Cambridgeshire County Council

Highway Operational Standards 2024-2034

7th August 2024

V2.0

Cambridgeshire County Council's

Highway Operational Standards

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1. Introduction

1.1 This Highway Operational Standards (HOS) sets out how Cambridgeshire County Council (CCC) manages and maintains the highway infrastructure for which it is responsible. It brings together the County Council Corporate and the Combined Authority's Local Transport Plan objectives. This Plan details how the principles of asset management will be increasingly used to ensure that the Highways Maintenance Service meets the requirements of its users and delivers value for money.

1.2 The Department for Transport (DfT) document 'Gearing up for efficient highway delivery and funding', published in January 2014, identified how highway maintenance funding was likely to be allocated in the future. It suggested that authorities which have a highway asset management plan in place, and can demonstrate its use, will be incentivised through a revised highway maintenance funding formula. An Incentive Funding stream was implemented from 2016/17. The amount of funding that authorities receive from this source was dependent upon the extent to which they had implemented the asset management approach. The potential funding available to the Authority from this source was £2,082,000 for the 2021-22 financial year. This Plan plays an essential role in securing and maximising long term capital funding for the maintenance of Cambridgeshire's highway network.

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

1.4 This Plan, along with the Highway Asset Management Policy and Strategy, demonstrates the Authority's commitment to highway asset management via an approach that is tailored to Cambridgeshire's needs, whilst also recognising national best practice. The Plan sets out how progress in implementing the asset management approach is monitored. The integrated approach promoted throughout the Plan enables the consideration of the wider issues associated with the management of the county's transport network, such as sustainability and growth pressures.

1.5 Cambridgeshire's highway network is by far the most valuable asset for which the County Council is responsible, with a gross replacement cost as at April 2022 in the order of £12billion (excluding the recently acquired de trunked A14). The highway assets covered by this plan are outlined in Section 2.

1.6 The purpose of this Plan is to:

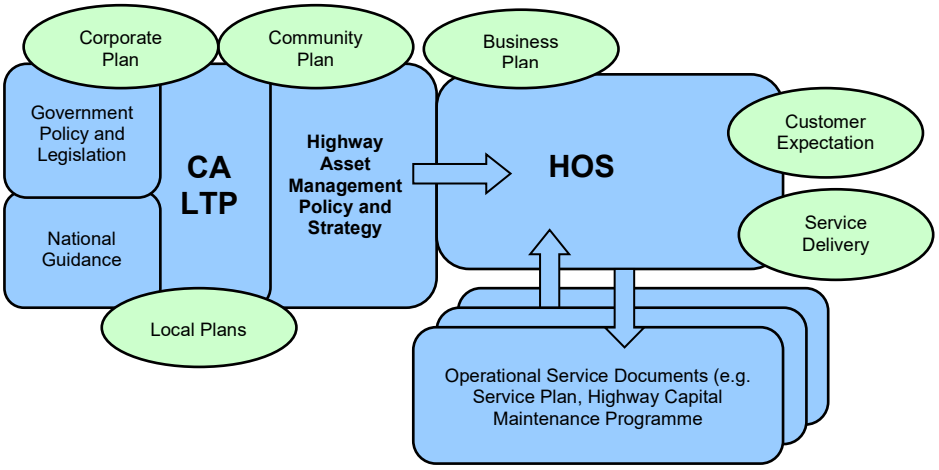
- Define affordable highway service standards
- Publish investment and maintenance strategies for key highway asset groups
- Improve the way in which the county's highway are managed and maintained
- Enable the delivery of value for money through efficient and effective highway service provision

1.7 This Plan covers the period 2024–2034. It has been produced in accordance with national guidance provided by the Highway Maintenance Efficiency Programme (HMEP) - 'Highway Infrastructure Asset Management' and "Prevention and a Better Cure".

1.8 This Plan covers the development, maintenance, and operation of Cambridgeshire's highway network.

1.9 This Plan is a key operational document that is linked intrinsically to other County Council policies and processes. This relationship is illustrated in the Systems Diagram below.

Asset Management Systems Diagram



2. Asset Descriptions

2.1 The official records of the overall status and extent of Cambridgeshire's public highway assets are managed within the Highways Maintenance Service.

2.2 A summary of the main asset groups covered in this Plan is provided below:

Summary of Assets Managed (includes the recently de trunked A14 infrastructure)

Asset Group	Element	Quantity
Carriageways	A Road	532 km
	B Roads	578 km
	C Roads	1121 km
	Unclassified Roads	2244 km
	Soft Roads (unmade/green lanes)	133 km
	Total	**4,608 km**
	Cycle Routes	548km
	Fords & causeways	7 no
	Traffic Calming features	1,682 no

Footways and Cycleways	Cat 1a Footways Cat 1 Footways Cat 2 Footways Cat 3 Footways Cat 4 Footways (estimate) **Total** Permissive paths (excluding cycleways)	16km 60 km 61 km 179 km 2,620km **2,936 km** 644km
Structures	Pedestrian/Cycle Bridges Road Bridges Retaining Walls Underpass/Subway Signal Gantry sites PROW structures (over 5m)	142 no 950 no 64 no 18 no 7 no 2200 no approx.
Street Lighting	Street Lights Illuminated signs Illuminated bollards	54,438 no 3,326 no 2,357 no
Intelligent Transport Systems (ITS)	Traffic Signals - Junctions Traffic Signals – Crossings Vehicle Activated Sign Variable Message Signs (inc Mobile VMS) Parking Guidance Signs Park and Ride Signs Car Park Count Controllers Rising Bollards (Cambridge City Centre) CCTV Cameras Flood Warning Signs Taxi Rank Signs	186 no 215 no 246 no 47 no plus 2 mobile units 18 no 9 no 19 no 3 no 25 no 9 no 2 no
Grassed areas and trees	Highway Trees (All trees within falling distance are collectively termed ‘highway trees’) Verge length	87,000 no approx. 4,439km
Public Rights Of Way	Restricted Byways Byways Bridleways Footpaths **Total**	5km 407km 599km 2,240km **3,251km**
Drainage	Gullies Offlets	108,751 no 7,101 no
Street Furniture	Non illuminated signs & bollards Safety Cameras Pedestrian Guardrail Vehicle Restraint Systems (Safety Fencing) Weather Stations Automatic Traffic Counters Verge Marker Posts	74,456 no 34 no (plus one average speed camera installation) 10.85 km 124 km 3 no 66 no 7,219 no

2.3 **Assets not covered by this Plan**

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

Assets not covered by this Plan	**Responsibility**
Guided Busway	CCC's Park & Ride and Busway Team
Street Lighting	Maintenance is covered by a PFI contract with Balfour Beatty. A Street Lighting Policy is included as an appendix to this document
Park and Ride sites	CCC's Park & Ride and Busway Team
Car Parks	Multi storey and street level managed by either private company or District Council
Street Name Plates (owned and managed by District Councils)	City/District Council
Picnic site A10 Brandon Creek	CCC maintains barrier and cuts vegetation
Bus Shelters (Parish Council owned)	Parish Council except Drummer Street Bus Station Cambridge which is managed within CCC's Park & Ride and Busway Team
Pay and Display parking machines	CCC's Traffic Manager Team
Motorways and Trunk Roads • M11 – A11 to A14 • A11 – A14 to M11 • A428 – A14 to A1 • A14 – A11 to Boundary with Northamptonshire near Keyston • A1(M) – A1 near Alconbury to Peterborough Boundary North of A15 Norman Cross • A1 – A428 to A1(M) near Alconbury • A47 – Norfolk Boundary near Emneth to Peterborough boundary near Thorney Toll	National Highways In Cambridgeshire there is approximately 400km of trunk road and motorway network managed by National Highways

3. Data Management

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

Data is collected via:

- Safety Inspections
- Condition Inspections/Surveys
- Inventory collection

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

3.2 Asset data is required to enable the following:

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

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

3.3 **Network Hierarchy**

The Council's Highway Network Hierarchy is based upon the criteria set out in the 2016 Code of Practice Well-Managed Highway Infrastructure. The hierarchy reflects local needs and priorities. The hierarchies form the overarching framework for all data management activities. These were last reviewed in November 2017 and were due for the three yearly review in November 2020. However, due to the ongoing Covid 19 pandemic and the need for social distancing, it has not been possible to carry out this review. A review of the carriageway hierarchy is being undertaken in July/August 2024. A new active travel hierarchy is under development which will replace the existing footway and cycleway hierarchy.

3.4 **Safety Inspections**

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

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

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

3.7 The high-speed dual-carriageway sections of the A1307 and A141 will be subject to a revised safety inspection protocol.

- A monthly driven 2-man inspection looking for carriageway, signage and safety barrier (VRS) defects only.
- An Annual walked inspection to pick up other defect types along the route.

3.8 The formal maintenance hierarchy will be reviewed every three years, to reflect changes in the network characteristics and to ensure that the maintenance strategy reflects the current situation, rather than its use when the hierarchy was originally defined. Any significant permanent changes in network usage that occur during the

three (3) years prior to the next formal review, due to new development or other changes may be considered independently.

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

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

3.11 Where there is a controlled pedestrian crossing point within a carriageway then the adjacent footway defect intervention criteria are applied. Pedestrianised areas are deemed to be footways for the purposes of safety inspections and defect intervention criteria.

3.12 A separate hierarchy is provided and recorded for each asset (carriageway, footway, cycle route) dependent upon the needs, priorities, and actual use of each infrastructure asset. An inspection frequency will be assigned to each asset based upon its categorisation as per the tables below. Thus, a separate hierarchy exists for carriageways, footways, and cycle routes.

3.13 However, all infrastructure assets, i.e. carriageway, footway and cycle routes will in practice be inspected at the same time, to the highest frequency that has been set for any asset. As an example, if the carriageway is subject to a monthly inspection, and the footway is subject to an annual inspection, all assets will be inspected on a monthly basis. The highest inspection frequency is set against each street entry in the inspection management system, Symology’s Insight.

3.14 A resilient network has been identified in accordance with the requirements of the 2016 Code of Practice “Well Managed Highway Infrastructure”. Any carriageway on the identified resilient network will receive a safety inspection at a minimum frequency equivalent to a Link Road, i.e. four (4) times per year.

Inspection frequencies for main asset groups
Carriageways (CW)

Category	Hierarchy Description	Type of Road General Description	Description	CCC Inspection frequency and type	CCC Inspection frequency tolerance
	Motorway	Limited access motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.	Not inspected by CCC – responsibility of Highways England	Not applicable
CW1	Strategic Route	Principal 'A' class roads between Primary Destinations	The Primary Route Network	12 times per year (monthly) – Driven	± 7 calendar days
CW2**	Main Distributor	Major Urban Network and Inter-Primary Links.	Short - medium distance traffic Routes between Strategic Routes and linking urban centres to the strategic network	12 times per year (monthly) – Driven	± 7 calendar days
CW3*	Secondary Distributor	Mostly B and C class roads and some unclassified routes typically carrying bus, HGV and local traffic. Might have frontage access and frequent junctions*	In residential and other built up areas these roads have typically 20mph or 30mph speed limits and very high levels of pedestrian activity with some crossing facilities. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads usually link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network	12 times per year (monthly) – Driven	± 7 calendar days
CW4	Link Road	Roads linking between the Main and Secondary Distributor Network typically with frontage access and frequent junctions	In urban areas these are residential or industrial roads connecting areas of development, typically with 20mph or 30mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads	4 times a year (3 monthly) - Driven	± 14 calendar days

CW5	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to properties and land. In urban areas they are often residential loop roads or cul-de-sacs	Annually (once per year) – Driven	± 28 calendar days
CW6	Minor Roads	Little used roads serving very limited numbers of properties	Locally defined roads typically serving 5 or less properties with lower volumes of traffic	Once every two years (24 monthly) – Driven (standard is that they are passable with care)	± 28 calendar days
CW7	Soft Roads (Green Lanes)	Unmade unclassified	Exclusively in rural areas carrying mainly agricultural vehicles and pedestrians	No formal inspection regime. Inspected on a reactive basis (standard is that they are passable in a 4-wheel drive vehicle)	Not applicable

*Whilst this is generally accepted, there are exceptions where some more minor classified roads are categorised as a CW4 or CW5
**A1307 and A141 high speed dual carriageway sections – refer to clause 3.7

Footways (FW)

Category	Category Name	Description	CCC Inspection frequency and type	CCC Inspection frequency tolerance
FW1	Prestige walking zones	Very busy areas of towns and cities with high public space and street scene contribution	12 times per year (monthly) – walked inspection with associated carriageway inspected at same time	± 7 calendar days
FW2	Primary Walking routes	Busy urban shopping and business areas and main pedestrian routes.	12 times per year (monthly) – walked inspection with associated carriageway inspected at same time	± 7 calendar days
FW3	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.	12 times per year (monthly) – walked inspection with associated carriageway inspected at the same time	± 7 calendar days
FW4	Link Footways	Linking local access footways through urban areas and busy rural footways	Annually (once per year) - Driven with carriageway inspection	± 28 calendar days
FW5	Local Access Footways	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.	Annually (once per year) – Driven with carriageway inspection	± 28 calendar days

FW6	Minor Footways	Little used rural footways serving very limited numbers of properties	Annually (once per year) – Driven with carriageway inspection	± 28 calendar days

Cycle routes (CY)

Category	Description	CCC Inspection frequency and type	CCC Inspection frequency tolerance
CY1	Prestige/busier commuter route - all cycle route provision including those metaled ROW where cycling is promoted	Twice per year (6 monthly – driven, cycled or walked) or inspected with footway/carriageway at same frequency and method	± 21 calendar days
CY2	Other routes - all cycle route provision infrastructure including those metaled ROW where cycling is promoted	Annually (Once per year – driven, cycled or walked), or inspected with footway/carriageway at same frequency and method	± 28 calendar days

3.15 **Condition surveys**

Condition surveys are used to provide information for the prioritisation of maintenance schemes and also for performance and benchmarking purposes. They provide key information used to determine the effectiveness of the Asset Management Strategy.

