

HIGHWAY NETWORK MANAGEMENT PLAN



TEES VALLEY ENGINEERS GROUP

March 2006

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Glossary of Common Highway Terms

Adoption	The term used to describe the Council taking maintenance responsibilities for a highway.
Agency Agreement	By voluntary agreement, agency arrangements may be set up such that a Council may undertake some of the highway functions for which another Council would normally be responsible.
Carriageway	The part of the highway provided for vehicles to travel on.
Critical Ordinary Watercourse	Ordinary watercourses which the Environment Agency and other operating authorities agree are critical because they have the potential to put at risk from flooding large numbers of people and property.
Dedication	A landowner dedicates his property to the public as highway but retains title to it.
Encroachment	A physical obstruction to the rightful passage of the public along a highway.
Footway	The part of the highway alongside the carriageway that is provided for pedestrians. (Although pavement is commonly used to describe a footway, it is not strictly the correct term).
Highway	A route that all persons can use to pass and re-pass along whenever they wish without let or hindrance.
Highway Authority	Authorities with responsibility for the upkeep, management and maintenance of public highways. In the Tees Valley, the highways authorities are Darlington, Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton Councils. However, the A19, A66 (Trunk), A174 Parkway, A1053 Greystones Road and A1(M) are the responsibility of the Highways Agency.
Highways Agency	The highway authority for Motorways, Trunk roads and primary routes not maintained by the local authority.
Pavement	The structural layers that make up the highway.
Pelican	Traffic Signal Controlled Crossing with Pedestrian Signals and push button unit for pedestrians to activate signals. They have flashing amber for traffic and a flashing green man for pedestrian clearance.
Permissive Path	A way across private land that the landowner has agreed the public can use subject to conditions. It is not a highway.

Primary Route	Roads which in accordance with the Traffic Signs Regulations and General Directions 2002, have been agreed between the Secretary of State and the authorities concerned as the most satisfactory national routes for through traffic between places of traffic importance. These are usually signified by signs with white lettering on a dark green background.
Private Street	A road that is not maintained at public expense. Private Streets are not normally adopted unless the owners of the road bring them up to current standards.
Public Footpath	A highway away from a carriageway over which the public have a right of way on foot only.
Puffin	Similar to a Pelican, but without the main high-level conventional pedestrian signals. The pedestrian signal is close to the pedestrian push button unit. It has sensors that detect the presence of a pedestrian waiting to cross. Less interruption to vehicle traffic.
Reversion	The land subject to the stopping-up returns to the owner upon completion of the stopping-up order.
Road	Although some roads are not the responsibility of the Highway Authority, the public may still be entitled to access. Traffic regulations can be made and traffic offences committed on a road to which the public has access even if it is not a highway. Therefore, traffic regulations (e.g. yellow lines) are not evidence that a road is a highway.
School Crossings	Two flashing amber lights physically switched on and off by a School Crossing Patrol Officer.
Stopping-Up	The extinguishment of highway status over land using a statutory process.
Street	Any highway, road, lane, footway, alley or passage, square or court and any land laid out as a way whether it is for the time being formed as a way or not. A street may or may not be a highway.
Toucan	Similar to Pelican with additional Cycle Signals. There is not a flashing amber/green man clearance period. Clearance is achieved by on-crossing sensors for both pedestrians and cyclists.
Walkway	A way dedicated as a right of way for the use of the public on foot but subject to limitations like closure at nighttime.
Zebra Crossing	Black and white pole with flashing Belisha Beacon on either side of road with black and white longitudinal bars across the road.

Section A

INTRODUCTION

DISTRIBUTION

This document is available on the Middlesbrough Council website

CONSULTATION

This generic document reflects good practice in line with the recommendations contained in the various Codes of Practice, Acts, Guidance notes, etc.

After publication all interested parties are encouraged to make suggestions and comments and all relevant observations will be considered for inclusion in the annual review of the Plan.

REVISIONS

This document will be updated periodically as policies are written or amended, and reviewed annually.

Last Review: March 2006

THE HIGHWAY NETWORK MANAGEMENT PLAN - MAINTAINING A VITAL ASSET

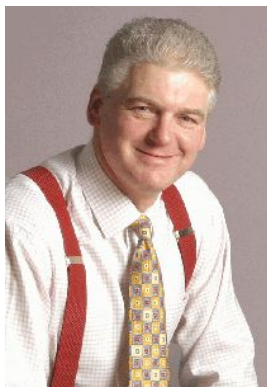
FOREWORD

Good transport is essential for a successful economy and society. It provides access to jobs, services and schools, gets goods to the shops and allows us to make the most of our free time. Local roads are at the heart of the transport network, and have a key role to play in ensuring that transport delivers the services people need or want.

The highway network is, almost certainly, the most valuable asset that any local authority owns; so looking after the network should be a key priority for every council. That is why the Tees Valley Councils have collaborated to produce this “Highway Network Management Plan”. The plan is derived from three codes of practice produced by the UK Roads Liaison Group for the maintenance of street lighting, bridges, tunnels and other structures as well as the carriageways and footways themselves.

By endorsing and adopting the principles of the codes of practice, our aim is to ensure that the highway network is kept safe, accessible and serviceable whether people choose to drive, walk or cycle.

Managing the network raises many, often competing, challenges. The levels of service provided are generally balanced to meet statutory requirements, operational efficiency and budgets. But beyond that, the level of service is intended to be responsive to the needs, aspirations and priorities of those living and working in the Tees Valley.



Ray Mallon



Jan Richmond

THE IMPORTANCE OF WELL-MAINTAINED HIGHWAYS

The highway network is the largest and most visible community asset for which local authorities are responsible. It is used daily by the majority of people and is fundamental to the economic, social and environmental well being of the community. It helps to shape the character and quality of the local areas that it serves and makes an important contribution to wider local authority priorities, including regeneration, social inclusion, community safety, education and health.

In order to fulfil its potential, it is crucial that the local highway network is adequately maintained. This includes not just carriageways and footways, but also bridges, street lighting, signage and much else besides. Continuing growth in traffic and its attendant problems has brought an increasingly widespread recognition of the importance of highway maintenance, and the high value placed on it both by users and the wider community. Conversely, public concern is increasing about failure to invest adequately and effectively in highway maintenance and the implications of this for safety and journey reliability. Inadequate maintenance only stores up even greater problems for the future. Recent increases in investment have been welcome and effective, but a sustained long-term programme of investment needs to be planned, efficiently managed and supported by effective technical and management systems.

The highway carries much more than people. Beneath many of our streets and footways, utilities' pipes and cables convey water, waste, energy and information. A wide range of organisations needs to get under the authority's roads and together they impose additional strains on the road infrastructure. As owner of the asset, however, the authority is responsible for co-ordinating works, and for ensuring that the road continues to be safe and available for users.

In order to achieve this, the Tees Valley Highway Network Management Plan sets out the key policies adopted for achieving the recommendations in the codes of practice. Each section contains an overview together with key policies and references relating to the service area. The services may be supported, complemented or cross-referenced to other key documents.

For example, the plan sets out the effective arrangements for dealing with more immediate issues, such as repairing potentially dangerous defects. It also specifies clear procedures and standards for dealing with issues, such as, winter services. The winter maintenance service is supported by a Winter Service Plan that sets out, in detail, operational and procedural requirements to fulfil the Council's statutory duties.

The Councils recognise that failure to do so could have serious legal consequences both for the authority and the individual employees or contractors concerned.

THE CODES OF PRACTICE

The UK Roads Liaison Group has published three codes of practice to assist local highway authorities in addressing their responsibilities, namely:

- Well-Lit Highways: Code of Practice for Highway Lighting Management (2004)
- Well-maintained Highways: Code of Practice for Highway Maintenance Management (2005)
- Management of Highway Structures: A Code of Practice (2005)

These codes provide guidance for council members and officers on the efficient, effective and economic delivery of highway maintenance services. The codes relating to highway lighting and to highway maintenance replace earlier editions, and have been updated to give greater prominence to the potential for highway maintenance to contribute to wider local authority objectives. The code relating to highway structures (bridges and retaining walls, for example) is entirely new.

The codes include advice on all new and emerging issues and technical developments, including the new requirement for Highway Asset Management Plans, increasing emphasis on risk management and the implications of the new Traffic Management Act 2004. They are not exclusively devoted to technical issues, however, and include advice on such matters as providing for disabled people, integrated public space and townscape management, and planning for severe weather events.

The codes are not mandatory on authorities and recognise the need for some local flexibility to address particular circumstances and local needs. It is recognised, however, that the advice and recommendations of the codes are often referred to as relevant considerations in legal proceedings. Therefore any intended variations from the codes' recommendations to suit local circumstances are approved by the Executive of the Authority, explicitly, transparently and inclusively.

The Tees Valley Authorities have collaborated to harmonise practice and standards so far as practicable. This applies to strategic routes and local roads. Road users should welcome this consistency of approach across administrative boundaries.

Section B

**CREATION AND STOPPING-UP OF
HIGHWAYS**



HIGHWAY ADOPTIONS

Overview

The extent of the highway network is often amended upon the “adoption” of additions or alterations as a consequence of development.

This section sets out the various processes under the Highways Act 1980 and the Town and Country Planning Act 1990 used to formally adopt such development.

Key Policies

- Developers are encouraged to follow the Design Guide and Specification (for Residential and Industrial Estates Development) 2005.
- The Council as Highway Authority may adopt developments or alterations and thereafter maintain the highway assets.

Key Reference Documents

- Highways Act 1980
- Town & Country Planning Act 1990
- Land Drainage Act 1991
- Tees Valley Design Guide & Specification (Residential and Industrial Estates Development)

Highways Act 1980

Section 38

Upon obtaining planning approval a developer may approach the Authority and request to enter into an adoption agreement under Section 38. The development should be designed and constructed in accordance with the Tees Valley Design Guide and Specification (Residential and Industrial Estates Development). Variations to this document that are considered to be innovative and complementary to the overall development will be considered. The agreement is the subject of a bond and the payment of an inspection fee.

Advance Payments Code : Section 219/220

When a developer obtains Building Regulation approval the Authority is required within 6 weeks of the date of approval to serve notice on the developer. This notice requires the developer to deposit or secure a sum of money, determined by the Authority, to cover the cost of the engineering works associated with the development. Should the developer fail to deposit or secure the money the Authority may take legal action to stop building work continuing on site. The works are inspected during construction, for which the developer will be invoiced, and on completion a certificate is issued to the effect that the works have been constructed to an acceptable standard (note: this does not necessarily mean to an adoptable standard). The bond would then be released and the notice withdrawn.

If the developer enters into an adoption agreement under Section 38, Highways Act 1980 the above route is not pursued.

Section 278

As part of a planning approval to enable the development to proceed a developer may be required to carry out works on the adopted highway and will be required to enter into an agreement under Section 278, Highways Act 1980.

The Authority will design and construct the works and the full cost will be charged to the developer.

Alternatively the Authority may permit the developer to design and carry out the works and he will be required to pay a fee to the Authority for checking the design and inspecting the works during construction to ensure compliance with the specification.

Should this work involve construction outside the limits of the adopted highway formal adoption will be required.

Town & Country Planning Act 1990

Section 106

As part of a planning approval a developer may be required to enter into an agreement under Section 106, Town & Country Planning Act 1990. Included in this agreement may be offsite engineering works required to facilitate the development, the cost of which will be borne by the developer.

Other Significant Legislation

Section 59, Highways Act 1980

Section 59, Highways Act 1980 gives the Authority the powers to recharge a developer any excessive expenses incurred in repairing an adopted highway damaged by excessive weight or extraordinary traffic

Other Requirements

Street Lighting

All developments, where required, must be provided with an approved form of street lighting prior to being considered eligible for adoption. It should be noted that the Highway Authority will not be responsible for any street lighting erected in non-adoptable situations. Proposals for street lighting must be included with the drawings and specifications to be incorporated in the Section 38 Agreement. The provision of street lighting will be the responsibility of the developer and all proposals must have the approval of the Engineer prior to works commencing.

The developer must ensure that all relevant street lighting is operational before occupation of dwellings.

Part 2 Certificate

For works carried out under Section 38, Highways Act 1980 at any time during the development of a site, if all the street lighting has been installed, the developer may submit to the Engineer ET1 and ET2 forms together with a street lighting layout. The installation will be inspected and any remedial works required reported to the developer. Once these have been carried out to the satisfaction of the Engineer the Authority will accept responsibility for general maintenance of the installation and energy charges. Until the time of formal adoption the developer will be responsible for any major defects that may occur, accidental damage and vandalism.

Drainage

a) Surface Water Drainage

Adopted highway drains are provided to cater for surface water that precipitates onto or runs onto adopted highways. They are maintained by the Highway Authority to a point where they connect into an adopted sewer or watercourse.

Adopted surface water drains are the responsibility of Northumbrian Water Ltd. (The situation may arise where a private drain discharges into a highway drain but this will be subject to an agreement and the payment of a commuted sum for future maintenance).

On the majority of developments the highway drainage connects directly into adopted sewers and are taken into account by Northumbrian Water when agreeing the design and subsequent adoption. If the surface water sewer discharges into a watercourse the rate of discharge will also require the approval of the Environment Agency. The permitted rate of discharge from a development is unlikely to exceed the equivalent of that of a green field site and onsite attenuation may be required.

When carrying out a highway construction scheme the designer must consult Northumbrian Water and the Environment Agency and agree a rate of discharge from the works.

Sustainable drainage systems (SUDS) should be considered for all developments. This may take many forms including soakaways, swales, porous paving etc. and a developer/contractor must ensure that any system proposed is appropriate for the location.

Should a SUDS system be installed to deal solely with highway drainage it will require the approval of the Engineer and the payment of a commuted sum for future maintenance.

b) Foul Sewers

Northumbrian Water Ltd maintains adopted foul sewers.

All other drains are considered to be private and are the responsibility of the owners, up to and including the connection to the public sewer.

c) Becks & Watercourses

The maintenance of “critical ordinary watercourses” is the responsibility of the Environment Agency.

The maintenance of all other watercourses is the responsibility of the riparian owners. The Authority has powers under the Land Drainage Act 1991 to ensure that the watercourses are maintained.

Highway verge and landscaping

Highway verges and embankments are included in adoption agreements and upon adoption of the highways are maintained by the Authority.

Areas of public open space are dealt with by Streetscene Services and are the subject of agreements under Section 106, Town & Country Planning Act 1990.

Deviation from Specification

a) Design Guide

A developer may wish to deviate from the Design Guide and Specification. Consultation is held with departments that may be affected by a deviation in relation to design, sustainability, suitable materials, cost and implications for future maintenance. Should this deviation be approved by concerned parties, the departure from the standards will be deemed to be approved by the subsequent processing of the relevant agreement. However a commuted sum may be charged.

N.B. Planned maintenance and traffic schemes are co-ordinated or negotiated to be included in developer's works.

The Authority will liaise throughout the development to provide a maintenance audit and ensure the development is acceptable for adoption.

b) Home Zones

The introduction of Home Zones to new development and redevelopment areas is a new concept for the Authority.

It is essential that the maintenance issues of areas within Home Zones are agreed by all parties at an early stage and before agreements are entered into.

The concept of Home Zones is under review by each authority and design standards will be discussed by the Residential Development Working Party and incorporated into the Design Guide & Specification (Residential and Industrial Estates Development).

Private Streets

The responsibility for maintaining private streets rests with the landowners or frontagers.

As a Highway Authority The Council will consider the safety and fitness for use of such streets in the Public interest and where necessary use the powers available under the Highways Act 1980 in the interest of Public safety..

STOPPING-UP OF HIGHWAYS

Overview

An adopted highway may at some stage become redundant and no longer serve a purpose. A legal process of “stopping-up” may formally close the highway.

Key Policies

- A highway may be stopped-up, the rights of public passage revoked and the use of the land reverts to the landowner.
- Whilst it may be necessary on occasion to stop-up highway it is not the general practice of the Authority to promote their closure.

