HIGHWAYS AND TRANSPORT COMMITTEE

Tuesday, 09 March 2021

Democratic and Members' Services
Fiona McMillan
Monitoring Officer

10:00

Shire Hall
Castle Hill
Cambridge
CB3 0AP

COVID-19

During the Covid-19 pandemic Council and Committee meetings will be held virtually for Committee members and for members of the public who wish to participate. These meetings will held via Zoom and Microsoft Teams (for confidential or exempt items). For more information please contact the clerk for the meeting (details provided below).

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 Highways and Transport Committee - 19th January 2021**	**3 - 14**
3	**Minutes Action Log**	**15 - 20**
4	**Petitions and Public Questions**	

KEY DECISIONS

5	**The Divestment of Skanska Infrastructure Services and Novation of the Highway Services Contract**	**21 - 26**
	DECISIONS	
6	**Finance Monitoring Report - January 2021**	**27 - 70**
7	**Integrated Transport Block Funding Allocation**	**71 - 76**
8	**Highway Operational Standards (HOS) Annual Review**	**77 - 288**
9	**A14 Cambridge to Huntingdon Scheme Update**	**289 - 314**
10	**Major Infrastructure Project Delivery, Governance and Risk Management**	**315 - 328**
11	**Local Highway Improvement (LHI) Member Working Group**	**329 - 342**
12	**Highways Verge Maintenance**	**343 - 354**
13	**Residents Parking Delivery Review**	**355 - 370**
14	**Highways and Transport Committee Agenda Plan & Appointments to Outside Bodies**	**371 - 374**

The Highways and Transport Committee comprises the following members:

Councillor Ian Bates (Chairman) Councillor Mark Howell (Vice-Chairman) Councillor David Connor Councillor Ryan Fuller Councillor Derek Giles Councillor Lynda Harford Councillor Noel Kavanagh Councillor Simon King Councillor Ian Manning and Councillor Amanda Taylor

For more information about this meeting, including access arrangements please contact

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Agenda Item: 2

HIGHWAYS AND TRANSPORT COMMITTEE: MINUTES

Date: 19 January 2021

Time: 10.00am to 12.10pm

Present: Councillors I Bates (Chairman), D Connor, R Fuller, L Harford, M Howell (Vice-Chairman), N Kavanagh, S King, I Manning and A Taylor

61. Apologies for absence and Declarations of Interest

Apologies were presented on behalf of Councillor Giles.

There were no declarations of interest.

62. Minutes – 1st December 2020

The minutes of the 1st December 2020 were agreed.

With regard to Item 54, there was a query as to whether Camcycle had responded regarding the A14 overspend. The Clerk advised that they had not, but agreed to follow this up and provide a response to the next meeting. Action required.

63. Highways and Transport Committee Action Log

The Committee noted the Action Log.

The following points were raised:

Item 54 – it was confirmed that the Executive Director had emailed a response to the query on the management improvements and changes that were taking place with respect to project management. It was agreed that this would be re-sent to all Committee Members. Action required.

A Member commented that it had previously been agreed that there would be reports back to the Committee on progress with the Wisbech Access Study. He asked if the Clerk could check previous minutes. Officers confirmed that they were happy to bring a report back. Action required.

Item 146b – this related to concerns raised regarding the perceived inequitable nature of the LHI bid process. It was noted that a Working Group was appointed at the December 2020 Committee, and there would be a report presented on the findings of the LHI Working Group at the March 2021 Committee meeting. Officers advised that two meetings of the Working Group had already taken place, and further meetings were scheduled. It was agreed that the Action Log would be amended to reflect this.

Item 30 - Update cycling map of Wisbech. Members noted that the Action Log suggested that alternative means of funding had been identified. Officers confirmed that they were looking at ways in which to bring this forward. Action required.

Item 30 – Active travel projects – the report had suggested that proposals could be received until the end of January. A Member queried the process for including and appraising proposals, how schemes were selected, and the timings of the consultations, decisions and implementation. He also asked what happened in situations where there was more than one scheme for an area, i.e. whether there was any assessment based on impact? The Chairman commented that these queries could best be addressed through a briefing note to all Members, covering issues relating to criteria, timing and finances. Action required: RL/GH. It was confirmed that proposals could be received until the end of January.

64. Petitions and Public Questions

There were none.

65. Joint Professional Services Framework

Members considered a report on developments relating to procurement of the Joint Professional Services Framework since November 2020.

The Chairman advised that the Constitution stated that a decision made at a Committee meeting in the previous six months could not be changed unless a motion was signed by at least half the Members of the relevant Committee. As one of the recommendations was to rescind the decision made at the November Committee, a motion signed by Councillors Bates, Connor, Fuller, Harford, Howell and King had been provided to the clerk, requesting that this decision be reconsidered.

The Chairman reminded Members that Appendices A and B contained commercially sensitive information, and he asked Members to refrain from discussing the detail of those appendices whilst the meeting was in public session.

Presenting the report, officers reminded Members that at the November Committee, the two top scoring tenders had been awarded the contract, subject to the statutory ten day standstill period. During the standstill period, challenges, enquiries and requests for disclosure regarding the price submitted by one tenderer from tenders ranked three and four revealed that all of the tenderers may not have all interpreted the price element with regard to the staff category in the same manner. This indicated that the procurement documents relating to Price may not have been sufficiently clear, precise and unequivocal, and as a result all tenderers may not have formulated their tenders on Price on a uniform basis. The standstill period was therefore extended to 29th January 2021, to consider that possibility further, and instruct external legal procurement lawyers to undertake a review, working closely with the project team.

Given the significant uncertainties around the Price submissions, it was proposed to rescind the decision made at Committee in November, and invite tenderers one to six to

resubmit their tenders, on Price only, since the tenders on Quality and Price were structurally separate and the Quality element was not in doubt. Scores would then be evaluated and re-ranked. Due to the delays in the process to date, and the elections scheduled for May 2021, it was proposed to delegate authority to award the contracts to the Executive Director of Place and Economy.

Arising from the report:

One Member expressed sympathy with officers, commenting that this was clearly a stressful and complex process. With regard to the process, he asked if they were confident that there was no scope for further legal challenge. He also queried the zero carbon ambitions of the organisations tendering, and whether the idea of abandoning the procurement process had been considered. Officers confirmed that net zero carbon was already in the quality submission and that element would be retained. It was confirmed that abandonment of the whole procurement had been considered as one of many options, and the detail was covered in the confidential appendices. The proposal put forward by officers was considered to be the optimal solution.

A Member queried whether having a rerun on Price but not Quality was opening the whole process up to a further challenge, and whether consideration had been given to running both parts of the process again. It was confirmed that the re-tender was on Price only, and it had been concluded that this was the best approach. It was reiterated that the Quality submission was fully independent to the Price submission.

A Member commented that it was clear something has gone awry, and that legal advisors felt that the Council had left itself open to challenge. He asked what had been learned that could be applied to future projects. Officers reassured the Committee that this would be picked up, and a series of actions were being taken on how project assurance and potential issues could be escalated. There was a wider application of the lessons learned, and Members were assured that these would be considered in future projects. Members were encouraged to contact the Executive Director if they had any questions.

Councillor Manning commented that this was a confidence issue from the public perspective, especially as the public could not access the commercially sensitive appendices. For this reason he was proposing the following amendment, which would provide additional support for officers and oversight of the process:

Add to recommendation in (e) to *"…after allowing the Committee Chairman, Vice-Chairman and Opposition Lead Members 24 hours to comment"*

Councillor Manning also proposed an additional recommendation: "*f) In light of the issues experienced, investigate with LGSS getting specialist in house legal support for contract negotiations."*

The proposed amendments were seconded by Councillor Taylor.

Debating the proposed amendments, a Member commented that the first amendment was effectively covered in paragraph 2.7 of the report, which detailed why the decision

was being delegated to the Executive Director, and he felt that it was right that Members were not involved in that part of the contract.

Whilst understanding the rationale behind the proposed additional recommendation, a number of Members commented that this was premature, and it was suggested that Councillor Manning withdrew both amendments. Whilst acknowledging the comments made, Councillor Manning declined to withdraw the amendments, and asked for his proposed amendments to go to the vote, as he felt it was an issue of public confidence.

On being put to the vote, the amendments fell.

It was resolved, by a majority, to:

a) rescind the Decision of the committee dated 10 November 2020 which was:

> *b) Approve the award of the framework contracts as set out in the confidential Appendix A (The Committee is asked to provide Approval to Award to the two top scoring bidders one and two, and enter into a contract with each company at the end of the standstill period)*

b) retain the completed Quality evaluation and scoring of tenderers one to six;

c) review and reissue to tenderers one to six some of the procurement documents relating to Price in order to produce greater clarity and transparency in order to ensure that all tenderers interpret the Staff Categories Guidance and Requirements and all other reissued Guidance and Requirements as to Price in a uniform way when formulating their new Price tender submissions

d) rewind the tender process for Price only so that tenderers one to six will be given the opportunity to re-submit their tenders of Price only

e) following evaluation of the resubmitted tenders on Price only delegate authority to the Executive Director of Place and Economy to Award Contracts to the two highest scoring tenderers identified after combining the existing scores on Quality with the new scores received on Price

66. Cambridgeshire County Council Commuted Sum Proposals

The Committee received a report proposing a commuted sums policy to enable maintenance costs for new highway infrastructure to be covered through financial support from projects undertaken by developers.

Officers explained that commuted sums were typically collected through agreements with developers arising from Section 106 obligations or planning consents. These works were usually undertaken by developers under Sections 38 and/or 278 of the

Highways Act 1980. This funding went towards highways maintenance. Currently, the County Council does not collect contributions for the ongoing maintenance costs of new infrastructure, unless 'non-standard' items were included, for example construction which utilised specialist materials or exceptional items. This approach was inconsistent with the approach of adjacent authorities and national practices. With increasing pressures on maintenance budgets going forward, it was proposed to formalise the approach in a Commuted Sums policy, in light of the pressures on the maintenance budgets. Commuted sums would be drawn down on "standard" items e.g. carriageway widening, over a period of 40-60 years, depending on maintenance requirements.

Prior to introducing a policy, it was proposed to undertake consultation with stakeholders, including the Greater Cambridge Partnership, the Combined Authority and private developers. Delegated authority was sought to the Executive Director, Place and Economy, Committee Chairman and Vice Chairman.

Arising from the report:

- A Member asked how this would work, given the potentially infinite nature of maintenance, i.e. how was the maximum time period was calculated? Officers commented that this was one of the reasons for the consultation, to establish what would be acceptable;

- A Member commented that it would be useful to see specific reference to climate change/net zero carbon. Officers reassured Members that this was a key issue for the Council and would be included;

- One Member suggested that this would be an ideal case for a CUSPE policy challenge;

- A Member expressed concern about this proposal. Whilst he was less concerned about the impact on the Combined Authority and other agencies, he advised that in Fenland, local authorities struggled to secure any Section 106 payments from developers. He asked if research had been carried out on the impact, especially in the Fens, and also queried the impact on Parish Councils e.g. whether LHI schemes would be effected by this, or private finance schemes? Officers advised that the policy was aimed at larger schemes with longer term liability issues, and not smaller, Parish Council type schemes;

- Another Member had similar concerns relating to the viability of developments, and observed that this may not result in more money for local authorities, but probably more money for CCC Highways at the expense of Education, District Councils, or other local authority departments. Whilst it was unfair that Highways were not currently receiving these sums, there could be an undesirable impact elsewhere. Supporting these comments, one Member observed that whilst it was likely that the Combined Authority and GCP would respond to the consultation, she doubted whether there would be a good response from developers. Another Member observed that the key difference

between Education and Highways was that schools were a one-off acquisition, but the maintenance of Highways was an ongoing process;

- A Member welcomed the proposed policy, but acknowledged that there would be resource implications. He also asked whether it could be applied retrospectively. Officers confirmed that there would be a resource implication, and that would need to be managed carefully. It was confirmed that the policy could not be applied retrospectively.

It was agreed that there needed to be a wider member seminar on this issue when the seminar programme was reinstated. Issues such as whether contributions could vary in different parts of the county would be explored in the consultation. Whilst there was a suggestion for Members to see the final consultation at Committee prior to it being circulated, the Chairman proposed that given timescales, it would be more appropriate for the final consultation document to be circulated to Members, who could then comment accordingly. Action required.

It was resolved unanimously to:

(a) approve the principle of the Council levying commuted sums on new highway schemes; and

(b) delegate to the Executive Director – Place and Economy, in consultation with the Chair and Vice Chair of the Committee the preparation of a consultation document for commuted sums and to report the findings and a proposed policy back to Committee following that consultation.

67. Local Cycling and Walking Infrastructure Plan

The Committee considered the draft Local Cycling and Walking Infrastructure Plan.

The national Cycling and Walking Investment Strategy (CWIS) was published in 2017, setting out the government's ambition for cycling or walking being the natural choice for all short journeys in England by 2040. As part of the CWIS, the Department for Transport (DfT) encouraged local authorities to develop Local Cycling and Walking Infrastructure Plans (LCWIPs).

The approach taken in Cambridgeshire was to make the LCWIP County wide and that the plan should generate a prioritised list of cycle routes for each district. The LCWIP sets out the methodology used to select routes with the highest potential to increase the number of people cycling for short trips and how these were then prioritised. It also identified some of the Tranche 1 and 2 Emergency Active Travel Fund measures and the success of the trial measures would have implications for the long term proposals. The plan was to undertake the consultation in the spring, and report the consultation results and then present an updated LCWIP to Committee.

The Chairman and other Members congratulated the report author on producing such an impressive and comprehensive document.

Arising from the report:

- A Member queried the timescales if the funding became available, commenting that there needed to be time for Local Members and other local stakeholders to input. Officers advised that with regard to consultation and timing, this would depend on when funding became available. The list of schemes was not exhaustive, but focussed on those routes where that were well supported. Further schemes could be added, but these needed to be limited for practical purposes;

- A Member commented that there was a proliferation of wish lists for schemes – e.g. LCWIP, TIF, LHI, road safety, and various Section 106 schemes, but he appreciated that the Council had to have this document to maximise funding opportunities. He asked how the list of schemes had been developed. Officers advised that government had asked local authorities to produce LCWIPs, and to some extent it was a wish list. However, the intention was for the LCWIP to be an ongoing document, and it was important to evidence the methodology behind the routes being proposed. This list excluded those schemes where funding had already been identified;

- A Member urged officers to replace the Cambridge picture on the front of Appendix 1 with images from elsewhere in the county. Another Member supported this comment, and suggested that a montage of images from across the county would be more appropriate;

- A Member commented that it was difficult to tell where the schemes were in two of the appendices, and suggested providing more detail;

- A Member said it was important to be realistic about what could be achieved with developers. In addition, either within or alongside the LCWIP, it would be useful to have a document that could guide the Development Control team, giving advice on the provision of safer cycling routes, especially where separate cycleways were not an option;

- A Member commented that it was refreshing to see the number of projects planned and inspired by people in the market towns. He commented that this was a very well timed report, because of the special measures due to Covid-19 and the emphasis on active travel, many more people were walking and cycling. Consultation may well result in proposals for additional cycling infrastructure projects.

The Committee formally recorded its thanks to the report author, Clare Rankin.

It was resolved unanimously to:

> approve public consultation on the draft Local Cycling and Walking Infrastructure Plan.

68. Utility Company Interface and Provision of Timely and Accurate Information Relating to Highway Schemes

Members considered a report which resulted from a motion put forward by Councillor Bailey in 2018 regarding the performance of UK Power Networks (UKPN). Officers explained that the motion resulted from the frequent time delays resulting from utility works on highways, which was a national problem. The current process with regard to utility works on the highways was noted.

The recommendation was that a specific meeting with government Ministers was not required at this stage, but that the Council should continue to raise the issue both locally and nationally through established channels.

A Member expressed disappointment that officers had not carried out the actions agreed by Members in supporting Councillor Bailey's motion, and commented that the issues with regard to utility works on the county's roads had not improved. Responding, officers said that the proposal set out in the report was their honest appraisal of this issue, and they did not feel that any value would be gained by a Ministerial meeting.

One Member noted that paragraph 2.9 of the report referred to discussions with BT Openreach regarding the Robin Hood signals scheme, where the team had designed out the need for further diversionary works before work had commenced on site. The initial cost estimate for these diversions was £100K, but with careful joint work this had had resulted in nil costs. The Member observed that in reality, it was not nil cost to the Council, as officer resource had been utilised to achieve this.

Councillor Manning stated that it was important to have some specific actions going forward, and he therefore proposed the following amendments:

Add to the end of the first recommendation: *"Write to the relevant DfT minister asking for a timescale for the development of the mentioned 'National Underground Asset Register'".*

Add a new recommendation: *"In future negotiations over utility works, officers should keep a log of time spent in these negotiations, in order to measure the cost to the Council."*

These amendments were seconded by Councillor Taylor.

Discussing the amendments, it was suggested that the report be deferred, and Councillor Manning agreed to withdraw his amendments on that basis. It was agreed that Members should direct any comments on this issue to officers which could then be fed into the revised report.

It was resolved unanimously to defer the report.

69. Highways England Non-Motorised User Routes

Members considered a late report on the Highways England Non-Motorised User (NMU) Routes. NMU schemes were footpaths, cycle ways and bridleways.

The Chairman had previously exercised his discretion to accept this late report on the following grounds:

Reasons for lateness: the report is late due to some changes that were needed to the assessment of schemes that could be delivered within the available timeframes. This meant that the final list of five schemes to be proposed for delivery was not certain at the time of the main publication of reports.

Reasons for urgency: the scheme delivery needs to commence in late January if the funding is to be drawn down from Highways England. The next available Committee is March and if this paper went to March Committee, the schemes would not be delivered within the Highways England specified timescales and the funding would be lost.
The opening section of the report was prepared centrally and was included in the business planning reports presented to each Service Committee. The second section focused on the Committee's specific business area, including the specific business planning proposals. There were two proposals, one relating to the replacement of the mobile vehicle activated signs (MVAS), and the other was an additional domain for the Winter Maintenance Services.

Grant funding of £1.9M had been secured from Highways England to deliver Non-Motorised User (NMU) schemes as part of the A14 improvement. This needed to be complemented by match funding and £1.65M of County Council Section 106 funding. The grant from Highways England was conditional on the match funding and the Highways England funding being spent by 31st March 2021.

A range of schemes identified jointly between the County Council and Highways England had been assessed for their impact and deliverability within the timeframe for spending the Highways England funding, and approval for a programme of these "shovel ready" schemes was now sought to allow delivery within the required timeframe. Highways England expected to fund a further round of schemes, so whilst it was not possible to deliver some of the schemes identified in the "long list" at this stage, it was hoped that those not included in the current package could be progressed at a later date. It was noted that there was potential to join up some schemes so the ones listed would not be considered in isolation.

Councillors Howell and Harford were pleased to note those schemes listed in their Divisions and neighbouring Divisions. Councillor Harford sought clarification on two schemes on the long list which were not being progressed in the current financial year - Girton footpath 4 and 5, and the Dry Drayton NMU link. Officers advised that the Council had allocated funding to commence these schemes, but with the Dry Drayton scheme, the obstacle had been land acquisition: the land ask was slight, but the financial compensation being sought was excessive, and officers were keen no to set a precedent. Officers confirmed that work on Girton footpaths 4 and 5 upgrades were continuing in background, but the physical delivery could not happen this financial year, and again the issue related to land acquisitions and lease agreements, where there

were ongoing discussions. Councillor Harford praised officers for keeping her up to date as Local Member, and supported the officers' view that the Council should not acquiesce to excessive financial demands.

A Member asked for the background on how these specific schemes were originally selected. It was noted that most of the proposals had originally been put forward some years previously by Local Members with divisions adjacent to the A14. These discussions had been initiated by Highways England prior to the A14 improvement scheme commencing, and had been led by Mike Davies and the Cycle Projects Team. The "short list" of schemes proposed were those schemes that could be delivered before 31st March 2021.

With regard to the Girton to Oakington scheme, a Member asked exactly what was planned for that route, which was generally very narrow, especially through the villages. He asked whether road space would be taken in those parts of the route, and whether land acquisition would be necessary between the built-up areas of the villages. He noted that as Northstowe grew, this was an increasingly popular route for cyclists and walkers. Officers advised that the Section 106 monies for this scheme would be carried over to second phase of design, and agreed to arrange for the relevant project officer to speak to the Member on exactly what the scheme involved and how it would evolve. Action required.

The Chairman commented that it was good to see these schemes coming forward, and he hoped that Highways England would consider a similar process for the A428 Black Cat to Caxton Gibbet upgrade, as there were many communities that would benefit from NMU schemes along that route.

It was resolved unanimously to:

a) note the schemes that have been considered as part of this programme;

b) approve the programme of schemes for delivery in the current financial year as set out in table 1 of the report.

70. Finance Monitoring Report – November 2020

The Committee considered a report on the financial position as at the end of November 2020.

It was noted that there was a forecast overspend of £2.8M, which was mainly due to loss of income from fees and charges due to the pandemic, predominantly on parking. This forecast excluded the government grant, but that grant would be reflected in the report considered at the next meeting.

One Member asked about the inclusion of vacancies, both within internal highways and Skanska. He asked if this could be reinstated in future reports, as it was a useful indicator of the capacity to deliver. Officers agreed to contact HR, as they were unsure if this related to a shortage of resources to enable data to be compiled, due to the

pandemic. It was confirmed that Skanska data had been provided to the Committee in the past.

It was resolved unanimously to:

(a) review and comment upon the report.

71. Highways and Transport Committee Agenda Plan and Appointments to Outside Bodies and Advisory Groups

It was resolved to note the Agenda Plan, including the following updates agreed at the meeting:

LHI Working Group Update (addition to the March 2021 agenda)
Utility Company Interface and Provision of Timely and Accurate Information Relating to Highway Schemes (deferred - addition to the March 2021 agenda)
Wisbech Access Strategy (to be scheduled)

Chairman

HIGHWAYS AND TRANSPORT POLICY AND SERVICE COMMITTEE ACTION LOG

This action log as at 28th January 2021 captures the actions on service actions within the remit of this Committee including that are still ongoing on-going from the former Highways and Community Infrastructure and Economy and Environment Committees. This log updates Members on the progress on the compliance in delivering the necessary actions.

Minutes of Highways and Community Infrastructure Committee 16th January 2018					
Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
45.	Minutes and Action Log – Skanska Enhanced Pothole Repair Service	Graham Hughes / Richard Lumley	Discuss with Skanska the feasibility of offering an enhanced pothole repair service. This was raised again at the Highways and Transport Committee on 15th September	Part of a wider, longer term piece of work looking at possible delivery models (including future funding) for highway services.	IN PROGRESS Meeting held with Skanska on 26/11/20. A briefing note is being prepared on the potential way forward for initial discussion with Chair and Vice Chair. Further work is likely to be needed and a note will be circulated to Members on the possibilities, likely to be in

					the summer.
Minutes of Highways and Community Infrastructure Committee 9th July 2019					
Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
123.	Finance and Performance Report – May 2019 – A14 Legacy	Steve Cox	Suggested that a report was brought to the Committee every six months regarding the legacy of the A14. All local members impacted could be consulted.	Discussions are ongoing with Highways England about this and the de-trunking of the existing A14. This is due to come forward to the March Committee. Report is on the March agenda	**Complete**
124.	Road Casualty Data Annual Report	Matt Staton	The Chairman commented that the findings of the research project regarding likely collision sites being undertaken with Loughborough University could be brought to the committee for information and comment.	Matt Staton to liaise with Loughborough University in relation to published outputs from the project. The information was to be presented to a Members Seminar.	On hold until the seminar programme resumes. This will be programmed when dates are available.
Minutes of Highways and Community Infrastructure Committee 4th December 2019					
146. b) See also 311b)	Finance Monitoring Report – October 2019	Graham Hughes/ Richard Lumley	Concerns were raised regarding the perceived inequitable nature of the Local Highways Initiative (LHI) bid process to some parts of the County. Officers to	Report scheduled for March 2021 Committee Report on the agenda for	**Complete**

			establish whether it was possible to resolve the anomalies found within this process.	committee in March	
Minutes of Economy and Environment Committee 5th March 2020					
Minute number	Item title	Responsible officer(s)	Action	Comments	**Complete**
311.	Integrated Transport Block (ITB) Funding Allocation Proposals	Elsa Evans / Andy Preston	Review of scoring criteria to help review to achieve more equitable distribution of funding across the County. See also 146b raised at former Highways and Infrastructure Committee in December 2019.	Report on the agenda for committee in March	**Complete**
Minutes of Highways and Transport Committee 15th September 2020					
24.	Minutes Action Log (Minute 151 Wisbech Access Strategy Phase 1)	Chairman Cllr Bates	Noting that Cllr King had been appointed as an additional member to the Wisbech Steering Group via the Outside Organisations delegations process, Cllr Dupre asked whether she could be considered via the same process for an appointment to the Heavy Goods Vehicle (HGV) Diamond Area Steering Group.	The Chairman agreed to speak to the Chairman of the Steering Group, Councillor Criswell.	In progress

25.	Winter Service Plan 2020-21	Chairman Councillor Bates	It was suggested that the volunteer mutual aid groups formed during the Covid 19 lockdown would be an excellent source for potential new recruits. The Chairman had already been in discussion with the Councillor Criswell, Chairman of the Communities and Partnership Committee in respect of seeking new volunteers and obtaining contact points from such groups and would pass them on to the officers.	The Chairman to provide an oral update.	Action Ongoing
29.	Cambridgeshire Highways Contract Annual Report 2019-20	Richard Lumley / Graham Hughes	Request for a new policy for seeking compensation for developer damage to free up local highways offices resources.	Officers would investigate the practicalities and bring back proposals for further consideration on this wide ranging issue.	Action Ongoing

Minutes of Highways and Transport Committee 6th October 2020

Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
30.	COVID-19 Cycling Proposals	Graham Hughes /Jeremy Smith	To identify funding to update the cycling map of Wisbech	CCC does not have funding available for this but alternative ways of completing this have been suggested utilising the individuals who produced the original map. Issue raised at 19.01.21 Committee – officers to explore further.	Action Ongoing

30.	COVID-19 Cycling Proposals	Graham Hughes /Jeremy Smith	Asked if schemes could still be added to tranche 2 of Active Travel projects	Some further proposals have been received and these have been incorporated in the list. The list has been assessed by our consultants and this will be circulated to Members shortly	In progress
Minutes of Highways and Transport Committee 1st December 2020					
Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
54.	Chisholm Trail and Abbey Chesterton Bridge Project Status Update	Steve Cox	Provide a briefing note on the management improvements and changes that were taking place (wrt project management) to all Members.	Briefing note has been circulated to H&T Committee Members on 11.01.21. It was agreed at Committee on 19.01.21 that this would be recirculated to Committee.	**Complete**
54.		Dawn Cave	Queried whether Camcycle had responded regarding the A14 overspend. The Clerk agreed to follow this up and provide a response to the March meeting.	Officers have checked this and there is no record of Camcycle providing this information	**Complete**
Minutes of Highways and Transport Committee 19th January 2021					
63.	Minutes Action Log	Dawn Cave/ Graham Hughes	Committee had previously agreed a report on Wisbech Access Strategy would come to		

			Committee. Clerk to check what was agreed and schedule a report to a future Committee meeting.		
66.	Cambridgeshire County Council Commuted Sum Proposals	Justin Styles	Final consultation document to be circulated to Members, who could then comment accordingly. Action required.	The document is currently being developed and the intention is to circulate this to Members by the end of May	**Action Ongoing**
69.	Highways England Non-Motorised User Routes	Justin Styles/ (relevant project officer)	Project officer to contact Cllr Kavanagh to discuss detail of Girton to Oakington cycling scheme.	The officer has contacted Cllr Kavanagh	**Complete**

Agenda Item No: 5

The Divestment of Skanska Infrastructure Services and Novation of the Highway Services Contract

To:	Highways and Transport Committee
Meeting Date:	9th March 2021
From:	Steve Cox - Executive Director, Place and Economy
Electoral division(s):	All
Key decision:	Yes
Forward Plan ref:	2021/033
Outcome:	To provide Committee with an overview of the forthcoming novation of the County Council's Highway Services contract from Skanska UK Ltd to Milestone Infrastructure Ltd, part of M Group Services.
Recommendation:	Committee is recommended to approve the novation of the County Council's existing Highway Services Contract from Skanska UK Ltd to Milestone Infrastructure Ltd.

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Tel: 01223 706398

1. Background

1.1 In July 2017 Cambridgeshire County Council (CCC) entered into a long-term contract, for the delivery of a range of highway services, with Skanska UK Ltd. The contract is for an initial ten-year period, with the option to extend for up to a further five-years subject to performance. The total value of the full fifteen-year contract is £900 million.

1.2 Early 2020, Skanska notified CCC, that following a strategic review of their business model their parent company were commencing a process to divest themselves of Skanska Infrastructure Services (SIS), the delivery arm for Local Authority Highway contracts, in order to streamline their operations. On the 4th December 2020 M Group Services Ltd (MGS) announced it had exchanged contracts for the purchase of Skanska UK's Infrastructure Services operation.

1.3 MGS delivers a wide range of infrastructure services within the energy (electricity and gas), transport, telecommunications and water sectors in the UK and Ireland. It has over 9,000 direct employees, an annual turnover of circa. £1.3 billion and a forward order book of around £3.6 billion. An MGS subgroup, Milestone Infrastructure Ltd has been created to deliver the Highways side of the business following novation. The existing SIS senior leadership team (including all staff delivering the Cambridgeshire highway services contract), under the continued leadership of managing director, Adrian Cooke, will transfer over to Milestone.

2. Main Issues

2.1 For Skanska to novate the contract to the future owner of SIS, there is a contractual requirement for prior written approval of the Employer (in this case CCC). In order to consider this approval, CCC has reviewed the requirements of the original procurement process to ensure the new owner maintains at least the minimum requirements of the existing contract. In addition, this review looks at the commitments made as part of the original tender submission to ensure the basis of the contract award remains sound as part of our due diligence.

2.2 Under the Public Procurement Regulation Act 2015 CCC has a duty to undertake due diligence in the form of legal and contractual checks. This process was overseen by Procurement and Legal teams, in consultation with the Highway service, finance and other relevant parts of the council. Legal and procurement colleagues have confirmed that these checks have been completed satisfactorily.

2.3 In addition to the legal checks, SIS and M Group have had to demonstrate they can meet the needs of the service as originally contracted, including capability, competence, mobilisation, TUPE of staff, and resilience to deliver highway services to CCC. Weekly meetings have been taking place, involving CCC officers and representatives of both SIS and M Group in order to obtain the assurances CCC require.

2.4 Part of the due diligence process has included the requirement for CCC to issue a Voluntary Ex-Ante Transparency (VEAT) notice. The notice advertised that a change in contractor is to take place and provides an opportunity for other companies or individuals to challenge. Given this change is a result of an 'acquisition' and the contract terms and conditions remain

exactly the same, the risk of challenge is anticipated to be very low. After the VEAT notice period has expired, a challenge cannot be made. The VEAT notice was published on 24th February and runs for ten days, expiring on 15th March 2021.

2.5 Further safeguards to protect CCC have been put in place, comprising of indemnity against a successful challenge and ensuring that the Parent Company Guarantee (PCG) position remains robust and acceptable to CCC. This covers indemnity in respect of costs, claims and expenses as a result of legal proceedings, any award of costs or damages and financial penalty. The new owner has demonstrated they meet these original requirements, ensuring they meet the initial Pre-qualification Questionnaire (PQQ), due diligence and undertakings.

2.6 Milestone Infrastructure will work to the same principles of the standard accreditation for safety, environment and quality assurance. The polices and processes will principally be those used by Skanska Infrastructure Services rebranded and amended where necessary for Milestone Infrastructure Ltd.

2.7 There is an overarching mobilisation plan supporting TUPE and IT provision as well as ensuring legal and operational readiness for day 1. In addition, there is ongoing work for the local plans to support the transfer, including financial and commercial cut-over.

2.8 Assurance has been provided, by both Skanska and M Group that service delivery on the ground will be unaffected by the transfer of the contract to Milestone. This assurance is reinforced by the transfer of all existing staff delivering Cambridgeshire's highway services contract to the new company. CCC will continue to hold Skanska and going forward, Milestone, to account for the successful delivery of the contract against the agreed key performance indicators.

2.9 Subject to committee approval and CCC receiving no challenge in response to the VEAT notice, the remaining timeline comprises:

- 17th March – signing of the Novation agreement
- 18th March – mobilisation of Milestone Infrastructure Ltd.
- 1st April – Milestone Infrastructure Ltd, under the M Group Services umbrella, commence delivery of Cambridgeshire County Council's highway services contract.

3. Alignment with corporate priorities

3.1 A good quality of life for everyone
The novation of the highway services contract will allow the county council to continue to provide a range of highway services that benefit residents, businesses and visitors, enabling the public to go about their daily lives.

3.2 Thriving places for people to live
The novation of the highway services contract will ensure continuity of service delivery and help support the county council's growth agenda.

3.3 The best start for Cambridgeshire's children
There are no significant implications for this priority.

3.4 Net zero carbon emissions for Cambridgeshire by 2050
The report above sets out details of significant implications in paragraph 4.8.1.

4. Significant Implications

4.1 Resource Implications
There are no significant implications within this category. Since commencement of the contract on 1 July 2017, the spend through the contract by the county council (including Greater Cambridge Partnership) has been 17/18 (part year) - £18m, 18/19 - £49m, 19/20 - £42m and 20/21 (to January) - £41m.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications
The report above sets out details of significant implications in paragraph 2.2

4.3 Statutory, Legal and Risk Implications
The report above sets out details of significant implications in paragraph 2.8
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4.4 Equality and Diversity Implications
There are no significant implications within this category.

4.5 Engagement and Communications Implications
There are no significant implications within this category.

4.6 Localism and Local Member Involvement
The Chair & Vice Chair of Highways & Transport Committee have been briefed throughout the process, including meetings with representatives from M Group Services. In addition, the Leader and Deputy Leader have been briefed on the contract novation.

4.7 Public Health Implications
There are no significant implications within this category.

4.8 Environment and Climate Change Implications on Priority Areas

4.8.1 Implication 1: Energy efficient, low carbon buildings.
Positive Status:
Explanation: The contractor is working with CCC on carbon strategies for this contract that align to CCC priorities.

4.8.2 Implication 2: Low carbon transport.
Positive Status:
Explanation: The contractor is working with CCC on carbon strategies for this contract that align to CCC priorities

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.
Neutral Status:
Explanation: Mitigate the impact of green removals by design, to minimise impact on the environment.

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.
Positive Status:
Explanation: Minimise waste to landfill, recycle where possible to minimise the use of virgin materials.

4.8.5 Implication 5: Water use, availability and management:
Neutral Status:
Explanation: Consideration given during design and construction operations.

4.8.6 Implication 6: Air Pollution.
Negative Status:
Explanation: Due to the operational activities of the contract it is likely to have a detrimental impact on air pollution, however we will always strive to mitigate air pollution where practicable to do so.

4.8.7 Implication 7: Resilience of our services and infrastructure, and supporting vulnerable people to cope with climate change.
Neutral Status:
Explanation: Implement sustainable and equitable schemes and works on the public highway.

Have the resource implications been cleared by Finance? Yes
Name of Financial Officer: Sarah Heyward

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement? Yes
Name of Officer: Gus de Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or 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: NA

If a Key decision, have any Environment and Climate Change implications been cleared by the Climate Change Officer?
Yes
Name of Officer: Emily Bolton

5. Source documents guidance – NA

Agenda Item No: 6

Finance Monitoring Report – January 2021

To:	Highways and Transport Committee
Meeting Date:	9th March 2021
From:	Steve Cox – Executive Director, Place & Economy Chris Malyon – Chief Finance Officer
Electoral division(s):	All
Forward Plan ref:	Not applicable
Key decision:	No
Outcome:	To provide the Committee with the January 2021 Finance Monitoring Report for Place & Economy (P&E). The report is presented to provide the Committee with the opportunity to comment on the financial position as at the end of January 2021.
Recommendation:	The Committee is asked to review and comment on the report.

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Tel: 01223 699714

Member contacts:
Names: Councillors Bates and Howell
Post: Chairman and Vice-Chairman
Email: ian.bates@cambridgeshire.gov.uk
mark.howell@cambridgeshire.gov.uk
Tel: 01223 706398

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 Member reading of the report, budget lines that relate to the Highways and Transport Committee are unshaded and those that relate to the Environment and Sustainability Committee are shaded in Appendix 1. Members are requested to restrict their questions to the lines for which this Committee is responsible.

2. Main Issues

2.1 Revenue: The report attached as Appendix A is the Place & Economy Finance Monitoring Report for 2020/21 as at the end of January 2021. Place and Economy as a whole is forecasting a bottom line revenue underspend of £323K.

2.2 Grant of £2.8m for Lost Sales, Fees and Charges Compensation is forecast against the Covid-related pressures of £4.9m. This net Covid pressure is then offset by a £450K underspend on the waste contract, £544K additional income on Traffic Management and the £1m Street lighting adjustment.

2.3 Capital: A number of schemes are now forecasting an in-year underspend compared to the allocated budget, further details of these schemes are documented in appendices 6 and 7 of the Finance Monitoring Report. It is now expected these schemes will be completed in 21/22 and the required funding will be rolled forward into next financial year.

2.4 Urgent work on an engineered solution is required to stabilise the river bank at Nene Parade, March, which will be completed in the form of a sheet piled retaining wall, reinforced embankment backfill and carriageway reconstruction thereafter. The works are planned to start in March 2021. The project is likely to cost £600,000 and it is proposed is funded from predicted underspends within the Carriageway Maintenance budget.

2.5 The vacancy, tree and Local Highway Initiative (LHI) activity data is reported within the Finance Monitoring Report.

3. Alignment with corporate priorities

3.1 A good quality of life for everyone

There are no significant implications for this priority.

3.2 Thriving places for people to live

There are no significant implications for this priority.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

3.4 Net zero carbon emissions for Cambridgeshire by 2050

There are no significant implications for this priority.

4. Significant Implications

4.1 Resource Implications

The report addresses the resources position for this Committee as at the end of January 2021.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category

4.3 Statutory, Legal and Risk Implications

There are no significant implications within this category

4.4 Equality and Diversity Implications

There are no significant implications within this category

4.5 Engagement and Communications Implications

There are no significant implications within this category

4.6 Localism and Local Member Involvement

There are no significant implications within this category

4.7 Public Health Implications

There are no significant implications within this category

Source documents: None

Appendix A

Place & Economy Services

Finance Monitoring Report – January 2021

1. Summary

1.1 Finance

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

2. Income and Expenditure

2.1 Overall Position

Forecast Variance – Outturn (Previous Month) £000	Directorate	Budget 2020/21 £000	Actual £000	Forecast Variance - Outturn (January) £000	Forecast Variance - Outturn (January) %
-2,964	Executive Director	665	-521	-2,854	-429
+1,467	Highways	22,996	19,199	+1,692	+7
-51	Passenger Transport	7,308	4,932	-36	0
+1,032	Environmental & Commercial Services	38,952	27,029	+996	+3
0	Infrastructure & Growth	3,751	2,628	-120	-3
0	External Grants	-17,230	-6,630	0	0
-516	**Total**	**56,443**	**46,637**	**-323**	**-1**

The service level budgetary control report for January 2021 can be found in appendix 1.

Further analysis of the results can be found in appendix 2.

2.1.2 Covid Pressures

Previous forecast £000	Pressure	Revised forecast £000
1,310	Waste additional costs / loss of income	1,310
2,838	Parking Operations loss of income	2,691
92	Park & Ride loss of Income	120
464	Traffic Management loss of income	559
211	Planning Fee loss of Income including archaeological income	173
108	Highways Asset Management loss of income	0
5,023	**Total Expenditure**	**4,853**

2.2 Significant Issues

Covid-19

As detailed in the table 2.1.2, there are significant pressures within the service relating to the Covid-19 virus. The majority of these are for the loss of income which is used to fund existing services. These pressures are being regularly monitored and assumptions have been made on the level of income which will be received this financial year.
Following receipt by the Council of monies claimed under the Sales, Fees & Charges scheme for the first four months of the year, the Council is including the amounts apportionable to P&E services within this forecast. The claim for the next quarter of the year is currently under assessment by central government.

Waste Private Finance Initiative (PFI) Contract

Although COVID related impacts have created an additional pressure on the service budget of approximately £1,300,000 so far (due to additional HRC running costs, increased recycling credit payments and reduced trade waste collections), this pressure will be partly offset by reduced contract costs and an overall reduction in total waste collected (if this trend continues) resulting in a forecast overspend of £849,000.

Street Lighting

A one off adjustment of £998k income has been recieved this year for prior year contract adjustments.

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

A number of schemes this financial year will underspend compared to the allocated budget, further details of these schemes are documentated in appendices 6 and 7 of this report. It is now expected these schemes will be completed in 21/22 and the required funding will need to be rolled forward into next financial year.

Nene Parade Bank, March

Urgent work is required for a scheme which is currently not budgeted. Nene Parade, March carriageway lays adjacent to River Nene, March providing a single access point to a conglomerate of housing. In March 2020, the river bank slipped, causing localised failure to the carriageway putting highway users at significant risk. The road was closed whilst a temporary repair was completed. Following further movement of the river bank the repaired section failed again in October 2020 resulting in road usage being restricted to light vehicles and pedestrians only with continual monitoring.

An engineered solution is required to stabilise the river bank which will be completed in the form of a sheet piled retaining wall, reinforced embankment backfill and carriageway reconstruction thereafter. The works are planned to start in March 2021. The project is likely to cost £600,000 and it is proposed is funded from predicted underspends within the Carriageway Maintenance budget.

Funding

Grant has been awarded for Emergency Active Travel Funding, mainly to fund pop-up cycle lanes. The first tranche of £467,742 is now factored into this report, this grant is to fund revenue as well as capital expenditure. The Government recently announced the Tranche 2 allocation which is £1.724m for Cambridgeshire and Peterborough. The Council is currently working with the Combined Authority to shape how this is allocated and spent and this will take account of the government's guidance on the process to follow. We are still awaiting details of the funding split but for this report have assumed the split is the same as the first tranche.

All other schemes are funded as presented in the 2020/21 Business Plan.

A detailed explanation of the position can be found in appendix 6.

Appendix 1 – Service Level Budgetary Control Report

Previous Forecast Outturn Variance £000's	Service	Budget 2020/21 £000's	Actual January 2020 £000's	Forecast Outturn £000's	Forecast Outturn Variance %
	Executive Director				
-80	Executive Director	665	524	-80	-12%
-2,884	Lost Sales, Fees & Charges Compensation	0	-1,045	-2,774	0%
-2,964	**Executive Director Total**	**665**	**-521**	**-2,854**	**-429%**
	Highways				
0	Asst Dir - Highways	160	139	0	0%
58	Local Infrastructure Maintenance and Improvement	9,119	7,218	29	0%
-78	Traffic Management	-185	257	15	8%
-2	Road Safety	476	327	30	6%
-1,145	Street Lighting	10,302	6,267	-1,180	-11%
-64	Highways Asset Management	453	194	-72	-16%
2,838	Parking Enforcement	0	2,757	2,691	0%
-248	Winter Maintenance	2,664	1,466	58	2%
107	Bus Operations including Park & Ride	7	575	120	1689%
1,467	**Highways Total**	**22,996**	**19,199**	**1,692**	**7%**
	Passenger Transport				
-120	Community Transport	2,645	2,242	98	4%
70	Concessionary Fares	4,663	2,691	-134	-3%
-51	**Passenger Transport Total**	**7,308**	**4,932**	**-36**	**0%**
	Environmental & Commercial Services				
146	County Planning, Minerals & Waste	388	196	86	22%
63	Historic Environment	77	223	87	113%
1	Flood Risk Management	397	243	2	0%
-0	Energy Projects Director	32	-324	-0	-1%
-27	Energy Programme Manager	115	104	-27	-23%
849	Waste Management	37,943	26,587	849	2%
1,032	**Environmental & Commercial Services Total**	**38,952**	**27,029**	**996**	**3%**
	Infrastructure & Growth				
-0	Asst Dir - Infrastrucuture & Growth	162	134	-0	0%
0	Major Infrastructure Delivery	3,014	1,963	0	0%
-0	Transport Strategy and Policy	34	103	-0	-1%
-0	Growth & Development	541	507	-0	0%
0	Highways Development Management	0	-78	-120	0%
-0	**Infrastructure & Growth Total**	**3,751**	**2,628**	**-120**	**-3%**
-516	**Total**	**73,673**	**53,268**	**-323**	**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.

Executive Director

Current Budget for 2020/21 £'000	Actual £'000	Outturn Forecast £'000	Outturn Forecast %
665	524	-80	-12

Savings from staff redeployed to Covid-19 virus functions, mitigating pressures elsewhere within the service.

Lost Sales, Fees & Charges Compensation

Current Budget for 2020/21 £'000	Actual £'000	Outturn Forecast £'000	Outturn Forecast %
0	-1,045	-2,774	0

Following receipt by the Council of monies claimed under the Sales, Fees & Charges scheme for the first four months of the year, the Council is including the amounts apportionable to P&E services within this forecast. The claim for the next quarter of the year is currently under assessment by central government.

Street Lighting

Current Budget for 2020/21 £'000	Actual £'000	Outturn Forecast £'000	Outturn Forecast %
10,302	6,267	-1,180	-11

A one off adjustment of £998k income has been recieved this year for a prior year contract adjustment.

Parking Enforcement

Current Budget for 2020/21 £'000	Actual £'000	Outturn Forecast £'000	Outturn Forecast %
0	2,757	+2,691	0

With restrictions around the Covid-19 virus, there is expected to be a significant shortfall in income especially for on street parking and bus lane enforcement. The assumptions behind this shortfall are continually being monitored.

Winter Maintenance

Current Budget for 2020/21 £'000	Actual £'000	Outturn Forecast £'000	Outturn Forecast %
2,664	1,466	+58	+2

Winter maintenance is now projecting a slight overspend. This is based on 36 actual runs and an allowance for 19 more runs. In an average year, for which is budgeted, we would expect to have 53 runs.

Bus Operations including Park & Ride

Current Budget for 2020/21 £'000	Actual £'000	Outturn Forecast £'000	Outturn Forecast %
7	575	+120	+1,698

With restrictions around the Covid-19 virus, there is expected to be a significant shortfall in income for this service. The assumptions behind this shortfall are continually being monitored.

County Planning, Minerals & Waste

Current Budget for 2020/21 £'000	Actual £'000	Outturn Forecast £'000	Outturn Forecast %
388	196	+86	+22

With restrictions around the Covid-19 virus, there is expected to be a shortfall in income for this service. The assumptions behind this shortfall are continually being monitored.

Historic Environment

Current Budget for 2020/21 £'000	Actual £'000	Outturn Forecast £'000	Outturn Forecast %
77	223	+87	+113

The Historic Environment team (HET) generates the majority of its operating costs from a variety of income sources. Some posts in the team are more focused to income generation than others, and some of these were redeployed due to the Covid-19 virus. HET's ability to generate income has been severely impacted by COVID.

Waste Management

Current Budget for 2020/21 £'000	Actual £'000	Outturn Forecast £'000	Outturn Forecast %
37,943	26,587	+849	+2

Although COVID related impacts have created an additional pressure on the service budget of approximately £1,300,000 so far (due to additional HRC running costs, increased recycling credit payments and reduced trade waste collections), this pressure will be partly offset by reduced contract costs and an overall reduction in total waste collected (if this trend continues) resulting in a forecast overspend of £849,000.

