

# HIGHWAYS AND INFRASTRUCTURE COMMITTEE



**Tuesday, 10 March 2020**

**Democratic and Members' Services**

Fiona McMillan  
Monitoring Officer

**10:00**

Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

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

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

**1 Apologies for absence and declarations of interest**

*Guidance on declaring interests is available at  
<http://tinyurl.com/ccs-conduct-code>*

**2 Minutes - 21st January 2020**

[Minutes - 21st January 2020](#)

**3 Highways and Infrastructure Committee Action Log**

**5 - 10**

**4 Petitions and Public Questions**

### **DECISIONS**

**5 Finance Monitoring Report - January 2020**

**11 - 48**

<b>6</b>	<b>Performance Report - Quarter 3 2019_20</b>	<b>49 - 70</b>
<b>7</b>	<b>Road Safety Schemes 2020-21</b>	<b>71 - 82</b>
<b>8</b>	<b>Local Highway Improvement (LHI) Schemes 2020-21</b>	<b>83 - 116</b>
<b>9</b>	<b>Highway Infrastructure Asset Management</b>	<b>117 - 328</b>
<b>10</b>	<b>Resident Parking Delivery Review</b>	<b>329 - 344</b>
<b>11</b>	<b>Highways and Infrastructure Committee Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels</b>	<b>345 - 348</b>

The Highways and Infrastructure Committee comprises the following members:

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

Councillor Ian Gardener Councillor Mark Goldsack Councillor Lynda Harford Councillor Simon King Councillor Ian Manning Councillor Tom Sanderson Councillor Jocelyne Scutt and Councillor Graham Wilson

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

Clerk Name: James Veitch

Clerk Telephone: 01223 715619

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

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Public speaking on the agenda items above is encouraged. Speakers must register their intention to speak by contacting the Democratic Services Officer no later than 12.00 noon three working days before the meeting. Full details of arrangements for public speaking are set out in Part 4, Part 4.4 of the Council's Constitution:

<https://tinyurl.com/CommitteeProcedure>

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**HIGHWAYS &  
INFRASTRUCTURE POLICY &  
SERVICE COMMITTEE**



**Minutes-Action Log**

**Introduction:**

This is the updated action log as at **2<sup>nd</sup> March 2020** and captures the actions arising from the most recent Highways & Infrastructure Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

**Minutes of 24<sup>th</sup> November 2017**

<b>34.</b>	<b>Parking Schemes and Charges</b>	Richard Lumley/ Dawn Cave	Review Park & Ride parking charges in two years' time, following the removal of the £1 parking charge.	Democratic Services sent a briefing note to Committee Members on 12 <sup>th</sup> February 2020.	Complete
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**Minutes of 16<sup>th</sup> January 2018**

<b>45.</b>	<b>Minutes and Action Log</b>	Graham Hughes / Richard Lumley	Discuss with Skanska the feasibility of offering an enhanced pothole repair service.	Part of a wider, longer term piece of work looking at possible delivery models (including future funding) for highway services.	In progress, to be reported on towards end of 2019/20
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**Minutes of 3<sup>rd</sup> December 2018**

<b>89. b.</b>	<b>Minute and action log</b>	Richard Lumley / Sonia Hansen	Resident & Visitor Parking Permit Charges review	Residents parking schemes are still being implemented, whilst those schemes that	Complete
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			should be a clear action on the Action Log.	have been implemented have not been in long enough to provide sufficient data for review.	
<b>Minutes of 9<sup>th</sup> July 2019</b>					
<b>123.</b> <b>a.</b>	<b>Finance and Performance Report – May 2019</b>	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. It is anticipated that the first report can be made to Committee in November	In progress for November 2019

<b>124.</b> <b>a.</b>	<b>Road Casualty Data Annual Report</b>	Matt Staton	Requested that a training progress report be brought back to the Committee from the Road Safety Partnership Board regarding the CRASH training received by Police officers.	Matt Staton to take to next Partnership Board meeting in September and then look to add to Agenda Plan	Raised at September 2 <sup>nd</sup> Road Safety Partnership Board and to be reviewed at March/April H&I Committee as part of the annual road safety report  <b>Road Safety report scheduled for March 2020 meeting.</b>
<b>124.</b> <b>b.</b>	<b>Road Casualty Data Annual Report</b>	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 and look to coincide with appropriate date in the Agenda Plan.	<b>Road Safety Research Project scheduled for members seminar 4<sup>th</sup> September.</b>

**Minutes of 4<sup>th</sup> December 2019**

<b>144.</b> <b>b.</b>	<b>Minutes and Action Log</b>	Richard Lumley	Review of the online Highways Fault Reporting Tool and investigate whether it could be linked to 'FixMyStreet'.	Highways Fault Reporting Tool does not link to 'FixMyStreet', however we are carrying out a full review and procurement exercise for Highways systems across both authorities, including public reporting	Complete
<b>146.</b> <b>c.</b>	<b>Finance Monitoring Report – October 2019</b>	Graham Hughes/Richard Lumley	A Member raised concerns regarding the inequitable nature of the LHI bid process. Officers to establish whether it was possible to resolve the anomalies found within this process.	Progress currently being looked at by the team in conjunction with Chair and Vice-Chair.	Ongoing
<b>146.</b> <b>d.</b>	<b>Finance Monitoring Report – October 2019</b>	Graham Hughes/Richard Lumley.	Officers to include a graph within the report comparing LHI delivery performance from last year to the current year.	Table currently being pulled together and will be part of the LHI update provided at the March Committee.	Ongoing
<b>146.</b> <b>f.</b>	<b>Finance Monitoring Report – October 2019</b>	Graham Hughes/Richard Lumley	Provide information to all Members and substitute Members regarding the progress of the LHI schemes which had been submitted using the A14 Legacy Fund.	Dorothy Higginson liaising with Highways England on a progress report. Little success to date. This is now being escalated via Andy Preston with the HE	Ongoing

<b>Minutes of 21<sup>st</sup> January 2020</b>					
<b>151.</b> <b>a.</b>	<b>Minutes and Action Log</b>	James Veitch	Committee should receive a quarterly report on the Highways Contract.	Added to Committee Agenda Plan.	Complete
<b>151.</b> <b>b.</b>	<b>Minutes and Action Log</b>	Richard Lumley	Assistant Director, Highways to meet with Members to explain how the performance of the Highways Contract is managed.	Meeting to be held on the 18th February.	Complete
<b>152.</b> <b>a.</b>	<b>Petitions and Public Questions</b>	Sonia Hansen/James Veitch	Officers to send a response to Julia Sang	Response sent by Democratic Services on 29 <sup>th</sup> January 2020.	Complete
<b>152.</b> <b>b.</b>	<b>Petitions and Public Questions</b>	Sonia Hansen/James Veitch	Officers to send a response to Alexander Nix	Response sent by Democratic Services on 29 <sup>th</sup> January 2020.	Complete
<b>152.</b> <b>c.</b>	<b>Petitions and Public Questions</b>	Sonia Hansen/James Veitch	Officers to send a response to Matthew Danish	Response sent by Democratic Services on 29 <sup>th</sup> January 2020.	Complete
<b>152.</b> <b>d.</b>	<b>Petitions and Public Questions</b>	Sonia Hansen/James Veitch	Officers to send a response to Councillor Katie Thornburrow.	Response sent by Democratic Services on 29 <sup>th</sup> January 2020.	Complete

<b>152.</b> <b>e.</b>	<b>Petitions and Public Questions</b>	Sonia Hansen/James Veitch	Officers to send a response to Penny Heath	Response sent by Democratic Services on 29 <sup>th</sup> January 2020.	Complete
<b>153.</b> <b>a.</b>	<b>Finance Monitoring Report – November 2019</b>	Richard Lumley	Assistant Director, Highways to talk to relevant team to find out more information regarding why a Member had been told that there wasn't sufficient resources to repair a certain highway in his division.	An order was raised on the 21st January to clean all Gullies and Offlets along the complete stretch of Hatchet Lane, paying attention to a reported blocked gully outside number 16, no further work required. Cllr and Parish informed.	Complete
<b>153.</b> <b>b.</b>	<b>Finance Monitoring Report – November 2019</b>	Richard Lumley	Assistant Director, Highways to find out more information regarding the total number of trees planted in Cambridgeshire.		
<b>157.</b>	<b>Highways and Infrastructure Committee Forward Agenda Plan, Training Plan and Appointments to Outside Bodies.</b>	James Veitch	In reference to the Resident's Parking Permit Charge Review, It was agreed to defer the consideration of the introduction of one vehicle registration number per Tradesperson Permit until a future Committee meeting.	Added to Committee Agenda Plan	Complete

**FINANCE MONITORING REPORT – JANUARY 2020**

*To:* **Highways & Infrastructure Committee**

*Meeting Date:* **10<sup>th</sup> March 2020**

*From:* **Steve Cox - Executive Director, Place & Economy  
Chris Malyon - Chief Finance Officer**

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

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

*Purpose:* **To present to the Highways and Infrastructure Committee the Finance Monitoring Report (FMR) for Place & Economy Services as at the end of January 2020.**

**The report is presented to provide Committee with an opportunity to note and comment on the financial position as at the end of January.**

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

- **review, note and comment upon the report**

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
Name:	Sarah Heywood	Names:	Councillor Mathew Shuter
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## 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 Infrastructure Committee have been shaded. Members are requested to restrict their questions to the lines for which this Committee is responsible.

## 2. MAIN ISSUES

### Revenue

- 2.1 The report attached as Appendix A is the Place & Economy Services Finance Monitoring Report for 2019/20 as at the end of January 2020. Place and Economy as a whole is forecasting a bottom line revenue underspend of £2.9m.

The main explanations for this are:-

- Bus Lane Enforcement and Parking Enforcement: the forecast of additional income in excess of budget has increased to £961K (it was £782K last month).
- Winter Maintenance: last month's projected overspend of £463K has reduced to £239K which reflects the reduced estimated number of runs due to the mild winter to date.

Waste Management: The forecast underspend is £2.3m, an increase of £0.4m since last month. This is due to the Mechanical Biological Treatment (MBT) facility breaking down and the contractor being responsible for the landfill costs.

### Capital

- 2.2 The revised capital budget for 2019/20 reflects the carry-forwards of funding from 2018/19 and the agreed re-phasing of schemes. Since last month there has been a forecast reduction in in-year spend of £0.9m in the £90m Highways Maintenance Schemes because £823K of planned drainage schemes have been transferred to the Operating The Network budget and will be delivered next financial year.

### Activity Data

- 2.3 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 resource implications are contained within the body of the report.*

**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.*



**Place & Economy Services****Finance Monitoring Report – January 2020****1. SUMMARY****1.1 Finance**

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

**2. INCOME AND EXPENDITURE****2.1 Overall Position**

<b>Forecast Variance - Outturn (Previous Month) £000</b>	<b>Directorate</b>	<b>Budget 2019/20 £000</b>	<b>Actual £000</b>	<b>Forecast Variance - Outturn (January) £000</b>	<b>Forecast Variance - Outturn (January) %</b>
+3	Executive Director	2,046	2,440	+23	1
-577	Highways	19,653	14,011	-368	-2
-61	Passenger Transport	7,081	5,470	-65	-1
-1,557	Environmental & Commercial Services	38,240	21,290	-1,978	-5
-418	Infrastructure & Growth	2,044	1,506	-490	-24
0	External Grants	-15,293	-4,916	0	0
<b>-2,610</b>	<b>Total</b>	<b>53,771</b>	<b>39,799</b>	<b>-2,878</b>	<b>-5</b>

The service level budgetary control report for January 2020 can be found in [appendix 1](#).

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

**2.2 Significant Issues****Winter**

The costs for delivering the winter service have increased predominantly due to the change in type of highway service contract that is now in place. Under the old contract, which was tendered back in 2005, winter maintenance was paid for under a schedule of rates which increased by inflation each year. Under the new contract (tendered in 2016) winter is paid for on an actual cost basis. Under the new contract,

individual rates for drivers and salt in particular, have increased as have fixed costs such as vehicle hire. Overheads on the Skanska contract are also now attributed to individual budget lines which was not the case in the past. This means that it is clearer what the cost of delivering the service is and allows for far more informed budget planning.

Unfortunately the increased cost for delivering winter services was not picked up earlier because the first winter (17/18) under the new contract was exceptionally harsh and the high number of gritting runs masked the fact that the actual cost of delivering the service had increased. The mild winter in 18/19 resulted in a very low number of gritting runs and although over spent the overspend was relatively small and was attributed to one-off costs rather than a fundamental increase in the actual service cost.

The original overspend of £463k was estimating 53 runs, this has been reviewed and is now forecast to be 46 runs given the milder than average winter. This is regularly monitored & updated.

#### County Planning, Minerals & Waste

Owing to the planning committee decision that went against the officer recommendation on the Waterbeach Energy for Waste proposal last September, the Public Inquiry has now been held and the costs of this appeal are now known. To cover the legal expenditure and specialist officer advice (excluding the CCC employed officer time) amounts to £223k. The County Planning, Mineral and Waste Team budget does not include the cost of any planning appeals.

#### Waste Private Finance Initiative (PFI) Contract

Due to breakdowns at the Mechanical Biological Treatment (MBT) facility, no waste was processed in this financial year until 7th May. As the waste takes 6 to 7 weeks to complete the MBT facility composting process, this has resulted in a significant reduction in our landfill tax spend for the first quarter of the year. In addition, we have resolved a dispute in our favour over waste from the composting hall that was landfilled in April. The current level of plant performance and additional MBT breakdowns combined with less residual waste being delivered for treatment, has led to us forecasting a £2,190,000 underspend for landfill tax this year which may increase.

The budget was based on a set of contract savings being agreed with our PFI contractor and implemented by 1st April 2019. Unfortunately, these contract changes have been delayed and we are currently basing our forecast outturn on these not being implemented until 1st April 2020. Whilst this continues to cause budgetary pressure, this has been more than offset by a reduction in contract waste collected combined with a (one-off) contract penalty for a lack of reduction in the biodegradability of waste landfilled during 2018/19 financial year. These result in a further forecasted saving of around £250,000.

Following agreement at the Highways and Infrastructure committee to implement a van and trailer e-permit scheme at the Household Recycling Centres (HRCs), there will be additional one-off costs of approximately £100,000.

The above elements plus other savings within Waste combine to form an underspend of £2,292,800, at present. We will continue to monitor and provide updates in future months, based on MBT performance, the levels of waste sent to landfill and the expected dates when contract changes will be agreed and the savings will commence.

### **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

No significant issues to report this month.

##### Funding

A further grant have been awarded from the Department for Transport since the published business plan, this being Pothole grant funding 19/20 (£0.802m).

A new grant has been awarded in 19/20 (£0.680m) via Highways England through the Department for Transport (DfT) Designated Funds Programme providing a contribution to the feasibility, design and delivery of the Northstowe Heritage Facility.

All other schemes are funded as presented in the 2019/20 Business Plan.

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

## APPENDIX 1 – Service Level Budgetary Control Report

### Place & Economy Service Level Finance & Performance Report

Finance & Performance Report for P&E - January 2020

Forecast Outturn Variance (December)		Mapping	Budget 2019/20	Actual January 2020	Forecast Outturn	Variance
£000's	£000's		£000's	£000's	%	
Executive Director						
3	Executive Director		2,046	2,440	23	1%
3	Executive Director Total		2,046	2,440	23	1%
Highways						
0	Asst Dir - Highways		157	132	1	1%
145	Local Infrastructure Maintenance and Improvement	Sig	6,085	4,586	852	14%
-198	Traffic Management		-95	60	-213	-225%
-49	Road Safety		528	-11	-122	-23%
-157	Street Lighting		10,086	7,163	-159	-2%
1	Highways Asset Management		407	270	-24	-6%
-782	Parking Enforcement	Sig	0	-835	-961	0%
463	Winter Maintenance		2,141	1,678	259	12%
-0	Bus Operations including Park & Ride		343	967	-0	0%
-577	Highways Total		19,653	14,011	-368	-2%
Passenger Transport						
-212	Community Transport		2,789	2,169	-212	-8%
151	Concessionary Fares		4,292	3,301	147	3%
-61	Passenger Transport Total		7,081	5,470	-65	-1%
Environmental & Commercial Services						
27	Asst Dir - Environment & Commercial Services		-25	-19	7	29%
242	County Planning, Minerals & Waste		449	486	242	54%
62	Historic Environment		80	189	62	77%
0	Flood Risk Management		419	367	-0	0%
-2	Energy Projects Director		28	257	3	11%
-1	Energy Programme Manager		58	49	0	0%
-1,885	Waste Management		37,231	19,962	-2,292	-6%
-1,557	Environmental & Commercial Services Total		38,240	21,290	-1,978	-5%
Infrastructure & Growth						
0	Asst Dir - Infrastructure & Growth		160	136	0	0%
47	Major Infrastructure Delivery		1,300	1,245	47	4%
29	Transport Strategy and Policy		33	87	29	86%
0	Growth & Development		551	416	-23	-4%
-493	Highways Development Management		0	-379	-542	0%
-418	Infrastructure & Growth Total		2,044	1,506	-490	-24%
-2,610	Total		69,065	44,716	-2,878	-4%
Grant Funding						
0	Non Baselined Grants		-15,293	-4,916	0	0%
0	Grant Funding Total		-15,293	-4,916	0	0%
-2,610	Overall Total		53,771	39,799	-2,878	-5%

## APPENDIX 2 – Commentary on Forecast Outturn Position

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

Service	Current Budget for 2018/19 £'000	Actual £'000	Outturn Forecast	
			£'000	%
<b>Local Infrastructure Maintenance and Improvement</b>	6,085	4,586	+852	+14
<p>The highways shared service with Peterborough City Council was originally budgeted to be implemented in 2019/20 but this will not be achieved until 2020/21. The saving is included in this budget line and so this creates a forecast overspend of £150k. In addition there is an overspend of £650k for the use of Rhino for crack sealing circa 100 sites and £45k for the hire of additional patcher until end of March 2020. These overspends will be covered by underspends elsewhere in Highways directorate.</p>				
<b>Street Lighting</b>	10,086	6,274	-159	-2
<p>A refund has been received for over payment of energy costs from a previous supplier.</p>				
<b>Parking Enforcement</b>	0	-836	-961	0
<p>Bus lane enforcement is providing additional income in excess of the budget set. This income is difficult to predict and therefore the budget holder will monitor the financial position on a regular basis, updating the forecast accordingly.</p>				
<b>Winter Maintenance</b>	2,125	1,518	+259	+12
<p>The costs for delivering the winter service have increased predominantly due to the change in type of highway service contract that is now in place. Under the old contract, which was tendered back in 2005, winter maintenance was paid for under a schedule of rates which increased by inflation each year. Under the new contract (tendered in 2016) winter is paid for on an actual cost basis. Under the new contract, individual rates for drivers and salt in particular, have increased as have fixed costs such as vehicle hire. Overheads on the Skanska contract are also now attributed to individual budget lines which was not the case in the past. This means that it is clearer what the cost of delivering the service is and allows for far more informed budget planning.</p> <p>Unfortunately the increased cost for delivering winter services was not picked up earlier because the first winter (17/18) under the new contract was exceptionally harsh and the high number of gritting runs masked the fact that the actual cost of delivering the service had increased. The mild winter in 18/19 resulted in a very low number of gritting runs and although over spent the overspend was relatively small and was attributed to one-off costs rather than a fundamental increase in the actual service cost.</p>				



The original overspend of £463k was estimating 53 runs, this has been reviewed and is now forecast to be 46 runs given the milder than average winter. This is regularly monitored & updated.				
<b>Community Transport</b>	2,789	1,821	-212	-8
This service is provided on behalf of the Combined Authority. On 7th February 19 the E&E Committee agreed to fund the replacement bus services until the end of March 2020. Costs in this area have now come in lower than expected partly due to some of the contracts not being let due to a lack of bidders and also some of contracts tendered so far this year have been less than expected.				
<b>Concessionary Fares</b>	4,292	2,087	+147	+3
This service is being provided on behalf of the Combined Authority and was initially forecasting an underspend due to the change in eligibility being linked to the increased pensionable age and the reduction in the number of bus routes. Over the last couple of months there has been an increase in spend due to increased usage of the Busway and services from the Park & Ride sites leading to an overspend against the revised budget. This, however, balances against the reduction in spend on Community Transport.				
<b>County Planning, Minerals &amp; Waste</b>	449	441	+242	+54
Owing to the planning committee decision that went against the officer recommendation on the Waterbeach Energy for Waste proposal last September, the Public Inquiry has now been held and the costs of this appeal are now known. To cover the legal expenditure and specialist officer advice (excluding the CCC employed officer time) amounts to £223k. The County Planning, Mineral and Waste Team budget does not include the cost of any planning appeals.				
<b>Historic Environment</b>	80	188	+62	+77
The Historic Environment team 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 two of these have fallen vacant. An assessment of the income shortfall for the remainder of the year gives rise to this pressure, but efforts will be made to reduce it.				
<b>Waste Management</b>	37,231	17,052	-2,292	-6
Due to breakdowns at the Mechanical Biological Treatment (MBT) facility, no waste was processed in this financial year until 7th May. As the waste takes 6 to 7 weeks to complete the MBT facility composting process, this has resulted in a significant reduction in our landfill tax spend for the first quarter of the year. In addition, we have resolved a dispute in our favour over waste from the composting hall that was landfilled in April. The current level of plant performance and additional MBT breakdowns combined with less residual waste being delivered for treatment, has led to us forecasting a £2,190,000 underspend for landfill tax this year which may increase.				
The budget was based on a set of contract savings being agreed with our PFI contractor and implemented by 1st April 2019. Unfortunately, these contract changes have been delayed and we are currently basing our forecast outturn on these not being implemented until 1st April 2020. Whilst this continues to cause budgetary pressure, this has been more than offset by a				

reduction in contract waste collected combined with a (one-off) contract penalty for a lack of reduction in the biodegradability of waste landfilled during 2018/19 financial year. These result in a further forecasted saving of around £250,000.

Following agreement at the Highways and Infrastructure committee to implement a van and trailer e-permit scheme at the Household Recycling Centres (HRCs), there will be additional one-off costs of approximately £100,000.

The above elements plus other savings within Waste combine to form an underspend of £2,292,800, at present. We will continue to monitor and provide updates in future months, based on MBT performance, the levels of waste sent to landfill and the expected dates when contract changes will be agreed and the savings will commence.

<b>Major Infrastructure Delivery</b>	1,300	1,215	+47	+4%
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There is a £47K pressure on the Bikeability Cycling Contract. In previous years we have been able to apply to the DfT for unused grant from other local authorities but this year the bid was unsuccessful.

<b>Transport Strategy &amp; Policy</b>	33	84	+29	+86%
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Staff costs are predominantly recovered from capital schemes and through work for other authorities, particularly the Combined Authority. However, the programme of work hasn't moved forward as expected and the resulting delay has meant that costs have been unable to be recharged, causing a pressure against this budget.

<b>Highways Development Management</b>	0	-338	-542	0
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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.

<b>Grant</b>	<b>Awarding Body</b>	<b>Expected Amount £'000</b>
<b>Grants as per Business Plan</b>	Various	15,293
Non-material grants (+/- £30k)		0
<b>Total Grants 2019/20</b>		<b>15,293</b>

## APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
<b>Budget as per Business Plan</b>	52,783	
Transfer of Trading Standards service to P&C	-694	
Transfer of budget for Insurance Recharges to match funding from LGSS Managed	1,692	
Non-material virements (+/- £30k)	-10	
<b>Current Budget 2019/20</b>	<b>53,771</b>	

## APPENDIX 5 – Reserve Schedule

<b>Reconciliation List for Personal Accounts for P&amp;E Services as at 31st January 2020</b>					
<b>Fund Description</b>	<b>Balance at 31st March 2019</b>	<b>Movement within Year</b>	<b>Balance at 31st January 2020</b>	<b>Yearend Forecast Balance</b>	<b>Notes</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
<b>Other Earmarked Funds</b>					
Deflectograph Consortium	43	0	43	43	Partnership accounts, not solely CCC
Highways Searches	57	0	57	57	
On Street Parking	2,195	0	2,195	1,700	
Streetworks Permit scheme	205	0	205	205	
Highways Commuted Sums	862	(2)	860	900	
Streetlighting - LED replacement	31	0	31	0	
Community Transport	537	-537	0	0	
Flood Risk funding	20	0	20	0	
Real Time Passenger Information (RTPI)	0	216	216	200	
Waste - Recycle for Cambridge & Peterborough (RECAP)	121	0	121	100	Partnership accounts, not solely CCC
Travel to Work	181	0	181	180	Partnership accounts, not solely CCC
Steer- Travel Plan+	52	0	52	52	
Waste reserve	1,637	(1,053)	584	0	
Other earmarked reserves under £30k	(370)	418	47	0	
<b>Sub total</b>	<b>5,571</b>	<b>(959)</b>	<b>4,612</b>	<b>3,437</b>	
<b>Capital Reserves</b>					
Government Grants - Local Transport Plan	0	0	0	0	Account used for all of P&E
Other Government Grants	1,422	0	1,422	0	
Other Capital Funding	4,647	691	5,338	1,000	
<b>Sub total</b>	<b>6,069</b>	<b>691</b>	<b>6,760</b>	<b>1,000</b>	
<b>TOTAL</b>	<b>11,640</b>	<b>(268)</b>	<b>11,372</b>	<b>4,437</b>	

## APPENDIX 6 – Capital Expenditure and Funding

### Capital Expenditure

2019/20						
Total Scheme Revised Budget	Original 2019/20 Budget as per BP	Scheme	Revised Budget for 2019/20	Actual Spend (January)	Forecast Spend - Outturn (January)	Forecast Variance - Outturn (January)
£'000	£'000		£'000	£'000	£'000	£'000
		<b>Integrated Transport</b>				
375	200	- Major Scheme Development & Delivery	375	114	262	-113
889	682	- Local Infrastructure Improvements	975	598	975	0
594	594	- Safety Schemes	594	66	594	0
459	345	- Strategy and Scheme Development work	467	311	461	-6
3,007	1,346	- Delivering the Transport Strategy Aims	3,079	806	2,262	-817
23	23	- Air Quality Monitoring	23	1	23	0
16,186	14,591	<b>Operating the Network</b>	16,889	9,134	16,277	-612
		<b>Highway Services</b>				
83,200	6,300	- £90m Highways Maintenance schemes	6,316	4,376	5,546	-770
802	0	- Pothole grant funding	802	811	802	0
0	0	- National Productivity Fund	10	10	11	1
708	0	- Challenge Fund	588	542	548	-40
146	0	- Safer Roads Fund	146	25	191	45
0	0	- Additional Highways Maintenance	0	-20	-20	-20
		<b>Environment &amp; Commercial Services</b>				
11,064	3,357	- Waste Infrastructure	255	69	163	-92
680	0	- Northstowe Heritage Centre	560	13	145	-415
1,000	250	- Energy Efficiency Fund	365	-9	175	-190
		<b>Infrastructure &amp; Growth Services</b>				
16,732	475	- Cycling Schemes	3,586	1,468	3,556	-30
9,116	0	- Huntingdon - West of Town Centre Link Road	0	2	3	3
49,000	1,000	- Ely Crossing	1,469	-1,133	1,000	-469
149,791	3,460	- Guided Busway	500	106	500	0
29,982	14,176	- King's Dyke	17,300	469	690	-16,610
1,000	0	- Scheme Development for Highways Initiatives	688	173	355	-333
150	0	- A14	350	253	350	0
22	0	- Other schemes	22	19	22	0
0	0	Combined Authority Schemes	3,453	2,174	3,313	-140
11,682	0	Wisbech Town Centre Access Study	1,182	615	1,528	346
		<b>Other Schemes</b>				
36,290	8,500	- Connecting Cambridgeshire	14,133	347	2,705	-11,428
	292	Capitalisation of Interest	292	0	292	0
<b>422,898</b>	<b>55,591</b>		<b>74,419</b>	<b>21,340</b>	<b>42,729</b>	<b>-31,690</b>
	-11,683	Capital Programme variations	-13,505	0	0	13,505
	<b>43,908</b>	<b>Total including Capital Programme variations</b>	<b>60,914</b>	<b>21,340</b>	<b>42,729</b>	<b>-18,185</b>

The increase between the original and revised budget is partly due to the carry forward of funding from 2018/19, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2018/19 financial year. The phasing of a number of schemes have been reviewed since the published business plan. This still needs to be agreed by GPC.

An additional grant has been awarded since the published business plan, this being Pothole grant funding.

A new grant has been awarded in 19/20 (£0.680m) via Highways England through the Department for Transport (DfT) Designated Funds Programme providing a contribution to the feasibility, design and delivery of the Northstowe Heritage Facility.

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

Revised Budget for 2019/20	Forecast Spend - Outturn (January)	Forecast Variance (January)	Variance Last Month (December)	Movement	Breakdown of Variance	
					Underspend/ Overspend	Rephasing
£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Major Scheme Development &amp; Delivery</b>						
375	262	-113	-117	+4	0	-113
<p>Ely Stuntney cycleway</p> <p>Originally the funding for the scheme was allocated for this financial year but with more detailed work, it has become apparent that timescales would need extend into the next financial year, so the funding will be rolled forward.</p>						
<b>Delivering the Transport Strategy Aims - Cycling Schemes</b>						
1,260	482	-778	-775	-3	-97	-675
<p>Expenditure for a number of cycling schemes, this year, will be less than the amount budgeted:-</p> <ul style="list-style-type: none"> <li>- Fenstanton to the Busway</li> </ul> <p>Due to the need to work through a statutory process relating to changing a permissive footpath to a public bridleway by means of a 'Creation Order' this will delay the scheme's delivery. Detailed design and statutory processes are progressing, but not complete. Construction works at this location are best completed in spring, rather than winter, hence the forecast is to spend just £7k in this financial year, with the remaining funding to be spent in 20/21.</p> <ul style="list-style-type: none"> <li>- Rampton to Willingham</li> </ul> <p>It was originally planned to make some surface improvements to a quiet road that traverses through The Irlams. The condition of the route is such that much more than £100k is required to do this and thus a scheme will not be delivered at this time.</p> <ul style="list-style-type: none"> <li>- Girton to Oakington (funded by S106 from Northstowe)</li> </ul> <p>Widening and improving the existing shared use path is likely to involve piping lengths of open ditch and in other areas sheet piling. This requires more complex design and certain approvals to be obtained. This means a lengthier design phase and hence expenditure in this financial year being lower than first anticipated.</p> <ul style="list-style-type: none"> <li>- Dry Drayton to NMU (Non-Motorised User) link</li> </ul> <p>Design work is progressing on this scheme, but it cannot be delivered until works on the A14 are completed due to its close proximity. The spend forecast for this year is £35k, with the remaining £145k to be spent in 20/21.</p>						

- Papworth to Cambourne

Design work is progressing on this scheme, but it cannot be delivered until works on the A14 are complete as the scheme lies on the diversion route that is regularly used by Highways England. Forecast spend for this year is less than originally planned.

There are a number of schemes which are still in the design phase. Costs will increase later in the year when construction commences.

**Operating the Network**

16,889	16,277	-612	-581	-31	0	-612
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Signals - C233 Cherry Hinton Rd Cambridge (At Queen Ediths Way / Robin Hood junction)

Projected £575k underspend in 2019-20.

Work on this scheme has been delayed as a nearby cycle scheme has been pushed back to start January 2020. With the Highways site so close work can begin after this work is complete. The current plan is to construct from April 2020 onwards. The revised outturn is based on work to complete modelling and get scheme to construction ready level.

**Northstowe Heritage Centre**

560	145	-415	0	-415	0	-415
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This scheme has been delayed and will be completed in 2020/21. There are several reasons for the delay:

- The creation and signing of grant agreements
- Aligning the design and procurement alongside that of Homes England and processing the ensuing exemptions
- Unavailability of planning resource at SCDC leading the long lead ins for pre-app meetings
- Detailed design discovering the that build method originally proposed was no longer economically deliverable with the budget needing a partial redesign

**£90m Highways Maintenance schemes**

6,316	5,546	-770	0	-770	0	--770
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There have been underspends within the operating the network budget mainly due to drainages schemes not being able to proceed. It was agreed to bring forward 4 schemes, totalling £823k approx.) to be delivered in 2019/20 to utilise the underspend. The schemes were originally scheduled to be delivered under the £90m Highways Maintenance schemes funding. However, the budget under £90m is only allowed to be used for carriageways & the available budget related to drainage so the schemes were moved from £90m Highways Maintenance Schemes to Operating the Network budget during the month of January. The drainage schemes will be delivered in the next financial year.

**Energy Efficiency Fund**

365	175	-190	-190	0	0	-190
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A number of schemes will be carried forward to 2020-21, as a number of schemes were delayed until it was confirmed what the spokes buildings would be as part of the Cambs 2020 scheme.



<b>Abbey Chesterton Bridge</b>						
1,800	1,800	0	0	0	0	0
<p>Works are underway on the bridge's piled foundations. The forecast outturn for 2019/20 is £1.8m and spend is currently below forecast. The construction contract covers Chisholm Trail Phase One and Abbey-Chesterton Bridge, and to date most of the costs have been charged to Chisholm Trail. An apportionment exercise needs to be undertaken, with some costs charged back to the bridge. Once this has taken place, the spend will increase more in line with forecast.</p>						
<b>King's Dyke</b>						
17,300	690	-16,610	-16,610	0	0	-16,610
<p>Following the E&amp;E Committee decision on 15<sup>th</sup> August to re-tender the construction contract for King's Dyke, the profile has been updated to reflect this. The forecast outturn for 2019/20 is now currently estimated at £690k. This figure has increased since last month as minor work is currently being carried out on site. In addition to this, some of the longstop dates will have to be extended within the land agreements and these are likely to be carried out during this financial year.</p> <p>The project is currently out to tender in a two-stage OJEU (Official Journal of the European Union) procurement process.</p>						
<b>Ely Crossing</b>						
1,469	1,000	-469	-469	0	0	-469
<p>The 19/20 budget of £1.469m is currently anticipated to be on target. Expenditure on the scheme now relates to finalising the construction contract value for the bypass, the underpass scheme, landscaping and accommodation works, land compensation claims and statutory undertakers' final claims. These items are subject to negotiations which are currently underway. The timescales for resolution of such claims is uncertain, especially for land compensation, as claims for compensation are sometimes higher than the County Council's evaluation and negotiations can become protracted.</p>						
<b>Combined Authority Schemes</b>						
3,453	3,313	-140	0	-140	0	-140
<p>The work scheduled by CPCA is running behind schedule due to various delays in the agreements between CPCA &amp; CCC. This has impacted on the delivery of the work and therefore the work will carry forward to 2020/21.</p>						
<b>Wisbech Town access Study</b>						
1,182	1,528	+346	0	+346	0	+346
<p>This project was originally shown within the Combined Authority Schemes. However, the work has been separated out on a unique capital group to facilitate easier tracking. For this year the work will</p>						

be invoiced and dealt with alongside the all the other Combined Authority schemes. The transfer happened in this month to the new capital group hence zero to +£346.						
<b>Huntingdon West of Town Centre Link Road</b>						
0	3	+3	0	+3	0	+3
Expenditure on the scheme now relates to land compensation claims and negotiations which are currently underway. The timescales for resolution of such claims is uncertain. Costs are funded by Community Infrastructure levy contributions (CIL).						
<b>Scheme Development for Highway Initiatives</b>						
688	355	-333	-377	+44	0	-333
£1m was originally awarded to fund potential new schemes. This funding will be used over a number of years for this work, so some of the funding has been deferred to future years.						
<b>Investment in Connecting Cambridgeshire</b>						
14,133	2,705	-11,428	-11,428	0	0	-11,428
Due to the nature of the contract with BT, the majority of the costs are back ended and expenditure will not be incurred until 2020/21 and 2021/22. The total scheme cost is still £36.29m.						

## Capital Funding

2019/20				
Original 2019/20 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2019/20 £'000	Forecast Spend - Outturn (January) £'000	Forecast Funding Variance - Outturn (January) £'000
17,781	Local Transport Plan	17,781	17,781	0
0	Other DfT Grant funding	2,442	1,997	-445
500	Other Grants	850	850	0
4,887	Developer Contributions	4,427	3,572	-855
15,450	Prudential Borrowing	22,854	9,780	-13,074
16,973	Other Contributions	26,065	8,749	-17,316
<b>55,591</b>		<b>74,419</b>	<b>42,729</b>	<b>-31,690</b>
<b>-11,683</b>	Capital Programme variations	-13,505	0	13,505
<b>43,908</b>	<b>Total including Capital Programme variations</b>	<b>60,914</b>	<b>42,729</b>	<b>-18,185</b>

The increase between the original and revised budget is partly due to the carry forward of funding from 2018/19, this is due to the re-phasing of schemes, which were reported as

underspending at the end of the 2018/19 financial year. The phasing of a number of schemes have been reviewed since the published business plan.

<b>Funding</b>	<b>Amount (£m)</b>	<b>Reason for Change</b>
Revised Phasing (Specific Grant)	0.00	Rephasing of grant funding
Additional Funding (Section 106 & CIL)	-0.58	Additional developer contributions to be used for a number of schemes
Revised Phasing (Other Contributions)	3.16	Revised phasing of King's Dyke spend.
Additional Funding / Revised Phasing (DfT Grant)	2.71	Roll forward and additional Grant funding – Challenge Fund (£0.708m), Safer Roads Fund (£0.146m), Cycle City Ambition Grant (£0.494m), Pothole Action Fund (£0.802m) and Northstowe Heritage Centre (£0.560m).
Additional Funding / Revised Phasing (Prudential borrowing)	6.10	Additional funding required for increased costs for Ely Crossing (£0.469m). Rephasing of Investment in Connecting Cambridgeshire (£5.633m)

<b>Red Amber Green (RAG) rating</b>
<b>RED</b> – Not delivered within the target completion date (financial year)
<b>AMBER</b> – Highlighted concerns regarding delivery by completion date
<b>GREEN</b> – On target to be delivered by completion date
Update as at 09.01.2020

## **CAMBRIDGE CITY WORKS PROGRAMME**

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
<b>Carried Forward from 2018/19</b>					

<b>Total LHI Schemes</b>		<b>27</b>			
<b>Total Completed</b>		<b>24</b>			
<b>Total Outstanding</b>		<b>3</b>			
Cllr Linda Jones 30CPX02274	Petersfield	Mill Road	Extend Traffic Regulation Order (TRO) operation	RED	Delayed at request of County Councillor to deliver alongside 19/20 scheme. Excepted delivery end of March 2020.
Cllr Sandra Crawford 30CPX02285	Cherry Hinton	Church End	Physical Traffic Calming	RED	Delayed due to scope changes from original application and investigation of alternative solutions by officers. Target cost received 29/01/2020. Waiting on start date from contractor.
Cllr Linda Jones 30CPX02296	Petersfield	Great Northern Road	Zebra crossing	RED	Delayed until road adopted and becomes public highway.

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
<b>Current Schemes 19/20</b>					
<b>Total LHI Schemes</b>		<b>25</b>			
<b>Total Completed</b>		<b>7</b>			
<b>Total Outstanding</b>		<b>18</b>			
Cllr Kavanagh	Romsey	Mill Rd	Extension to existing parking restrictions	GREEN	Informal consultation delayed due to local elections. Waiting on revised costs and delivery dates from contractor. Expected delivery end of March 2020 alongside 18/19 scheme.
Cllr Scutt	Arbury	Carisbrooke Road	Parking restrictions on the corners of Warwick Rd and Histon Rd and along Carisbrooke Rd	GREEN	Order raised for work 01/11/2019, whole lining programme delayed due to wet weather. Expected delivery end March 2020.

Cambridge University Cycling and Walking Subgroup	City Wide	Citywide	Improve cyclist safety	GREEN	Majority of scheme complete, one location remaining.
Cllr Jones	Arbury	Clarendon Rd	Bollards	GREEN	Works Completed
Cllr Scutt	Arbury	Histon Rd	Mobile Vehicle Activated Sign (MVAS)	GREEN	Works Completed
Cllr Scutt	Castle/Market/Arbury	Jesus Lock Bridge	Installation of new road markings and improved signage	GREEN	Order for work raised 27/01/2020. Waiting on start date from contractor.
Cllr Meschini	Kings Hedges	Middleton Close/ Milton Rd junction	Parking restrictions, Double Yellow Lines proposed	GREEN	Order raised for work 01/11/2019, whole lining programme delayed due to wet weather. Expected delivery end March 2020.
Cllr Whitehead	Abbey	Wadloes Rd	Parking restrictions (extension of Double Yellow Lines past McDonalds)	GREEN	Order raised for work 01/11/2019, whole lining programme delayed due to wet weather. Expected delivery end March 2020.
Cllr Jones	Petersfield	George IV St	Parking restrictions, Double Yellow Lines proposed	GREEN	Order raised for work 01/11/2019, whole lining programme delayed due to wet weather. Expected delivery end March 2020.
Cllr Taylor	Queen Edith's	Queen Edith's Way	Mobile Vehicle Activated Sign (MVAS)	GREEN	Works Completed
Cllr Kavanagh	Romsey	Cromwell Rd	Parking restrictions	GREEN	Order raised for work 01/11/2019, whole lining programme delayed due to wet weather. Expected delivery end March 2020.
Cllr Manning	Chesterton	Hurst Park Avenue	Installation of 2no. additional street lights	GREEN	Works Completed
Cllr Jones / Cllr Kavanagh	Romsey/Petersfield	Carter Bridge	Lining works on the bridge	GREEN	Works Completed
Cllr Crawford/ various applicants	Cherry Hinton	Walpole Rd/ Cherry Hinton Rd junction	Raised table	RED	Delayed due to length of time for the consultation and subsequent contractor mobilisation. Submitted to contractor for pricing 10/01/2020. Will not be delivered until next financial year.
Cllr Manning	Chesterton	Chesterton Hall Crescent	New street light	GREEN	Works Completed
Cllr Manning	Chesterton	Hurst Park Estate	Parking restrictions in the area, Double Yellow Lines proposed	GREEN	Order raised for work 01/11/2019, whole lining programme delayed due to wet weather. Expected delivery end March 2020.
Cllr Manning	Chesterton	Springfield Rd	New street light	GREEN	Works Completed
Cllr Taylor	Queen Edith's	Holbrook Rd	Speed cushions	RED	Delayed due to length of time for the consultation and subsequent contractor mobilisation. Informal consultation survey went out to residents end of Jan for 3 weeks.
Cllr Kavanagh	Romsey	Hobart St	Road markings and signs at Marmora Rd/Hobart Rd junction	GREEN	Works Completed
Cllr Richards	Castle	Garden Walk	New street light	GREEN	Works Completed
Cllr Manning	Chesterton	Hurst Park Estate	Mobile Vehicle Activated Sign (MVAS)	GREEN	Works Completed
Cllr Meschini	Kings Hedges	Basset Cl	New street light	GREEN	Works Completed
Cllr Whitehead	Abbey	Newmarket Road	Improvements to the pedestrian crossing	GREEN	Works Completed
Cllr Taylor	Queen Edith's	Rotherwick Way	Parking restrictions	GREEN	Order raised for work 01/11/2019, whole lining programme delayed due to wet weather. Expected delivery end March 2020.
Cllr Taylor	Queen Edith's	Rotherwick Way	New street light	GREEN	Works Completed

## SOUTH CAMBRIDGESHIRE WORKS PROGRAMME

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
Carried Forward from 2018/19					

Total LHI Schemes		25*			
Total Completed		24			
Total Outstanding		1			
Cllr Hickford 30CPX02360	Newton	Whittlesford Road/Cambridge Road/Fowlmere Road	Speed cushions/lining adjustments	RED	Delayed due to level of consultation undertaken, packaged together with similar schemes from 19/20.

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
Current Schemes 19/20					
Total LHI Schemes		17			
Total Completed		8			
Total Outstanding		9			
Cllr Topping	Thriplow PC	Village Wide	Signage and road marking improvements	GREEN	Works Completed
Cllr Batchelor	Horseheath PC	Horseheath Bypass	Speed limit reduction to 50mph, crossing points improvements, unsuitable for HGVs at Howards Lane	AMBER	Tied in with wider Greater Cambridgeshire Partnership scheme for the A1307 route. Order raised w/c 03/02/2020. Awaiting installation date from contractor.
Cllr Nieto	Hardwick PC	Village Wide	Mobile Vehicle Activated Sign (MVAS)	GREEN	Works Completed
Cllr Jenkins	Histon and Impington PC	Village Wide	Footpath Improvements	GREEN	Works Completed
Cllr Smith	Swavesey PC	Rose and Crown Road	30mph speed limit extension + 40mph buffer zone + dragon's teeth marking	GREEN	Works Completed
Cllr Wotherspoon	Cottenham PC	Histon Road	Soft traffic calming	GREEN	Works Completed
Cllr Topping	Fowlmere PC	Village Wide	20mph Speed Limit in village with speed cushions	RED	Delayed due to lead in times for delivery. Submitted for costing 12/12/2019. Chased 15/01/2019. TC received 04/02/2020. Will not be delivered until next financial year.
Cllr Topping	Whittlesford PC	Duxford Road	School solar powered flashing signs and various road markings.	GREEN	Work Complete apart from solar unit for top of sign.

Cllr Van Der Ven	Bassingbourn - cum - Kneesworth PC	Guise Lane	Modifications to traffic island and parking restrictions	AMBER	Delayed due to target cost not received (submitted 31/10/2019), order raised w/c 03/02/2020. Awaiting delivery date from contractor
Cllr Hudson	Oakington and Westwick PC	Dry Drayton Road	40mph Speed Limit	GREEN	Works Completed
Cllr Howell	Cambourne PC	Eastgate	Zebra Crossing	AMBER	Delayed untill road adopted and becomes public highway, expected to be adopted March 2020, delay would mean scheme is carried over to 20/21.
Cllr Topping	Pampisford PC	Brewery Road	Central Island	AMBER	Target cost received 03/02/2020, order to be raised. Expected to be delivered by end March 2020.
Cllr Bradman	Fen Ditton PC	Wright's Close	Parking Restrictions	GREEN	Works Completed
Cllr Batchelor	Linton PC	The Grip	Sign and line improvements plus passive traffic calming. Plus MVAS.	GREEN	Works Completed
Cllr Hickford / Cllr Cuffley	Newton PC	Harston Road	Round top speed table	AMBER	Delayed due to need to alter traffic management requirements.
Cllr Topping	Ickleton PC	Frogge End	Priority Build Out	GREEN	Order raised, waiting on delivery date from contractor.
Cllr Smith	Fen Drayton PC	The Rosary	Removal of existing central kerbed feature and new junction layout	GREEN	Order raised, waiting on delivery date from contractor.
Cllr Topping	Thriplow PC	Village Wide	Signage and road marking improvements	GREEN	Works Completed

## HUNTINGDONSHIRE WORKS PROGRAMME

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	
Carried Forward from 2018/19					

<b>Total LHI Schemes</b>		<b>23*</b>	*includes 1 x A14 community funded schemes		
<b>Total Completed</b>		<b>20</b>			
<b>Total Outstanding</b>		<b>3</b>			
Cllr Wells 30CPX02335	Little Paxton	Mill Lane	Zebra crossing	RED	Delayed due to complexity of design (Power supply and road space challenges) Majority of works now completed on site. Awaiting final street light bracket delivery. Chased contractor 04/02/2020
Cllr Giles 30CPX02337	St Neots	Nelson Road / Bushmead Road	Junction widening and improvements	RED	Delayed as proposed scheme does not achieve objective. Cllr and town council contacted 04/02/2020 to discuss withdrawal.
Cllr Costello 30CPX02332	Ramsey Heights	Uggmere Court Road	Mobile Vehicle Activated Sign (MVAS), gateways and improved signing/lining	RED	Majority of work complete on site, delay to road marking due to weather. Delivery date to be agreed for end of Feb 2020.

<b>Current 19/20 LHI Schemes</b>					
<b>Total LHI Schemes</b>		<b>21</b>			
<b>Total Completed</b>		<b>5</b>			
<b>Total Outstanding</b>		<b>16</b>			
Cllr Wisson	Waresley-cum-Tetworth	B1040 Gamlingay Road/ B1040 Manor Farm Road	40mph Buffer Zones	AMBER	Target cost received end Jan 2020, order to be raised once costing agreed with contractor.
Cllr Criswell	Earith	Meadow Lane/ Colne Road/ High Street	Mobile Vehicle Activated Sign (MVAS)	GREEN	Works Completed
Cllr Criswell	Pidley	B1040 High Street/ Oldhurst Road	Give Way feature	RED	Delay due to revised plan for scheme following resident complaints. Revised design agreed with Parish. Awaiting Road Safety Audit. Will not be delivered until next financial year.
Cllr Wisson	St Neots	Loves Farm	Removal and relocation of Give Way features	GREEN	Works started 03/02/2020
Cllr Downes	Buckden	B661 Perry Road	40mph Buffer Zone and gates	GREEN	Target cost sent on 13/12/2019. MVAS costs received, awaiting full scheme cost to order.
Cllr Criswell	Bluntisham	Bluntisham Heath Road, Wood End	Relocate 30mph speed limit, install Give Way feature, install 40mph Buffer Zone	RED	Delay due to slow progress through design approval and audit. Awaiting target cost from contractor. Sent on 13/01/2020. Will not be delivered until next financial year
Cllr Reynolds	Holywell-cum-Needlingworth	Mill Way	New Footway	AMBER	Delay due to discussion with parish around alternative design and increased costs - now agreed. Target cost received 05/02/2020.



Cllr Bates	Hilton	B1040 St Ives Roa/ Potton Road	Mobile Vehicle Activated Sign (MVAS)	GREEN	Works Completed
Cllr Gardener	Hail Weston	High Street	Speed Reduction	AMBER	Target cost requested 08/01/2020. Expected to be delivered by end March 2020.
Cllr Gardener	Tilbrook	Station Road	30mph speed limit	AMBER	Order raised. Objection to TRO from Police being resolved before works start.
Cllr Wilson	Godmanchester	B1044 Cambridge Road	Parking Restrictions	GREEN	Works programmed for mid-February 2020, w/c 3/02/2020 weather dependent.
Cllr McGuire	Yaxley	Broadway	Zebra Crossing	RED	Delayed due to discussions with contractors and applicant relating to possible cost increase. Submitted for target cost 28/01/2020. Will not be delivered until next financial year
Cllr Bywater	Folkesworth & Washingley	Village Area	7.5t Weight Limit	RED	Delayed due to Parish discussions with Housing Association. Will not be delivered until next financial year.
Cllr Reynolds	St Ives	Needingworth Road	Pedestrian Crossing	RED	Delayed due to availability of road space. Will not be delivered until next financial year
Cllr Gardener	Winwick	B660	30mph speed limit	RED	Delayed due to discussions with Parish. Plans now agreed and sent to police for agreement. Will not be delivered until next financial year.
Cllr Wisson	Abbotsley	B1046 High Street/Pyms Garden/ High Green/ Blacksmith Lane/ Pitsdeam Road	20mph Speed Limit	GREEN	Works start 09/03/2020
Cllr Rogers	Upwood & The Raveleys	Raveley Road	Give Way Feature Great Raveley	AMBER	Delayed due to need for revised design following road safety audit. Target cost requested 16/01/2020. Unlikely to be delivered until next financial year.
Cllr Bates	Hemingford Abbots	High Street	Parking Restrictions	GREEN	Works Completed
Cllr Bywater	Elton	Village Area	Replace and renovate conservation lighting columns	GREEN	Elton Parish Council delivering - CCC role complete.
Cllr Rogers	Warboys	B1040 Fenton Road	Give Way Feature and warning signs	GREEN	Target cost requested 10/12/2020. Chased contractor 04/02/2020
Cllr Rogers	Abbots Ripton	Wennington Village Area	Mobile Vehicle Activated Sign (MVAS)	GREEN	Works Completed. Parish to collect unit 03/02/20.

## FENLAND WORKS PROGRAMME

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
<b>Current Schemes 2019/20</b>					
<b>Total LHI Schemes</b>		<b>15</b>			
<b>Total Completed</b>		<b>6</b>			
<b>Total Outstanding</b>		<b>9</b>			
Cllr French / Cllr Count / Cllr Gowing	March	Various	Mobile Vehicle Activated Sign	GREEN	Works Completed
Cllr Connor	Doddington	Benwick Road	Footway improvements	GREEN	Works Completed
Cllr Connor / Cllr Costello	Pondersbridge	B1040 (Ramsey Road, Herne Road) & Oilmills Road	Traffic calming	AMBER	Delayed due to length of time to agree design with applicant. Target cost received,now to be agreed with applicant.
Cllr King	Tydd St Giles	Broad Drove East	Speed limit reduction (buffer zone)	GREEN	Works Completed
Cllr King	Newton	Various	Mobile Vehicle Activated Sign	GREEN	MVAS ordered and delivered to depot.Skanska to deliver unit once memorandum is signed between parish and CCC.
Cllr Boden	Whittlesey	Stonald Road	Mobile Vehicle Activated Sign	GREEN	MVAS ordered and delivered to depot. Applicant has applied for approval from Balfour Beatty, awaiting response.
Cllr Hoy	Wisbech	Rectory Gardens	Motorcycle prohibition & signs	AMBER	Order raised 04/02/2020, awaiting programme date
Cllr French / Cllr Count	Wisbech St Mary	Station Rd & High Rd	Mobile Vehicle Activated Sign	GREEN	Works package going to Skanska. Posts only required. Ordered 18/12/2019, to be installed w/c10/02/2020
Cllr Gowing	Wimblington	Sixteen Foot Bank	Warning signs & SLOW markings	GREEN	Works Completed
Cllr French / Cllr Count	March	Hundred Road	Footpath extension	RED	Target cost above agreed budget, possibility of scheme going to March Town Transport Strategy.
Cllr King	Parson Drove	Sealeys Lane	New footway connecting with northern housing	GREEN	Works Completed
Cllr Boden / Cllr Connor	Whittlesey	Various	Double yellow lines at numerous locations throughout the town	GREEN	Order to be sealed 28/01/2020. Programme date is 01/03/2020 - Weather dependent.
Cllr King	Leverington	A1101 & Various	Mobile Vehicle Activated Sign	GREEN	Works Completed
Cllr French / Cllr Count	Christchurch	Mobile Vehicle Activated Sign	Speeding throughout the village	GREEN	Order raised 28/01/2020
Cllr King	Gorefield	High Road	40mph Buffer Zone	GREEN	Order raised 24/01/2020. Awaiting programme date.
Cllr French / Cllr Count / Cllr Gowing	March	Various	Mobile Vehicle Activated Sign	GREEN	Works Completed

## EAST WORKS PROGRAMME

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
<b>Current Schemes 2019/20</b>					
<b>Total LHI Schemes</b>			<b>11</b>		
<b>Total Completed</b>			<b>2</b>		
<b>Total Outstanding</b>			<b>9</b>		
Cllr Goldsack	Soham Primary School	Kingfisher Drive	Pedestrian crossing facility - possible zebra crossing	AMBER	Target cost received 21/01/2020. Awaiting applicant meeting with Cllr Goldsack on 31/01/2020 to discuss solution to increased cost.
Cllr Shuter	Cheveley	Ashley Rd / Centre Dr / Duchess Dr	Speed limit reductions with traffic calming	AMBER	Design agreed with Parish Council, awaiting confirmation on agreement to extra costs (parish meeting Feb). Traffic regulation order being advertised. Discussing with Suffolk re diversion route.
Cllr Every	Ely	Cam Drive	School wig-wags	GREEN	Works Completed
Cllr Ambrose Smith	Littleport	Various	Mobile Vehicle Activated Sign*2	GREEN	MVAS ordered and delivered to depot. Being delivered w/c 03/02/2020
Cllr Hunt	Wilburton	A1123 & Various	Methyl Methacrylate lining and Mobile Vehicle Activated Sign	GREEN	MVAS ordered and delivered to depot. Skanska to arrange delivery. Lining has been completed as part of High Street Signals Scheme
Cllr Dupre	Coveney	Park Close / School Lane / Gravel End	40mph buffer zone	GREEN	Traffic regulation order sealed on 24/01/2020. Provisional delivery date is 27/02/2020
Cllr Shuter	Burrough Green	Brinkley Road (Burrough End)	Bend improvements - signing & lining	GREEN	Scheme and budget agreed with applicant, order raised, programmed for 19/02/2020
Cllr Every / Cllr Bailey	Ely	Various	Mobile Vehicle Activated Sign*3	GREEN	Site visit completed, locations and unit type agreed. Order raised 23/01/2020
Cllr Goldsack	Isleham	Beck Road & Maltings Lane	20mph zone & traffic calming	RED	Delayed due to design change following meeting with applicant and local councillor in November 2019. Works to be postponed to tie in with surface dressing treatment in next financial year.
Cllr Dupre	Mepal	Witcham Rd & Sutton Rd	Improve speed limit entry visibility - signs & lines	GREEN	Works Completed
Cllr Schumann	Burwell	Various	Mobile Vehicle Activated Sign*2	GREEN	Order raised 28/01/2020

# Trees

## COUNTRYWIDE SUMMARY - HIGHWAY SERVICE

Update as at the 07.01.2020

Total to date Countywide (starting 1 January 2017)

Removed	112
Replaced	211

	City	South	East	Fenland	Hunts	Total Countywide
Removed 1st January 2017 to March 2019	10	30	8	4	35	87
Planted 1st January 2017 to March 2019	3	1	4	0	0	8

This financial year summary;

Removed April 2019/2020	1	13	3	1	7	25
Planted April 2019/2020	0	63	101	8	31	203

Comparison to previous month;

Dec-19	Removed	Planted
City	0	0
South	0	50
East	0	2
Fenland	0	0
Hunts	0	0
	0	52

Jan-20	Removed	Planted
City	0	0
South	0	0
East	1	0
Fenland	0	0
Hunts	1	0
	2	0

**Please Note:** This data comprises of only trees removed and replanted by Highways Maintenance and Highways Projects & Road Safety Teams (inc. LHIs). 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.

