

**Tuesday, 03 December 2024**

**Democratic and Members' Services**  
Emma Duncan  
Service Director: Legal and Governance

**10:00**

New Shire Hall  
Alconbury Weald  
Huntingdon  
PE28 4YE

**Red Kite Room**  
**New Shire Hall, Alconbury Weald, Huntingdon, PE28 4YE**

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

**1 Apologies for Absence and Declarations of Interest**

*Guidance on declaring interests is available in [Chapter 6 of the Council's Constitution \(Members' Code of Conduct\)](#)*

**2 Minutes - 1 October 2024 and 4 October 2024**

**5 - 38**

**3 Petitions and Public Questions**

### **KEY DECISION**

**4 Procurement of Replacement of Guided Busway and Babraham  
Park & Ride Site CCTV**

**39 - 46**

### **DECISIONS**

<b>5</b>	<b>Active Travel Hierarchy Consultation and Development</b>	<b>47 - 80</b>
<b>6</b>	<b>Prioritisation of the Highways Capital Programme</b>	<b>81 - 128</b>
<b>7</b>	<b>Vision Zero and the Council's Management of its Duties in Relation to Road Safety</b>	<b>129 - 138</b>
<b>8</b>	<b>Finance Monitoring Report – October 2024</b>	<b>139 - 168</b>
<b>9</b>	<b>Highways and Transport Committee Agenda Plan and Appointments to Outside Bodies</b>	<b>169 - 170</b>

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The Highways and Transport Committee comprises the following members:

Councillor Alex Beckett (Chair) Councillor Neil Shailer (Vice-Chair) Councillor Gerri Bird  
Councillor Piers Coutts Councillor Claire Daunton Councillor Lorna Dupre Councillor Janet  
French Councillor Ian Gardener Councillor Neil Gough Councillor Anne Hay Councillor Bill  
Hunt Councillor Simon King Councillor Peter McDonald Councillor Tom Sanderson and  
Councillor Alan Sharp

Clerk Name:	Nick Mills
Clerk Telephone:	01223 699763
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## Highways and Transport Committee: Minutes

Date: 1 October 2024

Time: 10.00 a.m. to 1:25 p.m.

Venue: Red Kite Room, New Shire Hall

Present: Councillors Alex Beckett (Chair), Neil Shailer (Vice-Chair), Alex Bulat, Piers Coutts, Claire Daunton, Lorna Dupré, Jan French, Ian Gardener, Anne Hay, Bill Hunt, Simon King, Lucy Nethsingha, Tom Sanderson, and Alan Sharp

### 230. Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillors Gerri Bird (substituted by Councillor Bulat) and Peter McDonald.

Councillor King declared a non-statutory disclosable interest in Agenda Item 4 (Integrated Transport Block Funding Allocation 2025-26), as a member of Cambridgeshire Local Access Forum.

Councillor Bulat declared a non-statutory disclosable interest in Agenda Item 6 (Local Highway Improvement 2024-25 Programme), as a supporter of some Local Highway Improvement schemes in her division.

Councillor Daunton declared a non-statutory disclosable interest in Agenda Item 8 (St Ives and Fulbourn 20mph Zone and Speed Limit Schemes), as the local Member for the Fulbourn division.

### 231. Minutes – 23 July 2024

The minutes of the meeting held on 23 July 2024 were agreed as a correct record and signed by the Chair.

While reviewing the Minutes Action Log, it was confirmed that the session with town and parish councils, as referred to in Minute 211 (Minutes – 5 March 2024 and Action Log), would be scheduled for late October 2024 or early November 2024, before the Committee received an update on the prioritisation of future Highways investment at its meeting on 3 December 2024.

The Committee noted the Minutes Action Log.

## 232. Petitions and Public Questions

The Committee was informed that nine public questions had been accepted and that the questions would be taken at the start of the relevant agenda items. It was noted that two questions related to agenda item 5 (Procurement of Civil Parking Enforcement Services) and seven questions related to agenda item 8 (St Ives and Fulbourn 20mph Zone and Speed Limit Schemes). A further three public questions had not been accepted because they were not relevant to the agenda items of the meeting.

The Committee was informed that the Council had received a petition with 2779 signatures calling for a reconsideration of the 20mph zone in Ely, attached at Appendix 1 of the minutes, and the petitioner, Ms Anna Bailey, was invited to address the committee. Expressing concern about how the consultation on the scheme had been advertised and carried out, Ms Bailey argued that it did not have majority support of the local community, noting that a significantly greater number of people had signed the petition than had supported the proposed scheme during its consultation. Suggesting that there was insufficient evidence of the need for or the benefits of the proposals, she argued that the scheme should take into account recent guidance on 20mph schemes issued by the government. Expressing concern that the decision to implement the scheme had been taken as an officer delegated decision, rather than by the committee, she asked the Council to undertake a new consultation on the scheme. In response to questions from Members, Ms Bailey clarified that of the 195 responses to the statutory consultation on the proposals, 122 had supported the scheme, while 2779 people had signed the petition calling for the scheme to be reconsidered, which she suggested should be added to the committee's agenda plan. It was confirmed that a response to the petition from the Chair would be sent to the petitioner within ten working days.

## 233. Integrated Transport Block Funding Allocation 2025-26

The Committee received a report on the proposed allocation of £3.215m Integrated Transport Block (ITB) funding for 2025-26, subject to the funding being passed to the Council by the Cambridgeshire and Peterborough Combined Authority (CPCA).

While discussing the report, individual Members:

- Welcomed the proposed additional allocation of funding for minor improvements for accessibility, and highlighted the importance of ensuring residents were aware of the available support and how to apply for it. Members sought clarification on whether such funding could only be used for disabled parking spaces, or whether it could be used for other measures, such as dropped curbs, and queried how many applications for minor improvements for accessibility were received by the Council annually. **Action required**
- Welcomed the proposed additional allocation of funding for minor improvements to Public Rights of Way (PRoWs) and queried how it would affect the wider active travel programme and maintenance of PRoWs, as well as how the schemes would be selected for funding. It was clarified that the proposed additional funding would be for new capital projects and that there was a separate budget for the maintenance of PRoWs. It was agreed to provide Members with an update on how

the minor improvements interacted with the Council's wider active travel programme. **Action required**

- Highlighted the importance of community engagement in the process of designing minor improvements to PRowS, and it was confirmed that all such programmes went through various forms of consultation.
- Expressed concern about the proposal to allocate £200k for miscellaneous and contingency costs and £200k for major scheme development, arguing that such costs should be incorporated into individual projects' budgets to maintain transparency and accountability. It was confirmed that any unspent funding that had been allocated for such purposes would be reallocated to prioritised schemes.
- Suggested that any leftover resources from the ITB funding be allocated to already prioritised but currently unfunded Local Highway Improvement projects, noting that there were a large number of such schemes due to funding constraints.

It was resolved unanimously to:

- a) Approve the proposed allocation of the Integrated Transport Block funding for 2025-26, subject to the funding being passed to the County Council by the Cambridgeshire and Peterborough Combined Authority;
- b) Note changes in the funding allocations from previous years; and
- c) Delegate authority to the Executive Director of Place and Sustainability, in consultation with the Chair and Vice Chair of the Highways and Transport Committee, to re-allocate funding to other schemes up to a value of £500,000.

## 234. Procurement of Civil Parking Enforcement Services

The Committee received a report on the procurement of civil parking enforcement services for a five-year contract from 1 August 2025.

Ms Liz Walter was invited to address the committee on behalf of Mill Road 4 People. Suggesting that the Council should define what it considered to be high quality civil parking enforcement services, Ms Walter drew attention to multiple recent infractions on Mill Road, along with widespread instances of parking on double yellow lines, pavements, cycle lanes and junctions, and argued that the current services were not high quality, noting that the report did not address the strengths or weaknesses of the current arrangements. Highlighting repeated calls from local organisations and residents for wider and better enforcement, she queried how the Council would ensure the new provider was able to recruit more officers, particularly given the substantial income provided by enforcement activities, in order to reduce the level of illegal parking. It was emphasised that enforcement could only be carried out in line with legislation, which made it difficult to address issues such as parking on pavements and cycle lanes, although Members were assured that efforts to curtail such behaviour were ongoing. It was also noted that recruitment of Civil Enforcement Officers (CEOs) was made more challenging due to the hostile interactions and inclement weather that were experienced

while carrying out the role. It was clarified that any surplus income from parking enforcement, after funding associated costs, was reinvested in the Highways service.

Ms Linda Jones was invited to address the committee on behalf of Cambridge Living Streets. Emphasising the organisation's support for effective parking enforcement, Ms Jones argued that current arrangements were often ineffective, highlighting infractions such as parking on pedestrian crossings. Expressing concern that the report did not address the need to create safe space for walking and cycling to improve people's health, she suggested that such considerations should be emphasised in the procurement documentation and when training CEOs. It was reiterated that the Council was unable to carry out enforcement on a lot of parking infractions, such as parking in a cycle lane and other controlled zones, including around crossing points, due to current legislation. It was also clarified that CEOs were only employed if they had completed training and were fully qualified, although continuous information was provided to them on the extent of their powers, to ensure they could carry out enforcement and the ambassadorial aspect of their role appropriately.

While discussing the report, individual Members:

- Paid tribute to CEOs for their work in carrying out enforcement, particularly around schools and providing additional patrols when requested by local Members, acknowledging that they often found themselves in unpleasant and sometimes confrontational situations. Members were informed that CEOs wore body cameras and following any incidents, they submitted information and the footage to the Council and were then accompanied by the team leader to speak with the police if appropriate. It was agreed to provide Members with clarification on how many CEOs were operating at any given time. **Action required**
- Queried whether the new contract would require the provider to abide by the Council's expectations for a high quality service. Members were informed that the service level agreement with the current provider included a range of key performance indicators, such as the amount of shift time spent on the street and the number of errors made by CEOs, which would continue to be monitored with a new contract.
- Suggested that the new provider could consider using technological ways to support enforcement, such as the development of a tool for residents to report infractions so that CEOs can respond swiftly and with a targeted approach.
- Queried whether the Council would pay the full cost of the contract, or whether district councils in the areas that benefitted from the services would also contribute financially. It was clarified that as enforcement resulted in more income for the Council than expenditure, it did not represent a net cost to the Council. It was also confirmed that legislation required such income to be ringfenced for Highways spending.
- Noted that civil parking enforcement was currently only carried out in Cambridge and South Cambridgeshire, while other districts had demonstrated support for it to be expanded across the county, although one Member suggested that enforcement was only necessary or appropriate for larger towns and cities.



- Observed that people travelled to Cambridge for many purposes, including shopping, education, employment and healthcare, and argued that their needs should be taken into account as well as those of residents, although it was suggested that enforcement also supported the efficient flow of traffic, thereby benefitting all road users.
- Requested further information on enforcement of blue badges. It was confirmed that frequent such enforcement was carried out and that if a badge was confiscated it was dealt with by the blue badge team.
- Expressed concern about the number of repeat offenders, particularly by parcel delivery drivers, and suggested that enforcement should be carried out on repeat offenders in particular, although it was acknowledged that education of the public was also important.
- Highlighted the importance of carrying out enforcement after the implementation of a Traffic Regulation Order or Local Highway Improvement scheme, to educate people and ensure they were immediately aware that enforcement would be carried out on any new restrictions.
- Acknowledged the financial stress that the issuance of penalty charge notices may cause to those of a poor socio-economic background but argued that this was not an excuse for bad parking. Members also expressed concern that the cost of a penalty charge notice was not high enough, particularly given that offenders could pay only half the fine if done swiftly, and drew attention to the fact that the figure was cheaper than most of the parking options available in the centre of Cambridge, which detracted from the possibility of a fine acting as a deterrence.
- Observed the limitations that current legislation placed on enforcement and suggested that the Chair could write to the government to propose changes, particularly on issues including pavement parking restrictions, parking in cycle lanes, the level of fines, and dealing with repeat offenders. It was also noted that Parking and Traffic Regulations Outside London (PATROL) was working on the expansion across the wider country of powers currently restricted to London.
- Confirmed that if the proposed procurement did not take place, the Council would not be able to carry out civil parking enforcement after 30 September 2025.

It was resolved to:

- a) Authorise the Executive Director of Place and Sustainability, in consultation with the Chair and Vice Chair of the Highways and Transport Committee, to commence the procurement for Civil Parking Enforcement Services for a term of five years, with an option to extend for a further five years: and
- b) Delegate authority to the Executive Director of Place and Sustainability, in consultation with the Chair and Vice Chair of the Highways and Transport Committee, to award and execute a contract for the provision of Civil Parking Enforcement Services starting 1 August 2025 and extension periods.

## 235. Local Highway Improvement 2024-25 Programme

The Committee received a report on the outcome of the Local Highway Improvement (LHI) member panels and officer scoring of complex and non-complex LHI applications for the 2024/25 funding round, with the proposed projects listed in the prioritised lists attached at Appendix 1 of the report. It was also proposed that all unsuccessful complex LHI schemes be added to the Transport Planning Database for prioritisation through the Council's Delivering Transport Strategy Aims (DTSA) programme, with authority delegated to the Executive Director of Place and Sustainability, in consultation with Chair and Vice-Chair of the committee, to remove schemes that prove to be undeliverable and add new schemes in their place.

While discussing the report, individual Members:

- Welcomed the applications that had been received, highlighting their importance for local communities and the effort put into their preparation and paid tribute to officers for their work on assessing bids and providing support to applicants in the development stages.
- Expressed concern there was not more funding available to enable support for a higher number of projects, many of which had repeatedly been applying repeatedly for a number of years, and suggested that adding unsuccessful schemes to the underfunded DTSA programme was unlikely to make a difference. Members were informed that, whereas in previous years the unsuccessful schemes were not considered further, adding them to the DTSA programme would ensure they were considered during scoring opportunities if further active travel funds became available, for example through the CPCA.
- Argued that the costs for some of the proposals were higher than expected, and suggested that if such costs could be reduced, funding could become available for a wider number of projects. It was clarified that significant proportions of projects' budgets were sometimes allocated to cover risks, although it was emphasised that such risks did not always manifest and, in such situations, the remaining funds were reallocated appropriately. Notwithstanding, Members were informed that the Council was developing a more measured approach to allocating resources to risk by collating the risks of individual projects into a wider aggregate risk that would allow a higher proportion of resources to be allocated to delivery.
- Sought clarification on whether the lack of future maintenance costs for the Council was considered during the scoring process. **Action required**
- Noted that LHI schemes had to be supported by their local Member, and clarified that all Members would be advised, along with the applicants, of the outcome of the committee's decision on which projects were approved, and would be provided with the opportunity to further discuss both successful and successful applications with officers.

- Observed that there were a range of desired projects that were either too large to be an LHI scheme or too small to be treated as a major individual project, and suggested that consideration be given to how current arrangements could be modified to ensure such schemes could potentially be supported and funded.
- Drew attention to the high number of unsuccessful applications for additional street lighting that were received annually, and suggested that it was an issue that could be addressed separately from the LHI programme, noting that the current contract made it difficult to make progress.

It was resolved unanimously to:

- a) Approve the projects detailed in the prioritised lists attached at Appendix 1 to this report, to be designed and delivered;
- b) Agree that all unsuccessful complex LHI schemes should be added to the Transport Planning Database for prioritisation through the Council's Delivering Transport Strategy Aims programme, as set out in paragraph 3.6 of the report;
- c) Delegate authority to the Executive Director of Place and Sustainability, in consultation with Chair and Vice-Chair of the Highways and Transport Committee, to remove schemes that prove to be undeliverable and add new schemes in their place, as outlined in the report, to enable them to be designed and delivered; and
- d) Note that these schemes will be delivered through existing approved and compliant procurement arrangements.

## 236. Local 20mph 2024-2025 Programme

The Committee received a report on the outcome of the 20mph prioritisation process, with the proposed projects for the 2024/25 20mph design and delivery programme listed in the prioritised list attached at Appendix 1 of the report.

While discussing the report, individual Members:

- Welcomed the grass roots nature of the programme and suggested the extensive list of applications demonstrated broad enthusiasm for 20mph zones and other traffic calming measures. Notwithstanding, it was argued that consultations on proposed schemes could be wider, while the importance of local Members supporting applications in their division was highlighted.
- Suggested that the implementation of schemes across the county was likely to have already saved lives, although it was argued that 20mph limits were not just about protecting children outside schools or avoiding accidents, but about creating calmer, safer environments that would encourage more people to walk, cycle and be outside.

- Drew attention to the high number of applications for village wide schemes, including the five highest ranked schemes. However, it was suggested that the circumstances and design of each individual village and town affected whether a village wide scheme or a more targeted approach would be more appropriate and effective. It was argued that implementing fewer village wide schemes would allow a greater number of smaller schemes to be implemented, although it was emphasised that the size of the proposed schemes was at the discretion of applicants.
- Expressed concern about the estimated costs of schemes and queried why a large number of the projects had an identical cost of £18k, regardless of their area or size. It was clarified that the estimate costs were based on the previous average costs of implementing village wide schemes, and that more accurate figures could not be calculated until the schemes were designed and consulted on.
- Queried how the schemes would be monitored, noting that police forces had indicated they would not commit resources to enforcement. It was clarified that the police would be responsible for monitoring and enforcement, and that the Cambridgeshire and Peterborough Police and Crime Commissioner would be responsible for installing any additional speed cameras. Notwithstanding, Members suggested that 20mph zones statistically led to fewer casualties even without enforcement, and it was noted that a review of the effectiveness of all the 20mph schemes across the county would be carried out after two years.

It was resolved to:

- a) Approve the projects detailed in the prioritised lists attached to this report at Appendix 1;
- b) Delegate authority to the Executive Director of Place and Sustainability, in consultation with the Chair and Vice-Chair of the Highways and Transport Committee, to add and remove individual projects from the 20mph delivery programme as required; and
- c) Note that these schemes will be delivered through existing and compliant procurement arrangements.

## 237. St Ives and Fulbourn 20mph Zone and Speed Limit Schemes

The Committee received a report which proposed the installation of a 20mph zone in the southern half of St Ives and a 20mph speed limit and 40mph buffer zones in Fulbourn, with the objections and representations set out in the report and appendices.

Dr Chris Loughlan was invited to address the committee. Highlighting the significant number of applications for 20mph schemes across the county, Mr Loughlan drew attention to the involvement of parish councillors in the development of the Fulbourn application and the wide consultation of affected organisations and residents that had been carried out. Suggesting that the application represented a low cost, minimal intervention for maximum impact, he highlighted the number of vehicles that passed

through the village and argued that reducing their speed would increase safety, reduce noise, and improve the overall environment.

Mr David Cottee was invited to address the committee. Drawing attention to a survey carried out by Fulbourn Forum which resulted in 153 people supporting the proposals and only 8 people opposing them, Mr Cottee suggested the high speed limits of the roads approaching Fulbourn encouraged through traffic to travel faster. Highlighting the regular occurrence of accidents and near misses in the village, with tight corners exacerbating wider problems, he argued that a uniform 20mph limit throughout the village would provide uniformity and clarity while requiring less signage. Mr Cottee also noted that a further 300 houses were under construction in the village and suggested that the proposed scheme would incentivise more residents to walk and cycle.

Mr John Cooter-Baker was invited to address the committee. Drawing attention to the unpredictable and sometimes dangerous driving in Fulbourn caused by parked cars effectively reducing approach roads to one lane, Mr Cooter-Baker informed Members that residents were often anxious about crossing roads, particularly if using buggies or mobility scooters. He suggested that a 20mph limit would encourage smoother driving in general, while also reducing air pollution. Acknowledging that widespread monitoring and enforcement of the scheme would be difficult, Mr Cooter-Baker also argued that drivers would observe the limit due to the behaviour of other vehicles, as was the case in 30mph zones and other 20mph zones.

Dr Caroline Zwierzchowska-Dod was invited to address the committee. Emphasising that not all roads in the village were included in the proposed scheme's area, Dr Zwierzchowska-Dod highlighted the reasons behind the implementation of the Fulbourn scheme, as set out in the report, alongside evidence published by Living Street that suggested the scheme would bring tangible benefits to the local community. She argued that concerns about non-compliance were over-exaggerated and that evidence suggested average speeds reduced in areas where 20mph limits had been implemented, regardless of the level of enforcement. Arguing that the proposals enjoyed wide public support within Fulbourn, Dr Zwierzchowska-Dod challenged the suggestion that lower speeds resulted in higher pollution and suggested instead that they resulted in less damage to road surfaces.

Mr Jose Quiroz was invited to address the committee. Highlighting the high proportion of non-resident vehicles that passed through Fulbourn at high speed on their way to or from Cambridge, Mr Quiroz argued that reducing the speed limit would reduce the number and the seriousness of collisions that occurred in the village. He also suggested that drivers would travel at a lower speed, whether they fully complied with the restriction or not, and regardless of the level of enforcement.

Mr James Moore was invited to address the committee. Noting how the volume of traffic in Fulbourn had increased over recent decades, Mr Moore drew attention to regular collisions that occurred and welcomed the proposal to introduce a 20mph speed limit and a buffer zone on the edge of the village. However, he expressed concern that there were no plans for active enforcement of the proposals and suggested that consideration should be given on how to ensure compliance.

Councillor John Williams, the South Cambridge District Councillor for Fen Ditton and Fulbourn, was invited to address the committee. Welcoming the proposal to implement a 20mph scheme across the village of Fulbourn, Councillor Williams highlighted the popularity of cycling in the community and argued that a reduced speed limit would make active travel safer, as well as improving the lives of the wider community. He suggested that 20mph schemes worked even without enforcement because compliant vehicles slowed down other vehicles behind them and were therefore effectively self-enforcing.

While discussing the report, individual Members:

- Welcomed the proposed schemes in Fulbourn and St Ives and highlighted the importance of reports detailing and addressing objections to such proposals.
- Highlighted the significant issues experienced in Fulbourn due to approach roads having high speed limits, and argued that the complex layout of Fulbourn meant that the implementation of a 20mph limit that was not village wide was unlikely to be effective or successful, although it was suggested that some of the buffer zone's boundaries could be closer to the village than proposed.
- Observed that the proposed zone included only some of the cul-de-sacs in Fulbourn and sought clarification on why it was considered necessary to include them in the first place, and why some had not been included. Members were informed that some of the roads in Fulbourn were unadopted and therefore could not be included in the scheme without the relevant owner's consent. It was also noted that additional termination signs would increase the project's cost for little benefit, which is why some cul-de-sacs had been included despite the roads not presenting any particular speeding issues themselves.
- Noted that the local Member for St Ives South and Needingworth, Councillor Kevin Reynolds, did not support a blanket 20mph limit in St Ives and was concerned that such a measure could lessen the impact in places where there was more evident need for speed restrictions, with insufficient resources for monitoring or enforcing a scheme also meaning there would likely be a high level of non-compliance. It was clarified that the proposed scheme was for the southern part of St Ives, rather than the whole town.
- Welcomed the refinements to the originally proposed scheme in St Ives, noting that significant opposition to a town wide scheme had resulted in a more targeted scheme in St Ives South being adopted instead, which enjoyed the support of St Ives Town Council. It was also observed that there were a number of areas within St Ives that had already had traffic calming measures in place. Notwithstanding, some Members expressed concern that the scheme did not appear to have the same level of support as the scheme in Fulbourn.
- Sought clarification on why the two stretches of Green Leys that were perpendicular to Paragon Road were not included in the scheme. **Action required**

It was resolved to:

- a) Determine the formal objections to the St Ives South and Needingworth Speed Limit Order without holding a public inquiry, and for the reasons set out in the report and Appendix 4 (Statement of Reasons), approve the proposed speed limits as advertised;
- b) Inform the objectors to the St Ives South and Needingworth Speed Limit Order accordingly;
- c) Determine the formal objections to the Fulbourn Speed Limit Order without holding a public inquiry, and for the reasons set out in the report and Appendix 8 (Statement of Reasons), approve the proposed speed limits as advertised; and
- d) Inform the objectors to the Fulbourn Speed Limit Order accordingly.

## 238. Finance Monitoring Report – August 2024

The Committee received the Finance Monitoring Report to the end of August 2024 for the services within its remit, which reported a forecast revenue overspend of £3.9m, and a £3.9m slippage compared to the budgeted capital programme variation.

While discussing the report, individual Members:

- Noted that slippage related to the A14 de-trunking was due to the initial over-allocation of risk provision, rather than non-delivery, and that Members would shortly be provided with an update on the ongoing works.
- Requested further information on delays related to street lighting and queried whether any potential savings could be reallocated to support additional street lighting installation. Members were informed that the delays were a result of the complex nature of the Private Finance Initiative contract, although they were assured that efforts were ongoing to resolve the issues. It was clarified that the forecast savings were linked to a reduction in energy costs, and as they were related to revenue, they could not be reallocated to capital projects, such as the installation of additional lighting.
- Requested further information on the forecast underspend in safety inspection support and vehicles for Highways Asset Management. **Action required**
- Requested further information on the three items on the savings tracker in the Finance Monitoring Report that had a black RAG rating. Members were informed that the item relating to management efficiencies was the result of a recently implemented senior management restructure, and that savings would be achieved on a recurrent basis from the following financial year. The two items relating to Highways recycling were the result of further investigation concluding that a planned materials recycling facility at one of the Council's Highways depots was not deliverable or would not deliver the level of revenue that was outlined in its original business case.

It was resolved unanimously to:

Review and comment on the report.

239. Highways and Transport Committee Agenda Plan and Appointments to Outside Bodies

While discussing the committee's agenda plan, Members:

- Sought clarification on whether another report would be presented to the committee on A1421 traffic management and road safety options. **Action required**
- Requested an update on action taken following the Council's approval of a motion in July 2024 related to flooding issues in Little Paxton. **Action required**

Chair  
3 December 2024



## Special Highways and Transport Committee: Minutes

Date: 4 October 2024

Time: 10:00 a.m. to 2:00 p.m.

Venue: Red Kite Room, New Shire Hall

Present: Councillors Henry Batchelor, Anna Bradnam, David Connor, Steve Count, Steve Criswell, Stephen Ferguson, Ros Hathorn, Anne Hay, Bill Hunt, Sebastian Kindersley, Keith Prentice, Cathie Rae, Philippa Slatter and Graham Wilson

In the absence of the Chair and Vice-Chair, it was proposed by Councillor Bradnam, seconded by Councillor Slatter and agreed by majority, to elect Councillor Batchelor as the Chair of the meeting.

### 240. Apologies for Absence and Declarations of Interest

It was noted that in order to ensure that the Members sitting on the committee had not taken part in previous decisions relating to the matter on the agenda, some changes had been made to the committee's membership and a significant number of substitutes were in attendance. It was reported that Councillor Count had replaced Councillor French as a committee member, while Councillors Bradnam and Kindersley had replaced Councillors Gough and Whelan as substitutes respectively.

Apologies for absence were received from:

- Councillor Beckett (substituted by Councillor Batchelor);
- Councillor Bird (substituted by Councillor Rae);
- Councillor Coutts (substituted by Councillor Hathorn);
- Councillor Daunton (substituted by Councillor Wilson);
- Councillor Dupré (substituted by Councillor Slatter);
- Councillor King (substituted by Councillor Criswell);
- Councillor McDonald (substituted by Councillor Bradnam);
- Councillor Nethsingha (substituted by Councillor Kindersley);
- Councillor Sanderson (substituted by Councillor Ferguson);
- Councillor Shailer (substituted by Councillor Prentice); and
- Councillor Sharp (substituted by Councillor Connor).

There were no declarations of interest.

### 241. Petitions and Public Questions

The Committee was informed that twenty-one public questions had been accepted in relation to Agenda Item 3 (Mill Road Bridge, Cambridge, Traffic Regulation Order).

## 242. Mill Road Bridge, Cambridge, Traffic Regulation Order

The committee received a report which proposed the installation of a modal filter on the Mill Road bridge in Cambridge. The proposal would restrict traffic over the bridge by motor vehicles, except local buses, taxis, private hire vehicles, blue badge holders' registered vehicles, and other authorised vehicles, while access would be maintained for cyclists and pedestrians. A summary of the representations made in the notice period following the publication of the proposed Traffic Regulation Order (TRO) was attached at Appendix 3 of the report.

Daniel Fulton was invited to address the committee. Highlighting the Council's statutory duty to make reasonable adjustments to prevent disability from putting someone at a disadvantage, Mr Fulton suggested that the wording in the report differed from the wording in the proposed TRO, and expressed concern about reasonable adjustments for disability being restricted to two exempt vehicles identified by a blue badge holder, arguing that a person could have substantial disadvantage due to disability without qualifying for a blue badge. He requested that the Council amend its public facing statements to reflect that additions to the designated vehicles list for reasons related to disability would be made on a discretionary basis. It was clarified that the proposed TRO, as advertised and as detailed in Paragraph 3.5 of the report, would restrict vehicular traffic over the railway bridge, with exemptions for local buses, cyclists, pedestrians, taxis (being both hackney carriages and private hire vehicles), and authorised vehicles, which included vehicles in a disabled tax class, NHS tax-exempt vehicles, and vehicles on the Council's Permitted Vehicles List for the Mill Road bus gate, which was determined on a case by case basis at the Council's discretion, in circumstances where the Council's intention was generally to permit blue badge holders to register up to two vehicles which might be either their own vehicle or a vehicle belonging to a carer. In response to a query from a Member, it was confirmed that the TRO could not be amended from that already published without further statutory processes.

Martin Lucas-Smith was invited to address the committee. Outlining two contrasting visions for Mill Road, Mr Lucas-Smith drew attention to the high number of collisions and injuries on the road and the significant congestion that caused delays to private and public transport, arguing that various consultations and elections had demonstrated local support for the proposals. Suggesting that other bus gates around the city had benefitted nearby businesses, while various businesses had opened while a previous Experimental Traffic Regulation Order (ETRO) had been implemented on Mill Road bridge, he drew attention to wider strategies promoting active travel and public transport. He also argued that data collected during the previous ETRO suggested that displacement of traffic to surrounding roads had not occurred on a significant level.

Councillor Katy Thornburrow, the Cambridge City Councillor for the Petersfield ward, was invited to address the committee. Highlighting the need to reduce traffic levels on Mill Road to improve the health and safety of local residents, Councillor Thornburrow nonetheless questioned whether the proposals would achieve their desired outcomes and expressed concern about the potential impacts on local businesses and the flow of traffic around the city. Emphasising how the proposals had divided the local community and arguing that further engagement and data was required before a decision could be made, she drew attention to alternative proposals to improve the public realm in the

area. She suggested that implementation of any modal filter should be delayed until baseline data had been collated and published, and requested that the Council run an open, transparent and budgeted process about wider improvements to the local realm. She also requested that if the proposals were approved, a review of their impact be carried out after six months, with a look to amend the TRO if the review recommended such action. It was confirmed that monitoring would take place if the proposals were implemented, with the resulting data being published alongside baseline data, and that the proposals would create opportunities for wider improvements to the public realm. While it was acknowledged that subsequent changes could be made to the scheme, it was emphasised that such changes might be subject to further statutory processes and consultation.

Andy Kennedy was invited to address the committee on behalf of Mill Road 4 People. Highlighting that improving Mill Road had been an objective for local residents for over fifty years and continued to draw majority support in the area, Mr Kennedy argued that the road had not originally been designed to carry such high levels of traffic and drew attention to the narrow pavements and carriageways that contributed to it being the street with the most road traffic collisions in the city. He suggested that benefits of a modal filter would include making Mill Road more attractive to visitors, strengthening the sense of community, improving the reliability of public transport, and increasing public health as a result of more active travel. He drew attention to evidence that traffic had increased on Mill Road without a corresponding drop in traffic levels on boundary roads when the previous ETRO was removed, which he suggested was a demonstration that the modal filter reduced vehicle journeys rather than displaced them.

Matthew Winter-Holt was invited to address the committee. Noting that he had previously opposed restrictions on Mill Road Bridge, Mr Winter-Holt informed Members that the experience of a calmer, safer and cleaner environment during the period of the previous ETRO had changed his opinion and he confirmed that he now supported the proposals. Suggesting that the ETRO brought more life to the roads and surrounding area while also encouraging active travel, he acknowledged that the modal filter would inconvenience him sometimes, but he argued that the wider benefits for the community outweighed such concerns. He also welcomed that people with disabilities who required access would still be able to use the bridge as a result of the exemptions included in the proposals.

Janet Fox was invited to address the committee on behalf of herself and Andrew Smith. As the owners of businesses on Mill Road with most of their customers being people who walked or cycled past, Ms Fox emphasised their support for any measures that would reduce traffic noise and pollution, improve access for active travel and make the area a place that people would want to visit and spend time in, particularly given the ongoing development of large retail sites elsewhere in the city. She argued that restricting the traffic flow across Mill Road bridge was the best way to begin the process of achieving such goals.

Anna Williams was invited to address the committee on behalf of Camcycle. Highlighting the cycling campaign organisation's longstanding support for improvements to Mill Road, Ms Williams drew attention to the potential benefits of the proposals and the widespread local support for a people-orientated street with lower volumes of traffic. Noting the number of injuries and collisions that had occurred since the previous ETRO

was removed in 2021, as well as the impact of poor air quality and particulate pollution, particularly for older and younger people and those with heart and lung conditions, she argued that active travel would improve and increase along Mill Road if a modal filter was installed, while public transport would also become more reliable. Suggesting that greater consideration should be given to the high number of local residents that did not have a car, rather than to people using the road as a through route, she argued that the policies of the Council and other local organisations supported such measures to improve active transport, public health and the wider climate.

Tina Riches was invited to address the committee. Informing Members that she had asthma and that her symptoms worsened significantly whenever she was on or around Mill Road, Mrs Riches drew attention to the pollution caused by idle cars in traffic jams on the narrow road, which exacerbated the suffering of people with asthma and other medical conditions. Drawing attention to the benefits of the previous ETRO that was in place, including for active travel, the natural environment and people's health, she argued that such improvements also supported local businesses by making them more attractive to visit, and suggested that people often needed to be pushed to make behavioural changes such as how they travelled.

Charlotte de Blois was invited to address the committee. Drawing attention to the increasing issues faced by people with disabilities due to the city's continuous growth and resulting increase in traffic, Ms De Blois emphasised the residential nature of Mill Road and expressed concern about the number of vehicles that used it as a through route. Noting that the Disability Discrimination Act 1995 recommended a minimum walkway width of 1.5 metres, while the Department for Transport (DfT) recommended a minimum width of 2 metres, she drew attention to the narrow pavements on Mill Road, which were less than 1 metre in many places, that she argued were unusable for people using some mobility aids. It was emphasised that while the report referenced potential future improvements to the public realm, such as wider pavements, such improvements were not part of the proposed TRO and therefore should not have an impact on the committee's decision.