Highways Development Management

Current Budget for 2020/21 £'000	Actual £'000	Outturn Forecast £'000	Outturn Forecast %
0	-78	-120	+0

There is an expectation that section 106 and section 38 fees will come in higher than budgeted for new developments which will 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	15,516
Emergency Active Travel – 1st Tranche	Department for Transport (DfT)	374
Emergency Active Travel – 2nd Tranche	Department for Transport (DfT)	1,340
Non-material grants (+/- £30k)	N/A	0
Total Grants 2020/21		**17,230**

Appendix 4 – Virements and Budget Reconciliation

Budgets and movements	£'000	Notes
Budget as per Business Plan	56,470	
Centralisation of postage budgets	-40	
Non-material virements (+/- £30k)	+13	
Current Budget 2020/21	**56,443**	

Appendix 5 – Reserve Schedule

Fund Description	Balance at 31st March 2020 £'000	Movement within Year £'000	Balance at 31st January 2021 £'000	Yearend Forecast Balance £'000	Notes
Other Earmarked Funds					
Deflectograph Consortium	32	0	32	30	Partnership accounts, not solely CCC
Highways Searches	27	0	27	0	
On Street Parking	1,944	0	1,944	1,300	
Streetworks Permit scheme	131	(131)	0	0	
Highways Commutted Sums	860	443	1,304	900	
Streetlighting - LED replacement	39	9	48	0	
Flood Risk funding	20	0	20	0	
Real Time Passenger Information (RTPI)	216	0	216	150	
Waste - Recycle for Cambridge & Peterborough (RECAP)	14	0	14	0	Partnership accounts, not solely CCC
Travel to Work	197	0	197	180	Partnership accounts, not solely CCC
Steer- Travel Plan+	66	0	66	52	
Waste reserve	984	0	984	984	
Other earmarked reserves under £30k	138	(15)	123	0	
Sub total	**4,669**	**307**	**4,976**	**3,596**	
Capital Reserves					
Government Grants - Local Transport Plan	0	0	0	0	Account used for all of P&E
Other Government Grants	370	0	370	0	
Other Capital Funding	4,654	7	4,661	0	
Sub total	**5,024**	**7**	**5,031**	**0**	
TOTAL	**9,693**	**314**	**10,007**	**3,596**	

Appendix 6 – Capital Expenditure and Funding

Capital Expenditure 2020/21

Total Scheme Revised Budget £'000	Original 2020/21 Budget as per BP £'000	Scheme	Revised Budget for 2020/21 £'000	Actual Spend (January) £'000	Forecast Spend – Outturn (January) £'000	Forecast Variance – Outturn (January) £'000
		Integrated Transport				
421	200	- Major Scheme Development & Delivery	421	50	230	-191
1,269	882	- Local Infrastructure Improvements	1,275	809	1,276	1
0	0	Safety Schemes	0	0	0	0
500	500	- A1303 Swaffham Heath Road Crossroads	500	14	30	-470
422	94	-Safety schemes under £500K	422	161	222	-200
449	345	- Strategy and Scheme Development work	449	480	535	86
		Delivering the Transport Strategy Aims				
2,293	1,243	- Highway schemes	2,501	569	1,011	-1,490
		- Cycling schemes				
200	0	- Fenstanton to Busway	200	175	195	-5
300	0	- Dry Drayton to NMU	152	13	30	-122
400	58	- Hardwick Path Widening	196	40	115	-81
930	0	- Bar Hill to Longstanton	60	26	60	0
1,000	0	- Girton to Oakington	450	25	400	-50
16	0	- Arbury Road	12	0	12	0
974	0	- Papworth to Cambourne	891	106	891	0
678	0	- Wood Green to Godmanchester	678	16	16	-662
150	0	- Busway to Science Park	15	1	15	0
79	45	- Other Cycling schemes	79	8	51	-28
23	23	- Air Quality Monitoring	23	19	23	0
25,000	1,000	- A14	1,000	0	1,000	0
		Operating the Network Carriageway & Footway Maintenance incl Cycle Paths				
740	740	- Countywide Safety Fencing renewals	740	5	400	-340
1,590	1,590	- Countywide Retread programme	1,590	752	1,590	0
500	500	- Countywide F'Way Slurry Seal programme	500	392	500	0
3,696	3,696	- Countywide Surface Dressing programme	3,696	2,800	3,416	-280
992	992	- Countywide Prep patching for Surface - Dressing programme	992	215	1,242	250
695	695	- Whittlesey, Ramsey Road Nr Pondersbridge Carriageway	695	0	200	-495
3,371	1,959	- Carriageway & Footway Maintenance schemes under £500k	3,882	2,151	3,917	35
140	140	Rights of Way	140	115	149	9
		Bridge Strengthening				
437	437	- St Ives Flood Arches	437	1	100	-337
2,769	2,127	- Other	2,769	1,824	3,143	374
1,736	850	Traffic Signal Replacement	1,736	556	1,729	-7
200	200	Smarter Travel Management - Int Highways Man Centre	200	103	200	0
165	165	Smarter Travel Management - Real Time Bus Information	165	104	165	0
		Highway Services				
		£90m Highways Maintenance schemes				
839	839	- B1050 Willingham, Shelford Rd Prov.	839	0	517	-322
500	500	- B660 Holme, Long Drove C/way resurface/strengthen	500	1	300	-200

Total Scheme Revised Budget £'000	Original 2020/21 Budget as per BP £'000	Scheme	Revised Budget for 2020/21 £'000	Actual Spend (January) £'000	Forecast Spend – Outturn (January) £'000	Forecast Variance – Outturn (January) £'000
900	900	- B1382 Prickwillow Pudney Hill Road Carriageway	900	0	0	-900
550	550	- B198 Wisbech, Cromwell Road Carriageway	550	2	645	95
80,627	1,511	- Highways Maintenance (£90m) schemes under £500K	3,062	2,104	3,460	398
		Pothole grant funding				
500	500	- C198 Girton, Cambridge Road Carriageway	500	386	440	-60
890	890	- A1198 Caxton / Papworth Everard / Papworth St Agnes / Hilton	890	491	600	-290
800	800	- A605 Elton (from Pboro Services to Elton) Carriageway	800	937	1,030	230
3,000	3,000	- Additional Surface Treatments 2020/21	3,000	781	3,000	0
810	810	- Pothole funding schemes under £500K	810	672	1,185	375
4,201	0	- Additional DfT Allocation (surface treatments)	4,201	0	2,371	-1,830
146	0	Safer Roads Fund	10	56	56	46
		Environment & Commercial Services				
11,064	2,763	- Waste Infrastructure	150	48	158	8
680	0	- Northstowe Heritage Centre	596	77	596	0
1,000	146	- Energy Efficiency Fund	422	0	370	-52
448	0	- Alconbury Civic Hub Solar Car Ports	448	15	331	-117
		Infrastructure & Growth Services				
11,084	0	- Huntingdon - West of Town Centre Link Road	1,982	1,988	1,988	6
49,000	0	- Ely Crossing	147	-1,490	147	0
149,791	0	- Guided Busway	6	73	73	67
0	0	- Cambridge Cycling Infrastructure	37	24	24	-13
1,975	0	- Fendon Road Roundabout	996	711	995	-1
350	0	- Ring Fort Path	265	25	47	-218
1,200	0	- St Neots Northern Footway and Cycle Bridge	30	3	8	-22
6,950	0	- Chesterton - Abbey Bridge	4,613	499	4,613	0
33,500	3,020	- King's Dyke	10,400	6,661	10,209	-191
94	0	- Emergency Active Fund	427	204	425	-2
3,089	0	- Lancaster Way	2,307	1,386	2,589	282
1,000	0	- Scheme Development for Highways Initiatives	437	-1	56	-381
150	0	- A14	0	289	0	0
22	0	- Other schemes	37	33	44	7
1,395	0	- Combined Authority Schemes	1,436	991	1,470	34
10,500	0	- Wisbech Town Centre Access Study	3,641	666	3,641	0
280	0	- A505	280	211	211	-69
2,818	0	- Coldham's Lane Roundabout	406	155	202	-204
	243	Capitalisation of Interest	243	0	243	0
432,788	**35,453**		**72,234**	**29,528**	**64,907**	**-7,327**
	-12,043	Capital Programme variations	-12,043	0	-4,716	7,327
	23,410	**Total including Capital Programme variations**	**60,191**	**29,528**	**60,191**	**0**

The increase between the original and revised budget is partly due to the carry forward of funding from 2019/20, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2019/20 financial year. The phasing of a number of schemes have been reviewed since the published business plan. This still needs to be agreed by the Service Committees and by General Purposes Committee. (GPC).

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.

Appendix 7 – Commentary on Capital expenditure

- Major Scheme Development & Delivery

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
421	230	-191	-191	0	0	-191

This covers 2 projects, Stuntney Cycleway and Northstowe bus link. A business case for the bus link is still being worked on and it is limited how much expenditure will take place this financial year.

- Safety Schemes – A1303 Swaffham Heath Road Crossroads

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
500	30	-470	0	-470	0	-470

This scheme has been delayed due to land acqusitions. The scheme will be completed in 2021/22.

- Safety Schemes under £500k

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
422	222	-200	-250	+50	0	-200

The A142 scheme Chatteris to Ely has now been delayed until 2021/22.

- Deliverying the Transport Strategy Aims – Highways Schemes

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
2,501	1,011	-1,490	0	-1,490	0	-1,490

A number of schemes within this area have been delayed and will be completed in 2021/22. The main schemes are:-

- Cambridge Victoria Ave/Maids Causeway – Pedestrian & Cycle Improvements – design and consultation difficulties have delayed delivery on site.
- Cambridge –Oxford Rd/Windsor Rd traffic calming – Consulation delays – revised plan upon public consultation comments. Further consulation to take place.
- Meldreth – Footpath 9 – work being done in conjunction greenway project and land purchase is required.
- Cambridge, new footpath Worts Causeway – delays due to Covid pressures.
- Cambridge, West Road traffic calming – delays due to Covid pressures.
- Godmanchester to Hinchingbrooke Park – cycle improvements – delays due to Covid pressures.
- Cambridge, Barton Rd/Grantchester St – crossing improvement – delays due to Covid pressures.
- Cambridge, Storeys Way – Traffic control measures and improve cycle route – work currently being done as part of the Emergency Active Travel fund.

- Dry Drayton to NMU

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
152	30	-122	0	-122	0	-122

Land requirements are currently being assessed and is unlikely to be complete by the end of this financial year. Any further spend will depend on progress with land acquisition.

- Wood Green to Godmanchester

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
678	16	-662	-678	+16	0	-662

This scheme has been put on hold as there are insufficient funds available to deliver it. Works needs to be carried out on the scheme with a view to finding any additional funding.

- Carriageway Maintenance – Safety fencing renewals

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
740	400	-340	0	-340	0	-340

A505 Road Safety audits – Currently awaiting for a response from the Road Safety Audit & the Street Lighting Audit before this project can proceed. Highways will then need to get road space approval from Highways England before the work can commence. This scheme is now expected to straddle this financial year & 2021/22.

- Carriageway Maintenance – Countywide surface dressing programme

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
3,696	3,416	-280	0	-280	0	-280

Less surface dressing has taken place this year due to Covid restrictions, additional prep patching has taken place to ensure a full programme is carried out in 21/22.

- Carriageway Maintenance – Prep patching for Surface dressing programme

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
992	1,242	+250	0	+250	0	+250

Less surface dressing has taken place this year due to Covid restrictions, additional prep patching has taken place to ensure a full programme is carried out in 21/22.

- Carriageway Maintenance – Whittlesey, Ramsey Road

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
695	200	-495	0	-495	0	-495

Scheme will continue into 21/22 as the Eastern Highways Alliance Framework contract was not operational until Oct 2020, putting back the schemes being delivered by it.

- Bridge Strengthening – St Ives Flood Arches

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
437	100	-337	0	-337	0	-337

Delayed start due to Covid restrictions and still awaiting heritage approvals from English Heritage and Huntingdonshire District Council. £500k has been allocated for this scheme to be completed in 2021/22.

- Bridge Strengthening – Schemes under £400k

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
2,769	3,143	+374	0	+374	0	+374

Additional work has been undertaken to utilise the shortfall in spend for the St Ives Flood Arches.

- £90m Highway maintenance – B1050 Willingham, Shelford Road

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
839	517	-322	0	-322	-250	-72

The scope of the work has been reduced by £250k to compensate for funding required for the B1044 Huntingdon scheme.

- £90m Highway maintenance – B660 Holme, Long Drove

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
500	300	-200	0	-200	0	-200

Scheme will continue into 21/22 as the Eastern Highways Alliance Framework contract was not operational until Oct 2020, putting back the schemes being delivered by it.

- £90m Highway maintenance – B1382 Prickwillow, Pudney Hill Road

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
900	0	-900	0	-900	0	-900

Scheme will begin in 21/22 as the Eastern Highways Alliance Framework contract was not operational until Oct 2020, putting back the schemes being delivered by it. The scheme will start after the University Boat Race which is to take place early April.

- £90m Highway maintenance – Other schemes

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
3,062	3,460	+398	-20	+418	0	+398

Underspends on other £90m schemes are being used to fund pressures on these schemes, this includes the B1044 Huntingdon, Stukeley Rd, Ermine Street scheme.

- Pothole Funding – A1198 Caxton / Papworth / Hilton

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
890	600	-290	0	-290	0	-290

Work on this scheme is expected to come in cheaper than originally budgeted. The spare funding will be utilised to fund pressures on other pothole funded schemes.

- Pothole funding – A605 Elton Carriageway

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
800	1,030	+230	0	+230	0	+230

Increased costs as the project is covering an additional area for 3 sections at this site whilst traffic management is in place. The overspend will be covered by underspends on other pothole schemes.

- Pothole funding – Other schemes

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
810	1,185	+375	0	+375	0	+375

Increased costs for a number of projects. The overspend will be covered by underspends on other pothole schemes and will be within the allocated grant.

- Pothole funding – Additional DfT Allocation (surface treatments)

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
4,201	2,371	-1,830	-1,190	-640	0	-1,830

Three projects will now be delivered in 2021/22 due to the delay in the new Eastern Highways Alliance Framework contract being operational. The schemes are:-
C134 Ely - Branch Bank / Padnal Bank Carriageway overlay £550k.
B1093 Manea Wimblington Road Carriageway reconstruction £640k.
B1093 Manea, Fifty Road – carriageway shaping £390k

- Fendon Road Roundabout

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
996	995	-1	-1	0	-1	0

The project has experienced some significant challenges with underground utility equipment and also been impacted by the Covid-19 pandemic. A specific report detailing how these issues and the budget now required to complete the project was presented to the Highways & Transport Committee on 7th July.
On 16th June 2020, Highways & Transport Committee approved the transfer of £304k from Cherry Hinton Road (in South Cambs S106 budget) to Fendon Road roundabout.

- Ring Fort Path

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
265	47	-218	0	-218	0	-218

This scheme has been delayed and will continue in 21/22. The reason for delay is that there has been complications with the design of safety barrier and also in getting approvals from Highways England. Also CCC Assets have now highlighted a highway boundary change which will need a legal agreement

- Abbey Chesterton Bridge

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
4,613	4,613	0	0	0	0	0

The construction contract covers Chisholm Trail Phase One and Abbey-Chesterton Bridge under one contract and the majority of costs have been charged to Chisholm Trail budget. The 2019/20 CCC budget contribution has therefore been carried forward to the current financial year.

The Chisholm Trail and Abbey Chesterton Bridge project has experienced a significant number of issues that are forecast to lead to time and cost increases. These include unanticipated delays and costs related to:

- Access to land required to deliver the scheme
- Design and fabrication issues
- Ecology
- Third party agreements and approvals
- Protracted approval process with Network Rail to work in proximity of the railway
- Impact of the Coronavirus pandemic

Due to additional costs incurred for this scheme, Highways & Transport Committee, 1st December 2020 agreed to seek additional s106 funding of £2.063m for the Abbey Chesterton Bridge through the Greater Cambridge Partnership Executive Board. The Greater Cambridge Partnership Executive Board approved the funding on December 10th and the budget has been updated accordingly, and this change has been reported to General Purposes Committee.

- King's Dyke

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
10,400	10,209	-191	0	-191	0	-191

The Council signed a contract with Jones Bros and they mobilised construction July 2020. Progress onsite has been rapid Aug/Sept in the ground improvement works at the western end of

the scheme with surcharge now being placed. This rapid progress has required budget planning adjustments to bring forward the profile to this financial year, over the original forecasting. Jones Bros are continuing construction work on site alongside the design work which will continue over the coming months. Earthworks is ongoing at the western end of the scheme with surcharge now being placed. The contractor has also started work on the underpass and the main compound is now complete. A slight reduction in the forecast this month due to work in the star pit started later than expected.The construction is due to complete by December 2022.

- Lancaster Way

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
2,307	2,589	+282	0	+282	0	+282

This scheme is still within the overall agreed budget £2,589k, which now forecast to be spent this financial year.

- Scheme Development for Highways Initiatives

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
437	56	-381	-426	+45	0	-381

An in-year underspend of -£0.381m is forecast. At the December Highways and Transport Committee, Members were asked to prioritise and approve the next set of schemes to deliver, and whether to allocate more resource to the budget line.

- Coldham's Lane Roundabout

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
406	202	-204	0	-204	0	-204

The reduction in forecast is following the decision by Combined Authority to put the project on hold.

Capital Funding

Original 2020/21 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Funding Variance - Outturn (January) £'000
18,781	Local Transport Plan	17,781	17,781	0
0	Other DfT Grant funding	10,628	9,051	-1,577
199	Other Grants	7,413	6,983	-430
411	Developer Contributions	10,220	9,437	-783
12,798	Prudential Borrowing	11,669	7,439	-4,230
3,021	Other Contributions	14,280	13,973	-307
35,210		**71,991**	**64,664**	**-7,327**
-6,159	Capital Programme variations	-11,800	-4,473	7,327
29,051	**Total including Capital Programme variations**	**60,191**	**60,191**	**0**

The increase between the original and revised budget is partly due to the carry forward of funding from 2019/20, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2019/20 financial year. The phasing of a number of schemes have been reviewed since the published business plan.

Funding	Amount (£m)	Reason for Change
New funding (Specific Grant)	10.65	Funding not previously shown in the business plan – Wisbech access strategy – Combined Authority (£3.641m), A14 Cycling schemes – Highways England (£1.472m), Lancaster Way (£1.391m). Additional pothole funding (£4.1m)
Additional Funding / Revised Phasing (Section 106 & CIL)	8.92	Developer contributions to be used for a number of schemes. Chesterton Abbey Bridge (£4.088m), Fendon Road Roundabout (£0.740m), Ring Fort Path (£0.265m), Traffic Signal replacement (£0.575m), Lancaster Way (£1.138m), Huntingdon Link Road (£1.97m).
Additional funding / Revised Phasing (Other Contributions)	11.00	Coldham's lane roundabout, reimbursement from the combined authority (£1.1m). Other combined authority funded schemes (£1.833m). Chesterton – Abbey Bridge (£0.414m). King's Dyke, revised phasing (£7.38m).
Additional Funding / Revised Phasing (Prudential borrowing)	3.36	Additional funding required for A14 contribution (£1.0m) Rephasing of Highways Maintenance funding.

Savings Tracker 2020-21

Quarter 3

				Investment £000				Prior Years	Planned Savings 2020-21 £000					Prior years	Forecast Savings 2020-21 £000					
				800	228	0	0	-216	-354	-356	-354	-355	-1,419	-216	-107	-108	-107	-107	-429	990
RAG	Reference	Title	Description	Budgeted Investment - Prior Years £000	Actual Investment - Prior Years £000	Budgeted Investment - 20-21 £000	Actual Investment - 20-21 £000	Original Saving - Prior Years	Original Phasing - Q1	Original Phasing - Q2	Original Phasing - Q3	Original Phasing - Q4	Original Saving 20-21	Savings Achieved - Prior Years	Current Forecast Phasing - Q1	Current Forecast Phasing - Q2	Current Forecast Phasing - Q3	Current Forecast Phasing - Q4	Forecast Saving 20-21	Variance from Plan £000	Saving complete?	% Variance	Direction of travel	Forecast Commentary	Links with partner organisations
Green	B/R.6.102	Waste	Reduction in the amount of Waste being landfilled.						-100	-100	-100	-100	-400		-100	-100	-100	-100	-400	0	No	0.00	⇔		
Green	B/R.6.204	Road Safety	H&CI committee members approved the implementation of a new transformative model for delivering all elements of road safety (education, engineering, school crossing patrols, safety cameras, audits etc). The approach is an integrated model with Peterborough, built around core and commercial activities. The £50k will be achieved through more efficient working practices (moving resource online and co-location)						-12	-13	-12	-13	-50		-12	-13	-12	-13	-50	0	No	0.00	⇔		
Green	B/R.6.214	Street Lighting - contract synergies	Every year the budget is changed to reflect the level of synergy savings which will be achieved from the joint contract. This will not lead to any reduction in street lighting provision.	800	228			-216	5	5	5	6	21	-216	5	5	5	6	21	0	No	0.00	⇔		
Black	B/R.7.119	Income from Bus Lane Enforcement	Utilising additional bus lane enforcement income to fund highways and transport works, as allowed by current legislation.						-162	-163	-162	-163	-650		0	0	0	0	0	650	No	100.00	⇔	Due to COVID, existing income target not being met.	
Black	B/R.7.120	Deployment of current surpluses in civil parking enforcement to transport activities	Deployment of current surpluses in civil parking enforcement to transport activities, including a contribution to Park & Ride, as allowed by current legislation.						-85	-85	-85	-85	-340		0	0	0	0	0	340	No	100.00	⇔	Due to COVID, existing income target not being met.	

Key to RAG ratings:

Total saving	Over £500k	100-500k	Below 100k
Black	100% non-achieving	100% non-achieving	100% non-achieving
Red	% variance more than 19%	-	-
Amber	Underachieving by 14% to 19%	% variance more than 19%	% variance more than 19%
Green	% variance less than 14%	% variance less than 19%	% variance less than 19%
Blue	Over-achieving	Over-achieving	Over-achieving

Key to RAG ratings

RAG status	Description
RED	Not delivered within the target completion date (financial year)
AMBER	Highlighted concerns regarding delivery by completion date
GREEN	On target to be delivered by completion date

Update as at 01.02.2021

Cambridge City Works Programme

Carried Forward from 2018/19

Total Local Highway Improvement (LHI)_Schemes 27
Total Completed 26
Total Outstanding 1

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
Cllr Linda Jones 30CPX02296	Petersfield	Great Northern Road	**Civils** - Zebra crossing	RED	Delayed until road adopted and becomes public highway. Covid-19 has delayed this process further as utility companies have currently stopped all adoptions.

Current Schemes for 2020/21

Total LHI Schemes 24
Total Completed 16
Total Outstanding 8

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Jones	Petersfield	Perowne St	**Parking Restrictions** - Install a no loading at any time ban up to the parking bays both sides of Perowne street.	GREEN	Work Complete
Cllr Crawford	Cherry Hinton	Fulbourn Old Drift	**Parking Restrictions** - School keep clear at gate and single yellow restriction.	GREEN	Work Complete
Cllr Jones	Petersfield	Various around ward	**Street lights** - Install 4 no new streetlights to provide additional lighting on footpaths.	GREEN	Work installed on site, waiting on utility connections and shields for lights. Expect completion this financial year.
Cllr Ashwood	Trumpington	Long Road	**MVAS** unit and warning signs near the school.	GREEN	Work Complete
Cllr Jones	Petersfield	Brooklands Avenue	**Signs / Lines** - Clearer signage along the route and lining to identify that it is a dual use footway.	GREEN	Work Complete
Cllr Scutt	Arbury	Cunningham Close	**Civils** - Birdsmouth / knee-rail fencing positioned behind existing concrete bollards, extending fully to the boundary of existing footways.	GREEN	Work Complete
Cllr Whitehead	Abbey	New Street	**Raised Feature** - Build out the kerbline to narrow the carriageway and afford better visibility for pedestrians. This will require the removal of two on road parking spaces. Construct a new flat top hump which will provide a flush surface, and remove the existing round-top hump.	AMBER	Delegated decision needed for scheme. Expect completion this financial year. Submitted for pricing with contractor 14/01/2021.
Cllr Scutt	Arbury	French's Road	**Civils** - New dropped kerbs to access path. Change path to Shared use (as currently footpath only). Widen path at Harvey Goodwin Ave exit to allow more usable width and look to relocate bins at Frenchs Rd end.	GREEN	Order raised. Waiting on start date for work from contractor. Expect completion this financial year.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Whitehead	Abbey	Abbey Gardens	**Parking restriction** - Double yellows lines	GREEN	Work Complete
Cllr Jones	Petersfield	Tenison Road	**Civils** - Installation of 5 wooden bollards along the stretch of Tenison Road.	GREEN	Work Complete
Cllr Scutt	Arbury	Thirleby Close	**Parking restrictions** - Double yellow lines through the cul-de-sac and junction with Harding Way (except for disabled bay in turning head)	GREEN	Work Complete
Cllr Whitehead	Abbey	Whitehill Road	**MVAS** unit and reinstate junction markings	GREEN	Work Complete
Cllr Manning	Chesterton	High Street	**Civils** - Raise the mini roundabout possibly using bolt down solution. Probably requires a patch under and resurfacing to tie into roundabout edge. Renew surrounding road markings.	GREEN	Order raised. Waiting on start date for work from contractor. Expect completion this financial year.
Cllr Kavanagh	Romsey	Rustat Road	**Civils** - Widen existing gates by 1m and repaint them to remove the graffiti. Reinstate block paving in new location. Look to improve footpaths for pedestrians on either side with resurfacing and new bollards as required.	GREEN	Order raised. Waiting on start date for work from contractor. Expect completion this financial year.
Cllr Meschini	Kings Hedges	Cam Causeway	**Parking restrictions** - Install a verge parking ban between Nuffield Road and Laxton Way and double yellow lines on the western side of Cam Causeway at this location. This will not displace the parking but force the parking onto the carriageway only.	GREEN	Work Complete
Cllr Taylor	Queen Edith	Wulfstan Way	**Parking Restrictions** - Double yellow lines for short section outside numbers 19 and 21 Wulfstan Way	GREEN	Work Complete
Cllr Scutt	Arbury	Belmore Close	**Parking restrictions** - Double yellow lines through turning head	GREEN	Work Complete
Cllr Meschini	Kings Hedges	Northfield Avenue	**Civils** - Install a new informal crossing point north of mini roundabout, with new connecting footway either side and wooden bollards with reflective banding to highlight the location to drivers.	GREEN	Submitted for target costing 23/10/2020. Waiting on contractor to provide programme and revised costs. Expect completion this financial year.
Cllr Meschini	Kings Hedges	Cam Causeway	**Civils / Signs** - Install dropped crossing and tactiles, with bollards either side to highlight new crossing point. Install playground warning signs on all approaches.	GREEN	Work Complete
Cllr Taylor	Queen Edith	Cavendish Avenue	**Raised Features** - Installation of speed cushions along Cavendish Avenue to reduce vehicle speeds.	RED	Site Visits / Initial Designs shared with applicant. Waiting on responses from City and County Cllr regarding scheme. Likely to be difficult to complete on site this financial year due to lead in times.
Cllr Crawford	Cherry Hinton	Church End	**Parking restrictions** - Double Yellow Lines.	GREEN	Work Complete
Cllr Nethsinga	Newnham	Hedgerley Close and Conduit Road	**Parking restrictions** - Double Yellow Lines	GREEN	Work Complete
Cllr Richards	Castle	Mount Pleasant	**MVAS** unit.	GREEN	Work Complete
Cllr Jones	Petersfield	Bateman Street	**Raised Features** - Replace the existing block paved speed cushions with rubberised bolt-down cushions, provide new lining, bollards, and cycle symbols along extent of scheme.	AMBER	Site Visits / Designs approved by applicant. Traffic Regulation Order consultation commenced start of November 2020. To tie in with Greater Cambridge Partnership closures in Newtown area. Scheme submitted to contractor for pricing prior to Christmas break. Expect completion this financial year.

Huntingdonshire Works Programme

Carried Forward from 2019/20

Total Local Highway Improvement (LHI) Schemes 21
Total Completed 17
Total Outstanding 4

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/20 completion date)	Project Update and any Issues or Variance Explanation
Cllr Criswell	Pidley	B1040 High Street/ Oldhurst Road	Give Way feature	RED	Works programmed for 22/02/2021
Cllr Bywater	Folkesworth & Washingley	Village Area	7.5t Weight Limit	RED	Delayed due to ongoing discussions. Parish Council requested a meeting with resident on site to discuss outstanding issues and progress the scheme further. Lockdown prevents us from site meeting at this current time.
Cllr Gardener	Winwick	B660	30mph speed limit	RED	Delayed due to discussions with Parish. Plans agreed. Formal consultation finished on the 02/09/2020. Revised target to be requested by 01.02.2021.
Cllr Rogers	Upwood & The Raveleys	Raveley Road	Give Way Feature Great Raveley	RED	Works programmed for 01.03.2021

Current Schemes for 2020/21

Total LHI Schemes 25
Total Completed 4
Total Outstanding 21

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Wilson	Huntingdon	Hinchingbrooke	Footway widening	GREEN	Site clearance/Landscaping works completed. Lighting works programmed for 28/01/2021 Civil works programmed for 01/02/2021
Cllr Criswell	Woodhurst	Wheatsheaf Rd & Church Street	Provision of 40mph buffer zones	AMBER	Awaiting operational review Delivery date to be confirmed.
Cllr Wilson	Huntingdon	Buttsgrove Way near Thongsley School and Coneygear Park	Installation of pedestrian crossing	GREEN	Work complete
Cllr Bywater	Sawtry	Gidding Road	Installation of pedestrian crossing	RED	Scheme to be delivered in 2021/22.
Cllr West	Great Paxton	High Street	Priority narrowing's	RED	Scheme to be delivered in 2021/22.
Cllr Bates	Hemingford Abbots	Common Lane, High Street and Ride away	Proposed 20 mph and 30mph speed limits	AMBER	Target cost received and works to be agreed with parish council to deliver prior to or tie in with resurfacing works being arranged by Maintenance Team.
Cllr Gardener	Catworth	Church Road	New footway leading up to the bus stop	AMBER	Clarification on target cost requested by Skanska, once received works order will follow
Cllr Gardener	Stow Longa	Stow Road/ Spaldwick Road	Provision of 40mph buffer zones, gateway features and provision of MVAS	AMBER	Target cost received, works order to follow.
Cllr Bywater	Elton	Overend	Proposed road narrowing and provision of a speed hump	AMBER	21/12/2020 was closing date for speed limit objections. Target cost for civil works received 23/12/2020 and exceeds budget. Parish Council made aware of the budget increase. Revised target cost recieved and awaiting programme date within financial year.
Cllr Criswell	Kings Ripton	Ramsey Rd	Provision of a Mobile Vehicle Activated Sign (MVAS)	AMBER	Target cost received, works order to follow.
Cllr Gardener	Ellington	Grafham Road & Thrapston Road	Provision of a Mobile Vehicle Activated Sign (MVAS) and mounting posts	GREEN	Awaiting Balfour Beatty approval for unit to be mounted on lighting column, once received unit will be handed over to Parish Council.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Rogers	Abbots Ripton	The main roads through and into the village	Heavy Commercial Vehicles (HCV) survey	RED	Survey companies identified and brief being prepared. Delay as Station Road is closed until February 2021, survey can only be undertaken once it reopens. Unlikely to be carried out this financial year as traffic needs to return to "normal" level.
Cllr McGuire	Yaxley	New Road, Norman Cross	Waiting restrictions and parking restrictions	GREEN	Proposal agreed by the Parish Council. The majority of the works already completed. Contractor unable to finish off the works due to parked cars causing obstruction/ inconvenience.
Cllr Downes	Buckden	Mill Road	Provision of a Mobile Vehicle Activated Sign (MVAS). Improved lining and priority signage	AMBER	Mobile Vehicle Activated unit received. Final plans approved by Parish Council. Target Cost requested but not returned yet so the scheme may not be delivered this financial year.
Cllr Gardener	Winwick	B660, Old Weston Road	Provision of a Mobile Vehicle Activated Sign (MVAS)	GREEN	Equipment received. Posts requirements will be accommodated within speed limit.
Cllr Gardener	Great Staughton	The Causeway	Speed limit reduction to 30 mph and provision of a Mobile Vehicle Activated Sign (MVAS)	GREEN	Target cost requested, awaiting return from contractor.
Cllr Criswell	Colne	B1050 Somersham Road	Footway improvement	GREEN	Works completed.
Cllr Bywater	Stilton	North Street, High Street and Church Street	Provision of a Mobile Vehicle Activated Sign (MVAS)	GREEN	Equipment now received. Awaiting Balfour Beatty agreement for mounting units on lighting columns before the equipment gets supplied.
Cllr Downes	Brampton	The Green, Brampton	Installation of pedestrian crossing	RED	Scheme to be delivered in 2021/22.
Cllr Bates	Hilton	B1040 / Potton Road	Conduct a feasibility study	GREEN	Feasibility completed. Parish Council would like us to undertake further work to fully utilise their funds allocation.
Cllr Rogers	Warboys	Ramsey Road	Provision of a Mobile Vehicle Activated Sign (MVAS) and 40 mph buffer zone	AMBER	Target cost received, works order to follow.
Cllr Fuller	St Ives	Footpath crossing Erica Road	Provision of crossing point and installation of knee-rail fence	RED	Scheme to be delivered in 2021/22.
Cllr Taylor	St Neots	Hawkesden Road, Priory Hill Road	Waiting restrictions	GREEN	Works completed.
Cllr Bywater	Holme	B660 Station Rd and B660 Glatton Lane	Provision of 30 mph speed roundel on a red high friction surface (HFS)	GREEN	Work complete
Cllr Gardener	Great and Little Gidding	B660 egress from and ingress to the village	Provision of new warning signs and markings, installation of 40 mph buffer zones and village gateway features	AMBER	Target cost received, budget increase to be resolved and works order to follow.

Fenland Works Programme

Carried Forward from 2019/20

Total Local Highway Improvement (LHI) Schemes 14
Total Completed 13
Total Outstanding 1

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/20 completion date)	Project Update and any Issues or Variance Explanation
Cllr Connor / Cllr Costello	Pondersbridge	B1040 (Ramsey Road, Herne Road) & Oilmills Road	Traffic calming	RED	Works completed on site, but road safety audit has highlighted some required remedial action, meetings held with Councillor and residents. Further scheme amendments are required, additional design work to be undertaken. Re-design being shared with road safety audit team and lighting team for review prior to sharing with applicant.

Current Schemes for 2020/21

Total LHI Schemes 10
Total Completed 3
Total Outstanding 7

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Gowing	Fenland Road Safety Campaign	Honey Farm Bends - Sixteen Foot	Installation of safety barriers	GREEN	Awaiting consent response from drainage board applied for Dec 2020. Documents prepared ready for target cost request.
Cllr King	Tydd St Giles	Black Dike	Bridleway bridge repairs	GREEN	Works complete
Cllr Tierney	Wisbech	South Brink	Traffic Calming	RED	Delayed due to engineer being re-deployed as part of Covid-19 response. Initial design undertaken, awaiting further response from applicant, contacted Dec 2020 and again in Jan 2021.
Cllr Hay	Chatteris	Wenny Road	Speed reduction measures	GREEN	Works complete
Cllr King	Parson Drove	Sealeys Lane	New Footway	GREEN	Design completed and now agreed with applicant, order raised, works programmed for 23/02/2021.
Cllr Connor	Benwick	Doddington Road	Mobile Vehicle Activated Sign	AMBER	Delayed due to works on active travel schemes.Unit ordered and received at depot, order raised for post installation in late Jan 21.
Cllr King	Gorefield	High Road	Footway resurfacing	GREEN	Works complete
Cllr King	Leverington	Sutton Road/Leverington Common	Speed limit reduction	RED	Delayed due to engineer being re-deployed as part of Covid-19 response. Further works required with street lighting, costing and policy & regulation to take place Jan 2021.
Cllr Connor	Doddington	High Street	Footway improvements	GREEN	Works order raised and programme for Feb 2021 half term.
Cllr King	Wisbech	North Brink	New one way	RED	Delayed due to work on active travel schemes. In detailed design, site visit undertaken and measures taken, topographical survey received to assist design.

East Works Programme

Current Schemes for 2020/21

Total LHI Schemes 13
Total Completed 1
Total Outstanding 12

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Schumann	Reach	Fair Green	Vehicle length restriction	GREEN	Agreed with applicant. Traffic Regulation Order details sent to policy & regulation team on 18/01/2021 for advertising.
Cllr Goldsack	Viva Arts & Community Group	Spencer Drove	Carriageway widening / reconstruction	GREEN	Skanska to design and deliver, due to previous engagement with applicant. Invoice for funding dealt with, no further action required by CCC.
Cllr Dupre	Sutton	B1381	Mobile Vehicle Activated Sign	GREEN	Works complete
Cllr Hunt	Haddenham	Hill Row	Mobile Vehicle Activated Sign	RED	Delayed due to work on active travel schemes. In detailed design, awaiting Parish Council confirmation (chased 18/01/2021)
Cllr David Ambrose Smith	Littleport	Ten Mile Bank	Signing & Lining	GREEN	Applicant approved design. Works re-programmed due to operational issues, posts installed awaiting delivery of signs.
Cllr Hunt	Wilburton	High Street	Reduce vehicle speeds	RED	Delayed due to work on active travel schemes. Applicant has requested various additional options, awaiting final confirmation from Parish Council on design.
Cllr Bailey	Ely	Beresford Road	Zebra Crossing	AMBER	Design, lighting design and Road Safety Audit agreed and completed. Target Cost requested Jan 2021. Traffic Regulation Order being advertised end of Jan 2021.
Cllr Shuter	Brinkley	Carlton Road	Buffer zone, speed cushions	RED	Delayed due to work on active travel schemes. In detailed design, additional information was required for design, this has now been gathered, scheme being shared with applicant and traffic regulation order required.
Cllr Schumann	Chippenham	High Street	Mobile Vehicle Activated Sign	AMBER	Delayed due to work on active travel schemes. Unit delivered to applicant, old signs disconnected and removed. Order raised Jan 21 for post installation.
Cllr Shuter	Westley Waterless	Brinkley Road	Traffic calming	RED	Site visit undertaken and applicants have requested a scope change away from the initial feasibility, still reviewing options.
Cllr Dupre	Witchford	Main Street	Footway widening	RED	Delayed due to additional workload within the service. Meeting with Parish Council undertaken Jan 21 to discuss proposals with pros & cons. Further design work taking place Feb 21.
Cllr Schumann	Snailwell	The Street	New Footway	RED	Amendments made in consultation with CCC structures team to be approved by applicant. Target Cost requested Jan 21.
Cllr Shuter	Lode	Lode Road	Mobile Vehicle Activated Sign	GREEN	Arranging delivery of unit whilst still following Government Covid guidelines.

South Cambridgeshire Works Programme

Carried Forward from 2019/20

Total Local Highway Improvement (LHI) Schemes 17
Total Completed 16
Total Outstanding 1

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/20 completion date)	Project Update and any Issues or Variance Explanation
Cllr Howell	Cambourne Parish Council	Eastgate	Zebra Crossing	RED	Delayed due to road adopted to become public highway and Covid-19 delays. Target cost submitted. Expect completion this financial year. Work order raised with contractor 20/01/2021

Current Schemes for 2020/21

Total LHI Schemes 18
Total Completed 14
Total Outstanding 4

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Batchelor	Bartlow	Three buffer zones on Linton Road, Camps Road and Ashdon Road Bartlow with gates to emphasise the speed limit.	**Speed Limit** - Three buffer zones on Linton Road, Camps Road and Ashton Road with gates to emphasise the speed limit.	GREEN	Work complete
Cllr Van Den Ven	Litlington	Bassingbourn Road	**Speed Limit / Civils** - New 50mph speed limit and footpath maintenance works.	AMBER	Speed limit works order installed. Waiting on start date from contractor, due to proximity to school works likely to take place during Easter break under full road closure, unless we can take advantage of new lockdown extendng into early March.
Cllr Bradman	Fen Ditton	Village wide	**MVAS**	GREEN	Work complete
Cllr McDonald	Ickleton	Butchers Hill	**Lining** - Re-line existing edge line to help delineate between vehicular movements and pedestrian movements. Patch parts of the existing informal footway section to ensure pedestrians.	GREEN	Work complete
Cllr Harford	Girton	Various central locations within village	**Raised Features / Speed Limit** - Install 20mph zone on extents previously identified. Allow for additional 2 sets of speed cushions to be installed in the large gaps between existing calming features. Additionally Parish would like an MVAS with possible mounting locations to be determined later probably on existing street furniture.	AMBER	Submitted for pricing 08/12/2020. Expect completion before year end.
Cllr Kindersley	Arrington	A1198 Arrington village within 40mph and 30mph speed limits	**MVAS** unit and mounting posts.	GREEN	Work complete
Cllr Jenkins	Histon & Impington	Village wide - Impington Lane, The Coppice, New Road, Milton Road, New School Road, rear of Manor Park	**Civils** - Various footway works - either utilising overlay or inlay technique depending on the state of the specific path.	GREEN	Work complete

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Bradman	Horningsea	Village Wide	**Signs / lines** - new warning signs in village near bend of 40 mph buffer zones on both approaches plus relevant road markings.	GREEN	Work complete
Cllr Batchelor	Carlton	Church Road	**Speed Limit** - Install 40mph through Carlton Green ONLY.	GREEN	Work complete
Cllr Harford	Dry Drayton	Various locations around village	**Flashing wig-wags** and **MVAS** unit.	GREEN	Work complete
Cllr Kindersley	Wimpole & Orwell	Junctions at Fishers Lane and Hurdleditch Road (Orwell) Junction at Old Wimpole Road (Wimpole)	**Signs / Lines** - New signs to warn of junctions, red anti-skid to further highlight this, and new road markings as required to improve driver safety.	GREEN	Work complete
Cllr Batchelor	Balsham	Dolls Close, West Wickham Road, West Wratting Road, High Street, Cambridge Road and Linton Road.	**MVAS** unit.	GREEN	Work complete
Cllr Howell	Bourn	Broadway	**Civils** - Priority give way feature.	AMBER	Submitted for pricing 21/12/2020. Expect completion this financial year.
Cllr Nieto	Hardwick	Cambridge Road	**Civils** - Installation of priority give way build outs along Cambridge Rd.	AMBER	Design agreed and in for safety auditing. Intention is to tie in with a cycling team scheme later on this financial year. However dependent on contractor turning around pricing in swift manner and cycle scheme programme.
Cllr Smith	Swavesey	Boxworth End	**Civils** - Footpath maintenance	GREEN	Work complete
Cllr Batchelor	Horseheath	West Wickham Road	**Signs / lines** - Gateway treatment and highlighting existing 30mph limit further	GREEN	Work complete
Cllr Batchelor	West Wickham	Streetly End	**Signs / Lines** - New lining and signs at village entrances to highlight vehicles are entering 30mph limit.	GREEN	Work complete
Cllr Hickford	Harston	Cambridge Road	**Civils** - Island repair and maintenance	GREEN	Work complete

Trees

Countrywide Summary - Highway Service

Update as at 05.11.2020

Total to date Countywide (starting 1 January 2017)

Removed 193
Planted 2917

Trees	City	South	East	Fenland	Hunts	Total Countywide
Removed 1st January 2017 to 31st March 2019	10	30	8	4	35	87
Planted 1st January 2017 to 31st March 2019	3	1	2752	0	0	2756
Removed 2019/2020	1	14	62	1	16	94
Planted 2019/2020	0	63	32	8	31	134

This financial year summary:

Trees	City	South	East	Fenland	Hunts	Total Countywide
Removed 2020/2021	1	5	4	0	2	12
Planted 2020/2021	1	10	16	0	0	27

Comparison to previous month:

Dec-20	Removed	Planted
City	0	0
South	1	2
East	1	3
Fenland	0	0
Hunts	0	0
Total	**2**	**5**

Jan-21	Removed	Planted
City	0	0
South	1	5
East	1	0
Fenland	0	0
Hunts	0	0
Total	**2**	**5**

Please Note: This data comprises of only trees removed and replanted by Highways Maintenance and Highways Projects & Road Safety Teams (inc. LHIs) and Infrastructure and Growth. Whilst officers endeavour to replace trees in the same location they are removed, there are exceptions where alternative locations are selected, as per the county council policy. However trees are replanted in the same divisional area that they were removed.