KEY	
	= 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	Jocelynn Scutt	Frenchs Road	1	Obstruction	Y	
Castle	Claire Richards	Mitchams Corner	3	Obstruction	Y	
Newnham	Lucy Nethsingham	Skaters Meadow	1	Obstruction	Y	3
			11			3

**SOUTH 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
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
			43				64

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 Disater	2018-07-11	2018-07-11	1
Ely	Anna Bailey	The Gallery	1	Diseased / Dead	2017-09-01	2017-06-22	1
Burwell	Josh Schumann	Causeway	1	Diseased / Dead	2018-11-19	2018-11-19	

Snailwell	Josh Schumann	The Street	1	Natural Disater	2019-05-11	2019-05-11	
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	
			11				9

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.
			96		
				Total per area =	105

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
			5				8

### HUNTINGDON TREE WORKS

<b>Total Removed in Current Month</b>	<b>JAN</b>	0
<b>Total Planted in Current Month</b>	<b>JAN</b>	0

Parish	CLlr name	Location	Number of trees Removed	Reason Removed	CLlr Informed	Parish informed	Number of trees Replaced in Area
<b>Eaton Ford</b>	Derek Giles	<b>Orchard Close</b>	2	Diseased / Dead	2018-03-27	2018-10-29	1
<b>Elton</b>	Simon Bywater	<b>Back Lane</b>	1	Subsidence	2018-03-27	2018-10-29	1
<b>Fenstanton</b>	Ian Bates	<b>Harrison Way</b>	1	Diseased / Dead	2018-03-27	2018-10-29	1
<b>Godmanchester</b>	Graham Wilson	<b>Cambridge Villas</b>	3	Diseased / Dead	2018-03-27	2018-10-29	3
<b>Hartford</b>	Mike Shellens	<b>Longstaff Way</b>	1	Subsidence	2018-03-27	2018-10-29	1
<b>Hemingford Grey</b>	Ian Bates	<b>The Thorpe</b>	1	Natural Disaster	2018-03-27	2018-10-29	1
<b>Huntingdon</b>	Graham Wilson	<b>Coldhams North</b>	1	Diseased / Dead	2018-03-27	2018-10-29	1
<b>Huntingdon</b>	Mike Shellens	<b>Norfolk Road</b>	2	Diseased / Dead	2018-03-27	2018-10-29	1
<b>Huntingdon</b>	Graham Wilson	<b>Queens Drive</b>	1	Diseased / Dead	2018-03-27	2018-10-29	1
<b>St Ives</b>	Ryan Fuller & Kevin Reynolds	<b>Ramsey Rd</b>	1	Natural Disaster	2018-03-27	2018-10-29	1
<b>Wyton</b>	Ian Bates	<b>Banks End</b>	1	Diseased / Dead	2018-03-27	2018-10-29	1
<b>Yaxley</b>	Mac McGuire	<b>Windsor Rd</b>	1	Diseased / Dead	2018-03-27	2018-10-29	1
<b>Warboys</b>	Terence Rogers	<b>Mill Green</b>	2	Subsidence	2018-03-27	2018-10-29	2
<b>Fenstanton</b>	Ian Bates	<b>Little Moor</b>	1	Diseased / Dead	2018-03-27	2018-10-29	1
<b>Hartford</b>	Mike Shellens	<b>Arundel Rd</b>	1	Diseased / Dead	2018-03-27	2018-10-29	1
<b>Huntingdon</b>	Tom Sanderson	<b>Horse Common Lane</b>	1	Diseased / Dead	2018-03-27	2018-10-29	1
<b>St Ives</b>	Ryan Fuller	<b>Chestnut Rd</b>	2	Diseased / Dead	2018-03-27	2018-10-29	2
<b>St Neots</b>	Simone Taylor	<b>Cromwell Rd</b>	2	Diseased / Dead	2018-03-27	2018-10-29	2
<b>Yaxley</b>	Mac McGuire	<b>London Rd/Broadway</b>	1	Natural Disaster	2018-03-27	2018-10-29	1



<b>Yaxley</b>	Mac McGuire	<b>Windsor Rd</b>	1	Subsidence	2018-03-27	2018-10-29	1
<b>Hilton</b>	Ian Bates	<b>Graveley Way</b>	1	Diseased / Dead	2018-03-27	2018-10-29	1
<b>Brampton</b>	Peter Downes	<b>Buckden Road O/S Golf Club</b>	1	Natural Disaster	2018-10-17	2018-10-17	1
<b>Godmanchester</b>	Graham Wilson	<b>O/S School</b>	1	Obstruction	2018-10-17	2018-10-17	1
<b>Huntingdon</b>	Graham Wilson	<b>Claytons Way O/S no 13</b>	1	Diseased / Dead	2018-10-17	2018-10-17	1
<b>Ramsey</b>	Adela Costello	<b>Biggin Lane O/S 29</b>	1	Natural Disaster	2018-10-17	2018-10-17	1
<b>Ramsey Heights</b>	Adela Costello	<b>Upwood Rd O/S Clad's Cottage</b>	1	Diseased / Dead	2018-10-17	2018-10-17	1
<b>St Ives</b>	Ryan Fuller & Kevin Reynolds	<b>Ramsey Rd</b>	1	Subsidence	2018-10-17	2018-10-17	
<b>Hemingford Grey</b>	Ian Bates	<b>High St O/S no 2</b>	1	Diseased / Dead	2018-10-17	2018-10-17	
<b>St Ives</b>	Ryan Fuller & Kevin Reynolds	<b>Michigan Road</b>	3	Dead	2019-06-18	2019-06-18	
<b>St Ives</b>	Ryan Fuller & Kevin Reynolds	<b>Acacia Road</b>	1	Subsidence	2019-06-18	2019-06-18	
<b>Bluntisham</b>	Steve Criswell	<b>High St O/S no 2</b>	1	Dead	2019-07-24	2019-07-24	
<b>Bluntisham</b>	Steve Criswell	<b>Sayers Court</b>	1	Diseased / Dead	2019-07-24	2019-07-24	
<b>Hemingford Grey</b>	Ian Bates	<b>Green Close</b>	1	Dead	2020-01-09	2020-01-09	
			<b>42</b>				<b>31</b>

## Summary of Place & Economy establishment (P&E)

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:

- This report no longer includes Culture & Community Services, which moved from P&E to Housing, Communities & Youth under Adrian Chapman on 1<sup>st</sup> April 2019.
- We can report that the % of “true vacancies” in P&E is 14% of the overall establishment of posts.
- At the time of drafting this report we have been unable to confirm the Outdoor Centre vacancies with the respective Head of Centres. However, we believe the vacancies reported are correct based on our understanding and recent discussions with the Head of Centres.

December		Sum of FTE employed	Sum of true vacancies	Total FTE on establishment	Percentage of vacancies
<b>Grand Total</b>		<b>352.7</b>	<b>58</b>	<b>410.7</b>	<b>14.1</b>
Environmental & Commercial Services	Asst Dir - Environment & Commercial Services	0	1	1	0.0
	Energy	7.5	0	7.5	0.0
	Flood Risk Management	10.9	2	12.9	15.5
	Historic Environment	9.6	0	9.6	0.0
	County Planning Minerals & Waste	10.8	3	13.8	21.7
	Waste Disposal including PFI	8.1	0	8.1	0.0
	Outdoor Education (Includes Grafham Water)	47	16	63	25.4
<b>Environment &amp; Commercial Services Total</b>		<b>93.9</b>	<b>22</b>	<b>115.9</b>	<b>19.0</b>
Highways	Asst Dir - Highways	1	0	1	0.0
	Asset Management	12	1	13	7.7
	Highways Maintenance	36.4	5	41.4	12.1
	Highways Other	8	3	11	27.3
	Highways Projects and Road Safety	35.1	4	39.1	10.2
	Park & Ride	16	1	17	5.9
	Parking Enforcement	16	2	18	11.1
	Street Lighting	5	2	7	28.6
	Traffic Management	43.4	2	45.4	4.4
<b>Highways Total</b>		<b>172.9</b>	<b>20</b>	<b>192.9</b>	<b>10.4</b>
Infrastructure & Growth Total	Asst Dir -Infrastructure and Growth	2	0	2	0.0
	Growth and Development	14.8	2	16.8	11.9
	Highways Development Management	15	2	17	11.8
	Major Infrastructure Delivery	26.8	10	36.8	27.2
	Transport &Infrastructure Policy & Funding	14.4	1	15.4	6.5
<b>Infrastructure &amp; Growth Total</b>		<b>73</b>	<b>15</b>	<b>88</b>	<b>17.0</b>
Exec Dir	Executive Director incl. Connecting Cambridgeshire	12.9	1	13.9	7.2
<b>Exec Dir Total</b>		<b>12.9</b>	<b>1</b>	<b>13.9</b>	<b>7.2</b>

Monthly Tracker of P&E True Vacancies

	Sum of True Vacancies			
	Oct-19	Nov-19	Dec-19	Jan-20
Environment and Commercial Services	19	21.28 ↑	20.38 ↓	22 ↑
Highways	27	22 ↓	23 ↑	20 ↓
Infrastructure and Growth	13	13 ↔	13 ↔	15 ↑
Exec Director	6	6 ↔	1 ↓	1 ↔
Total	65	62.28	57.38	58



**PERFORMANCE REPORT – QUARTER 3 2019/20**

**To:** Highways & Infrastructure Committee

**Meeting Date:** 10<sup>th</sup> March 2020

**From:** Steve Cox - Executive Director, Place & Economy

**Electoral division(s):** All

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

**Purpose:** To provide Committee with performance monitoring information

**Recommendation:** To note and comment on performance information and agree remedial action as necessary

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
Name:	Matthew Tullett	Names:	Councillor Matthew Shuter
Post:	Senior Business Intelligence Analyst	Post:	Chair Highways & Infrastructure Committee
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## **1 BACKGROUND**

- 1.1 This performance report provides information on the status of performance indicators the Committee has selected to monitor to understand performance of services the Committee oversees.
- 1.2 The report covers the period of Q3 2019/20, up to the end of December 2019.
- 1.3 The full report is in the appendix. It contains information on
- Current and previous performance and projected linear trend
  - Current and previous targets (not all indicators have targets, this may be because they are being developed or because the indicator is being monitored for context)
  - Red / Amber / Green / Blue (RAGB) status
  - Direction for improvement (this shows whether an increase or decrease is good)
  - Change in performance (this shows whether performance is improving (up) or deteriorating (down))
  - Statistical neighbour performance (only available where a standard national definition of indicator is being used)
  - Indicator description
  - Commentary on the indicator
- 1.4 The following RAGB statuses are being used:
- Red – current performance is 10% or more from target
  - Amber – current performance is off target by less than 10%
  - Green – current performance is on target or better by up to 5%
  - Blue – current performance is better than target by 5% or more
- Red and Blue indicators will be reported to General Purposes Committee in a summary report.
- 1.5 Information about all performance indicators monitored by the Council Committees will be published on the internet at <https://www.cambridgeshire.gov.uk/council/finance-and-budget/finance-&performance-reports/> following the General Purposes Committee meeting in each quarterly cycle.

## **2. CHANGES**

- 2.1 Please note that it was agreed by the Chair and Vice Chair of the Committee to make changes to indicator 40. The indicator has now been split into three:
- Indicator 40a - Classified A road condition - narrowing the gap between Fenland and other areas of the County
  - Indicator 40b - Classified B road condition - narrowing the gap between Fenland and other areas of the County
  - Indicator 40c - Classified C road condition - narrowing the gap between Fenland and other areas of the County

- 2.2 Targets for indicators 40a, 40b and 40c have not yet been set and it is proposed these be developed for presentation to Committee at the next meeting. The 2% target was for all classified roads.

### 3 CURRENT PERFORMANCE

- 3.1 Current performance of indicators monitored by the Committee is as follows:

Status	Number of indicators	Percentage of total indicators with target
Red	2	25%
Amber	2	25%
Green	2	25%
Blue	2	25%
No target	5	

Source Documents	Location
None	





Produced on:

04 February 2020



# Corporate Performance Report

## Quarter 3

### 2019/20 financial year

#### Highways and Infrastructure Committee

Business Intelligence  
Cambridgeshire County Council  
[business.intelligence@cambridgeshire.gov.uk](mailto:business.intelligence@cambridgeshire.gov.uk)

Data Item	Explanation
<b>Target / Pro Rata Target</b>	The target that has been set for the indicator, relevant for the reporting period
<b>Current Month / Current Period</b>	The latest performance figure relevant to the reporting period
<b>Previous Month / previous period</b>	The previously reported performance figure
<b>Direction for Improvement</b>	Indicates whether 'good' performance is a higher or a lower figure
<b>Change in Performance</b>	Indicates whether performance is 'improving' or 'declining' by comparing the latest performance figure with that of the previous reporting period
<b>Statistical Neighbours Mean</b>	Provided as a point of comparison, based on the most recently available data from identified statistical neighbours.
<b>England Mean</b>	Provided as a point of comparison, based on the most recent nationally available data
<b>RAG Rating</b>	<ul style="list-style-type: none"> <li>• <b>Red</b> – current performance is off target by more than 10%</li> <li>• <b>Amber</b> – current performance is off target by 10% or less</li> <li>• <b>Green</b> – current performance is on target by up to 5% over target</li> <li>• <b>Blue</b> – current performance exceeds target by more than 5%</li> <li>• <b>Baseline</b> – indicates performance is currently being tracked in order to inform the target setting process</li> <li>• <b>Contextual</b> – these measures track key activity being undertaken, but where a target has not been deemed pertinent by the relevant service lead</li> </ul>
<b>Indicator Description</b>	Provides an overview of how a measure is calculated. Where possible, this is based on a nationally agreed definition to assist benchmarking with statistically comparable authorities
<b>Commentary</b>	Provides a narrative to explain the changes in performance within the reporting period
<b>Useful Links</b>	Provides links to relevant documentation, such as nationally available data and definitions

Target	Direction for Improvement	Current Year	Previous Year	Change in Performance
3.0%	↓	3.0%	2.7%	Declining

RAG Rating

A

**Indicator Description**

Principal roads where maintenance should be considered.

This is the percentage of the local authority's A-roads (principal roads) carriageways where maintenance should be considered. This indicator was reported as NI 168, and is an updated version of the former Best Value Performance Indicator (BVPI) 223 (formerly BVPI 96). Note that there are some differences from how this data was collected as a BVPI which may hide/increase differences in performance.

Source name: Department for Transport

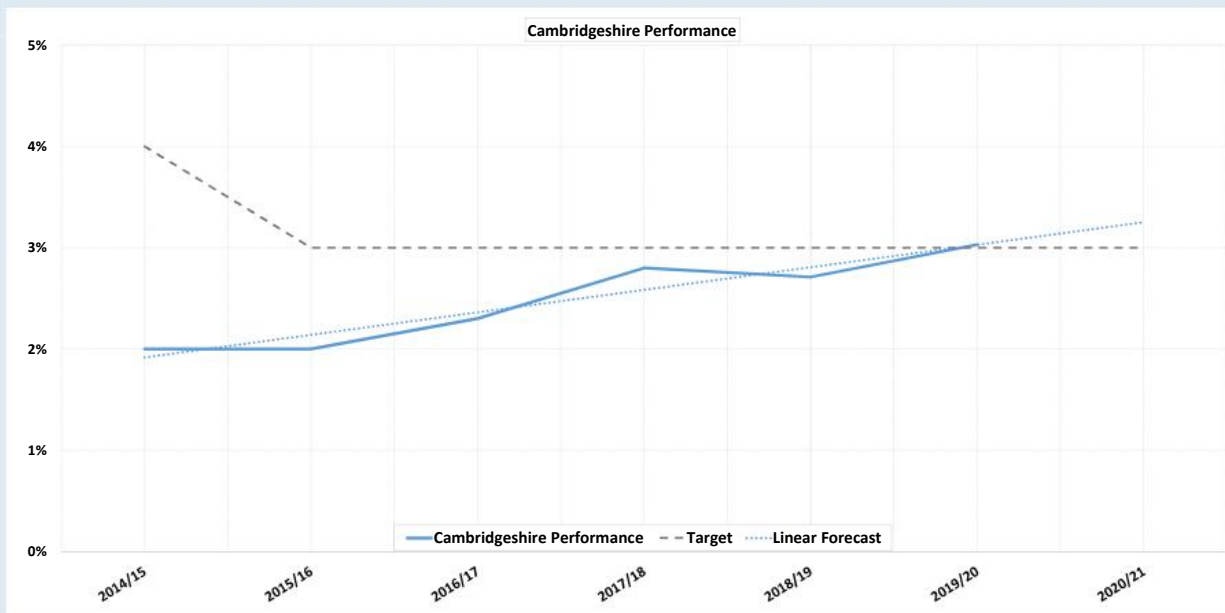
Collection name: Road conditions

Polarity: Low is good

**Useful Links**

LG Inform:

<https://lginform.local.gov.uk/>

**Commentary**

The actual figure has changed from last year's figure of 2.71% to 3.03%. This is not a material change.

This indicator is reported nationally as a round figure, so would be reported as 3% for each year. The indicator remains on target.

Target	Direction for Improvement	Current Year	Previous Year	Change in Performance
2.0%	↓	-0.9%	-1.6%	Declining

RAG Rating

B

**Indicator Description**

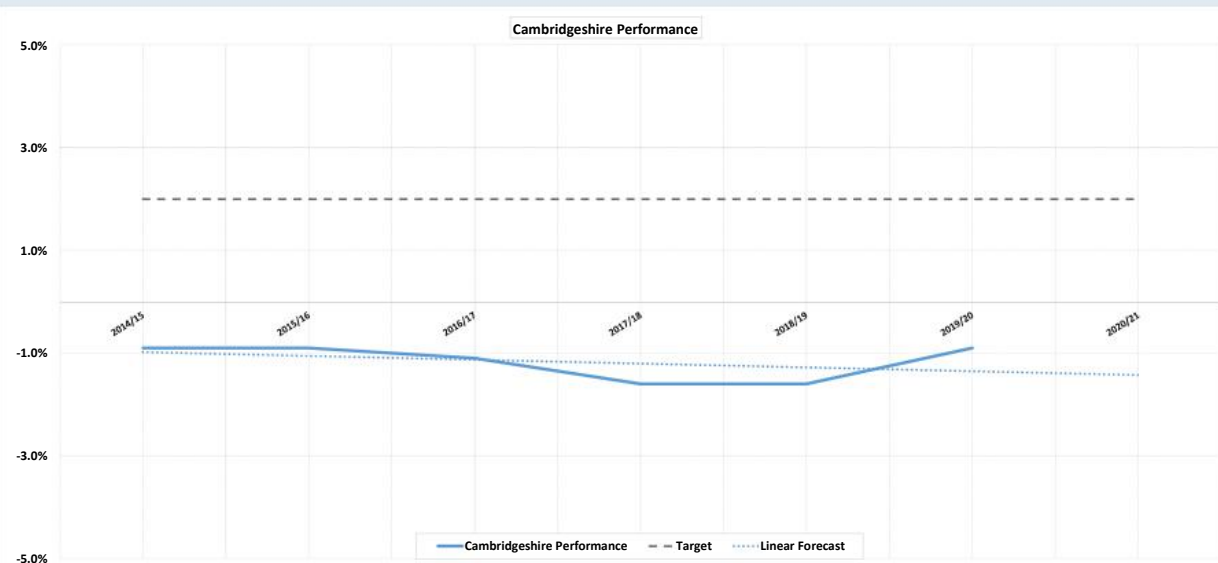
Indicator of key priority area for highways maintenance.

Based on national standard definition and data collection methodology so can be benchmarked.

**Useful Links**

LG Inform:

<https://lginform.local.gov.uk/>

**Commentary**

Target for 40a not set. The target was for all classified roads.  
Target for 40a will need to be defined.

The A class roads in Fenland are in better condition than those in the remainder of the county and this gap has remained reasonably steady since 2014/15.

Target	Direction for Improvement	Current Year	Previous Year	Change in Performance
2.0%	↓	3.7%	3.3%	Declining

RAG Rating

R

**Indicator Description**

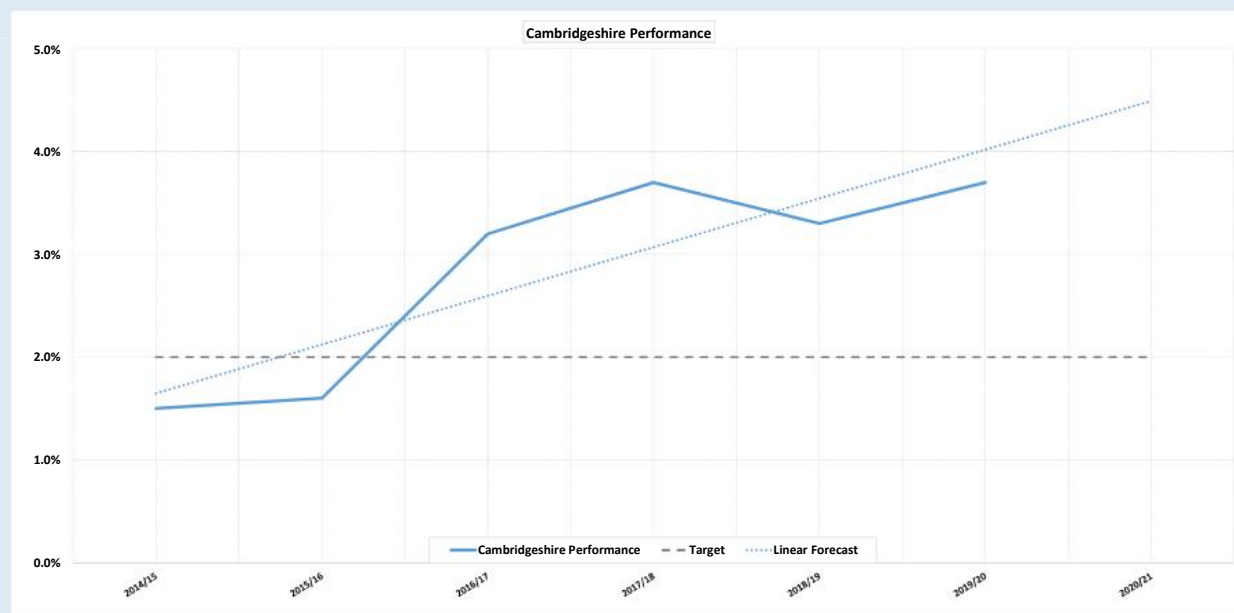
Indicator of key priority area for highways maintenance.

Based on national standard definition and data collection methodology so can be benchmarked.

**Useful Links**

LG Inform:

<https://lginform.local.gov.uk/>

**Commentary**

Target for 40b not set. The target was for all classified roads.  
Target for 40b will need to be defined.

The B class roads in Fenland are currently in worse condition than the remainder of the county, but the gap has remained at a steady level, since 2016/17, with the gap increasing by 0.4% from last year.

Target	Direction for Improvement	Current Year	Previous Year	Change in Performance
2.0%	↓	6.6%	6.2%	Declining

RAG Rating

R

**Indicator Description**

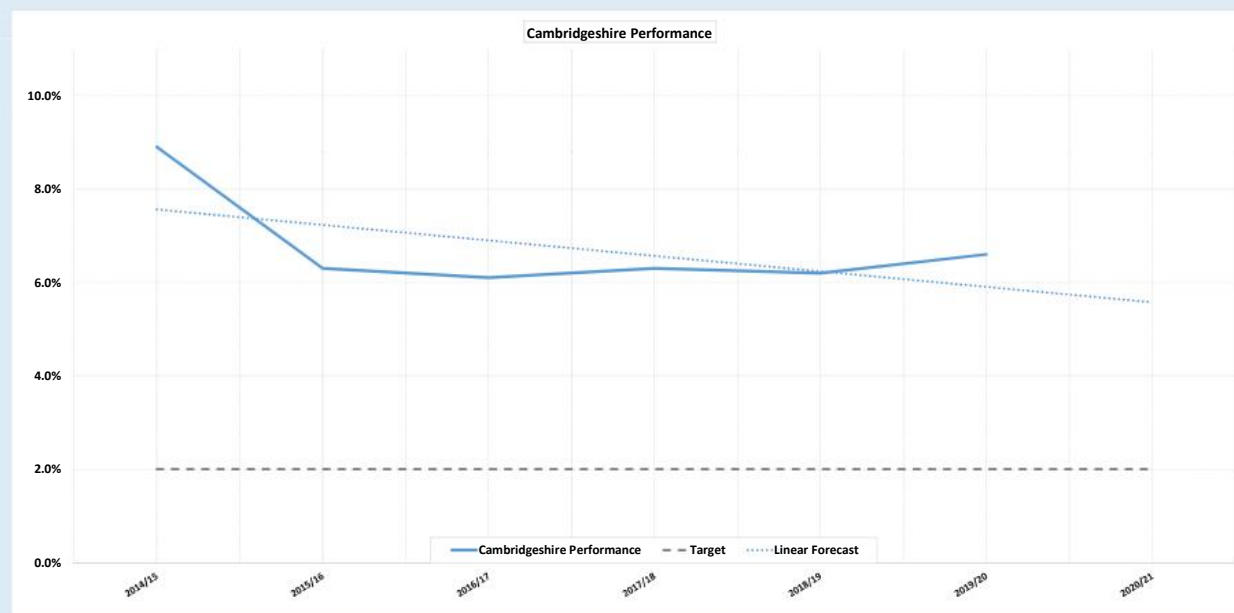
Indicator of key priority area for highways maintenance.

Based on national standard definition and data collection methodology so can be benchmarked.

**Useful Links**

LG Inform:

<https://lginform.local.gov.uk/>

**Commentary**

Target for 40c not set. The target was for all classified roads.  
Target for 40c will need to be defined.

The C class roads in Fenland are in worse condition than those in the remainder of the county.

Many of the C roads in Fenland are similar in character and usage to unclassified roads elsewhere in the county, thus rendering the comparison not being of like-for-like roads. This might serve to exacerbate the reported gap. The gap has remained reasonably steady since 2015/16.

Target	Direction for Improvement	Current Year	Previous Year	Change in Performance
8.0%	↓	6.6%	6.1%	Declining

RAG Rating

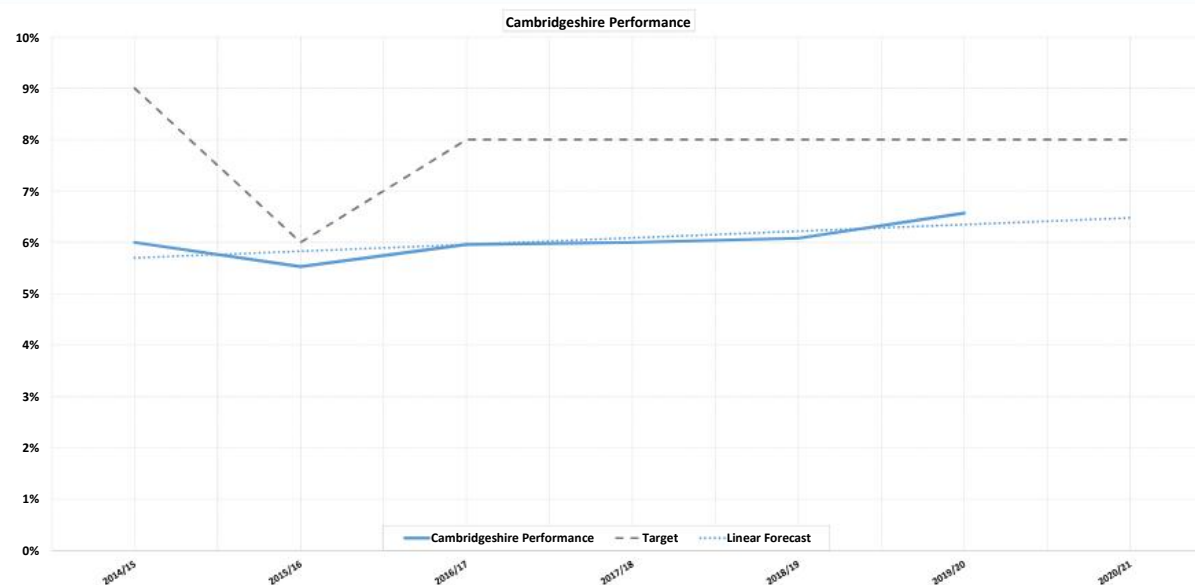
B

#### Indicator Description

This is the percentage of the local authority's B-road and C-road carriageways where maintenance should be considered. This indicator was previously reported as NI 169, and is an updated version of the former Best Value Performance Indicator (BVPI) 224a (formerly BVPI 97a). Note that there are some differences from how this data was collected as a BVPI which may hide / increase differences in performance.

Source: Department for Transport

Polarity: Low value is good



#### Commentary

The actual figure has changed from last year's figure of 6.08% to 6.57%, but remains below the target of 8% for B and C class roads.

#### Useful Links

LG Inform:

<https://lginform.local.gov.uk/>

Collection (URL):

<https://www.gov.uk/government/statistical-data-sets/rdc01-roads-where-maintenance-should-be-considered>

Target	Direction for Improvement	Current Year	Previous Year	Change in Performance
Contextual	↓	33.0%	29.0%	Declining

RAG Rating

Contextual

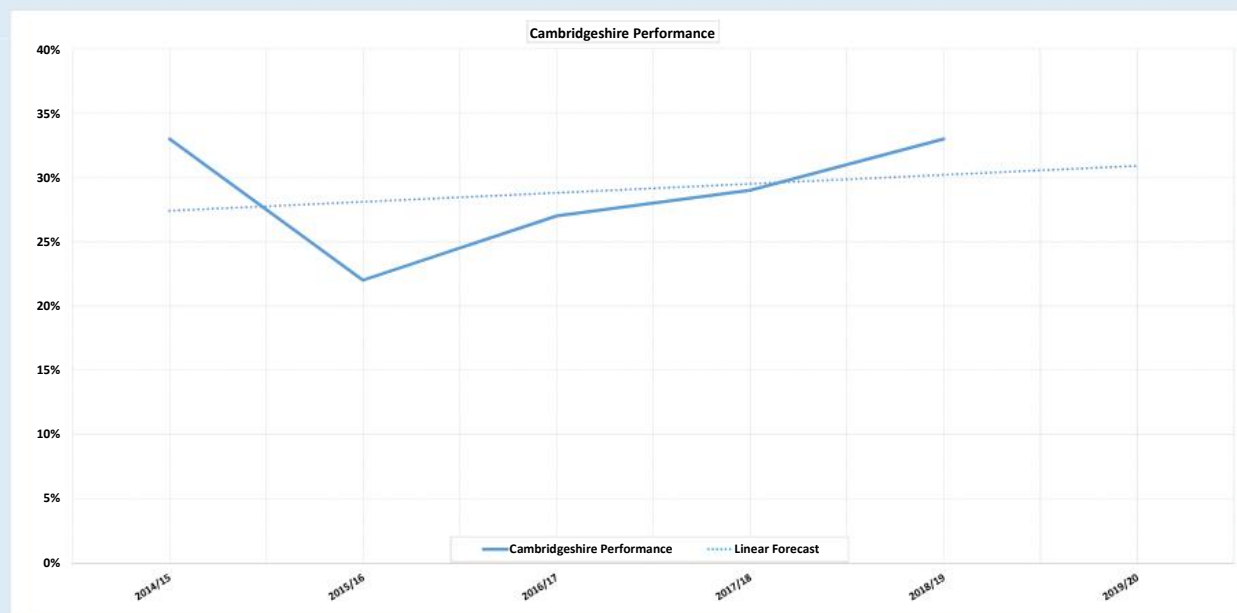
**Indicator Description**

This is the percentage of the local authority's unclassified roads where maintenance should be considered.

LAs are permitted to collect via different methods and the method used appears to affect the results, with visual surveys generally indicating worse network condition than automated surveys. CCC uses a visual survey method.

Source: Department for Transport

Polarity: Low value is good

**Commentary**

Last year's figure was 29%. The survey continues to take a random sample approach, and so some minor fluctuation in results is expected. The average over the past 6 years remains at 29% and so this year's reported figure does not demonstrate significant deterioration that would cause immediate concern.

**Useful Links**

LG Inform:

<https://lginform.local.gov.uk/>

<https://www.gov.uk/government/statistical-data-sets/road-condition-statistics-data-tables-rtc>



Target	Direction for Improvement	Current Month	Previous Month	Change in Performance
253	↓	361	382	Improving

RAG Rating

R

**Indicator Description**

Killed and seriously injured (KSI) casualties is derived from Stats19 data

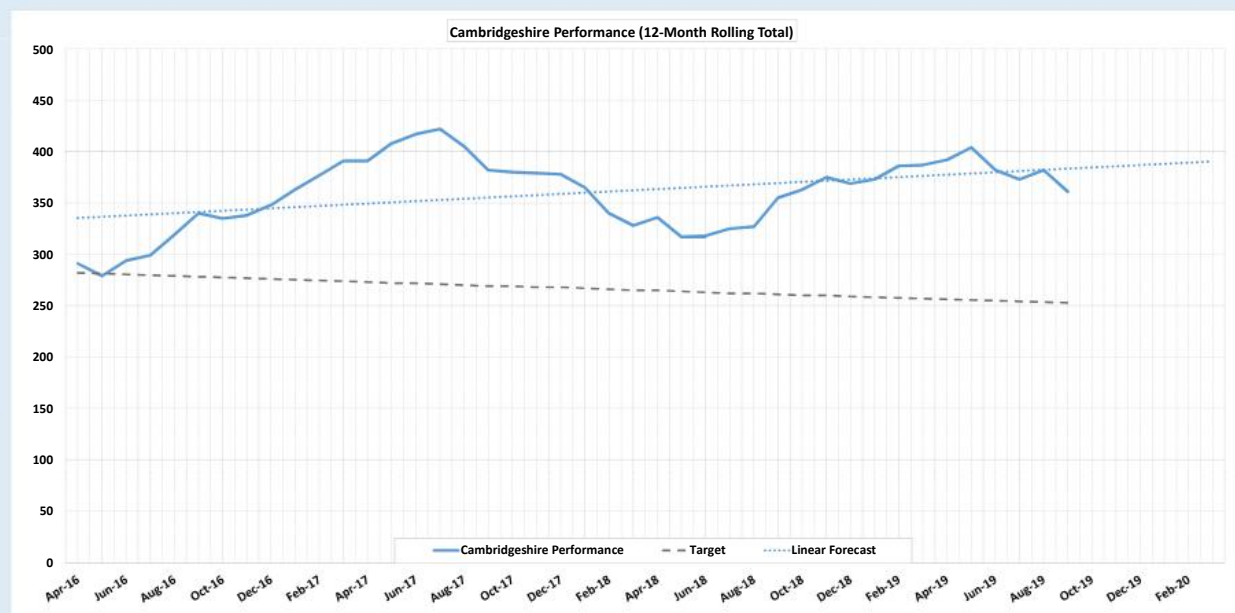
The number of all people of all ages reported killed or seriously injured (KSI) as a 12 month rolling total on Cambridgeshire roads.

This indicator includes only casualties who were fatally or seriously injured and these categories are defined as follows: - Fatal casualties are those who sustained injuries which caused death less than 30 days after the accident; confirmed suicides are excluded. - Seriously injured casualties are those who sustained an injury for which they are detained in hospital as an in-patient, or any of the following injuries, whether or not they are admitted to hospital: fractures, concussion, internal injuries, crushings, burns (excluding friction burns), severe cuts and lacerations, severe general shock requiring medical treatment and injuries causing death 30 or more days after the accident. A casualty is recorded as seriously or slightly injured by the police on the basis of information available within a short time of the accident. This generally will not reflect the results of a medical examination, but may be influenced according to whether the casualty is hospitalised or not. Hospitalisation procedures will vary regionally.

**Useful Links**

LG Inform:

<https://lginform.local.gov.uk/>

**Commentary**

New data for September 2019 shows a slight decrease in the KSIs 12-month rolling total from 32 in August to 30 in September.

The provisional 12 month total to the end of September 2019 has been updated as new data has been received. The 12 month rolling KSI total is now 361 compared with 355 for the same period of the previous year. The September figure is lower compared to the 382 KSI for August 2019.

During September 2019 there were 2 fatalities and there were 28 serious casualties.

Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
Contextual	↑	£345,690	£346,345	Declining

RAG Rating

Contextual

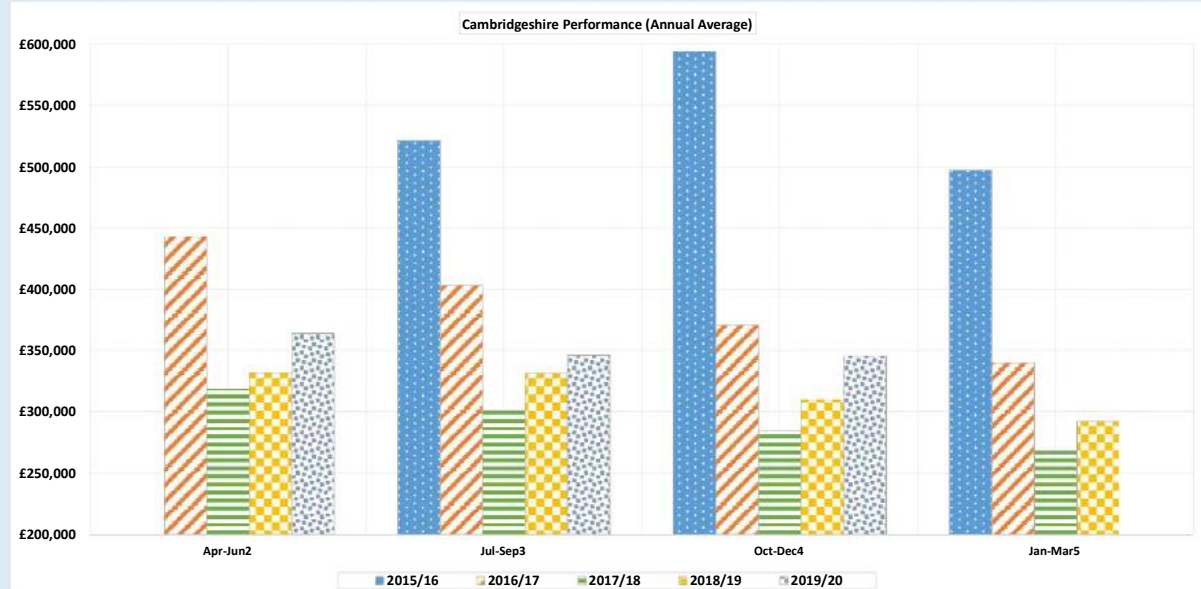
**Indicator Description**

Key indicator of success of interventions to protect consumers.

It is important to note that the amounts recovered do not reflect the success of the intervention. In many cases the loss of a relatively small amount can have significant implications for victims; the impact can only be viewed on a case-by-case basis.

It is also important to note that not all of the money saved has been reimbursed at the same time as the repayments of court ordered reimbursements may be repaid over months or years.

Data from 2018/19 includes Peterborough savings.

**Useful Links****Commentary**

£84,128.61 was saved as a result of our intervention in rogue trading incidents during the third quarter of 2019/20 (October to December 2019). The annual average based on available data since April 2014 is £345,689.76.

Target	Direction for Improvement	Current Month	Previous Month	Change in Performance
99.0%	↑	99.62%	99.38%	Improving

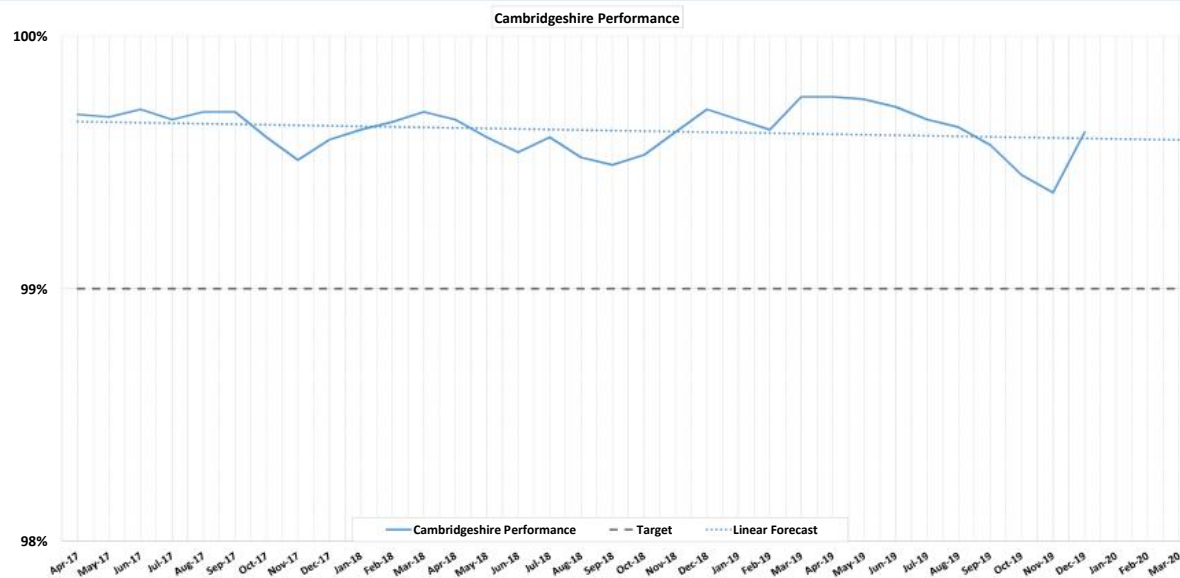
RAG Rating

G

**Indicator Description**

Key indicator of quality of streetlight service as per the contract.

This is a local indicator and therefore there are no statistical neighbour or England comparator data, however as part of the Annual Contract Report a comparison with neighbouring Authorities is tabled where such data is captured.

**Commentary**

During December 99.62% of streetlights were working and the 4-month average (the formal contract definition of the performance indicator) is 99.5% this month, and remains above the 99% target.

Target	Direction for Improvement	Current Month	Previous Month	Change in Performance
Contextual	↓	27.6%	26.9%	Declining

RAG Rating

Contextual

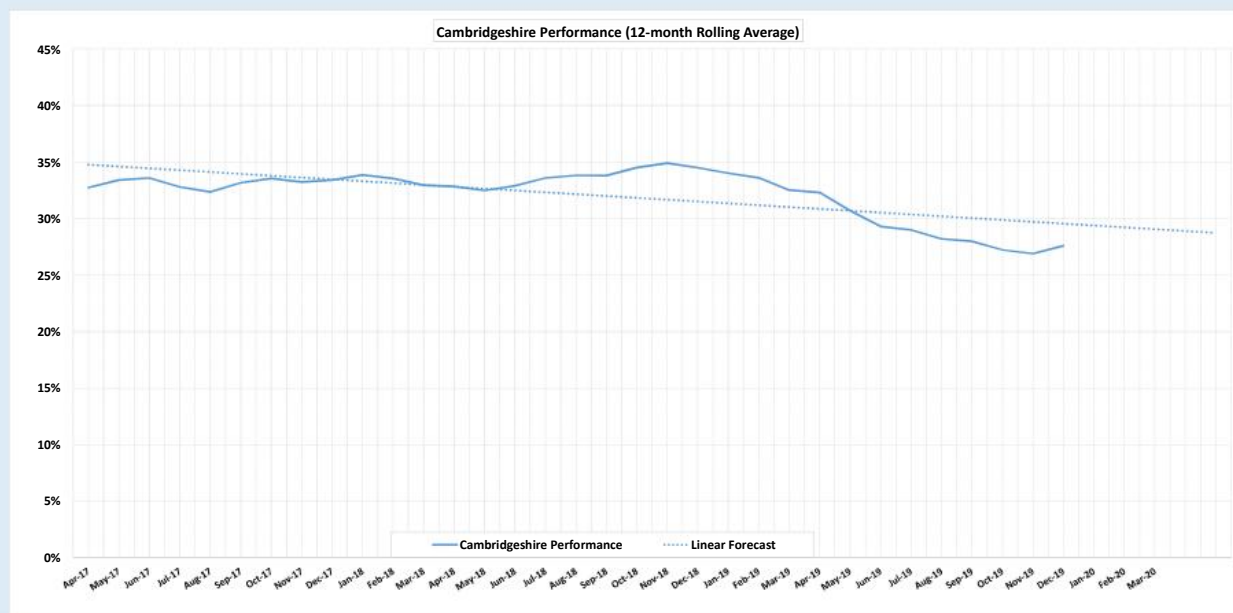
**Indicator Description**

Proportion of Household waste not sent for recycling or composting based on a 12-month rolling average.

Collection name: Municipal Waste Management Statistics

Polarity: Low is good

This is a local indicator and therefore there are no statistical neighbour or England comparator data.

**Useful Links****Commentary**

During the 12-months ending December 2019, 27.6% of municipal waste was landfilled. As a comparison the figure for December 2018 was 34.5% and in December 2017 it was 33.4%.

Target	Direction for Improvement	Current Month	Previous Month	Change in Performance
2.0%	↓	0.1%	0.1%	Unchanged

RAG Rating

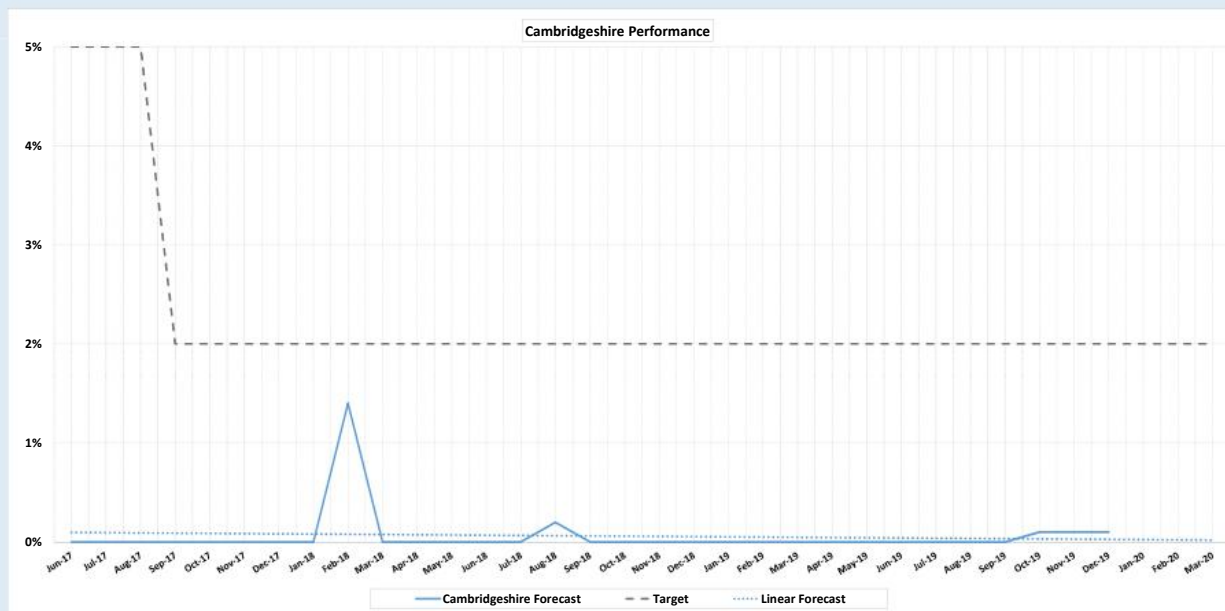
B

**Indicator Description**

Key indicator of the quality of highways repairs.

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

This is a local indicator and therefore there are no statistical neighbour or England comparator data.

**Commentary**

There was one failed inspection during December therefore the monthly percentage of defect certificates is 0.1% of the total number of orders, significantly below the permissible maximum which is set at 2%.

Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
95.0%	↑	90.0%	91.0%	Declining

RAG Rating

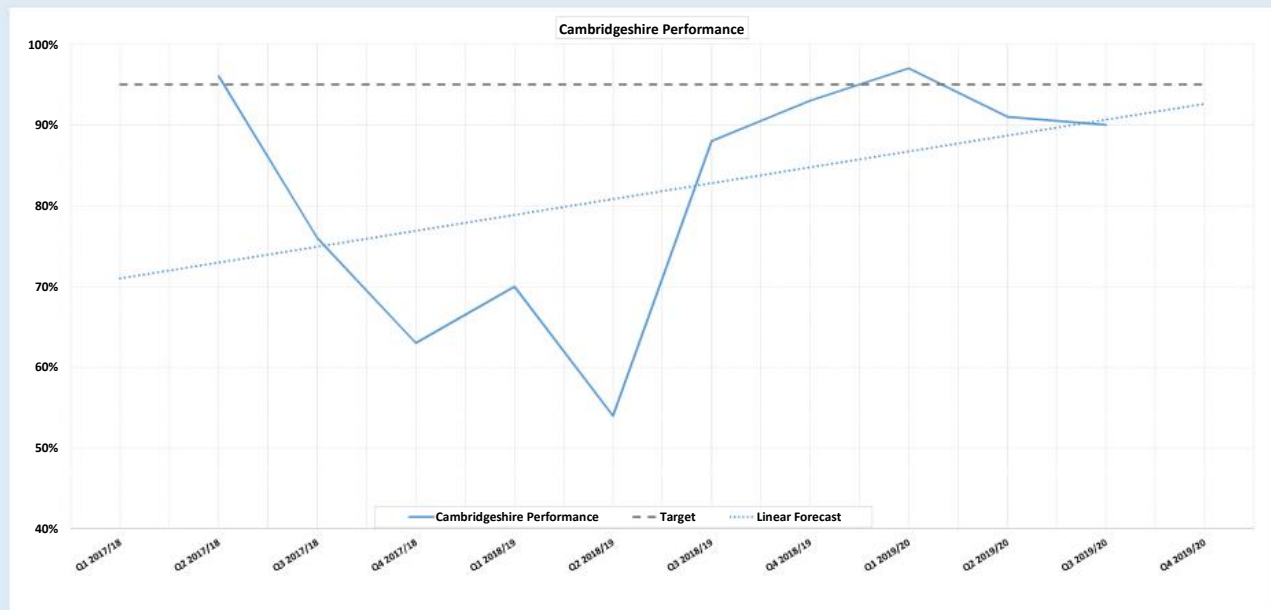
A

**Indicator Description**

When CCC staff raise an order for scheme work, they include details of the expected completion date. This is usually agreed in advance and coordinated with the central programme maintained by our Programme Manager, ensuring that schemes can be programmed in the most efficient way possible.

The KPI measures the proportion of all schemes that are completed to these agreed dates. In some circumstances, there are changes instructed to the scope after the initial order has been placed. Where this is the case, the effect on the programme is communicated and this time is added to or subtracted from the original agreed date.

This is a local indicator and therefore there are no statistical neighbour or England comparator data.

**Useful Links****Commentary**

The percentage of schemes delivered to the agreed programme dates has decreased to 90% for the third quarter of 2019/20 which is below the 95% target.