Elisabeth Whitebread was invited to address the committee on behalf of Cambridgeshire Families for Sustainable Travel. Expressing concern about the level of traffic and poor air quality on Mill Road, Ms Whitebread drew attention to their negative impacts on active travel, public transport and the natural environment. Stating her support for the proposals, she related some statements from local children to the committee, which emphasised the fear that they experienced due to safety concerns.

Elisabeth Whitebread was also invited to address the committee on behalf of Stephen Large. Highlighting the increasing challenges travelling down Mill Road as a cyclist, on a scooter, by car, bus or truck or as a pedestrian, which were exacerbated by recent and planned developments in the area, Mr Large noted that it was the road with most traffic collisions in the city. Drawing attention to studies and guidance on the impact of air pollution on health, he noted that nitrogen dioxide and particulate matter levels in Cambridge had all been measured above recommended levels. Mr Large acknowledged the proposals' potential impacts on local businesses and the wider traffic flow but argued that such considerations were outweighed by the number of accidents and deteriorating air quality.

Councillor Elliot Tong, the Cambridge City Councillor for the Abbey ward, was invited to address the committee. Highlighting longstanding local support for measures that encouraged active travel, which had been reinforced during the consultations on the proposed TRO, Councillor Tong suggested there was a democratic mandate to implement such measures. He acknowledged there were concerns about aspects of the proposals but argued that they would benefit the local community and businesses in the long term.

Thomas Preud'homme was invited to address the committee. Suggesting that Mill Road was one of the most accident prone roads in the country, Mr Preud'homme expressed concern over the safety of cycling on the road with his son due to the high level of traffic and lack of space for cyclist segregation. Indicating his support for the proposals, he argued that local businesses had thrived in the vicinity of modal filters that had been installed elsewhere in the city.

Sarah Hughes was invited to address the committee on behalf of Cambridgeshire Sustainable Travel Alliance. Highlighting the potential local benefits of the proposed bus gate on the Mill Road bridge, including faster, more reliable and more frequent bus services, as well as safer and more pleasant access along pavements, Ms Hughes emphasised the wider benefits for the city resulting from increased bus travel and fewer private vehicles. While acknowledging the important role of bus gates in improving bus reliability, she queried how the Council would support and encourage bus passengers on a wider level across the Cambridge area.

Councillor Mark Ashton, the Cambridge City Councillor for the Cherry Hinton ward, was invited to address the committee. Highlighting the importance of Mill Road as an arterial road used by many Cambridge residents beyond its surrounding area, particularly as an access point to the eastern side of the city, Councillor Ashton expressed concern that displacement of traffic could exacerbate traffic issues and resultant air pollution on other roads, such as Coldhams Lane and Hills Road. He argued that alternative side roads were unsuited to large vehicles and that congestion would be worsened by the installation of a modal filter, drawing attention to alternative proposals, such as traffic lights on Mill Road bridge. He questioned the validity of data collated while the impacts of the Covid-19 pandemic were significantly affecting travel behaviour and suggested further data on air quality was required. It was clarified that Mill Road was an unclassified road, and that although it linked the ring road with the city centre it was not part of the full radial route. It was also noted that the previous ETRO had not led to discernible air quality impacts, and that if the TRO was approved, the Council would work with Cambridge City Council and Connecting Cambridgeshire to ensure air quality sensors were in place to collect data on nitrogen dioxide, carbon dioxide and fine particles, as set out in the report.

Neil Mackay was invited to address the committee. Expressing concerns about the TRO consultation form, including when it became publicly available and how it was laid out, Mr Mackay suggested that the organisation whose system was used for the consultation was inappropriate, and he sought clarification on why it was chosen, how much it had been paid, and whether the full data set from which results had been extracted would be published. Drawing attention to a letter from the DfT to the Chief Executive of the Cambridgeshire and Peterborough Combined Authority (CPCA), which referenced the reinstatement of a bus gate on Mill Road in connection with the receipt

of grant funding for bus improvements, he sought clarity on why the CPCA was deemed to have such authority and whether the grant funding would be repaid to the government if the bus gate was not reinstated. In response to questions from Members, Mr Mackay clarified that he owned a business in Cambridge that had been in existence since 1912 and which employed twenty people. He informed Members that he was relocating his business to a new site outside Cambridge, although he acknowledged that this was due to wider concerns than the proposed TRO on Mill Road bridge. It was clarified that the Council set the consultation's questions and that the consultation portal did not provide any analysis of the responses that had been received. It was also clarified that the County Council, as the highways authority, was responsible for deciding whether to implement the TRO, rather than the CPCA, and it was confirmed that there had been no commitment from the Council to the DfT, or to the CPCA, regarding any funding being linked to the decision.

William Bannell was invited to address the committee. Expressing concern about the tight time schedule in which the TRO process had been carried out and questioning the origins of policies driving active travel strategies, Mr Bannell observed that any information that was not currently in the public domain would be required to be published if requested as part of legal proceedings. Challenging some of the statements in the report, Mr Bannell suggested there had been procedural irregularities in the Council's TRO process and that it had not been transparent, noting that the committee had not been presented with a petition that had been submitted which opposed the proposed TRO. Drawing attention to the Magill test, he asked Members whether they thought a fair-minded, honest, impartial observer, considering all the facts, would say there was a chance of predetermination or bias in the committee's decision. It was clarified that the decision to undertake the consultation on the TRO had been made by officers under existing delegated authority, and it was reiterated that the large number of substitutes attending the meeting was to make it clear that the decision would be taken by Councillors who had not been party to the previous decision. It was confirmed that all standard procedures had been carried out with respect to the proposed TRO, and that all the information presented to the committee had come from the results of the statutory process. Members were informed that petitions relating to TROs were dealt with separately from the Council's petition scheme, to ensure they were treated the same as any other objection or support expressed in the TRO process. The petition was nonetheless published on the Council's website and it was confirmed that the petitioner would receive a response from officers following the meeting. Members were also informed that the first sentence of the officer response to the economic impact of the proposals on businesses on Page 34 of the agenda pack should be disregarded, as it mistakenly stated that a 2019 survey had been carried out during the Covid-19 pandemic.

Matt Day was invited to address the committee. Noting that traffic restrictions on the bus gate would be enforced by Automatic Number Plate Recognition (ANPR) cameras, Mr Day argued that such systems were limited and could be easily exploited. Drawing attention to information he had been provided in response to a Freedom of Information request, he informed Members that no two-wheeled vehicles or off-duty taxis had been fined for passing through the Emmanuel Street bus gate in Cambridge, despite being prohibited from doing so. He suggested that the Council should therefore exempt two-wheeled vehicles and off-duty taxis from the restrictions on Mill Road bridge, and include appropriately clear signage, rather than tolerating non-compliance. Arguing that

law-abiding motorcyclists were not a greater cause of congestion than cargo bikes, while electric motorcycles were no more pollutive than electric bicycles, Mr Day suggested they should be exempt from bus gates across the city. However, Members were informed that motorcycles were still traffic and contributed to issues in the area, which was why no exemptions had been included in the proposed TRO, in line with other bus gates in the city, and it was noted that advice from Parking and Traffic Regulations Outside London (PATROL) suggested that bus gates should be consistent to assist motorists' understanding.

Margaret Collins was invited to address the committee. Informing Members that she lived on one side of Mill Road bridge while her disabled son who required 24/7 care lived in supported living on the other side of the bridge, Miss Collins emphasised how challenging and time-consuming it was to be a family carer. Highlighting previous issues she had experienced with carers being incorrectly fined, she expressed concern about the additional problems she and other people in similar situations could face due to only being allowed two vehicles to be registered to support her son, noting that the system would not support quick change over of care staff due to the registering process taking up to three working days. Highlighting problems with obtaining and renewing blue badges, with many people not qualifying for a badge despite having disabilities, Miss Collins questioned whether the Council would have the resources to consider exemption requests on a case by case basis.

Shapour Meftah was invited to address the committee on behalf of Mill Road Traders Association. Noting that he owned a business next to Mill Road bridge, Mr Meftah informed Members that a recent survey he carried out of 90 local traders representing over 200 employees had resulted in 85 responses opposing the proposed TRO because of the potential impact on their businesses, with some of them suggesting they would relocate if the modal filter was implemented. Arguing that restricting traffic across Mill Road bridge would not itself improve the local environment, he suggested there was insufficient data to support the measures and that bicycles were responsible for a large proportion of accidents on Mill Road, while he also questioned whether there was an electoral mandate to implement the proposals. In response to Members' questions, Mr Meftah confirmed that not all of the respondents to the survey he had carried out were members of Mill Road Traders Association, of which there were 45 paying members. He also clarified that the majority of his business's customers came from beyond the surrounding area, and that they needed a car to visit his business in order to transport equipment. It was acknowledged that they would still be able to visit by car if the modal filter was implemented.

It was noted that a further request to speak had been received but that the member of public had not joined the meeting.

Councillor Richard Howitt, the local Member for the Petersfield division, was invited to address the committee. Drawing attention to the extensive public engagement, including workshops and questionnaires, that had formed part of the consultation on the TRO, Councillor Howitt acknowledged that the community had been divided by the issue, although he observed that the data in the report indicated that a majority of the local community supported the implementation of a modal filter, and he also expressed his support for the proposals. Emphasising the importance of additional measures to improve the public realm beyond the proposed bus gate, he expressed concern about

the financial cost of the previous TRO and subsequent legal process, suggesting that there should be an investigation into what went wrong, to provide transparency and accountability. Councillor Howitt also drew attention to a representation that had been submitted from a resident in his division who had carried out nitrogen oxide tests on Tenison Road, and it was confirmed to Members that the response that had been submitted was valid and had been considered alongside other information that the Council held. Members were also informed that the Council reviewed all its decisions as part of an open and transparent approach to learning from past experience, and it was clarified that although the Council was exploring opportunities and funding for potential further improvements to the public realm, they were not related to the proposed TRO on Mill Road bridge.

Councillor Neil Shailer, the local Member for the Romsey division, was invited to address the committee. Highlighting the multiple uses of Mill Road and the fact that the local community had argued for many years that it was unsuitable as a through route due to its narrow width, Councillor Shailer emphasised the Council's commitment to supporting similar objectives of communities across the county, such as through the work of the March Area Transport Study.

While discussing the report, individual Members:

- Paid tribute to members of the public for their extensive participation in the consultations and the meeting, noting the wide variety of comments that had been contributed. It was acknowledged that Mill Road was used for multiple different reasons by both the local community and those who travelled along it, and Members highlighted the importance of legal processes that allowed people to challenge decisions made by the Council.
- Emphasised that there were a wide range of disabilities and illnesses that could limit a person's mobility and require them to use a car for transport, and welcomed the fact that the TRO acknowledged and accommodated such needs, as did the majority of people that supported the proposals. Notwithstanding, Members were keen to ensure that the engagement process had not identified large cohorts of people that should additionally be considered for exemptions, and it was noted that the Equality Impact Assessment, attached at Appendix 4 to the report, provided clarity on such matters.
- Sought clarification on how people could register their vehicles on the permitted vehicles list. Members were informed that an online system that had been set up for the previous TRO would be reestablished, with registered vehicles being exempt from fines otherwise issued by the modal filter's ANPR monitoring system. The Council would publicise the system widely and would engage with disability groups and individuals to ensure there was understanding on how the scheme and registration process worked. The Council would also provide advice and guidance for applying for a blue badge, although it was emphasised that this was a separate process to registering for the permitted vehicles list.
- Suggested that the discretion used when considering applications for the permitted vehicles list should take into account the Council's wider health policies, without restricting it strictly to the blue badge criteria. It was clarified that the proposed



reasonable adjustments set out in the TRO, the report, and the Equality Impact Assessment attached at Appendix 4 of the report, included exemptions for vehicles registered by blue badge holders and other authorised vehicles. While it was not the Council's intention to unduly penalise people who needed to travel, it was emphasised that a balance had to be found to ensure there were not so many exemptions as to undermine the TRO's objectives and benefits.

- Argued that using Mill Road as a through route was not a parking issue and therefore questioned whether the blue badge system, which was specifically designed for parking management, was the most appropriate means to identify exemptions. Members were informed that the blue badge system had been chosen because it was a clear and well understood scheme which had already identified people that were likely to qualify for reasonable adjustments.
- Queried whether vehicles registered by blue badge holders would still be exempt when the blue badge holder was not in the vehicle, including when a carer whose vehicle was registered by a service user was travelling to provide care. It was clarified that the ANPR monitoring system would issue fines based on the permitted vehicles list, rather than on the display of a blue badge in a vehicle, which meant that as long as a vehicle was registered on the list, it would always be exempt, regardless of whether there was a blue badge holder in the vehicle or not. Some Members expressed concern about such an approach, which could effectively be perceived as condoning non-compliance, although it was emphasised that compliance related to registration on the permitted vehicles list, rather than the correct use of a blue badge.
- Confirmed that while blue badge holders could register up to two vehicles on the permitted list, organisations such as care homes, social service providers and community transport schemes could also apply themselves, and it was suggested that the Council should generally adopt a trusting and flexible approach when considering such applications. It was acknowledged that Council policy stated that it was unlikely that taxi or private hire operators and community transport operators would be eligible for an organisational blue badge as they were not usually concerned with the care of disabled people who would meet one or more of the eligibility criteria for a badge, but it was reiterated that the proposal included discretion for the Council to consider applications on a case by case basis. It was also noted that vehicles with more than nine seats, such as minibuses, were classified as buses and were therefore already exempt.
- Confirmed that ambulances and other emergency vehicles would continue to be able to cross Mill Road bridge, although it was clarified that a private vehicle transporting a passenger to hospital in an emergency situation was not classified as an ambulance and therefore would not be exempt by default. One Member suggested that motorcycles could also receive exemptions on the proposed Mill Road bus gate, along with the other bus gates within Cambridge.
- Expressed concern that the care sector would be disproportionately affected by the proposed modal filter, particularly given the regular need to change at short notice the carer that provided a service or the vehicle they used to reach a service user. While such difficulties were acknowledged, it was emphasised that the proposed

gate would not completely isolate anyone and that all residents' properties would continue to be accessible by cars, albeit via a potentially slightly longer route. Nonetheless, Members were informed that the Council maintained the right to exercise discretion in such situations, and that it would seek to support care agencies by avoiding their cars being registered multiple times by different service users. Reassurance was also provided that if the modal filter was installed, this particular issue would be reviewed once applications had started to be made, the system had begun to operate and the impact on the care sector could be identified through engagement with agencies, in order to assess whether the registration criteria needed to be amended.

- Requested a review of the scheme, if it was implemented, to be presented to the committee after two years, to include traffic level and air quality data, as well information on the impacts to local businesses and any other issues raised by members of the public and the local community. **Action required**
- Queried whether any monitoring carried out after the potential installation of the modal filter would include traffic levels on boundary roads, and whether it would be compared to baseline data. It was confirmed that such monitoring would be carried out and attention was drawn to paragraph 3.34 of the report, which identified the specific streets where such monitoring would be conducted. Members were also informed that the data would be analysed as it emerged, which could lead to future changes to the TRO or other measures, such as additional traffic calming or signage.
- Noted that the Equality Impact Assessment stated that nitrogen dioxide levels were well below objective levels, arguing that they would reduce even further as a result of the increasing number of electric vehicles, and expressed concern that the scheme's objective to reduce air quality was therefore unnecessary and too focused on the short term. One Member suggested that particulate pollution increased exponentially according to a vehicle's size and weight, which meant that an electric bus was of the most pollutant in this regard, although this was challenged by another Member. It was argued that traffic reduction measures such as the proposed modal filter also led to reductions in traffic levels on surrounding and boundary roads, resulting in a reduction of nitrogen dioxide and particulate emissions.
- Expressed concern that the report contained a limited amount of data on air pollution, traffic levels and traffic flow, suggesting that such proposals should be supported by substantial empirical evidence. One Member noted that a solicitor had claimed the TRO could potentially be challenged because of such a lack of data, and it was requested that Members be provided with any data that had been provided in the response to the solicitor. It was confirmed that all the relevant information had been included in the report, but it was agreed to provide Members with the requested information. **Action required**
- Agreed that a reduction in congestion would generally lead to more reliable bus services and a quieter and calmer environment for local residents, although one Member expressed concern that the proposed modal filter would restrict the freedom of movement for many people, including those travelling to Cambridge

Central Mosque on Mill Road and would merely displace congestion to other parts of the city. It was also observed that congestion issues were mainly restricted to peak hours, and it was suggested that greater consideration should have been given to a bus gate that only operated during peak hours, or even a tidal flow system along the Mill Road. One Member argued that Mill Road bridge was originally built to ease the traffic flow around Cambridge and for vehicles travelling in from outside the city, rather than to serve the local community.

- Drew attention to the widespread support for additional improvements to the public realm on Mill Road and the surrounding area, and suggested that the committee could consider such proposals in the future, although it was acknowledged that such potential measures were unrelated to the TRO. Notwithstanding, one Member drew attention to the narrow width of the pavements and carriageway on Mill Road and argued that there was insufficient space for measures such as the introduction of cycle lanes or widening of pavements.
- Clarified that financial information related to the proposed TRO was set out in Paragraph 6.1 of the report.
- Noted that a petition relating to a TRO had been presented at the meeting of the committee on 1 October 2024, and queried why two petitions relating to the proposed modal filter on Mill Road bridge, containing 1652 signatures and 1006 signatures, had not been presented to the committee. It was clarified that the petition presented on 1 October 2024 related to a TRO that had already been determined and implemented, with the statutory process having been completed, whereas the petitions that had been submitted relating to the Mill Road bridge related to an undetermined and unimplemented TRO that was still going through its statutory process.
- Clarified that the report recommendations were moved by officers, rather than Members. It was also noted that proposed amendments needed to be submitted to Democratic Services in advance of the meeting, and it was confirmed that no proposed amendments had been submitted.

It was requested and agreed to take a recorded vote.

It was resolved to:

- a) Determine the formal objections;
- b) For the reasons set out in the Statement of Reasons and in this report, approve the proposed modal filter on Mill Road bridge, as advertised; and
- c) Authorise officers to inform the objectors accordingly, as well as those that made representations.

[Councillors Henry Batchelor, Anna Bradnam, Stephen Ferguson, Ros Hathorn, Sebastian Kindersley, Keith Prentice, Cathie Rae, Philippa Slatter and Graham Wilson in favour; Councillors David Connor, Steve Count, Steve Criswell, Anne Hay and Bill Hunt against]

Chair  
3 December 2024

## Highways and Transport Committee Minutes - Action log

This is the Committee's updated minutes action log, and it captures the actions arising from recent Highways and Transport Committee meetings and updates Members on the progress in complying with delivery of the necessary actions.

Minutes of the Committee Meeting Held on 30 April 2024					
Minute no.	Report	Officer responsible	Action	Update	Status
211.	Minutes – 5 March 2024 and Action Log	D Allatt	Follow up with town and parish councils in order to build confidence in value for money, as noted in Minute 203 (Highways Maintenance Capital Programme)	A session has been arranged for 12 December 2024.	Ongoing
215.	Corporate Performance Report	D Allatt	Provide a briefing to explain the cyclic regime for inspecting gullies and the communication process, with a list of gullies by area.	A Member briefing on drainage and gullies took place on 21 November 2024.	Complete
		D Allatt	Total number of Fatal Review sites visited by the Road Safety VZ team. Number of sites identified for enhancements; number of enhancements completed. Number of sites identified for maintenance	A report on Vision Zero and the Council's management of its duties in relation to road safety will be presented to the committee at its meeting on 3 December 2024 (Agenda Item 7).  Road Safety indicators will be presented to the committee as part of the Risk and Performance report in January 2025, and this will include	Ongoing

			works/Number of sites where maintenance completed.	information on Road Traffic Collision Cluster Sites.	
			Present a report to a future committee meeting on gradual patterns which could be investigated and addressed holistically in relation to road fatalities and casualties.	A report titled 'Vision Zero and the Council's Management of its Duties in Relation to Road Safety' will be presented to the committee at its meeting on 3 December 2024 (Agenda Item 7).	Complete

### Minutes of the Committee Meeting Held on 23 July 2024

Minute no.	Report	Officer responsible	Action	Update	Status
221.	Active Travel Fund 4 Extension	N Young	Provide clarification on when the Department for Transport is expected to review and refresh the Local Cycling and Walking Infrastructure Plans guidance.	An update from the Department for Transport on LWCIP guidance is still awaited, but there is no firm date yet for its issue.	Ongoing
			Provide Members with an update, when it has been established how residents in the villages surrounding Alconbury Weald will be able to connect to the Huntingdon to Alconbury Weald cycling and walking route.	There is an LWCIP prioritised route from Alconbury to Alconbury Weald. Delivery of this scheme is subject to securing funding. Once a route is delivered from Alconbury Weald to Huntingdon, there is likely to be increased emphasis on funding this link to allow greater access to the wider network.	Ongoing

227.	Finance Monitoring Report - Outturn 2023-24	D Allatt	Provide further information on the Local Infrastructure Improvements referred to in Appendix 3 of the report.	The Local Infrastructure Improvement line relates to the capital funding assigned for the Local Highways Improvement programme.  Details of the LHI programme can be found on <a href="#">the Council's website</a> .	Complete
229.	Highways and Transport Committee Agenda Plan, Appointments to Outside Bodies and Internal Advisory Groups and Panels, and the Appointment of Member Champions	J Rutherford	Organise further appointments for the Huntingdonshire LHI Panel, and consider whether substitutes should also be appointed to all the LHI panels.	These will be arranged as part of the next round of LHI allocation process.	Ongoing
		F Jordan	The committee's Spokes to consider whether local Members should be appointed to the A141 and St Ives Improvements Scheme Member Working Group.	This matter was discussed at the Spokes Meeting in November 2024.	Complete

## Minutes of the Committee Meeting Held on 1 October 2024

Minute no.	Report	Officer responsible	Action	Update	Status
233.	Integrated Transport Block Funding Allocation 2025-26	J Smith	Clarify whether the additional allocation of funding for minor improvements for accessibility could only be used for disabled parking spaces, or whether it could be used for other measures, such as dropped curbs, and clarify how many applications for minor improvements for accessibility were received by the Council annually.	<p>This funding is primarily for the provision of disabled parking spaces and is also used for the installation of dropped kerbs at pedestrian crossing points and junctions, as budgets allow.</p> <p>For clarity, dropped kerb provision to allow for vehicular access to residential properties is not eligible for funding from this budget.</p> <p>In 2023/24, 76 disabled bays were installed and 10 were removed. In 2024/25 to date, 95 applications for disabled parking bays have been received.</p> <p>The increased allocation for minor improvements for accessibility in 2025/26 will allow for a greater number of dropped kerbs at crossing points to be installed. If there are other small scale local measures to improve accessibility that Members would like to see considered for funding from this budget (or from other budgets as appropriate), they should in the first instance discuss with the Projects team.</p>	Complete



			<p>Provide Members with an update on how the minor improvements to Public Rights of Way interact with the Council's wider active travel programme.</p>	<p>The Council's <a href="#">Active Travel Strategy</a> and its <a href="#">Rights of Way Improvement Plan</a> provide the policy steer for investment in improvements for walking and wheeling, cycling, and other non-motorised means of travel. Several funding programmes deliver maintenance and improvement schemes on the footway, cycleway and Rights and Way (PROW) networks under that policy umbrella.</p> <p>These programmes are reviewed to ensure that they do not conflict with each other or risk abortive works. The Active Travel Design Guide outlines an approach to infrastructure delivery that encompasses use by both active travel methods and pre-established PROW users. An 'Active Travel Maintenance Hierarchy' is under development which will provide a prioritised approach to maintenance across all non-motorised user routes. This will enable valued active travel routes to be prioritised, whilst helping to identify routes where active travel measures may be less appropriate.</p>	Complete
234.	Procurement of Civil Parking Enforcement Services	S Hansen	<p>Clarify how many Civil Enforcement Officers are operating at any given time.</p>	<p>OCS Group UK Ltd currently employs 27 civil enforcement officers on behalf of the Council. There are a variety of contracts in place, with employees ranging from full-time to part-time.</p> <p>The Council undertake parking enforcement in the Cambridge City and South Cambridgeshire District areas. The areas covered by the civil</p>	Complete

				<p>parking enforcement operations are outlined in the following 2 statutory instruments:</p> <ul style="list-style-type: none"> <li>• <a href="#">Cambridge City</a></li> <li>• <a href="#">South Cambridgeshire</a></li> </ul>	
235.	Local Highway Improvement 2024-25 Programme	J Rutherford	Clarify whether the lack of future maintenance costs for the Council was considered during the scoring process.	<p>This was discussed at a meeting of the LHI Member Working Group on 24 October 2024, and the group decided to take no further action. Future maintenance costs are considered where possible, and when the scheme being installed is more unique in nature for the LHI programme a commuted sum is agreed with the applicant during the design phase of the project. For example, a commuted sum was agreed with a specific parish council for a 25-year period to contribute towards the installation of a toucan crossing in its village. Other more standard items, such as traffic calming and speed cushions, are not subject to a commuted sum agreement.</p>	Complete
237.	St Ives and Fulbourn 20mph Zone and Speed Limit Schemes	S Hansen	Clarify why the two stretches of Green Leys that were perpendicular to Paragon Road were not included in the scheme.	They are included, and their omission on the map was an oversight on the plan.	Complete
238.	Finance Monitoring Report – August 2024	J Rutherford	Provide further information on the forecast underspend in safety inspection support and vehicles for Highways Asset Management.	This underspend relates to several vacancies in the asset management area which are in the process of being filled, as well as a higher than anticipated amount of income from charges to third parties linked to highway searches.	Complete

239.	Highways and Transport Committee Agenda Plan and Appointments to Outside Bodies	D Allatt	Clarify whether another report would be presented to the committee on A1421 traffic management and road safety options.	The A141 is one of the routes being assessed through the International Road Assessment Programme (IRAP) programme, which will be reported to the committee at its meeting in March 2025.	Ongoing
			Provide an update on action taken following the Council's approval of a motion in July 2024 related to flooding issues in Little Paxton.	A report will be presented to the committee in March 2025 to provide an update on action taken in relation to the motion.  Works to repair the carriageway on Little Paxton bridge were completed.	Ongoing

### Minutes of the Committee Meeting Held on 4 October 2024

Minute no.	Report	Officer responsible	Action	Update	Status
242.	Mill Road Bridge, Cambridge, Traffic Regulation Order	D Allatt	Present a review to the committee after two years, to include traffic level and air quality data, as well information on the impacts to local businesses and any other issues raised by members of the public and the local community.	This will be carried out in 2026.	Ongoing

			<p>Provide Members with any data that had been provided in response to a solicitor who had claimed the TRO could potentially be challenged because of a lack of data.</p>	<p>Data circulated to Members:</p> <p>Analysis included in the <i>Sensor Trials Final Report</i> (p. 14) showed that during the 2019 bridge closure, with less traffic on Mill Road, some alternative routes saw increased traffic whilst others saw reduced traffic. <a href="https://connectingcambridgeshire.co.uk">Mill-Road-Bridge-Closure-2019-Sensor-Report_FINAL.pdf (connectingcambridgeshire.co.uk)</a> Monitoring of traffic levels has been ongoing since 2019 – there are 4 VivaCity sensors on Mill Road and numerous VivaCity sensors on ‘boundary’ roads in the surrounding area.</p> <p>The City Council’s <i>Air Quality Monitoring, Mill Road Cambridge</i> report (Dec 2021) concluded there was “no discernable significant changes in pollutant concentrations during the road closure”. <a href="#">Mill Road air-quality monitoring report, summer 2019 - Cambridge City Council</a> Pollutant levels in Cambridge are now well below national annual objective levels (for nitrogen dioxide this is 40 microgrammes per cubic metre level). AQ monitors on Mill Road and Tenison Road show the levels have been reducing year-on-year and are well below the objective levels:</p> <table border="1" data-bbox="1261 1268 1962 1383"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>Mill Road</td> <td>21</td> <td>16</td> <td>15</td> <td>18</td> <td>18</td> </tr> </tbody> </table>		2019	2020	2021	2022	2023	Mill Road	21	16	15	18	18	<p>Complete</p>
	2019	2020	2021	2022	2023												
Mill Road	21	16	15	18	18												

				<table border="1" data-bbox="1261 154 1960 231"> <tr> <td>Tenison Road</td> <td>20</td> <td>15</td> <td>14</td> <td>17</td> <td>15</td> </tr> </table> <p data-bbox="1261 276 1960 547">More recently, traffic monitoring and AQ data, comparing ‘before’ and ‘after’ the installation of a modal filter on Vinery Road, showed no significant increase in traffic or pollutant levels on Coldham’s Lane and Mill Road; lower pollutant levels, and slightly higher cycle usage, were recorded on Vinery Road itself.</p> <p data-bbox="1261 595 1960 1185">Mill Road has a very poor safety record – there are 5 accident cluster sites along Mill Road. All serious injury casualties between 2022 and 2023 (11 in total) were suffered by vulnerable road users (either pedestrian, cyclist or e-scooter rider). Active modes comprise a higher proportion of traffic flow on the Petersfield side of the bridge compared to the Romsey side. This could help explain why speeds are lower on the Petersfield side of the bridge and why there is a higher rate of collisions on the Petersfield side of the bridge (more bicycles/pedestrians interacting with motorised vehicles). It could therefore be argued that reducing traffic flows on Mill Road would improve road safety.</p> <p data-bbox="1261 1233 1960 1383">There are an increasing number of studies that show the benefits of modal filters / Low Traffic Neighbourhoods:  <a href="#">Evaluation of low traffic neighbourhood (LTN)</a></p>	Tenison Road	20	15	14	17	15	
Tenison Road	20	15	14	17	15						

				<p><a href="#">impacts on NO2 and traffic (sciencedirectassets.com)</a></p> <p>A distinction should be made between a full public consultation and a formal TRO consultation:</p> <ul style="list-style-type: none"><li>• In Spring 2022 a full public consultation on the proposal to close Mill Road bridge was carried out by the Greater Cambridge Partnership: <a href="#">Mill-Road-Spring-2022-Report (greatercambridge.org.uk)</a></li><li>• In July 2022 the County Council's Highways &amp; Transport Committee agreed to progress with the next steps to enable the implementation of the modal filter. It is a statutory requirement to consult on a TRO as part of this process. The statutory procedure is set out on this page: <a href="#">Permanent Traffic Regulation Orders   Cambridgeshire County Council</a></li></ul>	
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## Procurement of Replacement of Guided Busway and Babraham Park & Ride Site CCTV

To: Highways and Transport Committee

Meeting Date: 3 December 2024

From Executive Director of Place and Sustainability

Electoral division(s): All divisions within Cambridge City, South Cambridgeshire and Huntingdonshire.

Key decision: Yes

Forward Plan ref: 2024/017

**Executive Summary:** This paper seeks authorisation to procure the replacement of CCTV equipment and CCTV maintenance for the Guided Busway and Babraham Park & Ride site. The report also seeks to delegate the authority to award the contract following a full procurement process to be undertaken by Huntingdonshire District Council on the County Council's behalf, to ensure a high-quality service at the best achievable cost.

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

- a) Authorise the procurement for replacement of CCTV; monitoring; response to incidents; data handling requests, and provision of transmission network linkage, for a term of five years; and
- b) Delegate authority to the Executive Director of Place and Sustainability, in consultation with the Chair and Vice-Chair of the Highways and Transport Committee, to award and execute a contract for the provision of CCTV as above starting in 2025.

**Officer contact:**

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Email: [campbell.ross-bain@cambridgeshire.gov.uk](mailto:campbell.ross-bain@cambridgeshire.gov.uk)

Tel: 01223 844467

# 1. Creating a greener, fairer, and more caring Cambridgeshire

1.1 This procurement aligns with the Council's Strategic Framework and Ambitions in relation to the environment (Ambition 1) as follows:

- Failure to provide adequately monitored CCTV coverage and recording of facilities and road junctions associated with the Guided Busway will increase congestion and undermine road safety.
- The management of the Guided Busway & Park & Ride sites assists journey times for public transport promoting this mode of travel.
- Guided Busway & Park & Ride are tied to incentives around the usage of environmentally friendly transport.

1.2 In addition to this, the procurement firmly aligns with the second ambition of improving travel across the county through providing the resources needed for the service to manage the road traffic network.

1.3 The following bullet points set out details of implications identified by officers in regard to this ambition:

- CCTV on the Guided Busway covers all road junctions crossed by the service.
- The Guided Busway and Park & Ride sites assist journey times for public transport promoting this mode of travel.

## 2. Background

2.1 The current CCTV was installed as part of the Guided Busway project in 2010. The CCTV for Babraham was implemented during the construction of the site in 1999. As part of a separate contract, in 2022, four of the Cambridge Park & Ride sites upgraded the CCTV infrastructure with 60 new cameras, while a link was procured to the HDC central monitoring centre, which provides 24/7 monitoring and responding service for public space CCTV cameras.

2.2 There is a requirement to commence a procurement process to upgrade the CCTV for the Babraham Park & Ride plus the Guided Busway and associated CCTV maintenance. The likely cost of the addition of the Guided Busway and Babraham Park & Ride site to the contract is estimated to be £500k, exceeding the requirement for a key decision

2.4 The current arrangements provide a 24-hour monitoring service of the Park & Ride sites by suitably trained and licenced operators. They comply with all current legislation and ensure the system is fit for purpose.

2.5 The CCTV system will deter and assist in the detection of crime. The system will also reduce the fear of crime and anti-social behaviour and facilitate the apprehension and prosecution of offenders. The system will also deter vandalism, discourage anti-social



behaviour and enhance the local environment and thereby improve the enjoyment of the facilities by all who use them.

### 3. Main Issues

- 3.1 The current system requires replacement due to age and effectiveness.
- 3.2 HDC would undertake a competitive process on behalf of the County Council and complete all the necessary contractual documents, in accordance with the Council's Contract Procedure Rules.
- 3.3 The costs of the project would be funded through existing Guided Busway service budgets. The Capital Programme Board agreed to the allocation of funds for this project in June 2024.

### 4. Alternative Options Considered

- 4.1 Other alternatives have been considered. These options would be:
  - To do nothing and not replace equipment
  - Alternative route(s) to market
- 4.2 To do nothing has been discarded as an option, as this would result in the service provided ceasing to function, which would lead to several negative implications for the Council, including being unable to manage the highway effectively, which would be against the Council's ambitions and lead to a loss in public confidence.
- 4.3 Alternative routes to market would require an extensive procurement process undertaken by the Council, with no link being available to the Huntingdonshire Central Monitoring Centre. This would lead to a two-tier system of CCTV operation. All new Park & Ride sites associated with the GCP funding would have direct links back to the Huntingdonshire Monitoring Centre from day one of operation.