Key Reference Documents

- Highways Act 1980
- Town & Country Planning Act 1990

Legal Framework

When a highway or any part thereof is stopped-up, the rights of public passage over it are revoked and the use of the land reverts to the landowner.

Stopping-up may be enabled by means of either Section 116, Highways Act 1980 or Section 247, Town & Country Planning Act 1990.

Section 116, Highways Act 1980

The Authority carries out closures under Section 116.

The Engineer carries out the necessary consultations and requests the Director of Law & Democracy to formally arrange a hearing at the Magistrates Court on the basis that the highway to be closed is no longer necessary as adopted highway. The proposed closure is advertised in the local press and onsite. Once the closure has been approved all records should be amended.

All costs involved in processing the stopping-up order are charged to the person or company who made the request.

Section 247, Town & Country Planning Act 1990

Closures under Section 247 are the subject of a planning approval and should be made by the person or company obtaining the approval.

Applications are referred to Government Office North East (GONE) who carries out all necessary consultations.

Existing Apparatus

It is an important requirement to establish details of all mains and services over or beneath the land to be stopped-up. Any services affected will require either removing, diverting or by agreement remain in-situ subject to a wayleave agreement with the landowner.

Section 118, Highways Act 1980

Section 118 relates to public rights of way and, in particular, the stopping-up of footpaths and bridleways. The Authority must show whether it is expedient that the path should be stopped up on the grounds that it is not needed for public use. The order is made by the Authority subject to no objections or, if objections are received, by the Secretary of State.

Section C

HIGHWAY MAINTENANCE ENVIRONMENTAL CONSIDERATIONS



THE ENVIRONMENT

Overview

The Council is committed to environmental improvement and sustainable development by using best practice to minimise environmental impacts.

Key Policies

- The Council will promote environmentally sensitive practices in its Highway Maintenance operations and, especially, with regard to the specification of materials. Particular care needs to be exercised in areas of high scenic or heritage value, such as Conservation Areas, Areas of Outstanding Natural Beauty, and town centres.
- The Council will improve the accessibility of our streets to the benefit of all users. Policies and information will take in to account the diverse needs of all users and communities, particularly older or disabled people, ethnic minorities and vulnerable road users.

Key Reference Documents

- Pavements for People
- DfT Traffic Advisory Leaflet 6/02

1. Objectives

The Council is committed to developing environmentally sensitive practices in its Highway Maintenance operations. A number of initiatives are already in place; others are being introduced.

There are a number of key environmental objectives that help shape policies, namely:

- More widespread use of quieter road surfacings, particularly in urban and village environments.
- A greater use of recycled road materials and recycling construction techniques.
- Reducing sign clutter.
- Better co-ordination of roadworks aimed at reducing traffic disruption as much as possible.
- Achieving longer lasting repairs.
- To specify materials that are in keeping with their surroundings.
- Development of “Streetscene” protocols.
- Public lighting and community safety initiatives including the recycling of spent lighting elements and other street lighting equipment, encouraging the use of energy efficient installations, and being sensitive to the issue of light pollution.
- Verge maintenance practices that support bio-diversity, and protects areas of special biological interest.
- Winter service practices that reduce salt contamination, where practical.
- Developing strategies in respect of highway planting, landscaping and tree management.

- Programmes of community traffic schemes, accident reduction measures, speed reduction measures, pedestrian and cycling facilities.
- Improving accessibility for disabled people.

2. Aesthetics

As a general principle, a “like for like” philosophy is adopted when repairing or replacing highway elements such as kerbs and slabs, in order to ensure that materials used are in keeping with their local environment and fit for purpose. At some locations, however, there may be sound engineering reasons for departing from this practice, and in such instances suitable alternatives will be used.

Kerbs tend to “urbanise” rural settings, so they will only be used in rural situations when alternative measures are less suitable, or cannot readily be employed. Conservation or textured type kerbs may provide a compromise in such situations.

3. Areas of High Scenic or Heritage Value

These include Conservation Areas, Areas of Outstanding Natural Beauty (AONB), historic sites, and other streetscapes with high visual content or build quality.

Continuity will be preserved by following the practice of replacing “like with like” when undertaking general maintenance.

However, when carrying out improvement works in these areas the advice of the Planning Officer and Conservation Officer is considered regarding the selection of suitable materials.

4. Streetwise

This document contains information on maintaining and improving the accessibility of our streets. This is of benefit to all users, but particularly people with disabilities or mobility limitations.

The document provides guidance on where and how changes can be introduced, and aims to ensure that new installations conform as near as possible to best practice.

Much of the guidance is already established practice . The main aspects that affect Highway Management are the provision of mobility crossings and tactile surfaces, and the siting of street furniture.

A copy of “Streetwise” is included in Annex 1

5. Streetscene

There are significant environmental benefits to be gained by considering Streetscene in a more thorough and co-ordinated manner. Within reason, designs should utilise materials that are sympathetic to the local environment and opportunities to provide enhancement should be explored. The aim is to produce an overall conceptual design that is practical and suitable and which can be used as a benchmark for future work in that location.

6. Surface Water

Improvement schemes and remedial works have the potential to adversely affect the surface water drainage characteristics at a site, causing ponding, flooding of property or the build up of silt and debris. If these problems are not considered fully at the design stage they can cause problems to highway users and possible distress to homeowners and businesses. Steps will be taken to mitigate possible affects to highway users and the community.

7. Street Cleaning

The Council is responsible for most aspects of street cleaning. This includes sweeping, litter picking and collection, and the removal of fly tipping, fly posters and dead animals from the highway.

Section D

ELECTRICAL INSTALLATIONS



PUBLIC LIGHTING

Overview

The importance of public lighting operation and maintenance to the integrated transport network agenda, to public amenity and safety and to crime reduction has never been more widely recognised.

To ensure that a suitable standard of street lighting is maintained, the recommendations contained in “Well-lit Highways, a Code of Practice for Highway Lighting Management” have been adopted.

Key Policies

The Council provides and/or maintains lighting:

- In residential areas where roads and footpaths are adopted by the Council
- On major roads and at roundabouts as a safety measure to prevent night-time accidents
- In partnership schemes in areas where there is a fear of crime

Key Reference Documents

- BS5489-1: 2003
- BSEN 13201: 2003
- ILE Technical Report No 24 “A Practical Guide to the Development of a Public Lighting Policy for Local Authorities”
- “Well-lit Highways, a Code of Practice for Highway Lighting Management”
- C.S.S “Road Lighting Maintenance Code of Good Practice.”

Service Levels

1. Maintenance

a) Routine Maintenance

- Night-time patrols are carried out for each installation once every two weeks that are accessible from the inspection vehicle. Alley gated rear lanes and some remote footpaths are dependant upon public reporting..
- Routine maintenance including cleaning, inspection (electrical and structural), and bulk lamp change to every installation at least once every three years in accordance with the code of practice
- Electrical testing of each installation carried out once every six years in accordance with current ILE recommendations..
- The exterior of all illuminated traffic bollards cleaned on an ad hoc basis usually between September and April each year as part of a prioritised programme.

b) Non-Routine Maintenance (Fault Repairs)

- With the exception of those found to be electricity supply failures, all faults to be repaired within four days of receiving the outage report where practicable.
- Any electricity supply failures identified to be reported to the local electricity company within four days.
- Aim to respond to any reports of a situation where real and imminent danger of electrocution, fire, traffic accident or obstruction of the highway could occur, within two hours of receiving the report.
- Respond to other possible emergencies (such as large groups of outages or other sensitive work) within twenty-four hours.

- Replace any streetlights knocked down in road traffic accidents within 35 days.
- Replace any other seriously damaged structures within approximately 8 weeks.
- Recover costs of repairs to equipment as a result of accidents or vandalism.

c) Private equipment

- No private signs, plates, festive decorations or electrical equipment shall be attached to public lighting equipment, or installed above the highway without the approval of the Street Lighting team.

2. New Installations and Replacement Schemes

- New lighting schemes are designed to comply with BS5489-1:2003 and ENBS 13201:2003 using maximum spacing between columns and the lowest wattage lamps possible to keep energy consumption to a minimum.
- Lanterns used are to have good optical control of light to minimise light pollution and spillage, and maximise useful light.
- Light source used is to balance good colour rendition with good energy efficiency to meet specific site requirements. Current standard light source used is high-pressure sodium (SON/T) and fluorescent white light (PL-T)
- Any schemes for new developments not designed by the Council shall be approved before installation.

3. Safety and Performance

- All work is carried out to current health and safety legislation.
- All contractors working on public lighting must be technically competent and approved.
- All contractors are monitored and supervised to ensure quality of work, and that performance targets are met.

4. Environmental Objectives

The Council is committed to:

- Work in partnership with street lighting contractors and equipment manufacturers to limit the impact on the environment by waste produced during their operations.
- Recycling spent lighting elements to reduce the amount of hazardous waste, where technically and financially viable.
- Examining the use of elements, which produce hazardous wastes, and assessing the possibilities for using elements, which contain less hazardous waste.
- Reduce the amount of general waste produced by:
 - Recycling obsolete or old unusable equipment.
 - Maximising the reuse of usable equipment.
 - Minimising the packaging arrangements of new equipment.
- Review the general use of resources and the effect on the local environment by:

Encouraging the development and use of lighting systems that have a longer lifetime and reduced energy requirement.

Encouraging the use of control systems to provide energy efficiency when lighting requirements are reduced.

Assessing the effect of new lighting installations on residents and local ecology.

5. Traffic Signals Maintenance

- Full inspection and electrical test of each site annually.
- Clean each lens, and change each lamp, once every six months.
- The operations of all signals are checked on an ad-hoc basis.
- Urgent faults to be attended to on same working day, and lamp problems with in 24 hours.
- Non-urgent faults to be attended to within 7 days.

Please refer to Glossary for description of various types of signalised and non-signalised crossing.

6. Other Electrical Equipment on the Highway

Real-time signs, bus shelter lighting, CCTV, variable message signs and parking ticket machines are inspected and maintained under their own maintenance agreement.

Section E

HIGHWAY STRUCTURES



HIGHWAY STRUCTURES

Overview

Bridges and other Highway Structures are fundamental to the transport infrastructure; they form essential links in the highway network. Local Authorities manage highway structures to ensure that they are Safe for Use and Fit for Purpose.

To ensure that a suitable standard of Highways Structures integrity is maintained, the recommendations contained in "Management of Highway Structures: A Code of Practice 2005" have been adopted.

Key Policies

The service includes the following:

- Structures Maintenance
- Bridge Inspection
- Structural Assessment
- Bridge Management
- Abnormal Loads Management

The Council is only responsible for Highway Structures and not those owned and maintained by Private Companies, for instance Network Rail.

Key Reference Documents

- Management of Highway Structures: A Code of Practice 2005
- Highways Act 1980
- Traffic Management Act 2004

Structures Maintenance

The priorities for repairs to bridges, footbridges, retaining walls, gantries and embankments are:

- Repairs to ensure public safety, such as repairs to damaged parapets and bridge joints.
- Work to restore or maintain structural stability, such as re-pointing of arches and concrete repairs.
- Routine maintenance such as cleaning drainage systems and removing weeds.
- Measures to ensure long-term durability of structural components such as painting and re-waterproofing.

Bridge Inspection

Four types of inspection are carried out:

a) General or Superficial Inspections

These are undertaken once every 24 months on every bridge, footbridge, gantry and retaining wall using suitably experienced Engineers. General inspections can be made from ground level and bridge decks that do not require special access.

b) Principal Inspections

These are carried out every 6 years on structures over 1.5 metres span by an Engineer experienced in bridge inspection. Suitable access is used to ensure that all components of the bridge are within touching distance.

c) Underwater Inspections (Diving and Scour Inspections)

These are generally carried out every 8 to 10 years using a qualified diving team. These inspections concentrate on the condition of the river bed to determine if scouring has occurred, and submerged components, both on the bridge and adjacent to the bridge. Exceptionally, additional inspections will take place after flooding and high water.

d) Special Inspections

These are carried out as required to determine the extent and significance of any reported damage. The inspections concentrate only on the potentially damaged components, and may not pick up defects on other components.

Structural Assessment

All Council owned Highway bridges with a span greater than 1.5m have been assessed to determine their carrying capacity. This will be reviewed when the structure is subject to a Principal Inspection if there has been a pronounced change in its condition, or in the traffic using the bridge.

The structural integrity of retaining walls is assessed visually and will be reviewed at each General Inspection.

Bridge Management

A bridge management system is used to maintain a technical inventory of each structure, to programme inspections and to prioritise maintenance work.

Abnormal Loads

The Council is responsible for the management of the movement of abnormal loads through the Borough. An abnormal load can generally be described as a vehicle carrying more than 44 tonnes, an axle load of more than 11.5 tonnes, more than 3 metres wide or more than 18.75 metres long. Advice is given on routeing where required.

Section F

DRAINAGE



DRAINAGE

Overview

Local Authorities have a duty to prevent nuisance to adjoining landowners by flooding and to work closely with others in the wider community to minimise the future risk of flooding.

Inadequate drainage leading to accumulations of water on carriageways, footways and cycle routes will reduce effective life and increase maintenance liability of the highway.

Key Policies

The service includes the following:

- Drainage Infrastructure and Responsibilities
- Programmed Drainage Improvement Works.
- Highway drainage
- Land drainage
- Flood Alerts and Emergency Response

Key Reference Documents

- Well-Maintained Highways, Code of Practice for Highway Maintenance Management
- Highways Act 1980
- Traffic Management Act 2004
- Land Drainage Act 1984

Drainage Infrastructure

This includes highway surface water drainage and land drainage.

Most of the drainage infrastructure has been constructed in a piecemeal manner over the years, as needs arose. Very little of this historical network has been mapped, so now when a drainage problem materialises it is often necessary to carry out a drainage investigation to identify what systems, if any, exist. This will establish their condition, and identify what feeds into the system, and where the water discharges. Importantly, records must be made and kept for future reference whenever investigations or new works are carried out.

Much of the infrastructure is very old and dilapidated and significant investment is required to remedy the problem. The scale of the work and budgetary constraints means that this issue is tackled on a reactive rather than a planned basis.

Drainage Responsibilities

Adjoining landowners (riparian owners) are generally responsible for roadside ditches and open watercourses. Culverted watercourses may be the responsibility of the water authority or riparian owners, including the Council, but the Council will be responsible for the highway drainage. Foul drains and sewers are not the responsibility of the Council.

Programmed Drainage Improvement Works

Presently, a small programme of planned drainage improvement works is undertaken annually. In order to prioritise the order and ranking of these works, the drainage schemes are measured against the criteria set out below:

- D1 Flooding of highway (urgent) or Flooding of property - building, access, gardens
- D2 Health hazard – contamination or potential risk for road users
- D3 Flooding of highway (non urgent)
- D4 Disruption of traffic - detours or excessive delay
- D5 Flooding of property – land

The implications for 2-wheeled vehicles in particular should be considered when assessing potential risk to road users.

Generally, for a scheme to qualify as high priority, it must comply with one of D1, D2 or D5. Similarly priority should be given to pedestrians based on the footway hierarchy.

Highway Drainage

a) Gullies

Although some gullies have been lost under soil and hedgerows, most remain visible. There is an inventory of these. The policy is to clean out gullies at least once a year. Ideally gully-cleaning cycles are programmed to follow the Council's road sweeping operations.

More frequent cleansing is undertaken on problem sites which tend to accumulate debris, or which lie in low spots where water tends to pond. Also, cleansing is undertaken on an ad-hoc basis, as needs dictate.

b) Manholes, Soakaways and other Drainage Stock

The drainage inventory also includes manholes, culverts, soakaways, boreholes, catchpits, swales, holding tanks, hydro-brakes, and so forth. They each have an implication for maintenance, but have been attended to infrequently in recent years due to lack of resources. Where there is a history of problems catchpits should really be cleaned and flushed annually. The remainder attended to as necessary, but preferably between 5 and 10 years.