2018 - 2678 new trees planted as Ely Bypass Scheme
Feb 2020 43 trees were removed in relation to the A1303 Road Safety Scheme in East
Feb 2020 25 trees countywide came down during the recent storms Ciara and Dennis (16 in East and 9 in Hunts)

Key

Background colour	Highlights
Green	Tree Replaced

Cambridge City Tree Works

Total Removed in Current Month JAN 0
Total Planted in Current Month JAN 0

Ward	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Number of trees Replaced in Area
Coleridge	Sandra Crawford	**Coldhams Lane**	6	Subsidence	Y	
Castle	Jocelynne Scutt	**Frenchs Road**	1	Obstruction	Y	
Castle	Claire Richards	**Mitchams Corner**	3	Obstruction	Y	
Newnham	Lucy Nethsingham	**Skaters Meadow**	1	Obstruction	Y	3
		Fendon Road	1	Major Scheme - Fendon Road Roundabout, replaces a tree removed previously in the year		1
-	-	**Total**	**12**	-	-	**4**

South Tree Works

Total Removed in Current Month JAN 1
Total Planted in Current Month JAN 5

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
Comberton	Lina Nieto	**Kentings**	1	Diseased / Dead	Y	Y	1
Cottenham	Tim Wotherspoon	**Twentypence Road**	2	Natural Disaster	2017-12-02	2017-12-02	2
Duxford	Peter Topping	**Ickleton Road**	1	Diseased / Dead	2017-02-02	2017-02-02	1
Sawston	Roger Hickford	**Mill Lane**	12	Diseased / Dead	2017-12-02	2017-12-02	12
Little Shelford	Roger Hickford	**Whittlesford Road**	1	Obstruction	2018-10-25	2018-10-25	1
Longstowe	Mark Howell	**High Street**	1	Diseased / Dead	2017-10-10	2017-10-10	1
Oakington	Peter Hudson	**Queensway**	3	Diseased / Dead	2018-10-25	2018-10-25	3
Sawston	Roger Hickford	**Resbury Close**	1	Diseased / Dead	2018-10-25	2018-10-25	1
Bassingbourn	Susan van de Ven	**North End**	2	Diseased / Dead	2018-10-29	2018-10-29	2
Bourn	Mark Howell	**Riddy Lane (behind 3 Baldwins Close)**	1	Diseased / Dead	2018-10-29	2018-10-29	1
Grantchester	Lina Nieto	**Barton Road**	1	Diseased / Dead	2018-10-29	2018-10-29	1
Histon	David Jenkins	**Parlour Close**	1	Damaged	2017-12-02	2017-12-02	1
Girton	Lynda Harford	**Thornton Close**	1	Diseased / Dead	2018-10-25	2018-10-25	1
Grantchester	Lina Nieto	**Mill Way**	1	Subsidence	2018-10-29	2018-10-29	1
Little Wilbraham	John Williams	**O/s 89 High Street**	1	Obstruction	2018-06-01	2018-06-01	1
Waterbeach	Anna Bradnam	**Clayhithe Road**	1	Diseased / Dead	2019-03-11	2019-03-11	1
Bourn	Mark Howell	**Riddy Lane (Church St) corner**	4	Diseased / Dead	2019-11-04	2019-11-04	4
Hardwick	Lina Nieto	**St Neots Rd**	8	Diseased / Dead	2019-11-04	2019-11-04	8
							21
Comberton	Lina Nieto	**Swaynes Lane**	1	Obstruction	2020-02-27	2020-02-27	
Girton	Lynda Harford	**Cambridge Road**	1	Diseased / Dead	2020-04-30	2020-04-20	1
Foxton					2020-09-25	2020-09-25	2
Gamlingay	Sebastian Kindersley	**Stocks Lane**	1	Diseased / Dead	2020-11-02	2020-11-02	2
Gamlingay	Sebastian Kindersley	**Northfield Close**	1	Diseased / Dead	2020-11-02	2020-11-02	2
Grantchester	Lina Nieto	**Coton Road**	1	Dead	2020-12-02		2
Foxton	Caroline ilott	**O/S 73 High street**	1	Dead	2021-01-18	2021-01-18	1
-	-	**Total**	**49**		-	-	**74**

East Tree Works

Total Removed in Current Month JAN 1
Total Planted in Current Month JAN 0

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
Ely	Anna Bailey	**The Gallery**	1	Diseased / Dead	2017-09-01	2017-09-01	1
Littleport	David Ambrose Smith	**Queens Road no.5**	1	Diseased / Dead	2017-03-24	2017-03-24	1
Ely	Anna Bailey	**Angel Drove**	1	Diseased / Dead	2017-09-01	2017-09-01	1
Ely	Bill Hunt	**Main St, Lt Thetford No.16**	1	Diseased / Dead	2018-09-20	2018-08-02	1
Ely	Anna Bailey	**St Catherines**	1	Diseased / Dead	2018-07-11	2018-07-11	1
Ely	Anna Bailey & Lis Every	**Lynn Road 83a/85**	1	Natural Disaster	2018-07-11	2018-07-11	1
Ely	Anna Bailey	**The Gallery**	1	Diseased / Dead	2017-09-01	2017-06-22	1
Ely	Anna Bailey	**Witchford Road**	2	Diseased / Dead	2020-07-16	2020-07-16	2
Burwell	Josh Schumann	**Causeway**	1	Diseased / Dead	2018-11-19	2018-11-19	1
Snailwell	Josh Schumann	**The Street**	1	Natural Disaster	2019-05-11	2019-05-11	1
Sutton	Lorna Dupre	**Bury Lane**	1	Diseased / Dead	2019-09-25	2019-09-25	2
Lode	Mathew Shuter	**Northfields**	1	Removed in Error	2020-01-27	2020-01-27	1
Ely	Anna Bailey & Lis Every	**Lynn Road 83a/85**	1	Natural Disaster	2020-02-10	2020-02-10	1
Stow cum Quay / Lode / Swaffham Bulbeck	Mathew Shuter / John Williams	**A1303**	43	A1303 Safety Scheme	2019-11-19	2019-11-19	
Dullingham	Mathew Shuter	**Brinkley Road**	3	Natural Disaster	2020-20-10	2020-20-10	1
Dullingham	Mathew Shuter	**Station Road**	2	Natural Disaster	2020-20-10	2020-20-10	1
Cheveley	Mathew Shuter	**Broad Green**	5	Natural Disaster	2020-20-10	2020-20-10	1
Soham	Mark Goldsack	**Northfields**	1	Natural Disaster	2020-20-10	2020-20-10	1
Snailwell	Josh Schumann	**Newmarket Road**	1	Natural Disaster	2020-20-10	2020-20-10	1
Snailwell	Josh Schumann	**The Street**	1	Natural Disaster	2020-20-10	2020-20-10	1
Chippenham	Josh Schumann	**Chippenham Rd**	1	Natural Disaster	2020-20-10	2020-20-10	1
Cheveley	Mathew Shuter	**Ditton Green**	1	Natural Disaster	2020-20-10	2020-20-10	1
Sutton	Lorna Dupre	**The Row**	1	Dead	2021-01-14	2021-01-14	3
Lt Thetford	Anna Baily	**Ely Rd**	1	Natural Disaster	2020-15-09	2020-15-09	
-	-	**Total**	**74**	-	-	-	**26**

Additional Trees

Parish	Cllr name	Location	Number of trees	Replaced Date	**Planted Narrative -** Which trees are being replaced (Location)
Witchford	Lorna Dupre	**plot of land**	70	Phased rollout - On-going	70 Trees agreed to be planted following initiative between the Parish Council and CCC to help reduce the deficit of trees that had been lost countywide.
Witchford	Lorna Dupre	**plot of land**	26	Phased rollout - On-going	26 further trees agreed to be planted following initiative between the Parish Council and CCC to help reduce the deficit of trees that had been lost countywide.
Ely		**Ely Bypass Project**	2678	Project completed in 2018	Number of trees planted as part of the Ely Bypass Scheme
-	-	**Total**	**2774**	-	-

Total planted per area = **2800**

Fenland Tree Works

Total Removed in Current Month JAN 0
Total Planted in Current Month JAN 0

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
Wisbech	Samantha Hoy	**Westmead Avenue**	1	Diseased / Dead	2018-02-20	2018-02-20	1
March	Janet French	**Elliott Road (Avenue Jct with)**	1	Diseased / Dead	2018-02-20	2018-02-20	1
Wisbech	Simon Tierney	**Southwell Rd**	1	Natural Disaster	2018-02-20	2018-02-20	1
March	Janet French	**Elwyndene Road**	1	Diseased / Dead	2018-05-21	2018-10-23	1
Wisbech	Samantha Hoy	**Rochford Walk**	1	Diseased / Dead	2019-08-01	2019-08-01	1
-	-	-	-	-	-	-	3
-	-	**Total**	**5**	-	-	-	**8**

Huntingdon Tree Works

Total Removed in Current Month JAN 0
Total Planted in Current Month JAN 0

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
Eaton Ford	Derek Giles	**Orchard Close**	2	Diseased / Dead	2018-03-27	2018-10-29	1
Elton	Simon Bywater	**Back Lane**	1	Subsidence	2018-03-27	2+C8:G329/10/2018	1
Fenstanton	Ian Bates	**Harrison Way**	1	Diseased / Dead	2018-03-27	2018-10-29	1
Godmanchester	Graham Wilson	**Cambridge Villas**	3	Diseased / Dead	2018-03-27	2018-10-29	3
Hartford	Mike Shellens	**Longstaff Way**	1	Subsidence	2018-03-27	2018-10-29	1
Hemingford Grey	Ian Bates	**The Thorpe**	1	Natural Disaster	2018-03-27	2018-10-29	1
Huntingdon	Graham Wilson	**Coldhams North**	1	Diseased / Dead	2018-03-27	2018-10-29	1
Huntingdon	Mike Shellens	**Norfolk Road**	2	Diseased / Dead	2018-03-27	2018-10-29	1
Huntingdon	Graham Wilson	**Queens Drive**	1	Diseased / Dead	2018-03-27	2018-10-29	1
St Ives	Ryan Fuller & Kevin Reynolds	**Ramsey Rd**	1	Natural Disaster	2018-03-27	2018-10-29	1
Wyton	Ian Bates	**Banks End**	1	Diseased / Dead	2018-03-27	2018-10-29	1
Yaxley	Mac McGuire	**Windsor Rd**	1	Diseased / Dead	2018-03-27	2018-10-29	1
Warboys	Terence Rogers	**Mill Green**	2	Subsidence	2018-03-27	2018-10-29	2
Fenstanton	Ian Bates	**Little Moor**	1	Diseased / Dead	2018-03-27	2018-10-29	1
Hartford	Mike Shellens	**Arundel Rd**	1	Diseased / Dead	2018-03-27	2018-10-29	1
Huntingdon	Tom Sanderson	**Horse Common Lane**	1	Diseased / Dead	2018-03-27	2018-10-29	1
St Ives	Ryan Fuller	**Chestnut Rd**	2	Diseased / Dead	2018-03-27	2018-10-29	2
St Neots	Simone Taylor	**Cromwell Rd**	2	Diseased / Dead	2018-03-27	2018-10-29	2
Yaxley	Mac McGuire	**London Rd/Broadway**	1	Natural Disaster	2018-03-27	2018-10-29	1
Yaxley	Mac McGuire	**Windsor Rd**	1	Subsidence	2018-03-27	2018-10-29	1
Hilton	Ian Bates	**Graveley Way**	1	Diseased / Dead	2018-03-27	2018-10-29	1
Brampton	Peter Downes	**Buckden Road O/S Golf Club**	1	Natural Disaster	2018-10-17	2018-10-17	1
Godmanchester	Graham Wilson	**O/S School**	1	Obstruction	2018-10-17	2018-10-17	1
Huntingdon	Graham Wilson	**Claytons Way O/S no 13**	1	Diseased / Dead	2018-10-17	2018-10-17	1
Ramsey	Adela Costello	**Biggin Lane O/S 29**	1	Natural Disaster	2018-10-17	2018-10-17	1
Ramsey Heights	Adela Costello	**Upwood Rd O/S Clad's Cottage**	1	Diseased / Dead	2018-10-17	2018-10-17	1

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
St Ives	Ryan Fuller & Kevin Reynolds	**Ramsey Rd**	1	Subsidence	2018-10-17	2018-10-17	
Hemingford Grey	Ian Bates	**High St O/S no 2**	1	Diseased / Dead	2018-10-17	2018-10-17	
St Ives	Ryan Fuller & Kevin Reynolds	**Michigan Road**	3	Dead	2019-06-18	2019-06-18	
St Ives	Ryan Fuller & Kevin Reynolds	**Acacia Road**	1	Subsidence	2019-06-18	2019-06-18	
Bluntisham	Steve Criswell	**High St O/S no 2**	1	Dead	2019-07-24	2019-07-24	
Bluntisham	Steve Criswell	**Sayers Court**	1	Diseased / Dead	2019-07-24	2019-07-24	
Hemingford Grey	Ian Bates	**Green Close**	1	Dead	2020-01-09	2020-01-09	
Brington	Ian Gardener	**High Street**	1	Natural Disaster	2020-02-10	2020-02-10	
Great Stukeley	Terence Rogers	**Ermine Street**	1	Natural Disaster	2020-02-10	2020-02-10	
Bury	Adela Costello	**Tunkers Lane**	1	Natural Disaster	2020-02-10	2020-02-10	
Warboys	Terence Rogers	**Ramsey Rd**	1	Natural Disaster	2020-02-10	2020-02-10	
St Ives	Ryan Fuller & Kevin Reynolds	**Harrison Way**	1	Natural Disaster	2020-02-10	2020-02-10	
Hemingford Grey	Ian Bates	**Marsh Lane**	1	Natural Disaster	2020-02-10	2020-02-10	
Ramsey	Adela Costello	**Wood Lane**	1	Natural Disaster	2020-02-10	2020-02-10	
Offord Cluny	Peter Downes	**New Road**	1	Natural Disaster	2020-02-10	2020-02-10	
Godmanchester	Graham Wilson	**West Street**	1	Natural Disaster	2020-02-10	2020-02-10	
Woodhurst	Steve Criswell	**West End**	1	Dead	2020-08-06	2020-08-06	
Pidley	Steve Criswell	**Warboys Road**	1	Dead	2020-09-01	2020-09-01	
-	-	**Total**	**53**	-	-	-	**31**

Summary of Place & Economy establishment (P&E) - Data reported as of 31st January 2021

The table below shows:

- Number of FTE employed in P&E
- Total number FTE on the establishment
- The number of "true vacancies" on the establishment. We are now only reporting the vacancies from our establishment, which means there is a single source.

Notes on data:

- The percentage of "true vacancies" in P&E as of the 31st January 2021 was 23.1% of the overall establishment of posts (93.7 FTE vacant, from an overall establishment of 404.8 FTE)
- Please be advised that as of the 31st January 2021, 9 vacancies (8.74 FTE) were in progress to be filled, i.e. a candidate was being progressed through the recruitment process. Assuming these posts were subsequently filled, the total percentage of vacancies across P&E reduces to 21.4%.

		Sum of FTE employed	Sum of true vacancies	Total FTE on establishment	Percentage of vacancies
Grand Total		**311.1**	**93.7**	**404.8**	**23.1%**
Environment & Commercial Services	Energy	8.6	0.0	8.6	0.0%
	Flood Risk Management	14.7	3.5	18.2	19.2%
	Historic Environment	9.6	1.0	10.6	9.4%
	County Planning Minerals & Waste	10.8	8.5	19.3	44.2%
	Waste Disposal including PFI	7.3	2.0	9.3	21.4%
Environment & Commercial Services Total		**51.0**	**15.0**	**66.0**	**22.8%**
Highways	Asst Dir - Highways	2.0	0.0	2.0	0.0%
	Asset Management	11.0	6.0	17.0	35.3%
	Highways Maintenance	35.6	3.0	38.6	7.8%
	Highways Other	9.0	3.0	12.0	25.0%
	Highways Projects and Road Safety	40.6	15.5	56.1	27.7%
	Park & Ride	16.0	1.0	17.0	5.9%
	Parking Enforcement	15.0	2.2	17.2	12.8%
	Street Lighting	5.0	2.0	7.0	28.6%
	Traffic Management	44.4	4.3	48.7	8.8%
Highways Total		**178.5**	**37.0**	**215.6**	**17.2%**
Infrastructure & Growth Total	Asst Dir -Infrastructure and Growth	2.0	8.0	10.0	80%
	Growth and Development	14.8	1.0	15.8	6.3%
	Highways Development Management	15.0	13.0	28.0	46.4%
	Major Infrastructure Delivery	23.6	15.0	38.6	38.9%
	Transport &Infrastructure Policy & Funding	14.3	1.0	15.3	7.0%
Infrastructure & Growth Total		**69.7**	**38.0**	**107.7**	**35.3%**
Exec Dir	Executive Director (Including Connecting Cambridgeshire)	11.9	3.6	15.5	30.2%
Exec Dir Total		**11.9**	**3.6**	**15.5**	**23.2%**

Monthly Tracker of P&E True Vacancies

	Sum of True Vacancies			
	Dec-20	**Jan-21**	**Feb-21**	**Mar-21**
Environment and Commercial Services	14	15 ↑		
Highways	37.8	37 ↓		
Infrastructure and Growth	25	38 ↑		
Exec Director (Including Connecting Cambs)	3.6	3.6 ↔		
Total	80.4	93.7 ↑		

Agenda Item No: 7

Integrated Transport Block Funding Allocation

To:	Highways & Transport Committee
Meeting Date:	March 2021
From:	Steve Cox, Executive Director: Place & Economy.
Electoral division(s):	All
Forward Plan ref:	2021/026
Key decision:	Yes
Outcome:	To consider the proposed allocation of the Local Transport Plan Integrated Transport block funding (ITB) for 2021/22.
Recommendation:	It is recommended that the Committee supports the proposed allocation of the ITB funding as long as that the funding is passed to the County Council by the Cambridgeshire and Peterborough Combined Authority

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1. Background

1.1 The Cambridgeshire and Peterborough Combined Authority (CPCA) is the Local Transport Authority, and receives funding for Local Transport Plan (LTP) capital grants from the Department for Transport (DfT), including the Integrated Transport Block (ITB) grant.

1.2 In the past few years since its establishment, the CPCA has passported the LTP capital grant funding to the County Council to manage. The proposal in this report is on the basis that the ITB grant is passed to the County Council again for 2021/22.

1.3 The ITB funding allocation is required to be approved before April to enable preparation for a prompt start of work in the new financial year.

2. Main Issues

2.1 The Integrated Transport block funding has been reducing over the years to £3.19m per annum. To use the relatively small amount of funding effectively, the ITB is allocated to a number of targeted programmes to deliver local integrated transport schemes.

2.2 The allocation of the 2021-22 ITB capital grant by budget category is proposed as follows:

Budget Category	**2021/22 allocation**	**Description and purpose of the budget**
Local Highway Improvement (LHI)	£607k	The LHI Programme delivers schemes on a jointly-funded basis between the County Council and the community applicants. As such, the £607k LHI budget levers further local contributions.
Road Safety schemes	£594k	Investment in road safety engineering work at locations where there is strong evidence of a significantly high risk of injury crashes.
Major scheme development	£200k	Resources to support early scheme development work to ensure a pipeline of 'shovel ready' schemes are available for assembling funding and delivery. This work will also help to inform schemes to be included in emerging strategies.
Strategy development and Integrated transport schemes	£345k	Resources to support the development of local transport policies, strategies and plans across the County, including Long Term Transport Strategy, District Transport Strategies and theme-based strategies. This budget also funds the prioritisation work of local integrated transport schemes.
Delivering Transport Strategy Aims	£1,346k	Funding to support the delivery of small to medium sized schemes included in area transport strategies and theme-based strategies.
Air Quality Monitoring	£23k	This is a funding contribution to local authority partners (city/district councils) to undertake air quality monitoring work in relation to the road network across the county. Local authority parties will fund and deliver the air quality mitigations.

Budget Category	2021/22 allocation	Description and purpose of the budget
Minor improvements for accessibility and Rights of Way	£75k	The £15k Accessibility Fund allows the County Council to implement Blue Badge parking places where required, in addition to providing minor accessibility improvements to highways where enhancement could be made to assist those users with impaired mobility. £60k budget is to make minor improvements to the Public Rights of Way network as an integrated part of the wider transport system to meet the needs of the community

2.3 The Local Highway Improvement (LHI) initiative allocates funding to schemes through an application process detailed on the County Council's website. Local community groups and organisations are invited to submit proposals for funding. Schemes are delivered by the County Council on a jointly funded basis. Applicants are able to apply for funding of up to £15,000 as a contribution to their scheme. The applicant is expected to provide a minimum contribution of 10% of the total scheme cost. Applications are scored against each of the aims of the LHI Initiative by the Member Advisory Panel for each district area.

2.4 The road safety budget is prioritised on the basis of accident and other factors. The County Council works with other agencies, such as the local police and fire services, to evaluate accident data and maintain an accident cluster site list. This list is used to prioritise accident investigation work. Sites that have seen an upward trend from the previous year will also see a higher degree of prioritisation. Planned highway works are also considered as part of this process, to ensure that opportunities are taken to improve road safety and influence the design of future schemes that are not road safety led.

2.5 A budget is allocated to schemes that deliver Cambridgeshire's transport strategy aims. This budget is allocated to schemes drawn from the Cambridgeshire Transport Investment Plan (TIP), which contain schemes in transport strategies and plans such as the District Transport Strategies, Market Town Transport Strategies. A review of the scheme prioritisation methodology is in progress to ensure equity across the county. A review of the County's future transport priorities is also being undertaken. The draft Local Cycling and Walking infrastructure Plan will be out for consultation shortly. With these interlinked strands of work still in progress, it is proposed to defer the allocation of this budget to individual schemes, with a report to be brought to this Committee in the summer.

3. Alignment with corporate priorities

3.1 A good quality of life for everyone

The Local Highway Improvement initiatives, road safety schemes, and schemes to deliver transport strategy aims will help improve access to employment and services, embed a safe transport system, improve air quality, and help mitigate climate change impact.

3.2 Thriving places for people to live

The proposed schemes to deliver Transport Strategy Aims should help support development to accommodate a growing population, improve access to employment and

services, embed a safe transport system, improve air quality, and help mitigate climate change impact.

3.3 The best start for Cambridgeshire's children

There are no significant implications in this priority.

3.4 Net zero carbon emissions for Cambridgeshire by 2050

There are no significant implications in this priority. See also paragraph 4.8 for environment and climate change implications.

4. Significant Implications

4.1 Resource Implications
The report above sets out details of significant implications in paragraphs 1.2 and 2.3.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications
There are no significant implications within this category. Individual scheme will undertake procurement in accordance with the Council's procurement regulations.

4.3 Statutory, Legal and Risk Implications
There is a low risk of the CPCA not agreeing to the funding allocation or the transfer of the capital grants to the County Council. Officers are in regular discussion with the CPCA.

4.4 Equality and Diversity Implications
An equality impact screening has been completed and indicated no potential negative impact.

4.5 Engagement and Communications Implications
There are no significant implications within this category. Consultation will be undertaken by individual schemes as appropriate.

4.6 Localism and Local Member Involvement
Local Highways Improvement (LHI) Initiative schemes are prioritised by LHI Member Advisory Panels which are made up of local County Councillors. Proposals are from local community groups and organisations.

4.7 Public Health Implications
Transport policies and programmes have the opportunity to impact on the health and wellbeing of residents through reducing poor air quality, supporting and enabling active travel, reducing road accidents and enabling residents to access jobs and services e.g. health care and social opportunities. Funding allocation as proposed in paragraph 2.2 contributes towards these objectives.

4.8 Environment and Climate Change Implications on Priority Areas:

4.8.1 Implication 1: Energy efficient, low carbon buildings.
Status: Neutral
Explanation: not applicable

4.8.2 Implication 2: Low carbon transport.
Status: Neutral
Explanation: Local transport policies and strategies will encourage use of cleaner modes. However, some funding could be allocated to projects which increase road capacity and thus car use.

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.
Status: Neutral
Explanation: not applicable

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.
Status: Neutral
Explanation: not applicable

4.8.5 Implication 5: Water use, availability and management:
Status: Neutral
Explanation: not applicable

4.8.6 Implication 6: Air Pollution.
Status: Positive
Explanation: Maintaining a level of investment in air quality monitoring will help to target areas with the most need for improvement

4.8.7 Implication 7: Resilience of our services and infrastructure, and supporting vulnerable people to cope with climate change.
Status: Neutral
Explanation: not applicable

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: Gus de Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or 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: Jeremy Smith

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: Andy Preston

Have any Public Health implications been cleared by Public Health To be confirmed
Name of Officer: Iain Green

If a Key decision, have any Environment and Climate Change implications been cleared by the Climate Change Officer? Yes
Name of Officer: Emily Bolton

5. Source documents

5.1 Source documents and Location

Documents are held digitally:

Local Highway Improvement (LHI) Initiative
Cambridgeshire County Council local highway improvement funding

Cambridgeshire's accident data from the last five years (2014 to 2018 inclusive) interactive map
My Cambridgeshire interactive map

Agenda Item No: 8

Highway Operational Standards (HOS) Annual Review

To: Highways and Transport Committee

Meeting Date: 9th March 2021

From: Steve Cox, Executive Director for Place and Economy

Electoral division(s): Countywide.

Forward Plan ref:

Key decision: No

Outcome: To consider and approve the County Council's Highway Asset Management Policy, Strategy and Highway Operational Standards documents. This will ensure that the Council has a current suite of documents setting out the standards for the management of the highway assets for which it is responsible.

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 and Economy, in consultation with the Chairman/Vice Chairman of the Highways and Transport Committee, can make minor amendments to Appendix R of the Highways Operational Standards (Appendix 3 to this report), in accordance with the approved asset management principles.

e) Agrees that the Executive Director – Place and Economy, in consultation with the Chairman/Vice Chairman of the Highways and Transport Committee, can make minor amendments to the budgetary apportionments derived from Appendix Q of the Highways Operational Standards (Appendix 3 to this report).

f) Agrees that the Executive Director – Place and Economy, in consultation with the Chairman/Vice Chairman of the Highways and

Transport Committee, can append to the HOS other policies that might be approved by this committee.

g) Agrees that Executive Director – Place and Economy, in consultation with the Chairman/Vice Chairman of the Highways and Transport Committee, can make amendments to the Highway Operational Standards (including Appendix R) to reflect actual amounts of capital funding received via the Needs Based Formula and Incentive Fund.

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1. Background

1.1 The Highway Asset Management Policy and Strategy were first developed in 2013/14 and 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. The suite of asset management documents is reviewed on an annual basis and brought before Members of the appropriate committee for approval each year.

1.2 In 2017/18 the HIAMP was significantly revised to reflect the implementation of the new national Code of Practice "Well Managed Highway Infrastructure" and subsequently renamed as the Highway Operational Standards (HOS). This revised document was approved by HCI Committee at its meeting held 13 March 2018.

1.3 The current iterations of the asset management policy, strategy and HOS were approved by HCI on 10 March 2020.

2. Main Issues

2.1 The proposed suite of highways asset management 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 has been demonstrated via the incentive funding mechanism. The amount of funding that the Council has received in recent years from the Department for Transport (DfT) via the Incentive Fund has depended upon the extent that the Council has implemented and maintained highway asset management strategies and policies. It is anticipated that this funding mechanism will continue for year 2021-22 and therefore the Council is expected to gain up to £2,515,000 of this funding in 2021-22 as a result of demonstrably implementing 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. The Council has previously achieved Band 3 status. It is therefore important that the Authority continues with its implementation of the asset management approach

2.4 The HOS (Appendix 3) contains a number of assumptions regarding funding levels in 2021/22 and beyond. Since the Authority has not yet received notification of funding levels from 2021/22 from DfT, it has been assumed that the levels of capital funding for highways maintenance provided to the Authority via the needs based formula and Incentive Fund will be as received in 2020-21. These assumptions are reflected in the forward programme of capital works.

2.5 In year 2010-11, the County Council committed to invest an additional £90 million in highways maintenance via prudential borrowing. These funds have primarily been used for larger

carriageway maintenance schemes, within the approved forward programmes. The use of these monies was “front loaded”, with high investment levels in the early years, in accordance with the preventative approach. However, these funds are now nearly exhausted, with the final £2.7 million to be invested in year 2021-22.

2.6 At its meeting held 5 February 2019, the Full Council voted to provide an additional £18 million funding for highways maintenance, to be spent over the years 2020-21 to 2023-24, in accordance with the profile agreed by the Council. Full Council has also provided an additional £1 million per annum from year 2024-25 to fund preventative surface treatments. This means that the base budget will be elevated by £7 million from 2024-25 in perpetuity. All of these funds have to date been used for preventative carriageway surface treatments, as opposed to larger maintenance schemes.

2.7 The cessation of prudential borrowing funding and the simultaneous increase in funds used for surface treatments would create an imbalance between monies spent on surface treatments, such as surface dressing, and monies spent on larger schemes, to address roads that are in poorer condition and require deeper treatments. It is therefore proposed to rebalance these funds, to largely reflect the existing approach. It is proposed that, for any given year, 58% of the additional revenue funding be allocated to surface treatments, with the remainder being capitalised. These capitalised funds would be used for larger carriageway patching, deeper treatments and carriageway resurfacing schemes. These proposals are reflected in the HOS and its associated forward programme of capital works.

2.8 The continuing development and implementation of the asset management approach will be essential in making the best use of the limited revenue funds that are available to the Authority, via the adoption of whole life costing and life cycle planning principles as set out in the strategy (Appendix 2).

2.9 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 R 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 based 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 recommendations that changes to this programme can be made by the Executive Director – Place and Economy, in liaison with the Chair or Vice Chair of this Committee.

2.10 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 with the HOS are as follows:

- The rebalancing of funding as set out in paragraphs 2.5 to 2.7 of this report. These changes are reflected in the capital maintenance programme.

- An amendment to the Tree Policy such that trees that must be removed from the highway are replaced with two trees wherever possible. This is a formalisation of practice that has

been undertaken since summer 2020.

- The lifecycle plans for carriageways and footways have been removed from the HOS. These have been removed because the plans are based upon projected forward funding levels and at present there is no indication of the future levels of capital funding from DfT. Lifecycle plans for the relevant assets will be reinstated in the document when there is sufficient information regarding future funding levels.

3. Additional Funding

3.1 At its meeting held on 9 February 2021, Full Council approved further funding for highway maintenance. This funding is broken down as follows:

- An additional £4 million per annum for each of the years 2021-22 to 2025-26 for the maintenance of footpaths and pavements. This is a total of £20 million additional funding, which is a mixture of capital and revenue.
- A total of £6.97 million for improvements to the B1050. These monies are to be spent in years 2021-22 and 2022-23.
- An additional £2.73 million to be spent on flood attenuation and biodiversity, over the years 2021-22 to 2025-26.

3.2 It is proposed that the additional £20 million for the maintenance of footpaths and pavements be allocated to the maintenance of footways across the county.

3.3 It is anticipated that the funding for the B1050 will be used to enable a major maintenance scheme of the B1050 Shelford Road at Willingham. Design work will be undertaken in year 2021-22, with the major maintenance works being undertaken in year 2022-23.

3.4 It is proposed that £200,000 per annum of the additional monies for flood alleviation and biodiversity will be allocated to drainage maintenance, with a further £210,000 per annum being used to fund verge maintenance.

4. Alignment with corporate priorities

4.1 A good quality of life for everyone

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

- This suite of documents sets out the Authority's policies to help provide and maintain a safe and serviceable highway network for all users, thus helping ensure that safe facilities are available for walking, cycling and other non-motorised forms of transport. The resultant network will facilitate the pursuit of healthy, sustainable modes of transport.

4.2 Thriving places for people to live

The following bullet points set 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 and maintenance of a thriving local economy in the long term.

4.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

4.4 Net zero carbon emissions for Cambridgeshire by 2050

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

- The asset management approach is predicated upon the preventative maintenance of highway assets. This means that more surfacing treatments are applied to roads, at the appropriate points within their lifecycles. These treatments preclude the need to deeper treatments at later dates, when roads have deteriorated further. The advantages of such an approach are:
    - Less disruption to the travelling public, thus minimising carbon emissions as vehicles spend less time waiting at traffic signals and are less likely to have to follow diversion routes;
    - Less use of virgin aggregates, with associated reductions in transportation of materials to sites;
    - Greater use of recycled materials, thus minimising carbon emissions from materials manufacture and transport.
- Appendix Three to the report contains a policy setting out the Authority's approach to its management of highway trees, recognising the importance of trees to the environment.

5. SIGNIFICANT IMPLICATIONS

5.1 Resource Implications

The report above sets out details of significant implications in paragraphs 2.2 to 2.3 regarding the Incentive Fund and its relationship to the adoption and implementation of highway asset management principles.

5.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

5.3 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.

5.4 Equality and Diversity Implications

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

- 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.

- A full Equality Impact Assessment has been undertaken for the following policy within the HOS document:
    - Tables and Chairs

- Equality Impact Screening Assessments have been undertaken for the following policies within the HOS document:
    - Appendix A - Highway Safety Inspections – Cat 1 (1a and 1b) Defect Investigation levels
    - Appendix B – Reactive Maintenance Investigatory levels for Category 2 defects
    - Appendix R - Highway Capital Maintenance Programme

- As indicated in the HOS document, where applicable site specific Equality Impact Assessments will be undertaken in relation to the implementation of the following policies:
    - Bollards and Marker Posts
    - Disabled Parking Bays
    - Parking
    - Pedestrian Crossings
    - Pedestrian Dropped kerbs

5.5 Engagement and Communications Implications

There are no significant implications within this category.

5.6 Localism and Local Member Involvement

There are no significant implications within this category.

5.7 Public Health Implications

There are no significant implications within this category.

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: Gus De Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or 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 No
Name of Officer:

6.1 The Source Documents are:

- Code of Practice "Well-managed highway infrastructure" 2016
- Conservative Budget Amendment approved at the meeting of the Council held 9th February 2021

6.2 Locations

- http://www.ukroadsliaisongroup.org/en/codes/index.cfm
- Document.ashx (cmis.uk.com)

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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:

   - A good quality of life for every one;
   - Thriving places for people to live;
   - The best start for Cambridgeshire's children;
   - Net zero carbon emissions for Cambridgeshire by 2050

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 Combined Authority's Interim Local Transport Plan 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 2020 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.

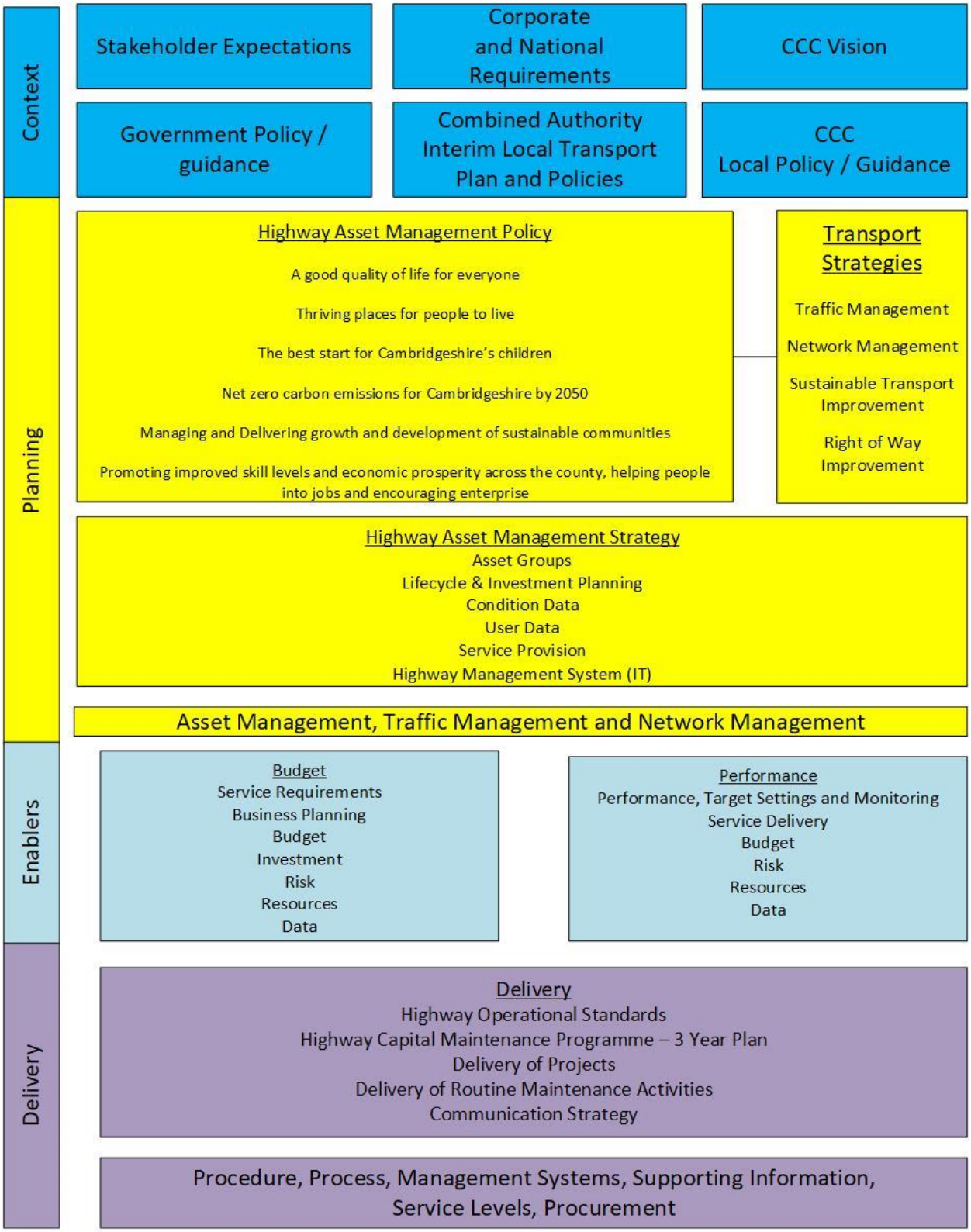
1.7 The Highway Asset Management Strategy will be used to inform priorities in the Business Planning Process and will support the continuous improvement of highway asset management.

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 the strategic/LTP objectives as set out in the Combined Authority's interim joint LTP.

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.

Cambridgeshire County Council's Highway Asset Management Framework



2.3 A key element of the Asset Management Framework is the Council's Highway Operational Standards. This Plan will contain approved policies and guidance, service standards and interventions, having regard to the Council's statutory duties.

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

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

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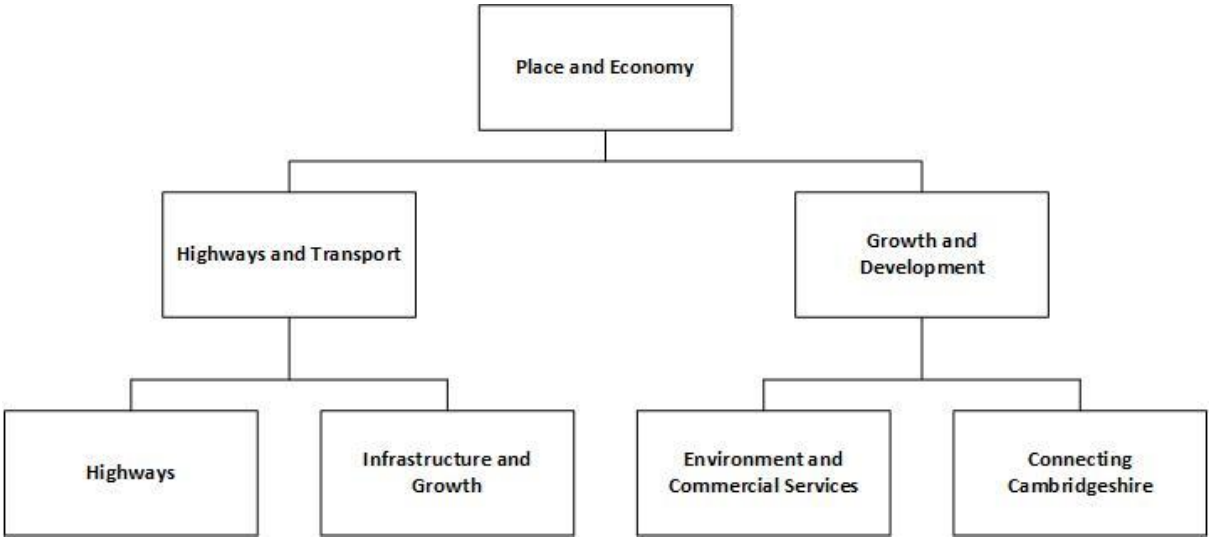
2.6 The organisational structure of the Council's Place and Economy (P&E) directorate delivers highway maintenance services through a number of key Service teams.

Fig 1 – 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
- 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.

2.13 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. 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.

Appendix 3

Cambridgeshire County Council

Highway Operational Standards 2021-2031

April 2021

Cambridgeshire County Council's

Highway Operational Standards

CONTENTS

Section

1. Introduction
2. Asset Descriptions
3. Data Management
4. Community requirements and customer communications
5. Future Demands
6. Asset Investment Strategies / Lifecycle Plans
7. Financial Summary
8. Asset Management Planning Practice
9. Service Standards (Planned, cyclic and reactive maintenance)
10. Performance Management and Benchmarking
11. Risk Management
12. Continuous Improvement
13. Management of the Plan
14. Links to associated documents and references
15. Glossary

Appendices

Appendix A – Highway Safety Inspections – Cat 1(1a & 1b) Defect Investigation levels
Appendix B - Reactive Maintenance Investigatory levels for Category 2 defects
Appendix C – Highways Service Communications Strategy
Appendix D – Road Condition Index and Bridge Condition Index
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 Statement of Priority
Appendix K - Public Path Order Statement of Priority
Appendix L – Road Classification Policy
Appendix M – Vehicle Restraint Systems
Appendix N – Traffic Signals Design and Operational Guidance
Appendix O – Street Lighting Policy
Appendix P – Street Lighting Attachments Policy
Appendix Q - Highway Maintenance Revenue Budget Allocation
Appendix R – Highway Capital Maintenance Programme

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 the Combined Authority's Interim Local Transport Plan 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 was dependent upon the extent to which they had implemented the asset management approach. The potential funding available to the Authority from this source was £9,628,000 for the years 2016/17 to 2020/21. Funding allocations from the DfT beyond the end of the 2020-21 financial year are currently unknown. 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 2019/20 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:

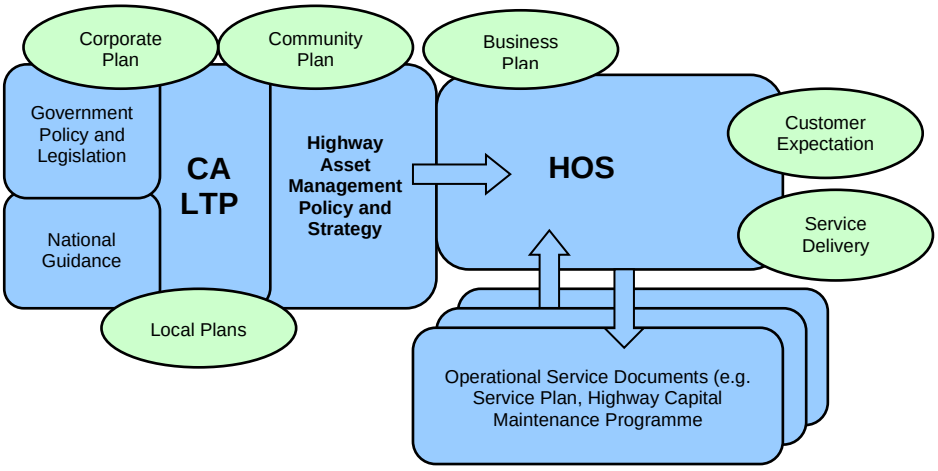
- Define affordable highway service standards
- Publish investment and maintenance strategies for key highway asset groups
- Improve the way in which the county's highway are managed and maintained
- Enable the delivery of value for money through efficient and effective highway service provision

1.7 This Plan covers the period 2021 – 2031. 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".

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.

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 below:

Summary of Assets Managed

Asset Group	Element	Quantity
Carriageways	A Road B Roads C Roads Unclassified Roads Soft Roads (unmade/green lanes) **Total** Cycle Routes Fords & causeways Traffic Calming features Anti-skid	418 km 575 km 1115 km 2239 km 133 km **4,480 km** 567km 7 no 1,682 no 29 km
Footways and cycleways	Cat 1a Footways Cat 1 Footways Cat 2 Footways Cat 3 Footways Cat 4 Footways (estimate) **Total** Permissive paths (excluding cycleways)	16km 60 km 61 km 179 km 2,620km **2,936 km** 644km

Structures	Pedestrian / cycle bridges Road bridges Retaining Walls Underpass / subway Signal Gantry sites PROW structures (over 5m)	142 no 921 no 63 no 17 no 5 no approx. 2200 no
Street Lighting	Street Lights Illuminated signs Illuminated bollards	53,500 no 3,200 no 2,400 no
Intelligent Transport Systems (ITS)	Traffic Signals - Junctions Traffic Signals – Crossings Variable message signs Vehicle Activated Sign Parking guidance signs Real Time Passenger Information (bus stop displays) Rising Bollards (Cambridge City Centre) CCTV Cameras Flood Warning Signs	632 no 208 no 49 no 299 no 22 no 430 no 7 no 25 no 9 no
Grassed areas and trees	Highway Trees (All trees within falling distance are collectively termed 'highway trees') Verge length	87,429 no 4389km
Public rights of way	Restricted Byways Byways Bridleways Footpaths **Total**	5km 407km 599km 2,240km **3,251km**
Drainage	Gullies Offlets	107534 no 7,101 no
Street Furniture	Non illuminated signs & bollards Safety Cameras Pedestrian guardrail Vehicle restraint systems (safety fencing) Weather stations Automatic Traffic Counters Verge Marker posts	73,684 no 34 no (plus one average speed camera installation) 10.78 km 80 km 3 no 66 no 6,867 no

2.3 Assets not covered by this plan

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

Assets not covered by this Plan	Responsibility
Guided Busway	CCC's Park & Ride and Busway Team
Street Lighting	Maintenance is covered by a PFI contract with Balfour Beatty. A street lighting Policy is included as an appendix to this document
Park and ride sites	CCC's Park & Ride and Busway Team
Car Parks	Multi storey and street level managed by either private company or district council

Street name Plates (owned and managed by district councils)	City/District Council
Picnic site A10 Brandon Creek	CCC maintains barrier and cuts vegetation
Bus shelters (Parish Council owned)	Parish Council except Drummer Street Bus Station Cambridge which is managed within CCC's Park & Ride and Busway Team
Pay and Display parking machines	CCC's Traffic Manager Team
Motorways and Trunk Roads M11 – A11 to A14 A11 – A14 to M11 A428 – A14 to A1 A14 – A11 to Boundary with Northamptonshire near Keyston A1(M) – A1 near Alconbury to Peterborough Boundary North of A15 Norman Cross A1 – A428 to A1(M) near Alconbury A47 – Norfolk Boundary near Emneth to Peterborough boundary near Thorney Toll	Highways England In Cambridgeshire there is approximately 393km 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 the table 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 and were due for the 3 yearly review in November 2020. However, due to the Covid 19 pandemic and the need for social distancing, it has not been possible to carry out this review. It is therefore proposed to carry out the review in November 2021, to be effective from April 2022, the next review of this Highways Operational Standards.

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 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 The formal maintenance hierarchy will be reviewed every three years, to reflect changes in the network characteristics and to ensure that the maintenance strategy reflects the current situation, rather than its use when the hierarchy was originally defined. Any significant permanent changes in network usage that occur during the three years prior to the next formal review, due to new development or other changes may be considered independently.

3.8 Where temporary situations, such as major maintenance, construction or other development involves significant traffic diversion, or when congestion in one part of the network results in temporary traffic shift to another part of the network, these changes should be reflected in the safety inspection frequency. These temporary changes will be at the discretion of the District Highway Maintenance Manager, and managed locally. Temporary adjustments to the next inspection due date will be managed locally until the temporary situation has been resolved, and the default inspection frequency will resume. All temporary amendments shall be clearly recorded, stating reasons for commencement and termination of any increased inspection frequency.

3.9 Where temporary adjustments have been made to the inspection frequency, consideration may be given to adjusting the defect intervention criteria applicable to the section of road affected to reflect its temporary new status. Any adjustment to the defect intervention criteria shall be clearly recorded, stating the reasons for any adjustment, or the reasons for keeping the defect intervention standards the same.

3.10 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.

3.11 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.

Inspection frequencies for main asset groups

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	In rural areas these roads serve small settlements and provide	Annually (once per	± 28 calendar days

		numbers of properties carrying only access traffic	access to properties and land. In urban areas they are often residential loop roads or cul-de-sacs	year) – Driven	
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

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

Cycle routes

Category	Description	CCC Inspection frequency and type	CCC Inspection frequency tolerance
CY1	Prestige/ busier commuter route Cycle Track (by Legal Order) - a highway route for cyclists not contiguous with the public footway or carriageway, and shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.	Twice per year (6 monthly – cycled or walked)	± 21 calendar days
CY2	Other routes Cycle Track (by Legal Order) - a highway route for cyclists not contiguous with the public footway or carriageway and shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.	Annually (Once per year – cycled or walked), or Inspected with footway/carriageway at same frequency and method	± 28 calendar days
CY3	Cycle lane forming part of the carriageway, typically a strip adjacent to the nearside kerb, with provision of cycle route road markings. Cycle gaps at road closure point (no entry to traffic, but allowing cycle access).	Inspected with carriageway at same frequency and method (see Fig. 5 a) above)	As carriagewa y
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 carriagewa y

3.12 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. The table below describes the extent of the condition surveys undertaken.

Condition Survey extent and coverage

Carriageway/ Footway 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
Coarse Visual Inspection (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
Footway Network Survey (FNS)	All footways	Approximately 20-25% of the network each year

Highway Structures

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

Traffic Signals

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

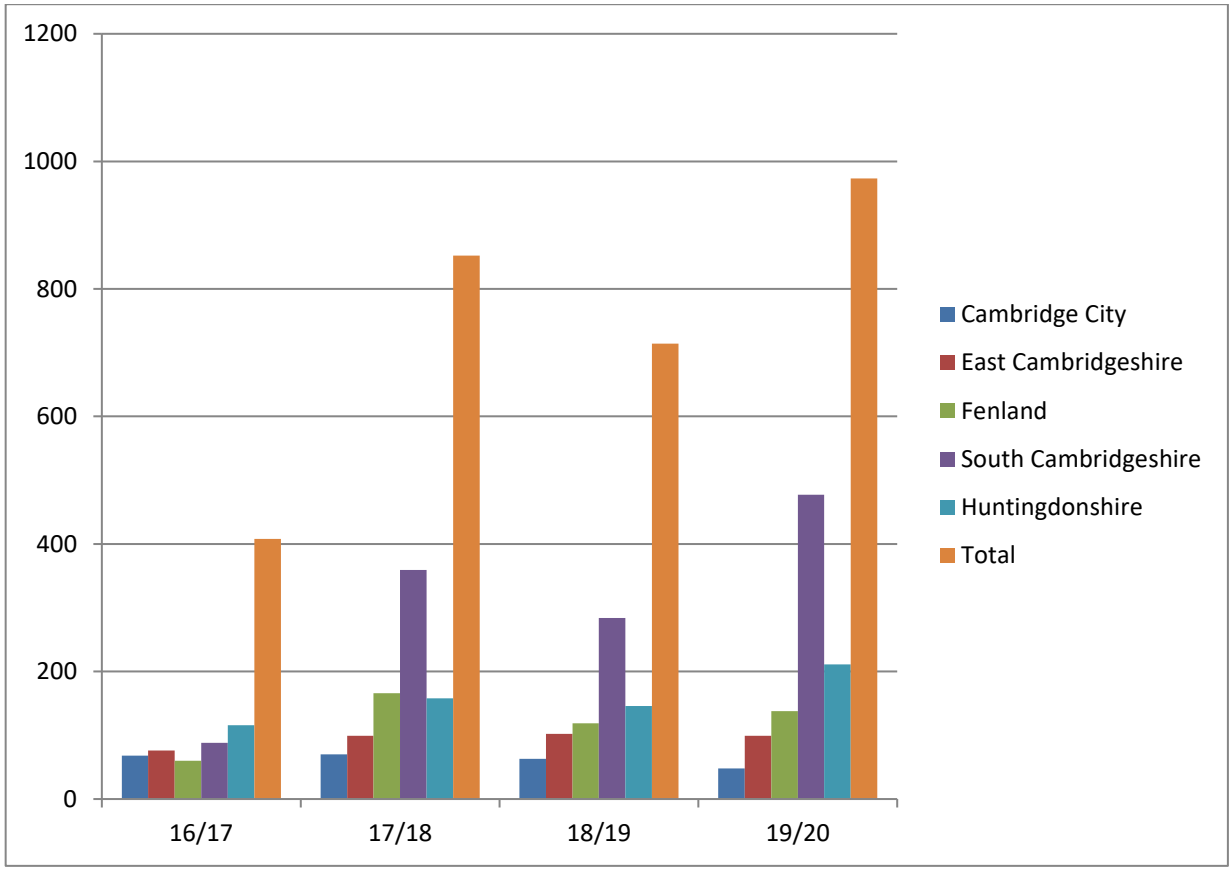
Category	Description	CCC Inspection frequency and type
PROW	All PROW	No formal safety inspection. Inspected reactively

3.13 Inventory collection

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

3.14 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 from 2016 to 2020. Claims will continue to be monitored through the life of this plan.



	2016/17	2017/18	2018/19	2019/20
Cambridge City	68	70	63	48
East Cambridgeshire	76	99	102	99
Fenland	60	166	119	138
South Cambridgeshire	88	359	284	477
Huntingdonshire	116	158	146	211
Total	408	852	714	973

3.15 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.

3.16 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.

