

Appendix 1 – Relevant Extracts from HOS

Highways Operational Standards Appendices

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

Adoption of New Non-Motorised User (NMU) Routes

Introduction

The maintenance of Cambridgeshire County Council's existing highway network is planned and managed through its Highway Operational Standards (HOS), reviewed annually. The Cambridgeshire & Peterborough Combined Authority and County Council'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').

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.

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.

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.

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.

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.

Classes of public access

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 below.

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.

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.

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.

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 poorly documented, and so the extent of the County Council's potential liability is unknown. A project is underway to identify the routes.

In addition to these highways, Cambridgeshire has 644km 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).

Methods by which public rights of access are created

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.

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.

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.

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.

Maintenance Liability

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.

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.

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.

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.

The Asset Management approach to adoption of NMU routes

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

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).

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

The criteria are based on:

- Cambridgeshire County Council's Vision as set out in its 2021-22 Business Plan:
 - Communities at the heart of everything we do
 - A good quality of life for everyone
 - Helping our children learn, develop and live life to the full
 - Cambridgeshire: A well-connected, safe, clean, green environment
 - Protecting and caring for those who need us
- Statements of Action from the County Council's Rights of Way Improvement Plan policy (adopted 2006, revised 2016).
- The Cambridgeshire Health & Well Being Strategy 2012-2017¹
- Good practice developed over years of experience by the County Council's Cycling team and Asset Information team.

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.

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.

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

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.

The criteria are based on a revised version of the County Council's Requirements for making a diversion order (originally approved as policy in 2010) and its Statement of Priority for Public Path Orders (see **Appendix K**). They 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.

¹ A revised Health & Wellbeing Strategy is in draft form, having been delayed by the Covid pandemic.

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.

If the maintenance liability incurred would be significantly greater than the existing, an application may still pass if a solution is agreed, such as an agreement for a third party to maintain the route.

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).

References

- Cambridgeshire County Council - Housing Estate Road Construction Specification
- Highway Operational Standards
- Rights of Way Improvement Plan
- Highway Capital Maintenance Programme

Glossary

Term	Definition
HA80	Highways Act 1980
HOS	Highway Operational Standards
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

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	2,240		68.9%	2204	68.13%	0.77%	8.3	0.37%	1.14%
Bridleways	599		18.4%	563	17.4%	1.01%	8	1.34%	2.34%
Restricted Byways	5		0.2%	5	0.2%	0.00%	0.4	8.00%	8.00%
Byways	407		12.5%	407	12.48%	0.02%	217	53.32%	53.34%
<i>Total PROW</i>		<i>3,251</i>	<i>(PROW) 100%</i>	<i>3,179</i>	<i>98.21%</i>	<i>1.79%</i>	<i>233.7</i>	<i>7.19%</i>	<i>8.99%</i>
Cycle tracks	64		1.4%	64	1.4%				
Soft roads	133		2.9%	133	2.9%				
U roads	2,244		48.6%	2,244	48.6%				
B roads	578		12.5%	578	12.5%				
C roads	1,121		24.3%	1,121	24.3%				
A roads	480		10.4%	480	10.4%				
<i>Total roads and cycletracks</i>		<i>4,620</i>	<i>(Roads+CTs) 100%</i>	<i>100%</i>	<i>100%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
Total highways		7,871	100%						
Permissive paths (including cycleways)	641	641		unknown	unknown	unknown	unknown	unknown	unknown
All routes		8,512							

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

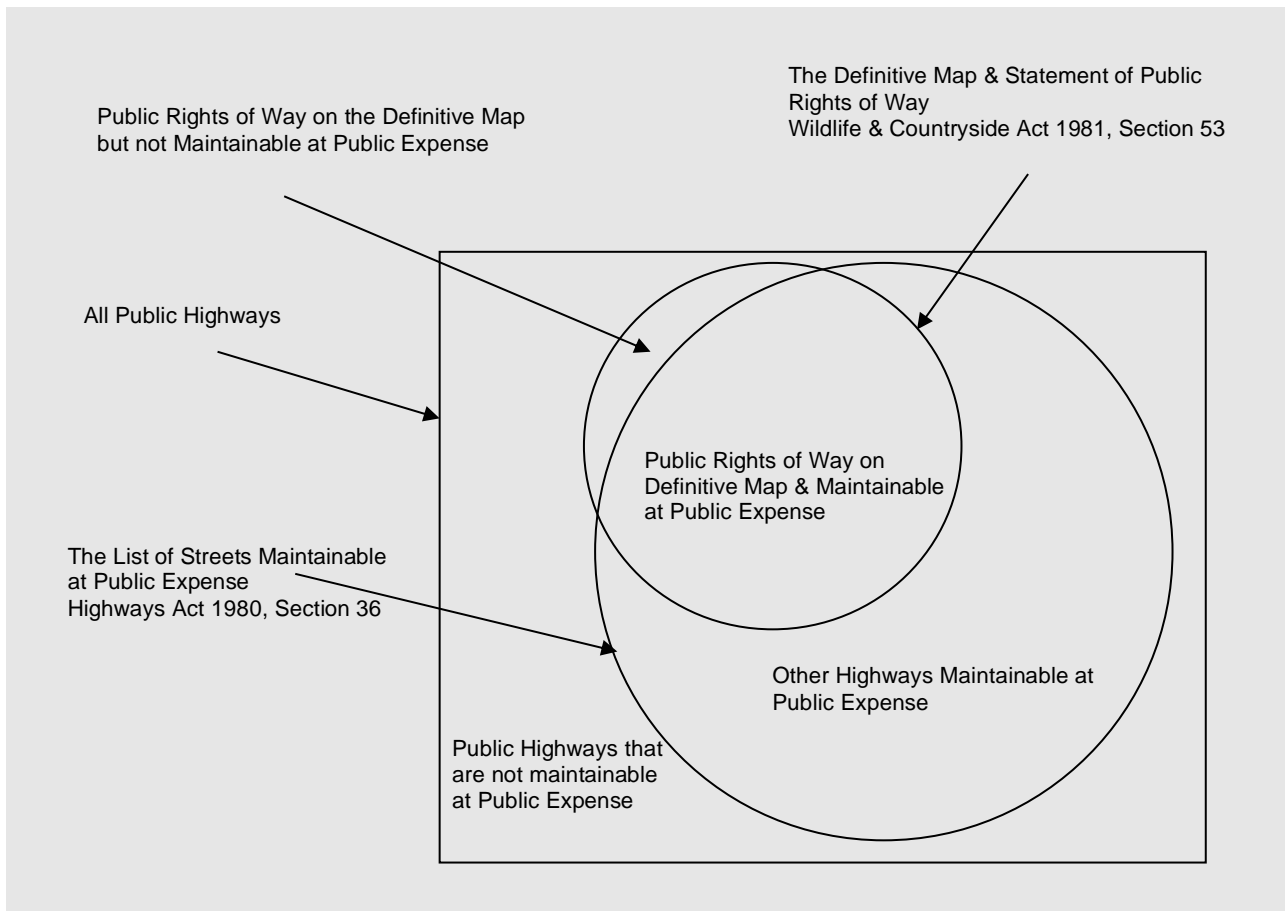
Source	Scheme type	Type of Access Created	Legal Mechanism	Liability
CCC, District Councils, Sustrans and other third parties	Cycle schemes	Shared pedestrian and cycle routes; separate cycle routes	Licence or permissive agreement	Depends upon terms of agreement
CCC	Permissive rights of way	Pedestrian, 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