Target	Direction for Improvement	Current Month	Previous Month	Change in Performance
Contextual	↑	54.99%	55.47%	Declining

RAG rating

Contextual

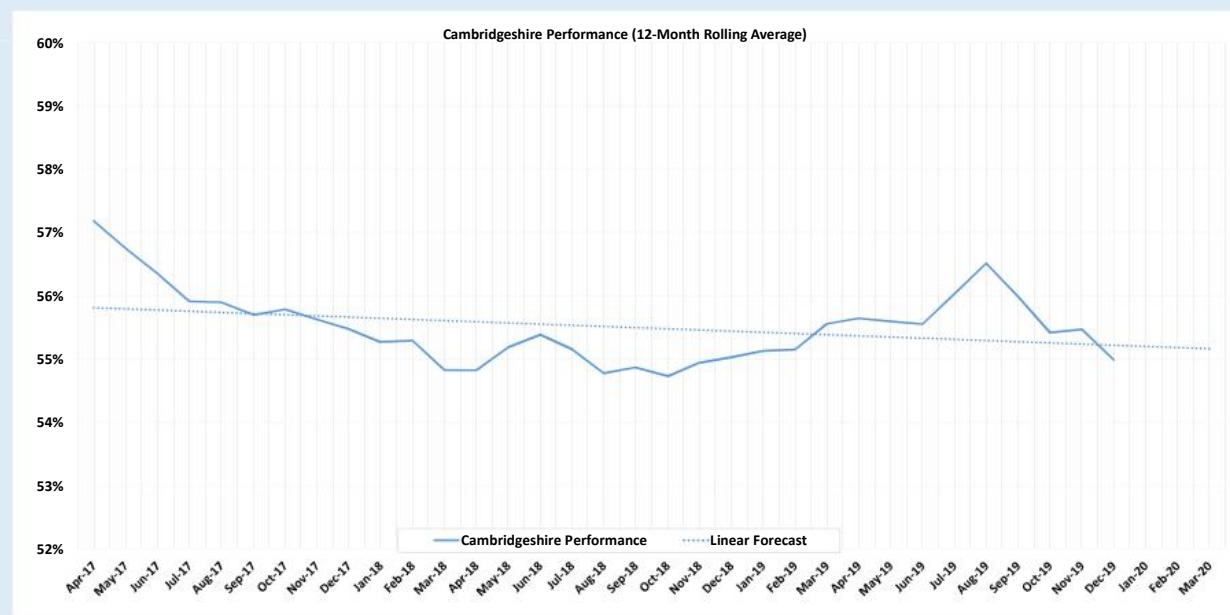
**Indicator Description**

This KPI measures the combined proportion of Household waste that is recycled or composted and includes all district and city partners recycling performance.

This has significant financial impact on Council.

**Useful Links**

UK stats - <https://deframedia.blog.gov.uk/2019/02/15/uk-waste-statistics-published/>

**Commentary**

During the 12-months ending December 2019, 54.99% of waste was recycled & composted. As a comparison the figure for September 2018 was 55.03 % and in September 2017 it was 55.48%.

The recycling rate for households has increased overall across the UK to 45.7% in 2017 from 45.2% in 2016. The recycling rate for households has also increased in all UK countries - England is now at 45.2% (up from 44.9% in 2016), Scotland at 43.5% (up from 42.9% in 2016) Northern Ireland at 46.3% (up from 43.3% in 2016), and Wales at 57.6% (up from 57.3% in 2016).

(Source of UK stats - <https://deframedia.blog.gov.uk/2019/02/15/uk-waste-statistics-published/>)

Target	Direction for Improvement	Current Month	Previous Month	Change in Performance
Baseline	↑	100%	100%	Unchanged

RAG rating

Baseline

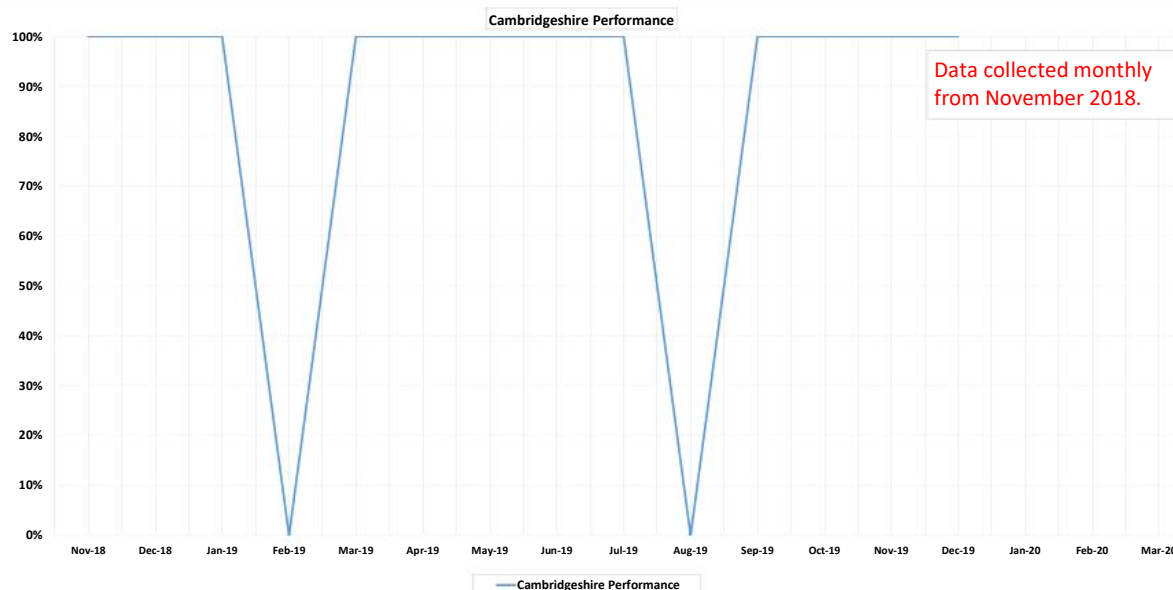
**Indicator Description**

Tree removal and replaced data has been collected monthly from November 2018 instead of every six months.

Priority noted in feedback from Members. The number of trees that are removed and planted is small – for example in the 6 months between Jan 2018 and Jun 2018 14 trees were removed and 3 planted.

This was a new indicator from the February 2019 committee report. The number of trees removed and replaced each month are now being reported in the monthly finance report. Presented in the performance report are the percentage of highways trees that have to be removed that are replaced in the month. If no trees are removed and no trees are replaced within a month then 100% will be reported. Also if 4 trees are removed and 26 trees are planted then the 100% will be reported for that month.

Going forward the data will be summarised to a rolling 12 month average once we have 12 months of data.

**Useful Links****Commentary**

In December 23 trees were removed and fifty-two trees were planted in Cambridgeshire.

Since November 2018: 47 trees have been removed and 204 trees have been planted.



Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
90%	↑	77.8%	88.0%	Declining

RAG Rating

R

**Indicator Description**

Proportions of FOI requests received each month that have been answered within 20 days.

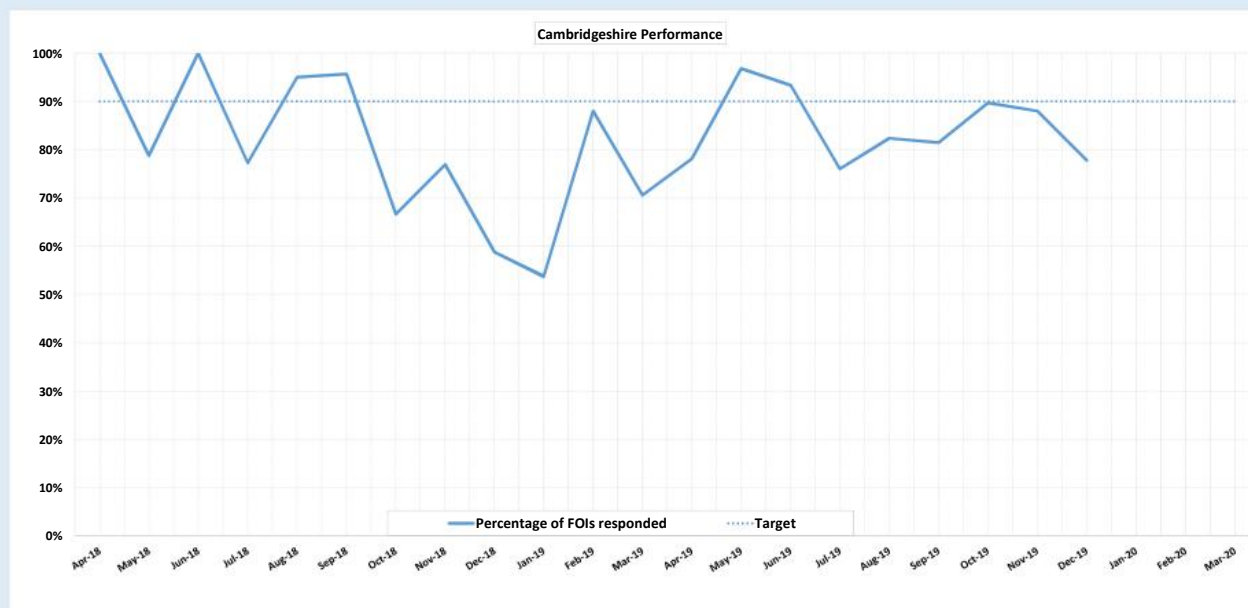
Anyone has a right to request information from a public authority. The council has two separate duties when responding to these requests:

to tell the applicant whether the Council holds any information falling within the scope of their request;

and to provide that information

The Council normally has 20 working days to respond to a request.

For a request to be valid under the Freedom of Information Act it must be in writing, but requesters do not have to mention the Act or direct their request to a designated member of staff. Any letter or email to a public authority asking for information is a request for recorded information under the Act.

**Useful Links****Commentary**

A total of 27 Freedom of Information Requests were received during December 2019. 21 of these were responded to within the 20 working day deadline. May and June 2019 were the only months when the Service was above target. The rest of the year the response rates to FOIs have been below the 90% target.

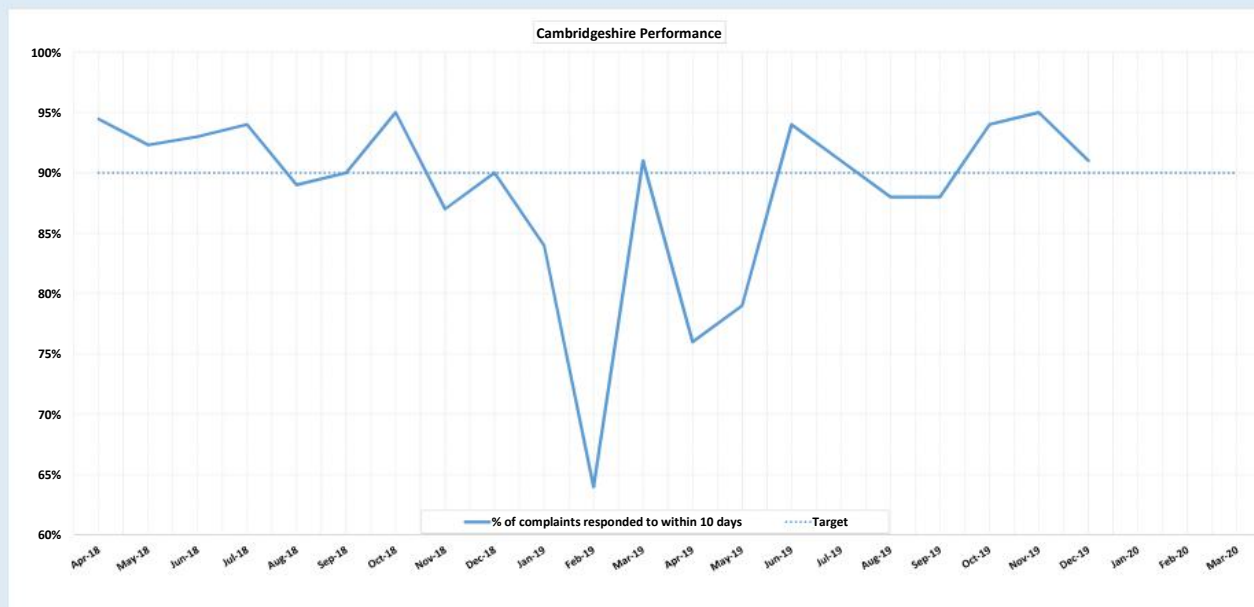
Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
90%	↑	91.0%	95.0%	Declining

RAG Rating

G

**Indicator Description**

Proportions of Complaints received by the Place and Economy Service each month that have been answered within 10 days.

**Useful Links****Commentary**

65 complaints received for October, 61 were responded to within the 10 working days giving a 94% pass rate. 63 complaints received for November, 60 were responded to within the 10 working days giving a 95% pass rate. 44 complaints received for December, 40 were responded to within the 10 working days giving a 95% pass rate.

**ROAD SAFETY SCHEMES 2020/21**

**To:** Highways & Infrastructure Committee

**Meeting Date:** 10<sup>th</sup> March 2020

**From:** Steve Cox - Executive Director, Place & Economy

**Electoral division(s):** All

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

**Purpose:** To set out road safety schemes to be delivered in 2020/21

**Recommendation:** To approve the capital programme of safety schemes for 2020/21 outlined in Appendix A.

<b><i>Officer contact:</i></b>	<b><i>Member contacts:</i></b>
Name: Richard Lumley Post: Assistant Director, Highways Email: <a href="mailto:Richard.Lumley@cambridgeshire.gov.uk">Richard.Lumley@cambridgeshire.gov.uk</a> Tel: 01223 703839	Name: Councillor Mathew Shuter Post: Chairman, Highways & Infrastructure Committee Email: <a href="mailto:Mathew.Shuter@cambridgeshire.gov.uk">Mathew.Shuter@cambridgeshire.gov.uk</a> Tel: 01223 706398

## **1. BACKGROUND**

- 1.1 At Highways and Infrastructure Committee on 9 July 2019 the road collision and casualty data for the 5-year period 2014-2018 was presented, including the latest collision cluster site list for the county.
- 1.2 The 53 locations highlighted in the cluster site list have undergone further investigation by the Road Safety Team in order to put forward schemes for 2020/21.

## **2. 2020/21 Road Safety Schemes**

- 2.1 The Road Safety budget for 2020/21 is £594k.
- 2.2 Appendix A lists the proposed programme of capital safety schemes for 2020/21 for approval.

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

### **3.1 A good quality of life for everyone**

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

- Road Safety schemes are designed to reduce the risk of harm to road users from road traffic collisions

### **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 required resources have been made available to deliver the programme of projects, which will be funded from the Highways capital budget.

### **4.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

There are no significant implications within this category.

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

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

- Under Section 39 of the Road Traffic Act 1988 the Council has a statutory duty to “prepare and carry out a programme of measures designed to promote road safety... must carry out studies into accidents arising out of the use of vehicles on roads or parts of roads, other than trunk roads, within their area [and] in the light of those studies, **take such measures as appear to the authority to be appropriate to prevent such accidents**, including the dissemination of information and advice relating to the use of roads, the giving of practical training to road users or any class or description of road users, the construction, improvement, maintenance or repair of roads for which they are the highway authority and other measures taken in the exercise of their powers for controlling, protecting or assisting the movement of traffic on roads.” [bold formatting added by author for emphasis]

#### 4.4 Equality and Diversity Implications

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

- Residents in lower Index of Multiple Deprivation (IMD) quintiles are at higher risk of being involved in a collision as are younger drivers.
- Older drivers are more likely to sustain serious or fatal injuries in collisions due to their frailty.
- An Equality Impact Assessment screening form for the selection of road safety schemes can be found in Appendix B.

#### 4.5 Engagement and Communications Implications

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

- Serious road traffic collisions attract significant media attention and the Council's actions to reduce their occurrence comes under regular media scrutiny.

#### 4.6 Localism and Local Member Involvement

There are no significant implications within this category.

#### 4.7 Public Health Implications

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

- Road traffic collisions have a significant burden on health services.
- Public Health indicator 1.10, KSI casualties per 100,000 population, is currently red for Cambridgeshire across all districts.

Source Documents	Location
List of Road Safety schemes for delivery in 2020/21	Appendix A
Equality Impact Assessment screening form	Appendix B

H&I Committee report – Road Casualty Data Annual Report, 9 July 2019

<https://cambridgeshire.cmis.uk.com/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1142/Committee/7/Default.aspx>

**PROPOSED ROAD SAFETY SCHEMES 2020/21**

	Parish/Town	Street	Location	Works	Budget 2020/21	Budget 2021/22
<b>EAST</b>						
A1303	Swaffham Bulbeck	Crossroads	A1303/Swaffham Heath Rd	Junction improvements to stagger the crossroads – works to be completed across 2020/21 and 2021/22 financial year	£500,000	£200,000
<b>HUNTS</b>						
B1040	Woodhurst	Crossroads	Somersham Road/Wheatsheaf Road	Signals	TBC	
<b>COUNTY WIDE</b>						
	County wide	Minor Improvements	Various	Cluster sites, fatals and non-injury potential for high severity	£50,000	
	County wide	Advanced design	Various	AIP, design for future years	£44,000	
				TOTAL	£594,000	

## **APPENDIX B**

Equality Impact Assessment screening form for Road Safety Schemes



## Equality Impact Assessment – Screening Form

For employees and/or communities

### Section 1: Proposal details

Directorate / Service Area:		Person undertaking the assessment:	
Highways, Highway Projects and Road Safety		<b>Name:</b>	Matt Staton
<b>Proposal being assessed:</b>		<b>Job Title:</b>	Highway Projects and Road Safety Manager
Road Safety Schemes 2020/21		<b>Contact details:</b>	01223 699652 <a href="mailto:Matt.staton@cambridgeshire.gov.uk">Matt.staton@cambridgeshire.gov.uk</a>
<b>Business Plan Proposal Number:</b> (if relevant)		<b>Date commenced:</b>	07/02/2020
		<b>Date completed:</b>	07/02/2020
Key service delivery objectives:			
<p>Each year the road collision and casualty data for the preceding 5-year period is collated and analysed, including the latest collision cluster site list for the county. The cluster site list comprises sites where there have been at least 6 reported collisions involving personal injury or at least 3 involving a fatality or serious injury within 100m in the preceding 3 full calendar years.</p> <p>These sites are then subject to investigation by the road safety team and interventions identified to address the causes of collisions at these sites.</p> <p>Identified schemes are put forward to Highways and Infrastructure committee for approval within the £594k budget identified for road safety capital schemes.</p> <p>This includes an element of funding for design of schemes for future years and to address any issues identified in-year as a result of fatal collision investigations.</p>			
Key service outcomes:			
Reduction in road casualties			
What is the proposal?			
The proposal is to introduce schemes at the identified locations to reduce the risk of personal injury collision, in particular collisions resulting in serious injury or death.			

**What information did you use to assess who would be affected by this proposal?**

Road casualty and collision data, including demographic profiles of those involved

**Are there any gaps in the information you used to assess who would be affected by this proposal?**

Information is limited to those meeting the definition outlined in the [Department for Transport's STATS 20 guidance](#):

*All road accidents involving human death or personal injury occurring on the Highway ('road' in Scotland) and notified to the police within 30 days of occurrence, and in which one or more vehicles are involved, are to be reported. This is a wider definition of road accidents than that used in Road Traffic Acts.*

Information on collisions not resulting in serious injury is unreliable in its consistency, and while anecdotal reports of incidents can prove useful once a site is identified for investigation these are not used in the identification of sites to enable a more consistent approach to be applied. It is however recognised that collisions resulting in slight injury are also significantly underreported, particularly those involving cyclists.

**Who will be affected by this proposal?**

The proposal will affect all road users at these specific locations, but will have a disproportionate impact on those resident in the local area or those that use the routes for regular journeys.

It is expected that the changes made will improve the situation for these road users with reduced risk of being involved in a road traffic collision at these locations.

## Section 2: Identifying impacts on specific minority/disadvantaged groups

Consider each characteristic / group of people and check the box to indicate there is a foreseeable risk of them being negatively impacted by implementation of the proposal, including during the change management process.

You do not need to be certain that a negative impact will happen – at this stage it just needs to be foreseeable that it could, unless steps are taken to manage this.

Scope of this Equality Impact Assessment					
<i>Check box if group could foreseeably be at risk of negative impact from this proposal</i>					
Note *= protected characteristic under the Equality Act 2010					
*	Age	<input type="checkbox"/>	*	Disability	<input type="checkbox"/>
*	Gender reassignment	<input type="checkbox"/>	*	Marriage and civil partnership	<input type="checkbox"/>
*	Pregnancy and maternity	<input type="checkbox"/>	*	Race	<input type="checkbox"/>
*	Religion or belief (including no belief)	<input type="checkbox"/>	*	Sex	<input type="checkbox"/>
*	Sexual orientation	<input type="checkbox"/>	X		
	Rural isolation	<input type="checkbox"/>		Poverty	<input type="checkbox"/>

### Next steps:

If you have checked one or more boxes above, you should complete a full Equality Impact Assessment form.

If you have not checked any boxes, please continue to complete this screening form.

### Section 3: Explanation of 'no foreseeable risk' EIA screening

Explain why this proposal will not have a foreseeable risk of negative impact for each group. Provide supporting evidence where appropriate. Where the same explanation applies to more than one group, state it in the 'Reasons' column for the first relevant group and put 'as per [first group name] above' to reduce duplication.

For example: *'This proposed process combines two previous processes which both had robust EIAs prior to implementation. This process does not introduce any new content. So, no foreseeable risk of negative impact has been identified.'*


		<b>Characteristic / group of people</b>	<b>Explanation of why this proposal will not have a foreseeable risk of negative impact</b>
1	*	Age	While younger and older road users are more at risk of injury as a result of a road traffic collision, the proposals are expected to improve safety at these locations and therefore have a positive impact on this group.
2	*	Disability	While road users with disability are more at risk of injury as a result of a road traffic collision, the proposals are expected to improve safety at these locations and therefore have a positive impact on this group
3	*	Gender reassignment	The proposals are expected to improve safety at the identified locations so no foreseeable risk of negative impact has been identified.
4	*	Marriage and civil partnership	The proposals are expected to improve safety at the identified locations so no foreseeable risk of negative impact has been identified.
5	*	Pregnancy and maternity	The proposals are expected to improve safety at the identified locations so no foreseeable risk of negative impact has been identified.
6	*	Race	The proposals are expected to improve safety at the identified locations so no foreseeable risk of negative impact has been identified.
7	*	Religion or belief (including no belief)	The proposals are expected to improve safety at the identified locations so no foreseeable risk of negative impact has been identified.
8	*	Sex	While male road users are more at risk of involvement in a road traffic collision, the proposals

			are expected to improve safety at these locations and therefore have a positive impact on this group.
9	*	Sexual orientation	The proposals are expected to improve safety at the identified locations so no foreseeable risk of negative impact has been identified.
10		Rural isolation	While rural residency has been associated with risk of injury as a result of a road traffic collision, the proposals are expected to improve safety at these locations and therefore have a positive impact on this group.
11		Poverty	While poverty has been associated with risk of injury as a result of a road traffic collision, the proposals are expected to improve safety at these locations and therefore have a positive impact on this group.

## Section 4: Approval

*Note: if there is no information available to assess impact, this means either information should be sought so this screening tool can be completed, or information should be gathered during a full EIA.*

I confirm that I have assessed that a full Equality Impact Assessment is not required.

<b>Name of person who completed this EIA:</b>	Matt Staton
<b>Signature:</b>	
<b>Job title:</b>	Highway Projects & Road Safety Manager
<b>Date:</b>	07/02/2020

I have reviewed this Equality Impact Assessment – Screening Form, and I agree that a full Equality Impact Assessment is not required.

<b>Name:</b>	Richard Lumley
<b>Signature:</b>	
<b>Job title:</b> <i>Must be Head of Service (or equivalent) or higher, and at least one level higher than officer completing EIA.</i>	Assistant Director - Highways
<b>Date:</b>	07/02/2020

**LOCAL HIGHWAY IMPROVEMENT (LHI) SCHEMES 2020/21**

**To:** Highways & Infrastructure Committee

**Meeting Date:** 10<sup>th</sup> March 2020

**From:** Steve Cox - Executive Director, Place & Economy

**Electoral division(s):** All

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

**Purpose:** To inform Committee of the outcome of the prioritisation of LHI applications for delivery in 2020/21 by the Member Panels in each District area.

**Recommendation:** The Committee is asked to:

- a) Approve the prioritised list of schemes for each District area, included in Appendix A of this report.
- b) Approve the proposal outlined in section 3 of the report to change the application timescales for the next round of LHIs

<b><i>Officer contact:</i></b>	<b><i>Member contacts:</i></b>
Name: Richard Lumley Post: Assistant Director, Highways Email: <a href="mailto:Richard.Lumley@cambridgeshire.gov.uk">Richard.Lumley@cambridgeshire.gov.uk</a> Tel: 01223 703839	Name: Councillor Mathew Shuter Post: Chairman, Highways & Infrastructure Committee Email: <a href="mailto:Mathew.Shuter@cambridgeshire.gov.uk">Mathew.Shuter@cambridgeshire.gov.uk</a> Tel: 01223 706398

## **1. BACKGROUND**

- 1.1 Following Full Council on 11 February 2020 the approved budget to facilitate a programme of Local Highway Improvements (LHI) for 2020/21 has been increased by £200k to £807k.
- 1.2 The LHI initiative invites community groups to submit an application for funding of up to £15,000, subject to them providing at least 10% of the total cost of the scheme. The schemes are community driven, giving local people a real influence over bringing forward highway improvements in their community that would not normally be prioritised by the Council.
- 1.3 Where applications involve ongoing operational costs such as the cost of power supplies for measures such as zebra crossings, the applicant is expected to meet these costs, or, for some non-standard highway features or equipment, become responsible for the asset itself.
- 1.4 Section 2 of the report outlines the process undertaken to identify the prioritised list of schemes for 2020/21.
- 1.5 Concerns have been raised previously at Highways and Infrastructure Committee relating to the number of schemes that have been carried forward into the following financial year. A proposal to address this is put forward in section 3 of the report.

## **2. 2020/21 Local Highway Improvement Schemes**

- 2.1 As in previous years, officers have completed feasibility studies with applicants in advance of the panel meetings, in a bid to provide a more consistent stage of development for applications. The benefit of this stage in the process has been evident at panel meetings.
- 2.2 The panel assessment meetings remain a member led process, where applicants are invited to present their proposal. Member Panels have been set up to assess the priorities for funding, based on the available budget for each District/City. Political group leaders appoint members based on current political proportionality, with the exception of the City Panel, which is agreed by the Cambridge Joint Area Committee.
- 2.3 Panel members have been asked to consider and score applications which will determine how the budget should be allocated. The panels adopted a scoring system assessing four categories; persistent problem, road safety, community improvement and added value. Each category was scored out of 5 and the average across all panel members was then used to rank applications. Panel members were not permitted to score applications in their own division.
- 2.4 The rationale for proposing which applications are delivered is based upon the scoring system and available budget per District area. The scoring criteria is as follows:

Score 0 Fails to deliver any improvement

Score 1 Delivers negligible improvement/ aims of the LHI Initiative

Score 2 Delivers limited improvement/ aims of the LHI Initiative

Score 3 Delivers some improvement/ aims of the LHI Initiative

Score 4 Delivers substantial improvement/ aims of the LHI Initiative

Score 5 Delivers exceptional improvement/ aims of the LHI Initiative



- 2.5 It is recommended that no application scoring less than 1 should be implemented, as the scoring indicates that the project delivers negligible improvements/aims of the LHI Initiative.
- 2.6 It is then recommended that projects be approved for delivery, working down from the highest score to the lowest, until the budget for the District area is fully allocated.
- 2.7 Should any applications subsequently prove unfeasible, or the actual cost be less than expected, further applications from the priority list may be allocated funding later in the year.
- 2.8 All estimated project costs now also incorporate the estimated cost of time spent by officers designing, managing and delivering it. The actual cost of the new feasibility stage, which has recently been completed, has been top sliced from each district area budget before being allocated to applications.
- 2.9 This recharge of both the feasibility and officer project delivery costs was agreed by Highways & Community Infrastructure Committee in July 2017, to better reflect the actual cost to the authority of delivering the LHI Initiative.
- 2.10 The LHI budget has been allocated to each district area in the same way as in 2019/20 and is therefore as follows:

District	Initial Budget	Feasibility	Remaining Available Budget
East Cambridgeshire	£105,261	£5,780	£99,481
Fenland	£128,652	£5,100	£123,552
Huntingdonshire	£222,219	£11,560	£210,659
South Cambridgeshire	£187,128	£16,660	£170,468
Cambridge City	£163,740	£13,260	£150,480
<b>TOTAL</b>	<b>£807,000</b>	<b>£52,360</b>	<b>£754,640</b>

- 2.11 The prioritised list of schemes for each district area can be found in Appendix A of this report. Each list also highlights the point at which the budget for each district area is fully allocated to schemes, indicated by a red dashed line.

### 3. Future LHI Applications for 2021/22

- 3.1 Following discussions in relation to the delivery timescales experienced for Local Highway Improvement (LHI) schemes and concerns raised regarding the number of schemes not completed within the financial year for which the funding is allocated, it is proposed that the application window for schemes to be delivered in the 2021/22 financial year is brought forward by two months, opening on 1st April 2020 and closing on Sunday 31st May 2020.
- 3.2 Changing the application period will then result in the following changes to the process timescales:
- May to September 2020 - feasibility studies undertaken
  - October 2020 - panel meetings
  - December 2020 – report to committee including prioritised list for approval

- 3.3 This will mean the winter period, January to March 2021, can be used to begin designing schemes for delivery from 1st April 2021, making use of the better, summer weather for delivery, rather than design.

## **4. ALIGNMENT WITH CORPORATE PRIORITIES**

### **3.1 A good quality of life for everyone**

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

- Many of the schemes that are brought forward have outcomes that improve road safety, particularly for vulnerable users, such as the young, elderly or particular user types, such as pedestrians and cyclists.

### **3.2 Thriving places for people to live**

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

- Investing in local communities, particularly the issues that are often of greatest local concern, promotes community development and provides benefits to all local residents.

### **3.3 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 required resources have been made available to deliver the programme of projects, which will be funded from the Highways capital budget.

### **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**

The Member-led Panels adopt a consistent scoring system, each prioritising proposals within the district against their district budget (paragraphs 2.3 and 2.10). Many of the schemes will improve road safety for vulnerable users such as the young and elderly. The LHI initiative empowers community groups to bring forward improvements and gives local

people a real influence over bringing forward improvements that benefit their local community.

A completed Equality Impact Assessment for the prioritisation of the LHI schemes can be found in Appendix B.

#### 4.5 Engagement and Communications Implications

Further engagement and consultation will take place on each project as it is developed, in conjunction with the applicant.

Changing the application window, as outlined in section 3 of the report, will have an implication for parishes and other organisations intending to submit a bid. All parishes, towns and county councillors have already been contacted regarding the possibility of this change.

#### 4.6 Localism and Local Member Involvement

The LHI initiative gives local people a real influence over highway improvements in their community. The Council will work closely with the successful applicants and local community to help deliver the improvements that have been identified. The Local Member will be a key part of this process and will be involved throughout the development and delivery of each scheme.

#### 4.7 Public Health Implications

The majority of schemes aim to improve road safety, which may subsequently contribute to reducing the risk of accident injuries on the network.

Implications	Officer Clearance
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Sarah Heywood
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?</b>	Yes or No Name of Officer:
<b>Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law?</b>	Yes Name of Legal Officer: Fiona McMillan
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Yes Name of Officer: Elsa Evans
<b>Have any engagement and</b>	Yes

<b>communication implications been cleared by Communications?</b>	Name of Officer: Eleanor Bell
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Yes Name of Officer: Richard Lumley
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Iain Green

<b>Source Documents</b>	<b>Location</b>
Prioritised list of LHI schemes by District area for delivery in 2019/20	Appendix A
Equality Impact Assessment	Appendix B
Individual LHI Panel Member scoresheets	Vantage House Washingley Road Huntingdon PE29 6SR

## **APPENDIX A**

Prioritised list of LHI schemes by District area for delivery in 2020/21



## East Cambs

### Panel Members:

	Cllr Joshua Schumann
	Cllr Lorna Dupre
	Cllr David Ambrose Smith
	Cllr Mark Goldsack
	Cllr Mathew Shuter
	Member's Division

**Budget: £99,481**

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av	Av	Av	Av	
10	Reach Parish Council	<a href="#">Fair Green</a>	Vehicle length restriction	£ 3,340.92	£ 2,000.00	60%	£ 1,340.92	£ 1,340.92	£1,341	4.25	2.50	3.00	4.25	3.50
16	Viva Arts & Community Group	<a href="#">Spencer Drove</a>	Carriageway widening to facilitate building refurbishment	£ 128,615.96	£113,615.96	88%	£ 15,000.00	£ 15,000.00	£16,341	2.33	2.67	3.67	4.33	3.25
15	Sutton Parish Council	<a href="#">B1381</a>	Mobile vehicle activated sign to reduce vehicle speeds throughout the village	£ 5,504.22	£ 1,101.00	20%	£ 4,403.22	£ 4,403.22	£20,744	3.50	2.50	3.00	2.75	2.94
5	Haddenham Parish Council	<a href="#">Hill Row</a>	Provision of two speed indicator devices	£ 9,478.52	£ 3,000.00	32%	£ 6,478.52	£ 6,478.52	£27,223	3.40	3.40	2.20	2.60	2.90
8	Littleport Parish Council	<a href="#">Ten Mile Bank</a>	Pedestrian safety - pedestrians in carriageway	£ 2,959.92	£ 740.00	25%	£ 2,219.92	£ 2,219.92	£29,443	3.00	2.50	3.00	3.00	2.88
19	Wilburton Parish Council	<a href="#">High Street</a>	Reduce vehicle speeds	£ 3,344.92	£ 669.00	20%	£ 2,675.92	£ 2,675.92	£32,119	3.20	3.00	3.20	1.80	2.80
3	Ely City Council	<a href="#">Beresford Road</a>	Zebra Crossing to improve pedestrian safety to the school	£ 52,914.15	£ 37,914.15	72%	£ 15,000.00	£ 15,000.00	£47,119	2.40	2.60	2.40	3.60	2.75
1	Brinkley Parish Council	<a href="#">Carlton Road</a>	Buffer zone, extension to 30mph limit and speed cushions to reduce vehicle speeds	£ 22,079.41	£ 7,079.41	32%	£ 15,000.00	£ 15,000.00	£62,119	2.50	3.00	1.75	3.25	2.63
2	Chippenham Parish Council	<a href="#">High Street</a>	Mobile vehicle activated sign to reduce vehicle speeds throughout the village	£ 3,812.46	£ 832.00	22%	£ 2,980.46	£ 2,980.46	£65,099	2.50	2.50	2.25	2.50	2.44
17	Westley Waterless Parish Council	<a href="#">Brinkley Road</a>	Traffic calming measures	£ 6,622.92	£ 1,325.00	20%	£ 5,297.92	£ 5,297.92	£70,397	2.67	2.33	2.33	2.33	2.42

20	Witchford Parish Council	<a href="#">Main Street</a>	Footway widening	£ 26,473.67	£ 20,000.00	76%	£ 6,473.67	£ 6,473.67	£76,871	2.00	1.75	2.00	3.25	2.25
11	Snailwell Parish Council	<a href="#">The Street</a>	New Footway	£ 17,954.73	£ 2,954.73	16%	£ 15,000.00	£ 15,000.00	£91,871	2.00	2.00	1.75	2.75	2.13
9	Lode Parish Council	<a href="#">Lode Road</a>	Mobile vehicle activated sign to reduce vehicle speeds throughout the village	£ 5,064.22	£ 1,013.00	20%	£ 4,051.22	£ 4,051.22	£95,922	2.25	2.00	1.75	1.75	1.94
13	Soham Library (East Cambs)	<a href="#">Clay Street</a>	Pedestrian Crossing	£ 5,467.92	£ 546.79	10%	£ 4,921.13			2.00	2.75	2.50	0.50	1.94
14	Stretham Parish Council	<a href="#">Newmarket Road</a>	Mobile vehicle activated sign to reduce vehicle speeds throughout the village	£ 7,264.22	£ 727.00	10%	£ 6,537.22			2.00	2.00	2.20	1.00	1.80
6	Kennett Parish Council	<a href="#">Dane Hill Road</a>	Reduce vehicle speeds	£ 4,829.92	£ 1,594.00	33%	£ 3,235.92			1.50	1.50	1.00	3.00	1.75
4	Fordham Parish Council	<a href="#">Isleham Road</a>	Provision of street lighting to improve pedestrian safety	£ 58,668.32	£ 43,668.32	74%	£ 15,000.00			1.00	0.75	1.25	3.25	1.56
TOTALS				£173,771	£195,112	112%	£125,616	£95,922						



Fenland

Panel Members:

	Cllr John Gowing
	Cllr Jan French
	Cllr Simon King
	Cllr Steve Tierney
	Cllr Sam Hoy
	Member's Division

Budget: £123,552

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av	Av	Av	Av	
5	Fenland Road Safety Campaign	<a href="#">Honey Farm Bends</a>	Installation of safety barrier	£37,726.61	£22,726.61	60%	£15,000.00	£15,000.00	£15,000	4.25	5.00	4.50	4.50	4.56
11	Tydd St Giles Parish Council	<a href="#">Black Dike</a>	Bridleway bridge repairs	£5,280.00	£528.00	10%	£4,752.00	£4,752.00	£19,752	4.75	3.75	5.00	3.75	4.31
15	Wisbech Town Council	<a href="#">South Brink</a>	Traffic Calming	£17,404.41	£2,404.41	14%	£15,000.00	£15,000.00	£34,752	4.50	4.25	4.25	4.25	4.31
2	Chatteris Town Council	<a href="#">Wenny Road</a>	Speed reduction outside Cromwell Community College	£16,304.41	£6,000.00	37%	£10,304.41	£10,304.41	£45,056	3.80	4.00	4.60	4.00	4.10
10	Parson Drove Parish Council	<a href="#">Sealeys Lane</a>	New Footway	£17,441.03	£2,441.03	14%	£15,000.00	£15,000.00	£60,056	4.25	3.75	4.25	4.00	4.06
1	Benwick Parish Council	<a href="#">Doddington Road</a>	Mobile vehicle activated sign to reduce vehicle speeds throughout the village	£5,504.22	£550.42	10%	£4,953.80	£4,953.80	£65,010	3.80	4.00	4.20	4.00	4.00
6	Gorefield Parish Council	<a href="#">High Road</a>	Footway resurfacing	£16,500.00	£1,500.00	10%	£15,000.00	£15,000.00	£80,010	3.50	3.50	4.00	3.25	3.56
7	Leverington Parish Council	<a href="#">Sutton Road</a>	Speed limit reduction	£16,500.00	£1,500.00	10%	£15,000.00	£15,000.00	£95,010	3.50	3.25	4.00	3.25	3.50
3	Doddington Parish Council	<a href="#">High Street</a>	Footway improvements (kerbing & resurfacing)	£14,884.29	£1,488.43	10%	£13,395.86	£13,395.86	£108,406	3.00	2.40	3.20	2.80	2.85
14	Wisbech Town Council	<a href="#">North Brink</a>	New one way system, changes to parking arrangements & prevention of illegal parking	£21,801.38	£6,801.38	31%	£15,000.00	£15,000.00	£123,406	2.50	2.00	1.75	1.50	1.94
9	Newton Parish Council	<a href="#">High Road</a>	Speed limit reduction (40mph)	£20,319.41	£5,319.41	26%	£15,000.00			2.25	2.00	1.75	1.50	1.88
16	Wisbech St Mary	<a href="#">High Road</a>	Speed management (30mph limit, chicane, parking management)	£18,504.41	£3,504.41	19%	£15,000.00			2.25	1.75	1.50	1.75	1.81

13	Whittlesey Town Council	<a href="#">New Road</a>	Mobile vehicle activated sign to reduce vehicle speeds throughout the village	£5,504.22	£1,000.00	18%	£4,504.22			1.60	1.80	1.60	1.60	1.65
4	Elm Parish Council	<a href="#">March Road</a>	Speed reduction - Priority Give Way features	£12,894.41	£1,289.44	10%	£11,604.97			2.00	1.50	1.50	1.25	1.56
12	Whittlesey Town Council	<a href="#">Church Street</a>	Parking Restrictions (Double Yellow Lines)	£3,509.92	£350.99	10%	£3,158.93			2.00	1.40	1.60	1.20	1.55
TOTALS				£187,072	£57,405	31%	£172,674	£123,406						

Huntingdonshire

Panel Members:

	Cllr Ian Gardener
	Cllr Mac McGuire
	Cllr Peter Downes
	Cllr Simon Bywater
	Cllr Steve Criswell
	Cllr Tom Sanderson
	Member's Division

Budget:	£210,659
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App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av	Av	Av	Av	
24	Huntingdon Town Council	<a href="#">Hinchbrook (replacement of Wertheim Way scheme)</a>	Footway widening	£14,208.00	£5,000.00	35%	£9,208.00	£9,208.00	£9,208.00	4.20	4.20	4.00	4.00	4.10
39	Woodhurst Parish Council	<a href="#">Wheatsheaf Rd &amp; Church Street</a>	Provision of 40mph buffer zones on approach to village	£7,542.54	£2,250.00	30%	£5,292.54	£5,292.54	£14,500.54	4.20	4.20	3.80	4.00	4.05
21	Huntingdon Town Council	<a href="#">Butts Grove Way near Thongsley School and Coneygear Park</a>	Installation of pedestrian crossing	£26,151.03	£11,151.03	43%	£15,000.00	£15,000.00	£29,500.54	3.60	4.00	3.80	4.00	3.85
29	Sawtry Parish Council	<a href="#">Gidding Road</a>	Installation of pedestrian crossing	£27,999.64	£12,999.64	46%	£15,000.00	£15,000.00	£44,500.54	3.60	3.80	3.60	3.60	3.65
14	Great Paxton Parish Council	<a href="#">High Street</a>	Priority narrowing at both ends of High Street	£12,373.16	£3,500.00	28%	£8,873.16	£8,873.16	£53,373.70	3.67	3.67	3.67	3.50	3.63
16	Hemingford Abbots Parish Council	<a href="#">Common Lane, High Street and Rideaway</a>	Proposed 20 mph limit along Common Lane and proposed 30 mph limit along Rideaway	£7,328.00	£1,466.00	20%	£5,862.00	£5,862.00	£59,235.70	3.67	3.83	3.50	3.33	3.58
6	Catworth Parish Council	<a href="#">Church Road</a>	New footway leading up to the bus stop	£10,837.35	£1,517.23	14%	£9,320.12	£9,320.12	£68,555.82	3.20	3.60	3.60	3.80	3.55
35	Stow Longa Parish Council	<a href="#">Stow Road/ Spaldwick Road</a>	Installation of 40 mph buffer zone at both approaches to the village, proposed village gateway features (including gateways, 30 mph speed roundels and dragon teeth), additional repeater signing within the village and provision of a Movable Vehicle Activated Sign (MVAS)	£16,162.26	£1,750.00	11%	£14,412.26	£14,412.26	£82,968.08	3.60	3.80	3.40	3.20	3.50
10	Elton Parish Council	<a href="#">Overend</a>	Proposed narrowing at the eastern entrance to the village, provision of road hump close to the entrance to the Garden Centre	£30,000.00	£8,000.00	27%	£15,000.00	£15,000.00	£97,968.08	3.40	3.40	3.40	3.40	3.40
26	Kings Ripton Parish Council	<a href="#">Ramsey Rd</a>	Provision of a Movable Vehicle Activated Sign (MVAS)	£5,399.71	£539.97	10%	£4,859.74	£4,859.74	£102,827.82	3.25	3.50	3.00	3.75	3.38
9	Ellington Parish Council	<a href="#">Graham Road</a> <a href="#">Thrapston Road</a>	Provision of a Movable Vehicle Activated Sign (MVAS) and mounting posts	£5,242.00	£718.00	14%	£4,524.00	£4,524.00	£107,351.82	3.60	3.40	3.40	3.00	3.35
1	Abbots Ripton Parish Council	<a href="#">The main roads through and into the village.</a>	Heavy Commercial Vehicles (HCV) survey to be undertaken through the village	£16,500.00	£1,500.00	9%	£15,000.00	£15,000.00	£122,351.82	3.60	3.20	3.40	3.00	3.30
40	Yaxley Parish Council	<a href="#">New Road, Norman Cross</a>	Waiting restriction and parking restriction along New Road including the turning head	£4,199.00	£1,000.00	24%	£3,199.00	£3,199.00	£125,550.82	3.80	3.00	3.00	3.00	3.20
5	Buckden Parish Council	<a href="#">Mill Road</a>	Provision of a Movable Vehicle Activated Sign (MVAS). Improve lining and priority signage at Common River Bridge	£7,128.00	£2,138.00	30%	£4,990.00	£4,990.00	£130,540.82	3.60	3.00	3.20	3.00	3.20

38	Winwick Parish Council	<a href="#">B660, Old Weston Road</a>	Provision of a Movable Vehicle Activated Sign (MVAS)	£5,099.33	£510.00	10%	£4,589.33	£4,589.33	£135,130.15	3.20	3.20	3.20	3.00	3.15
15	Great Staughton Parish Council	<a href="#">The Causeway</a>	Speed limit reduction to 30 mph and provision of a Movable Vehicle Activated Sign (MVAS)	£9,107.71	£1,100.00	12%	£8,007.71	£8,007.71	£143,137.86	3.20	3.40	3.20	2.80	3.15
7	Colne Parish Council	<a href="#">B1050 Somersham Road</a>	Footway improvement	£24,999.05	£10,000.00	40%	£14,999.05	£14,999.05	£158,136.91	3.20	3.20	2.80	3.40	3.15
34	Stilton Parish Council	<a href="#">North Street, High Street and Church Street</a>	Provision of a Movable Vehicle Activated Sign (MVAS)	£5,699.00	£1,200.00	21%	£4,499.00	£4,499.00	£162,635.91	3.40	3.20	2.80	3.00	3.10
4	Brampton Parish Council	<a href="#">The Green, Brampton</a>	Installation of pedestrian crossing	£21,524.00	£10,000.00	46%	£11,524.00	£11,524.00	£174,159.91	3.00	3.20	3.20	2.80	3.05
17	Hilton Parish Council	<a href="#">B 1040 / Potton Road</a>	Conduct a feasibility study addressing Heavy Good Vehicles (HGV) passing through the village overnight	£2,200.00	£220.00	10%	£1,980.00	£1,980.00	£176,139.91	3.17	3.00	3.00	2.83	3.00
37	Warboys Parish Council	<a href="#">Ramsey Road</a>	Provision of a Movable Vehicle Activated Sign (MVAS), 40 mph buffer zone and speed limit roundels	£8,668.00	£2,860.44	33%	£5,807.56	£5,807.56	£181,947.47	3.00	3.00	3.00	3.00	3.00
30	St Ives Town Council	<a href="#">Footpath crossing Erica Road</a>	Provision of crossing point using drop kerb and installation of knee-rail fence	£28,418.58	£13,418.58	47%	£15,000.00	£15,000.00	£196,947.47	3.17	3.00	3.00	2.67	2.96
33	St Neots Town Council	<a href="#">Hawkesden Road, Priory Hill Road</a>	Waiting Restriction along Hawkesden Road, Eaton Ford Green, Shakespears Road and Burwell Road	£3,553.00	£1,777.00	50%	£1,776.00	£1,776.00	£198,723.47	3.00	2.67	2.83	3.17	2.92
18	Holme Parish Council	<a href="#">B660 Station Rd and B660 Glatton Lane</a>	Provision of 30 mph speed roundel on a red high friction surface (HFS)	£5,515.26	£600.00	11%	£4,915.26	£4,915.26	£203,638.73	3.20	2.80	2.80	2.60	2.85
13	Great and Little Gidding Parish Council	<a href="#">B660 egress from and ingress to the village</a>	Provision of warning signs and 'SLOW' marking(s) at the bends south of the village, installation of 40 mph buffer zone at both entries to Great Gidding and proposed village gateway features (including gateways, 30 mph speed roundels and dragon teeth)	£7,741.46	£1,000.00	13%	£6,741.46	£6,741.46	£210,380.19	2.60	3.20	2.40	2.60	2.70
25	Kimbolton and Stonely Parish Council	<a href="#">All routes approaching the village and B660 Park Lane</a>	Installation of 30 mph speed roundels, repeater signs along the 30mph zone( unlit areas only) and continuous edge line at all approaches to the village, provision of a Movable Vehicle Activated Sign (MVAS)	£6,662.46	£666.25	10%	£5,996.21			2.80	2.80	2.60	2.40	2.65
3	Bluntisham Parish Council	<a href="#">Colne Road, Bluntisham</a> <a href="#">East Street, Bluntisham</a>	Colne Road; Replace existing globes at the Zebra Crossing with LED globes and undertake vegetation clearance.  East Street; Footway improvement, reposition the centreline and installation of warning sign.	£12,515.51	£3,000.00	24%	£9,515.51			2.60	2.80	2.40	2.60	2.60
36	Upwood and The Raveleys Parish Council	<a href="#">Approach road from Wennington to Little Raveley</a>	Provision of village gateway features (including gateways, 30 mph speed roundels and dragon teeth)	£11,412.51	£1,500.00	13%	£9,912.51			2.67	2.67	2.50	2.33	2.54
8	Community Roadwatch(UK) CIC	<a href="#">B1090 Sawtry Way</a>	Speed limit reduction, installation of warning sign and directional sign for the industrial estate	£8,866.00	£1,500.00	17%	£7,366.00			2.67	2.67	2.33	2.40	2.52
27	Little Paxton Parish Council	<a href="#">Great North Road ( B1041)</a>	Installation of controlled pedestrian crossing adjacent to Co-op food	£125,000.00	£1,500.00	1%	£15,000.00			1.80	1.80	1.60	1.80	1.75
20	Houghton and Wyton Parish Council	<a href="#">A1123</a>	Speed reduction	£17,851.00	£5,000.00	28%	£12,851.00			1.33	1.33	1.33	1.17	1.29

31	St Neots Town Council	<a href="#">Church Street</a>	Installation of a pedestrian crossing	£27,470.03	£12,470.03	45%	£15,000.00			1.40	0.80	1.00	0.80	1.00
11	Farcet Parish Council	<a href="#">Main Street, St Marys Street, Cross Street</a>	Junction improvement at St Marys Street and Cross Street, installation of repeater signs and speed roundels	£5,036.59	£1,000.00	20%	£4,036.59			1.00	1.20	0.80	1.00	1.00
22	Huntingdon Town Council	<a href="#">Chequers Way</a>	Traffic management	£9,000.00	£5,000.00	56%	£4,000.00			0.40	0.40	0.40	0.20	0.35
TOTALS				£537,410.18	£127,852.17	24%	£294,058.01	£210,380.19						

South Cambs

Panel Members

	Roger Hickford (RH)
	Lynda Harford (LH)
	Mandy Smith (MS)
	David Jenkins (DJ)
	Henry Batchelor (HB)
	Member's Division

Budget:	£170,468
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App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	£ Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av	Av	Av	Av	
4	<b><u>Bartlow</u></b>	Three buffer zones on Linton Road, Camps Road and Ashdon Road Bartlow with gates to emphasise the speed limit.	<b>Speed Limit</b> - Three buffer zones on Linton Road, Camps Road and Ashton Road with gates to emphasise the speed limit.	£ 14,754.12	£ 2,500.00	20%	£ 12,254.12	£ 12,254.12	£ 12,254.12	4.25	4.25	4.50	4.50	4.38
31	<b><u>Litlington</u></b>	Bassingbourn Road	<b>Speed Limit / Civils</b> - New 50mph speed limit and footpath maintenance works.	£ 22,747.96	£ 10,000.00	44%	£ 12,747.96	£ 12,747.96	£ 25,002.08	4.00	4.40	4.00	4.00	4.10
15	<b><u>Fen Ditton</u></b>	Village wide	<b>MVAS</b>	£ 5,064.22	£ 1,012.80	20%	£ 4,051.42	£ 4,051.42	£ 29,053.50	4.00	4.25	4.00	3.25	3.88
29	<b><u>Ickleton</u></b>	Butchers Hill	<b>Lining</b> - 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.	£ 12,743.78	£ 1,274.38	10%	£ 11,469.40	£ 11,469.40	£ 40,522.90	4.00	3.80	3.80	3.80	3.85
18	<b><u>Girton</u></b>	Various central locations within village	<b>Raised Features / Speed Limit</b> - 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.	£ 20,172.01	£ 5,172.01	26%	£ 15,000.00	£ 15,000.00	£ 55,522.90	3.67	4.33	3.67	3.67	3.83
1	<b><u>Arrington</u></b>	A1198 Arrington village within 40mph and 30mph speed limits	<b>MVAS</b> unit and mounting posts.	£ 5,785.26	£ 1,000.00	18%	£ 4,785.26	£ 4,785.26	£ 60,308.16	4.00	3.80	3.80	3.60	3.80
26	<b><u>Histon &amp; Impington</u></b>	Village wide - Impington Lane, The Coppice, New Road, Milton Road, New School Road, rear of Manor Park	<b>Civils</b> - Various footway works - either utilising overlay or inlay technique depending on the state of the specific path. Optimum time to carry out the work will likely be during school holidays. This is at 3 separate locations around the village.	£ 34,492.54	£ 20,000.00	57%	£ 14,492.54	£ 14,492.54	£ 74,800.70	3.50	3.00	4.00	4.50	3.75
27	<b><u>Horningsea</u></b>	Village Wide	<b>Signs / Lines</b> - new warning signs in village near bend of 40 mph buffer zones on both approaches plus relevant road markings.	£ 8,854.01	£ 3,000.00	34%	£ 5,854.01	£ 5,854.01	£ 80,654.71	3.80	4.00	3.40	3.60	3.70

7	<b><u>Carlton</u></b>	Church Road	<b>Speed Limit</b> - Install 40mph through Carlton Green	£ 4,976.44	£ 497.64	10%	£ 4,478.80	£ 4,478.80	£ 85,133.51	3.75	3.75	3.75	3.50	3.69
11	<b><u>Dry Drayton</u></b>	Various locations around village	Flashing wig-wags and MVAS unit.	£ 11,816.02	£ 1,200.00	10%	£ 10,616.02	£ 10,616.02	£ 95,749.53	4.25	3.75	3.50	3.25	3.69
49	<b><u>Wimpole &amp; Orwell</u></b>	Junctions at Fishers Lane and Hurdleditch Road (Orwell) Junction at Old Wimpole Road (Wimpole)	<b>Signs / Lines</b> - New signs to warn of junctions, red anti-skid to further highlight this, and new road markings as required to improve driver safety.	£ 15,286.96	£ 6,250.00	41%	£ 9,036.96	£ 9,036.96	£ 104,786.49	3.60	3.80	3.60	3.40	3.60
3	<b><u>Balsham</u></b>	Dolls Close, West Wickham Road, West Watting Road, High Street, Cambridge Road and Linton Road.	<b>MVAS</b> unit.	£ 5,064.22	£ 1,000.00	20%	£ 4,064.22	£ 4,064.22	£ 108,850.71	3.50	3.50	3.50	3.75	3.56
6	<b><u>Bourn</u></b>	Broadway	<b>Civils</b> - Priority give way feature.	£ 14,829.53	£ 1,500.00	10%	£ 13,329.53	£ 13,329.53	£ 122,180.24	3.75	3.25	3.25	3.75	3.50
22	<b><u>Hardwick</u></b>	Cambridge Road	<b>Raised Features</b> - Installation of new speed cushions along Cambridge Rd.	£ 16,868.71	£ 2,000.00	12%	£ 14,868.71	£ 14,868.71	£ 137,048.95	4.00	3.40	3.60	3.00	3.50
39	<b><u>Swavesey</u></b>	Boxworth End	<b>Civils</b> - Footpath maintenance	£ 14,999.48	£ 1,500.00	10%	£ 13,499.48	£ 13,499.48	£ 150,548.43	4.00	2.67	3.67	3.67	3.50
28	<b><u>Horseheath</u></b>	West Wickham Road	<b>Signs / lines</b> - gateway treatment and highlighting existing 30mph limit further	£ 5,323.47	£ 1,000.00	21%	£ 4,323.47	£ 4,323.47	£ 154,871.90	3.75	3.25	3.25	3.50	3.44
44	<b><u>West Wickham</u></b>	Streety End	<b>Signs / Lines</b> - New lining and signs at village entrances to highlight vehicles are entering 30mph limit.	£ 11,377.14	£ 2,000.00	21%	£ 9,377.14	£ 9,377.14	£ 164,249.04	3.75	3.25	3.25	3.50	3.44
23	<b><u>Harston</u></b>	Cambridge Road	<b>Civils</b> - Island repair and maintenance	£ 10,103.38	£ 5,000.00	50%	£ 5,103.38	£ 5,103.38	£ 169,352.42	3.00	2.33	4.00	4.33	3.42
30	<b><u>Linton</u></b>	Village wide including High Street, Symonds Lane, Back Rd, Balsham Rd, Chalklands, Horseheath Rd, Bartlow Rd, Church Ln, Wheatsheaf Way, Parsonage Way	<b>Lining</b> - Refresh enforceable lining throughout Linton, starting with the worst sections.	£ 9,179.17	£ 3,750.00	41%	£ 5,429.17			3.00	3.00	3.67	4.00	3.42