### 5. Conclusion and Reasons for Recommendations

- 5.1 The recommendation is to authorise the procurement of new CCTV and associated services for Guided Busway and Babraham Park & Ride. This is being recommended as the alternative options available would be of disbenefit to the Council and have severe negative implications.

### 6. Significant Implications

- 6.1 Finance Implications  
Funding for these works is identified in the Place and Sustainability Capital Programme in 2024/25. It is estimated that the works will cost £500k.

## 6.2 Legal Implications

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

- The procurement of a new CCTV contract carries the following risk:
  - The Council shall comply with the Public Contract Regulations 2015 and shall meet the obligations set out in the Council's Contract Procedure Rules.
  - Failure to upgrade the system would mean that we would be unable to provide coverage of unlawful or unsafe behaviour to the Police and law enforcement agencies.
  - The Council shall instruct Pathfinder Legal Services Ltd to support and assist this project by providing legal advice and drafting the necessary documents.

## 6.3 Risk Implications

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

- A failure to procure the CCTV contract carries the following risks:
  - Failure to upgrade the CCTV to compliant standards undermine public confidence in the safety of the service.

## 6.4 Equality and Diversity Implications

There are no significant implications within this category.

A completed EqIA assessment is attached at Appendix 1 to this report.

## 6.5 Climate Change and Environment Implications (Key decisions only)

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

- A failure to renew the enforcement contract carries the following risks:
  - Failure to adequately manage parking enforcement will undermine demand management and modal shift strategies.

Throughout the lifespan of the existing contract the council has implemented modal shift in the way the civil enforcement officers move about the SEA by replacing combustion scooters with e-bikes. Going forward the Council will be stipulating this as a requirement in the specification.

Further to this in the specification document it will be laid out that where feasible eco-friendly alternatives should be considered and adopted where appropriate, for example with bio-degradable stationery such as PCN wallets. The Council will look to implement this throughout the lifetime of the contract and review where possible as a continuous improvement plan in line with ambition 1.

## 7. Source Documents

7.1 [Road Traffic Regulation Act 1984, section 55](#)

7.2 [Crown Commercial Services framework RM6349](#)

# EQUALITY IMPACT ASSESSMENT - CCC

Which service and directorate are you submitting this for (this may not be your service and directorate):

Directorate	Service	Team
Place and Sustainability	Guided Busway & Babraham Park & Ride CCTV	Bus Operations & Facilities

Your name: Campbell Ross-Bain

Your job title: Bus Operations and Facilities Manager

Your directorate, service and team:

Directorate	Service	Team
Place and Sustainability	Transport Strategy & Network Management	Guided Busway & Park & Ride

Your phone: 07714063875

Your email: [campbell.ross-bain@cambridgeshire.gov.uk](mailto:campbell.ross-bain@cambridgeshire.gov.uk)

Proposal being assessed: Procurement of Guided Busway & Babraham Park & Ride CCTV

Business plan proposal number: 2024/064

**Key service delivery objectives and outcomes:** The objectives of Civil Parking Enforcement (CPE) are to manage parking to: · Reduce congestion · Support business and the communities by addressing inappropriate parking · Encourage correct, sensible and safe parking · Improve compliance with parking restrictions · Ensure designated parking spaces are used only by those they are intended for · Enable buses to operate more effectively · Improve air quality, health and the general environment · Reduce delays for emergency services · Keep Cambridgeshire moving

**What is the proposal:** The service is looking to procure the replacement of CCTV equipment for the Guided Busway and Babraham Park & Ride site under the existing Huntingdonshire District Council contract currently in place for the other 5 Park & Ride sites. The procurement is due to go before committee for approval due to the value of the contract.

**What information did you use to assess who would be affected by this proposal ?:** The service will affect the general public so potentially includes all areas identified as protected characteristics.

**Are there any gaps in the information you used to assess who would be affected by this proposal ?:** No

**Does the proposal cover:** Specific teams

**Which particular employee groups/service user groups will be affected by this proposal ?:**

**The general public will be affected as the service affects users of the highway**

**Does the proposal relate to the equality objectives set by the Council's EDI Strategy?: Yes**

**Will people with particular protected characteristics or people experiencing socio-economic inequalities be over/under represented in affected groups: About in line with the population**

**Does the proposal relate to services that have been identified as being important to people with particular protected characteristics/who are experiencing socio-economic inequalities?: No**

**Does the proposal relate to an area with known inequalities?: Yes**

**What is the significance of the impact on affected persons?: Without the CCTV in place many people will be disadvantaged as the health & safety objectives and outcomes of the service are not met, negatively impacting the everyday life of both residents in South Cambridge and Huntingdonshire District Area, along with users of the highway in these areas. Consequences of not meeting these objectives would also potentially disproportionately affect females who make up a higher percentage of users of the service. Without CCTV in place there is a risk of an increase in crime and anti-social behaviour.**

**Category of the work being planned: Procurement**

**Is it foreseeable that people from any protected characteristic group(s) or people experiencing socio-economic inequalities will be impacted by the implementation of this proposal (including during the change management process)?: Yes. Positive outcomes for all**

**Consultation evidence: N/A**

**Based on all the evidence you have reviewed/gathered, what positive impacts are anticipated from this proposal?: The primary positive benefits are listed in our objectives and aims of the service as such it will bring about the following benefits: · Reduce congestion · Support business and the communities by addressing access to parking and public transport · Encourage correct, sensible and safe parking · Enable buses to operate more effectively · Improve air quality, health and the general environment · Reduce delays for emergency services · Keep Cambridgeshire moving This will provide benefit for a range of the protected characteristics. For example for those with a poor socio-economic background may be more reliant on public transport which this procurement aims to help. Additionally as previously mentioned in this report disabled people of Cambridge benefit not only through the improved public transport where they may have issues arranging their own transport, but for those who do have their own personal transport this enables them to park closer to public transport hubs. Over 30% of our users are over 65 (concessionary pass-holders). Adequate CCTV to control anti-social behaviour and to record incidents will encourage continued use of public transport services.**

**Based on consultation evidence or similar, what negative impacts are anticipated from this proposal?: None.**

**How will the process of change be managed?: The process of change will be managed through the procurement process.**

**How will the impacts during the change process be monitored and improvements made**

**(where required)?: Due to the nature of the service and the way the procurement is due to be handled there should be no direct impact on the service due to a continuous service with existing CCTV.**

**Equality Impact Assessment Action Plan:**

Details of negative impact (e.g. worse treatment/outcomes)	Groups affected	Severity of impact	Action to mitigate impact with reasons/evidence to support this or justification for retaining negative impact	Who by	When by
<p>As mentioned previously within this report the primary negative impacts of procurement issues with this service relating to the service not being able to achieve its planned outcomes and goals. As such this primarily</p> <p>disbenefits the female users, disabled community and those of a poor socio-economic background due to the impact on health &amp; safety of users of the service, availability of parking, and the potential degradation of the public transport offerings.</p>	<p>Disability, Socio-economic inequalities</p> <p>female users</p>	<p>Medium</p>		<p>Campbell Ross-Bain, Bus Operations &amp; Facilities Manager</p>	<p>01/08/2025</p>

Head of service: David Allatt

Head of service email: David.Allatt@cambridgeshire.gov.uk

Confirmation: I confirm that this HoS is correct

## Active Travel Hierarchy Consultation and Development

To: Highways and Transport Committee

Meeting Date: 3 December 2024

From: Executive Director of Place and Sustainability

Electoral division(s): All

Key decision: No

Executive Summary: This report provides an update to the Committee regarding the development and consultation on the draft Active Travel Hierarchy and the next steps being taken to finalise the Hierarchy. The Active Travel Hierarchy comprises: the Walking and Wheeling Hierarchy, the Cycling Hierarchy and the Public Rights of Way (PROW) hierarchy.

Recommendation: The Committee is recommended to:

Note progress to date regarding creation of the Active Travel Hierarchy.

Officer contact:  
Name: Dan Ashman  
Post: Highway Records and Definitive Map Manager  
Email: [daniel.ashman@cambridgeshire.gov.uk](mailto:daniel.ashman@cambridgeshire.gov.uk)

# 1. Creating a greener, fairer and more caring Cambridgeshire

1.1 The creation of an Active Travel Hierarchy aligns with the following Strategic Framework Ambitions.

1.2 Ambition 1 (net zero carbon emissions for Cambridgeshire by 2045 and our communities and natural environment are supported to adapt and thrive as the climate changes).

Development and adoption of an Active Travel Hierarchy will help support modal shift by making highways safer and more attractive for walking, cycling and wheeling. This will help reduce car use, with resultant reductions in carbon from transport

1.3 Ambition 2 (travel across the county is safer and more environmentally sustainable).

Development and adoption of an Active Travel Hierarchy will help support modal shift by making highways safer and more attractive for walking, cycling and wheeling. This will help to reduce car use, with resultant reductions in congestion from transport, and to promote physical and mental wellbeing.

1.4 Ambition 4 (people enjoy healthy, safe, and independent lives through timely support that is most suited to their needs).

Making regular journeys on foot, by bicycle or other active means boosts health. Maintaining roads and highways infrastructure in ways that supports active travel helps support health improvement by making walking, cycling and wheeling a more attractive travel choice. Resultant reduction in motor vehicle journeys help reduce traffic congestion, reduce air pollution leading to increased air quality and reduced noise levels, which further supports increased physical and mental health and wellbeing.

## 2. Background

2.1 On 23 January 2024, the Highways and Transport Committee received a report on [proposals for an 'Active Travel Network Maintenance Hierarchy'](#), referred to in this report as an Active Travel Hierarchy.

2.2 The report outlined the principles of hierarchies for highway maintenance. It also introduced recommendations from the 'Well Managed Highways Infrastructure' code of practice, specifically that local highway authorities consider footways, cycle routes and public rights of way as part of their maintenance hierarchies. By doing this, an Active Travel Hierarchy can be formulated, which will better support non-motorised users of the highway network.

2.3 Since that report was presented in January 2024, the Council has worked with externally commissioned partners to develop a draft Active Travel Hierarchy. The Active Travel Hierarchy has three components:

- Walking and Wheeling\* Hierarchy (which includes roads and footways)
- Cycling Hierarchy (which includes roads and cycleways)
- Public Rights of Way (which comprise of Public Footpaths, Public Bridleways, Restricted Byways and Byways Open to All Traffic).



(\*The term 'Wheeling' includes the use of wheelchairs, powered wheelchairs, mobility scooters, rollators and other mobility aids).

- 2.4 The draft Walking and Wheeling Hierarchy and Cycling Hierarchy have been developed using a data-driven approach, considering such criteria as proximity to important destinations, population density, potential population growth, and risk factors such as speed limits. An aggregation of this data has been assigned to every road, footway and cycleway within the County on a location-specific basis. This has enabled each highway to be ranked and assigned a position within its respective hierarchy, and for maps to be produced to demonstrate the effect of the hierarchies for our communities.
- 2.5 The outcome of this work can be seen on the [Active Travel Hierarchy Map](#) on the Council's website.
- 2.6 The datasets and methodology used to compile the draft Walking and Wheeling Hierarchy and Cycling Hierarchy are attached at Appendix 1.
- 2.7 Whilst conducting this exercise, it was found that the data-modelled approach did not transfer effectively to Public Rights of Way, which means that the development of a draft Public Rights of Way Hierarchy has not yet taken place. This was because early theoretical work based on available data did not accord with highway officers' knowledge and experience of the PROW network. It was decided that feedback from the planned public consultation would be used to help inform the development of criteria for a potential Public Rights of Way Hierarchy.
- 2.8 Following the development of draft Hierarchies, a public consultation exercise took place, which sought input in two main ways:
  1. Respondents were presented with the draft hierarchies and asked to comment on whether, in their opinion, highways had been ranked appropriately. For Public Rights of Way, respondents were asked to comment whether or not they felt particular routes should be highly ranked in a hierarchy.
  2. Respondents were also asked for their feedback on the general principles of an Active Travel Hierarchy, such as what maintenance activities they would wish to see prioritised, and what criteria they felt should be used to classify highways within the hierarchies.
- 2.9 The consultation was open for responses during a ten week period from 22 July 2024 until 30 September 2024. All local Members and parish councils were emailed directly with an invitation to contribute feedback, as were local and national active travel and rights of way user groups. The consultation was regularly promoted on the Council's social media channels throughout the response period.
- 2.10 The number of responses received is set out below. A summary of the responses to the form requesting feedback on general principles of the Active Travel Hierarchy is attached at Appendix 2.
  - Active Travel Hierarchy – feedback on general principles: 259 forms and written responses received

- Walking/Wheeling – feedback on specific routes in the hierarchy: 124 forms received
- Cycling – feedback on specific routes in the hierarchy: 308 forms received
- Public Rights of Way – feedback on specific routes: 456 forms received

### 3. Main Issues

- 3.1 Owing to the length of time allowed for public consultation and the volume of feedback, consideration of how the responses received can be integrated into the draft hierarchies is still ongoing.

#### Feedback regarding the ranking of routes in the draft Hierarchies

- 3.2 Following a review of the consultation responses, the Walking and Wheeling Hierarchy and the Cycling Hierarchy will be updated, where appropriate, to reflect the routes felt to be most important by respondents. Feedback received in relation to Public Rights of Way will also be considered by the relevant teams to inform the development of criteria for a potential Public Rights of Way Hierarchy.
- 3.3 The final Walking and Wheeling Hierarchy and Cycling Hierarchy are anticipated to be updated and available for consideration for adoption by the Highways and Transport Committee in March 2025.

#### Feedback regarding the principles of an Active Travel Hierarchy

- 3.4 The feedback given by the public regarding the general principles of the proposed hierarchies will help give the Council an understanding of the maintenance activities and standards the public would like to see prioritised in relation to active travel.
- 3.5 This will be used to inform both:
- (i) The Council's decisions regarding assignment of criteria for reactive maintenance to the different rankings within the Active Travel Hierarchy (such as intervention levels for resolving category 1 defects, timeframes for repair, frequency of inspections, etc.); and
  - (ii) How the Council approaches decisions on the prioritisation of related planned capital maintenance schemes.
- 3.6 Consideration of how to assign reactive maintenance standards to highways at differing levels within the hierarchies will be undertaken upon finalisation of the hierarchies. It is anticipated that these maintenance standards will be included in the Highway Operational Standards (HOS) document. These changes will be the subject of a further report to this Committee, which is anticipated to be delivered in late 2025. It is not envisaged that the standard of maintenance for routes which are placed lower in the Hierarchy will be reduced.

- 3.7 Once adopted, the Hierarchy will be used to support prioritisation of capital maintenance schemes by assigning ranked scores to routes which are placed higher in the Hierarchy. This will complement the existing method used to prioritise schemes, rather than introducing a separate process. Subject to the adoption of the Hierarchy, this would be able to take place from April 2025 onwards. The inclusion of routes from the Local Cycling and Walking Infrastructure Plan (LCWIP) in the data-led assignment of Hierarchy rankings means that a more joined-up approach to delivering maintenance and improvement schemes for active travel routes will be possible.
- 3.8 Protocols for the addition of new or amended highways to the Hierarchies will also need to be developed, so that it can be determined how to assign newly adopted routes to an appropriate position within the Hierarchies.

## Public Rights of Way

- 3.9 It has become clear that the data-led approach to ranking PROWs for the purposes of creating a hierarchy is not appropriate. The importance of any given PROW may depend on factors that cannot be quantified in the same way as a route that is intended to be used for utilitarian cycling or walking purposes. This is in large part because of the rural location of most PROWs; there is a likelihood that most are by their nature remote from services and prominent destinations (and so naturally attract a lower importance in the data-led ranking system), coupled with the fact that the majority of PROWs are used primarily for leisure journeys rather than for active travel purposes.
- 3.10 A separate methodology for developing a PROW Hierarchy is therefore being devised, to enable the inclusion of all PROWs within the wider Active Travel Hierarchy. Engagement with key colleagues and stakeholders will be undertaken to support this development, and it is intended to present a PROW Hierarchy to the Committee in July or October 2025, depending on the engagement outcomes.

## 4. Alternative Options Considered

### 4.1 Alternative options include:

- (a) Do not adopt the Active Travel Hierarchy. This is not recommended as the development of the Hierarchy will enable the Council to better support active travel and to achieve its ambitions outlined in section 1 of this report. The Committee also agreed to the development of the Active Travel Hierarchy at its meeting in January 2024.
- (b) Delay adoption of the Active Travel Hierarchy until a PROW Hierarchy has been devised. This is not recommended as the hierarchies for Walking and Wheeling, and Cycling, are now well-developed using data aggregation and supported by significant public consultation. They will be ready to adopt from March 2025 and would enable the Highways Maintenance service to better support active travel on much of the highway network, as well as being available for inclusion in capital maintenance prioritisation.
- (c) Exclude PROW from the Active Travel Hierarchy. This is not recommended. The 'Code of Practice for Well Managed Highways Infrastructure' guidelines advise that network hierarchies should include PROWs. Furthermore, it is known that a number of PROWs

are well-used for active travel purposes; it is therefore appropriate to include PROWs within an overall Hierarchy, which will enable the authority to maintain all of its highways on a ranked and prioritised basis.

## 5. Conclusion and reasons for recommendations

- 5.1 This report outlines steps taken in the development of the Active Travel Hierarchy and the actions that will subsequently be taken to refine it and secure adoption by the Committee. The adoption of the Active Travel Hierarchy will be a key step in the alignment of highway maintenance priorities with the Council's aspirations for active travel and with nationally recommended best practice. The final Walking and Wheeling Hierarchy and Cycling Hierarchy will be presented to the Committee in March 2025, with a PROW Hierarchy to be presented later in 2025. Looking forward, following implementation the Hierarchy will be reviewed on a three-yearly cycle, alongside the Council's other highway maintenance hierarchies, as recommended by the Code of Practice for Well Managed Highways Infrastructure.

## 6. Significant Implications

### 6.1 Finance Implications

Any changes to the prioritisation of capital maintenance schemes and reactive maintenance standards will be integrated with existing prioritisation exercises and therefore within existing resources. If any new pressures are created through the implementation of the Hierarchy, options to fund these will be presented to the Committee for consideration. The assignment of reactive maintenance standards to the Active Travel Hierarchy will be the subject of a separate report to the Committee. It is anticipated that such a report will be presented to the Committee in the second half of 2025.

### 6.2 Legal Implications

The Council's duty to maintain public highways, as specified in the Highways Act 1980, remains unchanged by the introduction of the Active Travel Hierarchy.

The Council has carried out consultations as part of the formulation of the Active Travel Hierarchy and will take into account the results of the consultation.

The Council is not aware of any challenges to wider government policies and legislation on active travel which could affect the implementation and development of the Active Travel Hierarchy.

### 6.3 Risk Implications

The adoption of the Active Travel Hierarchy does not present any risk to the Council at this stage. The subsequent assignment and potential adoption of reactive maintenance standards across the Hierarchy will introduce a new risk area by implementing new standards that will be publicly available and which the Council will therefore be anticipated to uphold in managing its highway network. These implications will be considered in a subsequent report to the Committee once the standards have been drafted.

## 6.4 Equality and Diversity Implications

There are positive implications for equality and diversity. By introducing a system for prioritising maintenance on the most important active travel routes, the Council would be able to better respond to defects and issues on the assets most valued by the wider community. The introduction of the Walking and Wheeling Hierarchy is intended to support the authority in prioritising maintenance for routes that are used by residents who rely on mobility aids.

An Equality Impact Assessment (EqIA) is attached at Appendix 3. The EqIA has identified certain actions required to ensure that engagement is sought with demographic groups which are less equipped to respond to consultation, to help explore how the benefits of the Active Travel Hierarchy can be extended to these groups. It is proposed that these actions are taken up as part of a future review of the Hierarchy.

## 7. Source Documents

7.1 [January 2024 report to the Highways and Transport Committee](#)

7.2 ['Well Managed Highways Infrastructure', UK Roads Liaison Group, October 2016](#)

7.3 [Active Travel Hierarchy Map](#)

7.4 [The Council's 'Active Travel Strategy'](#)



## Development of Active Travel Maintenance Hierarchies

### Hierarchy Framework

The project for development of maintenance hierarchies for Active Travel Infrastructure (ATI) lays the groundwork for the development of a hierarchy framework which comprises:

1. The representation of the network of ATI, in both map-based and tabular format, segmented into sections for management purposes.
2. The supporting data used for rating and categorising the networks; this is both map-based area, point and linear data together with attributes of the network.
3. The rules, criteria and weightings that will be applied to the supporting data to determine both the strategic importance and the current and potential level of use of a section of network. These will be agreed with key stakeholders and tested and validated with data to ensure that the outputs are distributed across all categories.
4. The hierarchy categories, to which each section will be allocated, based on the application of the criteria and ratings.
5. The principles and objectives applied in reviewing and manually updating these initial data-based categories to reflect CCC's requirements, by CCC staff based on their local knowledge.

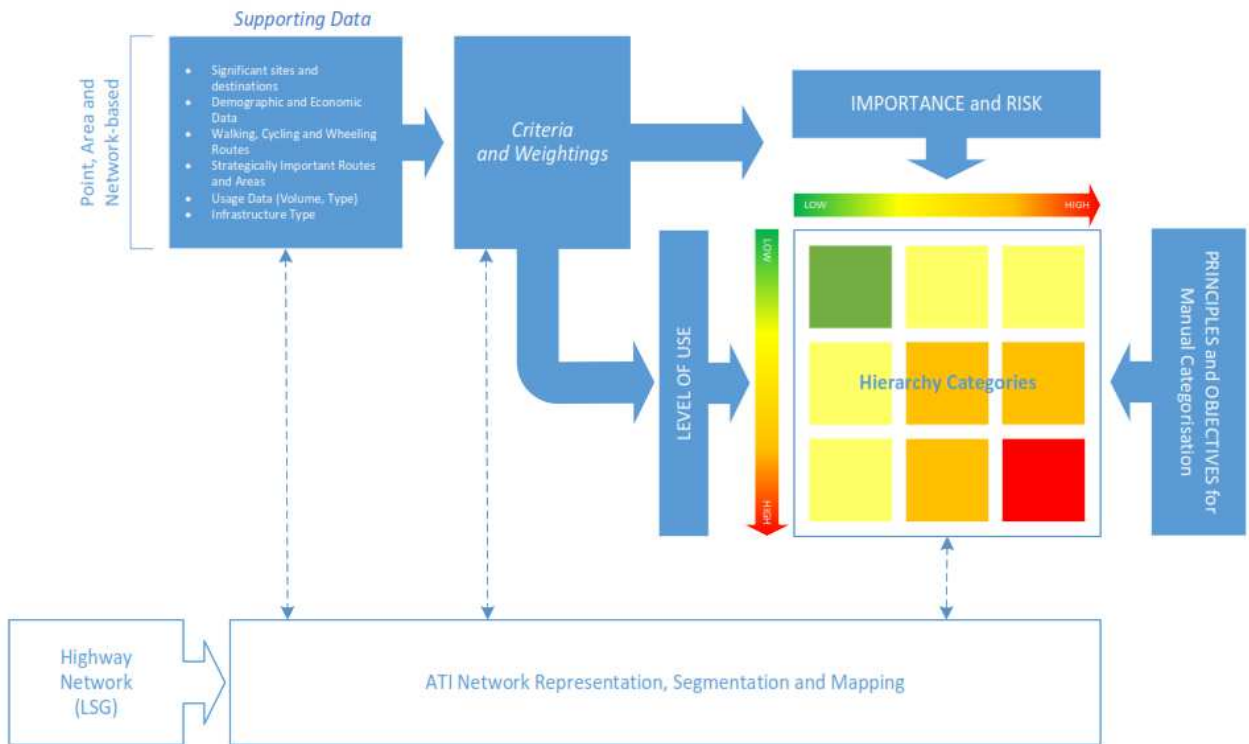


Figure 1 – ATI Hierarchy Framework

**Process for Development and Categorisation of ATI Maintenance Hierarchies**

Figure 2, below, summarises the approach taken for developing the hierarchies and for categorising the network for Cycling and for Walking and Wheeling in three broad phases, including the third phase, external consultation and finalisation of the hierarchy which has yet to take place.



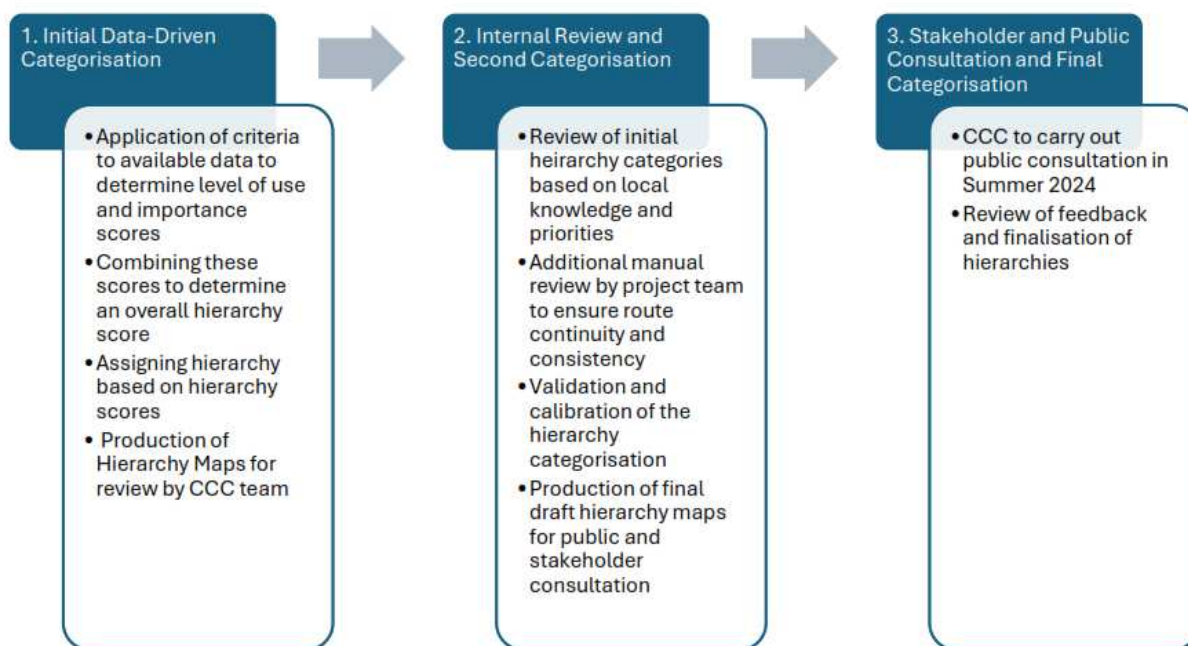


Figure 2 - Overview of Categorisation Process

The initial phase of this process was to assign initial categories to the network, based on available data. This was followed by a second phase where CCC officers from both the Highway Maintenance and Active Travel teams carried out a detailed review of these categories following which a further draft network categorisation was developed, prior to public consultation; this report documents the process up to this stage.

### Phase 1 Categorisation: Data-Driven

The initial draft categorisation was based on the assignment of data to the network of cycling and walking and wheeling infrastructure, applying weightings to a range of criteria determine a score for each section of the network.

These criteria haven been grouped and applied for two separate dimensions:

1. The level of **risk** and the strategic **importance** of a section
2. The current and potential **level of use** of that section

The **risk** and **importance** of a section within a route is a distillation of a range of criteria reflecting the local, regional and strategic importance of localities as journey origins/destinations, and demographic and economic considerations, as well as the level of risk presented to users of a section

The **level of use** dimension of the framework reflects:

- Current volume of cycling, walking or wheeling traffic

- Potential future volume of cycling, walking or wheeling traffic
- Type of use
- Expected types of users and local demographics

Separate hierarchies are defined for Cycling and for Walking and Wheeling respectively, with the categories applied to all infrastructure that is used by each mode respectively.

Category	Description
1	Priority 1 (Highest)
2	Priority 2
3	Priority 3
4	Priority 4 (Standard)
99	No Cycling

Table 3 - Cycling Hierarchy Categories

Category	Description
1	Priority 1 (Highest)
2	Priority 2
3	Priority 3
4	Priority 4
5	Priority 5
6	Priority 6 (Standard)

Table 4 - Walking and Wheeling Hierarchy Categories

### Data Used for Network Categorisation

The data and criteria used for the data-based allocation to hierarchy categories are summarised in Table 5 and Table 6 below and are detailed in Appendix 1, with the associated weightings and scoring rules.

Level of use

Category	Data Source(s)	Cycling	Walking/Wheeling
Current Level of Use	Existing hierarchy categories as proxy for level of use	Yes	Yes
	Population density at LSOA level	Yes	Yes
Potential Level of Use	Growth areas (LCWIP)	Yes	Yes
	Population growth at LSOA level		Yes

Table 5 - Level of Use Criteria

Importance and Risk

Category	Data Source(s)	Notes	Cycling	Walking/ Wheeling
Risk Factors: Walking and Wheeling	Census age data: banded mean age at LSOA level	Using Living Streets Pedestrian Trips, Slips and Falls report to determine weighting		Yes
Risk factors: Cycling	Infrastructure Type: protected/shared/on- carriageway		Yes	
Strategic Route Priority	Mapping data of strategic routes LCWIP, NCN, etc from CCC, Sustrans		Yes	Yes
Significant site proximity	OS Open Map data for Functional Sites, Important Buildings and Transport Interchanges	Includes Transport interchanges/hubs, Medical Care, Education, Emergency services, Place of Worship, Retail, Sports Facility, Cultural and Leisure Facillities	Yes	Yes
LCWIP Zones	LCWIP	Central Walking, Employment, Retail	Yes	Yes
Area Demographics	Social deprivation: LSOA Index of Multiple Deprivation Decile		Yes	Yes

Table 6 - Importance and Risk Criteria

### Phase 2 Categorisation – Manual Validation and Updating

Following the initial, data-based categorisation of the Cycling and Walking and Wheeling hierarchies, the entire network was subject to a detailed sense-check and review by members of the Council's Highway Maintenance and Active Travel teams, applying their detailed local knowledge of the network, which resulted in updates to the hierarchies allocated. In carrying out this review the following principles and objectives were followed:

#### Principles and Objectives for Manual Review and Validation

1. Cycling Infrastructure and Walking and Wheeling Infrastructure are considered separately, reflecting their different purposes
2. Connectivity and continuity of routes and consistency of categorisation will be maintained, avoiding frequent changes in hierarchy.
3. Proportionality - higher priorities should have successively smaller proportion of the total network length
4. The categorisation only includes sections of infrastructure that are included in the LSG, so that there will some routes that are not included, either because they are not the responsibility of CCC or because they have not yet been added to the gazetteer, in which case they will need hierarchy categories allocated when they have been added.
5. Where local knowledge suggests that a route is important, for example as a route to school or to link communities, the hierarchy can be manually raised to reflect this.
6. Where local knowledge indicates that a route that has been allocated a relatively high priority hierarchy in the data-driven categorisation is of low importance or little used, these may have their priority lowered.
7. All cul-de-sac that do not have through cycling or walking and wheeling access will be allocated to the lowest category unless local circumstances indicate otherwise (e.g. where this falls within a busy town centre location).
8. Within estates (housing or industrial) the manual review aims for consistency of categorisation, unless local circumstances indicate otherwise.
9. The aim is to apply the same category to the whole of a street (USRN) but in exceptional circumstances this can be overridden by varying the category within a USRN and categorising at the more detailed ESU level. (e.g. where single USRN starts in an urban area and extends out of that area to a little-used rural area).
10. Ensuring that routes identified as priorities for walking and wheeling or cycling in the Local Cycling and Walking Infrastructure Plan (LCWIP) are assigned a high priority category, particularly in urban areas.
11. Ensuring that routes that link to significant locations or infrastructure, such as hospitals or railway stations have been assigned a high priority category.
12. Locations where cycling is not permitted should be categorised as "99" (No Cycling) in the Cycling Hierarchy.

### **Phase 3 Categorisation – Public Consultation and Finalisation**

The final phase of the process to develop the ATI Hierarchies, is for the draft network categorisation, in map form, to be subject to consultation with network users and stakeholders. This exercise will be undertaken in Summer 2024 and will be supplemented with a series of questions that will inform the subsequent development of maintenance standards associated with the hierarchies.

The detailed feedback will be assessed to determine whether hierarchy categories require further updating, follow which a final version of the network categorisation will be produced for council approval.

### Distribution of Network within Hierarchy Categories

Figures 3 to 8 below show the distribution, as a percentage of network length, between the hierarchy categories at three stages:

1. For the existing Footway and Cycling hierarchies in Cambridgeshire
2. For the initial, data-based categorisation for the Walking and Wheeling and Cycling Hierarchies
3. For the second categorisation incorporating feedback and updates from the manual review by CCC Highway Maintenance and Active Travel teams.

### Existing Hierarchies

Note that for the existing footway hierarchies, there are two sources of information, the figures published in the Highways Operational Standards and the network data for existing hierarchies supplied to the project team; Figure 3 shows both figures, whereas the map shows that hierarchies as derived from the network data provided by CCC.