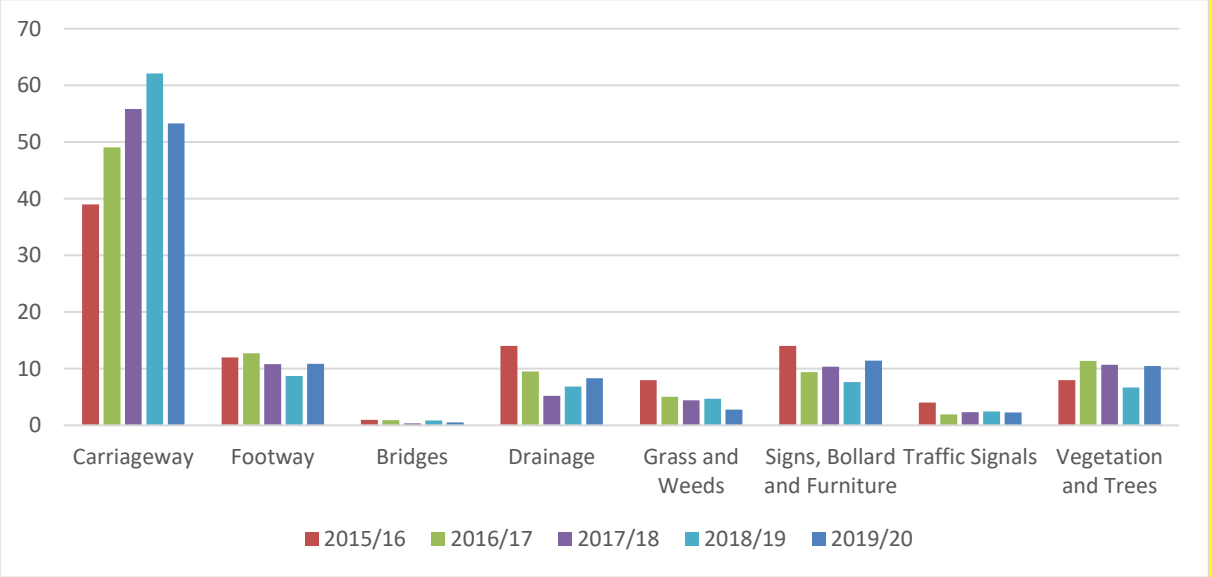
4. Community requirements and customer communications

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

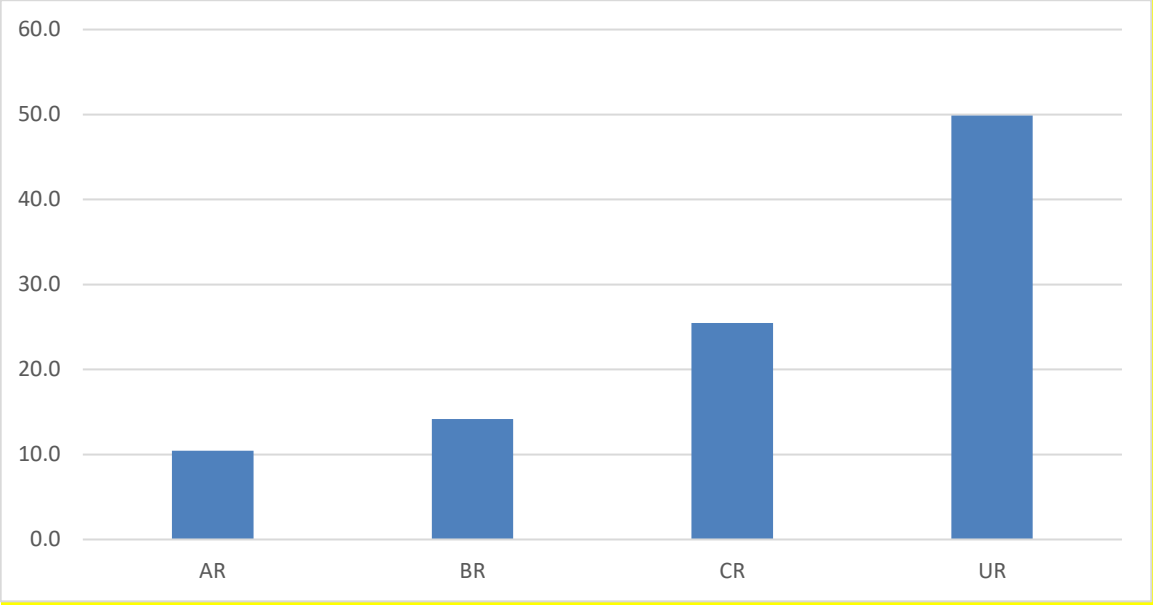
The Council's Highway Asset Management Strategy was produced following analysis of data provided by customers so that community needs could be built into the strategy and in turn used to inform the development of this Plan.

4.3 The vast majority of customer contacts relate to the condition of carriageways. The table below 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 approximately 50% of requests relate to the condition of unclassified roads, see below. These figures support a need to focus future investment towards dealing with carriageways across all hierarchies.

Split of service requests by road class 2019 - 2020



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 2020 National Highways and Transportation (NHT) customer survey for the county show that the safety and condition 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 Highway Service Communication Strategy 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 3.7 times the national average, and on non-trunk main roads it is 56% above the national average.

5.4 Traffic Composition

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

5.5 Population Growth

Population in the county is forecast to increase by 14% over the next 15 years (Cambridgeshire Insight - population estimates). In order to satisfy this, there will be a

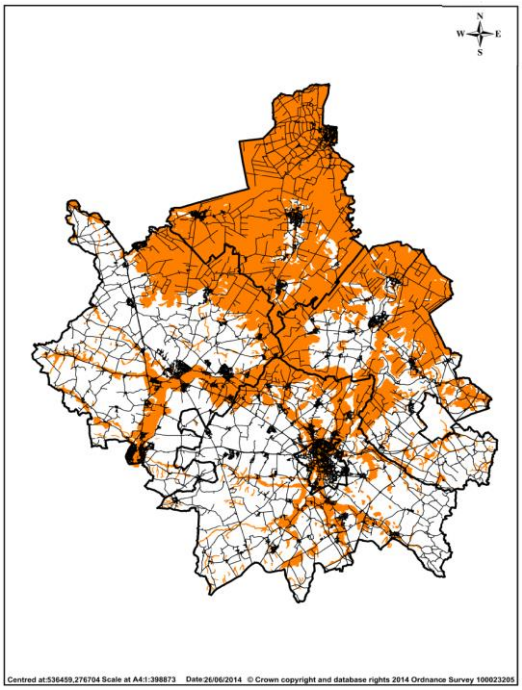
need to ensure that the road network and other highway infrastructure will satisfy the increased potential demand.

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.



Class of Road	Total Network Length	Susceptible Roads by class (km)	Susceptible Roads by class (%)	% of total road class affected
A	418	147	9	35
B	575	251	15	44
C	1115	358	22	32
U	2239	906	54	40
Total	**4480**	**1662**	**100**	**37**

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 2019/20) est. £7.409m
- Additional revenue funding incorporated into the base revenue budget

***** Allocation shown assuming maximum funding is achieved via the DfT Incentive Fund and that this level of funding will continue beyond 2020-21 at similar levels – yet to be confirmed by the DfT

and

- Directs all the remaining prudential borrowing monies to carriageways
- Spreads the investment of prudential borrowing until the end of 2021/22. 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

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 Life Cycle Planning (LCP) 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 LCP 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 LCP model with specific sites identified primarily through the Council's Pavement Management System. Schemes will be put forward though the Highway Capital Maintenance Programme.

6.13 ~~The profile graphs below show carriageway condition predictions up to 2039 based on the funding assumptions made in Section 7. Banding for Road Condition Indices values are given in Appendix D~~. New Life Cycle Plans will be provided upon confirmation of funding levels from the DfT.

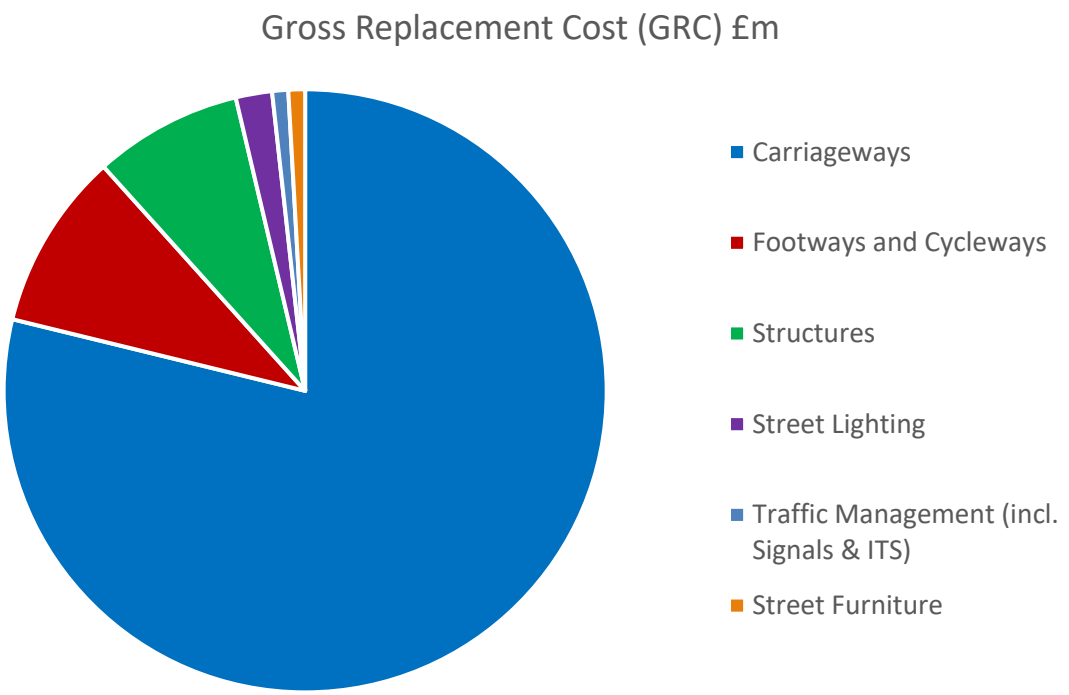
7. Financial Summary

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 2019 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.

Asset	Gross Replacement Cost (GRC) £m	Depreciated Replacement Cost (DRC) £m	Annualised Depreciation Cost (ADC) £m
Carriageways	4,577	4,577	-12
Footways and Cycleways	553	244	40
Structures	462	92	15
Street Lighting	113	90	2
Traffic Management (incl. Signals & ITS)	50	14	6
Street Furniture	52	9	2
Total	**£5,808**	**£5,028**	**£53**



7.3 Planned funding and investment

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

The forecast budget provided below is for next financial year, 2021-22 only. The figures for 2020-21 include additional grants received throughout the year and some carry forwards from schemes not completed in 2019-20. These additional monies are not included in the 2021-22 figures. Further investment forecasting will only be available following future Government announcements of funding that will be made available. The allocations from Dft via the needs based formula and Incentive Fund for 2021-22 have been assumed to be at the same as previous years for the purposes of forecasting. These figures will be revised once actual budgets are confirmed.

Investment forecast

Asset Group	Budget / works	Actual Budget 2020/21	Forecast Budget 2021/22
Carriageways	Revenue (routine & reactive)	4,019	4,970
	Capital - LTP (planned)	10,618	7,654
	Capital - Prudential Borrowing	5,851	2,723
	Capital - Pothole Action Fund and Challenge Fund	10,201	Not Known
Footways & Cycleways	Revenue (routine & reactive)	1,760	2,065
	Capital (planned)	2,796	1,300
Locally Determined schemes	Capital - LTP (planned)	572	498
Traffic Signals & VMS	Energy Costs	254	254
	Revenue (routine & reactive)	353	353
	Capital - LTP (planned)	1,736	850
Structures	Revenue (routine & reactive)	373	373
	Capital - LTP (planned)	3,206	2564
Drainage	Revenue (routine & reactive)	492	492
	Capital - LTP (planned)	603	500
Safety Fencing	Revenue (routine & reactive)	122	122
	Capital - LTP (planned)	740	400
Street Furniture, Signs and road markings	Revenue (routine & reactive)	1,280	1,280
Cyclic (Grass Cutting, Weed Spraying, Gully Emptying)	Revenue	2,693	2,693
Winter Maintenance	Revenue	2,664	2,744
Public Rights of Way	Revenue (routine & reactive)	38	38
	Capital - LTP (planned)	140	140
Integrated Highway Management Centre	Energy costs	25	25
	Revenue (routine & reactive)	65	65
	Capital - LTP (planned)	200	200
Real Time Passenger Information	Energy costs	15	15
	Revenue (routine & reactive)	225	225
	Capital - LTP (planned)	165	165
Staff Costs, Highway condition Surveys, Fees, Inspections etc.	Revenue (routine & reactive)	3,426	3,426
	Capital	200	320
Total Revenue		**17,804**	**19,140**
Total Capital - Prudential Borrowing		**5,851**	**2,723**
Total Capital - LTP		**20,976**	**14,591**
Total Capital – Pothole Action Fund/other		**10,201**	**Not known**

~~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).~~ These figures assume that the level of capital funding from DfT via the maintenance block formula and Incentive Fund will continue at the level provided in year 20/21; no firm allocations have been made after that year

7.4 Highway Maintenance Revenue Budget Allocation

Once the revenue budget is determined, the percentage split as shown in Appendix Q, 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 £15,000 as a contribution to a capital highways project. Projects are prioritised by member panels in each district against the following criteria: persistent problem; road safety; community impact; and, added value. 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.

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 Number of cuts of grass verges per annum – Urban	2 3

h) We will empty roadside gullies and cut grips in highway verges ~~cyclically~~		
Service	**Measured by**	**Target Standard**
Empty roadside gullies and cut grips in highway verges	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.

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 the table below.

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.

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. This register is reviewed quarterly 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 below.

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	- Service Standards will be reviewed and revised to affordable levels. - Review of supply chain management, procurement arrangements and more sustainable practices by the Service Provider
7.	The Plan assumes that any increase in assets will be matched by sufficient additional maintenance funding being provided	Increase of new development through the growth agenda. A14 improvement scheme will result in increased assets to maintain	- Commuted sums obtained where appropriate - Budgets & 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 Contract 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.

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) **Combined Authority's ~~Interim~~ Local Transport Plan (LTP).** 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 Contract 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-Managed Highway Infrastructure: A Code of Practice – 2016.** National Code of Practice for highway maintenance and management – current version

i) **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

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

15. Glossary

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

Terminology	Definition
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
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
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. Currently an Interim joint Cambridgeshire and Peterborough Local Transport Plan prepared by the Combined Authority
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.
NI	National Indicators
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.

Terminology	Definition
PROW	Public Right of Way
RCI	Road Condition Index – used to assess road condition
Resurfacing	Surfacing technique that replaces the top layer of a road / footway
Risk	Chance of something happening that will impact on objectives
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.
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.
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 – Road Condition Index and Bridge Condition Index

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 Statement of Priority

Appendix K - Public Path Order Statement of Priority

Appendix L – Road Classification Policy

Appendix M – Vehicle Restraint Systems

Appendix N – Traffic Signals Design and Operational Guidance

Appendix O – Street Lighting Policy

Appendix P – Street Lighting Attachments Policy

Appendix Q - Highway Maintenance Revenue Budget Allocation

Appendix R – Highway Capital Maintenance Programme

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 Category CY1 & CY3 Cycleways	Trip/pothole/sunken cover	25mm high/deep (75mm across in any horizontal direction)	36 hours	21 days
		Rocking slab/block	25mm high/deep	36 hours	21 days
		Open joint	>25mm wide and >25mm deep	36 hours	21 days
		Depression	>25mm deep and >600mm wide in any horizontal direction	36 hours	21 days
	All Other categories	Trip/pothole/sunken cover	25mm high/deep (75mm across in any horizontal direction)	36 hours	21 days
		Rocking slab/block	25mm high/deep	36 hours	21 days
		Open joint	>25mm wide and >25mm deep	36 hours	21 days
		Depression	>25mm deep and >600mm wide in any horizontal direction	36 hours	21 days
Kerbs, Edging and Channels		Misaligned/ Loose/rocking	50mm horizontally/vertically	36 hours	21 days
		Missing	Missing kerb	36 hours	21 days
Verges		Sunken area adjacent and running parallel with c/way edge	150mm depth and 5m longitudinal	5 days	21 days

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

Item		Defect	Defect / Dimensions	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Road Markings	Strategic	Missing or obscured	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: • 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
	Unauthorised ramps in carriageway	Not causing a safety hazard		Refer to HOS Appendix F
Graffiti Removal from County Council owned assets	Graffiti will be removed from CCC owned assets that is: • offensive, gang related, insulting or against public interest • likely to encourage more graffiti or tagging • inappropriate for the location or out of keeping with the surrounding area • a cause of complaints to the Council • on a listed building or in a conservation area • libellous or potentially libellous •intimidating	For other graffiti types		To be reported to and removed by the environmental services department of local District/City Council in line with their procedures

Current contractor completion timescale from date of order

D – Planned maintenance programme 13 weeks
E – Planned maintenance programme 28 days

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

Highways Service - Communications strategy

Key Highways Employees

Assistant Director, Highways, CCC
Richard Lumley
Business Director, Skanska
John Birkenhead

Communications Business Partner CCC
Sarah Silk
Communications Business Partner, Skanska
Lizzie Sparrow

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, and 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.

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.

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 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.

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

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

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:

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.

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.

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.

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, and sustainability details. Good news and significant project updates will be shared through the website. Press releases will also be published here.

Printed material / correspondence
Any printed materials need to be run past the council's communications team and be in a straight forward and plain English manner.

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.

Internal Communications
There will be a quarterly Cambridgeshire Highways newsletter produced by the service.
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.

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

Appendix D - Road Condition Index and Bridge Condition Index

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

Appendix E - Highway Capital Maintenance Programme Flow Process

CARRIAGEWAY RESURFACING/RECYCLING AND SURFACE TREATMENTS

Data collection and sense checking

Asset team undertake the Highway condition survey

Asset team produce condition plans and lists of locations

Asset team analyse locations to produce a list of prioritised locations based on condition data

Local Highway Officers produce lists of locations based on inspections

Meeting with the District Highway Manager, Local Highway Officers and Assets Team to compare lists

Final Draft

Asset team confirm scheme extents

Local Projects provide scheme cost estimates

Final draft of programme agreed including standard criteria

Finalise form of construction and coordination spread sheet including budget

Finalisation

Asset Team and Network Management confirm priorities

Produce final programme including co-ordination with longer term plans and aspirations

Produce project briefs

FOOTWAY RESURFACING AND SLURRY SEALING

Data collection and sense checking

Asset team produce list of locations based on inspection

Local Highway Officers produce lists of locations based on inspections

Meeting with the District Highway Manager, Local Highway Officers and Assets Team to compare lists

Final Draft

Asset team confirm scheme extents

Local Projects provide scheme cost estimates

Final draft of programme agreed including standard criteria

Finalise form of construction and coordination spread sheet including budget

Finalisation

Asset Team and Network Management confirm priorities

Produce final programme including co-ordination with longer term plans and aspirations

Produce project briefs

DRAINAGE SCHEMES

Data collection and sense checking

Asset team produce list of locations based on inspection

Flood and Water Team produce lists of locations based on inspections

Meeting with the District Highway Manager, Local Highway Officers and Assets Team to compare lists

Final Draft

Asset team confirm scheme extents

Local Projects provide scheme cost estimates

Final draft of programme agreed including standard criteria

Finalise form of construction and coordination spread sheet including budget

Finalisation

Asset Team and Network Management confirm priorities

Produce final programme including co-ordination with longer term plans and aspirations

Produce project briefs

Cambridgeshire County Council's

Highway Standards and Enforcement

Revised April 2020

Cambridgeshire County Council

Highway Standards and Enforcement

CONTENTS

		Page No.
1	Introduction	1
2	A Boards	1
3	Abandoned vehicles on the Highway	1
4	Access Protection	1
5	Banners on the Highway	2
6	Bollards and Marker Posts	2
7	Commuted Sums	3
8	Disabled Parking Bays	4
9	Encroachments and Obstructions	4
10	Gating Orders	5
11	Grit/Salt Bins	6
12	HCV Access Restrictions	7
13	Highway Charges	11
14	Highway Scheme Funding	11
15	Horses on the Highway	11
16	Indemnity for Highway Works	11
17	Kerbing	11
18	Memorials and Floral Tributes on the Highway	11
19	Mirrors on the Highway	12
20	Mobile Catering Policy	12
21	Mud on the Highway	14
22	Parking	14
23	Parklets	15
24	Pedestrian Crossings	15
25	Pedestrian Dropped Kerbs	17
26	Planters, Litter Bins, Seats and Cycle Stands	17
27	Religious symbols on the Highway	18
28	Road markings and studs	18
29	School flashing amber lamps	21
30	Speed Limits	21
31	Stopping up of a Highway	25
32	Street Traders	25
33	Tables and Chairs	25
34	Temporary Road Closures	32
35	Terrorism – Mitigating threats	33
36	Tourist Signing	33
37	Traffic Calming	40
38	Traffic Regulation Orders	40
39	Traffic Signals	40
40	Traffic Signs	40
41	Tree Policy	41
42	Vehicle Activated Signs (VAS)	44
43	Vehicular Access	45
44	Vehicles for sale on the highway	46
45	Highway Enforcement	46

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.

Where applicable, an Equality Impact Assessment may be required to ensure we consider the impacts upon all the identified protected characteristics. If required, an individual site specific assessment will be carried out to ensure all relevant potential equality implications are addressed.

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~~ some adoptable items including those below:

- 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 2021/22.~~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 Place and Economy, Non-Statutory Fees and Charges.

	~~Item~~	~~Unit/Basis for calculation~~	~~Notes~~
~~1~~	~~Non-standard surface materials~~	~~m²~~	~~1 off replacement cost~~
~~2~~	~~Non-essential street furniture~~	~~Works cost~~	~~1 off replacement cost~~
~~3~~	~~Trees~~	~~Each £583 (2018/19)~~	~~Currently under review~~
~~4~~	~~Soakaways~~	~~Each £5,594 (2019/20~~	~~Currently under review~~
~~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 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.

Where applicable, an Equality Impact Assessment may be required to ensure we consider the impacts upon all the identified protected characteristics. If required, an individual site specific assessment will be carried out to ensure all relevant potential equality implications are addressed.

9. Encroachment and obstruction

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

10. Gating Orders

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

For a route to be eligible it must lie within a designated crime area, the application procedures for which are set out under the CROW Act. It is unlikely that any areas

within Cambridgeshire would meet a request for such a designation. Such orders do not enable alleyways to be gated expressly to prevent anti-social behaviour (ASB) and they exclude many alleyways that are public highways but not recorded as rights of way. Also, under these provisions the removal of rights of passage is irrevocable.

Public Space Protection Orders (PSPOs)

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

General Principles

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

(i) activities carried out in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality; and
(ii) 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. Heavy Commercial Vehicle (HCV) Access Restrictions

Local Freight Issues

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

Enforcement

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

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

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

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

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

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

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

Advisory Signing

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

Other options available to residents and communities

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

Regulatory HGV Management measures

Assessment

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

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

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

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

Diagram 1

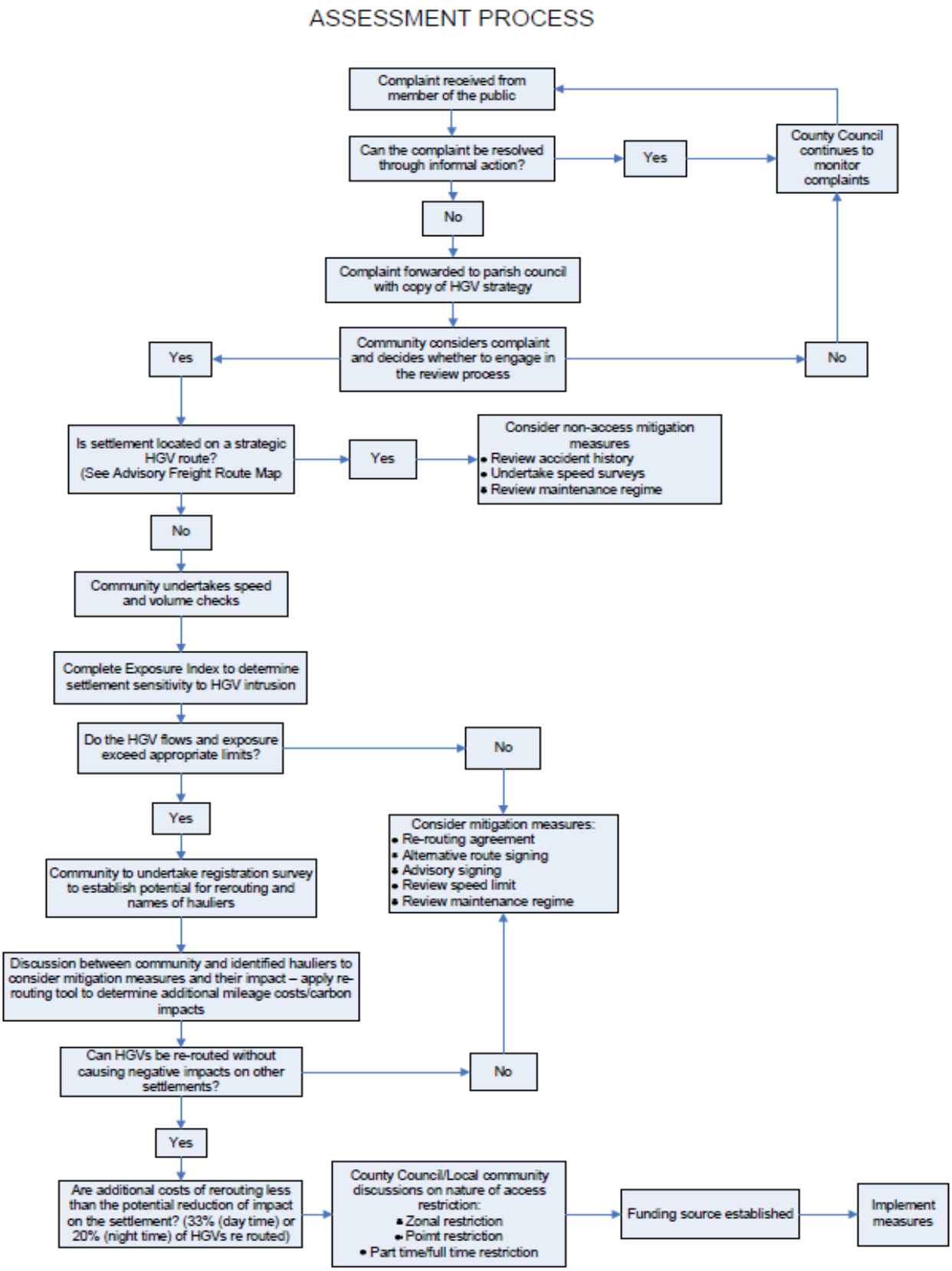

ASSESSMENT PROCESS
Complaint received from member of the public
Can the complaint be resolved through informal action?
Yes
County Council continues to monitor complaints
No
Complaint forwarded to parish council with copy of HGV strategy
Community considers complaint and decides whether to engage in the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

Diagram 2

Environmental Sensitivity Criteria

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

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

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

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

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

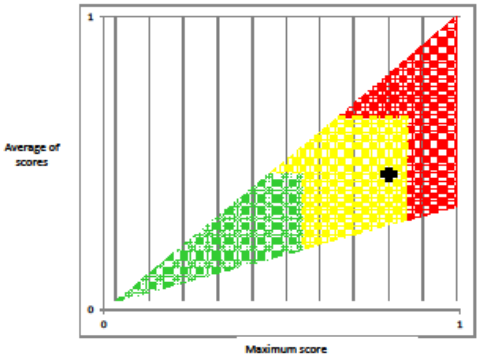
Average sensitive locations fronting the route per kilometre	Score	Description
Less Sensitive	0	School/nursery/shop/playground/sheltered housing: No sites
	1	School/nursery/shop/playground/sheltered housing: 1 site per kilometre
	2	School/nursery/shop/playground/sheltered housing: 2 sites per kilometre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

Example

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

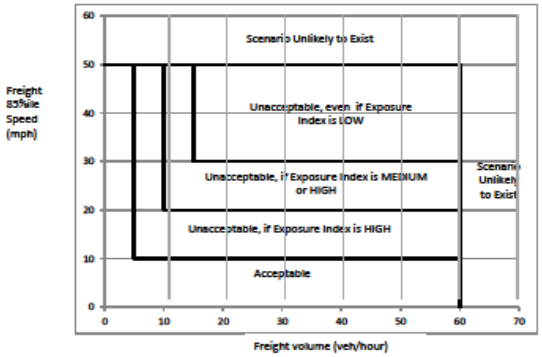
Allocation of Site to Sensitivity Group

Average of scores	4.87
Maximum score	8



High sensitivity
Medium sensitivity
Low sensitivity

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



13. 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.

14. 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.

15. 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.

16. Indemnity for Highway Works

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

17. 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.

18. Memorials and Floral Tributes on the Highway

General

Any ban on the placing of road side tributes following fatal accidents would be difficult to enforce and potentially insensitive. In recognition of a possible need for bereaved relatives to visit the scene of an accident as part of the grieving process, any request

from the police for traffic management support during any site visit for the purposes of placing a tribute will be treated sensitively and will be provided free of charge.

Floral Tributes

Any floral tributes left at the site should be allowed to remain for a period of not less than14 days, but generally not more than 30 days. The relevant District Highways Maintenance 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.

19. Mirrors on the Highway

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

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

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

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

20. 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.

21. Mud on the Highway

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

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

22. Parking

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

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

Where applicable, an Equality Impact Assessment may be required to ensure we consider the impacts upon all the identified protected characteristics. If required, an individual site specific assessment will be carried out to ensure all relevant potential equality implications are addressed.

23. Parklets

Definition

A parklet is a community space within a street, usually a parking bay and is open to everyone providing amenities like seating, planting and bicycle parking. It is not a private extension of a business such as a street café (which requires a permit – Highways Act 1980) or a private space.

General policy

To ensure that parklets encourage sustainable transport methods and strengthen communities it is essential that a minimum level of quality is maintained and that the provision of a parklet is not to the detriment of road safety and the environment.

For these reasons parklets will only be considered:

- where they do not encroach into the live traffic lane
- where the street characteristics are deemed to be suitable for parklet installations e.g. one way streets/low traffic speeds/low pollution exposure
- Where existing parking regulations at the kerb do not preclude parklet installation or, if safe to do so, restrictions can be suspended
- where a footway width of 1.8m is maintained
- the structure does not block highway infrastructure i.e. a fire hydrant or bus stop
- where other eligible establishments in the vicinity would not be compromised by their provision

Parklet requirements

In addition to the general conditions stated above ~~in paragraph 2.2~~, parklets must also comply with all of the following conditions:

- the applicant must demonstrate Public liability insurance that covers for up to £5 million of third party claims for the duration the parklet is in situ.

Application procedure and payment

All cost associated with the parklet should be borne by the applicant. This includes design, administration, installation and ultimately maintenance.

The following costs will be borne by the applicant:

- Administration and site feasibility fee - if the applicant decides to make a formal application a nonreturnable fee of £250.00 will be payable. The fee will cover the administration time in checking site suitability, staff time and travelling costs in carrying out the assessment of the location and all associated correspondence

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 Assistant Director, Highways.

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

A PUFFIN CROSSING is a signal controlled pedestrian crossing where the lights controlling the pedestrians are on the near side of the road. The system also utilises sensors which detect the presence of pedestrians waiting at the crossing and as they are crossing the road. If after pushing the button the pedestrian decides to cross before

the 'green man' appears, the sensor detects this movement and can automatically cancel the requested 'demand' if there is no one else waiting to cross.

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

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

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

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

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

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

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

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

Where applicable, an Equality Impact Assessment may be required to ensure we consider the impacts upon all the identified protected characteristics. If required, an individual site specific assessment will be carried out to ensure all relevant potential equality implications are addressed.

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.

Where applicable, an Equality Impact Assessment may be required to ensure we consider the impacts upon all the identified protected characteristics. If required, an individual site specific assessment will be carried out to ensure all relevant potential equality implications are addressed.

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

26. Planters, Litter Bins, Seats and Cycle Stands

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

27. Religious Symbols on the Highway

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

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

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

28. Road Markings and Studs

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

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

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

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

- The Traffic Signs Regulations and General Directions 2016 (TSRGD)
- Chapter 5 of the Traffic Signs Manual 2003 (TSM)
- Cambridgeshire County Council guidance
- Requirements BS EN 1436:2007 + A1:2008 Road marking materials – road marking performance for road users.

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

<u>Standards & Guidelines for the provision & maintenance of road markings and studs</u>

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:

<u>Centre Lines</u>

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 Highways 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 meters and with warning lines where appropriate.	Only on consistently high traffic flow routes (typically >6000 vehicles in 12 hours) or at specific hazard locations (e.g.: bends and alongside deep drains or where buildings abut the highway).	No, except in conjunction with a double white line system or in exceptional circumstances such as accident reduction schemes.
C	Only on consistently high traffic flow routes (typically >2000 vehicles in 12 hours) where carriageway width typically exceeds 5.5 meters. Warning lines at specific hazard locations (e.g.: junctions and bends).	Only at specific hazard locations (e.g.: bends and alongside deep drains or where buildings abut the highway).	No, except in conjunction with a double white line system or in exceptional circumstances such as accident reduction schemes.
U & Estate	No markings at all except warning lines at specific hazard locations (e.g.: junctions and bends).	No markings at all except at specific hazard locations (e.g.: alongside deep drains or where buildings abut the highway).	No, except in conjunction with a double white line system or in exceptional circumstances such as accident reduction schemes.

29. School Flashing Amber Lamps

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

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

30. Speed Limits

Speed limits in settlements

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

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

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

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

- General character of the road or area
- Type and extent of roadside development
- Traffic composition
- Accident history
- Current traffic speed
- Enforcement
- The frequency of junctions
- Presence of amenities that attract pedestrians and cyclists
- Environmental impact such as increased journey times, vehicles emissions, and the visual impact of the signing

The three national speed limits are:

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

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

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

<u>30 mph Limits</u>

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

Where mean speeds are in excess of 30mph, to initiate a lower speed restriction with simply a sign is unlikely to ensure conformity by the general motorist if the road and

highway environment is not conducive and is likely to lead to unacceptable levels of requests for enforcement action on the part of Police officers. Current resourcing and ongoing operational commitments may not allow for specific, routine or targeted enforcement action to be undertaken. Consideration should therefore be given to the introduction of complementary speed reduction features. Depending on the site, “soft” features such as gateways, red surfacing and roundels may be appropriate where mean speeds are 35mph or below and traditional traffic calming measures may be required to achieve compliance where speeds exceed 35mph.

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

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

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

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

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

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

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

Buffer speed limits of up to 400 meters 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 centers, 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.

A full Equality Impact Assessment has been carried out to consider the implications upon all the identified protected characteristics and to ensure all relevant potential equality implications are addressed.

Policy Guidance Notes - Placing tables and chairs on the highway

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.

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)

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

Supplementary

a) In some cases it will be necessary to provide brass studs in the highway defining the periphery of the agreed area. The cost of providing and installing the studs will need to be meet by the applicant at its sole expense and will be in addition to the cost of the licence. Local circumstances may also require a low level marker to assist the blind and partially sighted who use a white stick for guidance. The Layout of tables and chairs must take account of the existing street furniture.

b) A pedestrian route must be maintained at all times for people to walk or take a wheelchair or buggy through or around the pavement café with minimal inconvenience. The route should be straight, and adjacent to the premises to ensure that all pedestrians and particularly those with a disability can maintain their normal path.

c) Each site will need to be evaluated and determined on its merits taking into account pedestrian flows and physical constraints. Local Access Groups may be consulted regarding suitability of layout as the circumstances of each site will need to be evaluated and determined on its merit.

d) All licences are valid from the date of grant for one year and will be not automatically renewed.

e) The Highway Authority will require a copy of the applicant's third party insurance prior to the granting of a licence and at each anniversary of the insurance renewal. Failure to provide this will result in revocation of the licence.

f) If contravention of license conditions is observed, the licensee will be requested to comply with the conditions and, if necessary, issued with a warning letter advising that further contravention will result in revocation of the licence. The licensee will be allowed seven days to comply with a warning letter. If contravention continues after seven days of the warning or a contravention reoccurs within a year of the warning the license will be revoked.

g) Where a licence is not renewed or is revoked under f) above, the licensee must remove its property from the public highway within 7 days. After 7 days, the Highway Authority is empowered to remove and store or dispose of furniture from the highway, at the cost of the licensee. The Highway Authority will not be responsible for their safekeeping.

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.

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.

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.

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.

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.

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 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 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. Terrorism – Mitigating Threats

In considering integration of security measures into streets and spaces, the long-term management and maintenance issues must be taken into account at the earliest stages. The long-term financial and administrative commitment required to keep the measures effective and attractive need to be allowed for in appropriate planning, highway and management agreements.

When considering the incorporation of counter-terrorism measures in the design of a new facility, the specialist advice of a police Counter-Terrorism Security Adviser (CTSA) and, if appropriate, the Centre for the Protection of National Infrastructure (CPNI) via the CTSA should be sought.

- CCC will adopt a proactive approach to the consideration of protective security measures in all new schemes that affect or create crowded spaces.
- CCC will consider all proposed physical mitigations with due regard given to their impact on look and feel of the public space and on people movement dynamics.

36. Tourist Signing

Definition

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.

General policy

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.

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.

Tourist attraction requirements

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.

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

- The owners or management of the attraction must provide confirmation that they have registered with Visit England and have agreed to abide by its Code of Practice for Visitor Attractions (leisure destinations no not have to be and for reasons of their national interest English Heritage and National Trust properties are exempted from this requirement)
- The applicant must provide evidence that appropriate steps have been taken to publicise the attraction and to inform potential visitors of suitable approach routes
- There must be adequate on-site facilities for visitors, including parking, appropriate to the size of the site and the number of visitors which it is likely to attract.
- Where off-site parking is provided it must be within a safe reasonable walking distance of the attraction.
- If the off-site car park is not owned by the operator of the attraction, written confirmation that such use is acceptable must be provided.

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 Highway England'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. 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.

Assessment of tourist facilities

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.

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

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

- The owners or management of the facility must provide confirmation that they have been operating for at least 12months.
- The facility must meet the standards required by professional or regulatory organisations appropriate to the facility and its conduct of business and operation
- The applicant must provide evidence that appropriate steps have been taken to publicise the facility and to inform potential visitors of suitable approach routes.
- There must be adequate on-site facilities for visitors, including parking, appropriate to the size of the site and the number of visitors which it is likely to attract. Where off-site parking is provided it must be within a safe reasonable walking distance of the facility. If the off-site car park is not owned by the operator of the facility, written confirmation that such use is acceptable must be provided.

In addition to these basic conditions establishments will also need to satisfy the more specific conditions for the various types of facility listed below.

Accommodation

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.

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.

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.

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.

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

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.

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.

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.

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

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.

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

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

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

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

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.

Signing from motorways and trunk roads will be considered in accordance with the Highway England'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.

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.

Subject to the road safety and traffic management considerations outlined, 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 facility must satisfy the environmental requirements listed below

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.

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).

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.

Policy for bypassed communities

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.

Environmental considerations

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.

Details of tourist facilities should be provided at TICs and TIPs for which signing using the “***i***” symbol will be permitted.

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.

Road safety and traffic management issues

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.

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.

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

Application procedure and payment for signs

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

Applicants must submit responses to the self-assessment questions with the PFHI (Highway Projects) application form available on our website. This will instigate the detailed assessment of eligibility and entitlement.

The following costs will be borne by the applicant:

i. The Private Works application fee £500
ii. The full cost of site works will be charged if implemented by Cambridgeshire County Council or a fee of 8.5% of works cost if applicant’s contractor carries out the works.

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.

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.

Where there is more than one destination on any sign the cost of that sign will be borne equally by the applicants.

Eligibility

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 Private Works application fee is £500, payable at the time of application.
   Fee includes for:
   - Assessment of suitability and feasibility of proposal
   - All options analysed to best meet applicant's objectives
   - Policy, road safety and engineering specialist input
   - Estimated cost calculated, including officer fees
   - Estimated delivery timescale
   - A site visit to discuss the options
   - Full documented summary provided

ii. 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.

iii. 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.

iv. Applicants should not expect signing from all possible directions.
v. All signs become and remain the property of Cambridgeshire County Council.

37. 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.

38. 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.

39. 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.

40. 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.

41. 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.

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 with two trees 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 replacement trees. The local County Council Member will also be consulted on the proposed tree removal and opportunity for replacement.

Wherever possible, replacement trees will be planted in the same location as the trees that have been felled. If that is not possible, the new trees 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.

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.

42. 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

43. 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

44. 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.

45. 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 in relation to unauthorised encampments and signs.

Unauthorised Encampments

Where an unauthorised encampment is situated on the public highway, including a Public Right of Way, the Asset Manager will liaise with and support the Travellers Liaison Officer in confirming that the encampment is on highway land and whether any action should be taken to achieve the removal of the encampment off the public highway.

Any decision to instruct Legal Services to serve notice on the travellers and to seek an appropriate court order will be made by the Assistant Director – Highways, in consultation with the Travellers Liaison Officer in accordance with the County Council's policy.

Unauthorised Signs

Advertising signs are not permitted on the highway. Highway Officers will take action when unauthorised signs along a road become a problem or in response to a complaint from a parish or town council or from other elected representatives.

Signs or ‘A-boards’ which interfere with the safe movement of road users will be removed without notice and stored for not less than four weeks. The owner may collect the sign(s) on payment of a fee. The signs will be disposed of if not collected after four weeks.

Appendix G - Life Cycle Plans

Life cycle plans will be provided following confirmation of funding from DfT.

Appendix H - Skid Resistance Policy

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 calendar years preceding the SCRIM survey are deemed to have a wet skidding injury accident history.

Method of Prioritisation of Sites

Those sites that have skidding resistance 0.25 or more below IL and also have a wet skidding injury accident history will be prioritised for further site investigation jointly by the Authority's Asset Management and Road Safety Engineering team and propose any remedial action if appropriate.

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 asset management and road safety engineering 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 during the 3 calendar years preceding 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

The table below does not include those lengths of new local roads or lengths of roads that are likely to be de trunked and handed over to Cambridgeshire CC in due course.

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			214.04
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 Rd A1301/U7046	Hauxton Road	Dame Mary Archer Way	2.15
Total length of Main Distributor roads			297.41
Total length of testing road network			**511.45**

Annex B – Programme for review of Investigatory Levels

The table below does not include those lengths of new local roads or lengths of roads that are likely to be de trunked and handed over to Cambridgeshire CC in due course.

Road Number	2021/22	2022/23	2023/24
A1101			12.68
A1303			2.75
A605			26.51
A10	54.61		
A141	46.94		
A142		37.78	
A505		20.29	
A1198		12.48	
A1101			13.19
A1303			20.41
A15			3.16
A603			18.68
A1096			5.35
A1123			39.77
A1198			20.38
A1301	13.68		
A1304	10.07		
A1307	34.97		
A1421	3.76		
A1309	5.68		
A1134		20.19	
B1040		17.03	
B1042		6.47	
B1043		1.94	
B1049		15.85	
B1050		14.38	
B1095		6.12	
B1102		16.08	
B1381		8.1	
A1301 & U7046		2.15	
Total km	**169.71**	**178.86**	**162.88**

Annex C – Site Investigation Form

General Information			
Name of Investigator		Date / time	
Weather conditions		Traffic conditions	

Site location and use	
Location and nature of the site (attach plan)	
Are there any features that could require users to stop or manoeuvre to avoid an accident?	
Has there been any change in site use since IL was set?	

Pavement condition data	
Site Category - (attach plan)	
Investigatory level - (attach plan)	
Test results - (attach plan)	
SCRIM deficiency - (attach plan)	
Also include excel spreadsheet as example provided	
Is the skid resistance consistent over the site?	
If no, what are the variations?	
Is the lowest skid resistance in locations where users have a specific need to stop or manoeuvre?	
Are there any individual 10m lengths that fall below the mean for an averaging length?	
Is the location significant, i.e. within a sharp curve?	
Does the site contain a sharp bend to the left in combination with braking or accelerating?	
What is the texture depth over the low skid resistance areas	

Are there any extreme values of rut depth or longitudinal profile variance that could affect vehicle handling or drainage of water from the carriageway?	

Accident history		
	%	Number
% wet accidents		
% skid accidents		
% wet skid accidents		

Visual assessment	
Is a visual inspection of the surface condition consistent with the survey data?	
Is the whole of the carriageway surface generally consistent with the measured nearside wheel track?	
If so, is the location such that it is likely to increase the risk of accidents occurring?	
Is the surface free from debris?	
Does water appear to drain adequately during heavy rain?	
Is the pavement free from defects such as potholes?	

Road users	
What is the type and volume of road user?	
Are observed traffic speeds appropriate to the nature of the site?	
What types of manoeuvres are made and what is the consequence if not completed successfully?	
Is there evidence that road users fail to negotiate the site successfully?	

Road layout	
Is the road design still appropriate for the speed, volume and type of traffic?	
Is the layout unusual or confusing to road users?	
Is the road particularly narrow?	
Is the layout appropriate for vulnerable road users?	
Are junction sizes appropriate?	
Are right turning vehicles adequately catered for?	
Are priorities at junctions clearly defined?	
Are signals operating correctly?	
Are signals / signs clearly visible to approaching motorists?	
Are all pavement markings and signs appropriate and visible in all conditions?	
Have old markings been removed properly	
Are there any redundant signs that could cause confusion?	
Are all roadside objects on high speed roads protected adequately from vehicle impact ?	
Do sight lines appear to be adequate?	
Is the end of likely queues visible to road users?	
Does landscaping reduce the visibility, including signs?	

Additional information
Are there any other sources of information available, such as reports or visual evidence of damage only accidents or damage to street furniture?

Results and actions
Is action needed?
If not, why not?
If yes, what action is required?
Officer responsible for report: Signature: Date:

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

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 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').

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 very 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 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).

<u>Methods by which public rights of access are created</u>
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 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.

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.

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.

<u>Criteria Set 2: Public Path Diversion Order Applications</u>

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 (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.

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 a commuted sum or an agreement for a third party to maintain the route instead.

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
- Local Transport Plan
- Highway Capital Maintenance Programme

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

Documents

A Sources of highway accrual

B Highways not maintainable at public expense and the Relationship between highways and maintenance liability

C Lengths of highways and public access in Cambridgeshire
D NMU Adoption Criteria
E Public Path Order Applications Flow Chart

DOCUMENT A

Table 1 Lengths of highways and other public access in Cambridgeshire

Class	km	Total (km)	% of Total Network	Maintained by CCC (km) (including routes requiring further investigation)	% Network maintained by CCC (including routes requiring further investigation)	% not maintainable at public expense	Length of routes requiring further investigation (km)	% Network requiring further investigation	Total % network potentially not maintainable at public expense
Footpaths	2,229		68.9%	2204	68.1%	0.77%	8.3	0.37%	1.14%
Bridleways	595		18.4%	563	17.4%	1.01%	8	1.27%	2.28%
Restricted Byways	5		0.2%	5	0.2%	0.00%	0.4	8.00%	8.00%
Byways	407		12.6%	407	12.6%	0.02%	217	53.27%	53.29%
Total PROW		*3,237*	*(PROW) 100%*	*3,178*	*98.2%*	*1.80%*	*233.3*	*7.21%*	*9.01%*
Cycle tracks	64		1.4%	64	1.4%				
Soft roads	133		2.9%	133	2.9%				
U roads	2,287		49.9%	2,287	49.9%				
B roads	571		12.5%	571	12.5%				
C roads	1,108		24.2%	1,108	24.2%				
A roads	418		9.1%	418	9.1%				
Total roads and cycletracks		*4,581*	*(Roads+CTs) 100%*	*100%*	*100%*	*0%*	*0%*	*0%*	*0%*
Total highways		**7,818**	*100%*						
Permissive paths (including cycleways)	641	**641**		unknown	unknown	unknown	unknown	unknown	unknown
All routes		**8,459**							

DOCUMENT B – Sources of Highway Accrual and Liability

Table 2 External sources of highway creation and associated maintenance liability

Source	Scheme type	New CCC Highway Created	Legal Mechanism	Liability
Highways England	Major roads e.g. A14	New/diverted side roads, PROW, cycle tracks and NMU routes	Development Consent Order; Side Roads Order	Maintainable at public expense by CCC
Network Rail	Major rail infrastructure schemes	New/diverted side roads, PROW, cycle tracks	Transport & Works Act 1992 Order; Highways Act 1980 s118A/ 119A	Maintainable at public expense by CCC
Developers	Housing, commercial, mineral developments	Roads, cycle tracks, PROW	Highways Act 1980 Section 37/38/278; Town & Country Planning Act 1990 s247	Maintainable at public expense by CCC
Developers	Housing, commercial, mineral developments	PROW	S106 obligations requiring Highways Act 1980 Section 25/s30 agreements; s26/s118/s119 orders; or Town & Country Planning Act 1990 s247/s257 orders	Maintainable at public expense by CCC except for s30 HA80 agreements
Parish and Town Councils and other third parties	Local Highway Initiatives	Cycle tracks; footways; margins for horses; widening	Highways Act section 65; s66; s71; s72 and others	Maintainable at public expense by CCC. Widening done by parish/town councils may not be maintainable at public expense unless formally adopted by CCC.
Landowners/parish/ Town councils	Public Path Orders	PROW	Highways Act 1980 ss25; 26; 30 119; 118	Maintainable at public expense, *except* for s30 agreements.
Landowners	Public paths	Public paths	Express dedication at common law	Not maintainable at public expense
Public applications/proactive CCC orders	Unrecorded PROW	PROW	Wildlife & Countryside Act 1981 section 53	May or may not be maintainable at public expense, depending on the legal history
Public requests/proactive CCC investigations	Unrecorded roads/cycle tracks	Public roads/ cycle tracks	Highways Act 1980 ss 31; 32; 36	May or may not be maintainable at public expense, depending on the legal history

Table 3 Internal sources of highway creation and associated maintenance liability (cont.)