Adoption of Non-Motorised User Routes Criteria - New Highways (All applications and Proactive)					
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 wellbeing (SOA2, SOA5)	2		
Connectivity	6	Enables a new circular route (Whole or in part) supporting physical and mental wellbeing (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	Proposal allows/enhances access for disadvantaged groups under Equalities Act and/or Cambridgeshire Health & Well Being Strategy; JSNA	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		

Explanatory 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.

Criterion 1 applies to schemes where it is proposed to metal the surface of a path. If a proposal passes Criterion 1, 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.

Criterion 2 Viability and Affordability:

Viability means the cost of delivering the scheme. Is this being funded, or will it need to be funded from existing CCC revenue? Funding must be evidenced in writing. If a scheme cannot be funded at no or limited cost to CCC, it will not pass.

Affordability means the cost of ongoing maintenance. If the maintenance liability incurred would be significantly greater than the existing, an application may still pass if a solution is agreed, such as an agreement for a third party to maintain the route or if it is vital to the deliverability of a wider development scheme.

If a proposal fails Criterion 2, 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

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 TDP or LHI process, with appropriate asset records certification at the end of the process.

<u>Non-Motorised User Routes Adoption Policy Matrix</u>					
<u>Public Path Order Applications and Proactive Cases under the Highways Act 1980 (except s118A and 119A), the Town and County Planning Act 1990, and other Acts as appropriate</u>					
Subject area	Criteria		Maximum available score	Scheme	Notes
	No.	Item (SOA = Statement of Action in ROWIP)			
Maintenance & Financial	1	Viability (cost of implementation) and Affordability (cost of ongoing maintenance) (PASS or FAIL only) see notes below	Pass or Fail		

Consultations	2	Pre-application consultations have been carried out with the prescribed bodies.	Pass or Fail		
Consultations	3	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 Assistant Director Highways Maintenance as to whether or not that is appropriate.	Pass or Fail		
Consultations	4	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	5	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		
Equalities impact - Gaps & Gates	6	The proposed route would have no stiles or gates, or allows for access 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	Proposal would enable financial savings for Authority, e.g. obviates need for new bridge, resolves long-standing maintenance problems	4		

Maintenance & Financial	10	The proposed alternative route or routes are not less convenient for maintenance than the original route(s).	2		
Use of Land	11	The effect the order would have on the land served by the existing path and the land across which the alternative path would run, or on the land across which the new path will run if a package involving a creation.	2		
Connectivity	12	The proposed alternative route or routes are substantially as convenient to the public as the original.	3		
Connectivity	13	User enjoyment	3		
Connectivity	14	There are no other reasonable or viable alternatives	2		
Connectivity & Enjoyment	15	A suitable alternative path is provided or is available for every path that is to be diverted or entirely stopped up, which maintains or improves the usefulness of the Rights of Way network	2		
Consultation	16	Support from local communities	3		
Biodiversity Duty	17	Significant negative impact on biodiversity	-2		
Promoted route	18	Route will be on a promoted way e.g. National Cycle Network, Ouse Valley Way	1		
Consolidation of data	19	Proposal would enable consolidation of records to provide accurate asset data and facilitate enhanced service delivery e.g. connectivity with other highways	1		
Determination of widths	20	Proposal will enable the definition and recording of path widths, particularly where there is currently no recorded width	3		
Limited time	21	Limited window of opportunity E.g. landowner goodwill or S106 Agreement	3		
Route at risk of development	22	Route is on fringe of a built-up area and therefore at risk from development, e.g. being used as an access way.	3		

on urban fringe					
		Total Score /30 (Pass mark 70% i.e. 21)	30		

Explanatory 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 if it becomes clear that they will not meet the Council's Public Path Order Policy or the legal tests.

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.