41	<b><u>Thriplow</u></b>	Village Wide	<b>MVAS</b> unit and mounting posts.	£ 5,670.92	£ 570.00	10%	£ 5,100.92			3.20	3.40	3.80	3.20	3.40
47	<b><u>Whittlesford</u></b>	Hill Farm Road	<b>Raised Features / Signs</b> - Install dragon's teeth. Install a gateway feature on western side . Change existing speed limit between existing 40 and West End to 30mph. Install a 200m 40mph buffer zone. Install two sets of speed cushions along Hill Farm Road. Install a new street light along Hill Farm Road. Two new village gateways on Newton Road entrance to the village.	£ 21,390.59	£ 10,000.00	47%	£ 11,390.59			3.60	3.60	3.00	3.20	3.35
8	<b><u>Caxton</u></b>	Gateway signs. Northern entry to village – at start of 30mph zone, southern entry – at start of 40mph zone, western entry – at start of 30mph zone and eastern entry at 40mph zone	<b>MVAS</b> with suitable mounting locations to be sited prior to design. Gateways features also.	£ 11,367.24	£ 2,700.00	24%	£ 8,667.24			3.33	3.00	4.00	3.00	3.33
10	<b><u>Cottenham</u></b>	Oakington Road	<b>Civils / Speed Limit</b> - Retain the existing location for the 30mph and introduce a 40 mph buffer combined with a chicane feature. Install 1 No new MVAS, remark the 30mph roundel plus red surfacing and dragons teeth.	£ 14,627.83	£ 5,000.00	35%	£ 9,627.83			3.33	3.33	3.00	3.67	3.33
13	<b><u>Elsworth</u></b>	Duncock Lane	<b>Parking Restriction</b> - Installation of double yellow lines in vicinity of Duncocks lane, replace H-Bar with double yellow lining on both sides.	£ 3,985.52	£ 1,600.00	40%	£ 2,385.52			3.67	3.33	3.00	3.33	3.33
14	<b><u>Eltisley</u></b>	Village Wide	<b>Signs</b> - Advisory Weight Limit Signs	£ 5,753.30	£ 650.00	12%	£ 5,103.30			3.50	3.00	3.50	3.25	3.31
36	<b><u>Orchard Park</u></b>	Area wide	<b>Parking Restrictions</b> - Installation of double yellow lines around junctions that have an issue with parking, that lie within Highway land. Installation of single yellow line or double yellow lines in areas where there is dangerous parking. Installation of junction markings.	£ 11,155.17	£ 5,000.00	45%	£ 6,155.17			3.75	3.25	3.00	3.25	3.31
12	<b><u>Duxford</u></b>	Laceys Way	<b>Civils</b> - Provide dropped crossings, minimum 1.8m wide.	£ 7,596.80	£ 760.00	10%	£ 6,836.80			3.00	2.75	4.00	3.25	3.25
38	<b><u>Shudy Camps</u></b>	New Road	<b>Speed Limit</b> - 40mph speed limit	£ 5,658.00	£ 1,000.00	18%	£ 4,658.00			3.50	3.50	3.00	3.00	3.25
34	<b><u>Meldreth</u></b>	Fenny Lane Crossroads	<b>Signs / Lines</b> - New junction warning signs and red countdown strips on the approach to the junction on all four roads.	£ 8,794.32	£ 2,500.00	28%	£ 6,294.32			3.40	3.80	2.80	2.80	3.20



19	<b><u>Graveley</u></b>	Offord Road	<b>Speed Limit</b> - Install a new 40mph buffer zone on top of the existing 30mph speed limit on Offord Road, this will be prior to the sweeping right hand bend on Offord Road. To accompany the buffer zone, install chevrons on the right hand bend.	£ 6,386.58	£ 638.66	10%	£ 5,747.92			3.25	3.25	3.25	3.00	3.19
42	<b><u>Toft</u></b>	Cambridge Road	<b>Civils</b> - Solar Studs along route.	£ 15,738.05	£ 1,500.00	10%	£ 14,238.05			3.40	3.00	3.60	2.60	3.15
16	<b><u>Fen Drayton</u></b>	Cootes Lane	<b>Civils</b> - Priority give way feature on Cootes lane in advance of village hall, including relevant signs/lines and kerbed build out.	£ 12,528.26	£ 2,370.00	20%	£ 10,158.26			2.75	3.25	3.25	3.25	3.13
33	<b><u>Little Shelford</u></b>	Newton Road	<b>Speed Limit</b> - Extend the existing 30mph speed limit 20m west and install a new 40mph buffer	£ 8,285.02	£ 2,500.00	30%	£ 5,785.02			3.50	3.25	2.75	2.75	3.06
37	<b><u>Over</u></b>	Willingham Road, New Road and Station Road	<b>Speed watch equipment</b>	£ 5,327.12	£ 1,000.00	19%	£ 4,327.12			3.00	2.80	3.20	2.80	2.95
46	<b><u>Whaddon</u></b>	Whaddon Gap - Just past Barracks entrance	<b>Speed Limit / Civils</b> - Installation of new 40mph limit and 2 no central islands.	£ 26,779.65	£ 11,779.65	44%	£ 15,000.00			3.00	2.80	3.00	3.00	2.95
9	<b><u>Comberton</u></b>	Village wide	<b>Speed Limit / Raised Features</b> - 20mph zone as shown on the plan with the exception of the length of the B1049 east of Hines Lane- with installation of 5 set of speed cushions on B1049 between the Village College and Hines Lane. Mixture of 20 roundels and 20 repeater signs (on light columns) located on B1049 and side streets where required. 40mph buffer zones on Barton Road, Long Road and Branch Road.	£ 25,978.91	£ 10,978.91	42%	£ 15,000.00			2.80	3.00	2.80	3.00	2.90
40	<b><u>Teversham</u></b>	Church Road	<b>Parking Restriction</b> - Double yellow lines on both sides of the road on exit from Airport Way.	£ 3,926.76	£ 500.00	13%	£ 3,426.76			3.40	3.00	2.60	2.60	2.90
48	<b><u>Willingham</u></b>	Earith Road	<b>Speed Limit</b> - New 40mph buffer zone, and relocation of existing 30mph limit.	£ 7,337.87	£ 1,000.00	14%	£ 6,337.87			3.40	3.00	2.60	2.60	2.90
2	<b><u>Babraham</u></b>	High St	<b>Raised Features</b> - Install four pairs on speed cushions along High Street from 40m after the bridge.	£ 27,858.11	£ 12,858.11	45%	£ 15,000.00			3.25	2.75	2.75	2.75	2.88
43	<b><u>Waterbeach</u></b>	Various location around village	<b>Parking Restrictions</b> - Installation of double yellow lines, timed parking bays and warning signs near sheltered housing.	£ 7,904.16	£ 1,000.00	16%	£ 6,904.16			2.80	2.60	3.00	2.80	2.80

20	<b><u>Great Shelford</u></b>	Church Street	<b>Raised Features</b> - Speed cushions	£ 19,171.00	£ 6,000.00	31%	£ 13,171.00			2.75	2.75	2.50	2.50	2.63
17	<b><u>Fulbourn</u></b>	Dogget Lane	<b>Raised Features</b> - Speed cushions	£ 23,344.66	£ 8,500.00	36%	£ 14,844.66			2.80	2.20	2.20	2.80	2.50
5	<b><u>Bassingbourn</u></b>	A1198	<b>Lining</b> - Bring GW line forwards on Chestnut Lane arm of RAB to improve visibility for people seeking to exit. Installation of new road markings, (inc hatching), on RAB approaches to visually narrow the	£ 6,971.62	£ 1,394.32	20%	£ 5,577.30			2.80	2.00	2.40	2.20	2.35
21	<b><u>Guilden Morden</u></b>	Pound Green	<b>Civils</b> - Dig out existing 15m x 1.5m area outside the school and construct a new footway.	£ 7,527.76	£ 2,700.00	36%	£ 4,827.76			2.75	2.75	1.75	1.75	2.25
45	<b><u>Weston Colville</u></b>	Entry points to village	<b>Signs / Lines</b> - New lining and signs at village entrances to highlight vehicles are entering 30mph limit.	£ 6,239.38	£ 625.00	10%	£ 5,614.38			2.33	2.00	1.67	1.33	1.83
24	<b><u>Hildersham</u></b>	Blench Lane	<b>Civils</b> - Bollards / fencing	£ 2,008.42	£ 210.00	10%	£ 1,798.42			2.00	1.67	1.33	1.33	1.58
32	<b><u>Little Abington</u></b>	Newmarket Road	<b>MVAS</b> unit, new posts for unit and vegetation removal along extents of site to improve visibility.	£ 7,344.52	£ 735.00	10%	£ 6,609.52			1.75	1.25	1.50	1.50	1.50
25	<b><u>Hinxton</u></b>	New Road	<b>Civils</b> - Replace collapsed section of guardrail with similar using concrete posts to prevent them rotting away.	£ 7,580.00	£ 758.00	10%	£ 6,822.00			1.40	1.20	1.60	1.00	1.30
35	<b><u>Milton</u></b>	Landbeach Road	<b>Civils</b> - Move the existing Bus Shelter 5m east with extension to hard standing.	£ 7,520.76	£ 752.76	10%	£ 6,768.00			1.00	0.50	1.00	0.50	0.75
				£ 576,196.72	£ 167,237.24	29%	£ 408,959.48	£ 169,352.42						

Cambridge

Panel Members:

	Linda Jones (LJ)
	Noel Kavanagh (NK)
	Ian Manning (IM)
	Richard Robertson (RR)
	Anthony Martinelli (AM)
	Martin Smart / Nicky Massey (SM)
	Member's Division

Budget:	£150,480
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Applicant Name	Ward	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av	Av	Av	Av	
Eddy Warren	Petersfield	<u>Perowne St</u>	<b>Parking Restrictions</b> - Install a no loading at any time ban up to the parking bays both sides of Perowne street.	£ 3,505.92	£ 350.00	10%	£ 3,155.92	£ 3,155.92	£3,156	4.50	2.75	5.00	4.75	4.25
Sandra Crawford	Cherry Hinton	<u>Fulbourn Old Drift</u>	<b>Parking Restrictions</b> - School keep clear at gate and single yellow restriction.	£ 5,043.23	£ 505.00	10%	£ 4,538.32	£ 4,538.32	£7,694	4.50	4.33	4.17	3.83	4.21
Linda Jones	Petersfield	<u>Various around ward</u>	<b>Street lights</b> - Install 4 no new streetlights to provide additional lighting on footpaths.	£ 14,289.92	£ 1,428.99	10%	£ 12,860.93	£ 12,860.93	£20,555	4.25	4.25	4.00	3.75	4.06
Gary Woolley	Trumpington	<u>Long Road</u>	<b>MVAS</b> unit and warning signs near the school.	£ 5,634.59	£ 563.32	10%	£ 5,071.72	£ 5,071.72	£25,627	4.17	4.33	3.67	4.00	4.04
Hilary Lowson	Petersfield	<u>Brooklands Avenue</u>	<b>Signs / Lines</b> - Clearer signage along the route and lining to identify that it is a dual use footway.	£ 3,977.52	£ 397.75	10%	£ 3,579.77	£ 3,579.77	£29,207	4.40	4.00	3.80	3.60	3.95
Mike Todd-Jones	Arbury	<u>Cunningham Close</u>	<b>Civils</b> - Birdsmouth / knee-rail fencing positioned behind existing concrete bollards, extending fully to the boundary of existing footways.	£ 3,790.60	£ 379.06	10%	£ 3,411.54	£ 3,411.54	£32,618	4.50	2.33	4.50	4.17	3.88
Richard Johnson	Abbey	<u>New Street</u>	<b>Raised Feature</b> - 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 <del>Civils</del> - new dropped kerbs to access path.	£ 15,872.65	£ 1,588.00	10%	£ 14,285.75	£ 14,285.75	£46,904	3.50	4.25	3.50	4.00	3.81
Liz Irvin	Arbury	<u>French's Road</u>	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. DfLs or ADAM by dropped kerbs	£ 7,025.70	£ 702.57	10%	£ 6,323.13	£ 6,323.13	£53,227	3.83	3.50	4.00	3.83	3.79
Richard Johnson	Abbey	<u>Abbey Gardens</u>	<b>Parking restriction</b> - Double yellows lines	£ 3,505.92	£ 350.00	10%	£ 3,155.92	£ 3,155.92	£56,383	4.20	3.40	4.40	3.00	3.75
Petersfield RA	Petersfield	<u>Tenison Road</u>	<b>Civils</b> - Installation of 5 wooden bollards along the stretch of Tenison Road.	£ 3,626.70	£ 362.67	10%	£ 3,264.03	£ 3,264.03	£59,647	4.25	4.25	3.75	2.50	3.69

Jocelyne Scut	Arbury	<u>Thirleby Close</u>	<b>Parking restrictions</b> - Double yellow lines through the cul-de-sac and junction with Harding Way (except for disabled bay in turning head)	£ 3,505.92	£ 350.00	10%	£ 3,155.92	£ 3,155.92	£62,803	4.00	3.00	4.00	3.50	3.63
Richard Johnson	Abbey	<u>Whitehall Road</u>	<b>MVAS</b> unit and reinstate junction markings	£ 7,772.50	£ 778.00	10%	£ 6,994.50	£ 6,994.50	£69,797	3.60	4.00	3.60	3.20	3.60
Ian Manning	Chesterton	<u>High Street</u>	<b>Civils</b> - 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.	£ 13,525.50	£ 1,352.45	10%	£ 12,172.05	£ 12,172.05	£81,970	3.80	4.00	3.40	3.00	3.55
Noel Kavanagh	Romsey	<u>Rustat Road</u>	<b>Civils</b> - 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.	£ 4,189.24	£ 418.92	10%	£ 3,770.32	£ 3,770.32	£85,740	3.40	3.40	3.80	3.60	3.55
Elisa Meschini	Kings Hedges	<u>Cam Causeway</u>	<b>Parking restrictions</b> - Install a verge parking ban between Nuffield Road and Laxton Way and double yellow lines on the	£ 3,505.92	£ 350.00	10%	£ 3,155.92	£ 3,155.92	£88,896	3.67	3.67	3.83	2.83	3.50
Colin McGerty	Queen Edith	<u>Wulfstan Way</u>	<b>Parking Restrictions</b> - Double yellow lines for short section outside numbers 19 and 21 Wulfstan Way	£ 3,505.92	£ 350.00	10%	£ 3,155.92	£ 3,155.92	£92,052	3.67	3.83	3.33	3.00	3.46

Carol Leonard	Arbury	<u>Belmore Close</u>	<b>Parking restrictions</b> - Double yellow lines through turning head	£ 3,505.92	£ 350.00	10%	£ 3,155.92	£ 3,155.92	£95,208	4.00	3.50	3.67	2.67	3.46
Elisa Meschini	Kings Hedges	<u>Northfield Avenue</u>	<b>Civils</b> - Install a new informal crossing point north of mini roundabout, with new connecting footway either side and wooden bollards with reflective banding to	£ 8,904.43	£ 890.44	10%	£ 8,013.99	£ 8,013.99	£103,222	3.83	3.67	3.33	2.83	3.42
Elisa Meschini	Kings Hedges	<u>Cam Causeway</u>	<b>Civils / Signs</b> - Install dropped crossing and tactiles, with bollards either side to highlight new crossing point. Install playground warning signs on all	£ 5,987.12	£ 598.71	10%	£ 5,388.41	£ 5,388.41	£108,610	3.67	3.83	3.00	3.17	3.42
Jeannie Dawkins	Queen Edith	<u>Cavendish Avenue</u>	<b>Raised Features</b> - Installation of speed cushions along Cavendish Avenue to reduce vehicle speeds.	£ 18,286.40	£ 3,286.40	22%	£ 15,000.00	£ 15,000.00	£123,610	3.67	4.00	3.33	2.67	3.42
Sandra Crawford	Cherry Hinton	<u>Church End</u>	<b>Parking restrictions</b> - Double Yellow Lines.	£ 3,505.92	£ 350.00	10%	£ 3,155.92	£ 3,155.92	£126,766	3.33	3.67	3.33	3.17	3.38
Lucy Nethsingha	Newnham	<u>Hedgerley Close and Conduit Road</u>	<b>Parking restrictions</b> - Double Yellow Lines	£ 3,505.92	£ 350.00	10%	£ 3,155.92	£ 3,155.92	£129,922	3.50	3.50	3.67	2.83	3.38
Claire Richards	Castle	<u>Mount Pleasant</u>	<b>MVAS</b> unit.	£ 5,049.92	£ 504.99	10%	£ 4,544.93	£ 4,544.93	£134,467	3.40	3.80	3.20	3.00	3.35
Linda Jones	Petersfield	<u>Bateman Street</u>	<b>Raised Features</b> - Replace the existing block paved speed cushions with rubberised bolt-down cushions, provide new lining, bollards and cycle symbols.	£ 22,241.94	£ 7,241.94	33%	£ 15,000.00	£ 15,000.00	£149,467	4.00	2.60	3.40	3.20	3.30
Ian Manning	Chesterton	<u>Milton Road</u>	<b>Lining</b> - Install KEEP CLEAR road markings across junction to Hurst Park Ave- this is a more suitable marking for a priority junction.	£ 2,900.70	£ 290.07	10%	£ 2,610.63			3.80	3.60	3.00	2.60	3.25
Ian Manning	Chesterton	<u>Street Lights - Various</u>	<b>Street Lights</b> - Installation of street lights. Cost provided for 4 no street light units around ward	£ 14,289.92	£ 1,428.99	10%	£ 12,860.93			3.40	3.00	3.40	2.80	3.15
Sandra Crawford	Cherry Hinton	<u>Fishers Lane</u>	<b>Parking restrictions</b> - Double Yellow Lines.	£ 3,505.92	£ 350.00	10%	£ 3,155.92			3.67	3.50	2.50	2.83	3.13
Claire Richards	Castle	<u>Street Lights - Various</u>	<b>Street Lights</b> - 2 no locations around the ward (Garden Walk / Sherlock Road) which currently have significant areas of unlit path.	£ 7,689.92	£ 770.00	10%	£ 6,919.92			3.67	2.67	3.50	2.50	3.08
Benson RA	Castle	<u>Benson Area</u>	<b>Signs</b> - Advisory HGV signs, locations to be determined during detailed design and following consultation.	£ 6,966.29	£ 700.00	10%	£ 6,266.29			3.50	2.50	3.67	2.17	2.96
Greg Chadwick	Castle	<u>Huntingdon Road</u>	<b>MVAS</b> and warning signs in advance of zebra crossing.	£ 5,973.92	£ 598.00	10%	£ 5,376.53			2.50	3.33	3.00	2.33	2.79
Noel Kavanagh	Romsey	<u>Coldhams Ln 256 - 258</u>	<b>Civils</b> - Installation of footpath gullies and resurfacing of footpath to remove standing water.	£ 13,450.52	£ 1,345.05	10%	£ 12,105.46			3.00	2.00	3.20	2.80	2.75

Claire Richards	Castle	<u>Albert St</u>	<b>Civils</b> - New surface water drainage system, and improvements to the entrance of Albert St off Chesterton Road including imprint paving, new signs and new lining.	£ 15,490.20	£ 1,550.00	10%	£ 13,940.20			3.40	2.40	2.60	2.40	2.70
Matthew Danish	Chesterton	<u>Riverside</u>	<b>Civils</b> - 20 no bollards (type to be confirmed) installed in path as close to edging as possible dependent on streetlight duct. Then either relocate	£ 9,000.20	£ 900.02	10%	£ 8,100.18			3.00	2.80	2.60	2.20	2.65
Nichola Harrison	Market	<u>Maids Causeway</u>	<b>Street Lights</b> - Installation of new lighting columns and inline zebrits to increase conspicuity of crossing for users.	£ 13,512.97	£ 1,360.00	10%	£ 12,152.97			2.40	3.40	2.40	2.00	2.55
Noel Kavanagh	Cherry Hinton	<u>Birdwood Rd</u>	<b>Raised Features</b> - Speed cushions and MVAS.	£ 39,426.20	£ 24,426.20	60%	£ 15,000.00			3.20	3.00	2.40	1.40	2.50
Elisa Meschini	Kings Hedges	<u>Ramsden Square</u>	<b>Civils</b> - Full re-surfacing on two parking areas.	£ 18,483.84	£ 3,483.84	19%	£ 15,000.00			2.83	1.17	3.00	2.33	2.33
Noel Kavanagh	Romsey	<u>Coldhams Ln</u>	<b>MVAS</b> unit.	£ 5,049.92	£ 504.92	10%	£ 4,545.00			2.40	2.60	2.00	2.00	2.25
Mike Todd-Jones	Arbury	<u>Alexwood Road</u>	<b>Civils</b> - Bollards / birds mouth fencing surfacing area of grass	£ 9,487.50	£ 948.75	10%	£ 8,538.75			3.00	0.83	2.17	2.17	2.04
Nichola Harrison	Market	<u>Grafton St</u>	<b>Civils / Lining</b> - Resurfacing of carriageway to remove potholes and defective road surface. Reinstatement of lining following	£ 16,399.92	£ 1,500.00	10%	£ 14,899.92			2.80	1.20	2.00	2.20	2.05
<b>TOTALS</b>				<b>£354,893</b>	<b>£63,955</b>	<b>18%</b>	<b>£290,939</b>	<b>£149,467</b>						

## **APPENDIX B**

Equality Impact Assessment for LHI prioritisation

*This EIA form will assist you to ensure we meet our duties under the Equality Act 2010 to take account of the needs and impacts of the proposal or function in relation to people with protected characteristics. Please note, this is an ongoing duty. This means you must keep this EIA under review and update it as necessary to ensure its continued effectiveness.*

## Section 1: Proposal details

<b>Directorate / Service Area:</b>		<b>Person undertaking the assessment:</b>	
Place and Economy Highways		<b>Name:</b>	Matt Staton
<b>Proposal being assessed:</b>		<b>Job Title:</b>	Highway Projects & Road Safety Manager
Prioritisation of Local Highway Improvement applications		<b>Contact details:</b>	01223 699652 <a href="mailto:Matt.staton@cambridgeshire.gov.uk">Matt.staton@cambridgeshire.gov.uk</a>
<b>Business Plan Proposal Number:</b> (if relevant)	Business Plan ref B/C.1.011	<b>Date commenced:</b>	07/02/2020
		<b>Date completed:</b>	07/02/2020
<b>Key service delivery objectives:</b>			
<p><i>Include a brief summary of the current service or arrangements in this area to meet these objectives, to allow reviewers to understand context.</i></p> <p>The Local Highway Improvement (LHI) initiative invites community groups to submit an application for funding of up to £15,000, subject to them providing at least 10% of the total cost of the scheme. The schemes are community driven, giving local people a real influence over bringing forward highway improvements in their community that would not normally be prioritised by the Council.</p> <p>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.</p>			
<b>Key service outcomes:</b>			
<p><i>Describe the outcomes the service is working to achieve</i></p> <p>Applications from community groups are assessed and prioritised. Funding is allocated to prioritised schemes for delivery. Delivered schemes achieve improvements to local highway infrastructure and thus benefit local communities and users.</p>			
<b>What is the proposal?</b>			
<p><i>Describe what is changing and why</i></p> <p>Applications:</p> <ol style="list-style-type: none"> <li>1) Due to the popularity of this initiative, applications are limited as follows:</li> </ol>			



## **Equality Impact Assessment For employees and/or communities**

- Parish councils - one bid per parish
  - Town councils - one bid per county council division in the town
  - Cambridge City - five bids per county council division
- 2) Community groups submit applications demonstrating how their scheme fulfils 4 set criteria which will be scored by the LHI Member Advisory Panel for each district area.

The prioritisation process:

- 1) Officers complete feasibility studies with applicants in advance of panel meetings, in a bid to provide a more consistent stage of development for applications.
- 2) The panel assessment meetings remain a member led process, where applicants are invited to present their proposal. Member Panels have been set up to assess the priorities for funding, based on the available budget for each District, including Cambridge City. Political group leaders appoint members based on current political proportionality, with the exception of the City Panel, which is agreed by the Cambridge Joint Area Committee.
- 3) Panel members have been asked to consider and score applications which will determine how the budget should be allocated. The panels adopted a scoring system assessing four categories; persistent problem, road safety, community improvement and added value. Each category was scored out of 5 and the average across all panel members was then used to rank applications. Panel members were not permitted to score applications in their own division.
- 4) The rationale for proposing which applications are delivered is based upon the scoring system and available budget per District area. The scoring criteria is as follows:

Score 0 Fails to deliver any improvement

Score 1 Delivers negligible improvement/ aims of the LHI Initiative

Score 2 Delivers limited improvement/ aims of the LHI Initiative

Score 3 Delivers some improvement/ aims of the LHI Initiative

Score 4 Delivers substantial improvement/ aims of the LHI Initiative

Score 5 Delivers exceptional improvement/ aims of the LHI Initiative

- 5) It is recommended that no application scoring less than 1 should be implemented, as the scoring indicates that the project delivers negligible improvements/aims of the LHI Initiative.

Budget allocation:

- 1) It is then recommended that projects be approved for delivery, working down from the highest score to the lowest, until the budget for the District area is fully allocated.
- 2) Should any applications subsequently prove unfeasible, or the actual cost be less than expected, further applications from the priority list may be allocated funding later in the year.

## Equality Impact Assessment For employees and/or communities

- 3) All estimated project costs incorporate the estimated cost of time spent by officers designing, managing and delivering it. The actual cost of the new feasibility stage, when completed, is top sliced from each district area budget before being allocated to applications. (The recharge of both the feasibility and officer project delivery costs was agreed by Highways & Community Infrastructure Committee in July 2017, to better reflect the actual cost to the authority of delivering the LHI Initiative.)
- 4) The LHI budget is allocated to each district area based on xxxx

### What information did you use to assess who would be affected by this proposal?

*For example, statistics, consultation documents, studies, research, customer feedback, briefings, comparative policies etc.*

- Feedback from the LHI Member Advisory Panels on the scoring criteria.
- Analysis of past funding applications, scheme costs, planned and actual scheme delivery timescale.
- number of Members in each district area, which is used to apportion the LHI budget to each district area

### Are there any gaps in the information you used to assess who would be affected by this proposal?

*If yes, what steps did you take to resolve them?*

No

### Who will be affected by this proposal?

*A proposal may affect everyone in the local authority area / working for the local authority or alternatively it might affect specific groups or communities. Describe:*

- *If the proposal covers all staff/the county, or specific teams/geographical areas;*
- *Which particular employee groups / service user groups would be affected;*
- *If minority/disadvantaged groups would be over/under-represented in affected groups.*

*Consider the following:*

- *What is the significance of the impact on affected persons?*
- *Does the proposal relate to services that have been identified as being important to people with particular protected characteristics / who are rurally isolated or experiencing poverty?*
- *Does the proposal relate to an area with known inequalities?*
- *Does the proposal relate to the equality objectives set by the Council's Single Equality Strategy?*

The proposed changes will affect local residents but not staff.

The proposed prioritisation of schemes for funding will affect all Cambridgeshire areas in their respective districts.

## Equality Impact Assessment For employees and/or communities

### Section 2: Scope of Equality Impact Assessment

Scope of Equality Impact Assessment					
Check the boxes to show which group(s) is/are considered in this assessment. Note: * = protected characteristic under the Equality Act 2010.					
*	Age	<input type="checkbox"/>	*	Disability	<input type="checkbox"/>
*	Gender reassignment	<input type="checkbox"/>	*	Marriage and civil partnership	<input type="checkbox"/>
*	Pregnancy and maternity	<input type="checkbox"/>	*	Race	<input type="checkbox"/>
*	Religion or belief (including no belief)	<input type="checkbox"/>	*	Sex	<input type="checkbox"/>
*	Sexual orientation	<input type="checkbox"/>	X		
	Rural isolation	<input checked="" type="checkbox"/>		Poverty	<input checked="" type="checkbox"/>

### Section 3: Equality Impact Assessment

***The Equality Act requires us to meet the following duties:***

*Duty of all employers and service providers:*

- *Not to directly discriminate and/or indirectly discriminate against people with protected characteristics.*
- *Not to carry out / allow other specified kinds of discrimination against these groups, including discrimination by association and failing to make reasonable adjustments for disabled people.*
- *Not to allow/support the harassment and/or victimization of people with protected characteristics.*

*Duty of public sector organisations:*

- *To advance equality of opportunity and foster good relations between people with protected characteristics and others.*
- *To eliminate discrimination*

For full details see the [Equality Act 2010](#).

We will also work to reduce poverty via procurement choices.

Research, data and/or statistical evidence
List evidence sources, research, statistics etc., used. State when this was gathered / dates from. State which potentially affected groups were considered. Append data, evidence or equivalent.
LHI member advisory panels are undertaken annually, with the latest ones in Jan/Feb 2020. At these members score LHI bids according to four categories; persistent problem, road safety, community improvement and added value.

## Equality Impact Assessment For employees and/or communities

The 'added value' criteria is used by councillors to reflect the size of funding contribution offered by the Parish/Town/City Council in relation to their precept size and any additional time/resource investment undertaken by the local community.

### **Consultation evidence**

*State who was consulted and when (e.g. internal/external people and whether they included members of the affected groups). State which potentially affected groups were considered. Append consultation questions and responses or equivalent.*

In 2019 a refinement of the LHI process was undertaken following discussion at Highways & Infrastructure Committee in March 2019. This included seeking the views of County Councillors on ways the process could be refined.

Details of the results were presented to the Highways & Infrastructure Committee in May 2019 – agenda item 7:

<https://cambridgeshire.cmis.uk.com/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/788/Committee/7/Default.aspx>

The financial impact of the scheme on small parishes with small precepts was considered, as these rural and often deprived areas are potentially disadvantaged fund the 10% contribution and the need for them to pay all costs over the maximum scheme contribution of the County Council.

The disparity in the number of bids allowed was considered as some wards in Cambridge City had previously submitted a large number of bids due to there being no restriction on the number of applications in the City, while Parishes are limited to 1 bid per Parish area and Town Councils to one per County Council division in the town.

### **Based on consultation evidence or similar, what positive impacts are anticipated from this proposal?**

*This includes impacts retained from any previous arrangements. Use the evidence you described above to support your answer.*

The maximum County Council contribution being raised from £10k to £15k will support smaller parishes with schemes that are over £10k in cost.

Precept and CIL funding available to each Parish was included in the information provided to panel members in order for them to assess the value of the community contribution as part of the assessment.

An additional section was added to the feasibility assessment to RAG rate the level of community support for the proposal, reflecting the addition of this to the application form and the expectation that proper evidence of this has been provided.

Restricting the number of bids per City Council area will provide more parity of access to the scheme across all wards in Cambridge City.

## Equality Impact Assessment For employees and/or communities

### **Based on consultation evidence or similar, what negative impacts are anticipated from this proposal?**

*This includes impacts retained from any previous arrangements. Use the evidence you described above to support your answer.*

Smaller, rural parishes could be disadvantaged by the requirement to provide at least 10% funding as they generally have smaller precepts and therefore less funding available.

Rural parishes may only submit one bid per parish area while towns get one per County Council division and Cambridge City get five per County Council division. This could disadvantage rural areas in terms of the number of improvements available to them.

### **How will the process of change be managed?**

*Poorly managed change processes can cause stress / distress, even when the outcome is expected to be an improvement. How will you involve people with protected characteristics / at risk of poverty/isolation in the change process to ensure distress / stress is kept to a minimum? This is particularly important where they may need different or extra support, accessible information etc.*

Communication is made to all parish, town and city council areas at the same time. Applicants have the opportunity to appeal decisions made to withdraw schemes at feasibility stage to the Chair of the Highways and Infrastructure Committee and Executive Director, Place and Economy.

Panel prioritisation scores are ratified at Highways and Infrastructure Committee enabling transparency and scrutiny.

### **How will the impacts during the change process be monitored and improvements made (where required)?**

*How will you confirm that the process of change is not leading to excessive stress/distress to people with protected characteristics / at risk of isolation/poverty, compared to other people impacted by the change? What will you do if it is discovered such groups are being less well supported than others?*

Panel prioritisation scores are ratified at Highways and Infrastructure Committee enabling transparency and scrutiny.

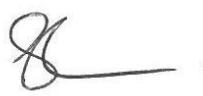
## Equality Impact Assessment For employees and/or communities

### 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
Small, rural parishes unable to access comparative improvements to town/city areas	Rural isolation, poverty	M	Improvements made to current process in May 2019 – monitoring of these improvements will take place in 2020/21	MS and H&I Ctte	End march 2021	

### Section 5: Approval

<b>Name of person who completed this EIA:</b>	Matt Staton	<b>Name of person who approves this EIA:</b>	Richard Lumley
<b>Signature:</b>		<b>Signature:</b>	
<b>Job title:</b>	Highway Projects & Road Safety Manager	<b>Job title:</b> <i>Must be Head of Service (or equivalent) or higher, and at least</i>	Assistant Director - Highways

## Equality Impact Assessment For employees and/or communities

		one level higher than officer completing EIA.	
<b>Date:</b>	07/02/2020	<b>Date:</b>	07/02/2020

### Guidance on completing the Action Plan

If our EIA shows that people with protected characteristics and/or those at risk of isolation/poverty will be negatively affected more than other people by this proposal, complete this action plan to identify what we will do to prevent/mitigate this.

### Severity of impact

To rate severity of impact, follow the column from the top and row from the side and the impact level is where they meet.

		Severity of impact				Priority and response based on impact rating		
		Minor	Moderate	Serious	Major	High	Medium	Low
<b>Likelihood of impact</b>	<b>Inevitable</b>	<b>M</b>	<b>H</b>	<b>H</b>	<b>H</b>	<i>Amend design, methodology etc. and do not start or continue work until relevant control measures are in place. Or justify retaining high impact</i>	<i>Introduce measures to control/reduce impact. Ensure control measures are in use and working. Or justify retaining medium impact</i>	<i>Impact may be acceptable without changes or lower priority action required. Or justify retaining low impact</i>
	<b>More than likely</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>			
	<b>Less than likely</b>	<b>L</b>	<b>M</b>	<b>M</b>	<b>H</b>			
	<b>Unlikely</b>	<b>L</b>	<b>L</b>	<b>M</b>	<b>M</b>			

### Actions to mitigate impact will meet the following standards:

- Where the Equality Act applies: achieve legal compliance or better, unless justifiable.
- Where the Equality Act does not apply: remove / reduce impact to an acceptably low level.

### Justification of retaining negative impact to groups with protected characteristics:

There will be some situations where it is justifiable to treat protected groups less favourably. Where retaining a negative impact to a protected group is justifiable, give details of the justification for this. For example, if employees have to be clean shaven to safely

## **Equality Impact Assessment**

### **For employees and/or communities**

*use safety face masks, this will have a negative impact on people who have a beard for religious reason e.g. Sikhism. The impact is justifiable because a beard makes the mask less effective, impacting the person's safety. You should still reduce impact from a higher to a lower level if possible, e.g. allocating work tasks to avoid Sikhs doing tasks requiring face masks if this is possible instead of not employing Sikhs.*



**HIGHWAY INFRASTRUCTURE ASSET MANAGEMENT**

**To:** Highways & Infrastructure Committee

**Meeting Date:** 10<sup>th</sup> March 2020

**From:** Steve Cox - Executive Director, Place & Economy

**Electoral division(s):** All

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

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

**Recommendation:** The Committee is asked to:

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

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
Name:	Mike Atkins	Names:	Councillor Mathew Shuter
Post:	Highways Asset Manager	Post:	Chair, Highways and Infrastructure Committee
Email:	<a href="mailto:Mike.atkins@cambridgeshire.gov.uk">Mike.atkins@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:Mathew.shuter@cambridgeshire.gov.uk">Mathew.shuter@cambridgeshire.gov.uk</a>
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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 12 March 2019.

## **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 continues to be demonstrated via the incentive funding mechanism. The amount of funding that the Council will receive from the Department for Transport (DfT) via the Incentive Fund will continue to depend upon the extent that the Council implements and maintains highway asset management strategies and policies. The Council could lose up to £2,515,000 of this funding in 2020-21 if it fails to adequately and demonstrably implement a robust asset management approach.
- 2.3 Authorities are assessed for Incentive Funding based upon their responses to a broad range of questions regarding highways asset management. DfT assesses these responses and places authorities within one of three bands. To achieve maximum funding, an authority must be placed within Band 3. This exercise is progressively more demanding upon authorities, as DfT has increased the difference between the levels of funding associated with each band and will be undertaking more stringent audits of authorities’ responses to the questionnaire. It is therefore increasingly important that the Authority continues with its implementation of the asset management approach.
- 2.4 The Authority is currently in the top tier (Band 3) of those assessed for Incentive Funding. The proposed updates to the suite of asset management documents and the implementation of these policies and strategies reflect the Authority’s approach to retaining this Band 3 status and maximising the capital funding that the Council receives via the Incentive Fund in years 2021-22 onwards.
- 2.5 Further to devolution and the creation of the Combined Authority, it is anticipated that the Authority will automatically receive funding commensurate with being in Band 3 of the

Incentive Fund assessment. However, the Authority is still expected to demonstrate to the DfT that it is appropriately implementing the asset management approach.

- 2.6 The work undertaken to achieve and retain Band 3 funding has extensive advantages for the Authority, over and above the capital funding it will deliver. The continuing development and implementation of the asset management approach will be essential in making 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).
- 2.7 A key element of the Authority's implementation of the asset management approach is a 3 year forward programme of capital maintenance schemes. This programme is presented to the Committee as Appendix 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 recommendation 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.
- 2.8 All of the documents have been updated to reflect the latest information available and some minor textual amendments have been made to aid clarity. There are no substantive changes to the Policy and Strategy documents. The substantive changes to the HOS document are highlighted in yellow in Appendix 3.

The key changes contained within the HOS are as follows:

- The inclusion within the highway capital maintenance programme (Appendix R) of the additional £18 million funding for highway condition and maintenance investment, as approved by the Full Council at its meeting held 5 February 2019. This funding is to be spent over the years 2020-21 to 2023-24, in accordance with the profile agreed by the Council. These monies are programmed to fund preventative surface treatments of carriageways.
- There are new policies within Appendix F (Highways Standards and Enforcement) covering:
  - Parklets
  - Mitigating the effects of terrorism
- Revisions to the method by which it is proposed to allocate some elements of revenue funding to each of the local highway offices (depots). The revised method considers the lengths of carriageways and footways in each of the areas that are in the poorest condition (red 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 Appendix Q of the HOS document (i.e. Appendix 3 to this report).

### **3. Additional Funding**

- 3.1 At its meeting held on 11 February 2020, Full Council approved further funding for highway maintenance across the county. This funding is broken down as follows:

- £1m per year from 2024/25 to fund preventative surface treatment of carriageways. This will be shown in future iterations of the HOS maintenance programme. The latest version (appendix R) currently runs to 2022/23.
- £366k from revenue, which will be allocated between the local highway offices in accordance with Appendix Q.
- £6 million from prudential borrowing, in advance of funding anticipated from Central Government following the national Budget to be presented by the Chancellor. The revenue implications of this additional borrowing will be funded by reducing the MRP contribution to the Transformation Fund for the 20/21 financial year and rebalanced once Government commitments have been received.

3.2 It is proposed to direct the additional £6 million to general highway maintenance across both footways and carriageways to provide a one off improvement to the network on which further investment can be built. It is proposed that this work will include additional surface treatments, crack sealing and carriageway improvements as well as areas such as sign cleaning, repair and removal of redundant signs, cleaning of roundabouts and additional weed killing. The spend will be based on a mixture of reactive and planned maintenance, in line with the county's adopted asset management principles and local needs.

3.3 Should the county council receive further highway funding throughout the course of the year, from Central Government, this will be allocated in accordance with the criteria associated with the funding awarded.

## **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 vehicle 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 One 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 2.7 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 Interim 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.

*The contacts for the sign off process are as follows:*

- *Resource Implications – Finance (**Sarah Heywood/ Tom Kelly**)*
- *Procurement/Contractual/Council Contract Procedure Rules Implications – Procurement (**Gus de Silva**)*
- *Statutory, Legal and Risk – Legal (**Debbie Carter-Hughes**)*
- *Equality and Diversity – Service Responsibility (**Elsa Evans**)*
- *Engagement and Communications – Communications (**Sarah Silk**)*
- *Localism and Local Member Involvement – Service Responsibility (**Service to nominate a contact**)*
- *Public Health – Public Health (**Tess Campbell/Iain Green**)*
- ***Reports should ideally be shared at drafting stage. If not a minimum of one week will be needed to provide clearance.***

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/Council Contract Procedure Rules	Name of Officer: Gus De Silva

<b>implications been cleared by the LGSS Head of Procurement?</b>	
<b>Has the impact on statutory, legal and risk implications been cleared by LGSS Law?</b>	Name of Legal Officer: Fiona McMillan (as Monitoring Officer)
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Name of Officer: Elsa Evans
<b>Have any engagement and communication implications been cleared by Communications?</b>	Name of Officer: Sarah Silk
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Name of Officer: Richard Lumley
<b>Have any Public Health implications been cleared by Public Health</b>	Name of Officer: Iain Green

<b>Source Documents</b>	<b>Location</b>
<b>Code of Practice “Well-managed highway infrastructure” 2016</b>	<a href="http://www.ukroadsliaisongroup.org/en/codes/index.cfm">http://www.ukroadsliaisongroup.org/en/codes/index.cfm</a>





## Cambridgeshire County Council

### Policy for Highway Asset Management

1. The County Council recognises the vital role played by Cambridgeshire's local highway network in supporting the authority's vision and strategic priorities:
  - ~~Developing the local economy for the benefit of all~~ A good quality of life for every one;
  - ~~Helping people live healthy and independent lives~~ Thriving places for people to live;
  - ~~Supporting and protecting vulnerable people~~ 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 ~~Authority's third Combined Authority's Interim~~ Local Transport Plan (LTP3) sets out the following local transport objectives, to support the County Council's key priorities and duties. The contribution of the Asset Management Strategy to each of these objectives is briefly set out below.

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

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

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

#### **Managing and delivering the growth and development of sustainable communities:**

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

**Promoting improved skill levels and economic prosperity across the county, helping people into jobs and encouraging enterprise:** The Council's approach to Asset Management will mean that funds available for highways maintenance will be used to achieve minimum whole life cost throughout the life cycle of assets. A well maintained and managed highway network is essential to encourage inward investment, since it will help provide good access to businesses and enable the efficient transport of goods. Asset management will also enable the effective coordination of works, thus reducing disruption associated with road works. This will help maximise the availability of the network and help provide reliable journey times.

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

## Cambridgeshire County Council

### Strategy for Highway Asset Management

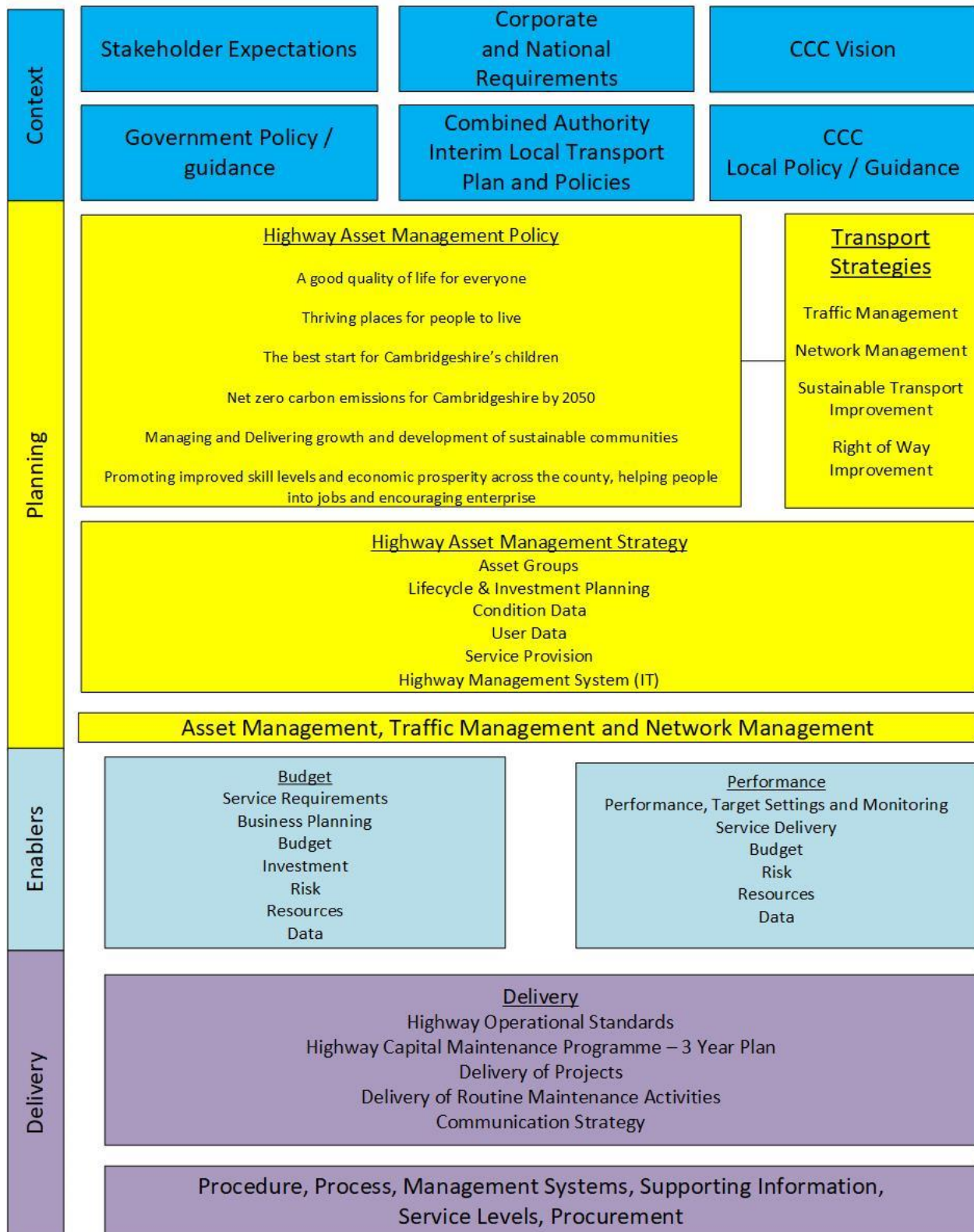
#### 1. Introduction

- 1.1 Cambridgeshire County Council recognises the importance of its highway infrastructure and how an effectively maintained and managed network contributes to the achievement of its corporate goals. It understands that effective Asset Management is a platform to deliver clarity around standards and levels of service, and to make best use of its available resources.
- 1.2 The Highway Asset Management Strategy sets out how the County Council will best manage the Highway Network taking into consideration customer needs, local priorities, asset condition and best use of available resources.
- 1.3 This document presents the Council's Strategy for the management of the Council's highway assets as at **April 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

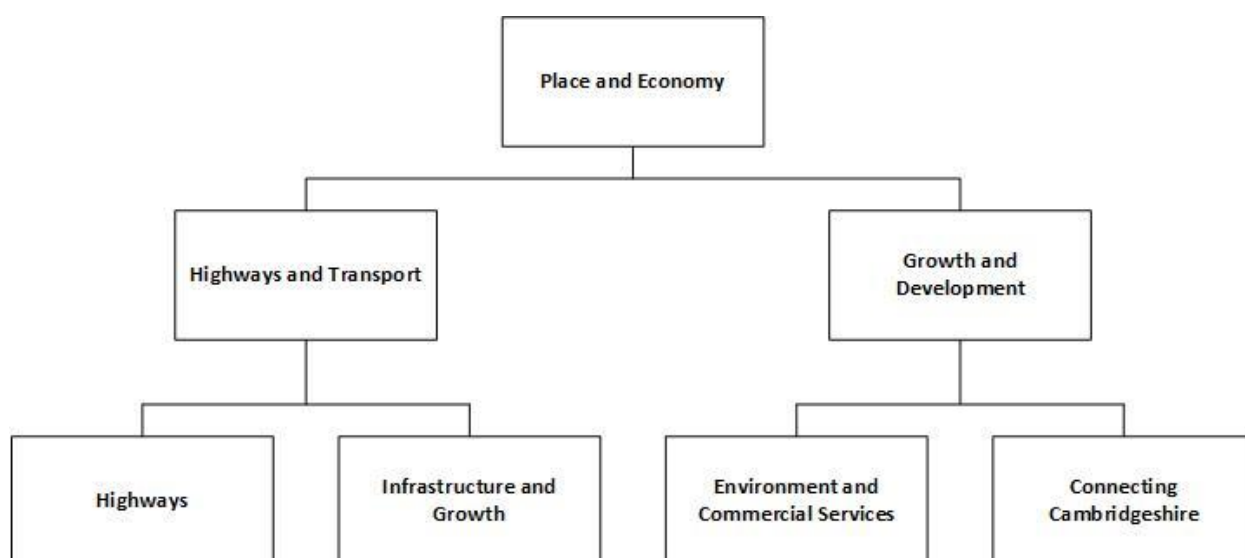
- 2.1 The Highway Asset Management Strategy sets out how the Asset Management Policy will be achieved. The Policy is a high level document that confirms the County Council's commitment to Highway Asset Management and demonstrates how an Asset Management approach aligns with the Authority's corporate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

Fig 1 – Cambridgeshire CC's Highway Asset Management Framework



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

Fig 2 – P&E Organisational Structure



- 2.7 The Highways Service comprises:
- Highways Maintenance
  - Highways Projects and Road Safety
  - Traffic Manager
  - Finance and Business Support
  - Highways Commissioning
  - 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

#### **4.0 Strategy for Main Asset Groups**

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

#### **4.2 Carriageways**

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

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

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

- 4.2.2 **Preventative Approach** - A preventative approach will be adopted. This means investing a greater proportion of the available budget to treat roads in the early stages of deterioration. A preventative approach targets assets that are not currently in need of full structural renewal and serves to extend the assets whole life

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

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

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

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

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

#### 4.2.7 Summary

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

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

#### 4.3 Footways

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



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

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

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

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

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

#### 4.4 Highway Structures (bridges)

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

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

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

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

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

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

#### **4.5 Traffic Signals**

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

#### **4.6 Street Lighting**

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

#### **4.7 Drainage schemes**

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

#### **4.8 Capital Improvement and Road Safety Schemes**

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

#### **4.9 Sudden Asset Failures**

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

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

## **5.0 Planning Considerations**

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

## **6.0 Data Management and Information Systems**

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

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

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

## **7.0 Good Practice**

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

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

## **8.0 Review Process Monitoring and Performance Reporting**

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



# Highway Operational Standards 2020-2030

April 2020

## **Cambridgeshire County Council's**

### **Highway Operational Standards**

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## 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 (LTP)** objectives. This Plan details how the principles of asset management will be increasingly used to ensure that the Highways Service meets the requirements of its users and delivers value for money.
- 1.2 The Department for Transport (DfT) document '*Gearing up for efficient highway delivery and funding*', published in January 2014, identified how highway maintenance funding was likely to be allocated in the future. It suggested that authorities which have a highway asset management plan in place, and can demonstrate its use, will be incentivised through a revised highway maintenance funding formula. An Incentive Funding stream was implemented from 2016/17. The amount of funding that authorities receive from this source is dependent upon the extent to which they have implemented the asset management approach. The potential funding available to the Authority from this source is £9,628,000 for the years 2016/17 to 2020/21. This Plan plays an essential role in securing and maximising long term capital funding for the maintenance of Cambridgeshire's highway network.
- 1.3 A new national Code of Practice "Well Managed Highway Infrastructure" was published in October 2016. This supersedes the previous Codes, published in 2005, which included "Well Maintained Highways". The new Code contains fewer prescriptive standards and promotes a more risk based approach. This Plan reflects the Authority's implementation of the key elements of the new Code.
- 1.4 This Plan, along with the Highway Asset Management Policy and Strategy, demonstrates the Authority's commitment to highway asset management via an approach that is tailored to Cambridgeshire's needs, whilst also recognising national best practice. The Plan sets out how progress in implementing the asset management approach is monitored. The integrated approach promoted throughout the Plan enables the consideration of the wider issues associated with the management of the county's transport network, such as sustainability and growth pressures.
- 1.5 Cambridgeshire's highway network is by far the most valuable asset for which the County Council is responsible, with a **gross replacement cost in the order of £12.1 billion**, (in accordance with Whole of Government Accounts principles). The highway assets covered by this plan are outlined in Section 2.
- 1.6 The purpose of this Plan is to:
  - Define affordable highway service standards
  - Publish investment and maintenance strategies for key highway asset groups
  - Improve the way in which the county's highway are managed and maintained
  - Enable the delivery of value for money through efficient and effective highway service provision
- 1.7 This Plan covers the period **2020 – 2030**. It has been produced in accordance with national guidance provided by the Highway Maintenance Efficiency Programme



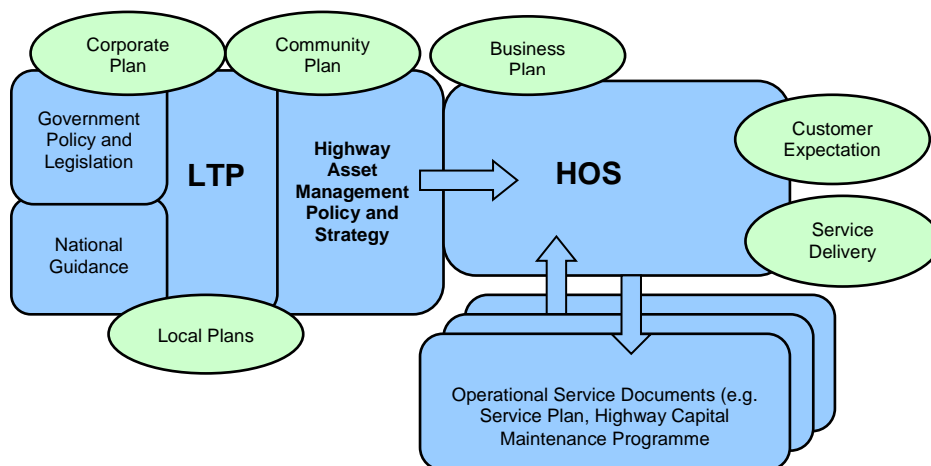
(HMEP) - 'Highway Infrastructure Asset Management' and 'Prevention and a Better Cure'.