Source	Scheme type	New CCC Highway Created	Legal Mechanism	Liability
CCC	Major road schemes e.g. bypasses	Roads; alterations to PROW; creation of NMU routes	Highways Act 1980 s24	CCC
CCC	Cycle schemes	Cycle tracks (which may be shared pedestrian and cycle or cycle only); NMU margins within highway	Highways Act 1980 ss24, 65, 71, 72	CCC
CCC	Discovery of unrecorded PROW	PROW	Wildlife & Countryside Act 1981 section 53	May or may not be maintainable at public expense, depending on its legal history
CCC	Public path orders to resolve longstanding problems	PROW	Wildlife & Countryside Act 1981 section 53; ss25, 26, 118, 119 Highways Act 1980	May or may not be maintainable at public expense, depending on its legal history

Table 4 Other sources of public access and associated maintenance liability

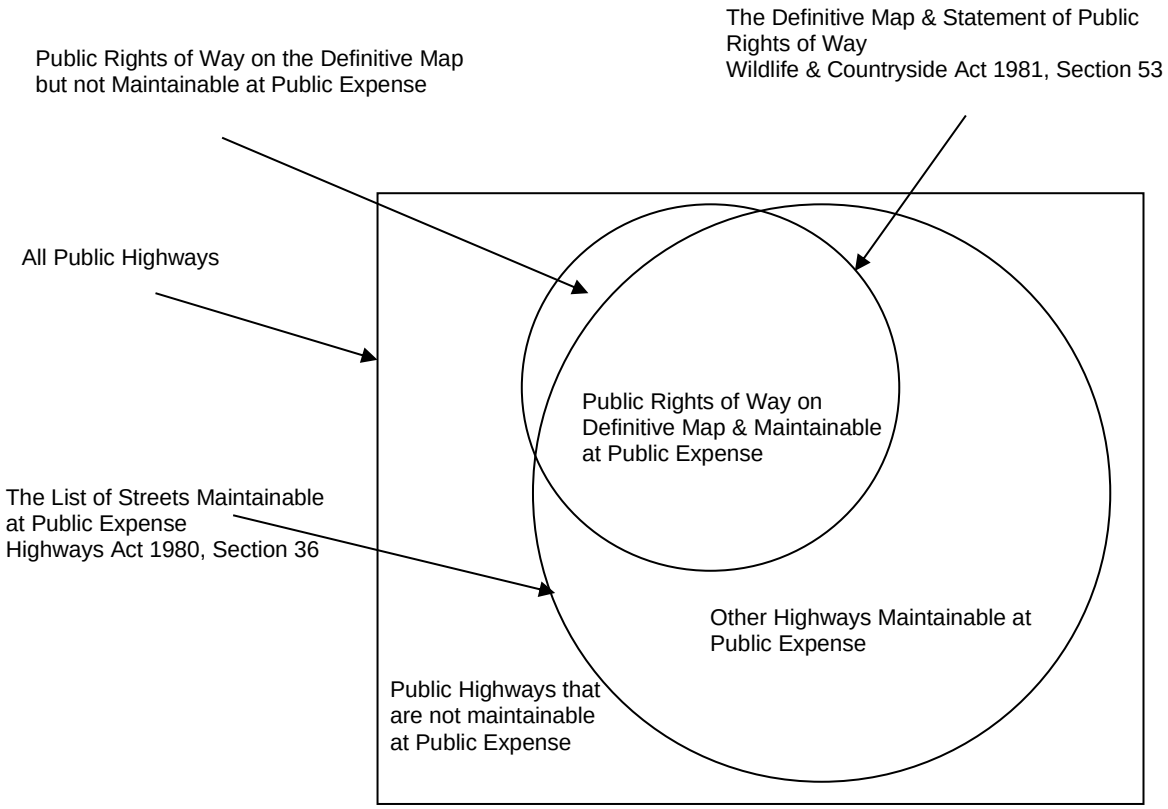
Source	Scheme type	Type of Access Created	Legal Mechanism	Liability
CCC, District Councils, Sustrans and other third parties	Cycle schemes	Shared pedestrian and cycle routes; separate cycle routes	Licence or permissive agreement	Depends upon terms of agreement
CCC	Permissive rights of way	Pedestrian,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

DOCUMENT C

Table 5 Methods through which highways can be created but which are not maintainable at public expense

	Highway created	Legal mechanism
1	Public rights of way accrued through public applications, mainly created through usage over time since 1959 (typically 20 years)	Section 53 Wildlife & Countryside Act 1981
2	Routes discovered to be highways (anything from a footpath up to a road) for which documentary evidence proves they are not maintainable at public expense	Sections 31, 32, 36 Highways Act 1980
3	Where a town or parish council has entered into an agreement with a landowner to create a public right of way. The parish council can maintain such paths themselves. They can be added to the Definitive Map & Statement (the legal record of public rights of way) which gives them protection, for example they would be disclosed for property searches. However, there is no obligation on the Highway Authority to maintain them	Section 30 Highways Act 1980
4	Where a landowner has made an express dedication at common law that a certain route shall be a highway of a certain status. However, there is no obligation for the Highway Authority to adopt the maintenance liability for such a route, and it would not be possible for a member of the public to serve notice on the Authority requiring it to put the route into good order as he or she could for a highway maintainable at public expense	Express dedication at common law, captured in a deed

Diagram 1 The relationship between highways and maintenance liability



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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 a commuted sum, an agreement for a third party to maintain the route instead, 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.

Non-Motorised User Routes Adoption Policy Matrix **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**					
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 Director Highways & Access 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	Pass or Fail		

		width as it considers reasonable and appropriate.			
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 on urban fringe	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		
		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.

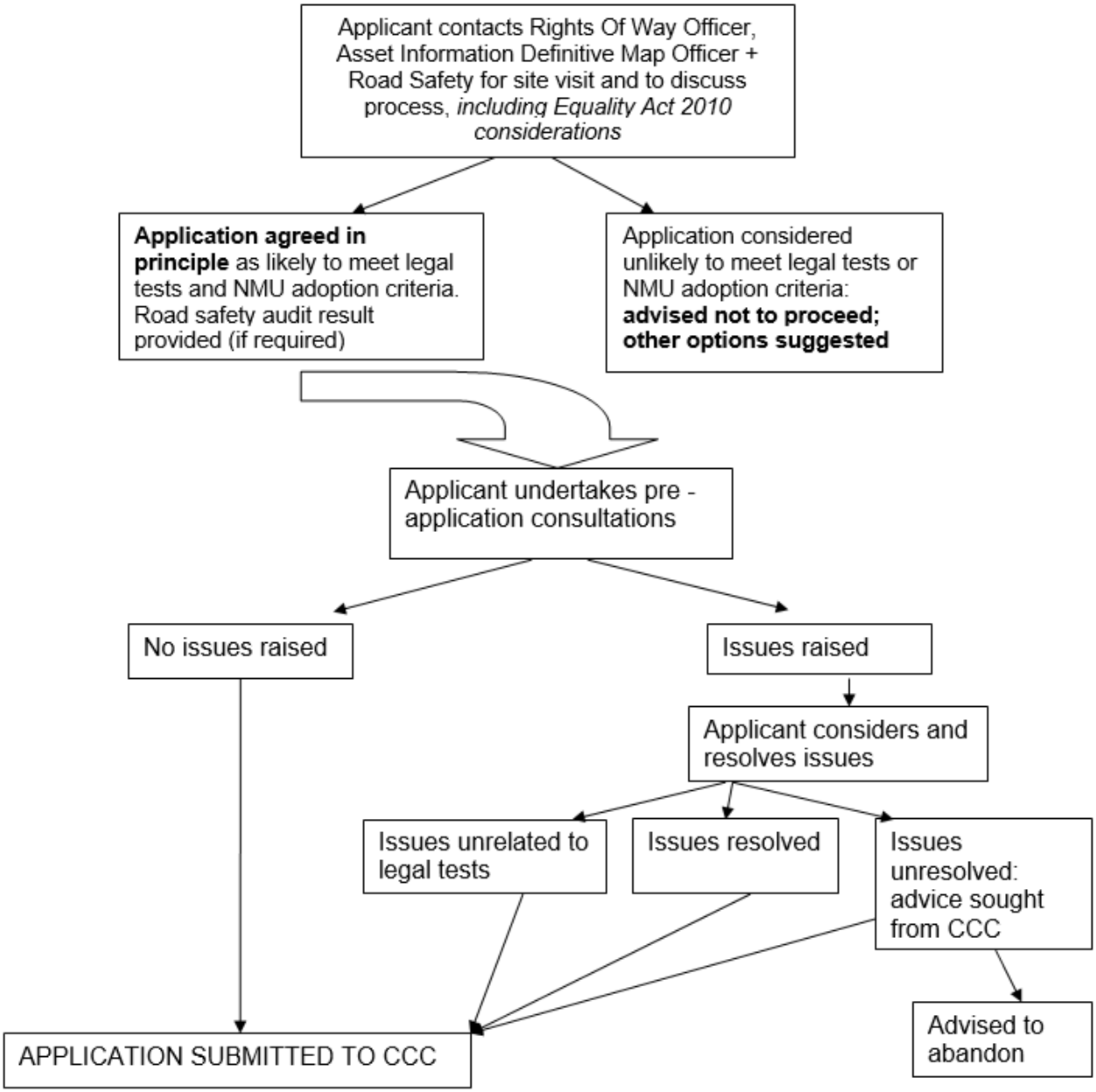
Criterion 1, Viability and Affordability:
Viability means the cost of delivering the scheme. Is this being funded, or will it need to be funded from existing CCC revenue? Funding must be evidenced in writing. If a scheme cannot be funded at no or limited cost to CCC, it will not pass.
Affordability means 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 a commuted sum, an agreement for a third party to maintain the route instead, 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.

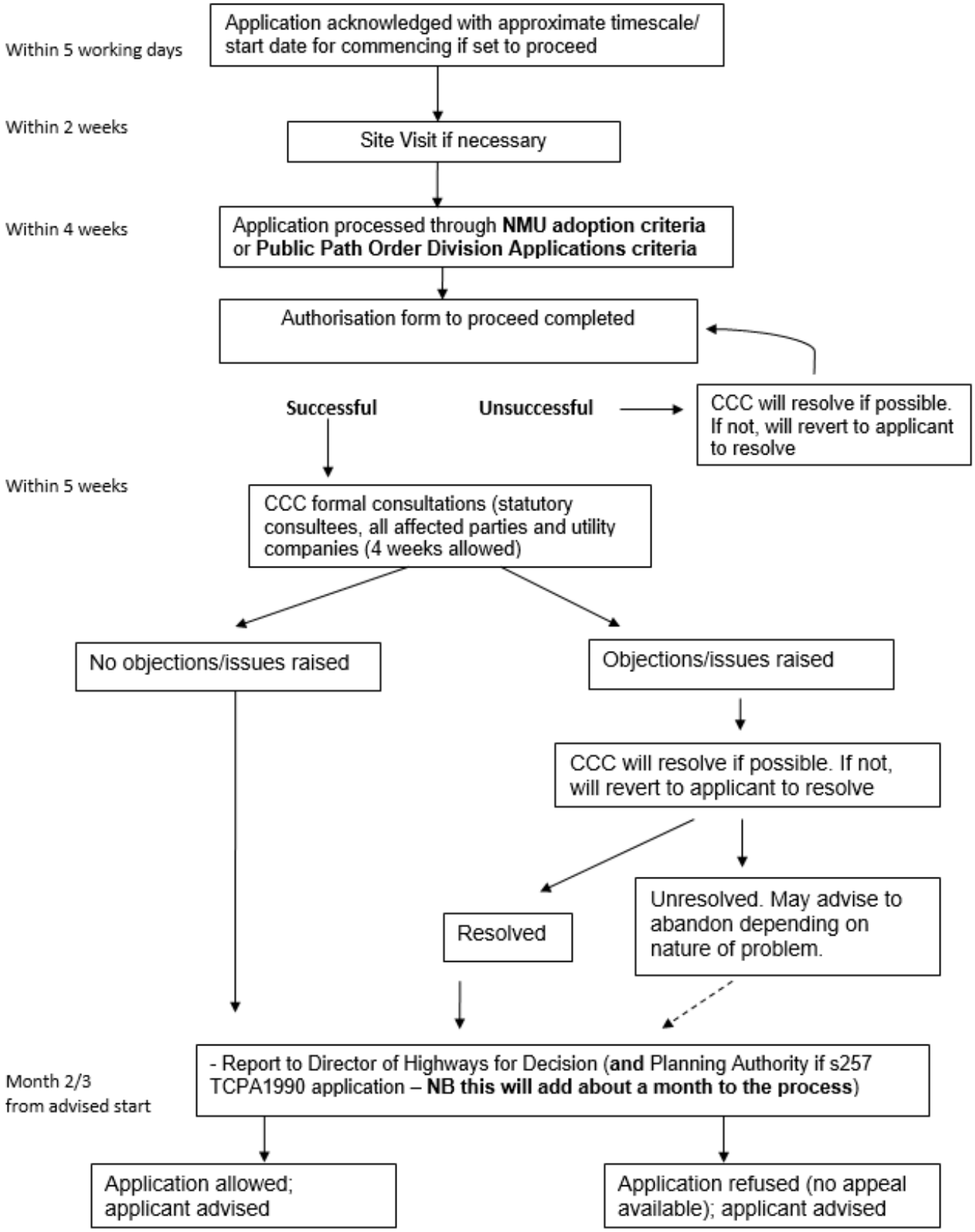
DOCUMENT E - Cambridgeshire County Council – for Applicants
Highways Act 1980 & Town & Country Planning Act 1990
Public Path Order Applications:
Flow chart of process

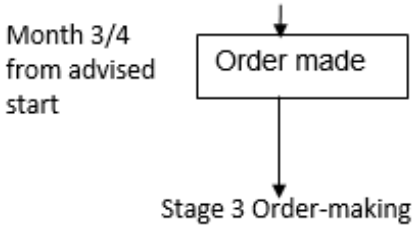
Please note that further guidance is available from NE112 - A guide to definitive maps and changes to public rights of way - 2008 Revision https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/414670/definitive-map-guide.pdf

Stage 1: Pre-application preparations

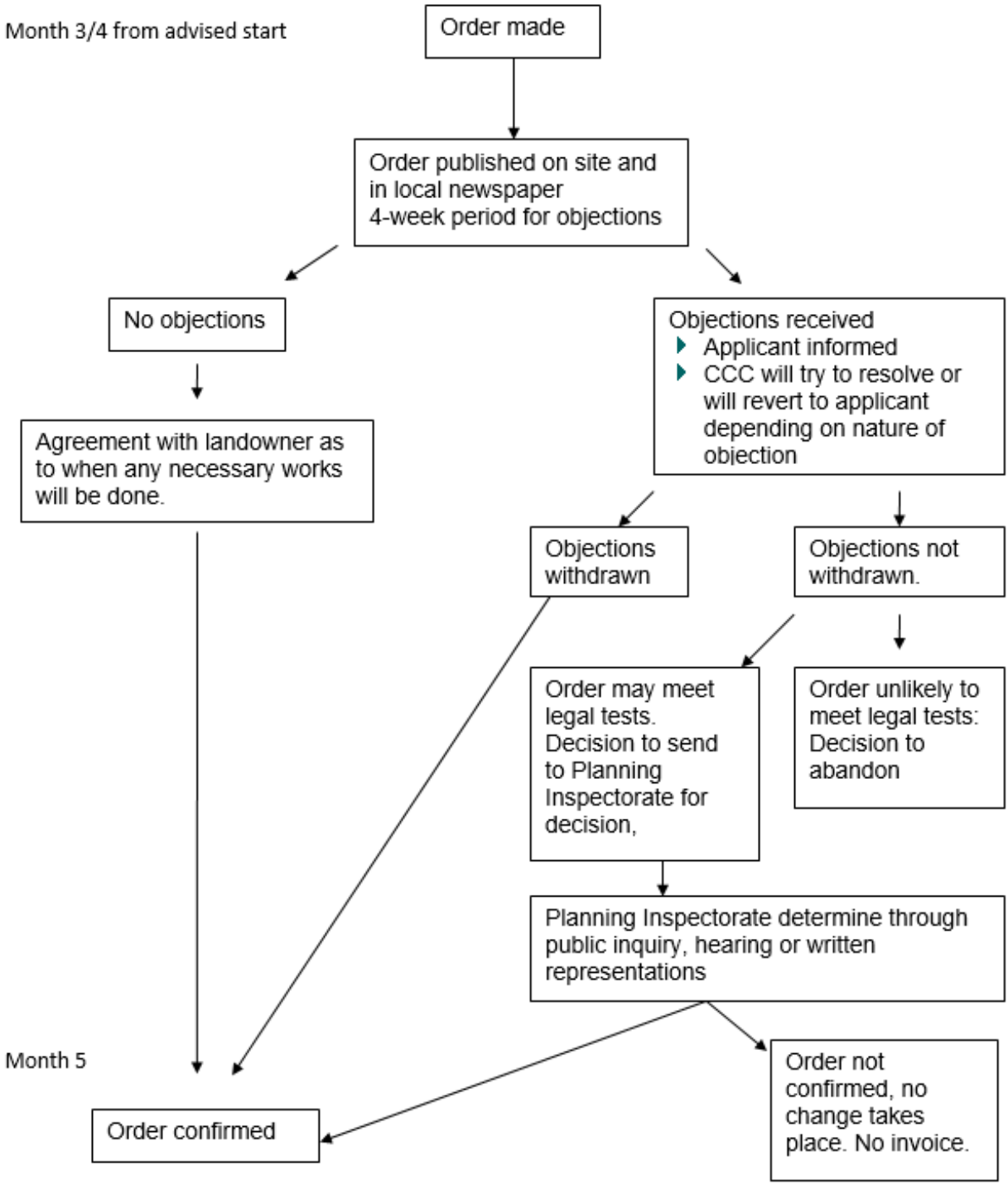


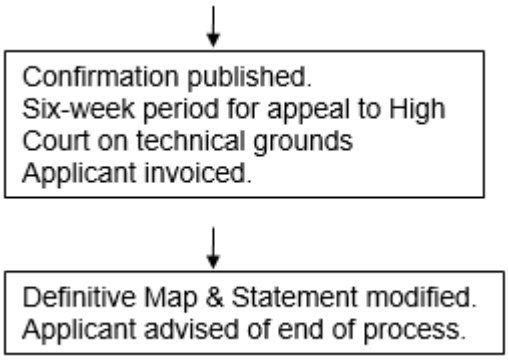
Stage 2: Formal Consideration, Consultations and Decision





Stage 3: Order-making




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 TO MODIFY THE DEFINITIVE MAP AND STATEMENT OF PUBLIC RIGHTS OF WAY UNDER SECTION 53 WILDLIFE AND COUNTRYSIDE ACT 1981

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 below apply.

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, unless any of the exceptional circumstances at below apply.

<u>Prioritisation Criteria</u>

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.
d) 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
e) Where there is a discrepancy on the Definitive Map and Statement that would result in a significant cost-benefit saving to the County Council.
f) Where the County Council has received a direction from the Secretary of State to determine an application.

Any request for a case to be taken out of turn will be considered by the Assistant Director – Highways in liaison with the Asset Information Definitive Map Manager.

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.

Appendix K - Public Path Order Statement of Priority

PUBLIC PATH ORDERS

STATEMENT OF PRIORITY FOR DEALING WITH APPLICATIONS AND PROACTIVE CASES TO DIVERT, CREATE OR EXTINGUISH PUBLIC RIGHTS OF WAY UNDER SECTIONS 25, 26, 116, 118 AND 119 OF THE HIGHWAYS ACT 1980; SECTION 257 OF THE TOWN AND COUNTRY PLANNING ACT 1990

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 a proposed order or deed would result in a significant cost-benefit saving to the County Council in the management of the public rights of way network.

All applications and any proactive case that is brought to attention of officers will be scored through the NMU Routes Adoption Criteria Scoring matrix (Public Path Order cases), which will contribute to the officer recommendation as to whether or not the appropriate order or agreement should be made.

Any request for a case to be taken out of turn will be considered by the Assistant Director (Highways) in liaison with the Definitive Map Manager.

For the avoidance of doubt, this Public Path Order Statement of Priority together with the Definitive Map Modification Order Statement of Priority replace the Definitive Map Statement of Priorities approved on the 15th June 2010.

Appendix L – Road Classification Policy

Road Classification Policy

Background

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.

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

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).

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.

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.

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

However, the Secretary of State retains ultimate legal responsibility for road classification and the PRN, and retains the right to intervene if necessary.

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)

The PRN designates roads between places of traffic importance, with the aim of providing easily identifiable routes across the whole of the country.

The PRN is constructed from a series of locations (primary destinations), which are linked by roads (primary routes) selected by the Local highway authority.

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

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.

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.

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.

The Secretary of State retains ultimate legal responsibility for roads classification and the PRN, and retains the right to intervene.

Roads Classification

Responsibility for roads classification will now be with the Local Highway Authority.

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.

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.

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.

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.

In case of disputes, the Secretary of State retains ultimate power over roads classification.

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

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

<u>Decision Making</u>
Responsibility for managing the classification of roads is with the Asset Planning Team.

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

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 Transport Committee.

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

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.

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

In the majority of cases the changes are unlikely to result in a significant budgetary impact.

The local Highway Authority is responsible for any costs incurred in the creation of a new primary route and in changing the classification of a road, including the replacement of signs and the strengthening of bridges and other highway structures where necessary.

Appendix M - Vehicle Restraint Systems (Safety barriers)

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 here 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

Specification for Vehicle Restraint System condition inspection and updating inventory

Introduction
As part of its highway asset management approach, Cambridgeshire County Council (CCC) have implemented a continuous cycle of inspections to provide regular and accurate data to support a data driven prioritised forward programme of works. This will ensure that CCC maintains its assets to an acceptable standard providing their stakeholders with safe and serviceable infrastructure.

This specification details the process of undertaking inspections on the Vehicle Restraint Systems (VRS) within Cambridgeshire. VRS assets are a safety critical feature of the highway network. Their maintenance is driven by both reactive responses to damage caused by road traffic collisions, and by defects identified through regular inspections.

Symology's Insight Database

CCC use the Insight and Insight mobile system developed and supported by Symology to ensure all inspections are captured in a compatible format. The system is used to collect asset data from a range of different inspections. It is compatible with the Local Street Gazetteer, MapInfo (CCC's Geographical Information System), and is linked through to the works ordering and works management system.

Inspections are carried out using Insight mobile designed for operation on touch enabled tablet devices. Insight Mobile is designed to work without the requirement for an "always-on" connection with data being sent between the INSIGHT server and the tablet. The inspector can trigger an upload/download at any time resulting in all data being transferred instantaneously to the server, avoiding the need for further data manipulation.

Insight mobile is the only hardware/software acceptable to capture the required VRS inspection data. CCC will provide suitable mobile devises for the VRS inspectors. During the site inspections all data must be uploaded/downloaded back to the server at the end of each shift to ensure the latest data is available in real-time. This will allow for any high priority safety concerns to be addressed.

Inspection Frequency

An annual survey plan will be provided by Cambridgeshire County Council which documents where and when each section of VRS is to be inspected.

There are two types of inspection required relating to the VRS asset:

- 3 Yearly Re-tensioning Inspections - includes all tensioned VRS assets as single survey every 3 years (+/- 1 month). This inspection requires the tensioning bolts on steel VRS are checked and reset to the correct torque. The inspection will also check on the integrity of beams and mounting heights of the tensioned VRS.
- 5 Year Visual Condition Inspection Programme- includes all assets. Annual programme of inspections to cover all VRS assets over a 5 year period. No more than 5 year period between surveys on an individual asset (+/- 1 month)

Current Inventory

There is a total recorded length of 54km of VRS in the county of Cambridgeshire comprising 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

Metal posts are the predominant supports to the systems although historically timber posts may been used. VRS that is associated with the motorway and trunk road network is deemed to be the responsibility of Highways England and are not to be included within Cambridgeshire's planned inspections.

The VRS inspectors must be familiar and competent in the assessment of all the above VRS systems as well as any other proprietary systems which may be found to be present on the network.

Skanska have assessed it's inspectors as being competent by considering the following experience and training, including carrying out but not limited to the below:

- Carried out Safety Inspections to ensure VRS asset is fit for purpose and not presenting a hazard.
- Carried out Detailed long stop inspections to identify individual defects for routine maintenance.
- Carried out Network wide reviews for both Highways England and Local Authorities to identify and develop schemes for renewal and long term maintenance.
- Carried out RRRAP assessments to determine if VRS asset is required, how long asset should run for and specification of appropriate containment class and working width parameters.
- Designed VRS schemes in accordance with TD19/06, DMRB and MCHW to ensure sufficient protection is provided as well as providing design reviews on schemes designed by others.
- Carried out risk assessments as to how poor or defective sections of VRS will impact road users and road workers.
- Instructed routine maintenance repairs to VRS asset including posts, beams and terminals in order to asset to be made safe and subsequently permanently repaired.

<u>Specification Details for 5 Year Visual Condition Inspections</u>

Prior to undertaking any inspections, the inspector is to identify any provisions required for Traffic Management (TM) within their programme. It is envisaged that the majority of the inspections will be carried out safely from the verge / footway and without the need for TM.

Where TM is required, the requirements of the Traffic Management Act 2004 and the New Roads & Street Works Act 1991 will be adhered to, with all TM complying with Chapter 8. Any traffic management required will be provided by Cambridgeshire County Council's term maintenance contractor.

The inspector shall ensure that a visual inspection is carried out to all components of the VRS from both the back and front of the beam. It is a known characteristic of VRS comprising of Open Box Beams to trap salt from the winter maintenance activity, leading to enhanced deterioration of corrosion from within.

The inspector will upload/download all data on a daily basis at the end of each shift. In addition, if the contractor finds any defects that represent a safety hazard and requires prompt attention (accident damage), then CCC will be informed immediately. A defect represents a safety hazard when there is a high likelihood of an incident causing personal injury and/or property damage as a result of it.

Should the inspector find any VRS assets on the network not included or identified within the existing survey, it should be reported directly to CCC on the same day. Where

practicable and safe to do so, the inspector should carry out a full inventory and condition survey of any newly identified asset whilst they are on site as Insight mobile allows the addition of new assets to be added.

The use of timber posts as part of any VRS (excluding cladding) is non-compliant with standards and therefore the inspector will inform CCC within 24 hours of any timber posts encountered.

The inspector shall satisfy himself that all the VRS visual inspections are carried out in a timely manner and to ensure compliance with the highways design standards that may have been applied at the time of the installation of the existing asset or were considered to be relevant for safety reasons. These will include:

- Design Manual for Roads and Bridges, Volume 2, Section 2, TD19/85. Safety Barriers and Fences
- Design Manual for Roads and Bridges, Volume 2, Section 2, Part 8, TA45/85. The Treatment of Gaps in Central Reserve Safety Fences.
- Manual of Contract Documents for Highway Works, Volume 3, Section 2, Safety Barrier General Arrangement Drawings
- BS 7669 Part 3

The inspector will be required to carry out stringent quality assurance checks on a minimum of 5% of all data collected. This will include both office and site based checks throughout the inspection programme to ensure the accuracy and consistency of the data is of the highest calibre. The inspector shall make all quality assurance reporting and documentation available to Cambridgeshire County Council to enable them to carry out an independent review.

Programming

The inspector shall prepare a programme of work and agree this with Cambridgeshire County Council. The programme must ensure that all sections of VRS are inspected within +/- 1 month of the 5 yearly frequency requirement.

The programme should be continuously monitored and an updated programme provided to CCC a minimum of every 2 weeks for the duration of the inspections. The programme as a minimum should include the following:

- Programme revision number and date
- LSG reference
- Road Name and Village
- Date Inspected
- Resources
- Durations

Data Capture and Management

The contractor will capture all data using the Insight Mobile tablets provided.
Data is stored spatially on the server with various attributes captured against it. Each run is plotted onto OS mapping backgrounds at the time of its initial capture. The tablets will automatically download a list of sections and previously plotted runs requiring inspection which the inspector must then visit and carry out the required visual inspection.

Any changes to alignment can be captured by editing the alignment of the plotted lines against the map background. This may occur where new junctions or network alterations have occurred.

A new run will exist each time an attribute changes (height, working width, setback measurement, beam and post type). Attributes can be checked and edited as required. New assets will need to be plotted/digitised and all relevant fields/attributes captured.

The following information is to be collected as a minimum for each section and run inspected:

Site information

1. Inspector's name
2. Date of inspection
3. Weather condition
4. Road number
5. Road name
6. Direction

General VRS information

7. Co-ordinates of start and end point *(automatically plotted when asset is digitised).*
8. Total length of run *(automatically calculated from line length when asset is digitised).*
9. Type of VRS (OBB / TCB / Flex)
10. Ground condition (Grass / Bits / Concrete)
11. Setback of VRS (measured to 0.1m as defined in TD 27/05 Section 4.11.13)
12. Working width (measured to 0.1m as defined in TD 19/06 Paragraph 1.49)
13. Record of all objects within working width (lighting, signage, trees)
14. Reason for VRS provision (Hazard/s or purpose)

Beam inspection

15. Height of beam measured every 100m or where noticeable change occurs
16. Single / double sided system
17. Length of beam segment (standard beam sizes - 1.6m, 2.4m, 3.2m)
18. Rear condition of beam (Red, Amber Green category)
19. Front condition of beam (Red, Amber Green category)

Post and connection inspection

20. Post type (wood, metal, socketed, surface mounted, standard driven, extra-long driven, brackets)
21. Post size (55x110, 150x150, 90x125)
22. Post spacing / pitch - every 100m or where change is noticeable
23. Post condition (Red, Amber Green category)
24. Bolt / connection condition

Terminal inspection

25. Approach terminal type (P1, P4, angled ramp, fishtails)
26. Approach terminal condition (Red, Amber Green category)

27. Departure terminal type (P1, P4, angled ramp, fishtails)
28. Departure terminal condition (Red, Amber Green category)

Red	Severe corrosion
Amber	Moderate corrosion
Green	None or mild corrosion

Overall condition RAG Rating

29. Overall condition rating (Red, amber or green)

Red	End of serviceable life
Amber	Defects evident but not yet effecting integrity of VRS
Green	No or minor defects, acceptable condition.

30. Additional asset comments (For example, missing nuts, bolts, spacers. Fabricated repairs, lap bolts, fishplates, accident damage, black/white painted sections, graffiti, vandalism, reflectors mounted on beams.)

Photographic records

Photographic records will be required from each site showing;

- General location of VRS
- Type of VRS
- Individual defects

As a minimum photographs shall

- Use flash where necessary
- Be in colour
- Be in a JPEG file format
- Be no less than 5 Mega Pixels in quality
- Have an accurate time and date stamp

Innovations / Efficiencies

Following the completion of each annual programme of surveys, a meeting is to be held to discuss the delivery of the inspection program, with the view to identifying and delivering efficiencies in future year's inspections. CCC are committed to an on-going cultural of review and change to continually stream line processes and procedures.

Appendix N - Traffic Signals Design and Operational Guidance

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 whichever 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.

Appendix O - Street Lighting Policy

Street Lighting Policy

Introduction
This policy outlines the basic principles and standards for street lighting and illuminated signage in Cambridgeshire.

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 53,500 streetlights, 3200 illuminated signs and 2400 illuminated bollards, on highways maintainable at public expense across the county.

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

Legislation
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.

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.

The Council is required by law to provide specific traffic signs and bollards in accordance with the Traffic Signs and General Directions, some of which must illuminated.

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.

Well Managed Highways Code of Practice has also been reviewed, as part of this process.

Street Lighting Maintenance
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).

Environmental Impact

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.

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

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.

Attachments

Please refer to Appendix P: Street Lighting Attachments Policy

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.

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.

Maintenance Fault Repair Timescales

All street lighting units adopted by Cambridgeshire County Council shall be maintained to a standard that ensures as far as possible, their safe, economic and reliable operation.

The table below shows the County Councils service provider's maintenance repair times/targets:

Maintenance Fault Type	Response Time/Target
Emergency Fault (this covers anything which is a danger to the public) including: • Street lighting column door off • Street light Lantern Hanging • Street lighting column Hit by a Vehicle / Column Knockdown • Bollard (illuminated) knocked down (danger to public) • Belisha Beacon (Zebra Crossing lights) Fault • School crossing warning lights failures • Smoke from unit	**1 Hour Response**

Urgent Faults: • Section Out – 3 or more lights out of lighting in a row in a road/street • Bollard (illuminated) knocked down / Vandalised • Bollard (illuminated) missing • Only one streetlight in road/street (unit out of lighting fault) • After crime or serious concern to residents (unit out of lighting fault)	**24 Hour Response**
General Faults: • Street Light is out of lighting • Street Light is dim • Light is flashing or Flickering • Street Lighting column is leaning • Lantern needs to be replaced • Street Lighting Column and Lantern need to be replaced (Cambridgeshire County Council owned electricity supply cable) • Removal of offensive/non-offensive graffiti • Sign plate damaged/Sign plate twisted	**5 Working Day Response**
Faults which require joint working with the electricity Distribution Network Operator (UK Power Networks) which include: • Street Lighting Column and Lantern need to be replaced (UK Power Network owned electricity supply cable) • Electricity supply cable faults (UK Power Network owned electricity supply cable)	**30 Working Day Response**

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.

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.

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.

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 P - Street Lighting Attachments Policy

Street Lighting Attachments Policy

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.

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

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 below)

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.

Fees and Charges

Fees will be levied to commercial organisations only, fees are detailed in the P&E Non-Statutory Schedule of Fees and Charges, available on our website, and 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.

BBLP reserve the right to apply the banners structure to any application with large attachments (above 0.3m2).

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 $0.3m^2$; 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.

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.

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

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 access 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.)

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

Highway Maintenance Revenue Budget Allocation

The relevant revenue budgets will be allocated to each of the local highway offices via a method that considers the lengths of carriageways and footways in each of the areas that are in the poorest condition and applies a 70:30 weighting between carriageways and footways. The resultant proportions allocated to each of the local highway offices are set out in the table below.

This will be based upon a 4 year survey period for both carriageway and footways.

The splits below have been derived from data collected as at 31 March 2020. It has not been possible to update figures this year due to delays in some surveys because of COVID 19.

Combined weighted 70/30 condition for budget allocation	
Area	% of budget
East Cambridgeshire	18.4%
Fenland	21.5%
Huntingdonshire	24.4%
Cambridge	13.0%
South Cambridgeshire	22.6%

Appendix R - Highway Capital Maintenance Programme

Cambridge City Works Programme							
Carriageway & Footway Maintenance including Cycle Paths							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer:							
A1134	Cambridge	Trumpington Road	Near bus shelter	Drainage investigations	inc	£ -	£ -
Various	Cambridge	City Centre	Various streets in City centre area	Footway repairs	£ 120,000	£ 120,000	£ 120,000
A1307	Cambridge	Hills Road	At Station Road to Harvey Road	Footway repairs	£ 185,000	£ -	£ -
Unc	Cambridge	St Matthews Street/Pentworth Street	Throughout road	Footway repairs	£ 67,800	£ -	£ -
Unc	Cambridge	George IV Street	Throughout road	Footway repairs	£ 27,200	£ -	£ -
A1307	Cambridge	Hills Road	Catholic Church to Coronation St	Carriageway reconstruct/resurfacing	£ 300,000	£ -	£ -
Unc	Cambridge	Gwydir Street	Throughout road	Footway repairs	£ -	£ 150,000	£ -
Unc	Cambridge	Tenison Road	From Station Road to St Barnabus Road	Carriageway resurfacing	£ -	£ 120,000	£ -
A1134/ A1303	Cambridge	Chesterton Rd/Victoria Rd/Milton Rd	Gyratory	Carriageway resurfacing	£ -	£ 585,000	£ -

Unc	Cambridge	Alpha Terrace	To end of terrace houses	Footway repairs	£ -	£ -	£ 90,000
C286	Cambridge	Kings Hedges Road	Arbury Road to College	Carriageway resurfacing	£ -	£ -	£ 793,000
A1303	Cambridge	Madingley Road	Northampton St to Storeys Way	Carriageway resurfacing	£ -	£ -	£ 400,000
					£ 700,000	**£ 975,000**	**£ 1,403,000**
Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
Unc	Queen Ediths	Almoners Avenue		Micro Asphalt	inc		
Unc	Queen Ediths	Beaumont Crescent		Micro Asphalt	inc		
Unc	Queen Ediths	Beaumont Road		Micro Asphalt	inc		
Unc	Queen Ediths	Chalk Grove		Micro Asphalt	inc		
Unc	Queen Ediths	Herons Close		Micro Asphalt	inc		
Unc	Queen Ediths	Netherhall Way		Micro Asphalt	inc		
Unc	Queen Ediths	Tilyard Way		Micro Asphalt	inc		
Unc	East Chesterton	Cam Causeway		Micro Asphalt	inc		
Unc	West Chesterton	Cheney Way		Micro Asphalt	inc		
Unc	West Chesterton	Bourne Road		Micro Asphalt	inc		
Unc	West Chesterton	Fairbairn Road		Micro Asphalt	inc		
Unc	West Chesterton	Long Reach Road		Micro Asphalt	inc		
Unc	Romsey	Brackyn Road		Micro Asphalt	inc		
Unc	Petersfield	Tenison Avenue		Micro Asphalt	inc		
Unc	Abbey	Howard Road		Micro Asphalt	inc		
Unc	Abbey	Dudley Road		Micro Asphalt	inc		
Unc	Abbey	Egerton Road		Micro Asphalt	inc		
Unc	Abbey	Egerton Close		Micro Asphalt	inc		
Unc	Abbey	Headford Close		Micro Asphalt	inc		
Unc	Abbey	Howard Close		Micro Asphalt	inc		

Unc	Romsey	Perne Avenue		Micro Asphalt	inc		
Unc	Romsey	Langham Road		Micro Asphalt	inc		
Unc	Romsey	Gisborne Road		Micro Asphalt	inc		
Unc	Queen Ediths	Mander Way		Micro Asphalt	inc		
Unc	Romsey	Lichfield Road		Micro Asphalt	inc		
Unc	Queen Ediths	Strangeways Road		Micro Asphalt	inc		
Unc	West Chesterton	Anglers Way		Micro Asphalt	inc		
Unc	West Chesterton	Izaak Walton Way		Micro Asphalt	inc		
Unc	West Chesterton	Lents Way		Micro Asphalt	inc		
Unc	West Chesterton	Mays Way		Micro Asphalt	inc		
Unc	Queen Ediths	Spalding Way		Micro Asphalt	inc		
Unc	Kings Hedges	Jolley Way		Micro Asphalt	inc		
Unc	Queen Ediths	Spalding Way		Micro Asphalt	inc		
Unc	Cherry Hinton	Gladstone Way		Micro Asphalt	inc		
Unc	Cherry Hinton	Bosworth Road		Micro Asphalt	inc		
Unc	Cherry Hinton	Carrick Close		Micro Asphalt	inc		
Unc	Cherry Hinton	Glenmere Close		Micro Asphalt	inc		
Unc	Cherry Hinton	Cherry Hinton Rd		Micro Asphalt	inc		
Unc	Cherry Hinton	Baycliffe Close		Micro Asphalt	inc		
Unc	Cherry Hinton	Rothleigh Road		Micro Asphalt	inc		
Unc	Kings Hedges	Markham Close		Micro Asphalt	inc		
Unc	Newnham	Selwyn Gardens		Micro Asphalt	inc		
Unc	West Chesterton	Courtney Way		Micro Asphalt	inc		
Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							

Bridge Strengthening							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Gareth Guest							
N/A	Cambridge	Carter Bridge	Footbridge	FB refurbishment	£ 163,799	£ 545,997	£ 545,997
A1134	Cambridge	Newmarket Road	Barnwell Railway Old Bridge	Arch repair	£ -	£ 163,799	£ 218,399
C281	Cambridge	Brooklands Ave	Brooklands Ave Bridge	Strengthen bridge deck	£ -	£ -	£ 545,997
					£ 163,799	**£ 709,796**	**£ 1,310,393**
Traffic Signal Replacement							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Richard Ling							
A1307	Cambridge	Hills Road	Near Red Cross Lane	Refurbish signals at crossing	£ 47,190	£ -	£ -
C280	Cambridge	Mill Road	at Gwider Street	Provide additional island	£ 9,600	£ -	£ -
A1303	Cambridge	Madingley Road	At Lady Margaret Road	Refurbish signals at junction	£ -	£ 263,000	£ -
C296	Cambridge	Trumpington Street	Near Labs (zebra)	Convert to Zebra	£ -	£ 24,135	£ -
C279	Cambridge	Green End Road	Near Kendel Way	Convert to Zebra	£ -	£ 24,135	£ -
A1134	Cambridge	Perne Road	At Brookfields	Refurbish signals at junction	£ -	£ -	£ 210,200

C291	Cambridge	Jesus Lane/Park Street/Malcolm Street	At junction	Refurbish signals at junction	£ -	£ -	£ 36,300
C279	Cambridge	Green End Road	Near Cam Sight	Refurbish signals	£ -	£ -	£ 43,500
A1134	Cambridge	Newmarket Road	Nr Park and Ride	Refurbish signals	£ -	£ -	£ 181,500
A1134	Cambridge	Fen Causeway	Near Newnham Road	Refurbish signals	£ -	£ -	£ 48,400
A1134	Cambridge	Queens Road	Near Garrett Hostel Lane	Refurbish signals	£ -	£ -	£ 64,100
					£ 56,790	**£ 311,270**	**£ 584,000**

East Cambridgeshire Works Programme							
Carriageway & Footway Maintenance including Cycle Paths							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer:							
Unc	Little Thetford	Various	Throughout village	Drainage investigations	inc	£ -	£ -
Unc	Soham	Pratt Street	Catchment area investigation	Drainage investigations	inc	£ -	£ -
Unc	Haddenham	Cherry Orchard	Estate footway	Footway resurfacing	£ 40,000	£ -	£ -
A1123	Haddenham	Hillrow Causeway	Section near Earith	Carriageway reconstruction	£ 600,000	£ -	£ -
C134	Littleport	New River Rd/Branch Bank	Nr Sandhill Bridge	Carriageway reconstruction	£ 292,000	£ -	£ -
A1101	Littleport	Mildenhall Road	Various sections	Carriageway reconstruction	£ 902,000	£ -	£ -
C131	Little Downham	Black Bank Road	Approach to level crossing	Carriageway reconstruction	£ 132,000	£ -	£ -
B1380	Sutton	Chain Causeway	South of Sutton	Carriageway reconstruction	£ -	£ 167,000	£ -
C315	Littleport	Station Road	Approach to railway crossing	Footway resurfacing	£ -	£ 85,000	£ -
B1382	Littleport/ Prickwillow	Mile End Road	A1101 to level crossing	Carriageway reconstruction	£ -	£ 1,400,000	£ -
Unc	Wilburton	Millfield Place	Throughout road	Footway resurfacing	£ -	£ -	£ 26,000
Unc	Little Downham	Lawns Crescent	Throughout road	Footway resurfacing	£ -	£ -	£ 42,000
A1101	Little Downham/ Littleport	Bates Drove	Various sections	Carriageway reconstruction	£ -	£ -	£ 1,044,000

					£ 1,966,000	**£ 1,652,000**	**£ 1,112,000**
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 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
C228	Woodditton	School Road		Surface Dressing	inc		
C228	Stetchworth	Ley Road		Surface Dressing	inc		
C125	Wentworth	Church Road		Surface Dressing	inc		
A1421	Haddenham	Station Road		Grip Fibre	inc		
B1381	Sutton	The Brook		Grip Fibre	inc		
B1102	Swaffham Prior	Burwell Road		Grip Fibre	inc		
Unc	Stuntney	Steward Close		Micro Asphalt	inc		
Unc	Stretham	Meadowcroft		Micro Asphalt	inc		
Unc	Littleport	Monkswood		Micro Asphalt	inc		
Unc	Ely	Old Brewery Close		Micro Asphalt	inc		
Unc	Ely	St Catherine's		Micro Asphalt	inc		
Unc	Isleham	Croft Road		Micro Asphalt	inc		
Unc	Isleham	Sparks Close		Micro Asphalt	inc		
Unc	Haddenham	Cherry Orchard		Micro Asphalt	inc		
Unc	Sutton	Elizabeth Court		Micro Asphalt	inc		
Unc	Sutton	The Orchards		Micro Asphalt	inc		
Unc	Little Dowham	Cross Lane		Micro Asphalt	inc		
Unc	Brinkley	Common Road		Surface Dressing	inc		
Unc	Cheveley	Broad Green		Surface Dressing	inc		
Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							

Carriageway Recycling process - Funded from Carriageway & Footway Maintenance							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
Rights of Way							
Maintaining the Rights of Way network							
Road Number	**Parish/Town**	**ROW**	**Works**		**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
Various	Various IDB Areas	Various routes that have degraded , focusing on those protected by TRO	Mainly groundwork to knock out ruts, some sections of hardened ground using road planings		£ 7,000	£ 15,000	£ 10,000
Various	Various	Various	Scrub removal to support grass cutting -TBI by Network Management		£ 6,000	£ 9,625	£ 9,625
Various	Various	Various	Shrub Clearance and Maintenance Ely/Soham/Witcham/ Coveney/ Little Downham		£ 11,625	£ -	£ -
Future programme to be confirmed					£ -	£ -	£ 5,000
					£ 24,625	**£ 24,625**	**£ 24,625**

Fenland Works Programme							
Carriageway & Footway Maintenance including Cycle Paths							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer:							
Unc	Chatteris	Eden Crescent	Throughout road	Drainage investigations	inc	£ -	£ -
Unc	March	Brewin Avenue	Throughout estate	Drainage investigations	inc	£ -	£ -
Unc	March	Sycamore Close	Throughout road	Drainage investigations	inc	£ -	£ -
A605	Whittlesey	Peterborough Rd/ West End/Whitmore St	Throughout road	Drainage investigations	inc	£ -	£ -
B1542	Wisbech St Mary	High Road	Various sections	Drainage investigations	inc	£ -	£ -
B1542	Wisbech	North Brink	Throughout road	Drainage investigations	inc	£ -	£ -
B1040	Pondersbridge	Ramsey Road	Near 274	Drainage investigations	inc	£ -	£ -
Unc	March	Burrowmoor Road	Place to place	Footway repairs	£ 150,000	£ -	£ -
B1187	Parson Drove	Murrow Bank	from Parson Drove to Murrow	Carriageway strengthen/shape	£ 390,000	£ -	£ -
B1040	Whittlesey	Ramsey Road	Near Pondersbridge - phase 2	Carriageway strengthen/shape	£ 357,000	£ -	£ -
B1101	March	Station Road	Queen Street to level crossing	Carriageway resurfacing	£ 77,800	£ -	£ -
C68	Eastrea	Wype Road	Appraoch to level crossing	Carriageway strengthen/shape	£ 181,000	£ -	£ -
Unc	Wimblington	Blue Lane	Various locations	Drainage investigations	£ -	inc	£ -

Unc	Wisbech	Fenland Road	Throughout road	Footway repairs	£ -	£ 120,000	£ -
A1101	Wisbech	Freedom Bridge	Roundabout and approaches only	Carriageway resurfacing	£ -	£ 210,000	£ -
B1187	Guyhirn	Gull Road	From A47 link to Gull Drove	Carriageway strengthen/shape	£ -	£ 390,000	£ -
Unc	March	Russell Avenue	Estate, inc Peyton Avenue	Footway repairs	£ -	£ -	£ 350,000
A141	Chatteris	Fenland Way	Roundabout to Roundabout	Carriageway strengthen/resurface	£ -	£ -	£ 930,800
B1165	Newton	High Road	From Newton towards Tydd St Giles	Carriageway resurfacing	£ -	£ -	£ -
					£ 1,155,800	**£ 720,000**	**£ 1,280,800**
Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
A1101	Leverington	Sutton Road		Surface Dressing	inc		
C73	March	Estover Road		Surface Dressing	inc		
B1101	March	Wimblington Road		Grip Fibre	inc		
B1542	Guyhirn	High Road		Grip Fibre	inc		
Unc	Wimblington	Addison Road		Micro Asphalt	inc		
Unc	Wimblington	Norfolk Street		Micro Asphalt	inc		
Unc	Wimblington	Eaton Estate		Micro Asphalt	inc		
Unc	Leverington	Pear Tree Crescent		Micro Asphalt	inc		
Unc	Leverington	Carlton Close		Micro Asphalt	inc		
Unc	Leverington	Maysfield Drive		Micro Asphalt	inc		
Unc	Wisbech	Townshend Road		Micro Asphalt	inc		
Unc	Wisbech	Tavistock Road		Micro Asphalt	inc		
Unc	Wimblington	St Peters Drive		Micro Asphalt	inc		
Unc	Manea	Glebe Close		Micro Asphalt	inc		

Unc	March	Orchard Close		Micro Asphalt	inc		
Unc	March	Orchard Road South		Micro Asphalt	inc		
Unc	March	Orchard Road		Micro Asphalt	inc		
Unc	March	Creek Fen		Surface Dressing	inc		
Unc	Gorefield	Gote Lane		Surface Dressing	inc		
Unc	Leverington	Ringers Lane		Surface Dressing	inc		
Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
Carriageway Recycling process - Funded from Carriageway & Footway Maintenance							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
Traffic Signal Replacement							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Richard Ling							
A1101	Leverington	Dowgate Road/Leverington	At junction	Refurbish signals at crossing	£ -	£ -	£ 127,000
					£ -	**£ -**	**£ 127,000**

Rights of Way						
Maintaining the Rights of Way network						
Road Number	**Parish/Town**	**ROW**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke						
Various	Various	Various	Shrub Clearance and Maintenance	£ 14,625	£ 14,625	£ 14,625
Various	Various	Various routes that have degraded	Mainly groundwork to knock out ruts, some sections of hardened ground using road planings	£ 10,000	£ 10,000	£ 10,000
				£ 24,625	**£ 24,625**	**£ 24,625**

