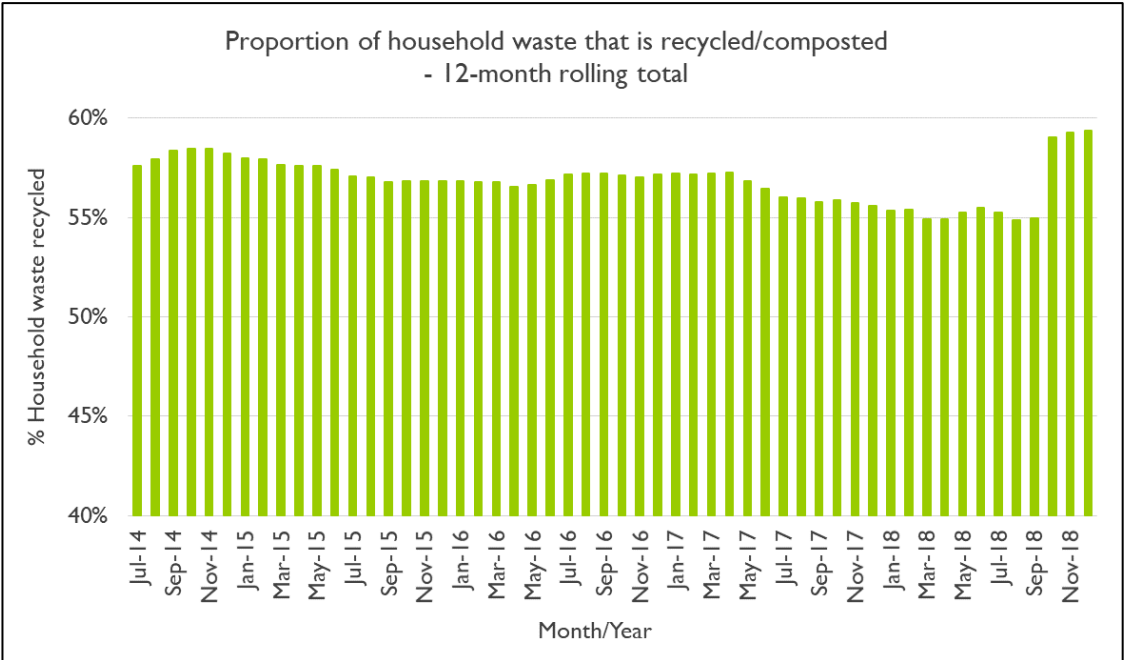
Waste Management

- Municipal waste landfilled – 12-month rolling average



During the 12-months ending December 2018, 34.6% of municipal waste was landfilled. As a comparison the figure for December 2017 was 33.4% and in December 2016 it was 29.2%.

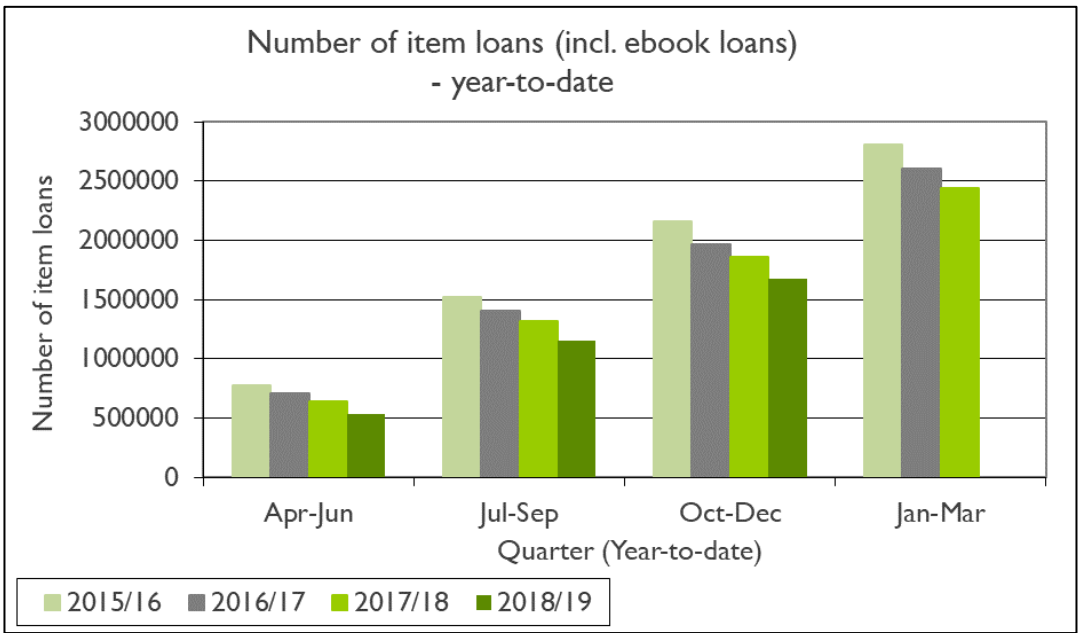
- The overall Cambridgeshire recycling & composting rate



During the 12-months ending December 2018, 63% of waste was recycled & composted. As a comparison the figure for December 2017 was 55.6% and in December 2016 it was 57.2%.

Library Services

- Number of item loans (including eBook loans) – year-to-date (to December 2018)



There have been 523,176 item loans between October and December 2018. This is only 3.2% down on the same period for the previous year.

The year to date figure is 1,671,598 which is 10% lower than the same period for the previous year.

APPENDIX 1 – Service Level Budgetary Control Report

Place & Economy Service Level Finance & Performance Report Finance & Performance Report for P&E - Jan 2019

Forecast Outturn Variance (Dec)		Budget 2018/19	Actual Jan 2019	Forecast Outturn Variance	
£000's		£000's	£000's	£000's	%
Executive Director					
27	Executive Director	204	480	36	18%
-3	Business Support	170	125	-3	-2%
24	Executive Director Total	374	605	33	9%
Highways					
-8	Asst Dir - Highways	138	86	-6	-4%
1	Local Infrastructure Maintenance and Improvement	6,351	4,959	1	0%
-18	Traffic Management	-135	264	-26	-19%
-24	Road Safety	506	409	-26	-5%
-175	Street Lighting	9,771	6,758	-153	-2%
90	Highways Asset Management	570	658	32	6%
0	Parking Enforcement	0	-380	-425	0%
-0	Winter Maintenance	2,048	1,570	55	3%
-29	Bus Operations including Park & Ride	319	173	-127	-40%
-163	Highways Total	19,567	14,498	-674	-3%
Cultural & Community Services					
-0	Asst Dir - Cultural & Community Services	140	118	0	0%
50	Public Library Services	3,306	2,530	50	2%
0	Cultural Services	104	-62	1	1%
-0	Archives	354	283	-5	-1%
0	Registration & Citizenship Services	-541	-400	25	5%
284	Coroners	903	895	284	31%
25	Community Transport	2,448	1,821	64	3%
-411	Concessionary Fares	4,716	3,499	-411	-9%
-52	Cultural & Community Services Total	11,431	8,683	7	0%
Environmental & Commercial Services					
0	Asst Dir - Environment & Commercial Services	120	88	-28	-23%
-34	County Planning, Minerals & Waste	418	31	-19	-5%
-0	Historic Environment	56	187	17	31%
0	Trading Standards	694	560	0	0%
-10	Flood Risk Management	411	372	-2	-1%
-10	Energy	72	40	0	0%
708	Waste Management	35,920	23,621	709	2%
654	Environmental & Commercial Services Total	37,690	24,900	677	2%
Infrastructure & Growth					
0	Asst Dir - Infrastructure & Growth	137	124	0	0%
120	Major Infrastructure Delivery	1,100	1,501	156	14%
-0	Transport Strategy and Policy	103	135	-22	-21%
0	Growth & Development	547	440	0	0%
-451	Highways Development Management	0	-659	-255	0%
-331	Infrastructure & Growth Total	1,887	1,542	-121	-6%
-132	Savings to be found within service				
0	Total	70,949	50,227	-78	0%
Grant Funding					
0	Non Baselined Grants	-15,593	-4,916	0	0%
0	Grant Funding Total	-15,593	-4,916	0	0%
0	Overall Total	55,356	45,311	-78	0%

APPENDIX 2 – Commentary on Forecast Outturn Position

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

Service	Current Budget for 2018/19 £'000	Actual £'000	Outturn Forecast	
			£'000	%
Street Lighting	9,771	6,758	-153	-2
We are currently forecasting the Street Lighting budget to be £153k under spent. This is due to the higher number of deductions for performance failures than expected, which were made in line with the PFI contract and relate to adjustments due under the contract Payment Mechanism regarding performance.				
Parking Enforcement	0	-380	-425	0%
Whilst we have seen slight declines in the enforcement of established bus gates and bus lanes (with 2 at very high compliance levels) the introduction of new cameras did produce substantially more PCN's than expected. Although it is expected behaviours will improve there is still a continued expectation, especially with the introduction of further new enforcement cameras, the income levels will continue at a similar income level to this financial year.				
Public Library Services	3,306	2,530	+50	+2
A savings target of £50k relating to the Icon (self-service payment) system roll out within Libraries will not be achieved; this was a savings target set retrospectively as part of overall Council savings targets for automation.				
Coroners	903	895	+284	+31
The Coroners Service is projecting an overspend of £284k for Cambridgeshire, which is caused by a mixture of on-going workload pressure i.e. the number of cases and the complexity of cases increasing, and a need to reduce the backlog of cases built up over previous years.				
Community Transport	2,448	1,821	+64	+1
Community Transport has pressures of £295k, which is due to the cost of former commercial routes now being subsidised; this can be covered in the short-term from earmarked reserves. It had already been agreed that £84k would be used from the community transport earmarked reserve for the former commercial routes. The Economy & Environment Committee has now agreed to continue to subsidise 19 routes until the end of the 2018/19 financial year, to be fully covered from reserves. In addition the Combined Authority has agreed to fund the continuation of the number 46 service and three further recently de-registered services to the end of the financial year, and has undertaken to provide further funding should additional de-registrations arise this financial year.				

Concessionary Fares	4,716	3,499	-411	-9
The projected underspend is based on the final adjusted spend in the last financial year and currently the initial indications are that this level of underspend will be achieved this year. This underspend will be used to help cover other pressures within Place & Economy.				
Waste Management	35,920	23,621	709	+2
<p>Contract changes that deliver full year savings totalling £1.3m have been identified however delays to reaching formal agreement with the contractor that will allow contract changes will result in a shortfall in delivered savings. £400,000 savings per year have been achieved but agreement to allow the remainder of the savings to commence has been delayed. This was considered and agreed by General Purposes Committee in January and it is anticipated now that the full £1.3m annual savings will be available from 1st April 2019 onwards on a recurring basis, resulting in a savings shortfall of approximately £900,000 this financial year.</p> <p>The variable nature of the Mechanical and Biological Treatment (MBT) creates uncertainty in the forecast and actual performance could improve, resulting in a reduced overspend, or worsen, resulting in an increased overspend. Less Waste has been landfilled to date than originally predicted (and therefore savings on landfill tax paid) reducing the overall overspend to £709,000.</p>				
Major Infrastructure Delivery	1,000	1,501	+156	+14
An overspend is projected on legal work relating to the Busway defects. The allocated budget for this year has been spent and the forecast overspend is likely to increase.				
Highways Development Management	0	-659	-255	0
Section 106 and section 38 fees have come in higher than expected for new developments and is expected to lead to an overachievement of income. However, this is an unpredictable income stream and the forecast outturn is updated regularly.				

APPENDIX 3 – Grant Income Analysis

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

Grant	Awarding Body	Expected Amount £'000
Grants as per Business Plan	Various	29,108
Adjustment re Combined Authority levy		-13,615
Non-material grants (+/- £30k)		0
Total Grants 2018/19		15,493

APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
Budget as per Business Plan	41,428	
Funding of former commercial bus routes from earmarked reserve	+84	Agreed in 2017/18
Further funding of former commercial bus routes from earmarked reserve	+211	Agreed in 2018/19
Transfer unspent Combined Authority contribution budget to CCC Finance Office budget to cover cost of Community Transport Audit investigation	-43	
Transfer of income budget for rent of Grand Arcade shop from Libraries to Property services.	+50	
Adjustment re Combined Authority levy	+13,615	Levy only due on transport functions
Non-material virements (+/- £30k)	+12	
Current Budget 2018/19	55,356	

APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2018 £'000	Movement within Year £'000	Balance at 31st January 2019 £'000	Yearend Forecast Balance £'000	Notes
Equipment Reserves					
Libraries - Vehicle replacement Fund	30	(30)	0	0	
Sub total	30	(30)	0	0	
Other Earmarked Funds					
Deflectograph Consortium	55	0	55	55	Partnership accounts, not solely CCC
Highways Searches	55	0	55	0	
On Street Parking	2,812	0	2,812	1,700	
Streetworks Permit scheme	117	0	117	0	
Highways Commuted Sums	700	114	814	700	
Streetlighting - LED replacement	184	0	184	0	
Community Transport	444	93.39304	537.39304	149	
Guided Busway Liquidated Damages	(35)	35	0	0	This is being used to meet legal costs if required.
Waste and Minerals Local Development Fra	59	(59)	0	59	
Flood Risk funding	20	0	20	0	
Proceeds of Crime	356	0	356	356	
Waste - Recycle for Cambridge & Peterborough (RECAP)	203	0	203	200	Partnership accounts, not solely CCC
Travel to Work	172	0	172	172	Partnership accounts, not solely CCC
Steer- Travel Plan+	54	0	54	54	
Northstowe Trust	101	0	101	101	
Archives Service Development	234	0	234	234	
Other earmarked reserves under £30k	(147)	(3)	(150)	0	
Sub total	5,385	180	5,565	3,780	
Short Term Provision					
Mobilising Local Energy Investment (MLEI)	55	0	55	0	
Sub total	55	0	55	0	
Capital Reserves					
Government Grants - Local Transport Plan	3,897	0	3,897	0	Account used for all of P&E
Other Government Grants	1,579	(626)	953	0	
Other Capital Funding	4,724	(829)	3,895	1,000	
Sub total	10,200	(1,455)	8,745	1,000	
TOTAL	15,670	(1,305)	14,365	4,780	

APPENDIX 6 – Capital Expenditure and Funding

Capital Expenditure

2018/19						TOTAL SCHEME	
Original 2018/19 Budget as per BP	Scheme	Revised Budget for 2018/19	Actual Spend (January)	Forecast Spend - Outturn (January)	Forecast Variance - Outturn (January)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
200	- Major Scheme Development & Delivery	514	58	513	-1	513	0
682	- Local Infrastructure Improvements	748	461	759	11	682	0
594	- Safety Schemes	594	501	629	35	594	0
345	- Strategy and Scheme Development work	345	430	355	10	345	0
1,346	- Delivering the Transport Strategy Aims	3,342	1,393	3,301	-41	3,313	0
23	- Air Quality Monitoring	35	12	35	0	35	0
14,591	Operating the Network	16,262	10,141	15,197	-1,065	16,004	0
	Highway Services						
4,300	- £90m Highways Maintenance schemes	3,062	3,855	4,325	1,263	83,200	0
0	- Pothole grant funding	2,415	1,744	2,415	0	2,415	0
0	- National Productivity Fund	692	828	881	189	2,890	0
0	- Challenge Fund	4,171	3,430	4,172	1	6,250	0
0	- Safer Roads Fund	1,302	1,137	1,317	15	1,302	0
0	- Additional Highways Maintenance	6,653	1,549	6,653	0	6,653	0
	Environment & Commercial Services						
395	- Waste Infrastructure	300	71	300	0	5,120	0
250	- Energy Efficiency Fund	374	129	238	-136	1,000	0
0	- Other Schemes	0	0	0	0	214	0
	Cultural & Community Services						
2,611	- Cambridgeshire Archives	2,862	1,344	2,391	-471	5,180	0
1,321	- Libraries	2,835	-117	235	-2,600	3,695	0
	Infrastructure & Growth Services						
3,129	- Cycling Schemes	3,273	887	1,730	-1,543	17,650	0
0	- Huntingdon - West of Town Centre Link Road	957	42	222	-735	9,116	0
1,077	- Ely Crossing	13,109	8,079	12,122	-987	49,000	0
500	- Guided Busway	500	20	500	0	148,886	0
6,663	- King's Dyke	6,000	5,055	5,437	-563	13,580	0
0	- Scheme Development for Highways Initiatives	388	406	388	0	1,000	0
0	- A14	146	182	146	0	25,200	0
0	- Other schemes	23	25	22	-1	0	0
0	- Combined Authority Schemes	4,437	3,240	4,462	25	4,422	0
	Other Schemes						
6,000	- Connecting Cambridgeshire	6,000	0	1,000	-5,000	36,290	0
44,027		81,339	44,902	69,745	-11,594	444,549	0
	Capitalisation of Interest	707	0	707	0		
-8,071	Capital Programme variations	-14,931	0	-3,337	11,594		
35,956	Total including Capital Programme variations	67,115	44,902	67,115	0		

The increase between the original and revised budget is partly due to the carry forward of funding from 2017/18, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2017/18 financial year. The phasing of a number of schemes have been reviewed since the published business plan. This still needs to be agreed by GPC.

Additional grants have been awarded since the published business plan, these being 2 tranches of Pothole grant funding and further Safer Roads funding.

Following the October budget announcement, Cambridgeshire County Council has received an additional £6.653m of Local Highways Maintenance funding. This money is to be spent by 31 March 2019 on local highway maintenance including potholes, bridges and other minor highway maintenance works. In accordance with the Department for Transport (DfT) criteria, the use of this money will be published on the County Council website by the end of March 2019 with a copy sent to the DfT.

The Capital Programme Board have recommended that services include a variation budget to account for likely slippage in the capital programme, as it is sometimes difficult to allocate this to individual schemes in advance. As forecast underspends start to be reported, these are offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up to the point when slippage exceeds this budget. The allocations for these negative budget adjustments have been calculated and shown against the slippage forecast to date.

Operating the Network

A number of traffic signal schemes have been delayed due to issues with land and ongoing consultations, and will not be completed until 2019/20. The schemes are:-

C233 Cherry Hinton Rd Cambridge
C280 Cambridge Mill Rd
B1101 March Dartford Rd
B1049 Histon Water Lane

£90m Highways Maintenance schemes

The £90million funds the highway capital maintenance programme and underpins a three-year rolling programme that is reviewed and approved by members annually. The schemes in this programme are delivered through the highway service contract with Skanska and using the Eastern Highway Alliance framework. During the course of the year it is not uncommon to see changes to the list of projects to be delivered. This is due to a mixture of other more appropriate funding sources becoming available, issues arising from detailed design that require longer to resolve, opportunities to deliver greater efficiencies and value for money through increased coordination, resource availability and innovation.

For the last 4 years the annual budget allocated from the £90m has been £6m and the programme of work to be delivered in year has been put together within this funding envelope. However the £6m budget for 2018/19 was reduced by £1.7m as part of the business planning process to account for expected savings from the Highways contract, leaving a works programme that exceeds the amount of money available. Whilst historically there is normally an underspend against the prudential borrowing programme, the reduced starting budget is resulting in the currently forecast overspend of £1.3m. Given some of the schemes are yet to complete the detailed design and construction stages, the expectation is that the forecast outturn will change further in the coming months, and as a result, this programme will be brought back into balance.

£2m worth of these schemes will be covered by the additional Highways maintenance funding awarded in October and the borrowing will be rephased into next year.

Cambridgeshire Archives

The revised spend figure in 2018/19 is based on a revised cashflow from the contractor. The scheme is still expected to spend to the total budget allocated.

Libraries

Library schemes funded by developer contributions will not commence until 2019/20, these include Cambourne Library and a new library at Darwin Green.

Milton Road Library

Expenditure on the refit of the new library is now unlikely to take place until the new financial year.

Replacement of 2 Library mobiles

Due to the long procurement process, expenditure for these vehicles will now not take place until next financial year.

Community Hub – Sawston

Due to ongoing negotiations with the freeholder, this scheme has been delayed. The scheme is now projected to be completed in 2019-20.

Huntingdon West of Town Centre Link Road

Land cost claims which were not resolved as anticipated in 2017/18 (only £553,000 of that year's £1,510,000 budget was spent) are now expected to be resolved in 2018/19 or beyond. Land values are still under discussion between agents and no payments can be made until an agreement is reached, hence timescales for payment are uncertain.

Ely Crossing

The profile is the same as the previous month; the outturn for the financial year is anticipated to be approximately £12.1m. This is largely due to the finishing works taking longer than initially anticipated. The remainder of the final out turn cost (£2.1m) will be spent in the 2019/20 financial year.

King's Dyke

The revised forecast spend for 2018/19 has been revised down from £6m to £5.4m to reflect the fact we are expecting to be in contract with Kier slightly later than previously expected although initial enabling works from the main contract are intended to commence under a Letter of Intent and the overall programme should not be affected.

Cycling Schemes

- Cambridge Cycling Infrastructure (S106 funded projects)

There is likely to be an underspend of £44,000 against the budget which will be carried forward into the 2019/20 financial year and used for other S106 cycling projects.

- City Cycling Ambition Fund

A negative spend is currently shown for this Department for Transport funded programme. This reflects the fact that worst case scenario payments are initially made to utility companies. They then pay a refund on project completion. All of the projects in this programme are now complete except for Abbey-Chesterton Bridge, which is part-funded from this programme, so the refunded amount will be used for the bridge.

- **Delivering the Transport Strategy Aims**

The final phase of Huntingdon Road has been delayed, and this has impacted negatively on the spend profile for this programme. The work should be completed this financial year, so that spend is in line with the budget.

- **Abbey-Chesterton Bridge**

It is forecast that the outturn spend will be £1,500,000 less than originally budgeted for this year due to delays in finalising land deals, and the budget will be carried forward into 2019/20.

Connecting Cambridgeshire







Due to the nature of the contract with BT, the majority of the costs are back ended and expenditure will not be incurred until 2019/20 and 2020/21. The total scheme cost is still £36.29m.






Capital Funding

2018/19				
Original 2018/19 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2018/19 £'000	Forecast Spend - Outturn (January) £'000	Forecast Funding Variance - Outturn (January) £'000
17,781	Local Transport Plan	17,801	16,736	-1,065
373	Other DfT Grant funding	13,523	13,523	0
1,287	Other Grants	5,708	5,146	-562
5,475	Developer Contributions	7,549	4,881	-2,668
8,170	Prudential Borrowing	22,912	15,320	-7,592
10,941	Other Contributions	13,846	14,139	293
44,027		81,339	69,745	-11,594
-8,071	Capital Programme variations	-14,931	-14,931	0
35,956	Total including Capital Programme variations	66,408	54,814	-11,594

The increase between the original and revised budget is partly due to the carry forward of funding from 2017/18, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2017/18 financial year. The phasing of a number of schemes have been reviewed since the published business plan. Additional grants have been awarded since the published business plan, these being 2 tranches of Pothole grant funding and further Safer Roads funding.

Funding	Amount (£m)	Reason for Change
Revised Phasing (Specific Grant)	4.4	Rephasing of grant funding for King's Dyke (£4.4m) from 2017/18, costs to be incurred in 2018/19.
Additional Funding (Section 106 & CIL)	2.0	Additional developer contributions to be used for a number of schemes (£0.7m). Roll forward of CIL funding for Hunts Link Road for outstanding land compensation costs (£1.0m).
Revised Phasing (Other Contributions)	-2.7	Revised phasing of King's Dyke spend.
Additional Funding / Revised Phasing (DfT Grant)	13.2	Roll forward and additional Grant funding – National Productivity Fund (£0.7m), Challenge Fund (£1.1m), Safer Roads Fund (£1.3m), Cycle City Ambition Grant (£1.4m) and Pothole Action Fund (£2.4m). Additional Highways Maintenance (£6.653m)
Additional Funding / Revised Phasing (Prudential borrowing)	16.4	Additional funding required for increased costs for Ely Crossing (£9.2m). Rephasing of spend for Highways maintenance (£2.5m), Challenge Fund (£2.2m) and Sawston Community Hub (£1.4m)

Outcome: People lead a healthy lifestyle and stay healthy for longer & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Library Services									
Number of visitors to libraries/community hubs - year-to-date	Quarterly	517, 072	1,800,000 by the 3 rd quarter 2.4 million at year end	472,424	31 December 18	 High is good	Off target (Red)	Off target (Red)	<p>There have been 472,424 visitors to libraries/community hubs between October and December 2018 and a total of 1,487,537 for the year to date figure since April. This is below the target for the third quarter and 10.38% down on the same period in the last reporting year.</p> <p>We are seeing a slight dip in visitor figures and that may be in part due to the introduction of computer charges from the 1st May. We are closely monitoring the situation and actively promoting the first free half an hour for all library users as well as the free computer use for all children and young people up to and including 16 year olds and people accessing gov.uk and ccc.gov.uk web sites as well as those accessing universal credit.</p>
Highway Maintenance									
Principal roads where maintenance should be considered	Annual	2.8%	3%	2.71%	2018/19	 Low is good	On target (Green)	On target (Green)	The actual figure has improved marginally from last year's figure of 2.8% to 2.71%. This is not a material change.
Classified road condition - narrowing the gap between Fenland and other areas of the County	Annual	3.5% gap	2% gap	4.1%	2018/19	 Low is good	Off target (Red)	Off target (Red)	Figures show the gap increasing by 0.6%. from 3.5% last year. Although this is of concern, this may be affected by the experimental error within the machine condition survey methodology. Significant investment has also recently been carried out in the Fenland area associated with the DfT Challenge Fund bid, and the effects of some of these works will not have been included in this year's survey.
Non-principal roads where maintenance should be considered	Annual	6%	8%	6%	2018/19	 Low is good	On target (Green)	On target (Green)	There is no overall change to the combined condition of B and C roads.
Unclassified roads where structural maintenance should be considered	Annual	22%	N/A	28%	2018/19	 Low is good	Contextual	Contextual	Last year's figure was 22%. The survey continues to take a random sample approach, and so some minor fluctuation in results is expected. The average over the past 6 years is 28% and so this years reported figure does not demonstrate significant deterioration from last years reported figure that would cause immediate concern.
Number of Defect Certificates as % of total number of Orders.	Monthly	0%	2%	0.0%	December 18	 Low is good	On target (Green)	On target (Green)	<p>Following any order completed by Skanska, the Cambridgeshire County Council (CCC) officer who raised the order is able to inspect the quality of workmanship. As standard, CCC inspect at least 10% of all orders raised. If the quality is not consistent with the specified standard, a defect certificate is raised. The KPI measures the number of defect certificates raised and is reported as a proportion of the total number of orders completed in a given month.</p> <p>There were no failed inspections during December therefore the monthly percentage of defect certificates is 0% of the total number of orders, significantly below the target of 2%.</p>

Outcome: People lead a healthy lifestyle and stay healthy for longer & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Percentage of schemes delivered to the agreed programme dates	Quarterly	54%	95%	88%	December 18	 High is good	Within 10% (Amber)	Within 10% (Amber)	<p>The percentage of schemes delivered to the agreed programme dates is 88% for the quarter October to December 2018 which is below the target of 95%. A performance improvement plan has been submitted and a new process established to improve accuracy of reporting to the Council.</p> <p>When CCC staff raise an order for scheme work, they include details of the expected completion date. This is usually agreed in advance and coordinated with the central programme maintained by our Programme Manager, ensuring that schemes can be programmed in the most efficient way possible. The KPI measures the proportion of all schemes that are completed to these agreed dates. In some circumstances, there are changes instructed to the scope after the initial order has been placed. Where this is the case, the effect on the programme is communicated and this time is added to or subtracted from the original agreed date.</p>
Road Safety									
Killed or seriously injured (KSI) casualties - 12-month rolling total	Monthly	324	<275	348	30 September 2018	 Low is good	Off target (Red)	Off target (Red)	<p>The provisional 12 month total to the end of September 2018 is 348 compared with 382 for the same period of the previous year. The September figure is slightly up compared to the last reported figure of 336 for April 2018, but down from 324 in August 2018. The overall trend is downwards. There had been a downturn in the KSI trend since August 2017, but the 12 monthly KSI has increased month on month since July 2018.</p> <p>During September 2018 there were 2 fatal accidents and there were 45 serious casualties.</p>
Slight casualties - 12-month rolling total	Monthly	1586 (Aug-18)	N/A	1575	30 Sep 2018	 Low is good	Contextual	Contextual	<p>There were 1,575 slight injuries on Cambridgeshire's roads during the 12 months ending September 2018 compared with 1,676 for the same period the previous year.</p> <p>During September there were 146 slight casualties.</p>
Rogue Traders									
Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Annual average)	Quarterly	£130,174	N/A	£143,818	30 September 2018	 High is good	Contextual	Contextual	<p>£80,298 was saved as a result of our intervention in rogue trading incidents during the second quarter of 2018/19 (July to September 2018). The annual average based on available data since April 2014 is £143,818. Data for 2018/19 includes Peterborough savings.</p> <p>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.</p> <p>It is also important to note that not all of the money saved has been reimbursed at the same time as the repayments of court ordered reimbursements may be repaid over months or years.</p>
Street Lighting									
Percentage of street lights working	Monthly	99.6%	99%	99.7%	31 December 2018	 High is good	On target (Green)	On target (Green)	<p>During December 99.7% of streetlights were working and the 4-month average (the formal contract definition of the performance indicator) is 99.6% this month, and remains above the 99% target.</p>

Outcome: People lead a healthy lifestyle and stay healthy for longer & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Energy use by street lights – 12-month rolling total	Monthly	11.36 million Kwh	10.96 million Kwh	11.32 million Kwh	31 December 2018	<div>↓</div> <div>Low is good</div>	Within 10% (Amber)	On target (Green)	<p>Actual energy use to December is 11.32 Kwh, which is slightly down since the last reported figure and is above our target of 10.96.</p> <p>The energy targets have now been updated to reflect other measures agreed elsewhere (such as the presence or absence of part night lighting, including those being funded by Cambridge City and Parish Councils).</p>

These indicators do not link clearly to a single Operating Model outcome but make a key contribution across other outcomes and can have a large financial impact on the Council									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Waste Management									
Municipal waste landfilled – 12-month rolling average	Monthly	35%	N/A	34.6%	31 December 2018	<div>↓</div> <div>Low is good</div>	Contextual	Contextual	During the 12-months ending December 2018, 34.6% of municipal waste was landfilled. As a comparison the figure for December 2017 was 33.4% and in December 2016 it was 29.2%.
The overall Cambridgeshire recycling & composting rate	Monthly	61.6%	N/A	63%	31 December 2018	<div>↑</div> <div>High is good</div>	Contextual	Contextual	During the 12-months ending December 2018, 63% of waste was recycled & composted. As a comparison the figure for December 2017 was 55.6% and in December 2016 it was 57.2%.
Library Services									
Number of item loans (including eBook loans) – year-to-date	Quarterly	613,640	N/A	523,176	31 December 2018	<div>↑</div> <div>High is good</div>	Contextual	Contextual	<p>There have been 523,176 item loans between October and December 2018. This is only 3.2% down on the same period for the previous year.</p> <p>The year to date figure is 1,671,598 which is 10% lower than the same period for the previous year.</p> <p>The drop in issues may be related to the small drop in visitors. We are also working hard to improve the book stock in libraries and over time that work should start to reverse this trend.</p>

CAMBRIDGE CITY WORKS PROGRAMME

Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
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Carried Forward from 2016/17

Total LHI Schemes Total Completed		22			
Total Outstanding		21			
		1			
15644	Cherry Hinton	Rosemary Ln & Church End	Speed control measures	RED	Liasing with City Cllr regarding any outstanding work. Recent survey carried out on Church End which will feed into this.

Carried Forward from 2017/18

Total LHI Schemes Total Completed		39			
Total Outstanding		34			
		5			
16147 - 30CPX01643	Queen Edith	Queen Edith Way	MVAS	RED	MVAS awaiting collection and go ahead from City Council. Delays with this scheme are due to the fact we have to wait on the city council confirming they have the resources in place to manage the speed indicating units and move them about as required. City council is currently going through a restructure and they are unsure currently of available resource going forwards. Cty Cllr's are aware.
16168	Abbey	Newmarket Rd/ BarnwellRd roundabout	Improve safety for cyclists	RED	Currently in for TC 29/10/18, waiting on Road safety audit. Delays to date due to lead in times from other teams within the organisation, redesigned several times due to feedback from the cycling team and road safety team. Careful approach here due ot the fact this is a cluster site.
16137 - 30CPX01653	Chesterton	High Street, Arbury Rd, Victoria Rd	MVAS	RED	MVAS awaiting collection and go ahead from City Council. Delays with this scheme are due to the fact we have to wait on the city council confirming they have the resources in place to manage the speed indicating units and move them about as required. City council is currently going through a restructure and they are unsure currently of available resource going forwards. Cty Cllr's are aware.
16138 - 30CPX01652	Various	Multiple Roads	Street lights replacements	RED	CCC to check all lights have now be installed and connected by BBLP 13/12. Delays due to BBLP lead in times and the time taken between the column being erected and the UKPN connections being completed.

Current Year Schemes 2018/19

Total LHI Schemes Total Completed		27			
Total Outstanding		3			
		24			

30CPX02275	Arbury	Carlton Way	School KEEP CLEAR marking	GREEN	Awaiting delivery date from contractor - 26/11
30CPX02274	Petersfield	Mill Road	Extend TRO operation	GREEN	Consultation commenced 04/12 over Christmas period.
30CPX02276	Chesterton	Chesterton Road/Holme Croft	Increase Cycle Reservoir	GREEN	Designing - TTRO submitted for work.
30CPX02277	Coleridge	Coleridge Road	MVAS	GREEN	MVAS awaiting collection and go ahead from City Council
30CPX02278	Queen Ediths	Hills Road	Cycle Racks and hardstanding	AMBER	Scheme with City Council and to be delivered by them. Advised by JR on 04/12 that should be done by end of FY.
30CPX02279	Castle	Mnt Pleasant/Shelly Row/Albion Row	20 mph zone	RED	Scheme with City Council and to be delivered by them. Advised by JR on 04/12 that this now wont be done before end of FY
30CPX02280	Arbury	Metcalfe Road/Carlton Way	Street Light	GREEN	Ordered through Balfour Beatty.
30CPX02281	West Chesterton	Gilbert Road	Replace damaged slabs - place to place	AMBER	Design sent to City Cllr for approval - 22/12. Awaiting confirmation to proceed from him.
30CPX02282	Newtown	Newtown/Glisson Road	Temp TRO for road closures to determine if a suitable locations for a permanent closure can be found	GREEN	ANPR survey commenced 10/12/18 for one week. Data to be analysed following this and discussed with steering group.

30CPX02283	Chesterton	Ward Wide	Improved shared/segregated cycleway signs	GREEN	Designing, to be submitted for TC by end of Dec
30CPX02284	Castle	Victoria Road/Histon Road	Install bollards and repair damaged fencing	GREEN	WORKS COMPLETE
30CPX02285	Cherry Hinton	Church End	Point closure to prevent through traffic	RED	Traffic survey complete, data now being analysed and will feedback to Cty Cllr following this. Survey data to inform design. Likely to proceed with give way feature at agreed location.
30CPX02286	Romsey	Mamora Road	Double Yellow Lines	GREEN	Works to be delivered W/C 14/01, weather permitting.
30CPX02287	Arbury	Arbury/Kings hedges	Remove barriers at various location and replace with bollards	GREEN	Awaiting confirmation from Cty Cllr to proceed with scheme.
30CPX02288	Arbury	Erasmus Close/Darwin Drive	Double Yellow Lines	GREEN	Works to be delivered W/C 14/01, weather permitting.
30CPX02289	Chesterton	Logans Way	Double Yellow Lines	GREEN	Works to be delivered W/C 14/01, weather permitting.
30CPX02290	Abbey	Rawlyn Road	Bus Layby markings	GREEN	Works to be delivered W/C 14/01, weather permitting.
30CPX02291	Petersfield	Devonshire Road	HGV restriction to TRO and relevant signs	AMBER	Proceeding with installation of cushions - design submitted to road safety team and policy and regulation 26/11/18 for comments and formal consultation. Consultation to start end of Jan.
30CPX02292	Kings Hedges	Cambury Court	Dropped crossing	GREEN	Waiting for TC - submitted 11/09 - Chased 04/12
30CPX02293	Kings Hedges	Jolley Way	Street light	GREEN	WORKS COMPLETE
30CPX02294	Kings Hedges	Woodhead Drive	Double Yellow Lines	GREEN	Works to be delivered W/C 14/01, weather permitting.
30CPX02295	Cherry Hinton	Gunhild Close	Double Yellow Lines	GREEN	Works to be delivered W/C 14/01, weather permitting.
30CPX02296	Petersfield	Great Northern Road	Zebra crossing	RED	Sent to BBLP for lighting design 06/12. Currently with road safety team for audit. Work likely to overrun into new financial year. Cty Cllr aware.
30CPX02297	Chesterton	Fen Road	KEEP CLEAR marking	GREEN	Awaiting start date for lining work
30CPX02298	Market	Unitarian Church/Victoria St	Double Yellow Lines	AMBER	Consultation commences 04/12
30CPX02299	Petersfield	Broad St/Flower St	No through road signs	GREEN	WORKS COMPLETE
	West Chesterton	Hurst Park	Dropped crossing	GREEN	TC received back from contractor on 12/12 - currently being reviewed. Works to be delivered Feb 19

SOUTH CAMBRIDGESHIRE WORKS PROGRAMME

Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
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Carried Forward from 2017/18

Total LHI Schemes Total		29			
Completed		27			
Total Outstanding		2			
16226 - 30CPX01564	Willingham	Thodays Cl	Parking restrictions to manage safety outside school	RED	To be delivered 20/12 - outstanding signs to be installed 11/01. Delays due to informal consultation carried out, this resulted in several redesigns of the extents of the restrictions. Scope changed from the original bid and trial scheme.
16239 - 30CPX01551	Gamlingay	Everton Rd, The Heath	New footway provision	RED	PC have now confirmed they have managed to find £11k to contribute towards the scheme. Email received from them on 12/12. Aim to get delivered before end of FY. Delays in delivery to date were down to PC not being able to fund their proportion of the work. This caused the scheme to be put on hold indefinitely pending PC confirmation of funding.

Current Year Schemes 2018/19

Total LHI Schemes		25*			
Total Completed		7			
Total Outstanding		18			
30CPX02364	Balsham	High Street	Zebra	RED	Due to issues with developer this will be carried into next year. Will focus this year on getting flashing signs installed and progress zebra as far as possible. Site meeting being arranged with development management to push developer along. PC aware
30CPX02357	Bassingbourn cum Kneesworth	High Street	GW feature	AMBER	Awaiting TC from contractor - sent to them Aug 18.
30CPX02351	Bourn	High Street	Footpath widening	AMBER	Design underway - will be sent for TC 18/01.
30CPX02365	Cambourne	School Lane	Zebra	AMBER	Received safety audit back 03/12 - sent off lighting design to BBLP to make suggested amendments 07/12.
30CPX02361	Castle Camps	Village Entrances	Buffer Zone + Wig-Wags	GREEN	In for TC 15/11.
30CPX02366	Caxton	Village Entrances	Buffer Zones/lining works/MVAS	GREEN	In for TC 23/11.
30CPX02368	Coton	High Street/Cambridge Road	Lining adjustments/parking restrictions	GREEN	PC have advised they want to go ahead with changes to junction following end of Greenways consultation - designing 03/12 for TC 18/01.
30CPX02362	Duxford	St Peter's St	HGV signs	GREEN	WORKS COMPLETE
30CPX02353	Elsworth	Brockley Road	GW feature	RED	PC have now requested a 20mph zone, scope agreed, now collecting speed data through village to evidence change in limit. Speed boxes to be put up 07/01/19.
30CPX02354	Eltisley	Village Entrances	Lining at entry points to village/improve 30 limit	GREEN	Works ordered - 06/12 - awaiting delivery date.
30CPX02358	Fulbourn	Station Road	Kerb lifting/footpath improvements	GREEN	WORKS COMPLETE
30CPX02367	Grantchester	Village wide	20 limit/traffic calming/village gateways/DYLS	AMBER	Waiting to hear back from the PC on proposed redesigns - PC possibly looking to change the scope of the scheme and add in significant amount of additional improvements. PC meeting 11/12/18 to discuss and inform redesign.
A14 community fund	Graveley	High Street	MVAS	GREEN	WORKS COMPLETE
30CPX02352	Haslingfield	Barton Road	Cushions/GW features - also MVAS via 3rd party	GREEN	WORKS COMPLETE

30CPX02363	Hauxton	Church Road	MVAS	GREEN	WORKS COMPLETE
A14 community fund	Histon/Impington	Station Road	Village centre improvements	GREEN	Sent for Target Cost Sept 18 - chased 3 times.
30CPX02370	Litlington	Royston Road	MVAS	GREEN	Awaiting collection by PC
30CPX02369	Longstanton/Oakington	High Street	MVAS	GREEN	Awaiting collection by PC
A14 community fund	Milton	Winship Road	Cycle Improvements	GREEN	WORKS COMPLETE
30CPX02360	Newton	Whittlesford Road/Cambridge Road/Fowlmere	Speed cushions/lining adjustments	AMBER	Design to be submitted for TC 18/01
30CPX02356	Rampton	King Street	Street light	RED	Developer chased (04/12) regarding location of new houses - subject to his response this scheme may no longer be deliverable due to relocation on site of existing telegraph pole.
30CPX02350	Steeple Morden	Station Road	MVAS	GREEN	Awaiting collection by PC
A14 community fund	Swavesey	Middle Watch	Footway widening	GREEN	To be delivered in Feb half term, costs all agreed, (HE picking up overspend), and order raised 10/12/18.
30CPX02355	Toft	Comberton Road/High Street	MVAS	GREEN	WORKS COMPLETE
30CPX02359	Whittlesford	North Road	GW Feature	GREEN	WORKS COMPLETE

HUNTINGDONSHIRE WORKS PROGRAMME

Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
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Carried Forward from 2017/18

Total LHI Schemes		24			
Total Completed		23			
Total Outstanding		1			
16216 - 30CPX01574	St Neots	Loves farm	Managed parking control scheme for the whole estate	RED	Formal consultation completed and work now submitted for target cost. Delays in scheme to date have largely been down to the amount of consultation required and the level of stakeholder interest in the proposed changes to the existing highway layout. This has also required reconciling with the previous scheme delivered in 15/16 through Longsands area of St Neots.
Current Year Schemes 2018/19					

Total LHI Schemes Total Completed		23*			
Total Outstanding		4			
		19			
30CPX02336	Old Hurst	Church Street	Double yellow lines on the bend	GREEN	Formal consultation to finish 31/10/18. About to submit for Target Cost.
30CPX02342	Alconbury	Great North Road	Unsuitable for HGV's' sign and additional weight limit signs	GREEN	To be submitted for Target Cost soon.
30CPX02335	Little Paxton	Mill Lane	Zebra crossing	AMBER	Awiting confirmation from Kier that we can take power feed through planted area. Submitted for Target Cost.
30CPX02346	Yaxley	Daimler Avenue	Double yellow lines and single yellow lines	GREEN	Formal consultation to finish 08/11/18. Sent for Target Cost.
30CPX02338	St Neots	Longsands Road	Wig-wag devices with temp 20mph limit	GREEN	WORKS COMPLETE
30CPX02344	Yelling	Village area	MVAS	GREEN	WORKS COMPLETE
30CPX02328	Huntingdon	California Road	Speed table	GREEN	Sent to P&R - to be advertised starting 31st Oct. Awaiting confirmation from Road Safety Audit on final design changes.
30CPX02341	Elton	Village area	Replace and renovate existing conservation street lighting	GREEN	Works underway on site. Being managed by Parish Council.
30CPX02331	Great Gransden	Crow Tree Street / Meadow Road	Level footway and install 40mph buffer zone	GREEN	WORKS COMPLETE
30CPX02329	Huntingdon	Various Streets	Various parking restrictions	GREEN	Informal Complete. Final Design and awaiting go ahead from TC. Police informed. Orders yet to be advertised.
30CPX02348	Glatton	Glatton Ways / Infield Rd / Sawtry Rd / High Haden Rd	Gateway features on entrances to village	GREEN	Gateways on order, to arrive end of Octover. Designs complete.
30CPX02330	Huntingdon	Sapley Road	Replace give way feature with speed table, install pair of speed cushions	GREEN	Sent for Target Cost. Formal consltation starting 31st Oct.
30CPX02337	St Neots	Nelson Road / Bushmead Road	Junction widening and improvements	AMBER	Trial holes complete. Need to serve notice on utility companies as they are at incorrect depths. Detailed design almost complete.
30CPX02347	Tilbrook	High Street / Station Road	MVAS and 20mph limit (Station Rd)	GREEN	Formal consultation completion 07/11/18. MVAS being delivered as part of larger bulk order across County to reduce costs - Order to arrive early November 2018.
30CPX02332	Ramsey Heights	Uggmere Court Road	MVAS, gateways and improved signing/lining	GREEN	Submitted for Target Cost.
30CPX02327	St Ives	Marley Road	Improve warning signs/lines	GREEN	Submitted for Target Cost.
30CPX02339	Earith	Cooks Drove	New footway	GREEN	Submitted for Target Cost.
30CPX02334	Brampton	Village area	20mph limit around village	GREEN	Formal consultation complete, objections to scheme. Delegated decision recently undertaken. Target cost to be submitted soon.
	Godmanchester	West St / Cambridge St / Post St	MVAS	GREEN	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.

30CPX02345	Abbots Ripton	B1090 / Station Rd / Huntingdon Rd	MVAS and 40mph buffer zones on each village approach	GREEN	Finalising Design. Informal with Police complete. Target Cost submitted.
30CPX02333	Upwood and The R	Huntingdon Road	MVAS	GREEN	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
30CPX02343	Alconbury Weston	North Road / Highfield Avenue	Improve drainage	GREEN	COMPLETE - New grips cut in the area have solved the problem. PC have accepted this as a good solution.
A14 Community Fund	Buckden	Mill Road / Church Street	Zebra crossing	GREEN	Sent for Target Cost. Sent to P&R for notice of intent/consultation.

FENLAND WORKS PROGRAMME

Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
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Carried Forward from 2017/18

Total LHI Schemes		13			
Total Completed		11			
Total Outstanding		2			
16200 - 30CPX01590	March	City Road	Footway Extension	RED	Scheme awaiting start date from contractor.Delays to date due to transfer of land deeds from third party organisation to CCC.
16198 - 30CPX01592	Parson Drove	Sealeys Lane	Footway Extension	RED	TC has now been agreed, awaiting contractor start date. Delays to date due to needing to get the design approved by the drainage board. Despite chasing this additional phase added a considerable amount of time to the design process, the design has now been agreed and finalised.

Current Year Schemes 2018/19

Total LHI Schemes		13			
Total Completed		1			
Total Outstanding		12			
30CPX02321	Wisbech St Mary	Leverington Common	Lining/ coloured surfacing at Bellamy's Bridge	AMBER	PC approved design, safety comments reviwed and incorporated. Sent for TC 13/12
30CPX02317	Whittlesey	Coates/ Eastrea	Provide MVAS/ SID	GREEN	Awaiting collection by PC
30CPX02319	Benwick	Doddington Road	Gateway feature and 40mph buffer zone	GREEN	Target Cost approved by Parish. Order raised 23/10 along with TRO
30CPX02313	Wisbech	Ramnoth Rd, Money Bank, QE Drive, Copperfields, Mansell	Extend existing DYL	AMBER	Submitted for Target Cost 28/09. TC chased 10/12.
30CPX02323	Christchurch	Upwell Road	Gateway feature at Upwell Road & upgrade existing cross road warning sign	GREEN	Order raised for works 28/11 - awaiting start date from contractor
30CPX02316	Wisbech St Mary	High Road	Reduced localised speed limit with 40mph buffer & traffic calming	AMBER	PC have approved design - now sending to road safety team for audit 14/12
30CPX02325	March	FP between Suffolk Way & Eastwood Avenue	Install bollards/ kissing gate	GREEN	No contact from LHO. Proceeding with design.
30CPX02324	Newton	High Road	Culvert drain and widen adjacent footway	RED	Due to costs from drainage board exceeding budget by around 400% this scheme has now been put on hold subject to PC confirmation.
30CPX02315	Tydd St Giles	Kirkgate	Provide MVAS/ SID	GREEN	Awaiting collection by PC
30CPX02320	Gorefield	High Road	Gateway feature on east & west approach	AMBER	TC returned, cost exceed budget, awaiting PC response regarding descoping 07/12.
30CPX02318	Wimblington	Village approaches	Gateway on 3 approaches and kerb re- alignment	AMBER	Submitted for Target Cost 19/10. TC chased 12/12.
	Whittlesey	West Delph - Yarwells Headlands	Kerb realignment and footway extension	GREEN	WORKS COMPLETE
30CPX02314	Wisbech	Colville Road/ Trafford Road	Build out inc. cushion	AMBER	Design with Road safety team for audit and also policy and regulation.

EAST WORKS PROGRAMME

Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
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Carried Forward from 2017/18

Total LHI Schemes Total Completed		13			
Total Outstanding		9			
		4			
16181 - 30CPX01609	Witchford	Main Street	Footway Widening	RED	Works were held back to be delivered with their 18/19 LHI Scheme as it made sense to package together. However we have encountered issues with the current placement of the bus stand highlighted by the Safety Audit. This is currently holding back the installation of the raised table. Scheme to be split into separate works to prevent further hold up. Awaiting the two Target Cost's.
16183 - 30CPX01607	Burwell	Ness Road	Safer crossing point and speed reduction / calming	RED	Delays due to design change and costing issues. PC approved costing, works order (Skanska & Balfour Beattys). Order raised, programmed for January 2019. Some delays due to Cadent Gas.
16186 - 30CPX01604	Brinkley	Weston Colville Road	Two Pairs Roshill Cushions (Calming)	RED	Target Cost agreed and order for work raised. Increased cost for the scheme overall due to addition of carriageway resurfacing on approaches to the crossing. Being paired with Fordhams 18/19
16180 - 30CPX01610	Fordham	Isleham Road	40mph speed limit from Barrowfield Farm. Raised Zebra crossing outside the school.	RED	Due to staff turnover, lack of handover and scheme was with us from Feb-Oct 18 . Works Ordered, scheme start date 17th December 2018, anticipated 1-2 days works (weather dependant)

Current Year Schemes 2018/19

Total LHI Schemes Total	12
Completed Total Outstanding	1
	11

30CPX02302	Soham	Ten Bell Lane	Install DYL at junction	GREEN	WORKS COMPLETE
30CPX02307	Pymoor	Various	Change core to 30, keep 40 approaches. Remove VAS & install MVAS	GREEN	TRO advertisement in press 6th Dec. Target cost received, works to be ordered once legal order has been agreed
30CPX01609	Witchford	Main Street	Raised table	GREEN	Scheme to be split into separate works to prevent further hold up. Awaiting the two Target Cost's. Paired with 17/18 LHI
30CPX02308	Sutton	High Street	Junction re-prioritisation	AMBER	Sent alternative design to PC for review- cushions on Church Lane and unsuitable for HGV signs
30CPX02303	Wicken	Butt Lane, Pond Green & Chapel Lane	Install DYL	GREEN	Initial plans sent to Parish. Awaiting responses. Target cost to be sent end October.
30CPX02306	Coveney	The Green/ Jerusalem Drove	Enhance existing playground signs, move SL	GREEN	TRO advertisement in press 15th Nov - 7th Dec. Target cost received, works to be ordered once legal order has been agreed
30CPX02310	Ely - Queen Adelaide	Ely Road, Mile End Road, Puntney Hill Road	Buffer zones and gateway features	GREEN	Scheme agreed with applicant, permissions being gained from EA & drainage boards. Requires TRO & needs submitting for target cost.
30CPX02304	Fordham	Mildenhall Road, Church Street junction	Improve sign and lining at junction	GREEN	Designed, awaiting Target Cost, being paired with LHI from 17/18
30CPX02305	Woodditton	Village entrances	40mph buffer to the north & 3 gateway features	GREEN	Submitted for Target Cost.
30CPX02311	Ely	Forehill	Shallow table at bottom of Forehill	AMBER	Scheme agreed with applicant, safety audit received, need to check status of Back Hill scheme. Needs submitting for target cost.
30CPX02309	Lode	Quy Road	Supply & install MVAS	GREEN	Awaiting collection by PC
30CPX02301	Isleham	Fordham Road	Speed watch equipment & MVAS	GREEN	Awaiting collection by PC

Detailed Tree Data

District	Reason for removal																									
	Damaged				Diseased / Dead				Subsidence				Obstruction				Natural Disasters				Area Total	Planted				
	Jan to End of June 2017	July - End of Dec 2017	Jan to End of June 2018	July - Sept 2018	Jan to End of June 2017	July - End of Dec 2017	Jan to End of June 2018	July - Sept 2018	Jan to End of June 2017	July - End of Dec 2017	Jan to End of June 2018	July - Sept 2018	Jan to End of June 2017	July - End of Dec 2017	Jan to End of June 2018	July - Sept 2018	Jan to End of June 2017	July - End of Dec 2017	Jan to End of June 2018	July - Sept 2018		Jan to End of June 2017	July - End of Dec 2017	July - End of Dec 2017	July - Sept 2018	
Cambridge	0	0	0	0	0	0	0	0	6	0	0	0	0	1	3	0	0	0	0	0	10	3	0	0	0	
South Cambs	0	0	1	0	14	5	5	0	0	0	0	1	0	1	0	1	2	0	0	0	30	0	0	0	1	
Huntingdonshire	0	0	0	0	12	8	3	0	4	1	1	0	0	0	1	0	2	1	2	0	35	0	0	0	0	
East Cambs	0	0	0	0	3	0	0	2	0	0	0	0	0	0	0	0	0	0	1	0	6	0	0	3	0	
Fenland	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	4	0	0	0	0	
Total	0	0	1	0	30	14	9	2	10	1	1	1	0	2	4	1	4	1	4	0	85	3	0	3	1	
													January to end of June 2017 - Total Removed				44									
													July - End of December 2017 - Total Removed				18									
													January to end of June 2018 - Total Removed				19									
													July to end of Sept 2018 - Total Removed				4									
Note: 1 tree removed from Highway land in East Cambs December 2017 - this was for a Christmas Tree and will be replaced by Soham Rotary Club													Total Planted				7									

Summary of Place & Economy establishment (P&E)

The table below shows:

- Number of FTE employed in P&E
- Number of vacant FTE the service want to hold in P&E
- Total number FTE on the establishment
- The percentage of the total establishment which are vacant posts

Notes on data:

The current vacancies within P&E represent 11.9% of the total P&E establishment.