The following table describes the extent of the condition surveys undertaken.

Carriageway/ Footway

Survey Type	Extent	CCC coverage / frequency
Image/Video capture	A Roads B Roads C Roads Unclassified	Coverage to vary annually to meet Asset Management condition data requirements
SCRIM	All hierarchy CW1 & CW2 roads	100% of the network in both directions each year
Deflectograph	All roads	Scheme specific as required during development of forward programmes
Footway Network Survey (FNS)	All footways	Approximately 20-25% of the network each year

Highway Structures

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

Traffic Signals

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

Public Rights of Way (PROW)

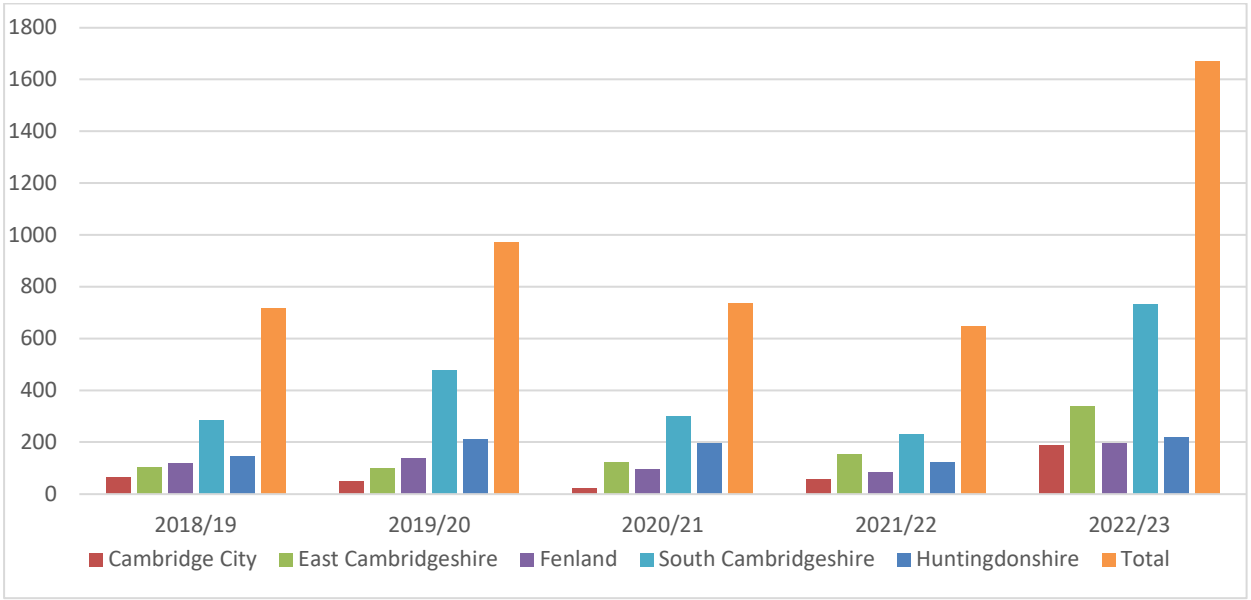
Category	Description	CCC Inspection frequency and type
PROW	All PROW	No formal safety inspection. Inspected reactively

3.16 **Inventory Collection**

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

3.17 **Insurance Claims**

The number of highway related insurance claims received can be indicative of both network condition and how well the network is being managed. The graph below shows the insurance data from 2018 to 2023. Claims will continue to be monitored through the life of this plan.



	2018/19	2019/20	2020/21	2021/22	2022/23
Cambridge City	63	48	21	57	189
East Cambridgeshire	102	99	121	151	336
Fenland	119	138	97	85	196
South Cambridgeshire	284	477	298	230	732
Huntingdonshire	146	211	197	123	218
Total	714	973	734	646	1671

3.18 **Inspector Training**

Highway Inspectors are trained to National Highway Inspector Competency Standards as set out in the Code of Practice, Well-managed Highways Infrastructure (2016) undertaking the LANTRA Highway Safety Inspectors Modular Training and Assessment. In addition, all Inspectors will attend the LANTRA 'Basic Tree Survey and Inspection' Training Course (from Summer 2024). Refresher training for Inspectors is provided as per the CoP.

3.19 **Highway Asset Management Training**

Key staff within the Highways Maintenance Service responsible for the overall management of the HOS have attended the Institute of Highway Engineers Highway Asset Management Practitioners Training course (or equivalent). Training for operational staff will be provided on an ongoing basis should new developments/ practice be introduced.

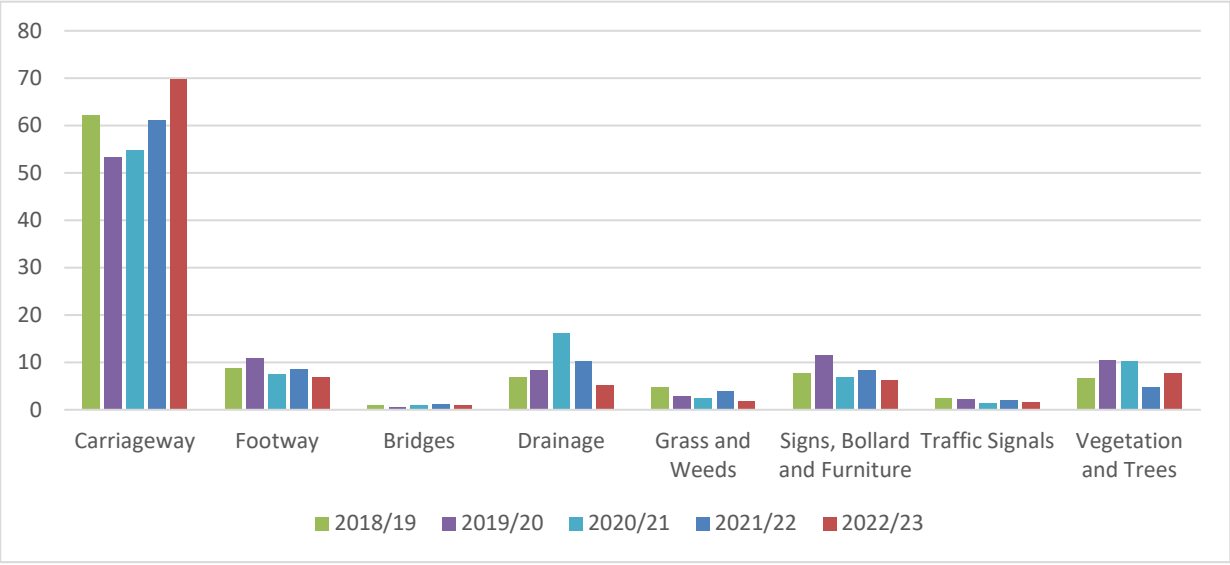
4. Community Requirements and Customer Communications

4.1 This section contains information about community requirements and how they have been identified. It also outlines how ongoing customer communications will take place in relation to highway maintenance activities.

4.2 **Customer Priorities**

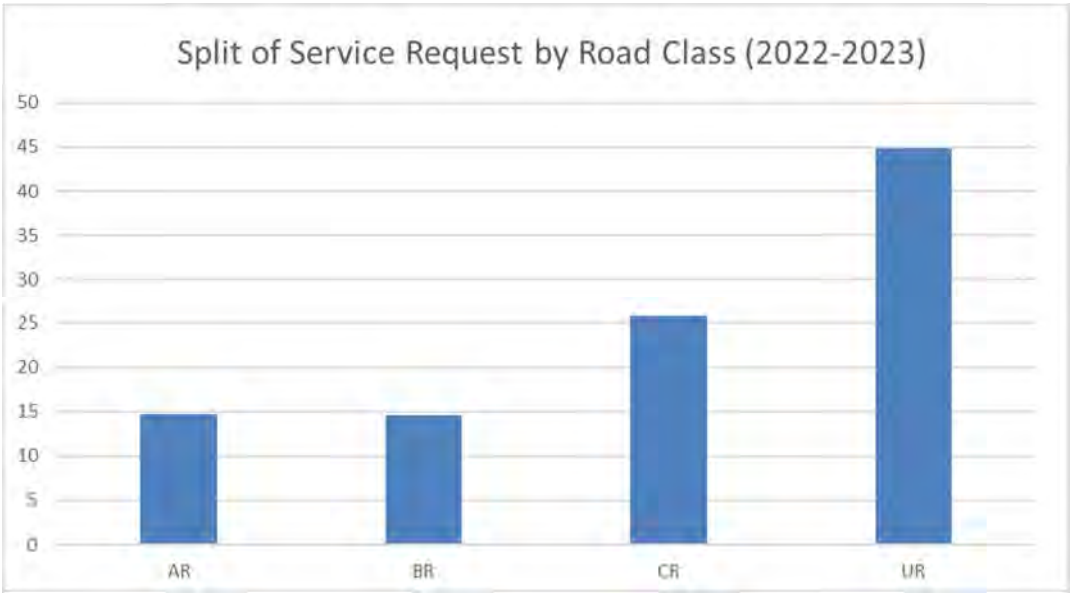
The Council's Highway Asset Management Strategy was produced following analysis of data provided by customers so that community needs could be built into the strategy and in turn used to inform the development of this Plan.

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



4.4 Analysis of these carriageway service requests shows that approximately 45% of requests relate to the condition of unclassified roads, see below. These figures support a need to focus future investment towards dealing with carriageways across all hierarchies.

Split of service requests by road class 2022 – 2023



4.5 **National Highways and Transportation Survey**
The Council currently participates in the National Highways and Transportation (NHT) survey of customer priorities and satisfaction.

4.6 Results from the 2023 NHT customer survey for the county show that the safety and condition of roads are the criteria that are “most important to users” and the highway maintenance criterion with which users are least satisfied is the condition of roads. The data shows that of all the aspects of the highways service, the area in which customers would least like to see a reduction in the level of service is the management/maintenance of roads.

4.7 It is recognised that other highway subject areas mentioned generated significant levels of interest (in particular pavements). However, this recent customer derived data supports the need for continued increased investment in roads (carriageways). It also indicates a clear public preference for investment in carriageways ahead of other highway assets.

4.8 **Communications**
The aspirations of customers are likely to focus on visible and perceived safety related condition, whereas engineering needs will be based on detailed, often complex condition surveys, coupled with knowledge and experience of how assets behave over time.

4.9 It is therefore essential that the County Council presents any complex engineering based information in a manner that is easily understood by communities. To help with this, a Highway Maintenance Service Communication Strategy has been developed and this can be found in Appendix C.

4.10 Contact from members of the public will be handled in line with CCC’s corporate standards. The involvement of local members, spokespersons and relevant committee(s) will be in line with the Council’s guide for member involvement. In addition to these standards, County Councillors, District/City Councils and

Parish/Town Councils will be appropriately informed of work taking place in their area.

4.11 Our communication activities will focus around:

- Communicating through a variety of channels, appropriate to our target audience
- Being clear about the level of influence stakeholders have
- Being open and making information available
- Using consistent messages
- Managing expectations
- Being digital by design and making use of corporate social media resources
- Make information available in other formats and languages if required

4.12 In addition, all communications will:

- use Plain English
- be tailored to their target audience
- direct to further resources when appropriate
- be proactive about keeping the public informed about how 'their' money is being spent
-

5. Future Demands

5.1 The future usage and demands on the network need to be assessed to facilitate the further development of this plan and formulation of proposals for future funding. The main demands that could become influential are:

- Asset Growth
- Traffic Growth
- Population Growth
- Legislation Changes
- Changes in Technology
- Climate Change – Environmental conditions

5.2 Asset Growth

New development and growth within Cambridgeshire has and will continue to create additional highway assets that will require future maintenance.