Huntingdonshire Works Programme							
Carriageway & Footway Maintenance including Cycle Paths							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer:							
Unc	Sommersham	Parkhall Road	From village to school	Drainage investigations	inc	£ -	£ -
B1428/Unc	St Neots	Market Square	Footways around tree pits and blockwork	Footway repairs - PROVISIONAL	£ 105,000	£ -	£ -
B1044	Huntingdon	Stukely Road/Ermine Street	St Peters Road junction to A141 - phase 2	Carriageway resurfacing	£ 325,000	£ -	£ -
C89	Yaxley	Hod Fen Drove	Phase 2 - completing road	Carriageway reconstruction	£ 523,000	£ -	£ -
C86	Ramsey Mereside	Oilmils Road	Various sections	Carriageway reconstruction	£ 646,000	£ -	£ -
C88	Farcet	Straight Drove	Various sections	Carriageway reconstruction	£ 468,000	£ -	£ -
B1043	St Neots	Barford Road	From RAB at Bodiam Way to RAB at Caenarvon Road	Carriageway resurfacing	£ 109,778	£ -	£ -
Unc	Needingworth	Hawkes Lane	Throughout road	Drainage investigations/new drainage	£ -	inc	£ -
Various	St Ives	Market Hill, Station Road,The Pavement, Crown Place	Town centre area - phase 2	Footway repairs	£ -	£ 125,000	£ -

B1514	Huntingdon	The Wyton Rd/Main St/Longstaff Way/Main St/Hartford Rd	Desborough Road junction to Owl Way	Carriageway resurfacing	£ -	£ 445,000	£ -
B1515	Huntingdon	St Johns St / Cromwell Walk	Sections of Ring Road	Carriageway resurfacing	£ -	£ 270,000	£ -
B1043 / Unc	Godmanchester	London Rd, London St, Old Court Hall, The Causeway	From Cambridge St mini roundabout to new roundabout on A1198	Carriageway resurfacing	£ -	£ 428,000	£ -
Unc	St Ives	Hill Rise	From Old Ramsey Road to Pettis Road	Carriageway resurfacing	£ -	£ 280,000	£ -
Various	St Ives	Market Hill, Station Road,The Pavement, Crown Place	Town centre area - phase 3	Footway repairs	£ -	£ -	£ 107,000
A141	Warboys	Huntingdon Road	Warboys bypass	Carriageway resurfacing	£ -	£ -	£ 1,085,403
					£ 2,176,778	**£ 1,548,000**	**£ 1,192,403**
Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
C173	Buckden	Mill Road		Surface Dressing	inc		
B660	Winwick	Great Gidding Road		Surface Dressing	inc		
C160	Tilbrook	Station Road		Surface Dressing	inc		
B660	Holme	Glatton Lane		Surface Dressing	inc		
C86	Ramsey	Bodsey Toll Road		Surface Dressing	inc		
C177	Great Gransden	Caxton Road		Surface Dressing	inc		
B671	Wansford	Elton Road		Surface Dressing	inc		

C105	Alconbury	Alconbury Weston Rd		Grip Fibre	inc		
Unc	Hartford	Desborough Road		Surface Dressing	inc		
Unc	Sawtry	Newton Road		Micro Asphalt	inc		
Unc	Sawtry	All Saints Way		Micro Asphalt	inc		
Unc	Sawtry	Bloomfield Way		Micro Asphalt	inc		
Unc	Sawtry	Huntings Drive		Micro Asphalt	inc		
Unc	Sawtry	Manor Drive		Micro Asphalt	inc		
Unc	Sawtry	St Davids Way		Micro Asphalt	inc		
Unc	Eynesbury	Andrew Road		Micro Asphalt	inc		
Unc	Brampton	Horseshoes Way		Micro Asphalt	inc		
Unc	Brampton	Layton Crescent		Micro Asphalt	inc		
Unc	Elton	Brawn Way		Micro Asphalt	inc		
Unc	Elton	Faber Lane		Micro Asphalt	inc		
Unc	Elton	Hayes Walk		Micro Asphalt	inc		
Unc	Yaxley	Vixen Close		Micro Asphalt	inc		
Unc	Yaxley	Park Close		Micro Asphalt	inc		
Unc	Yaxley	Hawthorn Road		Micro Asphalt	inc		
Unc	Eynesbury	Flint Way		Micro Asphalt	inc		
Unc	Eynesbury	Compton Close		Micro Asphalt	inc		
Unc	Eynesbury	Balmoral Way		Micro Asphalt	inc		
Unc	Eynesbury	Dunster Close		Micro Asphalt	inc		
Unc	Grafham	Church Road		Surface Dressing	inc		
Unc	Molesworth	High Street		Surface Dressing	inc		
Unc	Molesworth	Old Thrapston Road		Surface Dressing	inc		
Bridge Strengthening							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Gareth Guest							
Unc	St Ives	St Ives Flood Arches	London Rd	Brick Parapet rebuild listed structure	£ 567,836	£ -	£ -

B1041	Little Paxton/St Neots	Mill Lane	Near the lock	Reconstruct retaining wall	£ 327,598	£ -	£ -
A1307	Hunts Area	A14 Detrunking	A14	Inspection/records take over bridges/structures	£ -	£ 163,799	£ -
C103	Woolley	Ellington Road	Woolley Bridge	Arch repairs, partial reconstruction	£ -	£ 272,998	£ -
Unc	Yaxley	Askews Lane	Askews Bridge	Repairs to brick arch/reconstruction	£ -	£ 327,598	£ -
					£ 895,434	**£ 764,395**	**£ -**
Traffic Signal Replacement							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Richard Ling							
B1048	St Neots	Crosshall Road	Near Park	Refurbish signals at crossing	£ 43,340	£ -	£ -
B1091	Farcet	Peterborough Road	Near Broadway	Refurbish signals at crossing	£ 43,340	£ -	£ -
					£ 86,680	**£ -**	**£ -**
Rights of Way							
Maintaining the Rights of Way network							
Road Number	**Parish/Town**	**ROW**	**Works**		**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
Various	Various	Various byways in Huntingdonshire	Gate and surfacing improvements		£ 15,000	£ 15,000	£ 15,000
Various	Various	Ouse Valley Way	Works to surfacing, gates and waymarking along the Ouse Valley		£ 5,000	£ 5,000	£ 5,000

			Way promoted path between St Neots and Earith				
FP3	Stow Longa	FP3	Works to make definitive line available or to assist landowners with approriate diversion		£ 4,000	£ -	£ -
Various	Various	Various signage	Replacing PROW Signage		£ 625	£ 625	£ 625
Future programme to be confirmed					£ -	£ 4,000	£ 4,000
					£ 24,625	**£ 24,625**	**£ 24,625**

South Cambridgeshire Works Programme							
Carriageway & Footway Maintenance including Cycle Paths							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer:							
A1198	Arrington	Ermine Way	Through village	Drainage investigations	inc	£ -	£ -
B1052	Linton	High Street	Nr PH and no. 53	Drainage investigations	inc	£ -	£ -
Unc	Linton	Lambsfair	Throughout road	Drainage investigations	inc	£ -	£ -
C186	Willingham	Over Road	Various locations through road	Drainage investigations	inc	£ -	£ -
Unc	Great Abington	High Street	Various locations through road	Drainage investigations	inc	£ -	£ -
Unc	Gamlingay	Manor Road/Murfitt Way	Throughout estate	Footway resurfacing	£ 105,000	£ -	£ -
A1198	Papworth Everard	Ermine Street South	Papworth to A428 roundabout	Carriageway resurfacing	£ 400,000	£ -	£ -
A1198	Arrington	Ermine Street	From roundabout to nr garden centre	Carriageway resurfacing	£ 190,800	£ -	£ -
Unc	Balsham	Princes Close	Throughout road	Drainage investigations	£ -	inc	£ -
C232	Fulbourne	Station Road	Various locations through road	Drainage investigations	£ -	inc	£ -
C210	Waterbeach	Chapel Street	From Londis	Drainage investigations	£ -	inc	£ -
C236	Fulbourn	Balsham Road/Home End/Manor Walk	Various locations throughout	Footway resurfacing	£ -	£ 200,000	£ -
Unc	Elsworth	Brockley Road	From village to near bend adjacent to A428	Carriageway resurfacing	£ -	£ 400,000	£ -

C244	Linton	Bartlow Road	From A1307 to High Street	Carriageway resurfacing	£ -	£ 190,600	£ -
Unc	Guilden Morden	Church Street	Full length of road	Carriageway resurfacing	£ -	£ 132,587	£ -
C26	Foxton	Fowlmere Road	Houses to High Street	Footway resurfacing	£ -	£ -	£ 65,000
B1052	Linton	Balsham Road	From High St to national speed limit signs	Carriageway resurfacing	£ -	£ -	£ 168,000
B1050	Willingham	Earith Road	From Caravan Pk to village	Carriageway resurfacing	£ -	£ -	£ 558,600
B1049	Impington	Cambridge Road	Roundabout/interchange	Carriageway resurfacing	£ -	£ -	£ 325,100
					£ 695,800	**£ 923,187**	**£ 1,116,700**
Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
A603	Harlton	Cambridge Road		Surface Dressing	inc		
C248	Great Shelford	Hinton Way		Surface Dressing	inc		
A1303	Dullingham	Cambridge Road		Surface Dressing	inc		
A1198	Longstowe	Old North Road		Surface Dressing	inc		
A603	Orwell	Hillside		Surface Dressing	inc		
A1307	Babraham	Cambridge Road		Surface Dressing	inc		
C185	Fen Drayton	Mill Road		Surface Dressing	inc		
C185	Swavesey	Rose and Crown Road		Surface Dressing	inc		

B1368	Newton	Fowlmere Road		Surface Dressing	inc		
C182	Graveley	Toseland Road		Surface Dressing	inc		
A1307	Stapleford	Babraham Road		Grip Fibre	inc		
C262	Foxton	High Street		Grip Fibre	inc		
Unc	Caxton	Ermine Street		Surface Dressing	inc		
Unc	Longstanton	Thatchers Wood		Micro Asphalt	inc		
Unc	Bourn	Kingfisher Close		Micro Asphalt	inc		
Unc	Fowlmere	Ryecroft Lane		Micro Asphalt	inc		
Unc	Fowlmere	Champions Close		Micro Asphalt	inc		
Unc	Fowlmere	Isons Close		Micro Asphalt	inc		
Unc	Fowlmere	Jackson Way		Micro Asphalt	inc		
Unc	Fowlmere	St Marys Walk		Micro Asphalt	inc		
Unc	Fowlmere	Johns Close		Micro Asphalt	inc		
Unc	Papworth	Hamden Way		Micro Asphalt	inc		
Unc	Papworth	Byfield Road		Micro Asphalt	inc		
Unc	Papworth	De Beche Close		Micro Asphalt	inc		
Unc	Papworth	De La Hay Close		Micro Asphalt	inc		
Unc	Papworth	Dengaine Close		Micro Asphalt	inc		
Unc	Papworth	Morden Road		Micro Asphalt	inc		
Unc	Papworth	Woodbrook Close		Micro Asphalt	inc		
Unc	Gamlingay	Greenacres		Micro Asphalt	inc		
Unc	Gamlingay	Beechside		Micro Asphalt	inc		
Unc	Gamlingay	Plane Tree Close		Micro Asphalt	inc		
Unc	Gamlingay	Access Road to Almond Drive		Micro Asphalt	inc		
Unc	Gamlingay	Maple Court		Micro Asphalt	inc		
Unc	Gamlingay	Access Road to Cherry Grove		Micro Asphalt	inc		
Unc	Gamlingay	Crab Apple Way		Micro Asphalt	inc		
Unc	Elsworth	Knapwell Road		Surface Dressing	inc		

Unc	Steeple Morden	North Brook End		Surface Dressing	inc		
Unc	Teversham	Gazelle Way		Grip Fibre	inc		
Unc	Melbourn	Cambridge Road		Surface Dressing	inc		
Unc	Harlton	Washpit Lane		Surface Dressing	inc		
Unc	Little Abington	Hildersham Road		Surface Dressing	inc		
Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
Carriageway Recycling process - Funded from Carriageway & Footway Maintenance							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
Bridge Strengthening							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Gareth Guest							
C198	Girton	Oakington Road	North of Girton	Parapet headwall and invert recon	£ 382,198	£ -	£ -

B1050	Longstanton	Hattons Road	Longstanton Culvert	Replace Structure (contribution associated with cycleway scheme)	£ 109,199	£ -	£ -
					£ 491,397	**£ -**	**£ -**
Traffic Signal Replacement							
Road Number	**Parish/Town**	**Street**	**Location**	**Works**	**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Richard Ling							
B1050	Willingham	High Street	Near Church Street	Refurbish signals at crossing	£ 43,340	£ -	£ -
C205	Histon	High Street	o/s Barclays	Refurbish signals at crossing	£ 43,340	£ -	£ -
B1050	Willingham	High Street	At Station Road	Refurbish signals at junction	£ -	£ -	£ 139,000
					£ 86,680	**£ -**	**£ 139,000**
Rights of Way							
Maintaining the Rights of Way network							
Road Number	**Parish/Town**	**ROW**	**Works**		**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
FP15	Fulbourn	FP 15	Scrub clearance		£ 7,625	£ -	£ -
BY 2	Lolworth	BY 2	Supply plant and labour to level material delivered from Cambridge Capital Works		£ 7,000	£ -	£ -
BR 5	Stow cum Quy	BR 5	Scrub Clearance		£ 6,500	£ -	£ -

BR 6	Fen Drayton	BR 6	Clear overhanging side scrub	£ 3,500	£ -	£ -
FP 15	Little Wilbrham	FP 15	Geotextiles	£ -	£ 9,000	£ -
BR 5	Swavesey	BR 5	Scrub clearance along top of bank to clear access for horse riders	£ -	£ 9,625	£ -
BY 3	Hauxton	BY 3	Clear Scrub and fallen branches	£ -	£ 6,000	£ -
BR 23	Over	BR 23	Repair ruts, cut back vegetation to sides and install gates to restrict vehicular access	£ -	£ -	£ 8,000
BR 5	Stow cum Quy	BR 5	Surface works to improve drainage of wet areas at southern end and making good surface	£ -	£ -	£ 8,625
BY 48	Castle Camps	BY 48	Fill ruts with reclaimed material and road planings and profile for drainage	£ -	£ -	£ 8,000
				£ 24,625	**£ 24,625**	**£ 24,625**

Countywide Works Programme							
Carriageway & Footway Maintenance including Cycle Paths							
Works					**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Jon Clarke							
Countywide capitalised road patching					£ 989,246	£ 834,175	£ 882,132
Locally determined minor capital schemes					£ 618,414	£ 521,473	£ 551,453
Additional funding provided for surface treatments - schemes to be confirmed					£ 2,320,000	£ 2,900,000	£ 3,480,000
Countywide Surface Treatment programme - current schemes listed under District/City areas. Schemes for future years to be confirmed					£ 3,221,050	£ 2,400,955	£ 2,400,955
Preparation for surface treatment schemes, as above					£ 690,225	£ 514,490	£ 514,490
Countywide Retread programme - current schemes listed under District/City areas. Schemes for future years to be confirmed					£ 1,141,687	£ 962,720	£ 1,018,067
Countywide safety fence renewals - current schemes listed under District/City areas. Full programme for future years to be confirmed					£ 400,000	£ 400,000	£ 400,000
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: / Barry Wylie							
Drainage Improvements - Schemes listed under District/City areas. Schemes being designed or under development for later years.					£ 500,000	£ 500,000	£ 500,000
Investigation and design for future schemes					£ 320,000	£ 320,000	£ 320,000
					£ 10,700,622	**£ 9,853,813**	**£ 10,567,097**
Pothole Action Fund							
Works					**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
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 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Gareth Guest / Jon Clarke							
Fund to repair, replace and upgrade bridges as a result of inspections					£ 40,000	£ 40,000	£ 40,000
Signage as a result of Definitive map changes					£ 1,500	£ 1,500	£ 1,500
					£ 41,500	**£ 41,500**	**£ 41,500**
Bridge Strengthening							
Works					**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Gareth Guest							
Design for future years schemes & capitalised minor improvements					£ 1,013,370	£ 1,089,809	£ 1,199,008
Infill disused railway bridges					£ -	£ -	£ 54,599
					£ 1,013,370	**£ 1,089,809**	**£ 1,253,607**
Traffic Signal Replacement							
Works					**Budget 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
Contact Officer: Richard Ling							
Design for future years schemes					£ 12,000	£ 12,000	£ -
School Warning Sign					£ 48,150	£ -	£ -
RMS replacement					£ 559,700	£ 526,730	£ -
					£ 619,850	**£ 538,730**	**£ -**
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 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
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 2021/22 £**	**Budget 2022/23 £**	**Budget 2023/24 £**
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**

Agenda Item No: 9

Report title: A14 Cambridge to Huntingdon Scheme Update

To:	Highways and Transport Committee
Meeting Date:	9 March 2021
From:	Steve Cox, Executive Director - Place and Economy
Electoral division(s):	All
Forward Plan ref:	*Key decision:* No
Outcome:	To update Members on the A14 Huntingdon to Cambridge scheme being delivered by Highways England.
Recommendation:	It is recommended that the Committee: a) Note the progress with the scheme to date. b) Approve the formal submission of the issues outlined in section 2.3 to Highways England to request further review and investigation as part of its Post Project Review.

Officer contact:
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Member contacts:
Names: Cllr Ian Bates / Cllr Mark Howell
Post: Chair/Vice-Chair of Highways and Transport Committee
Email: ian.bates@cambridgeshire.gov.uk
mark.howell@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

1.1 The A14 Huntingdon to Cambridge scheme was fully opened to traffic in May 2020 and, whilst it is yet to experience normal traffic volumes due to the Covid-19 pandemic, has provided a significant improvement to the strategic road network between Cambridge and the A1.

1.2 The project was delivered by Highways England through a Development Consent Order (DCO) approved in 2016. This is the required route for nationally significant infrastructure projects and provided Highways England with the powers to construct the project.

1.3 Whilst the scheme has seen improvements to the strategic network, it also delivered additional highway assets for the County Council to adopt as highway authority. These included side roads junctions, a 10 km local access road between Huntingdon Road and Swavesey and numerous non-motorised user routes. Whilst the bridge structures themselves over the A14 are not adopted by the County Council, the approach embankments and carriageway surfacing over the structures is adopted and will be the County Council's responsibility to maintain.

1.4 More significant changes are also still being implemented in Huntingdon, following the removal of the old A14 viaduct over the east coast mainline railway. These changes will also be adopted by the County Council.

1.5 In total just over 30km of new carriageway will be adopted by the County Council as a result of the works.

1.6 The creation of a new bypass to the south of Huntingdon for the A14 route has led to the old route between Swavesey and the A1 being reclassified as the A1307. This will also be detrunked and become the responsibility of the County Council to operate and maintain.

1.7 The contract to deliver the A14 project was awarded by Highways England to four contractors that became an integrated delivery team (A14 IDT) with Highways England as the integrated client.

1.8 The County Council has a legal agreement with Highways England that provides the terms and framework under which the agreed assets are being delivered by Highways England and its designers and contractors.

1.9 This report is the first of a regular update to Committee on the outstanding A14 issues.

2. Main Issues

2.1 Construction Progress

2.1.1. Construction work is ongoing in Huntingdon, with the first of the three sections now open. The Pathfinder link has now connected the A1307 (old A14) to the Huntingdon inner ring road. The link to the new station access is also complete and operational under traffic management.

2.1.2. The remaining section of the new link to the Edison Bell Way junction with Brampton Road and the link between Spittals roundabout and Hinchingbrooke Park road are estimated to be complete by spring 2022.

2.1.3. The rest of the A14 project with the exception of a small number of short non-motorised user links is now complete and any defects associated with the new County Council assets are being completed prior to adoption to ensure future maintenance liabilities are kept as low as possible.

2.1.4. A further 12 month defects correction period will then apply, but the County Council will be responsible for operating and maintaining these new assets immediately on adoption.

2.1.5. Appendix A shows the list and location of assets that the County Council will adopt, as well as progress with the handover of assets.

2.2. **Detrunking Progress**

2.2.1. The A14 is part of the strategic road network (SRN) and therefore falls under the responsibility of the Secretary of State for Transport. Highways England is a government owned company responsible for operating, maintaining and improving the SRN on behalf of the Secretary of State.

2.2.2. Detrunking is the process of transferring a road from the control of the Secretary of State to a local authority.

2.2.3. This process is currently underway for the old section of the A14 between Swavesey and the A1 at Alconbury and the section between Brampton Hut and Spittals roundabout. The route, incorporating the new local access road between Cambridge and the A1 via Huntingdon has been reclassified as the A1307. The short stretch between Brampton Hut and Spittals is now an extension of the existing A141 to the north of Huntingdon.

2.2.4. This required adoption was incorporated into the DCO along with a clear process that was agreed with HE as part of the legal agreement.

2.2.5. There is still some time before these sections will be officially detrunked and adopted by the County Council to operate and maintain. The process is still in its early stages of identifying the condition of the asset and the maintenance work required to the route for its condition to be to an acceptable standard for the County Council to agree adoption.

2.2.6. Subject to progress with agreeing a handover plan and the amount of associated maintenance work required, adoption could potentially take place by the end of this year. Until then the roads will remain the responsibility of Highways England to operate and maintain.

2.2.7. Once a handover plan has been finalised a further report will be presented to this Committee in the summer for agreement to progress to formal adoption of the route with the Secretary of State.

2.3. Current local issues

2.3.1. A scheme of the scale of the A14 was expected to have a significant positive impact on the local road network along the corridor, mainly through a reduction in diverting traffic that should remain on the strategic network, but there is always the risk that some impacts are not predicted or expected prior to completion.

2.3.2. Highways England (HE) complete a post project review, usually 12 months after completion, but the Covid-19 pandemic has delayed that based on the reduced traffic volumes. There is therefore the opportunity for issues to be raised with HE and investigated through this process.

2.3.3. Local Members have been contacted along the route and there are three main areas of concern with regard to traffic volumes or types of traffic.

2.3.4. The B1043 between the Alconbury junction on the A1 and Alconbury Weald has seen a considerable increase in Heavy Goods Vehicle (HGV) traffic. This is thought to be due to the A14 moving to the south of Huntingdon leading to traffic wanting to head east on the A14 now has to use the A1 from Alconbury Weald.

2.3.5. Meetings have already taken place with divisional county councillor Ian Gardener, HE and Urban and Civic, the Alconbury Weald developer. Improvements to HGV signage to utilise the A1307 and A141 will be delivered by HE and a HGV Covenant is also planned between the local parish councils and businesses on the Alconbury Weald site to seek agreement to use this alternative route using the 'A' road network.

2.3.6. There have also been issues reported to Councillors Bates and Fuller with regard to higher volumes of traffic using the A1123 between Huntingdon and St Ives, as well as the B1040 through Hilton, particularly HGV's in the case of the A1123. This has been reported to HE for further investigation and again should be considered as part of its post project review.

2.3.7. A more recent issue has also arisen around Fenstanton in terms of concerns over a suggested increase in surface water flooding following the recent heavy periods of rainfall. This has also been escalated to Highways England for further investigation to ensure that the sustainable drainage systems are functioning as they were designed and the scheme has not had any negative impacts on this local area.

2.3.8. There are concerns over the lack of provision of a safe crossing point of the A1307 (old A14) between the New Barnes Lane and Cambridge road Fen Dayton junctions. There is an existing gap in the central reservation and, whilst the volume of traffic has reduced significantly there remains a local concern over this crossing. A new non-motorised user route is also being provided on the Fen Drayton side that provides a link through to Cambridge, so this crossing may become more attractive in the future. An A14 designated funds application for a bridge has been unsuccessful at this location due to the relative small numbers that would use it not creating a feasible business case. Alternative options to improve the safety of the crossing are currently being explored with a view to incorporating the issue as part of the detrunking process.

2.3.9. Whilst there has been one million trees planted as part of the scheme, a large proportion have died off and are currently being replaced by HE's contractor. Young saplings are used rather than more mature specimens as the rate of success is known to be much greater. These are also subject to an ongoing 5 year maintenance agreement that HE is responsible for and this will be monitored closely. It is important to ensure that these planted areas are successful as they provide significant environmental benefits for the scheme and local area.

2.3.10. There is also a concern locally that these saplings will take some time to provide noise mitigation. Whilst trees are not known for providing this mitigation, there is a feeling locally that this is the case and the local community are keen to find funding to plant more mature specimens. This may prove challenging with the health and safety requirements associated with the operation of the A14 and work required, but County Council officers will work to facilitate this request with HE.

2.3.11. The impact of the scheme on the village of Dry Drayton has also been raised and the expectation that an impact assessment will be carried out each year for a period of 5 years. This was also linked to the decision of whether to close The Avenue link from the new A1307 into Madingley village, an ambition of residents in the village. The consideration of the outcome of this assessment will to inform any future closure of The Avenue.

2.3.12. The monitoring of traffic levels after construction is a general requirement of the legal agreement between the County Council and HE for the scheme as a whole, with defined monitoring points along the corridor that were baselined prior to construction of the scheme. Should any impacts be found that are greater than expected then HE will be required to look at ways to mitigate them.

2.4. Damage to the local road network

2.4.1. During the construction of the new sections of the A14, there was a significant amount of disruption, which is to be expected for a project of this size on the highway network. This included many closures with associated diversion routes.

2.4.2. Whilst these diversion routes utilised the strategic route network wherever possible, there were a few circumstances when this was not possible, and the local highway network had to be used.

2.4.3. However, the greater concern has been the volume and type of traffic that attempted to avoid the strategic diversion routes by using local roads along the A14 corridor. Many of these roads are unclassified and were unsuitable, particularly for use by HGV's that regularly avoided the night-time closure diversions. There were also some challenges with the signing for diversions that saw improvements over time.

2.4.4. This caused significant disruption for some communities living along the corridor and has also left a lasting negative legacy, as the condition of many of these roads has deteriorated significantly due to this unsuitable volume and type of traffic.

2.4.5. Local Members and Parish Council's have highlighted the areas of concern and a list of roads is included in appendix B to this report.

2.4.6. The County Council has been working closely with HE over this issue and, despite initial positive signs that some work could be funded by HE, it has been confirmed that this is now not possible.

2.4.7. Both the County Council and HE have raised the issue with the Department for Transport and received an initial positive response that funding may be able to be made available to contribute to the repair of the damage to the local network.

2.4.8. The estimated cost of repairs to these roads is currently being quantified and Members of this committee and local Members along the route will be kept updated.

2.5. **Legacy Fund**

2.5.1. The legacy fund for the A14 totalled £3 million and was split into numerous categories, such as non-motorised user schemes, skills, and community funding.

2.5.2. Towards the end of the scheme, a number of Parish Council's that were deemed to be most adversely affected by the scheme were invited to present three bids that would support their wider village plans. The A14 Project would then look to support at least one of the bids.

2.5.3. This programme has been impacted by the Covid-19 pandemic and concerns have been expressed over the speed with which it has moved forward, but progress is now being made with many of the proposed schemes. Detailed work to establish the full cost of these schemes is yet to be completed and until then delivery cannot be guaranteed. Delivery support for the highway based schemes is also now being provided by the County Council, but the programme continues to be led by the A14 IDT.

2.5.4. Appendix C to this report provides more information on the Legacy Fund projects that have been funded.

3. Alignment with Corporate Priorities

3.1 A good quality of life for everyone

The escalation of local issues to Highways England for resolution will support the best quality of life for all living along the A14 corridor.

3.2 Thriving places for people to live

The scheme provides important connectivity and thus should boost the local and wider economy.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority

3.4 Net zero carbon emissions for Cambridgeshire by 2050

The close monitoring of tree planting along the route over the 5 year maintenance period will ensure maximum success rate through to maturity.

4. Significant Implications

4.1 Resource Implications
This report outlines the issues but a further report will come to Committee in the Summer which will set out the estimated cost of correcting the damage to the network and the ongoing maintenance costs.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications
There are no significant implications arising directly from this report.

4.3 Statutory, Legal and Risk Implications
There are no significant implications arising directly from this report.

4.4 Equality and Diversity Implications
There are no significant implications arising directly from this report.

4.5 Engagement and Communications Implications
There are no significant implications arising directly from this report.

4.6 Localism and Local Member Involvement
There are no significant implications arising directly from this report.

4.7 Public Health Implications
There are no significant implications arising directly from this report.

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: Gus de Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or 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: Andrew Preston

Have any Public Health implications been cleared by Public Health Not able to due to Covid redeployment
Name of Officer: Kate Parker

5. Source Documents

5.1 Source documents
None

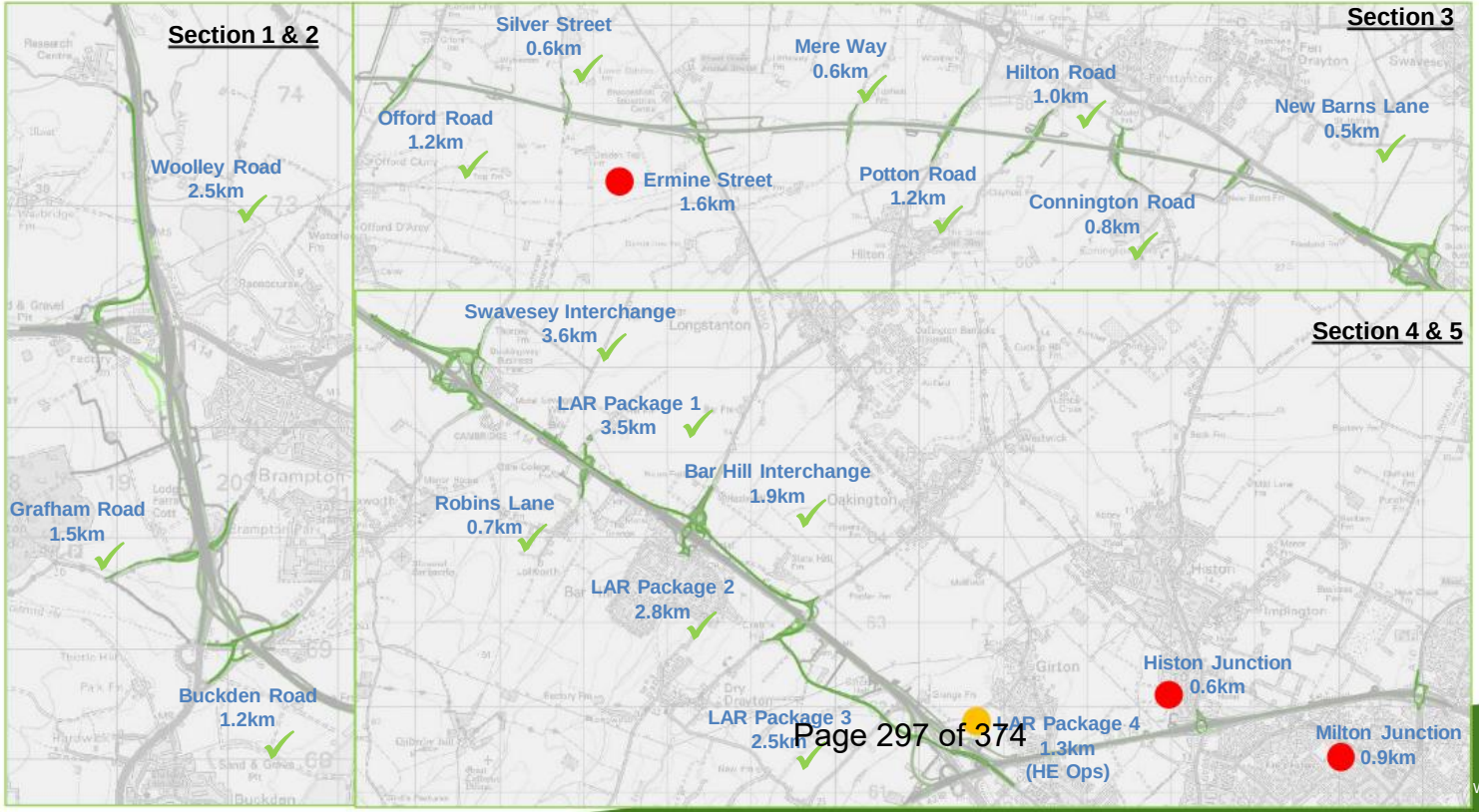
CCC Handover – Summary of progress

APPENDIX A

Number of asset packages *	Total km of CCC Roads	Number adopted	km Adopted	Adoptions in CCC notice period **	Final Inspections Complete	Awaiting works completion
#20	30.5km	#16	26.1km	#0	#1	#3

* Excludes PROW & some NMU Routes

** Some assets in adoption delay



Symbol Key re, adoption status

- ✓ Denotes asset adopted
- Asset adoption request issued and on track
- Asset adoption request issued but delayed **
- Asset not yet complete / request to adopt not issued as DOWLS underway

** Note, see next slide for details on assets with adoption delay

Working on behalf of highways england

Handover

West

Package	Forecast / Actual *	Status
A14 Mainline	09/12/2019	Adopted - Complete
A1(M) - RMS	Feb 2021	Works outstanding (gantry vrs, signs)
Silver Street	20/08/2019	Adopted - Complete
Offord Road	03/08/2020	Adopted - Complete
Hilton Road	03/08/2020	Adopted - Complete
Conington Road	14/08/2020	Adopted - Complete
Buckden Road	21/08/2020	Adopted - Complete
Potton Road	08/09/2020	Adopted - Complete
Woolley Road	11/09/2020	Adopted - Complete
Grafham Road	24/09/2020	Adopted - Complete
Mere Way	05/01/2021	Adopted - Complete
Ermine Street	Mar 2021	Adoption will be post Asphalt Batching plant removal
New Barns Lane	04/12/2020	Adopted - Complete

East

Adoption Package	Forecast / Actual *	Status
A14 Mainline	01/08/2019	Adopted - Complete
Swavesey Interchange	01/02/2021	Adopted - Complete
Bar Hill Interchange incl. Jug Handle	31/01/2021	Adopted - Complete
NMU routes across BN18	05/02/2021	Adopted - Complete
NMU routes across BN22	19/02/2021	#1 DOWL outsanding
A1307 LAR – Dry Drayton Rd to Oakington road (across BE11)	22/12/2020	Adopted - Complete
A1307 LAR – Swavesey to Dry Drayton Road Roundabout (includes Oakington & Robins Lane)	22/12/2020	Adopted - Complete
A1307 LAR – Oakington Roundabout to Girton West Roundabout'#	22/12/2020	Adopted - Complete
A1307 LAR – Girton West Roundabout to Ch.+350	22/12/2020	Adopted - Complete
A1307 LAR – Girton West Ch.+350 to Huntingdon Rd	01/03/2021	Interim handover to HE Ops. CCC adoption following de-trunking
Histon Junction	Mar 2021	E/B offslip pedestrian crossing works to complete
Milton Junction	Mar 2021	White lining to complete

* Note – forecast adoption date includes CCC 28d notice

CCC Handover – Location of outstanding NMU & PROW

* Excludes PROW & some NMU Routes

Symbol Key re, adoption status

- NMU Open but not yet adopted
- NMU Not Constructed yet

Handover - Outstanding NMU & PROW

Package	Target	Status
Grafham Road NMU (from Grafham Road, across BN03)	Q2 2021	NMU Route Open – surface requires remedial works prior to CCC Adoption
Ermine Street NMU (to tie in within Wood Green Animal Sanctuary)	March 21	Construction of remaining NMU from Wood Green Animal Sanctuary to road side NMU
Fenstanton to Swavesey NMU (funded by Designated Funds)	March 21	Construction underway
Weavers Field	April 21	NMU Route Open – surface requires remedial works prior to CCC Adoption
Lolworth Footpath 5	Q2 2021	NMU Route Open – surface requires remedial works prior to CCC Adoption
Girton to Madingtley to Huntingdon Road tie in	Q2 2021	Bridleway to be constructed on East side of A428
Mere Lane "The Boat" (Buckden Road)	Q2 2021	Footpath and PMA Open, requires adoption by CCC

APPENDIX B - Damage to Local Network

Road	Parish	Location description	Comments	Road Classification
Dry Drayton Road	Oakington	From A14 works to traffic calming	damage to carriageway	C class
Oakington Road	Dry Drayton		damage to carriageway	C class
B1050 Hattons Road	Longstanton	From A14 Works to Longstanton roundabout	damage to carriageway	B road
Boxworth End	Swavesey	Roundabout into 30mph zone	verges and carriageway damage particularly edges, especially on bends	C class
New Barns Road	Connington	From Conington village to old A14, (excluding new bridge works)	verges destroyed and carriageway damage particularly edges, especially on bends	Unclass
Connington Road	Conington & Fenstanton	From New Barns junction to Fenstanton, (excluding new bridge works)	verges destroyed and carriageway damage particularly edges, especially on bends	Unclass
Grafham Road, Ellington and Breach Road, Grafham	Ellington & Grafham	The Grafham to Ellington Road	verges and carriageway damage particularly edges, especially on bends	C class
Thrapston Road	Ellington	From A14 through village to A14 (slips on and off, but not HE sections)	verges and carriageway particularly the edges, due to HGV's parking on the Ellington Slip	C class
Ellington Bridge and Roundabout	Ellington	Excludes slip on/off	road sinking along edges due to weight of HGV's. Roundabout carriageway damage	C class
High Street	Ellington	All road	damage to carriageway and verges and pavements are junctions.	C class
Spaldwick Bridge (Barham Road?)	Spaldwick	Bridge over A14	damage to carriageway	C class
Globe Lane	Alconbury	From village to Woolley Road	road damaged, verges destroyed	C class
Woolley road	Woolley	From A1 to Globe Lane	damage to carriageway and verges	C class
Brampton Road	Huntingdon		damage to carriageway	C class
Hinchingbrooke Park Road	Huntingdon		damage to carriageway	C class
B1040 Galley Hill through to (old) Kisby's Hut	Papworth Everard		damage to carriageway	C class
High Street	Boxworth	From Roundabout to bends, passed A14 depots	verges and carriageway damage particularly edges, especially on bends	C class
Bar Hill roundabout (by the Hotel)	Bar Hill	roundabout (by the Hotel)	Joints failed and significant deterioration	
Ramper Road	Swavesey	All road	damage to carriageway	
Rose & Crown Rd	Swavesey	All road	damage to carriageway	
Fen Drayton Road	Swavesey	All road	damage to carriageway	
Over Road	Swavesey	All road	damage to carriageway	
Boxworth End (at the southern end near Boxworth End Farm)	Swavesey	All road	damage to carriageway	
Buckingway Road	Swavesey	All road	damage to carriageway	

A14 Integrated Delivery Team

highways england

A14 Cambridge to Huntingdon Improvement Scheme

Legacy Fund Spend
February 2021

much more than a road

Working on behalf of highways england

Community Fund

The A14 project has funded a Community Fund where members of the community can apply for grants of up to £10,000, larger grants are considered on a case by case basis. The fund has a total budget of £450,000 and has really enabled us to connect with the communities to understand what their priorities are. The fund also supported a number of Local Highways Initiatives in partnership with Cambridgeshire County Council.

These proposals are considered by a panel made up of Highways England, Local Authorities, Natural England, residents and a local community foundation who manage the process.

A list of some of the projects can be found below.

Description	Recipient	Amount
To provide a convenience shop for the local community including volunteering and work experience opportunities	Great Paxton Community Village Shop Ltd	£ 9,965.00
An artist to work with the whole community to update 5 murals in the school hall	Alconbury C of E Primary School	£ 5,000.00
To improve confidence and employability of people furthest from employment by growing wildflower plugs for use on the borrow pit nature reserves created by the A14	Groundwork	£ 5,535.00
To complete and help maintain the orchard	Histon & Impington Community Orchard Project	£ 1,751.50
To create a new cross-disciplinary workshop, that ties in the environmental theme of the current exhibition using the A14 as a case study	Cambridge Science Centre	£ 9,780.00
To support water voles in the area of the A14 improvements by trapping and controlling non-native mink populations	Countryside Restoration Trust	£ 9,005.00
To conduct a feasibility study into options to provide a safe alternative to the hazardous B1043 for cyclists	Great Paxton Parish Council	£ 3,000.00
To provide a secure bicycle parking facility for hall users	The Offords Recreation Hut	£ 2,160.00
To set up additional local running groups aimed at complete beginners	Fen Edge Runners	£ 650.00
To provide support towards the purchase of a community speed watch equipment	Madingley Parish Council	£ 1,389.00
To hire an A14 Writer in Residence who will encourage road users to engage with their surroundings	University of Cambridge Continuing Education	£ 8,970.00
To run a programme which engages the local community in the Offords through creative exploration of A14 surveying discoveries and local spaces	Cambs Curiosity & Imagination wildlife workshops	£ 9,744.00
To provide a play area including a soft tread surface, climbing wall and fitness equipment for use by pupils and the wider community	Bar Hill Community Primary School	£ 10,000.00
To inform students about apprenticeships through staff training and site visits	Neale-Wade Academy	£ 4,300.00
To enable 68 student artists who have learning disabilities to examine the connections between communities along the section of the development of the A14 through visual art	Rowan	£ 10,000.00
To enable young people to express themselves through music and film about how the A14	Romsey Mill Trust	£ 9,926.00

development reflects their own life situations and aspirations		
To encourage greater use of Buckden's footpaths by establishing and advertising a circular route	Buckden Parish Council	£ 5,510.00
To provide intensive support for 40 homeless people to help them access employment, education and training	Cambridge Cyrenians	£ 10,000.00
To design a logo, set-up a professional looking website and pay solicitor's fees for transference of land and planning application fees	Fenstanton Village Hall Trust	£ 1,500.00
To provide outdoor activity equipment for older children in the local community	Fen Drayton Parish Council	£ 10,000.00
Re-surfacing Church Lane for recreational purposes and reduce the hazard for those in wheelchairs and mobility scooters	Lolworth Parish Council	£ 10,000.00
To contribute towards the creation of a community Pub in Grafham village	The Pub at Grafham Ltd	£ 10,000.00
To install a new welcome barn in Brampton Wood nature reserve which will contain information for visitors	The Wildlife Trust	£ 10,000.00
To provide training and resources for schools in Huntingdonshire to enable them to incorporate sustainable themes in lessons	Peterborough Environment City Trust	£ 9,927.00
Morelock Signs speed camera and tripod	Communal Speed watch equipment	£ 5,830.80
To provide training and resources for schools in Huntingdonshire to enable them to incorporate sustainable themes in lessons	Peterborough Environment City Trust	£ 9,927.00
To run a festival promoting the history of Huntingdon through interactive displays, talks and competitions	Huntingdon History Festival	£ 9,107.00
To connect the village to the guided bus way and wider public transport options by constructing bus stops on the A1123	Houghton & Wyton Parish Council	£ 10,000.00
To help villages in rural locations to set up their own walking, running or cycling programmes involving local volunteers	Living Sport	£ 10,000.00
Magpas Air Ambulance towards CPR skills training courses for communities residing along the A14	Magpas Air Ambulance	£ 10,000.00
To provide free information on leisure and social activities to residents and visitors within two redundant iconic BT Kiosks	Swavesey Parish Council	£ 2,000.00
Providing a defibrillator	Easton Parish Council	£ 2,491.00
To run a number of art workshops and community events enabling local people to engage with protecting wildlife along the A14	Cambs Curiosity & Imagination wildlife workshops	£ 9,928.00
Farmer environmental projects	FWAG East Ltd	£ 10,350.00
To carry out a feasibility study to establish Non-Motorised User route from Hilton to St Ives	Hilton Parish Council	£ 9,500.00
Buckden Parish Council to undertake a feasibility study for a cycle route between Buckden and Grafham	Buckden Parish Council	£ 9,000.00
To fund a second enlarged History Festival, building in learnings from last year and with increased A14 focus	Huntingdonshire History Festival	£ 10,000.00

To reconfigure and resurface pedestrian and vehicle access routes in the central visitor area	RSPB	£	9,680.00
To provide free training, workshops and guided walks to the local community with the aim to inspire people to volunteer in habitat creation for species along the A14 Corridor.	The Butterfly Conservation	£	9,142.00
Local Highways Initiatives	Buckden Parish Council	£	9,104.00
Local Highways Initiatives	Histon & Impington Parish Council	£	9,984.00
Local Highways Initiatives	Graveley Parish Council	£	5,274.00
Local Highways Initiatives	Swavesey Parish Council	£	8,941.00
Local Highways Initiatives	Milton Parish Council	£	7,374.00

Mill Steps

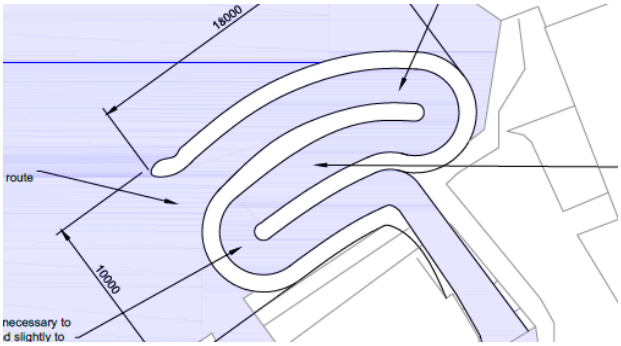
This is a partnership project with the Huntingdon District Council, Environment Agency, Godmanchester Town Council and Godmanchester in Bloom. The project was originally proposed as a repair project that would deliver some aesthetic improvements to Mill Steps.

However, further work with the Environment Agency and Godmanchester Town Council has culminated in a project that will be creating a community amenity that also incorporates a fish pass into the structure.

This will deliver significant biodiversity enhancements and links into the wider strategy for the Great Ouse with the Godmanchester Sluices identified as a pinch point for fish migration. The local school have already expressed some interest in using the structure as a teaching resource, something we are keen to progress.

By combining efforts and funding, a project budget of £450,000 has been confirmed.

Below are some images of the sluice and surrounding environment in its current state, and an example of what the fish pass and community space could look like.



Ouse Valley Way Enhancements

Engagement with Cambridgeshire County Council's Public Rights of Way Officers resulted in proposal being developed for the scheme to support in partnership with CCC that would enhance the route and deliver maintenance repairs to several bridges in the scheme's corridor.

The Ouse Valley Way is a 150-mile route that follows the Great Ouse from its source to the Wash near Kings Lynn. There are 7 elements to the enhancement works, each element will enhance the Great Ouse Valley for the enjoyment of the wider communities and long-distance visitors to this important natural environment.

The seven elements are broken down below.

Element	**Description**
Tree works	There are many fallen and dying trees along the route. Proposal will cut back, coppice and improve the maintenance of overhanging trees along the OVW.
Erosion diversion	Erosion damage requires the urgent diversion of the Public Right of Way. Potential to divert to other side of hedge row.
Gates	Currently four gates require replacing as they have either failed, or are in immediate danger of failure. Replace four gates with kissing gates to improve accessibility at entrance to Port Holme Common and Godmanchester Eastside Common.
Signage	To replace all (approximately 30) green fingerpost signs with dedicated Ouse Valley Way sign with destinations and distances to improve accessibility and user knowledge. These finger signs will include the unique OSW symbol deployed across the wider OVW.
Waymarking	A programme to improve the waymarking along the OVW. To include the purchase of 100 high visibility yellow topped waymark posts and the appropriate OVW waymark discs.
Interpretation boards	Design and installation of a number of boards along the OVW that will aid the interpretation of the landscape. This will be done with the input from a number of historical experts both internal and external to CCC.

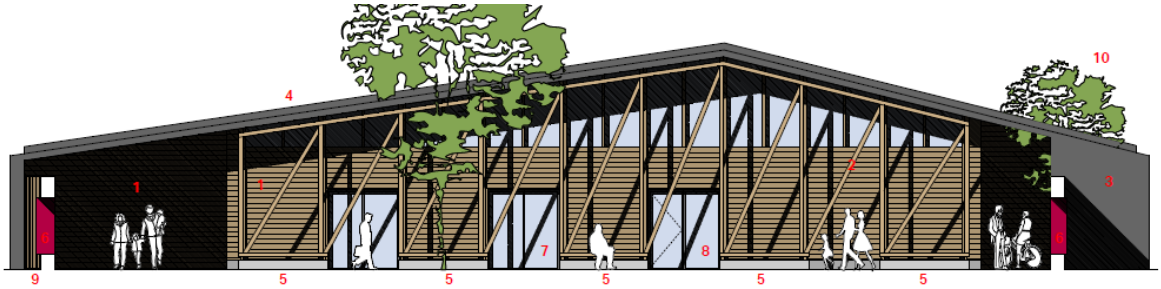
Northstowe Heritage Centre

Highways England is providing over £550,000 to support the construction of a heritage facility in the new development of Northstowe, in partnership with Cambridgeshire County Council and Homes England. This funding has been secured from the central designated funds programme.

A further £110,250 is being provided from the A14 Legacy Fund to allow Cambridgeshire County Council to have a rolling refresh programme on the displays to encourage repeat visits and a wider angle of learning.

It is envisaged that when the site is complete there will be displays that not only showcase the archaeological discoveries from the A14, but also from the Northstowe development and many other sources.

Below are the concept designs that were initially created for the facility.



Pigeon Proofing

Rectory farm bridge in Godmanchester is located at the entrance to Godmanchester when approaching from Cambridge using the existing A14. The structure carries the A14 over Cambridge Rd.