NB. Libraries are holding 9 vacancies in 2018/19 to meet budget requirements.

		Sum of FTE employed	Sum of Vacancy FTE	Total FTE on establishment	The % of total establishment which are vacant posts
Grand Total		644	86.70	730.70	11.9%
Cultural & Community Services	Asst Dir - Cultural & Community Services	2	0	2	0.0%
	Coroners	22	2	24	8.3%
	Cultural Services	5	0	5	0.0%
	Passenger Transport other	12	2	14	14.3%
	Public Library Services	172	21.50	193.50	11.1%
	Archives	16	0	16	0.0%
	Registration & Citizenship Services	23	1.2	24.2	5.0%
Cultural & Community Services Total		252	26.70	278.70	9.6%
Environmental & Commercial Services	Asst Dir - Environment & Commercial Services	1	2	3	66.7%
	Energy	7	1	8	12.5%
	Flood Risk Management	8	2	10	20.0%
	Historic Environment	10	0	10	0.0%
	County Planning Minerals & Waste	12	0	12	0.0%
	Waste Disposal including PFI	7	1	8	12.5%
	Outdoor Education (includes Grafham Water)	78	4	82	4.9%

Environmental & Commercial Services Total		123	10	133	7.5%
Highways	Assist Dir - Highways	2	0	1	0.0%
	Asset Management	15	3	18	16.7%
	Highways Maintenance	34	5	39	12.8%
	Highways Other	9	2	11	18.2%
	Highways Projects and Road Safety	62	8	70	11.4%
	Park & Ride	17	1	18	5.6%
	Parking Enforcement	16	2	18	11.1%
	Street Lighting	2	1	3	33.3%
	Traffic Management	37	8	45	17.8%
Highways Total		193	30	223	13.5%
Infrastructure & Growth	Asst Dir - Infrastructure & Growth	2	1	3	33.3%
	Growth & Development	12	3	15	20.0%
	Highways Development Management	12	4	16	25.0%
	Major Infrastructure Delivery	29	7	36	19.4%
	Transport & Infrastructure Policy & Funding	16	3	19	15.8%
Infrastructure & Growth Total		71	18	89	20.2%
Exec Dir	Executive Director	5	2	7	28.6%
	Business Support	0	0	0	0.0%
Exec Dir Total		5	2	7	28.6%

LIBRARY SERVICE TRANSFORMATION

To: **Highways and Community Infrastructure Committee**

Meeting Date: **12 March 2019**

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

Electoral division(s): **All**

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

Purpose: **The purpose of this paper is to provide:**

- **An update on charging for computer access, requested by Members at the 11 September 2018 HC&I Committee.**
- **An update on the ongoing programme of work to transform the library service**

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

- a) **note the ongoing programme of work to transform the Library Service**
- b) **agree to withdraw the charge for computer access in libraries**
- c) **agree to a debt recovery programme to recover unpaid library charges in order to bridge the income gap in the short term**

<i>Officer contact:</i>	<i>Members contact</i>
Name: Sue Wills Post: Library Service Manager Email: Sue.wills@cambridgeshire.gov.uk Tel: 01223 715945	Name: Cllr M Shuter/Cllr W Hunt Post: Chair/Vice Chair Highways & Community Infrastructure Email: mathew.shuter@cambridgeshire.gov.uk William-hunt@hotmail.co.uk Tel: 01223 706398

1. BACKGROUND

- 1.1 At the 11 September 2018 meeting, a report on the Library Service Transformation was received by the Highways and Community Infrastructure Committee. That report gave an update about the package of improvements to the Library Service previously agreed by this Committee, including generating new revenue and making progress towards a more sustainable financial model, ensuring that the library service continues to develop and thrive.
- 1.2 The Committee asked officers to bring back a progress report to this March meeting, in particular on charging for computer access, including a more detailed analysis of computer usage in libraries to address their specific concerns. This report provides that update.
- 1.3 Throughout 2018/19 the service has been working hard to increase income through actively pursuing a number of income generation opportunities, as well as charging for computer access. It has also been exploring and exploiting all other options for library service transformation to meet budget challenges in preference to making service reductions.
- 1.4 The service has also successfully bid for capital funding in 2019/20 to invest in the:
 - procurement of two new mobile library vehicles to replace the two that are at the end of life
 - introduction of card payments on the self-service machines to make payments as easy as possible in an increasingly cashless society
 - roll out of a 'Donate' button on the self-service machines, a new development that has not been done before in UK libraries
 - introduction of open access technology in 2019 through to 2021 enabling all the libraries to open for longer unstaffed, and supporting Council staff in place based working
- 1.5 In addition, as reported previously to members, a significant opportunity has come from proposed partnership working with a philanthropic organisation called CIVIC. Our shared vision is to put libraries at the heart of a new and sustainable '21st Century operating system' for community-first public service delivery. This work is ambitious and it is planned to be tested in practice through a number of pilot projects. The aim is to improve the financial security of public services, re-energise the position of libraries in local communities and improve outcomes for our citizens.
- 1.6 Interest in the service and its continuing innovative transformation continues at the highest level. The Head of Libraries Strategy and Delivery at the DCMS is in regular contact with the service and Michael Ellis MP Parliamentary Under Secretary of State for Arts, Heritage and Tourism recorded a special message of support for the launch event on 1 February 2019 of the Business & Intellectual Property Service for the county, a new service offer to support business start-ups and SMEs, supported by the British Library.

2. CHARGED FOR COMPUTER ACCESS

- 2.1 The computer charge was introduced after a number of public engagement sessions were held throughout Cambridgeshire in September and October 2017. Participants were asked about their views and ideas specifically in relation to how the service could increase

financial sustainability. Out of 117 comments received, 102 participants felt that the service should start charging for services, activities or events.

- 2.2 As a consequence of that engagement, charging for computer access was introduced on 1 May 2018. A charge of £1 per hour is made after an initial 30 minutes that is free for all users. Job seekers and people on benefits, and children up to 18 years of age, continue to access the library computers free of charge. Access to www.cambridgeshire.gov.uk/ and.gov.uk web sites continues to be free for everyone. Libraries also provide volunteer computer buddies and promote free courses available from the Skills & Learning Service to help people get online.
- 2.3 The Service took care to ensure that people who are unemployed or on benefits would not be penalised. That work also ensured essential online transactions (including Universal Credit applications) could be carried out free of charge.
- 2.4 By 31 March 2019 it is anticipated that income of £9,041 will have been raised since 1 May 2018, significantly short of the predicted income of £108k. Although the actual reduction in use is very close to that predicted, the low income reflects the high number of people using the computers that are exempt from the charges, meaning that the service is being used by those who most need it, and the number of users leaving their session after the free half hour.
- 2.5 The Committee has acknowledged that charging for computer access was a difficult decision to make, made in part to manage demand for computers, and it was subject to further scrutiny at the Committee meeting on 9 September 2018. At that meeting, members requested a more detailed analysis of computer usage in Cambridgeshire libraries be undertaken and that has been carried out through a customer on-line survey, with a paper version of the survey available through every library, from 23 October 2018 to 21 December 2018 inclusive.
- 2.6 494 people completed the questionnaire and made 255 comments; of those, 231 comments were negative. Feedback has highlighted the need to upgrade the existing library computers because currently it can take up to ten minutes to log in and start using a computer. It also highlighted the top reason people used library computers: 55.25% of people surveyed used the library computers for printing emails and documents.
- 2.7 All 330 library computers need upgrading and were due to be replaced in the first quarter of 2018/19. That work is now being expedited to ensure it happens in 2019. The current old computers are slow and are not able to run certain software, all of which contributes to a poor customer experience and that is reflected in the questionnaire responses. It is clear that this poor service offer is contributing to the lower than expected income figures from charging for computer access.
- 2.8 The library service continues to monitor the number of computer sessions. Between May and December 2018 the number of adult user sessions dropped by 26.47% from 146,788 sessions to 107,937 sessions. It is noticeable that there has been a significant decrease (by more than 70%) in usage in sessions of between half an hour up to 2 hours, whilst there has been an increase of 15.59% in computer use for 30 minutes or less. An overview of library computer usage of computers is included at **Appendix A**.

- 2.9 In response to this negative feedback, the low level of income generated and the impact on computer usage in libraries, it is recommended that the computer charge is withdrawn and that other means of raising income and managing demand for computers (enabling priority use by those who most need it) are established by the Service.

3. INCOME GENERATION AND COMMISSIONING

- 3.1 The 13 February 2018 report on the Library Service Transformation, agreed by the Highways and Community Infrastructure Committee, contained a number of options that were to be pursued to meet the budget challenge for 2018/19 from income generation and commissioning. It was noted that no one stream of income generation could bring in sufficient revenue to guarantee the future of the Library Service. A mixed portfolio approach – likely to generate more income and carry less risk – was essential. It was also noted that funding had been agreed for a short term Business Development Officer post to focus on marketing and income generation for the Service, in order to help secure the additional income.
- 3.2 The service has recognised that it will take time to build new business opportunities to generate income. However, we are confident of closing the remaining gap in future years supported by the Business Development Officer who was appointed in October 2018. There is also a pipeline of further income generation and commissioning initiatives being developed which will be brought forward as each one becomes ready to launch.
- 3.3 A short term proposal is to conduct a one off debt recovery campaign to recover stock items that are overdue and charges outstanding against those items to prevent a gap in income in 2019/20, whilst we continue to build income generation during the year. In October 2018 total outstanding charges stood at £67,769 and there were 5457 items recorded as 'lost' worth a total value of £48,021. The Library Service seeks the agreement of the Committee to pursue this outstanding debt.

5. ALIGNMENT WITH CORPORATE PRIORITIES

Developing the local economy for the benefit of all

- 5.1 By continuing to provide access to a range of services, libraries assist people to improve their employment prospects. The recent launch of the Cambridgeshire and Peterborough Business and IP Centre should be of particular benefit to the economy.

Helping people live healthy and independent lives

- 5.2 The provision of quality information, guidance and advice in libraries helps people to live healthy and independent lives and make well informed choices.

Supporting and protecting vulnerable people

- 5.3 The primary purpose of the Library Service is to support and protect vulnerable people who are otherwise unable to access the books, information, access to the internet, advice and

guidance they need. Libraries will continue to be safe places in communities where people can meet others and engage in a wide range of positive activities.

- 5.4 Commissioning support for vulnerable people through the library service, helps services to reach a wider group of people.

6. SIGNIFICANT IMPLICATIONS

Resource Implications

- 6.1 The Library Service has been granted one-off funding of £98K from the Transformation Fund for a short-term post designed to develop new income streams. If the service cannot achieve its income targets on an ongoing basis, savings will need to be found from elsewhere.

Equality and Diversity Implications

- 6.2 There are no significant implications in this category. The proposed work with CIVIC will have a positive impact on equal access to services and participation in society.

Public Health Implications










- 6.3 The Library Service is expanding the Public Health offer by providing information to help people choose daily living aids or guide them to other local services which may help to make life easier at home, as well as increasing the offer of events and activities for citizens to promote social interaction in communities. This work builds on and strengthen the Public Health initiatives that libraries already provide though widening access to information and events that engages individuals and communities in taking responsibility for improving their own health, and affords opportunities to complement commissioned public health services with library services through co-location.







Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Elsa Evans




Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Sarah Silk
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Christine May
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Tess Campbell

Source Documents	Location
Highways and Community Infrastructure Committee 13 February 2018	https://www.cambridgeshire.gov.uk/
Highways and Community Infrastructure Committee 11 September 2018	https://www.cambridgeshire.gov.uk/

Computer use in Cambridgeshire Libraries

1. What is your age?				
			Response Percent	Response Total
1	Under 18		2.88%	13
2	18-24		2.21%	10
3	25-34		7.30%	33
4	35-44		8.63%	39
5	45-54		15.93%	72
6	55-64		28.76%	130
7	65-74		25.88%	117
8	75 or over		7.08%	32
9	Prefer not to say		1.33%	6
			answered	452
			skipped	0











2. How often do you use the library computers?				
			Response Percent	Response Total
1	Every day		10.96%	49
2	Once a week		13.20%	59
3	A few times a week		38.26%	171
4	Less than once a month		16.55%	74
5	Once a month		6.04%	27
6	A few times a month		14.99%	67
			answered	447
			skipped	5

3. Do you qualify for free use of the library computers - for job seeking /claiming benefits?				
			Response Percent	Response Total
1	Yes		19.32%	85
2	No		75.23%	331
3	Prefer not to say		5.45%	24
			answered	440




3. Do you qualify for free use of the library computers - for job seeking /claiming benefits?

	Response Percent	Response Total
skipped		12





4. Do you use the computers for: (tick as many as you need to)

		Response Percent	Response Total
1	Job hunting		18.31% 78
2	Staying in touch with families and friends		37.79% 161
3	Finding information for hobbies		41.78% 178
4	Paying bills or booking tickets		24.18% 103
5	Research eg family history		34.74% 148
6	Learning to use computers		11.74% 50
7	Shopping		20.19% 86
8	Entertainment - films, TV programmes, music		16.20% 69
9	Printing e-mails and documents		55.63% 237
10	Printing tickets		25.59% 109
		answered	426
		skipped	26


5. How long do you normally use the computer for?

		Response Percent	Response Total
1	30 minutes or less		46.30% 200
2	30 minutes to an hour		26.62% 115
3	Longer than an hour		27.08% 117
		answered	432
		skipped	20



6. Has the way you use computers changed since the introduction of charges? Now £1 per hour after 30 free minutes.

		Response Percent	Response Total
1	I use them less		41.65% 177
2	I use them more		2.35% 10
3	About the same		38.12% 162
4	I use them for less than 30 minutes		11.53% 49

6. Has the way you use computers changed since the introduction of charges? Now £1 per hour after 30 free minutes.

			Response Percent	Response Total
5	I've stopped using them		6.35%	27
			answered	425
			skipped	27

7. Have you paid to use a library computer?

			Response Percent	Response Total
1	Yes		35.40%	154
2	No		64.60%	281
			answered	435
			skipped	17

8. If you have any questions or comments please add them here:

Sample of typical comments received:

	Response Percent	Response Total
I think computer charging is a terrible idea.		
As a Council Tax payer, I already pay for the library services, and object to being charged even more to use a computer. I am a pensioner, living on a fixed income. I regard this as 'penny-pinching'		
The so-called 30 minute free computer use is only about 25 minutes after logon. Please correct this.		
I feel it is a discriminatory act to charge for computer use when if someone uses a smartphone, lap top, or tablet they can use all day for nothing. I am working but cannot afford these items. why should I have to pay? Libraries should be accessible to all including the use of equipment.		
I understand that the library service needs to seek additional streams of revenue due to council cuts, but I do not think this form of charging for PC use is fair or reasonable.		
Before the charges were introduced, was using the library to improve my social wellbeing. Those two hour sessions three days a week made a lot of difference. I don't expect the old system will be reintroduced, as the library system seems doomed, period; but while it was up and running, I made good use of it and it helped me a great deal.		
I now use Norfolk Libraries as they are still free		
The £1.00 computer charge is regressive. There is less foot fall in the library now. Bring back the 2 hour free computer use. This also encourages people to take out a book to read.		
Free library computers please!		
If we pay council tax why do we have to pay again to use library services?		
I am a pensioner and I regret that I can not afford to pay. So I am unable to watch old b/w films etc which I had previously enjoyed watching. I am limited to sending emails.		

HIGHWAY INFRASTRUCTURE ASSET MANAGEMENT

To: Highways and Community Infrastructure Committee

Meeting Date: 12 March 2019

From: Graham Hughes, Executive Director – Place and Economy.

Electoral division(s): All

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

Purpose: To consider the County Council's Highway Asset Management Policy, Strategy and Highway Operational Standards documents.

Recommendation: That the Committee:

- a) Approves the latest version of the Highway Asset Management Policy, Appendix 1
- b) Approves the latest version of the Highway Asset Management Strategy, Appendix 2
- c) Approves the Highway Operational Standards (HOS), Appendix 3
- d) Agrees that the Executive Director, Place & Economy, in consultation with the Chairman/Vice Chairman of the Highways & Community Infrastructure Committee, can make minor amendments to Appendix M of the Highways Operational Standards, in accordance with the approved asset management principles.
- e) Agrees that the Executive Director, Place & Economy, in consultation with the Chairman/Vice Chairman of the Highways & Community Infrastructure Committee, can make minor amendments to the budgetary apportionments derived from Appendix Q of the Highways Operational Standards.

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Mike Atkins	Names:	Cllr Matthew Shuter/Cllr Bill Hunt
Post:	Highways Asset Manager	Post:	Chairman/Vice-Chairman, Highways and Community Infrastructure Committee
Email:	Mike.atkins@cambridgeshire.gov.uk	Email:	Matthew.Shuter@cambridgeshire.gov.uk William-hunt@hotmail.co.uk
Tel:	07881 332792	Tel:	(01223) 706398

1. BACKGROUND

- 1.1 The Highway Asset Management Policy and Strategy were approved by Cabinet in March 2014. The Highway Infrastructure Asset Management Plan (HIAMP) was subsequently approved by Highways and Community Infrastructure (HCI) Committee in November 2014 and was fully implemented on 1 April 2015. Some minor amendments to the above suite of documents were approved by HCI Committee at its meetings held 3 November 2015 and 21 February 2017. The HIAMP was subsequently renamed as Highway Operational Standards (HOS) and significantly revised to reflect the implementation of the new national Code of Practice "Well Managed Highway Infrastructure". This revised document was approved by HCI Committee at its meeting held 13 March 2018.

2. MAIN ISSUES

- 2.1 The proposed suite of highways asset planning documents continues to set out the Authority's preventative, long-term approach to highways maintenance. It is this approach that enables the optimum use of the funds available to the Authority, via the application of appropriate maintenance treatments, at the correct points in the lifecycles of highway assets.
- 2.2 Central Government's commitment to highway asset management continues to be demonstrated via the incentive funding mechanism. The amount of funding that the Council will receive from the Department for Transport (DfT) via the Incentive Fund will continue to depend upon the extent that the Council implements and maintains highway asset management strategies and policies. The Council could lose up to £2,263,000 of this funding in 2019-20 if it fails to adequately and demonstrably implement a robust asset management approach.
- 2.3 Authorities are assessed for Incentive Funding based upon their responses to a broad range of questions regarding highways asset management. DfT assesses these responses and places authorities within one of three bands. To achieve maximum funding, an authority must be placed within Band 3. This exercise is progressively more demanding upon authorities, as DfT has increased the differentials between the levels of funding associated with each band and will be undertaking more stringent audits of authorities' responses to the questionnaire. It is therefore increasingly important that the Authority continues with its implementation of the asset management approach.
- 2.4 The Authority is currently in the top tier (Band 3) of those assessed for Incentive Funding. The proposed updates to the suite of asset management documents and the implementation of these policies and strategies reflect the Authority's approach to retaining this Band 3 status and maximising the capital funding that the Council receives via the Incentive Fund in years 2020-21 onwards.
- 2.5 Further to devolution and the creation of the Combined Authority, it is anticipated that the Authority will automatically receive funding commensurate with being in Band 3 of the Incentive Fund assessment. However, the Authority is still expected to demonstrate to the DfT that it is appropriately implementing the asset management approach.
- 2.6 The work undertaken to achieve and retain Band 3 funding has extensive advantages for the Authority, over and above the capital funding it will deliver. The continuing development

and implementation of the asset management approach will be essential in making optimal use of the limited revenue funds that are available to the Authority, via the adoption of whole life costing and life cycle planning principles.

- 2.7 A key element of the Authority's implementation of the asset management approach is a 3 year forward programme of capital maintenance schemes. This programme is presented to the Committee as Appendix M to the HOS (Appendix 3 to this report). The inclusion of the capital maintenance programme within the HOS reflects the linkage between the Asset Management Policy, Strategy and HOS with the resultant programme of works, which is predicated upon asset management principles. The Committee is asked to approve the HOS, including its associated programme of works. The Committee is further asked to approve the recommendation that minor changes to this programme can be made by the Executive Director, in liaison with the Chair or Vice Chair of this Committee.
- 2.8 All of the documents have been updated to reflect the latest information available and some minor textual amendments have been made to aid clarity. There are no substantive changes to the Policy and Strategy documents. The substantive changes to the HOS document are highlighted in yellow in Appendix 3.

The key changes contained within the HOS are as follows:

- Clarification of the timescales within which defects reported to the Authority will be investigated, to align with corporate standards. Whilst it is proposed that the latest version of the HOS is implemented on 1 April 2019, it is recommended that these changes be implemented on or around 1 July 2019, to allow appropriate system modifications to be made.
- The addition of a policy within the HOS regarding the inspection and maintenance of vehicle restraint systems (safety fences).
- A revised communication strategy.
- Some clarifications within the Tree Policy, including the circumstances whereby the Authority will seek commuted sums for the maintenance of trees.
- Revisions to the Statements of Priority for the Authority's consideration of requests to amend its legal records of the status and extent of public rights of way.
- The addition of a policy regarding attachments to street lighting columns. This policy includes the provision for the Council to recharge commercial applicants who wish to place attachments on lighting columns. These charges will cover the Authority's administration costs and the technical checking fees payable to our PFI contractor. Overall this will make the process cost neutral to the Authority.
- The addition of a policy (Appendix Q) which sets out how it is proposed to allocate revenue funds for highways maintenance to each of the local highway offices. It is further proposed that this method be used for the apportionment of some elements of the capital funding that is made available to the Authority, such as that provided via the Pothole Action Fund. The proposed method of apportionment represents a "needs based" approach, whereby funds are allocated based upon the condition of roads and pavements in each of the local highway office areas. The poorer the blended condition of roads and pavements in a given area, the greater proportion of available funding would be allocated to that area.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

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

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

3.2 Helping people live healthy and independent lives

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

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

3.3 Supporting and protecting vulnerable people

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

- The Policy (Appendix 1) and Strategy (Appendix 2) contribute to the Combined Authority Local Transport Plan objective of supporting and protecting vulnerable people.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

- The report above sets out details of significant implications in *paragraphs 2.2 to 2.6* regarding the Incentive Fund and its relationship to the adoption and implementation of highway asset management principles.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

4.3 Statutory, Legal and Risk Implications

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

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

4.4 Equality and Diversity Implications

There are no significant implications within this category.

The policies and standards set out in these documents support the provision and maintenance of highway infrastructure for all users. The Policy (Appendix 1) and Strategy (Appendix 2) contribute to the Combined Authority Local Transport Plan objective of supporting and protecting vulnerable people.

4.5 Engagement and Communications Implications

There are no significant implications within this category

4.6 Localism and Local Member Involvement

There are no significant implications within this category.

4.7 Public Health Implications

There are no significant implications within this category

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: <i>Sarah Heywood</i>
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: <i>Paul White</i>
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: <i>Debbie Carter Hughes</i>
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: <i>Elsa Evans</i>
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: <i>Sarah Silk</i>
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: <i>Richard Lumley</i>
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: <i>Stuart Keeble.</i>

Source Documents	Location
	http://www.ukroadsliaiso

Code of Practice “Well-managed highways infrastructure” 2016	ngroup.org/en/codes/index.cfm
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Cambridgeshire County Council**Policy for Highway Asset Management**

1. The County Council recognises the vital role played by Cambridgeshire's local highway network in supporting the authority's vision and strategic priorities:
 - Developing the local economy for the benefit of all;
 - Helping people live healthy and independent lives;
 - Supporting and protecting vulnerable people.
2. The County Council is committed to making the best use of its budgets and advocates an asset management approach for the maintenance of the county's local highway network. This will help deliver the best long term outcomes for local communities, whilst minimising whole life costs.
3. An Asset Management Strategy will set out how Highway Infrastructure Asset Management will be delivered in Cambridgeshire. This strategy will take into account current and projected financial pressures and will explain how available funds and resources should be most effectively utilised.
4. The Authority's third Local Transport Plan (LTP3) sets out the following local transport objectives, to support the County Council's key priorities and duties. The contribution of the Asset Management Strategy to each of these objectives is briefly set out below.

Enable people to thrive, achieve their potential and improve their quality of life:

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

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

Managing and delivering the growth and development of sustainable communities:

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

Promoting improved skill levels and economic prosperity across the county, helping people into jobs and encouraging enterprise: The Council's approach to Asset Management will mean that funds available for highways maintenance will be used to achieve minimum whole life cost throughout the life cycle of assets. A well maintained and

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

Meeting the challenges of climate change and enhancing the natural environment:

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

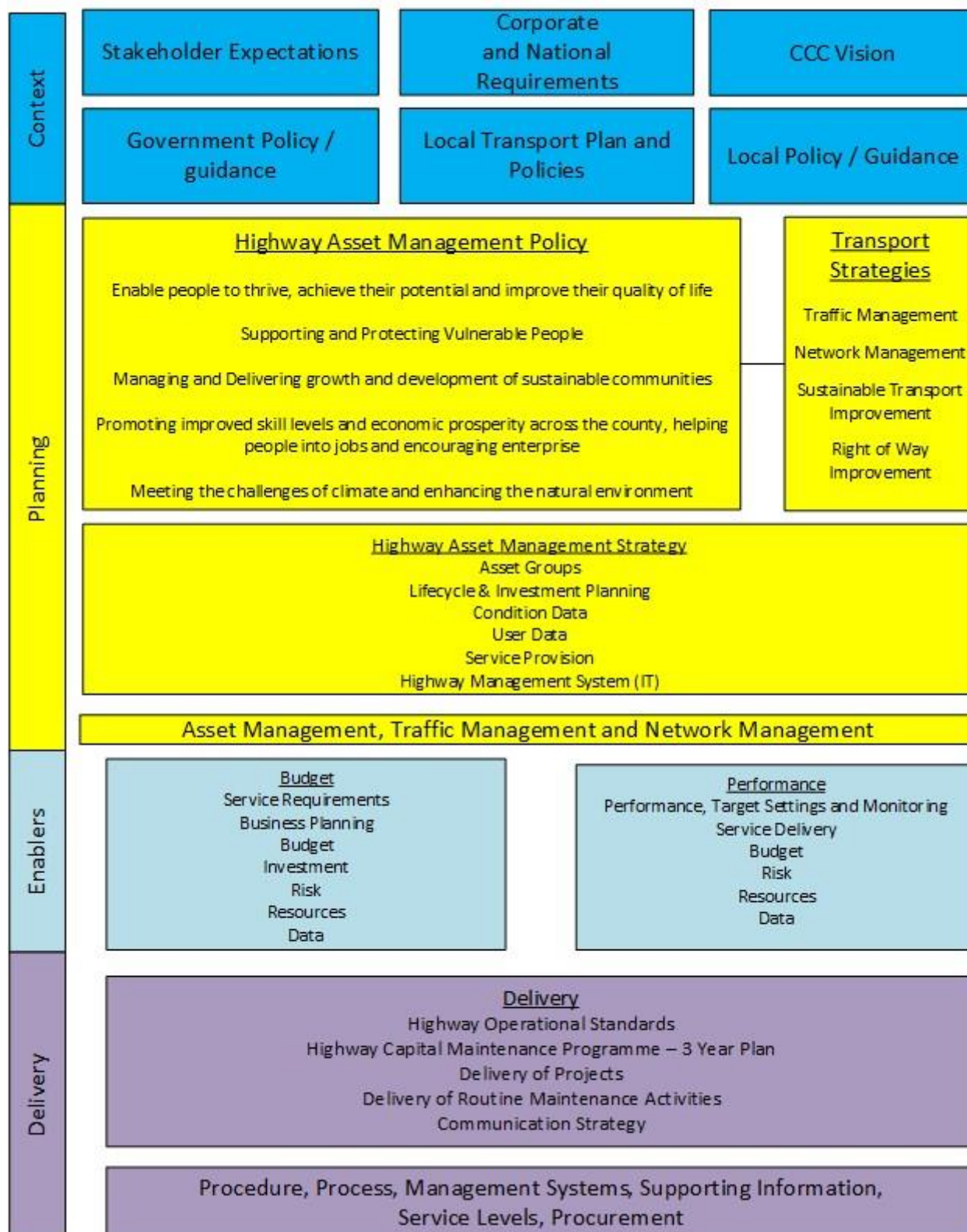
Cambridgeshire County Council**Strategy for Highway Asset Management****1. Introduction**

- 1.1 Cambridgeshire County Council recognises the importance of its highway infrastructure and how an effectively maintained and managed network contributes to the achievement of its corporate goals. It understands that effective Asset Management is a platform to deliver clarity around standards and levels of service, and to make best use of its available resources.
- 1.2 The Highway Asset Management Strategy sets out how the County Council will best manage the Highway Network taking into consideration customer needs, local priorities, asset condition and best use of available resources.
- 1.3 This document presents the Council's Strategy for the management of the Council's highway assets as at April 2019 and allows planning for the longer term.
- 1.4 It has been produced following the assessment of customer needs, local priorities and asset condition. It also ensures that both short and long term needs are appropriately considered, whilst delivering a minimum whole life cost approach to our highway assets.
- 1.5 The Strategy will be used to inform the highway maintenance schemes that are to be implemented within the Council's Highway Capital Maintenance Programme. Whilst selection of these schemes will be driven predominantly by condition data, challenge from local members is vital to ensure that local priorities are incorporated into delivery plans.
- 1.6 This Strategy covers all highway maintenance activities funded by revenue and capital streams. The Strategy does not directly relate to capital improvements but where linkages exist these are identified.
- 1.7 The Highway Asset Management Strategy will be used to inform priorities in the Business Planning Process and will support the continuous improvement of highway asset management.

2. Asset Management Policy and Framework

- 2.1 The Highway Asset Management Strategy sets out how the Asset Management Policy will be achieved. The Policy is a high level document that confirms the County Council's commitment to Highway Asset Management and demonstrates how an Asset Management approach aligns with the Authority's corporate vision and strategic/LTP objectives.
- 2.2 The Highway Asset Management Strategy is one of the key strategic documents relating to the County Council's Highway Services. The Asset Management Framework below encompasses these key documents and illustrates the local and national influences and dependencies that are in place to deliver these services.

Fig 1 – Cambridgeshire CC's Highway Asset Management Framework

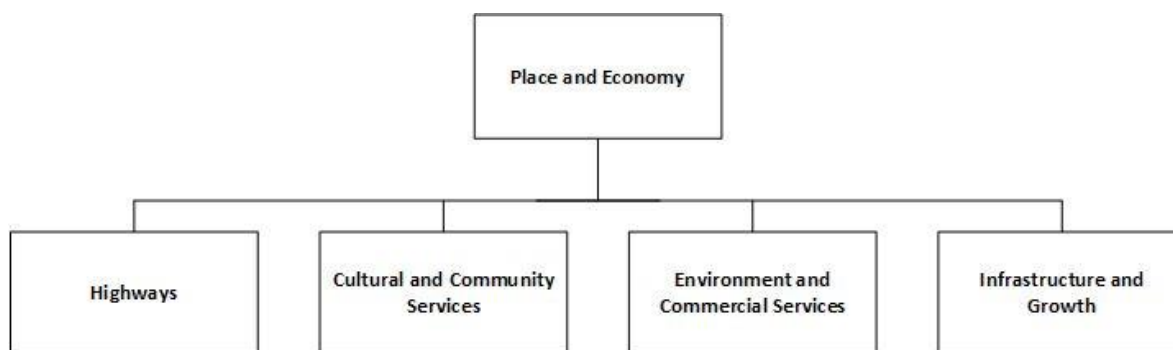


2.3 A key element of the Asset Management Framework is the Council's Highway Operational Standards. This Plan will contain approved policies and guidance,

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

- 2.4 This document reflects the guidance provided by the national Highways Maintenance Efficiency Programme, (HMEP) document '*Highway Infrastructure Asset Management*' and the new Code of Practice '*Well Managed Highway Infrastructure*'.
- 2.5 A new national Code of Practice "Well Managed Highway Infrastructure" was published in October 2016. This supersedes the previous Codes, published in 2005, which included "Well Maintained Highways". The new Code contains fewer prescriptive standards and promotes a more risk based approach. This Plan reflects the Authority's implementation of the key elements of the new Code.
- 2.6 The organisational structure of the Council's Place and Economy (P&E) directorate delivers highway maintenance services through a number of key Service teams.

Fig 2 – P&E Organisational Structure



- 2.7 The Highways Service comprises:
- Highways Maintenance
 - Highways Projects and Road Safety
 - Traffic Manager
 - Finance and Business Support
 - Highways Commissioning
 - ~~Eastern Highways Alliance Management~~
 - Asset Management
 - Busway and Park and Ride Team
- 2.8 Highways Maintenance is the 'front door' to the highways service, handling routine maintenance, responding to customers / members, ordering works and services from the Council's Highway Services Contract partners. This service is predominantly delivered from four geographic locations - (Fenland, East Cambridgeshire, Huntingdonshire and South Cambridgeshire & Cambridge City).
- 2.9 The Highways Projects Team implements improvements to the county's highways, including those prioritised via the Local Transport Plan (LTP) and the Local Highway Improvement Initiative. The work of the Road Safety Team includes the

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

- 2.10 The Traffic Management Team plays a key role in ensuring the co-ordination of works on the county's roads, including the implementation of the Authority's permitting scheme.
- 2.11 The Highways Commissioning Team manages the major contracts under which highways services are delivered. These include the contracts for highway services and the street lighting PFI contract.
- 2.12 The Asset Management Team is responsible for highways asset management policies and strategies and their implementation. There are two teams within this group:
 - Asset Planning: This team develops and manages this Strategy, the Asset Management Policy and the Highway Operational Standards (HOS). The team is responsible for the implementation of these policies, including the development of the Council's Highway Capital Maintenance Programme (HCMP). The HCMP is a co-ordinated 3 year programme of all the capital schemes promoted by the Authority. This team operates the systems that are key to implementing the asset management approach. These systems include Insight, which is the Authority's primary highway asset management system.
 - Asset Information: This team maintains all the statutory records and registers of highway assets. The team responds to searches relating to these records, including a number of statutory functions.

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

- 2.13 The Busway and Park and Ride Team is responsible for the maintenance and management of the five different Park & Ride sites and the 25km long County owned Guided Busway and two Busway Park & Ride sites.
- 2.14 Major capital maintenance schemes are delivered through the Major Infrastructure Delivery Service, with wider transport strategies, plans and funding streams being managed within Infrastructure and Growth.

3. User Preferences

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

- 3.2 Recent results for the county, from the National Highways and Transportation (NHT) customer survey, show that the condition and safety of roads are the criteria that are “most important to users” and the criterion with which users are least satisfied is the condition of roads. The data shows that of all the aspects of the highways service, the area in which customers would least like to see a reduction in the level of service is the maintenance of roads.
- 3.3 The Strategy for each asset group has been derived from an options appraisal. The preferred strategic options support the key messages from user data and the priorities identified via stakeholder engagement.

The preferred strategic options are:

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

4.0 Strategy for Main Asset Groups

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

4.2 Carriageways

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

- 4.2.1 **Desired Outcome:** to deliver a sustainable improvement in overall condition.
- *Priority Investment:* a preventative strategy will be adopted, as this will deliver the best value for money.
 - Investment will recognise the higher levels of deterioration and higher cost of maintenance of Fen roads in the north of the county, as well as other areas where poor underlying subsoils are present.
 - Investment will recognise the differences in condition between various road hierarchies
 - Investment in drainage maintenance and improvements will continue.
 - Investment in safety fence maintenance and upgrades will continue.
- 4.2.2 **Preventative Approach** - A preventative approach will be adopted. This means investing a greater proportion of the available budget to treat roads in the early stages of deterioration. A preventative approach targets assets that are not currently in need of full structural renewal and serves to extend the assets whole

life by arresting/delaying deterioration. A reactive approach, focusing on assets at the end of their life and involving carrying out more costly treatments is not sustainable. This Strategy is the roads equivalent of painting wooden window frames rather than waiting for them to rot and need expensive replacement. Failure to adopt the preventative approach would ultimately lead to an unsustainable backlog of roads requiring expensive treatments, whilst also requiring significant ongoing revenue expenditure to keep them safe, pending permanent repairs.

- 4.2.3 It is recognised that the transition to a preventative Strategy may lead to a short term position in which the perceived network condition is worse.
- 4.2.4 **Predicted Condition** - The condition profiles assume that a small element of revenue funded works contribute to the overall condition e.g. where significant areas of patching are undertaken.
- 4.2.5 **Reactive and Routine Repair Costs** – An ongoing review of reactive repair standards forms part of this Strategy. The review will examine investigatory and intervention levels and will determine how more cost effective ways of delivering an acceptable standard of repair to safety defects and other minor defects can be achieved.
- 4.2.6 The Strategy is designed to allow better management of customer expectations. By providing specified target standards, by improving planning of works and providing a more consistent condition, it is expected that users will have greater clarity of what can be expected. Improved communication with customers using this information should improve customer perception and satisfaction.

4.2.7 Summary

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

- 4.2.8 **Fen Roads** - The condition of Fen roads is particularly difficult to predict as they can be significantly affected by weather conditions. Fenland areas have soils which are susceptible to cyclic shrinkage and swelling. This is exacerbated in periods of unusually high or low rainfall and this movement can cause cracking and subsidence along roads in affected areas. This Strategy takes this into account and advocates funding disaggregation to reflect the impact of Cambridgeshire's underlying geology.

4.3 Footways

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

4.3.2 **Desired outcome:** to improve condition of high use footways (referred to as Cat FW1 and FW2) and to arrest the deterioration of other footways

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

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

4.3.4 By targeting investment in Cat FW1 and FW2 footways over a 3 year period an improvement in the condition of high use footways will be possible.

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

4.4 Highway Structures (bridges)

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

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

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

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

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

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

4.5 Traffic Signals

- 4.5.1 A number of traffic signal installations that have reached the end of their life have been identified. These form the basis of the traffic signals Strategy.
- 4.5.2 **Desired outcome:** to retain a reliable, safe traffic signals asset
- 4.5.3 **Refurbishment Programme** – This will be driven by the age of the infrastructure and take into account potential obsolescence of equipment and deterioration of condition/reliability.
- 4.5.4 **Reliability** - The reliability of the traffic signal stock will be maintained via a regime of inspections and reactive repair.

4.6 Street Lighting

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

4.7 Drainage schemes

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

4.8 Capital Improvement and Road Safety Schemes

- 4.8.1 The Strategy supports the need to focus on improving road safety and encouraging growth through delivering appropriate improvement schemes. Whilst the Strategy does not directly cover these activities, it is intended to facilitate a joined up approach to the delivery of improvement and maintenance schemes. There is also an on-going requirement to understand the future maintenance implications of new capital schemes.
- 4.8.2 The Asset Management Strategy and resultant long term delivery plans, will allow a more coordinated approach to the provision of capital improvement and highway maintenance schemes. This will ensure that maximum value is achieved from various capital and revenue investments through the lifecycle of new and existing assets.

4.9 Sudden Asset Failures

Whilst the Strategy advocates a planned and risk based approach to Asset Management, there may be exceptional circumstances in which a particular asset fails rapidly and unpredictably. In this event, planned activities will be reprioritised

(using the principles contained within this Strategy) across all asset groups in order to facilitate the inclusion of additional schemes within the programme.

5.0 Planning Considerations

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

6.0 Data Management and Information Systems

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

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

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

7.0 Good Practice

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

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

8.0 Review Process Monitoring and Performance Reporting

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

Highway Operational Standards 2019-2029

April 2019

**Cambridgeshire County Council's
Highway Operational Standards**

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Appendices

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

Appendix B - Reactive Maintenance Investigatory levels for Category 2 defects

Appendix C – Highways Service Communications Strategy

Appendix D – BCI and RCI Indices

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Appendix K – Road Classification Policy

Appendix L – Street Lighting Policy

Appendix M – Highway Capital Maintenance Programme

Appendix N – Traffic Signals Design and Operational Guidance

Appendix O – Vehicle Restraint Systems

Appendix P – Street Lighting Attachments Policy

Appendix Q - Highway Maintenance Revenue Budget Allocation

1. Introduction

- 1.1 This Highway Operational Standards (HOS) sets out how Cambridgeshire County Council manages and maintains the highway infrastructure for which it is responsible. It brings together the County Council Corporate and Local Transport Plan (LTP) objectives. This Plan details how the principles of asset management will be increasingly used to ensure that the Highways Service meets the requirements of its users and delivers value for money.
- 1.2 The Department for Transport (DfT) document '*Gearing up for efficient highway delivery and funding*', published in January 2014, identified how highway maintenance funding was likely to be allocated in the future. It suggested that authorities which have a highway asset management plan in place, and can demonstrate its use, will be incentivised through a revised highway maintenance funding formula. An Incentive Funding stream was implemented from 2016/17. The amount of funding that authorities receive from this source is dependent upon the extent to which they have implemented the asset management approach. The potential funding available to the Authority from this source is £9,628,000 for the years 2016/17 to 2020/21. This Plan plays an essential role in securing and maximising long term capital funding for the maintenance of Cambridgeshire's highway network.
- 1.3 A new national Code of Practice "Well Managed Highway Infrastructure" was published in October 2016. This supersedes the previous Codes, published in 2005, which included "Well Maintained Highways". The new Code contains fewer prescriptive standards and promotes a more risk based approach. This Plan reflects the Authority's implementation of the key elements of the new Code.
- 1.4 This Plan, along with the Highway Asset Management Policy and Strategy, demonstrates the Authority's commitment to highway asset management via an approach that is tailored to Cambridgeshire's needs, whilst also recognising national best practice. The Plan sets out how progress in implementing the asset management approach is monitored. The integrated approach promoted throughout the Plan enables the consideration of the wider issues associated with the management of the county's transport network, such as sustainability and growth pressures.
- 1.5 Cambridgeshire's highway network is by far the most valuable asset for which the County Council is responsible, with a gross replacement cost in the order of **£12.1 billion**, (in accordance with Whole of Government Accounts principles). The highway assets covered by this plan are outlined in Section 2.
- 1.6 The purpose of this Plan is to:
 - Define affordable highway service standards
 - Publish investment and maintenance strategies for key highway asset groups
 - Improve the way in which the county's highway are managed and maintained
 - Enable the delivery of value for money through efficient and effective highway service provision
- 1.7 This Plan covers the period **2019 – 2029**. It has been produced in accordance with national guidance provided by the Highway Maintenance Efficiency Programme

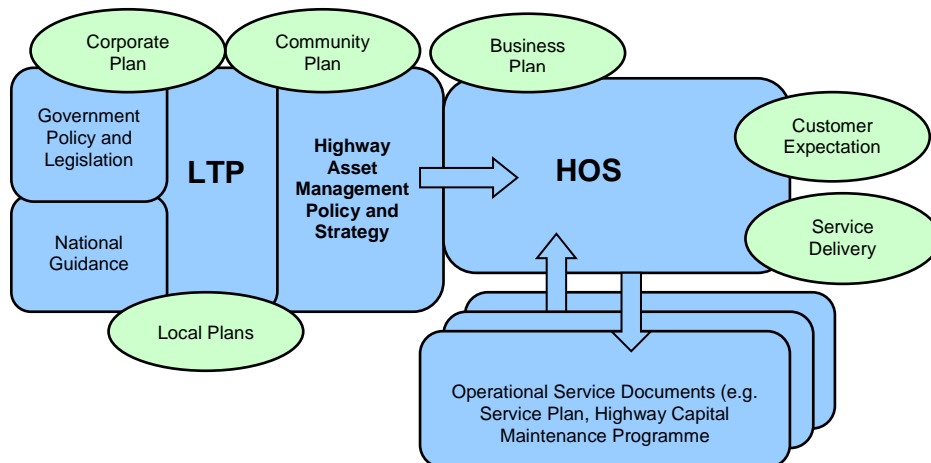
(HMEP) - 'Highway Infrastructure Asset Management' and 'Prevention and a Better Cure'.

Fig 1: HMEP Guidance documents



- 1.8 This Plan covers the development, maintenance and operation of Cambridgeshire's highway network.
- 1.9 This Plan is a key operational document that is linked intrinsically to other County Council policies and processes. This relationship is illustrated in the Systems Diagram below.

Fig 2: Asset Management Systems Diagram



2. Asset Descriptions

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

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

Fig 3: Summary of Assets Managed

Asset Group	Element	Quantity
Carriageways	A Road	428 km
	B Roads	572 km
	C Roads	1117 km
	Unclassified Roads	2271 km
Carriageways	Soft Roads (unmade/green lanes)	133 km
	Total	4,521 km
	Cycletracks	532km
	Fords & causeways	7 no
Carriageways	Traffic Calming features	1,682 no
	Anti-skid	29 km
Footways and cycleways	Cat 1a Footways	16km
	Cat 1 Footways	59 km
	Cat 2 Footways	61 km
	Cat 3 Footways	179 km
	Cat 4 Footways (estimate)	2,611km
	Total	2,926 km
	Permissive paths (excluding cycleways)	644km
Structures	Pedestrian / cycle bridges	142 no
	Road bridges	917 no
	Retaining Walls	63 no
	Underpass / subway	17 no
	Signal Gantry sites	5 no
	PROW structures (over 5m)	approx. 2200 no
Street Lighting	Street Lights	53679 no
	Illuminated signs and bollards	5,792 no
Intelligent Transport Systems (ITS)	Traffic Signals - Junctions	621 no
	Traffic Signals – Crossings	207 no
	Variable message signs	43 no
	Vehicle Activated Sign	317 no
	Parking guidance signs	35 no
	RTPI (bus stop displays)	333 no
	Rising Bollards (Cambridge City Centre)	4 no
	CCTV Cameras	24 no
Grassed areas and trees	Flood Warning Signs	9 no
	Highway Trees (All trees within falling distance are collectively termed 'highway trees')	87,429 no
Grassed areas and trees	Verge length	4389km
	Restricted Byways	5km
Public rights of way	Byways	407km
	Bridleways	596km
	Footpaths	2,227km
	Total	3,235km
	Total	3,235km
Asset Group	Element	Quantity
Drainage	Gullies	154,150 no
	Offlets	7,101 no

Street Furniture	Non illuminated signs & bollards	73,684 no
	Safety Cameras	35 no (plus one average speed camera installation)
	Pedestrian guardrail	10.78 km
	Vehicle restraint systems (safety fencing)	54,291 km
	Weather stations	3 no
	Automatic Traffic Counters	63 no
	Verge Marker posts	6,867 no

2.3 Assets not covered by this plan

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

Fig 4: Assets not covered by this Plan

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

3. Data management

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

- Safety Inspections

- Condition Inspections / Surveys
- Inventory collection

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

3.2 Asset data is required to enable the following:

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

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

3.3 Network Hierarchy

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

3.4 Safety Inspections

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

3.5 Cat 1 (a & b) defects identified as part of Safety Inspections shall either have orders raised immediately or shall be ordered on the same working day as the inspection. Timescales for ordering works may be exceeded by a reasonable period due to unforeseen events, such as extreme weather.

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

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

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

Fig 5: Inspection frequencies for main asset groups

a) Carriageways					
Category	Hierarchy Description	Type of Road General Description	Description	CCC Inspection frequency and type	CCC Inspection frequency tolerance
	Motorway	Limited access motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.	Not inspected by CCC – responsibility of Highways England	Not applicable
CW1	Strategic Route	Principal 'A' class roads between Primary Destinations	The Primary Route Network	12 times per year (monthly) – Driven	± 7 calendar days
CW2	Main Distributor	Major Urban Network and Inter-Primary Links.	Short - medium distance traffic Routes between Strategic Routes and linking urban centres to the strategic network	12 times per year (monthly) – Driven	± 7 calendar days
CW3*	Secondary Distributor	Mostly B and C class roads and some unclassified routes typically carrying bus, HGV and local traffic. Might have frontage access and frequent junctions*	In residential and other built up areas these roads have typically 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads usually link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network	12 times per year (monthly) – Driven	± 7 calendar days
CW4	Link Road	Roads linking between the Main and Secondary Distributor Network typically with frontage access and frequent junctions	In urban areas these are residential or industrial roads connecting areas of development, typically with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads	4 times a year (3 monthly) - Driven	± 14 calendar days
CW5	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to properties and land. In urban areas they are often residential loop roads or cul-de-sacs	Annually (once per year) – Driven	± 28 calendar days

CW6	Minor Roads	Little used roads serving very limited numbers of properties	Locally defined roads typically serving 5 or less properties with lower volumes of traffic	Once every two years (24 monthly) – Driven (standard is that they are passable with care)	± 28 calendar days
CW7	Soft Roads (Green Lanes)	Unmade unclassified	Exclusively in rural areas carrying mainly agricultural vehicles and pedestrians	No formal inspection regime. Inspected on a reactive basis (standard is that they are passable in a 4 wheel drive vehicle)	Not applicable

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

b) Footways

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

c) Cycleways

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

3.9 Condition surveys

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

Fig 6: Condition Survey extent and coverage

Carriageway Survey Type	Extent	CCC coverage / frequency
Scanner	A Roads B Roads C Roads	100% of the network in one direction each year 100% of the network in one direction each year 50% of the network in one direction each year
CVI	Unclassified Roads	Approximately 20-25% of the network each year
SCRIM	All hierarchy CW1 & CW2 roads	100% of the network in both directions each year
Deflectograph	All roads	Scheme specific as required during development of forward programmes
FNS	All footways	Approximately 20-25% of the network each year

Highway Structures		
Category	Description	CCC Inspection frequency and type
GI	General Inspection of all structures and gantries	Every 2 years

PI	Principal Inspection	Every 6 Years of structures with Technical issues / difficulties
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Traffic Signals (Incl. VAS)		
Category	Description	CCC Inspection frequency and type
Periodic Inspection (PI)	Physical condition of the site is checked visually, together with testing all of the electronic signal and communications equipment	Each installation is inspected once per year

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

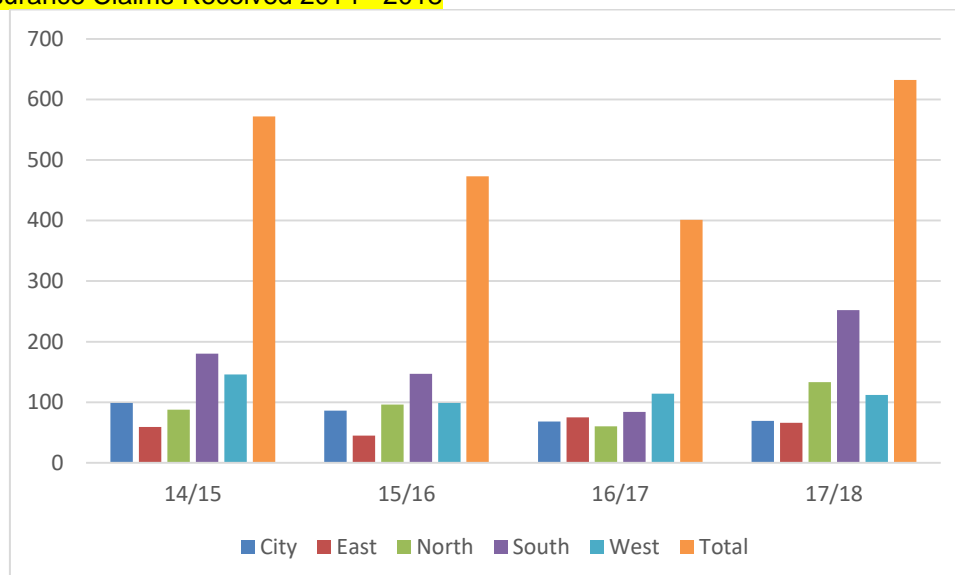
3.10 Inventory collection

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

3.11 Insurance Claims

The number of highway related insurance claims received can be indicative of both network condition and how well the network is being managed. The graph below shows the insurance data over the 4 years to 2017/18. Claims will continue to be monitored through the life of this plan.

Fig 7: Insurance Claims Received 2014 - 2018



	14/15	15/16	16/17	17/18
City	99	86	68	69
East	59	45	75	66
North	88	96	60	133
South	180	147	84	252

West	146	99	114	112
Total	572	473	401	632

3.12 Inspector Training

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

3.13 Highway Asset Management Training

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

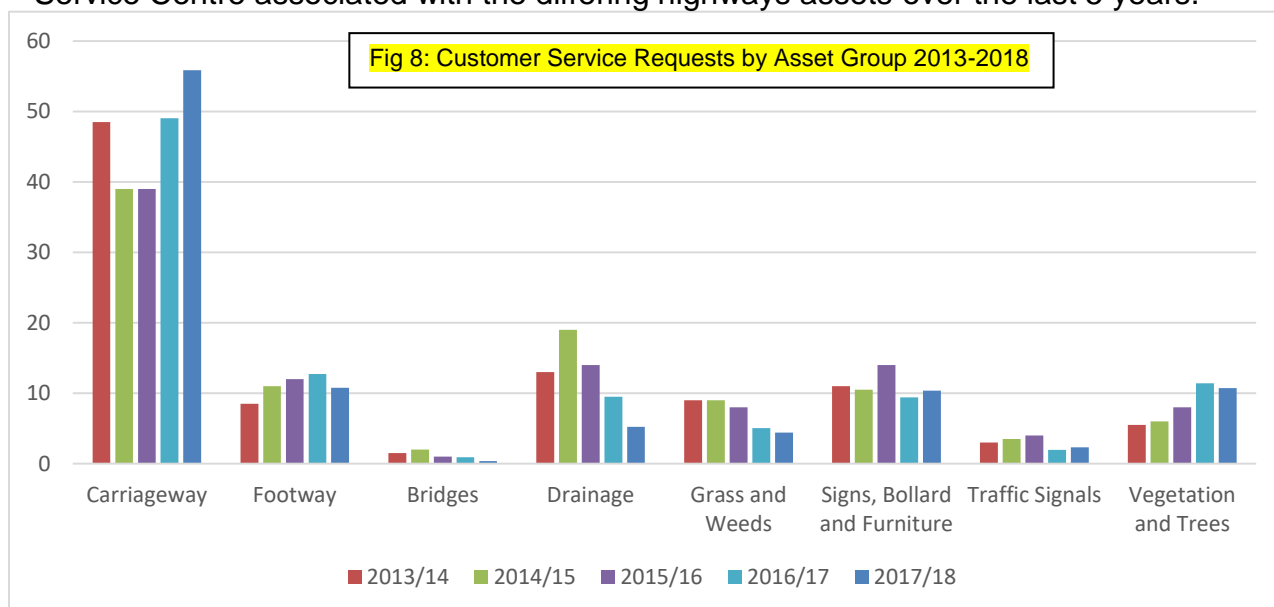
4. Community requirements and customer communications

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

4.2 Customer Priorities

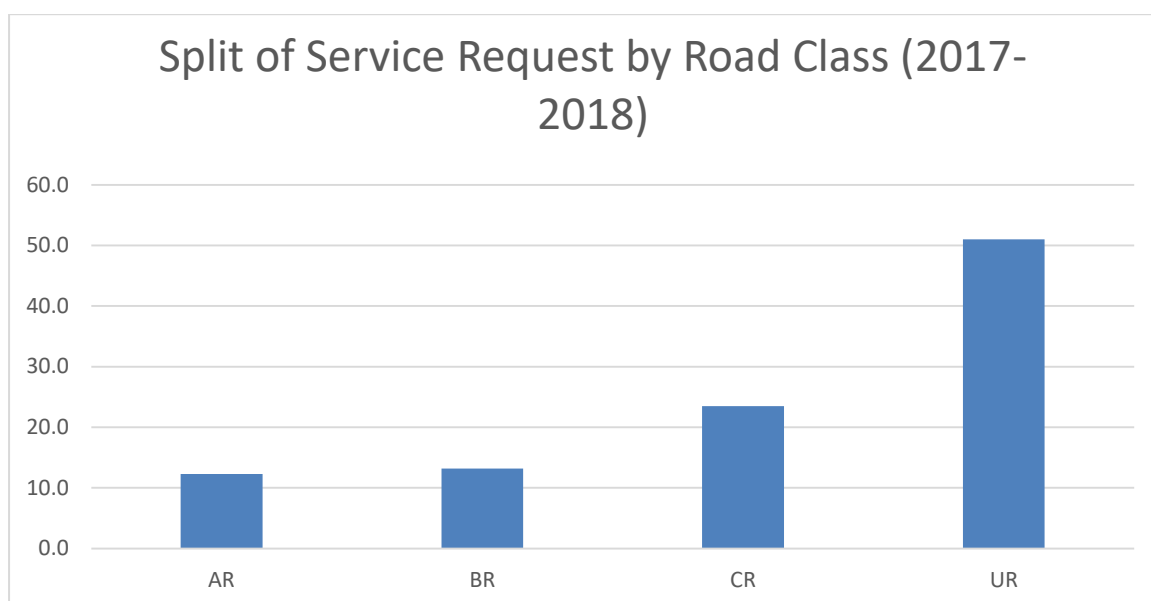
The Council's Highway Asset Management Strategy was produced following analysis of data provided by customers so that community needs could be built into the strategy and in turn used to inform the development of this Plan.