Criterion 1 Viability and Affordability:

Viability means the cost of delivering the scheme. Is this being funded, or will it need to be funded from existing CCC revenue? Funding must be evidenced in writing. If a scheme cannot be funded at no or limited cost to CCC, it will not pass.

Affordability means the cost of ongoing maintenance. If the maintenance liability incurred would be significantly greater than the existing, an application may still pass if a solution is agreed, such as an agreement for a third party to maintain the route or if it is vital to the deliverability of a wider development scheme.

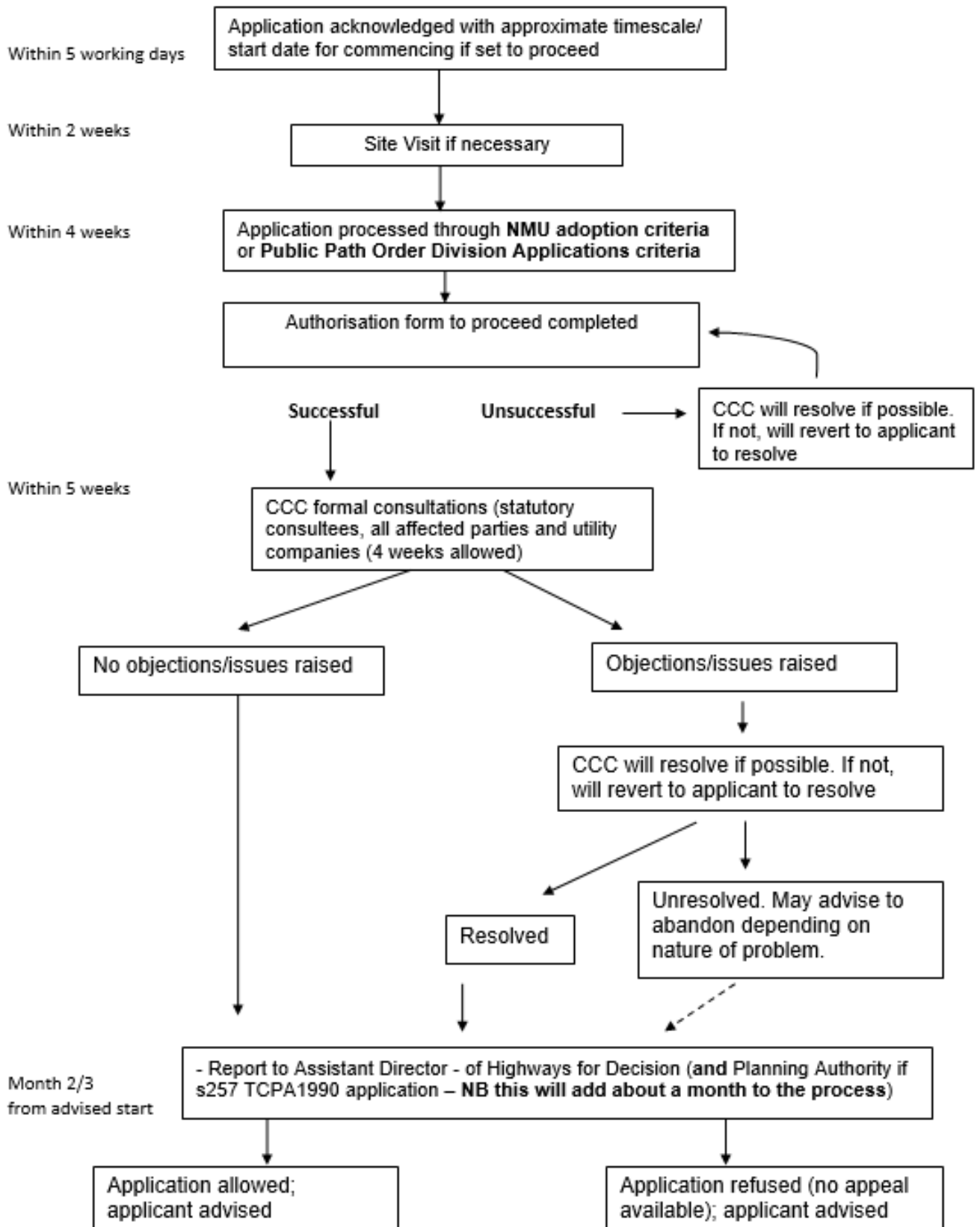
For the numerically scored criteria, a 70% threshold must be met in order for an application to be taken forward. If an application passes the Pass/Fail criteria but fails the 70% numerical threshold, it will not proceed and officers will revert to the applicant to discuss their options.