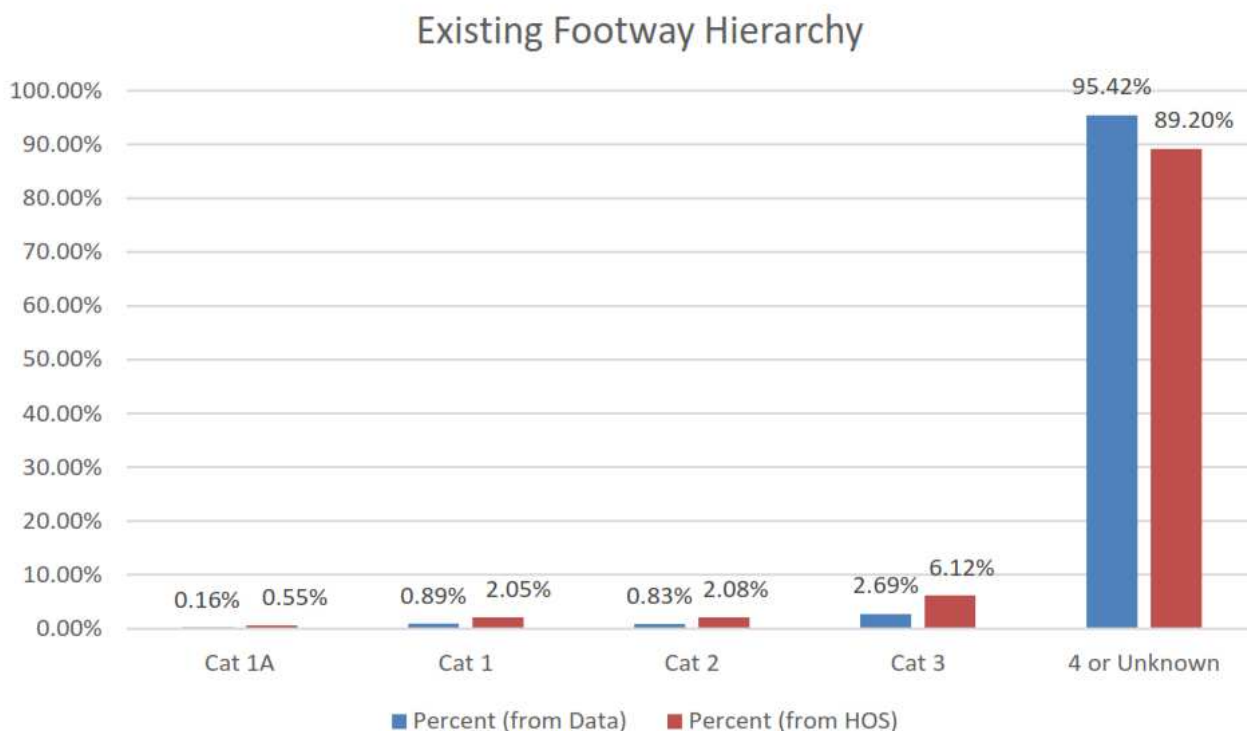


Figure 3 - Existing Footway Hierarchies

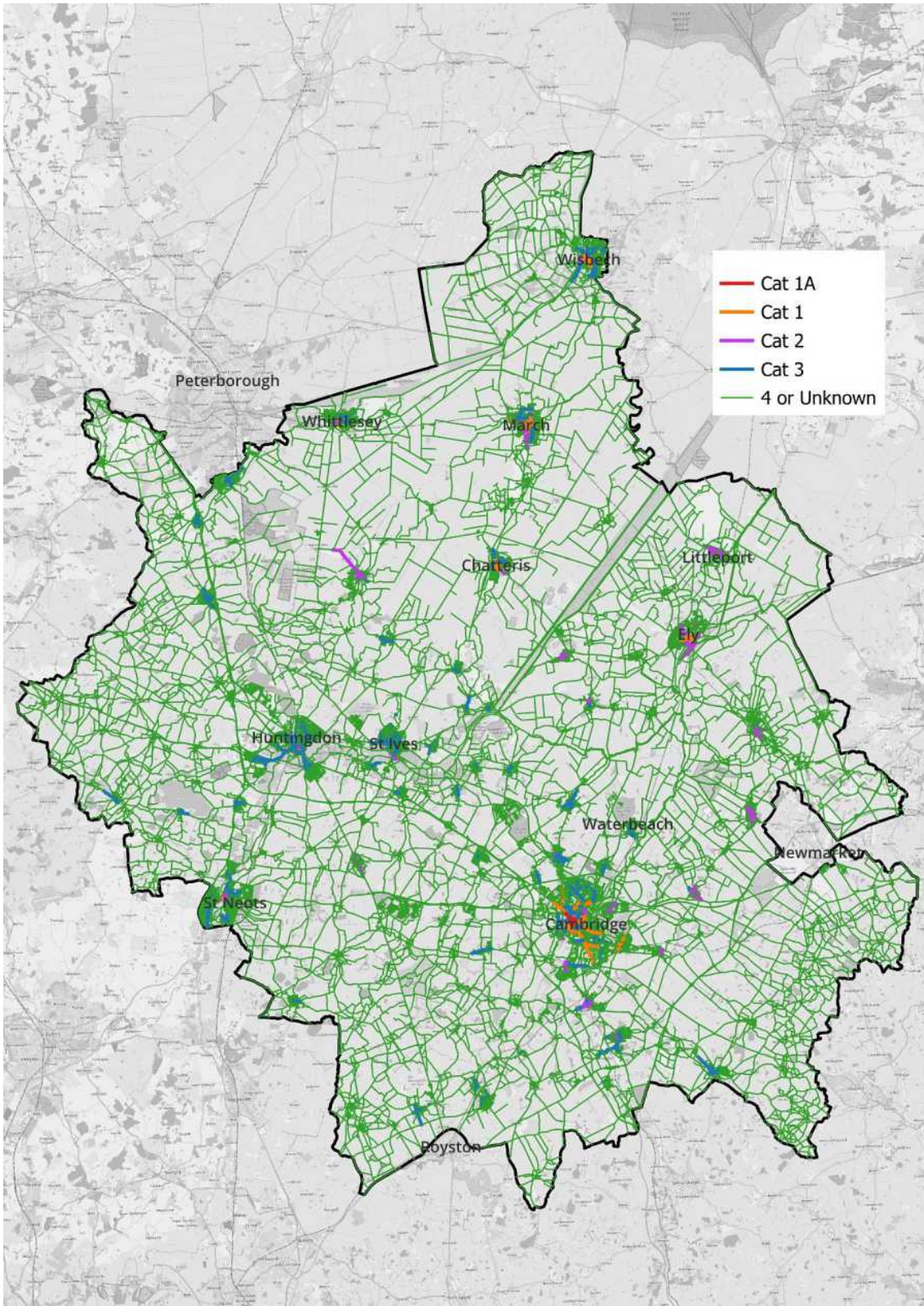


Figure 4 - Existing Footway Hierarchies Map

# Existing Cycle Hierarchy

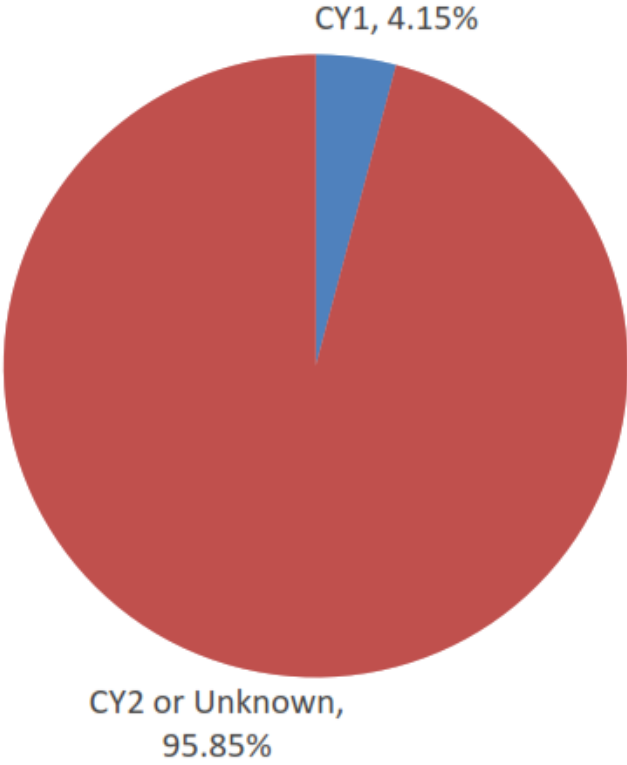


Figure 5 - Existing Cycling Hierarchy

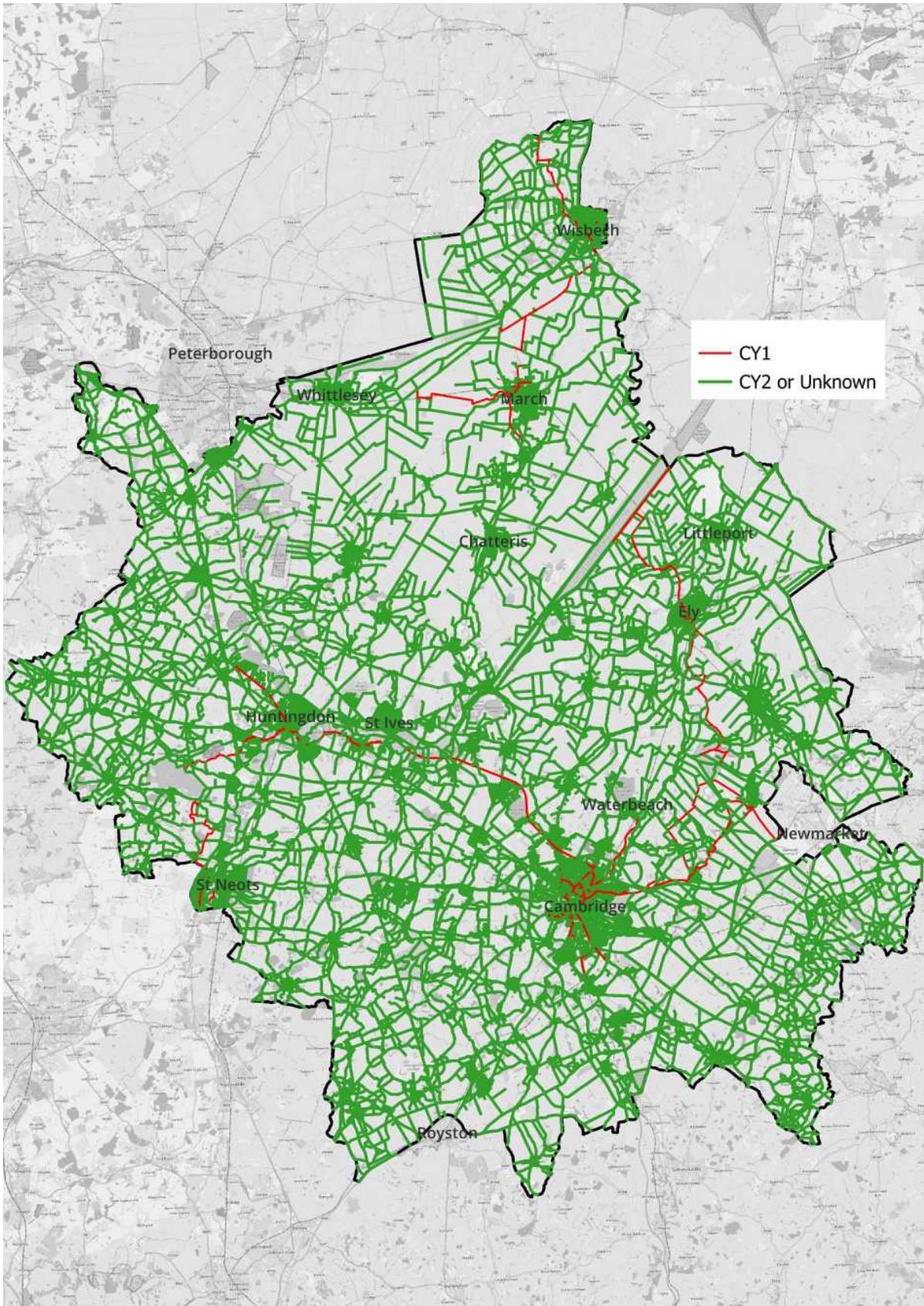


Figure 6 - Existing Cycling Hierarchy Map

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## **Appendix 2: Summary of Responses to Public Consultation**

A public consultation regarding the proposed Active Travel Hierarchy was undertaken over a ten-week period from 22 July to 30 September 2024.

### **Objectives**

The aims of the consultation were:

- To better understand our stakeholders' perspectives on the proposed introduction of the Active Travel Hierarchy for the prioritisation of maintenance standards.
- To recognise the criteria that respondents consider important when prioritising maintenance standards.
- To obtain location-specific data relating to the perception of our stakeholders on the draft Walking and Wheeling Hierarchy and Cycling Hierarchy, and on the importance of specific Public Rights of Way (PROW).

The above objectives were intended to help build an evidence-base of community- and stakeholder-led feedback. This will enable the draft Active Travel Hierarchy to be refined and updated prior to adoption by the Council. For example, if respondent feedback suggests that a particular route, or type of route, should be ranked higher in the Hierarchy, it may be appropriate to alter the Hierarchy to reflect this. Similarly, if our stakeholders advise that they value a particular approach towards reactive maintenance, the Highways Maintenance service can consider whether certain activities can be prioritised once the Hierarchy is adopted.

The consultation was structured to enable respondents to give feedback in two ways:

1. By providing feedback on the principles of an Active Travel Hierarchy through commenting on preferred approaches to prioritised maintenance
2. By providing location-specific feedback on how routes had been ranked within the draft Walking and Wheeling Hierarchy and draft Cycling Hierarchy, and asking which PROW were most valued by users.

### **Assessment of feedback**

Across these feedback options, **1,147 responses** were provided. Numerous forms referenced more than a single active travel route.

The feedback we received was nuanced and varied. Stakeholder responses were rich with additional written information which requires consideration before potentially being integrated into the Active Travel Hierarchy.

Thematic analysis – responses relating to specific questions and key considerations have

been grouped into themes in order to identify the main issues that stakeholders wished to tell us about. This will assist us in identifying which priorities our communities wish us to focus on.

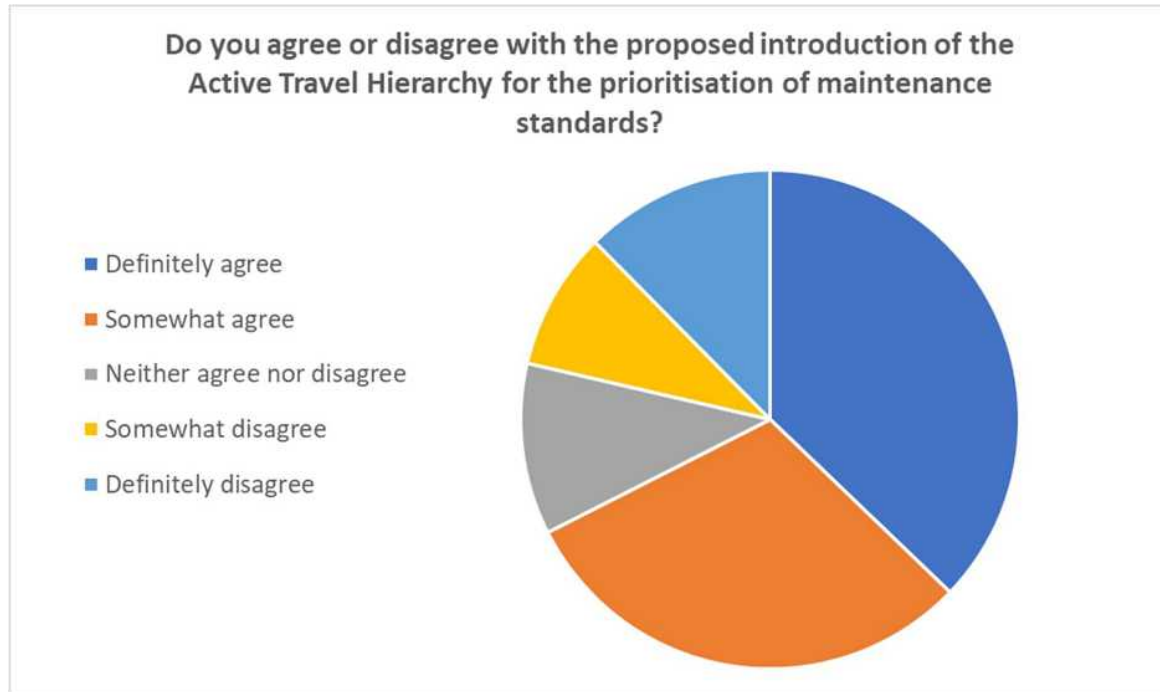
Spatial analysis – the vast majority of the location-specific feedback can be matched to geographic records in our highway maintenance systems. This enables us to pinpoint the precise routes that stakeholders were providing comments on. This exercise is still being completed. When finished, it will enable us assess the relevance of respondents' feedback to our overall highway network, and to consider whether that feedback should result in a change to the ranking of specific routes.

**Assessment of the feedback is ongoing but we are able to provide Committee with a summary of the key findings from the form which sought respondents' opinions on the principles of an Active Travel Hierarchy. Please see pages 3 to 7 below.**

## Principles of the Active Travel Hierarchy: Key findings

- Opinion on the proposed introduction of the Active Travel Hierarchy was **generally favourable**

Over two thirds of respondents “somewhat” or “definitely” agreed with the proposal.



- Respondents consider the **level of risk to users to be the most important criteria** when prioritising maintenance standards

“Level of risk” ranked highest in respondents’ feedback, although this was closely followed by the “importance” of a section of highway. Three options were presented, with 1 being the highest available score. “Level of risk” was chosen as the most important criteria by over half of respondents.

Which do you think should be the most important considerations when we prioritise maintenance standards?	Average Rank
The level of risk to users (eg, where pedestrians have to share spaces with motor traffic, or a cycleway next to a high-speed road)	1.54
The importance of a section of highway to users (eg, where a route links localities or important destinations like schools or workplaces)	1.85
The level of use of that section (eg, how many people use the route)	2.54

- Respondents also **suggested other criteria** that could be used to prioritise maintenance activities

Which do you think should be the most important considerations when we prioritise maintenance standards? Respondent suggestions	
Surface of the route	21%
Needs of specific users	12%
Vegetation clearance	8%
Availability of alternative routes	5%

A sample of the free-text comments that respondents provided is below:

- *“It is vital that vegetation is kept cut back otherwise this narrows the path”*
- *“Clearing away cars and trucks from parking on/across pedestrian footpaths and cycle lanes”*
- *“Road users aren’t just cars. Potholes are far worse for a cyclist than a car”*
- *“Walking wheeling and cycling require well maintained surfaces as a minimum”*
- *“All public rights of way should be kept open and free of obstructions”*

- **“Speed of repair” was identified as the most important maintenance standard**, very closely followed by the “threshold for repair”

Respondents were asked to rank a series of criteria from 1 (most important) to 6 (least important) in order to identify their preferences for prioritised maintenance standards. Two options were clearly preferred in response to this question.

Which maintenance standards do you think should be prioritised as part of an Active Travel Hierarchy?	Average Rank
Speed of repair of potentially dangerous defects (eg, speed of repair to pothole which reaches the minimum repair threshold)	2.25
Thresholds for repair of potentially dangerous defects (eg, how deep a pothole is before maintenance is undertaken)	2.37
Frequency of safety inspections (how often a route is inspected for defects)	3.27
Allocation of budget for maintenance of different types of highway asset (eg, prioritising surface repairs over line marking)	3.74
Prioritisation of capital maintenance schemes for different types of highway asset (programmed schemes to repair/upgrade certain types of asset)	4.25
Prioritisation of winter maintenance services (eg, gritting)	4.51

- Regarding the **Walking and Wheeling Hierarchy**, respondents suggested that **surface maintenance** was most important to them

The maintenance of a route’s surface and management of vegetation overgrowth were found to be clear preferences for respondents.

<b>Thinking about the Walking and Wheeling routes that are important to you, can you tell us which maintenance activities you would like to be prioritised?</b>	
Surface maintenance	<b>41%</b>
Vegetation clearance	<b>34%</b>
Waymarking	12%
Flooding and drainage issues	11%
Clearance of obstructions	11%
<i>*Note: percentage totals may add to more than 100 as respondents had the opportunity to enter as many answers as they wished</i>	

A sample of other points raised in the free-text comments is below:

- *Shallow potholes impact walkers / wheelers / cyclists more than vehicles*
- *Sufficient widths needed for motorised wheelchairs and buggies*
- *Dropped kerbs*
- *Lighting*
- *High quality and durable repairs*

- Regarding the **Cycling Hierarchy**, respondents suggested that **surface maintenance** was most important to them

Similarly to the responses for the Walking and Wheeling Hierarchy, maintenance of a route's surface and management of vegetation overgrowth were found to be clear preferences for respondents. However in the case of the Cycling Hierarchy, respondents indicated that prioritising surface maintenance was by some margin their most important criteria.

Thinking about the Cycling routes that are important to you, can you tell us which maintenance activities you would like to be prioritised?	
Surface maintenance	<b>58%</b>
Vegetation clearance	<b>31%</b>
Waymarking	<b>10%</b>
Flooding and drainage issues	<b>5%</b>
Gritting and winter maintenance	<b>5%</b>
Clearance of obstructions	<b>5%</b>
<i>*Note: percentage totals may add to more than 100 as respondents had the opportunity to enter as many answers as they wished</i>	

Additional points raised as free text were very similar to those raised under the Walking and Wheeling Hierarchy comments above.

- Regarding **Public Rights of Way**, respondents suggested that **vegetation clearance** most important to them

Vegetation clearance was overwhelmingly selected as the most important issue for respondents when considering public rights of way.

<b>Thinking about the Public Rights of Way that are important to you, can you tell us which maintenance activities you would like to be prioritised?</b>	
Vegetation clearance	<b>47%</b>
Surface maintenance	<b>16%</b>
Clearance of obstructions	<b>15%</b>
Signage	<b>14%</b>
Flooding and drainage issues	<b>8%</b>
Needs of specific users (cycles, horses)	<b>3%</b>
<i>*Note: percentage totals may add to more than 100 as respondents had the opportunity to enter as many answers as they wished</i>	





# EQUALITY IMPACT ASSESSMENT - CCC660554848

**Directorate:** Place and Sustainability

**Service:** Asset Management

**Team:** Highway Records and Definitive Map Team

**Your name:** Daniel Ashman

**Your job title:** Highway Records and Definitive Map Team Manager

**Directorate:** Place and Sustainability

**Service:** Asset Management

**Team:** Highway Records and Definitive Map Team

**Your phone:** 07484509520

**Your email:** Daniel.Ashman@cambridgeshire.gov.uk

**Proposal being assessed:** The introduction of maintenance hierarchies for active travel routes on Cambridgeshire's highway network.

**Business plan proposal number:** n/a

**Key service delivery objectives and outcomes :** The introduction of the Active Travel Hierarchy will be an important contributor towards the achievement of Cambridgeshire's Active Travel Strategy, through its delivery of an enhanced approach to the maintenance of active travel routes. Active Travel means the use of non-motorised transport methods (for example, walking, cycling or using mobility aids) to access services, workplaces and utilities. The intention of the Hierarchy is to enable the County Council to better understand which active travel routes are most important to our communities, and therefore which ones require prioritisation for maintenance purposes. By prioritising maintenance on the most valuable and well-used active travel routes, we can maintain a highway network that is better suited to the needs of our stakeholders, thereby improving opportunities for, and the attractiveness of, active travel. This in turn will help to reduce road congestion and carbon emissions. The introduction of the Active Travel Hierarchy will support the Council's ambitions for sustainable transport and carbon reduction, as well as contributing towards the EDI Strategy 2023-27.

**What is the proposal:** The principle change will be in terms of the criteria that are used to define our planned and reactive maintenance for active travel routes on the highway network. The Active Travel Hierarchy (ATH) will codify an approach to prioritising these activities. This will feed into: (i) how we plan our capital maintenance schemes (for example, routes that are ranked higher in the ATH will be scored more highly when considering which maintenance schemes are to be prioritised) (ii) how the council responds to defects within the highway (for example, routes with a higher ranking in the ATH may have lower thresholds for intervention or faster response times for repairs). The precise alterations to our reactive maintenance standards have not yet been defined

and will be determined during 2025.

**What information did you use to assess who would be affected by this proposal?:**The Active Travel Hierarchy has been developed via a two-stage approach. The first stage is through statistical analysis of the locality in which each highway is situated, to identify a data-based ranking for routes that are considered to be of the most value. The statistical analysis makes use of pre-existing hierarchies employed by CCC (for example, the LCWIP), and overlays this with further data to develop a refined model of routes that are likely to be of higher usage or greater value to non-motorised users. The sort of data that has been used includes population density, indices of multiple deprivation, and proximity to local facilities. This has allowed a ranking score to be developed for each highway, forming the basis for a draft hierarchy. The second stage is public consultation. Once the data-driven hierarchies had been created, a public consultation exercise was undertaken. The consultation was publicised on the Council's website and social media. Numerous stakeholder bodies were directly invited to contribute feedback. This included Public Right of Way user groups, parish councils, County Cllrs, other active travel interest groups, other transport organisations and public health bodies. The consultation was conducted online for 10 weeks and involved publication of the draft hierarchies with an invitation for respondents to tell us if they thought the ranking of highways in their locality or their area of interest was appropriate. We also sought general comments on the principles behind an Active Travel Hierarchy. At the time of completing this EqlA, the consultation feedback is still being assessed. Over 1200 responses were received from across our stakeholders and communities.

**Are there any gaps in the information you used to assess who would be affected by this proposal?:** No

**Does the proposal cover:** All service users/customers/service provision countywide

**Which particular employee groups/service user groups will be affected by this proposal?:** Anyone who uses a highway in Cambridgeshire for any purpose, but particularly for active travel, will potentially be impacted by this proposal.

**Does the proposal relate to the equality objectives set by the Council's EDI Strategy?:**Yes

**Will people with particular protected characteristics or people experiencing socio-economic inequalities be over/under represented in affected groups:** Mixture of over/under represented and in line with population, depending on the group

**Does the proposal relate to services that have been identified as being important to people with particular protected characteristics/who are experiencing socio-economic inequalities?:** Yes

**Does the proposal relate to an area with known inequalities?:** Yes

**What is the significance of the impact on affected persons?:**The built environment can be both a facilitator and a barrier to those who wish to participate in society. Active Travel provisions are no different. For example: a footway that is insufficiently wide or obstructed may prevent people using mobility aids from reaching an essential service; trip hazards such as broken or uneven surfaces might discourage use by the elderly; and high speed roads might present a barrier for young children to access schools. While the Active Travel Hierarchy does not set out to change the physical layout of the highway network, it can have an impact on issues such as the examples above by helping to ensure that existing active travel routes are maintained to a standard that is appropriate to their importance. For example, repairing a trip hazard on a high

priority active travel route might improve accessibility for elderly or disabled users. By recognising the value of our most important active travel routes, the Active Travel Hierarchy will contribute to making decisions about proactive maintenance schemes, which could help to remove barriers to certain protected groups - such as resurfacing a cycle path leading to a school. There is a cumulative impact of improving accessibility by promoting well-maintained active travel infrastructure. There are benefits both to health and wellbeing, but also for access to employment and local facilities and services, which can bring benefits to all highway users.

**Category of the work being planned:** Policy

**Is it foreseeable that people from any protected characteristic group(s) or people experiencing socio-economic inequalities will be impacted by the implementation of this proposal (including during the change management process)?:** Yes

**Please select:** Age, Disability, Socio-economic inequalities

**Research, data and /or statistical evidence:** A number of datasets were considered by our consultant when developing the Active Travel Hierarchy. I have appended a document outlining the datasets that were used, but in summary they include: - Population density at LSOA level - Existing road hierarchy categories - Growth areas identified by the Council's Local Cycling and Walking Infrastructure Plan (LCWIP) - Population growth at LSOA level - Census data: banded mean age at LSOA level - Indices of Multiple Deprivation at LSOA level - LCWIP zones (eg, central walking areas, employment, retail) - Significant site proximity from Ordnance Survey open datasets - Strategic route mapping from LCWIP, National Cycle Network, etc - Infrastructure type information: eg, protected facility, shared surfaces, on-carriageway provision The datasets used did not generally target specific groups with protected characteristics but are used to develop an overall picture of how individual highways might present risks to, or be valued by, communities and stakeholders more broadly. We also considered the County Council's Active Travel Strategy and the aims and ambitions it has embedded, alongside the Council's strategic objectives for net zero, safe and sustainable travel, and healthier lives.

**Consultation evidence:** A 10-week public consultation was undertaken between 22 July and 30 September, which garnered over 1200 responses. The consultation sought general comments on the principle of an Active Travel Hierarchy, as were location-specific comments on the way in which highways had been ranked in the draft hierarchy. The consultation was promoted on the Council's social media channels to the general public, but we also wrote directly to all County Councillors and Parish Councils, as well as PROW user groups, other active travel stakeholder groups, public health bodies and the Local Access Forum. We requested that these groups made their communities aware of the opportunity to respond to the consultation. The responses to the consultation are still being assessed but it is intended that, where appropriate, they will be used to either (i) help determine the prioritised maintenance activities the Council carries out when the Active Travel Hierarchy is implemented, and/or (ii) adjust the way in which individual highways are ranked in the hierarchy in order to reflect the importance or risks highlighted by stakeholders. The assessment of responses is ongoing and to be carried out during Q3 and Q4 of 2025-26. The outcomes will be part of the considerations made by the Executive Director of Place and Sustainability when determining the adoption of the Active Travel Hierarchy.

**Based on all the evidence you have reviewed/gathered, what positive impacts are anticipated from this proposal?:** PROTECTED CHARACTERISTIC – AGE - IMPACT: POSITIVE  
The Active Travel Strategy identifies that the younger demographic in particular is less likely to have access to a private car: “active travel can improve social mobility and equality of access to

services for those people". The Joint Specific Needs Assessment also highlights that 33% of all 10 and 11 year old children in Cambridgeshire are obese. It is therefore important that we offer improved non-motorised access AND opportunities for physical activity for younger age groups. The Active Travel Strategy targets journeys to school as an area where improving our rates of active travel can make a positive impact. The Active Travel Hierarchy will help to promote more active travel journeys to school by supporting higher standards of maintenance for important routes, such as those leading to services like schools. The Active Travel Strategy also identifies that safe and accessible non-motorised user routes are important in encouraging all age groups, including the elderly, in being mobile and travelling independently of their cars. The Active Travel Hierarchy will contribute towards this by prioritising maintenance on important routes that connect to community services, making these routes a more accommodating environment for everybody.

**PROTECTED CHARACTERISTIC – DISABILITY - IMPACT: POSITIVE** The Active Travel Strategy outlines that "there is a wide range of physical and mental disability which impacts on how people can travel". The Active Travel Hierarchy will help to reduce the effect of people being disabled by their environment, by prioritising maintenance of the most well-used non-motorised user routes. A broad network of well-maintained active travel routes will also facilitate improved access to the countryside, so supporting mental wellbeing by providing better opportunities to interact with the natural environment.

**OTHER GROUPS - IMPACT: POSITIVE LOWER INCOME GROUPS** are less likely to have access to a private car and are therefore more reliant upon public transport and active travel methods to reach services or places of employment. When considering how to prioritise routes on a statistical basis, the Active Travel Hierarchy focuses on routes that provide access to key destinations, and also takes into account indices of deprivation at the Lower Super Output Area level. This ensures that routes can be prioritised in areas where access to high quality non-motorised user routes could be more beneficial.

**RURALITY** is identified as a form of geographic inequality. The Active Travel Hierarchy recognises the importance of village high streets and connections between communities, and will enable us to identify where maintenance on such routes could be prioritised, therefore helping to improve opportunities for non-motorised journeys within and between rural communities.

**Based on consultation evidence or similar, what negative impacts are anticipated from this proposal?:** No negative impacts have been identified. The Active Travel Hierarchy does not seek to change the highway network; rather, it will introduce a framework for prioritising maintenance of existing routes that are used for active travel. This will support the County Council in reducing barriers to accessibility by seeking to ensure that the most important routes are maintained suitably to the demand and type of use they attract, thereby contributing to the achievement of the equality objectives outlined above. For example, the Walking and Wheeling Hierarchy prioritises routes which are most valuable to those who walk or use mobility aids. Prioritising maintenance on the most important routes will reduce discrimination against groups with protected characteristics who use these routes, by ensuring they are safe and accessible to all users. In turn this will make the highway network a more equal environment, without the need to implement mitigations which may adversely impact highway users who do not share the same protected characteristics.

**How will the process of change be managed?:** Members of the public will notice little immediate change. The Active Travel Hierarchy will be integrated into the Council's prioritisation schema for its capital maintenance programme from 2025-26. This means that when the Council approaches the task of considering which planned highway maintenance schemes it should prioritise, routes with greater Active Travel needs will be assessed more favourably. This is a managed process that is approved by Committee and will not introduce any sudden or dramatic changes to the highway network. The Active Travel Hierarchy will also be used to help identify how our reactive maintenance standards can be prioritised to ensure that well-used or more valuable active travel

routes are maintained to an appropriate standard. The assignment of reactive maintenance standards to the ATH will take place during 2025 and will be the subject of a further report to Committee. Again, this means that the direct impact on highway users will not be felt immediately. In any case, the impact of the Hierarchy should result in improved maintenance of highways that are well-used for active travel and therefore the change felt by individuals should not be negative.

**How will the impacts during the change process be monitored and improvements made (where required)?:** It is not anticipated that the implementation of the Hierarchy will lead to any excessive distress for any group. That said, CCC has the ability to monitor complaints, reports of defects on our highway network, or requests for improvements, through our ordinary channels of communication with the public (ie, contact centre, reporting tools, complaints monitoring processes, applications for Local Highway Improvements, etc). This enables us to identify where the condition or management of a particular highway might be causing undue stress to the public or a particular group of people. If we become aware that the condition of highways is not meeting the requirements of the affected community, the Council can consider amending the prioritisation of an affected route in the Active Travel Hierarchy, which may then result in a higher standard of maintenance being assigned to that route.

**Equality Impact Assessment Action Plan:**

Details of negative impact (e.g. worse treatment/outcomes)	Groups affected	Severity of impact	Action to mitigate impact with reasons/evidence to support this or justification for retaining negative impact	Who by	When by
<p>No negative impacts have been identified at this time. However, it is recognised that there are a number of potential positive impacts on groups with protected characteristics which could be maximised over time. Actions have been identified which could be taken to further extend the benefits of the Active Travel Hierarchy. These are outlined below. It is proposed that these actions are</p>	<p>Age, Disability, Socio-economic inequalities</p>	<p>Low</p>	<p>Positive impact – younger people Action to enhance: Work with Road Safety Education Team and Public Health service to identify key school routes that could be considered for additional prioritisation Lead service areas: Active Travel Team / Road Safety Education Team / Public Health / Highway Records &amp; Definitive Map Team</p> <p>Positive impact – elderly people Action to enhance: Work with Cambridgeshire Insights to identify areas with elderly demographic and consider prioritised maintenance for key active travel routes in these locations, eg, routes to GP surgeries or local shops Lead service areas: Active Travel Team / Cambridgeshire Insights / Highway Records &amp; Definitive Map Team</p> <p>Positive impact – disabilities Action to enhance: Identify key stakeholders such as representative groups, charities or service providers to understand key maintenance requirements to support mobility for disabled groups Lead service areas: Active Travel Team / Public Health</p> <p>Positive impact – low income groups Action to enhance: Work with Cambridgeshire Insights to</p>	<p>Daniel Ashman to co-ordinate uptake of these actions across P&amp;S Directorate</p>	<p>01/04/2028</p>

<p>undertaken as Details of negative impact (e.g. worse treatment/outcomes) Travel</p>	<p>Groups affected</p>	<p>Severity of impact</p>	<p>Action to mitigate impact with reasons/evidence to support this or justification for retaining negative impact</p>	<p>Who by</p>	<p>When by</p>
<p>Hierarchy.&amp;nbsp; In line with Well Managed Highways Infrastructure guidelines, the ATH will be reviewed on a three-yearly cycle.</p>			<p>Identify areas with lower income&amp;nbsp; /  demographic support this or justification for retaining negative impact in these locations.&amp;nbsp; Consider engagement with social housing providers Lead service areas: Active Travel Team / Cambridgeshire Insights / Highway Records &amp; Definitive&amp;nbsp; Map Team Positive impact &amp;nbsp; rurality Action to enhance: Work with parish councils to identify priority routes in rural areas and consider&amp;nbsp; whether they are appropriately prioritised Lead service areas: Active Travel Team / Asset Data Team / Asset Strategy Team / Highway Records&amp;nbsp; &amp; Definitive Map Team Positive impact &amp;nbsp; all groups Action to enhance: Use condition and/or survey data for active travel routes held by the Asset Data&amp;nbsp; Team to highlight prioritised routes that require enhanced intervention Lead service areas: Asset Data Team / Asset Strategy Team</p>		

**Head of service:** Josh Rutherford

**Head of service email:** joshua.rutherford@cambridgeshire.gov.uk

**Confirmation:** I confirm that this HoS is correct

**Status:** Approved





## Prioritisation of the Highways Capital Programme

To: Highways and Transport Committee

Meeting Date: 3 December 2024

From: Executive Director of Place and Sustainability

Electoral division(s): All

Key decision: No

Executive Summary: This report sets out the processes by which planned maintenance schemes will be prioritised for inclusion and delivery in the capital programme. Such schemes are funded by grants made to the Council by the Department for Transport (DfT) and any additional capital investment that the Council decides to contribute towards highways maintenance. In 2024/25, there has been an additional £20m allocated for planned maintenance for highways and the current Business Plan includes a further allocation of £20m for 2025/26.