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



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

Fig 9: Split of service requests by road class 2017- 2018



4.5 National Highways and Transportation Survey (NHT)

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

4.6 Results from the 2018 National Highways and Transportation (NHT) customer survey for the county show that the condition and safety of roads are the criteria that are “most important to users” and the highway maintenance criterion with which users are least satisfied is the condition of roads. The data shows that of all the aspects of the highways service, the area in which customers would least like to see a reduction in the level of service is the management/maintenance of roads.

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

4.8 Communications

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

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

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

4.11 Our communication activities will focus around:

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

4.12 In addition, all communications will:

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

5. Future Demand

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

The main demands that could become influential are:

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

5.2 Asset growth

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

5.3 Traffic growth

Traffic Growth in the county is monitored regularly and is detailed in the Annual Traffic Monitoring Report. The Report shows that The density of HGV traffic on Cambridgeshire's trunk 'A' roads is over three times the national average, and on non-trunk main roads it is 85% above the national average.

5.4 Traffic Composition

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

5.5 Population Growth

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

5.6 Environmental Conditions

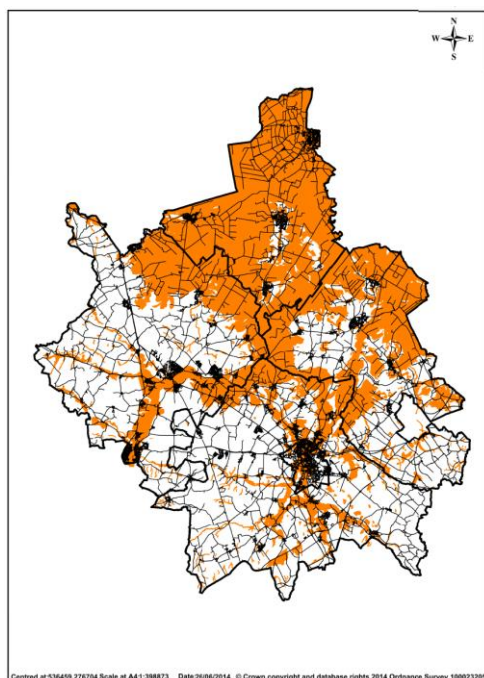
One of the most significant issues that impacts on the condition of Cambridgeshire's carriageway assets is that of 'drought damage'.

Fenland areas have soils which are "susceptible to cyclic shrinkage and swelling". This is exacerbated in periods of unusually high or low rainfall and this movement can aggravate cracking and subsidence along roads in affected areas. This became particularly prevalent during the summer of 2011 which was exceptionally dry and caused widespread damage to the road infrastructure around the north of the county.

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

Fig 12: Drought damage (Fen soil) statistics

Class of Road	Total Network Length	Susceptible Roads by class (km)	Susceptible Roads by class (%)	% of total road class affected
A	428	146	9	34
B	572	248	15	43
C	1117	355	21	32
U	2271	906	55	40
Total	4388	1655	100	38



5.8 Severe weather events

Severe weather events will cause increased damage to the highway network. This is likely to be more significant on carriageway assets, through flooding and the impact of ice/snow on the fabric of the road. It is recognised that the funding breakdowns laid

out in this plan would need to be reviewed should such an event occur. Flooding events will be managed in conjunction with the Council's Floods and Water Team who manage the Council's obligations as the Lead Local Flood Authority under the Floods and Water Management Act 2010.

6. Asset Investment Strategies

6.1 Prudential Borrowing Strategy

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

6.2 The strategy assumes the funding below:

- Annual LTP Capital Funding for Highways Maintenance £14.591m*
- Prudential Borrowing (remaining at end of 2017/18) est. £19.108m

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

and

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

6.3 Maintenance Strategy

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

- 6.4 A preventative maintenance strategy is adopted for carriageways and footways, investing a greater proportion of the available budget to treat assets in the early stages of deterioration. This is opposed to a 'worst first' approach which targets investment towards those assets that are at the end of their life and are in a poorer condition.
- 6.5 The preventative approach being adopted means that, in some cases, roads which appear to be in poor condition might wait longer for repair, while roads which appear in better condition are treated to arrest their deterioration. This HOS clearly sets out new and affordable Service Standards in line with this approach.
- 6.6 There will also be changes to seasonal maintenance and the way we respond to issues reported by the public. For example, grass might be cut less often, white lines might be replaced less frequently and potholes in some locations might be allowed to further deteriorate before they are repaired.
- 6.7 The asset management approach has increased the quantity of surface treatments carried out each year (e.g. surface dressing), and decreased the amount spent on traditional resurfacing, whereby the old surface is completely removed and replaced.

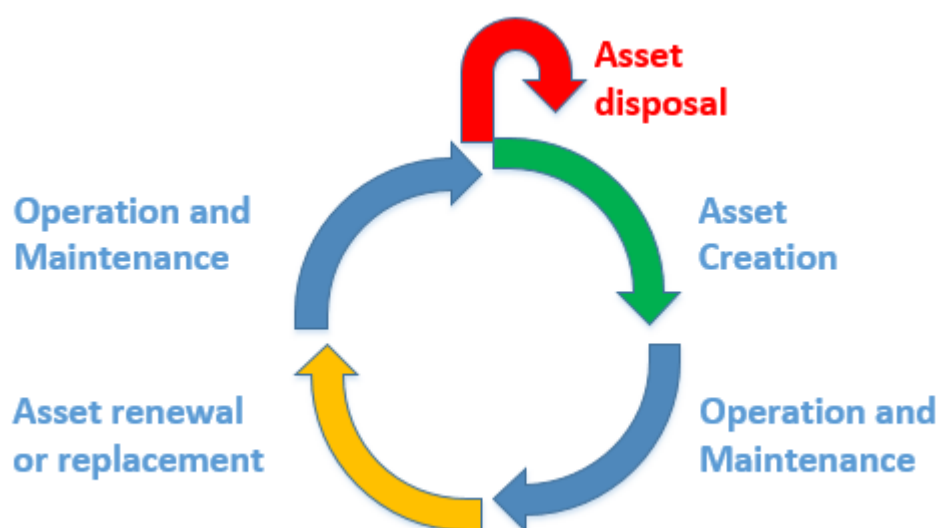
6.8 Structures and Traffic Signal Assets will be maintained on the basis of need, within the budgets available. In effect, the assets in the worst condition will be dealt with first.

6.9 Lifecycle Planning

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

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

Fig 13: Asset Lifecycle



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

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

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

6.11 Lifecycle Plan Outputs

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

6.12 Carriageways

The LTCP model for carriageway maintenance allocates investment into 3 broad treatment categories: Strengthening Treatment, Resurfacing Treatment & Surface Treatment. Carriageway funding will be allocated to treatments as determined by the

LTCP model with specific sites identified primarily through the Council's Pavement Management System. Schemes will be put forward through the Highway Capital Maintenance Programme.

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

Fig 14: Condition output from LTCP Models for All Roads as at 2018

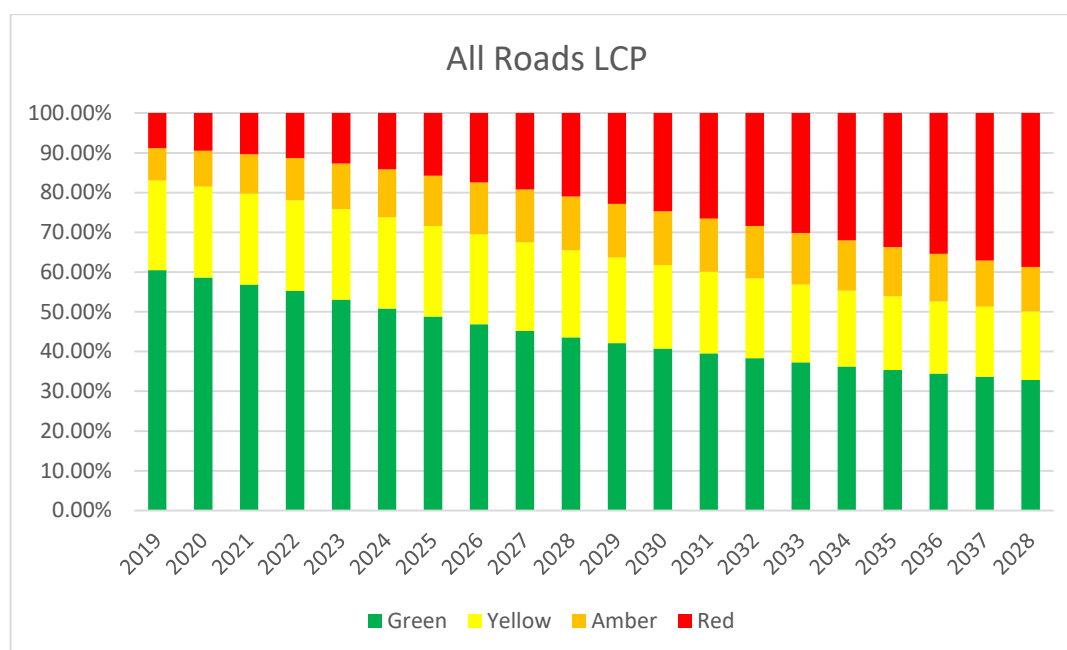
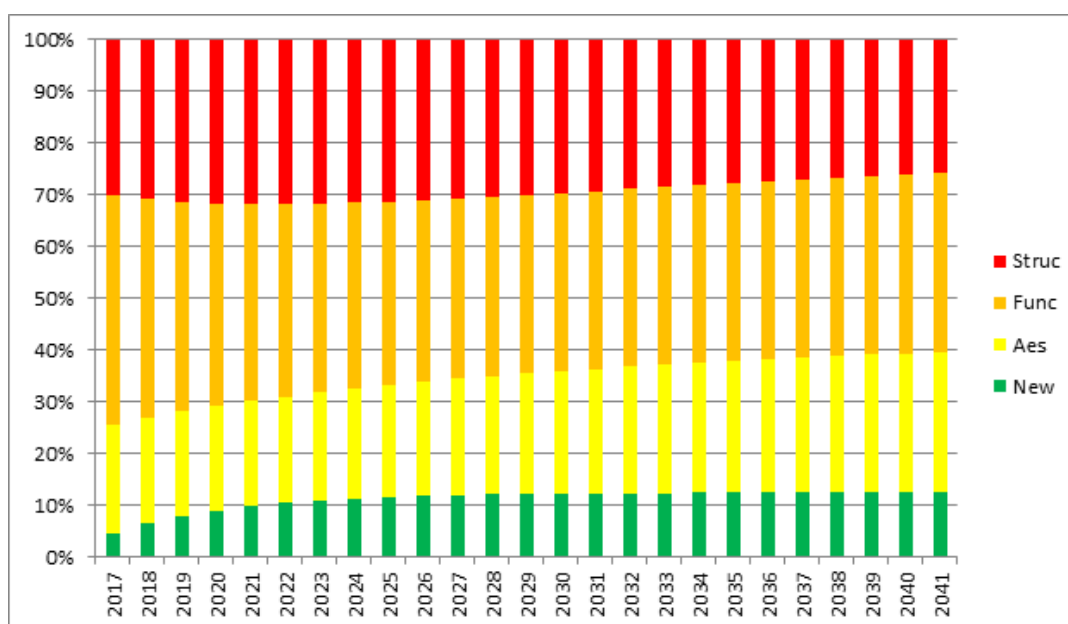


Fig 15: Condition output from LTCP Models for Footways - Cat FW1 and FW2 as at 2018



7. Financial Summary

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

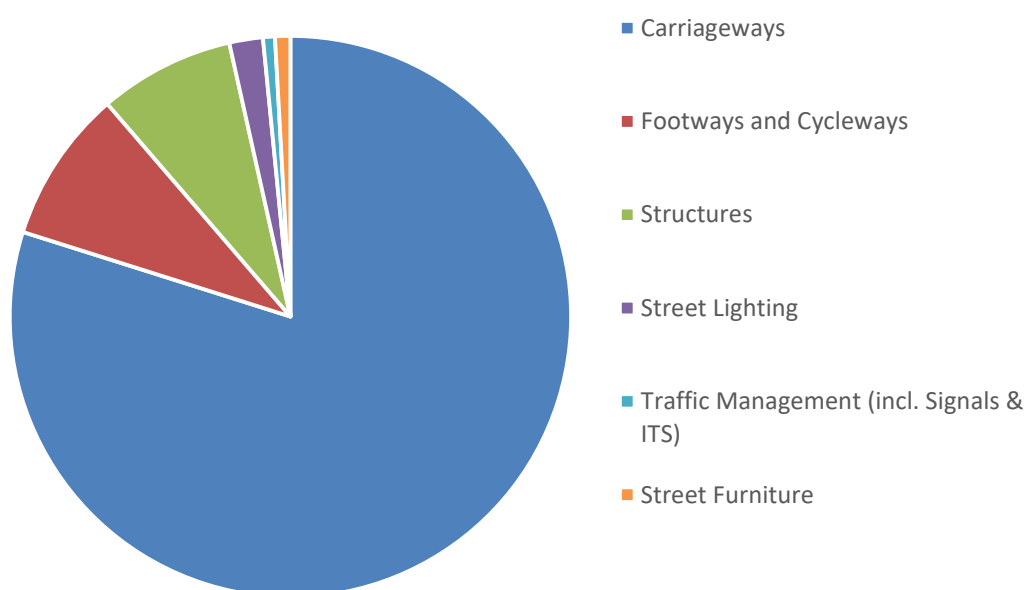
7.2 Valuation

As at 2018 Cambridgeshire County Council's Highway Assets are valued as follows. All financial figures within the HOS are based on current values and are not discounted or adjusted for inflation.

Fig 16: Asset Valuation Figures

Asset	Gross Replacement Cost (GRC) £m	Depreciated Replacement Cost (DRC) £m	Annualised Depreciation Cost (ADC) £m
Carriageways	4,540	4,207	35
Footways and Cycleways	501	309	11
Structures	444	226	7
Street Lighting	110	75	2
Traffic Management (incl. Signals & ITS)	39	14	2
Street Furniture	50	9	2
Total	£5,684	£4,840	£59

Gross Replacement Cost (GRC) £m



7.3 Planned funding and investment

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

Fig 17: Investment forecast

		Actual Budget	Forecast Budget		
Asset Group	Budget / works	2018/19	2019/20	2020/21	2021/22
Carriageways	Revenue (routine & reactive)	3,794*	To be confirmed		
	Capital - LTP (planned)	16,996**	7,172	7,322	7,322
	Capital - Prudential Borrowing	3,062	6,300	4,300	4,300
	Capital - Pothole Action Fund	2,415	To be confirmed		
Footways & Cycleways	Revenue (routine & reactive)	605***	To be confirmed		
	Capital (planned)	1,893	1,200	1,200	1,200
Locally Determined schemes	Capital - LTP (planned)	650	650	650	650
Traffic Signals & VMS	Energy Costs	190	To be confirmed		
	Revenue (routine & reactive)	349	To be confirmed		
	Capital - LTP (planned)	1,646	850	850	850
Structures	Revenue (routine & reactive)	173	To be confirmed		
	Capital - LTP (planned)	2,639	2,564	2,564	2,564
Drainage	Revenue (routine & reactive)	310	To be confirmed		
	Capital - LTP (planned)	1,000	1,000	1,000	1,000
Safety Fencing	Revenue (routine & reactive)	20	To be confirmed		
	Capital - LTP (planned)	400	350	200	200
Street Furniture, Signs and road markings	Revenue (routine & reactive)	435	To be confirmed		
Cyclic (Grass Cutting, Weed Spraying, Gully Emptying)	Revenue	2,562	To be confirmed		
		Actual Budget	Forecast Budget		

Asset Group	Budget / works	2018/19	2019/20	2020/21	2021/22
Winter Maintenance	Revenue	2,348	To be confirmed		
Public Rights of Way	Revenue (routine & reactive)	36	To be confirmed		
	Capital - LTP (planned)	140	140	140	140
Integrated Highway Management Centre	Energy costs	13	To be confirmed		
	Revenue (routine & reactive)	67	To be confirmed		
	Capital - LTP (planned)	200	200	200	200
Real Time Passenger Information	Energy costs	13	To be confirmed		
	Revenue (routine & reactive)	225	To be confirmed		
	Capital - LTP (planned)	165	165	165	165
Other Staff Costs, Highway condition Surveys, Fees, Inspections etc.	Revenue (routine & reactive)	3,422	To be confirmed		
	Capital	200	300	300	300
Total Revenue		14,562	To be confirmed		
Total Capital - Prudential Borrowing		3,062	6,300	4,300	4,300
Total Capital - LTP		24,036	14,591	14,591	14,591
Total Capital – Pothole Action Fund		2,415	To be confirmed		

*Includes additional £2.23m

** includes Challenge Fund £4.1m and Additional DfT grant of £4.7m

***Includes additional £311k

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

7.4 Highway Maintenance Revenue Budget Allocation

Once the revenue budget is determined, the percentage split as shown in Appendix Q, will be used to allocate funds to the local highway offices. This will be used for the discretionary spend within the local highway offices on a needs based approach in accordance with the requirements of the Highway Operational Standards, allowing for some flexibility as the needs of the network may dictate.

8. Asset Management Planning Practice

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

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

The County Council's forward works programme is the Highway Capital Maintenance Programme. It is a 3 year programme that contains all highway capital maintenance schemes. Maintenance schemes will be selected based on their condition in order to help deliver the outcomes of the Asset Management Strategy. The processes that

govern how maintenance schemes are selected for the HCMP are shown in Appendix E. The HCMP is approved annually by Members and is subject to confirmation of need and the available resources.

8.3 Local Discretionary Highways Funding

In order to help provide a more efficient and responsive local highway maintenance service, the HCMP will allocate a nominal proportion of the Capital Maintenance budget that is to be managed within each geographical highways area. This funding is specifically for highway maintenance work and will be used for small scale works and importantly on sites that support the delivery of the Highway Asset Management strategic outcomes. The level of funding provided to this fund will be reviewed annually with expenditure monitored to ensure value for money.

8.4 Local Highways Improvement Initiative

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

Where applications involve ongoing operational costs such as the cost of power supplies for measures such as zebra crossings, the applicant is expected to meet these costs, or, for some non-standard highway features or equipment, become responsible for the asset itself.

8.5 Annual review of Options and Asset Investment Strategies

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

8.6 Highway Services

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

9. Service Standards

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

9.2 The Service Standards:

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

9.3 Use of Service Standards

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

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

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

Fig 18: Service Standards Statements, measures and targets

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

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

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

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

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

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

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

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

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

* Time standards may be exceeded by a reasonable period due to unforeseen delays such as adverse weather conditions, emergency road closures, excessive traffic congestion or plant breakdown

** As defined in the council's Intelligent Transport Systems Term Services Contract

9.5 Reactive Maintenance Interventions

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

9.6 Response times

9.7 Any non-dangerous highway issues received by the Council through our online reporting system *Report It*, by direct email or other correspondence, telephone or personal visits will be assessed within 10 working days.

For paragraph 9.7, to allow appropriate system changes to be made, it is estimated that the implementation date will be 1 July 2019

9.8 Reports of dangerous defects will be assessed within one calendar day. If assessed as a Cat 1 (1a or 1b) defect, our service provider will be contacted as soon as reasonably practicable and asked to repair or make safe, in accordance with Fig. 19.

9.9 The following are how we categorise our defects:

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

9.10 Once assessed, if works are required then the following timescales are the contractor's response times from the date/time of the order. ~~The Council's response time categories and timescales are show below:~~

Fig 19: Response Timescales

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

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

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

10. Performance Management and Benchmarking

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

10.2 Monthly Performance Reports

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

10.3 Benchmarking

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

- 10.4 The Council's involvement in benchmarking activities is under continuous review to ensure that they continue to provide the required benefits and value for money.
- NHT Customer Satisfaction survey and Customer Quality Cost comparisons (CQC)
 - DfT - Road condition comparisons against Shire authorities
 - Data and process benchmarking via the Eastern Highways Alliance (EHA)

11. Risk Management

- 11.1 Managing risk is an integral part of the management of the highways assets. This section of the plan only outlines the main risks to the delivery of the Highway Asset Management Strategy.
- 11.2 The County Council's Risk Management Policy and procedures set out how the Authority manages risk corporately and this approach has been applied to the way in which highway assets are managed.
- 11.3 The delivery of the Highway Asset Management Strategy is an overarching risk that is identified within the new Highways Services Risk Register. ~~There is also a joint register currently managed and reviewed by Cambridgeshire and Skanska through the Cambridgeshire Highways Contract Transition Risk Register. These registers are~~ This register is reviewed quarterly. ~~These registers and~~ in turn feeds any relevant risks into the Place and Economy Risk Register, and into the Corporate Risk Register as required.
- 11.4 The high level tactical risks that relate to the delivery of effective highway asset management, the achievement of the highway asset management strategic outcomes and the associated service standards are identified in Fig 20 below.

Fig 20: Table of Risks

Ref	Plan assumption	Risk	Action if Risk occurs
1.	The plan is based on operating with reliable IT hardware, Highway Management and Pavement Management Systems	Failure of systems will impact on ability to identify correct interventions; will prevent works ordering and the effective management of customer service requests	Adoption of actions as outlined in CCC and Service Provider(s) Business Continuity Plan
2.	The Plan is based upon a non-exceptional winter.	Adverse winter weather will lead to higher levels of defects requiring reactive repair than have been anticipated	Predictions and budget disaggregation within this plan will be revised and updated in the event of abnormal winters
3.	The Plan is based upon the assumption that no significant 'drought' events occur that impact the network	Drought events lead to higher levels of deterioration in parts of the network founded on 'fen soils' that are susceptible to cyclic shrinkage and swelling	Predictions and budget disaggregation within this plan will be revised and updated in the event of prolonged drought events
4.	The Plan is based on the assumption that no significant flood damage occurs on the network	Flooding will lead to higher levels of defects requiring reactive repair than have been planned for. Significant events could lead to the failure of key assets	Predictions and budget disaggregation within this plan will be revised and updated in the event of significant flood damage
5.	The Plan assumes available budgets as shown in section 7	Funding available for the Highways Services might reduce	Service Standards will be revised to affordable levels
6.	The Plan assumes that construction inflation will remain at a similar level to the last 5 years	Construction inflation will increase the cost of works and an adverse rise will impact on the quantity of work that needs to be delivered to meet the required service standards	<ul style="list-style-type: none"> - Service Standards will be reviewed and revised to affordable levels. - Review of supply chain management, procurement arrangements and more sustainable practices by the Service Provider
7.	The Plan assumes that any increase in assets will be matched by sufficient additional maintenance funding being provided	Increase of new development through the growth agenda. A14 improvement scheme will result in increased assets to maintain	<ul style="list-style-type: none"> - Commuted sums obtained where appropriate - Budgets & predictions will be revised and this plan updated accordingly
8.	Deterioration rates and levels of defects are based on current data	Assets deteriorate more rapidly than has been predicted resulting in insufficient levels of investment	Levels of planned and reactive maintenance to be revised accordingly

- 11.5 There is also a **Highways Services Risk Register Cambridgeshire Highways Contract Transition Risk register**. This register contains a series of wider contractual / operational risks that relate to the provision of highway maintenance services by the current service provider.
- 11.6 Critical infrastructure is that which would have a significant impact upon the integrity of the county's highway network in the event of failure or unavailability. Cambridgeshire's critical highway infrastructure has been identified and risk registers are in place for each critical asset. These risk registers include appropriate mitigation measures.
- 11.7 The Council's approach to highway asset management is focussed on implementing (and funding) a preventative approach to carriageway maintenance. In order to deliver this a 'comparative risk' approach has been applied to other key assets, such as footways, traffic signals and structures. This approach supports the process of scheme appraisal and selection by assisting with the assessment of:
- The comparative risks of providing differing levels of service, e.g. is it acceptable to fund only a minimum level of service for a certain asset group i.e. a repair when broken (reactive) approach?
 - The comparative risk of funding works on different assets, e.g. is it better to fund works on carriageways as opposed to structures?
 - The comparative risk of funding improvements to the network as opposed to maintenance works, e.g. is it better to provide additional speed control facilities or to increase response time to certain defects?
- 11.8 The identification of highway defects will be managed on the basis of risk to ensure the best use of funding. This approach takes into account the type and nature of a particular defect along with its location on the network.
- 11.9 The intervention levels support the preventative approach that is promoted within the Highway Asset Management Strategy, which relies on the principles of 'right first time' being applied in a planned and effective way.
- 11.10 The reactive maintenance intervention levels are shown in Appendix B.

12. Continuous Improvement

- 12.1 The County Council's approach to Highway Asset Management and the development of its Policy, Strategy and this Plan reflect the recommendations outlined within the HMEP Highway Infrastructure Asset Management Guidance document.
- 12.2 This Plan has been produced to be a catalyst for driving improvements and efficiencies in the way highway maintenance activities are carried out in Cambridgeshire. Whilst specific benefits are being targeted there are ongoing improvement actions that are required to help realise and optimise these benefits.
- 12.3 Key areas for improvement and development include:
- Working with Peterborough City Council and Skanska to maximise opportunities to jointly develop the asset management approach
 - Refinement of data and systems to enhance life cycle planning for key assets

13. Management of the Plan

13.1 Responsibilities

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

Fig 21: Responsibilities for Highway Asset Management Activities

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

14. Links to associated documents and references

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

- a) **Cambridgeshire County Council's Highway Asset Management Policy.** The Highway Asset Management Policy describes the principles adopted in applying asset management and how they link to the Council's Corporate and LTP Objectives
- b) **Cambridgeshire County Council's Highway Asset Management Strategy.** Sets out the strategy of how highway infrastructure asset management is to be delivered

- c) **Cambridgeshire County Council's Highway Capital Maintenance Programme.** The County Council's Forward Programme of Highway Capital Maintenance Schemes (3 Year)
- d) **Cambridgeshire County Council's 3rd Local Transport Plan.** The Council's high level plan that contains details of the improvement and maintenance priorities for transport within Cambridgeshire
- e) **Cambridgeshire County Council's Winter Maintenance Plan.** The Winter Maintenance Plan documents how the Winter Service will be delivered and shows which parts of the network will be treated
- f) **Highways Services Risk Register ~~Cambridgeshire Highways Contract Transition Risk Register~~.** Used to manage and monitor risks associated with the Highway Services Contract.
- g) **Cambridgeshire County Council's Rights of Way Improvement Plan.** A document covering the whole of Cambridgeshire, setting out how the authority intends to improve the management, provision and promotion of public rights of way in the county
- h) **Well Maintained Highways – 2005.** National Code of Practice for Highway maintenance and management - superseded version
- i) **Well-Managed Highway Infrastructure: A Code of Practice – 2016.** National Code of Practice for highway maintenance and management – current version
- j) **Cambridgeshire's Local Flood Risk Management Strategy.** Produced by the County Council as the Lead Local Flood Authority for Cambridgeshire (LLFA). Focuses on local flood risk from surface water (incl. highway surface water), groundwater and ordinary watercourses, and identifies the responsibilities for flooding within the county and enables a range of organisations to work together to improve the management of flood risk
- k) **Cambridgeshire County Council's Traffic Monitoring Report.** Annual report that publishes the results of the Traffic Census and associated information

15. Glossary

Terminology	Definition
ADEPT	Association of Directors of Environment, Economy, Planning and Transport (formerly County Surveyors Society -CSS)
Asset Management	A strategic approach that identifies the optimal allocation of resources for the management, operation, preservation and enhancement of the highway infrastructure to meet the needs of current and future customers

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

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

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

Appendices

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

Appendix B - Reactive Maintenance Investigatory levels for Category 2 defects

Appendix C –Highways Service Communications Strategy

Appendix D – BCI and RCI Indices

Appendix E – Highway Capital Maintenance Programme Flow Charts

Appendix F – Highway Standards and Enforcement

Appendix G – Life Cycle Plans

Appendix H – Skid Resistance Policy

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

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

Appendix K – Road Classification Policy

Appendix L – Street Lighting Policy

Appendix M – Highway Capital Maintenance Programme

Appendix N – Traffic Signals Design and Operational Guidance

Appendix O – Vehicle Restraint Systems

Appendix P – Street Lighting Attachments Policy

Appendix Q - Highway Maintenance Revenue Budget Allocation

Appendix A

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

Item		Defect	Investigatory Level	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Carriageway	Strategic and Main	Pothole/spalling/ Depression/sunken cover	40mm depth (75mm across in any horizontal direction)	5 days	21 days

	Distributor Roads	Gap/crack	40mm depth (> 20mm width)	5 days	21 days
		Ridge/Hump	40mm height	5 days	21 days
	Secondary Distributor Roads	Pothole/spalling Depression/sunken cover	50mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	50mm depth (> 20mm width)	5 days	21 days
		Ridge, Hump	50mm height	5 days	21 days
	Link and Local Access Roads	Pothole/spalling/ Depression/sunken cover	50mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	50mm depth (> 20mm width)	5 days	21 days
		Ridge, Hump	50mm height	5 days	21 days
	Minor Roads	Pothole/spalling/ Depression/sunken cover	80mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	80mm depth (> 20mm width)	5 days	21 days
		Ridge, Hump	80mm depth	5 days	21 days

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

		Gap/crack	50mm depth (> 20mm width)	5 days	21 days
		Ridge, Hump	50mm height	5 days	21 days
	Link and Local Access Roads	Pothole/spalling/ Depression/sunken cover	50mm depth (where metalled) (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	50mm depth (where metalled) (> 20mm width)	5 days	21 days
		Ridge, Hump	50mm height (where metalled)	5 days	21 days
	Minor Roads	Pothole/spalling/ Depression/sunken cover	80mm depth (where metalled) (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	80mm depth (where metalled) (> 20mm width)	5 days	21 days
		Ridge, Hump	80mm height (where metalled)	5 days	21 days

Item		Defect	Investigatory Level	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Footways and Cycleways	Category FW1, FW2 & FW3 footways	Trip/pothole/sunken cover	25mm high/deep (75mm across in any horizontal direction)	36 hours	21 days
		Rocking slab/block	25mm high/deep	36 hours	21 days
		Open joint	>25mm wide and >25mm deep	36 hours	21 days
	Category CY1 & CY3 Cycleways	Depression	>25mm deep and >600mm wide in any horizontal direction	36 hours	21 days
	All Other categories	Trip/pothole/sunken cover	25mm high/deep (75mm across in any horizontal direction)	36 hours	21 days

		Rocking slab/block	25mm high/deep	36 hours	21 days
		Open joint	>25mm wide and >25mm deep	36 hours	21 days
		Depression	>25mm deep and >600mm wide in any horizontal direction	36 hours	21 days
Kerbs, Edging and Channels		Misaligned/ Loose/rocking	50mm horizontally/vertically	36 hours	21 days
		Missing	Missing kerb	36 hours	21 days
Verges		Sunken area adjacent and running parallel with c/way edge	150mm depth and 5m longitudinal	5 days	21 days

Item		Defect	Defect / Dimensions	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Iron works	Carriageway	Gaps within framework (other than designed by manufacturer) causing a hazard	Present	2 hours	NA
		Level differences within framework	20mm	36 hours	NA
		Rocking covers	20mm	36 hours	NA
		Cracked/broken covers	No Cat 1 (1a or 1b) defect	NA	NA
		Worn/polished covers	No Cat 1 (1a or 1b) defect	NA	NA
		Missing covers	Missing	2 hours	NA
	Footway/ Cycleway	Gaps within framework (other than designed by manufacturer) causing a hazard	Present	2 hours	NA

		Level differences within framework	20mm high/deep	2 hours	NA
		Rocking covers	20mm high/deep	2 hours	NA
		Cracked/broken covers	No Cat 1 (1a or 1b) defect	NA	NA
		Worn/polished covers	No Cat 1 (1a or 1b) defect	NA	NA
		Missing covers	Missing	2 hours	NA
	Verge	Missing cover or damaged cover	Yes	2 hours	NA
Flooding		Standing water 2 hours after cessation of rainfall which inhibits the free flow of traffic	Yes if leading to network restrictions/safety concerns – warning signs /other mitigation deployed	2 hours	NA
		Substantial running water across carriageway/footway	Yes if leading to network restrictions/safety concerns – warning signs /other mitigation deployed	2 hours	NA
Drainage		Blocked gully (silted above outlet)	Yes if leading to network restrictions/safety concerns or risk to property	2 hours	NA
		Collapsed/blocked/settled items or systems	Yes if leading to network restrictions/safety concerns	2 hours	NA

Item		Defect	Defect / Dimensions	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Road Markings	Strategic	Missing or obscured	Mandatory Lines	5 days	NA
		Faded or worn markings	No Cat 1 (1a or 1b) defect	NA	NA
	Main & Secondary Distributors	Missing or obscured	Mandatory Lines	5 days	NA
		Faded or worn markings	No Cat 1 (1a or 1b) defect	NA	NA
	Local, Link & Minor	Missing or obscured	Mandatory Lines	5 days	NA
		Faded or worn markings	No Cat 1 defect	NA	NA
	Footways and Cycleways	Missing or obscured	Mandatory Lines	5 days	NA
		Faded or worn markings	No Cat 1 (1a or 1b) defect	NA	NA
Road Studs		Missing stud leaving hole	As carriageway / footway / cycleway pothole criteria	-	-

	Displaced road stud (not rubber insert) on carriageway, footway or cycleway, causing a hazard	Present	2 hours	NA
Signs & traffic signals	Damaged/misaligned item causing a hazard	Present	2 hours	NA
	Missing or obscured item causing a hazard	Present	2 hours	NA
	Signals not operating correctly/malfunctioning	Present	2 hours	NA
	Exposed wiring	Present	2 hours	NA
	Missing door to item	Present	2 hours	NA
	Item missing	Present	2 hours	NA
Street Furniture	Item damaged or misaligned causing a hazard	Present	2 hours	NA
	Item missing causing a hazard	Present	2 hours	NA
Hedges and trees	Unstable tree causing danger of collapse onto highway	Present	2 hours	NA
	Overhanging tree leading to loss of height clearance over carriageway, footway or cycleway	No Cat 1 (1a or 1b) defect	N/A	NA
Item	Defect	Defect / Dimensions	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Highway general	Oil / debris / mud / stones / gravel likely to cause a hazard	Present	2 hours	NA
	Illegal signs	Causing a safety hazard	2 hours	NA
	Obstructions in the highway	Causing a safety hazard	2 hours	NA
	Obstructed sight lines	Causing a safety hazard	2 hours	NA
	Unauthorised ramps in carriageway	Causing a safety hazard	2 hours	NA
	Embankment and cuttings apparently unstable	Present	2 hours	NA
Other dangers to the public	Anything else considered dangerous	Present	2 hours	NA

Graffiti Removal from County Council owned assets	Graffiti will be removed from CCC owned assets that is: <ul style="list-style-type: none"> • offensive, gang related, insulting or against public interest • likely to encourage more graffiti or tagging • inappropriate for the location or out of keeping with the surrounding area • a cause of complaints to the Council • on a listed building or in a conservation area • libellous or potentially libellous • intimidating 	For offensive graffiti	5 days	NA
All 2 hours make safe emergencies will be permanently repaired in 28 days or as part of the next scheme 5 days = 5 calendar days				
Current contractor completion timescale from date of order A – Emergency 2 hour response 1 – Cat 1a non-pothole 36 hour response 2 – Cat 1a pothole 5 day response 3 - Cat 1b 21 day response				

Appendix B

Reactive Maintenance Investigatory levels for Category 2 defects

Item		Defect	Category 2 defects	Response times
Carriageway	Strategic and Main Distributor Roads	Pothole/spalling/Depression/sunken cover	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Gap/crack	20mm depth (>20mm width)	Planned maintenance programme (Priority D)
		Ridge/Hump	20mm depth	Planned maintenance programme (Priority D)

	Secondary Distributor Roads	Pothole/spalling/ Depression/sunken cover	40mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Gap/crack	40mm depth (>20mm width)	Planned maintenance programme (Priority D)
		Ridge/Hump	40mm	Planned maintenance programme (Priority D)
	Link, Local Access and Minor Roads	Pothole/spalling/ Depression/sunken cover	Outside of scope for intervention	Not applicable
		Gap/crack	Outside of scope for intervention	Not applicable
		Ridge/Hump	Outside of scope for intervention	Not applicable

Item		Defect	Category 2 defects	Response times
Cycleway (part of Carriageway)	Strategic and Main Distributor Roads	Pothole/spalling	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Gap/crack	20mm (>20mm width)	Planned maintenance programme (Priority D)
		Ridge, Hump Depression/sunken cover	20mm	Planned maintenance programme (Priority D)
	Secondary Distributor Roads	Pothole/spalling	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Gap/crack	20mm (>20mm width)	Planned maintenance programme (Priority D)

		Ridge, Hump Depression/sunken cover	20mm	Planned maintenance programme (Priority D)
	Link, Local Access and Minor Roads	Pothole/spalling	Outside of scope for intervention	Not applicable
		Gap/crack	Outside of scope for intervention	Not applicable
		Ridge, Hump, Depression/sunken cover	Outside of scope for intervention	Not applicable

Item		Defect	Category 2 defects	Response times
Footways and Cycleways	Category FW1, FW2 & FW3 footways Category CY1 & CY3 Cycleways	Trip/pothole/sunken cover	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Rocking slab/block	20mm vertical movement	Planned maintenance programme (Priority D)
		Open joint	>20mm wide and >25mm deep	Planned maintenance programme (Priority D)
		Depression	20mm depth (100mm x 50mm horizontally)	Planned maintenance programme (Priority D)
	All Other categories	Trip/pothole/sunken cover	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Rocking slab/block	20mm vertical movement	Planned maintenance programme (Priority D)
		Open joint	>20mm wide and >25mm deep	Planned maintenance programme (Priority D)

		Depression	20mm depth (100mm x 50mm horizontally)	Planned maintenance programme (Priority D)
Kerbs, Edging and Channels		Misaligned/ Loose/rocking	20mm horizontally/vertically	Planned maintenance programme (Priority D)
Verges		Sunken area adjacent and running parallel with c/way edge	Outside of scope for intervention	Not applicable

Item		Defect	Category 2 defects	Response times
Iron works	Carriageway	Gaps within framework (other than designed by manufacturer)	As c/w criteria	-
		Level differences within framework	As c/w criteria	-
		Rocking covers	Maximum height as c/w criteria	-
		Cracked/broken covers	Present	Risk assess by LHO
		Worn/polished covers	Present	Risk assess by LHO
	Footways / Cycleways	Gaps within framework (other than designed by manufacturer)	As f/w criteria	-
		Level differences within framework	As f/w criteria	-
		Rocking covers	Maximum height as f/w criteria	-
		Cracked/broken covers	Present	Risk assess by LHO
		Worn/polished covers	Present	Risk assess by LHO
	Verge	As footway/Cycleway above		

Flooding	Substantial running water across carriageway / footway / cycleway	Present	Risk assess by LHO
Drainage	Blocked gully (silted above outlet)	If no network restrictions / safety concerns	Risk assess by LHO
	Collapsed/blocked/settled items or systems	If no network restrictions / safety concerns	Risk assess by LHO

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

	Missing or obscured item causing a hazard	N/A	N/A
	Signals not operating correctly/malfunctioning	N/A	N/A
	Exposed wiring	N/A	N/A
	Missing door to item	N/A	N/A
	Item missing	N/A	N/A

Item	Defect	Category 2 defects		Response times
Street Furniture	Item damaged or misaligned causing a hazard	N/A		N/A
	Item missing causing a hazard	N/A		N/A
	Overhanging tree leading to loss of height clearance over carriageway, footway or cycleway	Over Carriageway	<5.1m	Risk assess
		Over Cycleway	<2.7m	Risk assess
		Over Footway	<2.1m	Risk assess
	Illegal signs	Not causing a safety hazard		Refer to HOS Appendix F
	Obstructions in the highway	N/A		N/A
	Obstructed sight lines	N/A		N/A
Graffiti Removal from County Council owned assets	Unauthorised ramps in carriageway	Not causing a safety hazard		Refer to HOS Appendix F
	Graffiti will be removed from CCC owned assets that is: <ul style="list-style-type: none"> • offensive, gang related, insulting or against public interest • likely to encourage more graffiti or tagging • inappropriate for the location or out of keeping with the surrounding area • a cause of complaints to the Council 	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

	<ul style="list-style-type: none"> • on a listed building or in a conservation area • libellous or potentially libellous • intimidating 		
Current contractor completion timescale from date of order D – Planned maintenance programme 13 weeks E – Planned maintenance programme 28 days For all other planned works, current contractors completion timescales from date of order are: D – Planned maintenance programme 13 weeks E – Planned maintenance programme 28 days			

Appendix C

Highways Service - Communications strategy

Key Highways Employees

Assistant Director, Highways, CCC

Richard Lumley

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Business Director, Skanska

John Birkenhead

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Background & Service Vision

The county council's vision and ambition is to make the county a great place to call home with healthy and active people in strong communities, living in sustainable and prosperous places.

The outcomes we seek to achieve are that;

- The Cambridgeshire economy prospers to the benefit of all residents
- People lead a healthy lifestyle
- People live in a safe environment
- Places that work with children help them to reach their full potential
- Older people live well independently
- People with disabilities live well independently
- People at risk of harm are kept safe

Council-wide enablers that will be critical to us delivering these outcomes and therefore are crucial in all our communications planning are;

- Building resilient communities
- Exploiting digital solutions and making best use of data and insight
- Equipping councillors and officers for delivering services in the future
- Maximising commercialisation and income generation and making the best use of our assets
- Making sure the majority of those we serve are informed and engaged, getting what they need the first time they contact us

The Council's Highway Service is focused on delivering the Council's outcomes through the delivery of the following specific service outcomes:

Overriding outcome:

Customer service is effective and efficient: customers' expectations are identified, understood and met.

Primary outcomes:

- *The service is efficient:* we identify efficiencies on an on-going basis in order to optimise our resources to deliver maximum "pound on the ground" services
- *Financial savings are delivered:* financial savings are delivered and realised in order to continue the delivery of sustainable services
- *Preventative maintenance is effective:* we follow our asset management strategy in order to improve the whole life costs of our assets

- *The service relationships are effective:* the service relationship is effective and can adapt to the changing needs and circumstances of the county council
- *Scheme delivery and design is effective:* infrastructure schemes are delivered and designed in a timely fashion in order to enable the successful delivery of the Transport Delivery Plan
- *The public and workforce are kept safe:* our highway and works undertaken on it keep the public and workforce safe
- *The network is effective:* the network is fit for purpose and users experience minimal disruption
- *The service delivers value:* our highway service benefits the local supply chain and resources.

Cambridgeshire County Council and Skanska, will work together as Cambridgeshire Highways from July 2017 to June 2027. Skanska will support the council to develop solutions that improve the network, its safety, accessibility and ease congestion. The contract is worth £32m per year.

Objectives

The overall aim of the communications strategy is to increase and improve the reputation of the highways service across all residents of Cambridgeshire and with employees and members. It will support the strategic aims of CCC's overall communications strategy and the specific objectives developed for Place & Economy. These include:

- Connectivity – delivering a picture of how the wide range of infrastructure projects link together and are improving the way Cambridgeshire lives and works, now and in the future
- Delivering on the commercialisation and income generation agenda
- Supporting life-long education and skills development, firmly based within local communities
- Making the whole of Cambridgeshire a great place to live

Highways specific:

- To ensure that the transport network supports sustainable growth and continued economic prosperity
- To improve accessibility to employment and key services
- To prioritise investment where it can have the greatest impact

A number of strands with supporting objectives will contribute to the overall aim of this communications strategy.

1. Improving and/streamlining highways communications

Digital

We will look to improve the highway services' digital presence. We will aim to do this by working with the information team to further develop the use of roadworks.org on our website and better embed it with our service pages.

As part of this work we will streamline and develop CCC social media channels to include more highway information whilst supporting the development of the Cambs Traffic account.

Correspondence

CCC comms team will review all existing correspondence that is currently used for communicating directly with local residents on schemes. Where necessary we will create a series of templates for officers to confidently use when following the agreed community engagement protocol. These will all be written in plain English and in a friendly approachable style.

- Review existing highways newsletter and incorporate into a branded template – the street works team to communicate within CCC and parish councils to keep them informed of major road work projects within their areas.

Internal profile

We will work with key officers to ensure they understand the role of the corporate communications team and the IHMC to help us plan proactive activity for the good news stories as well as being prepared for reactive cases. We will also ensure that the services use internal communications channels to raise their profile more widely within CCC and other departments. We will also share good news stories with the service to encourage them to feel proud to work for highways.

Two-way communication will be encouraged with both CCC and Skanska employees to ensure they feel able to raise any issues, they feel there are within the service with the appropriate level of management.

Understanding and helping to improve the profile of the Integrated Highways Management Centre:

- IHMC to become the hub of information, pulling together details from traffic managers as a whole
- Review the monthly report, including the information included – could it include things like 'how many permits issued', traffic signals working data', 'real-time passenger information efficiency'.

2. Campaigns

Targeted and timely campaigns to raise the profile of the good work of the service, including but not limited to

- Winter maintenance
- Summer issues (e.g. melting roads, fixing up gritters ready for winter, stock piling salt)
- Innovation & Technology (e.g. Dragon Patcher, reporting faults online)
- Road safety
- Local Highways Initiative
- Work of the parking officers

3. Project Communications

Within the service there will be major projects which warrant individual communication plans, working with the officers, appropriate manager and head of service communication methods will be produced and suggested.

- Resident parking scheme
- Safer roads fund
- Challenge road fund
- Maintenance
- Road safety
- Parking

4. Improving communications from highways officers/engineers

It is important officers/engineers from both CCC and Skanska inform residents and businesses about the work they're carrying out so they're kept up-to-date of any disruption caused and benefits from the work.

Everyone needs to be familiar with the community engagement protocol so it becomes embedded into their everyday working routine.

- Consider a communications workshop to explain the importance and engage with officers and engineers

Protocol

The community liaison protocol for schemes will be agreed by CCC and Skanska and will be a key method to ensure, for each scheme, key stakeholders are notified, aware and able to ask questions. The information needs to be provided in an accurate, timely, efficient and well-planned manner.

We propose a two-prong approach:

1. Minor/smaller schemes

These are defined as in a non-sensitive area, anticipated less than a week, not involving a full road closure and minimal impact on residents and businesses.

For this approach, a letter (using the appropriate template) will be delivered to residents and businesses directly affected and messages on social media via the IHMC. Members and Committee Chair will be informed via the project team.

Responsibility – project officer to inform communications team, IHMC and members, draft appropriate letter from the template in conjunction with Skanska and delivered by Skanska including relevant parish/district.

2. Major/bigger schemes

These are defined as in a sensitive location, for a longer period of time and will cause disruption to residents and businesses.

For this approach, pre-scheme engagement with those who will be disrupted, a letter (using the appropriate template) will be delivered to residents and businesses directly affected well in advance, a press release, agreed between CCC and Skanska, to inform local media in the area, website and social media messages. Members and the committee chair will have an early involvement via the project team.

Responsibility – project officer to inform the communications team and members early on, Skanska to lead on the delivery of the communication methods in conjunction with project officer. The communications for all of these schemes needs to be co-ordinated so it is timed with when the yellow advanced warning signs are displayed.

Audiences

Internal

- CCC and Skanska employees
- Members – local and committee chair
- Highways employees
- Senior management team
- Council Leader
- Chief Executive

External

- Local community – including residents and businesses
- Local and national media – print, online, broadcast and trade
- Parish councils
- District councils
- Cambridge City Council
- Peterborough City Council
- MPs
- Members – local and committee chair
- Partners – Skanska, key stakeholders such as Environment Agency, Cambridge Water, Anglian Water, other contractors, Police, Fire, Ambulance, Highways England

Key Messages

From corporate strategy:

Regional/national key messages; fleet of foot; fighting for fairness; focussed on innovation

Local - key messages: a catalyst for change; connecting communities; Cambridgeshire first.

Internal - key messages; one council; innovative practice; shared ambition, skilled employees

Highways specific:

- Cambridgeshire County Council manages and maintains 2,800 miles of roads, 2,400 miles of footways and 1,500 bridges.
- Promote Skanska's purpose 'we build for a better society' by working with residents and communities of Cambridgeshire to improve the areas where we work and link this to the councillors' objectives.
- Everyone has the right to return home at the end of the day safe and well, so we must work safely or not at all. Please look out for yourself and those around you.
- Where possible, incorporate Skanska's five sustainability areas into internal and external channels:
 - Health and safety
 - Ethics
 - Green
 - Diversity and inclusion
 - Community investment

Channels & Tactics

Social Media

CCC's corporate social media channels will be utilised in line with CCC's social media policy for all messages relating to highways along with promotion of the Cambs Traffic Twitter account.

A regular series of infographics will be developed to share across our social media channels to promote key facts and figures. These will be used to provide a snap shot of the service and what happens on a regular basis – e.g. number of potholes fixed, miles of road resurfaced to help build confidence.

Skanska will use its UK account to promote good news stories and retweet. These will be aligned with the key messages and will be sent to the council's communication team for approval prior to publishing.

Media relations

Work around a more traditional media relations approach will continue but we will seek to be as pro-active as possible with local and regional media to raise the profile of the service. Wherever

possible we will work more pro-actively to set up media opportunities, for example media meeting the gritter fleet and involve the Chair of the HC&I Committee in these types of opportunities.

In the event of negative media enquiries or coverage CCC and Skanska will liaise on how best to manage the issue from a reputational point of view.

Trade media will be led by Skanska with input from CCC. Skanska will use its relationships to engage with the trade media to publish articles that align to the key messages. In particular those that cover the public sector, construction, engineering, and environment. We will use these to highlight innovative ways of working and best practise, including the sustainability areas.

These will be approved by the council's communications team prior to publishing.

Website

Work will be undertaken to improve the services presence on the corporate website. This will include development and integration of roadworks.org to provide better information for members of the public.

We will also ensure that the service knows to keep any web information as up to date as possible. Good news stories will be shared on the news section of the website including the homepage. Content will be shared with Skanska so they can post on their project-specific page. This includes an overview of the project, photos, sustainability details. Good news and significant project updates will be shared through the website. Press releases will also be published here.

Printed material / correspondence

Following a review, a series of templates will be available that will have been given a 'communications polish' as well as being signed off by the Assistant Director of Highways. This will ensure that residents receive consistent information on schemes that may affect them in a straight forward and plain English way.

Any printed material produced by Skanska and includes Cambridgeshire Highways, will be sent to the council's communications team for their approval.

Corporate news channels

A number of new corporate channels exist:

- Member briefing
- MP briefing
- Parish briefing

We will seek to include relevant highways information for these whenever possible to help actively promote the service.

Events

A series of depot open days are being arranged to help promote the service. Corporate communications will help support these wherever possible.

Internal Communications

Regular email updates from the Assistant Director of Highways to share recent examples of good media coverage. This is to help build a feeling of positivity within the service as well as encourage employees to come forward with any newsworthy stories they may come across.

Any newsworthy stories will be shared internally via the Skanska intranet OneSkanska. Any online material produced by Skanska and includes Cambridgeshire Highways, will be sent to the council's communications team for their approval and vice versa if CCC produces anything mentioning Skanska.

A series of workshops will be developed to be led by the Assistant Director of Highways and John Birkenhead Business Director at Skanska to tour round key employee sites giving an opportunity for people to air any concerns they may have about how the new contract is working and be listened to. These will be promoted and all employees, at all levels will be encouraged to attend.

Skanska will share project updates and success stories will be shared with the wider company to recognise the efforts of the team and share best practise.

Evaluation

Evaluation is important in any communications to make sure we measure its communication success. If it's appropriate to plan a staged rollout of our communications, we can measure results over time and allows us to take corrective action if our activities/tactics are not getting the desired results. It's also important to assess whether our communications have met our objectives as well as being able to compare the results to the business objectives.

- **Media coverage**

- How much coverage did we receive?
- What was the tone of that coverage (positive/negative)?
- Which media outlets was the coverage in? Where in those outlets? What's the audience of those placements?
- Did we achieve the desired visuals?
- Did they pick up our key messages?
- Were our spokespeople quoted?
- Were the mentions of our initiative the focus of the coverage, or a side note?