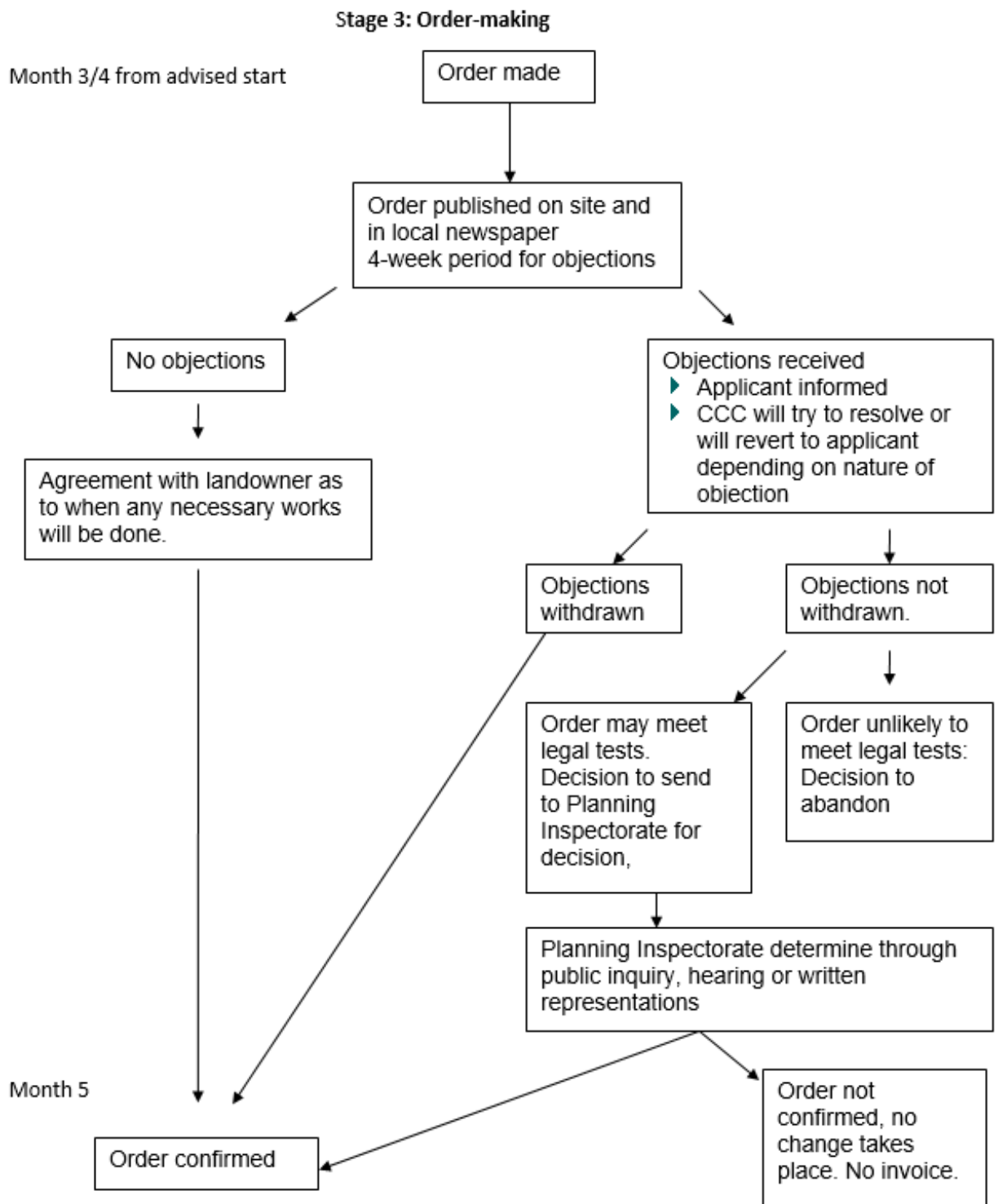
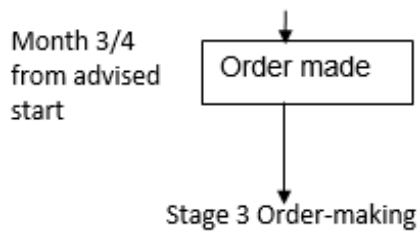
**DOCUMENT E - Cambridgeshire County Council – for Applicants
Highways Act 1980 & Town & Country Planning Act 1990
Public Path Order Applications:
Flow chart of process**

Please note that further guidance is available from NE112 - A guide to definitive maps and changes to public rights of way - 2008 Revision

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/414670/definitive-map-guide.pdf

Stage 2: Formal Consideration, Consultations and Decision







Confirmation published.
Six-week period for appeal to High
Court on technical grounds
Applicant invoiced.



Definitive Map & Statement modified.
Applicant advised of end of process.

Appendix J - Definitive Map Modification Order Statement of Priority

DEFINITIVE MAP MODIFICATION ORDERS

STATEMENT OF PRIORITY FOR DEALING WITH APPLICATIONS AND PROACTIVE CASES TO MODIFY THE DEFINITIVE MAP AND STATEMENT UNDER SECTION 53 WILDLIFE AND COUNTRYSIDE ACT 1981

1. All applications made under Schedule 14 to the Wildlife and Countryside Act to modify the Definitive Map and Statement will be assessed upon receipt to verify whether they are 'duly made' in accordance with the requirements of Schedule 7 of the Wildlife & Countryside (Definitive Map & Statement) Regulations 1993 ('the Regulations').
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 on the date on which it is approved in writing by the Asset Information Manager that the proposal should be taken forward for consideration.
3. Each application and proactive case will be scored using the scoring mechanism attached to this Statement of Prioritisation. The score will be approved by the Asset Information Manager. Any challenge to a score will be considered and decided by the Assistant Director Highways Maintenance.
4. Cases will be prioritised in the order from the highest score to the lowest.
5. Applications that are not compliant with paragraph 2 of Schedule 4 to the Regulations will be added to the Definitive Map Modification Register but will not be scored and will not be taken forward for investigation. If an application becomes paragraph 2-compliant at a later date, it will then be scored at that time and taken forward for investigation in the order as described in point 4.
6. Should the circumstances of a case change that would alter the points originally awarded, then that case will be re-scored, which may result in an alteration in the case's position in the priority order in the case list.