Culverts under roads may be affected by blockage, subsidence or structural damage, where there are known risks these culverts should be inspected annually. In lower risk areas culverts should be inspected every five years and cleaned where necessary.

In rural locations where there is no kerbing, highway drainage is usually by means of channels (grips) cut through the grass verge to ditches. These grips are easily rendered ineffective by vehicles over-running the verge, any defects will be reported as part of the normal highway inspection. Areas particularly prone either to flooding or vehicular over-

run should be targeted. To be long- lasting, grips should ideally be wide and follow the standard detail design. A concrete base is recommended in particularly vulnerable areas.

c) Highway Improvement Works

Care must be taken to consider the effects of new works on the existing drainage characteristics of a site. Carriageway resurfacing and other improvements built on the road can affect the drainage profile by altering low or high spots or by interrupting the flow of water into existing gullies. This could lead to ponding and the build up of silt and other debris.

Care must also be exercised when carrying out footway or kerbing works to avoid backfalls being created that cause water to run onto footways or adjoining property. The installation of footway crossings, mobility crossings and pedestrian crossings can produce localised areas of ponding or flooding and this must be considered at the design stage.

Refer also to Section C (Highway Maintenance – Environmental Considerations)

Land Drainage

Land drainage works are primarily undertaken to prevent localised run-off water affecting property, or creating a hazard. Problems are most likely to occur at sites that are low-lying and susceptible to run-off from higher ground, or from water that issues periodically from the ground in the form of springs. Work of this nature is normally carried out by the Council where highway land is affected, using powers under the Land Drainage Act.

Flood Alerts and Emergency Response

The Council and Emergency Services will provide assistance to the community in dealing with flooding incidents as they arise. The Council receives flood alerts from the Environment Agency when there is an imminent threat of flooding from major watercourses. The Council will take

action to place sandbags at strategic locations during periods of prolonged or intense rainfall. If widespread flooding occurs, it may rest with the Council Emergency Planning Officer to coordinate the Authority's relief efforts.

Section G

**MAJOR CARRIAGEWAY
AND FOOTWAY SCHEMES**



STRUCTURAL MAINTENANCE

Overview

It is the policy of the Council to adopt the recommendations of the Code of Practice for Highway Maintenance Management. This ensures that there is a commitment towards ensuring the highway network remains safe and fit for purpose, whilst contributing towards the future Transport Plans and Regeneration of the region and still meeting local needs.

Key Policies

- Through consultation with all Stakeholders, neighbouring authorities and Traffic Managers
- Through the development and support of Local Transport Plans, Highway Network Management Plans and Transport Asset Management Plans
- Through embracing the principles of Best Value and Sustainability throughout the Highway Maintenance Management regime
- Through regular monitoring of performance and user satisfaction with the services provided

Key Reference Documents

- Well-maintained Highways, Code of Practice for Highway Maintenance Management
- Highways Act 1980
- Traffic Management Act 2004
- Highway Maintenance Plan
- Highway Maintenance Specification

Strategy

The overall strategy for highway maintenance is to ensure effective maintenance of the network that allows safe and convenient use. As a consequence, the maintenance strategy is:

- Identify the maintenance needs of the highway network utilising condition assessments and survey data.
- Seek to maximise Government funding support by demonstrating structural maintenance needs for Principal Roads and Non-Principal Roads through the Local Transport Plan (LTP). Capital bids for funding are made to the Government annually. The Council currently receives in the region of £1.3m for Highways and Bridges.
- Seek additional funding for the remainder of the non-principal network through the Councils revenue budget.
- Allocate funds, on a priority basis, to minimise the risk of carriageways and footways deteriorating to such an extent as they raise a potential hazard to the travelling public or lead to excessive future costs, based on whole life asset management principles.
- Carry out repairs using the most appropriate treatment.
- Repair unsafe defects within the highway as a priority.

The outline structural maintenance programmes for principal and non-principal roads are as far as possible prepared 5 years in advance.

This forward planning brings further benefits, as it assists to programme, co-ordinate and resource adequately, to reduce costs and deliver schemes on target.

Funding

Bids for central government capital funding are made via the Local Transport Plan (LTP). The applications relate to the major structural repair of carriageways, footways, bridges and retaining walls, on the principal and non-principal road networks. Bids are supported by data from condition surveys and by progress measured against national and local performance indicators.

Classification, Assessment and Prioritisation Of Works

Road Classification

The highway network is made up of three classifications of road :

- Principal roads (A) are the roads that provide the strategic routes through the Borough.
- Non-principal roads (B and C) are the roads supporting the principal road network.
- Unclassified roads are roads with generally lower volumes of traffic e.g. housing estates and country lanes.

Assessment

Major maintenance works are identified and assessed by means of mechanical and other technical surveys, and by visual inspection. These methods provide a means of qualifying and quantifying the structural condition of the network.

(i) Mechanical/Technical Surveys

Surface Condition Assessment for the National Network of Roads (SCANNER) is a machine-based survey collecting surface condition data on transverse and longitudinal profiles, surface texture, edge deterioration, cracking and rutting.

SCANNER surveys are a requirement of the Department for Transport as the mandatory method of measuring Best Value Performance Indicators (BVPI) for the Principal (A) and Non-principal (B and C) road networks. These surveys have been developed from the Traffic Speed Condition Surveys (TRACS).

Deflectograph surveys are undertaken to determine the structural condition of the road network. With the introduction of SCANNER surveys the need for full principal road network coverage on a cyclic basis has been reduced.

Griptester surveys are undertaken to determine the skidding resistance of road surfaces. Roads that are found to have poor skidding resistance are identified for inclusion in the surface treatment programme.

For full details of mechanical/technical survey requirements see the Highway Maintenance Plan.

(ii) Visual Surveys

Coarse Visual Inspections (CVI) are a driven inspection of the road network. A minimum of 25% of the unclassified road network is inspected annually in order to derive the BVPI and provide information relating to network condition.

Detailed Visual Inspections (DVI) are a walked inspection of the road network. For the purpose of producing the BVPI for footways and providing information relating to footway condition, 50% of the category 1a, 1 and 2 footways must be surveyed per year.

(iii) Highway Inspectors

The highway inspectors undertake safety inspections of each street at least once a year. The streets in poorer condition are identified for a detailed assessment. Requests to have streets assessed are also received from Members of the Council, the public and other stakeholders. The inspectors also arrange for all safety repairs in the highway to be undertaken as a priority.

Prioritisation

Rating Assessment

The Council currently operates an assessment system that ranks carriageway and footway schemes across the network. It provides a basis for identifying schemes for inclusion in the annual structural maintenance works programme. These assessments are a form of detailed inspection that is targeted at sites where pronounced deterioration is evident. Sites are identified from information obtained by highway inspector visual inspections, condition surveys or specific requests.

The rating system then compares the data collected from each assessment to produce a list of priority schemes that takes precedence in the annual highway maintenance programme of structural repairs.

Defects

Physical defects in the structure of the highway are identified and quantified by inspection, and the results expressed as levels of defects. These are then compared with *critical* levels of defects that are benchmarks against which the proposed treatments are justified.

Defect types that are measured include major and minor surface deterioration, wheel track deformation, road shape, surface irregularity, the extent of existing patching, kerbing, edge deterioration, and drainage. Allowances are then made for the relative importance of different situations and for the influence of imminent improvements or redevelopments along the route.

Weighting

Schemes are ranked by allocating weightings to certain priority criteria.

These are:

- the severity, nature and extent of the defective area
- speed, volume and nature of traffic
- importance of the route (classification and hierarchy)
- local considerations (e.g. proximity to school or hospital, etc)

These criteria effectively consider the level of deterioration together with the use of the facility and, consequently, the service and performance requirements and implications for safety.

Coring Programme

Roads visually identified as in need of treatment have their structural condition assessed by taking and analysing core samples. This assists in determining whether a road needs full reconstruction, overlay or resurfacing.

A detailed knowledge of the structural condition of the carriageway is also necessary for processing Deflectograph data.

Selection of treatments

The Council adopts various methods of treating carriageways and these are in line with the recommendations in the Highway Maintenance Specification.

Where a road is identified as having poor skidding resistance or appears to have fretting of the surface course, a preventative maintenance treatment such as surface dressing may be considered. These treatments are generally laid in the spring or early summer. Early use of preventative treatments will extend the life of the carriageway.

Where extensive fretting and surface cracking is evident, removal and replacement of the existing surface is considered.

If there is evidence of wheel track deformation and extensive cracking below the surface of the road then a reconstruction will be considered. "Reconstruction" is the removal of all layers of a road pavement and the subsequent replacement with new material.

Programming of Works

Once a list of priority works has been identified the schemes are placed in order of merit and cost estimates produced. Adding the cost of each scheme together and reconciling the sum against the budget allocation for that year creates annual programmes. Once the allocation has been reached a cut-off line is drawn across the priority list and the outstanding schemes are held in reserve and placed in the forward programme for successive years.

Early dialogue with the Council's service providers is crucial to the development and successful delivery of the annual highway maintenance programme. Preliminary design briefs are issued early in the life of a scheme, so that the major cost and time implications can be established, and contingencies made accordingly. This extends to site investigation works such as trial pits, drainage testing, and identification of existing apparatus.

The Contractor is provided with scheme details to allow adequate resource allocation for the efficient construction of the works, in particular, looking at ways of minimising any disruption to the highway network.

Streetscene Approach

A "holistic" approach is applied to all schemes, where practicable, to ensure that full economic advantage is taken to renew or improve the infrastructure, where feasible, over the area where the highway works are scheduled to take place.

Consultation with residents and local businesses, where appropriate, is undertaken to ascertain people's views on the condition of their street.

Scheme designs consider the footway and highway elements together with drainage, signage, any traffic management or community initiatives, and the proving, repair or renewal of highway drainage systems. Although this approach may produce works that are more prolonged, significant overall benefits should be evident. These include reduced whole life costs, less overall traffic disruption, less duplication of work and resources, improved facilities and improved pavement integrity.

Section H

ROUTINE AND REACTIVE MAINTENANCE

**CARRIAGEWAY, FOOTWAY AND
CYCLEWAY INSPECTIONS**



SAFETY AND SERVICE INSPECTIONS

Overview

The Council, as Highway Authority, has a statutory duty to maintain the highway in a reasonable condition. To ensure these obligations are met, a formal regime of safety and service inspections will be carried out across the entire network.

Key Policies

- Frequency of inspections is determined by the Category of the route.
- Defect Risk Assessment and Management to be carried out.
- Procedures and Response times as stated.
- Routine and cyclic maintenance regimes are to be consistent with the Code of Practice for Highway Maintenance Management.

Key Reference Documents

- Well-Maintained Highways, Code of Practice for Highway Maintenance Management
- Highway Act 1980
- Traffic Management Act 2004
- Highway Maintenance Plan

Key Objectives

The highway maintenance regime is founded on the key objectives of:

- a) Network Safety
 - i) Complying with statutory obligations
 - ii) Meeting users' needs for safety

- b) Network Serviceability
 - i) Ensuring availability
 - ii) Achieving integrity
 - iii) Maintaining reliability
 - iv) Enhancing condition

- c) Network sustainability
 - i) Minimising cost over time
 - ii) Maximising value to the community
 - iii) Maximising environmental contribution

Condition of Carriageways

The condition of the carriageway fabric can contribute to the key objectives as follows:

- Safety
 - Nature, extent and location of surface defects
 - Nature and extent of edge defects
 - Nature and extent of surface skidding resistance

- Serviceability
 - Nature and extent of surface defects
 - Ride quality of the surface

- Sustainability
 - Surface noise attenuation characteristics
 - Nature and extent of surface defects
 - Nature and extent of carriageway deflection

Condition of Footways and Cycleways

The condition of footways and cycleways can contribute to the key objectives as follows:

Safety	Nature, extent and location of surface defects Nature and extent of kerb and edging defects
Serviceability	Nature and extent of surface defects Extent of encroachment and weed growth The slipperiness of the surface The quality of the surface Integrity of the network
Sustainability	Convenience and ease of use Nature, extent and location of surface defects Extent of damage by over-running and parking

1. Routine and Reactive Maintenance

Whilst routine maintenance includes cyclic maintenance activities such as grass cutting, gully cleaning, etc. it also describes the day-to-day programming of repairs that are identified from regular or ad-hoc inspections or which are reported by the public.

Reactive maintenance refers to works that are carried out as a matter of urgency, usually for reasons of safety. Where there are clear implications for public safety, urgent action will be taken to eliminate the danger. Where danger is not implicit, the timescale taken to effect repairs will be based on the criteria and priorities set out in the Highway Maintenance Plan.

The Council, as Highway Authority, has a statutory duty to maintain the highway in a reasonable condition. To ensure these obligations are met, a formal regime of safety and service inspections are carried out across the entire network. The frequency of inspection is determined by the category of the route (as defined in Well-Maintained Highways, Code of Practice for Highway Maintenance Management). The carriageway hierarchy is effectively based on traffic volumes so that Category 1 roads are the busiest routes and Category 4 the least busy.

2. Network Hierarchy

The network hierarchy is a means of classification whereby the maintenance network is categorised on the basis of the volume and composition of traffic using it whilst recognising the difference in traffic levels between urban and rural roads. The hierarchy also takes account of risk assessment and the role of the particular section of the carriageway, footway or cycleway within the network.

The hierarchy is the foundation of a coherent, consistent and auditable maintenance strategy and is fundamental in determining policy priorities. It is the link between maintenance policy and implementation and will assist in determining standards for design and new construction.

It is important that hierarchies are regularly reviewed to reflect changes in network characteristics and use so that maintenance policies, practices and standards reflect the actual current use of the network. Accordingly, the Council will review the hierarchies on an annual basis.

The aim of the road hierarchy is to:

- allow programmes of inspections to be set to enable statutory duties to be fulfilled
- allocate resources according to the importance of the road within the network
- set policies and standards according to the importance of the road within the network

It is the intention to use the hierarchy as an indication of the standard of repair required to keep the road in reasonable condition having regard to its function and the volume of traffic using it.

The hierarchy table for carriageways is as follows:

Category	Hierarchy Description	Type of Road General Description	Description
1	Motorway	N/A	N/A
2	Strategic Route	Trunk and some Principal "A" roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
3a	Main Distributor	Major Urban Network and Inter-Primary Links. Short - medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.
3b	Secondary Distributor	Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons.
4a	Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial inter-connecting roads with 30 mph speed limits, random pedestrian movements and uncontrolled parking.
4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	All other roads not included above. In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGV's. In urban areas they are often residential loop roads, back streets or cul-de-sacs.

The hierarchy table for footways is as follows:

Category	Category Name	Description
1(a)	Prestige Walking Zones	Very busy areas of towns and cities with high public space and streetscene contribution.
1	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes.
2	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.
3	Link Footways	Linking local access footways through urban areas and busy rural footways.
4	Local Access Footways	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.

The hierarchy table for cycleways is as follows:

Category	Description
A	Cycle lane forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access).
B	Cycle track, a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.
C	Cycle trails, leisure routes through open spaces. These are not necessarily the responsibility of the highway authority, but may be maintained by an authority under other powers or duties.

3. Highway Inspections

3.1 Safety Inspections

Safety Inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network or the wider community. These defects are sub-divided into two categories:

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

3.2 Recommended Frequencies for Safety Inspections

The Council safety inspection frequencies are based on the road category as defined in Well-Maintained Highways, Code of Practice for Highway Maintenance Management and shall be as follows:

Feature	Description	Category	C.O.P. Frequency	M.C. Frequency
Roads	Strategic Route	2	1 month	1 month
	Main Distributor	3 (a)	1 month	1 month
	Secondary Distributor	3 (b)	1 month	1 month
	Link Road	4 (a)	3 months	3 months
	Local Access	4 (b)	12 months	12 months
Footways	Prestige Area	1(a)	1 month	1 month
	Primary Walking Route	1	1 month	1 month
	Secondary Walking Route	2	3 months	3 months
	Link Footway	3	6 months	6 months
	Local Access Footway	4	12 months	12 months
Cycleways	Part of Carriageway	A	As for roads	As for roads
	Remote from Carriageway	B	6 months	6 months
	Cycle trails	C	12 months	12 months

It is necessary for the Highways Inspector undertaking an inspection, or responding to reports, to decide which risk category a defect falls into. This allocation is based on a Risk Assessment being carried out and a Risk Factor being determined. This process follows a series of principles.