- **Interactive**

- How many visitors saw our content?
- How long did they spend on the site?
- What pages did they visit?
- Did they hit specific landing pages?
- What was their bounce rate?
- What was their conversion rate (identify a goal for visitors – purchase/registration/download, etc.)?
- Social media measurement is even more debatable than regular PR comments, inbound links, likes, shares etc.

- **Stakeholders**

- How did our stakeholders react?

- **Public inquiries**

- How many letters/emails/calls did we receive on this topic? Is that higher or lower than usual?
- What was the tone of the incoming correspondence?
- What did the correspondents say/ask?

- **Benchmarking**

- Conduct market research/polling before and after (perhaps also during) our communications to show improvement in metrics over time, for example in public attitudes
- Focus groups.

Table of Responsibilities (to be agreed)

Role	Name	Responsibilities	Deliverables

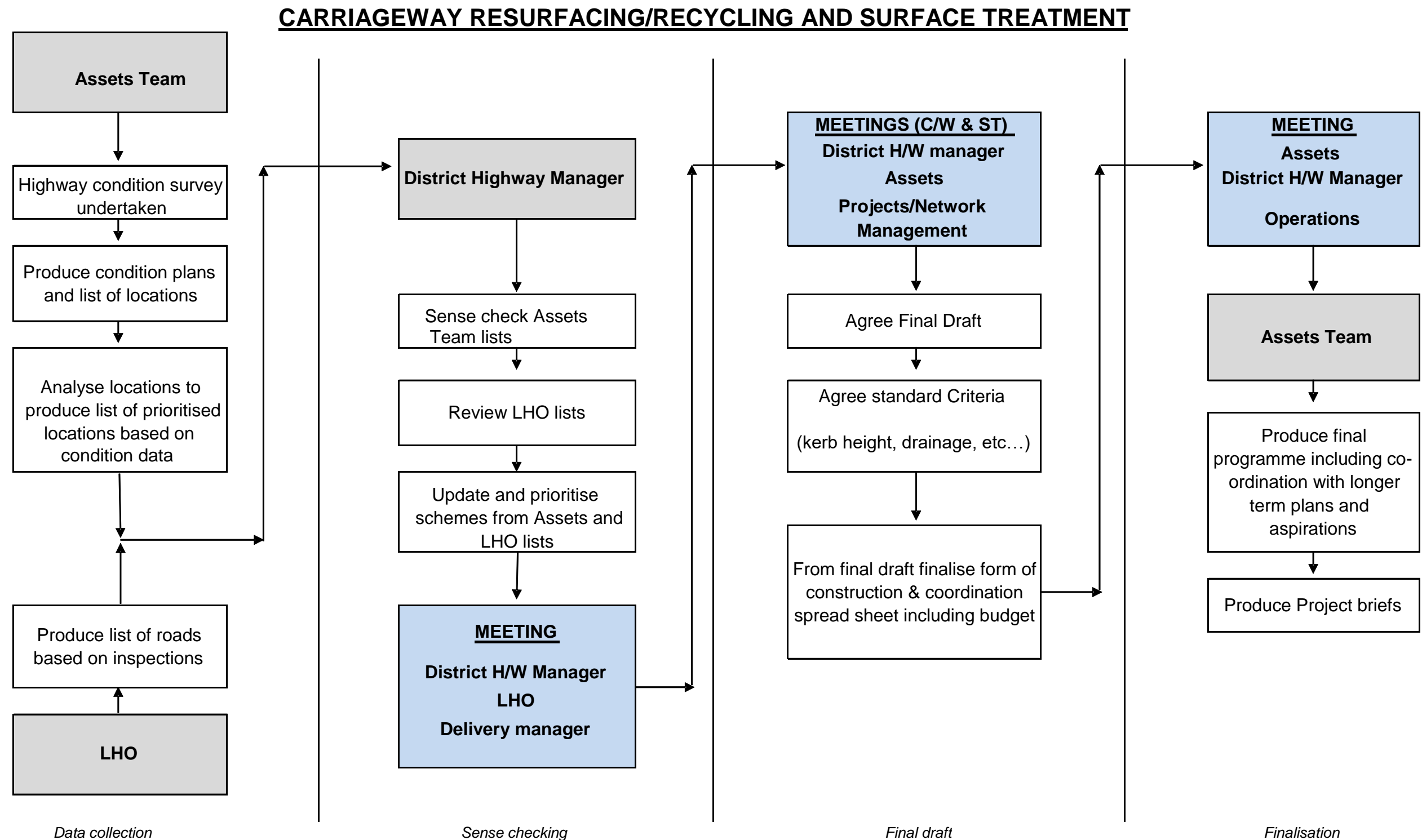
Appendix D

Road Condition Index - RCI

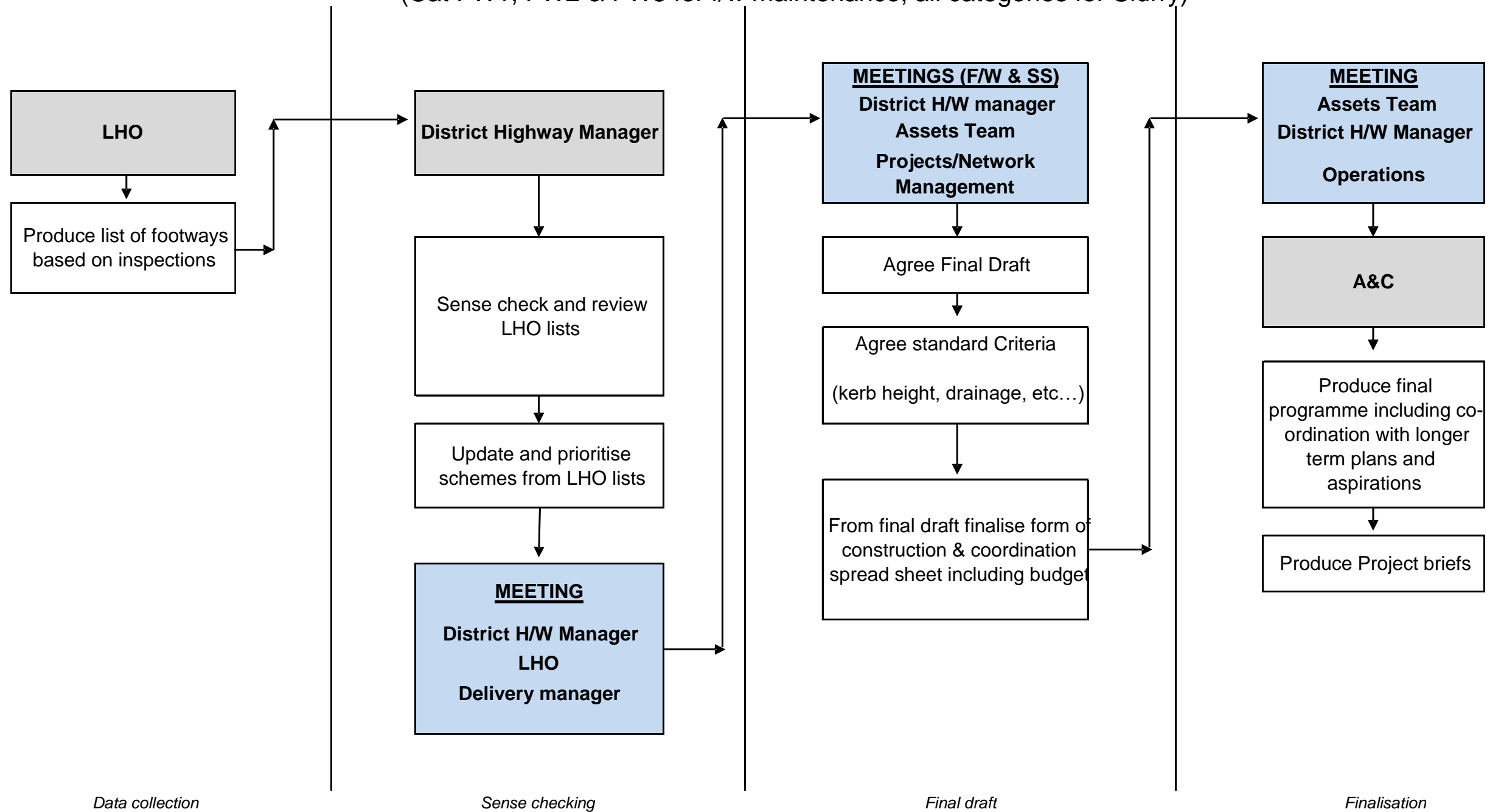
RCI Score Range	RCI Road Condition Description	RCI Road Condition Description
Between 0 & 40 Green	Good Condition	Minor defects and/or deterioration
Between 40 & 80 Yellow	Plan investigation soon	Moderate defects and/or deterioration present)
Between 80 & 100 Amber	Plan investigation soon	Significant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

Bridge Condition Index - BCI

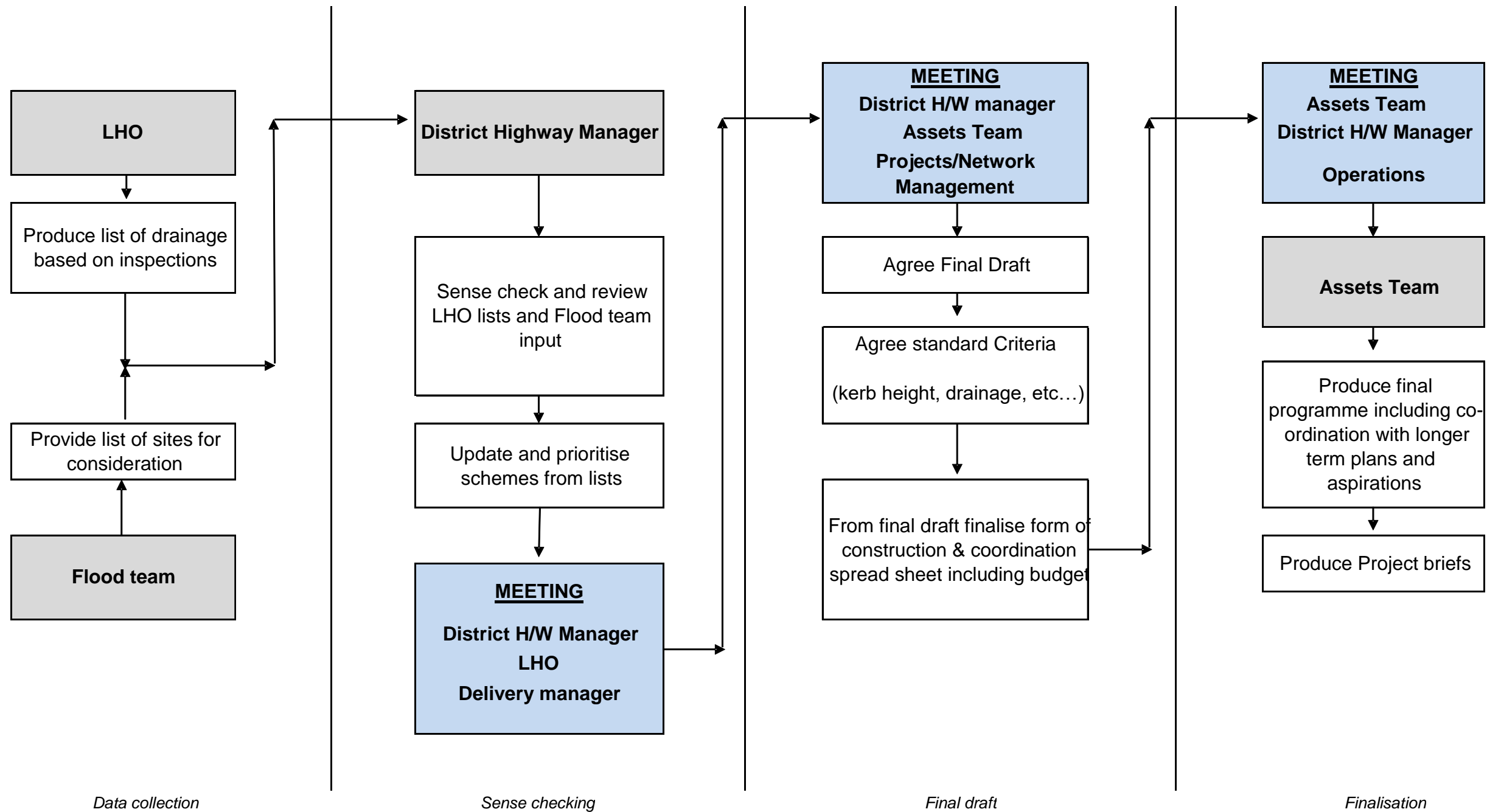
BSCI Range	Bridge Stock Condition based on BSCLav	Bridge Stock Condition based on BSCLcrit
100–95 Very Good	Bridge stock is in a very good condition.	Very few critical load bearing elements may be in a moderate to severe condition. Represents very low risk to public safety.
94–85 Good	Bridge stock is 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.



FOOTWAY/CYCLEWAY RESURFACING & SLURRY SEALING
 (Cat FW1, FW2 & FW3 for f/w maintenance; all categories for Slurry)



DRAINAGE



Cambridgeshire County Council's

Highway Standards and Enforcement

Revised April 2019

Cambridgeshire County Council
Highway Standards and Enforcement

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1. Introduction

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

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

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

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

2. A-Boards

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

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

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

3. Abandoned Vehicles on the highway

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

4. Access Protection

Access protection markings will normally only be permitted where the access has the necessary planning permissions (if required), a properly constructed footway crossing and dropped kerb and there is sufficient area of off-street parking available appropriate to the length of marking requested. The property owner is expected to meet the cost of providing and maintaining any requested access protection marking.

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

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

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

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

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

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

5. Banners on the Highway

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

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

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

6. Bollards and Marker Posts

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

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

7. Commuted Sums

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

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

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

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

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

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

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

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

8. Disabled Parking Bays

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

- the applicant has no access to suitable off-road parking facilities
- the applicant holds a Blue disabled drivers badge
- the applicant is either the driver of the vehicle or the driver is resident at the same address as the applicant
- that a suitable location for the disabled bay can be found that is acceptable in terms of achieving a balance of parking provision

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

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

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

- there is pressure for the space to be made available for other users; and

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

9. Encroachment and obstruction

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

10. Gating Orders

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

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

PUBLIC SPACE PROTECTION ORDERS (PSPOs)

Public spaces protection orders (PSPOs) are intended to deal with a specific nuisance or problem in a particular area that is detrimental to the local community's 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.

11. Grit and Salt Bins

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

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

It will be the responsibility of the City/Town/Parish Council to repair/replace any bin they have purchased after 2009 and those that have been replaced by CCC as detailed above. Requests that come in from a City/Town/Parish Council to position/fill bins on un-adopted roads will be considered only if the street is subject to a Section 38 agreement. The provision/filling/replenishment of the bin will be as described above.

The positioning of the bin will be agreed by both the developer and CCC in order that the bin will not require repositioning on adoption.

12. Hanging Baskets

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

13. Heavy Commercial Vehicle (HCV) Access Restrictions

Local Freight Issues

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

Enforcement

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

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

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

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

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

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

Implementing regulatory HGV management measures requires the making of a legal order, which involves a statutory consultation process that requires the Highway Authority to advertise, in the local press and on-street, a public notice stating the proposal and the reasons for it. The advert invites the public to formally support or

object to the proposals in writing within a 21 day notice period. Should any objections be received then a report would go before Members for decision. The cost of the legal process is approximately £1,000. The cost of the signs will depend on the size and complexity of the limit. There is no existing Council funding available to introduce any new weight limits, therefore external funding would need to be identified by the requesting party

Advisory Signing

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

Other options available to residents and communities

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

Regulatory HGV Management measures

Assessment

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

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

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

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

Diagram 1

ASSESSMENT PROCESS

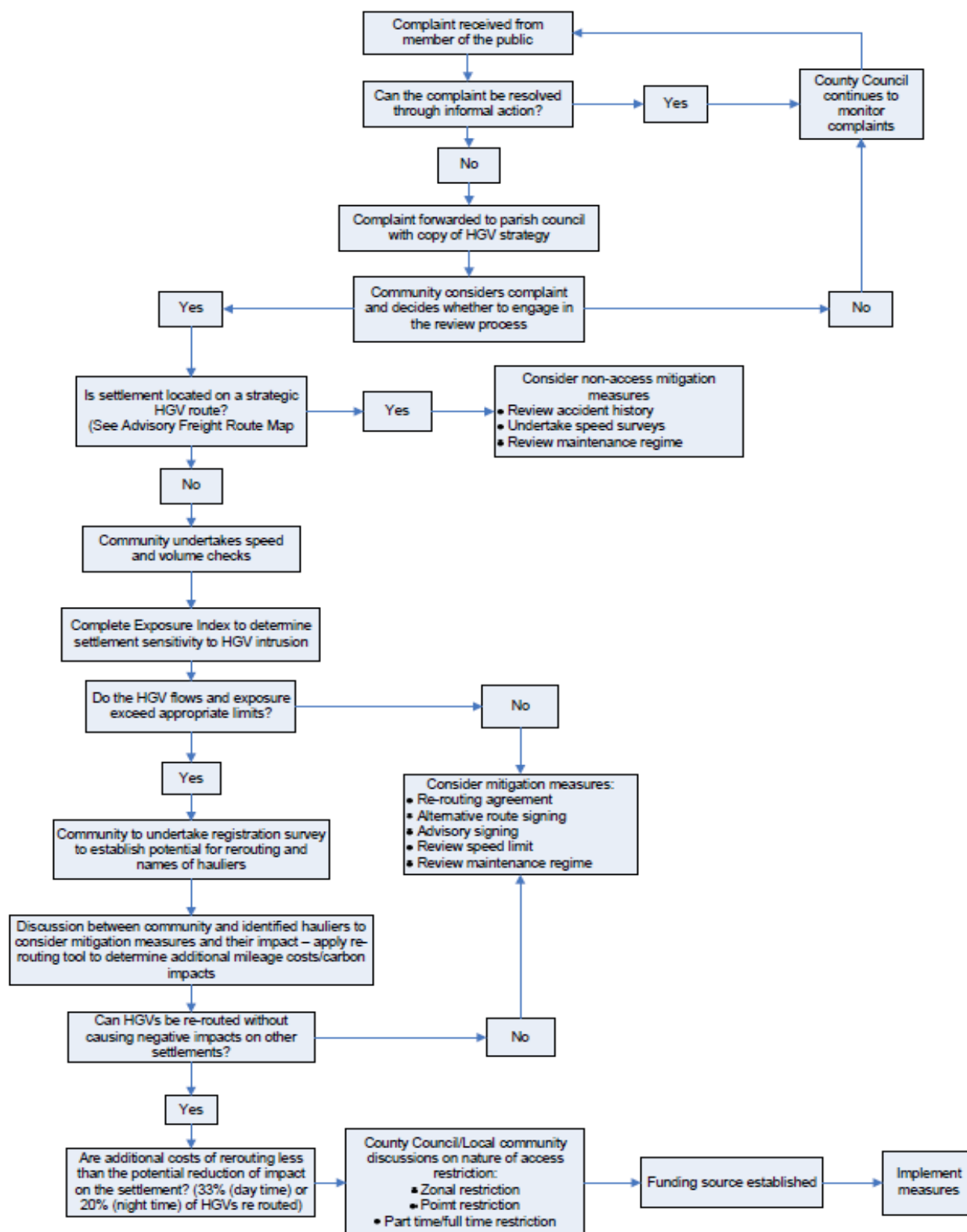


Diagram 2

Environmental Sensitivity Criteria

Carriageway Width		
	Score	Description
Less Sensitive ↑	0	Wide carriageway throughout - over 7.3m along entire length
	1	85% of carriageway width ≥7.0m
	2	85% of carriageway ≥5.8m
	3	85% of carriageway ≥5.6m
	4	85% of carriageway ≥5.4m
	5	85% of carriageway ≥5.0m
	6	85% of carriageway ≥5.8m
	7	85% of carriageway ≥5.6m
	8	85% of carriageway ≥5.4m
	9	85% of carriageway ≥5.2m
	10	85% of carriageway ≥5m
More Sensitive ↓		

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
	10	No footway along at least 15% of the entire length
More Sensitive ↓		

Proximity of property frontages (i.e. front/rear door of property to kerb line)		
	Score	Description
Less Sensitive ↑	0	10% or less of frontages <2m from carriageway
	1	15% of frontages <2m from carriageway
	2	20% of frontages <2m from carriageway
	3	25% of frontages <2m from carriageway
	4	30% of frontages <2m from carriageway
	5	35% of frontages <2m from carriageway
	6	40% of frontages <2m from carriageway
	7	45% of frontages <2m from carriageway
	8	50% of frontages <2m from carriageway
	9	55% of frontages <2m from carriageway
	10	60% of frontages <2m from carriageway
More Sensitive ↓		

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
	10	High number of frontages - greater than 150
More Sensitive ↓		

Average two-way pedestrian+cyclist count (at 600m 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
	10	Total number of pedestrians+cyclists ≥105
More Sensitive ↓		

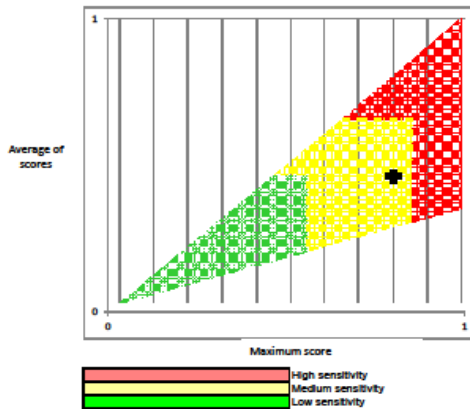
Average sensitive locations fronting the route per kilometre		
	Score	Description
Less Sensitive ↑	0	School/nursery/shop/playground/sheltered housing: No sites
	1	School/nursery/shop/playground/sheltered housing: 1 site per kilometre
	2	School/nursery/shop/playground/sheltered housing: 2 sites per kilometre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

Example

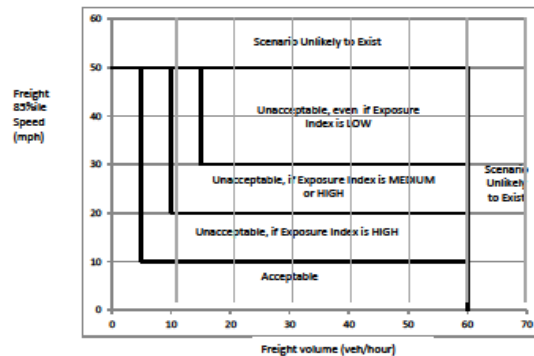
Criteria	Score (max 10)
Carriageway Width	3
Footway Width	4
Frontage to Footway Distance	1
Number of Frontages along Route	6
Typical Pedestrian Count	7
Schools	8

Allocation of Site to Sensitivity Group

Average of scores	4.87
Maximum score	8



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



14. Highway Charges

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

15. Highway Scheme Funding

Third Party Funding of Highway features

Privately funded highway features may be installed on the public highway in the following circumstances:

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

Local Highway Improvements

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

16. Horses on the Highway

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

17. Indemnity for Highway Works

Any work the highway authority authorises on the county road network by a third party, other than a public utility 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 Highway Capital Maintenance Programme project;

- Where required to protect pedestrians from vehicular over run of footway areas;
- To assist with drainage;
- To support the edge of the carriageway.

19. Memorials and Floral Tributes on the Highway

General

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

Floral Tributes

Any floral tributes left at the site should be allowed to remain for a period of not less 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

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

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

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

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

21. Mobile Catering

Responsibilities

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

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

Street Trading Licence

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

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

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

Premises Licence

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

Food Hygiene Certificate

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

Siting of mobile food outlets on public highway

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

- No units are allowed in laybys on dual carriageways.
- There shall only be one outlet on any site at any one time – trading or non-trading.
- The unit should be truly mobile, that is, self-propelled or towable on its chassis
- The unit shall not conflict with any form of traffic regulation order.
- It shall not cause or give rise to road safety concerns.
- It shall not cause any damage to the highway or interfere with the free and safe flow of traffic.

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

Enforcement

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

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

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

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

22. Mud on the Highway

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

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

23. Parking

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

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

24. Pedestrian Crossings

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

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

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

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

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

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

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

Requests for controlled crossings are assessed against two documents produced by the Department for Transport. These are Local Transport Note 1/95 "The Assessment of Pedestrians Crossings" and Local Transport Note 2/95 "The Design of Pedestrian Crossings". These documents can be found by clicking on the highlighted documents on the Department for Transport website.

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

1. Measuring the degree of conflict between pedestrians crossing the road and the two-way traffic flow and
2. Taking into account the following factors
 - The age and ability of pedestrians
 - Any 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.

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

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

25. Pedestrian Dropped Kerbs

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

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

If you feel that a pedestrian crossing is needed please contact highways@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.

26. Planters, Litter Bins, Seats and Cycle Stands

Planters, litter bins, seats and cycle stands may be permitted on the public highway as part of works to enhance or improve the environment, maintenance or the operation of the highway provided they do not interfere with the safe or convenient passage of highway users or the maintenance of the highway. Where provided by third parties they will be subject to the policy on third party funding of highway features although the need for a commuted sum may be substituted by a suitable maintenance agreement and as such will be considered on a case by case basis.

27. Religious Symbols on the Highway

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

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

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

28. Road Markings and Studs

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

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

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

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

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

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

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

Standards & Guidelines for the provision & maintenance of road markings and studs
Proposals for road markings on the public highway must be approved by the scheme manager. Road markings or layouts that are not contained within the TSRGD 2016 are not permitted without prior approval from the Department for Transport (DfT) including any that are experimental and under trial.

Unless being provided as part of accident remedial work or as part of a speed management scheme, the following rules will apply to the provision of road markings:

Centre Lines

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

Centre line markings must not be used on:

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

Centre warning line markings should only be used on

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

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

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

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

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

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

Edge of Carriageway Markings

Edge of carriageway markings should generally only be used:

- in conjunction with centre warning line markings
- with double white line systems where no kerbing exists

- at sites where there is a persistent recorded problem with vehicles overrunning the highway verge.

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

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

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

Give Way Markings

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

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

Give way triangle markings will be laid:

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

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

Other Road Markings

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

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

Conservation Areas and Environmentally Sensitive Locations

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

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

Studs

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

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

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

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

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

Further Information

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

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

Table A: General rules for road classifications

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

	hours) where carriageway width typically exceeds 5.5 metres. Warning lines at specific hazard locations (eg: junctions and bends).	drains or where buildings abut the highway).	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.

29. School Flashing Amber Lamps

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

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

30. Speed Limits

Speed limits in settlements

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

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

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

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

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

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

The three national speed limits are:

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

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

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

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

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

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

with the speed limit. Therefore 20mph speed limits may be permitted at sites:

- where the mean speed of traffic is 24mph or lower
- in combination with self-enforcing speed reduction features necessary to achieve a mean speed no greater than 24mph

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

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

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

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

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

For speed limit purposes the following definitions will apply:

- I. A settlement will be 'At least 20 properties fronting onto a length of public highway over a distance of at least 600m'
- II. The extent of a settlement will be 'The point at which full frontage development begins', or 'at the first property fronting a road entering a settlement, on which there is at least 3 properties/100 metre length of road, prior to the point at which full frontage development begins'.

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 Councilors and any other persons most likely to be directly affected by the proposal.

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

Police Support

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

Speed limits outside settlements

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

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

Guidance in urban speed limit characteristics

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

Speed Limit (mph)	Characteristics
20	In town centres, residential areas and in the vicinity of schools and other premises where there is a high presence of vulnerable road users.
30	The standard limit in settlements that are fully developed.

40	Higher quality suburban roads or those on the outskirts of urban areas where there is little development and few vulnerable road users. Should have good width and layout, parking and waiting restrictions in operation and buildings set back from the road. Should wherever possible cater for the needs of non-motorised users through segregation of road space and have adequate footways and crossing places.
50	Usually most suited to special roads, dual carriageway ring or radial routes or bypasses which have become partially built up. Should be little or no roadside development.

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

Speed limits in new developments

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

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

31. Stopping up of a Highway

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

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

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

32. Street Traders

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

33. Tables and Chairs

The Highways Act 1980 regulates tables and chairs permits. You will need a permit if you would like to place tables and chairs on the public highway.

You may also need to get planning permission. Contact your local Planning Department for more details.

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

Policy Guidance Notes - Placing tables and chairs on the highway

1. Introduction

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

2. Relevant Legislation

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

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

3. Conditions under which consent may be granted

- a) The provision of tables and chairs on the highway shall be regularised by the granting of licences by the Highway Authority.
- b) Suitable conditions shall be drawn up by the Highway Authority relating to the extent of the tables and chairs, clearances, pedestrian access provisions, barriers and parasols, together with obligations on the control and management of the area and access to Statutory Undertakers' plant.
- c) The licensee shall conform to conditions laid down in the licence and these will be enforced by the Highway Authority.
- d) In general, only footways will be used for Pavement Cafés, assuming all safety and non-obstruction requirements are met. However, exceptions may be made in pedestrian areas or zones during pedestrian only hours.
- e) The role of the public highway is to allow the public to pass and re-pass. In granting permission for pavement cafés it is important to ensure that these rights are not detrimentally affected. They must be located and managed in a manner that protects the rights and safety of all users with special attention to wheelchair users and those with impaired vision.
- f) You must display the 'licence summary sticker' (Which confirms the licence duration) at your premises where it can be easily seen.
- g) To apply and make the initial payment for a tables and chairs licence please complete the online form @ <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-licences-and-permits/#Tables> and chairs licence

You need:

- to read the [guidance notes and standard licencing conditions](#) before completing the form
- an email address as we will use this to communicate with you concerning your application

- a debit or credit card for the initial assessment payment
- to upload a plan showing the location of the premises
- to upload a dimension plan showing the area to be utilised for tables and chairs
- to upload images showing types of furniture
- to upload a copy of any relevant consents (e.g. planning permission) if applicable
- the freeholder's name, address and contact details, if it is not you
- to have in place public liability insurance policy for £5m as detailed in the licencing conditions

4. Supplementary

- a) In some cases it will be necessary to provide brass studs in the highway defining the periphery of the agreed area. The cost of providing and installing the studs will need to be met by the applicant at its sole expense and will be in addition to the cost of the licence. Local circumstances may also require a low level marker to assist the blind and partially sighted who use a white stick for guidance. The Layout of tables and chairs must take account of the existing street furniture.
- b) A pedestrian route must be maintained at all times for people to walk or take a wheelchair or buggy through or around the pavement café with minimal inconvenience. The route should be straight, and adjacent to the premises to ensure that all pedestrians and particularly those with a disability can maintain their normal path.
- c) Each site will need to be evaluated and determined on its merits taking into account pedestrian flows and physical constraints. Local Access Groups may be consulted regarding suitability of layout as the circumstances of each site will need to be evaluated and determined on its merit.
- d) All licences are valid from the date of grant for one year and will be not automatically renewed.
- e) The Highway Authority will require a copy of the applicant's third party insurance prior to the granting of a licence and at each anniversary of the insurance renewal. Failure to provide this will result in revocation of the licence.
- f) If contravention of license conditions is observed, the licensee will be requested to comply with the conditions and, if necessary, issued with a warning letter advising that further contravention will result in revocation of the licence. The licensee will be allowed seven days to comply with a warning letter. If contravention continues after seven days of the warning or a contravention reoccurs within a year of the warning the license will be revoked.
- g) Where a licence is not renewed or is revoked under f) above, the licensee must remove its property from the public highway within 7 days. After 7 days, the Highway Authority is empowered to remove and store or dispose of furniture from the highway, at the cost of the licensee. The Highway Authority will not be responsible for their safekeeping.

5. Terms and Conditions

These are contained in a separate document on the right hand side of the web page. The operator should be aware that the Highway Authority and others (e.g. police, statutory undertakers) may need access at various times (including emergencies) for maintenance, installation, special events, improvements etc and may therefore require the pavement café to cease operating for a period of time. On these occasions there will be no compensation for loss of business.

6. Consultations

All of the applications we receive must go through a 28 day period of consultation. Local residents, Councillors, businesses and council officers are asked if they have any objections to a premise placing amenities (tables and chairs) on the public highway.

During this period tables and chairs must not be placed on the public highway unless the premise has a current valid consent.

Whatever the outcome, the relevant authority makes sure that any objections received are relevant to the application and work hard to ensure that all applications are issued fairly.

7. Decision Making

The Assistant Director - Highways in consultation with the Local Members for all districts has authority to exercise, in accordance with the relevant policies of the authority and within the budget allocated for the purpose, the powers of the County Council where the completion of the consultation process for a pavement licence results in objections, to determine those objections.

8. Fee Charged

There will be an initial application fee of £250. This charge covers inspection and administration costs. The annual licence fee is then £100 per square metre within Cambridge's historic core area and £50 per square metre elsewhere. The application fee will be deducted from the annual licence fee if an application is successful.

9. Renewal Applications

Licences will not be renewed automatically, renewals must be applied for at least 2 months prior to expiry to allow sufficient time for the application to be considered.

Where an application is made to renew a licence, the Highway Authority will consider:

1. Evidence of past demonstrable impacts from the activity on the safety and amenity of local residents.
2. Whether appropriate measures have been agreed and put into effect by the applicant to mitigate any adverse impacts.
3. Compliance with the terms or conditions of any previous licence, including the timely payment of the licence fee.

The Highway authority reserves the right to refuse renewal applications where appropriate.

10. Variation of Conditions

Where an application is made to vary the consents in terms of hours of operation or number of amenities as previously permitted, the Highway Authority will take into account the criteria set out in points 1, 2 and 3 above.

**HIGHWAYS ACT 1980 SECTION 115E
STANDARD LICENCE CONDITIONS
TABLES AND CHAIRS ON THE HIGHWAY**

The following conditions will be applied to every licence granted under the above Act:

1. This licence is granted in accordance with compliance with the advice given in the guidance notes issued at the time of application
2. The tables and chairs placed on the highway after the granting of a licence must be in accordance with the details and plans provided at the time of the application. No changes are permitted without prior approval of the Highway Authority.
3. The amenities must be removed from the public highway at the end of the permitted period each day. (To be used in all cases, except where consent for picnic tables is granted).
4. All tables and chairs authorised by the licence must be removed by midnight on the day the licence expires unless a renewal licence has been applied for and granted. Renewals must be applied for at least 2 months prior to expiry to allow sufficient time for the application to be considered.
5. Failure to pay the annual licence fee and return the signed licence by midnight on the day the previous licence expires will render the licensee in breach of the Standard License conditions and subject to enforcement.
6. The Licensee shall maintain a public liability insurance policy up to the value of £5 million pounds against any liability, loss or damage, claim or proceeding whatsoever arising under Statute or Common law in respect of the placing and maintaining of the tables and chairs on the highway or their removal there from.
7. The Licensee shall be responsible for keeping the designated area in a clean and tidy condition at all times. Under your duty of care you must ensure that any waste produced is handled safely and in accordance with the law. You must keep all waste safe, prevent it from escaping from your control and ensure that it is only handled or dealt with by persons that are authorised to deal with it.
8. The Licence may be suspended where necessary to allow highway maintenance and any other necessary remedial work to be carried out at the location covered by the licence. A reasonable period of notice will be given to the licensee where possible. The Highway Authority will not be liable for any loss of earnings arising out of the suspension of a licence.

9. Any umbrellas provided must not protrude beyond the designated boundary of the licensed area. They shall be kept in good condition so as not to detract from the appearance of the street. You are advised that enclosed structures (including gazebos) and the like will not be permitted within the proposed boundary of the licensed area.
10. If you intend to use space heaters, their metric dimensions materials and colour must be specified as part of the application. **You will also be required to submit a formal risk assessment as required by the Management of Health and Safety at Work Regulations 1999 in support of your application.** This should be carried out by a competent person i.e. someone who has knowledge of the law, British Standards, and Health and Safety Executive Codes of Practice and Guidance. In considering an application, the Council will have regard to the inherent safety of the equipment, its location, storage of Liquid Petroleum Gas Cylinders, maintenance and training arrangements. The County Council will consider the adequacy of the risk assessment which must:
 - Identify the hazards e.g. fire, explosions, burns, impact from falling equipment/cylinders
 - Decide who may be harmed and how
 - Evaluate the risks and decide whether proposed precautions will be adequate or whether more could be done. Record findings, review assessment and revise on an annual basis or more frequently if the situation requires it e.g. a significant change in equipment, etc.
11. In areas of significant footfall (to be determined by the Highway Authority), when in use, the pavement café area will need to be enclosed, to demarcate the licensed area and contain the tables and chairs, thus making it distinguishable to other pavement users, and to assist blind and visually impaired pedestrians. (Applicable with immediate effect to all new licenses and renewals made from 1st January 2019)
12. The placing of speakers or any other equipment for the amplification of music within the licensed area is strictly prohibited unless authorized by a premises licence issued under the Licensing Act 2003. Any such authorised music must not cause a nuisance or annoyance to others.
13. Any sales of alcohol within the licensed area must be authorised by a premises licence issued under the Licensing Act 2003.
14. Any material alteration to the Means of Escape, which affects people using the Means of Escape, inside or in the immediate vicinity outside the premises must be recorded in the premises' Fire Risk Assessment as a significant finding. Control measures should be put in place to reduce risk within the area as well as recording them. A review of the hazards and risks should be ongoing throughout the period the premises are in use.
15. This Licence covers the use of amenities by customers for consuming food or refreshment which have been purchased from the licenced establishment. This Licence does not permit the use of the amenities for any other purposes at any time.

16. No additional charge shall be made to customers for the use of the tables and chairs within the licensed area.
17. The licensee may only use the land for the placing of tables and chairs in the course of his business only during the hours permitted by the licence and only within the defined area applied for.
18. No tables and chairs or barriers may be placed in the area until a licence has been granted.
19. No other items may be placed on the highway within the licensed area other than that approved in accordance with the application and the licence when granted. If the premises has a licensed tables and chairs area, then any Advertising Board must be contained within the agreed seating area and not outside the area.
20. The licence is granted for a period of 12 months. This licence will not be renewed automatically. Compliance with the terms of conditions of any previous licence will be taken into account at any application for renewal. The Highway Authority reserves the right to refuse renewal applications where appropriate.
21. The licensee is responsible for carrying out the reinstatement of the highway in the event of any damage to the highway occurring as a result of the activity (if requested to do so by the Highway Authority). The permanent surface reinstatement shall be carried out to the satisfaction of the Highway Authority.
22. The license is issued to the applicant only and is not transferable.
23. These conditions may be varied where appropriate to reflect any changes in local circumstances.
24. The footway must not be obstructed by patrons standing between tables, chairs and the kerb, or by the personal possessions of patrons.
25. The fee is for the administration and grant of the licence. No refunds will be made in the event of a surrender of the licence before expiry. There is no automatic right to appeal against refusal of consent.
26. The Highway Authority may withdraw this consent at any time upon giving the licensee seven days' notice in writing. Upon withdrawal of the consent the licensee shall remove the amenities from the public highway and, in default, the Highway Authority may remove the amenities and recover from the licensee its cost in so doing.

Enforcement Measures

Periodic inspections of pavement cafés will be made by the Council to ensure compliance with the Pavement Café Policy and Guidance

Breach of Conditions

Where a breach of a license condition is noted, the operator of the pavement café will be served with both verbal and written notice of the offence(s) being committed. The operator will be given 7 days to comply.

Where the Highway Authority serves a notice on the licensee requiring him/her to remedy any breach of the terms of this consent, and the licensee fails to comply with the notice, the Highway Authority may itself take the steps required by the notice and recover from the licensee any expenses incurred.

A further inspection will be made of the pavement café 7 days after the notice is served. If remedial action has not been taken then a Notice of Contravention will be issued further outlining the nature of the offence(s) and informing the operator that they are to remedy the breach or remove the pavement café from the highway within a period of 7 days from the date the notice is served.

After the 7 day notice has expired, a further inspection will be made and if it is found the breach has not been remedied then the pavement café furniture will be removed by the Council or the Police and the licence revoked.

If the pavement café continues to operate once the licence has been revoked then any objects/furniture occupying the highway will be removed from the highway without further notice.

Unauthorised Pavement Cafés (a café without a valid licence)

Where an unauthorised pavement café is found to be operating without the correct permissions, the operator will be served with both verbal and written notice of the requirement to remove the pavement café from the highway within 7 days.

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

An inventory detailing the confiscated items will be made and a receipt issued to the licence holder/operator. Items removed by the Council will be subject to a release fee. This fee will be reviewed annually. If the items are not collected within 21 days of the date of seizure the Council will dispose of them.

Persistent variances from the conditions will result in the licence being revoked.

No part of the fee shall be refunded should the licence be revoked

34. Temporary Road Closures

- Temporary road closure orders may be made to facilitate:
- Events taking place on the highway
- Highway works by a statutory undertaker / public utility
- Highway works by a third party to facilitate new development

- Improvement or maintenance of the highway network

Temporary road closures may not last for more than 18 months unless approval of the Secretary of State is granted.

Temporary closure orders for third parties and statutory undertakers / public utilities will be subject to a charge (see Highway Charges).

35. Tourist Signing

1. DEFINITION

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

2. GENERAL POLICY

2.1 To ensure that tourist confidence is upheld in the white on brown system of direction signing to tourist attractions and facilities it is essential that a minimum level of quality is maintained and that the provision of tourist signing does not lead to a proliferation of direction signing to the detriment of road safety and the environment.

2.2 For these reasons the provision of tourist signing will only be considered:

- to permanently established sites which are open to visitors without prior booking for a minimum of 4 hours a day, 150 days per year
- to sites whose primary purpose is to provide an attraction or facility for tourists-tourist signing will not be permitted at locations where other directional signing (including private signing) exists, or is to be provided
- where their provision is considered essential to direct visitors to an attraction or facility-signs will not be approved at locations where their provision would be mainly for promotional or advertisement reasons
- for sites where other eligible establishments in the vicinity would not be compromised by their provision
- at locations where the effectiveness of existing traffic signs will not be adversely effected
- in areas where their provision will not detract from the visual environment.

3. TOURIST ATTRACTION REQUIREMENTS

3.1 Tourist attractions will generally include places of interest open to the public which attract visitors to the area and offer recreational, educational or historical interest. These include, for example, theme parks, historic houses, museums, zoos and leisure complexes.

3.2 In addition to the general conditions stated in paragraph 2.2, tourist attractions must also comply with all of the following conditions to qualify for the provision of tourist signing:

- The owners or management of the attraction must provide confirmation that they have registered with Visit England and have agreed to abide by its Code of Practice for Visitor Attractions (leisure destinations do not have to be and for reasons of their

national interest English Heritage and National Trust properties are exempted from this requirement)

- The applicant must provide evidence that appropriate steps have been taken to publicise the attraction and to inform potential visitors of suitable approach routes
 - There must be adequate on-site facilities for visitors, including parking, appropriate to the size of the site and the number of visitors which it is likely to attract.
 - Where off-site parking is provided it must be within a safe reasonable walking distance of the attraction.
 - If the off-site car park is not owned by the operator of the attraction, written confirmation that such use is acceptable must be provided.
- a. Attractions will only be signed from the nearest A or B Class road or the nearest signed settlement. Those with direct access to such a road will not need signing if the entrance is visible and identifiable from a sufficient distance to enable safe vehicular movement at the access.

Signing from motorways and trunk roads will be considered in accordance with the Highways Agency's own criteria, and will be subject to their approval. Where an attraction meets these criteria, consideration should be given to signing from the nearest of these roads.

Signing to attractions in urban areas should be considered in conjunction with any signing to tourist facilities and should form part of a comprehensive scheme developed in conjunction with the local Council, Tourist Officer, business associations and other local representative bodies. Priority should be given to directing tourists to appropriate public car parks and to providing Tourist Information Centres (TICs) or Tourist Information Points (TIPs) within the car parks. Signing to attractions could then take the form of pedestrian signing.

Subject to road safety and traffic management considerations outlined in Section 7, as a general rule no more than six destinations (less on high speed roads), of which not more than four should be tourist destinations, should be included in any sign structure. It may be necessary to prioritise tourist destinations with primary and other local destinations, and where necessary, tourist destinations may be prioritised on the basis of visitor numbers or closeness to the initial signing.

Directional signing to the attraction must satisfy the environmental requirements listed in Section 6. To reduce environmental impact, where an attraction requires signing through more than two junctions, consideration should be given to providing signs of the "For X, follow Y" type, utilizing where possible existing signing legends rather than providing additional continuity signing.

4. ASSESSMENT OF TOURIST FACILITIES

4.1 The provision of signing to tourist facilities will only be considered where it can be shown that they will be of benefit to tourists who require serviced accommodation, refreshment, shopping, leisure facilities etc. The numbers and level of provision of tourist facilities vary across the County and between urban and rural locations. Clearly, it would be impracticable to sign every facility.

4.2 To avoid a proliferation of signing, basic conditions have been developed which apply to all facilities and more specific conditions for each type of facility.

Basic conditions

4.3 In addition to the general conditions stated in paragraph 2.2 tourist facilities must also comply with all of the following basic conditions to qualify for the provision of tourist signing:

- The owners or management of the facility must provide confirmation that they have been operating for at least 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

4.4 The provision of tourist facility signing for the following types of accommodation will be restricted in both rural and urban areas to premises whose primary function is providing accommodation.

4.5 Hotels and Bed and Breakfast establishments must be members of a quality assurance scheme which requires independent inspection of all member premises and which are more than just marketing schemes. Those operated by the ETB, AA or the RAC are suitable.

4.6 Camping and Caravan sites retain their eligibility for tourist signing from the 1991 regulations. To qualify for signs a site must be licensed under the Caravan Sites and Control of Development Act 1960 and/or the Public Health Act 1936 and have a minimum of 20 pitches for casual overnight use. They should also be members of the British Graded Holiday Parks Scheme ("Q" scheme) or alternatively be registered with the ETB.

4.7 Youth Hostels also retain their eligibility for tourist signing under the 1991 regulations and all Hostels managed by the Youth Hostels Association may be provided with tourist signing.

4.8 Self-catering accommodation tends to be pre-booked, with visitors receiving directions to the premises. In this situation it should not be necessary to consider such facilities for tourist signing. If evidence can be produced that self-catering accommodation is available without pre-booking and the ETB quality standard for this type of accommodation is met then the provision of tourist signing could be considered.

Refreshment

4.9 Tourist facility signing will only be considered for establishments whose primary function is to provide refreshments for visitors to the area. This group of facilities will include restaurants, cafes and public houses, which provide food but will exclude premises whose primary function is the sale of alcoholic drinks.

4.10 Many premises provide refreshments and it would clearly be unacceptable to provide tourist signing to all such facilities. To do so would lead to a proliferation of signs which in many cases would be directing visitors away from equally suitable establishments. For these reasons only isolated or remote refreshment establishments and those which are promoted as tourist attractions will be considered for signing.

4.11 Similarly, it is proposed that there should be no tourist signing of refreshment facilities in urban areas. In these areas it is recommended that there should be greater use and signing of TICs and TIPs. In the market towns TIPs should be located in the town centre public car parks and should contain information on the attractions and facilities available. The information displayed will be a matter for the District/City Authorities to agree with the appropriate bodies representing the various tourist facilities and attractions involved.

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

- The facility is not located on a Class A or B Road or on a main thoroughfare. Establishments in bypassed communities will be considered under the special conditions which relate to this situation and are described in paragraph 5.2
- There are no similar facilities within one mile
- The facility must comply with all relevant Environmental Health, Planning and other legislation
- The facility must have a minimum of 20 seats available for dining and should serve hot meals at lunch times and in the evening without pre-booking.

Shopping

4.13 Conventional local direction signing is already available for directing visitors to town centres, superstores etc. and this should continue to be used. Only shops which have special features specifically for tourists will be considered for signing in urban areas. The use of TICs and TIPs is considered to be most appropriate for this type of signing.

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

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

4.16 Generally, shopping facilities will be signed by their generic names i.e. village store, craft centre, garden centre etc. Individual naming of facilities will only be considered to prevent possible confusion between similar facilities.

Leisure

4.17 Leisure facilities will include recreational facilities, sports venues, cinemas and leisure centres etc. Tourist signing will be considered if the following requirements are met:

- Theatres, cinemas and music venues must have a minimum of 50 seats
- Sporting venues must demonstrate a regional or national significance, holding regular fixtures with suitable visitor facilities.

Implementation Guidelines

4.18 Facilities will only be signed from the nearest A or B Class road. Those with direct access to such a road will not need signing if the entrance is visible and identifiable from a sufficient distance to enable safe vehicular movement at the site.

4.19 Signing from motorways and trunk roads will be considered in accordance with the Highways Agency's own criteria, and will be subject to their approval. Where a facility meets the criteria, consideration should be given to signing from the nearest of these roads.

4.20 Signing to facilities in urban areas should be considered in conjunction with any signing to tourist attractions and should form part of a comprehensive scheme developed in conjunction with the local Council, Tourist Officer, business associations and other local representative bodies. Priority should be given to directing tourists to appropriate public car parks and to providing TICs or TIPs within the car parks. Signing to facilities could then take the form of pedestrian signing.

4.21 Subject to the road safety and traffic management considerations outlined in Section 7, as a general rule no more than six destinations (less on high speed roads), of which not more than four should be tourist destinations, should be included in any sign structure. It may be necessary to prioritise tourist destinations with primary and other local destinations, and where necessary, tourist destinations may be prioritised on the basis of visitor numbers or closeness to the initial signing.

4.22 Directional signing to the facility must satisfy the environmental requirements listed in Section 6.

4.23 To reduce environmental impact, where a facility requires signing through more than two junctions, consideration should be given to providing signs of the "For X, follow Y" type, utilising where possible existing signing legends rather than providing additional continuity signing.

4.24 The general requirement to admit the public without prior booking will preclude the signing of facilities that are primarily membership organisations (e.g. golf clubs).

4.25 Where there are two or more facilities of the same type either in an area, or along a particular route, then generic legends rather than individual ones should be used.

5. POLICY FOR BYPASSED COMMUNITIES

5.1 The presence of "local services" in by-passed villages or small towns can now be signed using the "white on brown" tourist signs. The sign can include a short descriptive phrase, such as "Historic market town". Generic names and/or symbols

should be used to indicate the facilities/attractions available (i.e. Hotels/bed symbol; restaurants/knife and fork symbol, etc).

It is reasonable to expect larger towns to provide the full range of visitor facilities and therefore, it is proposed that only settlements of 10,000 population or less which are also within 3 miles of a main road will be considered for this type of signing.

6. ENVIRONMENTAL CONSIDERATIONS

6.1 Many tourist attractions and facilities are located in environmentally sensitive areas quality of the surroundings. A proliferation of signing in these areas would be counter-productive to the very reason for tourists visiting the area.

6.2 Details of tourist facilities should be provided at TICs and TIPs for which signing using the “*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 2016 and all subsequent amendments and shall be manufactured in accordance with BS 873.

7.2 The number and size of signs required will depend on the road system and traffic flows and speeds. Sign design will be in accordance with good traffic management practice and will be to the satisfaction of the Assistant Director - Highways.

7.3 If tourist signing is refused on road safety grounds, the applicant will be clearly informed of the dangers which necessitated refusal.

8. APPLICATION PROCEDURE AND PAYMENT FOR SIGNS

8.1 All tourist signing costs should be borne by the applicant. This includes design, administration, manufacture, installation and ultimately maintenance.

8.2 On receipt of an initial enquiry applicants will be supplied with a self-assessment form (see below) and an application form. These will facilitate an initial self-assessment of their eligibility for tourism signing and if this appears favourable to make a full application. The form will also state the conditions relating to the provision and costs of signing and when completed and returned to the Highways Directorate, with the completed application form and initial administration fee will instigate the detailed assessment of eligibility and entitlement.

8.3 The following costs will be borne by the applicant:

- i. Administration and site feasibility fee -if the applicant decides to make a formal application for tourist signing he/she will be asked to provide a nonreturnable

fee of £200.00 and to sign a form of agreement which sets out the pricing mechanism and their legal obligation. The fee will cover the administration time in checking eligibility, assessing entitlement, copying applications for consultation, staff time and travelling costs in carrying out the assessment of sign locations and all associated correspondence.

- ii. Design and post erection inspection fee -the full cost of these works will be charged.

8.4 The applicant will be expected to pay all fees in advance. The signs will be procured under the third party funding policy for highway features with the applicant meeting all works costs and a commuted sum for the maintenance of the signs during their design life. The cost of replacing signs as a result of damage vandalism or theft or at the end of their design life must be met by the applicant.

8.5 The County Council reserves the right to remove signs, should an attraction or facility cease to meet the relevant criteria, and to charge the operator of the attraction for the cost of this work. It may also prove necessary to relocate signs for road safety or traffic management reasons but such works would be carried out at the County Council's expense.

8.6 Where there is more than one destination on any sign the cost of that sign will be borne equally by the applicants.

9. ELIGIBILITY

9.1 To be eligible for consideration for the provision of tourist signing operators must be able to answer "yes" to all of the questions below.

ELIGIBILITY AND CONDITIONS SELF ASSESSMENT FORM

- 1 Does your business benefit from tourism?
- 2 Has it been operating from a permanent site for 12 months?
- 3 Does it fulfil an identified tourist need?
- 4 Do visitors need directions other than normal road signs to find your establishment?
- 5 Is it open to the public without prior booking?
- 6 Are you prepared to pay all reasonable costs for signing if your application is successful?
- 7 Do you accept that any agreed signing can be removed at your cost if your facilities fail to maintain relevant criteria or move location?
- 8 If your application is successful will you remove any off site advertisement signing which you may have on or adjacent to the public highway?

Notes

- i. The administration and site visit fee is payable at the time of application in accordance with the approved schedule of highway charges and fees.
- ii. There are additional costs for design fees, safety audit of sign schemes designed by other than Cambridgeshire County Council, construction and erection.
- iii. Traffic management, road safety, local amenity, quality of attraction and standard of service all have to be taken into account and could, without prejudice, form the basis for rejection of your application.
- iv. The design, maximum number and locations of signs are determined by Cambridgeshire County Council and may be altered upon review of traffic management, safety or amenity needs.
- v. Applicants should not expect signing from all possible directions.
- vi. All signs become and remain the property of Cambridgeshire County Council.

36. Traffic Calming

Traffic calming schemes may consist of a combination of various traffic calming features, designed to reduce and manage the speed of vehicles and improve road safety. The design of schemes should accord with current Department for Transport standards and take into account all relevant guidance and advice.