Fig 1: HMEP Guidance documents



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

Fig 2: Asset Management Systems Diagram



## 2. Asset Descriptions

- 2.1 The official records of the overall status and extent of Cambridgeshire's public highway asset are managed within the Highways Service.
- 2.2 A summary of the main asset groups covered in this Plan is provided in Figure 3 below:

Fig 3: Summary of Assets Managed

Asset Group	Element	Quantity
<b>Carriageways</b>	A Road B Roads C Roads Unclassified Roads Soft Roads (unmade/green lanes) <b>Total</b> Cycle Routes  Fords & causeways Traffic Calming features Anti-skid	418 km 571 km 1108 km 2187 km 133 km <b>4,417 km</b> 564km  7 no 1,682 no 29 km
<b>Footways and cycleways</b>	Cat 1a Footways Cat 1 Footways Cat 2 Footways Cat 3 Footways Cat 4 Footways (estimate) <b>Total</b> Permissive paths (excluding cycleways)	16km 60 km 61 km 179 km 2,611km <b>2,927 km</b> 644km
<b>Structures</b>	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
<b>Street Lighting</b>	Street Lights Illuminated signs and bollards	54072 no 5,713 no
<b>Intelligent Transport Systems (ITS)</b>	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	633 no 209 no 48 no 299 no 22 no 350 no  4 no 24 no 9 no
<b>Grassed areas and trees</b>	Highway Trees (All trees within falling distance are collectively termed 'highway trees') Verge length	87,429 no 4389km
<b>Public rights of way</b>	Restricted Byways Byways Bridleways Footpaths <b>Total</b>	5km 407km 599km 2,240km <b>3,251km</b>

Asset Group	Element	Quantity
Drainage	Gullies Offlets	154,150 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.

Fig 4: Assets not covered by this Plan

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

### 3. Data management

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

- Safety Inspections
- Condition Inspections / Surveys
- Inventory collection

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

3.2 Asset data is required to enable the following:

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

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

### 3.3 Network Hierarchy

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

### 3.4 Safety Inspections

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

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

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

3.7 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, as 3.8 above, 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.

Fig 5: Inspection frequencies for main asset groups

a) Carriageways					
Category	Hierarchy Description	Type of Road General Description	Description	CCC Inspection frequency and type	CCC Inspection frequency tolerance
	Motorway	Limited access motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.	Not inspected by CCC – responsibility of Highways England	Not applicable
CW1	Strategic Route	Principal 'A' class roads between Primary Destinations	The Primary Route Network	12 times per year (monthly) – Driven	± 7 calendar days

Category	Hierarchy Description	Type of Road General Description	Description	CCC Inspection frequency and type	CCC Inspection frequency tolerance
CW2	Main Distributor	Major Urban Network and Inter-Primary Links.	Short - medium distance traffic  Routes between Strategic Routes and linking urban centres to the strategic network	12 times per year (monthly) – Driven	± 7 calendar days
CW3*	Secondary Distributor	Mostly B and C class roads and some unclassified routes typically carrying bus, HGV and local traffic. Might have frontage access and frequent junctions*	In residential and other built up areas these roads have typically 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads usually link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network	12 times per year (monthly) – Driven	± 7 calendar days
CW4	Link Road	Roads linking between the Main and Secondary Distributor Network typically with frontage access and frequent junctions	In urban areas these are residential or industrial roads connecting areas of development, typically with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads	4 times a year (3 monthly) - Driven	± 14 calendar days
CW5	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to properties and land. In urban areas they are often residential loop roads or cul-de-sacs	Annually (once per year) – Driven	± 28 calendar days
CW6	Minor Roads	Little used roads serving very limited numbers of properties	Locally defined roads typically serving 5 or less properties with lower volumes of traffic	Once every two years (24 monthly) – Driven (standard is that they are passable with care)	± 28 calendar days
CW7	Soft Roads (Green Lanes)	Unmade unclassified	Exclusively in rural areas carrying mainly agricultural vehicles and pedestrians	No formal inspection regime. Inspected on a reactive basis (standard is that they are passable in a 4 wheel drive vehicle)	Not applicable

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

<b>b) Footways</b>				
<b>Category</b>	<b>Category Name</b>	<b>Description</b>	<b>CCC Inspection frequency and type</b>	<b>CCC Inspection frequency tolerance</b>
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

<b>c) Cycleways</b>			
<b>Category</b>	<b>Description</b>	<b>CCC Inspection frequency and type</b>	<b>CCC Inspection frequency tolerance</b>
CY1	<u>Prestige/ busier commuter route</u> Cycle Track (by Legal Order) - a highway route for cyclists not contiguous with the public footway or carriageway, and shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.	Twice per year (6 monthly – cycled or walked)	± 21 calendar days
CY2	<u>Other routes</u> Cycle Track (by Legal Order) - a highway route for cyclists not contiguous with the public footway or carriageway and shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.	Annually (Once per year – cycled or walked), or Inspected with footway/carriageway at same frequency and method	± 28 calendar days



CY3	Cycle lane forming part of the carriageway, typically a strip adjacent to the nearside kerb, with provision of cycle route road markings.  Cycle gaps at road closure point (no entry to traffic, but allowing cycle access).	Inspected with carriageway at same frequency and method (see Fig. 5 a) above)	As carriageway
CY4	Cycle trails, leisure routes through open spaces. These are not necessarily the responsibility of the highway authority, but may be maintained by an authority under other powers or duties.	Annually (Once per year – cycled or walked)	± 28 calendar days
CY5	Cycle provision on carriageway, other than a marked cycle lane or marked cycle provision, where cycle flows are significant	Inspected with carriageway at same frequency and method (see Fig. 5 a) above)	As carriageway

### 3.12 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. Figure 6 below describes the extent of the condition surveys undertaken.

Fig 6: 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	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	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 (Incl. VAS)		
Category	Description	CCC Inspection frequency and type
Periodic Inspection (PI)	Physical condition of the site is checked visually, together with testing all of the electronic signal and communications equipment	Each installation is inspected once per year



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

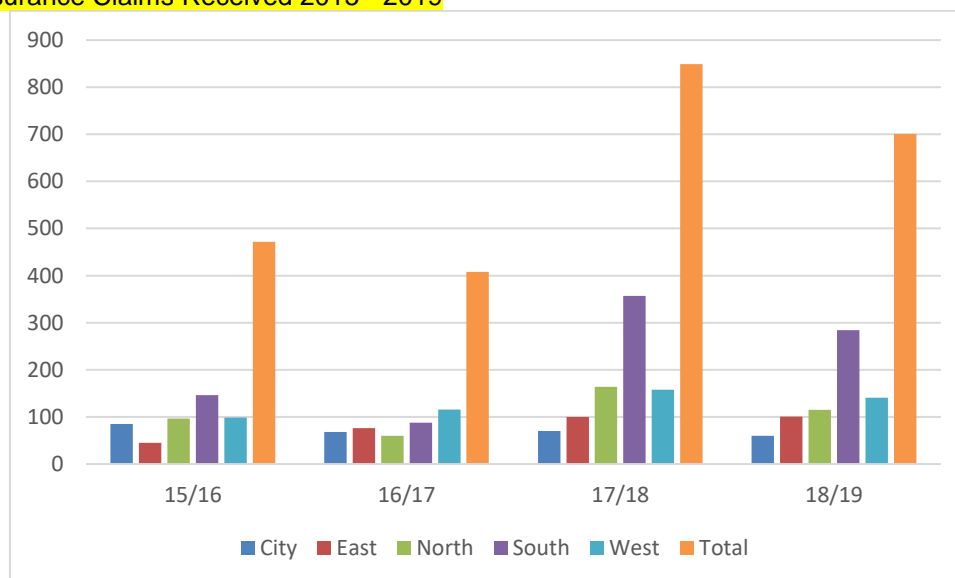
### 3.13 Inventory collection

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 over the 4 years to 2018/19. Claims will continue to be monitored through the life of this plan.

Fig 7: Insurance Claims Received 2015 - 2019



	15/16	16/17	17/18	18/19
City	85	68	70	60
East	45	76	100	101
North	97	60	164	115
South	146	88	357	284
West	99	116	158	141
Total	472	408	849	701

### 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.

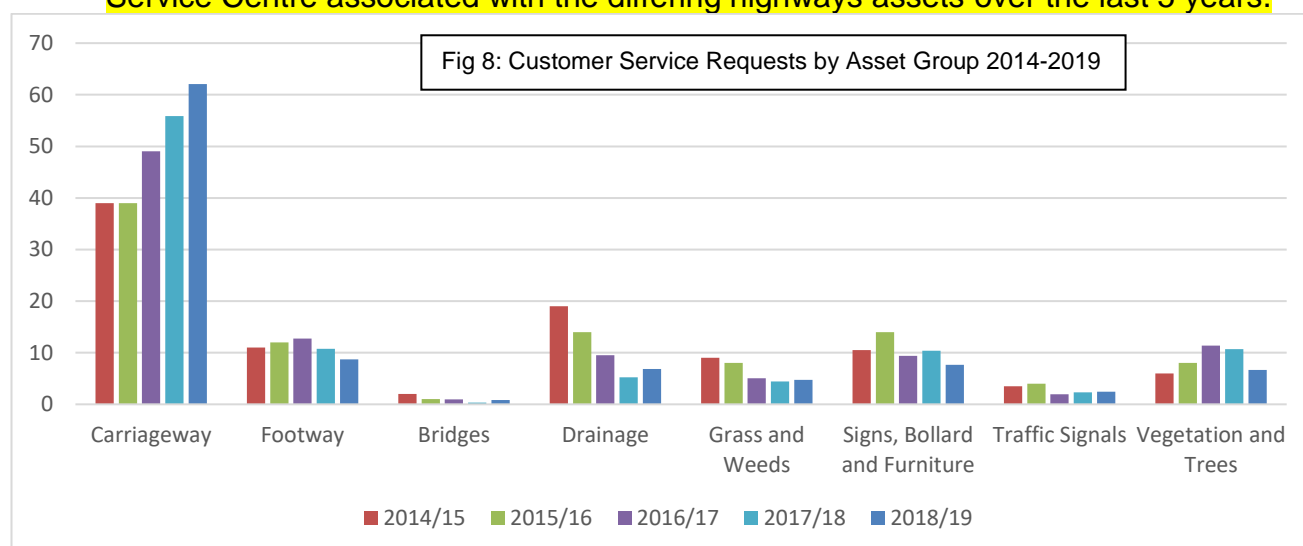
#### 4. Community requirements and customer communications

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

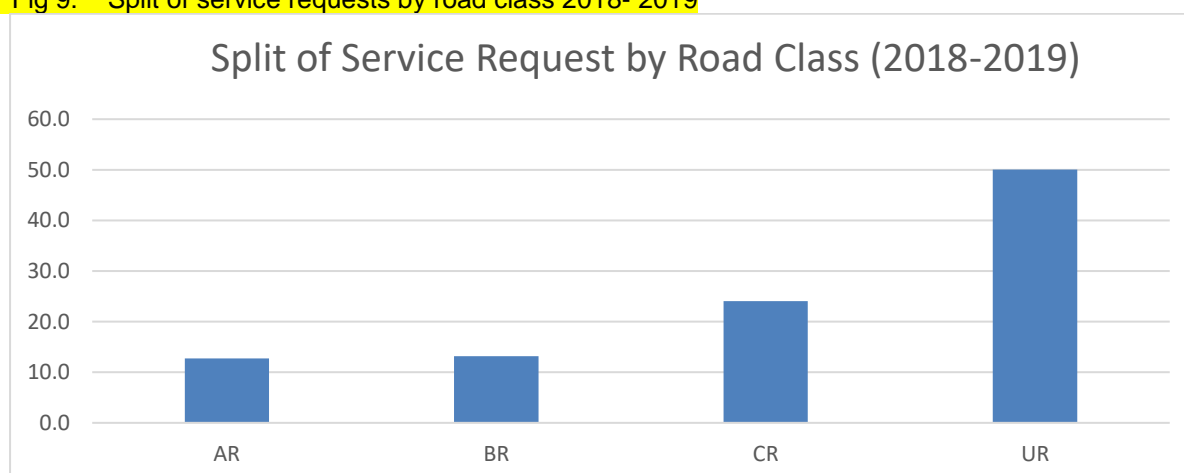
The Council's Highway Asset Management Strategy was produced following analysis of data provided by customers so that community needs could be built into the strategy and in turn used to inform the development of this Plan.

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



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

Fig 9: Split of service requests by road class 2018- 2019



#### 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 2019 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 over 3.6 times the national average, and on non-trunk main roads it is 45% above the national average.

### 5.4 Traffic Composition

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

### 5.5 Population Growth

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

### 5.6 Environmental Conditions

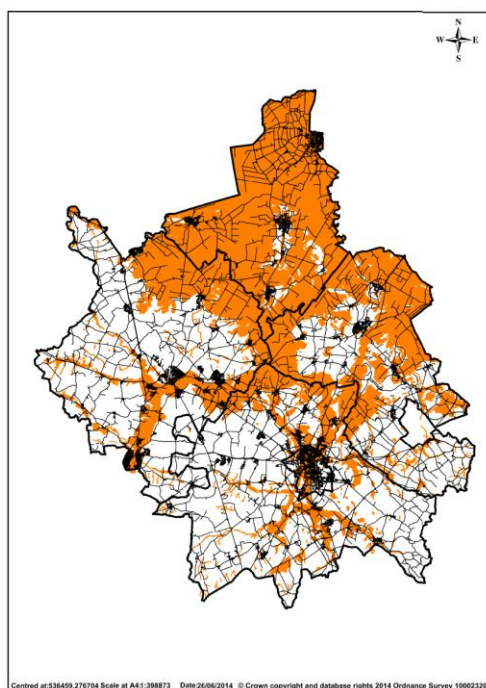
One of the most significant issues that impacts on the condition of Cambridgeshire's carriageway assets is that of 'drought damage'.

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

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

Fig 12: Drought damage (Fen soil) statistics

Class of Road	Total Network Length	Susceptible Roads by class (km)	Susceptible Roads by class (%)	% of total road class affected
A	418	147	9	35
B	571	251	15	44
C	1108	356	22	32
U	2187	886	54	41
<b>Total</b>	<b>4284</b>	<b>1640</b>	<b>100</b>	<b>38</b>



## 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 2018/19) est. £13.323m
- Additional funding of £18m over four years from 2020-21 as detailed in Fig. 17

\* Allocation shown assuming maximum funding is achieved via the DfT Incentive Fund and that this level of funding will continue beyond 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.

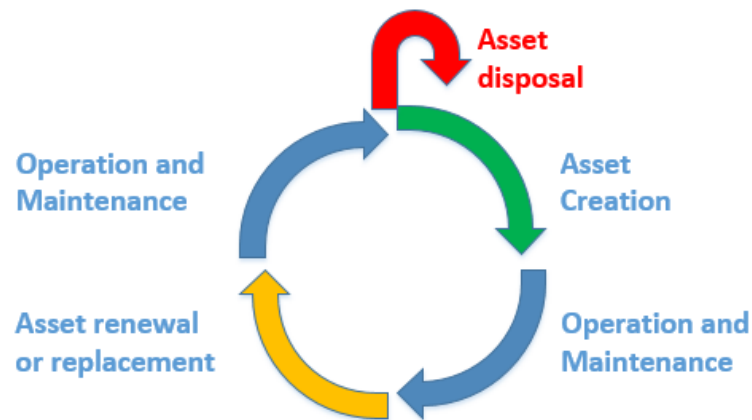
## 6.9 Lifecycle Planning

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

Fig 13: Asset Lifecycle



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

#### 6.10 Lifecycle Approach through **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.

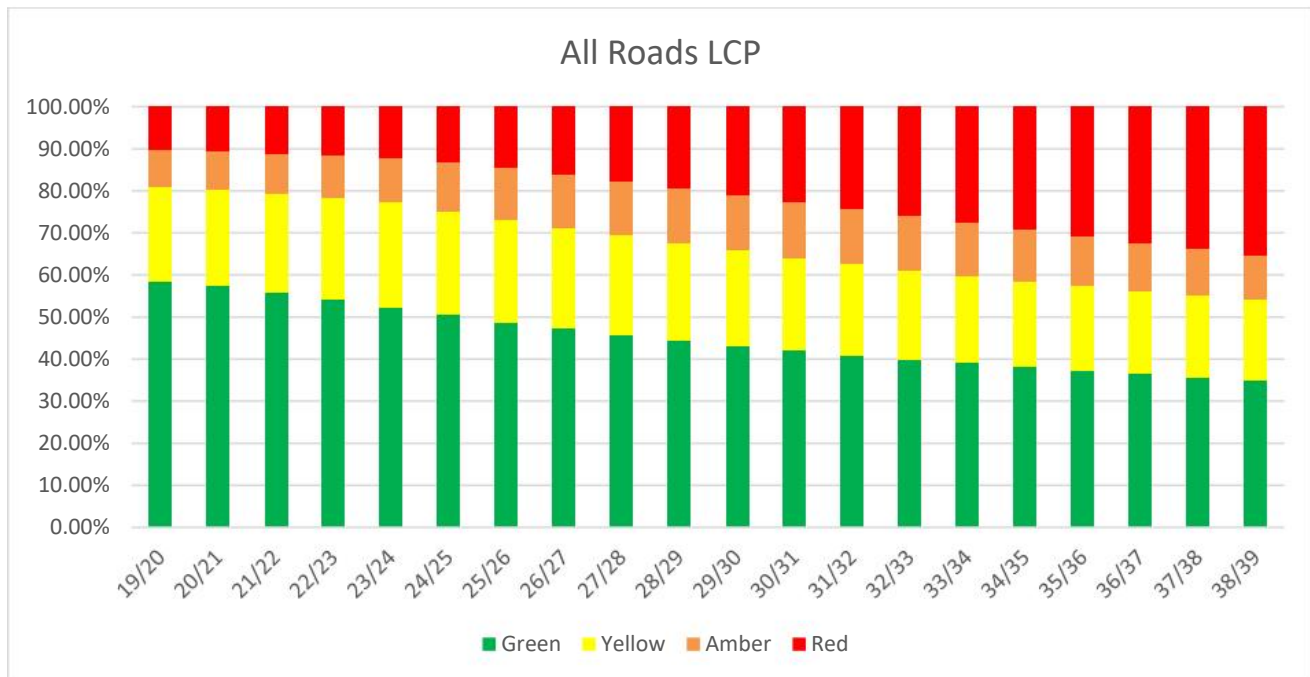
#### 6.12 Carriageways

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 through the Highway Capital Maintenance Programme.

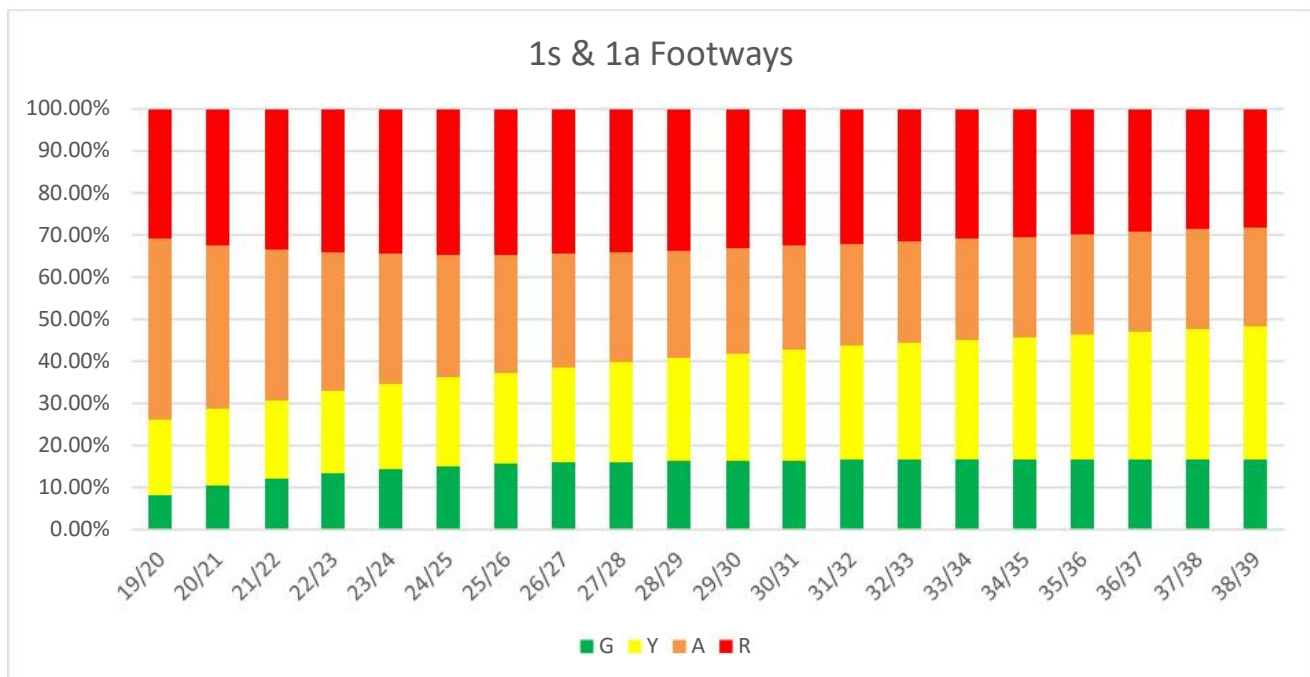
- 6.13 The profile graphs below show carriageway condition predictions up to **2039** based on the funding assumptions made in Section 7. Banding for RCI values are given in Appendix D.



**Fig 14: Condition output from LCP Models for All Roads as at 2019**



**Fig 15: Condition output from LCP Models for Footways - Cat FW1 and FW2 as at 2019**



## 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.

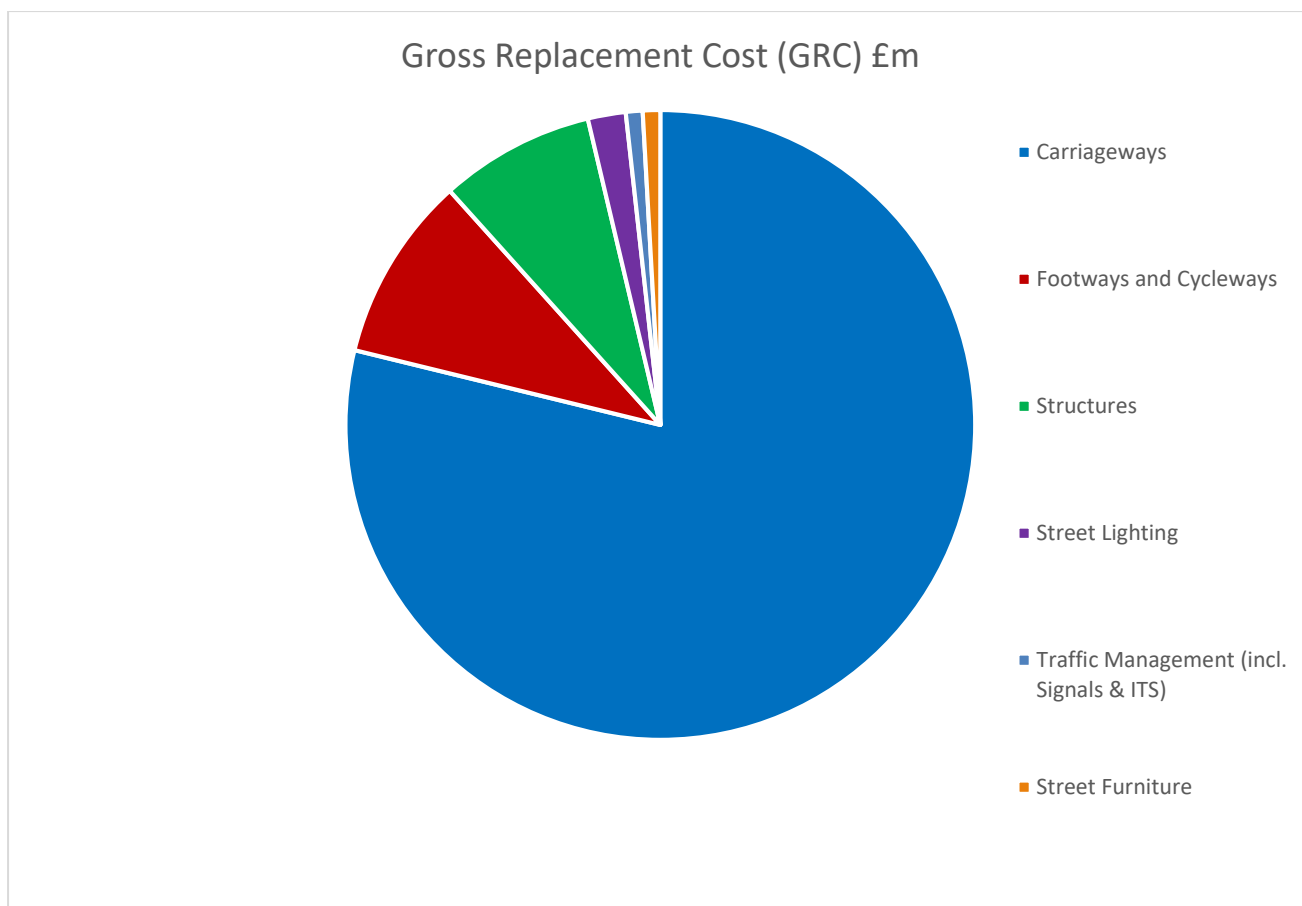
## 7.2 Valuation



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.

Fig 16: Asset Valuation Figures

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
<b>Total</b>	<b>£5,808</b>	<b>£5028</b>	<b>£53</b>



### 7.3 Planned funding and investment

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

Fig 17: Investment forecast

		Actual Budget	Forecast Budget		
Asset Group	Budget / works	2019/20	2020/21	2021/22	2022/23
Carriageways	Revenue (routine & reactive)	3,946	To be confirmed		
	Additional Funding	-	3,000	4,000	5,000
	Capital - LTP (planned)	7,172	7,200	7,274	7,800
	Capital - Prudential Borrowing	6,300	4,300	2,723	0
	Capital - Pothole Action Fund	802	To be confirmed		
Footways & Cycleways	Revenue (routine & reactive)	750	To be confirmed		
	Capital (planned)	1,200	1,300	1,300	1,300
Locally Determined schemes	Capital - LTP (planned)	650	572	498	372
Traffic Signals & VMS	Energy Costs	225	To be confirmed		
	Revenue (routine & reactive)	329	To be confirmed		
	Capital - LTP (planned)	850	850	850	850
Structures	Revenue (routine & reactive)	243	To be confirmed		
	Capital - LTP (planned)	2,564	2,564	2,564	2,564
Drainage	Revenue (routine & reactive)	340	To be confirmed		
	Capital - LTP (planned)	1000	500	500	500
Safety Fencing	Revenue (routine & reactive)	90	To be confirmed		
	Capital - LTP (planned)	350	400	400	400
Street Furniture, Signs and road markings	Revenue (routine & reactive)	232	To be confirmed		
Cyclic (Grass Cutting, Weed Spraying, Gully Emptying)	Revenue	2,006	To be confirmed		

		Actual Budget	Forecast Budget		
Asset Group	Budget / works	2019/20	2020/21	2021/22	2022/23
Winter Maintenance	Revenue	2,125	To be confirmed		
Public Rights of Way	Revenue (routine & reactive)	36	To be confirmed		
	Capital - LTP (planned)	140	140	140	140
Integrated Highway Management Centre	Energy costs	21	To be confirmed		
	Revenue (routine & reactive)	65	To be confirmed		
	Capital - LTP (planned)	200	200	200	200
Real Time Passenger Information	Energy costs	15	To be confirmed		
	Revenue (routine & reactive)	225	To be confirmed		
	Capital - LTP (planned)	165	165	165	165
Other Staff Costs, Highway condition Surveys, Fees, Inspections etc.	Revenue (routine & reactive)	2,238	To be confirmed		
	Capital	200	300	300	300
<b>Total Revenue</b>		<b>12,886</b>	<b>To be confirmed</b>		
<b>Additional Funding</b>		<b>-</b>	<b>3,000</b>	<b>4,000</b>	<b>5,000</b>
<b>Total Capital - Prudential Borrowing</b>		<b>6,300</b>	<b>4,300</b>	<b>2,723</b>	<b>0</b>
<b>Total Capital - LTP</b>		<b>14,591</b>	<b>14,591</b>	<b>14,591</b>	<b>14,591</b>
<b>Total Capital – Pothole Action Fund</b>		<b>802</b>	<b>To be confirmed</b>		

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 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 to allocate funds to the local highway offices. This will be used for the discretionary spend within the local highway offices on a needs based approach in accordance with the requirements of the Highway Operational Standards, allowing for some flexibility as the needs of the network may dictate.

### 8. Asset Management Planning Practice

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

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

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

## **8.3 Local Discretionary Highways Funding**

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

## **8.4 Local Highways Improvement Initiative**

The Local Highways Improvement initiative allows local communities to apply for up to ~~£10,000~~ £15,000 as a contribution to a capital highways project. ~~Projects should improve road safety and be based on issues that are felt to be important locally.~~ 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.

Fig 18: Service Standards Statements, measures and targets

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

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

<b>c) We will repair known defects that meet our repair criteria</b>			
<b>Service</b>	<b>Measured by</b>		<b>Target Standard</b>
<b>Road defects</b>	% 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%
<b>Road condition (see Appendix D for RCI bandings)</b>	Percentage of the road network where maintenance should be considered	A Roads	5%
		B Roads	7.5%
		C Roads	10%
		Unclassified Roads	30%

<b>Skid resistance</b>	Percentage of the skid resistance network at or below the skidding investigatory level (3 year average value)		25%
<b>Footway / cycleway defects</b>	% 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
<b>Structures (see Appendix D for BSCI bandings)</b>	% 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
<b>Traffic signal faults</b>	% of compliance with fault repair response times for urgent defects**	95%
	% of compliance with fault repair response times for non-urgent defects **	95%
<b>Traffic signal condition</b>	% 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
<b>Winter Maintenance</b>	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
<b>Cut the grass on highway verges</b>	Number of cuts of grass verges per annum – Rural	2
	Number of cuts of grass verges per annum – Urban	3

**h) We will empty roadside gullies and cut grips in highway verges cyclically**

Service	Measured by	Target Standard
<b>Empty roadside gullies and cut grips in highway verges</b>	Targeted approach at agreed locations identified on risk based approach	N/A

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

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

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

## 9.5 Reactive Maintenance Interventions

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

## 9.6 Response times

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

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

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

9.9 The following are how we categorise our defects:

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

9.10 Once assessed, if works are required then the following timescales are the contractor's response times from the date/time of the order.

Fig 19: Response Timescales

Type of defect/incident	Timescale	Response
Emergency incidents	up to 2 hours	Attend / make safe
Category 1 (1a and 1b) excluding carriageway potholes (urgent)	Cat 1a up to 36 hours Cat 1b up to 21 calendar days	Make safe or repair

Category 1 (1a and 1b) carriageway potholes (urgent)	Cat 1a up to 5 calendar days	Permanent repair
	Cat 1b up to 21 calendar days	
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 in Fig 20 below.

Fig 20: Table of Risks

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

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
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11.5 There is also a Highways Services 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.

Fig 21: Responsibilities for Highway Asset Management Activities

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

### 14. Links to associated documents and references

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

- a) **Cambridgeshire County Council's Highway Asset Management Policy.** The Highway Asset Management Policy describes the principles adopted in applying

asset management and how they link to the Council's Corporate and LTP Objectives

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

## 15. Glossary

Terminology	Definition
ADEPT	Association of Directors of Environment, Economy, Planning and Transport (formerly County Surveyors Society -CSS)

Terminology	Definition
Asset Management	A strategic approach that identifies the optimal allocation of resources for the management, operation, preservation and enhancement of the highway infrastructure to meet the needs of current and future customers
Asset Management Regime	Comprises the organisational structure and business processes, asset management planning and work planning and information management and systems that enable asset management to be effectively planned and delivered
Asset Management System	The hardware and software that supports Asset Management practices and processes. Used to store the asset data and information
Asset Valuation	The procedure used to calculate the asset value
Authority	A collective term used to refer to the asset owner
BCI	Bridge Condition Indices – Indicator used to assess the condition of Highway structures
Cambridgeshire Highways	The partnership between Cambridgeshire County Council and Skanska delivering Highway Services on behalf of the County Council
Council or County Council or CCC	Cambridgeshire County Council
CROW	Countryside and Rights of Way Act 2000
CVI	Coarse Visual Inspection
Data	Numbers, words, symbols, pictures, etc. without context or meaning, i.e. data in a raw format.
Deflectograph	Machine survey that measures the deflection of a pavement, determining its structural condition
DfT	Department for Transport
DRC	Depreciated Replacement Cost
DVI	Detailed Visual Inspection
FNS	Footway Network Survey
Symology	Supplier of Cambridgeshire County Council's Computer Based Highway Management System
GRC	Gross Replacement Cost
Highway Network	Collective term for publicly maintained facilities laid out for all types of user, and for the purpose of this guidance includes, but is not restricted to, roads, streets, footways, footpaths and cycle routes.
HMEP	Highway Maintenance Efficiency Programme

Terminology	Definition
HOS	Highway Operational Standards - A plan for managing the transport asset base over a period of time in order to deliver agreed target Levels of Service, in the most cost effective manner.
IHMC	Integrated Highway Management Centre
KPI	Key Performance Indicator
LA	Local Authority
Service Standards	A statement of the performance of the asset in terms that the stakeholder can understand. They cover the condition of the asset and non-condition related demand aspirations, i.e. a representation of how the asset is performing in terms of both delivering the service to stakeholders and maintaining its physical integrity at an appropriate level. Service Standards typically cover condition, availability, accessibility, capacity, amenity, safety, environmental impact and social equity.
Lifecycle Plan	A considered strategy for managing an asset, or group of similar assets, from conception construction (planning and design) to disposal. A lifecycle plan should give due consideration to minimising costs and providing the required performance.
LTP	Local Transport Plan. 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.
Monitoring	Observation or measurement repeated periodically or continuously over time.
NI	National Indicators
Owner	A collective term used to refer to any owner of a highway asset, i.e. highway authorities and other owners. Also see authority.
PMS	Pavement Management System (County Council's is WDM)
Performance	A term used to describe the service delivered as measured by a series of levels of service. It comprises both condition and non-condition measures (i.e. safety, accessibility, etc).
Performance Measure	A generic term used to describe a measure or indicator that reflects the performance and/or condition of an asset, e.g. Best Value Performance Indicators.
PROW	Public Right of Way

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

# Appendices

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

Appendix B - Reactive Maintenance Investigatory levels for Category 2 defects

Appendix C –Highways Service Communications Strategy

Appendix D – BCI and RCI Indices

Appendix E – Highway Capital Maintenance Programme Flow Charts

Appendix F – Highway Standards and Enforcement

Appendix G – Life Cycle Plans

Appendix H – Skid Resistance Policy

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

Appendix J – Definitive Map Modification Order 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
<b>Cycleway (part of Carriageway)</b>	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
<b>Highway general</b>	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
<b>Other dangers to the public</b>	Anything else considered dangerous	Present	2 hours	NA
<b>Graffiti Removal from County Council owned assets</b>	Graffiti will be removed from CCC owned assets that is: <ul style="list-style-type: none"> <li>• offensive, gang related, insulting or against public interest</li> <li>• likely to encourage more graffiti or tagging</li> <li>• inappropriate for the location or out of keeping with the surrounding area</li> <li>• a cause of complaints to the Council</li> <li>• on a listed building or in a conservation area</li> <li>• libellous or potentially libellous</li> <li>• intimidating</li> </ul>	For offensive graffiti	5 days	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				
<b>Current contractor completion timescale from date of order</b> 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
<b>Footways and Cycleways</b>	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)
<b>Kerbs, Edging and Channels</b>		Misaligned/ Loose/rocking	20mm horizontally/vertically	Planned maintenance programme (Priority D)
<b>Verges</b>		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
<b>Road Markings</b>	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)
<b>Road Studs</b>		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
<b>Signs &amp; traffic signals</b>		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: <ul style="list-style-type: none"><li>• offensive, gang related, insulting or against public interest</li><li>• likely to encourage more graffiti or tagging</li><li>• inappropriate for the location or out of keeping with the surrounding area</li><li>• a cause of complaints to the Council</li><li>• on a listed building or in a conservation area</li><li>• libellous or potentially libellous</li><li>• intimidating</li></ul>	For 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

#### Key Highways Employees

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#### Background & Service Vision

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

#### The outcomes we seek to achieve are that;

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

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

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

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

#### **Overriding outcome:**

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

#### **Primary outcomes:**

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

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

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

### **Objectives**

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

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

Highways specific:

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

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

## **1. Improving and/streamlining highways communications**

### *Digital*

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

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

### *Correspondence*

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

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

#### *Internal profile*

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

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

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

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

## **2. Campaigns**

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

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

## **3. Project Communications**

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

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

## **4. Improving communications from highways officers/engineers**

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

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

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

## **Protocol**

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

We propose a two-prong approach:

### **1. Minor/smaller schemes**

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

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

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

### **2. Major/bigger schemes**

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

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

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

## **Audiences**

### **Internal**

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



## External

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

## Key Messages

From corporate strategy:

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

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

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

Highways specific:

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

## Channels & Tactics

### Social Media

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

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

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

### Media relations

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

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

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

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

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

### **Website**

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

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

### **Printed material / correspondence**

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

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

### **Corporate news channels**

A number of new corporate channels exist:

- Member briefing
- MP briefing
- Parish briefing

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

### **Events**

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

### **Internal Communications**

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

Any newsworthy stories will be shared internally via the Skanska intranet OneSkanska.

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

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

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

## Evaluation

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

- **Media coverage**

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

- **Interactive**

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

- **Stakeholders**

- How did our stakeholders react?

- **Public inquiries**

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

- **Benchmarking**

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

Table of Responsibilities (to be agreed)

Role	Name	Responsibilities	Deliverables

## Appendix D

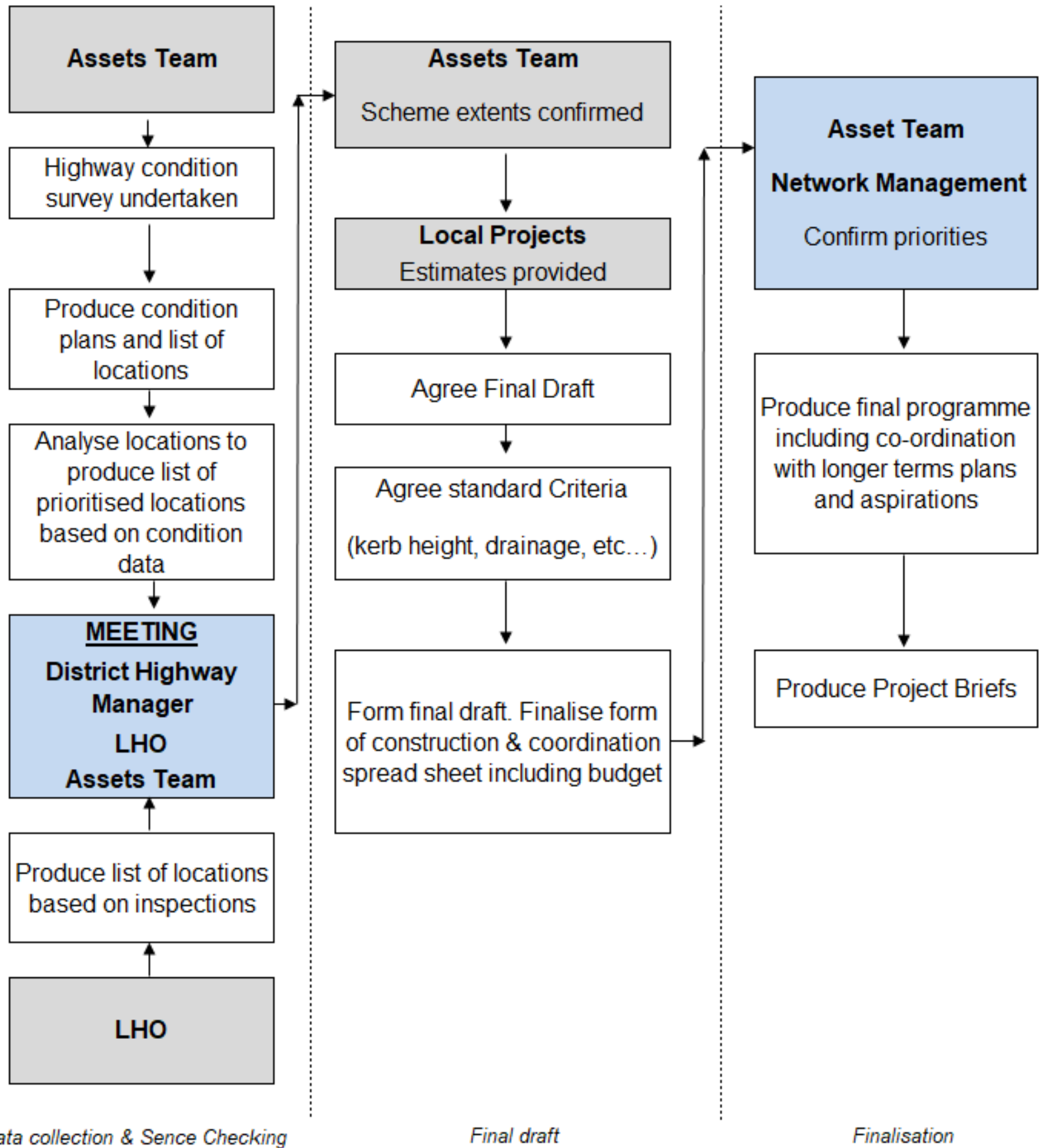
### Road Condition Index - RCI

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

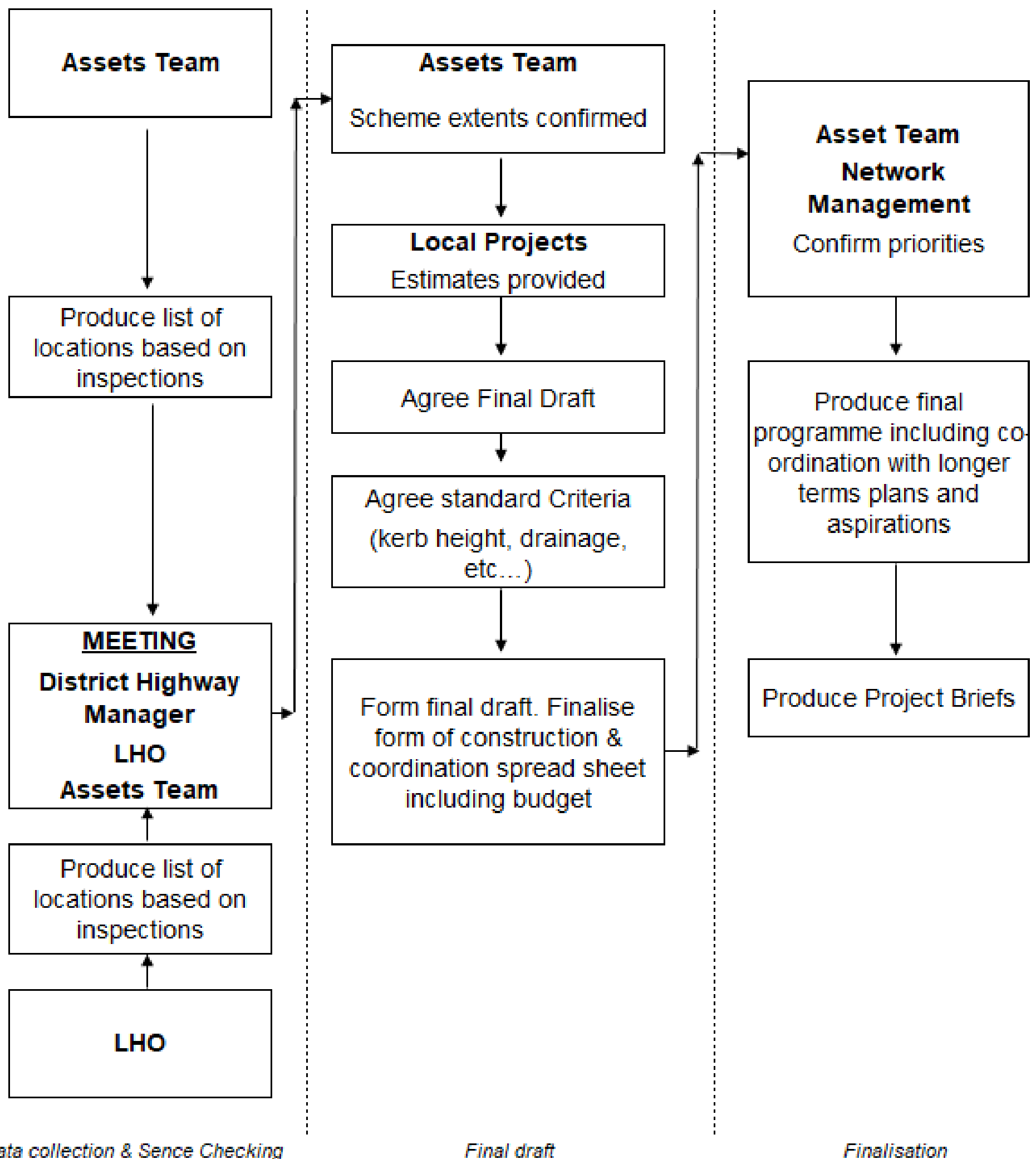
### Bridge Condition Index - BCI

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

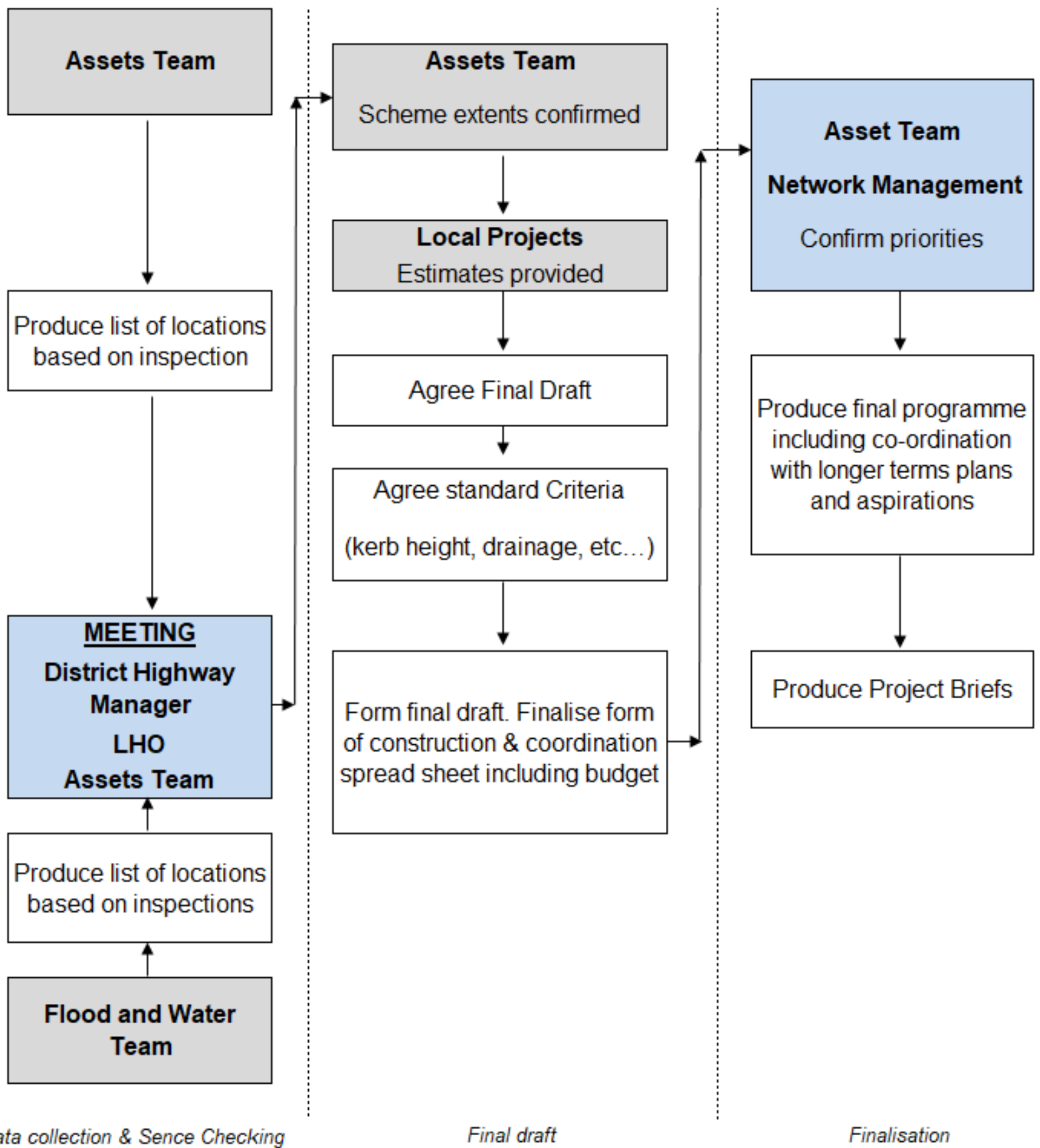
## CARRIAGEWAY RESURFACING/RECYCLING AND SURFACE TREATMENT



## FOOTWAY/CYCLEWAY RESURFACING AND SLURRY SEALING



## DRAINAGE SCHEMES



# **Cambridgeshire County Council's**

## **Highway Standards and Enforcement**

**Revised April 2020**





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

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## **1. Introduction**

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

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

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

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

## **2. A-Boards**

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

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

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

## **3. Abandoned Vehicles on the highway**

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

## **4. Access Protection**

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

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

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

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

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

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

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

## **5. Banners on the Highway**

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

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

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

## **6. Bollards and Marker Posts**

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

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

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 adoptable items:

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

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

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

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

	Item	Unit/Basis for calculation	Notes
1	Non-standard surface materials	m <sup>2</sup>	1 off replacement cost
2	Non-essential street furniture	Works cost	1 off replacement cost
3	Trees	Each £570	
4	Soakaways	Each £5,314	
5	SuDS	Works cost	
4	Shrub beds/grass/landscaping	20 years maintenance	

5	Intelligent Transport Systems (ITS) inc.traffic signals/junctions /crossings & electronic signs	20 years maintenance plus one replacement of equipment	Refer to Place and Economy (formally ETE) Fees and Charges
6	Traffic calming	20 years maintenance plus one replacement of non-standard features	Expected life of asset
7	Bridges, tunnels, subways, culverts, retaining walls, head walls, sign and signal gantries, geotextile engineered embankments, fords, causeways and cattle grids	ADEPT guidance: (Commuted sums for maintaining infrastructure assets)	Designed for a 120 year lifespan

## 8. Disabled Parking Bays

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

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

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

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

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

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

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

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 quality of life, by imposing conditions on the use of that area which apply to everyone. PSPOs are dealt with by the local District or City Council. PSPOs were introduced in October 2014 by the Antisocial Behaviour, Crime and Policing Act 2014 and replace Gating Orders under section 129A of the Highways Act 1980.