5.3 Traffic Growth

Traffic Growth in the county is monitored regularly and shows that the density of HGV traffic on Cambridgeshire's trunk 'A' roads is 3.7 times the national average, and on non-trunk main roads it is 56% above the national average.

5.4 Traffic Composition

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

5.5 Population Growth

Population in the county is forecast to increase by 18% over the next 19 years (Cambridgeshire Insight - population estimates). In order to satisfy this, there will be a

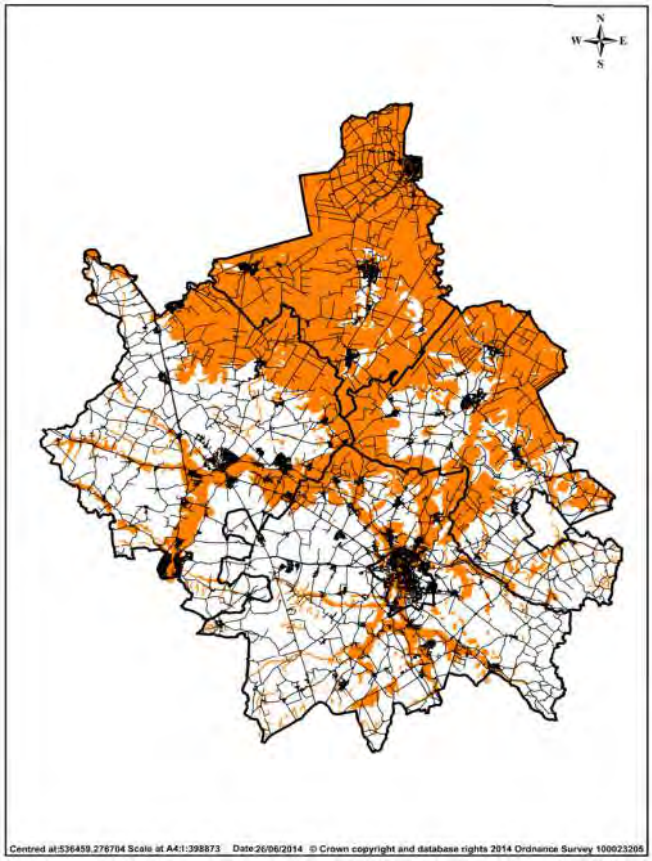
need to ensure that the road network and other highway infrastructure will satisfy the increased potential demand.

5.6 **Environmental Conditions**

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

Fenland areas have soils which are "susceptible to cyclic shrinkage and swelling". This is exacerbated in periods of unusually high or low rainfall and this movement can aggravate cracking and subsidence along roads in affected areas. This became particularly prevalent during the summer of 2011 and 2022 which was exceptionally dry and caused widespread damage to the road infrastructure around the north of the county.

5.7 The map on the following page shows the areas of the county (in orange) that are at higher risk of 'drought damage', (recently excluding de trunked road network). The strategies for carriageways, along with the associated lifecycle plans, recognise the need to deal with these roads appropriately.



Class of Road	Total Network Length	Susceptible Roads by class (km)	Susceptible Roads by class (%)	% of total road class affected
A	480	147	9	31
B	578	251	15	44
C	1121	358	22	32
U	2244	906	54	40
Total	**4423**	**1662**	**100**	**38**

5.8 **Severe weather events**

Severe weather events will cause increased damage to the highway network. This is likely to be more significant on carriageway assets, through flooding and the impact of ice/snow on the fabric of the road. It is recognised that the funding breakdowns laid out in this plan would need to be reviewed should such an event occur. Flooding events will be managed in conjunction with the Council's Floods and Water Team who manage the Council's obligations as the Lead Local Flood Authority under the Floods and Water Management Act 2010.

6. Asset Investment Strategies

6.1 The investment strategy assumes the following funding:

- Annual LTP Capital Funding for Highways Maintenance £10.593million*
- Pothole Action Funding £8.329million
- Additional funding incorporated into the base revenue budget

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

6.2 **Maintenance Strategy**

The maintenance strategy is the plan of action required to accomplish the specific performance targets for each asset group. The maintenance strategy targets intervention thresholds at or below where maintenance action is to be considered.

6.3 A preventative maintenance strategy is adopted for carriageways and footways, investing a greater proportion of the available budget to treat assets in the early stages of deterioration. This is opposed to a 'worst first' approach which targets investment towards those assets that are at the end of their life and are in a poorer condition.

6.4 The preventative approach being adopted means that, in some cases, roads which appear to be in poor condition might wait longer for repair, while roads which appear in better condition are treated to arrest their deterioration. This HOS clearly sets out new and affordable Service Standards in line with this approach.

6.5 There will also be changes to seasonal maintenance and the way we respond to issues reported by the public. For example, grass might be cut less often, white lines might be replaced less frequently and potholes in some locations might be allowed to further deteriorate before they are repaired.

6.6 The asset management approach has increased the quantity of surface treatments carried out each year (e.g. surface dressing), and decreased the amount spent on traditional resurfacing, whereby the old surface is completely removed and replaced.

6.7 Structures and Traffic Signal Assets will be maintained on the basis of need, within the budgets available. In effect, the assets in the worst condition will be dealt with first.

6.8 **Lifecycle Planning**

The whole life costing approach considers all the costs associated with the maintenance of an asset until it needs to be fully replaced. Highway assets have life cycles that include the following phases:

- Creation/Acquisition
- Operation and maintenance
- Renewal, replacement, or upgrade
- Operation and maintenance
- Disposal or Decommissioning

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

6.9 **Lifecycle Approach through Lifecycle Planning Models**

When developing the Council's Asset Management Strategy, lifecycle planning has been used to consider different treatment options, their performance, and their impact upon the whole life cost of maintaining the assets. For each key asset group the Lifecycle Plan (LCP) is linked directly to the Service Standards.

6.10 **Lifecycle Plan Outputs**

A new LCP will be provided upon confirmation of funding levels from the DfT.

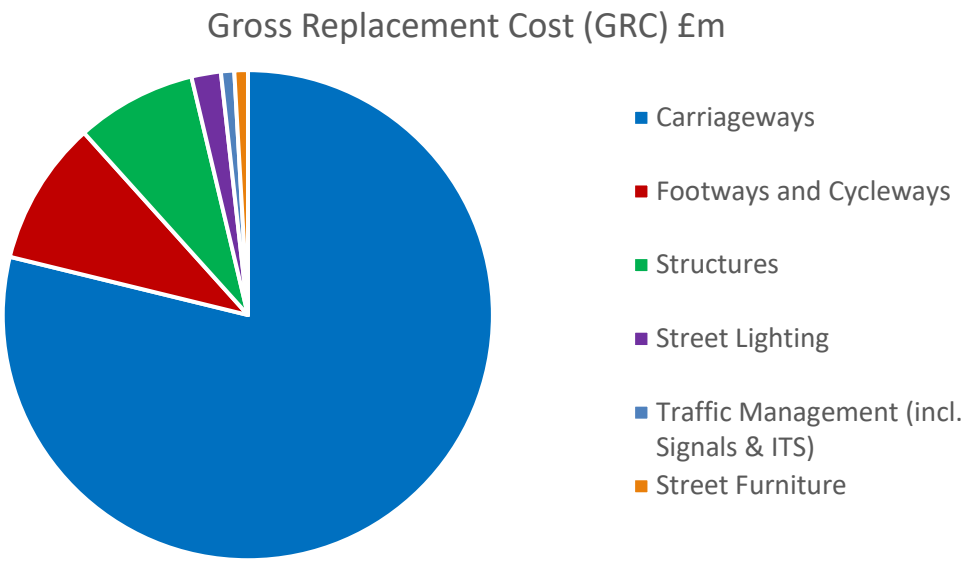
7. Financial Summary

7.1 Funding for highway asset maintenance and improvement is split into revenue and capital expenditure. Consideration of levels of service, the views of stakeholders, risk management and whole life costs will serve to support ongoing investment decisions.

7.2 **Valuation**

CCC's Highway Assets are valued as follows (as at April 2022, excluding the recently acquired de trunked A14).

Asset	**Gross Replacement Cost (GRC) £m**
Carriageways	4,577
Footways and Cycleways	553
Structures	462
Street Lighting	113
Traffic Management (incl. Signals & ITS)	50
Street Furniture	52
Total	**£5,808**
Land	£6,304
TOTAL	**£12,000**



7.3 **Planned Funding and Investment**
The Service Standards shown in Section 9 assume the funding levels for capital and revenue as set out in the Business Plan.

7.4 **Highway Maintenance Revenue Budget Allocation**
Once the revenue budget is determined, the percentage split as shown in Appendix Q, will be used for the discretionary spend within the local highway offices on a needs based approach in accordance with the requirements of the HOS allowing for some flexibility as the needs of the network may dictate.

8. Asset Management Planning Practice

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

8.2 **Forward Works Programme – The Highway Capital Maintenance Programme**
The County Council's forward works programme is the Highway Capital Maintenance Programme (HCMP). It is a two (2) year programme that contains all highway capital maintenance schemes. Maintenance schemes will be selected based on their condition in order to help deliver the outcomes of the Asset Management Strategy. The processes that govern how maintenance schemes are selected for the HCMP are shown in Appendix E. The HCMP is approved annually by Members and is subject to confirmation of need and the available resources.

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

8.4 **Local Highways Improvement Initiative**

The Local Highways Improvement (LHI) initiative allows local communities to apply for up to £25,000 as a contribution to a capital highways project. Projects are prioritised by member panels in each district against the following criteria: persistent problem; road safety; community impact; and, added value. To be eligible applicants must supply at least 10% of the overall cost. These projects need the support of local Parish/Town Councils and where appropriate they will need to meet (not contravene) the principles of the Asset Management Strategy and supporting policies.

Where applications involve ongoing operational costs such as the cost of maintaining school flashing signs, the applicant is expected to meet these costs, or, for some non-standard highway features or equipment, become responsible for the asset itself.

8.5 **Annual review of Options and Asset Investment Strategies**

An important part of ongoing Asset Management is the monitoring of the performance of the strategy as outlined in Section 9.3.

8.6 **Highway Services**

Performance of the Highways Maintenance Service will be regularly monitored and reported upon in order to ensure that the contract is delivering Value for Money (VfM) and is supporting the objectives of the County Council's Highway Asset Management approach.

9. Service Standards

9.1 This section sets out the primary Service Standards and performance targets that can be expected from Cambridgeshire's highway assets.

9.2 The Service Standards:

- Are closely linked with asset condition (both existing and desired) and demand aspirations from both the Council and Customer (what it is expected to deliver now and throughout its lifecycle)
- Relate to such factors as: quality, quantity, reliability, responsiveness, environmental effect, cost, and performance.

9.3 **Use of Service Standards**

This plan is based on the delivery of affordable Service Standards (based on the funding levels shown in Section 7). The Service Standards will be used:

- To inform customers of the proposed type and level of service to be offered.
- As a focus for the asset management strategy outcomes developed to deliver the required level of service.
- As a measure of the effectiveness of this Asset Management Plan.
- To help identify the value and benefits of the services offered.
- To enable customers to assess suitability and affordability of the services offered.
- To inform members of the levels of service available.

9.4 The prescribed Service Standards are shown in the tables below – Headline Service Standard Statements are shown at the top of each table.