37. Traffic Regulation Orders

Traffic regulation orders must comply with County Council policies subject to Elected Member decision via the Committee process.

The process for introducing traffic regulation orders shall be in accordance with the current Government procedure regulations.

The informal consultation process will identify who is likely to be affected by a proposal and we will ask those individuals/groups to provide feedback on draft plans.

We may use this process to help shape the proposal that will later go out for formal consultation.

The formal advertisement of a draft traffic regulation order will be undertaken by the Policy and Regulation Team.

38. Traffic Signals

Traffic signals may be provided to:

- reduce accidents
- improve conditions for pedestrians (in particular vulnerable users), cyclists and public transport
- balance conflicting access demands
- manage vehicle flow

New installations will be designed in accordance with current relevant standards, taking into account all relevant guidance. New installations shall incorporate pedestrian and cycle facilities as far as is reasonably practicable.

39. Traffic Signs

All directional, warning and information traffic signs will be designed in accordance with the current Traffic Signs Regulations and General Directions (TSRDG) and other national guidelines issued by the Department for Transport. The use of non-prescribed signs must be authorised by the Department for Transport.

New or replacement sign posts on roads with speed limits of 50 mph or higher shall comply with the requirements for road restraint systems as set out in the Design Manual for Roads and Bridges.

Passively safe street furniture will not be considered on roads with speed limits of 30 mph or less due to the possibility of frangible posts hitting pedestrians or causing other secondary accidents. The need for passive street furniture on roads with speed limits between 40 mph and 50 mph will be risk assessed as part of the road safety audit process.

40. Tree Policy

Scope

This document sets out Cambridgeshire County Council's approach to preserving and enhancing the tree stock across Cambridgeshire's highway network. The approach outlined below is very much a partnership effort, with the County Council working closely with Members, District and Parish councils, local organisations, communities and individuals.

40.1 Existing Trees and Hedges

Responsibility

- There are over 87,000 highway trees in the County and many more privately owned trees adjacent to the highway.
- Trees situated within the boundary of the public highway are generally the responsibility of the Highway Authority (Cambridgeshire County Council).
- Highways England is responsible for trees along motorways and trunk roads.
- Trees on private land are the responsibility of the land owner or occupier.
- Trees in hedges and boundaries are usually the responsibility of the land owner/occupier whose property adjoins the highway.
- Trees on private property adjoining the highway are the responsibility of the owner/occupier, but the Highway Authority has a duty to ensure that such trees do not endanger the Highway or its users and has statutory powers to discharge the duty.
- The responsibility for cutting back trees and other vegetation that overhangs the public highway from neighbouring land rests with the owners or occupiers of the land on which the trees or vegetation grow. The Highway Authority can enforce such actions, using its statutory powers, if the overhang is deemed a danger or nuisance.
- Cambridge City Council currently manages the tree stock within Cambridge City on behalf of Cambridgeshire County Council. There are some 10,400 street trees within Cambridge City.

Routine Tree Work

The County Council will cut back all hedges, trees and shrubs that are the responsibility of the Highway Authority to ensure appropriate visibility and sight lines and that road signs are not obscured. Where an obstruction to a sight line, street light, road sign etc.

or a potential hazard has been identified these shall be prioritised to allow works to be undertaken as part of the cyclic maintenance programme.

The local member/s of the County Council and the relevant District, Parish, Town or City Council will be informed of any works due to be carried out, a minimum of two weeks prior to the work being undertaken. In the case of emergency work the relevant local members will be updated once the work has been completed, should it not be practical to do so before dealing with the emergency.

Trees Encroaching on Public Highway

Trees and vegetation that overhang the highway should be crown-lifted to at least 5.2m to allow safe passage of high sided vehicles as well as being cut back to a minimum of 450 mm from the edge of the carriageway to allow clearance for wing mirrors.

Trees and vegetation that overhang footways and footpaths should be crown-lifted to at least 2.5m and cut back to ensure that the footpath/way is passable for all classes of authorised users.

For obscured road signs, the area cut shall be from the edge of the carriageway to the signpost furthest from the carriageway tapering to the edge of the carriageway at a distance of 150 m on 'A' and 'B' class roads and 75m on all other roads, so that the sign is visible to the road user.

The Highway Authority has powers under Section 154 of the Highways Act (1980) to serve notice upon the owner of the relevant land to lop or cut the tree that is causing an obstruction.

Hedge Maintenance

There are very few highway hedges; the vast majority of hedges are the responsibility of the adjoining land owner, not the Highway Authority.

The County Council will maintain hedges for which it is responsible, to ensure the safe passage of the relevant classes of users along the highway.

The Authority has powers under Section 154 of the Highways Act to serve notice upon adjoining land owners regarding the maintenance of hedges for which they are responsible.

Replacement Trees

Members of the public will be consulted on the proposed felling / removal of street trees on the public highway, except those removed in an emergency. This engagement acknowledges the positive role trees play, contributing to the quality of life for people in urban areas.

Trees that have to be removed from the highway or pathway will be replaced if the Council budget is available. Where no budget is available, the Council will contact the

local Parish, City or District Council to see if they or local residents would like to pay for the planting of a replacement tree. The local County Council Member will also be consulted on the proposed tree removal and opportunity for a replacement.

Wherever possible, replacement trees will be planted in the same location as the tree that has been felled. If that is not possible, the new tree will be planted as close as practicably possible.

There may be occasions when replacement trees need to be planted in different locations to those that have been removed, for such reasons as impact upon other highway infrastructure or ongoing maintenance considerations.

The County Council will assume maintenance responsibility for any such replacement trees.

Subsidence Allegedly Caused by Highway Trees

There are a variety of potential causes of the subsidence of buildings, including: general reduction of ground water levels; inadequately designed or constructed foundations and seasonal variations in the moisture content of soils.

Consequently The County Council will not automatically agree to remove highway trees where there is evidence of building subsidence. Property owners should seek professional advice regarding the causes of subsidence, on a case by case basis.

The Council will carefully consider any relevant claims for subsidence damage but does not accept as a matter of course that nearby highway trees are likely to cause or contribute to a subsidence problem.

Subsidence claims related to highway trees are administered by the Council Insurance Team. The claimant must provide positive evidence to demonstrate that the highway trees have caused the subsidence. Where appropriate the Council will obtain an independent third party opinion.

40.2 New Trees within the Highway

The Council is happy to license new planting on the public highway where it is considered safe, feasible and appropriate. The Authority will work closely with District, Town and Parish Councils, local organisations and individuals who may wish to plant trees in the public highway, with cases assessed on a site by site basis.

The owners of premises adjoining the highway can apply to plant and maintain trees on the highway adjacent to their property, under Section 142 of the Highways Act. Support regarding an application will be provided by the Highway Authority, including specific guidance on species, location and suitability.

The County Council will consider applications by District, Town or Parish Councils to plant and maintain trees within the highway under Section 96 of the Highways Act. The Council will need to be satisfied that the trees are suitable, taking into account safety,

existing features, utility apparatus, water extraction, tree canopy and future maintenance implications.

Good arboriculture practice must support any new planting proposal on new developments or existing adopted public highway. The 2014 Trees & Design Action Group guide “Trees in Hard Landscapes a Guide for Delivery” which considers technical design solutions and methods for tree planting in roadway verges and hard landscape areas is a useful document to promote good practice.

The County Council might require the payment of a commuted sum for new trees planted within the highway. Alternatively, for trees planted under sections 96 and 142 of the Highways Act, responsibility for the maintenance of trees will rest with the relevant local authority or adjoining land owner.

Where trees are included within new highway infrastructure offered for adoption by the County Council, this will typically be subject to the Council’s development management policies and procedures. Adoption is very largely via sections 38 or 278 of the Highways Act 1980. The County Council will require commuted sums from developers for the ongoing maintenance of trees, as a condition of the Authority agreeing to adopt the trees and the associated highways infrastructure.

Privately Funded / Third Party Trees

Parish Planting Schemes and/or privately funded new or replacement trees are welcomed and encouraged, and the County Council is keen to work with organisations / individuals that wish to fund replacement / new trees on the public highway.

Summary

The Highway Authority recognises that trees on the highway form an important part of the natural landscape providing aesthetic, ecological and environmental benefits. To that end the Council is keen to support and encourage local communities that wish to plant trees in their area. In the first instance please contact the Local Highway Officer for your area.

The Highway Authority will collate and report information on the felling and replanting of trees and report to Members of the relevant committee on a monthly basis. This increases transparency and will help to make sure we maintain and enhance the natural capital benefits of trees.

41. Vehicle Activated Signs (VAS)

It is recommended that VAS are only deployed if it is clear that the problem cannot be remedied by changing the environment, therefore VAS will only be permitted at accident cluster sites where there is a record of personal injury accidents for which excessive speed is considered to be a contributory factor and engineering measures have not resolved the problem.

The trigger speed for sites is an 85th percentile speed above ACPO limits (Association of Chief Policy Officers), i.e. 15% of drivers would be exceeding ACPO levels (= speed limit +10% +2mph). Without a recognised speed problem there is little benefit in reinforcing the speed limit.

Where a VAS is installed on the highway the sponsor must also provide funding for a commuted sum to cover its future maintenance, usually we limit this to 20 years.

If a VAS sign is adopted by the Highway Authority it will be maintained throughout its working life. Replacement due to failure and not being economical to repair will need to be third party funded. Replacement due to failure or as a result of accident damage and not being economical to repair will need to be third party funded. However replacement VAS will not automatically be approved unless the circumstance meet the above criteria.

We are promoting in place of main operated units, the use of Moveable Vehicle Activated Signs or Speed Indicator Devices which removes the need for solar panels or expensive mains power supplies. The sponsor would need to recharge the battery and may need to pay the manufacturer a small annual service charge. These signs are cheaper than the traditional ones and we currently do not require a commuted sum to be paid.

Moveable Vehicle Activated Signs (MVAS)

MVAS are temporary and will not be in operation at any one site for more than one month.

MVAS sites will be determined by the Local Highway Authority after consideration of the following factors:

- The criteria for a VAS are not met
- Evidence of inappropriate speed
- Evidence of Parish/Town/City Council support for public concern over vehicle speeds and willingness to operate a volunteer MVAS relocation scheme

Speed Indicator Devices (SIDs)

SIDs are temporary and will not be in operation at any one site for more than one month.

SIDs will only be permitted at locations covered by a 30mph speed limit.

SIDs sites will be determined by the Local Highway Authority after consideration of the following factors:

- The criteria for a VAS are not met
- Evidence of inappropriate speed
- Evidence of Parish/Town/City Council support for public concern over vehicle speeds and willingness to operate a volunteer SID relocation scheme

42. Vehicle Access

A dropped kerb may be used to provide access for vehicles to a property. If you would like a dropped kerb for vehicle access you need to put in an application to the County Council and if successful, arrange and pay for the construction.

To make an application (charges available on website and subject to annual review):

- contact your local planning authority;
- gain planning permission or a written statement that you do not need planning permission;
- call 0345 045 5212 and apply for a dropped crossing. Please note that a fee is payable at this point as detailed on our website, under Fees and Charges;
- if your application is approved you will need to employ a contractor to carry out the work. If your application is not approved you will receive a refund as detailed on our website, under Fees and Charges;
- complete a booking road space form

43. Vehicles for Sale on the Highway

Vehicles offered for sale on the public highway should be reported to the District Council for enforcement under the Neighbourhoods and Environment Act.

44. Highway Enforcement

General

In the most serious cases the County Council will consider the use of enforcement powers. Any action that is taken will have been carefully considered and will be in line with the Council's Enforcement Policies. The Enforcement Policies can be viewed on our website

The County Council's Enforcement Policies comply with the requirements of the following and should be read in conjunction with them:

- Regulators Compliance Code
- Code for Crown Prosecutor
- Enforcement Concordat
- The Guidance Manual for the Cambridge Parking Scheme
- Street works Enforcement - Refer to national legislation

Areas for Enforcement

The County Council's powers of highway enforcement would be exercised should the following items be found not to be compliant with the policy.

- A Boards
- Abandoned vehicles on the Highway
- Banners on the Highway
- Bollards and Marker Posts
- Depositing materials on the highway
- Encroachments and Obstructions
- Horses on the Highway

- Kerbing
- Mirrors on the Highway
- Mud on the Highway
- Religious symbols on the Highway
- Street Traders
- Tables and Chairs
- Vehicular Access
- Vehicles for sale on the highway

Specific guidance is shown below (items 4 and 5 – in relation to unauthorised encampments and signs)

Unauthorised Encampments

Where an unauthorised encampment is situated on the public highway, including a Public Right of Way, the Asset Manager will liaise with and support the Travellers Liaison Officer in confirming that the encampment is on highway land and whether any action should be taken to achieve the removal of the encampment off the public highway.

Any decision to instruct Legal Services to serve notice on the travellers and to seek an appropriate court order will be made by the Assistant Director – Highways, in consultation with the Travellers Liaison Officer in accordance with the County Council's policy.

Unauthorised Signs

Advertising signs are not permitted on the highway. Highway Officers will take action when unauthorised signs along a road become a problem or in response to a complaint from a parish or town council or from other elected representatives.

Signs or 'A-boards' which interfere with the safe movement of road users will be removed without notice and stored for not less than four weeks. The owner may collect the sign(s) on payment of a fee. The signs will be disposed of if not collected after four weeks.

Life Cycle Plans – Carriageway as at 2018

Fig. 1 – A class roads

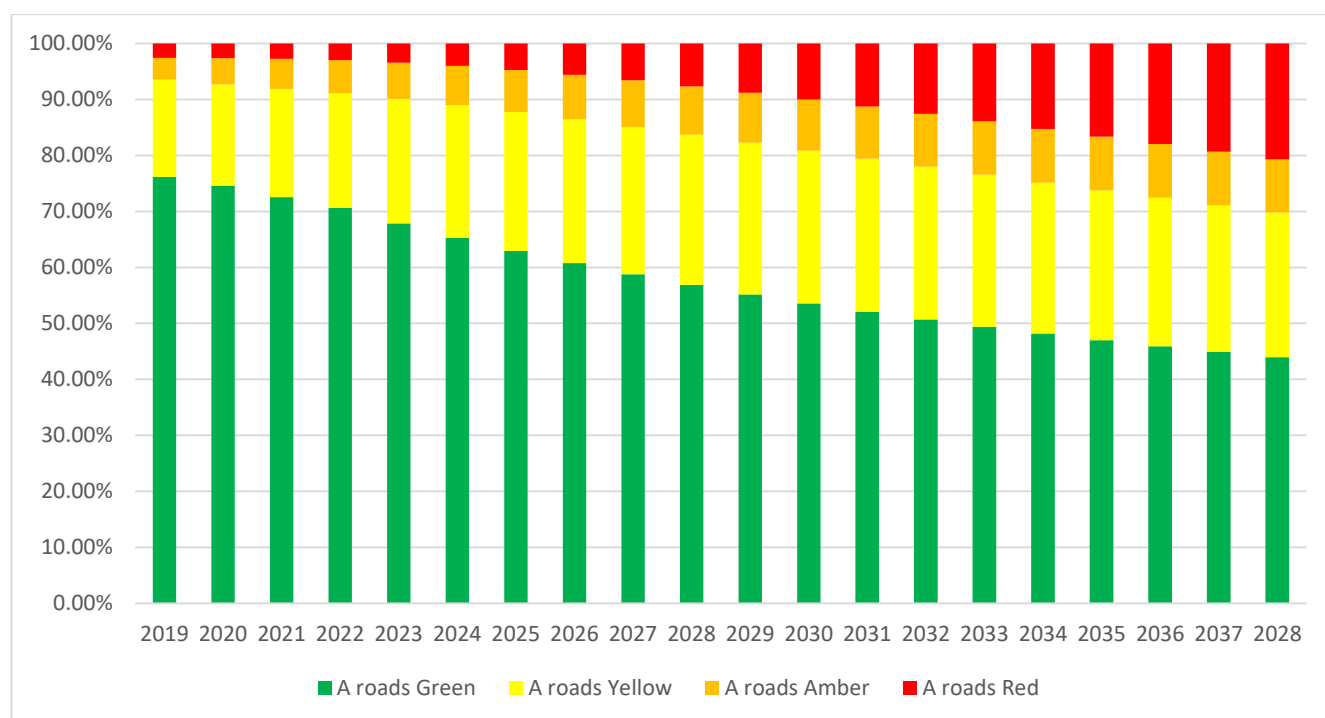


Fig. 2 – B class roads

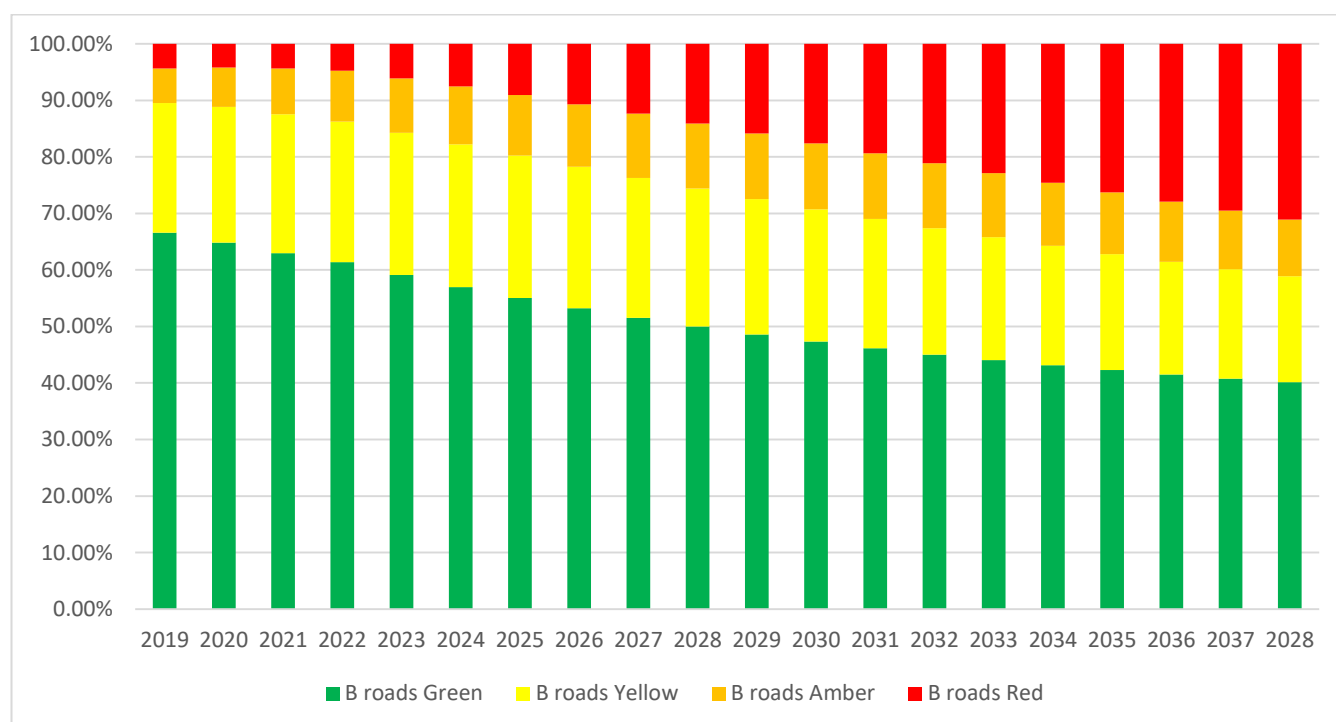


Fig. 3 – C class roads

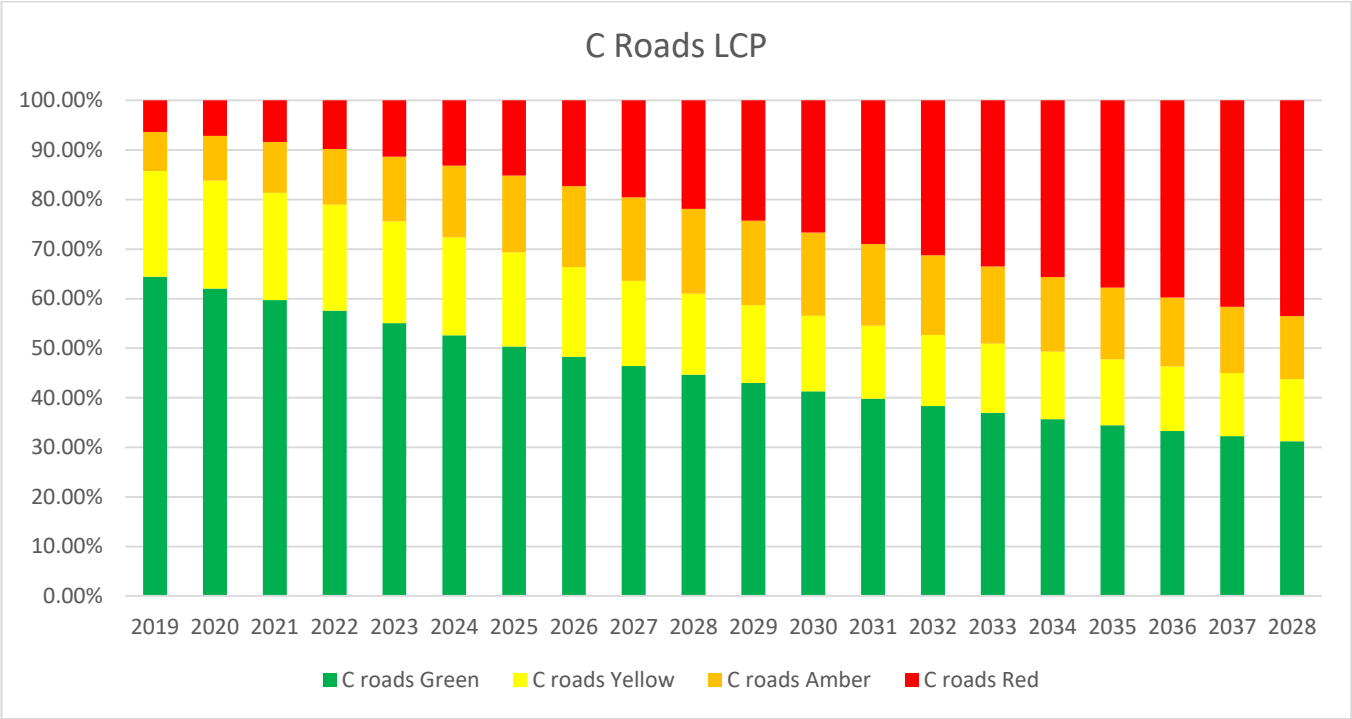
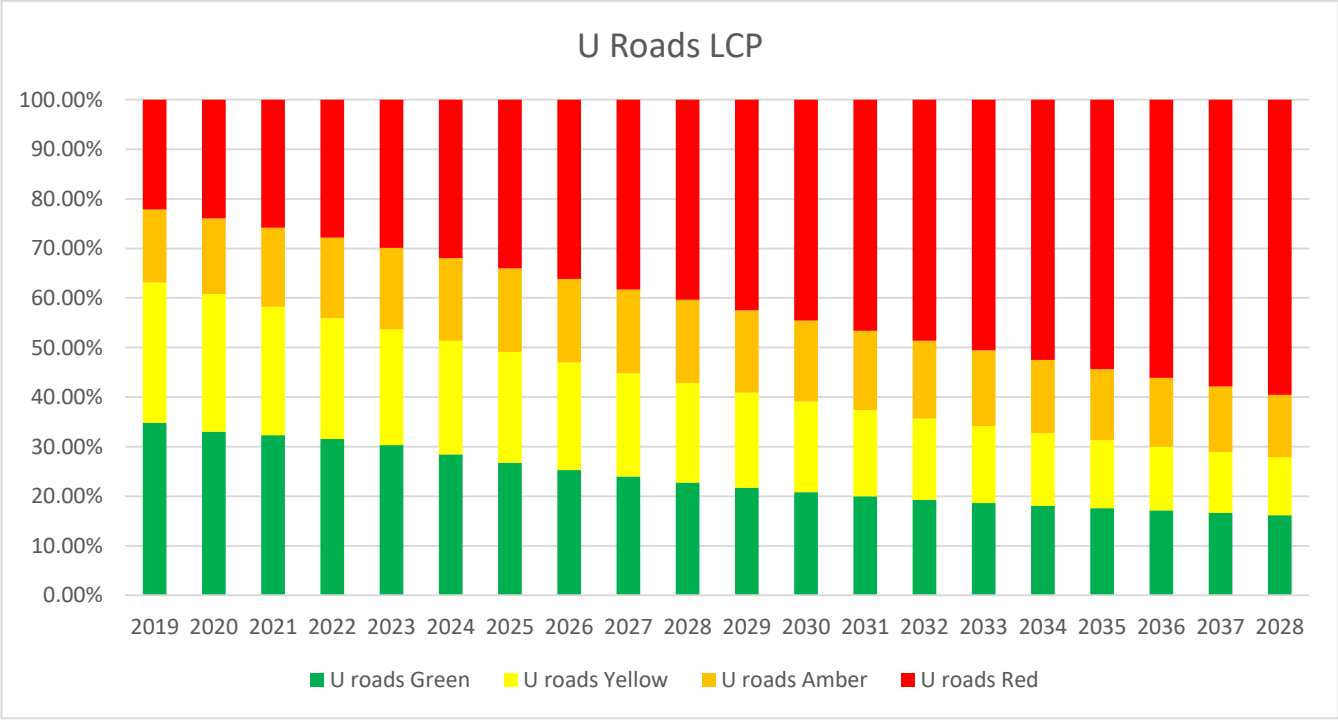


Fig. 4 – Unclassified roads



Skid Resistance Policy

The maintenance of adequate levels of skidding resistance on carriageways is a most important aspect of highway maintenance, and one that contributes significantly to network safety, particularly for riders of motorcycles. However, whilst the frequency of accidents is expected to increase as skidding resistance falls, the effect will be more pronounced for more 'difficult' sites and there is no skidding resistance boundary at which a surfacing passes from being 'safe' to 'dangerous'. Difficult sites are those where the geometry, for example, bends, junctions, steep gradients, pedestrian crossings and traffic signals increase the risks of skidding accidents.

Skid resistance network

The network to which this policy applies is based upon Cambridgeshire's maintenance hierarchy and incorporates Strategic Routes and Main Distributor Roads. A review of the maintenance hierarchy will be carried out periodically to ensure any changes to the road network or its usage are reflected and incorporated into this policy.

A list of roads that are routinely tested and for which this Skid Resistance Policy is applicable is given as Annex A.

Test Equipment

The test equipment to be used for routine skid resistance testing is SCRIM (Sideways Force Co-efficient Routine Investigation Machine). This complies with the national standard for skid resistance and is the preferred method for calculating the Characteristic SCRIM Co-efficient (CSC).

The network shall be tested on an annual basis, with 100% of the network to which this policy applies tested in both directions.

Setting Investigatory Levels

The initial investigatory Level (IL) is based upon various factors including road type, alignment or feature. HD28/15 Table 4.1 contains nationally defined IL categories, descriptions and values, for trunk roads and motorways. It is noted that HD 28/15 states that it "is not intended for the management of skid resistance on local roads, similar principles may be applicable". The table is reproduced below.

Site Category and Definition		Investigatory Level at 50km/h					
		0.30	0.35	0.40	0.45	0.50	0.55
A	Motorway						
B	Dual carriageway non-event						
C	Single carriageway non-event						
Q	Approaches to and across minor and major junctions, approaches to roundabouts						

K	Approaches to pedestrian crossings and other high risk situations						
R	Roundabout						
G1	Gradient 5-10% longer than 50m						
G2	Gradient >10% longer than 50m						
S1	Bend radius <500m – dual carriageway						
S2	Bend radius <500m – single carriageway						

- The dark shading indicates the range of IL that will generally be used for trunk roads carrying significant traffic levels
- The light shading indicates a lower IL that will be appropriate in low risk situations, such as low traffic levels or where the risks present are well mitigated and a low incidence of accidents has been observed
- Exceptionally, a higher or lower IL may be assigned if justified by the observed accident record and local risk assessment

Cambridgeshire County Council has set appropriate IL's for its network, based upon the table above, amended to reflect lower traffic levels. These are reviewed on a 3 year rolling programme, by a detailed site specific risk assessment. This assessment is to be undertaken by competent officer. The annual IL review programme is detailed in Annex B.

In addition, a review of the IL shall be carried out whenever there is a significant change to the network, such as the installation of a pedestrian crossing or roundabout. This review shall be carried out annually to incorporate any new installations/changes that are delivered through the authority's Highway Capital Maintenance Programme, and to capture any changes due to private development of which the Authority is aware.

Roads within any site category with no exceptional risk of skidding accidents will be assigned the lowest IL.

Cambridgeshire County Council bases its approach to setting ILs on Table 4.1 from HD28/15. Where the table permits lower values (light shading), the Authority will consider adopting these values.

Detailed Site Specific Risk Assessments and Site investigation

When routine SCRIM testing has been carried out, results are analysed to determine if there are any sites that are at or below the Investigation Level.

Where any site is at or below the IL, an investigation is undertaken to establish whether the site in question has a wet skidding accident skidding history. Those sites showing a correlation of wet skidding injury accident history and skidding resistance at or below IL are then subject to further investigation, leading to a prioritised list of sites for treatment.

Sites that have had one or more wet skidding injury accidents during the 3 year period prior to the SCRIM survey are deemed to have a wet skidding accident history.

Method of Prioritisation of Sites

Those sites that have skidding resistance considerably less than IL and also have a wet skidding injury accident history will be prioritised for further site investigation by the Authority's road safety team and probable treatment. Typically such sites will be 0.25 or more below IL.

All sites 0.10 or more below IL but less than 0.25 below IL that also have a wet skidding injury accident history will be assessed by the Authority's road safety team for possible site investigation and treatment.

Those sites less than 0.10 below IL will only be prioritised for treatment where there is a wet skidding injury accident history combined with poor texture depth and there are clear indications that improving the condition of the surfacing is likely to significantly reduce the risks of injury accidents occurring.

Accident histories will be assessed based upon the number of wet skidding injury accidents over the 3 year period prior to the SCRIM survey being undertaken.

Site Investigations

Individual site investigations shall be completed and documented.

The results of the site investigation will determine whether or not there is justification for treatment, or whether other action may be more appropriate. Surface treatment may not always be a necessary response and other measures to reduce the injury accident risk of the site may be both more cost effective and consistent with local transport policy. All decisions shall be fully documented on the Site Investigation Form, Annex C.

Any priority treatments will be identified and fed into the Highway Capital Maintenance Programme.

Site investigations will be commissioned or undertaken by the Council's road safety team. The road safety team will finalise the list of sites for treatment each year, based upon SCRIM data, injury accident histories, site investigations and other data held by the Authority. This data will include public reports of highways defects and service users' concerns.

Priority for treatment will be given to those sites with the greatest difference below the IL, where low skid resistance is combined with low texture depth and where the injury accident history shows there to be a clearly increased risk of wet or skidding accidents.

Cambridgeshire's Road Safety team will work with colleagues within the Highways Service and providers of highway services to ascertain the most cost effective treatments.

Slippery Road Signs

Signs will be erected where, following the above prioritisation processes (see also Annex C), treatment to improve skid resistance is scheduled to be undertaken. Upon completion of the works, signs will be removed.

Annex A – Road Network subject to routine Skid Resistance Testing

Road Number	From	To	Length (km)
Strategic Roads			
A1101	Lincolnshire boundary	Norfolk boundary	12.68
A1303	A428	M11 junction 13	2.75
A605	Entire length		26.51
A10	Entire length		54.61
A141	Entire length		46.94
A142	Entire length		37.78
A505	Entire length		20.29
A1198	A14	A428	12.48
Total length of Strategic roads			214.64
Main Distributor Roads			
A1101	Shippea Hill	B1411	13.19
A1303	M11 junction 13	A1304	20.41
A15	Entire length		3.16
A603	Entire length		18.68
A1096	Entire length		5.35
A1123	Entire length		39.77
A1198	A428	Hertfordshire boundary	20.38
A1301	Entire length		13.68
A1304	Entire length		10.07
A1307	Entire length		34.97
A1421	Entire length		3.76
A1309	Entire length		5.68
A1134	Entire length		20.19
B1040	A141	B1095	17.03
B1042	Entire length		6.47
B1043	C105	C339/A14	1.94
B1049	A14	A1123	15.85
B1050	A14	A1123	14.38
B1095	Entire length		6.12
B1102	A142	A14 (omit Isaacson Road, Burwell)	16.08
B1381	Entire length		8.1
Addenbrookes Road A1301 & U7046	Hauxton Road	Dame Mary Archer Way	2.15
Total length of Main Distributor roads			297.41
Total length of testing road network			512.05

Annex B – Programme for review of Investigatory Levels

Road Number	2019/20	2020/21	2021/22
A1101	12.68		
A1303	2.75		
A605	26.51		
A10			54.61
A141			46.94
A142	38.38		
A505	20.29		
A1198	12.48		
A1101		13.19	
A1303		20.41	
A15		3.16	
A603		18.68	
A1096		5.35	
A1123		39.77	
A1198		20.38	
A1301			13.68
A1304			10.07
A1307			34.97
A1421			3.76
A1309			5.68
A1134	20.19		
B1040	17.03		
B1042	6.47		
B1043	1.94		
B1049	15.85		
B1050	14.38		
B1095	6.12		
B1102	16.08		
B1381	8.1		
A1301 & U7046	2.15		
Total km	179.46	162.88	169.71

Annex C – Site Investigation Form

General Information			
Name of Investigator		Date / time	
Weather conditions		Traffic conditions	

Site location and use	
Location and nature of the site (attach plan)	
Are there any features that could require users to stop or manoeuvre to avoid an accident?	
Has there been any change in site use since IL was set?	

Pavement condition data	
Site Category - (attach plan)	
Investigatory level - (attach plan)	
Test results - (attach plan)	
SCRIM deficiency - (attach plan)	
Also include excel spreadsheet as example provided	
Is the skid resistance consistent over the site?	
If no, what are the variations?	
Is the lowest skid resistance in locations where users have a specific need to stop or manoeuvre?	
Are there any individual 10m lengths that fall below the mean for an averaging length?	
Is the location significant, i.e. within a sharp curve?	
Does the site contain a sharp bend to the left in combination with braking or accelerating?	
What is the texture depth over the low skid resistance areas	

Are there any extreme values of rut depth or longitudinal profile variance that could affect vehicle handling or drainage of water from the carriageway?	
--	--

Accident history		
	%	Number
% wet accidents		
% skid accidents		
% wet skid accidents		

Visual assessment	
Is a visual inspection of the surface condition consistent with the survey data?	
Is the whole of the carriageway surface generally consistent with the measured nearside wheel track?	
If so, is the location such that it is likely to increase the risk of accidents occurring?	
Is the surface free from debris?	
Does water appear to drain adequately during heavy rain?	
Is the pavement free from defects such as potholes?	

Road users	
What is the type and volume of road user?	
Are observed traffic speeds appropriate to the nature of the site?	
What types of manoeuvres are made and what is the consequence if not completed successfully?	
Is there evidence that road users fail to negotiate the site successfully?	

Road layout	
Is the road design still appropriate for the speed, volume and type of traffic?	
Is the layout unusual or confusing to road users?	
Is the road particularly narrow?	
Is the layout appropriate for vulnerable road users?	
Are junction sizes appropriate?	
Are right turning vehicles adequately catered for?	
Are priorities at junctions clearly defined?	
Are signals operating correctly?	
Are signals / signs clearly visible to approaching motorists?	
Are all pavement markings and signs appropriate and visible in all conditions?	
Have old markings been removed properly	
Are there any redundant signs that could cause confusion?	
Are all roadside objects on high speed roads protected adequately from vehicle impact ?	
Do sight lines appear to be adequate?	
Is the end of likely queues visible to road users?	
Does landscaping reduce the visibility, including signs?	

Additional information
Are there any other sources of information available, such as reports or visual evidence of damage only accidents or damage to street furniture?

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Results and actions
Is action needed?
If not, why not?
If yes, what action is required?
Officer responsible for report: Signature: Date:

Appendix I

Adoption of New Non-Motorised User (NMU) Routes

1. Introduction

- 1.1 The maintenance of Cambridgeshire County Council's existing highway network is planned and managed through its Highway Operational Standards (HOS), reviewed annually. The County's various transport strategies provide the guiding principles regarding the strategic development and management of the transport network, including non-motorised user routes comprising public rights of way and cycle routes ('NMU routes').
- 1.2 Records of the County's highway assets are managed by the Asset Information and Asset Planning teams. These databases provide the basis for the maintenance of the highway network, and include NMU routes.
- 1.3 In order for the network to be effectively planned and managed, both the current and future maintenance liabilities have to be managed. The adoption of new roads is well regulated through the Highway Development Management process. There is also an existing policy specifically regarding the adoption of public rights of way through diversions under the Highways Act 1980.
- 1.4 This policy sets out how the County Council will decide what NMU routes it should adopt in future in terms of need, affordability and consistency. This is particularly important in the current economic climate of ever-reducing budgets where an asset management approach is being taken to highway maintenance.
- 1.5 The policy first sets out the process by which the County Council will decide what new NMU routes it will adopt in future, based on criteria applied equally to all potential candidates.
- 1.6 Secondly, it addresses situations where the County Council has to decide if it will adopt recorded public rights of way not previously maintainable at public expense. It also addresses public path order diversion proposals that would result in additional maintenance liability than is currently the case, such as a change of surface material or additional length.

2 Classes of public access

- 2.1 Most linear forms of public access in Cambridgeshire exist as public highways, which may or may not be maintainable at public expense, depending on their origin. However, access can also be provided by permission of a landowner, as explained at 3.3 below.
- 2.2 There are six classes of highway, ranging from public footpaths at the lowest level to carriageways at the highest:
 - **Footpath** – provides users with the right to pass and repass on foot only. A footpath is geographically separate from carriageways with adjacent footways (pavements).

- **Bridleway** - provides the right to pass and repass on foot, bicycle and horse. However, cyclists should give way to pedestrians and horse-riders.
- **Restricted byway** - provides the right to pass and repass on foot, bicycle, horse and horse-drawn vehicles in equal rights.
- **Byway open to all traffic ('BOAT')** – provides the right to pass and repass on foot, bicycle, horse, horse-drawn vehicles and all motor vehicles. However they usually have a soft surface and many are not suitable for modern vehicles.
- **Cycle track** – may carry pedestrians and bicycles, or only bicycles depending on its designation.
- **All-purpose highway** – these are principally carriageways and carry all types of traffic from Non-Motorised Users to all motorised vehicles. Carriageways are divided into A, B, C and Unclassified categories. Unclassified status includes unsurfaced 'soft' roads. Carriageways may or may not contain footways, cycle tracks or multi-user routes for pedestrians, cyclists and equestrians adjacent to the section used by vehicles. Margins can be provided in or beside a carriageway for horses or driven animals if considered necessary.

2.3 Non-Motorised User routes (NMU routes) is a generic term covering all types of public access that can be used by pedestrians, cyclists and equestrians and horse-driven carriages. They include footpaths, bridleways, restricted byways, cycle tracks, and footways and multi-user routes within the highway.

2.4 The lengths of the different classes of highway and other public access in Cambridgeshire are shown in Table 1 at Document A. The majority of the highways shown in Table 1 are maintainable at public expense. 1.8% (58km) of public rights of way are known to be not maintainable at public expense; potentially this figure is as much as 9% (291km), depending on their historic legal origin.

2.5 The length of cycle tracks is a current estimate. However, it is likely that the figure is significantly higher, because cycle routes have been created over some decades not only by the County Council, but also under agency agreements with the District Councils. They are very poorly documented, and so the extent of the County Council's potential liability is unknown. A project is underway to identify the routes.

2.6 In addition to these highways, Cambridgeshire has 641km of permissive paths (footpaths, bridleways, restricted byways and cycle routes). The majority of these are maintained privately by the landowner. However, the County Council may be liable for maintaining many of the cycle routes, depending on the agreement (see 3.3-3.4 below).

3 Methods by which public rights of access are created

3.1 The County Council accrues new highways through a number of different legal mechanisms. Many arise through external parties, such as developers and Central Government transport schemes. The mechanisms are shown in Table 2 at Document B.

3.2 Highways are also accrued in a number of ways through the County Council's own initiatives, including strategic transport plans and third party schemes. These are set out in Table 3 at Document B. Capital schemes (documented and approved annually in the County Council's Highway Capital Maintenance Programme (HCMP)) are often achieved through the County Council's own powers of 'build and adopt', which

technically requires no formal documentation of legal creation. Local Highway Initiatives are approved separately by Members each year, and can include NMU schemes.

- 3.3 Public access can also be provided by permission of a landowner through a formal legal agreement or 'licence' (see Table 4 at Document B). This gives local communities additional valuable facilities, whilst protecting the land from permanent rights being accrued. The majority of permissive paths are not maintainable at public expense.
- 3.4 Many of the cycle routes provided in partnership with the charity Sustrans have been achieved through permissive agreements. Some, such as the Jubilee Cycle Path along Riverside in Cambridge run over existing public footpaths, leading to a dual status and potentially differing maintenance liabilities.

4 Maintenance Liability

- 4.1 Most new highways will be maintainable at public expense, but there are certain situations in which this will not be the case. These are listed at Table 5 at Document C. Diagram 1 at Document C shows the relationship of different categories of highways and their maintenance liability to the different legal systems of asset record management.
- 4.2 The tables at Document B show that the sources of public access are wide and varied. The County Council has influence over the location and design of most of these highways and permissive routes through negotiation with the parties concerned, and will accept them provided certain legal tests and technical specifications are met.
- 4.3 However, the Authority does not necessarily have control over how many highways it will accrue in a given year. This is because it is a function of many factors, such as the amount of development coming on-stream, the issues involved with each scheme, and when Central Government gives approval for major transport schemes.
- 4.4 Another factor is that landowners can apply to divert public rights of way that are not currently maintainable at public expense and, if the relevant legal tests for diversion are met, the County Council will become liable for such diverted paths. However, the burden of taking on maintenance liability is not one of the legal tests for diversions. This policy addresses this issue.

5. The Asset Management approach to adoption of NMU routes

- 5.1 In order to ensure that the County Council can afford to take on new NMU routes and public rights of way that are not currently maintainable at public expense, two sets of criteria have been developed. Proposals will be assessed against the relevant criteria for the category as set out below. The criteria can be found at Document D.

Criteria Set 1: Adoption of New NMU Routes

- 5.2 The first set of criteria at Document D applies to all new NMU routes proposed through i) the planning and development process in negotiation with Asset Management; ii) new public rights of way proposed by landowners or other third parties outside of the development process; and iii) through all the County Council's own transport initiatives. The application of these criteria will ensure an auditable consistency of approach. It will not affect proposals negotiated with the County Council's Highway Development Management team (under section 38 and 278 Highways Act 1980 agreements).

5.3 New NMU routes covered by this policy include:

- Public rights of way
- Dedicated cycle tracks
- NMU routes within the highway
- Permissive paths and cycle routes

5.4 The criteria are based on:

- Cambridgeshire County Council's Vision as set out in its 2016-27 Business Plan outcomes:
 - Older people live well independently
 - People with disabilities live well independently
 - The Cambridgeshire economy prospers to the benefit of all residents
 - People lead a healthy lifestyle and stay healthy for longer
 - People live in a safe environment
- Statements of Action from the County Council's Rights of Way Improvement Plan policy (adopted 2006, revised 2016).
- The Cambridgeshire Health & Well Being Strategy 2012-2017
- Good practice developed over years of experience by the County Council's Cycling team and Asset Information team.

5.5 In order to be successful, a scheme must achieve a threshold score of at least 75% (see scoring notes in Document D). A Viability and Affordability criterion will mean that schemes must demonstrate that they are sustainable in terms of ongoing maintenance. Schemes that cannot demonstrate this will not pass. Project Managers will be expected to agree the Viability and Affordability score with Highway Asset Management and the relevant local highways office. Scoring for the other criteria will need to be agreed with Asset Information and the relevant Highway or ROW Officer. Solutions to enable viability include ensuring that the route is built to the County Council's Housing Estate Road Construction Specification, or offering an agreed commuted sum.

5.6 Schemes that pass will still have to undergo their relevant legal process, for example Public Path Creation Agreements and Orders through the formal Highways Act 1980 process. Schemes that are adopted via the Highways Development Management process and satisfy the relevant specification will be deemed to pass and will not be subject to the other criteria.

5.7 The criteria will also apply where it is proposed that the County Council takes on the maintenance liability of a permissive route for the life of the agreement.

Criteria Set 2: Public Path Diversion Order Applications

5.8 The second set of criteria at Document D applies to all public path diversion order applications under the Highways Act 1980 (HA80) and the Town & Country Planning Act 1990 (TCPA90), including like-for-like diversions; routes that are recorded public rights of way but are not currently maintainable at public expense; and packages to reorganise the network.

5.9 The criteria are based on a revised version of the County Council's Requirements for making a diversion order (previously adopted as policy in 2010), and provide an equitable means of assessing the maintenance liability that would be incurred. The

criteria consider: accessibility relating to the County Council's duty under the Equality Act 2010; the benefit to the Authority and communities from resolving long term maintenance problems; the benefit to the PROW network; and the benefit to landowners from improved land management. Applications will still have to meet all the HA80 and TCPA90 legal tests.

5.10 The criteria are split into two elements:

- Six Pass/Fail criteria relating to County Council requirements that must be met in order for an application to be considered. If an application fails one of these criteria, it fails regardless of its numerical score. Officers will then revert to the applicant to discuss their options.
- Numerically scored criteria, where a 70% threshold must be met in order for an application to be taken forward. If an application passes the Pass/Fail criteria but fails the 70% numerical threshold, it will not proceed and officers will revert to the applicant to discuss their options.

5.11 If the maintenance liability incurred would be significantly greater than the existing, an application may still pass if a solution is agreed, such as a commuted sum or an agreement for a third party to maintain the route instead.

5.12 Cambridgeshire County Council's Public Path Order Diversion Requirements are now encapsulated in the *Criteria 2: Public Path Order Diversion Applications*. The 'Flow Chart for Public Path Order Applications' has been amended to reflect these changes (see Document E).

6. References

Cambridgeshire County Council - Housing Estate Road Construction Specification - http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/115/highways_development

Highway Operational Standards

http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies/4

Rights of Way Improvement Plan

http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies

Local Transport Plan

http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies

Highway Capital Maintenance Programme

http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies/4

7. Glossary

Term	Definition
HA80	Highways Act 1980
HOS	Highway Operational Standards
LTP	Local Transport Plan

NMU Routes	Non-Motorised User Routes
ROWIP	Rights of Way Improvement Plan
PROW	Public Rights of Way
TCPA90	Town & Country Planning Act 1990
HCMP	Highway Capital Maintenance Programme

8. Documents

- A** Sources of highway accrual
- B** Highways not maintainable at public expense and the Relationship between highways and maintenance liability
- C** Lengths of highways and public access in Cambridgeshire
- D** NMU Adoption Criteria
- E** Public Path Order Applications Flow Chart

DOCUMENT A

Table 1 Lengths of highways and other public access in Cambridgeshire

Class	km	Total (km)	% of Total Network	Maintained by CCC (km) (including routes requiring further investigation)	% Network maintained by CCC (including routes requiring further investigation)	% not maintainable at public expense	Length of routes requiring further investigation (km)	% Network requiring further investigation	Total % network potentially not maintainable at public expense
Footpaths	2,229		68.9%	2204	68.1%	0.77%	8.3	0.37%	1.14%
Bridleways	595		18.4%	563	17.4%	1.01%	8	1.27%	2.28%
Restricted Byways	5		0.2%	5	0.2%	0.00%	0.4	8.00%	8.00%
Byways	407		12.6%	407	12.6%	0.02%	217	53.27%	53.29%
<i>Total PROW</i>		3,237	(PROW) 100%	3,178	98.2%	1.80%	233.3	7.21%	9.01%
Cycle tracks	64		1.4%	64	1.4%				
Soft roads	133		2.9%	133	2.9%				
U roads	2,280		50.0%	2,280	50.0%				
B roads	545		12.0%	545	12.0%				
C roads	1,117		24.5%	1,117	24.5%				
A roads	419		9.2%	419	9.2%				
<i>Total roads and cycletracks</i>		4,558	(Roads+CTs) 100%	100%	100%	0%	0%	0%	0%
Total highways		7,794	100%						
Permissive paths (including cycleways)	641	641		unknown	unknown	unknown	unknown	unknown	unknown
All routes		8,435							

DOCUMENT B – Sources of Highway Accrual and Liability

Table 2 External sources of highway creation and associated maintenance liability

Source	Scheme type	New CCC Highway Created	Legal Mechanism	Liability
Highways England	Major roads e.g. A14	New/diverted side roads, PROW, cycle tracks and NMU routes	Development Consent Order; Side Roads Order	Maintainable at public expense by CCC
Network Rail	Major rail infrastructure schemes	New/diverted side roads, PROW, cycle tracks	Transport & Works Act 1992 Order; Highways Act 1980 s118A/ 119A	Maintainable at public expense by CCC
Developers	Housing, commercial, mineral developments	Roads, cycle tracks, PROW	Highways Act 1980 Section 37/38/278; Town & Country Planning Act 1990 s247	Maintainable at public expense by CCC
Developers	Housing, commercial, mineral developments	PROW	S106 obligations requiring Highways Act 1980 Section 25/s30 agreements; s26/s118/s119 orders; or Town & Country Planning Act 1990 s247/s257 orders	Maintainable at public expense by CCC except for s30 HA80 agreements
Parish and Town Councils and other third parties	Local Highway Initiatives	Cycle tracks; footways; margins for horses; widening	Highways Act section 65; s66; s71; s72 and others	Maintainable at public expense by CCC. Widening done by parish/town councils may not be maintainable at public expense unless formally adopted by CCC.
Landowners/parish/ Town councils	Public Path Orders	PROW	Highways Act 1980 ss25; 26; 30 119; 118	Maintainable at public expense, <i>except</i> for s30 agreements.
Landowners	Public paths	Public paths	Express dedication at common law	Not maintainable at public expense
Public applications/proactive CCC orders	Unrecorded PROW	PROW	Wildlife & Countryside Act 1981 section 53	May or may not be maintainable at public expense, depending on the legal history
Public requests/proactive CCC investigations	Unrecorded roads/cycle tracks	Public roads/ cycle tracks	Highways Act 1980 ss 31; 32; 36	May or may not be maintainable at public expense, depending on the legal history

Table 3 Internal sources of highway creation and associated maintenance liability (cont.)