#### General Principles

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

- (i) activities carried out in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality; and
- (ii) (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

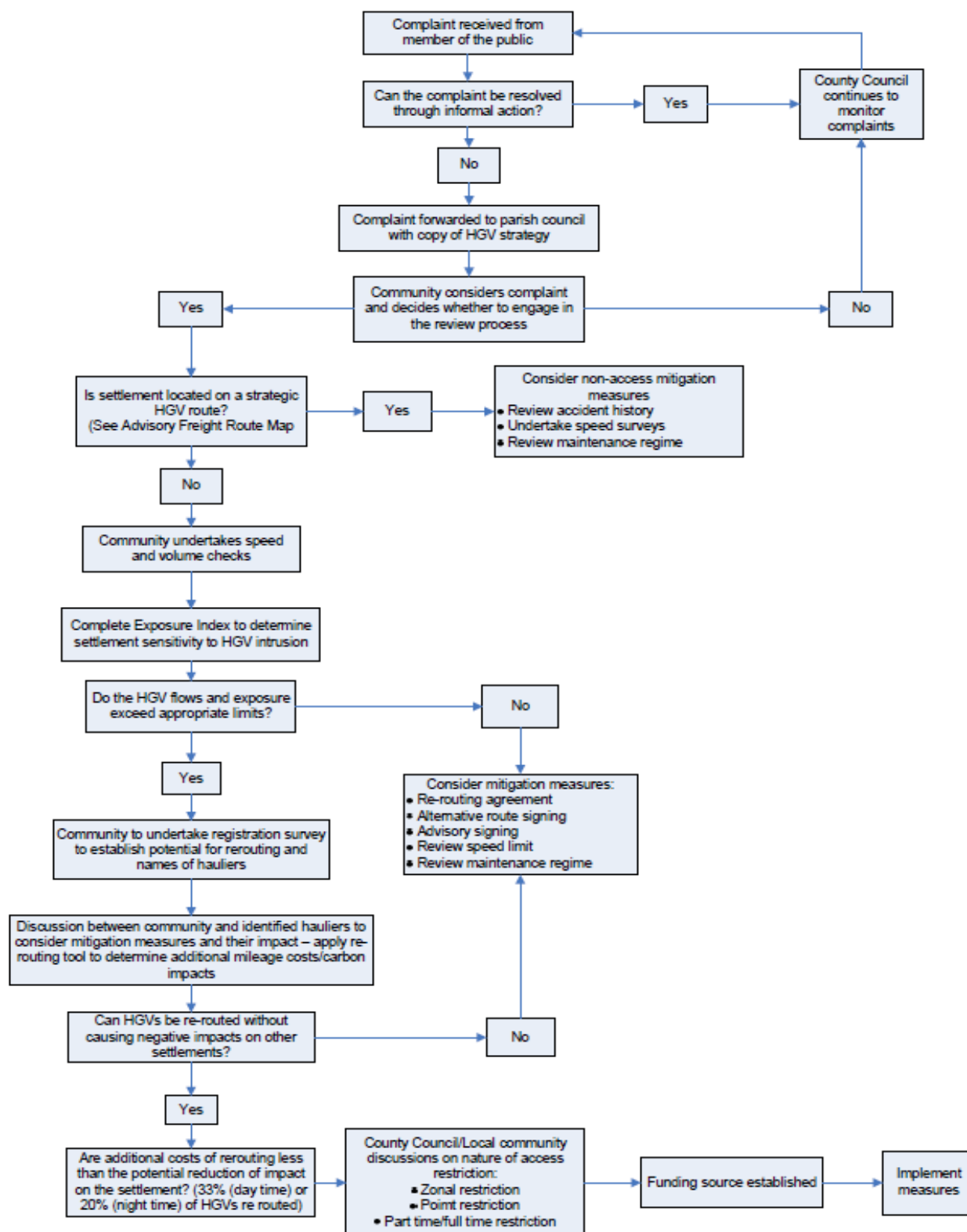


Diagram 2

## 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 ≥ 6.2m
	6	85% of carriageway ≥ 6.0m
	7	85% of carriageway ≥ 5.8m
	8	85% of carriageway ≥ 5.6m
	9	85% of carriageway ≥ 5.4m
More Sensitive ↓	10	85% of carriageway ≥ 5.2m
	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 frontages (i.e. front/rear door of property to kerb line)		
	Score	Description
Less Sensitive ↑	0	10% or less of frontages < 2m from carriageway
	1	15% of frontages < 2m from carriageway
	2	20% of frontages < 2m from carriageway
	3	25% of frontages < 2m from carriageway
	4	30% of frontages < 2m from carriageway
	5	35% of frontages < 2m from carriageway
	6	40% of frontages < 2m from carriageway
	7	45% of frontages < 2m from carriageway
	8	50% of frontages < 2m from carriageway
	9	55% of frontages < 2m from carriageway
More Sensitive ↓	10	60% of frontages < 2m from carriageway

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

Average two-way pedestrian/cyclist count (at 600m intervals or mid-point along route)		
	Score	Description
Less Sensitive ↑	0	Low number of pedestrians+cyclists - fewer than 15/hour
	1	Total number of pedestrians+cyclists ≥ 15 < 25
	2	Total number of pedestrians+cyclists ≥ 25 < 35
	3	Total number of pedestrians+cyclists ≥ 35 < 45
	4	Total number of pedestrians+cyclists ≥ 45 < 55
	5	Total number of pedestrians+cyclists ≥ 55 < 65
	6	Total number of pedestrians+cyclists ≥ 65 < 75
	7	Total number of pedestrians+cyclists ≥ 75 < 85
	8	Total number of pedestrians+cyclists ≥ 85 < 95
	9	Total number of pedestrians+cyclists ≥ 95 < 105
More Sensitive ↓	10	Total number of pedestrians+cyclists ≥ 105

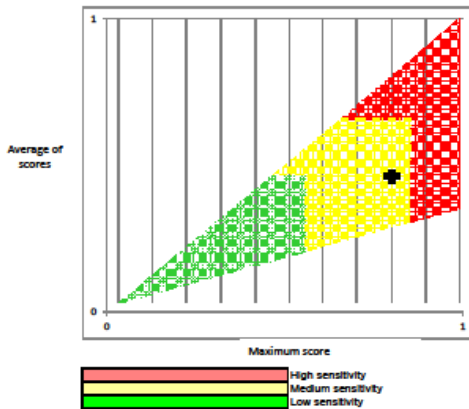
Average sensitive locations fronting the route per kilometre		
	Score	Description
Less Sensitive ↑	0	School/nursery/shop/playground/sheltered housing: No sites
	1	School/nursery/shop/playground/sheltered housing: 1 site per kilometre
	2	School/nursery/shop/playground/sheltered housing: 2 sites per kilometre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

## Example

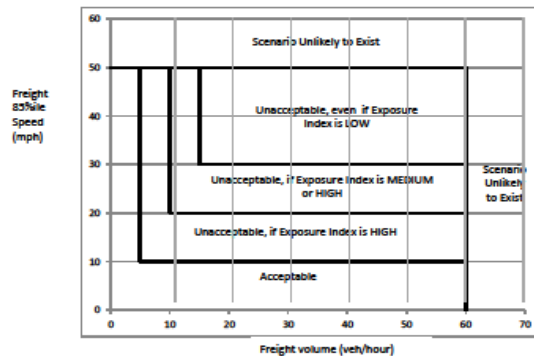
Criteria	Score (max 10)
Carriageway Width	3
Footway Width	4
Frontage to Footway Distance	1
Number of Frontages along Route	6
Typical Pedestrian Count	7
Schools	8

## Allocation of site to Sensitivity Group

Average of scores	4.67
Maximum score	8



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



### **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 or their agents, will be conditional on the third party demonstrating that it has in place public liability indemnity up to a minimum value of £5m for each and every potential claim.

### **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 than 14 days, but generally not more than 30 days. The relevant District Highways Manager should arrange for collection and disposal at the end of the period. Sensitivity must be shown, with the bereaved being given the option of receiving any non-floral tributes which may be placed along with flowers.

### Roadside Memorials

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

## **19. Mirrors on the Highway**

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

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

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

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

## **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

### 1. Definition

1.1 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.

### 2. General policy

2.1 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.

2.2 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

### 3. Parklet requirements

3.1 In addition to the general conditions stated 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.

### 4. Application procedure and payment

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

4.2 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 Service Director, Infrastructure Management & Operations.

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

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

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

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

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

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

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

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

1. Measuring the degree of conflict between pedestrians crossing the road and the two-way traffic flow and
2. Taking into account the following factors
  - The age and ability of pedestrians
  - Any suppressed demand
  - The different types of vehicle in the flow of traffic
  - The length of time pedestrians have to wait to cross
  - The width of the road
  - The speed of traffic
  - The pedestrian injury accident record at the site

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@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk) and one of our officers will meet with local disabled

groups to assess the location and, if a crossing is needed, it will be included in future maintenance work.

## **26. Planters, Litter Bins, Seats and Cycle Stands**

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

## **27. Religious Symbols on the Highway**

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

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

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

## **28. Road Markings and Studs**

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

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

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

Over the years there has been an inconsistent approach to the provision of road markings and studs across Cambridgeshire County. Therefore it is necessary to review existing road markings when undertaking resurfacing works and routine

maintenance works to ensure that they are used in the most effective manner and applied consistently across Cambridgeshire in line with:

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

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

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

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

#### Centre Lines

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

Centre line markings must not be used on:

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

Centre warning line markings should only be used on

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

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

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

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

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

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

#### Edge of Carriageway Markings

Edge of carriageway markings should generally only be used:

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

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

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

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

#### Give Way Markings

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

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

Give way triangle markings will be laid:

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

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

#### Other Road Markings

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

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

#### Conservation Areas and Environmentally Sensitive Locations

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

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

### Studs

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

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

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

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

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

### Further Information

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

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

Table A: General rules for road classifications

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



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

## 29. School Flashing Amber Lamps

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

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

## 30. Speed Limits

### Speed limits in settlements

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

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

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

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

- General character of the road or area

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

The three national speed limits are:

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

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

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

### 30 mph Limits

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

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

### 20 mph Limits

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

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

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

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

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

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

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

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

For speed limit purposes the following definitions will apply:

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

### Decision Making

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

21 day notice period. The County Council will also consult with the emergency services, (the Chief Officer of Police is a statutory consultee) the local County, District and Parish Councilors and any other persons most likely to be directly affected by the proposal.

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

#### Police Support

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

#### Speed limits outside settlements

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

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

### Guidance in urban speed limit characteristics

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

<b>Speed Limit (mph)</b>	<b>Characteristics</b>
<b>20</b>	In town centres, residential areas and in the vicinity of schools and other premises where there is a high presence of vulnerable road users.
<b>30</b>	The standard limit in settlements that are fully developed.
<b>40</b>	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.
<b>50</b>	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**

##### **1. Introduction**

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

##### **2. Relevant Legislation**

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

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

##### **3. Conditions under which consent may be granted**

- a) The provision of tables and chairs on the highway shall be regularised by the granting of licences by the Highway Authority.
- b) Suitable conditions shall be drawn up by the Highway Authority relating to the extent of the tables and chairs, clearances, pedestrian access provisions, barriers and parasols, together with obligations on the control and management of the area and access to Statutory Undertakers' plant.
- c) The licensee shall conform to conditions laid down in the licence and these will be enforced by the Highway Authority.
- d) In general, only footways will be used for Pavement Cafés, assuming all safety and non-obstruction requirements are met. However, exceptions may be made in pedestrian areas or zones during pedestrian only hours.
- e) The role of the public highway is to allow the public to pass and re-pass. In granting permission for pavement cafés it is important to ensure that these rights are not detrimentally affected. They must be located and managed in a manner that protects the rights and safety of all users with special attention to wheelchair users and those with impaired vision.

- f) You must display the 'licence summary sticker' (Which confirms the licence duration) at your premises where it can be easily seen.
- g) To apply and make the initial payment for a tables and chairs licence please complete the online form @ <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-licences-and-permits/#Tables> and chairs licence

You need:

- to read the [guidance notes and standard licencing conditions](#) before completing the form
- an email address as we will use this to communicate with you concerning your application
- a debit or credit card for the initial assessment payment
- to upload a plan showing the location of the premises
- to upload a dimension plan showing the area to be utilised for tables and chairs
- to upload images showing types of furniture
- to upload a copy of any relevant consents (e.g. planning permission) if applicable
- the freeholder's name, address and contact details, if it is not you
- to have in place public liability insurance policy for £5m as detailed in the licencing conditions

#### **4. Supplementary**

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

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

## **5. Terms and Conditions**

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

## **6. Consultations**

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

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

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

## **7. Decision Making**

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

## **8. Fee Charged**

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

## **9. Renewal Applications**

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

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

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



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

#### **10. Variation of Conditions**

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

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

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

1. This licence is granted in accordance with compliance with the advice given in the guidance notes issued at the time of application
2. The tables and chairs placed on the highway after the granting of a licence must be in accordance with the details and plans provided at the time of the application. No changes are permitted without prior approval of the Highway Authority.
3. The amenities must be removed from the public highway at the end of the permitted period each day. (To be used in all cases, except where consent for picnic tables is granted).
4. All tables and chairs authorised by the licence must be removed by midnight on the day the licence expires unless a renewal licence has been applied for and granted. Renewals must be applied for at least 2 months prior to expiry to allow sufficient time for the application to be considered.
5. Failure to pay the annual licence fee and return the signed licence by midnight on the day the previous licence expires will render the licensee in breach of the Standard License conditions and subject to enforcement.
6. The Licensee shall maintain a public liability insurance policy up to the value of £5 million pounds against any liability, loss or damage, claim or proceeding whatsoever arising under Statute or Common law in respect of the placing and maintaining of the tables and chairs on the highway or their removal there from.
7. The Licensee shall be responsible for keeping the designated area in a clean and tidy condition at all times. Under your duty of care you must ensure that any waste produced is handled safely and in accordance with the law. You must keep all waste safe, prevent it from escaping from your control and ensure that it is only handled or dealt with by persons that are authorised to deal with it.
8. The Licence may be suspended where necessary to allow highway maintenance and any other necessary remedial work to be carried out at the

location covered by the licence. A reasonable period of notice will be given to the licensee where possible. The Highway Authority will not be liable for any loss of earnings arising out of the suspension of a licence.

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

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

## Enforcement Measures

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

### Breach of Conditions

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

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

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

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

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

### Unauthorised Pavement Cafés (a café without a valid licence)

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

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

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

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

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

## 34. Temporary Road Closures

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

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

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

### **35. 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**

#### **1. Definition**

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

#### **2. General policy**

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

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

- to permanently established sites which are open to visitors without prior booking for a minimum of 4 hours a day, 150 days per year

- to sites whose primary purpose is to provide an attraction or facility for tourists-tourist signing will not be permitted at locations where other directional signing (including private signing) exists, or is to be provided
- where their provision is considered essential to direct visitors to an attraction or facility-signs will not be approved at locations where their provision would be mainly for promotional or advertisement reasons
- for sites where other eligible establishments in the vicinity would not be compromised by their provision
- at locations where the effectiveness of existing traffic signs will not be adversely effected
- in areas where their provision will not detract from the visual environment.

### 3. Tourist attraction requirements

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

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

- The owners or management of the attraction must provide confirmation that they have registered with Visit England and have agreed to abide by its Code of Practice for Visitor Attractions (leisure destinations do not have to be and for reasons of their national interest English Heritage and National Trust properties are exempted from this requirement)
- The applicant must provide evidence that appropriate steps have been taken to publicise the attraction and to inform potential visitors of suitable approach routes
- There must be adequate on-site facilities for visitors, including parking, appropriate to the size of the site and the number of visitors which it is likely to attract.
- Where off-site parking is provided it must be within a safe reasonable walking distance of the attraction.
- If the off-site car park is not owned by the operator of the attraction, written confirmation that such use is acceptable must be provided.
  - a. Attractions will only be signed from the nearest A or B Class road or the nearest signed settlement. Those with direct access to such a road will not need signing if the entrance is visible and identifiable from a sufficient distance to enable safe vehicular movement at the access.

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

Signing to attractions in urban areas should be considered in conjunction with any signing to tourist facilities and should form part of a comprehensive scheme developed in conjunction with the local Council, Tourist Officer, business associations and other local representative bodies. Priority should be given to directing tourists to appropriate

public car parks and to providing Tourist Information Centres (TICs) or Tourist Information Points (TIPs) within the car parks. Signing to attractions could then take the form of pedestrian signing.

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

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

#### 4. Assessment of tourist facilities

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

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

##### Basic conditions

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

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

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

##### Accommodation

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

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

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

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

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

#### Refreshment

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

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

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

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

- The facility is not located on a Class A or B Road or on a main thoroughfare. Establishments in bypassed communities will be considered under the special conditions which relate to this situation and are described in paragraph 5.2
- There are no similar facilities within one mile
- The facility must comply with all relevant Environmental Health, Planning and other legislation



- The facility must have a minimum of 20 seats available for dining and should serve hot meals at lunch times and in the evening without pre-booking.

#### Shopping

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

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

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

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

#### Leisure

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

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

#### Implementation Guidelines

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

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

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

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

other local destinations, and where necessary, tourist destinations may be prioritised on the basis of visitor numbers or closeness to the initial signing.

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

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

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

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

## 5. Policy for bypassed communities

5.1 The presence of “local services” in by-passed villages or small towns can now be signed using the “white on brown” tourist signs. The sign can include a short descriptive phrase, such as “Historic market town”. Generic names and/or symbols should be used to indicate the facilities/attractions available (i.e. Hotels/bed symbol; restaurants/knife and fork symbol, etc).

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

## 6. Environmental considerations

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

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

6.3 In conservation areas tourist attractions may be signed but signing to tourist facilities will not be permitted. A boundary sign may be allowed at the edge of the village or town to identify the available tourist facilities. Within conservation areas signing to tourist attractions will be considered but will be subject to the approval of the Director of Environment and Regulation and the appropriate District Council Planning Officer.

## 7. Road safety and traffic management issues

7.1 Signs will be provided in accordance with the Traffic Signs Regulations and General Directions 2016 and all subsequent amendments and shall be manufactured in accordance with BS 873.

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

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

## 8. Application procedure and payment for signs

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

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

8.3 The following costs will be borne by the applicant:

- i. Administration and site feasibility fee -if the applicant decides to make a formal application for tourist signing he/she will be asked to provide a nonreturnable fee of £200.00 and to sign a form of agreement which sets out the pricing mechanism and their legal obligation. The fee will cover the administration time in checking eligibility, assessing entitlement, copying applications for consultation, staff time and travelling costs in carrying out the assessment of sign locations and all associated correspondence.
- ii. Design and post erection inspection fee -the full cost of these works will be charged.

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

8.5 The County Council reserves the right to remove signs, should an attraction or facility cease to meet the relevant criteria, and to charge the operator of the attraction for the cost of this work. It may also prove necessary to relocate signs for road safety or traffic management reasons but such works would be carried out at the County Council's expense.

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

## 9. Eligibility

9.1 To be eligible for consideration for the provision of tourist signing operators must be able to answer "yes" to all of the questions below.

#### Eligibility and conditions self assessment form

- 1 Does your business benefit from tourism?
- 2 Has it been operating from a permanent site for 12 months?
- 3 Does it fulfil an identified tourist need?
- 4 Do visitors need directions other than normal road signs to find your establishment?
- 5 Is it open to the public without prior booking?
- 6 Are you prepared to pay all reasonable costs for signing if your application is successful?
- 7 Do you accept that any agreed signing can be removed at your cost if your facilities fail to maintain relevant criteria or move location?
- 8 If your application is successful will you remove any off site advertisement signing which you may have on or adjacent to the public highway?

#### Notes

- i. The administration and site visit fee is payable at the time of application in accordance with the approved schedule of highway charges and fees.
- ii. There are additional costs for design fees, safety audit of sign schemes designed by other than Cambridgeshire County Council, construction and erection.
- iii. Traffic management, road safety, local amenity, quality of attraction and standard of service all have to be taken into account and could, without prejudice, form the basis for rejection of your application.
- iv. The design, maximum number and locations of signs are determined by Cambridgeshire County Council and may be altered upon review of traffic management, safety or amenity needs.
- v. Applicants should not expect signing from all possible directions.
- vi. All signs become and remain the property of Cambridgeshire County Council.

Updated January 2018

### **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.

#### 41.1 Existing Trees and Hedges

#### Responsibility

- There are over 87,000 highway trees in the County and many more privately owned trees adjacent to the highway.
- Trees situated within the boundary of the public highway are generally the responsibility of the Highway Authority (Cambridgeshire County Council).
- Highways England is responsible for trees along motorways and trunk roads.
- Trees on private land are the responsibility of the land owner or occupier.
- Trees in hedges and boundaries are usually the responsibility of the land owner/occupier whose property adjoins the highway.
- Trees on private property adjoining the highway are the responsibility of the owner/occupier, but the Highway Authority has a duty to ensure that such trees do not endanger the Highway or its users and has statutory powers to discharge the duty.
- The responsibility for cutting back trees and other vegetation that overhangs the public highway from neighbouring land rests with the owners or occupiers of the land on which the trees or vegetation grow. The Highway Authority can enforce such actions, using its statutory powers, if the overhang is deemed a danger or nuisance.
- Cambridge City Council currently manages the tree stock within Cambridge City on behalf of Cambridgeshire County Council. There are some 10,400 street trees within Cambridge City.

### Routine Tree Work

The County Council will cut back all hedges, trees and shrubs that are the responsibility of the Highway Authority to ensure appropriate visibility and sight lines and that road signs are not obscured. Where an obstruction to a sight line, street light, road sign etc. or a potential hazard has been identified these shall be prioritised to allow works to be undertaken as part of the cyclic maintenance programme.

The local member/s of the County Council and the relevant District, Parish, Town or City Council will be informed of any works due to be carried out, a minimum of two weeks prior to the work being undertaken. In the case of emergency work the relevant local members will be updated once the work has been completed, should it not be practical to do so before dealing with the emergency.

### Trees Encroaching on Public Highway

Trees and vegetation that overhang the highway should be crown-lifted to at least 5.2m to allow safe passage of high sided vehicles as well as being cut back to a minimum of 450 mm from the edge of the carriageway to allow clearance for wing mirrors.

Trees and vegetation that overhang footways and footpaths should be crown-lifted to at least 2.5m and cut back to ensure that the footpath/way is passable for all classes of authorised users.

For obscured road signs, the area cut shall be from the edge of the carriageway to the signpost furthest from the carriageway tapering to the edge of the carriageway at a distance of 150 m on 'A' and 'B' class roads and 75m on all other roads, so that the sign is visible to the road user.

The Highway Authority has powers under Section 154 of the Highways Act (1980) to serve notice upon the owner of the relevant land to lop or cut the tree that is causing an obstruction.

### Hedge Maintenance

There are very few highway hedges; the vast majority of hedges are the responsibility of the adjoining land owner, not the Highway Authority.

The County Council will maintain hedges for which it is responsible, to ensure the safe passage of the relevant classes of users along the highway.

The Authority has powers under Section 154 of the Highways Act to serve notice upon adjoining land owners regarding the maintenance of hedges for which they are responsible.

### Replacement Trees

Members of the public will be consulted on the proposed felling / removal of street trees on the public highway, except those removed in an emergency. This engagement acknowledges the positive role trees play, contributing to the quality of life for people in urban areas.

Trees that have to be removed from the highway or pathway will be replaced if the Council budget is available. Where no budget is available, the Council will contact the local Parish, City or District Council to see if they or local residents would like to pay for the planting of a replacement tree. The local County Council Member will also be consulted on the proposed tree removal and opportunity for a replacement.

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

There may be occasions when replacement trees need to be planted in different locations to those that have been removed, for such reasons as impact upon other highway infrastructure or ongoing maintenance considerations.

The County Council will assume maintenance responsibility for any such replacement trees.

### Subsidence Allegedly Caused by Highway Trees

There are a variety of potential causes of the subsidence of buildings, including: general reduction of ground water levels; inadequately designed or constructed foundations and seasonal variations in the moisture content of soils.

Consequently The County Council will not automatically agree to remove highway trees where there is evidence of building subsidence. Property owners should seek professional advice regarding the causes of subsidence, on a case by case basis.

The Council will carefully consider any relevant claims for subsidence damage but does not accept as a matter of course that nearby highway trees are likely to cause or contribute to a subsidence problem.

Subsidence claims related to highway trees are administered by the Council Insurance Team. The claimant must provide positive evidence to demonstrate that the highway trees have caused the subsidence. Where appropriate the Council will obtain an independent third party opinion.

#### 41.2 New Trees within the Highway

The Council is happy to license new planting on the public highway where it is considered safe, feasible and appropriate. The Authority will work closely with District, Town and Parish Councils, local organisations and individuals who may wish to plant trees in the public highway, with cases assessed on a site by site basis.

The owners of premises adjoining the highway can apply to plant and maintain trees on the highway adjacent to their property, under Section 142 of the Highways Act. Support regarding an application will be provided by the Highway Authority, including specific guidance on species, location and suitability.

The County Council will consider applications by District, Town or Parish Councils to plant and maintain trees within the highway under Section 96 of the Highways Act. The Council will need to be satisfied that the trees are suitable, taking into account safety, existing features, utility apparatus, water extraction, tree canopy and future maintenance implications.

Good arboriculture practice must support any new planting proposal on new developments or existing adopted public highway. The 2014 Trees & Design Action Group guide "Trees in Hard Landscapes a Guide for Delivery" which considers technical design solutions and methods for tree planting in roadway verges and hard landscape areas is a useful document to promote good practice.

The County Council might require the payment of a commuted sum for new trees planted within the highway. Alternatively, for trees planted under sections 96 and 142 of the Highways Act, responsibility for the maintenance of trees will rest with the relevant local authority or adjoining land owner.

Where trees are included within new highway infrastructure offered for adoption by the County Council, this will typically be subject to the Council's development management policies and procedures. Adoption is very largely via sections 38 or 278 of the Highways Act 1980. The County Council will require commuted sums from developers for the ongoing maintenance of trees, as a condition of the Authority agreeing to adopt the trees and the associated highways infrastructure.

#### Privately Funded / Third Party Trees



Parish Planting Schemes and/or privately funded new or replacement trees are welcomed and encouraged, and the County Council is keen to work with organisations / individuals that wish to fund replacement / new trees on the public highway.

### Summary

The Highway Authority recognises that trees on the highway form an important part of the natural landscape providing aesthetic, ecological and environmental benefits. To that end the Council is keen to support and encourage local communities that wish to plant trees in their area. In the first instance please contact the Local Highway Officer for your area.

The Highway Authority will collate and report information on the felling and replanting of trees and report to Members of the relevant committee on a monthly basis. This increases transparency and will help to make sure we maintain and enhance the natural capital benefits of trees.

## **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 (items 4 and 5 – in relation to unauthorised encampments and signs)

#### Unauthorised Encampments

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

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

### Unauthorised Signs

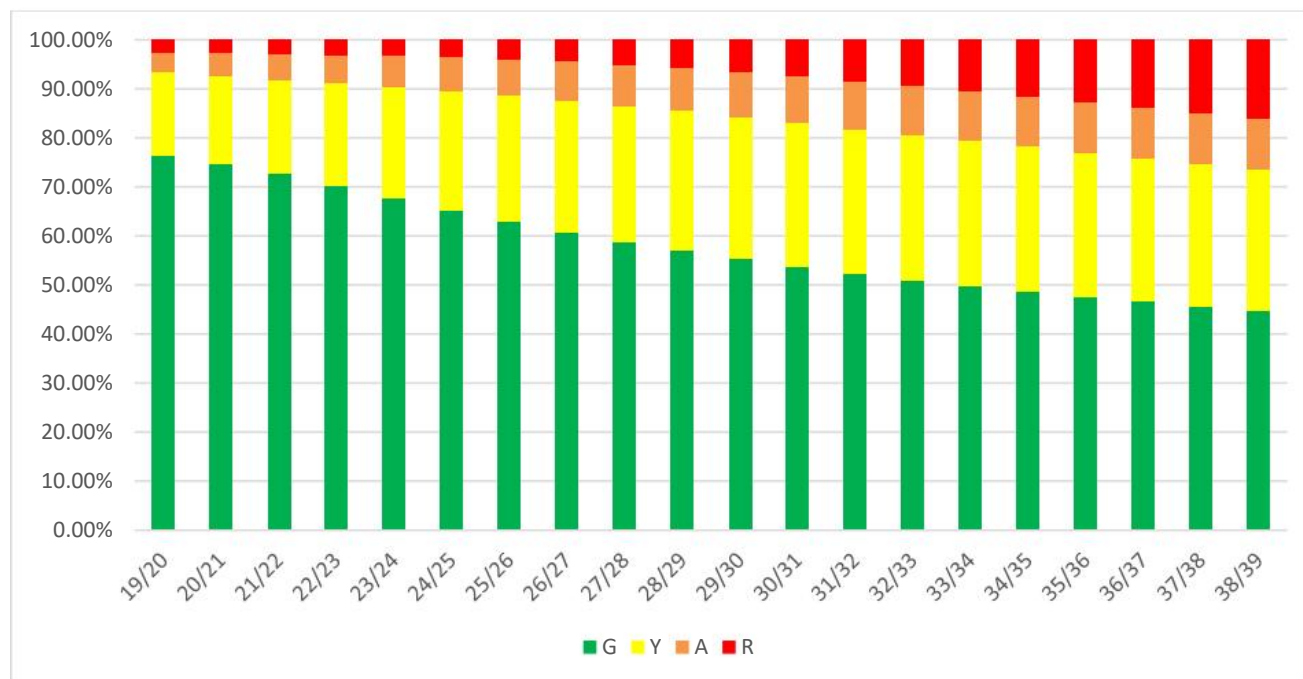
Advertising signs are not permitted on the highway. Highway Officers will take action when unauthorised signs along a road become a problem or in response to a complaint from a parish or town council or from other elected representatives.

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

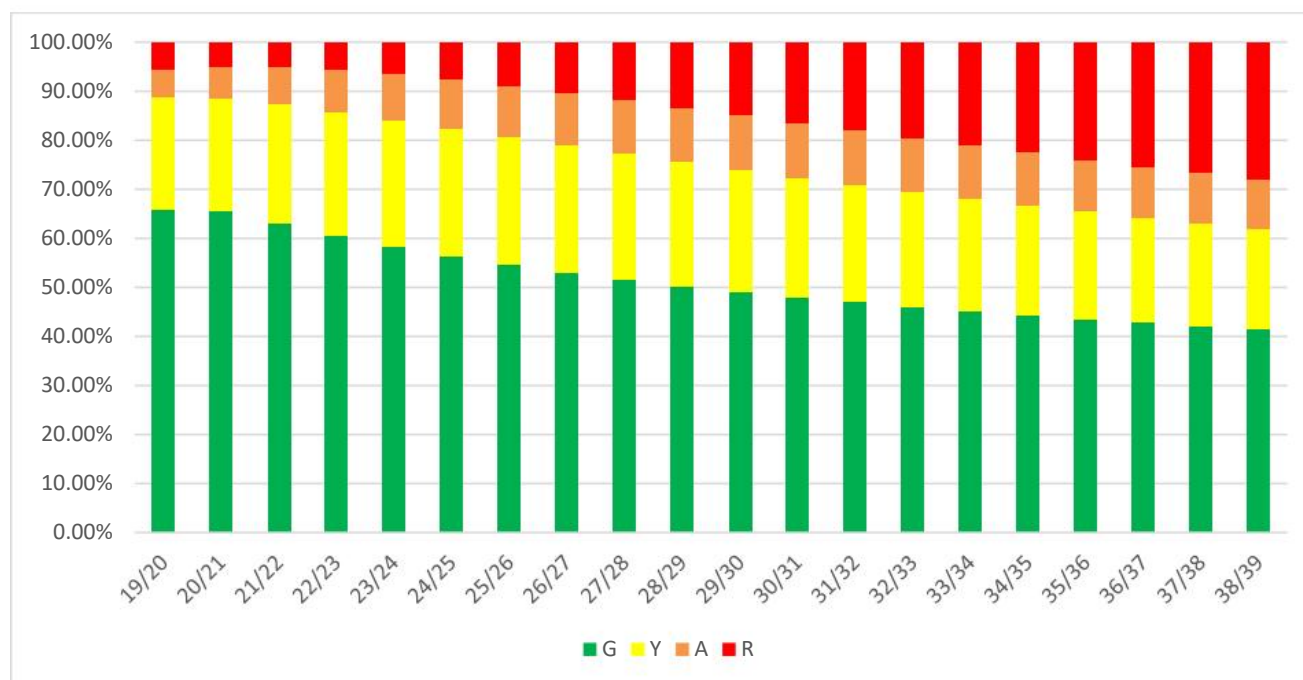
## Appendix G

### Life Cycle Plans – Carriageway as at 2019

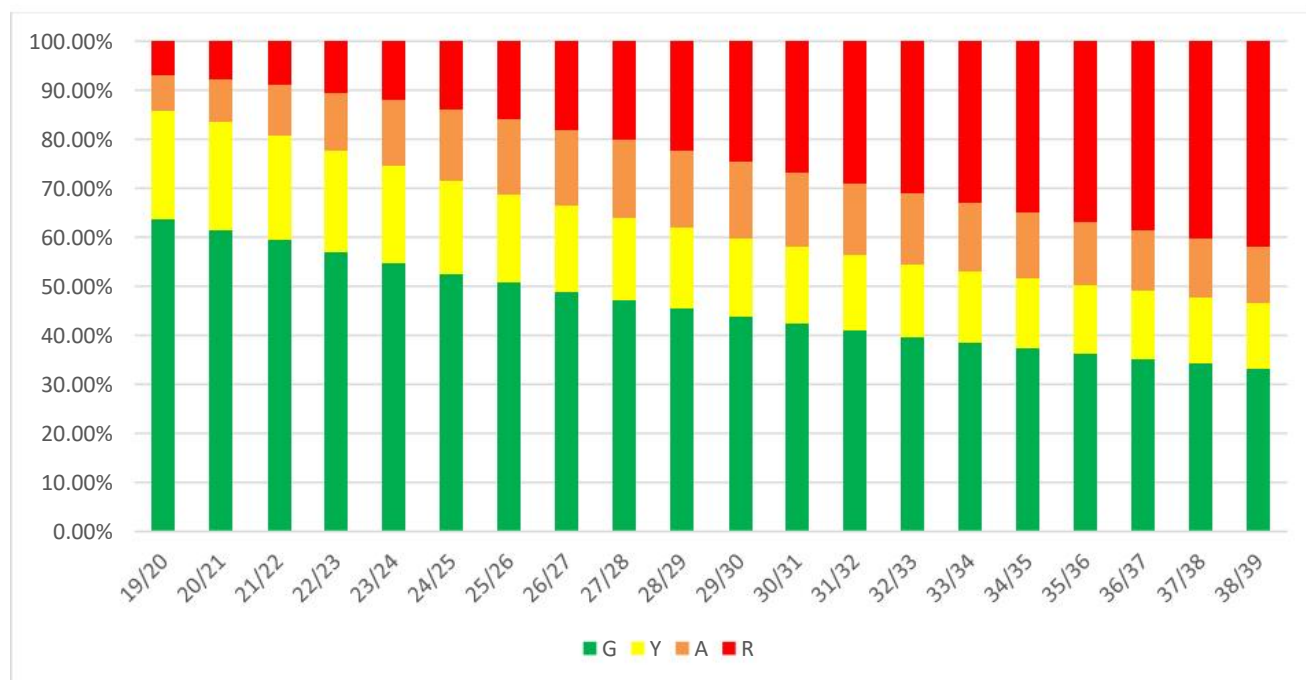
**Fig. 1 – A class roads**



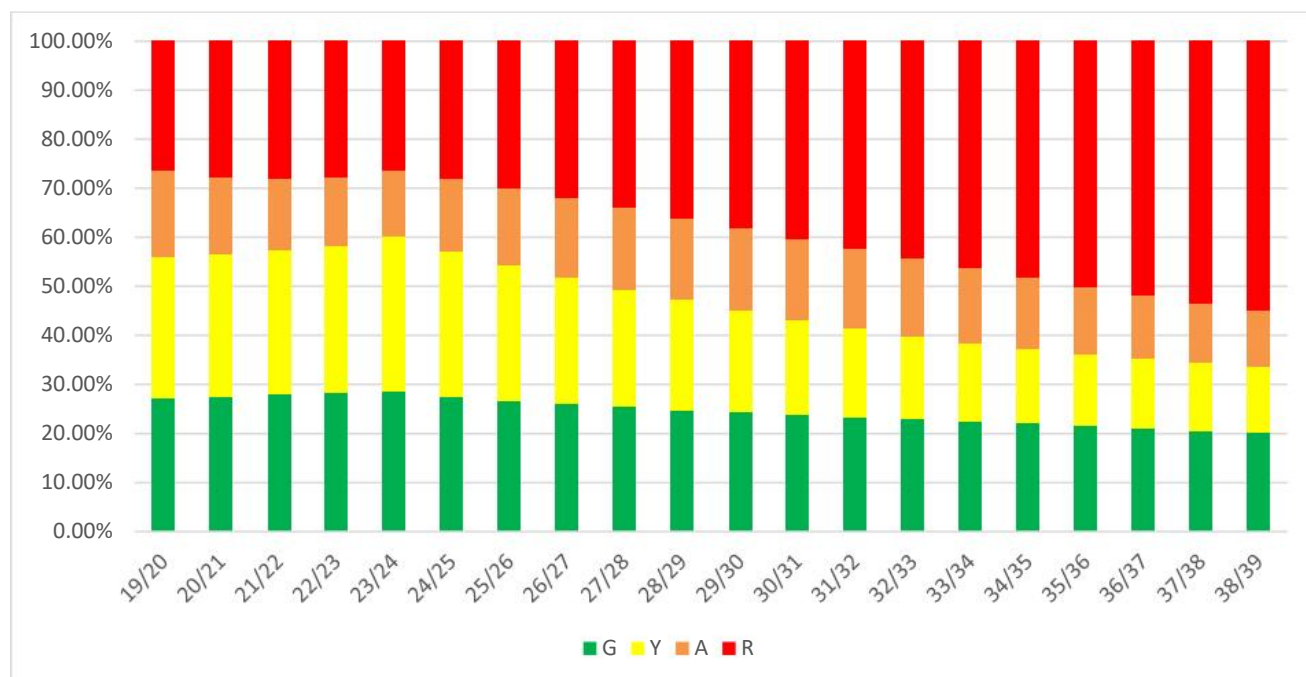
**Fig. 2 – B class roads**



**Fig. 3 – C class roads**



**Fig. 4 – Unclassified roads**



## Appendix H

### **Skid Resistance Policy**

The maintenance of adequate levels of skidding resistance on carriageways is a most important aspect of highway maintenance, and one that contributes significantly to network safety, particularly for riders of motorcycles. However, whilst the frequency of accidents is expected to increase as skidding resistance falls, the effect will be more pronounced for more 'difficult' sites and there is no skidding resistance boundary at which a surfacing passes from being 'safe' to 'dangerous'. Difficult sites are those where the geometry, for example, bends, junctions, steep gradients, pedestrian crossings and traffic signals increase the risks of skidding accidents.

#### **Skid resistance network**

The network to which this policy applies is based upon Cambridgeshire's maintenance hierarchy and incorporates Strategic Routes and Main Distributor Roads. A review of the maintenance hierarchy will be carried out periodically to ensure any changes to the road network or its usage are reflected and incorporated into this policy.

A list of roads that are routinely tested and for which this Skid Resistance Policy is applicable is given as Annex A.

#### **Test Equipment**

The test equipment to be used for routine skid resistance testing is SCRIM (Sideways Force Co-efficient Routine Investigation Machine). This complies with the national standard for skid resistance and is the preferred method for calculating the Characteristic SCRIM Co-efficient (CSC).

The network shall be tested on an annual basis, with 100% of the network to which this policy applies tested in both directions.

#### **Setting Investigatory Levels**

The initial investigatory Level (IL) is based upon various factors including road type, alignment or feature. HD28/15 Table 4.1 contains nationally defined IL categories, descriptions and values, for trunk roads and motorways. It is noted that HD 28/15 states that it "is not intended for the management of skid resistance on local roads, similar principles may be applicable". The table is reproduced below.

Site Category and Definition		Investigatory Level at 50km/h					
		0.30	0.35	0.40	0.45	0.50	0.55
A	Motorway						
B	Dual carriageway non-event						
C	Single carriageway non-event						
Q	Approaches to and across minor and major junctions, approaches to roundabouts						

K	Approaches to pedestrian crossings and other high risk situations						
R	Roundabout						
G1	Gradient 5-10% longer than 50m						
G2	Gradient >10% longer than 50m						
S1	Bend radius <500m – dual carriageway						
S2	Bend radius <500m – single carriageway						

- The dark shading indicates the range of IL that will generally be used for trunk roads carrying significant traffic levels
- The light shading indicates a lower IL that will be appropriate in low risk situations, such as low traffic levels or where the risks present are well mitigated and a low incidence of accidents has been observed
- Exceptionally, a higher or lower IL may be assigned if justified by the observed accident record and local risk assessment

Cambridgeshire County Council has set appropriate IL's for its network, based upon the table above, amended to reflect lower traffic levels. These are reviewed on a 3 year rolling programme, by a detailed site specific risk assessment. This assessment is to be undertaken by competent officer. The annual IL review programme is detailed in Annex B.

In addition, a review of the IL shall be carried out whenever there is a significant change to the network, such as the installation of a pedestrian crossing or roundabout. This review shall be carried out annually to incorporate any new installations/changes that are delivered through the authority's Highway Capital Maintenance Programme, and to capture any changes due to private development of which the Authority is aware.

Roads within any site category with no exceptional risk of skidding accidents will be assigned the lowest IL.

Cambridgeshire County Council bases its approach to setting ILs on Table 4.1 from HD28/15. Where the table permits lower values (light shading), the Authority will consider adopting these values.

#### 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 period prior to SCRIM survey are deemed to have a wet skidding injury accident history.

#### Method of Prioritisation of Sites

Those sites that have skidding resistance considerably less than 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. probable treatment. Typically such sites will be 0.25 or more below IL.

All sites 0.10 or more below IL but less than 0.25 below IL that also have a wet skidding injury accident history will be assessed by the Authority's 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**

<b>Road Number</b>	<b>From</b>	<b>To</b>	<b>Length (km)</b>
<b>Strategic Roads</b>			
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
<b>Main Distributor Roads</b>			
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

Road Number	2020/21	2021/22	2022/23
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
<b>Total km</b>	<b>162.88</b>	<b>169.71</b>	<b>178.86</b>

### 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?	

<b>Accident history</b>		
	%	Number
% wet accidents		
% skid accidents		
% wet skid accidents		

<b>Visual assessment</b>	
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?	

<b>Road users</b>	
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?	

<b>Road layout</b>	
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?	

<b>Additional information</b>
-------------------------------

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

**Results and actions**

Is action needed?

If not, why not?

If yes, what action is required?

Officer responsible for report:

Signature:

Date:

## Appendix I

### Adoption of New Non-Motorised User (NMU) Routes

#### 1. Introduction

- 1.1 The maintenance of Cambridgeshire County Council's existing highway network is planned and managed through its Highway Operational Standards (HOS), reviewed annually. The County's various transport strategies provide the guiding principles regarding the strategic development and management of the transport network, including non-motorised user routes comprising public rights of way and cycle routes ('NMU routes').
- 1.2 Records of the County's highway assets are managed by the Asset Information and Asset Planning teams. These databases provide the basis for the maintenance of the highway network, and include NMU routes.
- 1.3 In order for the network to be effectively planned and managed, both the current and future maintenance liabilities have to be managed. The adoption of new roads is well regulated through the Highway Development Management process. There is also an existing policy specifically regarding the adoption of public rights of way through diversions under the Highways Act 1980.
- 1.4 This policy sets out how the County Council will decide what NMU routes it should adopt in future in terms of need, affordability and consistency. This is particularly important in the current economic climate of ever-reducing budgets where an asset management approach is being taken to highway maintenance.
- 1.5 The policy first sets out the process by which the County Council will decide what new NMU routes it will adopt in future, based on criteria applied equally to all potential candidates.
- 1.6 Secondly, it addresses situations where the County Council has to decide if it will adopt recorded public rights of way not previously maintainable at public expense. It also addresses public path order diversion proposals that would result in additional maintenance liability than is currently the case, such as a change of surface material or additional length.

#### 2 Classes of public access

- 2.1 Most linear forms of public access in Cambridgeshire exist as public highways, which may or may not be maintainable at public expense, depending on their origin. However, access can also be provided by permission of a landowner, as explained at 3.3 below.
- 2.2 There are six classes of highway, ranging from public footpaths at the lowest level to carriageways at the highest:
  - **Footpath** – provides users with the right to pass and repass on foot only. A footpath is geographically separate from carriageways with adjacent footways (pavements).



- **Bridleway** - provides the right to pass and repass on foot, bicycle and horse. However, cyclists should give way to pedestrians and horse-riders.
- **Restricted byway** - provides the right to pass and repass on foot, bicycle, horse and horse-drawn vehicles in equal rights.
- **Byway open to all traffic ('BOAT')** – provides the right to pass and repass on foot, bicycle, horse, horse-drawn vehicles and all motor vehicles. However they usually have a soft surface and many are not suitable for modern vehicles.
- **Cycle track** – may carry pedestrians and bicycles, or only bicycles depending on its designation.
- **All-purpose highway** – these are principally carriageways and carry all types of traffic from Non-Motorised Users to all motorised vehicles. Carriageways are divided into A, B, C and Unclassified categories. Unclassified status includes unsurfaced 'soft' roads. Carriageways may or may not contain footways, cycle tracks or multi-user routes for pedestrians, cyclists and equestrians adjacent to the section used by vehicles. Margins can be provided in or beside a carriageway for horses or driven animals if considered necessary.

2.3 Non-Motorised User routes (NMU routes) is a generic term covering all types of public access that can be used by pedestrians, cyclists and equestrians and horse-driven carriages. They include footpaths, bridleways, restricted byways, cycle tracks, and footways and multi-user routes within the highway.

2.4 The lengths of the different classes of highway and other public access in Cambridgeshire are shown in Table 1 at Document A. The majority of the highways shown in Table 1 are maintainable at public expense. 1.8% (58km) of public rights of way are known to be not maintainable at public expense; potentially this figure is as much as 9% (291km), depending on their historic legal origin.

2.5 The length of cycle tracks is a current estimate. However, it is likely that the figure is significantly higher, because cycle routes have been created over some decades not only by the County Council, but also under agency agreements with the District Councils. They are very poorly documented, and so the extent of the County Council's potential liability is unknown. A project is underway to identify the routes.

2.6 In addition to these highways, Cambridgeshire has 641km of permissive paths (footpaths, bridleways, restricted byways and cycle routes). The majority of these are maintained privately by the landowner. However, the County Council may be liable for maintaining many of the cycle routes, depending on the agreement (see 3.3-3.4 below).

### 3 Methods by which public rights of access are created

3.1 The County Council accrues new highways through a number of different legal mechanisms. Many arise through external parties, such as developers and Central Government transport schemes. The mechanisms are shown in Table 2 at Document B.

3.2 Highways are also accrued in a number of ways through the County Council's own initiatives, including strategic transport plans and third party schemes. These are set out in Table 3 at Document B. Capital schemes (documented and approved annually in the County Council's Highway Capital Maintenance Programme (HCMP)) are often achieved through the County Council's own powers of 'build and adopt', which

technically requires no formal documentation of legal creation. Local Highway Initiatives are approved separately by Members each year, and can include NMU schemes.

- 3.3 Public access can also be provided by permission of a landowner through a formal legal agreement or 'licence' (see Table 4 at Document B). This gives local communities additional valuable facilities, whilst protecting the land from permanent rights being accrued. The majority of permissive paths are not maintainable at public expense.
- 3.4 Many of the cycle routes provided in partnership with the charity Sustrans have been achieved through permissive agreements. Some, such as the Jubilee Cycle Path along Riverside in Cambridge run over existing public footpaths, leading to a dual status and potentially differing maintenance liabilities.

#### 4 Maintenance Liability

- 4.1 Most new highways will be maintainable at public expense, but there are certain situations in which this will not be the case. These are listed at Table 5 at Document C. Diagram 1 at Document C shows the relationship of different categories of highways and their maintenance liability to the different legal systems of asset record management.
- 4.2 The tables at Document B show that the sources of public access are wide and varied. The County Council has influence over the location and design of most of these highways and permissive routes through negotiation with the parties concerned, and will accept them provided certain legal tests and technical specifications are met.
- 4.3 However, the Authority does not necessarily have control over how many highways it will accrue in a given year. This is because it is a function of many factors, such as the amount of development coming on-stream, the issues involved with each scheme, and when Central Government gives approval for major transport schemes.
- 4.4 Another factor is that landowners can apply to divert public rights of way that are not currently maintainable at public expense and, if the relevant legal tests for diversion are met, the County Council will become liable for such diverted paths. However, the burden of taking on maintenance liability is not one of the legal tests for diversions. This policy addresses this issue.

#### 5. The Asset Management approach to adoption of NMU routes

- 5.1 In order to ensure that the County Council can afford to take on new NMU routes and public rights of way that are not currently maintainable at public expense, two sets of criteria have been developed. Proposals will be assessed against the relevant criteria for the category as set out below. The criteria can be found at Document D.

##### Criteria Set 1: Adoption of New NMU Routes

- 5.2 The first set of criteria at Document D applies to all new NMU routes proposed through i) the planning and development process in negotiation with Asset Management; ii) new public rights of way proposed by landowners or other third parties outside of the development process; and iii) through all the County Council's own transport initiatives. The application of these criteria will ensure an auditable consistency of approach. It will not affect proposals negotiated with the County Council's Highway Development Management team (under section 38 and 278 Highways Act 1980 agreements).

5.3 New NMU routes covered by this policy include:

- Public rights of way
- Dedicated cycle tracks
- NMU routes within the highway
- Permissive paths and cycle routes

5.4 The criteria are based on:

- Cambridgeshire County Council's Vision as set out in its 2016-27 Business Plan outcomes:
  - Older people live well independently
  - People with disabilities live well independently
  - The Cambridgeshire economy prospers to the benefit of all residents
  - People lead a healthy lifestyle and stay healthy for longer
  - People live in a safe environment
- Statements of Action from the County Council's Rights of Way Improvement Plan policy (adopted 2006, revised 2016).
- The Cambridgeshire Health & Well Being Strategy 2012-2017
- Good practice developed over years of experience by the County Council's Cycling team and Asset Information team.

5.5 In order to be successful, a scheme must achieve a threshold score of at least 75% (see scoring notes in Document D). A Viability and Affordability criterion will mean that schemes must demonstrate that they are sustainable in terms of ongoing maintenance. Schemes that cannot demonstrate this will not pass. Project Managers will be expected to agree the Viability and Affordability score with Highway Asset Management and the relevant local highways office. Scoring for the other criteria will need to be agreed with Asset Information and the relevant Highway or ROW Officer. Solutions to enable viability include ensuring that the route is built to the County Council's Housing Estate Road Construction Specification, or offering an agreed commuted sum.

5.6 Schemes that pass will still have to undergo their relevant legal process, for example Public Path Creation Agreements and Orders through the formal Highways Act 1980 process. Schemes that are adopted via the Highways Development Management process and satisfy the relevant specification will be deemed to pass and will not be subject to the other criteria.

5.7 The criteria will also apply where it is proposed that the County Council takes on the maintenance liability of a permissive route for the life of the agreement.

#### Criteria Set 2: Public Path Diversion Order Applications

5.8 The second set of criteria at Document D applies to all public path diversion order applications under the Highways Act 1980 (HA80) and the Town & Country Planning Act 1990 (TCPA90), including like-for-like diversions; routes that are recorded public rights of way but are not currently maintainable at public expense; and packages to reorganise the network.

5.9 The criteria are based on a revised version of the County Council's Requirements for making a diversion order (previously adopted as policy in 2010), and provide an equitable means of assessing the maintenance liability that would be incurred. The

criteria consider: accessibility relating to the County Council's duty under the Equality Act 2010; the benefit to the Authority and communities from resolving long term maintenance problems; the benefit to the PROW network; and the benefit to landowners from improved land management. Applications will still have to meet all the HA80 and TCPA90 legal tests.

5.10 The criteria are split into two elements:

- Six Pass/Fail criteria relating to County Council requirements that must be met in order for an application to be considered. If an application fails one of these criteria, it fails regardless of its numerical score. Officers will then revert to the applicant to discuss their options.
- Numerically scored criteria, where a 70% threshold must be met in order for an application to be taken forward. If an application passes the Pass/Fail criteria but fails the 70% numerical threshold, it will not proceed and officers will revert to the applicant to discuss their options.

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

5.12 Cambridgeshire County Council's Public Path Order Diversion Requirements are now encapsulated in the *Criteria 2: Public Path Order Diversion Applications*. The 'Flow Chart for Public Path Order Applications' has been amended to reflect these changes (see Document E).

## 6. References

Cambridgeshire County Council - Housing Estate Road Construction Specification - [http://www.cambridgeshire.gov.uk/info/20081/roads\\_and\\_pathways/115/highways\\_development](http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/115/highways_development)

Highway Operational Standards

[http://www.cambridgeshire.gov.uk/info/20006/travel\\_roads\\_and\\_parking/66/transport\\_plans\\_and\\_policies/4](http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies/4)

Rights of Way Improvement Plan

[http://www.cambridgeshire.gov.uk/info/20006/travel\\_roads\\_and\\_parking/66/transport\\_plans\\_and\\_policies](http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies)

Local Transport Plan

[http://www.cambridgeshire.gov.uk/info/20006/travel\\_roads\\_and\\_parking/66/transport\\_plans\\_and\\_policies](http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies)

Highway Capital Maintenance Programme

[http://www.cambridgeshire.gov.uk/info/20006/travel\\_roads\\_and\\_parking/66/transport\\_plans\\_and\\_policies/4](http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies/4)

## 7. Glossary

Term	Definition
HA80	Highways Act 1980
HOS	Highway Operational Standards
LTP	Local Transport Plan

NMU Routes	Non-Motorised User Routes
ROWIP	Rights of Way Improvement Plan
PROW	Public Rights of Way
TCPA90	Town & Country Planning Act 1990
HCMP	Highway Capital Maintenance Programme

## 8. Documents

- A** Sources of highway accrual
- B** Highways not maintainable at public expense and the Relationship between highways and maintenance liability
- C** Lengths of highways and public access in Cambridgeshire
- D** NMU Adoption Criteria
- E** Public Path Order Applications Flow Chart

## DOCUMENT A

**Table 1 Lengths of highways and other public access in Cambridgeshire**

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

## DOCUMENT B – Sources of Highway Accrual and Liability

**Table 2 External sources of highway creation and associated maintenance liability**

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

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

<b>Source</b>	<b>Scheme type</b>	<b>New CCC Highway Created</b>	<b>Legal Mechanism</b>	<b>Liability</b>
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**

<b>Source</b>	<b>Scheme type</b>	<b>Type of Access Created</b>	<b>Legal Mechanism</b>	<b>Liability</b>
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

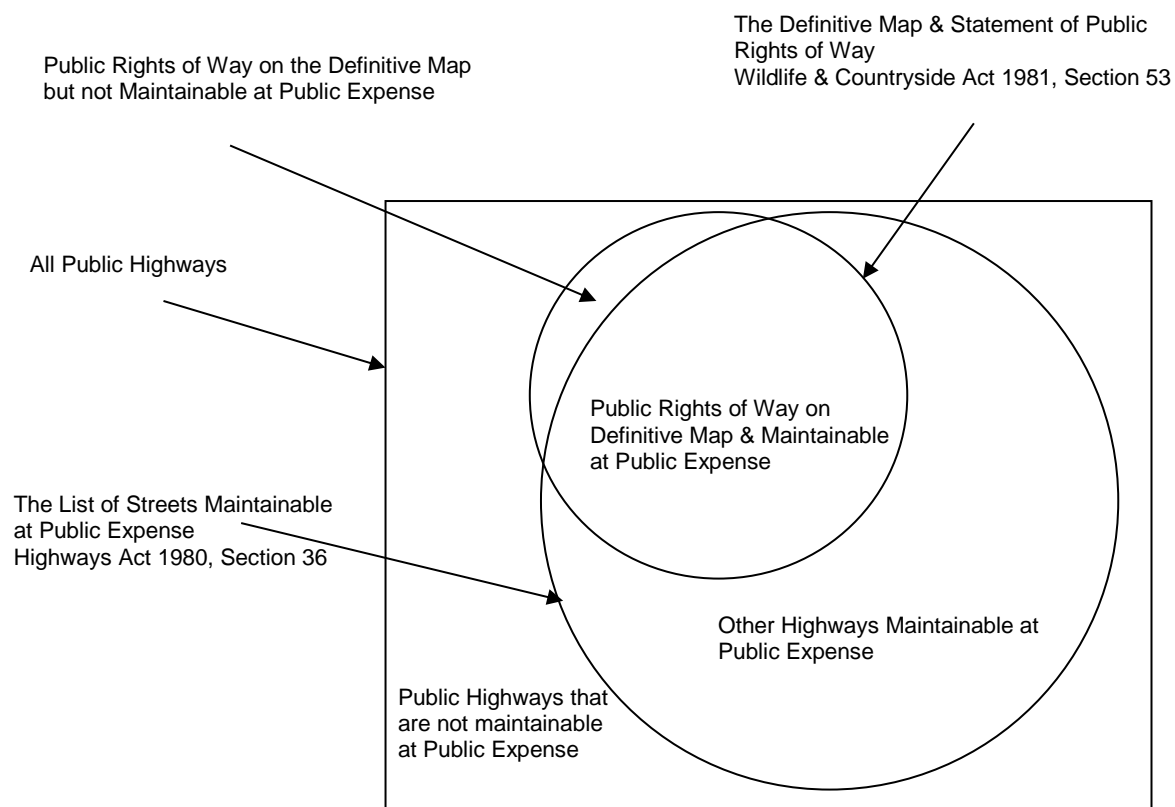


## DOCUMENT C

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

	<b>Highway created</b>	<b>Legal mechanism</b>
<b>1</b>	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
<b>2</b>	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
<b>3</b>	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
<b>4</b>	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

<b>Adoption of Non-Motorised User Routes Criteria - New Highways (All applications and Proactive)</b>					
Subject area	Criteria		Maximum available score	Scheme	Notes
	No.	Item (SOA = Statement of Action in ROWIP)			
CCC Estate Road Specification	1	Project design complies with requirements of CCC Housing Estate Road Construction Specification (PASS or FAIL only)	Pass or Fail		
Maintenance & Financial	2	Viability and Affordability (PASS or FAIL only)	Pass or Fail		
Safety	3	Mitigates conflict between potential users and different modes on an existing route, e.g. by splitting/removing one or more modes of user	3		
Connectivity & Safety	4	Provides safer road crossing and/or off-road link not currently provided for (SOA2)	6		
Connectivity	5	Provides a missing link to a wider network, supporting physical and mental well being (SOA2, SOA5)	2		
Connectivity	6	Enables a new circular route (Whole or in part) supporting physical and mental well being (SOA2, SOA5)	3		
Connectivity	7	Provides convenient access to work, education centres, health facilities and/or transport hubs	4		
Connectivity; convenience	8	Provides a sustainable transport connection (Walking, Cycling or Equestrian) with an existing or new development (SOA3)	4		
Connectivity	9	Provides convenient access for users to other local amenities (e.g. community facilities, shopping, religious centres)	3		
Equalities Impact	10	Project will benefit pedestrians	3		
Equalities Impact	11	Project will benefit equestrians	3		

Equalities Impact	12	Project will benefit cyclists	3		
Equalities Impact	13	Significant negative impact on accessibility - Equalities Act	-3		
Equalities Impact	14	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 eg. 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		
<b>TOTAL</b>			<b>47</b>		
		<b>Total as % (Threshold is 75% i.e. 35)</b>	<b>75</b>		

#### 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 eg. 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		
		<b>Total Score /30 (Pass mark 70% ie 21)</b>	<b>30</b>		

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.