Service Standards Statements, measures, and targets

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

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

c) We will repair known defects that meet our repair criteria			
Service	**Measured by**		**Target Standard**
Carriageway defects	% of high priority (Cat 1 (1a and 1b) defects repaired within response times*	Strategic & Main Distributor	90%
		Secondary Distributor	90%
		All other roads	90%
	% of other defects (Cat 2) repaired within response times*	Strategic & Main Distributor	90%
		Secondary Distributor	90%
		All other roads	90%
Road condition (see Appendix D for RCI bandings)	Percentage of the road network where maintenance should be considered	A Roads	5%
		B Roads	7.5%
		C Roads	10%
		Unclassified Roads	30%
Skid resistance	Percentage of the skid resistance network at or below the skidding investigatory level (3 year average value)		25%
Footway/ Cycleway defects	% of high priority (Cat 1 (1a and 1b) defects repaired within response times*	Prestige/ busier commuter route	90%
		Others	90%
	% of other defects (Cat 2) repaired within response times*	Prestige/ busier commuter route	90%
		Others	90%

d) We will maintain safe structures and bridges		
Service	**Measured by**	**Target Standard**
Structures (see Appendix D for BSCI bandings)	% of structures in very/severe poor condition	20%
	Number of structures requiring strengthening	51

e) We will maintain a reliable traffic signals network		
Service	**Measured by**	**Target Standard**
Traffic Signal faults	% of compliance with fault repair response times for urgent defects**	95%
	% of compliance with fault repair response times for non-urgent defects **	95%
Traffic Signal condition	% of traffic signal installations exceeding average expected service life (20 years)	9%

f) We will ensure that the identified gritting routes are treated during periods of snow and ice		
Service	**Measured by**	**Target Standard**
Winter Maintenance	Percentage of precautionary road salting completed on time within identified season*	100%

g) We will cut the grass on highway verges to maintain visibility		
Service	**Measured by**	**Target Standard**
Cut the grass on highway verges	Number of routine cuts of grass verges per annum – Rural Number of routine cuts of grass verges per annum – Urban	2 3

h) We will empty roadside gullies and cut grips in highway verges		
Service	**Measured by**	**Target Standard**
Empty roadside gullies and cut grips in highway verges	Targeted approach at agreed locations identified on risk based approach	N/A

i) We will apply weed killer to highway areas		
Service	**Measured by**	**Target Standard**
Apply weed killer	Within built up village and town areas within 40mph limits or below, carry out planned chemical weed control with a minimum of two treatments in each year. Where communities prefer that weeds are not treated or removed, the Council will engage and agree a local standard based on engagement with the community.	Min 2

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

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

9.5 **Reactive Maintenance Interventions**

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

9.6 **Response times**

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

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

9.9 The following are how we categorise our defects:

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

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

Response Timescales

Type of defect/incident	Timescale	Response
Emergency incidents	up to 2 hours	Attend/make safe
Cat 1 (1a and 1b) excluding carriageway potholes (urgent)	Cat 1a up to 36 hours Cat 1b up to 21 calendar days	Make safe or repair
Cat 1 (1a and 1b) carriageway potholes (urgent)	Cat 1a up to 5 calendar days Cat 1b up to 21 calendar days	Permanent repair
Cat 2 defects (planned)	up to 12 weeks	Repair during next available programme

9.11 Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements will be made for further inspections to ensure the continued integrity of the signing or repair is maintained, until permanent repairs are undertaken.

9.12 The reactive maintenance investigatory levels for Cat 2 defects shown in Appendix B have been developed using a risk based approach in line with the above response times.

9.13 When considering defects and repairs as a result of a request by or on the behalf of an individual with any of the protected characteristics as defined by the Equality Act 2010, where a faster or larger repair to a defect would have a positive impact for the individual officers have the discretion to vary the standards within the HOS.

10. Management and Benchmarking

10.1 This plan outlines a series of baseline statistics for the Council's various assets and activities. This is key information in helping ascertain a baseline position from which future performance can be gauged to help define VfM going forward.

10.2 **Monthly Performance Reports**

Performance reports will be produced on a monthly basis for use by operational teams focussing on local budgetary, customer service and works ordering information; that will help with ongoing performance management.

10.3 **Benchmarking**

The County Council recognises the importance of sharing information to support continuous improvement. Benchmarking allows comparisons to be made with other similar authorities, the sharing of best practice and performance information and provides a basis to develop local and national best practice.

10.4 The Council's involvement in benchmarking activities is under continuous review to ensure that they continue to provide the required benefits and VfM.

- NHT Customer Satisfaction survey and Customer Quality Cost comparisons (CQC)
- DfT - Road condition comparisons against Shire authorities
- Data and process benchmarking via the Eastern Highways Alliance (EHA)

11. Risk Management

11.1 Managing risk is an integral part of the management of the highways assets. This section of the plan only outlines the main risks to the delivery of the Highway Asset Management Strategy.

11.2 The County Council's Risk Management Policy and procedures set out how the Authority manages risk corporately and this approach has been applied to the way in which highway assets are managed.

11.3 The delivery of the Highway Asset Management Strategy is an overarching risk that is identified within the new Highways Services Risk Register. This register is reviewed quarterly and in turn feeds any relevant risks into the Place and Economy Risk Register, and into the Corporate Risk Register as required.

11.4 The high level tactical risks that relate to the delivery of effective highway asset management, the achievement of the highway asset management strategic outcomes and the associated service standards are identified below.

Ref	Plan assumption	Risk	Action if Risk occurs
1.	The plan is based on operating with reliable IT hardware, Highway Management and Pavement Management Systems	Failure of systems will impact on ability to identify correct interventions; will prevent works ordering and the effective management of customer service requests	Adoption of actions as outlined in CCC and Service Provider(s) Business Continuity Plan
2.	The Plan is based upon a non-exceptional winter	Adverse winter weather will lead to higher levels of defects requiring reactive repair than have been anticipated	Predictions and budget disaggregation within this plan will be revised and updated in the event of abnormal winters
3.	The Plan is based upon the assumption that no significant 'drought' events occur that impact the network	Drought events lead to higher levels of deterioration in parts of the network founded on 'fen soils' that are susceptible to cyclic shrinkage and swelling	Predictions and budget disaggregation within this plan will be revised and updated in the event of prolonged drought events
4.	The Plan is based upon the assumption that no significant flood damage occurs on the network	Flooding will lead to higher levels of defects requiring reactive repair than have been planned for. Significant events could lead to the failure of key assets	Predictions and budget disaggregation within this plan will be revised and updated in the event of significant flood damage
5.	The Plan assumes available budgets as shown in Section 7	Funding available for the Highways Maintenance Services might reduce	Service Standards will be revised to affordable levels

6.	The Plan assumes that construction inflation will remain at a similar level to the last five (5) years	Construction inflation will increase the cost of works and an adverse rise will impact on the quantity of work that needs to be delivered to meet the required service standards	Service Standards will be reviewed and revised to affordable levels. Review of supply chain management, procurement arrangements and more sustainable practices by the Service Provider
7.	The Plan assumes that any increase in assets will be matched by sufficient additional maintenance funding being provided	Increase of new development through the growth agenda. A14 improvement scheme will result in increased assets to maintain	Budgets & predictions will be revised, and this plan updated accordingly
8.	Deterioration rates and levels of defects are based on current data	Assets deteriorate more rapidly than has been predicted resulting in insufficient levels of investment	Levels of planned and reactive maintenance to be revised accordingly

11.5 There is also a Highways Contract Risk Register. This register contains a series of wider contractual/operational risks that relate to the provision of highway maintenance services by the current service provider.

11.6 Critical infrastructure is that which would have a significant impact upon the integrity of the county's highway network in the event of failure or unavailability. Cambridgeshire's critical highway infrastructure has been identified and risk registers are in place for each critical asset. These risk registers include appropriate mitigation measures.

11.7 The Council's approach to highway asset management is focussed on implementing (and funding) a preventative approach to carriageway maintenance. In order to deliver this a 'comparative risk' approach has been applied to other key assets, such as footways, traffic signals and structures.
This approach supports the process of scheme appraisal and selection by assisting with the assessment of:

- The comparative risks of providing differing levels of service, e.g. is it acceptable to fund only a minimum level of service for a certain asset group i.e. a repair when broken (reactive) approach?
- The comparative risk of funding works on different assets, e.g. is it better to fund works on carriageways as opposed to structures?
- The comparative risk of funding improvements to the network as opposed to maintenance works, e.g. is it better to provide additional speed control facilities or to increase response time to certain defects?

11.8 The identification of highway defects will be managed on the basis of risk to ensure the best use of funding. This approach takes into account the type and nature of a particular defect along with its location on the network.

11.9 The intervention levels support the preventative approach that is promoted within the Highway Asset Management Strategy, which relies on the principles of 'right first time' being applied in a planned and effective way.

11.10 The reactive maintenance intervention levels are shown in Appendix B.

12. Continuous Improvement

12.1 The County Council's approach to Highway Asset Management and the development of its Policy, Strategy and this Plan reflect the recommendations outlined within the HMEP Highway Infrastructure Asset Management Guidance document.

12.2 This Plan has been produced to be a catalyst for driving improvements and efficiencies in the way highway maintenance activities are carried out in Cambridgeshire. Whilst specific benefits are being targeted there are ongoing improvement actions that are required to help realise and optimise these benefits.

12.3 Key areas for improvement and development include:

- Working with Peterborough City Council and Milestone to maximise opportunities to jointly develop the asset management approach
- Refinement of data and systems to enhance life cycle planning for key assets

13. Management of the Plan

13.1 Responsibilities

The table below shows the key officers who have ultimate responsibility for the delivery of the HOS.

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

14. Links to associated documents and references

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

a) **Cambridgeshire County Council's Highway Asset Management Policy.** The Highway Asset Management Policy describes the principles adopted in applying asset management and how they link to the Council's Corporate and LTP Objectives

b) **Cambridgeshire County Council's Highway Asset Management Strategy.** Sets out the strategy of how highway infrastructure asset management is to be delivered

c) **Combined Authority's Local Transport Plan (LTP).** The Council's high-level plan that contains details of the improvement and maintenance priorities for transport within Cambridgeshire

d) **Cambridgeshire County Council Winter Maintenance Plan.** The Winter Maintenance Plan documents how the Winter Service will be delivered and shows which parts of the network will be treated

e) **Highways Contract Risk Register**. Used to manage and monitor risks associated with the Highway Services Contract.

f) **Cambridgeshire County Council's Rights of Way Improvement Plan.** A document covering the whole of Cambridgeshire, setting out how the authority intends to improve the management, provision, and promotion of public rights of way in the county

g) **Well-Managed Highway Infrastructure: A Code of Practice – 2016.** National Code of Practice for highway maintenance and management – current version

h) **Cambridgeshire's Local Flood Risk Management Strategy.** Produced by the County Council as the Lead Local Flood Authority for Cambridgeshire (LLFA). Focuses on local flood risk from surface water (incl. highway surface water), groundwater and ordinary watercourses, and identifies the responsibilities for flooding within the county and enables a range of organisations to work together to improve the management of flood risk

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

j) **Cambridgeshire Climate Change and Environment Strategy**
Sets the strategy to tackle the climate crisis in Cambridgeshire with a commitment to work with people, communities, businesses, and all political parties to achieve Net Zero by 2045.

k) **Commuted Sums Policy**
A policy enabling the Council to collect commuted sums for non-standard highway infrastructure that it adopts further to developments by third parties

l) **Housing Estate Road Construction Specification**
A document that sets out the standards for developers to adhere to when constructing new residential developments, where they require them to become adopted public highway under S38 and S278 of the Highways Act 1980

m) **Highways Development General Principles for Development**
A document that sets out the principles and requirements in respect of new highway infrastructure or altered development access proposals in conjunction with best practice and local & national planning and transport policy. Its purpose is to ensure future adopted public highway meets current standards.

Appendices

Appendix A - Highway Safety Inspections - Category 1(1a & 1b) Defect Investigation levels

Appendix B - Reactive Maintenance Investigatory levels for Category 2 defects

Appendix C - Highways Maintenance Service Communications Strategy

Appendix D - Road Condition Index and Bridge Condition Index

Appendix E - Highway Capital Maintenance Programme Flow Charts

Appendix F - Highway Standards and Enforcement

Appendix G - Life Cycle Plans

Appendix H - Skid Resistance Policy

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

Appendix J - Definitive Map Modification Order Statement of Priority

Appendix K - Public Path Order Statement of Priority

Appendix L - Road Classification Policy

Appendix M - Vehicle Restraint Systems

Appendix N - Traffic Signals Design and Operational Guidance

Appendix O - Street Lighting Policy

Appendix P - Street Lighting Attachments Policy

Appendix Q - Highway Maintenance Revenue Budget Allocation

Appendix R - Highway Capital Maintenance Programme

Appendix S - Highway Boundary Enquiries Statement of Priority

Appendix T - Proposals to change the surface of a Public Right of Way – authorisation form

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

Item		Defect	Investigatory Level	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Carriageway	Strategic and Main Distributor Roads	Pothole/spalling/ depression/sunken cover	40mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	40mm depth (> 20mm width)	5 days	21 days
		Ridge/hump	40mm height	5 days	21 days
	Secondary Distributor Roads	Pothole/spalling Depression/sunken cover	50mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	50mm depth (> 20mm width)	5 days	21 days
		Ridge/hump	50mm height	5 days	21 days
	Link and Local Access Roads	Pothole/spalling/ depression/sunken cover	50mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	50mm depth (> 20mm width)	5 days	21 days
		Ridge/hump	50mm height	5 days	21 days
	Minor Roads	Pothole/spalling/ depression/sunken cover	80mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	80mm depth (> 20mm width)	5 days	21 days
		Ridge/hump	80mm depth	5 days	21 days
Cycleway (part of Carriageway)	Strategic and Main Distributor Roads	Pothole/spalling/ depression/sunken cover	40mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	40mm depth (> 20mm width)	5 days	21 days
		Ridge/hump	40mm height	5 days	21 days
	Secondary Distributor Roads	Pothole/spalling/ depression/sunken cover	50mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	50mm depth (> 20mm width)	5 days	21 days
		Ridge/hump	50mm height	5 days	21 days