Risk Identification

An inspection item for which the defect investigatory level is reached or exceeded is to be identified as a risk. The defect inventory is as shown in Highway Maintenance Plan.

Risk Evaluation

The risks identified through this process will be evaluated in terms of their significance.

A defect risk register will assist in this process as the register identifies a wide range of risks likely to be encountered. The risks contained within the register are based on the highest assumed risk attributed to the defect. Local knowledge could assess the risk differently.

Risk Impact

The impact of a risk occurring will be quantified on a scale of 1 – 4 assessed as follows:

- Little or negligible impact
- Minor or low impact
- Noticeable impact
- Major, high or serious impact

Risk Probability

The probability of a risk occurring will be quantified on a scale of 1 – 4 assessed as follows:

- Very low probability
- Low probability
- Medium probability
- High probability

Risk Factor

The risk factor for a particular risk is the product of risk impact and risk probability and is therefore in the range of 1 – 16. It is this factor that identifies the overall seriousness of the risk and consequently the speed of response to remedy the defect.

→ Probability Impact ↓	Very Low (1)	Low (2)	Medium (3)	High (4)
Negligible (1)	1	2	3	4
Low (2)	2	4	6	8
Noticeable (3)	3	6	9	12
High (4)	4	8	12	16

Response Category	Category 2 (L) response	Category 2(M) response	Category 2(H) response	Category 1 response
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Risk Management

Having identified a particular risk, assessed its impact and probability and calculated the risk factor, the category and the timescale to rectify the defect can be determined.

There are five risk categories that are acted on by the Council:

Category 1(A)

Those that require a 2 hour response because of their immediate hazard

Category 1(B)

Those that require a 24 hour response because they represent an imminent hazard

Category 2(H)

Make safe or repair within 5 working days

Category 2(M)

Repair within 28 days

Category 2(L)

Repair during next available programme, schedule a more detailed inspection or review condition at next inspection.

Determining whether a defect should be allocated a Category 1 response will be a matter of on site judgement based on the risk assessment process but will also take into account the possibility of legal proceedings.

The majority of repairs on the highway concern potholes and footway defects, however, repairs relate to any item for which the Highway Authority has a maintenance responsibility.

4.1 Service Inspections

The service inspection regime is designed to ensure that the network meets the needs of the users by providing more detailed inspections of particular highway elements to ensure that they meet the requirements for serviceability. The list of items to be inspected and defects considered for treatment is contained in the Highway Maintenance Plan.

These inspections also support safety inspections in that they provide a further opportunity for identifying safety defects.

Service inspections also include inspections for regulatory purposes including NRSWA that relate to network availability and reliability as well as other inspections for network integrity.

Defects identified during service inspections should be assessed as being either Category 1 or Category 2 and rectified in accordance with the parameters determined for safety inspections. It is likely, however, that the majority of defects identified by service inspections will be of the Category 2 type and repairs effected through either programmed repairs or absorbed into Resurfacing or Reconstruction schemes.

The method for carrying out the inspections will need to be the subject of a risk assessment with the final decision dependent upon the outcome of the assessment. Teams of two operatives will be used where the risk assessment has shown this to be necessary.

Service inspections should be undertaken at the frequencies detailed hereunder

Description	C.O.P. Default Frequency	M.C. Frequency
Carriageways, Footways & Cycleways	No Recommendation	1 Year
Highway Drainage: Gullies, Grips, Ditches Piped drainage, SUDS Surface boxes, Ironwork Culverts	No Recommendation No Recommendation No Recommendation 5 Years	5 Years 5 Years 1 Year 5 Years
Embankments & Cuttings	No Recommendation	1 Year
Landscaped Areas & Trees	5 Years	5 Years
Fences & Barriers: Safety Fence Tensioning Bolts Safety Fences Pedestrian Guardrails, Boundary Fences & Environmental Barriers *Safety Fences & Barriers adjacent to railway lines	2 Years 5 Years 2 Years After initial risk assessment, the frequency as above	2 Years 2 Years 1 Year 1 Year
Traffic Signs and Bollards: Blockwork Chevrons Non Illuminated Signs Illuminated Signs	1 Year 2 Years 2 Years	1 Year 2 Years 2 Years
Road Markings & Studs: Paint Markings Thermoplastic Markings Road Studs	1 Year 2 Years Frequency under review	1 Year 1 Year 1 Year
Network Integrity	3 to 5 Years	5 Years

* Managing the Accidental Obstruction of the Railway by Road Vehicles (DfT:2003)

Section I

ROUTINE, REACTIVE AND CYCLIC MAINTENANCE

VERGES, WEED CONTROL, TREES AND HEDGEROWS



VERGES, WEED CONTROL, TREES AND HEDGEROWS

Overview

The Council will maintain Verges, Trees and Hedgerows to ensure that safety and sustainability are met and to enhance biodiversity and the landscape value of the Borough.

Key Policies

- Verges will be maintained in accordance with their location; Strategic, Urban, Rural.
- The removal of litter is a Council function; operations will be co-ordinated where practical.
- Trees will be managed in accordance with the “Tree Management Policy”.

Key Reference Documents

- Highways Act 1980
- Well-Maintained Highways, Code of Practice for Highway Maintenance Management
- Environmental Protection Act 1990
- Wildlife and Countryside Act 1981
- Town & Country Planning Act 1990
- Circular ROADS NO. 52/75
- BS 3998 : Specification for Tree Works 1989
- Control of Pesticides Regulations 1997
- Code of Practice on How to Prevent the Spread of Ragwort 2004
- Weeds Act 1959
- Hedgerows Regulations 1997

This policy applies to areas of highway land only. Different standards may apply to the routine maintenance of grass, trees and shrubs in amenity areas, public open spaces, and the like. The responsibility for maintaining these other areas may rest with Parish Councils or other Council departments.

1. VERGE MAINTENANCE

1.1) Grass cutting season

The growing season usually extends from March to October. Adequate notice must be given to contractors; it will be necessary to predict starting dates taking into account early season mild and wet weather.

1.2) Level of Service

Different standards apply to rural and urban locations. Cutting of grass to urban standard is usually carried out in settlements with speed limits of 40 mph or less, over the extent of the continuous built environment. Rural standards apply to all other verges alongside surfaced roads. Suitable points must be identified that enable a change in standards to be sensibly applied (at the edge of settlements, for example).

Unsurfaced roads and bridleway verges are not cut. The need to cut grass alongside rural surfaced footways, especially school routes, will be investigated.

In principle, the frequency of cuts is set at the minimum amount judged to be necessary to maintain grass verges to an acceptable standard in terms of amenity, safety and ecological sustainability. Annual variations will sometimes be necessary when the weather significantly affects the growing season.

1.2 1) Strategic roads

The landscaping on these routes may be included in a special regime to enhance the approaches into town centres.

1.2 2) Urban roads (generally areas within the 40 mph speed limit).

Usually, the first urban cut of the season will commence in March, with another 12 cuts taking place by the end of October. Mowing is carried out over the full verge width.

Urban verges are cut more frequently than rural verges. The aim is to keep grass shorter than 50mm, in order to avoid the more costly process of collecting cuttings. Adjoining footways must however be swept.

1.2 3) Rural roads (generally areas outside 40 mph limit).

Swathes*, bends and junctions are cut twice a year, commencing usually in mid to late April or early May.

*Grass is cut to 1 swathe width from the edge of carriageway (approximately 1.0 metre).

This policy helps preserve biodiversity in rural verges, by providing different habitats. Areas of verge beyond the “one metre swathe” are generally left to grow provided that safety or access is not compromised. They are then cut back every third year to prevent woody growth from becoming established, which would make the verge inaccessible, and increase the risk of roadside fires. This work must be carried out in the autumn to allow wild flowers to seed before the cutting takes place.

Grass in visibility splays is cut to the highway boundary. Additional cuts may be specified, as necessary.

1.3) Roadside Nature Reserves

Specific maintenance regimes apply to these areas that are sensitive to breeding cycles, growing seasons and other environmental considerations. Safety matters will be given priority where conflicts arise. Officers are recommended to inform the Grounds Maintenance Manager of any valued roadside locations that may benefit from such an approach.

1.4) Roadside Litter

The removal of litter is a Council function under the terms of the Environmental Protection Act 1990.

Mowing of verges tends to expose, shred and scatter roadside litter. It is therefore good practice to litter-pick verges before they are mown.

In certain circumstances i.e. in long grassed areas and central reservations, litter picking takes place after cutting has taken place as well.

1.5) Licences to Plant on Highway Land

Parish Councils or frontagers may apply to the Council for permission to plant in appropriate areas of verge (Sections 96 or 142, Highways Act 1980). The planting will normally be restricted to varieties of bedding or border plants, and small trees or shrubs.

The applicant is responsible for maintaining such planting, and for contacting utility companies whose apparatus may be affected by the proposals.

The highway authority may rescind the permission at any time for reasons of safety, or if the land is required for improvement, or other highway purpose, or if the areas of planting are not adequately maintained.

Permissions can be transferred to the new owners when a property is sold, provided the highway authority is notified at the time. Otherwise the licence or agreement is technically void.

2. WEED CONTROL

2.1) General

Weeds tend to accumulate around kerbs, channels, and in shaded areas of footways, particularly adjacent to walls.

The Council operate a weed-spraying program to control the growth of weeds on the highway and for reasons of biodiversity, only approved herbicides (Glyphosate) are used.

Spraying operations are timed to coincide with the growing season for maximum weed control.

Weed spraying may only be carried out by certified contractors.

Weed killers used must be low toxicity, environmentally friendly herbicides, as approved under the Pesticides Regulations.

2.2) Injurious and Noxious Weeds*

The control of injurious and noxious weeds is a statutory responsibility for authorities under the Weeds Act 1959 and the Wildlife and Countryside Act 1981. The prescribed weeds are:

- ragwort
- broad leaved dock
- curled dock
- creeping thistle
- spear thistle

Ragwort

The Code of Practice on How to Prevent the Spread of Ragwort was published in July 2004. Our policy is to comply with the spirit of the Code.

Japanese Knotweed and Giant Hogweed

A similar stance will be taken with Japanese Knotweed and Giant Hogweed as is taken with Ragwort.

*as defined by the Weeds Act 1959



HIGHWAY TREES AND HEDGEROWS

Overview

Highway trees and hedgerows make up a significant portion of the total urban forest cover and make an important contribution to the quality of the local urban environment. This includes providing important amenity benefits to the public together with many other associated environmental benefits. The systematic inspection and maintenance of trees is therefore essential to ensuring the long-term health, safety and sustainability of tree cover on the Highway.

Key Policies

The Council will undertake:

- Systematic Survey & Inspection of all 'Highway Trees'
- Implementation of Proactive Tree Maintenance Programmes/Emergency works
- Protection of Highway Trees
- Promotion of Sustainable Tree Cover
- Hedgerow Maintenance
- to conform with National Standards and Good Arboricultural Practices

Key Reference Documents

- Highways Act 1980
- Circular ROADS NO. 52/75
- BS 3998: Specification for Tree Works 1989
- New Roads and Street Works Act 1991
- Traffic Management Act 2004
- Tees Valley Design Guide & Specification (Residential and Industrial Estates Development)
- Health and Safety Executive/ Arboriculture & Forestry Advisory Group (AFAG)
- NJUG 10: Guidelines for the Planning Installation and Maintenance of Utility Services in proximity to trees
- BS 5837: Trees in relation to Construction
- Research for Amenity Trees DETR (Various publications - HMSO)
- Arboricultural Association/ AAIS
- International Society of Arboriculture
- Acts of Parliament e.g. Health & Safety at Work Act 1974, Wildlife & Countryside Act 1981, Occupiers Liability Act 1957; Town & Country Planning Act 1990
- Control of Pesticides Regulations 1997, Hedgerow Regulations 1997

3. HIGHWAY TREES

3.1) Survey and Inspection of Trees

A “Highway tree” is defined as any tree located on Council or privately owned land adjacent to the public highway and that is within “falling distance” of the highway. The inspection and maintenance of trees on or adjacent to the highway is the responsibility of the relevant landowner.

Notice may be served under the Highways Act 1980 on any landowner or occupier of land whose trees¹ are considered to endanger highway users. Notices will require removal of the cause of danger, obstruction or interference in the highway.

It should be noted that consent from the Local Planning Authority is normally required prior to undertaking tree works in a Conservation Area or where trees are subject to a Tree Preservation Order² (see exemptions).

All Highway trees will be inspected regularly at suitable intervals to assess their health and condition (see Circular ROADS NO. 52/75). Inspections will be undertaken by suitably qualified persons, e.g. an arborist, and will include a hazard/risk assessment of trees in their location.

Inspections will identify essential tree maintenance works required to ensure trees do not cause a nuisance³ or danger to the highway.

All Highway Inspectors should report and /or seek expert advice in relation to any potential tree related defects or hazards identified during routine inspections.

The Highway Authority will maintain adequate records relating to its tree stock.

3.2) Maintenance of Trees

All arboricultural operations will be undertaken competently by suitably qualified operatives in accord with the relevant Health & Safety legislation and industry best practices.

The Highway Authority will undertake systematic maintenance of its tree stock including:

- Proactive Tree Maintenance Programmes.
- Reactive Tree Maintenance works including 24hr Emergency Call Out Works.
- Prioritisation of all scheduled tree maintenance works including essential tree pruning, felling, stump grinding/chemical treatments, replacement tree planting/establishment and reinstatement works.

3.3) Tree Protection

All operations on the highway should be undertaken with adequate care to prevent unnecessary damage to trees or hedgerows located either on or adjacent to the highway, (e.g. some trees on private land may be protected via Tree Preservation Orders²).

Highway operations should follow the guidance outlined in the following:

National Joint Utilities Group Publication 10

- Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees.

BS 5837: 2005 Trees in Relation to Construction

- Expert advice should be sought in advance where maintenance operations are considered to have the potential to cause damage to trees.
- The Highway Authority may seek compensation for unauthorised or avoidable damage to trees.

3.4) Sustainable Tree Cover

The Highway Authority will promote a high standard of tree care and maintenance in accord with arboricultural best practices to encourage high quality, sustainable tree cover on the highway.

The Highway Authority will seek to replace trees removed from the highway and identify opportunities for new planting to add to its tree stock.

Care will be taken to select suitable tree species for planting in the highway in accordance with the Tees Valley Design Guide & Specification (Residential and Industrial Estates Development). Due consideration will be given to the ultimate size and growth habit of trees and their potential to interfere with the use of the highway and adjoining land.

Licences to plant on Highway Land may be granted subject to conditions.

1. Notices under the Highways Act 1980 may be served in respect of vegetation of any description that affects the safe use of the highway (i.e. any tree, shrub, bush, etc).
2. See 'Town & Country Planning Act 1990' and also 'Tree Preservation Orders – A Guide to the law and Good Practice' published by DETR, 2000
3. 'Nuisance' in this context normally refers to 'Legal nuisance' – see also Highways Act 1980, Section 96, Occupiers Liability Act 1957.

4. HEDGEROWS

“Hedgerows” in the context of this document include any hedge or hedgerow adjacent to the highway and will be taken to include any “row of bushes with or without trees”.

With few exceptions, the maintenance of hedgerows adjacent to the highway is normally the responsibility of the landowner whose land adjoins the highway. In some cases, the Highway Authority may also own and maintain hedgerows. Hedgerows owned by the Council will be systematically maintained through an annual maintenance programme. Cutting regimes and methods will ensure that any hedgerows will be maintained in such a way as to prevent any nuisance¹ or danger in the public highway, urban hedges being cut twice per year and rural hedges once per year.