Source	Scheme type	New CCC Highway Created	Legal Mechanism	Liability
CCC	Major road schemes e.g. bypasses	Roads; alterations to PROW; creation of NMU routes	Highways Act 1980 s24	CCC
CCC	Cycle schemes	Cycle tracks (which may be shared pedestrian and cycle or cycle only); NMU margins within highway	Highways Act 1980 ss24, 65, 71, 72	CCC
CCC	Discovery of unrecorded PROW	PROW	Wildlife & Countryside Act 1981 section 53	May or may not be maintainable at public expense, depending on its legal history
CCC	Public path orders to resolve longstanding problems	PROW	Wildlife & Countryside Act 1981 section 53; ss25, 26, 118, 119 Highways Act 1980	May or may not be maintainable at public expense, depending on its legal history

Table 4 Other sources of public access and associated maintenance liability

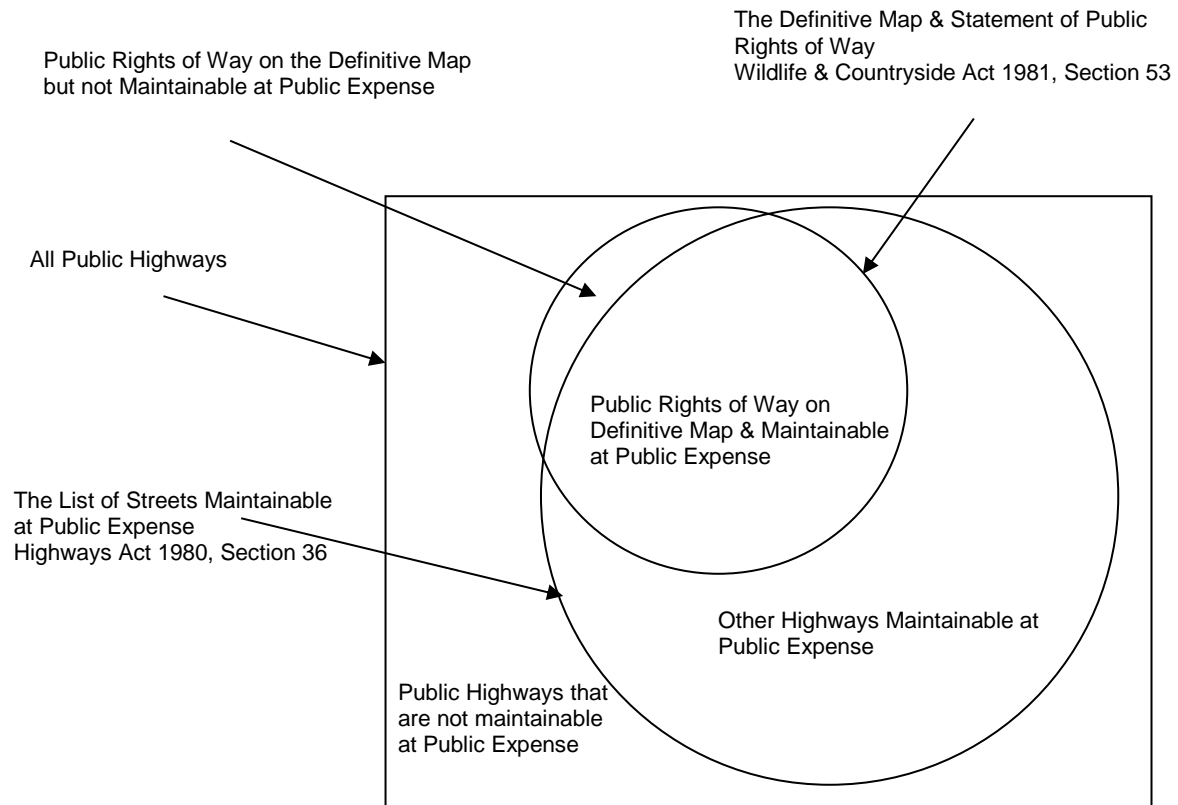
Source	Scheme type	Type of Access Created	Legal Mechanism	Liability
CCC, District Councils, Sustrans and other third parties	Cycle schemes	Shared pedestrian and cycle routes; separate cycle routes	Licence or permissive agreement	Depends upon terms of agreement
CCC	Permissive rights of way	Pedestrian, cycle, equestrian, driven horses	Licence or permissive agreement	Usually landowner but depends upon terms of agreement

DOCUMENT C

Table 5 Methods through which highways can be created but which are not maintainable at public expense

	Highway created	Legal mechanism
1	Public rights of way accrued through public applications, mainly created through usage over time since 1959 (typically 20 years)	Section 53 Wildlife & Countryside Act 1981
2	Routes discovered to be highways (anything from a footpath up to a road) for which documentary evidence proves they are not maintainable at public expense	Sections 31, 32, 36 Highways Act 1980
3	Where a town or parish council has entered into an agreement with a landowner to create a public right of way. The parish council can maintain such paths themselves. They can be added to the Definitive Map & Statement (the legal record of public rights of way) which gives them protection, for example they would be disclosed for property searches. However, there is no obligation on the Highway Authority to maintain them.	Section 30 Highways Act 1980
4	Where a landowner has made an express dedication at common law that a certain route shall be a highway of a certain status. However, there is no obligation for the Highway Authority to adopt the maintenance liability for such a route, and it would not be possible for a member of the public to serve notice on the Authority requiring it to put the route into good order as he or she could for a highway maintainable at public expense.	Express dedication at common law, captured in a deed

Diagram 1 The relationship between highways and maintenance liability



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DOCUMENT D

Criteria Set 1: Adoption of Non-Motorised User Routes Criteria - New Highways

Subject area	Criteria		Maximum available score	Scheme	Notes
	No.	Item (SOA = Statement of Action in ROWIP)			
CCC Estate Road Specification	1	Project design complies with requirements of CCC Housing Estate Road Construction Specification (PASS or FAIL only)	Pass or Fail		
Maintenance & Financial	2	Viability and Affordability (PASS or FAIL only)	Pass or Fail		
Safety	3	Mitigates conflict between potential users and different modes on an existing route, e.g. by splitting/removing one or more modes of user	3		
Connectivity & Safety	4	Provides safer road crossing and/or off-road link not currently provided for (SOA2)	6		
Connectivity	5	Provides a missing link to a wider network, supporting physical and mental well being (SOA2, SOA5)	2		
Connectivity	6	Enables a new circular route (Whole or in part) supporting physical and mental well being (SOA2, SOA5)	3		
Connectivity	7	Provides convenient access to work, education centres, health facilities and/or transport hubs	4		
Connectivity; convenience	8	Provides a sustainable transport connection (Walking, Cycling or Equestrian) with an existing or new development (SOA3)	4		
Connectivity	9	Provides convenient access for users to other local amenities (e.g. community facilities, shopping, religious centres)	3		

Equalities Impact	10	Project will benefit pedestrians	3		
Equalities Impact	11	Project will benefit equestrians	3		
Equalities Impact	12	Project will benefit cyclists	3		
Equalities Impact	13	Significant negative impact on accessibility - Equalities Act	-3		
Equalities Impact	14	Significant increase in accessibility - Equalities Act	3		
Equalities Impact; health & well-being	15	Increases access to green space and opportunities for physical and mental wellbeing	3		
Consultation	16	Support from local communities	3		
Biodiversity Duty	17	Significant negative impact on biodiversity	-2		
Land management including Biodiversity Duty	18	Proposal has no negative or a positive effect on land management	2		
Promoted route	19	Route will be on a promoted way e.g. National Cycle Network, Ouse Valley Way	1		
Limited time	20	Limited window of opportunity E.g. landowner goodwill or S106 Agreement	3		
Features of Interest	21	A route leading to, through or past (200m radius) a site of historic, cultural or wildlife interest. (1 point for each)	3		
		TOTAL	47		
		Total as % (Threshold is 75% i.e. 35)	75		
BONUS POINTS					

Enjoyment; convenience	19	Enhancement of a route currently used	Plus 1		
Features of Interest	20	A route leading to, through or past (200m radius) a site of historic, cultural or wildlife interest. (BONUS – 1 point for each)	Plus 3	-	-
Biodiversity Duty	21	Route enhances biodiversity	Plus 2	-	-
Equalities Impact; health & well-being	22	Route allows/enhances access for disadvantaged groups (Cambridgeshire Health & Well Being Strategy; JSNA)	Plus 2		
-	-	Total Score /44 +8 bonus points (Pass mark 75% i.e. 33)		-	-

New Highways: Scoring Notes

These criteria are only to be used for proposals that involve the creation of completely new routes.

Scoring will be applied to each proposal separately. If a number of competing proposals are being offered, schemes will be ranked according to score, with higher scores being prioritised.

Where a criterion is deemed to be of higher importance and so has a higher possible maximum score, the reasoning behind this should be clearly recorded so any disputes can be addressed.

If a proposal passes Criterion 1 (green), then the whole scheme passes overall and all other criteria are overridden. If it fails this questions, this does NOT mean the whole scheme fails, but it will still need to pass Criterion 2 and meet the 75% pass threshold. For example, schemes with unbound surfaces are not built to the County Council's Housing Estate Road Construction Specification but may still meet the other criteria.

If a proposal fails Criterion 2 (orange), then the whole scheme will fail and all other criteria are overridden.

SOA numbers in brackets refer to the Statement of Action in the County Council's adopted Rights of Way Improvement Plan
http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies

Threshold: A scheme must reach the threshold of 75% of maximum score in order to be considered for adoption. However, schemes will still have to undergo their relevant legal process e.g. Public Path Orders through the formal consultation process, and may later be abandoned in accordance with the Council's Public Path Order Policy. Similarly, CCC highway initiatives will still need to be passed through the HCMP or LHI process, with appropriate asset records certification at the end of the process.

There are 44 core marks, but schemes can score additional bonus points which can result in an overall score that meets the 75% threshold.

Criteria Set 2: **Non-Motorised User Routes Adoption Criteria - Public Path Diversion Applications under S119 Highways Act 1980 and S257 Town and County Planning Act 1990**

Subject area	Criteria		Maximum available score	Scheme	Notes
	No.	Item (SOA = Statement of Action in ROWIP)			
Consultations	1	Pre-application consultations have been carried out with the prescribed bodies.	Pass or Fail		
Consultations	2	The existing route is available for use and any 'temporary' obstructions have been removed, in order to allow a comparison to be made. Any request for exemption will be decided by the Director Economy, Transport and Environment Services as to whether or not that is appropriate.	Pass or Fail		
Consultations	3	No objections are received to the proposals during the statutory consultation period prior to making an order. However, the County Council will review this criterion in individual cases in light of objections and potential public benefit of the proposal. If the County Council consider the objection to be irrelevant, this will class as a pass.	Pass or Fail		
Width	4	A minimum width of 2m is provided for a diverted footpath, and a minimum width of 4m for a diverted bridleway. In exceptional cases, e.g. cross-field paths, the County Council may, taking into account all the available facts, require such a width as it considers reasonable and appropriate.	Pass or Fail		

Maintenance & Financial	5	If maintenance liability is significantly greater than existing, the landowner has agreed to undertake or fund future maintenance.	Pass or Fail		
Equalities impact - Gaps & Gates	6	The proposed route would have no stiles or gates or allows for people with mobility issues.	Pass or Fail		
Equalities impact	7	Significant negative impact on a class of user - Equalities Act	-2		
Equalities impact	8	Significant increase in accessibility - Equalities Act	2		
Maintenance & Financial	9	Resolves long-term maintenance problems	3		
Maintenance & Financial	10	The proposed new route is not less convenient for maintenance than the original.	2		
Use of Land	11	The effect the order would have on the land served by the existing path and also the land across which the new path would run.	2		
Connectivity	12	The proposed new route is substantially as convenient to the public as the original.	3		
Connectivity and enjoyment	13	User enjoyment is similar to the existing route or is enhanced by the proposal	3		
Connectivity	14	There are no other reasonable or viable alternatives	2		
Connectivity & Enjoyment	15	A suitable alternative path is provided for every path that is to be diverted.	1		
Connectivity & Enjoyment	16	The proposal maintains or improves usefulness of the Rights of Way Network	2		
		Total Score out of /20 (Pass mark 70% i.e. 14)	20		

Diversion Applications: Scoring notes

A scheme must reach the threshold of 70% of maximum score in order to be adopted. However, schemes will still have to undergo their relevant legal process e.g. Public Path Orders through the formal consultation process, and may later be abandoned in accordance with the Council's Public Path Order Policy.

There are six Pass/Fail criteria relating to County Council requirements that must be met in order for an application to be considered. If an application fails one of these criteria, it fails regardless of its numerical score. Officers will then revert to the applicant to discuss their options.

For the numerically scored criteria, a 70% threshold must be met in order for an application to be taken forward. If an application passes the Pass/Fail criteria but fails the 70% numerical threshold, it will not proceed and officers will revert to the applicant to discuss their options.

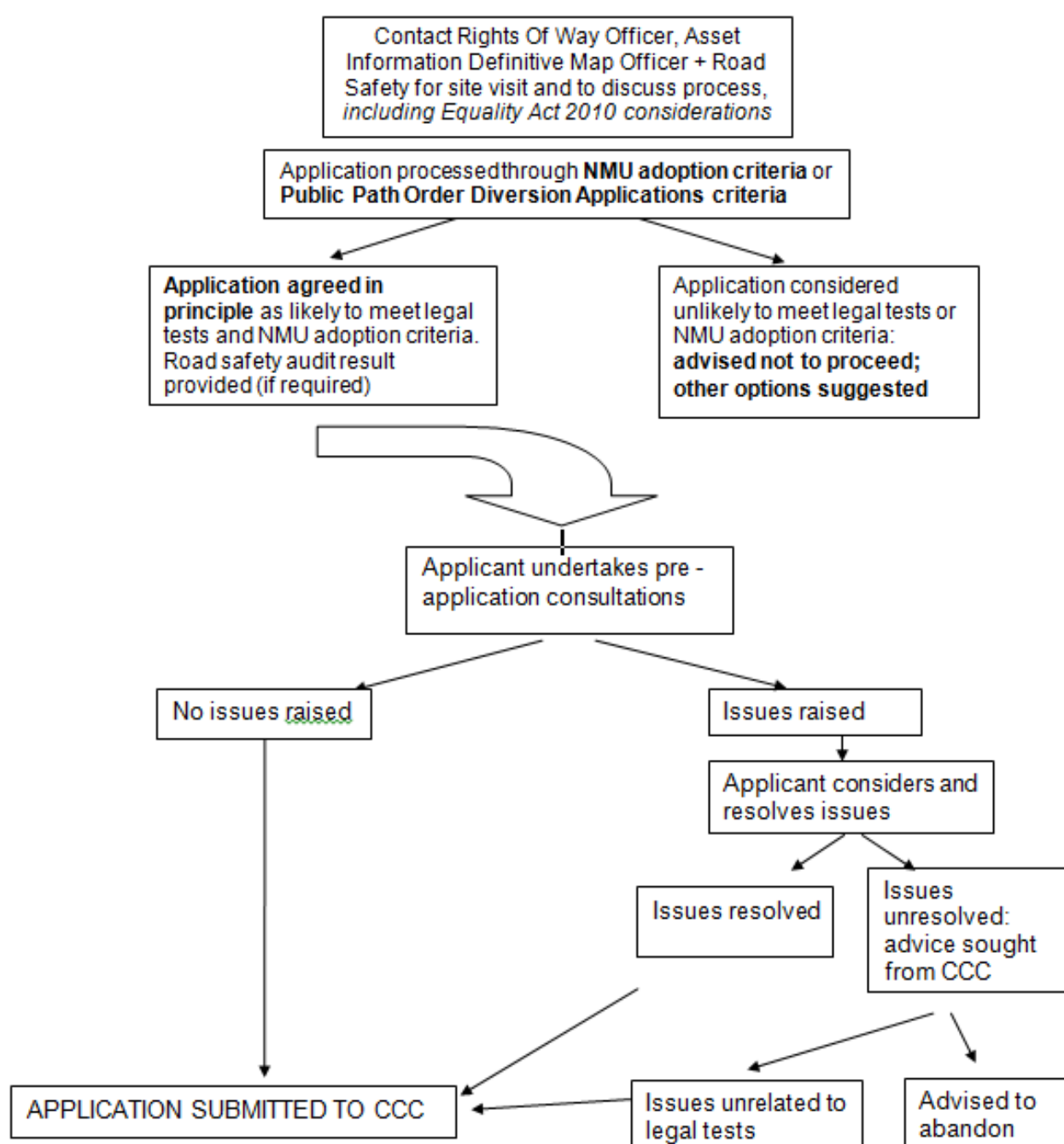
If the maintenance liability incurred would be significantly greater than the existing, an application may still pass if a solution is agreed, such as a commuted sum or an agreement for a third party to maintain the route instead.

DOCUMENT E - Cambridgeshire County Council
Highways Act 1980 & Town & Country Planning Act 1990
Public Path Order Applications:
Flow chart of process

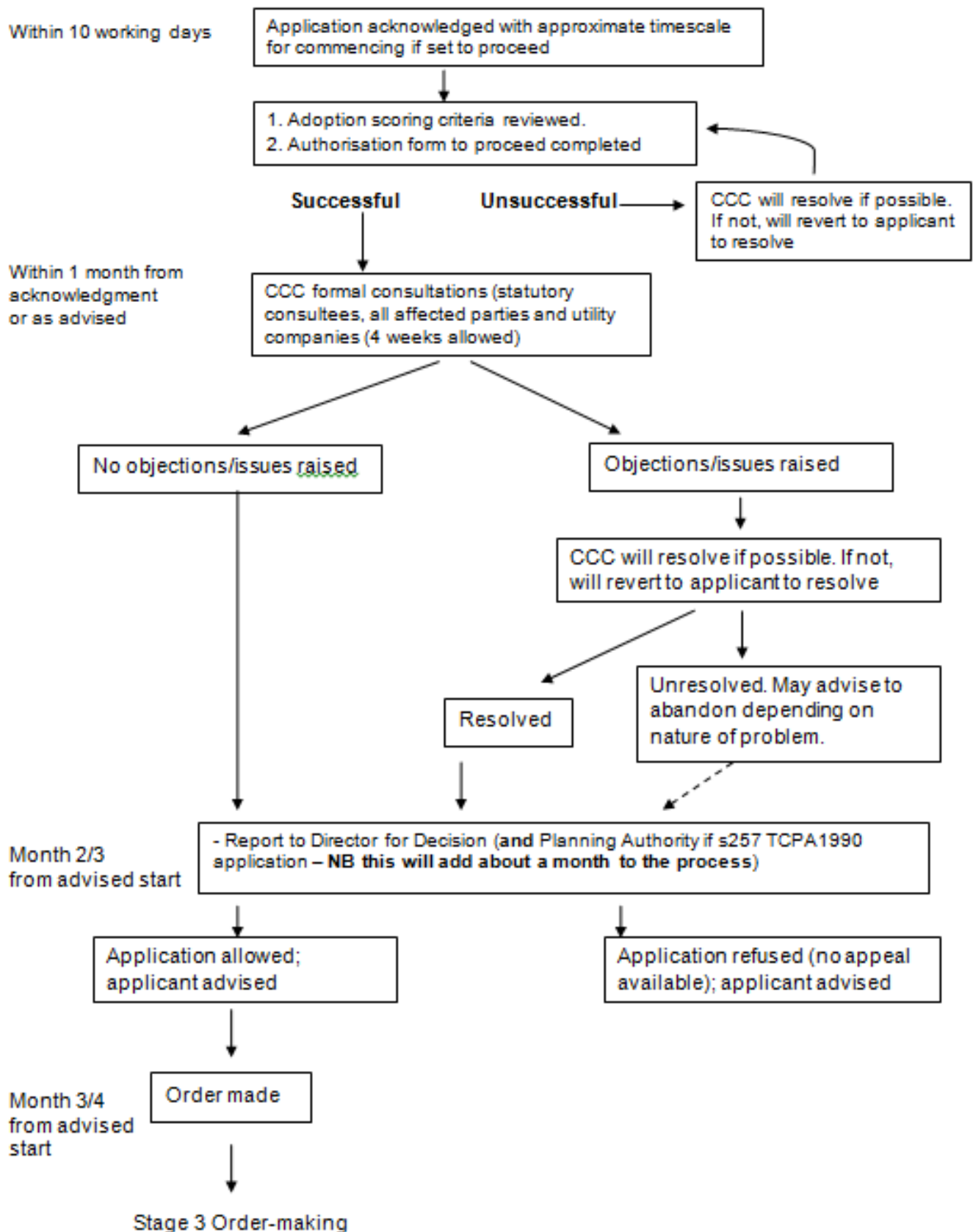
Please note that further guidance is available from NE112 - A guide to definitive maps and changes to public rights of way - 2008 Revision

<http://naturalengland.etraderstores.com/NaturalEnglandShop/product.aspx?ProductID=8f4433c1-0c14-488e-96b6-b7d67bacbfd4>

Stage 1: Pre-application preparations

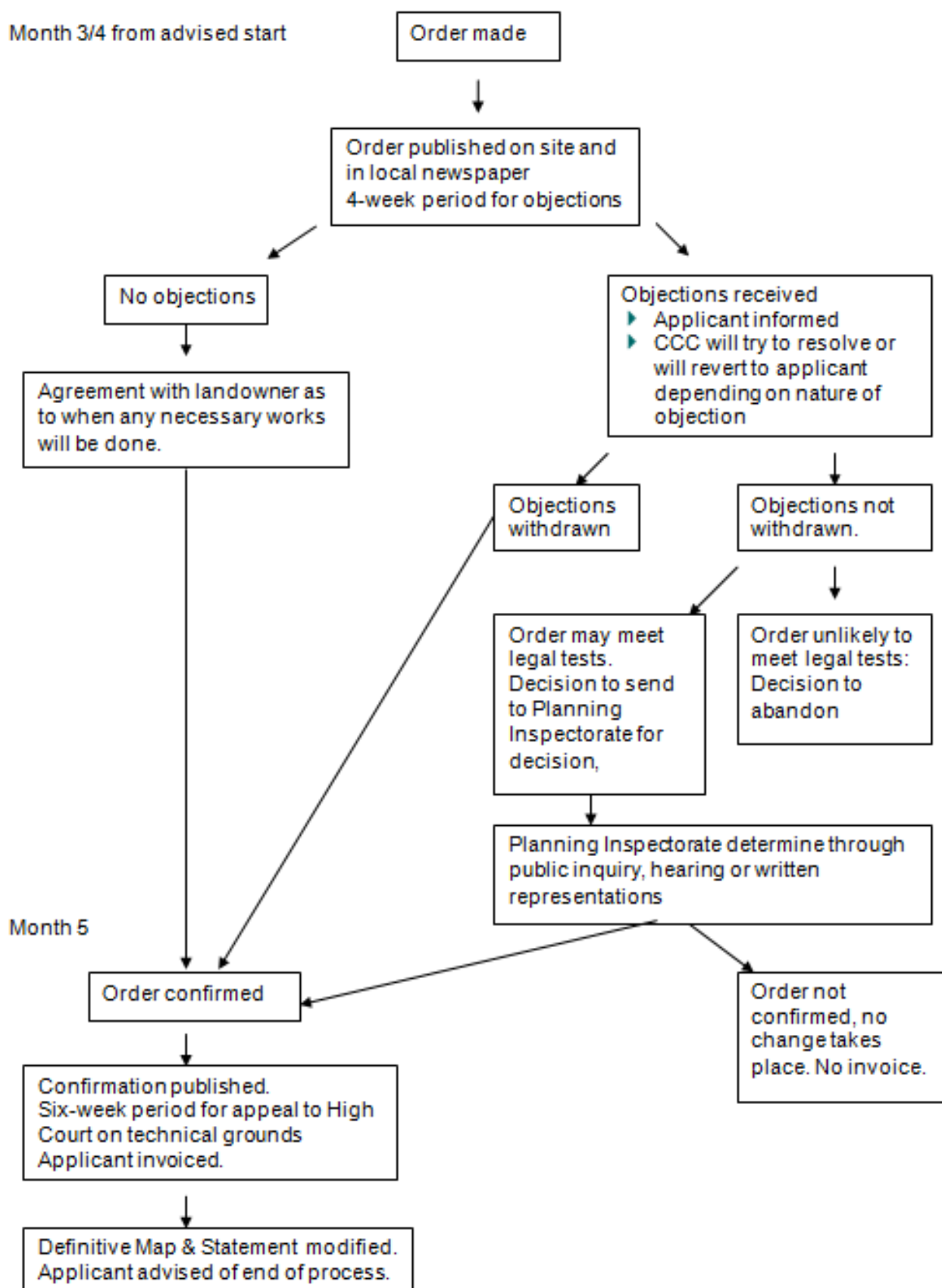


Stage 2: Formal Consultations and Decision



Stage 3: Order-making

Month 3/4 from advised start



Definitive Map Modification Order and Public Path Order Statement of Priority

STATEMENT OF PRIORITIES FOR DEALING WITH APPLICATIONS TO MODIFY THE DEFINITIVE MAP AND STATEMENT OF PUBLIC RIGHTS OF WAY UNDER SECTION 53 OF THE WILDLIFE AND COUNTRYSIDE ACT

1. All applications made under Schedule 14 to the Wildlife and Countryside Act to modify the Definitive Map and Statement will be added to the County Council's list of cases and dealt with in chronological order of receipt by the County Council unless any of the exceptional circumstances at point 3 apply.
2. Where evidence is discovered by the County Council as the Order Making Authority that the Definitive Map and/or Statement should be reviewed in accordance with its duty under section 53 Wildlife & Countryside Act 1981, the proposal will be added as a proactive case to the County Council's list of cases and dealt with in chronological order of the date on which it is agreed in writing with the Asset Information Team that the proposal should be taken forward for consideration.
3. Prioritisation Criteria
 - a) The route concerned is likely to become permanently obstructed as a result of development;
 - b) The route has been physically obstructed, causing significant community severance, and/or the issue is contentious locally and there is Member support to prioritise it;
 - c) The documentary evidence supporting the application pre-dates 1949 and any unrecorded public rights might therefore be vulnerable to extinguishment on 1st January 2026.
 - e) Where there is a discrepancy on the Definitive Map and Statement that is causing, or has the potential to cause, a significant hardship to one or more landowners which would be resolved by the proposed order
 - f) Where there is a discrepancy on the Definitive Map and Statement that would result in a significant cost-benefit saving to the County Council.
 - g) Where the County Council has received a direction from the Secretary of State to determine an application.
3. Any request for an application to be taken out of turn will be considered by the Assistant Director – Highways in liaison with the Asset Information Definitive Map Manager.
4. For the avoidance of doubt, this Definitive Map Modification Orders Statement of Priority together with the Public Path Orders Statement of Priority replaces the Definitive Map Statement of Priorities approved on the 15th June 2010.

PUBLIC PATH ORDERS
STATEMENT OF PRIORITY FOR DEALING WITH APPLICATIONS TO DIVERT, CREATE OR
EXTINGUISH PUBLIC RIGHTS OF WAY UNDER SECTIONS 25, 26, 118 AND 119 OF THE
HIGHWAYS ACT 1980 AND SECTION 257 OF THE TOWN AND COUNTRY PLANNING ACT
1990

1. All proposals seeking to divert, create or extinguish public rights of way will be dealt with in chronological order of receipt by the County Council unless any of the following circumstances apply. In the case of formal applications, 'receipt' means the date on which an application is received, and in the case of proactive cases, it is the date on which it is agreed with the Asset Information Team in writing that the proposal should be taken forward for consideration.

Prioritisation Criteria

- a) The diversion application has been submitted to enable development to take place and as such must be completed within a specific timescale as part of the planning consent.
- b) The route is permanently obstructed and the diversion application has been made as a result of enforcement action taken by the County Council.
- c) Where demonstrable public or community benefit is evidenced by the application and the applicant is paying all costs to the County Council.
- d) Where evidence is brought by a Member or a CCC service that such a proposal would have significant public, community or individual benefit.
- e) Where a creation, diversion or extinguishment has been agreed as part of a package in mitigation for a development under a section 106 Agreement, further to a request made by the County Council.
- f) Where there is a discrepancy on the Definitive Map and Statement that is causing, or has the potential to cause, a significant hardship to one or more landowners which would be resolved by the proposed order.
- g) Where there is a discrepancy on the Definitive Map and Statement that would result in a significant cost-benefit saving to the County Council.

Road Classification Policy

Background

1. Road classification in Great Britain dates back to the 1920s and was originally used as a way of allocating grants for road maintenance and improvement. However, over the years it has developed into a way of ensuring that there is a logical, consistent road network across the country.
2. Excluding motorways, all UK roads fall into one of four classifications:
 - A Roads – major roads providing large scale transport links within and between urban areas
 - B Roads – roads intended to connect lesser areas and connect A roads to smaller roads on the network
 - Classified Unnumbered – smaller roads intended to connect together unclassified roads (see below) with A and B roads, often linking a housing estate or village to the rest of the network. Although called “classified unnumbered” in statute, most local authorities refer to these as “C Roads” and have developed their own numbering system
 - Unclassified – The remainder of the highway network, typically local roads carrying local traffic such as residential estate roads or minor rural roads serving small settlements or individual farms
3. These four classes of road form a hierarchy. Large volumes of traffic and traffic travelling longer distances should typically be using the higher classes of road, whilst smaller volumes of more local traffic should be using the lower classes of road. However, there is no fixed relationship between the various classes of road and traffic flows carried. In general, the higher classes of road will carry more traffic than the lower, but the situation will vary depending on the context. For example, a rural B road may well carry less traffic than a classified unnumbered road in urban areas. Similarly there is no minimum capacity or width associated with each class or level of maintenance (the latter being set by the maintenance hierarchy).
4. Hence, the classification of a road reflects its strategic importance in the local network, rather than the number of vehicles it carries or its width.
5. From April 2012, central government handed over greater responsibility to local highway authorities for the management of the roads classification system and the Primary Route Network (PRN). While authorities had previously done the majority of the work involved in reclassifying a road, they always needed to secure the agreement of the Department for Transport (DfT). Under the new approach, authorities are allowed to exercise this power without the need for central approval.
6. Under the new system, local highway authorities assumed new responsibilities, namely:
 - the authority will manage all local classification and PRN decisions, ensuring that the network is adequately signed

- the authority must consult with neighbouring highway authorities (including Highways England) where relevant
 - the authority must keep records and inform the National Street Gazetteer, Ordnance Survey and DfT of any changes
 - the authority should be prepared to explain its decisions if challenged, in case of appeal
7. However, the Secretary of State retains ultimate legal responsibility for road classification and the PRN, and retains the right to intervene if necessary.
8. To assist local highway authorities in their new role, DfT published the document “Guidance on Road Classification and the Primary Route Network” in January 2012. This guidance forms the basis of this document.

The Primary Road Network (PRN)

9. The PRN designates roads between places of traffic importance, with the aim of providing easily identifiable routes across the whole of the country.
10. The PRN is constructed from a series of locations (primary destinations), which are linked by roads (primary routes) selected by the Local highway authority.
11. Responsibility for PRN will now be divided between central government and the local highway authority.
- DfT will retain the responsibility for producing and maintaining the list of primary destinations. Within Cambridgeshire, primary destinations are based upon Ceremonial Counties, Cambridge, Ely, Huntingdon, Wisbech and Peterborough. The inclusion or exclusion of individual locations is therefore a matter of DfT discretion
 - Local highway authorities are now responsible for linking primary destinations together with primary routes
12. In case of affected neighbouring authorities, any significant change such as a material impact on the route of a journey from one primary destination to another should be agreed to ensure consistency. In some cases, this will include Highways England.
13. Changes to PRN do not require public consultation or advertisement, and local authorities do not traditionally do so. An authority is free to use such measures should they wish.
14. Under EU Directive 89/460/EC, the PRN must provide unrestricted access to 40 tonne vehicles. Under this Directive, a local highway authority would be able to alter a primary route, if need be. It is however the responsibility of the authority to ensure that all infrastructure on the new primary route is of an appropriate standard.
15. The Secretary of State retains ultimate legal responsibility for roads classification and the PRN, and retains the right to intervene.

Roads Classification

16. Responsibility for roads classification will now be with the Local Highway Authority.

17. Classifications must be set in a way that reflects the road network in their local area. Any standards therefore must be relative:
- An 'A' road will generally be among the widest, most direct roads in an area, and will be of the greatest significance to through traffic
 - A 'B' road will still be of significance to traffic (including through traffic), but less so than an A road
 - A 'Classified' Un-numbered road will be of lower significance and be of primarily local importance, but will perform a more important function than an unclassified road
 - An 'Unclassified' road will generally have very low significance to traffic, and be of only very local importance.
18. The DfT recognises that the pressures of connectivity will, in places, mean that A and B roads will necessarily go through populated areas or sites with environmental issues. In some cases it may be necessary to select one road from several broadly similar roads for a particular classification, in order to ensure that the overall network retains coherence.
19. Road classification needs to be consistent from one authority to another and should not change classification at the boundary without a clear reason. When reclassifying a road across a local authority boundary, any change will need to be agreed by both authorities.
20. Changes to roads classification do not require public consultation or advertisement, and local authorities do not traditionally do so. An authority is free to use such measures should they wish.
21. In case of disputes, the Secretary of State retains ultimate power over roads classification.
22. The need for new or revised road classifications arise in various ways but are most commonly due to :
- the construction of new road schemes (e.g. bypasses)
 - a change of role due to new traffic management systems, or
 - very occasionally, existing historic inconsistencies that need addressing
23. In deciding the appropriate classification to be applied to a road the starting point will be the general descriptions of each level of classification as provided in the DfT's Guidance and set out above. More specifically, the following points will be considered:
- the strategic role the road plays in moving people and goods from one location to another. This will vary in context, particular between rural and urban areas
 - the general level of traffic and proportion of goods vehicles that the road is carrying (or expected to carry in the case of new roads)
 - any wider traffic management routeing strategies in the vicinity
 - the standard and classification of other nearby roads

Decision Making

24. Responsibility for managing the classification of roads is with the Asset Planning Team.

25. In order to establish what changes are necessary, discussions will take place internally involving :
- the Traffic Manager's Team
 - the appropriate Project Manager in the case of new highway or traffic management proposals
 - Affected local members
26. Decisions regarding re-classifications that might have implications for a wider area or that have significant financial implications will be subject to approval by the Highways and Community Infrastructure Committee.
27. Should the proposals have any cross-border implications, then the appropriate adjacent highway authorities will be consulted prior to any decision being taken. Similarly, should there be any implications for the national Trunk Road network, discussions will be held with Highways England. Changes to roads classification do not require public consultation or advertisement.

Record Keeping

28. All changes to road classifications (once active) will be included in the authority's monthly update to the National Street Gazetteer as required under the DfT Guidance.
29. In addition, the appropriate forms and maps will be forwarded to Geoplace who are responsible for forwarding these to DfT, Ordnance Survey and other interested parties. In addition, all relevant groups within the Authority will be notified of any changes.

Financial Implications

30. In the majority of cases the changes are unlikely to result in a significant budgetary impact.
31. The local Highway Authority is responsible for any costs incurred in the creation of a new primary route and in changing the classification of a road, including the replacement of signs and the strengthening of bridges and other highway structures where necessary.

Cambridgeshire County Council's Street Lighting Policy

1. Introduction

- 1.1. This policy outlines the basic principles and standards for street lighting and illuminated signage in Cambridgeshire.
- 1.2. The term “street lighting” encompasses lighting and all other items of illuminated street furniture provided on the public highway (whether or not adopted by the Council), except traffic signals and electrically operated vehicle information signs. The County Council is responsible for circa 52,000 streetlights, 3000 illuminated signs and 2298 illuminated bollards, on highways maintainable at public expense across the county.
- 1.3. Well designed and installed public lighting which is effectively maintained and operated contributes to:
 - Improving safety
 - Improving commerce
 - Improving the night scene
 - Making sustainable and non-motorised transport more attractive and friendly
 - Reducing energy costs and consumption

2. Legislation

- 2.1 In accordance with the Highways Act 1980, there is not a statutory requirement for local authorities to provide public lighting. Councils do, however, have the power to provide lighting for any highway or proposed highway for which they are, or will be, the Highway Authority.
- 2.2 Under the Highways Act 1980, Health and Safety at Work Act 1974 and Electricity at Work Regulations 1989 the Council has a duty to maintain its assets in a safe condition.
- 2.3 The Council is required by law to provide specific traffic signs and bollards in accordance with the Traffic Signs and General Directions, some of which must be illuminated.
- 2.4 Under the Highways Act 1980, Health and Safety at Work Act 1974 and Electricity at Work Regulations 1989, the Council has a duty to maintain these where provided. However the Council will remove illumination from signs and bollards where it is deemed appropriate following compliance and safety checks.
- 2.5 Well Managed Highways Code of Practice has also been reviewed, as part of this process.

3. Street Lighting Maintenance

- 3.1 In July 2011, a 25 year Private Finance Initiative (PFI) contract commenced between Cambridgeshire County Council and Balfour Beatty. This PFI contract permits Balfour Beatty to carry out vital improvements and maintenance to County Council owned street lighting on behalf of Cambridgeshire County Council. These include the following:

a) Maintenance Requirements

To provide effective pro-active maintenance, electrical inspection and reactive maintenance the County Councils service provider will:

- Maintain a cyclical maintenance regime for lighting installations that ensures the assets' correct operation and light output, minimises failures and maximises the life of the assets
- Assess installations for structural and electrical safety.
- Manage the risk of structural failure by inspecting the columns regularly and accurately recording their condition.
- Inspect and maintain street furniture to comply with Electricity at Works Regulations 1989
- Operate a reactive maintenance service, making safe electrical hazards and repairing faults in appropriate timescales

b) Emergency Works

- The County Councils service provider will provide at all times competent staff and suitable equipment to respond to an emergency call-out location within 1 hour from receipt of the instruction to attend.

c) Fault Detection

Faulty lighting equipment will be identified by the following methods:

- Reported by the public
- Via the reporting function of the County Councils central management system (CMS).
- Reported by the service provider's night time inspection team (for areas not covered by the CMS system).

4. Environmental Impact

- 4.1 The County Council is committed to meeting the challenges of climate change and enhancing the natural environment therefore all Council policies and strategies must consider this where relevant.

- 4.2 Street Lighting policies ensure all new and replacement Street Lighting is:
- Energy efficient and effective
 - Complies with British and European Standards
 - Designed and manufactured to a high quality
 - Minimising the requirement for new equipment by re-using materials where possible e.g. sign faces and photo cells
- 4.3 Design of new or replacement lighting schemes ensure that the following are considered:
- Appropriateness, thus avoiding the installation of unnecessary lighting wherever possible.
 - Environmental issues such as light spillage and intrusion.
 - Impact on wildlife. Cambridgeshire County Council aims to be consistent with the requirements of the Natural Environment and Rural Communities Act 2006.

5. Attachments

Please refer to Appendix P: Street Lighting Attachments Policy

5.1 Attachments to street lighting columns including but not limited to: Hanging Baskets, Festive Lighting, CCTV Cameras, Wi-Fi Equipment and Banners provided by third parties may be permitted on street lighting columns with the approval of Cambridgeshire County Council and its Street Lighting Service Provider.

5.2 The Council and provider will ensure that the structure of the column is appropriate and that the attachments would not interfere with the safe and convenient passage of highway users. Please note there will be fees payable for the required technical approval checks and inventory records updates associated with each application for permission for attachments.

5.3 Unauthorised Signs attached to Street Lighting Assets.
Advertising signs are not permitted on the highway. Such unauthorised signs will be managed in accordance with the Highways Enforcement Policy.

6. Light Sources

PL-L – (Fluorescent lamp) Residential areas

SON – (High Pressure Sodium lamp) Traffic routes

CPO – CosmoPolis (Ceramic Metal Halide Lamp) - Residential areas/Traffic Routes

For new installations street lighting lanterns using a LED (Light Emitting Diode) light source will be specified.

LED lighting has been selected for use in new street lighting installations for the following reasons:

- Energy saving – LED's use considerably less energy than conventional lamps.
- Maintenance savings/Health and Safety benefit – Due to the greater lifespan of LED's (Expected life is in excess of 25 years) there is a reduction in the time spent by maintenance operatives on live carriageways, compared with replacing conventional lamps.
- Reduction of light pollution, intrusion and trespass due to the well-controlled light output from LED lanterns.

7. Lighting Operating times and Dimming levels

The table below shows the different lighting levels and dimming times for street lights owned by Cambridgeshire County Council.

Road Type	Dimming Regime/Lighting Levels
Traffic Routes	Dimmed between the hours of 20.00 and 24.00 by one (1) lighting class (20%) to give 80% light output and then dimmed between 24.00 and 06.00 by two (2) lighting Classes (40%) to give 60% light output
Residential/Public Areas	Dimmed between the hours of 22.00 and 06.00 by 40% Lamp light output to give 60% light output.

8. Maintenance Fault Repair Timescales

All street lighting units adopted by Cambridgeshire County Council shall be maintained to a standard that ensures as far as possible, their safe, economic and reliable operation.

The table below shows the County Councils service provider's maintenance repair times/targets:

Maintenance Fault Type	Response Time/Target
<p><u>Emergency Fault</u> (this covers anything which is a danger to the public) including:</p> <ul style="list-style-type: none"> • Street lighting column door off • Street light Lantern Hanging • Street lighting column Hit by a Vehicle / Column Knockdown • Bollard (illuminated) knocked down (danger to public) 	<p>1 Hour Response</p>

<ul style="list-style-type: none"> • Belisha Beacon (Zebra Crossing lights) Fault • School crossing warning lights failures • Smoke from unit 	
<p><u>Urgent Faults:</u></p> <ul style="list-style-type: none"> • Section Out – 3 or more lights out of lighting in a row in a road/street • Bollard (illuminated) knocked down / Vandalised • Bollard (illuminated) missing • Only one streetlight in road/street (unit out of lighting fault) • After crime or serious concern to residents (unit out of lighting fault) 	<p>24 Hour Response</p>
<p>General Faults:</p> <ul style="list-style-type: none"> • Street Light is out of lighting • Street Light is dim • Light is flashing or Flickering • Street Lighting column is leaning • Lantern needs to be replaced • Street Lighting Column and Lantern need to be replaced (Cambridgeshire County Council owned electricity supply cable) • Removal of offensive/non-offensive graffiti • Sign plate damaged/Sign plate twisted 	<p>5 Working Day Response</p>
<p>Faults which require joint working with the electricity Distribution Network Operator (UK Power Networks) which include:</p> <ul style="list-style-type: none"> • Street Lighting Column and Lantern need to be replaced (UK Power Network owned electricity supply cable) • Electricity supply cable faults (UK Power Network owned electricity supply cable) 	<p>30 Working Day Response</p>

9. Part Night Lighting

At Present there is no part night lighting (switching off street lights for periods of time during the hours of darkness) in operation for street lights owned by Cambridgeshire County Council.

10. Developments and new lighting requirements

The Council will provide a developers specification, aligned with this policy, to achieve sustainable lighting installations on new building developments. Once completed, new lighting will be formally adopted by Cambridgeshire County

Council. Developers and new lighting design specification is available on our web site.

1. Future Strategy

Cambridgeshire County Council will seek to continue to reduce energy and CO2 emissions whilst providing an appropriate level of lighting.

The Council will assess technological developments and innovation, in order to deliver effective efficiency improvements whilst delivering a street lighting service which offers value for money and safer outcomes to the travelling public.

2. Contact Details for Faults/Repairs and General Enquiries.

If you wish to report one of our street lights not working or have any other concerns about our streetlights, please go to Balfour Beatty's fault reporting web page at:

<http://www.lightingcambridgeshire.com/contact-us/report-fault.htm>

Or contact their office on 0800 7838247 between 9am and 5pm Monday to Friday.

If you have any general enquiries regarding the PFI contract or street lighting please contact Balfour Beatty at: enquiries@lightingcambridgeshire.com or by:

E-mail: enquiries@lightingcambridgeshire.com

Post:

Balfour Beatty Living Places
Unit 4, Rowles Way
Buckingway Business Park
Swavesey
Cambridgeshire
CB24 4UQ

Website: <http://www.lightingcambridgeshire.com>

Or Cambridgeshire County Council through our online feedback form on our website.

Appendix M

Highway Capital Maintenance Programme

Cambridge City

Carriageway & Footway Maintenance including Cycle Paths							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Matt Staton							
Various	Cambridge	City Centre	Various streets in City centre area	Footway repairs	£ 120,000	£ 120,000	£ 120,000
C291	Cambridge	Newmarket Road	From Elizabeth Rd roundabout to Grafton c/pk	Renew footways	£ 90,000	-	-
Unc	Cambridge	Norfolk Street	From East Road	Footway repairs	£ 110,000	-	-
Unc	Cambridge	Corn Exchange St and Wheeler St	All road	Carriageway resurfacing	£ 144,000	-	-
A603	Cambridge	Lensfield Road	From Trumpington Road to	Carriageway resurfacing	£ 173,000	-	-
A1303	Cambridge	Newmarket Road	From Darwin Nurseries Farm Shop to joint/bend before A14 roundabout	Carriageway resurfacing/treatments	£ 598,000	-	-
Unc	Cambridge	The Westering/The Homing/Meadowlands	Footways in the estate - Phase 1 of 2	Footway repairs	-	£ 90,000	-
Unc	Cambridge			Footway repairs	-	£ 44,000	-
Unc	Cambridge	Tenison Road	From Station Road to St Barnabus Road	Carriageway resurfacing	-	£ 120,000	-
Unc	Cambridge	Hills Road	At Station Road to Harvey Road	Footway repairs	-	-	£ 185,000
A1134	Cambridge	The Fen Causeway	From Newnhams Road to Trumpington Road	Carriageway resurfacing	-	-	£ 250,000
					£ 1,235,000	£ 374,000	£ 555,000

Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke							
C235	Cherry Hinton	Cherry Hinton Road	From Ventress Farm Court to Walpole Road	Grip Fibre	inc		
Unc	Coleridge	Ancaster Way	Whole length	Micro Asphalt	inc		
Unc	Coleridge	Bancroft Close	Whole length	Micro Asphalt	inc		
Unc	Coleridge	Britten Place	Whole length	Micro Asphalt	inc		
Unc	Coleridge	Corrie Road	From Davy Rd to number 45	Micro Asphalt	inc		
Unc	Coleridge	Fanshawe Road	From Coleridge Rd to Rustat Rd	Micro Asphalt	inc		
Unc	Coleridge	Robert May Close	Whole length	Micro Asphalt	inc		
Unc	Coleridge	Sterne Close	Whole length	Micro Asphalt	inc		
Unc	Coleridge	Teynham Close	Whole length	Micro Asphalt	inc		
Unc	Coleridge	Tiverton Way	From Ancaster Way to Budleigh Cls	Micro Asphalt	inc		
Unc	Coleridge	Trevone Place	Whole length	Micro Asphalt	inc		
Unc	East Chesterton	Enniskillen Road	Whole length	Micro Asphalt	inc		
Unc	Impington	Howgate Road	From Kings Hedges Rd to St Catharines	Micro Asphalt	inc		
Unc	Impington	St Catharines Road	From Arbury Rd to St Catharines Sq	Micro Asphalt	inc		
Unc	Impington	St Catharines Square	From St Catharines Rd to Sunset Sq	Micro Asphalt	inc		
Unc	Impington	Sunset Square	Whole length	Micro Asphalt	inc		
Unc	Impington	Walnut Tree Way	Sunset Sq to End	Micro Asphalt	inc		
Unc	Kings Hedges	Augustus Close	Whole length	Micro Asphalt	inc		
Unc	Kings Hedges	Banff Close	Whole length	Micro Asphalt	inc		
Unc	Kings Hedges	Buchan Street	Whole length	Micro Asphalt	inc		
Unc	Kings Hedges	Caledon Way	Whole length	Micro Asphalt	inc		
Unc	Kings Hedges	Callander Close	Whole length	Micro Asphalt	inc		
Unc	Kings Hedges	Hercules Close	Whole length	Micro Asphalt	inc		
Unc	Kings Hedges	Jedburgh Close	Whole length	Micro Asphalt	inc		
Unc	Kings Hedges	Minerva Way	Whole length	Micro Asphalt	inc		
Unc	Kings Hedges	Moncrieff Close	Whole length	Micro Asphalt	inc		
Unc	Queen Ediths	Bowers Croft	Whole length	Micro Asphalt	inc		
Unc	Queen Ediths	Field Way	Whole length	Micro Asphalt	inc		
Unc	Queen Ediths	Kinnard Way	From Nightingale Ave to Almoners Ave	Micro Asphalt	inc		
Unc	Queen Ediths	Maners Way	Kinnard Way to Topcliffe Way	Micro Asphalt	inc		
Unc	Queen Ediths	Nightingale Avenue	Whole length	Micro Asphalt	inc		
Unc	Queen Ediths	Rotherwick Way	Whole length	Micro Asphalt	inc		
Unc	Queen Ediths	Topcliffe Way	From Nightingale Ave to Almoners Ave	Micro Asphalt	inc		
Unc	Romsey	Wycliffe Road	Whole length	Micro Asphalt	inc		

Bridge Strengthening							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Gareth Guest							
C281	Cambridge	Brooklands Ave	Brooklands Ave Bridge	Strengthen bridge deck	-	-	£ 789,375
A1134	Cambridge	Newmarket Road	Barnwell Railway Old Bridge	Arch repair	-	-	£ 368,375
					£ -	£ -	£ 1,157,750
Traffic Signal Replacement							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Richard Ling							
C233	Cambridge	Cherry Hinton Road	At Queen Ediths Way / Robin Hood junc	Refurbish signals at junction	to be confirmed	-	-
C291	Cambridge	Jesus Lane	At Park Street / Malcolm Street	Proposed removal of signals	£ 32,000	-	-
C279	Cambridge	Green End Road	Near Kendal Way	Refurbish signals at crossing	£ 9,800	-	-
C280	Cambridge	Mill Road	At Gwydir Street	Refurbish signals at junction	£ 126,500	-	-
A1134	Cambridge	Newmarket Road	At Garlic Row	Proposed removal of signals	£ 22,000	-	-
C292	Cambridge	Emmanuel Road	Near New Square	Refurbish signals at crossing	£ 51,000	-	-
C294	Cambridge	Downing Street	Near Corn Exchange Street	Refurbish signals at crossing	£ 35,000	-	-
A1134	Cambridge	Perne Road	At Brookfields	Refurbish signals at junction	-	£ 121,000	-
C280	Cambridge	Parkside	At Clarendon Street	Refurbish signals at junction	-	£ 93,000	-
A1134	Cambridge	Newmarket Road	Nr Ditton Fields	Refurbish signals at junction	-	-	-
A603	Cambridge	Barton Road	At Grantchester Street	Refurbish signals at junction	-	-	£ 149,000
A1307	Cambridge	Hills Road	At Worts Causeway	Refurbish signals at junction	-	-	£ 100,000
					£ 276,300	£ 214,000	£ 249,000

East Cambridgeshire

Carriageway & Footway Maintenance including Cycle Paths							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Matt Staton							
Various	Littleport	Various locations	Approaches to local amenities	Repairs to footways for vulnerable users	£ 57,000	-	-
A1101	Littleport	Mildenhall Road	Phase 2 - Mile End Road towards Littleport	Carriageway reconstruction	£ 1,100,000	-	-
A1123	Haddenham	West End	From village	Various sections, inc kerb improvements	-	£ 64,000	-
B1382	Prickwillow / Littleport	Mile End Road	From A1101 - two sections	Carriageway reconstruction	-	£ 700,000	-
Unc	Haddenham	Cherry Orchard	Estate footway	Footway resurfacing	-	-	£ 35,000
B1104	Prickwillow	Pudney Hill Road	From village - three sections	Carriageway reconstruction	-	-	£ 700,000
					£ 1,157,000	£ 764,000	£ 735,000

Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke							
	Bottisham	High Street		Slurry sealing footways	inc	-	-
	Bottisham	Jenyns Close		Slurry sealing footways	inc	-	-
	Cheveley	Holland Park		Slurry sealing footways	inc	-	-
	Cheveley	Spurling Close & Somerset Court		Slurry sealing footways	inc	-	-
	Chippenham	High Street/Parkside(Bends)		Slurry sealing footways	inc	-	-
	Ely	Cambridge Road		Slurry sealing footways	inc	-	-
	Ely	Lynn Road		Slurry sealing footways	inc	-	-
	Ely	Newnham Street		Slurry sealing footways	inc	-	-
	Ely	Nutholt Lane		Slurry sealing footways	inc	-	-
	Ely	Prickwillow Road		Slurry sealing footways	inc	-	-
	Ely	Walsingham Way		Slurry sealing footways	inc	-	-
	Littleport	Elmside		Slurry sealing footways	inc	-	-
	Littleport	Friars Place		Slurry sealing footways	inc	-	-
	Littleport	Friars Way		Slurry sealing footways	inc	-	-
	Littleport	Longfield Road		Slurry sealing footways	inc	-	-
	Littleport	Parsons Lane		Slurry sealing footways	inc	-	-
	Littleport	Queens Road		Slurry sealing footways	inc	-	-
	Lode	Lode Road		Slurry sealing footways	inc	-	-
	Soham	Broard Piece		Slurry sealing footways	inc	-	-
	Soham	Brook Lane		Slurry sealing footways	inc	-	-
	Soham	Church road		Slurry sealing footways	inc	-	-
	Soham	Fordham Road		Slurry sealing footways	inc	-	-
	Soham	Gimburt Road		Slurry sealing footways	inc	-	-
	Soham	Greenhills		Slurry sealing footways	inc	-	-
	Soham	Guntons Close		Slurry sealing footways	inc	-	-
	Soham	Martin Close		Slurry sealing footways	inc	-	-
	Soham	Mereside		Slurry sealing footways	inc	-	-
	Soham	Nightall Road		Slurry sealing footways	inc	-	-
	Soham	North Drove		Slurry sealing footways	inc	-	-
	Soham	North Road		Slurry sealing footways	inc	-	-
	Soham	Northfield Park		Slurry sealing footways	inc	-	-
	Soham	Staples Lane		Slurry sealing footways	inc	-	-
	Soham	Ten Bell Lane		Slurry sealing footways	inc	-	-
	Soham	Thorn Close		Slurry sealing footways	inc	-	-
	Soham	Townsend		Slurry sealing footways	inc	-	-
	Stetchworth	High Street		Slurry sealing footways	inc	-	-
	Swafton Bulbeck	High Street - Shop to Black Horse Pub		Slurry sealing footways	inc	-	-

Carriageway Recycling process - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke							
Unc	Mepal	Engine Bank	All if possible but mainly from Pumping St to gateway at private section	Carriageway retread	-	-	-
Unc	Sutton	Meadlands Main Drive - Phase 1	Route length	Carriageway retread	-	-	-
Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
A preventative treatment to extend the life of the carriageway							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke							
A10	Ely	Downham Road	A142 Roundabout to B1411	Surface Dressing	inc		
A1123	Stretham	Newmarket Road	From speed limit to level crossing	Surface Dressing	inc		
B1061	Burrough Green	Bradley Road	From B1052 halfway towards Brinkley turning	Surface Dressing	inc		
B1101	Fordham	Mildenhall Road	From speed limit to B1104	Surface Dressing	inc		
C142	Soham	East Fen Drive	From A142 to Delbrig Drive	Surface Dressing	inc		
C154	Haddenham	Ely Way	From A1421 to Church Road	Surface Dressing	inc		
C315	Littleport	Lynn Road/Ely Road	Layby to Coppice Road	Surface Dressing	inc		
Unc	Isleham	Waterside	From East Rd to just before National limit	Surface Dressing	inc		
Unc	Sutton	Bellairs	Whole Road	Micro Asphalt	inc		
Unc	Ely	Dalton Way	Whole Road	Micro Asphalt	inc		
Unc	Littleport	Ferry Way	Whole Road	Micro Asphalt	inc		
Unc	Ely	John Amner Close	Lynn Road to end	Micro Asphalt	inc		
B1381	Sutton	Ely Road	A142 to The Brook	Grip Fibre	inc		
B1102	Fordham	Mildenhall Road	Isleham Rd to speed limit	Grip Fibre	inc		
Traffic Signal Replacement							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Richard Ling							
B1085	Kennet	Kennett Railway Bridge	Station Road, Kennett	Refurbish signals at narrow bridge	£ 69,700	-	-
A1123	Wilburton	High Street	Near Carpond Lane	Refurbish signals at crossing	£ 49,000	-	-
C315	Ely	Lynn Road	at Nutholt Lane	Refurbish signals at junction	-	£ 108,000	-
B1382	Ely	Nutholt Lane	at Newnham Street	Refurbish signals at junction	-	-	£ 80,000
					£ 118,700	£ 108,000	£ 80,000

Fenland District

Carriageway & Footway Maintenance including Cycle Paths							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Matt Staton							
Unc	March	Regent Avenue	Throughout road	Footway repairs	£ 63,000	-	-
B1166	Gorefield	Leverington Common	From Barretts Bridge to Fen Lodge	Haunch/resurface carriageway	£ 350,000	-	-
B1040	Whittlesey	Ramsey Road	From rail crossing towards Pondersbridge	Carriageway strengthen/shape	£ 400,000	-	-
B1166	Parson Drove	Main Road	Nr John Peck Close to near bends	Carriageway resurfacing	£ 340,000	-	-
C32	Parson Drove	Fen Road	From Long Drove to Swan Bridge	Carriageway resurfacing	£ 132,000	-	-
Unc	March	Eastwood Avenue	Estate	Resurface footway	-	£ 140,000	-
C78	March	Knights End Road - Floods Ferry	Worst section/s - phase 2	Carriageway resurfacing	-	£ 180,000	-
B198	Wisbech	Cromwell Road	At South Brink Junc and Weasenham Ln to signals at Sandown Road	Carriageway resurfacing	-	£ 361,000	-
Unc	March	Elliott road	Throughout road	Footway repairs	-	-	£ 150,000
Unc	Wisbech	Falcon Rd / Blackfriars Rd	From Stermyn Street	Carriageway resurfacing	-	-	£ 120,000
A1101	Wisbech	Freedom Bridge	Roundabout and approaches only	Carriageway resurfacing	-	-	£ 200,000
					£ 1,285,000	£ 681,000	£ 470,000