It is proposed that the prioritisation processes set out in this report shall be used for the formulation of the capital maintenance delivery programme from year 2025-26 onwards.

Recommendations: The Committee is recommended to:

- a) Approve the processes and scoring systems for the prioritisation of planned capital maintenance schemes from the 2025/26 financial year onwards, as set out in the report and Appendices 1 to 4 of the report;
- b) Note that the established politically proportional member engagement group will suggest and advise on changes to the scoring criteria and prioritisation process as required, and review the prioritised capital maintenance programme prior to it being presented to the Committee for approval; and
- c) Delegate Authority to the Executive Director of Place and Sustainability, in consultation with the Chair and Vice Chair of the Highways and Transport Committee, to make any changes to the scoring criteria as set out in the appendices to this report, taking account of the advice from the member engagement group.

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# 1. Creating a greener, fairer and more caring Cambridgeshire

- 1.1 This report relates to the following Council's Ambitions. 1: Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.

The proposed prioritisation process is based on taking an asset management approach for maintaining the highway. This approach is based upon preventative maintenance treatments being applied to highways at the appropriate points in the lifecycle. Such preventative maintenance minimises the need for deeper, more expensive treatments to be applied at later dates.

It is these deeper treatments that are the most environmentally harmful, since they require greater use of materials (including virgin aggregates) and associated transport. These carbon emissions are exacerbated by road users having to travel further via diversion routes and having to wait at traffic control, such as traffic signals.

Given the above, the over-arching principles that inform these processes are a key factor in minimising the environmental effects and carbon footprint of the highways maintenance service.

Furthermore, the Council is continuing to explore ways to decarbonise the delivery of planned capital maintenance works, such as through the use of recycled highway materials and sustainable methods of construction.

- 1.2 This report also relates to Ambition 2: Travel across the county is safer and more environmentally sustainable.

The proposed processes consider objective condition data, promoting public transport routes and other factors, including accident statistics. The provision and maintenance of a safe highway network is a key objective of this report and the wider highways maintenance service.

- 1.3 This report also relates to Ambition 3: Health inequalities are reduced.

By promoting schemes where Active Travel provision may be improved, and improving access to public transport links, the Council can help create an environment that gives people the opportunity to be as healthy as they can be.

- 1.4 This report is also relevant to Ambition 6: Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.

A properly maintained highway network is a key enabler for the transport of goods and passengers across the county and beyond. This is fundamental to the county developing and retaining a resilient economy.

## 2. Background

- 2.1 Programmes of highway maintenance schemes have been previously presented to the Highways and Transport committee for approval. The [last such report](#) was presented to the committee at its meeting held on March 2024.
- 2.2 Previously, these programmes of work have been formulated based upon asset management principles, the use of objective condition data and a range of other factors, including member and public reports, insurance claims, accident records and other relevant factors.
- 2.3 This report sets out more transparent processes for the formulation of these programmes, based upon weighted scoring of a range of factors relevant to each asset type. Potential schemes will all be put through these scoring systems, effectively providing a clear process whereby “long lists” of schemes are assessed and “short lists” derived, which will ultimately be the programmes presented to the committee for approval.
- 2.4 In previous years, the Department for Transport (DfT) has allocated a proportion of highways maintenance capital funds to local authorities via the Incentive Fund. Authorities had to submit a questionnaire against which they were assessed for this funding. A key element of the questionnaire was the development of programmes of work based upon asset management principles.
- 2.5 Should the Incentive Fund be continued, the processes set out in this report would help provide evidence of the alignment of the Council’s capital programme with asset management principles. This is likely to be a key factor in obtaining maximum capital funding via this source in the future.
- 2.6 Table 1 outlines the current proposed allocation for the capital highway maintenance budget for 2025/26, subject to the 2025/26 Business Plan being approved by Full Council.

Asset Type	Indicative allocation
Carriageway & Footway Maintenance including cycle routes	
Carriageway Structural	£11,950,000
Carriageway Preventative	£7,800,000
Carriageway In situ	£950,000
Soil Affected Roads	£2,500,000
Footway/cycleway Structural	£6,800,000
Footway/cycleway Preventative	£3,000,000
Highway Drainage	£4,000,000
Safety Fence renewal	£400,000
Signs and Lines	£1,000,000
Rights of Way	£465,000
Bridge Strengthening	£3,137,000
Traffic Signal replacement	£1,708,000
Total	£40,576,000*

Table 1: Proposed allocations for each asset type for 2025/26

- 2.7 This table excludes funding of approximately £5.5m, set aside for the following areas which are assessed on a site-specific basis (in the case of the ringfenced A14 funding), or reactively throughout the year:
- A14 de trunk funding for improvements required for the A1307
  - Capitalised road patching, (a long list of potential patching sites based on asset data reviewed through the sifting process for schemes will be included in the March 25 report to H&T. This allows greater visibility of the locations where patching work may be spent dynamically throughout the year).
  - Locally determined minor capital schemes.
  - Asset management including surveys
- 2.8 A key outcome of the revised prioritisation process will be greater transparency in relation to the prioritisation for the capital programme. This will provide Members and the public with assurance that all schemes have been considered using objective scoring criteria.
- 2.9 A further outcome will be programmes of work that demonstrably align with the Council's vision, strategic framework, and approved highways asset management policies. The scoring mechanisms will reflect these policies and will produce programmes of work that are appropriate for the long-term stewardship of the highway network for which the Council is responsible.
- 2.10 To aid transparency and understanding, several Member engagement activities have been completed prior to this committee meeting, with further engagement planned if the new process is approved, as follows:
- Process presented to the existing Member Engagement Group on 4 November 2024 for comment and review.
  - Process presented to all Members on 28 November 2024.
  - A briefing session is planned in early December for all town and parish Councils following the committee meeting on 3 December 2024 to make them aware of the new process.
  - The existing cross-party Member Engagement Group is proposed to be engaged prior to the Committee meeting in March 2025 to review the prioritised lists as they start being populated.

### 3. Main Issues

- 3.1 The prioritisation processes set out in this report are proposed to be applicable to capital funded highways maintenance schemes. Such schemes include the following:
- Structural carriageway maintenance
  - Structural foot & cycleway maintenance
  - Signals
  - Structures
  - Drainage projects (not including gully emptying)
  - Rights of Way
  - Safety fencing
  - Surface treatments including surface dressing, micro asphalt and slurry seal on paths and cycle routes.

- 3.2 It is not the intention that these processes be applied to revenue funded maintenance activities, which include reactive, routine and cyclical activities, such as pothole repairs, grass cutting, and gully emptying for the following reasons:
- Pothole repairs and similar maintenance activities are assessed as issues arise. The budget is spent throughout the year and repairs are prioritised based on risk categories as set out in the Highway Operational Standards.
  - Grass cutting is programmed as a countywide programme of work, and as a result wouldn't be suited to a prioritisation process (all grass will be cut twice a year in accordance with the service standards set out in the Highway Operational Standards).
  - Weedkilling is programmed as a countywide programme of work, with 2 sprays per year being undertaken across the county.
  - Gully emptying is programmed as a countywide programme of work, and as a result wouldn't be suited to a prioritisation process (100% of the known gully network is emptied / cleansed every two years). However, the Council aims to move to a more risk-based and asset management led approach once the whole gully network is mapped.
- 3.3 Whilst objective condition data a key criterion by which potential capital schemes are identified, this is only one of many criteria. Member and public observations and requests generate potential schemes, as do insurance claims and highway inspections by officers. It is proposed that all such potential capital schemes be subject to these prioritisation processes.
- 3.4 For many asset types, several different treatments are likely to be possible. For instance, issues identified with a carriageway might be best addressed via a preventative surface treatment, such as surface dressing or slurry sealing, or might require a deeper treatment, such as resurfacing or reconstruction.
- 3.5 It is therefore important that the prioritisation processes ultimately assess potential schemes against the most suitable interventions. It is proposed to have some pass/fail condition criteria included in the scoring systems, based upon the condition of the asset. Table 2 provides a summary of how each road is assessed, using a 1 – 5 grading system which is based on the condition of the asset.

Category	Description	Potential maintenance treatment options
Grade 1	Defect free	Pavement is not considered for maintenance
Grade 2	Signs of wear and indicators of risk	Light maintenance (e.g. minor patching)
Grade 3	Serviceable	Localised interventions or mid-life preventative maintenance (e.g. surface dressing, localised patching, crack sealing)
Grade 4	Functional Impairment	Rehabilitative maintenance, perhaps full carriageway. (e.g. resurfacing, large scale patching, edge haunching)

Grade 5	Structural or severe surface impairment	Structural maintenance (e.g. full carriageway resurfacing or reconstruction)
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Table 2: Asset condition data banding

For example:

- A potential carriageway scheme might fail the condition criterion for structural repair if its condition were not sufficiently bad based on the most recent asset data available, (Grade 3 or lower in above table). The asset condition data would be reviewed yearly to assess if this remained the case.
- It is proposed that for carriageway schemes on classified roads, where existing asset condition data shows that up to 70% of a given route is graded 1-3, and 30% graded 4-5, then this will be prioritised for structural repair.
- It is proposed that for carriageway schemes on unclassified roads, where existing asset condition data shows that up to 40% of a given route is graded 1-3 and 60% is graded 4-5 then this will be prioritised for structural repair.
- Those roads which are in the 71 – 100% range for condition data graded 1-3, and 0 – 29% range for condition data graded 4-5 will not be prioritised or scored for a structural repair.
- The potential scheme would then be assessed against other treatment types, with the condition thresholds being less onerous, and may be more suited to a surface treatment.

- 3.6 In the prioritisation document, all criteria will be scored out of 5, with some double weighted. Weighting reflects the importance of the criterion to the asset. For example, footways that provide access to public transport services are double weighted for this criterion to reflect their alignment with the authority's strategic framework ambitions.
- 3.7 Whilst the resultant scores for each potential scheme will be the primary arbiter for those that are included in the capital programme, special circumstances are considered in terms of network availability and co-ordination with other works. For instance, it might be that a scheme is promoted to year 1 of a programme because there is alignment with another project which would enable both to be delivered together reducing overall network disruption, allowing any savings to be realised or there may be a significant safety implication.
- 3.8 It is anticipated that this approach will generate a considerable number of schemes for officers to sift and score from the initial condition thresholds identified in paragraph 3.5 of this report. For instance, there may be as many as 800 discreet carriageway schemes to consider and sift initially, some of which may be assessed as more suitable for alternative treatments and therefore may be reassigned to area teams to be addressed via minor patching works. Appendix 1 provides a visualisation of how schemes are sifted by officers, and how they may be dealt with, depending on whether they qualify as a scheme or are more suitable for more minor repairs.

3.9 The detailed scoring criteria and weightings for each asset type and treatment are set out in Appendix 2 of this report. Appendix 3 shows a worked example for carriageway structural schemes.

3.10 Key next steps include:

- Assuming this prioritisation process is approved, it is proposed that this process be used to develop a three year forward capital maintenance programme and an indicative programme for the following two years.
- This would be presented to the committee for approval in March 2025.
- Final approval of future year's programmes will be key decisions, which will be presented to the committee for review and approval each year.
- This will ensure further forward visibility of schemes and allow a multi-year planned approach to delivery, allowing investigation and design activities to start earlier to enable delivery much sooner in the financial year.

## 4. Alternative Options Considered

4.1 Continue with the current approach where the development of such programmes relies upon officers' engineering judgement and knowledge of the network. Whilst this has produced programmes that have proven effective in managing the network in accordance with the Council's asset management policies, this process lacks sufficient transparency.

4.2 An alternative method for formulating programmes is to prioritise using condition data only and treat carriageways and other highways assets on a "worst first" basis. This is the antithesis of the asset management approach, in which treatments are applied at the correct points in the lifecycles of assets. The adoption of a "worst first" approach has been disregarded because:

- It does not represent value for money in terms of whole life cost and would lead to unsustainable deterioration of the county's highways.
- Adoption of the "worst first" approach would inevitably lead to risks to highway users from an increase in potholes and other defects. These defects would require reactive treatments that are funded from revenue budgets.
- Thus, the adoption of "worst first" principles would place unsustainable strain upon revenue budgets and create increased demand on the highway's maintenance service from residents, communities, and the travelling public.

## 5. Conclusion and reasons for recommendations

5.1 The proposed prioritisation processes would provide a transparent method for the formulation of highways maintenance capital programmes of schemes.

5.2 The resultant programmes would represent the best use of the funding available for such works and would demonstrably accord with the Council's highway asset management policies.

## 6. Significant Implications

### 6.1 Finance Implications

This report proposes a methodology on how best to allocate funding for non- reactive capitally funded maintenance work. This approach will be used to produce proposed programmes of work which will be presented to a future meeting of the committee as a key decision to review and approve.

### 6.2 Legal Implications

There are no significant implications for this priority.

### 6.3 Risk Implications

There are no significant implications for this priority.

### 6.4 Equality and Diversity Implications

These processes ensure that programmes are developed in accordance with approved Council policy, specifically the asset management approach as set out in the Highway Operational Standards (HOS).

Any key changes to the HOS are subject to updated Equality Impact Assessments. The HOS sets out that highway repairs and treatments may be prioritised where those with protected characteristics might be adversely impacted.

These processes contribute to the provision of an inclusive highway network.

An Equality Impact Assessment is attached at Appendix 4 to this report.

### 6.5 Climate Change and Environment Implications (Key decisions only)

The prioritisation regime has been developed with carbon reduction in mind, promoting carbon reducing processes and methods above other more traditional methods, that are incorporated into the delivery of the capital highway maintenance programme, and further by prioritising Public Transport and Active Travel routes.

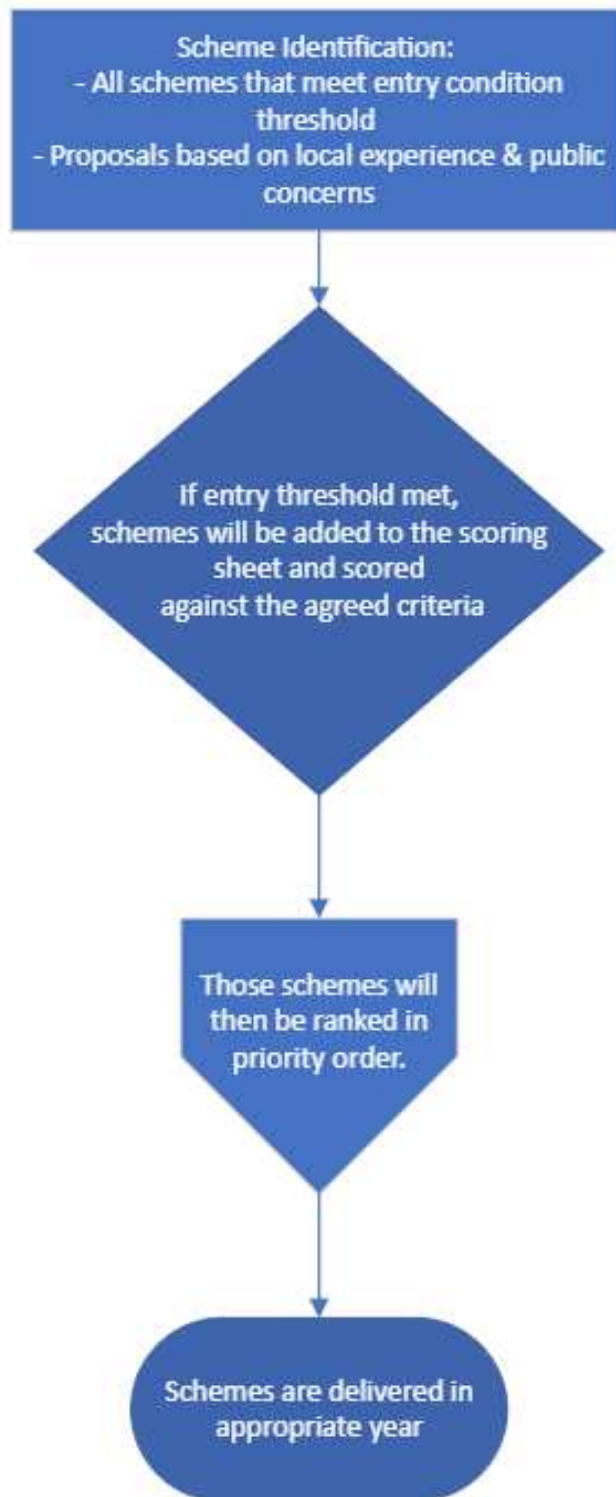
Paragraph 1.1 above highlights key environmental improvements that the implementation of this Policy will include.

## 7. Source Documents

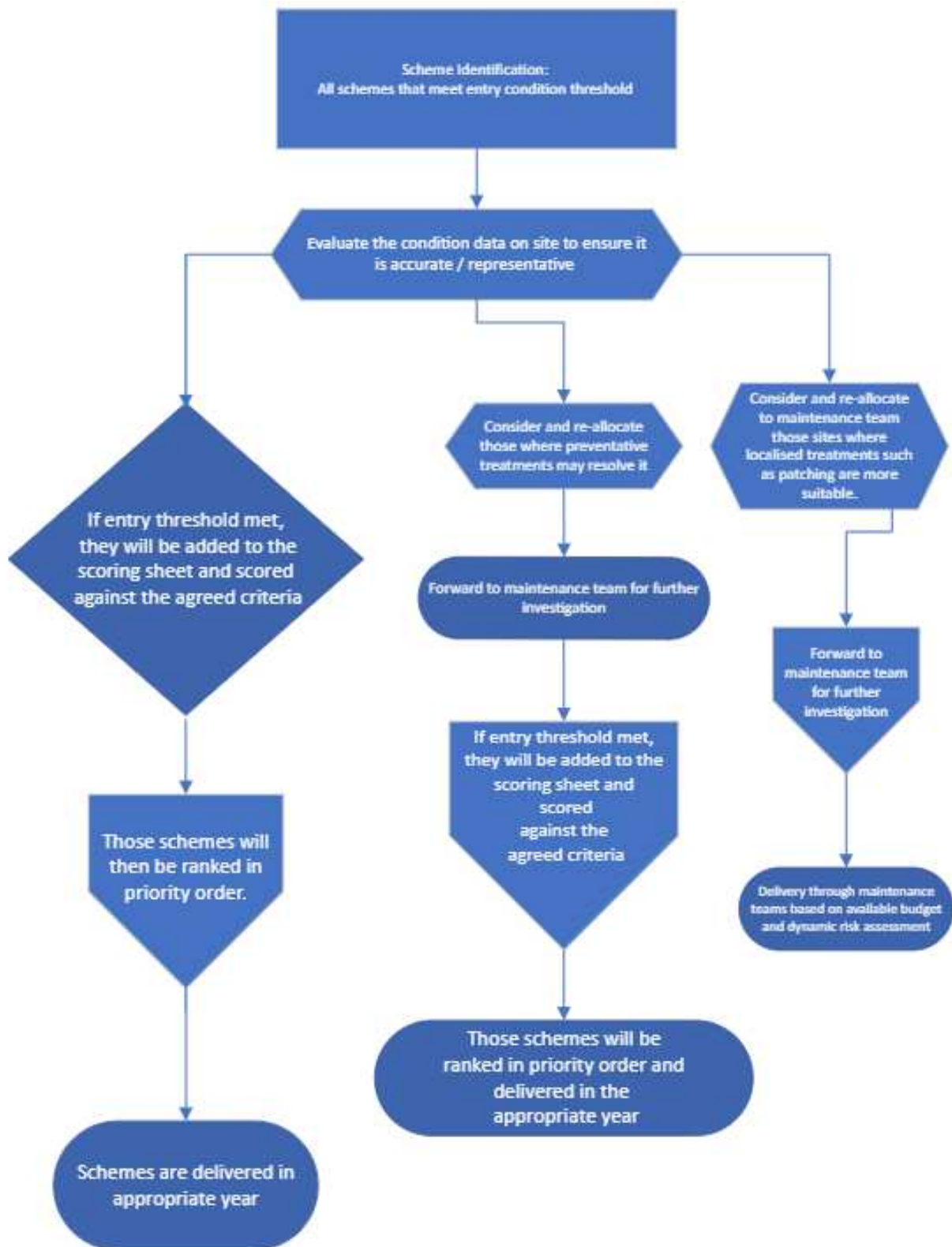
### 7.1 [Highway Operational Standards 8 Feb 2024 \(cambridgeshire.gov.uk\)](https://www.cambridgeshire.gov.uk)



### ***Generic process map for scoring capital schemes***



### Process map for carriageway scoring



# **DRAFT - Asset & Work type Prioritisation Criteria – Capital Maintenance Programme.**

## Version Control

### Version History

Version	Author(s)	Date	Comment
0.1	Maciej Adamczyk	18/10/2024	Live document
<b>0.2</b>	Maciej Adamczyk	31/10/2024	Format

### Check

Role	Name	Date

### Approval

Role	Name	Date

### Document storage

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## Purpose

This document identifies how capital schemes will be scored and prioritised by asset type against set criteria.

## Structure

The tables are divided into four columns.

- The first column outlines the scoring categories and identifies any of the organisations ambitions they align with (see ambition list below).



- The second column specifies subgroups and lists specific factors that may increase or decrease the "importance" score.
- Some subcategories have been double weighted based on their significance, which can vary depending on the asset type.
- The higher the score, the greater the likelihood that the scheme will be prioritised.



## Carriageway Structural

Groups of Scoring categories	Scoring categories	Scoring factors	Definition
<b>Asset Management / Hierarchy Ambition 1, 2</b>	Road Maintenance Hierarchy	Strategic	Principal 'A' class roads between Primary Destinations
		Main	Major Urban Network and Inter-Primary Links.
		Secondary	Mostly B and C class roads and some unclassified routes typically carrying bus, HGV and local traffic. Might have frontage access and frequent junctions*
		Link	Roads linking between the Main and Secondary Distributor Network typically with frontage access and frequent junctions
		Local other	Roads serving limited numbers of properties carrying only access traffic
	Active Travel Hierarchy	Key but no off road AT route	The Active travel route is a part of the Carriageway
		Key existing AT route	The Active travel route is consisting of separate path (either cycle track or shared footpath)
		No key contribution to AT	No Active travel along this road
	Public Transport route	Yes	Yes - bus service is available throughout the road or parts of it
		No Bus Service	No Bus Service on the whole stretch of the road
<b>Carbon / Resilience Ambition 1, 2</b>	Contribution to reduced carbon/net zero	Recycling	In-situ recycling is the process of simultaneously pulverising the existing carriageway and mixing it with new cement and bitumen emulsion to create a new, strong subbase, which then has a new surface course laid.
		Resurfacing	Replacement of surface layer only - reduced amount of material used and disposed
		Reconstruction	Complete reconstruction including binder and surface course (or in some cases subbase repairs) - requiring the newest material and removal of the old material removal from the site
	Included on Resilient Network	Yes	It is on the published Resilient Network, and so also includes routes which would be prioritised in the event of flooding or any other appropriate major incident
		No	Not part of resilient network (as above)
<b>Condition Ambition 1, 2</b>	Assessment of condition/urgency/maintenance regime	C1 - V poor no option	High cost of reactive maintenance - work required urgently
		C2 - V poor but manageable	Medium cost of reactive maintenance



		C3 - Poor but medium term	Low cost of reactive maintenance
	Anticipated rate of deterioration	Rapid/<3 years	It is predicted that the condition of the asset will deteriorate quickly causing significant concern and management issues
		Slow >3 years	It is predicted that keeping the asset in safe/serviceable condition will be able to be managed by the Highways Maintenance team
	Qty and cost of repairs undertaken	Scoring matrix	As per table on scoring sheet in scale of 1-5 – Cost and number of repair visits matrix
<b>Safety Ambition 2, 3</b>	Proximity to vulnerable users' facility	High	Multiple facilities (two or over in proximity of the road) i.e. Adult Day Centres, Care home or Shelter Housing sites
		Medium	Single facility i.e. Adult Day Centres, Care home or Shelter Housing sites
		Low	No Facilities (as above)





## Carriageway Preventative

Groups of Scoring categories	Scoring categories	Scoring factors	Definition
<b>Asset Management / Hierarchy Ambition 1, 2</b>	Road Maintenance Hierarchy	Strategic	Principal 'A' class roads between Primary Destinations
		Main	Major Urban Network and Inter-Primary Links.
		Secondary	Mostly B and C class roads and some unclassified routes typically carrying bus, HGV and local traffic. Might have frontage access and frequent junctions*
		Link	Roads linking between the Main and Secondary Distributor Network typically with frontage access and frequent junctions
		Local other	Roads serving limited numbers of properties carrying only access traffic
	High number of vehicle turning movements	High	High - Road with multiple commercial units including large number of side roads (over 10)
		Medium-High	Medium-High – Multiple commercial units with few side road entries (4 up to 10)
		Medium	Medium – Mostly residential area with few side entries for commercial properties (up to 3)
		Low-Medium	Low-Medium – Residential area with private driveways
		Low	Low – Rural areas with very few driveways.
	Active Travel Hierarchy	Key but no off road AT route	The Active travel route is a part of the Carriageway
		Key existing AT route	The Active travel route is consisting of separate path (either cycle track or shared footpath)
		No key contribution to AT	No Active travel along this road
<b>Carbon / Resilience Ambition 1, 2</b>	Part of larger estate in similar condition / efficiency	Yes	Where main road that is damaged is in similar condition as adjacent "no through roads", and it is economically viable to extend the surfacing to those locations (budget permitting)
		No	Where main road is not a part of an estate with multiple "no through roads"
<b>Condition Ambition 1, 2</b>	Assessment of condition/urgency/maintenance regime	C1 - V poor no option	High cost of reactive maintenance - work required urgently
		C2 - V poor but manageable	Medium cost of reactive maintenance
		C3 - Poor but medium term	Low cost of reactive maintenance



	Anticipated rate of deterioration	Rapid/<3 years	It is predicted that the condition of the asset will deteriorate quickly causing significant concern and management issues
		Slow >3 years	It is predicted that keeping the asset in safe/serviceable condition will be able to be managed by the Highways Management team
	Kerb face/threshold issues	Low/no issues	<5 properties with kerb that would fail to meet 25mm above surface after the works is completed
		Medium number of issues	5-10 properties with kerb that would fail to meet 25mm above surface after the works is completed
		High number of issues	Above 10 properties with kerb that would fail to meet 25mm above surface after the works is completed
	Amount of prep patch required	None/minimal	No pre-patching required - minimal additional costs
		Up to 10%	Up to 10% of total surface require "plane and inlay" * to repair defects and provide suitable base for thin surfacing
		10 to 50%	Up to 10% of total surface require "plane and inlay" * to repair defects and provide suitable base for thin surfacing
		Over 50%	Over 50% of total surface require "plane and inlay" * to repair defects and provide suitable base for thin surfacing
		Excessive for surface treatment	Condition of the surface has excessive damage and would require full reconstruction
<b>Safety Ambition 2, 3</b>	Nearby vulnerable user facility	High	Multiple facilities (two or over in proximity of the road) i.e. Adult Day Centres, Care home or Shelter Housing sites
		Medium	Single facility i.e. Adult Day Centres, Care home or Shelter Housing sites
		Low	No Facilities (as above)

\*Plane and inlay - The old road surface is planed off and replaced with a suitable material. This can also involve removing and replacing lower levels of the road

## Carriageway Repair In-Situ

Groups of Scoring categories	Scoring categories	Scoring factors	Definition
<b>Asset Management / Hierarchy Ambition 1, 2</b>	Road Maintenance Hierarchy	Strategic	Principal 'A' class roads between Primary Destinations
		Main	Major Urban Network and Inter-Primary Links.
		Secondary	Mostly B and C class roads and some unclassified routes typically carrying bus, HGV and local traffic. Might have frontage access and frequent junctions*
		Link	Roads linking between the Main and Secondary Distributor Network typically with frontage access and frequent junctions
		Local other	Roads serving limited numbers of properties carrying only access traffic
	Active Travel Hierarchy	Key but no off road AT route	The Active travel route is a part of the Carriageway
		Key existing AT route	The Active travel route is consisting of separate path (either cycle track or shared footpath)
		No key contribution to AT	No Active travel along this road
	Access to local amenities/site specific issues	High	High Concentration of areas of interest i.e. school/hospital/rail station, etc
		Medium-High	Medium to High Concentration of areas of interest i.e. school/hospital/rail station, etc
		Medium	Medium - out of town/city centre area inc. school/hospital
		Low-Medium	Low concentration - Single point of interest - i.e. school/hospital/rail station, etc
		Low	No specific point of interest/industrial
	Public Transport route	Yes	Yes - bus service is available throughout the road or parts of it
		No Bus Service	No Bus Service on the whole stretch of the road
<b>Carbon / Resilience Ambition 1, 2</b>	Contribution to reduced carbon/net zero	Recycling	In-situ recycling is the process of simultaneously pulverising the existing carriageway and mixing it with new cement and bitumen emulsion to create a new, strong subbase, which then has a new surface course laid.
		Resurfacing	Replacement of surface layer only - reduced amount of material used and disposed
		Reconstruction	Full reconstruction including binder and surface course (or in some cases subbase repairs) - the



			newest material required and old removed from site
<b>Condition Ambition 1, 2</b>	Assessment of condition/urgency/maintenance regime	C1 - V poor no option	High cost of reactive maintenance - work required urgently
		C2 - V poor but manageable	Medium cost of reactive maintenance
		C3 - Poor but medium term	Low cost of reactive maintenance
	Anticipated rate of deterioration	Rapid/<3 years	It is predicted that the condition of the asset will deteriorate quickly causing significant concern and management issues
		Slow >3 years	It is predicted that keeping the asset in safe/serviceable condition will be able to be managed by the HM team
Qty and cost of repairs undertaken	Scoring Matrix	As per table on scoring sheet in scale of 1-5 - As per table on scoring sheet in scale of 1-5 – Cost and number of repair visits matrix	
<b>Safety Ambition 2, 3</b>	Nearby vulnerable user facility	High	Multiple facilities (two or over in proximity of the road) i.e. Adult Day Centres, Care home or Shelter Housing sites
		Medium	Single facility i.e. Adult Day Centres, Care home or Shelter Housing sites
		Low	No Facilities (as above)

### Soil affected roads

Groups of Scoring categories	Scoring categories	Scoring factors	Definition
	Road Maintenance Hierarchy	Strategic	Principal 'A' class roads between Primary Destinations
		Main	Major Urban Network and Inter-Primary Links.
		Secondary	Mostly B and C class roads and some unclassified routes typically carrying bus, HGV and local traffic. Might have frontage access and frequent junctions*
		Link	Roads linking between the Main and Secondary Distributor Network typically with frontage access and frequent junctions
		Local other	Roads serving limited numbers of properties carrying only access traffic
	Active Travel Hierarchy	Key but no off road AT route	The Active travel route is a part of the Carriageway
		Key existing AT route	The Active travel route is consisting of separate path (either cycle track or shared footpath)
		No key contribution to AT	No Active travel along this road
	Access to local amenities/site specific issues	High	High Concentration of areas of interest i.e. school/hospital/rail station, etc
		Medium-High	Medium to High Concentration of areas of interest i.e. school/hospital/rail station, etc
		Medium	Medium - out of town/city centre area inc. school/hospital
		Low-Medium	Low concentration - Single point of interest - i.e. school/hospital/rail station, etc
		Low	No specific point of interest/industrial
	Public Transport route	Yes	Yes - bus service is available throughout the road or parts of it
		No Bus Service	No Bus Service on the whole stretch of the road
<b>Asset Management / Hierarchy Ambition 1, 2</b>	Included on Resilient Network	Yes	It is on the published Resilient Network, and so also includes routes which would be prioritised in the event of flooding or any other appropriate major incident
		No	Not part of resilient network (as above)
<b>Condition Ambition 1, 2</b>	Anticipated rate of deterioration	Rapid/<3 years	It is predicted that the condition of the asset will deteriorate quickly causing significant concern and management issues
		Slow >3 years	It is predicted that keeping the asset in safe/serviceable condition will be able to be managed by the Highways Maintenance team
		Top quarter	Of the score identified through Soil damaged road report - assessed by Carriageway team



	Soil damaged road report score/priority	Middle quarter	Of the score identified through Soil damaged road report - assessed by Carriageway team
		Lower quarter	Of the score identified through Soil damaged road report - assessed by Carriageway team
<b>Safety Ambition 2, 3</b>	Extent of damage	Road closure	Condition of the carriageway is not safe for use
		Made safe Urgent	Major damage up to 100% of the width of the carriageway, that has been provisionally made safe
		Made safe not urgent	Major damage up to 60% of the width of the carriageway, that has been provisionally made safe
		Quarter carriageway	Up to 25% of the carriageway that did not require making safe
		Only sign	Edge damage that required "bumpy road" sign only