Scoring template for Definitive Map Modification Order Applications and CCC Proactive Cases

<p>Cases are listed in case number order, cases closed prior to scoring system being introduced are not listed</p> <p>Note: Only those with an officer name have been fully scored (the application date calculates those points by default)</p> <p>Paragraph 2 compliant is that it has been confirmed that the landowner has been notified of the application</p>								
		Case number						
		Parish						
		Case name						
		TOTAL Points						
		Application date						
		Para 2 compliant						
		<i>Scored by (officer)</i>						
		<i>Date scored</i>						
						AVAILABLE POINTS	SELECTION Mark with X	POINTS SCORED
Q1	Is the route currently recorded on the Definitive Map and Statement?	Points	Mark ALL that apply	Score				
1.1	No	7		0				
1.2	Yes – status correct but no recorded width	3		0				
1.3	Yes – but status is potentially under-recorded	3		0				
1.4	Yes – but width is potentially under-recorded	1		0				
1.5	Yes - recorded but incorrectly i.e., anomaly	1		0				
1.6	No - but the route is recorded as a public road on CCC's List of Streets from 26 April 2006	-7		0				
				0				

Q2	Is the route currently open and available for the rights which are claimed?	Points	Mark ONE only	Score
2.1	Access is restricted or closed and is causing significant community severance and/or the issue is contentious locally	5		0
2.2	Access is unavailable or restricted but is not contentious	1		0
2.3	Yes – the public can freely use it at the moment for the full rights claimed	0		0
	TOTAL			0
	<i>Notes:</i>			
Q3	Current level of use for the claimed rights relative to location	Points	Mark ONE only	Score
3.1	High	5		0
3.2	Moderate	3		0
3.3	Low or No Use	0		0
	TOTAL			0
	<i>Notes:</i>			
Q4	The route would lead to improvement in public safety (i.e., it takes users off the road)	Points	Mark ONE only	Score
4.1	Greatly improves public safety	5		0
4.2	Moderately improves public safety	2		0
4.3	No, or low level, of improvement to public safety	1		0
4.4	The route would cause significant public safety issues	-1		0
	TOTAL			0
	<i>Notes:</i>			
Q5	Route creates a significant positive impact on the network	Points	Mark ALL that apply	Score
5.1	Would resolve an anomaly on the DM&S which is causing, or has potential to cause, a significant hardship to one or more landowners	5		0

5.2	Creates part of a missing link or is in an area where there are few or no Public Rights of Way	4		0
5.3	Would resolve an anomaly on the DM&S affecting users on the ground	3		0
5.4	Forms part of a circular route	3		0
5.5	Forms part of a published long distance route/and or promoted route	3		0
5.6	No positive impact on the network	0		0
	TOTAL			0
	<i>Notes:</i>			
Q6	Development	Points	Mark ONE only	Score
6.1	Detailed planning permission granted/building work underway and route that serves useful purpose would likely become obstructed	50		0
6.2	Outline planning permission granted and route that serves useful purpose would likely become obstructed	30		0
6.3	Route connects to or is affected by proposals for a major infrastructure project for which there is a specified timescale	30		0
6.4	Probability of future, or actual, application for planning permission or transport scheme where existing path on the Definitive Map & Statement has no recorded width, affecting viability of the scheme	25		0
6.5	Current undetermined application for planning permission and route that serves useful purpose would likely become obstructed	20		
6.6	Probability of future application (i.e. site identified on the local plan; transport scheme etc) and route serves a useful purpose	15		0
6.7	Probability of future application and route that serves useful purpose would likely become obstructed	10		0
6.8	Route located within settlement envelope as defined on district local plan (<u>only if not already included within a local plan site</u>)	5		0
6.9	Route likely to be affected by development or major infrastructure project but serves no useful purpose	0		0
6.10	Route not affected by development or major infrastructure project	0		0
	TOTAL			0

Notes:				
Q7	Equalities, Connectivity, Health and Well Being	Points	Mark ALL that apply	Score
7.1	Route would provide a strategic active travel link for access to work, education centres, health facilities, shops and/or transport hubs etc.	20		0
7.2	Route would provide a supplementary active travel link which complements existing provision	5		0
7.3	Route would provide a new link to publicly accessible land or place of public resort (e.g. a public park, common land, town/village green, nature reserve, site of historic or cultural interest, etc.)	3		0
7.4	Route would have a significant positive impact on accessibility (Equality Act 2010)	3		0
7.5	The route would be more enjoyable than other routes nearby for users (e.g. due to it being particularly attractive rural route or a more direct link)	3		0
7.6	The route is in a ward identified as a place of rural isolation or poverty in the Cambridgeshire Index of Cambridgeshire Insight – Health and Wellbeing – Interactive Map	3		0
7.7	Route would have a significant negative impact on accessibility	-3		0
	TOTAL			0
Notes:				
Q8	Use of Route			
	<i>(score points for each applicable category unless the route is already recorded on the List of Streets from 26 April 2006, in which case no points should be awarded)</i>	Points	Mark ALL that apply	Score
8.1	Route will benefit pedestrians	3		0
8.2	Route will benefit equestrians	3		0
8.3	Route will benefit cyclists	3		0
8.4	Route will benefit carriage drivers	3		0
8.5	Route will benefit ROW motorised users (4 x 4 and trail bikes)	1		0
	TOTAL			0

Notes:				
Q9	Biodiversity	Points	Mark ONE only	Score
9.1	Route would enhance biodiversity	2		0
9.2	Route has no significant impact on biodiversity	0		0
9.3	Route would have a significant negative impact on biodiversity	-2		0
	TOTAL			0
Notes:				
Q10	Evidence			
	<i>This reflects the government's decision not to proceed with the extinguishment of rights based on historic documentary evidence on 1st January 2026.</i>	Points	Mark ALL that apply	Score
10.1	Route is supported by historical documentary evidence	0		0
10.2	Route is supported by user evidence	10		0
	TOTAL			0
Notes:				
Q11	Liability Risk to the Authority			
	<i>Route is subject to a discrepancy on the Highway Records (Definitive Map and Statement and/or List of Streets) which is causing, or has the potential to cause, a significant risk to the Authority in terms of liability or resource implications</i>	Points	Mark ONE only	Score
11.1	Route is subject to a discrepancy on the Highway Records (Definitive Map and Statement and/or List of Streets) which is causing, or has the potential to cause, a significant risk to the Authority in terms of liability or resource implications	50		0
11.2	Route is not subject to a known significant liability risk to the Authority	0		0
	TOTAL			0
Notes:				