Carriageway Recycling process - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke							
Unc	March	Flaggrass Hill Road	Creek Road to Elm Road	Carriageway retread	-	-	-
Unc	March	Grange Road	Route length	Carriageway retread	-	-	-
Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke							
A1101	Four Gotes	Sutton Road	From Little Ramper to double bends	Surface Dressing	inc		
B1165	Newton In The Isle	High Road	Newton within speed limit	Surface Dressing	inc		
B1166	Parson Drove	Main Road	From B1187 to Doctors Surgery	Surface Dressing	inc		
C18	Newton In The Isle	Mill Lane	From Fen Lane to Fitton End Road	Surface Dressing	inc		
C34	March	Twenty Foot Road	From A141 to B1101	Surface Dressing	inc		
Unc	Whittlesey	Claygate	Whole Road	Micro Asphalt	inc		
Unc	March	Collingwood Avenue	Whole Road	Micro Asphalt	inc		
Unc	Wisbech	Fenland Road	Whole Road	Micro Asphalt	inc		
Unc	Wisbech	Goddard Crescent	Whole Road	Micro Asphalt	inc		
Unc	Wisbech	Grosvenor Road	Whole Road	Micro Asphalt	inc		
Unc	Wisbech	Heron Road	From Weasenham Lane to end	Micro Asphalt	inc		
Unc	Wisbech	Kestrel Drive	Whole Road	Micro Asphalt	inc		
Unc	Wisbech	Kingfisher Drive	Whole Road	Micro Asphalt	inc		
Unc	March	Meadow Drive	Whole Road	Micro Asphalt	inc		
Unc	March	Morton Avenue	From Asplin Ave to Upwell Rd	Micro Asphalt	inc		
Unc	Wisbech	Redwing Drive	Whole Road	Micro Asphalt	inc		
Unc	Wisbech	Robin Mews	Whole Road	Micro Asphalt	inc		
Unc	March	Smiths Drive	From Asplin Avenue to end	Micro Asphalt	inc		
C26	Wisbech	Lerowe Road	From Norwich Rd to Lynn Rd	Grip Fibre	inc		

Bridge Strengthening							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Gareth Guest							
B1093	Wimblington	Boots Bridge	Manea Road	Deck reconstruction	£ 263,235	-	-
Unc	March	Martins Bridge	Binnimoor Road	Reconstruction plastic pipe 3m diameter	£ 252,600	-	-
C129	Little Downham	Downham Common	Gravel Head Bridge	Strengthening and scour protection	-	£ 263,235	-
					£ 515,835	£ 263,235	£ -
Traffic Signal Replacement							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Richard Ling							
A1101	Wisbech	Churchill Road	At Norwich Road	Refurbish signals at junction	-	£ 120,000	-
					£ -	£ 120,000	£ -

Huntingdonshire District

Carriageway & Footway Maintenance including Cycle Paths							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Matt Staton							
Unc	Huntingdon	Oxmoor Estate	Inc. Elm Close, Silver Birch - Phase 1	Footway resurfacing	£ 100,000	-	-
B1090	Abbots Ripton	Station Road	Along embankment	Carriageway resurfacing/bank investigations	£ 400,000	-	-
B1043	St Neots	Huntingdon Street	Signals to Huntingdon Road	Carriageway resurfacing	£ 305,000	-	-
B1095	Ramsey	Milk and Water Drove	3 sections	Carriageway reconstruction	£ 830,000	-	-
B1040	Ramsey	Herne Road, Ramsey St Mary	from 60mph at R St M towards Pondersbridge	Carriageway reconstruction	£ 332,000	-	-
Unc	Huntingdon	Chequers Court	All link	Footway resurfacing	-	£ 95,000	-
Unc	Huntingdon	Coneygear Road	From Pennington Road to Maryland Avenue	Carriageway reconstruction	-	£ 77,000	-
B1040	Pidley	Fenton Road	Village to A141	Carriageway resurfacing	-	£ 275,000	-
Unc	St Ives	Hill Rise	From Old Ramsey Road to Pettis Road	Carriageway resurfacing	-	£ 285,000	-
Unc	Huntingdon	Butts Grove Way	From California Road to Coneygear Road	Carriageway strengthening/resurfacing	-	£ 265,000	-
B1428/Unc	St Neots	Market Square	Footways around tree pits and blockwork	Footway repairs	-	-	£ 120,000
C89	Yaxley	Hod Fen Drove	Phase 2	Carriageway reconstruction	-	-	£ 300,000
A605	Elton	3 sections	From Peterborough Services to Elton	Carriageway resurfacing	-	-	£ 759,000
Unc	Yaxley	Mere View	From B1091 to bend near Willow Rd and short section near to no. 76	Carriageway strengthening/resurfacing	-	-	£ 300,000
					£ 1,967,000	£ 997,000	£ 1,479,000

Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke							
	Godmanchester	Earning Street		Slurry sealing footways	inc	-	-
	Godmanchester	London Road		Slurry sealing footways	inc	-	-
	Godmanchester	London Street		Slurry sealing footways	inc	-	-
	Godmanchester	Old Court Hall		Slurry sealing footways	inc	-	-
	Godmanchester	Saxons Close		Slurry sealing footways	inc	-	-
	Hemingford Grey	Hemingford Road		Slurry sealing footways	inc	-	-
	Hemingford Grey	St Ives Road		Slurry sealing footways	inc	-	-
	St Ives - Waveney Road estate	Waveney Road - to include the following:		Slurry sealing footways	inc	-	-
		Debden Avenue		Slurry sealing footways	inc	-	-
		Trent Close		Slurry sealing footways	inc	-	-
		Nene Way		Slurry sealing footways	inc	-	-
		Witham Close		Slurry sealing footways	inc	-	-
		Welland Close		Slurry sealing footways	inc	-	-
		Ouse Road		Slurry sealing footways	inc	-	-
		Cam Close		Slurry sealing footways	inc	-	-
		Stour Close		Slurry sealing footways	inc	-	-
		Orwell Close		Slurry sealing footways	inc	-	-
		Bure Close		Slurry sealing footways	inc	-	-
		Wensum Close		Slurry sealing footways	inc	-	-
		Alwyn Close		Slurry sealing footways	inc	-	-
		Dovey Close		Slurry sealing footways	inc	-	-
		Ribble Close		Slurry sealing footways	inc	-	-
		Heddon Way		Slurry sealing footways	inc	-	-
		Derwent Close		Slurry sealing footways	inc	-	-
		Dart Close		Slurry sealing footways	inc	-	-
		Tamar Close		Slurry sealing footways	inc	-	-
		Tay Close		Slurry sealing footways	inc	-	-
		Granta Close		Slurry sealing footways	inc	-	-
		Chelmer Close		Slurry sealing footways	inc	-	-
		Redmoor Close		Slurry sealing footways	inc	-	-

Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke							
B645	Tilbrook	High Street	County Boundary to Slow near layby	Surface Dressing	inc		
B660	Old Weston	Clopton Road	From B662 to new surface near speed limit	Surface Dressing	inc		
B660	Old Weston	Molesworth Road	Catworth Rd to near Manor Farm	Surface Dressing	inc		
C110	Ramsey Heights	Ugg Mere Court Rd	Longlands Farm to St Marys Road	Surface Dressing	inc		
B1086	Somersham	St Ives Road	From Pidley Sheep Ln to B1089	Surface Dressing	inc		
C95	Stilton	Caldecote Road	From Washingley Rd to St Marys Road	Surface Dressing	inc		
C111	Upwood	Ramsey Road	40mph limit Upwood to 30mph limit Ramsey	Surface Dressing	inc		
C164	Kimbolton	Stow Road	From near Bicton Ind Est to B660	Surface Dressing	inc		
C180	Offord D'Arcy	Graveley Road	Speed limit to Toseland Rd	Surface Dressing	inc		
Unc	Brington	High Street	B660 to B660	Surface Dressing	inc		
Unc	Hemingford Grey	Marsh Lane	From A1096 to speed limit	Surface Dressing	inc		
Unc	Hartford	Owl Way	Sapley Rd to Main St	Mirco Asphalt	inc		
Unc	Hartford	Falcon Drive	Whole Road	Mirco Asphalt	inc		
Unc	Hartford	Tawny Crescent	Whole Road	Mirco Asphalt	inc		
Unc	Brampton	Horseshoes Way	High St to High St	Mirco Asphalt	inc		
Unc	Brampton	Layton Crescent	Whole Road	Mirco Asphalt	inc		
Unc	St Neots	Andrew Road	Whole Road	Mirco Asphalt	inc		
Unc	Sawtry	Newton Road	Fen Ln to Church Causeway	Mirco Asphalt	inc		
Unc	Sawtry	Huntings Drive	Whole Road	Mirco Asphalt	inc		
Unc	Sawtry	Bloomfield Way	Whole Road	Mirco Asphalt	inc		
Unc	Sawtry	All Saints Way	Whole Road	Mirco Asphalt	inc		
Unc	Sawtry	Manor Drive	Whole Road	Mirco Asphalt	inc		
Unc	Sawtry	St Davids Way	Newton Rd to end	Mirco Asphalt	inc		
Unc	Warboys	Bottels Road	From Humberdale Way to end	Mirco Asphalt	inc		
Unc	Warboys	Knowles Ave	Whole Road	Mirco Asphalt	inc		
Unc	Warboys	Gamer Ave	Whole Road	Mirco Asphalt	inc		
Unc	Needingworth	Townsend Road	High St to end	Mirco Asphalt	inc		
Unc	Needingworth	Asplin Ave	Whole Road	Mirco Asphalt	inc		
Unc	Needingworth	Dales Way	Whole Road	Mirco Asphalt	inc		
Unc	Needingworth	Ravenscourt	Townsend Rd to Meeting Ln	Mirco Asphalt	inc		
Unc	Needingworth	Meeting Lane	Whole Road	Mirco Asphalt	inc		
Unc	Hartford	Desborough Road	Hartford Rd to Sapley Rd	Grip Fibre	inc		

Bridge Strengthening							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Gareth Guest							
U/C	St Ives	St Ives Flood Arches	London Rd	Brick Parapet rebuild listed structure	-	£ 421,000	-
B660	Holme	Stokes Bridge	Long Drove	Parapets replacement	-	£ 315,750	-
A1307	Hunts Area	A14 Detrunking	A14	Inspection/records take over bridges/structures	-	-	£ 157,985
					£ -	£ 736,750	£ 157,985
Traffic Signal Replacement							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Richard Ling							
Unc	Godmanchester	London Road	Near Tudor Road	Refurbish signals at crossing	£ 52,000	-	-
B1091	Farcet	Peterborough Road	Near Broadway	Refurbish signals at crossing	-	£ 49,000	-
B1514	Huntingdon	Brookside (Ring Road)	At Cowper Road	Refurbish signals at junction	-	£ 102,000	-
A15	Yaxley	London Road	At Brunell Drive	Refurbish signals at junction	-	£ 93,000	-
A1123	St Ives	St Audrey Lane	Ramsey Road	Refurbish signals at junction	-	-	£ 248,000
					£ 52,000	£ 244,000	£ 248,000

South Cambridgeshire

Carriageway & Footway Maintenance including Cycle Paths							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Matt Staton							
B1052	Linton	The Grip	Boundary to the Zoo	Resurface footways	£ 33,000	-	-
B1053	Linton	Balsham Road	Place to place	Resurface footways	£ 42,000	-	-
C194	Madingley	High Street/Cambridge Road	Opposite PH and Trinity to school	Resurface footways	£ 45,000	-	-
Unc	Melbourn	Orchard Way, Palmer Way	Includes Fordham Way and Clear Crescent	Resurface footways	£ 40,000	-	-
A10	Landbeach	Ely Road	From Denny End Road to Research Park	Carriageway resurfacing	£ 300,000	-	-
C194	Madingley	The Avenue	From Madingley towards A14	Carriageway resurfacing/reshaping	£ 130,000	-	-
B1046	Comberton	Barton Road	From Barton Court to 60mph limit	Carriageway resurfacing	£ 184,000	-	-
A1307	Babraham	Cambridge Road	At High Street junction	Carriageway resurfacing	£ 214,000	-	-
C249	Sawston	High Street	Prince William Way to traffic signals	Carriageway resurfacing	£ 200,000	-	-
Unc	Milton	Benet Close	Cul de sac	Resurface footways	-	£ 23,000	-
Unc	Barton	Mailes Close	Cul de sac	Resurface footways	-	£ 24,000	-
footway scheme to be identified					-	£ 100,000	-
C198	Girton	Cambridge Road	Inc parts of Girton Rd and High St, from Welbrook Court to Manor Farm Road	Carriageway resurfacing	-	£ 552,000	-
Unc	Caldecote	Highfields Road	From roundabout to West Drive	Carriageway resurfacing	-	£ 126,000	-
footway scheme to be identified					-	-	£ 90,000
B1042	Croydon to Tadlow	Lower Road	nr high speed bends	Carriageway resurfacing	-	-	£ 132,000
B1047/C210	Horningsea	Horningsea Road	Approaches to signals/bridge area	Carriageway resurfacing	-	-	£ 180,000
					£ 1,188,000	£ 825,000	£ 402,000

Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke							
	Balsham	West Wratting Road		Slurry sealing footways	inc	-	-
	Castle Camps	Claydon Close		Slurry sealing footways	inc	-	-
	Comberton	Kentings		Slurry sealing footways	inc	-	-
	Comberton	The Westerings		Slurry sealing footways	inc	-	-
	Fen Ditton	Wrights Close		Slurry sealing footways	inc	-	-
	Fulbourn	Haggis Gap		Slurry sealing footways	inc	-	-
	Fulbourn	The Croft		Slurry sealing footways	inc	-	-
	Hildersham	High Street		Slurry sealing footways	inc	-	-
	Histon	Clay Street		Slurry sealing footways	inc	-	-
	Histon	Narrow Lane		Slurry sealing footways	inc	-	-
	Histon	Nuns Orchard		Slurry sealing footways	inc	-	-
	Histon	Old Farm Close		Slurry sealing footways	inc	-	-
	Histon	Symonds Close		Slurry sealing footways	inc	-	-
	Milton	Benet Close		Slurry sealing footways	inc	-	-
	Oakington	Water Lane		Slurry sealing footways	inc	-	-
	Stow-Cum-Quy	Stow Road		Slurry sealing footways	inc	-	-
	Stow-Cum-Quy	Main Street		Slurry sealing footways	inc	-	-
	Stow-Cum-Quy	Herrings Close		Slurry sealing footways	inc	-	-
	Teversham	Marshall Close		Slurry sealing footways	inc	-	-
	Toft	School Lane		Slurry sealing footways	inc	-	-
	Toft	High Street		Slurry sealing footways	inc	-	-
	West Wickham	High Street		Slurry sealing footways	inc	-	-

Carriageway Recycling process - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke							
Unc	Willingham	Sponge Drove	Rockmill End to Milkings Hill Drove	Carriageway retread	-	-	-
Unc	Willingham	Queenholme Way	Sponge Drove/Queenholme Drain	Carriageway retread	-	-	-
Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke							
A505	Pampisford	Causeway	From A1301 to High St	Surface Dressing	inc		
A1307	Great Abington	Cambridge Road	From speed limit to Linton Rd	Surface Dressing	inc		
B1042	Croydon	Lower Road	From A1198 to Top Farm	Surface Dressing	inc		
B1049	Cottenham	Twentypence Road	Give way buildout to near river bridge	Surface Dressing	inc		
B1368	Gt & Lt Chishill	Barley Rd Flint Cross	From County boundary to A505	Surface Dressing	inc		
C255	Whittlesford	Hill Farm Road	From A505 to West End	Surface Dressing	inc		
C268	Orwell	Barrington Road	Speed limit Orwell to speed limit Barrington	Surface Dressing	inc		
C284	Ickleton	Frogge Street	County boundary to second Give way	Surface Dressing	inc		
C284	Little Shelford	Whittlesford Road	Speed limit to High St, Whittlesford	Surface Dressing	inc		
Unc	Thriplow	Chrishall Grange Rd	From County boundary to A505	Surface Dressing	inc		
Unc	Milton	The Sycamores	The Rowans to The Rowans	Micro Asphalt	inc		
Unc	Milton	Faulkner Close	Whole Road	Micro Asphalt	inc		
Unc	Milton	The Elms	Whole Road	Micro Asphalt	inc		
Unc	Linton	Wheatsheaf Way	Horseheath Rd to Balsam Rd	Micro Asphalt	inc		
Unc	Linton	Dolphin Close	Whole Road	Micro Asphalt	inc		
Unc	Linton	Ballingdon Lane	Whole Road	Micro Asphalt	inc		
Unc	Linton	Brinkman Road	Whole Road	Micro Asphalt	inc		
Unc	Linton	Pembroke Lane	Whole Road	Micro Asphalt	inc		
Unc	Linton	Hollybush Way	Whole Road	Micro Asphalt	inc		
Unc	Linton	Bawtree Crescent	Whole Road	Micro Asphalt	inc		
Unc	Sawston	Park Road	London Rd to end	Micro Asphalt	inc		
Unc	Sawston	Maple Ave	Whole Road	Micro Asphalt	inc		
Unc	Sawston	Rowan Ave	Whole Road	Micro Asphalt	inc		
Unc	Sawston	Hawthorn Ave	Whole Road	Micro Asphalt	inc		
Unc	Stapleford	Cherry Tree Ave	Whole Road	Micro Asphalt	inc		
Unc	Stapleford	Finch's Close	Whole Road	Micro Asphalt	inc		
Unc	Histon	Priors Close	Whole Road	Micro Asphalt	inc		
Unc	Longstanton	Clive Hall Drive	Whole Road	Micro Asphalt	inc		
Unc	Longstanton	Nether Grove	Whole Road	Micro Asphalt	inc		
Unc	Swavesey	Greenside Close	Whole Road	Micro Asphalt	inc		
Unc	Impington	Ambrose Way	Whole Road	Micro Asphalt	inc		
Unc	Melbourn	Mortlock Close	Whole Road	Micro Asphalt	inc		
Unc	Caxton	Ermine Street	A1198 to Gransden Rd	Grip Fibre	inc		
Unc	Caxton	Royston Road	Gransden Rd to A1198	Grip Fibre	inc		

Bridge Strengthening							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Gareth Guest							
A505	Whittlesford	Whittlesford Railway Bridge	Whittlesford Railway Bridge	Concrete edge beam repair and brick repairs	£ 210,500	-	-
					£ 210,500	£ -	£ -
Traffic Signal Replacement							
Road Number	Parish/Town	Street	Location	Works	Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Richard Ling							
A1307	Girton	Huntingdon Road	At Girton Road	Refurbish signals at crossing	£ 77,000	-	-
B1049	Impington	Bridge Road	At Chequers Road	Refurbish signals at junction	£ 135,000	-	-
B1049	Histon	The Green	At Water Lane	Refurbish signals at junction	£ 102,000	-	-
B1050	Willingham	High Street	At Station Road	Refurbish signals at junction	-	-	£ 100,000
					£ 314,000	£ -	£ 100,000

Countywide schemes

Carriageway & Footway Maintenance including Cycle Paths						
Works				Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke						
Countywide capitalised road patching				£ 1,040,000	£ 915,000	£ 915,000
Locally determined minor capital schemes				£ 650,000	£ 572,000	£ 572,000
Contact Officer: Jon Clarke						
Countywide Surface Treatment programme - current schemes listed under District/City areas. Schemes for future years to be confirmed				£ 4,200,000	£ 3,696,000	£ 3,696,000
Preparation for surface treatment schemes, as above				£ 900,000	£ 792,000	£ 792,000
Countywide Retread programme - current schemes listed under District/City areas. Schemes for future years to be confirmed				£ 1,200,000	£ 1,056,000	£ 1,056,000
Countywide safety fence renewals - current schemes listed under District/City areas. Full programme for future years to be confirmed				£ 350,000	£ 200,000	£ 200,000
Countywide Footway slurry seal programme - current schemes listed under District/City areas. Schemes for future years to be confirmed				£ 500,000	£ 500,000	£ 500,000
Contact Officer: Matt Statonn / Barry Wylie						
Investigation and design for future schemes				£ 300,000	£ 300,000	£ 300,000
Drainage schemes to be identified				£ 1,000,000	£ 1,000,000	£ 1,000,000
				£ 10,140,000	£ 9,031,000	£ 9,031,000
Pothole Action Fund						
Works				Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Jon Clarke						
Fund to repair or prevent the formation of potholes				to be confirmed	-	-
				£ -	£ -	£ -
Rights of Way						
Maintaining the Rights of Way network						
Works				Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Gareth Guest						
Fund to repair, replace and upgrade bridges as a result of inspections				£ 40,000	£ 40,000	£ 40,000
				£ 40,000	£ 40,000	£ 40,000

Bridge Strengthening						
Works				Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Gareth Guest						
Design for future years schemes & capitalised minor improvements				£ 1,837,665	£ 1,564,015	£ 1,248,265
				£ 1,837,665	£ 1,564,015	£ 1,248,265
Traffic Signal Replacement						
Works				Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Richard Ling						
Design for future years schemes				£ 40,000	£ 40,000	£ 40,000
RMS site replacement				£ 49,000	£ 124,000	£ 133,000
				£ 89,000	£ 164,000	£ 173,000
Smarter Travel Management - Integrated Highway Management Centre						
The Integrated Highways Management Centre(IHMC) collects, processes and shares real time travel information to local residents, businesses and communities within Cambridgeshire. In emergency situations the IHMC provides information to ensure that the impact on our transport network is mitigated and managed.						
Works				Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Sonia Hansen						
Expand our existing Intelligent Transport Systems to provide further integration in delivering transport information to the public and our partners. Provide new facilities into the IHMC including additional CCTV coverage, variable message signs (VMS) and other technology to better inform the public on our highway network conditions				£ 200,000	£ 200,000	£ 200,000
				£ 200,000	£ 200,000	£ 200,000
Smarter Travel Management -Real Time Bus Information						
Provision of real time passenger information for the bus network.						
Works				Budget 2019/20 £	Budget 2020/21 £	Budget 2021/22 £
Contact Officer: Sonia Hansen						
Add further displays to areas of key footfall and other strategic use, add or replace bus kit as fleets change and invest further in more direct channelling of information to users				£ 165,000	£ 165,000	£ 165,000
				£ 165,000	£ 165,000	£ 165,000

Traffic Signals Design and Operational Guidance

Purpose

This document sets out guidance on the design and operation of traffic signals within Cambridgeshire. When applying this guidance it is emphasised that a flexible approach should be adopted to allow a balanced outcome to be achieved that is consistent with transport strategy objectives.

This guidance will inform and influence any reviews of existing traffic signal installations and the design of new signal installations including those being delivered by external parties, particularly in respect of new development.

This guidance is intended to complement existing traffic signal best practice and regulation.

General approach

As a first step in any traffic signals review or in the design of new installations, the principle of traffic signal control should be tested with alternative methods of control being considered.

Traffic signals should be configured so that signal stages and timings optimise the movement of people rather than simply the movement of vehicles. Signal timing plans should have flexibility to respond to changing modal demands throughout the day/week/season. In urban areas, traffic signal systems should have the ability to utilise air quality data to influence and inform changes in networked signal timings in response to poor air quality.

Up to date information on people movement and delays at individual junctions and crossings should be collected to inform and influence the way in which signal control is configured and operated.

Individual transport mode considerations

Pedestrians

Wherever practical and possible pedestrian movements across individual junction arms should be made in a single movement. All red motor vehicle stages (potentially incorporating diagonal crossing facilities) should be considered at junctions where necessary to manage high pedestrian flows.

Pedal cyclists

Wherever practical and possible cycle movements should be:

- segregated by space or time or both from motor vehicle movements
- made in a single movement across individual junction arms.

Buses

Local registered service bus movements should be prioritised over general traffic movements through early detection on junction approaches. At sites where buses run on conflicting routes, priority should be given to which ever bus is experiencing the greatest delay in punctuality or which ever is carrying the greatest number of passengers (implementation of this aspect will be dictated by the availability of technology to monitor timetabling and passenger levels in real time).

Other motor vehicles

The signal review process should determine whether the retention of all current permitted movements for private motor vehicles is essential or necessary, in consideration of other transport strategies and projects. If considered appropriate, consideration could be given to restricting identified motor vehicle movements if they support and/or achieve strategic transport aims and create more opportunity to prioritise sustainable transport modes. Any proposal to restriction junction movements should be modelled to fully assess and understand the implications for access on the wider road network.

Road safety

To improve road safety, injury accident data should be assessed to:

- determine the need for any changes in design or operation at existing signal sites
 - inform the design process for new signal installations.
- Perceived safety concerns for vulnerable users (pedestrians and pedal cyclists) should also be taken into account.

Technology and Innovation

At all signal controlled junction/crossing the use of 'state of the art' technology should be considered to address the following key operational aspects:

Pedestrians - on-crossing detection and other aids for those with limited mobility to optimise pedestrian stage operation.

Pedal cyclists - stop line and approach detection to optimise cycle stage operation.

Buses - the ability to detect buses early to optimise the prioritisation of bus movements for registered local service buses (with the ability to access real time bus timetabling and passenger levels to prioritise conflicting movements).

Pollution – the ability to factor in air quality data in real time to influence and inform the optimisation of signal timings

General traffic - the ability to optimise general traffic movements on a network/ corridor basis.

Whilst traffic signal designs and operations need to be consistent with current Department for Transport (DfT) regulations, the design and/or review process should aspire to test and adopt innovative approaches through DfT approved trials.

Application of guidance

The way in which this guidance is applied to individual junctions and crossings needs to take into account their location and role within the road hierarchy to ensure consistency with strategic aims and to achieve a pragmatic balance between competing movement demands.

Therefore, the degree to which sustainable transport mode movements are prioritised over motor vehicle movements could be expected to be more significant on routes within city and town centres than on the ring roads / arterial routes.

Vehicle Restraint Systems (Safety barriers)

This Policy applies to all vehicle restraint systems. The term safety barrier is used as a generic term for all these assets, unless otherwise stated.

Safety barriers are an important element in maintaining the safety of the highway network for road users. Objects on or near to the road can present a significant hazard to the road user and there is a clear need to ensure that they are reasonably protected. Examples of such objects would be structures, large signs, lamp columns or where there is a large difference in level near to the road edge.

This policy details following aspects relating to safety barriers:

- Condition Assessments and Inspections
- Prioritisation of Investment

Condition Assessments and Inspections

There are two types of checks on safety barriers, planned inspections and reactive inspections.

Planned inspections include general highway safety inspections and specific inspections on elements of the safety barrier asset.

Highway Safety Inspectors carry out visual checks to make sure that highway assets are in a safe condition as part of their routine safety inspections. This includes a coarse visual assessment ensuring that safety barrier components are not obviously broken or damaged. These inspections are carried out at intervals determined by the maintenance hierarchy of the road as defined in the relevant section of this document.

Separate service inspections of vehicle restraint systems are also undertaken. These inspections require that tensioning bolts of steel tensioned safety fencing are checked and reset to the correct torque every 3 years. In addition steel and wire rope safety fences are inspected at intervals of 5 years in respect of mounting height and integrity.

Reactive inspections are carried out in response to enquiries and generate ad hoc and emergency works orders for repair.

Risk based prioritisation

In prioritisation of planned works to safety barriers, an assessment of the level of risk to road users is considered based on the following:

- The categorisation of the road within the maintenance hierarchy
- What the safety barrier is protecting / the road environment of the safety barrier
- The existing collision history of the road

Carrying out the right repairs at the right time in the life cycle of the safety barrier asset is a key objective. Each site is assessed using a risk based approach and a prioritised list of improvements is produced.

Other significant factors affecting Safety Barrier maintenance

Damage by third parties accounts for the majority of reactive repairs. Where practicable, efforts are made to recover all costs incurred in repairing sections of accident damaged fencing or barrier.

Inventory Data Collection

The inventory data for safety fencing and barriers is held within the Insight database. The vehicle restraint systems in the County comprises of the following types:

- Un-tensioned single sided corrugated
- Single sided tensioned corrugated beam
- Double sided tensioned corrugated beam
- Double sided open boxed beam
- Single sided open box beam
- Flex-beam single sided
- Flex-beam double sided
- Wire Rope

Metal post are the predominant supports to the systems although timber posts are used in various locations.

Details of new installations will be added to the inventory.

Asset Strategy

The prioritisation of the renewal and replacement within the three year work programme will be developed using the criteria detailed previously and where appropriate nationally recognised standards.

Levels of Service

The following service standards relates to the County Council's aim to deliver a road network which is safe, reliable and is as fit for purpose as possible within current funding and resource constraints. These service standards represent a baseline.

- Safety Barriers will be maintained in a safe condition and in a manner appropriate to its use and location
- Redundant safety barriers will be removed aiming to reduce long term maintenance costs

Street Lighting Attachments Policy

1. Scope

This document gives details of the procedures that shall be followed in relation to installing seasonal decorations (such as Christmas decorations, hanging baskets and banners) and other attachments such as but not limited to (CCTV cameras, WIFI equipment and public transport information) on Cambridgeshire County Council (CCC) street lighting columns. This policy also applies to the installation of catenary or suspension infrastructure across the public highway which is to be attached to street lighting columns.

The attachment of any equipment to CCC owned street lighting columns requires consent from the Council, as Highway Authority.

Where persons or organisations wish to install display items on or above the public highway, consent will be required from the Highway Authority in accordance with Section 178 of the Highways Act 1980.

Cambridgeshire County Council aspires to grant an application but as a responsible authority it has a duty of care to maintain safe passage for all users of the public highway and with this in mind CCC would request that this policy is read carefully. Therefore permission for attachments to be installed may not be able to be granted in all instances.

2. Background

A variety of attachments are installed on lighting columns throughout the county. Whilst these may not be owned or controlled by the Highway Authority, such attachments may cause an interference with use of the public highway and the Highway Authority has statutory powers to control their deployment.

Any additional structural load imposed on a lighting column, which includes catenary wires increases the risk of failure. As such all applications to make an attachment onto a lighting column need to be assessed individually to ensure that its safety and structural integrity is not compromised.

The Highway can include the carriageway, footway and any verge. The term “banner” may include “temporary advertising board or notice”. Attachments include:

- Illuminated and non-illuminated decorations erected for Christmas and other religious celebrations
- Illuminated and non-illuminated decorations erected for festivals and other celebrations
- Flower Decorations including fixed and hanging floral displays

- Illuminated and non-illuminated advertisements
- CCTV cameras
- Signs including those used for advertising as well as public information
- Public transport information
- WIFI equipment
- Litter bins
- Speed indication devices
- Variable message signs
- Any other temporary or permanent fixtures

3. General Terms and Conditions

This policy applies to the attachment of any equipment to CCC owned street lighting columns. (Please note the General Terms and Conditions apply to all attachments including suspension infrastructure (catenary decorations, or similar), and further conditions can be found in section 5)

The completed application form and associated paperwork should be submitted to CCC a minimum of 12 weeks prior to the proposed installation start date.

When an application to erect banners is submitted only the following will be considered:

- Advertisement is non-commercial unless covered by a separate formal agreement with Cambridgeshire County Council.
- For a local charity or local community event.
- Non-political.
- Will not cause public offence.
- Does not suggest bias on behalf of the council.
- Does not distract drivers using the highway at complex junctions/ locations with high traffic accident rates.
- Affect the integrity or reputation of the council etc.

4. Fees and Charges

Fees will be levied to commercial organisations only, fees contained in Table 1 cover the authorisation administration, technical checking and updating of the records in the street lighting inventory management system. Please note if the attachment is installed for a fixed period i.e. seasonal decorations, then the street lighting inventory update fee would be charged twice, for installation and for removal.

Table 1 – Technical approval check and Street Lighting Inventory records update.

Process	Fee
Cambridgeshire County Council Checks	£47.55
Balfour Beatty Checks	Fee Payable (Excludes VAT).
1-5 standard attachments in a single application:	
Technical Approval Check fee	£13.25 to review application.
Street Lighting Inventory records Update fee	£8.85 for system administration for units covered by application.
6-10 standard attachments in a single application:	Fee Payable (Excludes VAT).
Technical Approval Check fee	£26.50 to review application.
Street Lighting Inventory records Update fee	£17.70 for system administration for units covered by application.
10+ attachments in a single application	Fee Payable (Excludes VAT).
Technical Approval Check fee	£26.50 + £1.75 per additional attachment to review
Street Lighting Inventory records Update fee	£17.70 + £1.25 per additional attachment for administration
Banners	Fee Payable (Excludes VAT).
Technical Approval Check fee	£13.25 to review for the first banner in a single application. Plus £4.50 for each additional banner per application.
Street Lighting Inventory records Update fee	£1.75 per unit for administration for banners covered by application.

BBLP reserve the right to apply the banners structure to any application with large attachments (above 0.3m²).

5. Requirements

Cambridgeshire County Council will confirm the License Application/Technical Checking/Inventory Update fees following the submission of the application. The following shall apply to all applications:

- a** Any licence shall only be granted to the individual or body acting as an operator. It cannot be transferred to any other person or body. No seasonal decorations or other attachments should be installed on or attached to any CCC owned lighting columns without permission granted through the licensing procedure. CCC shall issue a formal licence indicating the conditions under which such apparatus may be erected.
- b** All licences for seasonal decorations and temporary attachments shall last for the period of the installation up to a maximum of 12 months. Licences issued for permanent attachments will be granted for a period of 5 years, with licenses for local authority attachments being automatically re-issued upon receipt of a new

license application, however CCC will reserve the right to withdraw any licences granted. If a permanent attachment is replaced or altered at any time or if the actual lighting column is replaced a new licence will need to be submitted.

- c** The applicant is responsible for the management and maintenance of the attachment throughout the life of the installation. Any attachments will be subject to the time limit and other conditions specified within the licence and upon expiry of the licence the attachment must be removed. Cambridgeshire County Council should be informed as soon as temporary or permanent attachment is removed.
- d** Any person fixing or placing any apparatus on or above the public highway without the consent of the Highway Authority, or commits a breach of the following conditions, is open to possible prosecution, and the offending equipment, fixtures and fittings will most likely be removed forthwith, at the applicants expense.
- e** The applicant, and any successors in title, will indemnify CCC and its Service Providers or Councils contractor, as the Highway Authority, against any liability, loss, claim or proceeding whatsoever arising under the Statute, or Common Law, in respect of the placing, lighting, and maintaining of the equipment over the highway, or its removal there from. The minimum sum covered by the policy is to be £10 million for any one event.
- f** Any installation which overhangs the Highway, unless otherwise agreed to, shall (where vehicle access is permitted) have a minimum clearance of no less than 5.8 metres over the carriageway or footway and no less than 2.5 metres over the footway (where the apparatus shall not encroach within 450mm from the edge of the carriageway).
- g** No attachment shall hinder the normal maintenance of the highway structure concerned or use of the public highway. Should the installation be deemed unsafe, any part or all of the apparatus may be removed, without notice by CCC or the Council's contractor and any costs incurred in this process shall be charged to the applicant. Fixtures should not obstruct the unit identification number or street light access door.
- h** Unauthorised and non-approved attachments will be removed, without notice by CCC or the Council's contractor and any costs incurred in this process shall be charged to the perpetrator.
- i** Any damage caused to CCC equipment as a result of the applicants activities must be immediately reported to CCC. It is the intention of CCC to recover any costs from the applicant for rectification of the damage caused.
- j** CCC and its Service Providers or Councils contractor will not accept any responsibility for vandalism or accident damage to the applicant's installation.

The following shall apply to seasonal decorations (including banners and flower baskets) attached to lighting equipment:

- a No banners, flags or catenary wires shall be erected between two or more lighting column, unless the columns have been specifically manufactured and designed for this purpose.
- b All temporary fixings used to attach the decorative festive lights or flower baskets must be removed at the end of the licence period (Licence Period is for the length of the column life) and shall be designed and installed, not to damage the units coating.
- c Power supplies to decorative fittings shall not be derived from adjacent buildings or structures.
- d No installation shall be permitted where it may be in conflict with any adjacent traffic signal system.

Other permanent or temporary attachments

In general, street lighting columns can only accommodate a sign plate no greater than 0.3m²; older columns may not be able to accept such additional loading (please see further details in section 6). No advertising signs shall be attached to lighting columns except where recognised organisations have been granted permission by the Highways Authority. Unauthorised and non-approved advertising signs will be removed, without notice by CCC or the Council's contractor and any costs incurred in this process shall be charged to the perpetrator, in line with the Council's Enforcement Policy.

6. Electrical Terms and Conditions

All persons undertaking electrical work shall be competent and qualified to undertake the said works required, and using equipment to a standard, as required for permanent installations, even though the installation may be temporary. The minimum competency requirements are noted below:

- City & Guilds 2382 18th Edition Wiring Regulations
- G39 Level 1
- Electro technical Certification Scheme (ECS) Health and Safety Assessment
- NICEIC registration for Street Lighting

It is recommended that a contractor registered under the Highways Electrical Registration Scheme (HERS), which is a requirement of the National Highways Sector Scheme 8 (NHSS8), is appointed to carry out the work. Contractors registered will have obtained the appropriate competencies to carry out works on street lighting.

If it is proposed to mount appropriate external sockets on to lighting columns in order to install attachments, details of such shall be provided with the application.

A suitable time control mechanism, agreed with CCC, separate to the CCC street lighting timing mechanisms, shall be incorporated by the Contractor to provide control over the lighting hours of the decoration (and any other attachments if necessary).

Any tungsten festoon lamp holders used shall be vulcanised and moulded onto the outer sheath of the cable and shall preferably be suitable for Edison Screw lamps. No 'pin prick' type lamp holders are to be used, unless applied by a purpose designated machine that ensures proper connection and an Ingress Protection (IP) sealing to IP66.

Any decoration or attachment containing flashing red, yellow or green lamps shall not be erected within 10 metres of traffic signals, light controlled pedestrian crossings or zebra crossings.

Power supplies to decorative festive lights and any other attachments should not be derived from adjacent buildings, but from within the street lighting column acting as the support. Where unavoidable remote power supplies are used, both the attachment and any supply wiring, at regular intervals along the cable and at appropriate positions, must be labelled with the location of the isolation point.

Arrangements shall be made with a suitable energy supplier for payment of charges in relation to energy consumption. A copy of the written energy agreement, between the applicant and their energy supplier, shall be included with the application.

Each installation shall be tested to British Standard BS7671: 2018 and the electrical test certificates and test results passed to Cambridgeshire County Council on the day following installation.

7. Catenary decorations

The applicant shall supply a scale plan which clearly identifies the location of the proposed catenary decorations to be erected. The details and dimensions of the actual decorations being proposed will also need to be submitted for approval. Decorations/equipment outside the highway boundary but linked (e.g. an electrical connection) to those within the highway, shall be erected to the same standards, in all respects.

The applicant shall ensure all anchorage points, fixed to walls or other apparatus have been chosen to avoid damage to the wall/apparatus, and provide secure anchorage, and confirmation of permission shall be included from the property owners in the application.

A Structural Engineers report should be included in the application, confirming the structural adequacy of the proposed suspension infrastructure, including anchors/catenary wires.

For catenary wires and its associated equipment the applicant shall include current details of:

- Annual visual inspections by a Competent Person
- Structural testing results every 3 years, by a Competent Person
- Catenary wires replacement every 10 years, or earlier, dependent on condition or use

8. Application Procedure

For equipment being sited on highway furniture, CCC requires assurance that its structural integrity shall not be compromised. This assurance may need to come in the form of a structural survey for the proposed lighting column. Depending on the attachment type and lighting column a structural survey might be necessary, Cambridgeshire County Council will advise on this matter following the submission of an application. Should a structural survey be required, please contact CCC's Street Lighting partner, Balfour Beatty Living Places who will advise which company should be used to carry out this structural survey report to confirm the structural adequacy of a particular lighting column and individually assess whether proposed attachments may compromise structural integrity.

The details of the proposed attachment, its position, height, and method of fixing shall be included in the application using the forms provided on the online application process.

The following documentation should be submitted (if appropriate):

- a Application Form to be submitted a minimum of twelve weeks prior to installation.
- b All technical information, dimensions and details of each installation, including the completed relevant information sheet.
- c A completed checklist.
- d Evidence of public liability insurance (min £10m)
- e A location plan and the unit identification number(s)
- f Copy of the energy agreement (UMSO agreement)
- g Evidence of competency (all persons shall be G39/1 approved if entering a lighting column this includes any switching ceremony)
- h A statement of conformity for the complete installation, in accordance with BS 7671 (Test certificates to follow upon installation)

- i Installation of, and access to, seasonal decorations and attachments for maintenance and subsequent removal shall, be carried out from a suitable working platform operated by a competent person (No ladders)
- j Details of arrangements for protection and segregation of the public, including plans/schedules showing signing and guarding, to Chapter 8 of the Traffic Signs Manual (NRSWA accredited)
- k Complete risk assessment (from installation to removal)
- l Installation method statement
- m A structural survey report (please contact CCC to establish whether this will be required and which company should be used to carry out this structural survey report if required).
- n Structural Engineers' report for proposed suspension infrastructure
- o Scale plan for proposed suspension infrastructure
- p Banner Details for wording and Graphics
- q Detailed electrical details for supply source, circuit protection and inspection certificates (on the day following installation.)

7. Legislation, Regulations and Codes of Practice

In addition to this code of practice, the attachment, installation and removal of the seasonal decoration shall comply with:

- The current edition of the County Surveyor Society - County Surveyors Society Code of Practice for the Installation, Operation and Removal of Seasonal Decorations; and the ILP Laser, Festival and Entertainment Lighting Code.
- Institution of Lighting Professionals Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments. Professional Lighting Guide 06.
- The Management of Health and Safety at Work Regulations 1999.
- Health and Safety at Work Act 1974
- The Electricity at Work Regulations.
- BS7671: 2018 (18th Edition of the IEE Wiring Regulations).
- The Safety Code of Practice G39: Electrical Safety in the Planning, Installation, Commissioning and Maintenance of Public Lighting and Other Street Lighting.

Please provide this information to Cambridgeshire County Council, Street Lighting, by filling out the application form online:

Street.Lighting@cambridgeshire.gov.uk

Street Lighting

Cambridgeshire County Council

4 Rowles Way

Swavesey

Cambridgeshire

CB24 4UG

Fees and Charges per application, where they apply, are payable to Cambridgeshire County Council, the fee will be confirmed after the submission of the application.

Please note that some attachments/installations may require planning permission or authorisation from the County Councils Street Works Team (e-mail address: street.works@cambridgeshire.gov.uk). It is the responsibility of the applicant to ensure that they have all of the necessary consents.

Appendix Q

Highway Maintenance Revenue Budget Allocation

The budget will be allocated based upon a 50/50 split, taking into consideration the 'red' proportion of the carriageway condition and footway condition surveys.

This will be based upon a full survey 'round' for both carriageway and footway, and so will be using data averaged over an 8 year period to reduce peaks and troughs in condition due to the survey regime/weather extremes (i.e. C class and unclassified roads and all footways are surveyed every 4 years, and so at least two surveys will be included).

Please note that the % figures below are not the absolute length of 'red' road and footway condition within each area. The figures are based upon the proportion of red in each area compared with the overall amount or red countywide.

1. Carriageway Condition

Carriageway complete survey cycle average	
Area	Complete survey cycle average
East Cambridgeshire	19.62%
Fenland	24.98%
Huntingdonshire	17.54%
Cambridge	20.62%
South Cambridgeshire	17.24%

2. Footway Condition

Footway complete survey cycle average	
Area	Complete survey cycle average
East Cambridgeshire	19.54%
Fenland	17.21%
Huntingdonshire	20.08%
Cambridge	21.85%
South Cambridgeshire	21.32%

3. Combined Average Condition

Combined condition or budget allocation	
Area	% of budget
East Cambridgeshire	20%
Fenland	21%
Huntingdonshire	19%
Cambridge	21%
South Cambridgeshire	19%

LOCAL HIGHWAY IMPROVEMENT (LHI) SCHEMES 2019/20

To: **Highways & Community Infrastructure Committee**

Meeting Date: **12 March 2019**

From: **Graham Hughes, Executive Director: Place and Economy**

Electoral division(s): **All**

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

Purpose: **To inform Committee of the outcome of the prioritisation of 2018/19 LHI applications by the Member Panels in each District area.**

Recommendation: **To approve the prioritised list of schemes for each District area, included in appendix A of this report.**

<i>Officer contact:</i>	<i>Member contacts:</i>
Name: Richard Lumley Post: Assistant Director Highways Email: Richard.Lumley@cambridgeshire.gov.uk Tel: (01223) 703839	Name: Cllr Mathew Shuter/Cllr Bill Hunt Post: Chairman/Vice Chairman, Highways & Community Infrastructure Committee Email: Mathew.shuter@cambridgeshire.gov.uk William-hunt@hotmail.co.uk Tel: (01223) 706398

1. BACKGROUND

- 1.1 For 2019/20 the approved budget for Local Highway Improvements (LHI) is £607,000, as approved by the Highways & Community Infrastructure committee (H&CI) in December 2018 and the Economy and Environment (E&E) Committee in January 2019.
- 1.2 The LHI initiative invites community groups to submit an application for funding of up to £10,000, subject to them providing at least 10% of the total cost of the scheme. The schemes are community driven, giving local people a real influence over bringing forward highway improvements in their community that would not normally be prioritised by the Council. Schemes are prioritised through district based panels.
- 1.3 Where applications involve ongoing operational costs such as the cost of power supplies for measures such as zebra crossings, the applicant is expected to meet these costs, or, for some non-standard highway features or equipment, become responsible for the asset itself.

2. MAIN ISSUES

- 2.1 As in 2017/18, officers have completed feasibility studies with applicants in advance of the panel meetings, in a bid to provide a more consistent stage of development for applications. This year, more time was allocated to feasibility, a result of bringing the application deadline forward. The benefit of this stage in the process has been evident at panel meetings.
- 2.2 The panel assessment meetings remain a member led process, where applicants are invited to present their proposal. Member Panels have been set up to assess the priorities for funding, based on the available budget for each District and Cambridge City. Political group leaders appoint members based on current political proportionality, with the exception of the City Panel, which is agreed by the Cambridge Joint Area Committee.
- 2.3 Panel members have been asked to consider and score applications which will determine how the budget should be allocated. The panels adopted a scoring system assessing four categories; persistent problem, road safety, community improvement and added value. Each category was scored out of 5 and the average across all panel members was then used to rank applications. Panel members were not permitted to score applications in their own division.
- 2.4 The rationale for proposing which applications are delivered is based upon the scoring system and available budget per District area. The scoring criteria is as follows:

Score 0 Fails to deliver any improvement

Score 1 Delivers negligible improvement/ aims of the LHI Initiative

Score 2 Delivers limited improvement/ aims of the LHI Initiative

Score 3 Delivers some improvement/ aims of the LHI Initiative

Score 4 Delivers substantial improvement/ aims of the LHI Initiative

Score 5 Delivers exceptional improvement/ aims of the LHI Initiative

- 2.5 It is recommended that no application scoring less than 1 should be implemented, as the scoring indicates that the project delivers negligible improvements/aims of the LHI Initiative.
- 2.6 It is then recommended that projects be approved for delivery, working down from the highest score to the lowest, until the budget for the District area is fully allocated.
- 2.7 Should any applications subsequently prove unfeasible, or the actual cost be less than expected, further applications from the priority list may be allocated funding later in the year.
- 2.8 All estimated project costs now also incorporate the estimated cost of time spent by officers designing, managing and delivering it. The actual cost of the new feasibility stage, which has recently been completed, has been top sliced from east district area budget before being allocated to applications.
- 2.9 This recharge of both the feasibility and officer project delivery costs was agreed by H&CI Committee in July 2017, to better reflect the actual cost to the authority of delivering the LHI Initiative. The total recharge is estimated to be £200k and will deliver the corresponding saving identified in the Business Plan.
- 2.10 The LHI budget has been allocated to each district area in the same way as in 2018/19 and is therefore as follows:

District	Initial Budget	Feasibility	Remaining Available Budget
East Cambridgeshire	£79,174	£7,192	£72,150
Fenland	£96,768	£8,790	£88,183
Huntingdonshire	£167,146	£12,145	£155,249
South Cambridgeshire	£140,752	£10,102	£130,823
Cambridge City	£123,160	£10,226	£113,246
TOTAL	£607,000	£48,455	£558,545

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

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

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

3.2 Helping people live healthy and independent lives

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

3.3 Supporting and protecting vulnerable people

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

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

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

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

4.2 Statutory, Risk and Legal Implications

There are no significant implications within this category.

4.3 Equality and Diversity Implications

The Member-led Panels adopt a consistent scoring system, each prioritising proposals within the district against their district budget (paragraphs 2.3 and 2.10). Many of the schemes will improve road safety for vulnerable users such as the young and elderly. The LHI initiative empowers community groups to bring forward improvements and gives local people a real influence over bringing forward improvements that benefit their local community.