## Footway / Cycleway Structural

Groups of Scoring categories	Scoring categories	Scoring factors	Definition
Asset Management / Hierarchy Ambition 1, 2	Footway* Hierarchy	CAT1A - FW1	FW1 - Prestige Walking zones - very busy areas of towns and cities with high public space and street scene contribution
		CAT1 - FW2	FW2 - Primary Walking routes - Busy urban shopping and business areas and main pedestrian routes.
		CAT2 - FW3	FW3 - Secondary Walking routes - medium usage routes through local areas feeding into primary routes, local shopping centres etc
		CAT3 - FW4 & FW5	FW4 - Link footways - Linking local access footways through urban areas and busy rural footways FW5 – Local access - Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.
		FW6 - Minor Footways	FW6 - Minor Footways - Little used rural footways serving very limited numbers of properties
	Active Travel Hierarchy	Key but no off road AT route	The Active travel route is a part of the Carriageway
		Key existing AT route	The Active travel route is consisting of separate path (either cycle track or shared footpath)
		No key contribution to AT	No Active travel along this road
	Access to local amenities/site specific issues	High	High Concentration of areas of interest i.e. school/hospital/rail station, etc
		Medium-High	Medium to High Concentration of areas of interest i.e. school/hospital/rail station, etc
		Medium	Medium - out of town/city centre area inc. school/hospital
		Low-Medium	Low concentration - Single point of interest - i.e. school/hospital/rail station, etc
		Low	No specific point of interest/industrial
	Public Transport route	Yes	Yes - bus service is available throughout the road or parts of it
No Bus Service		No Bus Service on the whole stretch of the road	
Carbon / Resilience Ambition 1, 2	Contribution to reduced carbon/net zero	Recycling	In-situ recycling is the process of simultaneously pulverising the existing carriageway and mixing it with new cement and bitumen emulsion to create a new, strong subbase, which then has a new surface course laid.
		Resurfacing	Replacement of surface layer only - reduced amount of material used and disposed

		Reconstruction	Full reconstruction including binder and surface course (or in some cases subbase repairs) - the newest material required and old removed from site
<b>Condition Ambition 1, 2</b>	Assessment of condition/urgency/maintenance regime	C1 - V poor no option	High cost of reactive maintenance - work required urgently
		C2 - V poor but manageable	Medium cost of reactive maintenance
		C3 - Poor but medium term	Low cost of reactive maintenance
	Anticipated rate of deterioration	Rapid/<3 years	It is predicted that the condition of the asset will deteriorate quickly causing significant concern and management issues
		Slow >3 years	It is predicted that keeping the asset in safe/serviceable condition will be able to be managed by the Highways Maintenance team
	Cost/number of reactive maintenance visits	Scoring Matrix	As per table on scoring sheet in scale of 1-5 – Cost and number of repair visits matrix
<b>Safety Ambition 2, 3</b>	Proximity to vulnerable users' facility	High	Multiple facilities (two or over in proximity of the road) i.e. Adult Day Centres, Care home or Shelter Housing sites
		Medium	Single facility i.e. Adult Day Centres, Care home or Shelter Housing sites
		Low	No Facilities (as above)





### Footway / Cycleway Preventative

Groups of Scoring categories	Scoring categories	Scoring factors	Definition
<b>Asset Management / Hierarchy Ambition 1, 2</b>	Footway Hierarchy	CAT1A - FW1	FW1 - Prestige Walking zones - very busy areas of towns and cities with high public space and street scene contribution
		CAT1 - FW2	FW2 - Primary Walking routes - Busy urban shopping and business areas and main pedestrian routes.
		CAT2 - FW3	FW3 - Secondary Walking routes - medium usage routes through local areas feeding into primary routes, local shopping centres etc
		CAT3 - FW4 & FW5	FW4 - Link footways - Linking local access footways through urban areas and busy rural footways FW5 – Local access - Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.
		FW6 - Minor Footways	FW6 - Minor Footways - Little used rural footways serving very limited numbers of properties
	Active Travel Hierarchy	Key but no off road AT route	The Active travel route is a part of the Carriageway
		Key existing AT route	The Active travel route is consisting of separate path (either cycle track or shared footpath)
		No key contribution to AT	No Active travel along this road
	Access to local amenities/site specific issues	High Concentration + H	High Concentration of areas of interest i.e. school/hospital/rail station, etc
		High Concentration	Medium to High Concentration of areas of interest i.e. school/hospital/rail station, etc
		Medium	Medium - out of town/city centre area inc school/hospital
		Low concentration	Low concentration - Single point of interest - i.e. school/hospital/rail station, etc
		No specific	No specific point of interest/industrial
	Access to bus service in the area	Yes	Yes - bus service is available throughout the road or parts of it
		No	No bus service
<b>Carbon / Resilience Ambition 1, 2</b>	Part of larger estate in similar condition / efficiency	Yes	The road proposed is a part of the works on the same estate (in similar condition and age)
		No	Individual road - not a part of an estate
	Assessment of condition/urgency/option	C1 - V poor no option	Condition of the surface is poor condition and requires urgent scheme deliver (1 year)



<b>Condition Ambition 1, 2</b>	maintenance regime	C2 - V poor but manageable	Condition of the surface is poor but with some maintenance period before scheme deliver can be extended (2 years)
		C3 - Poor but medium term	Condition of the surface is poor, but delivery of the scheme is not urgent (up to 3 years)
	Amount of pre patching required?	None/minimal	No pre-patching required - minimal additional costs
		Up to 10%	Up to 10% of total surface require plain and inlay to repair defects and provide suitable base for thin surfacing
		10 to 50%	From 10% to 50% of total surface require plain and inlay to repair defects and provide suitable base for thin surfacing
		Over 50%	Over 50% of total surface require "plane and inlay" * to repair defects and provide suitable base for thin surfacing
		Excessive for surface treatment	Condition of the surface has excessive damage and require full reconstruction
	Anticipated rate of deterioration	Rapid/<3 years	It is predicted that the condition of the asset will deteriorate quickly causing significant concern and management issues
Slow >3 years		It is predicted that keeping the asset in safe/serviceable condition will be able to be managed by the Highways Maintenance team	
<b>Safety Ambition 2, 3</b>	Proximity to vulnerable users' facility	Multiple	Multiple facilities (two or over in close proximity of the road) i.e. Adult Day Centres, Care home or Shelter Housing sites
		Singl facility	Single facility i.e. Adult Day Centres, Care home or Shelter Housing sites
		None	No Facilities (as above)

\*Plane and inlay - The old road surface is planed off and replaced with a suitable material. This can also involve removing and replacing lower levels of the road.

## Highway drainage

Groups of Scoring categories	Scoring categories	Scoring factors	Definition	
Asset Management / Hierarchy Ambition 1, 2	Road Maintenance Hierarchy	Strategic	Principal 'A' class roads between Primary Destinations	
		Main	Major Urban Network and Inter-Primary Links.	
		Secondary	Mostly B and C class roads and some unclassified routes typically carrying bus, HGV and local traffic. Might have frontage access and frequent junctions*	
		Link	Roads linking between the Main and Secondary Distributor Network typically with frontage access and frequent junctions	
	System Ownership	Local other	Roads serving limited numbers of properties carrying only access traffic	
		Combined System	Highways drainage is using combined sewer (surface + foul water)	
		Other/unknown	Highways drainage is using (partially or fully) system where ownership is unknown or riparian	
	Public Transport route	CCC owned	Fully CCC owned system	
		Yes	Yes - bus service is available throughout the road or parts of it	
	Resilient Network	No	No bus service	
		Yes	It forms the gritting routes and includes any routes which would be prioritised in the event of flooding or any other appropriate major incident.	
	Additional Flood criteria Ambition 1, 2"	Property Flooded - Garden/Land	No	Not part of resilient network (as above)
			M Houses/units multiple	Houses/units flooded - water reached the building (multiple events)
S Houses/units single			Houses/units flooded - water reached the building (single event)	
Uninhabited flooded - no ingress			Uninhabited buildings are affected - no ingress	
Garden/Land flooded - no ingress			Garden/land is affected - no ingress	
No property flooded		No property/ flooded or affected		
Number of flooding reports per year		Over 3	Over three reports from "Report a fault" of a flooding	
	Up to 3	Up to three reports from "Report a fault" of a flooding		



	Property Flooded - House/commercial	M Houses/units multiple	Houses/units flooded - water reached the building (multiple events)
		S Houses/units single	Houses/units flooded - water reached the building (single event)
		Uninhabited flooded - no ingress	Uninhabited buildings are affected - no ingress
		Garden/Land flooded - no ingress	Garden/land is affected - no ingress
		No property flooded	No property/ flooded or affected
<b>Condition Ambition 1, 2</b>	Condition of drainage asset and rate of deterioration	Standing water >50%	Standing water reaching 50% over of CW over 2h
		Standing water <50%	Standing water reaching up to 50% of CW over 2h
		Poor - flash rain	Poor during heavy rain
		Poor	Poor during prolonged rain
		Local	Localized issues
	Severity of the flooding	Rapid >1 Year	Individual assessment of the available CCTV/Kaarbontech (or historic data) related to condition to pipework, laterals, gullies and chambers
		Medium 1-3 Years	Individual assessment of the available CCTV/Kaarbontech (or historic data) related to condition to pipework, laterals, gullies and chambers
		Slow 3>	Individual assessment of the available CCTV/Kaarbontech (or historic data) related to condition to pipework, laterals, gullies and chambers

## Bridge Strengthening

Groups of Scoring categories	Scoring categories	Scoring factors	Definition
<b>Asset Management / Hierarchy Ambition 1, 2</b>	General Inspection - element score	5 - E	5 = worst severity E = worst extent (bridge collapsed or missing)
		4 - C	4 = average severity C = increased extent
		3 - C	3 = average severity C = average extent
		2 - C	2 = minor severity C = average extent
		1 - A	1 = best severity A = best extent (no issues)
	Non-Motorised User route	Yes	Yes - Route for Non-Motorised User
	No	No - Route to be used for all users.	
<b>Carbon / Resilience Ambition 1, 2</b>	Public transport route	Yes	Yes - there is an active bus route through this road or parts of it
		No	No bus route
<b>Condition Ambition 1, 2</b>	Load assessment engineering judgement	Dead Load only assessment	Theoretical bridge/structure is only capable of supporting self-weight only (self-weight only assessment)
		3 tonnes	Bridge/structure is capable of heretical 3 tonnes load capacity
		7.5 tonnes	Bridge/structure is capable of theoretical 7.5 tonnes load capacity
		17 tonnes	Bridge/structure is capable of theoretical 17 tonnes load capacity
		44 tonnes HGV and or Footway 5kN*	Bridge/structure is capable of full load capacity to DMRB (Design Manual for Roads and Bridges) for either carriageway or footbridges
<b>Safety Ambition 2, 3</b>	User safety risks	Bridge closed - unsafe	Condition of the bridge is not allowing vehicles or pedestrians to cross
		Major defects but made safe urgent	Defects are present, but it has been made safe until permanent repair is delivered
		Major defects but made safe non urgent	Major defects are present - but are either not a safety concerned or already considered for delivery
		Minor Defects Present, monitoring	Minor defects are present - but are either not a safety concerned or already considered for delivery
		Bridge is safe	No defects present that would affect safety of the members of public



\*5kN - A kN is a force on a singular point, so if you see on a design an arrow with 5kN noted, this means you have approximately 500kg of load in the direction of the arrow applied to the supporting structure.



## Safety Fence Renewal

Groups of Scoring categories	Scoring categories	Scoring factors	Definition
	Road Maintenance Hierarchy	Strategic routes and Main Distributors	Principal 'A' class roads between Primary Destinations & Major Urban Network and Inter-Primary Links.
		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*
		Link Road and Local Access Road.	Roads linking between the Main and Secondary Distributor Network typically with frontage access and frequent junctions
		All other roads	Roads serving limited numbers of properties carrying only access traffic
	Road Layout	Central Reservation (Dual)	Central Reservation (Dual)
		Verge (Dual)	Verge (Dual)
		Verge (2-way road)	Verge (2-way road)
		Bend	Bend
		Straight Road	Straight Road
		Protection Element	Very high risk
	high risk		Asset is protecting Structure / Opposing Carriageway
	Moderate risk		Asset is protecting Dyke
	Moderate risk		Asset is protecting Bend
Minor risk	Asset is protecting small object		
<b>Carbon / Resilience Ambition 1, 2</b>	Replacement lead to fewer visits	Major improvement	Replacement of Tensioned beam
		Medium improvement	Replacement of Open Box Beam
		Expand	Length can be added to additional area to create scheme.
<b>Condition Ambition 1, 2</b>	Assessment of condition	Wooden posts	Where construction of the VRS* is partially or fully made from timber
		Substandard	Where the existing VRS* is not to current standard/regulation
		Objects within working width	Where object (i.e. streetlight) is preventing VRS from effective crash protection



		Corrosion	Where majority of the defect is caused by corrosion of the elements of the VRS
		Accident damage	Where damage is caused by road traffic collision (RTC) and costs could not be claimed from insurance
<b>Safety Ambition 2, 3</b>	Promoted due to coordination	Yes	To be considered for delivery as a part of the existing scheme/works (collaborative works)
		No	Standalone job
	Collision Factors	Longitudinal Hazard	Longitudinal Hazard that is highly likely to be reached resulting in harm or a spot hazard downstream of a feature which may guide the vehicle towards the hazard.
		Series of individual hazards	Series of individual hazards less than 50m apart or a longitudinal hazard that might be reached
		Individual Spot Hazard	Individual Spot Hazard
	Accident data	A - CCC accident cluster site	A - CCC accident cluster site
		KSI primary Hazard >30%	The killed or seriously injured index is over 30% for primary hazard
		KSI primary Hazard 20-30%	The killed or seriously injured index is between 20-30% for primary hazard
		KSI primary Hazard < 20%	The killed or seriously injured index is under 20% for primary hazard

\*VRS - Vehicle Restraint Systems - Traffic barriers keep vehicles within their roadway and prevent them from colliding with dangerous obstacles





## Rights of Way

Groups of Scoring categories	Scoring categories	Scoring factors	Definition
<b>Asset Management / Hierarchy Ambition 1, 2</b>	Active Travel Hierarchy		TBC Once announced
			TBC Once announced
			TBC Once announced
			TBC Once announced
			TBC Once announced
	Local Access Forum supported scheme	Yes	Scheme supported by Local Access Forum
		No	Scheme not supported by Local Access Forum
Meets asset management/Rights of way improvement plan requirements	Yes	Yes - Scheme is aligned with asset management principles and rights of way improvement plan	
	No	No - Scheme is not aligned with asset management principles or rights of way improvement	
<b>Carbon / Resilience Ambition 1, 2</b>	Improve access for non-motorised users	Major improvement	Scheme does improve access for all (or majority) non-motorised user groups
		Intermediate improvement	Scheme does improve access for non-motorised users, but it would benefit to limited group of non-motorised group
		Minor Improvement	Scheme does not improve access for non-motorised users
	Enables increased usage of the ROW network	Major Works	Major works including route widening or surface works
		Minor Maintenance	Minor maintenance including widening and shrub clearance
		Small improvement	Small improvement - where works will have small direct or indirect effect on usage e.g. - replacement of signage
<b>Condition Ambition 1, 2</b>	Number of verified reports	Above 10	Number of verified reports above 10
		Between 3-10	Number of verified reports between 3-10
		Up to 3	Number of verified reports between 1-3
	Reinstate to Definitive Map records	Restoring to meet legislation	Where scheme planned is to restore condition of the Rights of Way path to required specification outlined in the statement
		No requirement/other work	Scheme is not related to restoring or it is an improvement of a path/site that is currently within specification
	Anticipated rate of deterioration	1 year - width of the Growth	Asset will deteriorate to unsafe/out of specification within a 1 year and require urgent scheme.
2 years		Asset is in poor condition but maintainable - it is predicted for site to deteriorate within 2	



			years to a point where major scheme is required to restore it to required state
		3 years - surface	Asset is in average condition but maintainable - it is predicted for site to deteriorate within 3 years to a point where major scheme is required to restore it to required state
	Compliance to current PROW legislation	Yes - Can pass/repass	The condition of the path allows to pass and repass
		No - Cannot pass/repass	Condition does not allow users to pass and repass
<b>Safety Ambition 2, 3</b>	Improved safety for users	Not Safe	Path is not safe and is closed or risk of an injury or damage is very high
		High Risk	Major defects are present on the path - risk of an injury or damage is high - vegetation, surface or structure.
		Medium Risk	Minor defects are present on the path - risk of an injury or damage is medium - vegetation and surface related
		Minor defects	Minor defects are present on the path - risk of an injury or damage is low - vegetation or width related
		Insignificant	Condition of the path is not posing a risk of an injury or damage to a property
		Not Safe	Path is not safe and is closed or risk of an injury or damage is very high



## Signals

Groups of Scoring categories	Scoring categories	Scoring factors	Definition
<b>Asset Management / Hierarchy Ambition 1, 2</b>	Road Maintenance Hierarchy	Strategic	Principal 'A' class roads between Primary Destinations
		Main	Major Urban Network and Inter-Primary Links.
		Secondary	Mostly B and C class roads and some unclassified routes typically carrying bus, HGV and local traffic. Might have frontage access and frequent junctions*
		Link	Roads linking between the Main and Secondary Distributor Network typically with frontage access and frequent junctions
		Local other	Roads serving limited numbers of properties carrying only access traffic
	Speed of road	60mph/National	Speed limit of conflict centre 60 mph or above
		50mph	Speed limit of conflict centre 50 mph
		40mph	Speed limit of conflict centre 40 mph
		30mph	Speed limit of conflict centre 30 mph
		20mph	Speed limit of conflict centre 20 mph
<b>Carbon / Resilience Ambition 1, 2</b>	Optical Lamp System	Halogen 240v mains	Legacy Optical Lamps, at risk of no manufacturer in a few years
		LED obsolete	Optics are LED, declared obsolete by any manufacturer and parts not widely available
		LED, 3rd parties' current model	Optics are LED, 3rd parties' current model, easily maintained by contractor
		LED, older maintenance contractor's model	Optics are LED, manufactured by maintenance contractor and easily maintained but not current model being fitted
		LED, current maintenance contractor fitted model	Optics are LED, maintenance contractor's current model
	Power Draw	IMTRAC* greater than 1500W	Site power needs are greater than 1500W based on asset data within IMTRAC*
		IMTRAC* greater than 750W	Site power needs are greater than 750W based on asset data within IMTRAC*
		IMTRAC* greater than 500W	Site power needs are greater than 500W based on asset data within IMTRAC*
		IMTRAC* greater than 350W	Site power needs are greater than 350W based on asset data within IMTRAC*
		IMTRAC* less than 200W	Site power needs are less than 200W based on asset data within IMTRAC*
<b>Condition Ambition 1, 2</b>	Poles	Not galvanised Poor C	Poles are not galvanised and in general poor condition, possible that some have already needed to be replaced



		Not galvanised Good C	Poles are not galvanised but generally good condition, limited rust spotting visible
		Galv Surface Rust	Poles are galvanised and generally in good condition, but rust is starting to show through in patches
		Galv Good C	Poles are galvanised and generally in good condition, limited rust spotting possible
	Pole housings	Concreted in poles	Poles concreted into ground, no socket system
		Poles NS sockets	Poles in generic non-standard pole socket system
		Poles in NAL sockets	Poles fitted into currently used NAL socket system
	Faults	20 faults or more in a year	IMTRAC* shows more than 20 faults (CAT 1-4) in the last year
		Between 15-19 faults in a year	IMTRAC* shows between 15-19 faults (CAT 1-4) in the last year
		Between 5-14 faults in a year	IMTRAC* shows between 5-14 faults (CAT 1-4) in the last year
		Between 2-4 faults in a year	IMTRAC* shows between 2-4 faults (CAT 1-4) in the last year
		1 fault or less in a year	IMTRAC* shows 1 or less (CAT 1-4) faults in the last year
	Controller Age	older than 30 years	Controllers install date is greater than 30 years
		no more than 25 years	Controllers install date is no more than 25 years ago
		no more than 24 years	Controllers install date is no more than 24 years ago
		no more than 23 years	Controllers install date is no more than 23 years ago
no more than 22 years		Controllers install date is no more than 22 years ago	
<b>Safety Ambition 2, 3</b>	Impact on users' safety	Major Impact	Failure of traffic signals would present a significant hazard to the road users
		Moderate Impact	Moderate impact on safety if traffic signals failed
		Minor Impact	Low impact on safety if traffic signals failed
	Site monitoring	Site not currently monitored	Site not currently monitored for faults either due to never having been or due to loss of legacy RMS** system
		Site monitored	Site monitored for faults via UG405 UTC system
	Controller serviceability	Controller obsolete and parts not, or hard, to obtain	Controller is declared obsolete by any manufacturer and parts hard or not able to be obtained
		3rd party controller obsolete, parts available	Controller is declared obsolete by 3rd party manufacturer but parts able to be obtained

		Current contractor's controller obsolete, parts available	Controller is declared obsolete by current maintenance manufacturer but parts able to be obtained
		Controller current 3rd party model	Controller is latest model but not the one of the current maintenance contractors
		Controller current maintenance contractor model	Controller is latest model supplied by Council's maintenance contractor
	Active travel crossings	Old PELICAN or FAR SIDE optics	Existing crossing points are older style facilities requiring upgrade to modern PUFFINS/TOUCANS
		Current PUFFIN/TOUCANS	Crossings are current PUFFIN/TOUCANS
		No crossings within site.	No crossings within site, not a possible requirement

\*IMTRAC is an on-line database of traffic control and traffic management information that can be accessed

\*\*RMS – Remote Monitoring System



## Signs and lines

Groups of Scoring categories	Scoring categories	Scoring factors	Definition
<b>Asset Management / Hierarchy Ambition 1, 2</b>	Road Maintenance Hierarchy	Strategic	Principal 'A' class roads between Primary Destinations
		Main	Major Urban Network and Inter-Primary Links.
		Secondary	Mostly B and C class roads and some unclassified routes typically carrying bus, HGV and local traffic. Might have frontage access and frequent junctions*
		Link	Roads linking between the Main and Secondary Distributor Network typically with frontage access and frequent junctions
		Local other	Roads serving limited numbers of properties carrying only access traffic
	Access to local amenities/site specific issues	High	High Concentration of areas of interest i.e. school/hospital/rail station, etc
		Medium-High	Medium to High Concentration of areas of interest i.e. school/hospital/rail station, etc
		Medium	Medium - out of town/city centre area inc school/hospital
		Low-Medium	Low concentration - Single point of interest - i.e. school/hospital/rail station ,etc
		Low	No specific point of interest/industrial
<b>Carbon / Resilience Ambition 1, 2</b>	Included on Resilient Network	Yes	It is published on Resilient Network, and so also includes routes which would be prioritised in the event of flooding or any other appropriate major incident
		No	Not part of resilient network (as above)
	Critical Infrastructure affected	Yes	Including major utility assets, such as highways structures including major bridges, major junctions and slipways to National Highways network. Power stations, water sewage treatment, waste facilities and similar.
		No	No critical infrastructure affected
<b>Condition Ambition 1, 2</b>	Level of current deterioration	Not visible Mandatory	Mandatory sign or lining that faded to a point where it is not visible/readable/missing
		Not visible (non-mandatory)	Non mandatory sign or lining that faded to a point where it is not visible/readable/missing
		70% Faded	Where 70% loss of effective marking, refer to Road Markings and studs' policy within Highways Standards and Enforcement Appendix F
		50% Faded	Where 50% loss of effective marking, refer to Road Markings and studs' policy within Highways Standards and Enforcement Appendix F

		30% Faded	Where 30% loss of effective marking, refer to Road Markings and studs' policy within Highways Standards and Enforcement Appendix F
<b>Safety Ambition 2, 3</b>	Impact on users' safety	Major Impact	The condition of sign or road markings would present a significant hazard to the road users, or it would cause misjudgement in poor weather conditions
		Moderate Impact	Moderate impact on safety due to condition of the sign or road markings
		Minor Impact	Low impact on safety due to condition of the sign or road markings
	Mandatory lines	Yes	The lining or signs are mandatory as per Signs and Lines manual
		No	Not mandatory as per Signs and Lines manual







# Appendix 3

## Scoring sheet example

Location / description						Asset Management / Hierarchy Ambition 1, 2				Carbon / Resilience Ambition 1, 2		Condition Ambition 1, 2			Safety Ambition 2, 3	Score / Comments		
Road Number	Village, Town, City, Parish	Road name	From - to	Treatment	District	Road Maintenance Hierarchy	Active Travel Hierarchy	Access to local amenities/site specific issues	Public Transport route	Contribution to reduced carbon/net zero	Included on Resilient Network	Assessment of condition/urgency/maintenance regime	Anticipated rate of deterioration	Qty and cost of repairs undertaken - See Matrix	Proximity to vulnerable users facility	Special Circumstances - see comments	TOTAL SCORE	Comments
						Double weighting	Double weighting	Double weighting	Double weighting			Double weighting	Double weighting					
A1307	Cambridge	Hills Road	Rathmore Road to Cavendish Road	Reconstruction	Cambridge	Main	Key but no off road AT route	High	Yes	Reconstruction	Yes	C1 - V poor no option	Rapid/<3 years	Hi rep no + Hi cost	None	Yes	65	
C280	Cambridge	Mill Road	Montreal Road to Coleridge Road	Reconstruction	Cambridge	Secondary	Key but no off road AT route	High	Yes	Reconstruction	Yes	C1 - V poor no option	Rapid/<3 years	Hi rep no + Hi cost	None		63	
C280	Cambridge	Mill Road	Mortimer Road to Mackenzie Road	Reconstruction	Cambridge	Secondary	Key but no off road AT route	High	Yes	Reconstruction	No	C1 - V poor no option	Rapid/<3 years	Hi rep no + Hi cost	None		59	
C235	Cambridge	Cherry Hinton Road	Near Hills Road	Reconstruction	Cambridge	Secondary	Key but no off road AT route	High	Yes	Reconstruction	No	C1 - V poor no option	Rapid/<3 years	Low no + Hi Cost	None		56	
A1134	Trumpington	Trumpington Road		Reconstruction	Cambridge	Main	Key but no off road AT route	High	Yes	Reconstruction	Yes	2 - V poor but manageable	Rapid/<3 years	Ave rep + Hi Cost	None		56	
A1303	Cambridge	Northampton Street	along length	Reconstruction	Cambridge	Main	Key but no off road AT route	Low-Medium	Yes	Resurfacing	Yes	2 - V poor but manageable	Rapid/<3 years	Ave no + Hi Cost	None		55	
C296	Market	Trumpington Street		Reconstruction	Cambridge	Secondary	Key but no off road AT route	High	Yes	Reconstruction	Yes	2 - V poor but manageable	Rapid/<3 years	Low rep + Hi Cost	None		54	
A1303	Cambridge	Madingley Road	Northampton St to Storeys Way	Reconstruction	Cambridge	Main	Key but no off road AT route	Low-Medium	Yes	Reconstruction	Yes	2 - V poor but manageable	Slow >3 years	Hi rep no + Hi cost	None		47	
C294	Market	Pembroke Street		Reconstruction	Cambridge	Local other	Key but no off road AT route	Medium	Yes	Reconstruction	Yes	2 - V poor but manageable	Rapid/<3 years	Low rep + Hi Cost	None		46	
C280	Market	Parker Street		Reconstruction	Cambridge	Secondary	Key but no off road AT route	Medium-High	Yes	Reconstruction	Yes	3 - Poor but medium terr	Slow >3 years	Low rep + Hi Cost	None		40	
Unc	Cambridge	Trinity Lane	Off Trinity Street	Reconstruction	Cambridge	Local other	Key but no off road AT route	Medium	No public transport	Resurfacing	No	2 - V poor but manageable	Rapid/<3 years	Ave no + Hi Cost	None		43	
C14	Leverington	Church End		Reconstruction	Fenland	Link	No key contribution to AT	Medium	Yes	Reconstruction	No	C1 - V poor no option	Rapid/<3 years	Ave no + Ave Cost	None		43	
Unc	Market	Round Church Street		Reconstruction	Cambridge	Local other	Key but no off road AT route	Medium	Yes	Reconstruction	No	2 - V poor but manageable	Rapid/<3 years	Low rep + Hi Cost	None		42	
C279	East Chesterton	High Street		Reconstruction	Cambridge	Secondary	Key but no off road AT route	Medium	Yes	Resurfacing	Yes	3 - Poor but medium terr	Slow >3 years	Low rep + Ave Cost	Single facility		42	
C298	Cambridge	Coldhams Lane	Newmarket Road junction to/inc. roundabout	Reconstruction	Cambridge	Secondary	Key but no off road AT route	Medium-High	Yes	Resurfacing	No	3 - Poor but medium terr	Slow >3 years	Ave no + Ave Cost	None		41	
C13	Parson Drove & Wissey	Marshall's Bank		Reconstruction	Fenland	Link	No key contribution to AT	Low	No public transport	Recycling	Yes	2 - V poor but manageable	Rapid/<3 years	Ave no + Low Cost	None		39	
C294	Newnham	Silver Street		Reconstruction	Cambridge	Link	Key but no off road AT route	Medium-High	Yes	Reconstruction	No	2 - V poor but manageable	Slow >3 years	Low rep + Hi Cost	None		38	
C80	Doddington & Wimbornton	Hook Road		Reconstruction	Fenland	Local other	No key contribution to AT	Low	No public transport	Recycling	No	2 - V poor but manageable	Rapid/<3 years	Ave no + Low Cost	None		33	
B1100	Elm & Christchurch	Padgett's Road		Reconstruction	Fenland	Link	No key contribution to AT	Low	No public transport	Recycling	Yes	2 - V poor but manageable	Slow >3 years	Low no + Low Cost	None		29	
Unc	Market	Downing Place		Reconstruction	Cambridge	Local other	Key but no off road AT route	Low-Medium	No public transport	Reconstruction	No	3 - Poor but medium terr	Rapid/<3 years	Hi repairs + Low cost	None		32	
Unc	Medworth	Kingsley Avenue		Reconstruction	Fenland	Local other	No key contribution to AT	Low	No public transport	Reconstruction	No	C1 - V poor no option	Rapid/<3 years	Low no + Low Cost	None		31	
Unc	Clarkson	Albany Road		Reconstruction	Fenland	Local other	No key contribution to AT	Low	No public transport	Reconstruction	No	C1 - V poor no option	Rapid/<3 years	Low no + Low Cost	None		31	
C13	Gorefield	Harold's Bank		Reconstruction	Fenland	Link	No key contribution to AT	Low	No public transport	Recycling	Yes	2 - V poor but manageable	Slow >3 years	Ave no + Low Cost	None		31	
C14	Leverington	Roman Bank		Reconstruction	Fenland	Link	Key but no off road AT route	Low	Yes	Reconstruction	No	3 - Poor but medium terr	Slow >3 years	Ave no + Low Cost	None		31	
Unc	Abbey	Wadloes Road		Reconstruction	Cambridge	Local other	Key existing AT route	Medium	Yes	Reconstruction	Yes	3 - Poor but medium terr	Slow >3 years	Low rep + Ave Cost	None		30	
Unc	West Chesterton	Trafalgar Road		Reconstruction	Cambridge	Local other	Key but no off road AT route	Low	No public transport	Reconstruction	No	3 - Poor but medium terr	Rapid/<3 years	Low rep + Low Cost	None		30	
Unc	Queen Edith's	Grantham's Road		Reconstruction	Cambridge	Local other	No key contribution to AT	Low	No public transport	Recycling	No	2 - V poor but manageable	Rapid/<3 years	Low rep + Low Cost	None		30	
B1094	Elm & Christchurch	Upwell Road		Reconstruction	Fenland	Link	No key contribution to AT	Low-Medium	Yes	Reconstruction	No	2 - V poor but manageable	Slow >3 years	Hi rep no + Ave cost	None		30	
Unc	West Chesterton	Leys Road		Reconstruction	Cambridge	Local other	No key contribution to AT	Low-Medium	No public transport	Reconstruction	No	2 - V poor but manageable	Rapid/<3 years	Low rep + Low Cost	None		28	
Unc	Romsey	Coldham's Grove		Reconstruction	Cambridge	Local other	No key contribution to AT	Low	No public transport	Reconstruction	No	2 - V poor but manageable	Rapid/<3 years	Low rep + Low Cost	None		26	
C Road	Benwick, Coates & Elm	Flood's Ferry Road		Reconstruction	Fenland	Link	No key contribution to AT	Low	No public transport	Recycling	No	2 - V poor but manageable	Slow >3 years	Low no + Low Cost	None		25	
Unc	March North	Longhill Road		Reconstruction	Fenland	Local other	No key contribution to AT	Low-Medium	No public transport	Reconstruction	Yes	3 - Poor but medium terr	Slow >3 years	None			20	
C84	Benwick, Coates & Elm	Ibberson's Drove		Reconstruction	Fenland	Link	No key contribution to AT	Low	No public transport	Recycling	No	3 - Poor but medium terr	Slow >3 years	Low no + Low Cost	None		21	
C81	Manea	Toll Drove		Reconstruction	Fenland	Link	No key contribution to AT	Low	No public transport	Resurfacing	No	3 - Poor but medium terr	Slow >3 years	Low no + Ave Cost	None		20	
Unc	Abbey	Ekin Road		Reconstruction	Cambridge	Local other	No key contribution to AT	Low	No public transport	Resurfacing	No	3 - Poor but medium terr	Slow >3 years	Low rep + Low Cost	None		16	
Unc	Waterlees Village	Haley Close		Reconstruction	Fenland	Local other	No key contribution to AT	Low	No public transport	Reconstruction	No	3 - Poor but medium terr	Slow >3 years	Low no + Low Cost	None		14	
Unc	Waterlees Village	Henson Close		Reconstruction	Fenland	Local other	No key contribution to AT	Low	No public transport	Reconstruction	No	3 - Poor but medium terr	Slow >3 years	Low no + Low Cost	None		14	
Unc	March East	Robshaw Close		Reconstruction	Fenland	Local other	No key contribution to AT	Low	No public transport	Reconstruction	No	3 - Poor but medium terr	Slow >3 years	None			14	
Unc	Elm & Christchurch	Crown Avenue		Reconstruction	Fenland	Local other	No key contribution to AT	Low	No public transport	Reconstruction	No	3 - Poor but medium terr	Slow >3 years	None			13	





EQIA-01679

## **Action being taken**

**EQIA Directorate**

**EQIA Service**

**EQIA Team**

## **Details of person undertaking assessment**

**Your name**

Barry Wylie

**Your job title**

Assets Strategy Manager

**Your directorate**

Place and Sustainability Directorate

**Your service**

Asset Management, Design & Delivery

**Your team**

Asset Strategy Team

**Proposal being assessed**

Prioritisation of Highways Capital Programme

**Business plan proposal number**

N/A

## **Proposal details**

**What is the name and description of the policy being assessed?**

This EqIA relates to the Prioritisation of the Highways Capital Programme. It sets out the processes by which schemes are prioritised for inclusion in the programmes of highway maintenance capital schemes.

Previously, officers have formulated these programmes of work based upon asset management principles, the use of objective condition data and a range of other factors, including member and public reports, insurance claims, accident records and other relevant factors.

This EqIA sets out a more transparent process for the formulation of these programmes, based upon

weighted scoring of a range of factors relevant to the importance of differing treatment types for each asset type. Potential schemes will all be put through these scoring systems, effectively providing a clear process whereby “long lists” of schemes are assessed and “short lists” derived, which will ultimately be the programmes put before this committee for approval.