Item		Defect	Investigatory Level	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Cycleway (part of Carriageway)	Link and Local Access Roads	Pothole/spalling/ depression/sunken cover	50mm depth (where metalled) (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	50mm depth (where metalled) (> 20mm width)	5 days	21 days
		Ridge/hump	50mm height (where metalled)	5 days	21 days
	Minor Roads	Pothole/spalling/ depression/sunken cover	80mm depth (where metalled) (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	80mm depth (where metalled) (> 20mm width)	5 days	21 days
		Ridge/hump	80mm height (where metalled)	5 days	21 days
Footways and Cycleways	Category FW1, FW2 & FW3 Footways Category CY1 & CY3 Cycleways	Trip/pothole/sunken cover	25mm high/deep (75mm across in any horizontal direction)	36 hours	21 days
		Rocking slab/block	25mm high/deep	36 hours	21 days
		Gap/crack/open joint	>20mm wide and >25mm deep	36 hours	21 days
		Depression	>25mm deep and >600mm wide in any horizontal direction	36 hours	21 days
	All Other categories	Trip/pothole/sunken cover	25mm high/deep (75mm across in any horizontal direction)	36 hours	21 days
		Rocking slab/block	25mm high/deep	36 hours	21 days
		Gap/crack/open joint	>20mm wide and >25mm deep	36 hours	21 days
		Depression	>25mm deep and >600mm wide in any horizontal direction	36 hours	21 days
Kerbs, Edging and Channels		Misaligned/loose/rocking	50mm horizontally/vertically	36 hours	21 days
		Missing	Missing kerb	36 hours	21 days
Verges		Sunken area adjacent and running parallel with carriageway edge	150mm depth and 5m longitudinal	5 days	21 days

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

Item		Defect	Defect / Dimensions	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Road Markings	Strategic	Missing or obscured	Mandatory Lines	5 days	NA
		Faded or worn markings	No Cat 1 (1a or 1b) defect	NA	NA
	Main & Secondary Distributors	Missing or obscured	Mandatory Lines	5 days	NA
		Faded or worn markings	No Cat 1 (1a or 1b) defect	NA	NA
	Local, Link & Minor	Missing or obscured	Mandatory Lines	5 days	NA
		Faded or worn markings	No Cat 1 defect	NA	NA
	Footways and Cycleways	Missing or obscured	Mandatory Lines	5 days	NA
		Faded or worn markings	No Cat 1 (1a or 1b) defect	NA	NA
Road Studs		Missing stud leaving hole	As carriageway/footway /cycleway pothole criteria	-	-
		Displaced road stud (not rubber insert) on carriageway, footway or cycleway, causing a hazard	Present	2 hours	NA
Signs & traffic signals		Item damaged or misaligned causing a hazard	Present	2 hours	NA
		Missing or obscured item causing a hazard	Present	2 hours	NA
		Signals not operating correctly/malfunctioning	Present	2 hours	NA
Signs & traffic signals		Exposed wiring	Present	2 hours	NA
		Missing door to item	Present	2 hours	NA
		Item missing	Present	2 hours	NA
Street Furniture		Item damaged or misaligned causing a hazard	Present	2 hours	21 days
		Item missing causing a hazard	Present	2 hours	NA
Hedges and trees		Unstable tree causing danger of collapse onto highway	Present	2 hours	NA
		Overhanging tree leading to loss of height clearance over carriageway, footway, or cycleway	No Cat 1 (1a or 1b) defect	N/A	NA
Highway general		Oil/debris/mud/stones/ gravel likely to cause a hazard	Present	2 hours	NA
		Illegal signs	Causing a safety hazard	2 hours	NA

Item	Defect	Defect / Dimensions	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Highway general	Obstructions in the highway	Causing a safety hazard	2 hours	NA
	Obstructed sight lines	Causing a safety hazard	2 hours	NA
	Unauthorised ramps in carriageway	Causing a safety hazard	2 hours	NA
	Embankment and cuttings apparently unstable	Present	2 hours	NA
Other dangers to the public	Anything else considered dangerous	Present	2 hours	NA
Graffiti Removal from County Council owned assets	Graffiti will be removed from CCC owned assets that is: • offensive, gang related, insulting or against public interest • likely to encourage more graffiti or tagging • inappropriate for the location or out of keeping with the surrounding area • a cause of complaints to the Council • on a listed building or in a conservation area • libellous or potentially libellous intimidating	For offensive graffiti	5 days	NA

All 2 hours make safe emergencies will be permanently repaired in 28 days or as part of the next scheme
5 days = 5 calendar days

Carriageway Defects

1. Where a defect meeting the investigation level is within 3m of a controlled pedestrian/cycle crossing then it should be assessed as Cat 1a.
2. Where a defect meeting the investigation level is clearly on the desire line for pedestrians/cyclists crossing the road it should be assessed as Cat 1a. A typical example would be where the defect is between dropped kerbs for pedestrian use either side of the carriageway.
3. Where a carriageway or cycleway defect meets the relevant investigatory level and is 1m or less from the kerb edge, then it should be assessed as Cat 1a.

Where traffic calming features significantly narrow the road, defects meeting the investigation criteria within the narrowed carriageway and immediately adjacent, within 3m carriageway area should be assessed as Cat 1a.

Current contractor completion timescale from date of order

A – Emergency 2 hour response
1 – Cat 1a non-pothole 36 hour response
2 – Cat 1a pothole 5 day response
3 - Cat 1b 21 day response

Appendix B - Reactive Maintenance Investigatory levels for Category 2 defects

Item		Defect	Category 2 defects	Response times
Carriageway	Strategic and Main Distributor Roads	Pothole/spalling/ depression/sunken cover	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Gap/crack	20mm depth (>20mm width)	Planned maintenance programme (Priority D)
		Ridge/hump	20mm depth	Planned maintenance programme (Priority D)
	Secondary Distributor Roads	Pothole/spalling/ depression/sunken cover	40mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Gap/crack	40mm depth (>20mm width)	Planned maintenance programme (Priority D)
		Ridge/hump	40mm	Planned maintenance programme (Priority D)
	Link, Local Access and Minor Roads	Pothole/spalling/ depression/sunken cover	Outside of scope for intervention	Not applicable
		Gap/crack	Outside of scope for intervention	Not applicable
		Ridge/hump	Outside of scope for intervention	Not applicable
Cycleway (part of Carriageway)	Strategic and Main Distributor Roads	Pothole/spalling	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Gap/crack	20mm (>20mm width)	Planned maintenance programme (Priority D)
		Ridge/hump/ depression/sunken cover	20mm	Planned maintenance programme (Priority D)
Cycleway (part of Carriageway)	Secondary Distributor Roads	Pothole/spalling	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)

Item		Defect	Category 2 defects	Response times
Cycleway (part of Carriageway)	Secondary Distributor Roads	Gap/crack	20mm (>20mm width)	Planned maintenance programme (Priority D)
		Ridge/hump/ depression/sunken cover	20mm	Planned maintenance programme (Priority D)
	Link, Local Access and Minor Roads	Pothole/spalling	Outside of scope for intervention	Not applicable
		Gap/crack	Outside of scope for intervention	Not applicable
		Ridge/hump/ depression/sunken cover	Outside of scope for intervention	Not applicable
Footways and Cycleways	Category FW1, FW2 & FW3 footways Category CY1 & CY3 Cycleways	Trip/pothole/sunken cover	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Rocking slab/block	20mm vertical movement	Planned maintenance programme (Priority D)
		Gap/crack/open joint	>20mm wide and >20mm deep	Planned maintenance programme (Priority D)
		Depression	20mm depth (100mm x 50mm horizontally)	Planned maintenance programme (Priority D)
	All other categories	Trip/pothole/sunken cover	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Rocking slab/block	20mm vertical movement	Planned maintenance programme (Priority D)
		Gap/crack/open joint	>20mm wide and >20mm deep	Planned maintenance programme (Priority D)
		Depression	20mm depth (100mm x 50mm horizontally)	Planned maintenance programme (Priority D)
Kerbs, Edging and Channels		Misaligned/loose/rocking	20mm horizontally/vertically	Planned maintenance programme (Priority D)

Item		Defect	Category 2 defects	Response times
Verges		Sunken area adjacent and running parallel with carriageway edge	Outside of scope for intervention	Not applicable
Iron works	Carriageway	Gaps within framework (other than designed by manufacturer)	As carriageway criteria	-
		Level differences within framework	As carriageway criteria	-
		Rocking covers	Maximum height as carriageway criteria	-
		Cracked/broken covers	Present	Risk assess by LHO
		Worn/polished covers	Present	Risk assess by LHO
	Footways / Cycleways	Gaps within framework (other than designed by manufacturer)	As footway criteria	-
		Level differences within framework	As footway criteria	-
		Rocking covers	Maximum height as footway criteria	-
		Cracked/broken covers	Present	Risk assess by LHO
		Worn/polished covers	Present	Risk assess by LHO
	Verge	As footway/cycleway above		
Flooding		Substantial running water across carriageway / footway / cycleway	Present	Risk assess by LHO
Drainage		Blocked gully (silted above outlet)	If no network restrictions/ safety concerns	Risk assess by LHO
		Collapsed/blocked/settled items or systems	If no network restrictions/ safety concerns	Risk assess by LHO
Road Markings	Strategic Roads	Faded or worn markings	Where 30% loss of effective marking, refer to Road Markings and studs policy within Highways Standards and Enforcement Appendix F	Planned maintenance programme (Priority D)
	Main and Secondary Distributor Roads	Faded or worn markings	Where 50% loss of effective marking, refer to Road Markings and studs policy within Highways Standards and Enforcement Appendix F	Planned maintenance programme (Priority D)

Item		Defect	Category 2 defects		Response times
Road Markings	Link, Local Access and Minor Roads	Faded or worn markings	Where 70% loss of effective marking, refer to Road Markings and studs policy within Highways Standards and Enforcement Appendix F		Planned maintenance programme (Priority D)
	Footways and Cycleways	Faded or worn markings	70% loss of effective markings		Planned maintenance programme (Priority D)
Road Studs Signs & traffic signals		Missing stud leaving hole	N/A		N/A
		Displaced road stud (not rubber insert) on carriageway, footway, or cycleway causing a hazard	N/A		N/A
		Damaged/misaligned item causing a hazard	N/A		N/A
		Missing or obscured item causing a hazard	N/A		N/A
		Signals not operating correctly/malfunctioning	N/A		N/A
		Exposed wiring	N/A		N/A
		Missing door to item	N/A		N/A
		Item missing	N/A		N/A
Street Furniture		Item damaged or misaligned causing a hazard	N/A		N/A
		Item missing causing a hazard	N/A		N/A
		Overhanging tree leading to loss of height clearance over carriageway, footway, or cycleway	Over Carriageway	<5.1m	Risk assess
			Over Cycleway	<2.7m	Risk assess
			Over Footway	<2.1m	Risk assess
		Illegal signs	Not causing a safety hazard		Refer to HOS Appendix F
		Obstructions in the highway	N/A		N/A
		Obstructed sight lines	N/A		N/A
		Unauthorised ramps in carriageway	Not causing a safety hazard		Refer to HOS Appendix F

Item	Defect	Category 2 defects	Response times
Graffiti Removal from County Council owned assets	Graffiti will be removed from CCC owned assets that is: • offensive, gang related, insulting or against public interest • likely to encourage more graffiti or tagging • inappropriate for the location or out of keeping with the surrounding area cause of complaints to the Council • on a listed building or in a conservation area • libellous or potentially libellous • intimidating	For other graffiti types	To be reported to and removed by the environmental services department of local District/City Council in line with their procedures
Current contractor completion timescale from date of order **D** – Planned maintenance programme 13 weeks **E** – Planned maintenance programme 28 days **For all other planned works, current contractors completion timescales from date of order are:** **D** – Planned maintenance programme 13 weeks **E** – Planned maintenance programme 28 days			

Appendix C - Highways Maintenance Service - Communications strategy

Highways Maintenance Service - Communications strategy

Key Highways Employees

Assistant Director, Highway Maintenance, CCC Currently Vacant	**Communications Business Partner, CCC** Sarah Silk
Business Director, Milestone Gary Williams	**Communications Business Partner, Milestone** Andrew Baxter

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

The outcomes we seek to achieve are that;

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

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

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

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

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

Primary outcomes:

- *The service is efficient*: we identify efficiencies on an on-going basis in order to optimise our resources to deliver maximum "pound on the ground" services
- *Financial savings are delivered*: financial savings are delivered and realised in order to continue the delivery of sustainable services
- *Preventative maintenance is effective*: we follow our asset management strategy in order to improve the whole life costs of our assets
- *The service relationships are effective*: the service relationship is effective and can adapt to the changing needs and circumstances of the County Council
- *Scheme delivery and design is effective*: infrastructure schemes are delivered and designed in a timely fashion in order to enable the successful delivery of the Transport Delivery Plan

- *The public and workforce are kept safe*: our highway and works undertaken on it keep the public and workforce safe
- *The network is effective*: the network is fit for purpose and users experience minimal disruption
- *The service delivers value*: our highway service benefits the local supply chain and resources.