Notice may be served under the Highways Act 1980 on any landowner or occupier of land whose hedgerow² is considered to endanger highway users. Notices will require removal of the cause of danger, obstruction or interference in the highway.

Hedgerows owned by the Council will be maintained with adequate care given to protect wildlife in accord with the Wildlife & Countryside Act 1981 and any subsequent amendments: e.g. cutting works should not be undertaken during nesting periods (March – July). It is also recommended that fruit bearing hedgerows (e.g. Hawthorn) be cut in late Autumn/Winter from December to February to retain a food source for wild birds.

All maintenance works must be carried out with appropriate equipment and machinery and in accord with all relevant traffic regulations. Adequate and due care must be given to prevent unnecessary damage to hedgerows during highway maintenance operations (see “Tree Protection”).

Removal of any hedgerow or part of a hedgerow will be subject to the terms of the Hedgerow Regulations 1997 and its subsequent amendments (see exemptions).

Licences to plant hedges on Highway Land may be granted subject to conditions (see also “Sustainable Tree Cover”).

1. ‘Nuisance’ in this context normally refers to ‘Legal nuisance’ – see also Highways Act 1980, Section 96, Occupiers Liability Act 1957.
2. Notices under the Highways Act 1980 may be served in respect of vegetation of any description that affects the safe use of the highway (i.e. any tree, shrub, bush, etc).

Section J

**LICENCES, AGREEMENTS
AND CHARGES**



CHARGES FOR LICENCES AND SERVICES

Overview

The Council may provide services for the community, and by means of licensing enable certain activities to be carried out by others on the Highway. In carrying out this policy it enables the Council to fulfil its duty to record, control and co-ordinate activities on the Highway.

Key Policies

- The Council will allow certain activities to take place on the Highway under licence.
- The Council will recover reasonable costs for exercising its powers in relation to activities on the Highway.

Key Reference Documents

- New Roads and Streetworks Act 1991
- The Highways Act 1980
- The Local Authorities (Transport Charges) Regulations 1998
- Road Traffic Regulation Act 1984
- The Traffic Management Act 2004

1. Fees and Charges

The Council has powers to charge fees for Licences, Traffic Regulation Orders and other services related to highway usage. These powers are enabled by the various acts listed below.

- New Roads and Streetworks Act 1991
- The Highways Act 1980
- The Local Authorities (Transport Charges) Regulations 1998
- Road Traffic Regulation Act 1984

The following table indicates the sections within the Acts where costs are identified.

VAT Class (1)	Source of Income (2)	Charge (3)	Remarks (4)
NB	Temporary Traffic Regulation Orders Temporary Traffic Regulation Notices Basic Charges Routine Temporary TRO		Additional charges of actual costs can be levied in respect of advertising, weekly maintenance on notices and exceptional staff time
NB	Reinstatement of trenches; site supervision by Highways Inspectors	Sample inspection £21.00	Fees are determined by reference to the NRSWA 1991 Regulations and Code of Practice
NB	Registration fee for non-electronic notices to be entered on the Street Works Register: First notice each month Subsequent notices	£21.20 £1.20	Charges are made by reference to the NRSWA 1991 Regulations and Code of Practice, which states that local authorities may recover reasonable costs.
NB	Charge to public utilities for outstaying prescribed and/or reasonable periods for their works in the highway	Various	Charges are made by reference to Section 74 of the NRSWA 1991. Charges, where applied, vary between £100 and £2,000 per day according to works type and reinstatement category
SR	Staff time responding to external requests for information	£25	
SR	Sale of Accident Analysis Reports	£50	
	Planting within the Highway	£73	Section 96, Section 142 Highways Act 1980
NB	Removal of unauthorised signs (a) Signs under 0.5 sq metre in area (b) Signs over 0.5 sq metre in area		Recovery of expenses incurred in removal of unauthorised signs under Section 143 of the Highways Act 1990
SR	Supply of Highway related information	£36	
NB NB SR SR	Tourism Signs (a) Assessing application (b) Sign design & detailed site assessment (c) Actual charge for sign + admin (d) Signs removal fee	Please see section on Tourism signing for fees	
SR	Supply of Traffic Survey Data	£50	.

NB	Deposits on the Highway	£73	Section 171 of the Highways Act 1980 allows authorities to impose these charges.
NB	Skip Licence	£12.00 / 2 weeks	The Local Authorities (Transport Charges) Regulations 1988 and Highways Act 1980 authorises local authorities to impose these charges. The amount of the charge is at the discretion of the local authority, but should have regard to the cost of dealing with these matters.
NB	Scaffolding Licences	£73	
NB	Hoarding Consents	£73	
NB	Oversailing Consents	£73/month	
NB	Vehicle Crossings	£40.00	The Local Authorities (Transport Charges) Regulations 1988 and Highways Act 1980 authorises local authorities to impose these charges. The amount of the charge is at the discretion of the local authority, but should have regard to the cost of dealing with these matters
NB	On Street Parking Pay & Display Penalty Charge Notices Fines paid within 14 days Fines paid after 14 days		A charge is permitted under the Road Traffic Regulation Act 1984. The level of charges is set by reference to traffic regulation consideration
	Street Café Consent	£310.00 on application £86.00 per annum for renewal	Highways Act 1980 allows local authorities to impose these charges.
	Road Opening Licence	£95	The Highways Act allows the local authority to grant permission to allow the highway to be opened up, providing there are certain safeguards in place.
	Section 50 licence a) New apparatus b) Existing apparatus	£310.00 £139.00	This is in accordance with New Roads and Streetworks Act. This applies to the placing of private apparatus within the highway, and subsequent works to the said apparatus.

VAT Class

SR = Standard Rated (Currently 17.5%)

ZR = Zero Rated

NB = Non Business

EX = Exempt

These charges include VAT, where appropriate, in accordance with the classification stated in column 1

ROAD TRAFFIC REGULATION CHARGES

(1)	Consideration of a request for an exemption from an existing order for stopping, parking, waiting, loading or unloading of vehicles on a road (including temporary, experimental and permanent orders).	Actual
(2)	All associated costs following a request to revoke or amend an order to allow vehicles to park on street (charging or non-charging) Administration Fee Professional, legal, advertising, signing	£30 Actual
(3)	All associated costs following a request to vary an order to exempt or exclude from an existing prohibition or restriction for stopping, parking, waiting, loading or unloading of vehicles on a road. Administration Fee Professional, legal, advertising, signing	£30 Actual
(4)	All associated costs to the making of an order or giving of a notice for temporary orders and their effects on alternative routes Administration Fee Professional, legal, advertising, signing	£30 Actual
(5)	All associated costs to the making of an order for 'Special Events' (sporting, social or entertainment) Administration Fee Professional, legal, advertising, signing	£30 Actual
(6)	Consideration of a request for the suspension of a parking place (on-street charging) Administration Fee Professional, legal, advertising, signing	£30 Actual
(7)	Consideration for the placing of a traffic sign on or near to a road to indicate the route to specific land or premises. (Not for temporary or those representing the interests of road users) This does not apply to brown tourism signs charges.	No Charge
(8)	The placing of a traffic sign in accordance with above Administration Fee Professional, legal, advertising, signing	£30 Actual



STREET TRADING

Overview

The Council aims to regulate street trading in accordance with the Council's legal duties and the public interest. It also aims to support the maintenance and development of successful street trading in the Borough.

Key Policies

- Street Trading within the Town Centres to be subject to Consent Street/Prohibited Street system.

Key Reference Documents

- Highways Act 1980
- Local Government (Miscellaneous Provisions) Act 1982

Street Trading is defined as the selling or offering for sale of any article in the street. This includes food such as burgers, kebabs, doughnuts, etc.

You do not need a Street Trading Consent if you are:

- trading as a Pedlar under licence issued by a Police Authority
- a market trader operating at a licensed market venue
- a news vendor selling only newspapers and periodicals

The Council under the Local Government (Miscellaneous Provisions) Act 1982 has made certain streets within the Borough “consent” and “prohibited” streets for street trading.

Consent Streets

This means that any person who wishes to sell items from a trailer or stall in a street must first obtain a Street Trading Consent from the Council. The applicant will have to meet certain criteria and pay the required fee before the consent is issued.

Food traders must also be registered with their local Environmental Health office. Evidence that the trader has Public Liability Insurance to the value of £5 million will be required and that the business is registered with the Council if they wish to sell food.

Prohibited Streets

This means a street in which trading is prohibited.

Undesignated Streets

For streets outside of the designated list, the Council has powers under Section 115e Highways Act 1980 to grant permission providing certain criteria have been met. This includes consultation with affected frontagers.

The Council are also carrying out a Street Trading Review at present.



SPONSORSHIP AND ADVERTISING ON HIGHWAYS

Overview

There are a number of potential funding sources to aid the Council with its strategies for Highway Maintenance. The Council will continue to investigate these alternative methods of funding and sponsorships to supplement the maintenance budget, namely:

Key Policies

- Roundabout Sponsorship and associated signing, planting or landscaping is permitted, subject to certain conditions.
- Street Lighting advertising
- Bus Shelter and Free Standing Unit advertising

Key Reference Documents

- Well-Maintained Highways, Code of Practice for Highway Maintenance Management
- Town and Country Planning Act 1990

1. ROUNDABOUT SPONSORSHIP

Principles

Companies may enter into agreements with the Council to sponsor roundabouts on the road network. The following conditions apply:

1.1 Safety Audit

The Road Safety Engineer will carry out a preliminary safety audit of the site; the proposal cannot proceed unless the Road Safety Engineer grants an approval in principle.

The Road Safety Engineer will liaise with the Grounds Maintenance Manager on visibility criteria and other safety criteria that must be met. Sites unsuitable for sponsorship will be entered onto a definitive list of non-approved sites following completion of the preliminary safety audit, and the applicant informed without delay.

1.2 Requirements

All signs will comply with the Councils' requirements regarding the size, format, manufacture and siting of sponsor signboards.

- A maximum of one sign per approach arm is permitted.
- The Sponsor Company may submit a landscaping design to the Authority's Grounds Maintenance Manager for approval. Hard landscaping may be acceptable at some sites. Sponsored planting may extend to agreed areas on roundabout approaches.
- It is the responsibility of the Council to carry out the planting, installation and on-going maintenance of the landscaped area and sponsor signboards. The minimum maintenance frequency will be agreed with the Authority's Grounds Maintenance Manager.
- The Road Safety Engineer must carry out a final safety audit of the as-built site and any resulting works carried out.

- The minimum term for any sponsorship agreement is 24 months, although variations will be considered at the discretion of the Highway Authority.
- The need for utility companies to access their equipment may result in removal or alteration of areas of sponsored planting or landscaping. Utility companies are only required to replace topsoil and/or turf. Replanting is at Sponsors cost. Enquiries must be made to establish the presence of existing apparatus, and to identify any plans for new works in the vicinity.
- Accident damage to planting must be promptly rectified. The Council may assist in the recovery of costs if a liability to a third party is established.
- The Sponsor Company's advertising signs will be removed within one week of the end of the sponsorship period.
- The Council may terminate the sponsorship agreement if the Sponsor Company or its agents or contractors do not adhere to the terms of the agreement. Notice periods will apply, as described in the standard procedure.
- The Council to identify and market sites for roundabout sponsorship in the Borough. The terms of the arrangements will be as stated in the terms of engagement but shall not override any of the conditions set out in the Highway Network Management Policy document.

Note:

- A. Sponsor signboards will conform to the Councils' standard format. Manufacture and delivery of sponsor signboards to be organised and paid for by Sponsor Company.
- B. The Highway Authority is not obliged to process applications for roundabout sponsorship; network management, planning or safety implications may influence such a decision.

2. STREET LIGHT COLUMN ADVERTISING

Principles

The Council may agree to enter into a long-term agreement with an appropriate company to provide advertising lighting columns in return for an agreed investment in a new quality lighting columns and a share of the advertising revenues to reinvest in replacing old street lighting equipment.

2.1 Safety Audit

In considering the implications of advertising on public lighting installations, each location is subject to planning consent. The process of seeking planning consent ensures that road safety implications and suitability of such advertising facilities is appropriate to each individual proposed site.

2.2 Requirements

In order to be considered as a suitable company to enter into an agreement with the Council, a company must first satisfy the Council that it is a financially sound, reputable company with a quality product fit for purpose. In addition, a company is required to demonstrate that it actively promotes policies regarding Health and Safety, Equal Opportunities and Environmental strategies. An agreement entered into with the Council must be based on sound achievable guidelines, clearly understood by the parties giving explicit procedures for managing the installation, management of the profit sharing processes, and including sustainable exit and termination procedures.

3. BUS SHELTER ADVERTISING

Principles

The Council may agree to enter into a long-term agreement with an appropriate company to provide bus shelter advertising in return for an agreed investment in a new quality bus shelters and maintenance. The Council may also receive a contribution to reinvest in highway schemes.

3.1 Safety Audit

In considering the implications of advertising on bus shelters, each location would be subject to planning consent. The process of seeking planning consent ensures that road safety implications and suitability of such advertising facilities is appropriate to each individual proposed site.

3.2 Requirements

In order to be considered as a suitable company to enter into an agreement with the Council, a company must first satisfy the Council that it is a financially sound, reputable company with a quality product fit for purpose. In addition a company is required to demonstrate that it actively promotes policies regarding Health and Safety, Equal Opportunities and Environmental strategies. The agreement entered into with the Council must be based on sound achievable guidelines, clearly understood by the parties giving explicit procedures for managing the installation, management of the profit sharing processes, and including sustainable exit and termination procedures.



TOURISM, EVENT AND DEVELOPMENT SIGNING

Overview

The Council needs to regulate the siting of signs on the highway. Signs will only be used where they will benefit road users i.e. as an aid to navigation and for safety or traffic management reasons.

Key Policy

- The Council will regulate the siting of tourism, event and development signing on the highway.
- All applications for signage have to be approved by the relevant Officers.

Key Reference Documents

- Traffic Signs to Tourist Attractions and Facilities in England: Guidance for Tourist Signing
- The Traffic Signs Regulations and General Directions
- DfT advice note "Signs to Housing Developments" (September 1991)

1. TOURISM SIGNING

1.1 Eligibility

The English Tourist Board is very concerned that only quality establishments should be signed, as an opportunity to help direct visitors to establishments that promote the image of quality that underlies so many national and local tourism policies. They refer to the wide perception that white and brown signs represent an official stamp of approval for the attraction or facility being signed.

A tourist attraction is now broadly defined for signing purposes as:

“a permanently established destination or facility that attracts or is used by visitors to an area, and which is open to the public without prior booking during its normal opening hours” and where “facilities” are taken to mean equipment or services which tourists may make use of during a visit.

The Department for Transport has advised that eligibility for white and brown signs can include, but should be limited to, such permanently established facilities as theme parks, historic properties, theatres, museums, leisure complexes, sports venues, concert venues, cinemas, restaurants, hotels, pubs, tourist and youth hostels, retail establishments, tourist information centres, camping and caravan sites, picnic sites, tours and leisure drives and cycle routes.

Temporary sites are not eligible.

Tourism signs on Trunk Roads require Highway Agency approval – different eligibility criteria may apply.

1.2 Applications

Applicants for approval for tourism signing need to meet the high standard set by their own profession or trade, by the Local Planning and/or Licensing Authority, including Council Environmental Health Officers, and by the appropriate Regional Tourist Board, where relevant, in order that their application can succeed. There is no right of appeal against the Traffic Authority's decision.

It is the responsibility of the application to provide the evidence necessary to satisfy the eligibility criteria for signing.

Any accepted establishment that is subsequently found to have misrepresented its standards, or where its standards have fallen, will become ineligible for the signs. The Traffic Authority or its Agent will then remove the signs.