The key outcome will be transparency of programme formulation, providing members and the public with assurance that all schemes have been considered alongside other potential schemes via objective scoring criteria.

A further outcome will be programmes of work that demonstrably align with the Council’s approved highways asset management policies. The scoring mechanisms will reflect these policies and will produce programmes of work that are appropriate for the long-term stewardship of the highway network for which the Council is responsible.

### **What type of policy is this?**

Major change

### **Is this EqlA supporting a committee paper/business case?**

Yes

## **Identifying impact on affected groups**

**Is it foreseeable that people from any protected characteristic group(s) or people experiencing socio-economic inequalities will be impacted by the implementation of this proposal (including during the change management process)?**

Yes

**If no, provide an explanation as to why this proposal will not have an impact on each of the following characteristic/group of people**

## **Affected groups and impact**

### **Age**

Positive impact

### **Disability**

Positive impact

### **Gender reassignment**

Neutral impact

### **Marriage/Civil Partnership**

Neutral impact

### **Pregnancy and maternity**

Neutral impact

**Race**

Neutral impact

**Religion/Belief**

Neutral impact

**Sex**

Neutral impact

**Sexual orientation**

Neutral impact

**Care experience**

Neutral impact

**Other identified groups**

Positive impact

**You identified positive/negative impacts – please explain each one and supporting evidence**

This EqIA builds on the previous EQqIA for the Highway Maintenance Capital Programme – ref CCC575754520, noting that this is a change to existing policy, not a new policy.

There are no negative impacts to any protected characteristics.

All positive impacts to those identified will be that these processes will ensure that programmes are developed in accordance with approved Council policy, specifically the asset management approach as set out in the Highway Operational Standards (HOS). The policy will show how we adhere to the Councils 7 Ambitions, particularly 1,2,3 and 6.

The HOS sets out that highway repairs and treatments may be prioritised where those with protected characteristics might be adversely impacted.

These processes contribute to the provision of an inclusive highway network, as a number of key criteria are identified that may positively benefit those protected characteristics identified above, examples include a higher weighting to locations served by public transport, locations where there are higher numbers of vulnerable users or sites generating more vulnerable users visiting.

Key data that is used in formulating highway policy and the development of the capital programme include the National Highways and Transport (NHT) public satisfaction survey results, the maintenance hierarchies of roads and footways (soon to be replaced by the Active Travel Hierarchy), which are based upon the level of usage, and measured Highway Condition data.

The positive impacts are applicable to the following protected characteristics:

Age

Disability

Other identified groups

#### POSITIVE IMPACT – AGE & DISABILITY

The Highways Capital Programme prioritisation method promotes schemes where public transport routes, access to local amenities, general levels of use and locations where a higher number of vulnerable users may be present.

#### POSITIVE IMPACT – OTHER GROUPS

Lower income groups are less likely to have access to a private car and are therefore more reliant upon public transport and active travel modes to reach services or places of employment. When considering how to prioritise schemes the location of Public Transport routes and Active Travel routes are both a key consideration in the scheme prioritisation.

Rurality is identified as a form of geographic inequality. When considering how to prioritise capital schemes the location of Public Transport routes and Active Travel routes are both a key consideration in the scheme prioritisation.

## **Evidence and analysis**

**State if any mitigating actions are required to alleviate negative impacts. If positive equality impacts have been identified, consider what actions you can take to enhance them. If you have decided to justify and continue with the policy despite negative equality impacts, provide your justification. If you are to stop the policy, explain why. Briefly describe the actions then please insert actions to be taken on to the given action plan**

## **Action plan**

### **Identified Impact Protected Characteristic or non-legislative factor**

Positive impact – Age (younger and older people)

The scoring criterion for access to public transport for relevant treatment/asset types is double weighted to demonstrate our commitment to our Ambition 1,2 and 6

Positive impact – Disability

The scoring criterion for access to public transport for relevant treatment/asset types is double weighted to demonstrate our commitment to our Ambition 1,2 and 6.

The inclusion of a specific criterion for the proximity of vulnerable users facility will enhance the condition of highway assets near facilities such as residential centres and day centres, etc

Positive impact – low income groups

The scoring criterion for access to public transport for relevant treatment/asset types is double weighted to demonstrate our commitment to our Ambition 1,2 and 6.

Positive impact – rurality

The scoring criterion for access to public transport for relevant treatment/asset types is double weighted to demonstrate our commitment to our Ambition 1,2 and 6.

**Action**

Detailed above against each protected group

**Expected outcomes**

**Officer**

Barry Wylie

**Completion date**

2025-03-31

**Did you engage with an EqlA super-user when developing your EqlA?**

No

**Approval details**

**Head of service**

Joshua Rutherford (he/him)

**Head of service email**

Joshua.Rutherford@cambridgeshire.gov.uk

**Status**

Approved





## Vision Zero and the Council's Management of its Duties in Relation to Road Safety

To: Highways and Transport Committee

Meeting Date: 3 December 2024

From: Executive Director of Place and Sustainability

Electoral division(s): All

Key decision: No

Executive Summary: This report outlines the Council's activities in relation to road safety, both as part of the Vision Zero Partnership, and in relation to its duties as the local highway authority

Recommendation: The Committee is recommended to:

Review and scrutinise the work of the Council's Road Safety Team, in addressing both the Council's specific statutory duties in regard to road safety, and the wider road safety agenda addressed by the Vision Zero Partnership.

Officer contact:

Name:

Simon Burgin

Post:

Road Safety Manager

Email:

[simon.burgin@cambridgeshire.gov.uk](mailto:simon.burgin@cambridgeshire.gov.uk)

# 1. Creating a greener, fairer and more caring Cambridgeshire

- 1.1 The County Council's undertaking of its duties in relation to road safety directly supports Ambition 2: Travel across the county is safer and more environmentally sustainable.

## 2. Background

- 2.1 At the meeting of the Highways and Transport Committee on 23 July 2024, it was agreed that a report would be presented to the committee to provide:

- an overview of the Vision Zero Partnership and of work that the Council is undertaking to support this partnership, and
- an overview of how the Council manages its duties in relation road safety.

### The Vision Zero Partnership

- 2.2 The Vision Zero Partnership was launched with the aim of reducing serious injury and fatal collisions across the county to zero. The partners are:

- Office of the Police & Crime Commissioner
- Cambridgeshire and Peterborough Combined Authority
- Cambridgeshire Constabulary
- Cambridgeshire Fire and Rescue Service
- Cambridgeshire County Council
- Peterborough City Council
- National Highways
- The Road Victims Trust
- Magpas Air Ambulance
- Major Trauma Centre, Addenbrooke's
- Public Health (Cambridgeshire County Council)
- Public Health (Peterborough City Council)

- 2.3 :
- The partnership structure is detailed in Figure 1:



Figure 1 – Vision Zero Partnership Structure

2.4 Partnership members lead on workstreams that are aligned to their areas of 'business as usual' work to support the Vision Zero aims and objectives.

- Safe Speeds and Safe Roads Users (Enforcement / Engagement / Education)  
Lead partners: Cambridgeshire Constabulary and the Office of the Police and Crime Commissioner.
- Safe Vehicles including Driving for Better Business  
Lead partner: Cambridge Fire and Rescue.
- Safe Roads and Roadsides  
Lead partners: Peterborough City Council and Cambridgeshire County Council in their respective areas.
- Post Collision Response  
Lead partners: Addenbrooke's and the Road Victims Trust, supported by Peterborough City Council and Cambridgeshire County Council.

2.5 The Vision Zero Partnership's current operating structure is set out in Figure 2:

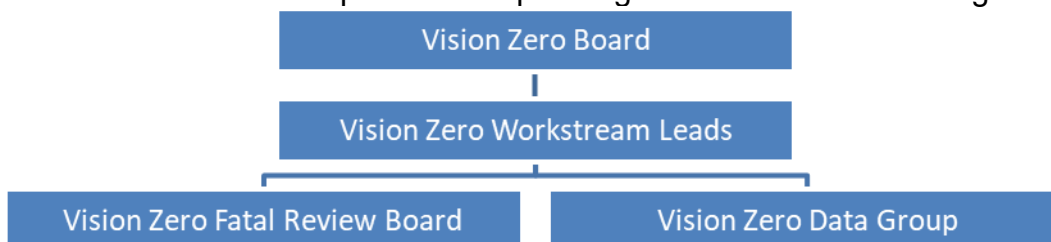


Figure 2 – Vision Zero Partnership's operating structure

- 2.6 The Chair of the Vision Zero Board rotates between the partners annually. The current Chair is Mayor Dr Nick Johnson, the Mayor of the Cambridgeshire and Peterborough Combined Authority.
- 2.7 The Partnership is committed to a Safe System approach, which stems from the simple imperative that no one should be killed or seriously injured as the result of a road crash. The approach involves designing the whole traffic system to prevent people being killed or seriously injured, often through policy frameworks such as 'Vision Zero' or 'Towards Zero'.
- 2.8 Every road traffic collision that results in fatalities is reviewed with all agencies at a quarterly Fatal Review Board (FRB) meeting, following a site visit and detailed analysis of the causation factors in each case. This allows the Board to make recommendations to the work stream theme leaders to target their resources to bring about change, and a reduction in risk.
- 2.9 From a Council perspective, each fatal review will focus specifically on the duty to provide safe roads and roadsides. Where infrastructure does not meet the Council's Highways Operational Standard (HOS), or is found to be lacking infrastructure that could enhance safety, then rapid interventions are introduced to reduce risk and harm. This may be simple signage or linage improvements, to a complete re-design of a junction.

### 3. Analysis of trends in incidents on the local highway network in Cambridgeshire

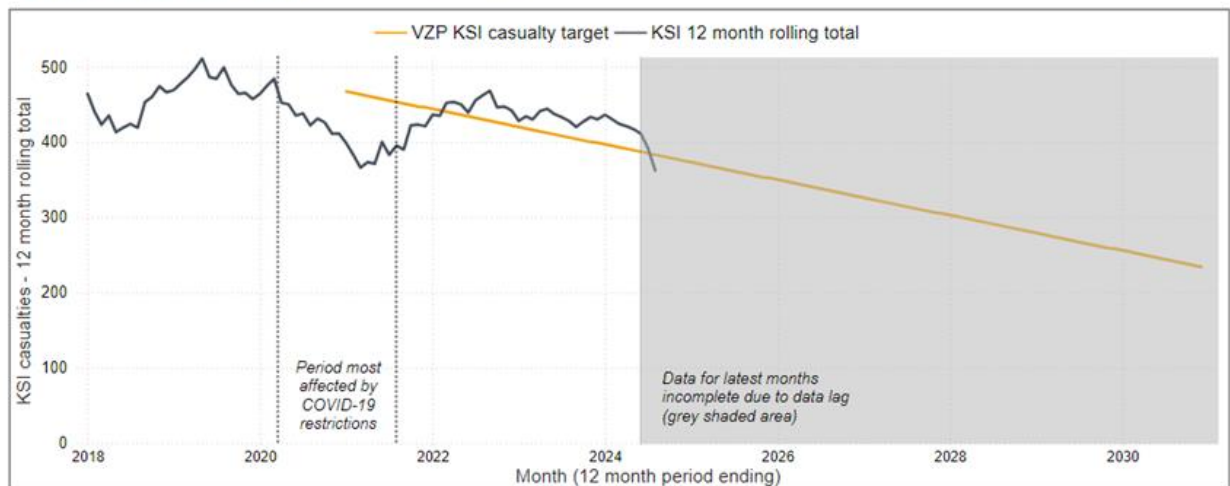
#### Overall trends

- 3.1 At the time of reporting, there is a downward trend in serious and slight injury collisions. However, fatal collisions remain at a stubbornly high level, and the current trajectory suggest that the number of fatal collisions in 2024 will exceed those seen in 2023. The graph in Figure 3 shows recent trends in casualties killed or seriously injured across Cambridgeshire and Peterborough.



**A 50% reduction in KSI\* casualties in Cambridgeshire and Peterborough by 2030. A target of 234 per year by December 2030.**

Source: VZP Towards 2030 strategy



\* KSI - killed or seriously injured casualties, based on STATS19 casualty injury severity definitions.

Figure 3 - Recent trends in casualties killed or seriously injured across Cambridgeshire and Peterborough

- 3.2 The Council's Road Safety team analyses road safety data to understand current and emerging trends on Cambridgeshire's transport network and identify risks to the public who use all forms of transport, from walking to HGV movements. The Council has data sharing agreements with Cambridgeshire Constabulary that enable the team to fully understand the underlying causes of recorded injury collisions, as well as good links with the local trauma network to understand the injuries being caused to users.
- 3.3 The 'Fatal Four' factors behind a large proportion of road related collisions have remained unchanged for many years. These are:
  - Drink and drug driving.
  - Use of mobile phones.
  - Excessive speed.
  - Failing to wear a seatbelt.

## E-scooters and e-bikes

- 3.4 Emerging trends reported via the Trauma Network suggest a rising number of serious injuries on shared use paths and on the road network involving e-scooters and e-bikes. The Road Safety Team is currently bidding for funding for research by Loughborough University to investigate and understand the root causes of these incidents, and how the Council can plan for the safer integration of these emerging forms of transport, which are seen as a good solution for urban mobility problems. Legally, the use of e-scooters on the local transport network in Cambridgeshire is currently restricted to the VOI e-scooter / e-bike hire scheme.
- 3.5 Since the scheme's introduction to Cambridge in October 2020, over 135,000 people have signed up to the VOI scheme, and they are being used as part of the commuter solution to work and colleges from key locations, such as park and ride sites, railway stations and key pick-up and drop-off locations around the city. The VOI e-scooters are

restricted to a maximum speed of 12.4mph (20kph), however they are geofenced on entering 'Slow Zones' which restricts the speed to 5mph.

- 3.6 Many private individuals own personal e-scooters and are using them on the local transport network. Whilst it is currently illegal to use private e-scooters anywhere other than private land, these machines are becoming more popular, and their use is increasing. Many private e-scooters are not speed restricted and can reach speeds of more than 40mph.

### Young drivers

- 3.7 Young drivers continue to be disproportionately represented in collision statistics, as do motorcyclists. The Police 'Bikesafe' Scheme and the Fire Service 'Bikerdown' initiatives are well-supported (and oversubscribed) road safety interventions that attract safety conscious riders.
- 3.8 Young drivers and motorcyclists that are identified as a risk takers are typically difficult to engage with. Traditional safety messaging and communications for these groups do not work well and this remains a challenge. The Council has partnered with 'First Car', who use social media influencers to try to reach young drivers, and the uptake on individuals following the messaging is gathering pace.

## 4. The County Council's duties in relation to Road Safety, and role in the Vision Zero partnership

- 4.1 The Council's Road Safety team currently has two main functional areas:
- Road Safety Audit and Engineering
  - Road Safety Education
- 4.2 The work of the team in these areas focuses on the Vision Zero theme "Safe Roads", but it also directly and indirectly supports the other themes of the Vision Zero Partnership. In addition, the Road Safety group will soon have a third team, which will take on responsibility for Health and Safety on the Busway.
- 4.3 Road Safety Audit and Engineering

### Yearly "cluster site" analysis

- 4.4 The incidence of collisions on the local road network is monitored on a continuous basis, but trends in collisions are typically reported on an annual cycle, using verified collision and casualty data for full calendar years. This data is used to identify "cluster sites". A cluster site is defined as a junction or 100 metre stretch of roads, where in the latest three-year period:
- there have been 6 or more collisions resulting in injury, or
  - there have been 3 or more collisions resulting in serious injury or fatalities.
- 4.5 The nature of collisions at cluster sites is analysed by the team to identify any patterns in the collisions that might indicate whether there are interventions or schemes that could be brought forward that would reduce the incidence of collisions and casualties.

- 4.6 For the three-year period to December 2023, the analysis of collision data has identified 41 cluster sites on the local road network in Cambridgeshire. Of these:
- 26 sites already have road safety improvements identified or planned.
  - 4 sites have schemes under construction.
- 4.7 A separate report on the current cluster site list will be presented to the committee at its meeting on 4 March 2025.

### International Road Assessment Programme (iRAP)

- 4.8 The Council has commissioned the assessment of the Cambridgeshire's local A-Road network using the iRAP methodology. The road surveys and photogrammetry has been completed. The processing of the data is nearly complete, and a final report will be sent to the Council in mid-November 2024. Figure 4 shows the iRAP process:



Figure 4 – the iRAP process

- 4.9 It is intended to present the completed iRAP report to committee at its meeting on 4 March 2025. Ongoing work will be undertaken to understand the outputs from the assessment and to consider them alongside the cluster site list in the future. This will inform the consideration of future interventions to improve road safety on the local road network in Cambridgeshire.

### Review of all road traffic collisions that result in fatalities

- 4.10 Following notification from the police of a collision involving fatalities, a site meeting at the location of the collision occurs within seven days, or sooner if the police raise concerns with the road. These meetings include the Police Traffic Management Officer and Road Safety Team members, and Maintenance representatives from the Council, as well as the Local Highway Officer and Area Manager.
- 4.11 Following the site visit, a report is completed and reviewed by the Road Safety Manager and any necessary remediation works authorised. These works can be routine maintenance, or the addition of new infrastructure to achieve a safer road or roadside thus meeting Vision Zero aspirations. Where re-design or major works are required, the Highways and Transport projects team would be consulted – such is the case with the current scheme at Swaffham Heath crossroads.

### Road Safety Audit

- 4.12 The team undertakes independent road safety audits of proposals for changes to the road network in Cambridgeshire. The aim of the audit is to minimise the number and severity of situations in which road users are injured whilst using the streets and roads.
- 4.13 The requirements of the Road Safety Audit process are detailed in government guidance, which set out a four-stage process for the safety assessment of road schemes from initial

design through to post implementation review. Existing roads can also be audited to systematically assess the safety risks that may be present.

### Safety Camera activity (fixed and mobile sites)

4.14 Working in partnership with the collaborated Bedfordshire / Cambridgeshire / Hertfordshire (BCH) Cameras Tickets and Collisions Unit (CTC), collision data is analysed and compared to the enforcement activity. Locations identified on a 'heat' map indicate where a speed risk is identified and how the use of mobile camera technology can impact on areas where drivers are taking unnecessary risks by speeding.

### 4.15 The Road Safety Education team

4.16 This team:

- Delivers Junior and Youth Travel Ambassador programmes in primary and secondary schools.
- Safer Routes to School.

4.17 Evidence is clear that introducing the youngest road users to 'safety first' can influence their behaviour for life. As more travel choices are introduced and people are encouraged to choose alternative, more sustainable and active travel, it remains imperative to support their safety culture as they transition and become more independent and the transport users of the future.

4.18 Road safety education funding remains challenging, and much of the school-based activity relies on funding from the government for the Council's primary school offerings, such as Bike It and Bikeability.

## 5. Road Safety Finance

5.1 In this financial year, the Road Safety Team gross revenue budget is £1,016k and the net budget is £397k, after reflecting the income the Road Safety Audit team charges scheme promoters for safety audits. In September 2024, the team was forecasting a pressure of £289k, due to a decrease in the number of Road Safety Audit requests coming in from external clients.

5.2 The Road Safety small capital schemes budget is £600k from the Integrated Transport Block for 2023/24. The capital budget is used to fund road safety improvements on the local road network. In addition to this core budget, the Council will consider bids for further road safety scheme funding through the Business Planning Process when the scale of the budget needed for a scheme to address critical safety issues exceeds the capability of the core budget.

## 6. Conclusion and Reasons for Recommendations

6.1 The recommendation is to support the ongoing work of the Vision Zero Partnership and the work of the road safety team to try to reduce harm or the likelihood of harm on the network for all road users.



## 7. Significant Implications

### 7.1 Finance Implications

There are no finance implications.

### 7.2 Legal Implications

The Council has statutory duties in relation to the safety of the transport network it manages. Failure to meet those duties could lead to increases in collisions, and could attract legal liability for incidents resulting in damage, injury or death on the road network.

### 7.3 Risk Implications

See legal implications above.

### 7.4 Equality and Diversity Implications

There are no equality and diversity implications.

## 8. Source Documents

### 8.1 Vision Zero Partnership website

[Road Safety Partnership \(cprsp.co.uk\)](http://cprsp.co.uk)

### 8.2 The Council's Road Safety web pages

[Road safety | Cambridgeshire County Council](#)



## Finance Monitoring Report – October 2024

To: Highways and Transport Committee

Meeting Date: 3 December 2024

From: Executive Director of Place and Sustainability  
Executive Director of Finance and Resources

Electoral division(s): All

Key decision: No

Executive Summary: The report is presented to provide the Committee with an opportunity to note and comment on the October 2024 position.

Recommendation: The Committee is recommended to:  
  
Review and comment on the report.

Post: Strategic Finance Manager  
Email: [sarah.heywood@cambridgeshire.gov.uk](mailto:sarah.heywood@cambridgeshire.gov.uk)  
Tel: 01223 699714

# 1. Creating a greener, fairer and more caring Cambridgeshire

- 1.1 This regular financial monitoring report provides the consolidated management accounts of the Place and Sustainability Directorate, enabling Members to be aware of, and to scrutinise, the delivery of the business plan for 2024-25.

## 2. Background

- 2.1 This report provides the Committee with an update on the financial position of the Place and Sustainability directorate. It provides detail of the pressures and underspends across the different services and an explanation for any variances.
- 2.2 The Finance Monitoring Report (FMR) attached at Appendix 1 provides the financial position for the whole of the Place and Sustainability directorate, and as such, not all of the budgets contained within it are the responsibility of this Committee. Members are requested to restrict their questions to the lines for which this Committee is responsible.

## 3. Main Issues

- 3.1 Revenue: There is a forecast pressure across the energy schemes of £4.5m, but this is partly offset by the forecast over-achievement of income of £1.7m in Highways Development Management and £0.6m in Streetworks. Parking enforcement is forecasting a £335k pressure due to reduced income from bus lane enforcement, but this is offset by a transfer from On-Street reserves. The bottom-line position for Place and Sustainability is a forecast overspend of £1.9m.
- 3.2 Appendix 2 of the FMR provides the service explanation for the revenue variances (both over- and under-spends).
- 3.3 Capital: Across Place and Sustainability as a whole, there is a forecast slippage of £5m compared to the budgeted capital programme variation of £30.6m. Of this forecast slippage, £2,366k relates to the A14 de-trunking, where schemes are being developed for implementation during 2025/26, while the other in-year forecast variances (Safety schemes, Carriageway and Footway Maintenance, Additional Highways Maintenance, March Future High Street Fund, Soham Wicken NMU, Active Travel 4-Extension) are detailed in Appendix 3.
- 3.4 The Savings Tracker and Technical Appendices as at the end of Quarter 2 are included as Appendices 4 and 5 to the FMR respectively.

## 4. Significant Implications

- 4.1 Finance Implications  
This report details the financial position across Place and Sustainability.

- 4.2 Legal Implications  
There are no significant implications within this category.
- 4.3 Risk Implications  
There are no significant implications within this category.
- 4.4 Equality and Diversity Implications  
There are no significant implications within this category.

## 5. Source Documents

- 5.1 None



Directorate: Place and Sustainability

Subject: Finance Monitoring Report – October (period 7)

## Contents

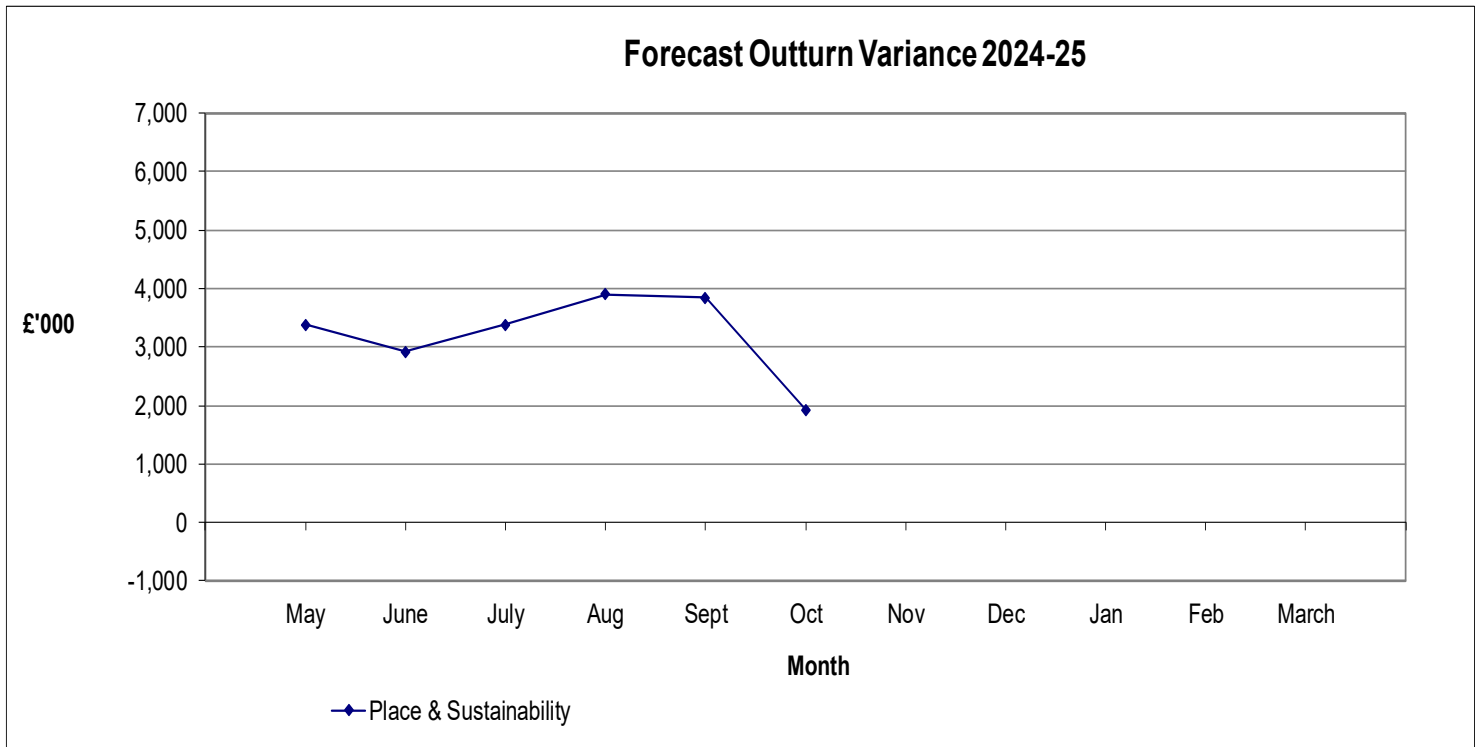
Section	Item	Description
1	Revenue Executive Summary	High level summary of information and narrative on key issues in revenue financial position
2	Capital Executive Summary	Summary of the position of the Capital programme within Place and Sustainability
3	Savings Tracker Summary	Summary of the latest position on delivery of savings
4	Technical Note	Explanation of technical items that are included in some reports
5	Key Activity Data	Performance information linking to financial position of main demand-led services
Appx 1a	Service Level Financial Information	Detailed financial tables for Place and Sustainability main budget headings
Appx 2	Service Commentaries	Detailed notes on revenue financial position of services that have a significant variance against budget
Appx 3	Capital Appendix	This contains more detailed information about the capital programme, including funding sources and variances from planned spend.
<i>The following appendices are included quarterly as the information does not change as regularly:</i>		
Appx 4	Savings Tracker	Each quarter, the Council's savings tracker is produced to give an update of the position of savings agreed in the Business Plan.
Appx 5	Technical Appendix	Each quarter, this will contain technical financial information showing: Grant income received Budget virements Earmarked & Capital reserves

# 1. Revenue Executive Summary

## 1.1 Overall Position

At the end of October 2024, Place and Sustainability is projected to be £1.93m overspent.

## 1.2 Summary of Revenue position by Directorate



## 1.2 Place and Sustainability

Forecast Outturn Variance (Previous) £000	Service Area	Gross Budget £000	Income Budget £000	Net Budget £000	Actual to date £000	Forecast Outturn Variance £000	Forecast Outturn Variance %
-200	Executive Director	254	-645	-391	-729	-584	-149.2%
-2,262	Highways & Transport	46,872	-21,447	25,424	14,144	-1,901	-7.5%
1,980	Planning, Growth & Environment	54,474	-5,874	48,600	26,278	390	0.8%
4,335	Climate Change & Energy Service	3,468	-5,423	-1,955	-373	4,377	223.9%
-15	Community Safety and Regulatory Service	5,658	-3,421	2,236	877	-29	-1.3%
<b>3,839</b>	<b>Total</b>	<b>110,725</b>	<b>-36,810</b>	<b>73,914</b>	<b>40,197</b>	<b>2,253</b>	<b>3.0%</b>
0	Mitigations	0	0	0	0	-324	0.0%
<b>3,839</b>	<b>Overall Place and Sustainability Total</b>	<b>110,725</b>	<b>-36,810</b>	<b>73,914</b>	<b>40,197</b>	<b>1,929</b>	<b>2.6%</b>



## 1.3 Significant Issues

The overall position for Place and Sustainability budgets to the end of October 2024 is a forecast overspend of £1.93m. The key issues and pressures that are highlighted in this report are as follows:-

### **E&GI Committee**

**Waste Management:** Following a mid-year review of waste tonnages and prevailing gate fees, the service has drawn down on reserves as planned to offset additional waste disposal costs and the forecast overspend has reduced to £300K. This residual overspend relates to additional advisor costs relating to the Waste PFI project, for which the service will be requesting additional funding at November SR&P.

**Energy Projects:** Energy Projects: Across the energy scheme there is a forecast pressure of £4.5m. At North Angle Solar Farm, the private wire and new substation were energised at end of October and the Solar Farm was energised on 13 November is now exporting.

In relation to the St Ives Smart Energy Grid Project, the car park reopened at the start of October, it is anticipated that electric vehicle charge points will be available later this year. The Smart Energy Grid Project at Babraham Road Park and Ride works are progressing well. Both projects will be completed by the end of the financial year. On Swaffham Prior Heat Network, work is continuing to connect more homes to the heat network.

### **H&T Committee**

**Highway Development Control and Streetworks Income:** The pressures above are partially offset by a positive forecast in the level of income projected for 24-25 in relation to Highways Development Control and Streetworks. This is due to significant activity by developers and utility providers, so an overachievement of fee income is forecast.

## 2. Capital Executive Summary

Appendix 3 reflects the changes due to:

Total Scheme Revised Budget £000	Total Scheme Forecast Variance £000	Service Area	Original 2024-25 Budget as per BP £000	Revised Budget for 2024-25 £000	Actual Spend (Oct) £000	Forecast Outturn Variance (Oct) £000
544,819	0	Highways & Transport	89,779	81,058	25,228	-4,968
28,368	0	Planning, Growth & Environment	24,693	3,378	21	0
82,759	0	Climate Change & Energy Services	9,581	10,980	4,504	10
26,289	0	Connecting Cambridgeshire	5,454	4,579	2,575	0
		Capitalisation of Interest	984	984	0	0
<b>682,235</b>	<b>0</b>	<b>Total</b>	<b>130,491</b>	<b>100,979</b>	<b>32,328</b>	<b>-4,958</b>
		Capital Programme variations	-30,810	-30,605	0	4,958
		<b>Total including Capital Programme variations</b>	<b>99,681</b>	<b>70,374</b>	<b>32,328</b>	<b>0</b>

Details for all capital schemes are shown in Appendix 3.

## 3. Savings Tracker Summary

The savings trackers are produced quarterly to monitor delivery of savings against agreed plans. See Appendix 4 for quarter 2.

## 4. Technical note

On a quarterly basis, a technical financial appendix will be included as Appendix 5. This appendix covers:

- Grants that have been received by the service, and where these have been more or less than expected.
- Budget movements (virements) into or out of the directorate from other directorates, to show why the budget might be different from that agreed by Full Council.
- Service earmarked reserves – funds held for specific purposes that may be drawn down in-year or carried-forward – including use of funds and forecast draw-down.

## Appendix 1 – Place and Sustainability Detailed Financial Information

Forecast Outturn Variance (Previous) £000	Committee	Note	Budget Line	Gross Budget £000	Income Budget £000	Net Budget £000	Actual to date £000	Forecast Outturn Variance £000	Forecast Outturn Variance %
<b>Executive Director</b>									
-200		1	Executive Director	254	-645	-391	-729	-584	-149%
<b>-200</b>			<b>Executive Director Total</b>	<b>254</b>	<b>-645</b>	<b>-391</b>	<b>-729</b>	<b>-584</b>	<b>-149%</b>
<b>Highways &amp; Transport</b>									
<b>Highways Maintenance</b>									
0			Asst Dir - Highways Maintenance	84	0	84	88	0	0%
277		2	Highway Maintenance	11,020	-143	10,877	4,463	570	5%
-129		3	Highways Asset Management	1,353	-453	900	769	-129	-14%
0			Winter Maintenance	3,262	0	3,262	444	-0	0%
<b>Project Delivery</b>									
0			Asst Dir - Project Delivery	-4	0	-4	275	0	0%
0			Project Delivery	478	0	478	1,159	0	0%
-719		4	Street Lighting	13,062	-4,063	8,999	4,407	-645	-7%
<b>Transport, Strategy &amp; Development</b>									
0			Asst Director - Transport, Strategy & Development	130	0	130	79	0	0%
-304		5	Traffic Management	3,658	-3,588	71	596	-644	-912%
289		6	Road Safety	959	-558	401	312	229	57%
-169		7	Transport Strategy and Policy	803	-877	-74	928	-108	-147%
-1,700		8	Highways Development Management	2,664	-2,664	0	-1,393	-1,687	0%
183		9	Park & Ride	1,221	-921	300	759	180	60%
11		10	Parking Enforcement	8,180	-8,180	0	1,257	335	0%
<b>-2,262</b>			<b>Highways &amp; Transport Total</b>	<b>46,872</b>	<b>-21,447</b>	<b>25,424</b>	<b>14,144</b>	<b>-1,901</b>	<b>-7%</b>
<b>Planning, Growth &amp; Environment</b>									
13			Asst Dir - Planning, Growth & Environment	189	0	189	111	13	7%
116			Planning and Sustainable Growth	1,796	-570	1,226	549	41	3%

Forecast Outturn Variance (Previous)  £000	Committee	Note	Budget Line	Gross Budget  £000	Income Budget  £000	Net Budget  £000	Actual to date  £000	Forecast Outturn Variance  £000	Forecast Outturn Variance  %
7			Natural and Historic Environment	2,021	-1,064	957	438	-5	0%
1,844		11	Waste Management	50,468	-4,240	46,227	25,179	341	1%
<b>1,980</b>			<b>Planning, Growth &amp; Environment Total</b>	<b>54,474</b>	<b>-5,874</b>	<b>48,600</b>	<b>26,278</b>	<b>390</b>	<b>1%</b>
			<b>Climate Change &amp; Energy Service</b>						
-102		12	Climate and Energy Services	332	-218	114	96	-102	-90%
4,437		13	Energy Services	3,136	-5,205	-2,069	-469	4,479	217%
<b>4,335</b>			<b>Climate Change &amp; Energy Service Total</b>	<b>3,468</b>	<b>-5,423</b>	<b>-1,955</b>	<b>-373</b>	<b>4,377</b>	<b>224%</b>
			<b>Community Safety and Regulatory Service</b>						
25			Registration & Citizenship Services	1,345	-2,081	-736	-450	25	3%
-40			Coroners	3,478	-1,232	2,246	1,036	-40	-2%
0			Trading Standards	835	-108	727	291	-14	-2%
<b>-15</b>			<b>Community Safety and Regulatory Service Total</b>	<b>5,658</b>	<b>-3,421</b>	<b>2,236</b>	<b>877</b>	<b>-29</b>	<b>-1%</b>
<b>3,839</b>			<b>Total</b>	<b>110,725</b>	<b>-36,810</b>	<b>73,914</b>	<b>40,197</b>	<b>2,253</b>	<b>3%</b>
			<b>Mitigations</b>						
0		14	Transfer from On-Street Reserve	0	0	0	0	-324	0%
			<b>Overall Place and Sustainability Total</b>	<b>110,725</b>	<b>-36,810</b>	<b>73,914</b>	<b>40,197</b>	<b>1,929</b>	<b>3%</b>

## Appendix 2 – Service Commentaries on Forecast Outturn Position

Narrative is given below where there is a forecast variance greater than 2% of net budget or £100,000 whichever is greater for a service area.

Note	Commentary vs previous month	Service Area / Budget Line	Net Budget £000	Forecast Outturn Variance £000	Forecast Outturn Variance %	Commentary
1	Updated	Executive Director	-391	-584	-149%	Forecast vacancy savings exceed the budget set in the Business Plan which also offsets the delivery of management efficiencies in 24-25 which will now be delivered in full for 25-26. In addition, the approved inflationary uplift in staff pay is less than the amount budgeted for in the Business Plan and this creates an additional underspend for P&S.
2	Updated	Highways Maintenance	10,877	570	5%	The Highways Material Recycling Facility is not being developed and so the early feasibility costs previously charged to capital have been transferred to revenue. In addition, the budgeted revenue savings from this scheme will not be achieved. This is being mitigated through increased level of income from highway development control.
3	Unchanged	Highways Asset Management	900	-129	-14%	Forecast underspend due to staffing costs and income
4	Updated	Street Lighting	8,999	-645	-7%	The forecast saving reflects reduced expected energy savings to be achieved by the delayed installation of LED lanterns starting in Autumn 2024 as part of the County Councils LED lantern replacement project. This budget forecast has also been reduced to reflect the forecasted reduction in expenditure due to lower than expected energy

Note	Commentary vs previous month	Service Area / Budget Line	Net Budget £000	Forecast Outturn Variance £000	Forecast Outturn Variance %	Commentary
						inflation figures, which were included in the budget for 2024-25.
5	Updated	Traffic Management	71	-644	-912%	The forecast is due to additional income from road closures and openings, and utility companies staying on highways for extended time. This has improved following a review of the TTRO orders forecast. This is partly offset with the loss of income from providing Tables and Chairs licences.
6	Updated	Road Safety	401	229	57%	The forecast reflects a decrease in the number of Road Safety Audit requests coming in from external clients. There are a number of factors that can influence this, reduced Highway Development work by contractors, contractual agreements with external competitors continuing to use other providers.
7	Updated	Transport Strategy and Policy	-74	-108	-147%	The forecast reflects savings in staff costs as a result of vacancies. Recharges are being monitored which may impact this saving going forward.
8	Updated	Highways Development Management	0	-1,687	0%	<p>Forecast income for Highways Development Management (HDM) team in 2024-25 is assessed based on income generated in 2023-24 and in first three months of 2024-25. Further:</p> <ul style="list-style-type: none"> <li>• Bond rates (and by extension S.38 fees) increased (as of April 2024) by 15-20% dependent on nature of infrastructure. The increase in rates is proportionate to inflation in construction costs as benchmarked by Milestone.</li> <li>• More robust planning of pre-application fee recovery to take place.</li> <li>• More robust fee recovery for developer temporary directional signs to take place.</li> <li>• Potential S.184 income to facilitate new S01/S02 roles.</li> <li>• Gradual realisation of the commuted sum policy of April 2023 as sites come through the development pipeline.</li> <li>• Interim / consultant fees should drop by around ~£200,000 in 2024-25.</li> </ul>

Note	Commentary vs previous month	Service Area / Budget Line	Net Budget £000	Forecast Outturn Variance £000	Forecast Outturn Variance %	Commentary
9	Updated	Park & Ride	300	180	60%	The Business Rates liability for the Trumpington Park and Ride site has grown due to the expansion of the site in 2019. Around £150k of the variance shown reflects this year's additional liability and backdating of previous years liability to 2019. The remainder of the variance is due to the increase in Business Rates from last year.
10	New	Parking Enforcement	0	335	0%	The Business Plan assumed additional parking income and although the on-street parking income has increased this has been offset by an underachievement of Bus-lane enforcement income. This shortfall will be taken from the On-Street Reserve.
11	Updated	Waste Management	46,227	341	1%	Following a mid-year review of waste tonnages and prevailing gate fees, the service has drawn down on reserves as planned to offset additional waste disposal costs and the forecast overspend has reduced to £300K. This residual overspend relates to additional advisor costs relating to the Waste PFI project, for which the service will be requesting additional funding at November SR&P.
12	Unchanged	Climate & Energy Services	114	-102	-90%	The forecast saving is due to the removal of an agency staff requirement from the Climate Change and Energy Service staff budget and charging this directly to a funded project.
13	Updated	Energy Services	-2,069	4,479	217%	<p>Across the energy schemes there is a forecast variance shortfall of £4,479k, explanations are below:</p> <p><b>St Ives:-</b> The project is forecasting an overall £183k saving to the Council this year due to the project delay. This is made up of a saving of £341k of debt charges this year minus the projected income shortfall of £158k. The project delay is due to the main contractor identifying the need for remediation works, which are progressing well.</p>

Note	Commentary vs previous month	Service Area / Budget Line	Net Budget £000	Forecast Outturn Variance £000	Forecast Outturn Variance %	Commentary
						<p><b>Babraham:</b> Income generation is delayed due to similar main-contractor issues as described above.</p> <p>Generation should start in February 2025 in-line with their current expected programme. This means approximately £38k of net income is forecast (a forecast shortfall of £384k). Although there are also savings on debt charges of £233k, it still leaves a net pressure of £151k on the scheme for 24-25.</p> <p><b>North Angle:</b> Successful energisation of the private wire and new sub-station occurred end of October and Solar Farm is now exporting to the Grid.</p> <p>As per last month's reporting, the income reduction of £3,793k is a combination of factors including the market price reduction per Kwh of electricity and longer timescales for connecting to the grid for both the private wire and NASF largely due to third party issues. This has a significant impact on income due to the fact that generating and exporting will now be past the peak summer months and past the 'shoulder' period in the Autumn.</p> <p><b>Swaffham Prior:</b> The current forecast worst case scenario shortfall in May 24 was £1,009k. This has improved to £712k following a review of the forecast income to be received from heat and the Renewable Heat Incentive (RHI) and a review of the input electricity costs. The input electricity costs have been high during 2023 and 2024 as the heat network is drawing electricity from the grid plus unexpected noise limitations on the ground source heat pump operations reduced RHI income as an interim position. By end of November these issues will be resolved preventing limitations on the ground source heat operations and the use of grid electricity. To date 68 homes are</p>



Note	Commentary vs previous month	Service Area / Budget Line	Net Budget £000	Forecast Outturn Variance £000	Forecast Outturn Variance %	Commentary
						connected, a further 11 are underway to be connected by December and the forecast is a total of 95 homes by March 2025. The home connections are not yet on track as the business case forecast was 130 but all efforts are underway to increase sign ups now some key issues are close to resolution.
14	New	Mitigation - Transfer from On-Street Reserve	0	-324	0%	Use of additional reserves to fund the pressure in parking enforcement from row 10 above.

## Appendix 3 – Capital Position

### 3.1 Capital Expenditure

Scheme Budget £000	Scheme Forecast Variance £000	Committee	Scheme	Original 2024-25 Budget as per Business Plan £000	Budget Changes in Year £000	Revised Budget for 2024-25 £000	Actual Spend (Oct) £000	Forecast Variance Outturn (Oct) £000
			<b>Integrated Transport</b>					
125	0	H&T	Air Quality Monitoring	25	0	25	1	0
5,048	0	H&T	Local Infrastructure Improvements	895	471	1,366	406	-114
77	0	H&T	Minor improvements for accessibility and Rights of Way	0	77	77	11	-60
2,800	0	H&T	Safety Schemes	600	24	624	53	-504
880	0	H&T	Safety Schemes – Swaffham Heath Crossroad	0	772	772	80	0
850	0	H&T	Safety Scheme – Puddock Road	0	517	517	79	-87
2,807	0	H&T	Strategy and Scheme Development work	545	264	809	337	13
6,860	0	H&T	Delivering the Transport Strategy Aims	1,546	-120	1,426	583	-62
1,045	0	H&T	Bar Hill to Northstowe Cycle Route	992	-559	433	11	0
26,000	0	H&T	Annual Contribution to A14 upgrade	1,040	0	1,040	0	0
			<b>Operating the Network</b>					
36,720	0	H&T	Carriageway & Footway Maintenance incl. Cycle Paths	7,050	104	7,154	1,909	-917
1,175	0	H&T	Rights of Way	235	0	235	95	3
10,690	0	H&T	Bridge Strengthening	2,347	476	2,823	746	-485
3,545	0	H&T	Traffic Signal Replacement	778	-98	680	344	0
835	0	H&T	Smarter Travel Management - Int Highways Man Centre	183	-9	174	35	0
500	0	H&T	Traffic Signals Green Light Fund (GLF)	0	500	500	0	0
124	0	H&T	Traffic Signals Obsolescence Grant TSOG)	0	124	124	0	0
			<b>Highways &amp; Transport</b>					
			<b>Highways Maintenance</b>					
40,985	0	H&T	Pothole Grant Funding	7,829	0	7,829	5,588	-27
4,728	0	H&T	Additional Highways Maintenance (HS2 allocation)	2,364	479	2,843	166	570
20,000	0	H&T	Footways	4,000	430	4,430	2,235	23
24,750	0	H&T	A14 De-trunking	4,000	4,561	8,561	1,036	-2,366
2,500	0	H&T	Highways Materials Recycling	2,200	-2,125	75	-47	-75
40,000	0	H&T	Further Highways Prioritisation	20,000	0	20,000	2,260	0
950	0	H&T	Essential Works on Guided Busway	950	0	950	0	0
1,250	0	H&T	Step Survey and Works	250	0	250	34	0
			<b>Project Delivery</b>					
49,006	0	H&T	Ely Crossing	0	47	47	52	350
145,952	0	H&T	Guided Busway	2,747	-2,747	0	45	0
4,760	0	H&T	Cambridge Cycling Infrastructure	203	284	487	25	0
33,500	0	H&T	King's Dyke	0	-3,348	-3,348	172	0
1,181	0	H&T	Emergency Active Fund	0	72	72	115	0

Scheme Budget	Scheme Forecast Variance	Committee	Scheme	Original 2024-25 Budget as per Business Plan	Budget Changes in Year	Revised Budget for 2024-25	Actual Spend (Oct)	Forecast Variance Outturn (Oct)
£000	£000			£000	£000	£000	£000	£000
1,883	0	H&T	Wisbech Town Centre Access Study	0	523	523	83	-83
6,795	0	H&T	Wheatsheaf Crossroads	5,020	-4,618	402	25	-238
7,901	0	H&T	March Future High Street Fund and Broad Street	1,996	1,052	3,048	1,894	802
7,905	0	H&T	St Neots Future High Street Fund	5,524	-2,671	2,853	2,075	14
3,329	0	H&T	March Area Transport Study - Main schemes	377	201	578	346	-295
7,000	0	H&T	March Area Transport Study Phase 2	0	400	400	0	0
2,740	0	H&T	St Ives local Improvements	1,015	-201	814	663	493
6,000	0	H&T	A141 and St Ives Improvement	3,072	-1,770	1,302	436	-302
4,000	0	H&T	A10 Ely to A14 Improvements	1,532	-708	824	350	-286
550	0	H&T	Witchford A10 Non-Motorised Users	0	230	230	106	52
2,860	0	H&T	Transforming Cities Fund	0	829	829	506	-28
2,891	0	H&T	Southern Busway Widening – widening of maintenance track	2,441	-1,740	701	616	46
1,230	0	H&T	Soham Wicken Non-Motorised Users	924	31	955	39	-660
1,192	0	H&T	Active Travel 4	0	631	631	102	-214
1,100	0	H&T	Active Travel 4 – Extension	0	1,100	1,100	3	-520
13,283	0	H&T	Street Lighting LED	7,099	-2,822	4,277	1,158	0
2,589	0	H&T	Lancaster Way		0	0	1	0
			<b>Transport Strategy and Network Development</b>					
1,928	0	H&T	CaPCAM and Electric Vehicles	0	616	616	454	-11
			<b>Planning, Growth &amp; Environment</b>					
8,000	0	E&GI	Waste Infrastructure	5,521	-2,143	3,378	11	0
20,367	0	E&GI	Waterbeach Waste Treatment Facilities	18,338	-18,338	0	10	0
1	0	E&GI	Reallocation and funding of cost cap for Northstowe phase 1	834	-834	0	0	0
			<b>Climate Change &amp; Energy Services</b>					
14,170	0	E&GI	Swaffham Prior Community Heat Scheme	2,730	-1,530	1,200	215	0
5,686	0	E&GI	St Ives Smart Energy Grid Demonstrator scheme	0	475	475	159	0
9,298	0	E&GI	Babraham Smart Energy Grid	1,287	2,057	3,344	999	0
8,595	0	E&GI	Stanground Closed Landfill Energy Project	0	40	40	-15	0
150	0	E&GI	Woodston Closed Landfill Energy Project	0	0	0	0	0
32,649	0	E&GI	North Angle Solar Farm, Soham	3,478	343	3,821	2,785	0
635	0	E&GI	Fordham Renewable Energy Network Demonstrator	0	0	0	0	0
3,047	0	E&GI	Environment Fund - Decarbonisation Fund - School Low Carbon Heating Programme	1,919	-69	1,850	0	0
500	0	E&GI	Environment Fund - Oil Dependency	167	0	167	38	0
300	0	E&GI	Treescape Fund (Natural capital)	0	31	31	7	0
3,145	0	E&GI	School Ground Source Heat Pump Projects	0	52	52	229	0
157	0	E&GI	Cambridge Electric Vehicle Chargepoints - On-street	0	0	0	-47	0
928	0	E&GI	Alconbury Civic Hub Solar Car Ports	0	0	0	10	10
3,499	0	E&GI	Environment Fund- Decarbonisation Fund - School Education Capital	0	0	0	124	0
			<b>Connecting Cambridgeshire</b>					
26,289	0		Connecting Cambridgeshire	5,454	-875	4,579	2,575	0
3,162	0		Capitalisation of Interest	984	0	984	0	0
<b>685,397</b>	<b>0</b>			<b>130,491</b>	<b>-29,512</b>	<b>100,979</b>	<b>32,328</b>	<b>-4,958</b>

Scheme Budget	Scheme Forecast Variance	Committee	Scheme	Original 2024-25 Budget as per Business Plan	Budget Changes in Year	Revised Budget for 2024-25	Actual Spend (Oct)	Forecast Variance Outturn (Oct)
£000	£000			£000	£000	£000	£000	£000
-98,433			Capital Programme variations	-30,810	205	-30,605	0	4,958
<b>586,964</b>	<b>0</b>		<b>Total including Capital Programme variations</b>	<b>99,681</b>	<b>-29,307</b>	<b>70,374</b>	<b>32,328</b>	<b>0</b>

The table above outlines the results of a thorough review that has been undertaken for each scheme to provide a profile that is based on an assessment of risk and deliverability. Based on this reprofiling, there are two schemes with significant variances (>£250k) to report.

The schemes with a significant variance (>£250k) either due to changes in phasing or changes in overall scheme costs to be reported this month can be found below.

Ref	Directorate/ Committee	Commentary vs previous month	Scheme	Scheme Budget	Budget for 2024-25	Forecast Outturn Variance	Cause	Commentary
				£000	£000	£000		
a	H&T	Unchanged	Safety Schemes	2,800	600	-504	Slippage	The safety schemes budget has been identified as a critical fund for the International Road Assessment Programme (iRAP). The iRAP report has been delayed and is now due to be published for the December Committee Cycle. Once the iRAP report has been analysed and schemes identified this fund will be used to begin the programme of small works around the iRAP programme of creating safer roads and roads side supporting our Vision Zero values.
b	H&T	New	Carriageway & Footway Maintenance incl. Cycle Paths	36,720	7,154	-917	Slippage	Underspends related to specific projects delivered for lower than budgeted and other projects needing to move to 25/26 to allow more time to develop design proposals.
c	H&T	New	Bridge Strengthening	10,690	2,823	-485	Slippage	This slippage is due to a delayed start to Jesus Green project because of access negotiations with Cam Conservators. In addition, Coldhams Lane work is on hold due to delays in obtaining third party consents. It is likely that this underspend will instead be spent on emergency repairs to several structures around the county
d	H&T	New	Additional Highways Maintenance (HS2)	4,728	2,843	570	Ahead of profile	50% of this budget was originally profiled for spend in 25/26, however due to network condition and site-specific safety issues further work has been undertaken in 24/25 to mitigate

Ref	Directorate/ Committee	Commentary vs previous month	Scheme	Scheme Budget  £000	Budget for 2024-25  £000	Forecast Outturn Variance  £000	Cause	Commentary
								safety and other risks to the authority of delaying work until 25/26. This has allowed us to deliver more work in year under existing traffic management / road closures delivering better value for money.
e	H&T	Updated	A14 De-trunking	24,750	8,561	-2,366	Slippage	The 24-25 contained an allowance of 30% for risk and optimism bias due to CCC not knowing what state the asset would be in when handover from National Highways was completed. This hasn't yet been applied to the figure in the FMR, which has now been adjusted to account for this.  Of the total amount Structures have been assigned c.£3.2m for spend in 24-25 of the £8.5m, following a check and challenge of this budget, it has emerged that most schemes will be in development & design through 24-25 and will not be ready for delivery until 25-26 FY. £750k identified for spend in 24-25 from this budget.
f	H&T	Unchanged	Ely Crossing	49,006	47	350	Final bill higher than original forecast	Increase in spend required to conclude land acquisition and associated fees, which were higher than originally forecast.
g	H&T	Unchanged	March Future High Street Fund and Broad Street	7,901	3,048	802	Ahead of profile	Work on site progressing well with scheme anticipated for completion in October 2024. Construction budget underspend being used to bring forward additional ancillary improvements as part of the scheme in 24-25.
h	H&T	New	March Area Transport Study – Main schemes	3,329	578	-295	Value for money factors	March Area Transport Study Full Business Case 2, and March Walking and Cycling Schemes are substantially completed with scheme underspend due to lower than forecast delivery costs.
i	H&T	Unchanged	St Ives Local Improvement	2,740	814	493	Ahead of profile	Additional schemes are being delivered in FY24-25 following discussion with the scheme funder due to available funding and resource.
j	H&T	New	A141 and St Ives Improvement	6,000	1,302	-302	Slippage	Overall programme has been extended into FY25-26, consequently invoicing to date has been lower than anticipated.
k	H&T	New	A10 Ely to A14 Improvements	4,000	824	-286	Slippage	Reduction in forecast spend for FY24-25 due to scheme governance and CPCA gateway review.
l	H&T	Updated	Soham Wicken Non-Motorised Users	1,230	955	-660	Slippage	Planned construction start date has been delayed pending further survey work and licencing requirements for protected species along the route. Work is anticipated to commence later in 24-25, with completion early in 25.26.

Ref	Directorate/ Committee	Commentary vs previous month	Scheme	Scheme Budget  £000	Budget for 2024-25  £000	Forecast Outturn Variance  £000	Cause	Commentary
m	H&T	Updated	Active Travel 4 - Extension	1,100	1,100	-520	Slippage	Additional time required to conclude design detail and consultation; construction anticipated to extend into FY 25-26.

## 3.2 Capital Variations Budget

Variation budgets are set annually and reflect an estimate of the average variation experienced across all capital schemes, and reduce the overall borrowing required to finance our capital programme. There are typically delays in some form across the capital programme due to unforeseen events, but we cannot project this for each individual scheme. We therefore budget centrally for some level of delay. Any known delays are budgeted for and reported at scheme level. If forecast underspends are reported, these are offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up to the point when rephasing exceeds this budget.

## 3.3 Capital Funding

Original 2024-25 Funding Allocation as per Business Plan  £000	Source of Funding	Budget Carried- forward 2024-25  £000	Budget Revisions 2024-25  £000	Revised Budget for 2024-25  £000	Forecast Spend – Outturn (Oct)  £000	Forecast Variance – Outturn (Oct)  £000
13,672	Local Transport Plan	4,552	-1,995	16,229	15,207	-1,022
14,693	Other DfT Grant Funding	2,602	921	18,216	16,462	-1,754
10,435	Other Grants	952	-5,954	5,433	5,433	0
5,149	Developer Contributions	276	-974	4,451	4,338	-113
73,077	Prudential Borrowing	5,515	-38,814	39,778	38,583	-1,195
13,465	Other Contributions	3,637	-230	16,872	15,998	-874
-30,810	Capital Programme Variations	0	-1,995	-30,605	-25,647	4,958
<b>99,681</b>	<b>Total including Capital Programme Variations</b>	<b>17,534</b>	<b>-46,841</b>	<b>70,374</b>	<b>70,374</b>	<b>0</b>

## Appendix 4 – Savings Tracker

### 4.1 Place & Sustainability Savings Tracker 2024-25 Quarter 2

Directorate	Committee	Type	Business Plan Reference	Title	Planned Savings 2024-25 £000	Forecast Savings £000	Variance from Plan £000	% Variance	RAG	Forecast Commentary
P&S	H&T	2024-25 saving	C/R.6.221	Street lighting energy savings	-977	-166	811	83%	Red	<p>The energy calculation in the previous forecast was based upon has been updated taking account of the rates on the new energy framework. The current projections are that the energy costs will reduce by c.40% hence the reduction in return on investment. This risk has always been key to business case in relation to payback, clearly this can fluctuate throughout the year, but this is the latest information available to CCC.</p> <p>Delay to LED programme now due to start in September due to slow DoV sign of by PFI provider.</p> <p>Although the LEDs will not make the whole saving, the reduction in electricity costs means that there is not actually an overall pressure this year.</p>
P&S	H&T, E&GI, CSMI	2024-25 saving	C/R.6.231	Management efficiencies	-75	0	75	100%	Black	Savings from the revised senior management structure will be met on a recurrent basis from 25/26 onwards of £250k but not in 24/25. However this is offset by savings in relation reductions in staffing costs owing to vacancies in 24/25.
P&S	H&T	2024-25 income	C/R.7.102	Review and re-baselining of P&S income	-400	-400	0	0%	Green	On track
P&S	E&GI	2023-24 cfwd	C/R.7.106 (2023-24)	St Ives Smart Energy Grid - Income Generation	-116	-34	82	71%	Amber	The project is due to energise end of November 2024 to export electricity to the grid until on-site demands are connected and supplied. This project will supply wholesale electricity to the grid and retail electricity to customers on site via EV charging and direct supply. Wholesale electricity prices



Directorate	Committee	Type	Business Plan Reference	Title	Planned Savings 2024-25 £000	Forecast Savings £000	Variance from Plan £000	% Variance	RAG	Forecast Commentary
										have reduced since last year reflecting market changes and hence the income reductions.
P&S	E&GI	2023-24 cfwd	C/R.7.107 (2023-24)	Babraham Smart Energy Grid - Income Generation	-462	-40	422	91%	Amber	Two thirds of the smart energy grid is complete and the final third is under construction. The timeline for energisation is delayed by c3 weeks to late February 2025 due to long lead items needing to be reordered following a spate of thefts. A major project milestone in connecting the private wire customer was substantively completed in early October.
P&S	E&GI	2023-24 cfwd	C/R.7.109 (2023-24)	North Angle Solar Farm, Soham - Income Generation	-3,943	-150	3,793	96%	Red	The wholesale electricity price forecasts for exporting electricity to the grid reduced at the end of 2023 impacting income forecasts by almost 50%. In addition, there was an initial delay connecting the private wire and NASF to the distribution network, which has impacted the overall income forecasts for 24/25. This is the mobilisation of a significant solar array. The contractor has since had 2 further delays to commissioning the asset, which have reduced forecast income further.
P&S	E&GI	2023-24 cfwd	C/R.7.110 (2023-24)	Swaffham Prior Community Heat Scheme - Income Generation	-521	-235	286	55%	Red	69 homes are now connected and further connections will be made this financial year, which is projected to be a total of 94 homes in total. Progress by contractors has been slower than anticipated but is still anticipated to meet the year end target, if later in the year than forecast originally.

Directorate	Committee	Type	Business Plan Reference	Title	Planned Savings 2024-25 £000	Forecast Savings £000	Variance from Plan £000	% Variance	RAG	Forecast Commentary
P&S	CSMI	2024-25 income	C/R.7.140	Recharge for shared regulatory services with Peterborough City Council	-68	-68	0	0%	Green	On track
P&S	CSMI	2024-25 income	C/R.7.143	Increased income from registration services	-125	-94	31	25%	Amber	Additional revenue from new bespoke ceremonies, and statutory fee increases is on track to meet saving target. Reporting as Amber as ceremony revenue from Approved Venues is down as they are experiencing a downturn in the market, this outside the control of the council.
P&S	E&GI	2024-25 income	C/R.7.147	Connecting Cambridgeshire - additional funding	-16	-16	0	0%	Green	On track
P&S	H&T	2024-25 income	C/R.7.150	Application of Parking Surplus	-512	-188	324	63%	Red	Underachievement of income for FY 24/25, as a result requiring a use of reserves to cover a pressure.
P&S	H&T	2024-25 income	C/R.7.203	Surplus income other parking fees and permits	-129	-129	0	0%	Green	Changes to be implemented in April 24
P&S	H&T	2024-25 income	C/R.7.204	Street works permitting fees	-158	-704	-546	-346%	Blue	Income predicted to roll forward on same basis as in 2023/24 with current high levels of applications for street works / TTROs. Based on income up to end of Sept 2024.

Directorate	Committee	Type	Business Plan Reference	Title	Planned Savings 2024-25 £000	Forecast Savings £000	Variance from Plan £000	% Variance	RAG	Forecast Commentary
P&S	H&T	2023-24 cfwd	B/R.6.220 (2023-24)	Highways Materials Recycling	-100	0	100	100%	Black	<p>This package of work has been taken on by Project Delivery from February 24 and we are working up a detailed business case with the supply chain to validate assumptions made in business planning.</p> <p>Key risk to this projected saving:</p> <ul style="list-style-type: none"> <li>- We are talking about a temporary facility in March at this time which is restricted by planning and licencing, in particular impacting productivity due to constraints on scale.</li> <li>- An operational facility should the business case stack up will not be in place until August at the earliest. We would then need a programme of revenue funded work which would align to the material being produced, (note this could be difficult as the majority of this work is to some extent reactive with specific timescales for completion).</li> <li>- The rest of the work where this material would be used is capially funded, so any savings allocated to the use of this recycled material would result in more work being done on site, rather than a revenue saving.</li> <li>- Any revenue subsidised by making use of income through selling of the material to third parties only comes should we have plans for a larger scale operation and is dependent on a full business case being produced which provides certainty around the market for the product given the upfront investment required.</li> </ul>

Directorate	Committee	Type	Business Plan Reference	Title	Planned Savings 2024-25 £000	Forecast Savings £000	Variance from Plan £000	% Variance	RAG	Forecast Commentary
P&S	H&T	2024-25 saving	C/R.6.220	Highways recycling of waste to reduce waste disposal costs	-150	0	150	100%	Black	<p>This package of work has been taken on by Project Delivery from February 24 and we are working up a detailed business case with the supply chain to validate assumptions made in business planning.</p> <p>Key risk to this projected saving:</p> <ul style="list-style-type: none"> <li>- We cannot proceed presently with dewatering at the current time as there is a need for a permanent setup which drains into a third parties system.</li> <li>- There is not enough space within the depot footprint for this facility in March plus room to store road plannings for recycling (on a scale needed to make cold recycling process more viable commercially).</li> <li>- There would be a saving in the cost of disposal of non-hazardous waste as opposed to hazardous should a solution come online at a later date.</li> <li>- The aspirations on both options was to have a super depot which had enough space for permanent facilities.</li> </ul>

### Key to RAG ratings

Total Savings	Over 500k	100-500k	Below 100k
<b>Black</b>	100% non-achieving	100% non-achieving	100% non-achieving
<b>Red</b>	% variance more than 19%	-	-
<b>Amber</b>	Underachieving by 14% to 19%	% variance more than 19%	% variance more than 19%
<b>Green</b>	% variance less than 14%	% variance less than 19%	% variance less than 19%
<b>Blue</b>	Over-achieving	Over-achieving	Over-achieving

## Appendix 5 – Technical Appendix

### 5.1 Grant Income Analysis

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

Grant	Awarding Body	Amount £000
<b>Grants as per Business Plan</b>		
Street Lighting PFI credits	DLUHC	3,944
Waste PFI grant	DLUHC	2,570
Bikeability	DFT	413
Public Health	Other	205
Woodland Creation	DEFRA	150
Non-material grants (+/- £60k)	Various	124
<b>Total Non-Baselined Grants 24-25</b>		<b>7,407</b>

### 5.2 Virements and Budget Reconciliation

Virements between Place and Sustainability and other service blocks

	£'000	Notes
<b>Budget as per Business Plan (BP)</b>	72,799	
Waste Disposal including PFI	100	Adjust Legal budget P&S with Waste
Energy Services	1,001	North Angle and Swaffham Prior debt charges budget correction
Trading Standards	14	Reduce Public Health MoU funding for Trading Standards in line with agreed substitutions 24-25
<b>Current Budget 2024-25</b>	<b>73,914</b>	

## 5.3 Reserves Schedule

### 5.3.1 Place and Sustainability Earmarked Reserve Schedule

Fund Description / Budget Heading	Opening Balance 2024-25	Movement 2024-25	Balance at 30 <sup>th</sup> Sept 2024	Yearend Forecast Balance	Notes
	£000	£000	£000	£000	
<b>Other Earmarked Funds</b>					
<b>Strategic Framework Priorities Reserves:</b>					
Directorate priorities	1,469	-38	1,431	1,189	Funding directorate led priorities including apprenticeships
<b>Corporate risk reserves relating to services in this directorate:</b>					
Waste risks	1,000	0	1,000	0	To cover landfill tax costs
Coroners risks	255	-6	249	0	Reserve specifically held for complex cases.
Other risk reserves	68	0	68	38	
<b>Ringfenced Reserves:</b>					
Developer commuted sums	5,769	-3,522	2,248	2,165	Amount for future maintenance held as agreed with developers
Ringfenced account	2,854	0	2,854	1,917	Surpluses for on-street parking to be used on Highways related work
Proceeds of crime	184	7	191	0	
Connecting Cambridgeshire	65	0	65	0	
Other ringfenced contributions	110	412	522	472	
<b>TOTAL EARMARKED RESERVES</b>	<b>11,775</b>	<b>-3,146</b>	<b>8,629</b>	<b>5,727</b>	

## 5.3.2 Place and Sustainability Capital Reserve Schedule

Fund Description / Budget Heading	Opening Balance 2024-25  £000	Movement 2024-25  £000	Balance at 30 <sup>th</sup> Sept 2024  £000	Yearend Forecast Balance  £000	Notes
<b>Capital Reserves</b>					
Capital Grants	7,975	0	7,975	0	A14 de-trunking and Connecting Cambridgeshire  Horizons funding for A14, CPCA contributions
Capital Contributions	749	-412	337	150	
<b>TOTAL CAPITAL RESERVES</b>	<b>8,724</b>	<b>-412</b>	<b>8,312</b>	<b>150</b>	





## Highways and Transport Policy and Service Committee Agenda Plan

Published on 1 November 2024

### Notes

- The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12
- \* indicates items expected to be recommended for determination by full Council
- + indicates items expected to be confidential, which would exclude the press and public
- The following are standing agenda items which are considered at every Committee meeting:
  - Minutes of previous meeting and Action Log
  - Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels

Committee date	Agenda item	Lead Officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
03/12/24	Procurement of Replacement of Guided Busway and Babraham Park & Ride Site CCTV	C Ross-Bain	2024/017	21/11/24	25/11/24
	Active Travel Hierarchy Consultation and Development	M Atkins	Not applicable		
	Prioritisation of the Highways Maintenance Capital Programme	M Atkins	Not applicable		
	Vision Zero and the Council's Management of its Duties in Relation to Road Safety	S Burgin	Not applicable		
	Finance Monitoring Report – October 2024	S Heywood	Not applicable		
21/01/25	Scrutiny of Draft Business Plan and Budget	F Jordan	Not applicable	09/01/25	13/01/25
	East West Rail Non-Statutory Consultation Response	C Poultney / T Watkins	Not applicable		
	Highways and Transport Performance Report – Q3	R Springbett	Not applicable		

04/03/25	Residents Parking Policy Review	N Gardner	2025/007	20/02/25	24/02/25
	Highways Capital Programme	J Rutherford	2025/020		
	Highways Procurement Strategy	D Allatt	2025/009		
	International Road Assessment Programme	S Burgin	Not applicable		
	Mill Lane Little Paxton	D Allatt	Not applicable		
	A14 Outstanding Issues and Consents Lessons	J Smith / A Tithecott	Not applicable		
	Finance Monitoring Report – January 2025	S Heywood	Not applicable		
17/07/25	Highways and Transport Performance Report – Q4	R Springbett	Not applicable	07/07/25	10/07/25
	Finance Monitoring Report – August 2024	S Heywood	Not applicable		
	Finance Monitoring Outturn Report – 2024/2025	S Heywood	Not applicable		

Please contact Democratic Services [democraticservices@cambridgeshire.gov.uk](mailto:democraticservices@cambridgeshire.gov.uk) if you require this information in a more accessible format