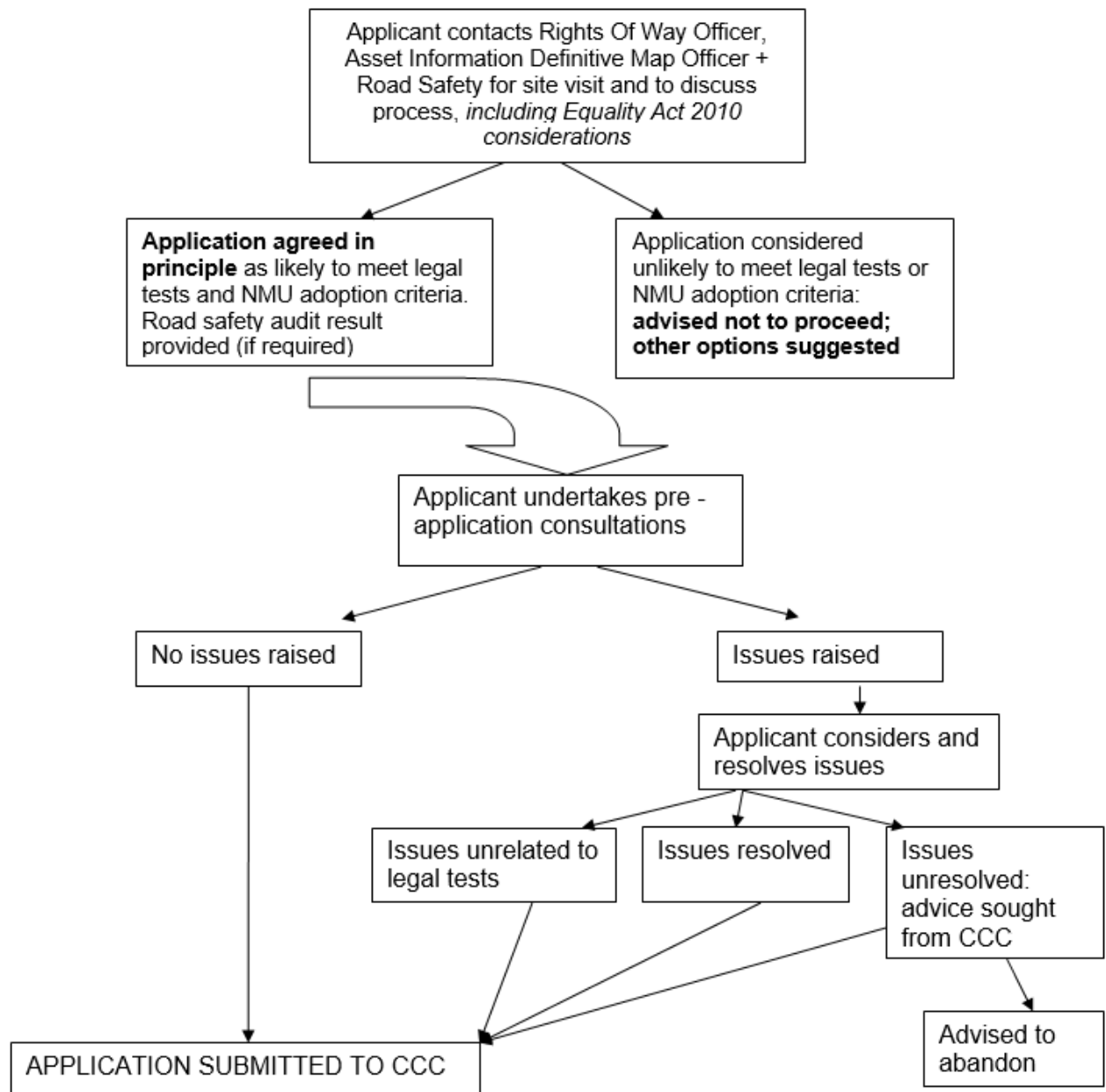
For the numerically scored criteria, a 70% threshold must be met in order for an application to be taken forward. If an application passes the Pass/Fail criteria but fails the 70% numerical threshold, it will not proceed and officers will revert to the applicant to discuss their options.



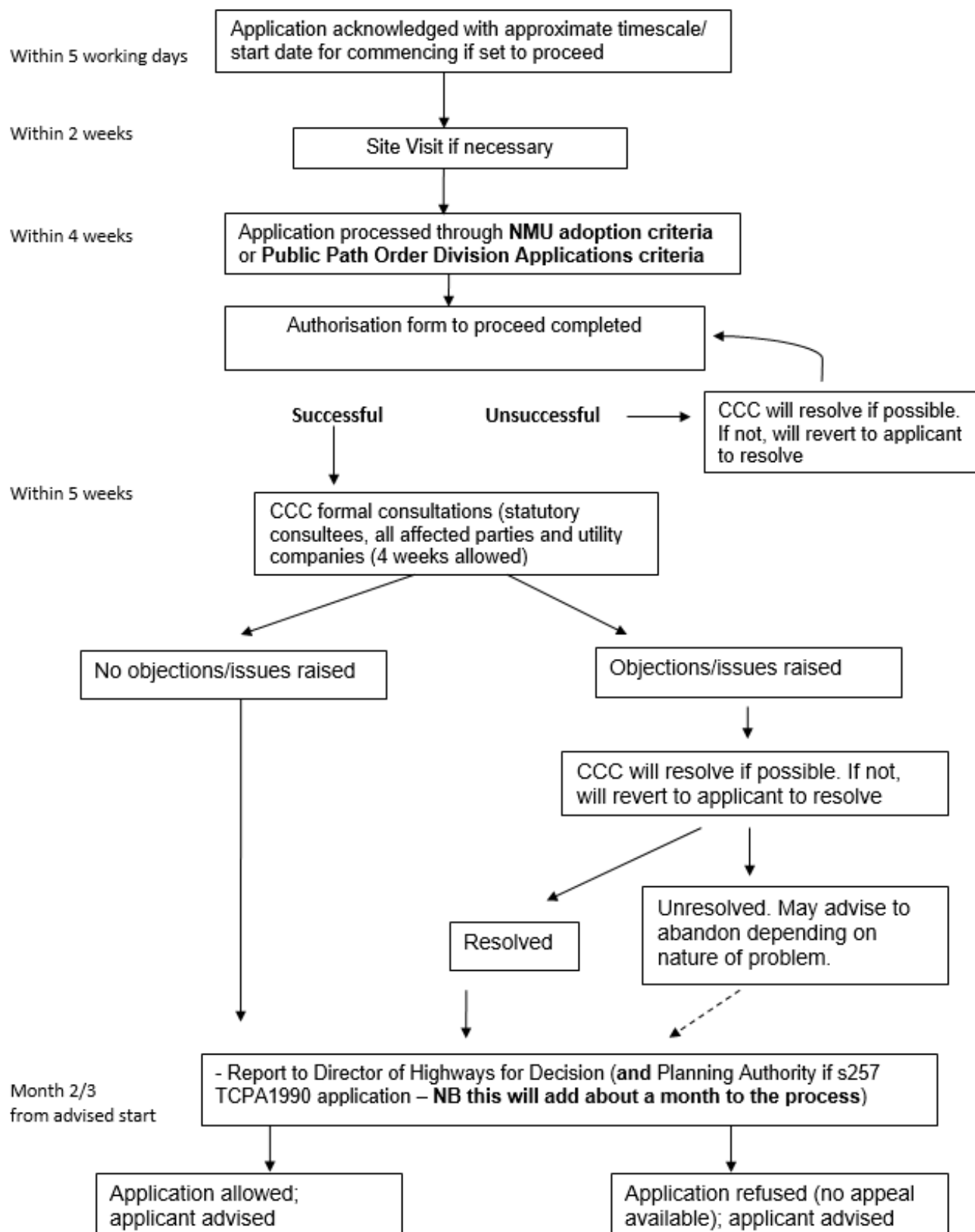
**DOCUMENT E - Cambridgeshire County Council – for Applicants**  
**Highways Act 1980 & Town & Country Planning Act 1990**  
**Public Path Order Applications:**  
**Flow chart of process**

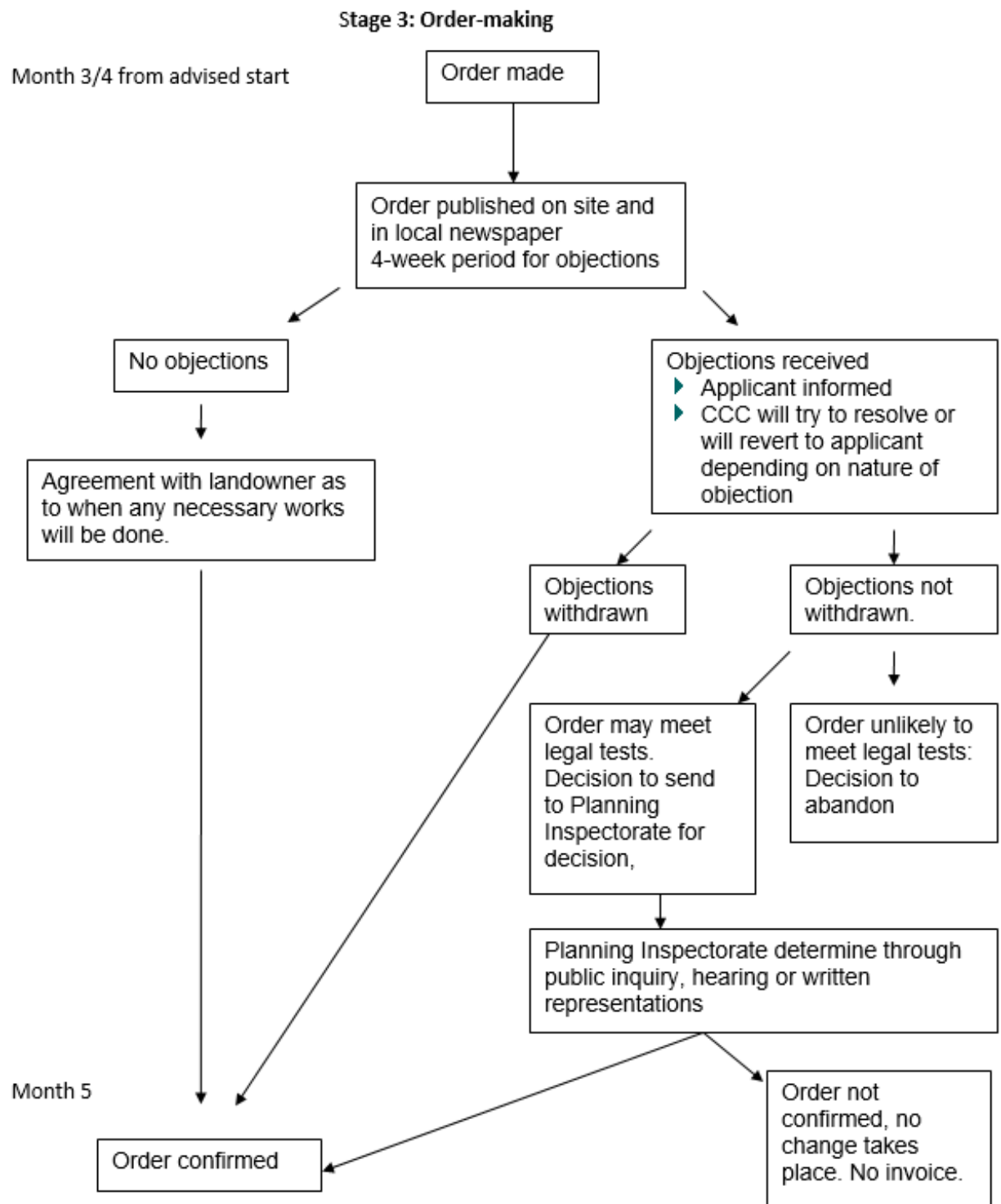
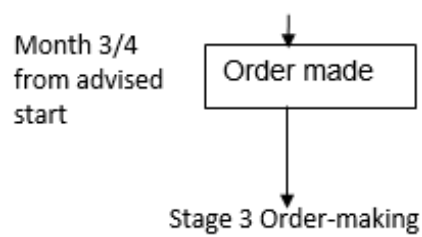
Please note that further guidance is available from NE112 - A guide to definitive maps and changes to public rights of way - 2008 Revision  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/414670/definitive-map-guide.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/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

**Stage 1: Pre-application preparations**



## Stage 2: Formal Consideration, Consultations and Decision







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.

## 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

1. All applications made under Schedule 14 to the Wildlife and Countryside Act to modify the Definitive Map and Statement will be added to the County Council's list of cases and dealt with in chronological order of receipt by the County Council unless any of the exceptional circumstances at point 3 apply.
2. Where evidence is discovered by the County Council as the Order Making Authority that the Definitive Map and/or Statement should be reviewed in accordance with its duty under section 53 Wildlife & Countryside Act 1981, the proposal will be added as a proactive case to the County Council's list of cases and dealt with in chronological order of the date on which it is agreed in writing with the Asset Information Team that the proposal should be taken forward for consideration, unless any of the exceptional circumstances at point 3 apply.
3. Prioritisation Criteria
  - a) The route concerned is likely to become permanently obstructed as a result of development;
  - b) The route has been physically obstructed, causing significant community severance, and/or the issue is contentious locally and there is Member support to prioritise it;
  - c) The documentary evidence supporting the application pre-dates 1949 and any unrecorded public rights might therefore be vulnerable to extinguishment on 1st January 2026.
  - e) Where there is a discrepancy on the Definitive Map and Statement that is causing, or has the potential to cause, a significant hardship to one or more landowners which would be resolved by the proposed order
  - f) Where there is a discrepancy on the Definitive Map and Statement that would result in a significant cost-benefit saving to the County Council.
  - g) Where the County Council has received a direction from the Secretary of State to determine an application.
3. Any request for 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.
4. For the avoidance of doubt, this Definitive Map Modification Orders Statement of Priority together with the Public Path Orders Statement of Priority replaces the Definitive Map Statement of Priorities approved on the 15<sup>th</sup> June 2010.

## **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**

1. All proposals seeking to divert, create or extinguish public rights of way will be dealt with in chronological order of receipt by the County Council unless any of the following circumstances apply. In the case of formal applications, 'receipt' means the date on which an application is received, and in the case of proactive cases, it is the date on which it is agreed with the Asset Information Team in writing that the proposal should be taken forward for consideration.

#### Prioritisation Criteria

- a) The diversion application has been submitted to enable development to take place and as such must be completed within a specific timescale as part of the planning consent.
  - b) The route is permanently obstructed and the diversion application has been made as a result of enforcement action taken by the County Council.
  - c) Where demonstrable public or community benefit is evidenced by the application and the applicant is paying all costs to the County Council.
  - d) Where evidence is brought by a Member or a CCC service that such a proposal would have significant public, community or individual benefit.
  - e) Where a creation, diversion or extinguishment has been agreed as part of a package in mitigation for a development under a section 106 Agreement, further to a request made by the County Council.
  - f) Where there is a discrepancy on the Definitive Map and Statement that is causing, or has the potential to cause, a significant hardship to one or more landowners which would be resolved by the proposed order.
  - g) Where 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.
2. 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.
  3. 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.
  4. 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 15<sup>th</sup> June 2010.

## Road Classification Policy

### Background

1. Road classification in Great Britain dates back to the 1920s and was originally used as a way of allocating grants for road maintenance and improvement. However, over the years it has developed into a way of ensuring that there is a logical, consistent road network across the country.
2. Excluding motorways, all UK roads fall into one of four classifications:
  - A Roads – major roads providing large scale transport links within and between urban areas
  - B Roads – roads intended to connect lesser areas and connect A roads to smaller roads on the network
  - Classified Unnumbered – smaller roads intended to connect together unclassified roads (see below) with A and B roads, often linking a housing estate or village to the rest of the network. Although called “classified unnumbered” in statute, most local authorities refer to these as “C Roads” and have developed their own numbering system
  - Unclassified – The remainder of the highway network, typically local roads carrying local traffic such as residential estate roads or minor rural roads serving small settlements or individual farms
3. These four classes of road form a hierarchy. Large volumes of traffic and traffic travelling longer distances should typically be using the higher classes of road, whilst smaller volumes of more local traffic should be using the lower classes of road. However, there is no fixed relationship between the various classes of road and traffic flows carried. In general, the higher classes of road will carry more traffic than the lower, but the situation will vary depending on the context. For example, a rural B road may well carry less traffic than a classified unnumbered road in urban areas. Similarly there is no minimum capacity or width associated with each class or level of maintenance (the latter being set by the maintenance hierarchy).
4. Hence, the classification of a road reflects its strategic importance in the local network, rather than the number of vehicles it carries or its width.
5. From April 2012, central government handed over greater responsibility to local highway authorities for the management of the roads classification system and the Primary Route Network (PRN). While authorities had previously done the majority of the work involved in reclassifying a road, they always needed to secure the agreement of the Department for Transport (DfT). Under the new approach, authorities are allowed to exercise this power without the need for central approval.
6. Under the new system, local highway authorities assumed new responsibilities, namely:

- the authority will manage all local classification and PRN decisions, ensuring that the network is adequately signed
  - the authority must consult with neighbouring highway authorities (including Highways England) where relevant
  - the authority must keep records and inform the National Street Gazetteer, Ordnance Survey and DfT of any changes
  - the authority should be prepared to explain its decisions if challenged, in case of appeal
7. However, the Secretary of State retains ultimate legal responsibility for road classification and the PRN, and retains the right to intervene if necessary.
8. To assist local highway authorities in their new role, DfT published the document “Guidance on Road Classification and the Primary Route Network” in January 2012. This guidance forms the basis of this document.

### The Primary Road Network (PRN)

9. The PRN designates roads between places of traffic importance, with the aim of providing easily identifiable routes across the whole of the country.
10. The PRN is constructed from a series of locations (primary destinations), which are linked by roads (primary routes) selected by the Local highway authority.
11. Responsibility for PRN will now be divided between central government and the local highway authority.
- DfT will retain the responsibility for producing and maintaining the list of primary destinations. Within Cambridgeshire, primary destinations are based upon Ceremonial Counties, Cambridge, Ely, Huntingdon, Wisbech and Peterborough. The inclusion or exclusion of individual locations is therefore a matter of DfT discretion
  - Local highway authorities are now responsible for linking primary destinations together with primary routes
12. In case of affected neighbouring authorities, any significant change such as a material impact on the route of a journey from one primary destination to another should be agreed to ensure consistency. In some cases, this will include Highways England.
13. Changes to PRN do not require public consultation or advertisement, and local authorities do not traditionally do so. An authority is free to use such measures should they wish.
14. Under EU Directive 89/460/EC, the PRN must provide unrestricted access to 40 tonne vehicles. Under this Directive, a local highway authority would be able to alter a primary route, if need be. It is however the responsibility of the authority to ensure that all infrastructure on the new primary route is of an appropriate standard.
15. The Secretary of State retains ultimate legal responsibility for roads classification and the PRN, and retains the right to intervene.



## Roads Classification

16. Responsibility for roads classification will now be with the Local Highway Authority.
17. Classifications must be set in a way that reflects the road network in their local area. Any standards therefore must be relative:
  - An 'A' road will generally be among the widest, most direct roads in an area, and will be of the greatest significance to through traffic
  - A 'B' road will still be of significance to traffic (including through traffic), but less so than an A road
  - A 'Classified' Un-numbered road will be of lower significance and be of primarily local importance, but will perform a more important function than an unclassified road
  - An 'Unclassified' road will generally have very low significance to traffic, and be of only very local importance.
18. The DfT recognises that the pressures of connectivity will, in places, mean that A and B roads will necessarily go through populated areas or sites with environmental issues. In some cases it may be necessary to select one road from several broadly similar roads for a particular classification, in order to ensure that the overall network retains coherence.
19. Road classification needs to be consistent from one authority to another and should not change classification at the boundary without a clear reason. When reclassifying a road across a local authority boundary, any change will need to be agreed by both authorities.
20. Changes to roads classification do not require public consultation or advertisement, and local authorities do not traditionally do so. An authority is free to use such measures should they wish.
21. In case of disputes, the Secretary of State retains ultimate power over roads classification.
22. The need for new or revised road classifications arise in various ways but are most commonly due to :
  - the construction of new road schemes (e.g. bypasses)
  - a change of role due to new traffic management systems, or
  - very occasionally, existing historic inconsistencies that need addressing
23. In deciding the appropriate classification to be applied to a road the starting point will be the general descriptions of each level of classification as provided in the DfT's Guidance and set out above. More specifically, the following points will be considered:
  - the strategic role the road plays in moving people and goods from one location to another. This will vary in context, particular between rural and urban areas
  - the general level of traffic and proportion of goods vehicles that the road is carrying (or expected to carry in the case of new roads)
  - any wider traffic management routeing strategies in the vicinity
  - the standard and classification of other nearby roads

### Decision Making

24. Responsibility for managing the classification of roads is with the Asset Planning Team.
25. In order to establish what changes are necessary, discussions will take place internally involving :
- the Traffic Manager's Team
  - the appropriate Project Manager in the case of new highway or traffic management proposals
  - Affected local members
26. Decisions regarding re-classifications that might have implications for a wider area or that have significant financial implications will be subject to approval by the Highways and Community Infrastructure Committee.
27. Should the proposals have any cross-border implications, then the appropriate adjacent highway authorities will be consulted prior to any decision being taken. Similarly, should there be any implications for the national Trunk Road network, discussions will be held with Highways England. Changes to roads classification do not require public consultation or advertisement.

### Record Keeping

28. All changes to road classifications (once active) will be included in the authority's monthly update to the National Street Gazetteer as required under the DfT Guidance.
29. In addition, the appropriate forms and maps will be forwarded to Geoplace who are responsible for forwarding these to DfT, Ordnance Survey and other interested parties. In addition, all relevant groups within the Authority will be notified of any changes.

### Financial Implications

30. In the majority of cases the changes are unlikely to result in a significant budgetary impact.
31. The local Highway Authority is responsible for any costs incurred in the creation of a new primary route and in changing the classification of a road, including the replacement of signs and the strengthening of bridges and other highway structures where necessary.

## Appendix M

### Vehicle Restraint Systems (Safety barriers)

This Policy applies to all vehicle restraint systems. The term safety barrier is used as a generic term for all these assets, unless otherwise stated.

Safety barriers are an important element in maintaining the safety of the highway network for road users. Objects on or near to the road can present a significant hazard to the road user and there is a clear need to ensure that they are reasonably protected. Examples of such objects would be structures, large signs, lamp columns or where there is a large difference in level near to the road edge.

This policy details following aspects relating to safety barriers:

- Condition Assessments and Inspections
- Prioritisation of Investment

#### Condition Assessments and Inspections

There are two types of checks on safety barriers, planned inspections and reactive inspections.

Planned inspections include general highway safety inspections and specific inspections on elements of the safety barrier asset.

Highway Safety Inspectors carry out visual checks to make sure that highway assets are in a safe condition as part of their routine safety inspections. This includes a coarse visual assessment ensuring that safety barrier components are not obviously broken or damaged. These inspections are carried out at intervals determined by the maintenance hierarchy of the road as defined in the relevant section of this document.

Separate service inspections of vehicle restraint systems are also undertaken. These inspections require that tensioning bolts of steel tensioned safety fencing are checked and reset to the correct torque every 3 years. In addition steel and wire rope safety fences are inspected at intervals of 5 years in respect of mounting height and integrity.

Reactive inspections are carried out in response to enquiries and generate ad hoc and emergency works orders for repair.

#### Risk based prioritisation

In prioritisation of planned works to safety barriers, an assessment of the level of risk to road users is considered based on the following:

- The categorisation of the road within the maintenance hierarchy
- What the safety barrier is protecting / the road environment of the safety barrier
- The existing collision history of the road

Carrying out the right repairs at the right time in the life cycle of the safety barrier asset is a key objective. Each site is assessed using a risk based approach and a prioritised list of improvements is produced.

#### Other significant factors affecting Safety Barrier maintenance

Damage by third parties accounts for the majority of reactive repairs. Where practicable, efforts are made to recover all costs incurred in repairing sections of accident damaged fencing or barrier.

#### Inventory Data Collection

The inventory data for safety fencing and barriers is held within the Insight database. The vehicle restraint systems in the County comprises of the following types:

- Un-tensioned single sided corrugated
- Single sided tensioned corrugated beam
- Double sided tensioned corrugated beam
- Double sided open boxed beam
- Single sided open box beam
- Flex-beam single sided
- Flex-beam double sided
- Wire Rope

Metal post are the predominant supports to the systems although timber posts are used in various locations.

Details of new installations will be added to the inventory.

#### Asset Strategy

The prioritisation of the renewal and replacement within the three year work programme will be developed using the criteria detailed previously and where appropriate nationally recognised standards.

##### Levels of Service

The following service standards relates to the County Council's aim to deliver a road network which is safe, reliable and is as fit for purpose as possible within current funding and resource constraints. These service standards represent a baseline.

- Safety Barriers will be maintained in a safe condition and in a manner appropriate to its use and location
- Redundant safety barriers will be removed aiming to reduce long term maintenance costs

## 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 devices 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 have 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 its 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.

#### Specification Details for 5 Year Visual Condition Inspections

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
Orange	Moderate corrosion
Green	None or mild corrosion



#### Overall condition RAG Rating

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

Red	End of serviceable life
Orange	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.

# Traffic Signals Design and Operational Guidance

## Purpose

This document sets out guidance on the design and operation of traffic signals within Cambridgeshire. When applying this guidance it is emphasised that a flexible approach should be adopted to allow a balanced outcome to be achieved that is consistent with transport strategy objectives.

This guidance will inform and influence any reviews of existing traffic signal installations and the design of new signal installations including those being delivered by external parties, particularly in respect of new development.

This guidance is intended to complement existing traffic signal best practice and regulation.

## General approach

As a first step in any traffic signals review or in the design of new installations, the principle of traffic signal control should be tested with alternative methods of control being considered.

Traffic signals should be configured so that signal stages and timings optimise the movement of people rather than simply the movement of vehicles. Signal timing plans should have flexibility to respond to changing modal demands throughout the day/week/season. In urban areas, traffic signal systems should have the ability to utilise air quality data to influence and inform changes in networked signal timings in response to poor air quality.

Up to date information on people movement and delays at individual junctions and crossings should be collected to inform and influence the way in which signal control is configured and operated.

## Individual transport mode considerations

### Pedestrians

Wherever practical and possible pedestrian movements across individual junction arms should be made in a single movement. All red motor vehicle stages (potentially incorporating diagonal crossing facilities) should be considered at junctions where necessary to manage high pedestrian flows.

### Pedal cyclists

Wherever practical and possible cycle movements should be:

- segregated by space or time or both from motor vehicle movements
- made in a single movement across individual junction arms.

## Buses

Local registered service bus movements should be prioritised over general traffic movements through early detection on junction approaches. At sites where buses run on conflicting routes, priority should be given to which ever bus is experiencing the greatest delay in punctuality or which ever is carrying the greatest number of passengers (implementation of this aspect will be dictated by the availability of technology to monitor timetabling and passenger levels in real time).

## Other motor vehicles

The signal review process should determine whether the retention of all current permitted movements for private motor vehicles is essential or necessary, in consideration of other transport strategies and projects. If considered appropriate, consideration could be given to restricting identified motor vehicle movements if they support and/or achieve strategic transport aims and create more opportunity to prioritise sustainable transport modes. Any proposal to restriction junction movements should be modelled to fully assess and understand the implications for access on the wider road network.

## **Road safety**

To improve road safety, injury accident data should be assessed to:

- determine the need for any changes in design or operation at existing signal sites
  - inform the design process for new signal installations.
- Perceived safety concerns for vulnerable users (pedestrians and pedal cyclists) should also be taken into account.

## **Technology and Innovation**

At all signal controlled junction/crossing the use of 'state of the art' technology should be considered to address the following key operational aspects:

Pedestrians - on-crossing detection and other aids for those with limited mobility to optimise pedestrian stage operation.

Pedal cyclists - stop line and approach detection to optimise cycle stage operation.

Buses - the ability to detect buses early to optimise the prioritisation of bus movements for registered local service buses (with the ability to access real time bus timetabling and passenger levels to prioritise conflicting movements).

Pollution – the ability to factor in air quality data in real time to influence and inform the optimisation of signal timings

General traffic - the ability to optimise general traffic movements on a network/ corridor basis.

Whilst traffic signal designs and operations need to be consistent with current Department for Transport (DfT) regulations, the design and/or review process should aspire to test and adopt innovative approaches through DfT approved trials.

## **Application of guidance**

The way in which this guidance is applied to individual junctions and crossings needs to take into account their location and role within the road hierarchy to ensure consistency with strategic aims and to achieve a pragmatic balance between competing movement demands.

Therefore, the degree to which sustainable transport mode movements are prioritised over motor vehicle movements could be expected to be more significant on routes within city and town centres than on the ring roads / arterial routes.

## **Street Lighting Policy**

### **1. Introduction**

- 1.1. This policy outlines the basic principles and standards for street lighting and illuminated signage in Cambridgeshire.
- 1.2. The term “street lighting” encompasses lighting and all other items of illuminated street furniture provided on the public highway (whether or not adopted by the Council), except traffic signals and electrically operated vehicle information signs. The County Council is responsible for circa 52,000 streetlights, 3000 illuminated signs and 2298 illuminated bollards, on highways maintainable at public expense across the county.
- 1.3. Well designed and installed public lighting which is effectively maintained and operated contributes to:
  - Improving safety
  - Improving commerce
  - Improving the night scene
  - Making sustainable and non-motorised transport more attractive and friendly
  - Reducing energy costs and consumption

### **2. Legislation**

- 2.1 In accordance with the Highways Act 1980, there is not a statutory requirement for local authorities to provide public lighting. Councils do, however, have the power to provide lighting for any highway or proposed highway for which they are, or will be, the Highway Authority.
- 2.2 Under the Highways Act 1980, Health and Safety at Work Act 1974 and Electricity at Work Regulations 1989 the Council has a duty to maintain its assets in a safe condition.
- 2.3 The Council is required by law to provide specific traffic signs and bollards in accordance with the Traffic Signs and General Directions, some of which must illuminated.
- 2.4 Under the Highways Act 1980, Health and Safety at Work Act 1974 and Electricity at Work Regulations 1989, the Council has a duty to maintain these where provided. However the Council will remove illumination from signs and bollards where it is deemed appropriate following compliance and safety checks.
- 2.5 Well Managed Highways Code of Practice has also been reviewed, as part of this process.

### **3. Street Lighting Maintenance**

- 3.1 In July 2011, a 25 year Private Finance Initiative (PFI) contract commenced between Cambridgeshire County Council and Balfour Beatty. This PFI contract permits Balfour Beatty to carry out vital improvements and maintenance to County Council owned street lighting on behalf of Cambridgeshire County Council. These include the following:

#### **a) Maintenance Requirements**

To provide effective pro-active maintenance, electrical inspection and reactive maintenance the County Councils service provider will:

- Maintain a cyclical maintenance regime for lighting installations that ensures the assets' correct operation and light output, minimises failures and maximises the life of the assets
- Assess installations for structural and electrical safety.
- Manage the risk of structural failure by inspecting the columns regularly and accurately recording their condition.
- Inspect and maintain street furniture to comply with Electricity at Works Regulations 1989
- Operate a reactive maintenance service, making safe electrical hazards and repairing faults in appropriate timescales

#### **b) Emergency Works**

- The County Councils service provider will provide at all times competent staff and suitable equipment to respond to an emergency call-out location within 1 hour from receipt of the instruction to attend.

#### **c) Fault Detection**

Faulty lighting equipment will be identified by the following methods:

- Reported by the public
- Via the reporting function of the County Councils central management system (CMS).
- Reported by the service provider's night time inspection team (for areas not covered by the CMS system).

### **4. Environmental Impact**

- 4.1 The County Council is committed to meeting the challenges of climate change and enhancing the natural environment therefore all Council policies and strategies must consider this where relevant.

- 4.2 Street Lighting policies ensure all new and replacement Street Lighting is:
- Energy efficient and effective
  - Complies with British and European Standards
  - Designed and manufactured to a high quality
  - Minimising the requirement for new equipment by re-using materials where possible e.g. sign faces and photo cells
- 4.3 Design of new or replacement lighting schemes ensure that the following are considered:
- Appropriateness, thus avoiding the installation of unnecessary lighting wherever possible.
  - Environmental issues such as light spillage and intrusion.
  - Impact on wildlife. Cambridgeshire County Council aims to be consistent with the requirements of the Natural Environment and Rural Communities Act 2006.

## **5. Attachments**

Please refer to Appendix P: Street Lighting Attachments Policy

## **6. Light Sources**

PL-L – (Fluorescent lamp) Residential areas

SON – (High Pressure Sodium lamp) Traffic routes

CPO – CosmoPolis (Ceramic Metal Halide Lamp) - Residential areas/Traffic Routes

For new installations street lighting lanterns using a LED (Light Emitting Diode) light source will be specified.

LED lighting has been selected for use in new street lighting installations for the following reasons:

- Energy saving – LED's use considerably less energy than conventional lamps.
- Maintenance savings/Health and Safety benefit – Due to the greater lifespan of LED's (Expected life is in excess of 25 years) there is a reduction in the time spent by maintenance operatives on live carriageways, compared with replacing conventional lamps.
- Reduction of light pollution, intrusion and trespass due to the well-controlled light output from LED lanterns.

## 7. Lighting Operating times and Dimming levels

The table below shows the different lighting levels and dimming times for street lights owned by Cambridgeshire County Council.

Road Type	Dimming Regime/Lighting Levels
<b>Traffic Routes</b>	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
<b>Residential/Public Areas</b>	Dimmed between the hours of 22.00 and 06.00 by 40% Lamp light output to give 60% light output.

## 8. Maintenance Fault Repair Timescales

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

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

Maintenance Fault Type	Response Time/Target
<b><u>Emergency Fault</u></b> (this covers anything which is a danger to the public) including: <ul style="list-style-type: none"><li>• Street lighting column door off</li><li>• Street light Lantern Hanging</li><li>• Street lighting column Hit by a Vehicle / Column Knockdown</li><li>• Bollard (illuminated) knocked down (danger to public)</li><li>• Belisha Beacon (Zebra Crossing lights) Fault</li><li>• School crossing warning lights failures</li><li>• Smoke from unit</li></ul>	<b>1 Hour Response</b>
<b><u>Urgent Faults:</u></b> <ul style="list-style-type: none"><li>• Section Out – 3 or more lights out of lighting in a row in a road/street</li><li>• Bollard (illuminated) knocked down / Vandalised</li><li>• Bollard (illuminated) missing</li><li>• Only one streetlight in road/street (unit out of lighting fault)</li></ul>	<b>24 Hour Response</b>



<ul style="list-style-type: none"> <li>• After crime or serious concern to residents (unit out of lighting fault)</li> </ul>	
<b>General Faults:</b> <ul style="list-style-type: none"> <li>• Street Light is out of lighting</li> <li>• Street Light is dim</li> <li>• Light is flashing or Flickering</li> <li>• Street Lighting column is leaning</li> <li>• Lantern needs to be replaced</li> <li>• Street Lighting Column and Lantern need to be replaced (Cambridgeshire County Council owned electricity supply cable)</li> <li>• Removal of offensive/non-offensive graffiti</li> <li>• Sign plate damaged/Sign plate twisted</li> </ul>	<b>5 Working Day Response</b>
<b>Faults which require joint working with the electricity Distribution Network Operator (UK Power Networks) which include:</b> <ul style="list-style-type: none"> <li>• Street Lighting Column and Lantern need to be replaced (UK Power Network owned electricity supply cable)</li> <li>• Electricity supply cable faults (UK Power Network owned electricity supply cable)</li> </ul>	<b>30 Working Day Response</b>

## 9. Part Night Lighting

At Present there is no part night lighting (switching off street lights for periods of time during the hours of darkness) in operation for street lights owned by Cambridgeshire County Council.

## 10. Developments and new lighting requirements

The Council will provide a developers specification, aligned with this policy, to achieve sustainable lighting installations on new building developments. Once completed, new lighting will be formally adopted by Cambridgeshire County Council. Developers and new lighting design specification is available on our web site.

## 11. Future Strategy

Cambridgeshire County Council will seek to continue to reduce energy and CO2 emissions whilst providing an appropriate level of lighting.

The Council will assess technological developments and innovation, in order to deliver effective efficiency improvements whilst delivering a street lighting service which offers value for money and safer outcomes to the travelling public.

## **12. Contact Details for Faults/Repairs and General Enquiries.**

If you wish to report one of our street lights not working or have any other concerns about our streetlights, please go to Balfour Beatty's fault reporting web page at:

<http://www.lightingcambridgeshire.com/contact-us/report-fault.htm>

Or contact their office on 0800 7838247 between 9am and 5pm Monday to Friday.

If you have any general enquiries regarding the PFI contract or street lighting please contact Balfour Beatty at: [enquiries@lightingcambridgeshire.com](mailto:enquiries@lightingcambridgeshire.com) or by:

**E-mail:** [enquiries@lightingcambridgeshire.com](mailto: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.

## **Street Lighting Attachments Policy**

### **1. Scope**

This document gives details of the procedures that shall be followed in relation to installing seasonal decorations (such as Christmas decorations, hanging baskets and banners) and other attachments such as but not limited to (CCTV cameras, WIFI equipment and public transport information) on Cambridgeshire County Council (CCC) street lighting columns. This policy also applies to the installation of catenary or suspension infrastructure across the public highway which is to be attached to street lighting columns.

The attachment of any equipment to CCC owned street lighting columns requires consent from the Council, as Highway Authority.

Where persons or organisations wish to install display items on or above the public highway, consent will be required from the Highway Authority in accordance with Section 178 of the Highways Act 1980.

**Cambridgeshire County Council aspires to grant an application but as a responsible authority it has a duty of care to maintain safe passage for all users of the public highway and with this in mind CCC would request that this policy is read carefully. Therefore permission for attachments to be installed may not be able to be granted in all instances.**

### **2. Background**

A variety of attachments are installed on lighting columns throughout the county. Whilst these may not be owned or controlled by the Highway Authority, such attachments may cause an interference with use of the public highway and the Highway Authority has statutory powers to control their deployment.

Any additional structural load imposed on a lighting column, which includes catenary wires increases the risk of failure. As such all applications to make an attachment onto a lighting column need to be assessed individually to ensure that its safety and structural integrity is not compromised.

The Highway can include the carriageway, footway and any verge. The term “banner” may include “temporary advertising board or notice”. Attachments include:

- Illuminated and non-illuminated decorations erected for Christmas and other religious celebrations
- Illuminated and non-illuminated decorations erected for festivals and other celebrations
- Flower Decorations including fixed and hanging floral displays
- Illuminated and non-illuminated advertisements

- CCTV cameras
- Signs including those used for advertising as well as public information
- Public transport information
- WIFI equipment
- Litter bins
- Speed indication devices
- Variable message signs
- Any other temporary or permanent fixtures

### **3. General Terms and Conditions**

**This policy applies to the attachment of any equipment to CCC owned street lighting columns. (Please note the General Terms and Conditions apply to all attachments including suspension infrastructure (catenary decorations, or similar), and further conditions can be found in section 5)**

The completed application form and associated paperwork should be submitted to CCC a minimum of 12 weeks prior to the proposed installation start date.

When an application to erect banners is submitted only the following will be considered:

- Advertisement is non-commercial unless covered by a separate formal agreement with Cambridgeshire County Council.
- For a local charity or local community event.
- Non-political.
- Will not cause public offence.
- Does not suggest bias on behalf of the council.
- Does not distract drivers using the highway at complex junctions/ locations with high traffic accident rates.
- Affect the integrity or reputation of the council etc.

### **4. Fees and Charges**

Fees will be levied to commercial organisations only, fees ~~contained in Table 1~~ 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 0.3m<sup>2</sup>).

**Table 1— Technical approval check and Street Lighting Inventory records update.**

<b>Process</b>	<b>Fee</b>
<b>Cambridgeshire County Council Checks</b>	<b>£47.55</b>
<b>Balfour Beatty Checks</b>	<b>Fee Payable (Excludes VAT).</b>
<b>1-5 standard attachments in a single application:</b>	
Technical Approval Check fee	£13.25 to review application.
Street Lighting Inventory records Update fee	£8.85 for system administration for units covered by application.
<b>6-10 standard attachments in a single application:</b>	<b>Fee Payable (Excludes VAT).</b>
Technical Approval Check fee	£26.50 to review application.
Street Lighting Inventory records Update fee	£17.70 for system administration for units covered by application.
<b>10+ attachments in a single application</b>	<b>Fee Payable (Excludes VAT).</b>
Technical Approval Check fee	£26.50 + £1.75 per additional attachment to review
Street Lighting Inventory records Update fee	£17.70 + £1.25 per additional attachment for administration
<b>Banners</b>	<b>Fee Payable (Excludes VAT).</b>
Technical Approval Check fee	£13.25 to review for the first banner in a single application. Plus £4.50 for each additional banner per application.
Street Lighting Inventory records Update fee	£1.75 per unit for administration for banners covered by application.

## 5. Requirements

Cambridgeshire County Council will confirm the License Application/Technical Checking/Inventory Update fees following the submission of the application. The following shall apply to all applications:

- a Any licence shall only be granted to the individual or body acting as an operator. It cannot be transferred to any other person or body. No seasonal decorations or other attachments should be installed on or attached to any CCC owned lighting columns without permission granted through the licensing procedure. CCC shall issue a formal licence indicating the conditions under which such apparatus may be erected.
- b All licences for seasonal decorations and temporary attachments shall last for the period of the installation up to a maximum of 12 months. Licences issued for permanent attachments will be granted for a period of 5 years, with licenses for local authority attachments being automatically re-issued upon receipt of a new license application, however CCC will reserve the right to withdraw any licences

granted. If a permanent attachment is replaced or altered at any time or if the actual lighting column is replaced a new licence will need to be submitted.

- c The applicant is responsible for the management and maintenance of the attachment throughout the life of the installation. Any attachments will be subject to the time limit and other conditions specified within the licence and upon expiry of the licence the attachment must be removed. Cambridgeshire County Council should be informed as soon as temporary or permanent attachment is removed.
- d Any person fixing or placing any apparatus on or above the public highway without the consent of the Highway Authority, or commits a breach of the following conditions, is open to possible prosecution, and the offending equipment, fixtures and fittings will most likely be removed forthwith, at the applicants expense.
- e The applicant, and any successors in title, will indemnify CCC and its Service Providers or Councils contractor, as the Highway Authority, against any liability, loss, claim or proceeding whatsoever arising under the Statute, or Common Law, in respect of the placing, lighting, and maintaining of the equipment over the highway, or its removal there from. The minimum sum covered by the policy is to be £10 million for any one event.
- f Any installation which overhangs the Highway, unless otherwise agreed to, shall (where vehicle access is permitted) have a minimum clearance of no less than 5.8 metres over the carriageway or footway and no less than 2.5 metres over the footway (where the apparatus shall not encroach within 450mm from the edge of the carriageway).
- g No attachment shall hinder the normal maintenance of the highway structure concerned or use of the public highway. Should the installation be deemed unsafe, any part or all of the apparatus may be removed, without notice by CCC or the Council's contractor and any costs incurred in this process shall be charged to the applicant. Fixtures should not obstruct the unit identification number or street light access door.
- h Unauthorised and non-approved attachments will be removed, without notice by CCC or the Council's contractor and any costs incurred in this process shall be charged to the perpetrator.
- i Any damage caused to CCC equipment as a result of the applicants activities must be immediately reported to CCC. It is the intention of CCC to recover any costs from the applicant for rectification of the damage caused.
- j CCC and its Service Providers or Councils contractor will not accept any responsibility for vandalism or accident damage to the applicant's installation.

The following shall apply to seasonal decorations (including banners and flower baskets) attached to lighting equipment:

- a No banners, flags or catenary wires shall be erected between two or more lighting column, unless the columns have been specifically manufactured and designed for this purpose.
- b All temporary fixings used to attach the decorative festive lights or flower baskets must be removed at the end of the licence period (Licence Period is for the length of the column life) and shall be designed and installed, not to damage the units coating.
- c Power supplies to decorative fittings shall not be derived from adjacent buildings or structures.
- d No installation shall be permitted where it may be in conflict with any adjacent traffic signal system.

#### Other permanent or temporary attachments

In general, street lighting columns can only accommodate a sign plate no greater than 0.3m<sup>2</sup>; older columns may not be able to accept such additional loading (please see further details in section 6). No advertising signs shall be attached to lighting columns except where recognised organisations have been granted permission by the Highways Authority. Unauthorised and non-approved advertising signs will be removed, without notice by CCC or the Council's contractor and any costs incurred in this process shall be charged to the perpetrator, in line with the Council's Enforcement Policy.

### **6. Electrical Terms and Conditions**

All persons undertaking electrical work shall be competent and qualified to undertake the said works required, and using equipment to a standard, as required for permanent installations, even though the installation may be temporary. The minimum competency requirements are noted below:

- City & Guilds 2382 18th Edition Wiring Regulations
- G39 Level 1
- Electro technical Certification Scheme (ECS) Health and Safety Assessment
- NICEIC registration for Street Lighting

It is recommended that a contractor registered under the Highways Electrical Registration Scheme (HERS), which is a requirement of the National Highways Sector Scheme 8 (NHSS8), is appointed to carry out the work. Contractors registered will have obtained the appropriate competencies to carry out works on street lighting.

If it is proposed to mount appropriate external sockets on to lighting columns in order to install attachments, details of such shall be provided with the application.

A suitable time control mechanism, agreed with CCC, separate to the CCC street lighting timing mechanisms, shall be incorporated by the Contractor to provide control over the lighting hours of the decoration (and any other attachments if necessary).

Any tungsten festoon lamp holders used shall be vulcanised and moulded onto the outer sheath of the cable and shall preferably be suitable for Edison Screw lamps. No 'pin prick' type lamp holders are to be used, unless applied by a purpose designated machine that ensures proper connection and an Ingress Protection (IP) sealing to IP66.

Any decoration or attachment containing flashing red, yellow or green lamps shall not be erected within 10 metres of traffic signals, light controlled pedestrian crossings or zebra crossings.

Power supplies to decorative festive lights and any other attachments should not be derived from adjacent buildings, but from within the street lighting column acting as the support. Where unavoidable remote power supplies are used, both the attachment and any supply wiring, at regular intervals along the cable and at appropriate positions, must be labelled with the location of the isolation point.

Arrangements shall be made with a suitable energy supplier for payment of charges in relation to energy consumption. A copy of the written energy agreement, between the applicant and their energy supplier, shall be included with the application.

Each installation shall be tested to British Standard BS7671: 2018 and the electrical test certificates and test results passed to Cambridgeshire County Council on the day following installation.

## **7. Catenary decorations**

The applicant shall supply a scale plan which clearly identifies the location of the proposed catenary decorations to be erected. The details and dimensions of the actual decorations being proposed will also need to be submitted for approval. Decorations/equipment outside the highway boundary but linked (e.g. an electrical connection) to those within the highway, shall be erected to the same standards, in all respects.

The applicant shall ensure all anchorage points, fixed to walls or other apparatus have been chosen to avoid damage to the wall/apparatus, and provide secure anchorage, and confirmation of permission shall be included from the property owners in the application.

A Structural Engineers report should be included in the application, confirming the structural adequacy of the proposed suspension infrastructure, including anchors/catenary wires.

For catenary wires and its associated equipment the applicant shall include current details of:



- Annual visual inspections by a Competent Person
- Structural testing results every 3 years, by a Competent Person
- Catenary wires replacement every 10 years, or earlier, dependent on condition or use

## **8. Application Procedure**

For equipment being sited on highway furniture, CCC requires assurance that its structural integrity shall not be compromised. This assurance may need to come in the form of a structural survey for the proposed lighting column. Depending on the attachment type and lighting column a structural survey might be necessary, Cambridgeshire County Council will advise on this matter following the submission of an application. Should a structural survey be required, please contact CCC's Street Lighting partner, Balfour Beatty Living Places who will advise which company should be used to carry out this structural survey report to confirm the structural adequacy of a particular lighting column and individually assess whether proposed attachments may compromise structural integrity.

The details of the proposed attachment, its position, height, and method of fixing shall be included in the application using the forms provided on the online application process.

The following documentation should be submitted (if appropriate):

- a** Application Form to be submitted a minimum of twelve weeks prior to installation.
- b** All technical information, dimensions and details of each installation, including the completed relevant information sheet.
- c** A completed checklist.
- d** Evidence of public liability insurance (min £10m)
- e** A location plan and the unit identification number(s)
- f** Copy of the energy agreement (UMSO agreement)
- g** Evidence of competency (all persons shall be G39/1 approved if entering a lighting column this includes any switching ceremony)
- h** A statement of conformity for the complete installation, in accordance with BS 7671 (Test certificates to follow upon installation)
- i** Installation of, and access to, seasonal decorations and attachments for maintenance and subsequent removal shall, be carried out from a suitable working platform operated by a competent person (No ladders)

- j Details of arrangements for protection and segregation of the public, including plans/schedules showing signing and guarding, to Chapter 8 of the Traffic Signs Manual (NRSWA accredited)
- k Complete risk assessment (from installation to removal)
- l Installation method statement
- m A structural survey report (please contact CCC to establish whether this will be required and which company should be used to carry out this structural survey report if required).
- n Structural Engineers' report for proposed suspension infrastructure
- o Scale plan for proposed suspension infrastructure
- p Banner Details for wording and Graphics
- q Detailed electrical details for supply source, circuit protection and inspection certificates (on the day following installation.)

## **7. Legislation, Regulations and Codes of Practice**

In addition to this code of practice, the attachment, installation and removal of the seasonal decoration shall comply with:

- The current edition of the County Surveyor Society - County Surveyors Society Code of Practice for the Installation, Operation and Removal of Seasonal Decorations; and the ILP Laser, Festival and Entertainment Lighting Code.
- Institution of Lighting Professionals Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments. Professional Lighting Guide 06.
- The Management of Health and Safety at Work Regulations 1999.
- Health and Safety at Work Act 1974
- The Electricity at Work Regulations.
- BS7671: 2018 (18th Edition of the IEE Wiring Regulations).
- The Safety Code of Practice G39: Electrical Safety in the Planning, Installation, Commissioning and Maintenance of Public Lighting and Other Street Lighting.

Please provide this information to Cambridgeshire County Council, Street Lighting, by filling out the application form online:

[Street.Lighting@cambridgeshire.gov.uk](mailto: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](mailto:street.works@cambridgeshire.gov.uk)). It is the responsibility of the applicant to ensure that they have all of the necessary consents.

## Appendix Q

### Highway Maintenance Revenue Budget Allocation

The 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.

Combined weighted 70/30 condition for budget allocation	
Area	% of budget
East Cambridgeshire	18.4%
Fenland	21.5%
Huntingdonshire	24.4%
Cambridge	13.1%
South Cambridgeshire	22.6%

## Appendix R

# Highway Capital Maintenance Programme

## Cambridge City

Carriageway & Footway Maintenance including Cycle Paths							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Matt Staton							
Various	Cambridge	City Centre	Various streets in City centre area	Footway repairs	£ 120,000	£ 120,000	£ 120,000
Unc	Cambridge	The Westering/The Homing/Meadowlands	Footways in the estate - Phase 1 of 2	Footway repairs	£ 90,000	-	-
C280	Cambridge	Mill Road	From Brookfields	Footway repairs	£ 44,000	-	-
A1309	Cambridge	Hauxton Road (dual section)	Approach to roundabout - south bound only	Carriageway resurfacing	£ 191,949	-	-
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	-	£ 260,000	-
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
					£ 445,949	£ 660,000	£ 390,000
Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Jon Clarke							
Unc	Queen Ediths	Almoners Avenue	Queen Ediths Way to End	Micro Asphalt	inc		
Unc	Queen Ediths	Beaumont Crescent	Whole Length	Micro Asphalt	inc		
Unc	Queen Ediths	Beaumont Road	Whole Length	Micro Asphalt	inc		
Unc	Queen Ediths	Chalk Grove	Whole Length	Micro Asphalt	inc		
Unc	Queen Ediths	Heron's Close	Whole Length	Micro Asphalt	inc		
Unc	Queen Ediths	Netherhall Way	Whole Length	Micro Asphalt	inc		
Unc	Queen Ediths	Tillyard Way	Whole Length	Micro Asphalt	inc		
Unc	East Chesterton	Cam Causeway	Whole Length	Micro Asphalt	inc		
Unc	West Chesterton	Cheney Way	Whole Length	Micro Asphalt	inc		
Unc	West Chesterton	Bourne Road	Whole Length	Micro Asphalt	inc		
Unc	West Chesterton	Fairbairn Road	Whole Length	Micro Asphalt	inc		
Unc	West Chesterton	Long Reach Road	Whole Length	Micro Asphalt	inc		
Unc	Romsey	Brackyn Road	Whole Length	Micro Asphalt	inc		
Unc	Petersfield	Tenison Avenue	Tenison Road to Lyndewode Road	Micro Asphalt	inc		
Unc	Abbey	Howard Road	Whole Length	Micro Asphalt	inc		
Unc	Abbey	Dudley Road	Whole Length	Micro Asphalt	inc		
Unc	Abbey	Egerton Road	Whole Length	Micro Asphalt	inc		
Unc	Abbey	Egerton Close	Whole Length	Micro Asphalt	inc		
Unc	Abbey	Headford Close	Whole Length	Micro Asphalt	inc		
Unc	Abbey	Howard Close	Whole Length	Micro Asphalt	inc		

Unc	Romsey	Perne Avenue	Whole Length	Micro Asphalt	inc		
Unc	Romsey	Langham Road	Whole Length	Micro Asphalt	inc		
Unc	Romsey	Gisborne Road	Whole Length	Micro Asphalt	inc		
Unc	Queen Ediths	Mander Way	Whole Length	Micro Asphalt	inc		
Unc	Romsey	Lichfield Road	Whole Length	Micro Asphalt	inc		
Unc	Queen Ediths	Strangeways Road	Whole Length	Micro Asphalt	inc		
Unc	West Chesterton	Anglers Way	Whole Length	Micro Asphalt	inc		
Unc	West Chesterton	Izaak Walton Way	Whole Length	Micro Asphalt	inc		
Unc	West Chesterton	Lents Way	Whole Length	Micro Asphalt	inc		
Unc	West Chesterton	Mays Way	Whole Length	Micro Asphalt	inc		
Unc	Queen Ediths	Spalding Way	Queen Ediths Way to Godwin Way	Micro Asphalt	inc		
Unc	Kings Hedges	Jolley Way	Whole Length	Micro Asphalt	inc		
<b>Footway Slurry Sealing - Funded from Carriageway &amp; Footway Maintenance</b>							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
<b>Contact Officer: Jon Clarke</b>							
Unc	Cambridge	Abbots Close	Footways	Slurry seal footways	inc	-	-
<b>Bridge Strengthening</b>							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
<b>Contact Officer: Gareth Guest</b>							
N/A	Cambridge	Carter Bridge	Footbridge	Provisional contribution to DfT scheme	£ 545,997	-	-
A1134	Cambridge	Newmarket Road	Barnwell Railway Old Bridge	Arch repair	£ 382,198	-	-
C281	Cambridge	Brooklands Ave	Brooklands Ave Bridge	Strengthen bridge deck	-	-	£ 545,997
					<b>£ 928,195</b>	<b>£ -</b>	<b>£ 545,997</b>
<b>Traffic Signal Replacement</b>							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
<b>Contact Officer: Richard Ling</b>							
A1307	Cambridge	Hills Road	Near Red Cross Lane	Refurbish signals at crossing	£ 60,028	-	-
C291	Cambridge	Jesus Lane/Park Street/Malcolm Street	At junction	Refurbish signals at junction	£ 36,017	-	-
C296	Cambridge	Trumpington Street	Near Labs (zebra)	Refurbish signals at crossing	£ 24,011	-	-
C279	Cambridge	Green End Road	Near Kendel Way	Refurbish signals at crossing	£ 24,011	-	-
A1303	Cambridge	Madingley Road	At Lady Margaret Road	Refurbish signals at junction	-	£ 262,465	-
A603	Cambridge	Barton Road	At Grantchester Street	Refurbish signals at junction	-	-	£ 241,477
A1134	Cambridge	Perne Road	At Brookfields	Refurbish signals at junction	-	-	£ 210,085
					<b>£ 144,068</b>	<b>£ 262,465</b>	<b>£ 451,563</b>

## East Cambridgeshire

Carriageway & Footway Maintenance including Cycle Paths							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Matt Staton							
A1123	Haddenham	West End	From village	Footway improvements, various sections, inc kerb improvements	£ 85,000	-	-
B1382	Prickwillow	Pudney Hill Road	Worst sections from village to national speed limit, Willow Farm to Bridge	Carriageway reconstruction	£ 900,000	-	-
Unc	Little Thetford	Various	Throughout village	Drainage investigation/improvements	-	inc	-
A10	Stretham		Along houses past roundabout to garage	Drainage investigation/improvements	-	inc	-
Unc	Haddenham	Cherry Orchard	Estate footway	Footway resurfacing	-	£ 40,000	-
C134	Ely	Branch Bank / Padnell Bank	From Littleport to Queen Adelaide	Carriageway strengthen/overlay	-	£ 335,000	-
Unc	Ely	Queen Adelaide Way	From A142 north - two sections	Carriageway reconstruction	-	£ 565,000	-
C315	Littleport	Station Road	Approach to railway crossing	Footway resurfacing	-	-	£ 85,000
A1123	Haddenham	Hillrow Causeway	Section near Earith	Carriageway reconstruction	-	-	£ 594,000
B1381	Sutton	Chain Causeway	South of Sutton	Carriageway reconstruction	-	-	£ 167,000
					£ 985,000	£ 940,000	£ 846,000
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 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Jon Clarke							
A142	Sutton	Mepal Bypass	Mepal viaduct to Ely Road roundabout	Surface Dressing	inc		
C144	Isleham	Beck Road	Isleham speed limit to County boundary	Surface Dressing	inc		
B1102	Burwell	Ness Road	Burwell speed limit to A142 roundabout	Surface Dressing	inc		
Unc	Stuntney	Steward Close	Whole Length	Micro Asphalt	inc		
Unc	Stretham	Meadowcroft	Whole Length, both sections	Micro Asphalt	inc		
Unc	Littleport	Monkswood	Wisbech road to End	Micro Asphalt	inc		
Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Jon Clarke							
B1085	Chippenham	High Street/Parkside(Bends)		Slurry sealing footways	inc	-	-
A10	Ely	Cambridge Road		Slurry sealing footways	inc	-	-
C315	Ely	Lynn Road		Slurry sealing footways	inc	-	-
B1382	Ely	Newnham Street		Slurry sealing footways	inc	-	-
B1382	Ely	Nutholt Lane		Slurry sealing footways	inc	-	-
B1382	Ely	Prickwillow Road		Slurry sealing footways	inc	-	-
Unc	Ely	Walsingham Way		Slurry sealing footways	inc	-	-

Unc	Littleport	Elmside		Slurry sealing footways	inc	-	-
Unc	Littleport	Friars Place		Slurry sealing footways	inc	-	-
Unc	Littleport	Friars Way		Slurry sealing footways	inc	-	-
Unc	Littleport	Longfield Road		Slurry sealing footways	inc	-	-
Unc	Littleport	Parsons Lane		Slurry sealing footways	inc	-	-
Unc	Littleport	Queens Road		Slurry sealing footways	inc	-	-
Unc	Lode	Lode Road		Slurry sealing footways	inc	-	-
Unc	Soham	Broard Piece		Slurry sealing footways	inc	-	-
Unc	Soham	Brook Lane		Slurry sealing footways	inc	-	-
C305	Soham	Fordham Road		Slurry sealing footways	inc	-	-
Unc	Soham	Gimbert Road		Slurry sealing footways	inc	-	-
Unc	Soham	Guntons Close		Slurry sealing footways	inc	-	-
Unc	Soham	Mereside		Slurry sealing footways	inc	-	-
C141	Soham	Northfield Road		Slurry sealing footways	inc	-	-
Unc	Soham	North Drive		Slurry sealing footways	inc	-	-
Unc	Soham	Northfield Park		Slurry sealing footways	inc	-	-
Unc	Soham	Staples Lane		Slurry sealing footways	inc	-	-
Unc	Soham	Ten Bell Lane		Slurry sealing footways	inc	-	-
Unc	Soham	Nightall Road		Slurry sealing footways	inc	-	-
C305	Soham	Townsend		Slurry sealing footways	inc	-	-
Unc	Soham	Greenhills		Slurry sealing footways	inc	-	-
C228	Stetchworth	High Street		Slurry sealing footways	inc	-	-
C215	Swaffham Bulbeck	High Street	Shop to Black Horse Pub	Slurry sealing footways	inc	-	-
<b>Carriageway Recycling process - Funded from Carriageway &amp; Footway Maintenance</b>							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
<b>Contact Officer: Jon Clarke</b>							
Unc	Little Downham	Bield Drove		Carriageway retread	Inc	-	-
Unc	Little Downham	Forth Drove		Carriageway retread	Inc	-	-
Unc	Prickwillow	Branch Bank		Carriageway retread - provisional	Inc	-	-
Unc	Isleham	Fen Bank		Carriageway retread - provisional	Inc	-	-
Unc	Witchford/Coveney	West Fen Drove		Carriageway retread - provisional	Inc	-	-
<b>Bridge Strengthening</b>							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
<b>Contact Officer: Gareth Guest</b>							
C129	Little Downham	Downham Common	Gravel Head Bridge	Strengthening and scour protection	£ 272,998	-	-
					<b>£ 272,998</b>	<b>£ -</b>	<b>£ -</b>



Traffic Signal Replacement							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Richard Ling							
C315	Ely	Lynn Road/Nutholt Lane	At junction	Refurbish signals at junction	£ 144,068	-	-
B1382	Ely	Nutholt Lane/Newnham Street	At junction	Refurbish signals at junction	£ 132,062	-	-
					£ 276,130	£ -	£ -
Rights of Way							
Maintaining the Rights of Way network							
Road Number	Parish/Town	ROW	Works		Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
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	£ 7,000	£ 10,000
Various	Various	Various	Scrub removal to support grass cutting -TBI by Network Management		£ 6,000	£ 6,000	£ 9,625
Haddenham	Haddenham	Haddenham Byway 12	Groundwork to knock out ruts, drainage and improving surface with planings		£ 11,625		
Various	Various	Various	Shrub Clearance and Maintenance Ely/Soham/Witcham/ Coveney/ Little Downham			£ 11,625	
Little Downham FP 11	Little Downham	Little Downham FP 11	Diversion as alternative to provision of bridge				£ 5,000
					£ 24,625	£ 24,625	£ 24,625

## Fenland District

Carriageway & Footway Maintenance including Cycle Paths							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Matt Staton							
A605	Whittlesey	Peterborough Rd/West End/Whitmore St	Throughout road	Drainage investigation/improvements	inc	-	-
B1542	Wisbech St Mary	High Road	Outside shops	Drainage investigation/improvements	inc	-	-
Unc	Chatteris	Eden Crescent	Throughout road	Drainage investigation/improvements	inc	-	-
Unc	March	Regent Avenue	Throughout road	Footway repairs	£ 120,000	-	-
Unc	March	Eastwood Avenue	Estate	Footway repairs	£ 152,000	-	-
B1093	Manea	Fifty Road	Wisbech Road towards Tipps End	Carriageway strengthen/shape	£ 500,000	£ 280,000	-
B1040	Whittlesey	Ramsey Road	Near Pondersbridge	Carriageway strengthen/shape	£ 695,000	£ 357,000	-
B198	Wisbech	Cromwell Road	At South Brink Junc and Weasenham Ln to signals at Sandown Road	Carriageway resurfacing	£ 400,000	-	-
Unc	Sommersham	Parkhall Road	From village to school	Drainage investigation/improvements	-	inc	-
Unc	March	Burrowmoor Road	Throughout road	Footway repairs	-	£ 150,000	-
B1096	Benwick	Ramsey Road/Ibbersons Drove	At junction and along B1096	Carriageway strengthen/shape	-	£ 390,000	-
Unc	Wisbech	Falcon Rd / Blackfriars Rd	From Stermyn Street	Carriageway resurfacing	-	£ 120,000	-
Unc	Wimblington	Blue Lane	Various locations	Drainage investigation/improvements	-	-	inc
Unc	Wisbech	Fenland Road	Throughout road	Footway repairs	-	-	£ 120,000
B1187	Parson Drove	Murrow Bank	from PD to Murrow	Carriageway strengthen/shape	-	-	£ 390,000
A1101	Wisbech	Freedom Bridge	Roundabout and approaches only	Carriageway resurfacing	-	-	£ 210,000
B1093	Manea	Wimblington Road	Approach to village	Carriageway recon/recycle	-	-	£ 688,000
					£ 1,867,000	£ 1,297,000	£ 1,408,000
Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Jon Clarke							
A141	March	Wisbech Road	KFC junction to Hobbs Lot Bridge	Surface Dressing	inc		
A605	Whittlesey	Eastrea Road	Dandelion Cls joint to Cemetery Rd R/A	Grip Fibre	inc		
A605	Whittlesey	Syers Lane	Orchard St R/A to Cemetery Rd R/A	Grip Fibre	inc		
Unc	Wimblington	Addison Road	Whole Length	Micro Asphalt	inc		
Unc	Wimblington	Norfolk Street	Addison Road to King Street	Micro Asphalt	inc		
Unc	Wimblington	Eaton Estate	Whole Estate	Micro Asphalt	inc		
Unc	Leverington	Pear Tree Crescent	Whole Length	Micro Asphalt	inc		
Unc	Leverington	Carlton Close	Whole Length	Micro Asphalt	inc		
Unc	Leverington	Maysfield Drive	Whole Length	Micro Asphalt	inc		
Unc	Wisbech	Townshend Road	Whole Length	Micro Asphalt	inc		
Unc	Wisbech	Tavistock Road	Whole Length	Micro Asphalt	inc		
Unc	Ely	Old Brewery Close	Whole Length	Micro Asphalt	inc		
Unc	March	Smiths Chase	Whole Length	Micro Asphalt	inc		

Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Jon Clarke							
Unc	Chatteris	Rosemary Lane		Slurry seal footways	Inc	-	-
Carriageway Recycling process - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Jon Clarke							
Unc	Christchurch	Poulters Drove		Carriageway retread	Inc	-	-
Unc	Christchurch	Crown Road		Carriageway retread	Inc	-	-
Unc	Murrow	Cants Drove		Carriageway retread - provisional	Inc	-	-
Rights of Way							
Maintaining the Rights of Way network							
Road Number	Parish/Town	ROW	Works		Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
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		£ 5,000	£ 10,000	£ 10,000
Whittlesey FP 13	Whittlesey	Whittlesey FP 13	Surface clearance of non-mettalled urban FP and replacement with planings		£ 5,000		
					£ 24,625	£ 24,625	£ 24,625

## Huntingdonshire District

Carriageway & Footway Maintenance including Cycle Paths							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Matt Staton							
Unc	Huntingdon	Chequers Court	All link	Footway resurfacing	£ 95,000	-	-
Unc	Huntingdon	Butts Grove Way	From California Road to Coneygear Road	Carriageway strengthening/resurfacing	£ 265,000	-	-
Unc	Yaxley	Mere View	From B1091 to Willow Rd, junc Hillside Rd and junc Windsor Rd	Carriageway strengthening/resurfacing where failed	£ 300,000	-	-
B660	Holme	Long Drove	3 sections - from railway, nr bends and approach to bridge	Carriageway strengthening/resurfacing	£ 500,000	£ 400,000	-
B1428	St Neots	Cambridge Street	Middle section	Carriageway resurfacing	£ 100,000	-	-
Unc	Ramsey	Field Road	Throughout road	Reconstruct half carriageway	£ 200,000	-	-
B1428/Unc	St Neots	Market Square	Footways around tree pits and blockwork	Footway repairs	-	£ 120,000	-
Unc	Huntingdon	Coneygear Road	From Pennington Road to Maryland Avenue	Carriageway reconstruction	-	£ 77,000	-
C89	Yaxley	Hod Fen Drove	Phase 2 - completing road	Carriageway reconstruction	-	£ 523,000	-
A605	Elton	3 sections	From Peterborough Services to Elton	Carriageway resurfacing	-	£ 800,000	-
Unc	Needingworth	Hawkes Lane	Throughout road	Drainage investigation/improvements	-	-	inc
Various	St Ives	Market Hill, Station Road, The Pavement, Crown Place	Town centre area	Footway repairs	-	-	£ 130,000
B1514	Huntingdon	The Wyton Rd/Main St/Longstaff Way/Main St/Hartford Rd	Desborough Road junction to Owl Way	Carriageway resurfacing	-	-	£ 460,000
Unc	St Ives	Hill Rise	From Old Ramsey Road to Pettis Road	Carriageway resurfacing	-	-	£ 285,000
					£ 1,460,000	£ 1,920,000	£ 875,000
Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Jon Clarke							
B1091	Farcet	Broadway	Farcet Speed limit to Yaxley Speed limit	Surface Dressing	inc		
B660	Glatton	Infield Road	Glatton Way SD joint to Bullock Road	Surface Dressing	inc		
C339	Stukeley	Ermine Street	Mini R/A to Great Stukeley Speed limit	Surface Dressing	inc		
C183	Gt Paxton	Toseland Road	B1043 to Graveley Road	Surface Dressing	inc		
C101	Sawtry	Glatton Road	B660 to Sawtry Speed limit	Surface Dressing	inc		
B1090	Wyton on the Hill	Sawtry Way	A141 to RAF Wyton Entrance R/A	Grip Fibre	inc		
Unc	Hartford	Desborough Road	Hartford Road to Sapley Road	Grip Fibre	inc		

Unc	Sawtry	Newton Road	Fen Lane to Church Causeway	Mirco Asphalt	inc		
Unc	Sawtry	All Saints Way	Whole Length	Mirco Asphalt	inc		
Unc	Sawtry	Bloomfield Way	Whole Length	Mirco Asphalt	inc		
Unc	Sawtry	Huntings Drive	Whole Length	Mirco Asphalt	inc		
Unc	Sawtry	Manor Drive	Whole Length	Mirco Asphalt	inc		
Unc	Sawtry	St Davids Way	Whole Length	Mirco Asphalt	inc		
Unc	Eynesbury	Andrew Road	Whole Length	Mirco Asphalt	inc		
Unc	Brampton	Horseshoes Way	Whole Length	Mirco Asphalt	inc		
Unc	Brampton	Layton Crescent	Whole Length	Mirco Asphalt	inc		
Unc	Elton	Brawn Way	Whole Length	Mirco Asphalt	inc		
Unc	Elton	Faber Lane	Whole Length	Mirco Asphalt	inc		
Unc	Elton	Hayes Walk	Whole Length	Mirco Asphalt	inc		
Bridge Strengthening							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Gareth Guest							
Unc	St Ives	St Ives Flood Arches	London Rd	Brick Parapet rebuild listed structure	£ 436,797	-	-
B660	Holme	Stokes Bridge	Long Drove	Parapets replacement	£ 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
					£ 764,395	£ 436,797	£ 327,598
Traffic Signal Replacement							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Richard Ling							
B1514	Brampton	Church Road	Outside Church	Refurbish signals at crossing	£ 43,220	-	-
B1091	Farcet	Peterborough Road	Near Broadway	Refurbish signals at crossing	£ 43,220	-	-
B1048	St Neots	Crosshall Road	Near Park	Refurbish signals at crossing	£ 43,220	-	-
					£ 129,661	£ -	£ -
Rights of Way							
Maintaining the Rights of Way network							
Road Number	Parish/Town	ROW	Works		Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Jon Clarke							
Various	Various	Various byways in Huntingdonshire	Gate and surfacing improvements		£ 15,000	-	-
FP5	Little Paxton	FP5	Surface improvements and barrier installation		£ 5,625	-	-
-	Huntingdon	Views Common	Surface improvements		£ 4,000	-	-
Future programme to be confirmed					-	£ 24,625	£ 24,625
					£ 24,625	£ 24,625	£ 24,625

## South Cambridgeshire

Carriageway & Footway Maintenance including Cycle Paths							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Matt Staton							
Unc	Hinxton	High Street	At North End junction	Drainage investigation/improvements	inc	-	-
C269	Meldreth	High Street	Nr Fenny End	Drainage investigation/improvements	inc	-	-
A603	Orwell	Hillside	Near nos 1-49	Footway resurfacing	£ 94,000	-	-
B1050	Willingham	Shelford Road	From A1123 along River Great Ouse	Provisional CCC contribution to put to DfT funding for carriageway reconstruction scheme if approved	£ 839,051	-	-
B1042	Croydon to Tadlow	Lower Road/Wrestlingworth Road	nr high speed bends	Carriageway resurfacing	£ 235,000	-	-
A1198	Bourne/Longstowe	Old North Road	From Fox Rd, north to 'Wayside' property	Carriageway resurfacing	£ 315,000	-	-
B1052	Linton	High Street	Nr PH and no. 53	Drainage investigation/improvements	-	inc	-
C186	Willingham	Over Road	Various locations through road	Drainage investigation/improvements	-	inc	-
Unc	Great Abington	High Street	Various locations through road	Drainage investigation/improvements	-	inc	-
Unc	Gamlingay	Manor Road/Murfitt Way	Throughout estate	Footway resurfacing	-	£ 90,000	-
C198	Girton	Cambridge Road	Inc parts of Girton Rd and High St, from Welbrook Court to Manor Farm Road	Carriageway resurfacing	-	£ 470,510	-
B1047/C210	Horningsea	Horningsea Road	Approaches to signals/bridge area	Carriageway resurfacing	-	£ 190,000	-
Unc	Balsham	Princes Close	Throughout road	Drainage investigation/improvements	-	-	inc
C232	Fulbourne	Station Road	Various locations through road	Drainage investigation/improvements	-	-	inc
C210	Waterbeach	Chapel Street	From Londis	Drainage investigation/improvements	-	-	inc
C236	Fulbourn	Balsham Road/Home End/Manor Walk	Various locations throughout	Footway resurfacing	-	-	£ 195,000
Unc	Elsworth	Brockley Road	From village to near bend adjacent to A428	Carriageway resurfacing	-	-	£ 400,000
Unc	Castle Camps	High Street	Park Road to Haverhill Rd/30mph limit	Carriageway resurfacing	-	-	£ 100,000
C244	Linton	Bartlow Road	From A1307 to High Street	Carriageway resurfacing	-	-	£ 190,600
					£ 1,483,051	£ 750,510	£ 885,600
Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
Contact Officer: Jon Clarke							
C267	Heydon	Chishill Road	County boundary to B1039	Surface Dressing	inc		
A1198	Bassingbourn	Old North Road	County boundary to Speed limit	Surface Dressing	inc		
C188	Swavesey	Ramper Road	Boxworth End to Over Road	Surface Dressing	inc		
C238	Weston Colville	Common Road	New Surface joint to junc Weston Green	Surface Dressing	inc		
B1052	Weston Colville	Brinkley Road	Brinkley 30mph to Weston Colville 30mph	Grip Fibre	inc		
C186	Willingham	Rampton Road	Boundary nos 120/122 to Rampton 30mph	Grip Fibre	inc		

Unc	Caxton	Ermine Street	A1198 to Gransden Road	Grip Fibre	inc		
Unc	Caxton	Royston Road	Gransden Road A1198	Grip Fibre	inc		
Unc	Longstanton	Thatchers Wood	Whole Length	Micro Asphalt	inc		
Unc	Bourn	Kingfisher Close	Whole Length	Micro Asphalt	inc		
Unc	Fowlmere	Ryecroft Lane	Whole Length	Micro Asphalt	inc		
Unc	Fowlmere	Champions Close	Whole Length	Micro Asphalt	inc		
Unc	Fowlmere	Isons Close	Whole Length	Micro Asphalt	inc		
Unc	Fowlmere	Jackson Way	Whole Length	Micro Asphalt	inc		
Unc	Fowlmere	St Marys Walk	Whole Length	Micro Asphalt	inc		
Unc	Fowlmere	Johns Close	Whole Length	Micro Asphalt	inc		
Unc	Papworth	Hamden Way	Start of Hamden Way estate to End	Micro Asphalt	inc		
Unc	Papworth	Byfield Road	Hamden Way to End	Micro Asphalt	inc		
Unc	Papworth	De Beche Close	Byfield Road to End	Micro Asphalt	inc		
Unc	Papworth	De La Hay Close	Byfield Road to End	Micro Asphalt	inc		
Unc	Papworth	Degaine Close	Hamden Way to End	Micro Asphalt	inc		
Unc	Papworth	Morden Road	Hamden Way to End	Micro Asphalt	inc		
Unc	Papworth	Woodbrook Close	Hamden Way to End	Micro Asphalt	inc		
<b>Footway Slurry Sealing - Funded from Carriageway &amp; Footway Maintenance</b>							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
<b>Contact Officer: Jon Clarke</b>							
Unc	Cottenham	Rooks Street		Slurry seal footways	Inc	-	-
Unc	Hildersham	High Street		Slurry seal footways	Inc	-	-
C238	West Wickham	High Street		Slurry seal footways	Inc	-	-
B1052	Balsham	West Wratting Road		Slurry seal footways	Inc	-	-
Unc	Castle Camps	Claydon Close		Slurry seal footways	Inc	-	-
<b>Carriageway Recycling process - Funded from Carriageway &amp; Footway Maintenance</b>							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
<b>Contact Officer: Jon Clarke</b>							
Unc	Rampton	Cow Lane		Carriageway retread	Inc	-	-
<b>Traffic Signal Replacement</b>							
Road Number	Parish/Town	Street	Location	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
<b>Contact Officer: Richard Ling</b>							
C205	Histon	High Street	o/s Barclays	Refurbish signals at crossing	£ 43,220	-	-
B1050	Willingham	High Street	At Station Road	Refurbish signals at junction	-	£ 144,476	-
B1050	Willingham	High Street	Near Church Street	Refurbish signals at crossing	-	£ 45,751	-
					<b>£ 43,220</b>	<b>£ 190,227</b>	<b>£ -</b>

<b>Rights of Way</b>						
Maintaining the Rights of Way network						
Road Number	Parish/Town	ROW	Works	Budget 2020/21 £	Budget 2021/22 £	Budget 2022/23 £
<b>Contact Officer: Jon Clarke</b>						
BR6	Little Wilbrham	BR6	Move and level road planning delivered to site. Firming up the top layer	£ 13,000	-	-
BY 4	Stapleford	BY 4	Supply plant and labour to level material delivered from Cambridge Capital Works	£ 5,500	-	-
BR 8	Graveley	BR 8	Clear scrub alongside edges	£ 6,125	-	-
FP15	Fulbourne	FP15	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
BR5	Swavesey	BR5	Scrub clearance along top of bank to clear access for horse riders	-	-	£ 9,625
BY3	Hawksdon	BY3	Clear Scub and fallen branches	-	-	£ 6,000
				<b>£ 24,625</b>	<b>£ 24,625</b>	<b>£ 24,625</b>



## Countywide schemes

<b>Carriageway &amp; Footway Maintenance including Cycle Paths</b>				
<b>Works</b>			<b>Budget 2020/21 £</b>	<b>Budget 2021/22 £</b>
<b>Contact Officer: Jon Clarke</b>				
Countywide capitalised road patching			£ 915,000	£ 797,419
Locally determined minor capital schemes			£ 572,000	£ 498,496
Additional funding provided for surface treatments - schemes to be confirmed			£ 3,000,000	£ 4,000,000
Countywide Surface Treatment programme - current schemes listed under District/City areas. Schemes for future years to be confirmed			£ 3,696,000	£ 3,221,050
Preparation for surface treatment schemes, as above			£ 792,000	£ 690,225
Countywide Retread programme - current schemes listed under District/City areas. Schemes for future years to be confirmed			£ 1,056,000	£ 920,300
Countywide safety fence renewals - current schemes listed under District/City areas. Full programme for future years to be confirmed			£ 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
Drainage Improvements - Schemes listed under District/City areas. Schemes being designed or under development for later years.			£ 500,000	£ 500,000
<b>Contact Officer: Matt Staton / Barry Wylie</b>				
Investigation and design for future schemes			£ 300,000	£ 300,000
			<b>£ 11,731,000</b>	<b>£ 11,827,490</b>
<b>Pothole Action Fund</b>				
<b>Works</b>			<b>Budget 2020/21 £</b>	<b>Budget 2021/22 £</b>
<b>Contact Officer: Jon Clarke</b>				
Fund to repair or prevent the formation of potholes			to be confirmed	
			£ -	£ -
<b>Rights of Way</b>				
Maintaining the Rights of Way network				
<b>Works</b>			<b>Budget 2020/21 £</b>	<b>Budget 2021/22 £</b>
<b>Contact Officer: Gareth Guest / Jon Clarke</b>				
Fund to repair, replace and upgrade bridges as a result of inspections			£ 40,000	£ 40,000
Signage as a result of Definitive map changes			£ 1,500	£ 1,500
			<b>£ 41,500</b>	<b>£ 41,500</b>
<b>Bridge Strengthening</b>				
<b>Works</b>			<b>Budget 2020/21 £</b>	<b>Budget 2021/22 £</b>
<b>Contact Officer: Gareth Guest</b>				
Design for future years schemes & capitalised minor improvements			£ 1,526,607	£ 1,199,008
Infill disused railway bridges			£ -	£ -
			<b>£ 1,526,607</b>	<b>£ 1,199,008</b>

<b>Traffic Signal Replacement</b>						
<b>Works</b>				<b>Budget 2020/21 £</b>	<b>Budget 2021/22 £</b>	<b>Budget 2022/23 £</b>
<b>Contact Officer: Richard Ling</b>						
Design for future years schemes				£ 48,023	£ 48,159	£ 48,295
Iron Bridge controller replacement				£ 12,006	-	-
School Warning Sign				£ 48,023	£ 48,159	£ 48,295
RMS replacement				£ 148,870	£ 300,992	£ 301,847
				<b>£ 256,921</b>	<b>£ 397,309</b>	<b>£ 398,437</b>
<b>Smarter Travel Management - Integrated Highway Management Centre</b>						
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.						
<b>Works</b>				<b>Budget 2020/21 £</b>	<b>Budget 2021/22 £</b>	<b>Budget 2022/23 £</b>
<b>Contact Officer: Sonia Hansen</b>						
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
				<b>£ 200,000</b>	<b>£ 200,000</b>	<b>£ 200,000</b>
<b>Smarter Travel Management -Real Time Bus Information</b>						
Provision of real time passenger information for the bus network.						
<b>Works</b>				<b>Budget 2020/21 £</b>	<b>Budget 2021/22 £</b>	<b>Budget 2022/23 £</b>
<b>Contact Officer: Sonia Hansen</b>						
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
				<b>£ 165,000</b>	<b>£ 165,000</b>	<b>£ 165,000</b>





**RESIDENTS' PARKING DELIVERY REVIEW**

*To:* **Highways & Infrastructure Committee**

*Meeting Date:* **10<sup>th</sup> March 2020**

*From:* **Steve Cox - Executive Director, Place and Economy**

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

*Forward Plan ref:* **N/A**

*Key decision:* **No**

*Purpose:* **To review the delivery of Residents' Parking Schemes and determine future delivery across Cambridge City.**

*Recommendation:* **The Committee is asked to:**

**Consider the three options outlined in this report and agree the most appropriate way forward for residents' parking schemes in the short, medium and long term.**

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
Name:	Richard Lumley	Names:	Councillor Mathew Shuter
Post:	Assistant Director, Highways	Post:	Chair, Highways & Infrastructure Committee
Email:	<a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:mathew.shuter@cambridgeshire.gov.uk">mathew.shuter@cambridgeshire.gov.uk</a>
Tel:	01223 703839	Tel:	01223 706398

## **1. BACKGROUND**

- 1.1 The Residents' Parking Scheme (RPS) Policy which underpins the delivery of RPSs across the county, was developed during 2016 in conjunction with local Members (County & Cambridge City). The policy was endorsed by the Cambridge City Joint Area Committee (CJAC) on 24 January 2017 and approved by Highways & Community Infrastructure Committee (H&CI) on 14 March 2017.
- 1.2 To address specific parking issues and challenges within Cambridge City, a Cambridge Residents' Parking Schemes Extension Delivery Plan (EDP) was produced alongside the policy. The EDP was endorsed by CJAC on 24<sup>th</sup> January 2017 with approval by H&CI on 14 November 2017.
- 1.3 The Cambridge Residents' Parking Schemes EDP was supported by the Greater Cambridge Partnership (GCP), who committed £1million to cover the implementation costs associated with delivering the proposed schemes. This funding was later increased to £1.1million as scheme implementation costs were higher than initially forecast. This funding will be reviewed after a four year period, in January 2021.
- 1.4 RPSs support GCP's overarching objectives, as the removal of free, unlimited parking forms part of the City Access Plan. Seeking to encourage the use of alternative, more sustainable transport modes, thereby reducing congestion and improving air quality.
- 1.5 The Cambridge Residents' Parking Schemes EDP is not a document that was to be considered in isolation, but as part of a wider programme which supports more sustainable travel choices and tackles congestion. It was anticipated that the 'sticks' in the form of on-street parking controls, would go hand-in-hand with 'carrots' in the form of improved sustainable transport alternatives.
- 1.6 However the development and implementation of GCP initiatives is taking longer than expected. To date, none of the initiatives which were anticipated have been fully implemented. Major schemes such as the new park and ride site at Hauxton, Cambourne to Cambridge dedicated bus route, Cambridge South West Travel Hub, Chisholm Trail, Milton Road and Histon Road schemes are still works in progress.
- 1.7 As detailed in the RPS Policy, when considering the implementation of a scheme, consideration must be given to parking displacement alongside the availability of transport and parking alternatives.

## **2. PROGRESS TO DATE**

- 2.1 26 new RPSs (appendix 1) were identified in the Cambridge Residents' Parking Schemes EDP. To date the following schemes have been either implemented or deferred:

<b>Installed</b>			
Morley	Accordia (2)	Staffordshire (26)	Ascham (10a)
Victoria (6)	Coleridge West (3)	Newnham (1)	

<b>Pending Installation</b>
Benson North (12)

<b>Deferred due to lack of resident support (public consultation)</b>		
York (9)	Stretton (11)	Stourbridge (25)

<b>Deferred due to lack of resident support (informal consultation)</b>		
Chesterton West (22)	Chesterton East (23)	Chesterton South (24)

- 2.2 The following schemes have been proposed by the Local County Councillor, although no formal consultation has yet been undertaken.

<b>Proposed by local County Councillors</b>		
Coleridge East (4)	*Elizabeth (5)	*Romsey West (7)
*Hurst Park (10b)	Wilberforce (13)	Perse (17)
Glebe (18)	Nightingale (19)	Wulfstan (20)

\*Councillors have undertaken informal consultation in these areas, which have shown, in principal, residents would support the introduction of a RPS.

- 2.3 No interest has been expressed in the implementation of schemes in the following areas.

<b>Not yet been considered</b>			
Romsey East (8)	Chaucer (14)	Trumpington (15)	Walpole (21)

### 3. MAIN ISSUES

- 3.1 As the implementation of schemes moves further out from the city centre, access to transport alternatives becomes more of a challenge, particularly for commuters. For example, Park and Ride is not always a viable alternative for visitors to the RPS areas, as Park and Ride services may not go to or stop in the vicinity. Similarly cycling is not a suitable alternative for all.
- 3.2 In light of the lack of viable transport alternatives, the challenge now is how to phase the implementation of further RPSs. Any future roll-out should be undertaken in-line with the availability of alternative transport options to support and maximise the benefits of modal shift.
- 3.3 Three options have therefore been explored for the future delivery of RPSs across Cambridge City. All of these options assume the Benson Zone is implemented as design has been completed and works ordered to start on site at the end of March.

- Option 1 – continue with implementation as per the existing RPS policy and associated extension delivery plan;
- Option 2 – pause all work on the development and implementation of all RPS for 12 months;
- Option 3 – proceed with the implementation of only those schemes listed in section 2 of this report where some local consultation has been undertaken (Hurst Park, Elizabeth, Romsey West), but do not undertake any work on any other schemes for a 12 month period.

3.4 The options are set out below, along with the advantages and disadvantages and implications for consideration.

3.5 Option 1 – continue implementation as per the existing policy and associated delivery extension plan.

Advantages	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 residents see a need for them.
Ability to adjust priorities dependent on resident demand and/or on-street parking pressures.	Lack of mitigation for parking displacement, particularly for communities outside of Cambridge.
Addressing issues related to parking displacement and that of commuter parking on-street within the city boundary.	Reduction in parking capacity, i.e. in order to accommodate junction/access protection, pay & display, disabled and car club bays.
Encourages modal shift to more sustainable modes of transport, reduction in congestion and improved air quality in-line with GCP objectives.	No guarantee that GCP funding will be extended or increased, an alternative funding stream would need to be sought.
Continues the ongoing RPS delivery momentum.	Increased parking pressures from displacement in other adjoining residential areas.

Wider implications would be:

- Ongoing staff resources and the phasing of any new RPSs in-line with current staffing levels.



- There is an agreement with GCP to deliver RPSs based on the current Residents' Parking Scheme Policy. GCP committed £1.1m over a four year period. To extend the agreed time period or increase the level of funding, a formal approach would need to be made to GCP.
  - For legitimately mitigating parking displacement as in many of the proposed areas, there are no or limited viable parking/travel alternatives/options.
- 3.6 This option demonstrates that local highway authority is actively managing on-street parking and committed to tackling wider traffic issues. It supports current staffing levels, meeting the expectations of local councillors and residents.
- 3.7 It was however, always intended that RPSs should not be considered in isolation, but as part of a wider package of measures which balances the needs of both those that live in the city and those that visit or work in the city.
- 3.8 This option does not require an amendment to the RPS Policy or Cambridge Residents' Parking Schemes EDP.
- 3.9 Option 2 - pause all work on the development and implementation of all RPS for 12 months

Advantages	Disadvantages
Existing and imminent schemes would have time to settle, giving us a better understanding on the further restrictions needed and where.	Frustration, as there is an expectation from residents/councillors for delivery in areas where parking control would be beneficial.
Allows the provision of more sustainable travel measures to be implemented.	Increased parking/displacement pressures in other residential areas.
Enable us to mitigate parking displacement as RPSs would form part of the wider programme of measures.	Reputational damage to Council.
With the ongoing growth and parking displacement, a delay may lend further support to any future schemes being considered.	No guarantee that GCP funding will be extended or increased, therefore an alternative funding stream would need to be sought.

Wider implications would be:

- Negative publicity from residents and local members, loss of faith in the council's ability to deliver schemes.
  - Potential inequality between areas that now have a scheme and those not given the opportunity.
  - The number of vehicles entering the city seeking free, unlimited parking and the impact on congestion/ pollution.
  - Loss of staff through redundancy or redeployment, with no guarantee that resource would be readily available again in 12 months' time (subject to recruitment, training etc.).
  - The number of proposed schemes 'back-logged' awaiting progression.
  - As the funding agreement made with GCP will have expired, there is no guarantee that GCP funding will be available at this time. However the council could consider approaching GCP for further funding.
  - The possibility that in a years' time, the alternative transport measures ('carrots') are still no nearer.
  - A commitment has been made to review schemes already implemented (i.e. Victoria, Ascham and Benson North) 12 months after their implementation date.
- 3.10 Whilst this option would demonstrate that we are still taking a holistic approach to the delivery of RPSs, it also shows that the introduction of RPSs is part of a wider programme that supports more sustainable travel choices, tackling congestion and the evolving needs of the city.
- 3.11 As this option is only placing a pause on the consideration/delivery of further schemes, no change to the RPS Policy is required. As detailed in the RPS policy, whilst formal requests will be considered annually (August–November) and programmed in-line with available resources, scheme approval (in principle) is required from the Executive Director of the Highways.
- 3.12 The Cambridge Residents' Parking Schemes EDP simply offers a 'fast track' alternative to the RPS policy, removing the requirement of a Councillor lead informal consultation. However it does not negate the requirement for the Executive Director's approval.
- 3.13 Should this option be chosen as the way forward it is suggested that a subsequent report be brought back to committee in twelve months' time seeking a steer from members as to how committee wishes to proceed following the pause. Such a report would provide an update regarding funding and the GCP programme to help inform the committee discussion
- 3.14 Option 3 – proceed with the implementation of only those schemes listed in section 2 of this report where some local consultation has been undertaken

(Hurst Park, Elizabeth, Romsey West), but do not undertake any work on any other schemes for a 12 month period.

This option solely focuses on the schemes highlighted in section 2 of this report where councillors have already undertaken some level of informal consultation.

<b>Advantages</b>	<b>Disadvantages</b>
Residents' have (in principal) expressed support for these RPSs and as such, some initial work has already been undertaken.	There is an expectation in these areas that RPSs will be considered.
Focuses on areas that that are in need of a RPS.	Increased parking pressures in other residential areas, as parking will displace to surrounding streets.
Better overall management of on-street parking across the city, improved road safety and traffic flow particularly for emergency/refuse vehicles.	Reduction in parking capacity, i.e. in order to accommodate junction/access protection, pay & display, disabled and car club bays.
Continued RPSs delivery momentum, although somewhat slower.	Lack of mitigation for parking displacement, particularly for communities outside of Cambridge
Encourages modal shift to more sustainable modes of transport, reduction in congestion and improved air quality in-line with GCP objectives.	No guarantee that GCP funding will be extended or increased, an alternative funding stream would need to be sought.

Wider implications would be:

- Negative publicity from residents and local members.
- Increased issues related to parking displacement, due to areas without a RPS remaining vulnerable.
- Possible loss of staff through redundancy or redeployment.
- Future funding will need to be considered as the current agreement with GCP expires in January 2021.
- Legitimately mitigating parking displacement due to the lack of viable parking alternatives.
- The possibility that in a years' time, the alternative transport measures

('carrots') are no nearer.

- Uncertainty surrounding what happens next.

3.15 This option would again demonstrate that we are actively managing on-street parking and are committed to tackling wider traffic issues. However it is unlikely to support current staffing levels or meet the expectations of local councillors and residents.

3.16 As this option along with Option 2, is only placing a pause on the consideration/delivery of further schemes, no change to the RPS policy or the Cambridge Residents' Parking Schemes EDP is required.

#### **4. ALIGNMENT WITH CORPORATE PRIORITIES**

##### **4.1 A good quality of life for everyone**

The main objectives of the Council's programme of RPSs is to give parking priority to residents and to discourage non-resident travel into Cambridge, with the aims of reducing congestion and improving air quality. This should go together with the need to provide alternative, sustainable parking options for those that visit and work in Cambridge.

##### **4.2 Thriving places for people to live**

A RPS will reduce the conflicting demands for on-street parking. By removing free, unlimited non-resident parking, the aim is to reduce though 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 Tradesperson Permits.

##### **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**

Effective management of parking including the introduction of RPSs, compliments the Local Transport Plan and support the Climate Change and Environment Strategy.

#### **5. SIGNIFICANT IMPLICATIONS**

##### **5.1 Resource Implications**

The GCP have committed to covering the costs associated with the implementation of the 26 identified/proposed RPSs. The subsequent, ongoing

costs will be covered by permit fees. Permit fees are set at a rate which should ensure that RPSs as a whole are cost neutral to the Council. This commitment will be reviewed after a period of four years.

GCP funding may be lost if RPSs are not delivered as first anticipated.

There may also be human resource implications in the event that there is a reduction in delivery which could also result in financial implications

## **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 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”.

## **5.4 Equality and Diversity Implications**

There are no significant implications with this priority, as there is no change to the process surrounding the delivery of RPSs. See Equality Impact Assessment attached in appendix 2.

## **5.5 Engagement and Communications Implications**

In the event that RPS do not proceed as initial planned, Officers will liaise with the relevant local county councillors to manage the potential reputational impact.

## **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.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	<b>Yes</b> Name of Monitoring Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	<b>Yes</b> Name of Monitoring Officer: Gus De Silva
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	<b>Yes</b> Name of Monitoring Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	<b>Yes</b> Name of Monitoring Officer: Elsa Evans
Have any engagement and communication implications been cleared by Communications?	<b>Yes</b> Name of Monitoring Officer: Sarah Silk
Have any localism and Local Member involvement issues been cleared by your Service Contact?	<b>Yes</b> Name of Monitoring Officer: Richard Lumley
Have any Public Health implications been cleared by Public Health	<b>Yes</b> Name of Monitoring Officer: Iain Green

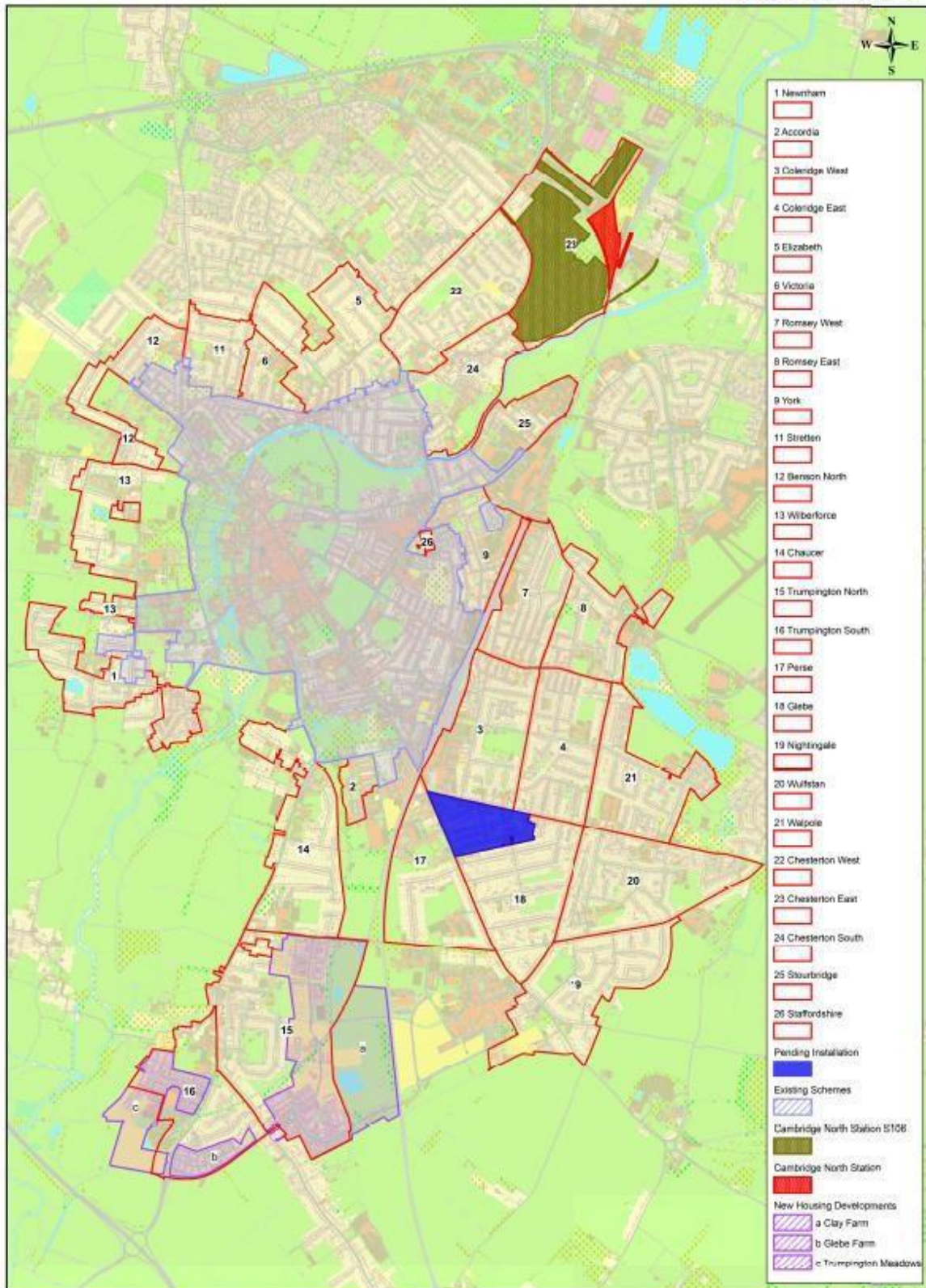
Source Documents	Location
Residents' Parking Scheme Policy	<a href="https://www.cambridgeshire.gov.uk/asset-library/imported-assets/Residents'%20Parking%20Scheme%20Policy.pdf">https://www.cambridgeshire.gov.uk/asset-library/imported-assets/Residents'%20Parking%20Scheme%20Policy.pdf</a>
Cambridge Residents' Parking Schemes Extension Delivery Plan	<a href="https://www.cambridgeshire.gov.uk/asset-library/imported-assets/Cambridge%20Residents'%20Parking%20Schemes%20Extension%20Delivery%20">https://www.cambridgeshire.gov.uk/asset-library/imported-assets/Cambridge%20Residents'%20Parking%20Schemes%20Extension%20Delivery%20</a>

	<a href="#">Plan.pdf</a>
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# Appendix 1.

## Cambridge Residents' Parking Schemes



Scale (at A3): 1:25000

Centred at: 546402,257749

Date: 21/03/2017 By: fp586

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## Equality Impact Assessment For employees and/or communities

### Section 1: Proposal details

<b>Directorate / Service Area:</b>		<b>Person undertaking the assessment:</b>	
Place & Economy		<b>Name:</b>	Nicola Gardner
<b>Proposal being assessed:</b>		<b>Job Title:</b>	Parking Policy Manager
Delivery of Residents' Parking Scheme (RPS)		<b>Contact details:</b>	01223 727912
<b>Business Plan Proposal Number:</b> (if relevant)		<b>Date commenced:</b>	30/01/20
		<b>Date completed:</b>	
<b>Key service delivery objectives:</b>			
The aim of this report is to discuss and establish how to phase the implementation of further RPSs. Whilst the removal of free/unlimited parking via the introduction of RPSs aims to reduce congestion and cut air pollution, consideration should be given to mitigating parking displacement by offering alternative transport options which maximise and encourage modal shift.			
<b>Key service outcomes:</b>			
To ensure a balanced approach is adopted in relation to the delivering RPSs, an approach which forms part of a wider programme which supports more sustainable travel choices, tackles congestion and improves air quality.			
<b>What is the proposal?</b>			
To ascertain how to phase the implementation of further RPSs to balance the evolving needs of those that live, work and visit Cambridge.			
<b>What information did you use to assess who would be affected by this proposal?</b>			
As no change in the process surrounding the introduction of RPSs is being proposed, no one will be directly affected. The challenge now is how to phase the implementation of further RPSs, in-line with the roll out of alternative transport options to maximise the encouragement of modal shift.			
<b>Are there any gaps in the information you used to assess who would be affected by this proposal?</b>			
No			
<b>Who will be affected by this proposal?</b>			

N/A

## Section 2: Scope of Equality Impact Assessment

Scope of Equality Impact Assessment			
Check the boxes to show which group(s) is/are considered in this assessment. Note: * = protected characteristic under the Equality Act 2010.			
*	Age	<input type="checkbox"/>	* Disability <input type="checkbox"/>
*	Gender reassignment	<input type="checkbox"/>	* Marriage and civil partnership <input type="checkbox"/>
*	Pregnancy and maternity	<input type="checkbox"/>	* Race <input type="checkbox"/>
*	Religion or belief (including no belief)	<input type="checkbox"/>	* Sex <input type="checkbox"/>
*	Sexual orientation	<input type="checkbox"/>	
	Rural isolation	<input type="checkbox"/>	Poverty <input type="checkbox"/>

## Section 3: Explanation of 'no foreseeable risk' EIA screening

		Characteristic / group of people	Explanation of why this proposal will not have a foreseeable risk of negative impact
1	*	Age	This process does not introduce any new content. So, no foreseeable risk of negative impact has been identified.
2	*	Disability	'As per 'Age' above'
3	*	Gender reassignment	'As per 'Age' above'
4	*	Marriage and civil partnership	'As per 'Age' above'
5	*	Pregnancy and maternity	'As per 'Age' above'
6	*	Race	'As per 'Age' above'
7	*	Religion or belief (including no belief)	'As per 'Age' above'
8	*	Sex	'As per 'Age' above'
9	*	Sexual orientation	'As per 'Age' above'
10		Rural isolation	'As per 'Age' above'
11		Poverty	'As per 'Age' above'

#### Section 4: Approval

I confirm that I have assessed that a full Equality Impact Assessment is not required.

<b>Name of person who completed this EIA:</b>	
<b>Signature:</b>	
<b>Job title:</b>	
<b>Date:</b>	

I have reviewed this Equality Impact Assessment – Screening Form, and I agree that a full Equality Impact Assessment is not required.

<b>Name:</b>	
<b>Signature:</b>	
<b>Job title:</b> <i>Must be Head of Service (or equivalent) or higher, and at least one level higher than officer completing EIA.</i>	
<b>Date:</b>	



# HIGHWAYS AND INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published on 2nd March 2020



Cambridgeshire  
County Council

## Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

\* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is six clear working days before the meeting.

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log;
- Finance Report;
- Agenda Plan, Appointments to Outside Bodies and Training Plan;

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for Reports to be sent to Democratic Services.	Agenda despatch date
<b>10/03/20</b>	Quarterly Performance Report	Matthew Tullett	Not applicable	27/02/20	02/03/20
	Road Safety Schemes 2020-21	Matt Stanton/Richard Lumley	Not applicable		
	Local Highways Improvement (LHI) Schemes 2020-21	Matt Stanton/Richard Lumley.	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for Reports to be sent to Democratic Services.	Agenda despatch date
	Highway Infrastructure Asset Management	Mike Atkins	Not applicable		
	Resident Parking Delivery Review				
<i>[21/04/20] Provisional mtg.</i>	Risk Register Review	Steve Cox	Not applicable	08/04/20	10/04/20
<b>26/05/20</b>	Risk Register Review (tbc, depending on April)	Steve Cox	Not applicable	13/05/20	15/05/20
	Milton Household Recycling Centre	Adam Smith	2020/013		
	Highways Verge Maintenance	Jon Clarke	Not applicable		
	Resident & Visitor Parking Permit Charges Review.	Sonia Hansen/Nicola Garner.	Not applicable		
<i>[16/06/20] Provisional mtg.</i>	Quarterly Performance Report	Matthew Tullett	Not applicable	04/06/20	08/06/20
	Quarterly Highways Contract Report	Richard Lumley			
	Road Safety Annual Review	Matt Staton/Richard Lumley	Not applicable		
	Highway Gritter Fleet Procurement	Richard Lumley/Jon Clarke	2020/023		
<b>07/07/20</b>				25/06/20	29/06/20
<i>[11/08/20] Provisional mtg</i>	Winter Plan for 2020/21. (Operational Plan)	Jon Clarke/Richard Lumley	Not applicable	30/07/20	03/08/20
<b>15/09/20</b>	Quarterly Performance Report	Matthew Tullett	Not applicable	03/09/20	07/09/20

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for Reports to be sent to Democratic Services.	Agenda despatch date
	Performance report on first year of Ely Archives				
	Quarterly Highways Contract Report				
<b>06/10/20</b>	Service Committee Review of Draft Revenue Business Planning Proposals for XXX to XXX.	Steve Cox	Not applicable	24/09/20	28/09/20
	Service Committee Review of Draft 2021/22 Capital Programme	Steve Cox	Not applicable		
<b>10/11/20</b>	Business Planning (reserve in case of additions)		Not applicable	29/10/20	02/11/20
<b>01/12/20</b>	Business Planning		Not applicable	19/11/20	23/11/20
	Quarterly Performance Report	Matthew Tullett	Not applicable		
	Quarterly Highways Contract Report				
<b>19/01/21</b>				07/01/21	11/01/21
<i>[16/02/21] Provisional mtg</i>				04/02/21	08/02/21
<b>09/03/21</b>	Quarterly Performance Report	Matthew Tullett	Not applicable	25/02/21	01/03/21
	Quarterly Highways Contract Report				
<i>[13/04/21] Provisional mtg</i>				31/03/21	02/04/21
<b>08/06/21</b>				27/04/21	31/05/21

**August/September 2020:**