Q12	Whole years since application was applied for	Points	Whole Years																
12.1	Points per whole year	10	0	0															
	TOTAL			0															
	Notes:																		
<p>REPRIORITISATION <i>This section of the form is only to be filled in should any circumstances surrounding the route change following initial prioritisation of route (i.e., if planning permission is granted). Please write in notes section for the question(s) the original score(s) before adding new scoring in .</i></p>																			
Q13	Has a Direction to Determine from the Secretary of State been given:	Points	Mark ONE only	Score															
13.1	Yes	45		0															
13.2	No	0		0															
	TOTAL			0															
	NOTES																		
Any other reason for change of prioritisation? - If so please write in																			
		Reason																	
		Original Points Total																	
		Reprioritised Points Total																	
		Officer name																	
		Date																	
<table border="1"> <tr> <td colspan="2">TOTAL OF SUB TOTALS</td> <td></td> <td></td> <td>0</td> </tr> <tr> <td colspan="2">Any Application not paragraph 2 complaint will be set to zero</td> <td>TOTAL</td> <td></td> <td>0</td> </tr> <tr> <td colspan="2">POINTS</td> <td></td> <td></td> <td></td> </tr> </table>					TOTAL OF SUB TOTALS				0	Any Application not paragraph 2 complaint will be set to zero		TOTAL		0	POINTS				
TOTAL OF SUB TOTALS				0															
Any Application not paragraph 2 complaint will be set to zero		TOTAL		0															
POINTS																			

Appendix T – Proposals to change the surface of a Public Right of Way - authorisation form

Guidance notes for promoters:

1. *This form is for all proposals that would result in a significant change to the physical surface and character of a public right of way, e.g. an unsurfaced route to a hardened metalled surface. It is not intended for day-to-day operational or capital maintenance PROW works.*
2. *The form should be completed by the **promoting person**, and authorisation from the Assistant Director Highways Maintenance **must** be received **before** committing to a planning application response or works for any internal or external project. *If there is insufficient time to undertake this process within the timescale of a consultation, a holding response or objection should be made stating that this work is required to enable the County Council to provide its fully considered response.**
3. **Stage 1:** *All sections must be completed with an explanation supporting any proposed position, and supporting documentation should be provided as appendices, or as a link. Please expand each comment box as needed. If a section is not relevant please state 'N/A'.*
4. *Promoters are advised to review the [Public Rights of Way Guidance for Planners and Developers](#) which provides useful information about critical factors when considering a change to a public right of way.*
5. *The County Council's Rights of Way Officers (ROW Officers) are responsible for all unsealed surface PROW, and the Local Highway Officers are responsible for all PROW with a metalled surface. The appropriate officer must be consulted to advise on the implications of the proposal on all lawful users, including landowners; the County Council's maintenance liability; and other constraints such as practical management of conservation areas in conjunction with CCC's Ecology Officer. A proposal to change from a soft to a sealed surface should involve both the ROW and Local Highway Officers.*
6. *The Definitive Map & Statement is the legal record of public rights of way for Cambridgeshire and must be consulted to provide key information as to the legal status, width and maintainable status of a public right of way. See Section 2.*
7. *CCC Public Health must be consulted on all proposals. Other stakeholders must be consulted as appropriate – please follow the guidance within the form.*
8. *An Equality Impact Assessments (EqIA) screening is now required for all CCC projects and policies, and approval to proceed must be attached to this form. The promoter is expected to undertake this work. See links below. External applicants should attach evidence that an EqIA screening has been undertaken and a copy of the outcome.*
[CCC Equality Impact Assessment Hub \(sharepoint.com\)](#)
[Equality Impact Assessment - Dash \(achieveservice.com\)](#)
9. *An Environmental Impact Assessment (EIA) may also be required. Note that whether an EIA is required is dependent upon environmental impact, not the size of the development. The proposer may need to seek specialist advice to help inform this decision. The Highway Authority reserves the right to require an EIA screening to be undertaken.*
10. *Once complete, the Authorisation request must first be submitted to the appropriate Area District Highways Manager to provide recommendations, as the ongoing management of any proposed changes will be the responsibility of the Highways Maintenance Service.*
11. **Stage 2:** *The form must then be submitted to the Asset Information Manager at highwaysassetmanagement@cambridgeshire.gov.uk for regulation to ensure that all necessary information has been provided to enable the Request to proceed to Stage 3. Assistant Director Highways Maintenance for determination to make an informed decision.*

12. **Stage 3:** Asset Information will forward the Request and the attached information to the Cambridgeshire Local Access Forum to consult them on the proposal. 21 days will be allowed.
13. **Stage 4:** The Regulator will provide a copy of any response received to the promoter and will append it to the Request. Unless the promoter advises otherwise, the whole Request and associated documentation will be forwarded to the Assistant Director Highways Maintenance for consideration at the next Decision Meeting.
14. **Stage 5:** The scheme promoter completing the form will present the request to the ADHM at one of the monthly Asset Information/ROW Decision Meeting and be available to discuss and answer queries. Other officers may attend to provide service-specific information to help inform the ADHM's consideration of the proposal.