The town council has been liaising with Highways England Area Team to find a solution for the significant fouling of the footway and roadway at this location due to pigeons nesting in the bridge.

The identified solution was not a viable as an option due to financial constraints, however through wider engagement the project has been able to contribute £30,000 to the proposal.

Employment and skills

The project has gone above and beyond to work with schools alongside other employment and skills programmes in the scheme's corridor. The A14 Legacy fund has contributed £180,000 to these extra over events and programmes. There has been 15 specific initiatives supported by the fund, they are detailed below.

Programmes	**Description**
Edge Careers Event	Edge careers fair brings together local businesses and secondary school pupils together to showcase companies, products and services, talk more about individual sectors and find out more detail about different types of industry. This programme has been supported twice.
Pre-apprenticeship Training Course	Two-week training course for local unemployed people. The course is a pilot initiative designed in collaboration between Legacy team, IDT HR team and earthworks contractors. This course provided a set of core skills required on a roads infrastructure project (including CSCS card) and some specific skills required for earthworks.
Green Team Training Programme	Groups of participants, aged 16 to 65, that are not in employment, education or training, work on a full programme of work (typically undertaking one significant, practical landscape improvement project) over the course of 14 weeks, learning skills and gaining qualifications that will help them to get a job, particularly within the landscaping and construction sectors. Teams are supervised by two qualified Groundwork staff. This programme has been run 7 times due to it's continued success.
Form the Future	The funding has supported an additional 50 enterprise and transition skills events and additional intensive support with work experience in both mainstream schools and special schools. The aim is to improve young people's ability to make career decisions and their optimism about the future.
Young Driver Event	The event is designed to engage with young people of school age to make them understand the dangers of driving and to better appreciate safety. The team provided a series of activities. These include: - Volvo simulator - Highway Traffic Vehicle - Mobile Visitor Centre - STEM ambassadors and BRAKE ambassador
Form the Future	Launchpad is an employer-led programme in Cambridgeshire supporting STEM activities, Launchpad supported the Employment and Skills coordinator in delivering workshops in a local school.
West Anglia Training Association	WATA delivered a series of pre-employment programmes to give local unemployed people the opportunity to access skills which will enable them to work on site.

World of Work initiative	Initiative to create an understanding amongst school children of future job opportunities once they have finished in education. The pilot covers three Local Enterprise Partnership areas in England, with one focussed on Cambridgeshire. The project is a 30 minute 'livestream' programme targeting young people in their language. It cuts across a number of sectors (NHS, Stansted airport, etc) including the Road Transport Sector. As part of the programme the 5 sectors will be showcased through a 120 second video.
West Anglia Training Association	An Archaeology training programme for 12 unemployed people to test a non-graduate access route to employment as an archaeologist on a construction site. The training programme has been jointly developed by MOLA Headland and West Anglia Training Association to combine an understanding of practical archaeology and construction skills

Ecology

The project's internal Environment Team have shown a real passion for going above and beyond in their duties. The project has provided a unique opportunity for research to be carried out.

Using the A14 Legacy Fund on site there has been research into how enhancements can be made that will deliver benefits to bees and water voles (a protected species).

Water voles – To determine whether water voles will utilise a long-length culvert in excess of 30m and whether the bespoke design of the mammal ledge will encourage the movement of water voles through the culvert. This could help to encourage their spread and eventually help increase their population.

Bees – Additional short-term habitats were created in addition to the long-term habitats that are being created as part of the planned A14 development. These short-term habitats were specifically aimed at delivering benefits to species of ecological importance, such as bees. To contribute towards a national pollinator strategy.

Building on the work by the onsite ecology team the project is also supporting a PhD student from the University of East Anglia who is considering ways that pollinators can be supported by innovative landscaping techniques on Highways. This project also received a contribution of funding from the Bumblebee Conservation Trust.

NMU Programme 1

Working with Cambridgeshire County Council's Major Infrastructure Team a programme of cycle and shared use paths have been developed that help meet the ambitions for the corridor and to tie in the infrastructure provided by the main scheme.

This programme consists of 5 schemes that have a combined value of c£3m, and Highways England's designated funds programme is contributing £2m towards the costs. All are supported by the objectives contained in CCC's formally adopted Rights of Way Improvement Plan (ROWIP) and the Cambridgeshire Health and Wellbeing Strategy (HWS).

Parish Council Plans

The A14 Legacy Fund has reached out to a number of parishes throughout the scheme's corridor who have seen significant adverse impacts because of the scheme. The communities were asked to present 3 ideas that would support their wider village plans. From this the A14 would look to support at least one of them.

The current list of proposals has been developed (see below), and are currently in delivery.

Parish	Proposal	Who delivering
Bar Hill	200m path to connect Spinney and Appletrees suitable for all users – route revised due to ownership issued. Site visit needed prior to confirming can still be delivered.	A14
Bluntisham	Carpark improvements	A14
Connington	Road safety improvements by modifying the chicane south of the village	CCC
Dry Drayton	Refresh of bollards and reflectors on pedestrian crossing on Park St	A14
Ellington	A new section of footpath, c32m – across conservation land, so yet to be confirmed is possible	A14 TBC
Elsworth	2 vehicle activated speed signs	A14
Fen Drayton	Creation of 2 build-outs either side of the school on Cootes Lane	CCC
Fenstanton	An all-weather games area	A14 – sub-contractor (work to begin April)
Girton	Installation of lighting to a section of Oakington to Girton cycleway	CCC - TBC
Grafham	Road safety improvements by implementing a 40mph buffer, dragon's teeth, roundals and MVAS.	CCC
Hilton	Possible installation of path around larger pond in the village – engineering survey visit to be undertaken to confirm is possible.	A14 - TBC
Lolworth	Double glazing for village hall	A14 – sub contract (install March)
Longstanton	A variety of small proposals: speed signs / noticeboards / electronic screen /benches / bus shelter	A14
Madingley	Road safety improvements – chicane to be installed at close to the A14 end of The Avenue + 4 "Unsuitable for HGVs" signs	CCC
Milton	Road safety improvements - Improve crossing point at High Street & Fen Road	CCC
Oakington & Westwick	Road safety improvements by installing 9 speed cushions	CCC

Offords	Potential footpath improvement, yet to be agreed as suggestions have changed	TBC
Over	Road safety improvements – provision of speed activated cameras and white line improvements	A14
Swavesey	Provision of equipment to allow on-going self-delivery of byway maintenance	A14
Willingham	Footpath to Orchard, white line works, kerbs,	CCC

Agenda Item No: 10

Major Infrastructure Project Delivery, Governance and Risk Management

To:	Highways and Transport Committee
Meeting Date:	9th March 2021
From:	Steve Cox, Executive Director, Place and Economy
Electoral division(s):	All
Forward Plan ref:	n/a
Key decision:	No
Outcome:	To provide committee with an update on the improvements underway relating to delivery of infrastructure projects, their governance and risk management
Recommendation:	Committee is recommended to: a) note the improvements underway relating to the delivery of infrastructure projects; b) agree committee decisions are required gateways 2, 4 and 6 of the gateway framework as part of project governance; c) note the project status summary in Appendix 3 including key risks and mitigation; d) agree regular reporting of projects to Members;

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1. Background

1.1 Cambridgeshire County Council (CCC) has continued to be successful in attracting funding for long standing and ambitious projects to support sustainable growth. This has created a significant forward programme of capital projects. Highways are currently commissioning highways works in excess of £50million annually including the annual highways capital delivery programme.

1.2 During the summer of 2020 an internal review of Highway Capital Delivery was commissioned to understand the effectiveness of capital programme management and the overall control environment. Initial findings led to consideration as to common themes where project design and delivery could be enhanced. Additional projects have more recently been investigated, as to any recurring themes and the governance and oversight required.

1.3 The reviews have highlighted the significant programme of work being delivered across the Major Infrastructure and Delivery (MID) service and the scale of the forward programme and multimillion pound projects that include new roads, bridges and ambitious schemes to transform how people travel. The expectations for expeditious delivery, the complexity of multiple stakeholders and varied funding arrangements require talented teams, the broadest support network of specialist consultants and delivery mechanisms, and clear processes from inception to completion.

1.4 The review underlined the importance of continuous improvement to the skill base of teams involved in project delivery, how teams are aligned and grouped, and the best ways to maintain the energy and support to staff to overcome scheme complexities.

1.5 As part of the review a new Group Manager for MID was appointed in October 2020 being a qualified civil engineer with significant experience of programme and major project delivery. The Group Manager is providing direct expertise leading a programme of major projects, including developing project teams and resources in light of new and the ever increasing demands of projects and funding commitments. The role includes chairing a range of Project and Programme Boards to ensure visibility of all the projects being developed and delivered with the MID service.

1.6 In October 2020 a task and finish team of experts was formed led by the newly appointed Group Manager of MID. The group, named the “Project Assurance Group”, was formed of permanent, interim and consultant resources with the relevant expertise relating to project management, forms of contract, procurement and financial control as well as internal audit. The group have met regularly since its inception, identifying areas for improvement relating to all aspects of project delivery and control.

2. Main Issues

2.1 Delivery of capital programmes has been an Officer led process that relies on Members approving projects as they are presented for consultation, and later prior to construction.

2.2 Consistent and sustained project delivery depends on a control environment which includes the key elements that must mutually support each other but also create

constructive challenge to understand and manage risk and ensure the best possible outcomes and value for money.

2.3 The review of project design, development, delivery and control identified three key areas for improvement:

a) strengthen systems and processes to provide an appropriate control environment
b) supporting change in managing successful teams and projects
c) project reporting and risk management

Systems and Processes

2.4 The review highlighted the key areas listed below, including an update of the improvements now in place or being introduced:

2.5 **Project Governance –** A review of project governance concluded a mixed approach to governance, accountability and decision making across projects. A governance organogram has been produced provided at Appendix 1, supported by a 'Governance for Infrastructure Projects' user guide. Both are based on Prince 2 project management methods and designed to ensure a consistent and compliant control environment where all individuals involved with delivery of major projects understand their responsibility, accountability and delegated authority relating to delivery of infrastructure projects.

2.6 **Project Gateway Framework** – A project gateway process and an accompanying user guide for project managers has been developed and is being rolled out. Some projects have migrated onto the new processes, and the others will be migrating over the coming months. All projects will be required to satisfy a series of gateways ensuring effective project management based on Prince 2 project management, leading to greater transparency of decision making within the project as well as oversight for Group Managers and support colleagues such as finance and procurement. The gateway process is summarised at the bottom of Appendix 1 which identifies the eight gateways from project inception to delivery.

2.7 **Project Tracker** – This is an existing system providing process and project oversight to deliver a picture of progress and service performance for all projects focussing around cost control via monthly reporting. This tracker has been enhanced to create a clear and effective project reporting focussing on finance. During 2021 the content is expected to migrate to MS Project Online and Powa BI, detailed below, which will enhance project management and reporting, with all information being held digitally in a single place.

2.8 **MS Project Online & MS Powa BI** – Highways and Transportation teams are early adopters of these systems as a corporate programme management IT system to improve project programming, delivery, control and reporting. MID is the corporate service user lead and the systems are being adapted and refined based on the needs of the County. Both are recognised systems aligned with best practice and will ensure all aspects of projects are captured and reported, reliant on live project updating by Project Manager and others involved with project delivery and project oversight.

2.9 **Financial Control** - projects require financial transparency and cost control at all project and programme levels and gateways. Key projects are being reviewed, resulting in re-baselining of cost (where necessary) and improved control and reporting mechanisms implemented. Forward forecasting of project costs has been a common area of concern, which will be improved with strong interplay with fully costed risk registers and accountability at each gateway for the project to proceed. A refresh of how Financial Regulations, accountability and delegations for decision making will be a key feature of improving project delivery.

2.10 **Procurement & Contract Management**- Through the Term Services Contract, Skanska will remain central to delivery. However, they will no longer be the automatic route for design and construction services. The optimum route for project delivery and Value for Money will be considered as part of the gateway process and decision relating to provision of design, specialist consultancy and construction services will be made using the full range of options available to project managers. A Procurement Choices summary is provided at Appendix 2 which details the procurement choices that will be considered for project delivery at project feasibility and during the project lifecycle. There will be an emphasis on measuring performance, and rewarding providers who perform well with opportunities to Tender for and deliver future works packages and projects. When a supplier does not perform at the feasibility, preliminary or detailed design stage, then the procurement choices and gateway process will provide an opportunity to move to another provider part way through a project.

Supporting change- "Managing Successful Teams and Projects"

2.11 The Project Assurance Group, working with Learning and Development and Human Resources colleagues identified the nature and extent of change required to ensure effective, compliant and timely delivery of projects.

2.12 It was recognised that this change demanded teams to think differently about how work is delivered, often with ever more complex partnership arrangements including with the Greater Cambridge Partnership (GCP) and the Cambridgeshire and Peterborough Combined Authority (CPCA). This requires the empowering of project teams and project managers in new and different ways. This requires support to be available to teams and their managers and as expectations continue to evolve.

2.14 Projects Teams also need to think differently and be less risk averse. Through being more inquisitive as to why we are doing certain things there will be a new culture that starts to constructively challenge traditional approaches. This is not change for the sake of it, but focussing on outcomes including quality and value for money.

2.15 Challenging our partners and supply chains to support us differently has also been identified. It will mean taking calculated risks, informed by new support arrangements and leadership. This creates opportunities for teams to succeed personally and professionally.

2.16 This requires teams to be more innovative, agile and flexible in what they do and where they work, increasingly focussed on outcomes rather than inputs. This will not happen overnight, but is underway.

2.17 In response, a change programme was developed during November and December 2020 titled “Managing Successful Teams and Projects”. The training programme includes one to one coaching over eight weeks as well as the delivery of four Training Modules delivered weekly being:

a) Module 1 Governance & Project Gateway Frameworks
b) Module 2 Project Tracker, MS Project and Power BI
c) Module 3 Financial Control, Processes & Accountability
d) Module 4 Commissioning, Procurement & Contract Management

2.18 Key staff involved in delivery of infrastructure projects across Highways & Transport are going through the programme in a series of cohorts and a light version has been delivered to interims and consultants working across MID, to ensure they are also complying with the improved and emerging requirements relating to project delivery and control.

Project reporting and risk management

2.19 As detailed in Appendix 1, the Governance Organogram, the control environment requires that programmes and projects are regularly reported to finance, corporate (Directors) and Members. The organogram also references the Member Advisory Groups that will operate on some projects, providing regular and timely updates, determined early in the life cycle of the project.

2.20 Although there are eight gateways identified in a project’s lifecycle committee approval at all of the eight gateways would lead to delays and additional costs to delivery of projects. It would also lead to difficulties with time compliance associated with contractual obligations on the Employer. Therefore, to balance efficient and timely delivery of projects and Member control and oversight, approval at the following three gateways by committee Decisions to proceed to the subsequent gateway in a project lifecycle is recommended, as the appropriate balance for project delivery versus control and project oversight:

a) Gateway 2- commence consultation
b) Gateway 4- approve the preliminary design
c) Gateway 6- allow construction

2.20 The organogram also formalises regular reporting of overall programme and project status to Members, including key risks and mitigation. Appendix 3 has been produced to provide clear and concise visibility of key project risks relating to: design, land, budget, programme, procurement and delivery. The projects are also given an overall project status of High Risk (H), Medium Risk (M) and Low Risk (L). And a summary of any key

issues and mitigation/intervention underway, when required. The criteria for the risk rating of projects is proposed as:

a) Low Risk (L) - no or minor issues being manged under existing project resources and controls
b) Medium Risk (M) - a risk that is being managed under existing project controls but is not considered to risk the overall project in terms of programme and/or budget
c) High Risk (H) - a risk that has the potential to put the project programme and/or project budget at risk or the project failing to deliver its agreed and expected delivery outcomes. Intervention and mitigation will be underway by the respective Project Team to reduce the risk and re-align the project to programme and cost or re-baseline the project where this is not possible.

2.21 This project summary in Appendix 3 has been compiled from recent programme and project risks identified from “Dependency Returns” undertaken by Project Managers and Project Teams for each project listed. The returns identified key risks relating to design, planning, Traffic Regulation Orders, land/CPO, finance, programme and delivery being critical elements of any project. Key risks were scrutinised in greater detail at subsequent Project Boards and targeted “Challenge Sessions” on some projects to gain greater understanding of key risks and their potential impact on project delivery. This has given the newly appointed Group Manager of MID accurate visibility of all key projects, provided in the appendix. High risks identified have been investigated in further detail with Project Managers and Project Teams, with appropriate mitigation now in place or underway as stated in the appendix.

2.22 Aligned with the migration of projects onto the new IT systems associated with project management detailed earlier in this report, highlight and summary reports will evolve in the future be generated from the IT systems (MS Project Online and Powa BI), which will be maintained on a “live” basis by all those involved with project delivery. This will ensure an accurate picture of all projects is available at all times where risk arising can be immediately notified, assessed and mitigated.

3. Alignment with corporate priorities

3.1 A good quality of life for everyone

- Provision and development of infrastructure, including the highway network allows residents and visitors to move around the county freely, supporting the economy and access to services including recreation and leisure. Additionally it encourages healthy journeys including those by public transport and non-motorised use, such as walking, cycling and equestrian.

3.2 Thriving places for people to live

- Provision and development of infrastructure, including the highway network allows residents and visitors to move around the county freely, supporting the economy and access to services.

3.3 The best start for Cambridgeshire's children

- Provision and development of infrastructure, including the highway network helps children to access schools and leisure services. It also promotes non-motorised users including cycling and walking with the accompanying health benefits.

3.4 Net zero carbon emissions for Cambridgeshire by 2050

- Provision and development of infrastructure, including the highway network allows residents and visitors to move around the county freely, supporting the economy and access to services. Additionally it encourages healthy journeys including those by public transport and non-motorised use, such as walking and cycling reducing carbon emissions and use of the motor vehicle.

4. Significant Implications

4.1 Resource Implications

Resources to improve delivery of major infrastructure programmes and projects is being addressed through the pending restructure of Place and Economy.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

This report includes measures and improvements relating to procurement and contract management relating to this.

4.3 Statutory, Legal and Risk Implications

There are no significant implications within this category

4.4 Equality and Diversity Implications

There are no significant implications within this category

4.5 Engagement and Communications Implications

There are no significant implications within this category

4.6 Localism and Local Member Involvement

There are no significant implications within this category

4.7 Public Health Implications

There are no significant implications within this category

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: Gus de Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or 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

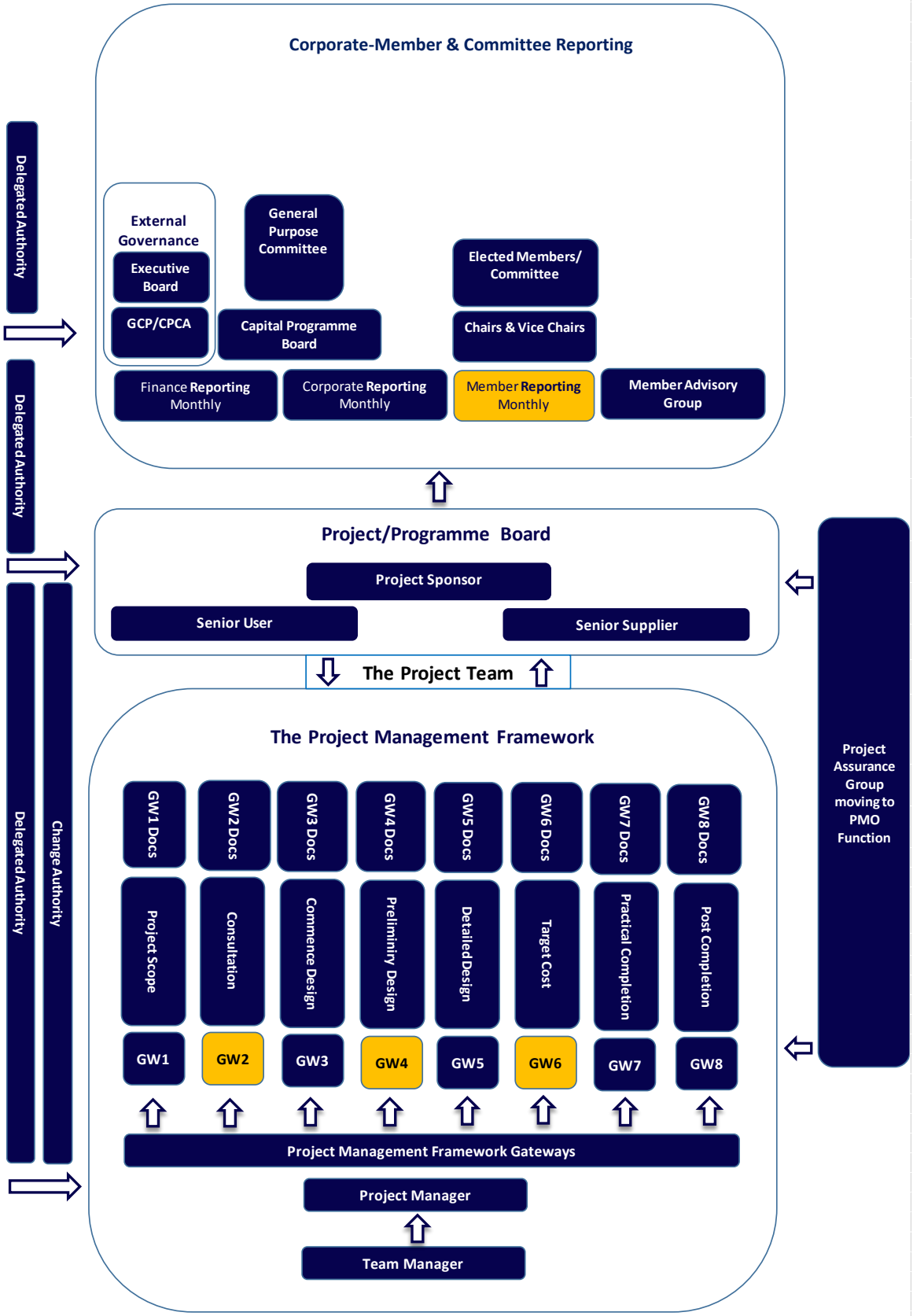
Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes
Name of Officer: Graham Hughes

Have any Public Health implications been cleared by Public Health No
Name of Officer:

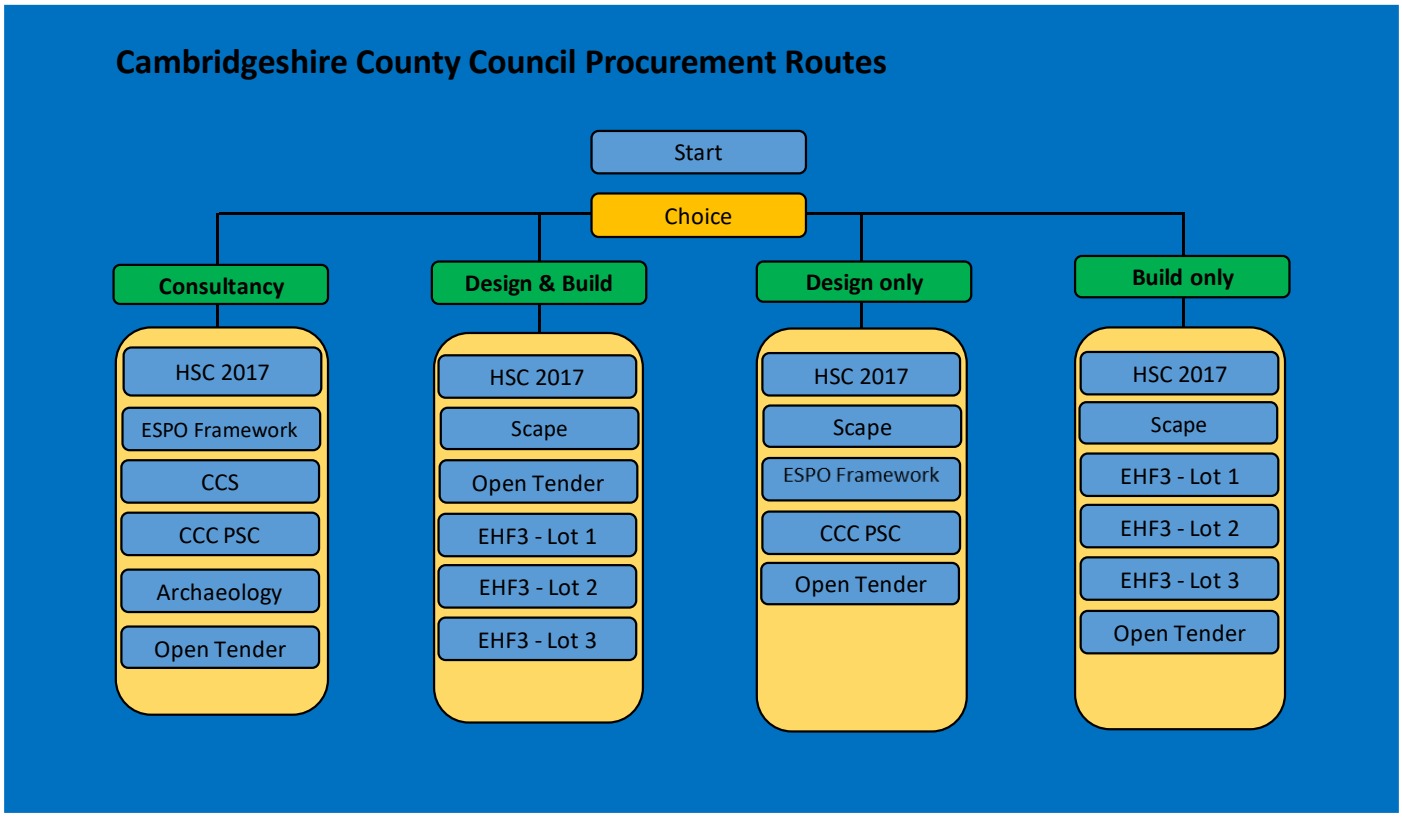
5. Source documents guidance

5.1 None

APPENDIX 1: Governance Organogram for delivery of Infrastructure Projects



APPENDIX 2: Procurement Choices for delivery of Infrastructure Services



APPENDIX 3: Major Infrastructure Project Risk Summary Dated 19 February 2021

Scheme Name	Design	Land	Budget	Prog	Delivery	Overall	Summary of key issues	Mitigation / Intervention (where required)
Active Travel Programme 2	M	L	L	M	M	**M**	Programme to be confirmed and delivered by end March 2022	Intensify engagement with supply chain for delivery
Cherry Hinton Road	L	L	L	L	L	**L**	Funding in place to progress detailed design	
Chisholm Trail	L	M	M	M	M	**M**	Pressures remain on programme including land/planning/budget for scheme completion by November 2021	Developing resources in Project Team for completion by November 2021
Chisholm Trail (Coldham's Common)	L	H	H	H	H	**H**	Works package above budget / delivery programme challenging	Descope works, accelerate delivery programme and review budget position
Chisholm Trail Fen Road Package	M	M	M	M	M	**M**	Bolt on package being considered for seed funding from GCP ideally for completion with wider Chisholm Trail project for November 2021	Accelerate design and delivery
Downing St / St Andrews	L	L	L	L	L	**L**	No issues	
Dry Drayton	L	H	L	L	M	**M**	CPO required for land parcel which may be challenged by land owner	Commence CPO process
Ely Stuntney Cycleway	M	L	M	M	M	**M**	Departure required for pedestrian island / risks around budget	
Fenstanton Fenlane Busway	L	L	M	M	M	**M**	Pressures regarding programme and delivery, being managed by Project Team	

Scheme Name	Design	Land	Budget	Prog	Delivery	Overall	Summary of key issues	Mitigation / Intervention (where required)
Fenstanton to Busway	M	L	M	L	L	**L**	Repairs to section damaged by flooding required / risk to budget	
Greenways Programme	L	L	L	L	L	**L**	Early stages of design underway and programme to be agreed	
Hardwick Path	L	L	H	M	M	**M**	Risks around cost and programme being managed by Project Team	Descope project to fit budget available
Kings Dyke	L	M	L	L	L	**L**	NR possessions secured / minor land issues being resolved	
Lancaster Way Roundabout	L	L	L	M	L	**L**	Pressures regarding programme and delivery by end April 2021, but being managed	
Maddingley Road	L	L	L	L	L	**L**	No issues	
March OBC Projects	L	L	L	L	M	**L**	In early concept / design stages / procurement for detailed design and construction to be determined	
March Quick Wins	L	L	L	M	M	**L**	Pressures regarding programme and delivery, but being managed	Seek additional project resource to support with delivery of projects during 2021/22
NMU Bar Hill to Longstanton	M	M	H	M	M	**H**	Forecast over budget allocation / programme delayed due to developer works on network in 2021	Reduce project scope / seek additional project/s106 funding and re-programme delivery
NMU Girton to Oakington	L	M	L	M	L	**M**	Risks with land owners	Maintain good

Scheme Name	Design	Land	Budget	Prog	Delivery	Overall	Summary of key issues	Mitigation / Intervention (where required)
								relationships with land owners
NMU Longstanton Bridleway 10 Upgrade	H	M	M	H	H	**H**	Design delayed / delivery behind programme	Accelerate delivery programme and request HE carry forward of grant funding
NMU Papworth to Cambourne	M	M	H	H	H	**H**	Risks around budget / construction programme delayed	Accelerate delivery programme, reduce project scope and request HE carry forward of grant funding
NMU Washpit Lane	L	L	L	L	L	**L**	Under construction / no issues	
Northstowe Bus Link	L	L	H	H	H	**H**	Project is over budget and risks remain over delivery/programme	Reduce project scope costs and programme for delivery in 2021/22
Ring Fort Path	L	M	L	L	L	**M**	Risk relating to access onto land owned between CCC and HE	Being resolved by CCC Assets Team and HE
WAS Broadend Road/A47 rbt (BER2)	H	H	H	H	H	**H**	Acquisition of single land parcel causing challenges / budget and programme are under pressure	Seeking innovative design/re-design solutions to avoid CPO / review of programme and costs underway
WAS Elm High Road/A47 (EH1)	M	M	H	H	H	**H**	Late stats return in January 2021 has potential for significant impact on budget and programme	Escalate within UKPN / review of programme and costs underway

Scheme Name	Design	Land	Budget	Prog	Delivery	Overall	Summary of key issues	Mitigation / Intervention (where required)
WAS Elm High Road/Weasenham Ln rbt (EH7B)	L	H	H	H	H	**H**	Outstanding property acquisition and extended COVID eviction requirement is risk to delivery	Accelerate property acquisition / review of overall programme and cost

Agenda Item No: 11

Local Highway Improvement (LHI) Member Working Group

To:	Highways & Transport Committee
Meeting Date:	9th March 2021
From:	Steve Cox – Executive Director for Place and Economy
Electoral division(s):	All
Key decision:	No
Forward Plan ref:	N/A
Outcome:	For Committee to note and approve the outcome of the LHI Working group's discussions and suggested amendments to the LHI initiative.
Recommendation:	To note the discussion of the Member working group and the proposed amendments to the LHI process described in section 2 of the report. To approve 1. Appendix A – revised application criteria 2. A maximum of 2 people to present per application at the LHI panel meetings 3. Future LHI panels to comprise a minimum of 6 and a maximum of 8 County Councillors from divisions within the relevant district areas. 4. That the chair of the LHI panels is to be chosen from the LHI Members sitting on the elected LHI panel and that the chair is to be agreed prior to the start of the panel meeting. 5. The review of the online LHI panel meetings to determine whether panels should be held online going forward

Officer contact:
Name: Richard Lumley
Post: Assistant Director, Highways
Email: Richard.Lumley@cambridgeshire.gov.uk
Tel: 01223 703839

Member contacts:

Names:	Cllr Ian Bates/Cllr Mark Howell
Post:	Chair/Vice-Chair of Highways and Transport Committee
Email:	Ian.Bates@cambridgeshire.gov.uk Mark.Howell@cambridgeshire.gov.uk
Tel:	01223 706398

1. Background

1.1 The Local Highway Improvement (LHI) scheme is a popular initiative that allows local communities the opportunity to bid for Council funding towards local highway improvement projects. Schemes are delivered by the County Council on a jointly funded basis and applicants can apply for funding of up to £15,000 as a contribution to their scheme. The applicant is expected to provide a minimum contribution of 10% of the total scheme cost.

1.2 The LHI process includes five stages, as follows:

a) Application - community groups identify issues needing to be addressed and their available budget. Outside Cambridge City, one application is permitted per Parish Council, and for Town Councils the number of bids is increased to one per County Council Member. For Cambridge City, a maximum of five applications per County Councillor ward area can be submitted.

b) Feasibility - County Council Officers work on and suggest an appropriate solution to address highlighted issues, and/or assess solution/s proposed by an Applicant, including provision of estimated costs. Also, as part of the feasibility study, key areas such as road safety, risks to delivery, effectiveness and maintenance considerations are RAG (Red, Amber, Green) rated.

c) Assessment - Panel members, comprising of locally elected county councillors, for each district area review and score all bids against the following four criteria: persistent problem, road safety, community impact and added value. At panel meetings each applicant is offered an opportunity to present their bid to the panel.

d) Approval - all bids are ranked, and the funding allocated in order of overall ranking for each district area. The list is then put before the Highways & Transport committee for approval.

e) Implementation - approved schemes are then programmed into the Annual Plan for delivery in the following financial year.

1.3 At the December 2020 Highways and Transport committee, a cross-party Member Working Group (comprising 6 members) was established and terms of reference agreed, to review the current LHI process, with any approved changes to be implemented for schemes to be delivered from 2022/23 onwards.

2. Main Issues

2.1 At the first meeting, the LHI Working Group reviewed the terms of reference and agreed to discuss five areas. These were as follows:

a) The number of applications per area
b) Financial contributions
c) Member panels, including their composition, operation and scoring criteria
d) Resourcing
e) Applications for Mobile Vehicle Activated Signs/Speed Indicating Devices

2.2 In order to thoroughly discuss each area, Members met remotely five times. Collated feedback from Councillors and officers, along with suggested amendments is included below, under each discussion area:

2.3 Applications:

a) The working group explicitly agreed that the focus of the LHI schemes, in enabling residents' groups and organisations to put forward ideas for improvement, should remain a key objective of the initiative.

b) Members asked officers to ensure that applications which are deemed unfeasible should never reach panel stage. Officers clarified that all received applications are technically appraised at feasibility stage and only those that are requested to be withdrawn would not be looked at by panel members. Feasibility reports are produced by officers, outlining recommendations that are deemed viable. Occasionally, an applicant may disagree with officer's recommendation and their proposal is still presented to the panel.

c) LHI applications which concern maintenance related issues were also discussed. It was noted that problems needing urgent intervention, would not be suitable for an LHI proposal as the process is deemed too lengthy. Members agreed that all applications should be appraised by officers and scored by panel members on their own merits.

d) Some members raised concerns over not being able to engage with officers regarding their future applications. Officers clarified, that any pre-engagement needs to be happening throughout the year and not within the last couple of weeks before the application window closes as it is impossible for officers to respond to all requests in a timely manner in these circumstances. Also, officers emphasised that their resources are limited, and this should be taken into consideration. Officers have been asked to make clear to applicants the timescales for pre-application engagement to seek their advice.

e) Members thoroughly reviewed both the LHI application itself as well as the application criteria. It was suggested that criterion 4 should be removed as most of its aspects have already been included in the three previous criterions and some were deemed no longer relevant or invalid. The application criteria has been amended (appendix A) to reflect the views of the working group. For reference purposes the current criteria are included with this report (appendix B).

2.4 Funding:

a) Members discussed the influence that may be exerted on a bid's success by the level of funding contribution that is offered by the applicant. This can be affected by the level of Parish precept levied and whether or not the applicant is a beneficiary of CIL payments.

b) Experience has shown that wealthier/larger parishes can often afford to make very sizeable contributions which may have been seen as adding value to the application, thus giving an advantage over smaller parishes with smaller precepts.

c) It was discussed whether or not the contribution should be capped or, where such levels of funding are available to an applicant, the privately funded option might be suggested. However, this too might be viewed as being inequitable and the working group recommended

that the contribution percentage should remain as a minimum of 10% and have no bearing on the score.

2.5 Member panels:

a) There was a consensus that the scoring process should be clear and thus support consistency. It was suggested that there would be half an hour allocated at the start of each panel meeting to ensure that all members are clear on the scoring process. This led to the suggestion that an FAQ should be developed so that, particularly those to whom the process is new, have a clear understanding of the basic principles. For the complete list of FAQs, please refer to Appendix C.

b) Request was made that one or the same Officer should attend all panel meetings to ensure consistency across all of them.

c) Members agreed that a maximum of 2 people, for example one Councillor and one other representative, are to present their application at a panel meeting. It was noted that in previous years, on a few occasions' numbers have proved difficult to manage.

d) Members also asked to allow City Councillors to be present on the Cambridge City panel. Members were concerned that since Cambridge City Joint Area Committee (CJAC) has been abolished, Cambridge City's representation in the process has been diminished.

e) The number of Members at the panels was also discussed and a decision was made that between 6 and 8 Members should be on the panel meeting for each respective area. It was also agreed that one Member is to be elected to chair the meeting on the day.

2.6 Resourcing:

a) Resourcing issues were not considered in detail. It was acknowledged that the Highway Projects & Road Safety Team have been working under considerable pressure during the covid crisis and many resources were redeployed. Looking forward, Members noted the importance of ensuring there are adequate resources to deliver the programme and officers will continue to review this to identify the necessary resources to ensure the LHI schemes are delivered effectively.

2.7 Mobile Vehicular Activated Signs (MVAS):

a) Members discussed the current flow of MVAS applications and debated whether or not a separate pot of money should be allocated to remove these from the LHI programme, thus creating a separate process. However, as it would be difficult to predict future interest regarding MVAS bids, Members decided that no changes to the current process should be made at this time.

2.8 Other:

a) The working group suggested that once the online panel meetings take place this year (due to current circumstances) a review should be undertaken to understand the merit with continuing with online panels in the future. The review should clearly identify advantages as well as disadvantages and also involve applicants in order to seek their views on the "new"

online process.

3. Alignment with corporate priorities

3.1 A good quality of life for everyone

The Local Highway Improvement initiative provides local community groups with an opportunity to address issues and so to improve safety. Section 2 of the report, in particular paragraph 2.3e, defines suggested amendments to the process, which in turn should have positive impact on the quality of life.

3.2 Thriving places for people to live

As per the paragraph 3.1, section 2 of the report, in particular paragraph 2.3e concerns revised LHI criteria as per Members suggestion. If approved, these would refer to CCC's corporate priorities, including 'Thriving places for people to live'.

3.3 The best start for Cambridgeshire's children

As per the paragraph 3.1, section 2 of the report, in particular paragraph 2.3e concerns revised LHI criteria as per Members suggestion. If approved, these would refer to CCC's corporate priorities, including 'The best start for children'.

3.4 Net zero carbon emissions for Cambridgeshire by 2050

As per the paragraph 3.1, section 2 of the report, in particular paragraph 2.3e concerns revised LHI criteria as per Members suggestion. If approved, these would refer to CCC's corporate priorities, including 'Zero carbon emissions by 2050'.

4. Significant Implications

4.1 Resource Implications

Regarding paragraph 2.3d, in the past County's webpage called ''Improving the local highway'' was created to help Applicant's explore common highway issues and suggested resolutions. It was done to reduce the level of application pre-engagement required. Also, should information available on the website be not explanatory enough, Applicants are to liaise with Local Highway Officers in the first instance. Depending on the level of pre-engagement advice needed, it is likely to have both cost and staff implications.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

4.3 Statutory, Legal and Risk Implications

There are no significant implications within this category.

4.4 Equality and Diversity Implications

There are no significant implications within this category. Section 2 of the report, in particular paragraphs 2.3e and 2.4, outlines suggested improvements that will have a positive impact.

4.5 Engagement and Communications Implications

There are no significant implications within this category. Section 2 of the report, in particular paragraphs 2.3c and 2.3d, outlines suggested improvements that will have a positive impact.

4.6 Localism and Local Member Involvement

Members have been consulted as part of this refinement process.

4.7 Public Health Implications

There are no significant implications within this category.

4.8 Environment and Climate Change Implications on Priority Areas:

4.8.1 Implication 1: Energy efficient, low carbon buildings.
Positive/neutral/negative Status: neutral
Explanation: The LHI process does not involve physical buildings, only infrastructure on the public highway.

4.8.2 Implication 2: Low carbon transport.
Positive/neutral/negative Status: neutral
Explanation: Depending on the infrastructure implemented there could be an increase to walking and cycling, however this is very dependent on the wishes of the local community.

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.
Positive/neutral/negative Status: neutral
Explanation: The LHI process involves small scale local infrastructure on the public highway. There is no impact on wider green spaces etc.

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.
Positive/neutral/negative Status: neutral
Explanation: The LHI process does only involves localised community infrastructure on the public highway.

4.8.5 Implication 5: Water use, availability and management:
Positive/neutral/negative Status: neutral
Explanation: The LHI process does only involves localised community infrastructure on the public highway.

4.8.6 Implication 6: Air Pollution.
Positive/neutral/negative Status: neutral
Explanation: Depending on the infrastructure implemented there could be an increase to walking and cycling, however this is very dependent on the wishes of the local community.

4.8.7 Implication 7: Resilience of our services and infrastructure and supporting vulnerable people to cope with climate change.
Positive/neutral/negative Status: neutral
Explanation: The LHI process does only involves localised community infrastructure on the public highway. There is no impact on this implication.

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: Gus de Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or 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 or No
Name of Officer:

If a Key decision, have any Environment and Climate Change implications been cleared by the Climate Change Officer?
Yes or No
Name of Officer: n/a

5. Source documents guidance

5.1 Source documents

Local Highway Improvement (LHI) Proposed Member Working Group committee report

5.2 Location

Document.ashx (cmis.uk.com)

APPENDIX A - Revised LHI criteria

Your scheme should meet the four aims of the LHI initiative as set out below. You will be asked to demonstrate how your scheme fulfils these criteria on the application form. Later your application will also be scored based on these criteria, by the LHI Member Advisory Panel for your area.

1. Is this a persistent highway problem

- Evidence that the problem has persisted for some time and the degree to which the problem will be addressed by the proposal should be fully detailed. A description of any measures that have been implemented in the past with limited success should also be included where possible, such as Community Speed Watch for speeding related issues.

2. What are the current safety hazards and how will your application improve road safety?

Applicants should identify the road safety aspects of their proposal, the hazards that currently exist and how the proposal could contribute to their reduction, or general improvement of road safety. The County Council has an online interactive map that contains accident data from the last five years, which can be used to evidence the current need for improvement.

3. How will the local community benefit?

Does the wider community, particularly those directly affected, support this scheme proposal? How important is this issue on a local level? Evidence that your proposal is supported by the local community including your County Councillor will be required, along with the level of local consultation that has been carried out.

4. Does the scheme have added value?

Reflect on your application. With regard to County's vision for Cambridgeshire, how does your application contribute to one or more of the corporate priorities, as listed below?

- A good quality of life for everyone
- Thriving places for people to live
- The best start for children
- Zero carbon emissions by 2050

APPENDIX B - Current LHI criteria

Your scheme should meet the four aims of the LHI initiative as set out below. You will be asked to demonstrate how your scheme fulfils these criteria on the application form. Later your application will also be scored based on these criteria, by the LHI Member Advisory Panel for your area.

1. Is this a persistent highway problem

Evidence that the problem has persisted for some time and the degree to which the problem will be addressed by the proposal should be fully detailed. A description of any measures that have been implemented in the past with limited success should also be included.

2. What are the current safety hazards and how will your application improve road safety?

Applicants should identify the road safety aspects of their proposal, the hazards that currently exist and how the proposal could contribute to their reduction, or general improvement of road safety. The County Council has an online interactive map that contains accident data from the last five years, which can be used to evidence the current need for improvement.

3. How will the local community benefit?

Does the wider community, particularly those directly affected, support this scheme proposal? How important is this issue on a local level? Evidence that your proposal is supported by the local community will be required, along with the level of local consultation that has been carried out.

4. Does the scheme have added value?

You should highlight any other particular benefits of your proposal such as:

- Collaboration between organisations in submitting an application.
- Applicants providing funding contributions in excess of the minimum 10% and in proportion to their annual precept, if the applicant is a parish or town council
- Evidence that the applicant has pursued alternative options to solve the issue, such as Community Speed Watch for speeding related issues.
- Evidence of significant local and / or member support.

APPENDIX C - FAQs for Panel Members

Q1. What happens in an LHI panel?
A1. Members weigh up the available evidence from reports and presentations to assess and assign scores to each LHI bid.

Q2. What report do officers provide to help in this process?
A2. You will be provided with the technical appraisal spreadsheet containing information of bids within your district area. This summarises information about them, including objectives, proposed solutions and officer comments about delivery, effectiveness, safety and maintenance.

Q3. Who makes the presentations?
A3. A representative of the group or organisation that submitted the LHI bid usually presents and may be accompanied by a colleague or elected councillor.

Q4. How does the scoring system work?
A4. You judge each bid against four criteria: persistent problem; road safety; community improvement; added value. These are the categories used on the LHI application form.

Q5. Are all criteria equally weighted?
A5. Yes

Q6. Can I take into account the technical feasibility of a scheme in my scoring?
A6. No, schemes have already been through a technical feasibility by officers prior to this point, so you should score as if the scheme is technically feasible

Q7. Can I give a lower or higher score on the grounds of cost?
A7. No.

Q8. Should schemes be scored relative to each other?
A8. No, the schemes should be scored individually against the standards

Q9. Should I score all the bids?
A9. No, you must not score bids that are within your division

Q10. How is the scoring used?
A10. Scores from panel members for each bid are totalled and divided by the number of members scoring to create a rank order of overall scores

Q11. How does the allocation of funding work?
A11. The higher scored bids are funded down to the point where all available county funding has been allocated

Q12. Does the LHI panel make the final decision?
A12. No, the results of the panels' scoring are presented to the Highways and Transport Committee for a decision to proceed with the schemes that fall within the budget

Q13. Will my scores be published?
A13. No, only the aggregated scores are published for each scheme

Agenda Item No: 12

Highways Verge Maintenance

To:	Highways & Transport Committee
Meeting Date:	9th March 2021
From:	Steve Cox – Executive Director, Place and Economy
Electoral division(s):	All
Forward Plan ref:	N/A
Key decision:	No
Outcome:	To apprise Members of the new approach to management of highway verges across Cambridgeshire following the launch of updated national guidance
Recommendation:	Committee is asked to: a) To endorse the approach set out in the report for the management of highway verges across Cambridgeshire. b) To approve inclusion of the county's verge management approach in future iterations of the Highway Operational Standards.

Officer contact:
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Member contacts:
Names: Councillors Ian Bates & Mark Howell
Post: Chair/Vice-Chair
Email: ian.bates@cambridgeshire.gov.uk, mark.howell@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

1.1 Cambridgeshire County Council has committed to bringing all our biodiversity assets into positive conservation management (Climate Change and Environment Strategy 2020), with the road network identified for better biodiversity management.

1.2 A workshop was held on 12th November 2020 to discuss a revised approach, drawing on expertise from a range of organisations. This included a presentation on verge management in Dorset, an area held up as a leader in this field. Workshop attendees were able to ask questions and seek clarification and guidance from the representatives of the organisations present. The outcome of the workshop has been used to inform the approach set out in this report.

1.3 Attendees at the workshop included: Plantlife, Butterfly Conservation Trust, On the verge, Chair & Vice Chair of the Highways & Transport Committee, County Councillors Harford and Harrison, Skanska Environmental Managers, Skanska Operation Managers, representatives from the County Council Biodiversity team and the County Council Highways Maintenance Manager.

1.4 The management of the road network has the potential to protect and restore the largest area of unimproved grassland in the county, including one City Wildlife Site, 37 County Wildlife Sites & two Sites of Sites of Special Scientific Interest. The verges also provide a valuable resource for animals and a wildlife corridor across a biodiversity poor landscape.

2. Outcome and recommendations

Protected Road Verges (PRVs)

2.1 The best examples of verge grassland are managed by the County Council through the PRV scheme, which covers approximately 80 km of verge across 67 locations (appendix 1). For example, the species-rich grassland at Stocking Lane PRV supports Crested Cow-wheat, an important plant restricted to verges of Cambridgeshire, Suffolk and Essex.

2.2 A study of some of Cambridgeshire's PRVs was undertaken in 2020 by Jonathan Shanklin and confirms that verges still make an "essential and valuable contribution to the County's biodiversity". However, the quality of the PRVs has deteriorated due to sub-optimal management, nutrient enrichment and in some cases, neglect. This corroborates the findings of PRV surveys commissioned by CCC that found only 7% in favourable condition, 24% in part favourable / unfavourable condition and 69% in unfavourable condition by 2012. This evidence demonstrates that the current management of PRVs by CCC is not sufficient to conserve their biodiversity value.

2.3 Priority must be given to managing the most biodiversity rich verges for their wildlife interest. The wildflowers of the majority of PRVs should recover if appropriate management is implemented.

2.4 Currently, the PRVs receive two cuts per year, but grass cuttings are not removed, causing enrichment of the soils and wildflowers become smothered by rough grasses. It is essential that grass cuttings are removed to reduce soil fertility, so that wildflowers can thrive. In

addition, some PRVs are becoming dominated by scrub, which will require more invasive management (e.g. scrub removal and soil stripping). Up-to-date surveys are needed to prescribe the exact management needed for each PRV.