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

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

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

Highways specific:

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

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

Improving and/streamlining highways communications
Digital
We will look to improve the Highways Maintenance services' digital presence. We will aim to do this by working with the information team to further develop the use of roadworks.org on our website and better embed it with our service pages.
As part of this work we will streamline and develop CCC social media channels to include more highway information whilst supporting the development of the Cambs Traffic account.

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

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

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

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

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

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

Improving communications from highways officers/engineers
It is important officers/engineers from both CCC and Milestone inform residents and businesses about the work they are carrying out, so they are kept up to date of any disruption caused and benefits from the work.

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

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

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

We propose a two-prong approach:

- Minor/smaller schemes
- Major/bigger schemes

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

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

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

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

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

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

Audiences
Internal

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

External

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

Key Messages
From corporate strategy:

- Regional/national key messages; fleet of foot; fighting for fairness; focussed on innovation
- Local - key messages: a catalyst for change; connecting communities; Cambridgeshire first.
- Internal - key messages; one council; innovative practice; shared ambition, skilled employees

Highways specific:

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

- Green
- Diversity and inclusion
- Community investment

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

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

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

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

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

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

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

Website
Work will be undertaken to improve the services presence on the corporate website.

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

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

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

Corporate news channels
A number of new corporate channels exist:

- Member briefing
- MP briefing
- Parish briefing

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

Internal Communications
There will be a quarterly Cambridgeshire Highways newsletter produced by the service.
Any newsworthy stories will be shared internally via the Milestone intranet OneMilestone.
Any online material produced by Milestone and includes Cambridgeshire Highways, will be sent to the council's communications team for their approval and vice versa if CCC produces anything mentioning Milestone.

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

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

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

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

- **Stakeholders**
    - How did our stakeholders react?

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

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

Appendix D - Road Condition Index and Bridge Condition Index

Road Condition Index - RCI

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

Bridge Condition Index - BCI

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

Appendix E - Highway Capital Maintenance Programme Flow Process

CARRIAGEWAY RESURFACING/RECYCLING AND SURFACE TREATMENTS

Data collection and sense checking

- Asset Team undertake the highway condition survey
- Asset Team produce condition plans and lists of locations
- Asset Team analyse locations to produce a list of prioritised locations based on condition data
- Local Highway Officers produce lists of locations based on inspections
- Meeting with the Local Highways Manager, Carriageways, Footways and Cycleways Team Manager, Local Highway Officers and Assets Team to compare lists

Final Draft

- Asset Team confirm scheme extents
- Design & Delivery Group provide scheme cost estimates
- Final draft of programme agreed including standard criteria
- Finalise form of construction and coordination spread sheet including budget

Finalisation

- Asset Team and Highways Maintenance Group confirm priorities
- Produce final programme including co-ordination with longer term plans and aspirations
- Produce project briefs

FOOTWAY RESURFACING AND SLURRY SEALING

Data collection and sense checking

- Asset Team produce list of locations based on inspection
- Local Highway Officers produce lists of locations based on inspections
- Meeting with the Local Highways Manager, Carriageways, Footways and Cycleways Team Manager, Local Highway Officers and Assets Team to compare lists

Final Draft

- Asset Team confirm scheme extents
- Design & Delivery Group provide scheme cost estimates
- Final draft of programme agreed including standard criteria
- Finalise form of construction and coordination spread sheet including budget

Finalisation

- Asset Team and Highways Maintenance Group confirm priorities
- Produce final programme including co-ordination with longer term plans and aspirations
- Produce project briefs

DRAINAGE SCHEMES

Data collection and sense checking

- Asset Team produce list of locations based on inspection
- Flood and Water Team produce lists of locations based on inspections
- Meeting with the Local Highways Manager, Carriageways, Footways and Cycleways Team Manager, Local Highway Officers and Assets Team to compare lists

Final Draft

- Asset Team confirm scheme extents
- Design & Delivery Group provide scheme cost estimates
- Final draft of programme agreed including standard criteria
- Finalise form of construction and coordination spread sheet including budget

Finalisation

- Asset Team and Highways Maintenance Group confirm priorities
- Produce final programme including co-ordination with longer term plans and aspirations
- Produce project briefs

Cambridgeshire County Council's

Highway Standards and Enforcement

Revised September 2024

Cambridgeshire County Council - Highway Standards and Enforcement

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1. Introduction

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

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

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

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

2. A-boards

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

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

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

3. Abandoned vehicles on the highway

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

4. Access Protection

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

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

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

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

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

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

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

5. Banners on the highway

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

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

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

6. Bollards and Marker Posts

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

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

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

7. Disabled Parking Bays

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

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

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

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

If, for any reason, a disabled bay is no longer required in a particular street, it may be removed if there is pressure for the space to be made available for other users; and there are two different types of disabled parking bay, these are the Advisory Disabled Bay and the Mandatory Disabled Bay the Highway Authority will assess each application to decide which bay is most appropriate.

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

8. Encroachment and obstruction

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

9. Gating Orders

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

For a route to be eligible it must lie within a designated crime area, the application procedures for which are set out under the CROW Act. It is unlikely that any areas within Cambridgeshire would meet a request for such a designation. Such orders do not enable alleyways to be gated expressly to prevent anti-social behaviour (ASB) and they exclude many alleyways that are public highways but not recorded as rights of way. Also, under these provisions the removal of rights of passage is irrevocable.

<u>Public Space Protection Orders (PSPOs)</u>

Public spaces protection orders are intended to deal with a specific nuisance or problem in a particular area that is detrimental to the local community’s qualify of life, by imposing conditions on the use of that area which apply to everyone. PSPOs are dealt with by the local District or City Council. PSPOs were introduced in October

2014 by the Antisocial Behaviour, Crime and Policing Act 2014 and replace Gating Orders under section 129A of the Highways Act 1980.

General Principles

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

(i) activities carried out in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality; and
(ii) it is likely that activities will be carried out in a public place within that area and that they will have such an effect.

Secondly the restrictions imposed by the notice are justified if the activities are of a persistent, unreasonable nature.

A PSPO is an order that identifies the public place and prohibits specified activities in the restricted area and/or requires specified actions by persons carrying on specified activities in that area. The order may not have effect for more than three years and the Local Authority must consult with the chief officer of the police and the local Highway Authority before making an order.

Special extinguishment or diversion orders that remove the highway status of an alleyway, for crime prevention reasons, should continue to be made under the provisions of the CROW Act 2005 if a Secretary of State crime area designation can be achieved.

Temporary gating orders for crime or ASB prevention reasons, should be made under the Clean Neighbourhoods and Environment Act 2005 (Sections 129A to 129G of the Highways Act 1980).

Restrictions on Public Rights of Way

PSPOs are not the only solution to tackling crime and ASB on certain highways. Before proposing an order, consideration must be given to whether there are alternative measures that may be more appropriate for tackling the specific problems, which do not involve gating the highway. Government advice gives examples of the installation of security lighting and CCTV. PSPOs should be seen as a last resort. Cambridgeshire County Council will only consider the use of a PSPO in the following circumstances:

i) when alternative solutions for tackling the specific problems being experienced, such as the installation of security lighting, CCTV, increased police officer surveillance or neighbourhood watch, have been fully investigated or tried and have been found to be ineffective or prohibitively more costly than erecting a barrier.
ii) on public highways (generally urban alleyways) where it can be shown that persistent crime and/or serious ASB is occurring and is expressly facilitated by the use of the public highway.
iii) where the order will not restrict the public right of way over a highway for the occupiers of premises adjoining or adjacent to the highway.
iv) where the order would not restrict the public right of way over a highway that is the only or principal means of access to a dwelling.

v) where the order will not restrict the principal means of access to premises used for business or recreational purposes during periods when the premises are normally used for those purposes.

Cambridgeshire County Council will expect any consultation to demonstrate that all the above can be met through documented evidence.

It should be remembered that the orders are not meant to be permanent solutions. If a PSPO is made, then they may not have effect for a period of more than three years so that the effect of the order and other factors such as action to combat the sources of the ASB or a change in local circumstances such as redevelopment can be assessed, and a decision taken as to whether the order needs to be varied or revoked.

10. Grit and Salt Bins

All grit/salt bins will be provided by the City/Town/Parish Council and located, at the agreed location, by the relevant Highway Area office.

The bin will be filled and replenished when resources are available. CCC will replace/repair any bin that was not bought by the City/Town/Parish Council prior to 2009. However, before the bin is replaced, CCC will assess its usage and make a judgment if it is still required and if it is, CCC will provide one. Future repair/replacement will be the responsibility of the City/Town/Parish Council.

It will be the responsibility of the City/Town/Parish Council to repair/replace any bin they have purchased after 2009 and those that have been replaced by CCC as detailed above. Requests that come in from a City/Town/Parish Council to position/fill bins on un-adopted roads will be considered only if the street is subject to a Section 38 agreement. The provision/filling/replenishment of the bin will be as described above. The positioning of the bin will be agreed by both the developer and CCC in order that the bin will not require repositioning on adoption.

11. Highway Charges

Charges are made for various elements of work and are displayed on the County Council website. These will be amended annually in line with the index associated with each charge.

12. Highway Scheme Funding

<u>Third Party Funding of Highway features</u>

Privately funded highway features may be installed on the public highway in the following circumstances:

- there is a safety problem which the proposed feature(s) would be expected to address.
- the proposed feature(s) could be installed safely (as demonstrated by a positive Safety Audit process).
- the provision of the proposed feature(s) would comply with current County Council policy.
- the proposed feature(s) are acceptable to the local community.

Local Highway Improvements

To assist communities in improving their local highways, the County Council provides funds annually towards improvement projects. Communities can enter an application for this funding, which will be assessed by an advisory panel of County Councillors for each District Council area of Cambridgeshire. The panels will take into account the views of local Parish Councils, before making recommendations on allocating the funding, so applicants should make sure they can demonstrate local support for their project before applying.

13. Horses on the highway

If a horse/s is straying on the highway this should be reported to the police. If there is no danger of the horse getting on to the road, but the horse is clearly sick, distressed or injured it should be reported to the RSPCA.

14. Indemnity for highway works

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

15. Kerbing

Kerbing, subject to approval in writing from the County Council, may be provided in the following circumstances:

- As part of a Highway Capital Maintenance Programme project.
- Where required to protect pedestrians from vehicular over run of footway areas.
- To assist with drainage.
- To support the edge of the carriageway.

16. Memorials and Floral Tributes on the highway

General

It is increasingly common for families and friends to place memorials on the highway in memory of loved ones who have died in road traffic collisions, or other circumstances on the highway. The Council recognises and respects the wish of bereaved families and friends to mark these deaths in this way but has a legal duty to ensure that highways are safe and to make sure that public open spaces are kept free from debris. There are also planning rules, which would cover the erection of permanent memorials. Although it can sometimes be difficult for grieving friends and family to understand, the Council must balance the wishes of the bereaved with their wider duties on public safety. The distraction of other road users and the safety of those placing or maintaining memorials are the overriding safety issues in the consideration of roadside memorials.

Any ban on the placing of roadside tributes following would be difficult to enforce and potentially insensitive. Therefore, it is proposed that these are dealt with in a sympathetic, understanding, and sensitive way, with each request considered based on the specific location and circumstances involved. The placing of floral tributes or memorials will therefore involve liaison between the bereaved family, the Police Family Liaison Officer and the Local Highways Manager or the respective area. All decisions will be based on the principles outlined below.

Floral Tributes

Any floral tributes left at the site should be allowed to remain for a period of not less than 14 days, but generally not more than 12 weeks. The relevant Local Highways Manager arrange for collection and disposal at the end of the period. Sensitivity must be shown, with the bereaved being given the option of receiving any non-floral tributes which may be placed along with flowers (e.g. cards, soft toys etc.).

In cases where floral tributes are felt to have an adverse impact upon safety (for example by obstructing visibility for drivers etc.), the flowers will be removed or re-positioned immediately, and arrangements made for the bereaved to be notified, usually by the Police Family Liaison Officer.