4.4 Engagement and Consultation Implications

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

4.5 Localism and Local Member Involvement

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

4.6 Public Health Implications

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

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Paul White
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Elsa Evans
Have any engagement and communication	Yes

implications been cleared by Communications?	Name of Officer: Sarah Silk
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Richard Lumley
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble

Source Documents	Location
Prioritised list of LHI schemes by District area for delivery in 2019/20	Appendix A
Individual LHI Panel Member scoresheets	Vantage House Washingley Road Huntingdon PE29 6SR

Panel Members:

Cllr Anna Bailey
Cllr David Ambrose Smith
Cllr Joshua Schumann
Cllr William Hunt

Budget (£) after feasibility	£	72,150.00
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App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	Estimated	Applicant	Applicant	CCC	Proposed CCC	Cumulative	3	Av	Av	Av	Av Score	Score
16	Soham Primary School	https://www.google.co.uk/maps/place/Kingfisher+Dr,+Soham,+Ely/@52.3470708,0.3285143,19.16z/data=!4m5!3m4!1s0x47d96b9e9e9e6f19:0x47d96b9e9e9e6f19	Improve pedestrian crossing facility on Kingfisher Drive to Primary School	10,900	1,090	10%	9,810	9,810	£9,810	4.50	5.00	4.75	4.75	4.75	
4	Cheveley	https://www.google.com/maps/@52.2364695,0.4270525,9.945m/data=!3m1!1e3	Speed limit reductions with entrance narrowing chicanes or speed tables	21,173	15,000	71%	6,172	£6,172	£15,982	4.25	3.75	4.75	4.50	4.31	
8	Ely	https://www.google.co.uk/maps/@52.4090279	High vehicle speeds in close proximity of school. School doesn't front onto a carriageway and therefore needs to be more visible	12,696	5,332	42%	7,363	£7,363	£23,345	4.25	4.25	4.00	4.25	4.19	
5	Chippenham	https://goo.gl/maps/vb3uBiQhvQN2	Road safety improvements for pedestrian crossings near play areas	2,999	1,000	33%	1,999	£1,999	£25,344	4.00	4.67	4.33	3.67	4.17	
14	Littleport	https://www.google.co.uk/maps/@52.4607859	Speeding throughout the village	8,032	4,000	50%	4,032	4,032	£29,376	4.00	4.00	4.33	4.33	4.17	
21	Wilburton	https://www.google.co.uk/maps/@52.3522314	Poor visibility of signals and speeding throughout the village	8,583	1,300	15%	7,283	7,283	£36,659	4.00	4.00	4.33	4.00	4.08	
6	Coveney	https://www.google.co.uk/maps/@52.4121294	Speed reduction through the village	6,185	619	10%	5,566	£5,566	£42,225	3.75	4.00	4.25	4.00	4.00	
2	Burrough Green	https://www.google.co.uk/maps/@52.1783352	Speeding and visibility on Brinkley Road	3,824	764	20%	3,060	£3,060	£45,285	4.00	4.00	3.50	4.25	3.94	
7	Ely	https://www.google.co.uk/maps/@52.4089718	Speeding through the City	10,782	2,480	23%	8,302	£8,302	£53,587	4.00	3.67	3.67	4.00	3.83	
11	Isleham	https://www.google.co.uk/maps/@52.3400803	Speeding issues	15,234	5,234	34%	10,000	£10,000	£63,587	3.75	4.00	3.50	3.75	3.75	
15	Mepal	https://www.google.co.uk/maps/@52.4039753	Speeding	3,467	347	10%	3,120	3,120	£66,707	3.75	3.50	4.00	3.50	3.69	
3	Burwell	https://www.google.co.uk/maps/@52.2675408	Speeding through the village	9,363	4,681	50%	4,681	£4,681	£71,388	4.00	3.33	4.00	3.33	3.67	
22	Witchford	https://www.google.co.uk/maps/@52.3870028,0.2032858,3a,75v,270.2h,67.51v/data=!3m9!1e1!3m7!1sQWmhts7Ep0QHfP1sEUFEQI2e0!7!13312!8i6656!9m2!1b1!2!247hl=en	Reducing the amount of speeding vehicles	21,762	11,762	54%	10,000			3.50	3.50	3.50	3.75	3.56	
13	Little Thetford	https://www.google.co.uk/maps/@52.3659965	Speeding throughout the village	4,787	718	15%	4,069			3.33	3.33	4.00	3.33	3.50	
20	Wicken	https://www.google.co.uk/maps/@52.312039	Speeding through the village	18,368	8,368	46%	10,000			3.67	2.67	4.00	3.67	3.50	
1	Brinkley	https://goo.gl/maps/xiQ57CZertt	Speed Cushions	13,309	3,309	25%	10,000			3.50	3.25	3.50	3.50	3.44	
18	Sutton	https://www.google.co.uk/maps/@52.3879948	Speeding throughout the village	4,787	479	10%	4,308			3.25	3.00	3.00	3.00	3.06	

17	Soham Residents	https://www.google.co.uk/maps/place/Barcham+Rd,+Soham,+Ely/data=!4m2!3m1!1s0x47d86b34ecb23355:0x69798fb90eb65e187ved=2ahUKEwic3QOP9a3eAhVp_aQKHUUUDRsQ8gEwAHoFCAAQAO	Traffic calming to Barcham Road/Eyehill Drove	10,032	5,000	50%	5,032			3.50	3.00	2.75	2.50	2.94
10	Haddenham	https://www.google.co.uk/maps/@52.3669451	High vehicle speeds on the approach to the village	5,854	585	10%	5,268			3.00	2.33	2.33	2.67	2.58
TOTALS				£139,391	£66,004	47%	£120,065							
Proposed Costs 19/20 LHI's Budget (to red line cut off)				£113,238	£41,847	37%	£71,388							

Fenland

Panel Members:

Cllr John Gowing
Cllr David Connor
Cllr Simon King
Cllr Steve Tierney

Budget (£) after feasibility	£ 88,183.00
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App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av Score	Av Score	Av Score	Av Score	
15	Wisbech - Cherry Road	https://www.google.co.uk/maps/@52.5514982	Parking on Cherry Road causing a highway danger to children.	3,865	1,000	26%	2,865	2,865	£2,865	4.67	4.67	4.00	5.00	4.58
7	March	https://www.google.co.uk/maps/@52.5514974	MVAS	4,787	3,000	63%	1,787	£1,787	£4,652	4.25	4.25	4.25	4.75	4.38
2	Doddington	https://www.google.co.uk/maps/@52.5514969	Footway improvements	15,000	5,000	33%	10,000	£10,000	£14,652	4.00	3.00	4.33	4.67	4.00
10	Pondersbridge	https://www.google.co.uk/maps/@52.5514977	Speed reduction measures through the village	15,487	5,487	35%	10,000	£10,000	£24,652	4.00	4.00	2.33	4.33	3.67
11	Tydd St Giles	https://www.google.co.uk/maps/@52.5514978	Speed limit reduction	4,694	469	10%	4,225	£4,225	£28,877	4.00	3.67	3.00	3.67	3.58
8	Newton	Throughout village	Speeding within the village	4,787	479	10%	4,308	£4,308	£33,184	4.00	3.67	3.67	2.67	3.50
16	Wisbech - Station Drive	https://www.google.co.uk/maps/@52.5514983	Parking on corner of Station Drive and Victoria Road	3,579	1,000	28%	2,579	2,579	£35,763	3.33	3.67	3.33	3.33	3.42
12	Whittlesey	https://www.google.co.uk/maps/@52.5514979	Speeding along Stonald Road	4,787	527	11%	4,260	£4,260	£40,023	3.00	3.33	2.67	4.33	3.33
17	Wisbech Clarion House	https://www.google.co.uk/maps/@52.5514984	Prevent motorcycles from using the footway between Rectory Gardens and Sefton Avenue	3,332	1,000	30%	2,332	2,332	£42,355	3.00	3.25	3.25	3.00	3.13
18	Wisbech St Mary	https://www.google.co.uk/maps/@52.5514985	Speed reduction and improvement of pedestrian safety	5,831	583	10%	5,248	5,248	£47,603	3.25	3.25	3.25	2.50	3.06
14	Wimblington	https://www.google.co.uk/maps/@52.5514981	Safety signage and chevrons at Honeyead bend	2,882	1,000	35%	1,882	1,882	£49,485	3.25	3.25	2.50	3.00	3.00
6	March (Hundred Road)	https://www.google.co.uk/maps/@52.5514973	Footpath extension	10,414	2,000	19%	8,414	£8,414	£57,899	3.00	3.00	2.50	2.75	2.81
9	Parson Drove	https://www.google.co.uk/maps/@52.5514976	New footway connecting with northern housing	11,184	1,184	11%	10,000	£10,000	£67,899	3.00	2.67	2.67	2.67	2.75
13	Whittlesey	https://www.google.co.uk/maps/@52.5514980	Double yellow lines at numerous locations throughout the town	7,344	1,000	14%	6,344	6,344	£74,243	2.75	3.00	3.00	1.75	2.63
5	Leverington	https://www.google.co.uk/maps/@52.5514972	Speeding	4,787	479	10%	4,308	£4,308	£78,551	2.67	3.00	2.67	1.67	2.50
1	Christchurch	https://www.google.co.uk/maps/@52.5514968	Speeding throughout the village	5,007	500	10%	4,507	£4,507	£83,058	2.25	2.00	1.75	1.75	1.94
4	Gorefield	https://www.google.co.uk/maps/@52.5514971	40mph buffer zone	5,448	1,000	18%	4,448	£4,448	£87,506	1.75	1.75	2.00	2.00	1.88
3	Elm	https://www.google.co.uk/maps/@52.5514970	Buffer zone & lining	6,542	654	10%	5,888			2.00	1.75	1.75	1.25	1.69
TOTALS				£111,104	£26,362	24%	£93,394							

Proposed Costs 19/20 LHI's Budget (to red line cut off)

£113,213	£25,708	23%	£87,506
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Huntingdonshire

Panel Members:

Cllr Simon Bywater
Cllr Tom Sanderson
Cllr Steve Criswell*
Cllr Ian Gardener
Cllr Peter Downes
Cllr Mac McGuire

Budget (£) after feasibility	£ 155,249.00
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*Cllr Adela Costello & Cllr Kevin Reynolds attended as subs for Cllr Steve Criswell across the two panel dates

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av Score	Av Score	Av Score	Av Score	
41	Waresley-cum-Tetworth	https://www.google.co.uk/maps/place/Waresley/@52.1	40mph Buffer Zones	6,327	950	15%	5,377	5,377	£5,377	4.33	4.17	3.83	3.83	4.04
8	Earith Parish Council	https://www.google.co.uk/maps/@52.3565746,0.03580	MVAS	3,678	1,000	27%	2,678	£2,678	£8,055	3.17	3.50	3.33	3.17	3.29
29	Pidley Parish Council	https://www.google.co.uk/maps/@52.3815462,-	Give Way feature	17,340	7,340	42%	10,000	10,000	£18,055	3.17	3.17	3.17	2.83	3.08
34	St Neots Town Council	https://www.google.co.uk/maps/@52.2294808,-	Removal and relocation of Give Way features	14,339	4,339	30%	10,000	10,000	£28,055	3.17	3.00	2.83	3.17	3.04
6	Buckden Parish Council	https://www.google.co.uk/maps/@52.2915697,-	40mph Buffer Zone and gates	10,293	3,000	29%	7,293	7,293	£35,348	3.17	2.67	2.83	3.00	2.92
3	Bluntisham Parish Council	https://www.google.co.uk/maps/@52.3565864,-	Relocate 30mph speed limit, install Give Way feature, install 40mph	13,099	3,100	24%	9,999	£9,999	£45,347	3.00	3.00	2.67	2.83	2.88
21	Needlingworth	https://www.google.co.uk/maps/@52.325423,-	New Footway	19,731	9,731	49%	10,000	10,000	£55,347	2.83	3.00	3.17	2.50	2.88
19	Hilton	https://www.google.co.uk/maps/@52.2808029,-	MVAS	8,030	1,600	20%	6,430	£6,430	£61,777	3.00	2.83	2.67	2.83	2.83
17	Hail Weston Parish Council	https://www.google.co.uk/maps/@52.2428283,-	Speed Reduction	7,500	2,000	26%	5,500	5,500	£67,277	2.83	3.00	2.83	2.67	2.83
37	Tilbrook	https://www.google.co.uk/maps/@52.3121285,-	30mph speed limit	3,930	1,300	33%	2,630	2,630	£69,907	2.50	3.00	2.67	2.50	2.67
12	Godmanchester Town Council	https://www.google.co.uk/maps/@52.3188645,-	Parking Restrictions	2,775	1,000	36%	1,775	1,775	£71,682	2.67	2.67	2.67	2.17	2.54
46	Yaxley Parish Council	https://www.google.co.uk/maps/@52.52088,-	Zebra Crossing	27,354	17,354	63%	10,000	10,000	£81,682	2.67	2.67	2.50	2.33	2.54
11	Folkesworth & Washingley	https://www.google.co.uk/maps/place/Great+Gidding,+	7.5t Weight Limit	13,805	3,805	28%	10,000	10,000	£91,682	2.50	2.50	2.50	2.67	2.54
31	St Ives Town Council	https://www.google.co.uk/maps/@52.3246472,-	Pedestrian Crossing	29,983	19,999	67%	10,000	10,000	£101,682	2.33	3.00	2.50	2.00	2.46
43	Winwick	https://www.google.co.uk/maps/place/Waresley/@52.4	30mph speed limit	8,484	850	10%	7,634	7,634	£109,316	2.50	2.50	2.33	2.50	2.46
1	Abbotsley	https://www.google.co.uk/maps/place/Waresley/@52.1	20mph Speed Limit	4,778	1,250	26%	3,538	3,538	£112,854	2.50	2.50	2.67	2.17	2.46
38	Upwood & The Raveleys	https://www.google.co.uk/maps/@52.4147943,-	Give Way Feature Great Raveley	16,619	6,619	40%	10,000	£10,000	£122,854	2.83	2.83	2.00	2.00	2.42
18	Emmingsford Abbots Parish Council	https://www.google.co.uk/maps/@52.3221962,-	Parking Restrictions	2,775	500	18%	2,275	£2,275	£125,129	2.17	2.33	2.67	2.17	2.33
9	Elton Parish Council	https://www.google.co.uk/maps/@52.52874,-	Replace and renovate conservation lighting columns	20,909	10,909	52%	10,000	£10,000	£135,129	2.00	2.00	2.83	2.33	2.29
	Warboys Parish Council	https://www.google.co.uk/maps/@52.4000757,-	Give Way Feature and warning signs	10,624	3,500	33%	7,124	£7,124	£142,253	2.50	2.17	2.17	1.83	2.17
1	Abbots Ripton	https://www.google.co.uk/maps/@52.3883128,-	MVAS	5,500	1,000	18%	4,500	4,500	£146,753	2.17	2.33	2.00	2.00	2.13
20	Holme	https://www.google.co.uk/maps/@52.4740532,-	Give Way feature	9,997	1,000	10%	8,997			2.50	1.83	2.00	2.00	2.08
24	Huntingdon TC	https://www.google.co.uk/maps/@52.3366892,-	No Right Turn	5,101	2,550	50%	2,551			2.33	2.17	1.67	2.00	2.04
15	Great Gransden	https://www.google.co.uk/maps/@52.1873942,-	50mph speed limit and MVAS	8,008	1,600	20%	6,408			2.00	1.83	2.00	2.17	2.00
16	Great Paxton	https://www.google.co.uk/maps/place/Great+Gidding,+	Install 2 x Give Way features	13,313	3,314	25%	9,999			1.67	2.00	1.83	2.33	1.96

25	Huntingdon TC	https://www.google.co.uk/maps/@52.3340525,-	Footbridge	16,597	6,597	40%	10,000			2.17	0.83	2.17	2.33	1.88
23	Huntingdon TC	https://www.google.co.uk/maps/@52.3331741,-	Pedestrian Barrier	14,208	5,000	35%	9,208			1.83	1.83	2.00	1.83	1.88
26	Kimbolton Parish Council	https://www.google.co.uk/maps/@52.2996489,-	Parking Restrictions	2,775	500	18%	2,275			2.17	2.00	1.67	1.50	1.83
14	Great & Little Gidding	https://www.google.co.uk/maps/place/Great+Gidding,+	40mph Buffer Zones, bend warning signs and MVAS	11,981	2,000	17%	9,981			1.83	1.83	1.67	1.67	1.75
5	Brington and Molesworth	https://www.google.co.uk/maps/@52.3677047,-	Speed Reduction	13,200	5,000	38%	8,200			1.83	1.67	1.67	1.83	1.75
33	St Neots Town Council	https://www.google.co.uk/maps/@52.2268428,-	Zebra Crossing	25,000	15,000	60%	10,000			1.83	2.17	1.67	1.17	1.71
13	Grafham Parish Council	https://www.google.co.uk/maps/@52.305557,-	40mph Buffer Zone and MVAS	8,976	1,500	17%	7,476			1.67	1.83	1.50	1.67	1.67
44	Woodhurst	https://www.google.co.uk/maps/place/Luke+St.+Saint,+	MVAS, 40mph Buffer Zone and 20mph speed limit	14,946	5,000	33%	9,946			2.00	1.50	1.67	1.50	1.67
40	Warboys Bridalway Group	https://www.google.co.uk/maps/@52.41747,-	Warning signs and red surfacing	4,951	500	10%	4,451			1.67	1.83	1.17	1.17	1.46
4	Brampton	https://www.google.co.uk/maps/place/Great+Gidding,+	Stop sign and road marking	7,337	1,500	20%	5,837			1.67	1.50	1.17	1.17	1.38
42	Water Newton Parish Council	https://www.google.co.uk/maps/@52.5605313,-	Improve entrances - signs, lines, gates	3,135	314	10%	2,821			1.33	1.17	2.17	0.83	1.38
32	St Ives Town Council	https://www.google.co.uk/maps/@52.3262155,-	Informal Crossing Point and Speed Cushions	12,286	6,143	50%	6,143			1.17	1.00	1.00	0.83	1.00
45	Community Road Watch	https://www.google.co.uk/maps/place/Great+Gidding,+	Wyton 40mph Speed Limit	12,000	3,000	25%	9,000			0.83	1.00	0.83	0.50	0.79
34	St Neots Town Council	https://www.google.co.uk/maps/place/Luke+St.+Saint,+	One Way System	28,402	18,402	65%	10,000			0.00	0.17	0.17	0.83	0.29
TOTALS				£180,341	£77,368	43%	£280,046							

**Proposed Costs 19/20 LHI's
Budget (to red line cut off)**

£247,873	£101,146	41%	£146,753
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South Cambridgeshire

Panel Members:
Cllr Hudson
Cllr Wotherspoon
Cllr Smith
Cllr Jenkins
Cllr Batchelor
Cllr Harford

Budget (£) after feasibility	£ 130,823.00
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App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av Score	Av Score	Av Score	Av Score	
44	Thriplow PC	Village Wide	Signage and road marking improvements	£6,015	£800	13%	£5,215	£5,215	£5,215	5.00	5.00	5.00	5.00	5.00
28	Horseheath PC	Horseheath Bypass	Speed limit reduction to 50mph, crossing points improvements, unsuitable for HGVs at Howards Lane	£24,326	£14,326	59%	£10,000	£10,000	£15,215	4.33	4.67	4.67	4.67	4.58
23	Hardwick PC	Village Wide	MVAS	£4,359	£1,250	29%	£3,109	£3,109	£18,324	4.50	4.50	4.25	4.25	4.38
27	Histon and Impington PC	Village Wide	Footpath Improvements	£29,886	£20,000	67%	£9,886	£9,886	£28,210	4.33	4.33	4.33	4.33	4.33
42	Swavesey PC	Rose and Crown Road	30mph speed limit extension + 40mph buffer zone + dragon's teeth marking	£6,683	£1,000	15%	£5,683	£5,683	£33,893	4.00	4.25	3.75	3.50	3.88
9	Cottenham PC	Histon Road	Soft traffic calming	£9,975	£4,975	50%	£5,000	£5,000	£38,893	4.00	3.67	3.67	4.00	3.83
14	Fowlmere PC	Village Wide	20mph Speed Limit in village with speed cushions	£32,368	£22,368	69%	£10,000	£10,000	£48,893	3.25	4.00	4.00	4.00	3.81
46	Whittlesford PC	Duxford Road	School solar powered flashing signs and various road markings.	£8,859	£3,530	40%	£5,329	£5,329	£54,222	4.00	4.25	4.00	3.00	3.81
3	Bassingbourn - cum - Kneesworth PC	Guisse Lane	Modifications to traffic island and parking restrictions	£9,624	£2,000	21%	£7,624	£7,624	£61,845	4.25	3.00	3.75	4.00	3.75
34	Oakington and Westwick PC	Dry Drayton Road	40mph Speed Limit	£6,072	£1,000	16%	£5,072	£5,072	£66,918	4.00	4.00	4.00	3.00	3.75
6	Cambourne PC	Eastgate	Zebra Crossing	£27,387	£17,387	63%	£10,000	£10,000	£76,918	3.75	4.00	4.25	2.75	3.69
35	Pampisford PC	Brewery Road	Central Island	£10,547	£3,000	28%	£7,547	£7,547	£84,465	3.75	4.00	3.75	3.00	3.63
37	Sawston PC	Church Lane	Parking Restrictions	£4,897	£1,000	20%	£3,897	£3,897	£88,362	3.50	3.75	3.75	3.50	3.63
12	Fen Ditton PC	Wright's Close	Parking Restrictions	£3,745	£749	20%	£2,996	£2,996	£91,358	3.75	2.75	4.00	3.75	3.56
31	Linton PC	The Grip	Priority build out and associated signs and lines plus passive traffic calming.	£14,865	£5,000	34%	£9,865	£9,865	£101,223	3.33	3.67	3.67	3.33	3.50
24	Newton PC	Harston Road	Round top speed table	£12,772	£2,772	22%	£8,100	£8,100	£109,323	3.75	3.25	3.00	3.00	3.25
29	Ickleton PC	Frogg End	Priority Build Out	£10,529	£1,100	10%	£9,429	£9,429	£118,752	3.75	3.00	3.75	2.00	3.13
13	Fen Drayton PC	The Rosary	Removal of existing central kerbed feature and new junction layout	£11,105	£1,500	14%	£9,605	£9,605	£128,357	4.00	3.00	3.33	2.00	3.08
11	Elsworth PC	Village Wide	Parking Restrictions	£3,745	£375	10%	£3,370			3.75	2.50	2.75	3.25	3.06
16	Fulbourn PC	Village Wide	MVAS	£4,359	£436	10%	£3,923			2.75	3.00	3.50	3.00	3.06
39	Shudy Camps PC	New Road	Extension of 40mph speed limit + posts for MVAS	£8,214	£822	10%	£7,392			3.75	3.50	3.00	2.00	3.06
41	Steeple Morden PC	Village Wide	MVAS	£4,359	£700	16%	£3,658			4.00	3.00	2.75	2.50	3.06
32	Litlington PC	Basingbourn Road	50mph between villages, lining and kerbing works	£12,365	£5,000	37%	£7,365			2.75	3.25	3.25	2.75	3.00
26	Hildersham PC	Blench Lane	Kerbing	£1,991	£200	10%	£1,791			4.00	2.00	3.25	2.50	2.94

8	Comberton PC	Long Road	Speed reduction, 20mph in the core of the village and further speed reduction on approaches	£20,963	£10,963	52%	£10,000			3.50	3.25	2.50	2.25	2.88
43	Teversham PC	Church Road	Tackling illegal parking and preventing parking on verges	£4,818	£500	10%	£4,318			3.25	3.50	2.75	2.00	2.88
38	Shepreth PC	Cambridge Road	Reduction of speed limit on Cambridge Rd from 60mph to 40mph , and on Dunsbridge Turnpike from 60mph to 30mph	£6,524	£1,500	23%	£5,024			2.25	3.00	3.00	2.75	2.75
7	Carlton PC	Brinkley Road	30mph/40mph Speed Limit	£6,416	£642	10%	£5,774			2.33	2.67	4.00	2.00	2.75
20	Graveley PC	Offord Road	40mph Buffer Zone	£6,988	£1,398	20%	£5,590			2.00	3.50	2.75	2.75	2.75
1	Arrington PC	Church Lane	Parking Restrictions	£3,688	£368	10%	£3,319			3.00	3.25	2.75	1.75	2.69
15	Foxton PC	Fowlmere Road	40mph Buffer Zone	£6,072	£608	10%	£5,464			2.50	2.75	2.75	1.75	2.44
19	Grantchester PC	Village Wide	MVAS	£4,359	£2,000	26%	£2,359			2.00	2.75	2.25	2.75	2.44
22	Guilken Morden PC	Pound Green	Footpath	£9,586	£2,500	26%	£7,086			3.00	3.25	2.25	1.25	2.44
4	Bourn PC	Fox Road	Gateway Features and MVAS	£8,862	£1,000	11%	£7,862			1.75	3.25	2.00	2.50	2.38
5	Boxworth PC	High Street	40mph Buffer Zone	£6,072	£607	10%	£5,465			2.00	2.33	2.00	1.67	2.00
25	Heydon PC	Village Wide	MVAS	£4,359	£700	16%	£3,658			2.50	2.25	2.00	0.50	1.81
21	Great Shelford PC	Cambridge Road	Widen carriageway, install ped island	£23,396	£13,396	57%	£10,000			2.25	1.25	1.25	0.50	1.31
36	Papworth PC	Village Wide	MVAS	£4,358	£436	10%	£3,923			1.33	1.33	1.00	0.33	1.00
33	Madingley PC	The Avenue	Close The Avenue to through traffic	£12,547	£2,547	20%	£10,000			1.00	1.00	0.75	0.50	0.81
TOTALS				£398,054	£150,454	38%	£245,699							

**Proposed Costs 19/20 LHI's
Budget (to red line cut off)**

£234,014	£103,757	44%	£128,357
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Cambridge City

Panel Members:	
	Cllr Green
	Cllr Blencoe
	Cllr Jones
	Cllr Taylor
	Cllr Kavanagh

Budget (£) after feasibility	£ 113,246.00
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App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av Score	Av Score	Av Score	Av Score	
76	Cllr Noel Kavanagh	Mill Rd	Extension to existing parking restrictions	£ 9,054.51	£ 905.45	10%	£ 8,149.06	£8,149	£8,149	4.75	4.50	4.00	3.00	4.06
13	Lilian Rundblad	Carisbrooke Road	Parking restrictions on the corners of Warwick Rd and Histon Rd and along Carisbrooke Rd	£ 3,635.19	£ 364.00	10%	£ 3,271.19	£3,271	£11,420	4.25	4.75	4.00	3.00	4.00
77	Cambridge University Cycling and Walking Subgroup	Citywide	Improve cyclist safety	£ 6,616.54	£ 661.65	10%	£ 5,954.89	£5,955	£17,375	4.20	4.20	3.80	3.40	3.90
54	Christina Leadlay	Clarendon Rd	Bollards	£ 1,966.80	£ 197.00	10%	£ 1,769.80	£1,770	£19,145	4.50	4.00	4.00	3.00	3.88
14	Cheney-Anne Payne	Histon Rd	MVAS	£ 4,358.40	£ 435.84	10%	£ 3,922.56	£3,923	£23,068	4.00	4.50	3.75	3.00	3.81
20	Dr Jocelynne A. Scutt	Jesus Lock Bridge	Installation of a street light and improved signage	£ 7,200.00	£ 720.00	10%	£ 6,480.00	£6,480	£29,548	4.20	4.40	3.60	3.00	3.80
48	Elisa Meschini	Moore Cl	Parking restrictions, DYLS proposed	£ 3,853.00	£ 385.00	10%	£ 3,468.00	£3,468	£33,016	4.00	4.00	4.40	2.80	3.80
46	Elisa Meschini	Middleton Cl/ Milton Rd junction	Parking restrictions, DYLS proposed	£ 3,853.00	£ 385.00	10%	£ 3,468.00	£3,468	£36,484	3.80	4.20	4.20	2.80	3.75
11	Cllr Joan Whitehead	Wadloes Rd	Parking restrictions (extension of DYLS past McDonalds)	£ 3,853.05	£ 385.30	10%	£ 3,467.75	£3,468	£39,951	4.40	3.80	3.40	3.20	3.70
56	Hanover and Princess Courts Associations	George IV St	Parking restrictions, DYLS proposed	£ 3,865.09	£ 387.00	10%	£ 3,478.09	£3,478	£43,429	5.00	3.67	3.33	2.33	3.58
67	Netherhall School	Queen Edith's Way	MVAS	£ 4,358.40	£ 435.84	10%	£ 3,922.56	£3,923	£47,352	4.00	4.00	3.25	3.00	3.56
74	Cllr Noel Kavanagh	Cromwell Rd	Parking restrictions	£ 3,865.09	£ 387.00	10%	£ 3,478.09	£3,478	£50,830	4.00	3.75	3.50	3.00	3.56
34	Cllr Mike Sargeant	Hurst Park Avenue	Installation of 2no. additional street lights	£ 6,146.80	£ 615.00	10%	£ 5,531.80	£5,532	£56,362	4.00	3.80	3.80	2.60	3.55
71	Rosy Moore	Carter Bridge	Lining works on the bridge	£ 2,330.21	£ 233.02	10%	£ 2,097.19	£2,097	£58,459	3.60	4.00	3.60	3.00	3.55
27	Cllr Sandra Crawford/ various applicants	Walpole Rd/ Cherry Hinton Rd junction	Raised table	£ 19,468.76	£ 9,468.76	49%	£10,000	£10,000	£68,459	4.00	4.00	3.80	2.20	3.50
29	Cllr Mike Sargeant	Chesterton Hall Crescent	New street light	£ 3,699.30	£ 370.00	10%	£ 3,329.30	£3,329	£71,788	3.80	4.00	4.00	2.20	3.50
36	Cllr Mike Sargeant	Hurst Park Estate	Parking restrictions in the area, DYLS proposed	£ 4,482.99	£ 484.00	11%	£ 3,998.99	£3,999	£75,787	3.80	3.80	3.40	3.00	3.50
39	Cllr Mike Sargeant	Springfield Rd	New street light	£ 3,699.30	£ 370.00	10%	£ 3,329.30	£3,329	£79,117	3.67	4.00	4.00	2.33	3.50
65	Cllr Amanda Taylor	Holbrook Rd	Speed cushions	£ 10,844.76	£ 1,084.00	10%	£ 9,760.76	£9,761	£88,877	3.25	3.75	3.50	3.25	3.44
75	Cllr Noel Kavanagh	Hobart St	Road markings and signs at Marmora Rd/Hobart Rd junction	£ 3,865.09	£ 387.00	10%	£ 3,478.09	£3,478	£92,355	3.50	4.00	3.00	2.75	3.31
19	Cllr Claire Richards	Garden Walk	New street light	£ 3,671.80	£ 367.00	10%	£ 3,304.80	£3,305	£95,660	3.40	3.60	3.80	2.40	3.30
35	Cllr Mike Sargeant	Hurst Park Estate	MVAS	£ 4,358.40	£ 436.00	10%	£ 3,922.40	£3,922	£99,583	3.20	3.60	3.60	2.80	3.30
43	Elisa Meschini	Basset Cl	New street light	£ 3,699.30	£ 370.00	10%	£ 3,329.30	£3,329	£102,912	3.60	3.40	4.00	2.20	3.30
4	Elizabeth Eaton	Newmarket Road	Improvements to the pedestrian crossing	£ 5,774.80	£ 578.00	10%	£ 5,196.80	£5,197	£108,109	4.20	4.00	2.60	2.20	3.25

68	Norman Benton	Rotherwick Way	Parking restrictions	£ 3,745.19	£ 374.52	10%	£ 3,370.67	£3,371	£111,479	3.75	3.00	3.25	2.75	3.19
69	Colin McGerty	Rotherwick Way	New street light	£ 1,600.00	£ 160.00	10%	£ 1,440.00	£1,440	£112,919	4.25	3.00	2.75	2.75	3.19
45	Roxanne de Beaux	Camcycle	Installation of dropped kerbs on the crossing of Abbots Cl Remove/ replace pram handle bollards Dropped kerbs on the junction of the Nicholson Way/ Northfield Av Dropped kerbs at junctions of Kirkwood Rd/ Kilmaine Cl and on the driveway to Daily Bread/Andrew Page and Kingsway Tyres	£ 8,650.00	£ 865.00	10%	£ 7,785.00			3.25	3.25	3.25	2.75	3.13
63	Cllr Amanda Taylor	Hérons Cl	Parking restrictions	£ 3,745.19	£ 374.52	10%	£ 3,370.67			3.75	3.50	2.75	2.00	3.00
26	Cllr Rosy Moore	Kelvin Close Teynham Close/Tiverton Way Trevone Place/Tiverton Way Tiverton Way/ Ancaster Way	Parking restrictions/ extension of DYL	£ 3,745.19	£ 374.52	10%	£ 3,370.67			3.60	2.80	3.00	2.40	2.95
61	Jeannie Dawkins	Cavendish Avenue	Parking restrictions	£ 4,218.19	£ 421.82	10%	£ 3,796.37			3.50	2.75	3.25	2.25	2.94
64	Cllr Amanda Taylor	Hinton Av	Speed cushion	£ 10,844.76	£ 1,084.00	10%	£ 9,760.76			3.00	3.75	2.50	2.50	2.94
22	Cllr Claire Richards	Sherlock Road	Installation of a street light	£ 3,616.80	£ 362.00	10%	£ 3,254.80			3.40	2.80	3.40	2.00	2.90
51	Cllr Richard Robertson	Sidney St	Extension of the existing 10am to 4pm traffic ban on Sidney St between St Andrews and Market St to 10am to 6pm seven days a week	£ 5,523.49	£ 552.00	10%	£ 4,971.49			3.00	3.40	2.80	2.40	2.90
73	Cllr Noel Kavanagh	Coldhams Ln	Footpath improvements	£ 11,730.88	£ 1,730.89	15%	£ 9,999.99			3.50	2.25	3.25	2.50	2.88
24	Cllr Sandra Crawford	Headington Drive	Junction markings	£ 2,465.17	£ 246.52	10%	£ 2,218.65			2.60	3.60	2.80	2.40	2.85
49	Cllr Nichola Harrison	Maids Causeway	Install new zebrites	£ 8,504.52	£ 851.00	10%	£ 7,653.52			3.00	3.40	2.40	2.60	2.85
18	Dr Jocelynne A. Scutt	Thirleby Close and Thirleby Close/ Harding Way junction	Parking restrictions, DYLS proposed	£ 3,847.49	£ 385.00	10%	£ 3,462.49			3.20	3.00	3.00	2.00	2.80
53	Cllr Richard Robertson	Ainsworth Pl	Parking restrictions , DYLS proposed	£ 3,865.09	£ 387.00	10%	£ 3,478.09			4.00	3.00	2.50	1.50	2.75
28	Cllr Jamie Dalzell	Albert St	Proposed to deter non-resident drivers from turning into Albert St	£ 7,361.20	£ 736.12	10%	£ 6,625.08			3.00	3.00	3.20	1.60	2.70
70	Colin McGerty	Spalding Way	Provide parking bays for residents - 20 linear m	£ 9,892.78	£ 989.28	10%	£ 8,903.50			2.67	2.33	3.00	2.67	2.67
8	Cllr Richard Johnson	River Ln/ Beche Rd junction & River Ln/ Riverside	Give way markings	£ 1,100.00	£ 110.00	10%	£ 2,700.00			3.00	3.20	2.60	1.80	2.65
58	Cllr Richard Robertson	Sleaford St	No Through road signs	£ 3,429.49	£ 343.00	10%	£ 3,086.49			3.50	3.00	1.50	2.50	2.63
2	Cllr Richard Jones	Howard Road/Ditton Lane	Remove pinch points/ bollards and replace with single bollard	£ 2,953.92	£ 295.39	10%	£ 2,658.53			2.60	2.60	2.60	2.60	2.60
7	Cllr Richard Johnson	Newmarket Road Junctions	Parking restrictions	£ 2,951.00	£ 250.00	8%	£ 2,701.00			3.40	3.20	2.20	1.40	2.55
44	Elisa Meschini	Cam Causeway	Bollards	£ 1,966.80	£ 197.00	10%	£ 1,769.80			3.20	2.20	3.20	1.40	2.50
52	Cllr Lucy Nethsingha	Grange Rd	Installation of zebra crossing	£ 31,082.70	£21,082.70	68%	£10,000			3.40	3.40	2.00	1.20	2.50

62	Colin McGerty	Godwin Way	Prevent verge parking by installing knee-high fence.	£ 5,866.12	£ 586.61	10%	£ 5,279.51			3.00	2.00	2.75	2.25	2.50
66	Colin McGerty	Hulatt Rd	Parking restrictions at the junction	£ 3,745.19	£ 374.52	10%	£ 3,370.67			2.75	2.75	2.00	2.50	2.50
17	Dr Jocelynn A. Scutt	Roseford Rd/ Butler Way	Parking restrictions, DYs proposed	£ 3,264.49	£ 327.00	10%	£ 2,937.49			2.75	3.50	2.00	1.50	2.44
21	Cheney-Anne Payne	Mount Pleasant	Proposed zebra crossing	£ 25,032.70	£15,033.00	60%	£ 9,999.70			3.00	3.25	2.75	0.75	2.44
9	Colin McGerty	Riverside	Dropped kerb to allow cyclists access from roads to cycle path	£ 3,355.04	£ 335.50	10%	£ 3,019.54			2.40	2.40	2.80	1.80	2.35
10	Nicky Shepard	River Ln and Stevenson's Court	Dropped kerb on the path to Tesco's car park (as above)	£ 3,355.04	£ 335.50	10%	£ 3,019.54			2.20	2.20	2.60	2.00	2.25
31	CLlr Ian Manning	Edinburgh Rd	Speed cushions - 4 pairs	£ 9,926.44	£ 992.64	10%	£ 8,933.80			2.40	2.60	1.80	1.20	2.00
41	CLlr Ian Manning	Union Ln	Parking restrictions, DYs proposed	£ 3,853.05	£ 385.30	10%	£ 3,467.75			2.20	2.60	1.40	1.40	1.90
1	CLlr Richard Jones	Barnwell Road	Resurfacing and new lining	£ 6,756.11	£ 675.61	10%	£ 6,080.50			2.00	2.00	2.00	1.00	1.75
32	CLlr Ian Manning	Fallowfield	Advanced no through route signage and removal/rationalisation of existing bollards	£ 3,881.28	£ 388.13	10%	£ 3,493.15			1.80	1.80	1.60	1.20	1.60
38	Owen Dunn	Nuffield Rd	Dropped kerbs and bollards/staggered barriers	£ 5,383.36	£ 538.34	10%	£ 4,845.02			1.00	1.00	1.00	0.80	0.95
12	Nicky Shepard	Whitehill Estate including Whitehill Rd, Stansfield Rd, Galfrid Rd, Thorley and Rawlyn Rds	Verge parking ban	£ 7,188.85	£ 718.89	10%	£ 6,469.96			1.00	0.80	1.00	0.00	0.70
50	CLlr Nichola Harrison	Mud Ln	Removal of 2m stretch of residents parking bay	£ 3,853.00	£ 385.00	10%	£ 3,468.00			0.20	0.20	0.40	0.20	0.25
TOTALS				£350,821	£73,660	21%	£278,871							

**Proposed Costs 19/20 LHI's
Budget (to red line cut off)**

£133,866	£20,946	16%	£112,919
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PARISH ENERGY RECHARGING (STREET LIGHTING)

To: Highway and Community Infrastructure Committee

Meeting Date: 12 March 2019

From: Graham Hughes - Executive Director, Place and Economy

Electoral division(s): All

Forward Plan ref: **Key decision:** No

Purpose: A number of District and Parish Councils procure their street lighting energy from the Council's energy contract. This is currently administered and invoiced by the Council, however, the cost to manage this process is increasing. Therefore we are seeking to withdraw from offering this service.

Recommendation: To approve the withdrawal of services for managing Street Lighting Energy for District and Parish Council street lights from October 2019.

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name	Emma Murden	Names:	Cllr Mathew Shuter/Cllr Bill Hunt
Post:	Highways Commission Manager	Post:	Chairman/Vice Chairman, Highways & Community Infrastructure Committee
Email	Emma.murden@cambridgeshire.gov.uk	Email:	Mathew.shuter@cambridgeshire.gov.uk William-hunt@hotmail.co.uk
Tel:	07786 336249	Tel:	(01223) 706398

1. BACKGROUND

- 1.1. Historically, District and Parish Councils have had energy for street lights they own supplied by Cambridgeshire County Council's (CCC) own energy provider, through our energy framework contract.
- 1.2. CCC's contract for street lights is based on an unmetered supply that requires a detailed inventory to calculate the billing on energy usage for each customer. This inventory is supplied by Balfour Beatty under the PFI contract arrangement.
- 1.3. CCC, on behalf of District and Parish Councils, have used the inventory information that Balfour Beatty kept, to procure energy. Costs are passed on (plus an admin fee to cover CCC staff time) as part of an annual / monthly billing process to the District and Parish Councils.
- 1.4. Over the last few years, a significant proportion of Parish Councils have looked elsewhere for more cost effective energy solutions, whilst a number of further Parish Councils are also questioning whether the current arrangement provides the best value for money.

2. MAIN ISSUES

- 2.1 Previously Balfour Beatty maintained the accuracy of street lighting records on behalf of the Parishes and Districts, an inventory they kindly shared with CCC. Balfour Beatty no longer maintain Parishes and District street lighting inventories. This now falls to the Parishes and Districts to update/adjust their own lighting stock and inventory. In turn this has caused significant difficulties when it comes to billing the Parishes for energy and has resulted in an incomplete pass-through of costs by the County Council.
- 2.2 Invoicing and inventory checks were carried out by the Business Support Officer, however this post no longer exists and there is not the capacity within the current service to accommodate the existing workload. Poor data generates repeated work re-invoicing for energy, leading to confusion around who should be carrying out these activities.
- 2.3 Technical checks are also required and different parties need to be informed of these changes in order to calculate the unmetered supply costs to the Parish and District Councils, work that previously Balfour Beatty undertook for their Clients. Checking the accuracy of these records and making any changes to the inventory data is taking approximately a day per Parish for each change. This is currently being absorbed by Management Band staff, taking them away from their substantive duties.
- 2.4 This is a discretionary function, where work levels are increasing, which we are struggling to meet within existing service resources. The cost now being faced by CCC is in the region of £36k per year, with only £14k of that being recovered in the admin fee.
- 2.5 CCC is also aware of changes in Fenland and South Cambridgeshire District Councils with the provision of street lighting services they provide to the parishes. Therefore, this is a timely review point in terms of provision of services to third parties. There may be economic benefits to third parties procuring the most advantageous energy rates, by adding the lighting stock to energy bills they already pay for parish assets, without paying an admin charge for this service.

- 2.6 It is therefore proposed that this service be withdrawn by the Council from October 2019, giving the Parish, Town and District Councils time to find alternative suppliers.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

3.2 Helping people live healthy and independent lives

There are no significant implications for this priority

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

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

- There are no existing resources in service to cover this expanding demand of energy provision to third parties.

4.3 Statutory, Legal and Risk Implications

There are no significant implications for this priority.

4.4 Equality and Diversity Implications

There are no significant implications for this priority.

4.5 Engagement and Communications Implications

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

- It is recognised that the Council will have to provide guidance to third parties in the transition to their new arrangements.

4.6 Localism and Local Member Involvement

There are no significant implications for this priority.

4.7 Public Health Implications

There are no significant implications for this priority.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Theresa Tilley

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Debbie Carter- Hughes
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Elsa Evans
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Joanna Shilton
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Richard Lumley
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble

Source Documents	Location
None	

ROAD SAFETY ACTION PLAN

To: **Highways & Community Infrastructure Committee**

Meeting Date: **12 March 2019**

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

Electoral division(s): **All**

Forward Plan ref: *Key decision:* **No**

Purpose: **To update on the action plan for future delivery of road safety in Cambridgeshire and set out schemes to be delivered in 2019/20**

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

- a) Note progress against the action plan outlined in section 2.1 and Appendix 1.**
- b) Approve the capital programme of safety schemes for 2019/20 outlined in Appendix 2.**

<i>Officer contact:</i>	<i>Member contacts:</i>
Name: Richard Lumley Post: Assistant Director Highways Email: Richard.Lumley@cambridgeshire.gov.uk Tel: (01223) 703839	Name: Cllr Mathew Shuter/Cllr Bill Hunt Post: Chairman/Vice Chairman, Highways & Community Infrastructure Committee Email: Mathew.shuter@cambridgeshire.gov.uk William-hunt@hotmail.co.uk Tel: (01223) 706398

1. BACKGROUND

- 1.1. On 13 March 2018 the Highways & Community Infrastructure committee (H&CI) discussed proposals to transform road safety services in the county and:
 - a) adopted a new delivery model for road safety;
 - b) approved the new methodology for assessing collision hotspots and high risk routes;
 - c) approved the commencement of negotiations with the Police regarding the future costs associated with the safety camera programme, in partnership with Peterborough City Council;
 - d) approved the capital programme for safety schemes for 2018/19.
- 1.2. On 10 July 2018 the Highways & Community Infrastructure Committee approved an action plan for the transformation of road safety services.
- 1.3. On 11 September 2018 the Highways & Community Infrastructure Committee approved plans to digitalise the county's safety cameras, replacing outdated technology that was no longer supported.
- 1.4. On 13 September 2018 the Police and Crime Commissioner for Cambridgeshire and Peterborough's Business Coordination Board approved £600k funding for the digitalisation of the county's safety cameras.

2. MAIN ISSUES

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

- Progress against the action plan approved on 10 July 2018;
- An outline of capital safety schemes to be delivered in 2019/20.

2.1. Progress against action plan

- 2.1.1. The updated action plan can be found in Appendix 1 with RAG status and brief commentary against each item.
- 2.1.2. Items rated RED are outlined in more detail below:

2.2. Data analysis

- 2.2.1. Recruitment of temporary analyst – Difficulties with capacity in the Business Intelligence Team have delayed this. Whilst recruitment has now begun, commencing in January 2019, it has resulted in significant delay to related activity on this project.
- 2.2.2. Route risk analysis – linked to the above, the temporary analyst was expected to release other analyst time to undertake this work within AccsMap. The delay to recruitment has put this element at risk and is unlikely to be delivered before the end of March 2019.

2.2.3. In addition to the above, the Police updated their collision recording system in November 2018. This will have significant benefits for the Council in the medium to long-term as it will reduce the time required for data validation. Council officers and Police staff have met to put a plan in place to transition to more streamlined processes during 2019. However, in the meantime this has placed additional demand on a resource that is already stretched and exacerbated the issues above.

2.3. Hub model implementation

2.3.1. Integration of Cambridgeshire and Peterborough Highways and restructure to put staffing into Hub model – work to integrate and restructure the Road Safety Service in line with the Hub Model has started and is expected to feed into the wider integration across Place and Economy Directorate with Peterborough. Much of the work to implement the hub approach at a delivery level and the core aspects of the model have been delivered, but there has been some slight delay to the restructuring due to staff capacity.

2.4. Safety camera digitalisation

2.4.1. This is all on track for implementation from April 2019.

2.5 Programme of capital safety schemes 2019/20

2.4.2. Appendix 2 lists the proposed programme of capital safety schemes for 2019/20 for approval.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

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

- Ensuring safe infrastructure is in place for new and existing communities is key to the implementation of this approach

3.2 Helping people live healthy and independent lives

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

- The new model for road safety will enhance the Council's ability to enable communities and other organisations to 'help themselves' in response to road safety concerns.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

There are no significant implications for this priority.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications for this priority

4.3 Statutory, Legal and Risk Implications

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

- Under Section 39 of the Road Traffic Act 1988 the Council has a statutory duty to “prepare and carry out a programme of measures designed to promote road safety... must carry out studies into accidents arising out of the use of vehicles on roads or parts of roads, other than trunk roads, within their area [and] in the light of those studies, **take such measures as appear to the authority to be appropriate to prevent such accidents**, including the dissemination of information and advice relating to the use of roads, the giving of practical training to road users or any class or description of road users, the construction, improvement, maintenance or repair of roads for which they are the highway authority and other measures taken in the exercise of their powers for controlling, protecting or assisting the movement of traffic on roads.” [bold formatting added by author for emphasis]
- Serious road traffic collisions attract significant media attention and the Council’s actions to reduce their occurrence comes under regular media scrutiny.
- If a Council employee was to be involved in a serious collision, the Council’s work related road safety policy would come under scrutiny by the Health and Safety Executive. The review by our insurers in 2014 made a number of recommendations as to how our practices should be improved to ensure compliance and the new model would aim to enhance this area.

4.4 Equality and Diversity Implications

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

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

- A Community Impact Assessment (CIA) for the new approach is included in Appendix 3.

4.5 Engagement and Communications Implications

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

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

4.6 Localism and Local Member Involvement

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

- The new model for road safety will enhance the Councils ability to enable communities and other organisations to 'help themselves' in response to road safety concerns.

4.7 Public Health Implications

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

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

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Paul White
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Elsa Evans
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Sarah Silk
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Richard Lumley
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble

Source Documents	Location
Road Safety across Cambridgeshire – report to H&CI committee 13 March 2018	https://cmis.cambridgeshire.gov.uk/cc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/570/Committee/7/Default.aspx
Road Safety Action Plan – report to H&CI committee 10 July 2018	https://cmis.cambridgeshire.gov.uk/cc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/778/Committee/7/Default.aspx
Safety Camera Digitalisation – report to H&CI committee 11 September 2018	https://cmis.cambridgeshire.gov.uk/cc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/780/Committee/7/Default.aspx

Appendix 1 – ROAD SAFETY TRANSFORMATION PROJECT PLAN

All project activity should be recorded here, including communication activities

Status	Work Package	Deliverable/Activity	Workstream/Product Lead	Start Date	End Date	Resources	Notes/Dependencies/Who do you need to communicate to?
Complete		Committee report approved (project start-up)	Graham Hughes	Mar-18	Mar-18		
		Project governance in place	Matt Staton	Mar-18	May-18		reporting to P&E Management team
Complete	1. Data Analysis	Procurement of new software	Tom Barden		Apr-18	LGSS Procurement / IT	Buchanan Computing (AccsMap) successful provider
Complete		Mobilisation of AccsMap software	Tom Barden	May-18	May-18	IT / Buchanan	Road Safety and Business Intelligence staff trained
Red		Recruitment of temporary analyst to facilitate implementation of new methodology	Tom Barden	May-18	Aug-18	Opus / HR / funding from Road Safety budget	Difficulties with capacity in Business Intelligence Team have delayed this and recruitment undertaken in January/February 2019
Complete		New cluster site list	Matt Staton / Andrea Haslock	Jun-18	Jun-18	AccsMap software	Some issues identified with AccsMap calculation compared to previous method, but list produced for analysis.
Amber		Development of Power BI dashboard - Power BI architecture - Linked database to AccsMap - Draft based on Devon model - Final version published online	Tom Barden	Sep-18	Mar-19	Analyst time / training	Capacity within Business Intelligence has been an issue, but this is still expected to be complete by end March 2019.

Red		Route risk analysis - polygons/lines on AccsMap - traffic count data entered - A-road analysis - B-road analysis	Matt Staton	Sep-18	Mar-19	Analyst time / training / traffic data	Due to recruitment not taking place until January/February this is at risk of not being completed by end March 2019.
Amber		Publication of first annual report in the new format – including methodology for allocating capital funding to site/route schemes	Matt Staton	Apr-19	Apr-19	Analyst and officer time	It is still expected to publish an annual report for 2018 in April, however, changes to Police data collection software and associated processes, in addition to the capacity issues in Business Intelligence mean this may not include all new elements in full.
Red	2. Hub model implementation	Integration of Cambridgeshire and Peterborough Highways and restructure to put staffing into Hub model	Richard Lumley		Oct-18		Superseded by P&E integration with Peterborough which has resulted in a hold on restructuring Road Safety
Amber		Amalgamation of SCP service across C&P	Matt Staton / Andy Swallowe		Oct-18	officer time	Intend this will still proceed, but in April 2019.
Green		Universal service – available on website - web site upgrade - resources available in digital format - community access - information on what the Hub provides - toolkits	Matt Staton	Apr-18	Mar-19	officer time, web team support, costs to develop/adapt resources for online	Expected to be live end March 2019
Amber		Exploring what other road safety functions are being undertaken elsewhere in the authority and how these link with the hub	Matt Staton	Apr-18	ongoing	officer time	Progress has been limited by staff capacity, with the Road Safety Education Team Leader acting up into the role of Highway Projects and Road Safety Manager since July 2018 and the resignation of the Road Safety Engineering Team Leader and one of the Senior Road Safety Engineers in December 2018.

Amber		Publicising the hub model – internally and externally, including feeding intelligence into other areas of the council delivering related activity e.g. transport infrastructure	Matt Staton	Oct-18	ongoing	officer time	Delay to data elements has limited ability to feed intelligence to other areas however links have been made with the Smarter Cambridge Team in relation to driverless pod trials on the Guided Busway
Amber		Introduce process for “case conference” approach to high severity collision investigation	Matt Staton / Lyn Hesse / Tara Lowe	Jun-18	Aug-18	officer time	Initial discussions with Police undertaken in Summer 2018. New mailbox and communication process with Police in place Jan 2019. Process to be finalised by end March 2019.
Amber		MoU with Public Health to cover Peterborough and Cambs	Matt Staton / Clair George (PCC) / Stuart Keeble (PH)	May-18	Sep-18	officer time	Delayed – discussions ongoing and large piece of work undertaken to review what is being delivered in each authority area. Expected to be implemented for 2019/20 financial year
Complete	3. Safety camera digitalisation	Negotiate funding arrangements with partners	Richard Lumley	Apr-18	Aug-18	capital investment and ongoing revenue for maintenance etc	date of last meeting 23/4/18 date of next meeting 25/6/18 £600k capital funding agreed by Police and Crime Commissioner’s Business Coordination Board on 13/9/18
Complete		Initial review of sites and recommended action for each site	Matt Staton		May-18	officer time	Complete May 18 and used to inform discussions with partners
		Consultation (as required)	Matt Staton / Andre Chabot	as required			Decommissioning process will be followed after procurement complete for any sites not being upgraded – to take place in 2019/20
Complete		Detailed digitalisation plan to H&CI committee for approval	Richard Lumley / Matt Staton		Sep-18	H&CI committee, officer time	Agreed at H&CI committee 11/9/18
Green		Procurement process		Oct-18	Mar-19	procurement team, officer time	Award to be made March 2019 for implementation April 2019.
Green		Implementation of digitalisation plan		Apr-19	Apr-21		Contract due to start April 2019.

Appendix 2 – Programme of capital safety schemes 2019/20

	Parish/Town	Street	Location	Works	Budget 2019/20
CITY					
A1303	Abbey	Roundabout	Newmarket Rd/Wadloes Rd/Barnwell Rd	Junction remedial measures	£10,000
EAST					
UNC	Littleport	Ely Rd	Gil Gal bends	Cluster site remedial measures	£50,000
A1303	Swaffham Bulbeck	Crossroads	A1303/Swaffham Heath Rd	Options study and detailed design	£20,000
HUNTS					
UNC	Broughton	Crossroads	Huntingdon Road/Ramsey Road	Junction remedial measures	£60,000
A1096	St Ives	London Road	London Road	Drainage, carriageway, lining	£15,000
B1040	Woodhurst	Crossroads	Somersham Road/Wheatsheaf Road	Options study and detailed design	£20,000
COUNTY WIDE					
	County wide	Minor Improvements	Various	Cluster sites, fatals and non-injury potential for high severity	£60,000
	County wide	Advanced design	Various	AIP, design for future years	£39,000
A142	Route improvement	A142	Chatteris to Ely	Route-based treatments following route study recommendations	£320,000
				TOTAL	£594,000

Appendix 3

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Highways – Road Safety		Name: Matt Staton Job Title: Road Safety Education Team Leader Contact details: matt.staton@cambridgeshire.gov.uk .
Service / Document / Function being assessed		
Road Safety Hub Approach		
Business Plan Proposal Number (if relevant)		
Aims and Objectives of Service / Document / Function		
<p>This proposal involves implementing a new delivery structure based around core expertise/functions in order to deliver an efficient and effective road safety service for Cambridgeshire, and maximise opportunities to offer services to others including, but not limited to, the Greater Cambridge Partnership, Combined Authority and Peterborough City Council.</p>		
What is changing?		
<p>The proposed approach recognises the value of the road safety expertise that exists within the Council and relies on developing and exploiting this to realise commercial opportunities as well as deliver the Council's responsibilities and objectives.</p> <p>The proposed approach would separate activity into core, additional and commercial elements.</p> <p>Core activity comprises our statutory duties under the Road Traffic Act 1988 to:</p> <ul style="list-style-type: none"> - prepare and carry out a programme of measures designed to promote road safety - investigate accidents arising out of the use of vehicles - implement measures as appear to the authority to be appropriate to prevent such accidents <p>Core activity would also include programmes that mitigate the risk of higher costs to another Council service area.</p> <p>Additional activity comprises those activities which would supplement core activity should additional funding be available/sourced for specific projects.</p> <p>Commercial services are charged-for activities that the Road Safety Team will deliver for others (internally or externally).</p> <p>The aim is to move as much activity as possible towards self-service (using the tiered service delivery model outlined in Appendix 3)</p> <p>Evidence suggests that a combination of interventions targeting high-risk groups as well as the population as a whole is the most effective approach to prevention.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
<p>The assessment is being undertaken by Council officers and reflects on research evidence and discussions with partners and stakeholders in the Road Safety Partnership.</p>		

What will the impact be?

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

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

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

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

Positive Impact

Road traffic collisions are known to disproportionately affect young males and is of particular concern in areas of rural isolation where exposure is higher due to access to education/services often being reliant on vehicle ownership, higher annual mileage and higher speed roads. This new approach aims to enable better targeting of resources in areas of specific need while ensuring a greater basic level of service available to all through greater opportunities for self-service.

Negative Impact

If the new approach is adopted it is not expected to have any negative impact on the above protected characteristics

Neutral Impact

The change in approach is expected to have a neutral impact to characteristics not known to affect the risk of collision involvement in Cambridgeshire.

Issues or Opportunities that may need to be addressed

The introduction of more self-service elements to the programme will need to be monitored to ensure that these resources are easily accessible to all, particularly where the focus is likely to be on digital platforms.

The approach should enable resource to be allocated in target areas where self-service is not being routinely utilised in order to either support self-service in the future or deliver on behalf of at-risk groups.

The new approach has the opportunity to facilitate growth in the service through accessing external funding. These opportunities should be monitored and maximised.

Community Cohesion

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

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

HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published on 1st March 2019



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.

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

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

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log;
- Finance and Performance Report;
- Agenda Plan, Appointments to Outside Bodies and Training Plan;

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
12/03/19	Highway Operational Standards Annual Review	Richard Lumley	Not applicable	27/02/19	01/03/19
	LHI schemes for 2019/20	Matt Staton	Not applicable		
	Library Service Transformation Update	Sue Wills/ Christine May	Not applicable		
	Parish Energy Recharging (Street Lighting)	Richard Lumley/ Emma Murden	Not applicable		
	Road safety Annual Progress Report	Matt Staton	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<i>[16/04/19] Provisional mtg.</i>				03/04/19	05/04/19
21/05/19	Your Household Recycling Centre Van and Trailer Permit Scheme	Adam Smith	Not applicable		
	Road Casualty Data Annual Report	Matt Staton/ Richard Lumley	Not applicable		
<i>[11/06/19] Provisional mtg.</i>				31/05/19	03/06/19
09/07/19				28/06/19	01/07/19
<i>[13/08/19] Provisional mtg.</i>				02/08/19	05/08/19
10/09/19	Annual Highways Report	Emma Murden/ Richard Lumley	Not applicable	30/08/19	02/09/19
08/10/19				27/09/19	30/09/19
12/11/19	Review of withdrawal of £1 Park & Ride parking charge		Not applicable	01/11/19	04/11/19
04/12/19				25/11/19	26/11/19
21/01/20				10/01/20	13/01/20
<i>[18/02/20] Provisional mtg.</i>				07/02/20	10/02/20
10/03/20				28/02/20	02/03/20
<i>[21/04/20] Provisional mtg.</i>				10/04/20	13/04/20
26/05/20				15/05/20	18/05/20

August/September 2020: Performance report on first year of Ely Archives