2.5 It is therefore proposed that the following management is implemented on the PRVs:

- Engage the Wildlife Trust to undertake surveys of all the PRVs, this being is in keeping with other surveys CCC have had undertaken of the PRVs. The Wildlife Trust are best placed to identify any changes since their last survey work in 2007-2011 and any changes as a result of the proposed new cutting regime. Split the survey over two years, so that we have the baseline data as soon as possible.
- The Wildlife Trust are able to survey potential new CCC PRVs. We have none at this stage but expect there will be some new sites come forward as we develop work with the parishes and the county botanical recorder.
- Installation of any missing PRV way markers to demarcate length of PRV
- Undertake remedial work on any PRVs to restore areas back to grassland (e.g. scrub clearance)
- Implement optimal cutting regime of two cuts per year, with arisings collected.
- Cuts to be undertaken within the following 4-week windows (depending on flowering interest), either:
  - A) 1st cut in April & 2nd cut in mid-September to mid-October; or
  - B) 1st cut in late July & 2nd cut in mid-September to mid-October
- All cuttings to be collected and deposited either at rear of verge or in compost piles, outside of the PRV

2.6 Appendix 1 shows the location of the PRV's in Cambridgeshire. Details of the species in these and the criteria for a verge to be identified as a Protected Road Verge for inclusion in the scheme are contained in the source documents at the end of this report.

<u>Rural Road Verge network</u>

2.7 It is proposed that the wider network of verges is cut twice a year and that both of the cuts are full width of the available verge, thus reducing the build-up of scrub at the back of the verges.

2.8 The March/April cut is perfect for most of the county, apart from areas on the clay, which have different key flowering times. Appendix 2 shows the Highway zones. The timing of the cuts is:

South divisions & North divisions (excluding NE17)

A) March/April & late September/October

B) Priority of completing cutting during the optimal timings should be given to the verges in South Cambridgeshire and East Cambridgeshire (highlighted on the map) because they are more floristically rich than Fenland

West Division & Highways Zone NE17

C) Late July & late Sept/October (optimal)

D) If postponing the first full width cut until late July is not operationally possible, then the next best alternative is cutting in: March/April & late July/August (e.g. no autumn cut)

Urban Road Verge (URV) network

2.9 The URV are those urban roads with speed limits under 30mph.

2.10 There are a number of different organisations that cut the verges in Cambridgeshire's urban areas on the county council's behalf. These include; Cambridge City Council, Huntingdonshire District Council, Huntingdon Town Council, St.Neots Town Council and 129 parishes (Appendix 3). They are paid what it would cost the county council to cut the grass based on a square metre area for three cuts, although a number of these organisations have asked that the amount paid is reviewed.

2.11 The remaining urban area is cut by the county council's Highway Services partner Skanska.

2.12 At the workshop, Dr Phil Stirling gave a presentation that included the work carried out at Lanford Forum Dorset, whereby a cut and collect management of the arising's has been introduced. It is proposed that an urban verge cut and collect trial is implemented in a small number of villages following the cutting regime for PRV network.

2.13 The proposal consists of

- Treat the trial as a separate programme.
- The number of parishes/villages included in the trial will depend on the number of cut/collect machines used. To maximise the use of any cut/collect machines it is anticipated that 3-5 parishes would take part in the trial.
- Parishes would be picked that are supportive of the trial. Although it may be better to focus on one district to minimise travel time/costs.
- Suggested length of trial is 3 years to see the full benefit. Unlikely to see biodiversity benefits until second year.
- Engage with parishes prior to starting the trial. It is possible that parishes will help find locations to dispose of arising close to cutting sites. They may also be increased in monitoring.
- Monitoring of biodiversity is important – monitor plant diversity throughout the length of the trial. Could use quadrat surveys and local volunteers. A monitoring programme will be developed in conjunction with the county council ecologist.
- Monitoring of when cuts are needed could also be carried out by local volunteers.
- First year will likely need the same number of cuts (with the addition of collecting) to reduce nutrients in verges. The aim is to get this to two cuts a year by the end of the trial, subject to monitoring.
- Arisings are best left on site if possible (in nearby hedges/scrub).

Road Safety

2.14 The county council places a very high importance on road safety and any changes to the verge management regime will not compromise safety. Therefore, all vision splays, bends and junctions have been identified, and a specification for the cut at these locations has been designed. Details of this are contained in the source documents at the end of this report.

2.15 The higher the speed limit of the road the greater the length of the vision splay required.

2.16 It is proposed that these are cut four times a year throughout the season, with an option to

attend to any locations following identification from either routine highway inspections or correspondence from local members and / or the public that there is further requirement to cut the vision splay, bend or junction.

Community Verges

2.17 There has been increasing interest from Parish Councils, resident associations and individuals looking at options for managing their own local verges in a more biodiversity friendly management regime.

2.18 It is proposed that the county council supports this and work with communities to enable this to happen where appropriate. A page will be created on the county council website for all matters relating to road verges as a source of information for Parishes. This information will include species mix by soil type, volunteering and cutting regimes and frequently asked questions, advice and contacts for further guidance.

2.19 Volunteers can use the already existing Highways Volunteering forms and once risk assessments have been completed, enable them to be covered by CCC insurance whilst working on the public highway of which the verge forms part. Details of this are contained in the source documents at the end of this report. Local Highway Officers will be encouraged to promote this scheme through their meetings with Parish Councils, resident associations and individuals.

2.20 The current Licence to cultivate Section 142, can be seen as a barrier to communities and individuals and it is proposed that this is not promoted for the purpose of verge management but retained for the planting of shrubs outside an applicant's property. Details of this are contained in the source documents at the end of this report.

Weed treatment

2.21 A programme was introduced in 2019 to proactively identify the locations and treat invasive weeds such as Japanese Knotweed, Giant Hogweed and Himalayan Balsam. Any weeds located on the public highway are inspected, risk assessed and then if required treated, this treatment will be twice a year for three years. Invasive Weed Identification workshops for the Highway Inspectors and Local Highway Officers are facilitated by the Biodiversity Team and the Highway Service Contractors supply chain and held every three years.

3. Alignment with corporate priorities

3.1 A good quality of life for everyone

The main objectives of the Council's verge management is to maintain and enhance the plant species in Cambridgeshire's verges whilst maintaining safety for road users. This approach will improve wildlife corridors across the county with particular improvement for pollinators such as bees. The proposed approach, which is in line with the national guidance, is intended to reduce the area of verge that is cut during each phase of the cutting programme.

Greater emphasis is based on safety with an increased frequency of cut at vision splays and bends. The Council will also work closely with the City Council, District Councils, Town

Councils and Parishes Councils to promote the Plantlife Good Verge Guide and these changes should benefit everyone.

3.2 Thriving places for people to live
Allowing for the growth of wildflowers will provide a more aesthetic environment for people travelling and using the countryside for leisure activities.

3.3 The best start for Cambridgeshire's children
There are no significant implications for this priority

3.4 Net zero carbon emissions for Cambridgeshire by 2050
There are no significant implications for this priority

4. Significant Implications

4.1 Resource Implications
Overall, the proposed approach is more resource intensive. Whilst the actual cutting of the grass and verges will be undertaken through the County Council's highway services contract, there is likely to be significant involvement required from Highways Officers at the front end, in terms of liaising with external partners, managing local community expectations and educating contractors on the new approach. At this stage it is not possible to quantify the amount of officer time over and above what is spent at present on verge maintenance, however it will be kept under review.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications
The County Council's highway services contract is the current mechanism for carrying out verge maintenance on public highway. Subject to the arrangements put in place with local Parishes and the desire for them to cut grass work will be required to ensure that appropriate agreements are in place.

4.3 Statutory, Legal and Risk Implications
There are no significant implications within this category. The biggest risk is associated with the cutting of vision splays and safety implications. However, the proposal recognises the importance of safety and the approach seeks to significantly mitigate the risks with cuts four times per year and flexibility to do more should the need arise.

4.4 Equality and Diversity Implications
There are no significant implications within this category.

4.5 Engagement and Communications Implications
The change in approach will need to be communicated and understood by local communities, particularly where responsibility rests with partners of the County Council. The Highways Service will work closely with Corporate Comms to develop some clear messaging on the new approach.

4.6 Localism and Local Member Involvement
There are no significant implications within this category, other than ensuring local members are included in any communication that goes out to local communities.

4.7 Public Health Implications
There are no significant implications within this category.

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: Gus de Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or 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 No
Name of Officer:

Source documents

Plantlife. Good Verge Guide-Managing Grassland Road Verges: a best practice guide, technical guidance for Highway Authorities
https://www.plantlife.org.uk/application/files/3315/7063/5411/Managing_grassland_road_verges_Singles.pdf

Protected road verges
https://www.cambridgeshire.gov.uk/asset-library/imported-assets/PRV_list.pdf

https://www.cambridgeshire.gov.uk/asset-library/imported assets/PRV_selection_criteria.pdf

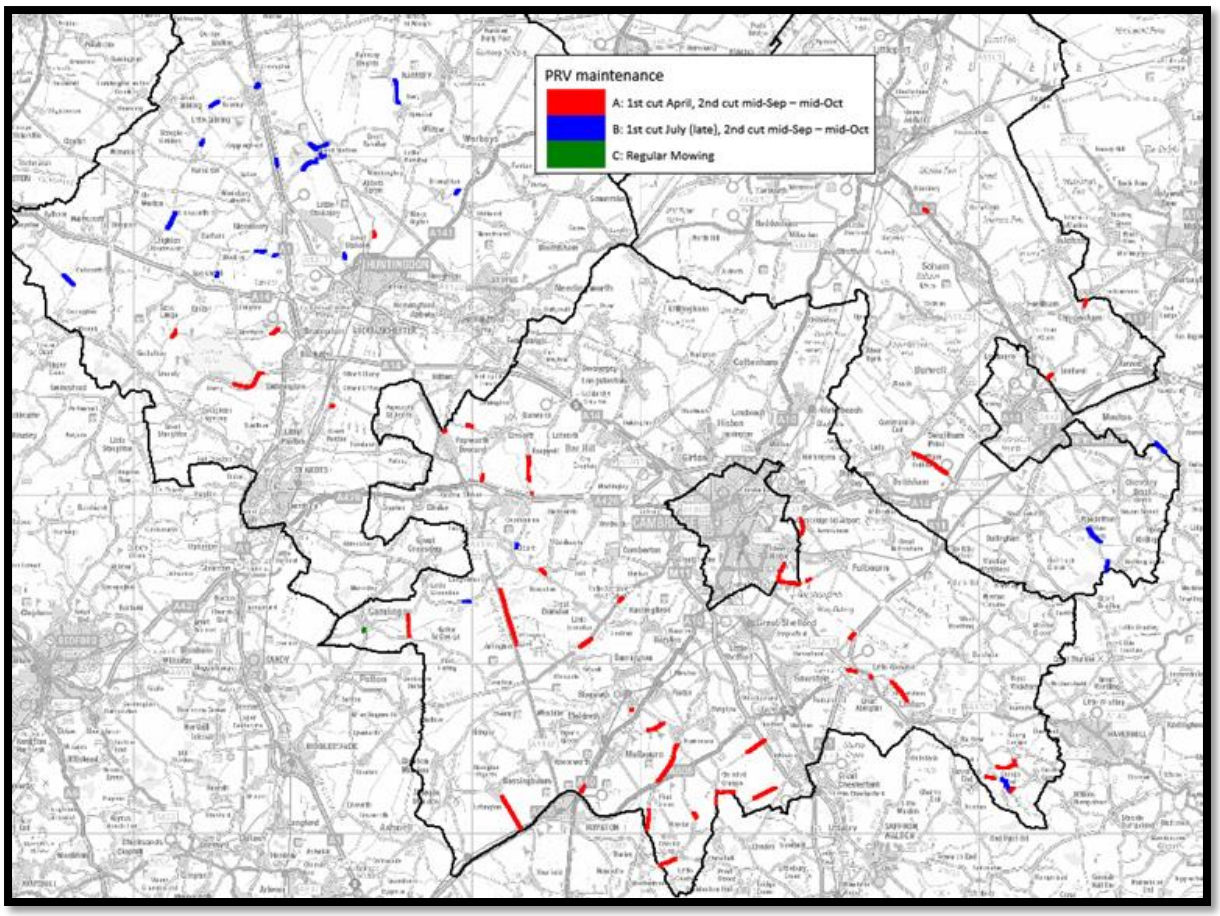
Vision splay locations & vision splay specification
\\ccc.cambridgeshire.gov.uk\data\Et Shared\8 Highways\Highways Maintenance\GRASS MAINTENANCE\GRASS CUTTING Verge and Village Maps\Visibility Splays Update drawings 2020\Junctions bends footway cut information

\\ccc.cambridgeshire.gov.uk\data\Et Shared\8 Highways\Highways Maintenance\GRASS MAINTENANCE\GRASS CUTTING Verge and Village Maps\VisiBends

Highway Volunteer scheme
https://www.cambridgeshire.gov.uk/asset-library/imported-assets/Community%20Highways%20Volunteering%20Scheme%20Information%20Pack%20-%20Cambridge%20City....pdf

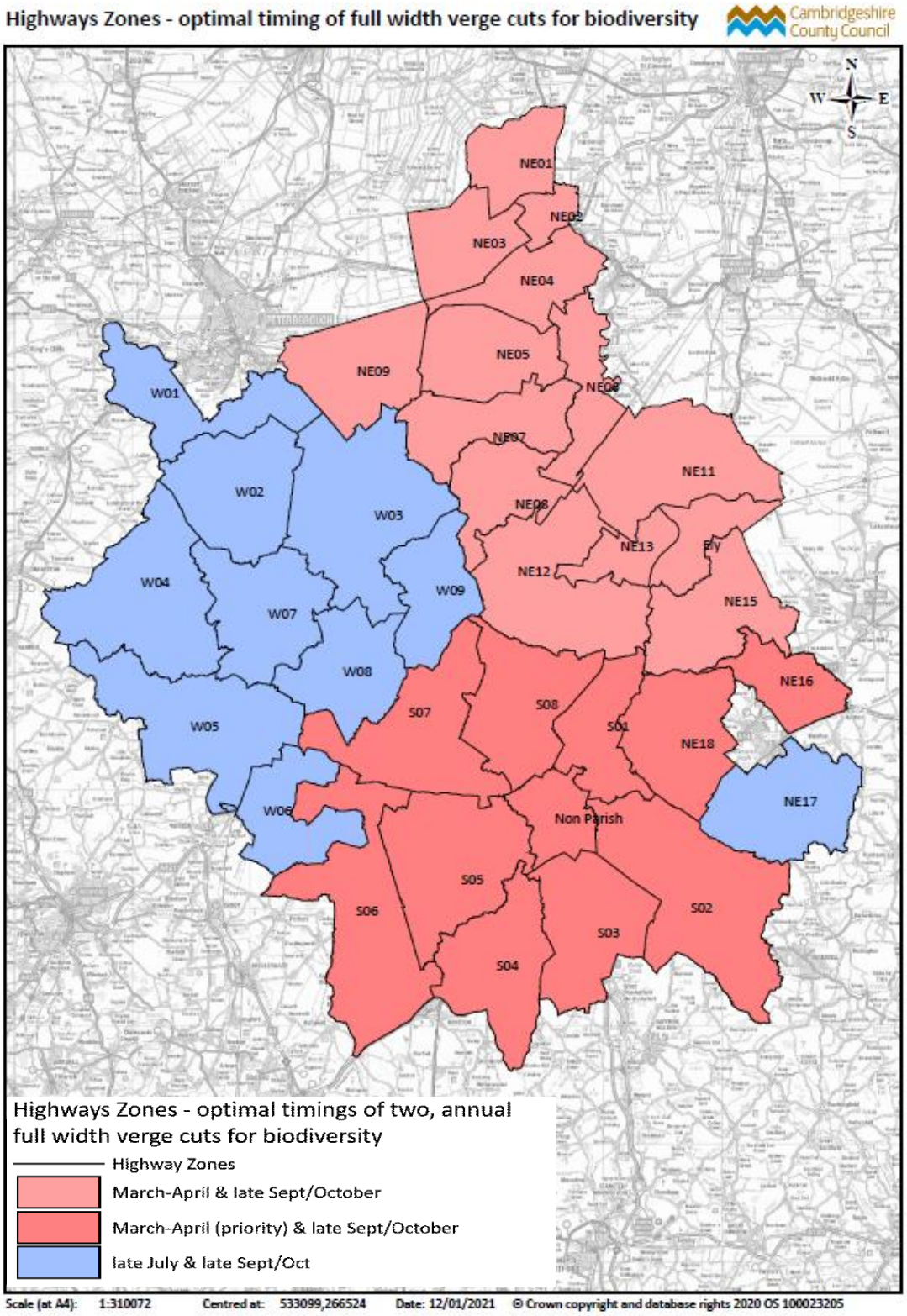
Licence to cultivate Section 142 Highway Act 1980
https://www.legislation.gov.uk/ukpga/1980/66/section/142

Appendix 1 - Location of Protected Road Verges in Cambridgeshire & prescribed grassland cuts



Shanklin, J. (2020). Cambridgeshire's Protected Road Verges. To be published in Nature in Cambridgeshire 2021 (draft available)

Appendix 2


Highways Zones - optimal timing of full width verge cuts for biodiversity
Cambridgeshire County Council
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S04
Highways Zones - optimal timings of two, annual full width verge cuts for biodiversity
Highway Zones
March-April & late Sept/October
March-April (priority) & late Sept/October
late July & late Sept/Oct
Scale (at A4): 1:310072
Centred at: 533099,266524
Date: 12/01/2021
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Appendix 3 - List of who cuts verges on CCC behalf.

Abbots Ripton	Ely City	Longstanton	Thriplow
Alconbury	Farcet	Lt Abington	Tilbrook
Alconbury Weston	Fen Ditton	Lt Downham & Pymore	Toft
Alwalton	Fen Drayton	Lt Shelford	Water Newton
Ashley	Fenstanton	Lt Thetford	West Wratting
Balsham	Folksworth	Lt Wilbraham	Weston Colville
Bar Hill	Fordham	Manea	Whaddon
Barrington	Fowlmere	March & Westry	Whittlesford
Barton	Foxton	Melbourn	Wicken & Upware
Bassingbourn	Fulbourn	Meldreth	Wimblington & Stonea
Benwick	Gamlingay	Mepal	Wimpole
Bluntisham	Girton	Milton	Wisbech St Mary
Bottisham	Grantchester	Newton	Wistow
Bourn	Graveley	Offord Cluny	Witchford
Brampton	Gt Shelford	Offord Darcy	Yaxley
Brinkley	Gt. Paxton	Old Hurst	
Brington & Molesworth	Gt Wilbraham	Pampisford	
Broughton	Guilden Morden	Parson Drove	
Buckden	Haddenham	Perry	
Buckworth	Hail Weston	Prickwillow	
Burwell	Harston	Rampton	
Caldecote	Hauxton	Sawston	
Cambourne	Hildersham	Sawtry	
Carlton	Hinxton	Shepreth	
Catworth	Histon	Snailwell	
Caxton	Holme	Soham	
Cheveley	Huntingdon DC	Somersham	
Chippenham	Ickleton	Spaldwick	
Chishill (Gt & Lt)	Impington	Stapleford	
Colne	Isleham	Steeple Morden	
Comberton	Kennett	Stilton	
Coton	Kimbolton & Stonely	St Neots Town Council	
Croxton	Kingston	Stow Cum Quy	
Doddington	Kirtling & Upend	Stow Longa	
Dry Drayton	Knapwell	Stukeleys	
Duxford	Landbeach	Sutton	
Earith	Leighton Bromswold	Swaffham Bulbeck	
Easton	Linton	Swaffham Prior	
ECDC	Littleport	Swavesey	
Elton Parish & Fotheringay	Litlington	Tadlow	
Elsworth	Lode & Longmeadow	Teversham	

Agenda Item No:

Residents' Parking Delivery Review

To:	Highway & Transport Committee
Meeting Date:	09 March 2021
From:	Steve Cox – Executive Director, Place and Economy
Electoral division(s):	All Cambridge divisions
Forward Plan ref:	N/A
Key decision:	No
Outcome:	To review and agree a way forward on the delivery of Residents' Parking Schemes and determine future delivery across the City of Cambridge.
Recommendation:	The Committee is asked to: a) Consider the four options outlined in part 1 of this report and, in-line with officers' recommendation, approve option 4 as the most appropriate way forward. b) Consider the four options outlined in part 2 of this report and instruct officers to undertake further work and to come back to committee later in 2021 with a detailed proposal.

Officer contact:
Name: Sonia Hansen
Post: Traffic Managers, Highways
Email: Sonia.hansen@cambridgeshire.gov.uk
Tel: 07557 812777

Member contacts:
Names: Councillor Ian Bates
Post: Chair Highways & Transport Committee
Email: ian.bates@cambridgeshire.gov.uk
Tel: 01223 706398

1. BACKGROUND

1.1 In 2017 the Greater Cambridge Partnership (GCP) committed £1.1m to fund the introduction of Residents Parking Schemes (RPS) across the City of Cambridge. This funding was made available for a period of four years which ends in March 2021.

1.2 In the last 4 years, 14 new RPSs have been considered, of which 8 have been installed and 6 were not supported at either the informal or public consultation stage. The implementation cost will be in the region of £650k. A further £60k of GCP funding has been secured for 2021/2022 to cover the cost of completing the remaining scheme reviews.

1.3 On the 10th March 2020, the Highway and Infrastructure Committee (H&I) paused the introduction of further RPSs for a period of one year. Shortly after this pause, the country went into national lockdown due to the Covid-19 pandemic.

1.4 Covid-19 has resulted in a dramatic change in work and travel patterns. These changes reduced the demand for parking across all the Park and Ride sites, the City Council's car parks and the demand for on-street parking by commuters into Cambridge. The reduction in traffic movement brought a significant drop in congestion and air pollution which combined with central government funding initiatives, made cycling and walking more attractive options.

1.5 The move to home working has impacted on some of the inner city RPSs where demand for on-street parking exceeds available parking space. The increased parking demand has pushed these more finely balanced schemes to capacity and in some cases over capacity. Both residents and local Councillors have expressed their concerns regarding the sustainability of these schemes and the increased competition for finite parking capacity. The 2017 Automatic Number Plate Recognition (ANPR) city wide survey undertaken by the GCP found that around 50% of car journeys within Cambridge City originated in the city.

1.6 Understanding what the long-term implications of this pandemic will have on work and travel patterns is still not known. However, the current pressure on parking within the city is unlikely to change for some time and may continue through the recovery phase and therefore a different approach to the way that residents parking operates would seem necessary. An approach which balances the needs of local communities and supports the overarching environmental aspirations/commitments of the County Council to reduce car use, improve air quality and support more sustainable modes of transport such as cycling, walking, public transport and car clubs is needed.

2. MAIN ISSUES

Residents Parking Schemes

2.1 In response to the changing parking demand, four options have been explored for the future delivery of RPSs across Cambridge City. These options are set out below along with comments on the main advantages and disadvantages.

- **Option 1** - Do nothing. As detailed above the pressure on parking across the city from non-residents has dropped significantly as more people work from home. This situation is unlikely to change for the foreseeable future.

Advantage	Disadvantages
No funding would be required to support the introduction of new RPSs.	Frustration from residents/councillors in areas where parking controls would be beneficial and potential for inequality between areas.
Could influence car ownership levels in the city	Options available to effectively manage traffic and parking would be reduced.
	Loss of staff through redundancy or deployment with no guarantee that resources would be readily available if RPSs were returned to the agenda.

- **Option 2** - Pause the development of any new RPSs for a further 12 months. As we are in unprecedented times, this 'holding' period will allow time to assess the long-term impact of Covid-19 on work and travel patterns and on-street parking demand.

Advantage	Disadvantages
Allows the assessment of the long-term impact of Covid-19 on working/travel patterns and car ownership.	Frustration from residents/councillors in areas where parking controls would be beneficial and potential inequality between areas.
Allows the provisions of more sustainable travel measures through the Covid-19 transport schemes and other GCP schemes to be implemented mitigating parking displacement from any future RPSs	Loss of staff through redundancy or redeployment, with no guarantee that resource would be readily available again in 12 months' time.
With the ongoing growth in Cambridge and pressure on parking in some areas a delay may lend further support to any future schemes being considered.	The number of proposed schemes 'back-logged' awaiting progression may increase.

- **Option 3** – Permit the implementation of schemes. Continue the implementation of new schemes in-line with the Residents Parking Scheme Policy.

Advantage	Disadvantages
Better overall management of on-street parking across the city, improved road safety and traffic flow particularly for emergency/refuse vehicles.	Promoting RPSs too early, i.e. before the long-term impact of Covid-19 on parking demand can be fully assessed may result in abortive work, increased cost and schemes not fit for purpose.
Ability to adjust priorities dependent on resident demand and/or on-street parking pressures.	Reduction in on-street parking capacity in already busy areas, i.e. in order to accommodate junction/access protection, pay & display, disabled and car club bays, increased parking pressures from displacement in other adjoining residential areas.

Advantage	Disadvantages
Encourages modal shift to more sustainable modes of transport, reduction in congestion and improved air quality in-line with GCP objectives.	Lack of mitigation for parking displacement, particularly for communities outside of Cambridge.
Continues the ongoing RPS delivery momentum.	Funding would be required for the consultation for any proposed schemes that fail to achieve the required level of support at the public or statutory consultation stage and the policy surrounding the level of support for a scheme tightened up to reduce the risk of additional funding being required. Successful schemes consultation and implementation would be funded by residents as GCP funding has ceased.

- **Option 4** - Defer any decision on further RPSs. The GCP is proposing the development of an Integrated Parking Strategy, working closely with the County and City Councils, which would provide an opportunity to reflect on the future role of RPSs as part of a wider plan to manage parking.

Advantage	Disadvantages
Better overall management of on-street parking across the city, improved road safety and traffic flow by ensuring the appropriate controls are taken in the right areas as RPSs may not always be the most appropriate course of action.	Frustration from residents/councillors in areas where parking controls would be beneficial but may not form part of the wider programme.
Enables the mitigation of parking displacement as RPSs would form part of the wider programme of measures.	Reduction in parking capacity, i.e. in order to accommodate junction/access protection, pay & display, disabled and car club bays.
Funding would be sought to support the introduction of a range of traffic management measures which may include, double yellow/single yellow lines to ensure the free flow of traffic, pay and display/limited waiting to support local facilities and new RPSs.	

2.2 Considering the above options and taking into account that the full impact of Covid-19 on RPSs is not fully known, it is proposed that option 4 is taken forward. This will enable the County Council to work with the GCP and our partner authorities to develop a sustainable parking strategy which will support evolving parking demands.

Increasing Parking Pressure within Existing Schemes

2.3 There are 23 Resident' Parking Schemes (RPSs) (appendix 1) in Cambridge City and whilst many schemes are operating at or near capacity, five schemes are oversubscribed. These

are Castle, Guest, Kite, Tenison and Victoria. This has been exacerbated by the current situation with more residents working from home.

2.4 The table below looks solely at the number of Residents' Permits within each of these 5 schemes. In addition to Residents' Permits, there are around 8,700 valid Visitors' Permits across these 5 schemes.

Scheme Name	Estimated No. spaces	No. Valid Residents Permits	Households with 1 permit	Households with 2 permits	Households with 3 permits
Castle	356	447	316	55	7
Guest	65	72	29	17	3
Kite	257	360	252	48	4
Tenison	494	550	332	79	20
Victoria	164	179	111	34	-
Total	**1336**	**1608**	**Total No. permits 1040**	**Total No. permits 466**	**Total No. permits 102**

2.5 Whilst the 'new normal' is still uncertain, adopting a new management approach which supports the Council's environmental aspirations along with safeguarding the longevity of schemes is considered necessary to ensuring the sustainability of schemes both during recovery and beyond this pandemic.

2.6 By taking steps to effectively manage the evolving parking demand within these inner-city areas, we aim to reduce car ownership and encourage more sustainable travel methods such as walking, cycling and use of car clubs reducing congestion and air pollution.

2.7 The table below is a snapshot of how some other authorities across the country manage Residents' Permit limits:

Authority	1st permit (12mths)	2nd permit (12mths)	3rd permit (12mths)	Additional information
York	£99.95	£187.50	£380	• 50% discount vehicles 2.7m or smaller & vehicles 120g/km2 or less (Only applied to 1st permit) • Premium of £39 on vehicles over 5m. • Special permit for central area • Permits issued for 3,6,9 &12mths • Motorcycles park free
Bristol	£0 -£48	£96	£192	• Permits price based on emissions (Only applied to 1st permit) • Central area permit extra £50 • Permits issued for 3, 6, 9 &12mths
Bath	£100	£160	-	• Only 1 permit in central areas, max of 2 permits in other areas • Permits issued for 6 &12mths
Oxfordshire	£65	£65	£130	• 4th £200

Authority	1st permit (12mths)	2nd permit (12mths)	3rd permit (12mths)	Additional information
				• Central Areas limited to 2 permits • Some areas allow parking in car parks
Edinburgh	£72 -£524	£92 -£661	-	• Permits price based on emissions • Discounted for outer city areas • Permits issued for 3, 6 &12mths • Motorcycles park free
Brighton	£165	£245	£325	• On first permit 50% discount for low emission and £50% surcharge for high emissions
Lambeth	£37 -£318			• Permits prices based on emissions • Surcharge for diesel vehicles • No limit on the number of permits except for new developments. • Permit issues for 3, 6 &12mths
Hammersmith & Fulham	£119	£497		• Permit issues for 6 &12mths • Free permit for fully electric vehicles, 1st permit only. • Emission discount, 1st permit only
Westminster	£112 - £158			• Permits price based on engine size, over 1200cc and under 1200cc • 'Eco vehicles' are free (Electric/gas/hybrid) • Max 2 vehicles on one permit but the permit can only be used by 1 vehicle at any one time.

2.8 As highlighted in the table above, there are a variety of processes and charging mechanisms used to manage parking demand, each one tailored to an area's unique requirements.

2.9 The below four proposals focus on reducing parking demand and promoting a modal shift to more sustainable transport options by reducing the reliance on car ownership. These options are set out below along with comments on the main advantages and disadvantages.

- **Option 1 –** Do nothing.

Advantage	Disadvantages
Allows time to assess the long-term impact of Covid19 on work and travel patterns	Frustration from residents/councillors in areas where parking demand exceeds capacity.

- **Option 2 –** Limit the number of permits issued in the more central, densely populated schemes. Schemes such as Brunswick, Castle, Guest, Kite, Park, Petersfield, Newtown, Regent, Tenison and West Cambridge.

Advantage	Disadvantages
Reduce parking demand within these inner-city schemes by limiting the number of permits issued.	Frustration from residents that currently hold multiple residents' permits and fully utilise their Visitors' Permit allocation.
Reduce congestion, improved air quality and promotes more sustainable modes of transport moving away from car ownership.	Frustration from residents as not all of these inner-city schemes are oversubscribed.
Contributes to the overarching environmental aspirations/commitments of the council.	Inequality across schemes.
	Reduction in permit revenue. Permit prices may need to be reviewed to ensure providing RPSs is cost neutral.
	IT upgrade costs

Note - In the above ten schemes: 50 households have 3 Residents' Permits. 1998 households have between 0-20 Visitors' Permits, 44 between 21-40 and 2 have 41+.

- **Option 3 –** Take a wider approach by limiting the number of permits issued across all schemes.

Advantage	Disadvantages
Reduce parking demand within all schemes across the city by limiting the number of permits issued.	Frustration from residents that currently hold multiple residents' permits and fully utilise their Visitors' Permit allocation.
Reduce congestion, improved air quality and promotes more sustainable modes of transport moving away from car ownership.	Frustration from residents as not all schemes are oversubscribed.
Support the overarching environmental aspirations/commitments of the council.	Reduction in permit revenue. Permit prices may need to be reviewed to ensure providing RPSs is cost neutral.
Acknowledge the impact all residents' have on the local environment.	IT upgrade costs

Note - Across all schemes: 115 households have 3 Residents' Permits. 4665 households have between 0 - 20 Visitors' Permits, 82 between 21-40 permits and 3 have 41+, over 20,800 permits in total.

- **Option 4 –** Consider a new charging mechanism which offers a reduced tariff for low emission vehicles, an increased tariff for high emission vehicles and surcharges for multiple permits.

Advantage	Disadvantages
Reduces parking demand across all schemes thought tariffs and surcharges.	Frustration from residents that currently hold multiple residents' permits and high emission vehicles.
Reduce congestion, improves air quality and promotes more sustainable modes of transport moving away from car ownership.	Economic implication for individual households.
Contributes to the overarching environmental aspirations/commitments of the council.	Reduction in permit revenue. Permit prices may need to be reviewed to ensure providing RPSs is cost neutral.
Acknowledges the impact all residents' have on the local environment.	Upgrade IT costs

2.10 Other areas to consider reviewing:

- Property eligibility, in particular that surrounding new and redevelopments.
- Current limits on Visitor's Permits (if not changed at this time)
- The use of and current limits on Tradespersons Permits.
- If space within each scheme is fully utilised, maximising parking capacity whether that be residents parking, car club bays, cycle parking and ensuring operational hours are still appropriate.

2.11 All options above would require a change to the Residents' Parking Policy and an amendment to the Traffic Regulation Order (TRO) as both documents underpin the Residents' Parking Schemes across the city. Whilst Highways and Transport committee can approve the Policy amendment, a change to the TRO would first need to be formally advertised with any objections determined by delegated decision or by Highway and Transport Committee.

2.12 Due to the complexity of the above options, it is proposed any decision on the management approach to be adopted be deferred at this time. This will enable officers to investigate and formulate a package of measures which safeguard the sustainability of schemes, support the Council's environmental commitments, complements the Integrated Parking Strategy and ensures permit fees are set at an appropriate level to cover all associated costs including enforcement.

3. Alignment with corporate priorities

3.1 A good quality of life for everyone

The main objectives of the Council's programme of RPSs is to prioritise parking for residents and discourage non-resident travel into Cambridge, with the aims of reducing congestion and improving air quality. The main objectives of reviewing existing RPSs are to reduce the increasing pressure on a finite number of parking spaces, with the aims of reducing dependence of vehicle ownership and support the need to provide alterative, sustainable parking options for all those that live in, visit and work in Cambridge.

3.2 Thriving places for people to live

A RPS should reduce the conflicting demands for on-street parking. By removing free, unlimited non-resident parking, the aim is to reduce through traffic and as such, reduce air pollution. RPSs offer a range of permit types which support residents, including free Medical Visitors' Permits for those that need care in their own homes, dispensations for health worker professionals providing care and Tradespersons' Permits.

3.3 The best start for Cambridgeshire's children

.

There are no significant implications for this priority.

3.4 Net zero carbon emissions for Cambridgeshire by 2050

Effective management of parking including the introduction of RPSs, complements the Local Transport Plan and supports the Climate Change and Environment Strategy.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

RPSs as a whole should be self-funding, therefore the permit fee must cover all associated costs. If there is a surplus or a deficit in funding, this will be taken into account when the permit fees annual review is undertaken. The ongoing RPS costs are covered by permit fees and implementation costs by a one-off fee. The one-off implementations fee and annual Residents' Permit fee will be charged at the point of application. On an annual basis, permit fees are set at a rate which should ensure that RPSs as a whole are cost neutral to the Council.

Before consulting on new RPS's, funding would be need to be considered to cover the consultation costs for any proposed scheme(s) that fail to achieve the required level of support at the public or statutory consultation stage. Working with GCP on the development of an Integrated Parking Strategy, may offer funding opportunities.

If the delivery of new RPS is suspended this will have human resource implications which will be mitigated as far as possible through redeployment.

Any change to the TRO would have also have cost implications along with any change to permit limits or the permit pricing structure.

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 introduction of a RPS carries the following key risks:

- Failure to adequately manage on-street parking will increase congestion and undermine road safety.

- Failure to cover the cost associated and ongoing charges will have a negative impact on budgets.

These can be mitigated by:

- Balancing the needs of residents, local business and the local community to keep traffic moving, improve pedestrian safety and reduce the risk of accidents on the road network.
- Applying suitable pricing structures, where appropriate, to ensure that all operational costs are covered.
- Offering alternative, sustainable modes of transport

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

4.4 Equality and Diversity Implications

There are no significant implications with this priority. An Equality Impact Assessment of Resident permit limits and fee structure is attached in appendix 2.

4.5 Engagement and Communications Implications

In the event that future RPSs do not proceed, officers will liaise with the relevant local county councillors to manage the potential reputational impact. In the event of permit limits or the permit fee structure changes, officers will contact those residents effected and give notice of any pending change.

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.

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: Gus de Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or 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: Iain Green

5. Source documents

5.1 Source documents

Residents' Parking Scheme Policy

GCP - ANPR Data Trip Chain Report

5.2 Location

https://www.cambridgeshire.gov.uk/asset-library/imported-assets/Residents'%20Parking%20Scheme%20Policy.pdf

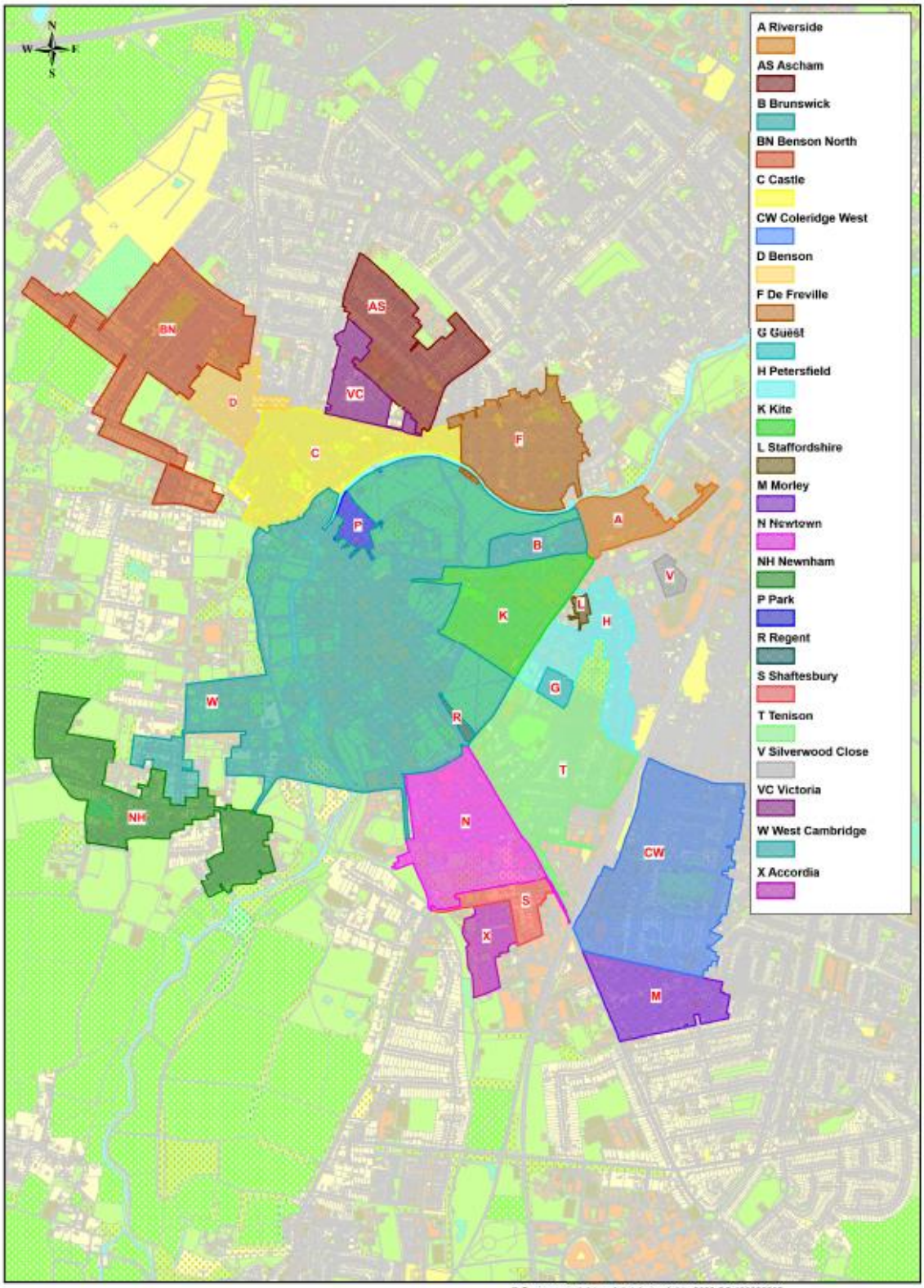
http://opendata.cambridgeshireinsight.org.uk/dataset/greater-cambridge-anpr-data-trip-chain-reports

All report authors should use the Accessibility Checker in Word to check and address accessibility issues in reports before sending them to Democratic Services.

Appendix 1

Cambridge Residents' Parking Schemes

Cambridgeshire County Council



Scale (at A3): 1:18140 Centred at: 545460,258350 Date: 18/01/2021 By: fp586

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Appendix 2

Equality Impact Assessment
For employees and/or communities

Section 1: Proposal details

Directorate / Service Area:		**Person undertaking the assessment:**	
Place & Economy		**Name:**	Nicola Gardner
Proposal being assessed:		**Job Title:**	Parking Policy Manager
Review of Resident permit limits and fee structure		**Contact details:**	01223 727912
Business Plan Proposal Number: (if relevant)		**Date commenced:**	15/01/21
		Date completed:	01/02/21

Key service delivery objectives:
The aim of this proposal is to discuss how RPSs should be managed moving forward. The increased competition for a finite parking capacity is pushing RPSs to capacity and in some schemes over capacity. Consideration needs be given to the long-term sustainability of existing and future schemes, supporting/encouraging more sustainable modes of transport and reducing reliance on car ownership.
Key service outcomes:
To ensure a balanced management approach is adapted which addresses the evolving demands for on-street parking within the inner-city areas. An approach which ensures the longevity of the services whilst still offering residents value for money.
What is the proposal?
To discuss and investigate options/mechanisms to effectively manage the increasing demand for on-street parking across the city. Options which will reduce the demand for parking within these inner-city areas, areas where parking demand exceeds capacity. Promoting more sustainable modes of transport with a view to reduce congestion and improve air quality of all those that live, work and visit Cambridge.
What information did you use to assess who would be affected by this proposal?
The figures used in this report were obtained from the County Council's permit data-base and were correct at the point this report was drafted (January 2021). Feedback has been received from residents and both local city and county councillors, predominately in those schemes where parking capacity is finely balanced.
Are there any gaps in the information you used to assess who would be affected by this proposal?
No
Who will be affected by this proposal?
Permits are chargeable. Any increase in permit cost could impact negatively on those with least ability to pay. In addition, a reduction in permit limits could affect those households where vehicle ownership exceeds the number of permits permitted.

Section 2: Scope of Equality Impact Assessment

Scope of Equality Impact Assessment					
*	Age	☐	*	Disability	☐
*	Gender reassignment	☐	*	Marriage and civil partnership	☐
*	Pregnancy and maternity	☐	*	Race	☐
*	Religion or belief (including no belief)	☐	*	Sex	☐
*	Sexual orientation	☐			
	Rural isolation	☐		Poverty	X

Section 3: Equality Impact Assessment

Research, data and/or statistical evidence
The information regarding permit numbers was obtained from the IT system which supports Residents Parking Schemes. This information was correct at the point generated in January 2021.
Consultation evidence
N/A.
Based on consultation evidence or similar, what positive impacts are anticipated from this proposal?
• Reduced parking demand across all schemes. Residents should find it easier to park close to their homes, benefiting those with limited mobility. • Reduce the reliance of car ownership. • Reduce congestion and improved air quality • Reinforce the role residents' can have in relation to improving their local environment.
Based on consultation evidence or similar, what negative impacts are anticipated from this proposal?
• A further limit on the number of permits could impact negatively on those households where vehicle ownership exceed permit limits as alternative parking would need to be sought or car ownership reviewed • Any increase in permit cost could impact negatively on those with least ability to pay.
How will the process of change be managed?
Any changes agreed by committee will need to be formally advertised as part of the Traffic Regulation Order (TRO) process. All objections raised by either residents' or non-residents will be considered. Residents will be advised of any changes to permit limits or permit fees prior to their permit renewal date and our website will be updated accordingly. Any changes will be applied at the

point of renewal and this will be explained in the renewal letter. The Parking Permits Team will be available to answer and guide residents through the process.
How will the impacts during the change process be monitored and improvements made (where required)?
The project will be co-ordinated by the Parking Policy Team and monitored by the Parking Policy Manger. Any issues highlighted either via the above or from residents directly will be addressed promptly by officers.

Section 4: Equality Impact Assessment - Action plan

See notes at the end of this form for advice on completing this table.

Details of disproportionate negative impact *(e.g. worse treatment / outcomes)*	**Group(s) affected**	**Severity of impact** *(L/M/H)*	**Action to mitigate impact with reasons / evidence to support this** ***or*** **Justification for retaining negative impact**	**Who by**	**When by**	**Date completed**
Associated permit cost	Residents	L	Advance notice will be given prior to any change being made and changes will be applied at the point of renewal.	CCC	Change Implementation	TBC
Associated permit limits	Residents	L	Advance notice will be given prior to any change being made and changes will be applied at the point of renewal.	CCC	Change Implementation	TBC

Section 5: Approval

Name of person who completed this EIA:	Nicola Gardner	**Name of person who approves this EIA:**	
Signature:	NGardner	**Signature:**	Sonia Hansen
Job title:	Parking Policy Manager	**Job title:** *Must be Head of Service (or equivalent) or higher, and at least one level higher than officer completing EIA.*	Traffic Manager
Date:	01/02/21	**Date:**	09/02/2021

Cambridgeshire County Council

Highways and Transport Policy and Service Committee Agenda Plan

Published on 1st March 2021

Notes

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.

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log
- Finance Report – The Council's Virtual Meeting Protocol has been amended so monitoring reports (including the Finance report) can be included at the discretion of the Committee.
- Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
[13/04/21] Provisional meeting				31/03/21	02/04/21
25/05/21				13/05/21	17/05/21
	Appointments to outside bodies	Democratic Services	Not Applicable		
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda plan	Democratic Services	Not Applicable		
08/06/21	Notification of the Appointment of the Chairman/Chairwoman and Vice Chairman/Chairwoman	Democratic Services		27/04/21	31/05/21

	Risk Register Review	Steve Cox	Not applicable		
	LHI Panel Scoreboards	Richard Lumley	Not applicable		
	Highways Contract Key Performance Indicators (KPIs) Quarterly Update Report	Emma Murden	Not applicable		
	Performance Report	Jamie Leeman	Not applicable		
	HoS Annual Review	Mike Atkins	Not applicable		
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda plan	Democratic Services	Not Applicable		
22/06/21	Appointments to outside bodies	Democratic Services	Not Applicable	10/06/21	14/06/21
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda plan	Democratic Services	Not Applicable		
06/07/21	Appointments to outside bodies	Democratic Services	Not Applicable	24/07/21	28/07/21
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda plan	Democratic Services	Not Applicable		
10/08/21	Appointments to outside bodies	Democratic Services	Not Applicable	29/08/21	02/08/21
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda plan	Democratic Services	Not Applicable		
14/09/21				02/09/21	06/09/21
	Appointments to outside bodies	Democratic Services	Not Applicable		
	Finance Monitoring Report	Sarah Heywood	Not applicable		

	Utility Company Interface and Provision of Timely and Accurate Information Relating to Highway Schemes	Sonia Hansen	Not applicable		
	Annual Highways Report	Emma Murden	Not applicable		
	Road Safety Annual Review	Matt Staton	Not applicable.		
	Winter Plan 2021/22	Jonathan Clarke	Yes		
	Agenda plan	Democratic Services	Not Applicable		
05/10/21				23/09/21	27/09/21
	Appointments to outside bodies	Democratic Services	Not Applicable		
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda plan	Democratic Services	Not Applicable		
09/11/21				28/10/21	01/11/21
	Appointments to outside bodies	Democratic Services	Not Applicable		
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda plan	Democratic Services	Not Applicable		
07/12/21				25/11/2021	29/11/2021
	Appointments to outside bodies	Democratic Services	Not Applicable		
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda plan	Democratic Services	Not Applicable		
18/01/22				06/01/22	10/01/22

	Appointments to outside bodies	Democratic Services	Not Applicable		
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda plan	Democratic Services	Not Applicable		
08/03/22				24/02/22	28/02/22
	Appointments to outside bodies	Democratic Services	Not Applicable		
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda plan	Democratic Services	Not Applicable		
19/04/22				07/04/22	11/04/22
	Appointments to outside bodies	Democratic Services	Not Applicable		
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda plan	Democratic Services	Not Applicable		
17/05/22				07/05/22	09/05/22
	Appointments to outside bodies	Democratic Services	Not Applicable		
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda plan	Democratic Services	Not Applicable		

To be scheduled
Cambridgeshire County Council Future Transport Priorities – Chris Poultney (Key Decision)

Please contact Democratic Services democraticservices@cambridgeshire.gov.uk if you require this information in a more accessible format