Roadside Memorials

Roadside memorials, including 'green' memorials such as shrubs and bulb planting, should be discouraged as a matter of principle to address the potential safety risks associated with repeat visits. While some memorials may be very discreet and placed where they will not create any problem, the majority of situations will have some form of potential hazard.

In circumstances where the bereaved family (or the local community) request a permanent memorial, it may be possible to satisfy such requests by encouraging the provision of benches, trees, artwork, or other suitable items at locations away from the highway, and this should be considered in the first instance. The Council will help facilitate these requests where possible within their legal duties.

Even where memorials have been agreed, the Council cannot guarantee that these sites won't be disturbed or require removal in the future. If this is the case, the Council will make every effort to work with the bereaved to ensure this is managed sensitively and provide alternative options, if required.

Any decision to remove a roadside memorial must be communicated to the bereaved in advance, usually through the Police Family Liaison Officer.

Existing roadside memorials, in place prior to the adoption of this policy, will be reviewed on an individual basis with the family concerned, where they can be identified.

Key Contacts

Cambridgeshire County Council – contact should be made via local.highways@cambridgeshire.gov.uk or 0345 045 5212 for the attention of the Local Highways Manager for the area concerned

Bedfordshire, Cambridgeshire & Hertfordshire Roads Policing – contact should be made via the Police Family Liaison Officer that has been assigned to you or to Sam Sparkes via 101 or email sam.sparkes@beds.police.uk

Road Victims' Trust – anyone affected by a road death is eligible for FREE support from the RVT. If you would like to speak to someone, please call 01234 843345 or email enquiries@rvtrust.co.uk

17. Mirrors on the highway

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

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

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

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

18. Mobile Catering

Responsibilities

The County Council are responsible for the maintenance of the roads and the making of Regulations controlling the traffic management and ensuring under the various Highway Acts of Parliament, that roads are safe and available for use by the public and are not obstructed.

The Police have responsibility for the management of traffic on the roads, with the relevant district council's Environmental Health Departments being responsible for Food Safety, Litter and Street Cleaning etc.

Street Trading Licence

Cambridge City Council, South Cambridgeshire, East Cambridgeshire, and Fenland District Council have adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. This allows them to designate any street in their district as a prohibited street, a licence street or a consent street; thereby controlling street trading.

Where a Council has designated a 'consent zone' and within that has designated certain streets as 'consent streets.' This means that street traders in those streets must have formal consent from the council.

Where a street does not fall within the 'consent zone' it falls outside of the legislation and therefore does not require a street trading licence.

Premises Licence

Where someone intends to supply hot food or drink to the public between 11pm and 5am they will be required to obtain a Premises Licence from the relevant district council under the Licensing Act 2003.

Food Hygiene Certificate

All food business are required to be registered with the relevant district council, they are then subject to food hygiene inspections and are awarded a Food Hygiene rating.

Siting of mobile food outlets on public highway

Operators of roadside catering vehicles must get consent from the local Highways Office before starting to trade and should be aware of and bear in mind the following when considering making an application:

- No units are allowed in laybys on dual carriageways.
- There shall only be one outlet on any site at any one time − trading or non-trading.
- The unit should be truly mobile, that is, self-propelled or towable on its chassis
- The unit shall not conflict with any form of traffic regulation order.
- It shall not cause or give rise to road safety concerns.
- It shall not cause any damage to the highway or interfere with the free and safe flow of traffic.
- All waste and liquids shall be kept off the highway at all times and litter removed from the highway at the end of each opening period of business.
- The unit shall be sited behind the kerb line leaving at least 1.5m between it and the highway to provide a pedestrian safety margin. This shall also apply to any portaloo or waste containers.
- The operator is responsible for complying with planning legislation, environmental health and any other legislative requirements.
- Should any damage occur to the highway, for example, HGVs overrunning which could be attributable to the vending operation or should the area of highway be required by us for highway maintenance purposes, the vendor will be required to vacate the site on a permanent or temporary basis. Likewise, in the event of any occurrence related to the vending operation which could be considered to be prejudicial to highway safety.
- Any operator should be aware that in the event the vehicle causes an obstruction the police have the power to move the operator on.
- It must be understood that the 'pitch' does not become the property of a trader and no rights are acquired thorough length of use.
- No nuisance shall be caused to adjoining landowners or persons.
- Upon receipt of complaints which are upheld, whereby we have a duty to take some action, you will be asked to move on.

Enforcement

Where a mobile food outlet is found to be operating without approval, the operator will be served with both verbal and written notice of the requirement to remove the outlet from the highway within seven days.

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

An inventory detailing the confiscated items will be made and a receipt issued to the operator.

Items removed by the Council will be subject to a release fee. This fee will be reviewed annually. If the items are not collected within 21 days of the date of seizure the Council will dispose of them.

19. Mud on the highway

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

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

20. Parking

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

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

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

21. Parklets

Definition

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

General policy

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

For these reasons parklets will only be considered:

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

Parklet requirements

In addition to the general conditions stated, parklets must also comply with all of the following conditions:

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

Application procedure and payment

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

The following costs will be borne by the applicant:

- Administration and site feasibility fee - if the applicant decides to make a formal application a nonreturnable fee of £250 will be payable. The fee will cover the administration time in checking site suitability, staff time and travelling costs in carrying out the assessment of the location and all associated correspondence

22. Pedestrian Crossings

The design of controlled pedestrian crossing facilities (Puffin, Toucan, Pegasus and Zebra) will be in accordance with all relevant current standards and will take into account all current design guidance. Any departure from current design standards and any significant departure from current design guidance must be approved by the Assistant Director Highways Maintenance.

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

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

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

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

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

A ZEBRA CROSSING is a pedestrian crossing consisting of alternating dark and light stripes on the road surface and belisha beacons (flashing amber globes on posts). These provide suitable crossing points where pedestrian flows are light and

vehicle speeds low. Good visibility is essential. There is a risk that pedestrians feel they have absolute priority whereas some drivers may not observe zebra crossings in the same way that they would comply with traffic lights.

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

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

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

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

Funding opportunities for improvements to the public road network are available via either the County Council's Local Highway Improvement (LHI) initiative or by third party funding.
http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/118/improving_highways
Third party funding would need to cover the cost of the assessment, procuring and installing the measure and, in some cases, any ongoing operating costs would also need to be covered.

The provision of developer funded pedestrian crossing facilities will be sought, through the planning process, at suitable locations.

23. Pedestrian Dropped Kerbs

Where dropped kerbs are provided to help those with mobility problems, wheelchair users and people with pushchairs they shall be set flush with the carriageway channel level. Tactile paving must be provided at all dropped kerbs where pedestrians can be expected to cross.

Kerbs will be dropped to provide pedestrian crossings during planned footway maintenance to help wheelchair users and people with pushchairs.

Where applicable, an Equality Impact Assessment may be required to ensure we consider the impacts upon all the identified protected characteristics. If required, an

individual site specific assessment will be carried out to ensure all relevant potential equality implications are addressed.

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

24. Planters, Litter Bins, Seats and Cycle Stands

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

25. Religious Symbols on the highway

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

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

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

26. Road Markings and Studs

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

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

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

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

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

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

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

Standards & Guidelines for the provision & maintenance of road markings and studs

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

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

Centre Lines

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

Centre line markings must not be used on:

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

Centre warning line markings should only be used on

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

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

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

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

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

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

Edge of Carriageway Markings

Edge of carriageway markings should generally only be used:

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

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

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

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

Give Way Markings

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

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

Give way triangle markings will be laid:

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

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

Other Road Markings

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

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

Conservation Areas and Environmentally Sensitive Locations

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

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

Studs

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

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

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

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

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

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

If clarification is required on any aspect of road markings or studs, please contact the Highways Maintenance service for guidance in the first instance.

Table A: General rules for road classifications

Classification	Centre Line	Edge Line	Road Studs
A	Yes, with warning lines where appropriate	Yes, on high speed sections except alongside kerbed sections and inside 30mph speed limits.	Yes, except in street lit areas or inside 30mph limits.
B	Yes, where carriageway width typically exceeds 5.5m and with warning lines where appropriate.	Only on consistently high traffic flow routes (typically >6000 vehicles in 12 hours) or at specific hazard locations (e.g.: bends and alongside deep drains or where buildings abut the highway).	No, except in conjunction with a double white line system or in exceptional circumstances such as accident reduction schemes.
C	Only on consistently high traffic flow routes (typically >2000 vehicles in 12 hours) where carriageway width typically exceeds 5.5m. Warning lines at specific hazard locations (e.g.: junctions and bends).	Only at specific hazard locations (e.g.: bends and alongside deep drains or where buildings abut the highway).	No, except in conjunction with a double white line system or in exceptional circumstances such as accident reduction schemes.
U & Estate	No markings at all except warning lines at specific hazard locations (e.g.: junctions and bends).	No markings at all except at specific hazard locations (e.g.: alongside deep drains or where buildings abut the highway).	No, except in conjunction with a double white line system or in exceptional circumstances such as accident reduction schemes.

27. School Flashing Amber Lamps

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

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

28. Speed Limits

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

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

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

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

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

This is not an exhaustive list.

The three national speed limits are:

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

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

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

30mph Limits

The County Council will work towards the introduction of a 30mph speed limit in the developed parts of all settlements in the County where appropriate in relation to the nature of the street frontage, activity, environment and density. Where suitable and affordable, complementary features may be required to encourage drivers to travel at an appropriate speed. Each location will be considered on its own merit

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

20mph Limits

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

Successful 20mph zones and 20mph speed limits are generally self-enforcing, i.e. the existing conditions of the road together with measures such as traffic calming or signing, publicity and information as part of the scheme, lead to a mean traffic speed compliant with the speed limit. Therefore, expected speed reductions will be taken into consideration as part of the prioritisation criteria for any new 20mph schemes.

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

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

20mph zones must be introduced in clearly defined zones and area wide schemes are encouraged, rather than just on isolated roads or cul-de-sac.

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

therefore be given to the introduction of complementary speed reduction features. Depending on the site, traditional traffic calming measures may be required to achieve compliance.

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

For speed limit purposes the following definitions will apply:

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

Decision Making

Implementing speed limits requires the making of a legal order, which involves a statutory consultation process that requires the Highway Authority to advertise, in the local press and on-street, a public notice stating the proposal and the reasons for it. The advert invites the public to formally support or object to the proposals in writing within a 21 day notice period. The County Council will also consult with the emergency services, (the Chief Officer of Police is a statutory consultee) the local County, District and Parish Councillors and any other persons most likely to be directly affected by the proposal.

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

Police Support

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

Speed limits outside settlements

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

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

Guidance in urban speed limit characteristics

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

Speed Limit (mph)	**Characteristics**
20	In town centers, residential areas and in the vicinity of schools and other premises where there is a high presence of vulnerable road users.
30	The standard limit in settlements that are fully developed.
40	Higher quality suburban roads or those on the outskirts of urban areas where there is little development and few vulnerable road users. Should have good width and layout, parking and waiting restrictions in operation and buildings set back from the road. Should wherever possible cater for the needs of non-motorised users through segregation of road space and have adequate footways and crossing places.
50	Usually most suited to special roads, dual carriageway ring or radial routes or bypasses which have become partially built up. Should be little or no roadside development.

To achieve average speeds appropriate to the typical speed limits given in the table above it may be necessary to introduce speed reduction measures.

Speed limits in new developments
All roads in areas of new development should be designed to physically restrict vehicle speeds to the appropriate maximum levels shown in the table above.

Manual for streets (the guide for the design, construction, adoption and maintenance of new residential streets) recommends 20mph or less as the design speed for residential roads in new developments. Highway Development Management documents 'General Principles for Development' and the 'Housing Estate Road Construction Specification' also specify 20mph.

Highway Development Management will continue to seek 20mph design speed on all new housing estate roads/ adoptable development infrastructure, except those roads that are specifically designed for wider purpose (such as major link roads and bypasses). In such circumstances a high standard of provision for non-motorised users will be required, wherever possible, with due regard to the nature/ function of the proposed infrastructure.

29. Stopping Up of a highway

When considering applications to stop up a highway or part of a highway the following conditions will be considered:

- That the highway is no longer necessary or.
- That the highway can be diverted so as to make it nearer or more appropriate for public need.

The applicant is expected to meet all the legal costs incurred in this process, regardless of whether the application for stopping up is approved by a Magistrates' Court and an engineering fee to cover the costs associated with technical vetting and Court attendance (see Highway Charges). Consultation will be undertaken with the relevant parish council and local County Councillor.

30. Street Traders

A licence is required to become a street trader. Licences are issued by the local District or City Council.