STAGE 1 COLLATION OF INFORMATION

Name of person completing form: [Please insert]	Role: [Please insert]
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Parish: [Please insert]	Path no(s) and status: [e.g. Public Bridleway No. 5]
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Proposal summary:
[Please provide brief description of proposal]

Please attach a plan showing the PROW in question and its connectivity to the wider network. This should show:

- All potentially affected landowners, including adjacent owners/tenants
- Ownership of features such as boundary hedges
- All other legal interests e.g. utility companies and other third party rights of access

	Requirements	Appendix Ref	Regulator comments
1. BACKGROUND			
1.1	Detailed summary of the proposed scheme, including the reason why a change of surface is being promoted. <i>This should include a summary of any related proposed development. Please provide a link to, or attach, any supporting documentation.</i> [Please insert]		
1.2	Please provide the planning application reference to which the scheme relates, if relevant. <i>Please note that planning permission does not legally authorise a change to a PROW – see section 7 CCC’s Rights of Way Guidance for Planners and Developers.</i> [please insert]		
1.3	Please provide a brief summary of any legal work that it is envisaged would be required to facilitate the scheme, if any (e.g. public path order for change to status, s278 Highways Act agreement for works). <i>This is likely to require advice from the Asset Information Definitive Map Team, ROW Officer and/or Highways Development Management.</i> [Please insert]		

1.4	The policy context (e.g. the LTCP; CCC's Rights of Way Improvement Plan ; Defra Circular 1/09 ; NPPF para 98 , the Cambridgeshire Health & Well-Being Strategy ; and other policies as appropriate): [Please insert]		
2. EXISTING PATH DESCRIPTION This legal data should be obtained from the Asset Information Definitive Map Team via the service's online portal: Highway searches - Cambridgeshire County Council			
2.1	Existing legal status of path (e.g. Public Footpath, Public Bridleway, permissive footpath): [Please insert]	Appendix ref	
2.2	Proposed legal status path (including permissive status): [Please insert]		
2.3	Existing legal width of path: [Please insert]		
2.4	Existing legal maintainable status of path (i.e. is it maintainable at public expense or not?): [Please insert]		
2.5	Physical description of existing path (surface, surrounding features etc): [Please insert]		
3. CONSULTATIONS: The following stakeholders must be consulted and a summary of their comments provided by the person completing this form . A copy of the comments should be attached to the form as an appendix.			
3.1	CCC Asset Information Definitive Map Officer Required to advise proposer as to the legal status and extent (width) of the path, if known, and to provide comment on the proposal in terms of any legal work required. <i>(This includes proposals for permissive paths or licence agreements, as this affects the highway authority's ongoing public asset liability):</i> [Please insert a summary of comments]	Appendix ref	
3.2	CCC ROW Officer Required to advise on operational maintenance matters relating to the management of existing unsealed PROW including the surface, signage and barrier infrastructure. They advise on user needs; access matters such as interaction with landowner requirements and constraints such as SSSIs; and asset maintenance liability. <i>For bridge and step structures please see section 3.4.</i> [Please insert comments]		
3.2.1	Are there any existing barriers (gates, stiles, bollards etc)? [Please insert]	App ref	

3.2.2	<p>Will any new barriers be needed? The <i>British Standard for Gaps, Gates and Stiles BS5709:2006</i> must be followed.</p> <p>[Please insert]</p>		
3.2.3	<p>Please state whether it is proposed for these barriers to be ‘authorised’ or recorded as legal ‘limitations’ on the Definitive Statement?</p> <p>[Please insert]</p>		
3.3	<p>CCC Local Highway Officer Required to advise on operational maintenance matters relating to the management of existing sealed surface PROW and associated infrastructure.</p> <p>[Please insert comments]</p>		
3.4	<p>Structures Bridges and steps are managed by the County Council’s Structures Team. Consult Gareth.guest@cambridgeshire.gov.uk</p>		
3.4.1	<p>Are there any existing structures? [Please insert]</p>		
3.4.2	<p>Will any new structures be needed? [Please insert]</p>		
3.4.3	<p>Who will be responsible for the future maintenance liability? [Please insert]</p>		
3.5	<p>Landowner(s) of subsoil comments and consent This is required because the proposed works may require extending the depth of the highway beyond that which currently exists. Please list all landowners and state whether or not they consent to the proposal. Please attach a copy of the consents or comments as an appendix.</p>		
3.6	<p>Third party access consent/comments (other than direct landowners of the subsoil, e.g. owners or tenants of land accessed via the PROW) Please list all, detailing the nature of legal interest, and state whether or not they consent to the proposal. Please attach evidence of consents or comments as an appendix.</p>		
3.7	<p>Parish/Town Council(s) Please list all and state whether or not they consent to the proposal. Please attach a copy of the consents or comments as an appendix.</p>		
3.8	<p>Highways Development Management and/or CCC Project Team (if relevant) [Please insert any comments here]</p>		
3.9	<p>Road Safety If it is proposed to change the surface of a path that is likely to result in a change in the nature of use and/or to change the status of a path</p>		