Upon receipt of an application, the highway authority will carry out a consultation exercise lasting approximately four weeks. Applicants shall generally be notified of the outcome within six weeks from receipt of the application. All applications are processed by the relevant office.

1.3 Charges

Circular Roads 3/95 provides for the extended tourism signing to be at nil net cost to Traffic Authorities. The attraction/establishment applying for the provision of signs should therefore be aware of the financial commitment it is undertaking in applying for the signs.

This is:

i	Application fee (non-returnable)	£50 per application + VAT
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Covering consultation with Parish Councils, Trade Organisations, Regional Tourist Boards and other representative or Licensing Authorities, as to the quality and eligibility of an application.

Group applications will normally only be acceptable where the establishments within the group are under a single ownership.

ii	Assessment of sites (non-returnable)	£100 per application + VAT
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Upon acceptance as eligible, a charge to cover, where signs are requested, the design of sign faces (perhaps incorporating a number of destinations) and the provision of an estimate per establishment.

iii	The cost of the signing	subject to size and number +15% administration charge +VAT of total
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Examples are:

The part share of a 5 or 6 destination sign with post, perhaps £50.00,

A single destination sign with post on a low speed road, perhaps £200,

A single destination sign with post on a high speed road, perhaps £1,000 or more.

Where only one or two destinations are being signed then consolidation of existing signing, to reduce signage clutter, will be required with consequent costs.

iv	The cost of removing the signing	2/3rds of the costs of signing
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Where establishments cease trading they ignore (experience tells us) the removal of their tourism signs. All applicants will therefore be charged at the time of provision at a cost of 2/3rds of iii) above. Where an establishment changes hands, but not name, then removal remains paid.

v	Requests for new/amended signs	cost of changing sign faces +15% administration charge +VAT
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Where an establishment changes name (unless a substantial increase in the size of the sign face is involved, when extra removal fees would also be charged).

1.4 Maintenance of Signs

An agreement will be entered into with regards to maintenance, replacement of dangerous/unsafe signs and missing signs.

Although, once erected, the signs will be treated as if they are owned by the Highway Authority, it will be the responsibility of the establishment that provided the sign to:

- notify the Traffic Authority when a sign needs cleaning, repair or replacement.
- pay the Traffic Authority's charges in cleaning, repairing or replacing signs (including a 15% administration charge and V.A.T) following any work.

Should the Traffic Authority become aware that a sign is dangerous or unsafe (i.e. could cause injury to highway users) then it will take such steps as may be necessary to negate the danger, if necessary without reference to the relevant Tourist Establishment, but will invoice that establishment for the expense involved in making the sign safe. Further work may still be necessary to return the sign to its proper situation or condition.

If there is a signed route, i.e. a number of signs leading to an establishment, and any of them are stolen, the establishment will have to pay for replacement signs.

2. HOUSING DEVELOPMENTS SIGNING

Whilst there does exist a need for traffic management of this nature, the Council is concerned about the proliferation of temporary signs and general lack of structure in the management of the signs. As such all signing to future housing, and other developments within Borough, will be subject to approval of the relevant officer before any site works commence.

The placement and erection of the signs will be in accordance with the Department for Transport advice note "Signs to Housing Developments" (September 1991), which sets out conditions to be adhered to. Failure to adhere to all the specified conditions will result in all signs being removed by the Council with all costs chargeable to the developer.

3. EVENT SIGNING

Applicants for approval for Event signing will need to meet the Council's conditions, in order that their application can succeed. There is no right of appeal against the Highway Authority's decision

The Council will need to agree the following:

- Wording, dates, fixings, location (signs will only be permitted in the close environs to the venue of the event. Signs located away from the venue could be seen as advertising rather than assisting with any road safety and traffic management value).

The Council will require four weeks notice of an event and the association / individual erecting the signs accepts full responsibility for the signing and indemnifies the Council against any claims that may arise. Public liability insurance will be required and the Council will request to see a copy of the relevant insurance documents.



CROSS BOUNDARY AGREEMENTS

Overview

There are occasions when it is both expedient and practicable for a highway authority to undertake certain tasks or services by agreement on behalf of a neighbouring authority. This is known as a Cross Boundary Agreement.

Key Policies

- A highway authority may, by written agreement, undertake certain tasks or services on behalf of a neighbouring authority.
- The performance of such services shall be to the benefit of service delivery.
- The agreement does not devolve nor delegate the statutory duty to maintain to the service provider.

Key Reference Documents

- Highways Act 1980
- Traffic Management Act 2004
- Highway Services: Cross Boundary Agreement

Cross Boundary Agreements

A Cross Boundary Agreement shall be in the form of a service level agreement and the agreement will set out the services to be undertaken by one authority on behalf of another.

The agreement does not devolve nor delegate the statutory duty to maintain to the service provider.

The highway authority with the statutory duty to maintain shall remain responsible for resolving any claims arising and the authority undertaking to provide the services shall not be responsible nor accept any third party claims as a consequence of the service provision.

Section K

ENFORCEMENT



ENFORCEMENT

Overview

The Council has a duty to protect the highway. Illegal obstruction, nuisance, loss of public rights, and events which may cause danger and inconvenience to road users will all be investigated and if required the necessary steps will be taken.

Key Policies

- Unauthorised signs on the highway may be removed.
- Parties responsible for depositing mud or soil on the highway will be notified and actions will be taken to remedy the situation.
- Encroachment on highway land will be investigated and, if required, actions will be taken to remedy the situation.
- Illegal Pavement Crossings will be investigated and the appropriate action taken.

Key Reference Documents

- Highways Act 1980
- Clean Neighbourhoods and Environment Act 2005

1. UNAUTHORISED SIGNS ON THE HIGHWAY

1.1 The Problem

Unauthorised signs constitute an illegal obstruction, nuisance and possibly a danger and may be removed under the Highways Act 1980.

Freestanding A-board's interfere with the uninterrupted passage of pedestrians, particularly those with mobility problems. They may also obstruct visibility and impact on road safety. From an amenity point of view, the Council has a civic duty to keep its highways free from an uncontrolled proliferation of signs and other clutter.

A risk assessment should be undertaken to determine whether the sign is actually causing a danger or obstruction as case law has shown previous obstructions to be "de minimus" and ruled against.

1.2 Removal of Signs

Unauthorised signs may be removed and taken to the Area depots from where they can be collected during normal working hours. A charge may be levied to cover the expenses incurred by the Council, according to the size of the sign(s). Please refer to Section J (Licences, Agreements and Charges).

A charge may be made for the removal of signs under Section 149, but only where the obstruction (sign) has been moved because it is causing an immediate danger and a Section 149 Notice in these circumstances has not been issued. If a Notice has been issued then application to the Magistrates Court would be necessary for the disposal.

Section 152 gives the authority to remove projections from buildings, which includes signs and show boards erected or placed in front of a building. A fourteen-day notice period must be given. After the fourteen-day period has elapsed, the highway authority can remove the projection (sign) and recover expenses. A notice under this section should only be issued if the projection is an obstruction to the safe or convenient passage along a street.

Where signs do not pose an immediate danger to the public then a Section 143 Notice of removal is the appropriate procedure. Expenses may be recovered, providing the Notice is issued one calendar month before any further action is taken and therefore before any costs are incurred.

Removal of any items under the General Duty to keep highways obstruction free under Section 130 does not provide for the recovery of costs.

Refer also to “Streetwise”, in Annex 1

Council officers will exercise some discretion when determining the extent of a problem that unauthorised signs may be causing; any deemed to cause a hazard will receive priority. For general guidance officers will be requiring a minimum 1.2m footpath width and design visibility lines to be free of obstructions.

2. DEPOSITS OF MUD AND SOIL ON THE HIGHWAY

2.1 The Problem

Deposits of mud and soil can cause danger and inconvenience to road users. This can be a problem when vehicles track mud from farmer’s fields, landfill or construction sites adjoining the public highway. The deposits can lead to vehicles losing traction, and can lead to debris being thrown into the path of other vehicles or pedestrians.

At sites where there are frequent vehicle movements and mud is tracked onto the adjoining road network, those responsible should ensure the road surface is regularly and adequately cleaned. Ideally, an off-road wheel-wash facility should be installed, a point that must be stressed to planning authorities by Development Control staff, or to Contractors undertaking works by Area Inspectors. Adequate warning signs should be erected and maintained on the approaches to the entrances to such sites.

If the highway authority becomes aware that significant or potentially dangerous amounts of mud or soil have been deposited on a road or footway, the parties responsible should be contacted and instructed to clean the road immediately. If the problem persists, the Council will itself erect warning signs and serve notice under section 149 of the Highways Act 1980 also notifying the Police. The Council also has a statutory power to remove the nuisance and charge the landowner, site owner or offender for the costs incurred.

Contractors, or their sub-contractors, may be removed or banned from Council select tender lists if, in reasonable circumstances, they persistently ignore warnings to keep the road adequately clear of mud or soil.

3. ENCROACHMENTS

3.1 The Problem

Encroachments arise when areas of highway land are enclosed, or built on without authority. Such actions result in the loss of public rights, or the highway being obstructed or undermined. There may be implications for safety and access to existing apparatus may be affected.

3.2 Actions

a) Safety

Appropriate measures must be taken to allay any immediate danger if the safety of the public is likely to be compromised by an encroachment. Signing and guarding may achieve this.

b) Procedure

The Highway Authority must ensure that the land concerned is public highway, and that it is still required.*

The first contact will be a polite letter, to the landowner/householder explaining the situation, requesting them to remove the obstruction and to return the boundaries to their correct line. Any damage to the highway must also be made good.

If the obstruction continues Legal Notices will be served by recorded delivery or by hand, preferably with witnesses present.

The Highway Authority has powers to carry out any works that are necessary to return the ground to its original line, level and condition, and can reclaim the costs incurred.

* If the Authority considers the land to be no longer necessary as highway, the issue may be resolved by means of a stopping-up order (see Section B: Creation and Stopping-Up of Highways).

4. Illegal Vehicle Pavement Crossings

4.1 The Problem

Under the terms of the Highways Act, the property owner is responsible for providing the necessary vehicle crossing to his/her property. There are a number of occasions where vehicles are crossing the footway illegally, i.e. driving across non-strengthened footways/verges. This can lead to the pavement becoming damaged, causing possible tripping hazards, and could cause damaged to utility apparatus, possibly leading to both the occupier and Council facing litigation.

4.2 Actions

The first contact will be a polite letter, to the landowner/householder explaining the situation, requesting them to apply for Pavement Crossing. If there is no positive reaction to this initial approach, Section 184, Highways Act 1980 gives the Council authority to serve notice on the property owner for the Council to construct a vehicle crossing over footways and verges at the owner's expense.

4.3 Planning Permission

Vehicle pavement crossings on classified roads require planning approval.

Classified Roads include all "A", "B" and "C" roads within the Borough.



PARKING CONTROL

Overview

This section emphasises the need to move towards sustainable environmental friendly transport policies that promote alternatives to the private car and the support of the regeneration of the Borough through policies that form part of a sustainable integrated transport plan.

Key Policies

- To carry out on-street and off-street parking enforcement.
- To develop parking protocols that are in keeping with overarching transport policy, and sensitive to community needs.
- To make provision for carrying out bus lane enforcement, to support and encourage bus use.

Key Reference Documents

- Road Traffic Act 1991
- Traffic Management Act 2004
- PPG 13

1. RESPONSIBILITIES AND PRACTICE

This document sets out the Council's policies relating to the supply, control and management of on and off street parking in the Borough. These policies are designed to be consistent with national policy guidance and the Council's overall aims and objectives as defined by the Council's Partnership Community Strategy and detailed in the Corporate Performance Plan. The purpose of the Parking Strategy is to provide clear direction, aims and objectives for parking services and parking control in the Borough. The main aim of the Parking Strategy is to support the regeneration of the Borough through policies that form part of a sustainable integrated transport plan for the town

2. PARKING STRATEGY PRIORITIES

International and National guidance emphasises the need to move towards sustainable environmental friendly transport policies that promote alternatives to the private car.

The availability and cost of car parking can be used as significant demand management tools. Along with improvements to public transport, reducing the number of public parking spaces and increasing charges can help to persuade motorists to consider alternative forms of transport.

The Council recognises the need for an integrated transport policy and this is illustrated by the Authority's adoption of maximum parking standards for new developments as recommended by PPG13 for non-residential developments.

The Parking Strategy must however take into account the fundamental link between parking provision and the economic vitality of the town centre. Car parking is seen by many as one of the most important customer services provided for the town centre. The town centre competes directly in the retail office and leisure markets with other town centres and out-of-town locations providing generous levels of free (to the car user) car parking spaces. Clearly any policies that aim to reduce or restrict access to the town centre by car could have a detrimental effect on the viability of businesses and jobs in the town centre.

Given the relatively low levels of traffic congestion in the town, the high percentage of vacant office space and the fact that apart from during the Christmas peak, many town centre car parks operate below capacity the role that parking policy has to play in the regeneration of the Borough must continue to take precedence over other potentially conflicting considerations. It should not be assumed, however, that regeneration is entirely dependent on transport solutions based solely on the private car.

In attempting to reconcile the Council's regeneration and sustainability objectives the Parking Strategy needs to recognise that the two do not necessarily have to be seen as being mutually exclusive. The aim should be to widen travel choice and improve quality to have a sustainable transport and parking policy that supports regeneration.

The overall priority for the Parking Strategy is therefore to support the regeneration of the Borough, and support the retail, office, leisure and residential sectors through policies that form part of a sustainable integrated transport plan for the town.

3. Parking Policy Summary

The Parking Policies of the Council are set out in detail in the following documents:

- The Local Transport Plan
- The Local Plan
- The Crime and Disorder Reduction Strategy
- The Environmental Sustainability Strategy

A summary of the policies contained in each of these documents is set out in Chapter Four. Drawing together these policies in relation to the overall objectives set out above gives the following main priorities for the Council's Parking Strategy:

- 3.1** The overall priority for the Parking Strategy is to support the regeneration of the Borough. Parking policy is to contribute to the Council's "Fit for Purpose" and "Raising Hope" objectives along with national priorities. Priority is given to supporting the retail, office, leisure and residential sectors within the town through sustainable integrated transport policies set out in the Council's Local Transport Plan.

- 3.2** Parking is operated on a self-financing basis. The cost of operating and maintaining parking facilities and services is to be paid for by the motorists using the services. Parking Charges will be reviewed annually working on the principle of small annual inflation rises and will be set to complement the Council's sustainable regeneration objectives for the town.
- 3.3** The Council will, in the context of the Community Strategy, continue to manage off street parking facilities in the town centre to ensure that they are operated in accordance with the Council's objectives for the town centre and also for the purposes of demand management, the control of traffic flow and cost and quality control.
- 3.4** The overall number of town centre parking places will be maintained at the current level as a proportion of the total occupied retail and office floor space. Maximum Parking Standards for new developments will be applied in accordance with the recommendations of PPG13.
- 3.5** On and off street parking will be provided, operated and enforced in accordance with Council objectives and in the interests of road safety, traffic management and crime prevention.
- 3.6** On and off street parking to be operated on the basis of a 'ringed' approach working out from the town centre in accordance with the following "Parking Hierarchy":
- On-Street Pay and Display Town Centre - 30mins, 1hour or maximum 2 hour stay for quick and convenient parking for brief visits to one shop, bank, business or cafe etc.
 - On-Street Pay and Display Outside Town Centre - length of stay to suit local requirements but with priority to short stay customer parking.
 - Off-Street Limited Stay Pay and Display Town Centre - close to public buildings - 1 hour maximum stay - for brief business visits.
 - Off-Street Short Stay Pay and Display Town Centre - prime central spaces adjacent to main shopping centres - usually 2 or 3 hour stay - for shopper use.