31. Tables and Chairs

Licence to serve food and drink on the highway
If you intend to serve food and drink from your business on any part of the public highway, you need to apply for a licence.

Tables and Chairs Licence
The Levelling-up and Regeneration Act 2023 (Commencement No. 3 and Transitional and Savings Provision) Regulations 2024, makes permanent the provisions set out in the Business and Planning Act (BPA)2020.

From 31st March 2024, the Highway Authority may not grant an applicant permission to do anything which is capable of being authorised by a pavement licence under the BPA.

Any permission that was granted by a council under the Highways Act 1980 before the commencement date will continue under that legislation. Enforcement of licences is now also a local authority function.

Please contact your local city or district council to apply for or renew a licence:

- Cambridge City Council
- East Cambridgeshire District Council
- Fenland District Council
- Huntingdon District Council
- South Cambridgeshire District Council

32. Temporary Road Closures

Temporary road closure orders may be made to facilitate:

- Events taking place on the highway
- Highway works by a statutory undertaker / public utility
- Highway works by a third party to facilitate new development
- Improvement or maintenance of the highway network

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

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

33. Terrorism – Mitigating Threats

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

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

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

34. Tourist Signing

Definition

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

General policy

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

For these reasons the provision of tourist signing will only be considered:

- to permanently established sites which are open to visitors without prior booking for a minimum of four (4) hours a day, 150 days per year
- to sites whose primary purpose is to provide an attraction or facility for tourists-tourist signing will not be permitted at locations where other directional signing (including private signing) exists, or is to be provided
- where their provision is considered essential to direct visitors to an attraction or facility-signs will not be approved at locations where their provision would be mainly for promotional or advertisement reasons
- for sites where other eligible establishments in the vicinity would not be compromised by their provision
- at locations where the effectiveness of existing traffic signs will not be adversely effected
- in areas where their provision will not detract from the visual environment.

Tourist attraction requirements

Tourist attractions will generally include places of interest open to the public which attract visitors to the area and offer recreational, educational or historical interest. These include, for example, theme parks, historic houses, museums, zoos and leisure complexes.

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

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

Attractions will only be signed from the nearest A or B class road or the nearest signed settlement. Those with direct access to such a road will not need signing if the entrance is visible and identifiable from a sufficient distance to enable safe vehicular movement at the access.

Signing from motorways and trunk roads will be considered in accordance with the Highway England's own criteria and will be subject to their approval. Where an attraction meets these criteria, consideration should be given to signing from the nearest of these roads.

Signing to attractions in urban areas should be considered in conjunction with any signing to tourist facilities and should form part of a comprehensive scheme developed in conjunction with the local Council, Tourist Officer, business associations

and other local representative bodies. Priority should be given to directing tourists to appropriate public car parks and to providing Tourist Information Centres (TICs) or Tourist Information Points (TIPs) within the car parks. Signing to attractions could then take the form of pedestrian signing.

Subject to road safety and traffic management considerations outlined, as a general rule no more than six (6) destinations (less on high speed roads), of which not more than four should be tourist destinations, should be included in any sign structure. It may be necessary to prioritise tourist destinations with primary and other local destinations, and where necessary, tourist destinations may be prioritised on the basis of visitor numbers or closeness to the initial signing.

Directional signing to the attraction must satisfy the environmental requirements listed. To reduce environmental impact, where an attraction requires signing through more than two (2) junctions, consideration should be given to providing signs of the "For X, follow Y" type, utilizing where possible existing signing legends rather than providing additional continuity signing.

Assessment of tourist facilities

The provision of signing to tourist facilities will only be considered where it can be shown that they will be of benefit to tourists who require serviced accommodation, refreshment, shopping, leisure facilities etc. The numbers and level of provision of tourist facilities vary across the County and between urban and rural locations. Clearly, it would be impracticable to sign every facility.

To avoid a proliferation of signing, basic conditions have been developed which apply to all facilities and more specific conditions for each type of facility.

Basic conditions

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

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

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

Accommodation

The provision of tourist facility signing for the following types of accommodation will be restricted in both rural and urban areas to premises whose primary function is providing accommodation.

Hotels and Bed and Breakfast establishments must be members of a quality assurance scheme which requires independent inspection of all member premises and which are more than just marketing schemes. Those operated by the ETB, AA or the RAC are suitable.

Camping and Caravan sites retain their eligibility for tourist signing from the 1991 regulations. To qualify for signs a site must be licensed under the Caravan Sites and Control of Development Act 1960 and/or the Public Health Act 1936 and have a minimum of 20 pitches for casual overnight use. They should also be members of the British Graded Holiday Parks Scheme (“Q” scheme) or alternatively be registered with the ETB.

Youth Hostels also retain their eligibility for tourist signing under the 1991 regulations and all Hostels managed by the Youth Hostels Association may be provided with tourist signing.

Self-catering accommodation tends to be pre-booked, with visitors receiving directions to the premises. In this situation it should not be necessary to consider such facilities for tourist signing. If evidence can be produced that self-catering accommodation is available without pre-booking and the ETB quality standard for this type of accommodation is met then the provision of tourist signing could be considered.

Refreshment

Tourist facility signing will only be considered for establishments whose primary function is to provide refreshments for visitors to the area. This group of facilities will include restaurants, cafes, and public houses, which provide food but will exclude premises whose primary function is the sale of alcoholic drinks.

Many premises provide refreshments, and it would clearly be unacceptable to provide tourist signing to all such facilities. To do so would lead to a proliferation of signs which in many cases would be directing visitors away from equally suitable establishments. For these reasons only isolated or remote refreshment establishments and those which are promoted as tourist attractions will be considered for signing.

Similarly, it is proposed that there should be no tourist signing of refreshment facilities in urban areas. In these areas it is recommended that there should be greater use and signing of TICs and TIPs. In the market towns TIPs should be located in the town centre public car parks and should contain information on the attractions and facilities available. The information displayed will be a matter for the District/City Authorities to agree with the appropriate bodies representing the various tourist facilities and attractions involved.

In rural areas tourist signing to refreshment facilities will only be considered where:

- The facility is not located on a Class A or B Road or on a main thoroughfare. Establishments in bypassed communities will be considered under the special conditions which relate to this situation
- There are no similar facilities within one (1) mile
- The facility must comply with all relevant Environmental Health, Planning and other legislation
- The facility must have a minimum of 20 seats available for dining and should serve hot meals at lunch times and in the evening without pre-booking.

Shopping

Conventional local direction signing is already available for directing visitors to town centres, superstores etc. and this should continue to be used. Only shops which have special features specifically for tourists will be considered for signing in urban areas. The use of TICs and TIPs is considered to be most appropriate for this type of signing.

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

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

Generally, shopping facilities will be signed by their generic names i.e. village store, craft centre, garden centre etc. Individual naming of facilities will only be considered to prevent possible confusion between similar facilities.

Leisure

Leisure facilities will include recreational facilities, sports venues, cinemas and leisure centres etc. Tourist signing will be considered if the following requirements are met:

- Theatres, cinemas and music venues must have a minimum of 50 seats
- Sporting venues must demonstrate a regional or national significance, holding regular fixtures with suitable visitor facilities.

Implementation Guidelines

Facilities will only be signed from the nearest A or B class road. Those with direct access to such a road will not need signing if the entrance is visible and identifiable from a sufficient distance to enable safe vehicular movement at the site.

Signing from motorways and trunk roads will be considered in accordance with the Highway England's own criteria and will be subject to their approval. Where a facility meets the criteria, consideration should be given to signing from the nearest of these roads.

Signing to facilities in urban areas should be considered in conjunction with any signing to tourist attractions and should form part of a comprehensive scheme developed in conjunction with the local Council, Tourist Officer, business associations and other local representative bodies. Priority should be given to directing tourists to appropriate public car parks and to providing TICs or TIPs within the car parks. Signing to facilities could then take the form of pedestrian signing.

Subject to the road safety and traffic management considerations outlined, as a general rule no more than six (6) destinations (less on high speed roads), of which not more than four should be tourist destinations, should be included in any sign structure. It may be necessary to prioritise tourist destinations with primary and other local destinations, and where necessary, tourist destinations may be prioritised on the basis of visitor numbers or closeness to the initial signing.

Directional signing to the facility must satisfy the environmental requirements listed below

To reduce environmental impact, where a facility requires signing through more than two junctions, consideration should be given to providing signs of the "For X, follow Y" type, utilising where possible existing signing legends rather than providing additional continuity signing.

The general requirement to admit the public without prior booking will preclude the signing of facilities that are primarily membership organisations (e.g. golf clubs).

Where there are two (2) or more facilities of the same type either in an area, or along a particular route, then generic legends rather than individual ones should be used.

Policy for Bypassed Communities

The presence of "local services" in by-passed villages or small towns can now be signed using the "white on brown" tourist signs. The sign can include a short descriptive phrase, such as "Historic market town." Generic names and/or symbols should be used to indicate the facilities/attractions available (i.e. hotels/bed symbol; restaurants/knife and fork symbol, etc).

It is reasonable to expect larger towns to provide the full range of visitor facilities and therefore, it is proposed that only settlements of 10,000 population or less which are also within three (3) miles of a main road will be considered for this type of signing.

Environmental Considerations

Many tourist attractions and facilities are located in environmentally sensitive areas quality of the surroundings. A proliferation of signing in these areas would be counter-productive to the very reason for tourists visiting the area.

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

In conservation areas tourist attractions may be signed but signing to tourist facilities will not be permitted. A boundary sign may be allowed at the edge of the village or town to identify the available tourist facilities. Within conservation areas signing to tourist attractions will be considered but will be subject to the approval of the Director of Place and Sustainability and the appropriate District Council Planning Officer.

Road Safety and Traffic Management Issues

Signs will be provided in accordance with the Traffic Signs Regulations and General Directions (TSRGD) 2016 and all subsequent amendments and shall be manufactured in accordance with BS 873.

The number and size of signs required will depend on the road system and traffic flows and speeds. Sign design will be in accordance with good traffic management practice and will be to the satisfaction of the Assistant Director Highways Maintenance.

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

Application procedure and payment for signs

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

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

The following costs will be borne by the applicant:

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

The applicant will be expected to pay all fees in advance. The signs will be procured under the third party funding policy for highway features with the applicant meeting all works costs. The cost of replacing signs as a result of damage vandalism or theft or at the end of their design life must be met by the applicant.

The County Council reserves the right to remove signs, should an attraction or facility cease to meet the relevant criteria, and to charge the operator of the attraction for the cost of this work. It may also prove necessary to relocate signs for road safety or traffic management reasons, but such works would be carried out at the County Council's expense.

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

Eligibility

To be eligible for consideration for the provision of tourist signing operators must be able to answer "yes" to all of the questions below.

Eligibility and conditions self-assessment form

1. Does your business benefit from tourism?
2. Has it been operating from a permanent site for 12 months?
3. Does it fulfil an identified tourist need?
4. Do visitors need directions other than normal road signs to find your establishment?
5. Is it open to the public without prior booking?
6. Are you prepared to pay all reasonable costs for signing if your application is successful?

7. Do you accept that any agreed signing can be removed at your cost if your facilities fail to maintain relevant criteria or move location?
8. If your application is successful, will you remove any off site advertisement signing which you may have on or adjacent to the public highway?

Notes

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

ii. Traffic management, road safety, local amenity, quality of attraction and standard of service all have to be taken into account and could, without prejudice, form the basis for rejection of your application.

iii. The design, maximum number and locations of signs are determined by Cambridgeshire County Council and may be altered upon review of traffic management, safety, or amenity needs.

iv. Applicants should not expect signing from all possible directions.

v. All signs become and remain the property of Cambridgeshire County Council.

35. Traffic Calming

Traffic calming schemes may consist of a combination of various traffic calming features, designed to reduce, and manage the speed of vehicles and improve road safety. The design of schemes should accord with current Department for Transport standards and take into account all relevant guidance and advice.

36. Traffic Regulation Orders

Traffic regulation orders must comply with County Council policies subject to Elected Member decision via the Committee process.

The process for introducing traffic regulation orders shall be in accordance with the current Government procedure regulations.

The informal consultation process will identify who is likely to be affected by a proposal and we will ask those individuals/groups to provide feedback on draft plans.

We may use this process to help shape the proposal that will later go out for formal consultation.

The formal advertisement of a draft traffic regulation order will be undertaken by the Policy and Regulation Team.

37. Traffic Signals

Traffic signals may be provided to:

- reduce accidents
- improve conditions for pedestrians (in particular vulnerable users), cyclists and public transport

- balance conflicting access demands
- manage vehicle flow

New installations will be designed in accordance with current relevant standards, taking into account all relevant guidance. New installations shall incorporate pedestrian and cycle facilities as far as is reasonably practicable.

38. