

Overview of County Council Services Relevant to the Cambridge Joint Area Committee

To: Cambridge Joint Area Committee

Meeting Date: 12 June 2024

From: Acting Assistant Director Transport Strategy and Network Management (County Council)

Electoral division(s): County Council divisions within Cambridge: All
City Council wards: All

Executive summary: To provide an introduction to the County Council services which are relevant to the Committee's terms of reference.

Recommendation: The Committee is recommended to:
Note the contents of the report.

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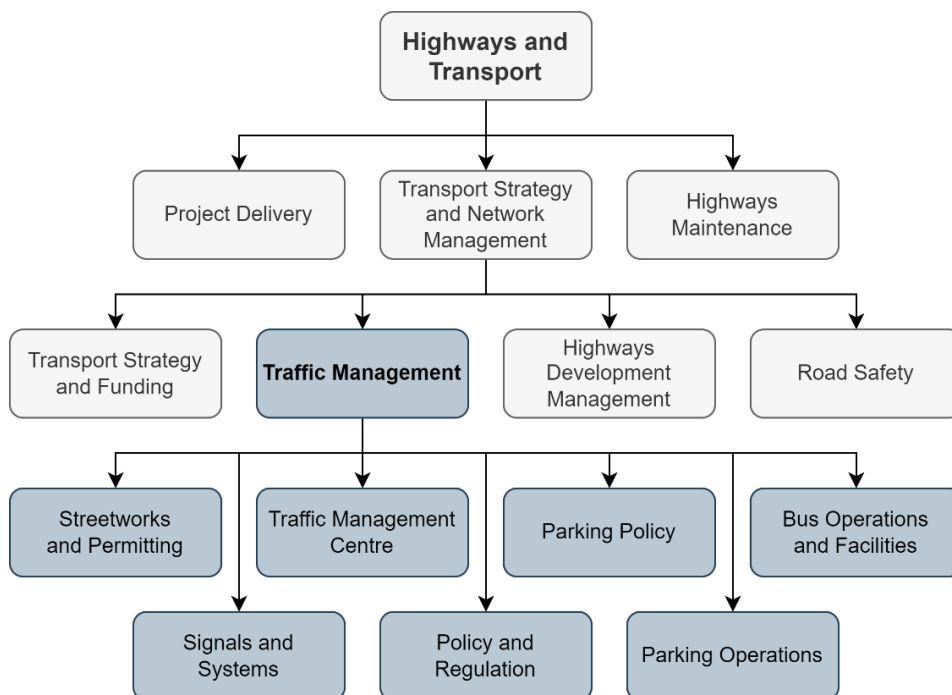
1. Background

1.1 The Traffic Management service was established in response to the Traffic Management Act 2004 for the delivery of the network management duty. It sits within the Transport Strategy and Network Management directorate, which is one of three directorates in the County Councils Highways and Transport service area, the other two being Project Delivery and Highways Maintenance. The Traffic Management service consists of seven teams that all play a role in the expeditious movement of all types of traffic across Cambridgeshire, ranging from back-office processes to front-line operations and services.

1.2 The seven teams within the Traffic Management service are:

- Streetworks and Permitting
- Signals and Systems
- Traffic Management Centre
- Policy and Regulation
- Parking Policy
- Parking Operations
- Bus Operations and Facilities

1.3 The structure of Traffic Management within the Highways and Transport directorate is set in the following structure chart:



1.3 The Traffic Management Team works closely with other services within the County Council, as well as partners and stakeholders, to coordinate works, events, and schemes smoothly and legally, whilst keeping all parties, Councillors, and the public informed.

1.4 These services include:

- The Highways Maintenance service, which is responsible for managing, maintaining and improving the county's transport network. The service covers Highways Asset Management, Highways Maintenance and Public Rights of Way.

- Project Delivery, which delivers new transport infrastructure on the network managed by the County Council.
- The Active Travel team in Transport Strategy and Funding is responsible for developing active travel scheme proposals and promoting cycling and walking.

1.5 Contact details for the various teams are attached at Appendix 1.

2. Main Issues

Streetworks and Permitting Team

- 2.1 The Streetworks and Permitting team is responsible for administering streetworks permits, liaising with all those wishing to work on the highway and ensuring coordination between contractors across Cambridgeshire, with the aim of minimising disruption of such works to the travelling public. It issues Temporary Traffic Regulation Orders (TTROs) to facilitate road closures, directional changes, footway closures etc. when these are required for works to be undertaken safely, legally and with the least disruption. It also makes sure that any diversion routes are suitable and free of any other works to aid in the continuous movement of traffic.
- 2.2 The team is responsible for issuing, administering, and coordinating all skips, scaffolding, and hoarding licenses across the county. It approves all third-party automatic traffic counts. It works closely with other agencies across the county on the traffic management element on planned works, such as National Highways and Network Rail, where this impacts the County Council's managed transport network.
- 2.3 The Streetworks and Permitting team leads on the Highway Authorities and Utilities Committee (HAUC (UK)), a liaison forum involving highways authorities and utility companies, ensuring communication and coordination between all parties. The team is also responsible for reviewing and updating the catalogue of traffic sensitive streets for Cambridgeshire.

Signals and Systems

- 2.4 The Signals and Systems team is responsible for the design, installation, maintenance, inspection, and operation of all Signal Control systems. Systems include traffic signal junctions, pedestrian, cycle and horse crossings (puffin, toucan, pelican and pegasus). It is also responsible for the installation, maintenance, and operation of 'smart signal' strategic traffic control systems such as Urban Traffic Control (UTC), Split Cycle Offset Optimisation Technique (SCOOT) and Microprocessor Optimised Vehicle Actuation (MOVA) systems.
- 2.5 The Signals and Systems team oversees the policy, guidance and advice for traffic signal-controlled junctions and crossings across the county. It manages the maintenance and operation of the Vehicle Activated Speed (VAS) and height warning systems. The team inputs to traffic signal related development proposals and is responsible for major input to traffic signal related road safety audits.

Traffic Management Centre

- 2.6 The Traffic Management Centre (TMC) runs active traffic management and live road network monitoring, and acts as the communication gateway between the public and Highways team, using a variety of communication tools including social media, electronic roadside Variable Message Signs (VMS) and links to satnav systems and apps through the [One Network website](#).
- 2.7 The TMC has dedicated liaison with event organisers for traffic management and signage compliance, coordination to avoid clashes, to mitigate any disruptions, to respond to concerns, to facilitate liaison between all parties and to grant any Temporary Traffic Regulation Orders that may be required, such as a road closure for a running or cycling race.
- 2.8 The TMC is the administration and training lead for the Cambridgeshire element of the One Network website, including the administration of all County Council users, upkeep of local area mapping, seeking continuous improvements to the system and promoting integration between the system and the Highways and Transport teams. The TMC investigates intelligent transport systems to aid the management of all forms of traffic across the county.
- 2.9 The TMC liaises with the Real Time Bus Information service. It is responsible for the installation and operation of the County's Variable Message Signs and electronic Flood Warning Signs, providing real time car park information with active Parking Guidance Signs operation and data gathering. It is responsible for traffic-monitoring CCTV camera maintenance and operation, and for rising bollards.

Policy and Regulation

- 2.10 The Policy and Regulation team undertakes the statutory duties for the County Council in relation to consultation, advertisement and making of Traffic Regulation Orders (TROs) for purposes such as avoiding danger, preventing damage, facilitating passage, preventing use, preserving character, preserving amenity, relieving, or preventing congestion.
- 2.11 The team provides design approval for traffic sign design and road markings. It can undertake assessment of projects and third-party proposals to ensure compliance with the Traffic Signs Regulations and General Directions. It will provide traffic calming advice and general guidance on what is permitted on the public highway. The team also undertakes reviews of existing policies that apply to the operation of the highway network. It offers legislative advice to Local Highway Officers (in Highways Maintenance) on bus stop markings, access protection markings, tourist signing and general traffic management queries.

Parking Policy

- 2.12 The Parking Policy team consists of one officer, who is responsible for reviewing, managing, and implementing parking policy for the county. The officer oversees the implementation of resident parking schemes and coordinates the introduction of Civil Parking Enforcement (CPE) in South Cambridgeshire, Huntingdonshire, and Fenland. The officer also supports the introduction of parking initiatives across the county.

- 2.13 The Parking Policy team is in the process of reviewing the Resident Parking Scheme Policy, a document that provides a framework for the consideration of the introduction, amending and extension of formalised Resident Parking Schemes across the county and sets out the principles for the administration of those schemes. Part of this review will be reevaluating the current permit pricing structure to ensure the service remains cost-neutral to the County Council, whilst offering residents value for money.
- 2.14 The Parking Policy team is in the early stages of the review, with only internal operational teams currently feeding into the process. However, the Chair and Vice-Chair of the Highways and Transport Committee will form part of the wider consultation group, along with the Cambridge Joint Area Committee. A public consultation is due to be undertaken in summer 2024, before the final report is presented to the Highways and Transport Committee in December 2024. Once the policy has been approved, the TRO will be amended accordingly and formally advertised. Once that consultation has closed, residents will be advised of any changes to permit limits, fees or permit terms and conditions.

Parking Operations

- 2.15 The Parking Operations team is responsible for administering Civil Parking Enforcement (CPE) and Bus Lane / Bus Gate Enforcement within Cambridge City and South Cambridgeshire – recovery of outstanding Penalty Charge Notices, liaising with Driver Vehicle Licensing Authority, the Traffic Penalty Tribunal and external enforcement agents.
- 2.16 Parking Operations is responsible for issuing and administering Cambridge City, South Cambridgeshire, and Huntingdonshire Residents' Parking Areas, applying the Parking Policy, and is responsible for the provision of on-street Pay and Display Parking with options to pay by cash or a choice of three cashless providers.
- 2.17 The Parking Operations team facilitates parking bay suspensions, liaising with the Streetworks and Permitting Team to make sure that a permit for the works has been approved, as well as with utilities companies to ensure the works are completed in a timely manner with minor disruptions to residents. It is responsible for issuing Tradesperson Permits within the residents' parking areas in Cambridge.

Bus Operations and Facilities

- 2.18 The Bus Operations and Facilities team is responsible for the maintenance and management of the five Cambridge city Park & Ride sites. It manages the operation and upkeep of the Guided Busway and its associated Park & Ride sites. It facilitates the Quality Bus Partnership between the County Council and bus operators. It assists the Combined Authority and Greater Cambridge Partnership with the operational and design elements of plans and projects to deliver a world-class sustainable travel network to transform journeys across Greater Cambridge.

Highways Maintenance

- 2.19 Highways Maintenance maintains all the Highways Infrastructure (not including street lighting and traffic lights), and manages the Highways Asset information. The team comprises of Highway Safety Inspectors, who carry out routine planned safety

inspections to identify defects for repair. These are defined in the Highway Operational Standards document.

- 2.20 A team of Local Highways Officers responds to defects from the public, businesses, and Councillors from the Councils' ['Report It'](#) tool on the County Council's website. The team is the front face of the service for the County Council's customers and Councillors. It can order repairs to defects that have been reported and identified, and in general terms smaller scale work, whilst inputting its local knowledge to the asset teams for larger scale projects and programmes.
- 2.21 The Asset teams comprise of Green Infrastructure Team, Drainage and Resilience, Structures Team, and a Carriageway and Footway Team. These teams develop and deliver the large capital Maintenance Programmes and Projects across the county, which are identified in the Highway Capital Programme document.

Active Travel (Transport Strategy and Funding)

- 2.22 The Active Travel team sits in the Transport Strategy and Network Management service, and is responsible for promoting, enabling and encouraging active travel, focusing on utilitarian walking and cycling journeys to work, school and other destinations. This includes working with the Strategy and Project Delivery teams to ensure a pipeline of schemes is ready for delivery, inputting into the planning process and working to embed active travel throughout the County. A new 'Active Travel in Cambridgeshire' section on the [County Council's website](#) sets out information about active travel in the county.

3. Significant Implications

- 3.1 There are no significant implications.

4. Source Documents

- 4.1 [Corporate Travel, Roads and Parking Main Webpage](#)
- 4.2 [Highway Licences and Permits Webpage](#)
- 4.3 [Traffic Regulation Order Webpage](#)
- 4.4 [Highway Events Webpage](#)
- 4.5 [Parking Permits and Fines Webpage](#)
- 4.6 [Guided Busway and Park & Ride Webpage](#)
- 4.7 [one.network](#) - Current/Planned Works and Events Information
- 4.8 [@Cambs_Traffic](#) - Our Real Time Traffic and Travel X Feed
- 4.9 [Active Travel in Cambridgeshire | Cambridgeshire County Council](#)
- 4.10 [Travel, Roads And Parking | Cambridgeshire County Council](#)

4.11 [Report a highways fault | Cambridgeshire County Council](#)

4.12 [Highway policies and capital maintenance programme | Cambridgeshire County Council](#)