- Off-Street Long/Short Stay Pay and Display Town Centre- on periphery of town centre - 2 hour, 4 hour or full day stay – for commuter, business or long stay shopper use – spare capacity for Christmas peak demand.
- Off-Street Parking Outside Town Centre - free and uncontrolled -usually associated with Local Centres.
- Residents Parking Schemes Town Centre - to protect residential areas in and around the town centre from indiscriminate parking by commuters and shoppers seeking to avoid parking charges.
- Residents Parking Schemes Outside Town Centre - policy to be established.
- Business Parking Areas - Permit Holder Only on-street parking areas providing operational parking for town centre businesses (e.g. Albert Road)
- Contract Parking - Zetland Car Park. For regeneration purposes. Spaces allocated to businesses reoccupying vacant office space in the town centre.

3.7 The Council will ensure that parking facilities for the disabled are provided and maintained in sufficient quantities and in appropriate locations close to main town centre and local amenities.

3.8 The Council will operate Residents Parking Schemes in and around the town centre so that residents can park in their own streets and to encourage commuters and shoppers to use the car parks provided by the Council. Policies will be developed for considering requests for new schemes in areas outside the town centre taking into account potential displacement and effects on the local economy.

3.9 The Council will take into account the needs of pedal cyclists and motorcyclists when providing parking facilities.

- 3.10** The Council will maintain a coach/lorry park facility in the town centre.
- 3.11** The Council will support the provision of secure overnight parking provided either by the Council if financially viable or the private sector to cater for the 24 hour economy.
- 3.12** The feasibility of park and ride facilities will be kept under review and possible suitable locations will be identified within the Local Development Framework.
- 3.13** We will develop methods of monitoring levels of customer satisfaction with the parking services provided by the Council and its partners with a view to establishing a culture of continuous improvement.
- 3.14** The provision of information regarding the parking service will be improved through the development of a Parking Solutions section of the Council's website.

4. DECRIMINALISED PARKING ENFORCEMENT AND THE TRAFFIC MANAGEMENT ACT 2004

The Traffic Management Act 2004 places a number of new duties on local authorities that will be phased in over the next few years. Part 2 of the Act places a network management duty on Local Traffic Authorities. Section 16 (1) states:

"It is the duty of a local traffic authority to manage the road network with a view to achieving, so far as may be reasonably practicable having regard to their other obligations, policies and objectives, the following objectives:

- (a) securing the expeditious movement of traffic on the authority's road network;
and,
- (b) facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority."

The Parking Strategy will need to be updated to take into account the implications of the future introduction of further powers and duties under the Traffic Management Act. With these obligations in mind the Council will adopt the following policies in relation to the provision, restriction and enforcement of on street parking:

- a.** We will maintain and where possible improve the flow of traffic.

Parking will be permitted wherever it is safe and desirable within the context of the overall parking and transportation strategy. Areas of free uncontrolled on-street parking in the town centre will be progressively removed and replaced either with on-street pay and display or waiting restrictions as appropriate.

Parking will be restricted where this is seen to be in the interest of Traffic Management. Restrictions will also be maintained and considered where they are consistent with the overall parking and transportation strategy.

Priority will be given to proposals for reallocating road space to alternative modes of transport to the private car to assist in the creation of an integrated transport system. Enforcement of bus stops and bus lanes will be seen as a priority.

On-street parking will be provided and operated in accordance with the overall parking strategy objectives.

The conditions relating to eligibility, parking charges and durations will be tailored to meet local needs including those of residents, shops and business.

- b.** We will improve road safety and environmental conditions and promote the reduction of crime and the fear of crime.

Parking restrictions will be considered wherever these are seen to be in the interest of road safety.

Parking restrictions will be considered to improve the local environment and quality of life.

Parking restrictions will be considered to reduce crime and the fear of crime.

Priority will be given to parking conditions around schools to co-ordinate with the Council's "Safe Routes to Schools" initiatives.

A Residents Parking Policy will be developed to address the many requests for Residents Only Parking Schemes where demand for parking at an adjacent destination either exceeds supply or where for charge avoidance parking spills into residential streets. We will however expect that the premises causing the problem will make a contribution to support the enforcement arrangements.

- c.** We will take into account the needs of local residents shops and businesses including drivers making deliveries or collecting goods.

Parking schemes and facilities for residents, shoppers and businesses will be considered where these are seen to be in accordance with the overall parking strategy objectives. A comprehensive review of loading arrangements in the town centre will be carried out with market testing for the new arrangements.

- d.** We will give priority to the particular needs of people with disabilities bearing in mind that in some cases people with disabilities are unable to use public transport and are entirely dependant on the use of a car.

Parking facilities for the disabled will be provided and maintained where possible in appropriate locations close to main town centre and local amenities.

- e.** We will take into account the needs of pedal cyclists and motorcyclists.

Parking restrictions will be considered where necessary for the safety of cyclists and where car use is being discouraged in favour of cycling.

Parking facilities will be provided where appropriate for cycles and motorcycles.

- f.** Parking Charges will be introduced in suitable locations through On-Street Pay and Display. The level of charges will be consistent with the hierarchy of parking charges in the town.

Section L

WINTER SERVICE



WINTER SERVICE

Overview

During the winter period (1 October to 30 April inclusive) the aim of the Council is to minimise delays and accidents across the highway network caused by frost, ice and snow.

The following policy is designed to meet the Council's obligations under the Highways Act and deals with the winter treatment of roads, footways and cycleways.

Key Policies

- The formal winter service season runs from October to April, but may be extended as necessary.
- Pre-salting (precautionary salting) is undertaken on a network of pre-determined key routes. It is carried out when weather forecasts indicate that there is a risk of frost and ice or the accumulation of snow. The remainder of the road network will only be treated at the discretion of the winter service duty officer
- Post salting may be carried out as necessary on key routes. Ad-hoc treatments elsewhere may be considered.
- Snow clearance will be carried out on a priority basis.
- Local farmers and contractors may be employed to assist with snow clearing.
- Normally, footways and cycleways affected by overnight frosts will not be treated. However, during prolonged wintry conditions footways in main shopping areas will be treated with all available resources.
- Salting of off-street public car parks will only be carried out by prior arrangement.
- Salt bins may be provided at known problem sites such as gradients and difficult bends and road junctions. The bins are there for the public to use on a self-help basis.

Key Reference Documents

- Well-Maintained Highways – Code of Practice for Highway Maintenance Management
- Highways Act 1980
- Railways and Transport Act 2003
- ICE Design and Practice Guide “Highway Winter Maintenance”
- Winter Service Plan

1. Forecasts

The Council is linked to a computerised system (IceCast), operated by Vaisala Ltd, that monitors weather and road surface conditions via remote weather stations, and assists the Meteorological Office weather forecasters in making predictions as to the likelihood of ice or snow affecting the network. The system is monitored continuously by the Meteorological Office Duty Forecaster who forewarns of changes to forecast conditions.

The formal winter service season runs from October to April. This period may be extended, or ad-hoc arrangements implemented as necessary, outside of the formal period.

2. Precautionary Salting

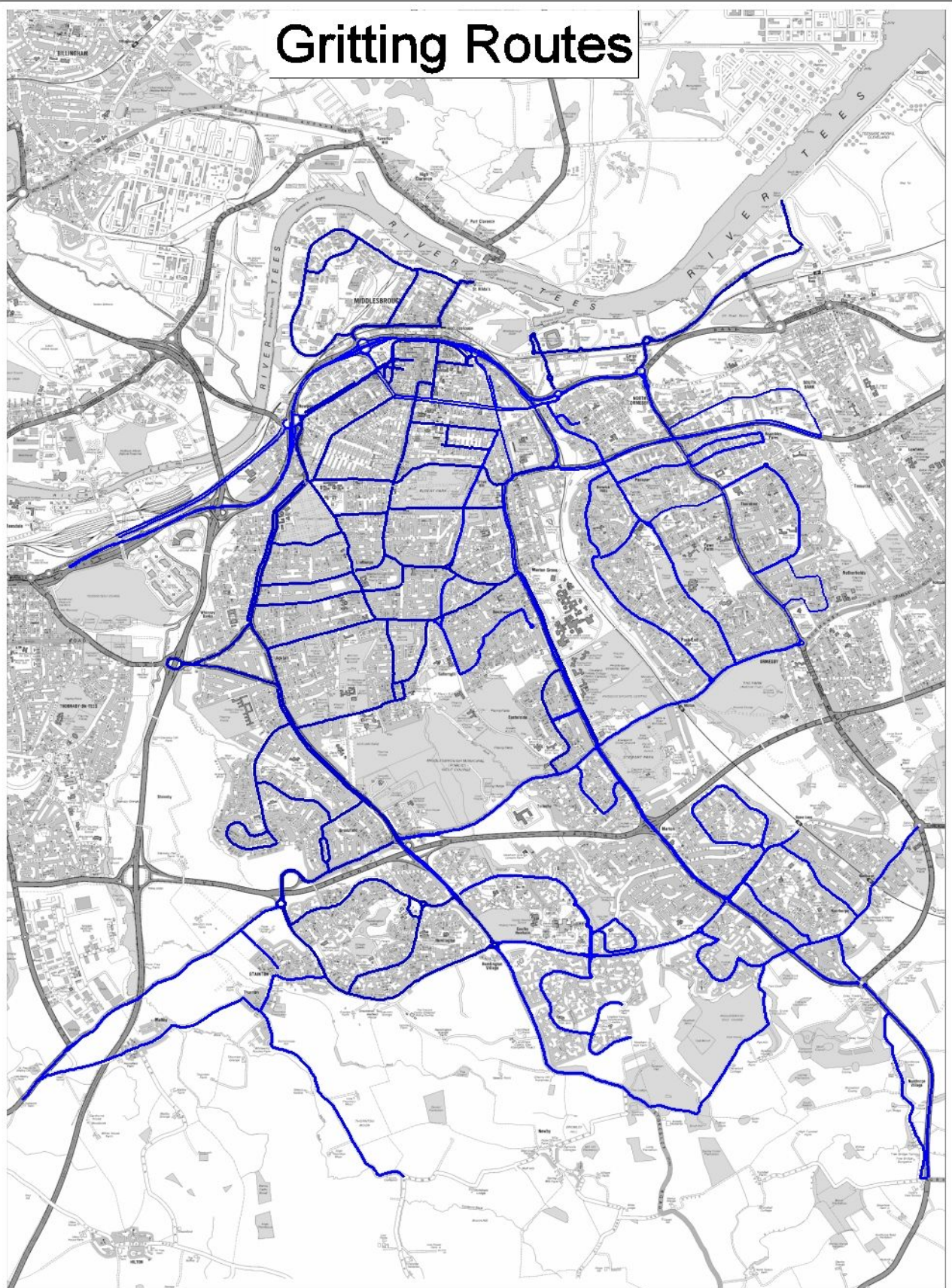
The Council's roads are treated with salt when forecasts indicate that there is a risk of frost and ice forming or snow accumulating on the highway network. The Council is responsible for instructing salting operations to commence, based on information received from the Meteorological Office and the IceCast system.

Pre-salting activities are assigned by priority according to the following criteria:

- Priority routes include all major roads, emergency service facilities, important bus routes, access to industrial and retail parks and links to outlying communities.
- Secondary routes include feeder roads for housing estates, bus routes and certain rural roads not included in Priority routes.
- The remainder of the network will only be treated at the discretion of the winter service duty officer.

A log of each day's forecasts, actions, routes and treatments is maintained. These procedures are good practice and, also, legally important.

Gritting Routes



3. Neighbouring Highway Authorities

Cross boundary arrangements with neighbouring highway authorities are confirmed at the start of each season to ensure their policies have not changed. Each of the authorities should be advised in advance of the daily actions and timings of the Council's planned pre-salting operations.

4. Post-Salting Operations

Post-salting is undertaken to treat ice that has already formed on the network.

Action will be taken as deemed necessary; a judgement may be made to extend treatment to localised areas off the Priority and Secondary network if exceptional problems arise.

5. Additional Measures

Water from adjoining land can wash salt off treated roads, and increases the potential for ice to form. It is often difficult to predict where highways may be affected by groundwater or run-off. Attention should be given to areas of highway that are known to be prone to surface water run-off or seepage. Removal of debris from around gullies and channels, or the cutting of grips may help water disperse more readily.

Salt bins, and occasionally open storage heaps, are supplied for residents and drivers for highway use in strategic areas (see section 6, item d, iii).

6. Snow Clearance

a) Snow Operations

When a heavy snowfall is forecast, the gritting fleet should be placed on standby and arrangements may be made to set up and man a snow operations room in the control office. This shall operate around the clock until the snow event is under control, and formal instructions are issued to stand down.

All calls received and actions taken must be formally logged.

Dialogue is to be maintained with the Emergency Services, and regular bulletins issued to local radio stations and other media. The appropriate Council Members must be advised of developments.

Pre-salting shall be carried out at an increased rate of spread in order to help melt the initial snowfall, and provide a wet surface from which to commence ploughing. It is important that salting is carried out before snow takes hold, as the action of moving traffic can assist considerably in working the salt through the snow, to make the operation far more effective.

b) Deteriorating Conditions

Where snow has settled on roads to depths over 30 millimetres, a combined ploughing and salting operation should be carried out. Repeated applications of salt may be necessary, particularly in urban environments where the use of ploughs will be restricted. Local farmers previously supplied with snow ploughs may be called upon to assist in rural areas, along with other private contractors with excavators, subject to agreement of rates.

Abandoned vehicles should preferably be moved with Police in attendance, or else specialist contractors should be employed.

c) Low Temperatures

Salt is less effective at very low temperatures. Below -5° Celsius, the amount of salt necessary to melt snow increases considerably, and at -10° Celsius or lower it is uneconomic to use salt. However, if extremely low temperatures prevail, consideration may be given to spreading 3mm single size aggregate or sharp sand, either alone or mixed with salt, to improve vehicle traction and assist in snow removal. This method should only be used in exceptional circumstances due to the possibility of aggregate being thrown up on to vehicles.

Utilising excavators and ploughs may supplement the clearance of deep, hard packed snow, though teeth should be removed from the buckets of excavators.

d) Service Provision

i) Carriageways

In times of severe weather and heavy snowfall, the Council's policy is to ensure that all major roads, roads serving emergency services facilities and roads to outlying communities are kept open as a first priority.

The aim is to clear all traffic lanes on the priority routes as soon as conditions permit and the time taken to achieve this will be determined by variations in local weather, snow depth and traffic densities.

Once the priority routes are fully opened and can be maintained in a clear condition, snow ploughs will continue to operate throughout normal working hours clearing snow from roads in a descending priority order.

Winter Service on Trunk Roads is currently managed by the Highways Agency.

ii) Footways and Shared Cycleways

Salt from carriageway de-icing operations tends to be thrown or blown onto adjoining footways and cycleways; those alongside Priority and Secondary routes may therefore receive some salt, but there is no guarantee. Otherwise, pre-salting of these facilities is not undertaken, primarily because of the resources required, and the time it would take.

In times of persistent ice or snow, salting and snow clearing of footways in main urban centres will usually take place.

For further details see the Winter Service Plan.

iii) Salt Bins and Salt Heaps

These are provided at many known trouble spots such as sharp bends, steep hills, and junctions. Town and Parish Councils may buy yellow plastic salt bins on the understanding that the Council will keep them stocked with salt.

Each bin must be checked, placed on site and filled at the start of each winter season. A label showing contact details for the Council should be attached to each bin so the public can report those bins that are empty or vandalised.

It is possible that the locations of certain salt bins no longer meet the criteria laid down for the provision of new bins. It may be good public relations to leave these bins in their historical locations rather than remove them.

The provision of salt bins rather than salt heaps is preferred, as loose piles of roadside salt can become untidy, and attract litter and dog fouling. Run-off from exposed salt heaps can also cause damage to vegetation.

iv) Car Parks and Private Facilities

The Council may be approached by individuals, schools or other concerns, to supply salt for use on private accesses. Salt stocks are maintained primarily for use on the public highway and it is important that these stocks are not depleted, or operations hindered, by attending to non-highway related requests.

Off-street public car parks and other public amenities will only be pre-salted and post-salted by prior arrangement. Snow clearing in public car parks will be attended to when conditions and resources permit.