	<p>gressing onto a road that will introduce different users the County Council’s Road Safety advisors must be consulted to ensure that safety requirements will be met. Contact the team at: 01223 715549 or Accident.Investigation@cambridgeshire.gov.uk</p> <p>[Please insert comments here]</p>		
3.10	<p>Ecology Officer ecology@cambridgeshire.gov.uk</p> <p>Consider the conservation status of the route e.g. SSSI, protected species, County Wildlife Site, and the County Council’s Biodiversity Duty and Biodiversity Net Gain obligations.</p> <p>[Please insert comments here]</p>		
3.11	<p>Public Health</p> <p>Demonstrate how you have considered public health outcomes using the following prompts.</p>		
3.11.1	<p>What is the current profile of users of the route?</p> <p>What is the purpose for which it is <i>predominantly</i> used? For example, is it predominantly used for leisure purposes, or for commuting, access to school etc? Please provide your evidence.</p> <p>[Please insert comments here]</p>		
3.11.2	<p>What is/are the target group(s)? Which users of the route do you intend to benefit the most from the change in path surface?</p> <p>[Please insert comments here]</p>		
3.11.3	<p>Consider any direct benefit to users’ health and wellbeing. E.g. is the route currently used/or intended to be used by health and wellbeing groups, walking groups etc.?</p> <p>[Please insert comments here]</p>		
<p>Scheme promoter please email form to CCC Public Health to provide analysis of the demographic profile of the subject area and a consideration of the implications of your answers to questions 3.10.1-3.</p> <p>HealthinAllPolicies@cambridgeshire.gov.uk</p>			
3.10.4	<p>Cambridgeshire County Council Public Health only</p> <p>Analysis of the demographic profile of the area where the change in surface of the route is proposed</p> <p>[CCC Public Health please insert comments here]</p>		
3.11	<p>Other constraints e.g. Drainage authority consents, Scheduled Ancient Monument ArchaeologyDC@cambridgeshire.gov.uk</p> <p>[Please insert comments here]</p>		

3.12	<p>Other stakeholders as appropriate Consider which other stakeholders it would be prudent to consult for the particular scheme in question, e.g. statutory or local user groups, local Members, Cycling Team</p> <p>[Please insert comments here]</p>		
4. SPECIFICATION			
	<p>Please provide a summary of:</p>		
3.1	<p>The proposed width of surfaced works:</p> <p>[please insert]</p>		
3.2	<p>The proposed location of the surfaced area within the wider extent of the legal width of the path:</p> <p>[please insert]</p>		
3.3	<p>The proposed materials to be used:</p> <p>[please insert]</p>		
3.4	<p>Proposed depth of surfacing work</p> <p>[please insert]</p>		
3.5	<p>Proposed underlying material</p> <p>[please insert]</p>		
3.6	<p>Proposed finish of surface</p> <p>[please insert]</p>		
3.7	<p>Provision for drainage through/across works</p> <p>[please insert]</p>		
5. Environmental Impact Assessment (EIA)			
	<p>Please detail whether an EIA is considered to be required or not and summarise the outcome.</p>		
6. Equality Impact Assessment (EqIA)			
	<p>Please provide the outcome of the EqIA for the project and attach a copy of CCC's approval or refusal to proceed</p>		
7. ANALYSIS			
	<p>Analysis of the proposal in light of the consultations and of the legal and policy context, including:</p>		

	<ul style="list-style-type: none"> • The implications of any EqIA • The implications of any EIA • Conclusions as to the positive and negative implications for all lawful users, including private rights of access • Legal implications for consents required • The implications for the highway authority's future maintenance liability • Physical and mental health and well-being considerations for all existing users as well as additional users it is proposed to encourage <p>[Please insert]</p>		
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8. RECOMMENDATION			
	[Please insert]		

Signature of person completing form: [Please insert]	Date: [Please insert]
--	-------------------------------------

CCC INTERNAL USE ONLY

DISTRICT HIGHWAY MANAGER RECOMMENDATIONS		
[Please insert]		
District Highway Manager	Signature:	Date:

STAGE 2 REGULATOR APPROVAL TO PROCEED TO STAGE 3 – Asset Information Manager	
YES/NO [Please delete as appropriate and give any advisory comments necessary]	

Asset Information Manager	Signature:	Date:
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STAGE 3 CAMBRIDGESHIRE LOCAL ACCESS FORUM CONSULTATION			
1	Completed Authorisation Request sent to C LAF	Date	
2	Response received from C LAF	Date	
3	Copy sent to scheme promoter	Date	
4	Comments received?	Date	

STAGE 4 REGULATOR APPROVAL TO PROCEED TO DECISION STAGE - Asset Information Manager		
YES/NO [Please delete as appropriate and give any advisory comments necessary]		
Asset Information Manager	Signature:	Date:

STAGE 5 DECISION - Assistant Director - Highways Maintenance		
[Please insert decision with reasons]		
Change of surface authorised?	YES / YES WITH MODIFICATIONS / NO [please delete as appropriate]	
Assistant Director – Highways Maintenance	Signature:	Date:

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

Item		Defect	Investigatory Level	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Carriageway	Strategic and Main Distributor Roads	Pothole/spalling/ Depression/sunken cover	40mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	40mm depth (> 20mm width)	5 days	21 days
		Ridge/Hump	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
		Gap/crack/open joint	>20mm 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
	Gap/crack/open joint	>20mm 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	21 days
	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	<p>Graffiti will be removed from CCC owned assets that is:</p> <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

Carriageway Defects

1. Where a defect meeting the investigation level is within 3m of a controlled pedestrian/cycle crossing then it should be assessed as Cat 1A
2. Where a defect meeting the investigation level is clearly on the desire line for pedestrians/cyclists crossing the road or traversing a junction it should be assessed as Cat 1A. A typical example would be where the defect is between dropped kerbs for pedestrian use either side of the carriageway.
3. Where a carriageway or cycleway defect meets the relevant investigatory level and is 1m or less from the kerb edge, then it should be assessed as Cat 1 A .
4. Where traffic calming features significantly narrow the road, defects meeting the investigation criteria within the narrowed carriageway and immediately adjacent, within 3m carriageway area should be assessed as Cat 1A

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