7. Preparation

- Each gritter should be serviced and calibrated prior to the start of the winter service season. A full test run should also be carried out around the priority network.
- Salt stock levels are to be checked and orders placed in good time.
- Salts bins are to be checked before being placed out on site at the start of the season. Salt heaps to be checked and replenished as necessary.

- Cross boundary arrangements confirmed.
- Priority Routes appraised to take account of any significant changes (i.e. any amendments to important bus routes).

8. Environmental Issues

In terms of Winter Service, the aim of the Council is to minimise delays and accidents caused by frost, ice and snow.

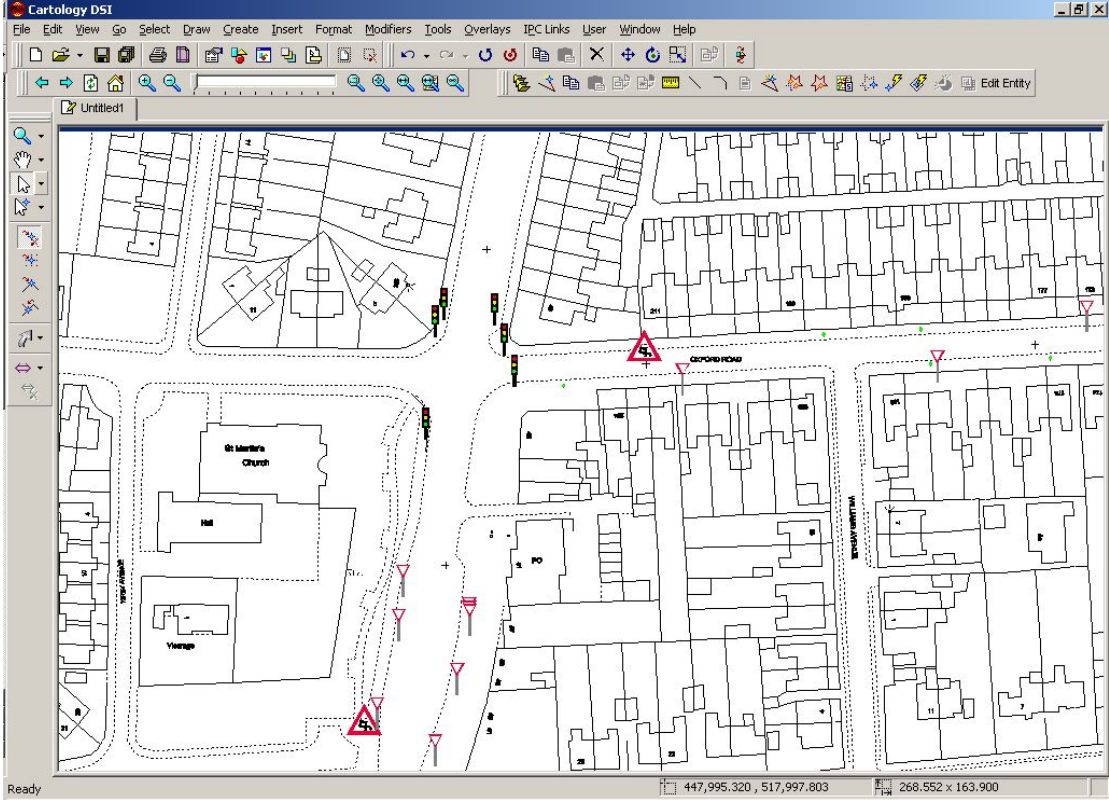
Although it has the potential to cause damage to the environment, rock salt is the most cost effective material for keeping roads free from frost and ice and is used in conjunction with ploughing for the removal of snow.

The rate at which salt is spread will depend upon the existing and predicted conditions, and the particular location on the network. More salt may be spread on steep inclines for example.

Salt stocks should ideally be stored in a salt barn or at least covered to prevent leaching, wastage and coagulation.

Section M

ASSET RECORDS



ASSET RECORDS

Overview

In order to effectively manage the most valuable asset owned by the Council, namely the highway network, it is imperative that all changes are accurately and regularly recorded. These details will be kept in an Assets Register.

Key Policies

- The highway authority, to enable accurate and regular updates to the Assets Register, shall record all new installations/amendments to the highway network.
- Developers shall provide to the Authority electronic maps, showing spatially, all relevant information as required in the Tees Valley Design Guide & Specification (Residential and Industrial Estates Development).
- Internal departments will adopt a similar procedure of notification for recording their works on the highway.
- Any persons carrying out work on the highway must receive the appropriate permissions and seek advice where needed.

Key Reference Documents

- Framework for Highway Asset Management
- Guidance Document for Highway Infrastructure Asset Valuation
- Well-maintained Highways; Code of Practice for Highway Maintenance Management
- Management of Highway Structures; A Code of Practice
- Well-lit Highways; Code of Practice for Highway Lighting Management
- Tees Valley Design Guide & Specification (Residential and Industrial Estates Development)

Assets Register and Information

The government require all local authorities, as the Highway Authority, to develop and implement a Transport Asset Management Plan (TAMP); the purpose of which is to enable the effective management of the most valuable asset owned by the Council, namely, the highway network.

In order to achieve this goal, it is imperative that accurate and regular records are kept up-to-date in an Assets Register.

It is recognised that there are continual changes, additions and alterations to the highway network and to update the Assets Register the highway authority requires that any persons carrying out works to the highway ensure that they provide the relevant information.

Other sections of this document refer to the type of information that needs to be recorded for each particular asset on the highway.

In particular, new development is the most frequent significant change to the network. As such, developers are requested to consult with the Tees Valley Design Guide & Specification (Residential and Industrial Estates Development) to meet their obligations in this respect. Such is the importance of this information that failure to provide the correct information may delay the adoption of the development.

Where internal departments of the Council undertake or commission works on the highway, the information relating to alterations/amendments will be provided accordingly.

Minor amendments may not appear to be as significant but are of equal importance to the accuracy of the Assets Register.

Whatever the activity on the highway, if it involves change, then it needs to be recorded.

For further information on your requirements, please contact the department responsible for updating the Assets Register:

Contact: Tel. (01642) 728160

E-mail: streetworks@middlesbrough.gov.uk

Section N

ACTIVITIES ON THE PUBLIC HIGHWAY STATUTORY UNDERTAKERS, PRIVATE CONTRACTORS AND SPECIAL EVENTS



Overview

Central Government legislation places a statutory duty on local authorities to regulate and co-ordinate works and activities undertaken on the public highway.

A commitment to, and adherence by, the Council to this legislative framework will protect and maintain the integrity and infrastructure of the highway network; co-ordinating works and activities will reduce the possibility of disruption, delay and congestion on the highway.

Key Policies

The Council will:

- Consult, programme and co-ordinate all internal, external works and other related activities undertaken on the public highway.
- Ensure works and activities in the highway are carried out in the correct manner within agreed time-scales.
- Ensure, as practicable within the established guidelines, the safety and expeditious movement of the general public; vehicular and pedestrian with particular consideration for disabled persons.
- Carry out an inspection regime and enforcement related actions of the aforesaid works and activities in the prescribed manner and recover fees in relation to these activities.
- Record and maintain a Street Works register of all works carried out by statutory undertakers and private contractors.

Key Reference Documents

- The New Roads and Street Works Act 1991
- The Highways Act 1980
- The Traffic Management Act 2004

UTILITY WORKS

Planning and Programming works

(Section 60 NRASWA 1991)

Utility companies have a statutory duty to co-operate with the Council to consult, plan, programme and notify the Council of their proposed works. The Code of Practice for the “Noticing and Co-ordination of Street Works” clearly defines the manner of notifying street works depending on specific factors i.e. extent of works, duration, location, timing, restrictions etc.

Noticing of Works

(Section 54, 55, and 57 NRASWSA 1991)

The Council operate an electronic transfer of notices (ETON) system for receiving works notices - the transmission, receipt and registering of utility works notices - a recognised format established and used at national level.

Street Works notices are issued to the Council within prescribed time-scales depending on specific factors depending on the nature of the works being undertaken as outlined above. This is important in respect of coordinating activities on the highway (see Appendix A).

Local Authority Street Works Register

(Section 53 NRASWA 1991)

The Council’s electronic notification and registration system ensures that all utility and private contractor related works are logged and recorded for immediate and future reference. The records detail the works as follows:

- Dates when works were undertaken i.e. prior notification, start and completion
- Location of works
- Extent of works
- Reason for works

Specific Council instructions and restrictions, in relation to individual streets, can be included on the electronic register; the applicant can view these instructions and restrictions during issue of the street works notice. The Council register is updated at regular periods regarding street designations.

Sample and programmed inspections of utility works (see Street Works Inspections) are generated by an automated mechanism within the street works register.

Viewing the street works notice register is available, via appointment, for the public and other interested parties.

Inspecting Utility Street Works

(Section 72 New Roads and Street Works Act 1991)

The Council inspect utility works in accordance with “Code of Practice : Inspecting Roads and Street Works”.

A sample inspection of works are undertaken; inspections can be random and/or programmed. Generated by the highways works electronic register, this sampling regime ensures the Council inspect a cross-section of all types of utility works at varying stages during and after completion of the work.

Random and programmed street work inspections undertaken by the Council inspectorate will determine if works are being carried out to the correct procedures and required standards. Inspectors will monitor work-site activity, safety factors and reinstatement methods and quality in accordance with:

- Chapter 8 of the Traffic Signs Manual
- The Safety at Street Works and Road Works : a Code of Practice
- Specification for the Reinstatement of Openings in the Highway : a Code of Practice

Failure by the utility company to comply with the required standards may result in formal action being taken by the Council against the utility/contractor.

All third party reports (internal and external) relating to utility and private contractors works on the highway are inspected, actioned and recorded on the street works register.

Private Contractors Works in the Highway

(Section 50 New Roads and Street Works Act 1991)

(Section 171 Highways Act 1980)

Works undertaken in the highway by private (non-utility) contractors are carried out under the relevant highways licence. The Council license, programme, inspect and register all external contractor works on the street works register.

The Council ensure that the reinstatement requirements – depending on the type of works undertaken - are adhered to. Work areas are inspected prior to, during and upon completion; reinstatements are also subject to a guarantee period.

New apparatus placed in the highway will be recorded and relevant parties notified of the location, type, and extent of the new apparatus.

Private contractor works are programmed, and co-ordinated with, all other highways related works and activities.

Special Events - Impact on the Highway

Special events include activities that impact on the highway and are not necessarily highway related works. Events may include Council activities, parades, markets, road closures, sponsorship events, festivals, etc.

Information received by the Council regarding special events would be forwarded to the relevant internal and external parties who carry out works on the highway. Information regarding these events would be forwarded at the co-ordination meetings and on an ad-hoc basis thereby ensuring no conflict of activities arise during the specific event.

Maximum advanced notification is essential when programming special events; this will allow adjustments to other highways related works programmes to accommodate the event.

Co-ordinating Highway Works and Activities

(Section 59 NRASWA 1991)

The Council co-ordinate the execution of all highway related works, projects and events in accordance with its statutory duty as prescribed under NRASWA.

The Council hosts regional and local joint co-ordination meetings with the relevant utility organisations operating on their highway network; these meetings are held at prescribed intervals. The meetings ensure that information regarding proposed, programmed and ongoing works is transmitted in an orderly manner. Items discussed at these meetings include:

- Forwarding, scheduling and updating programmes of works.
- Notification of other non-utility related works and activities that may impact on highways.
- Notification of special events – road closures, parades, restrictions, diversions, etc.
- Operational issues – site activities, complaints, works durations, specific timing of works, etc.
- Conflicts in works programmes, activities and events.

In addition to the above, ad hoc meetings are held between the Council and individual utility organisations, private contractors, events organisers and others depending on the nature of the activity being undertaken on the highway.

The Public and the Environment

The Council's correct management and co-ordination of highway related works and activities will minimise the impact to the public and the environment resulting in:

- Minimal disruption, delays and congestion
- The ensuring of the safety of the public
- Reduction of impact and damage on surrounding areas
- Protection of the infrastructure on the highway network

Tree and Hedge Protection

(National Joint Utilities Group Publication 10)

(British Standard 5837)

Highway related activities shall be undertaken with adequate care given to preventing unnecessary damage to trees and hedges on or immediately adjacent to the highway.

The Council's arboriculture officer may offer advice on appropriateness and other arrangements required when working in the vicinity of trees.

Key guidance/reference documents are:

- NJUG 10: National Joint Utilities Group Publication 10: Guidelines for the planning, installation and maintenance of utility services in the proximity of trees
- BS 5837: Trees in relation to Construction 2005 (Recommendation)

Appendix A

CATEGORIES OF WORK	NON TRAFFIC SENSITIVE SITUATIONS	TRAFFIC SENSITIVE SITUATIONS
EMERGENCY WORKS (including remedial-dangerous)	WITHIN 2 HOURS OF WORK STARTING	
URGENT	WITHIN 2 HOURS OF WORK STARTING	2 HOURS NOTICE IN ADVANCE
SPECIAL CASES OF URGENT	WITHIN 2 HOURS OF WORK STARTING (WHERE IMMEDIATE START IS JUSTIFIED)	
MINOR WORKS (Without Excavation)	NOTICE NOT REQUIRED	3 DAYS NOTICE
MINOR WORKS (With Excavation)	NOTIFY BY DAILY WHEREABOUTS	ONE MONTH ADVANCED NOTICE 7 DAYS NOTICE OF START DATE
REMEDIAL WORKS (None Dangerous)	NOTIFY BY DAILY WHEREABOUTS	3 DAYS NOTICE
STANDARD WORKS	7 DAYS NOTICE	ONE MONTH ADVANCED NOTICE 7 DAYS NOTICE OF START DATE
MAJOR PROJECTS	ONE MONTH ADVANCED NOTICE AND 7 DAYS NOTICE OF START DATE	

NOTE:

Streets of SPECIAL ENGINEERING DIFFICULTY & PROTECTED STREETS:

Approval for works in such streets must be obtained from the Council separately from, and in addition to, the formal notification requirements.

Section P

MINOR CARRIAGEWAY AND FOOTWAY SCHEMES



STRUCTURAL MAINTENANCE

Overview

It is the policy of the Council to adopt the recommendations of the Code of Practice for Highway Maintenance Management. This ensures that there is a commitment towards ensuring the highway network remains safe and fit for purpose, whilst contributing towards the future Transport Plans and Regeneration of the region and still meeting local needs.

Key Policies

- Through consultation with all Stakeholders, neighbouring authorities and Traffic Managers
- Through the development and support of Local Transport Plans, Highway Network Management Plans and Transport Asset Management Plans
- Through embracing the principles of Best Value and Sustainability throughout the Highway Maintenance Management regime
- Through regular monitoring of performance and user satisfaction with the services provided

Key Reference Documents

- Well-maintained Highways, Code of Practice for Highway Maintenance Management
- Highways Act 1980
- Traffic Management Act 2004
- Highway Maintenance Plan
- Highway Maintenance Specification

Strategy

Every aspect of highway maintenance for each element of the network has the potential to contribute to some extent to a number of the core objectives of **Network Safety, Network Serviceability and Network Sustainability**. This statement also applies to Minor Schemes.

Types of Work

However whilst Major carriageway and footway schemes are looked at in Section G there are a number of smaller schemes that need attention. These works include all patching and minor repairs, the provision of dropped kerbs in suitable locations, removal of grass verges, erection of bollards and textured paving adjacent to crossing points. Some section 278 works may also be included within this category. These works are again determined through safety or service inspections, local knowledge and reports from the public.

Environmental Considerations

Highway schemes can affect the Environment in many ways, they also utilise large quantities of materials both in the creation of arisings, and in the new construction. When placing works with contractors the ENVIRONMENTAL POLICY STATEMENT is included within the contract.

The ENVIRONMENTAL POLICY STATEMENT can be seen in Annex 2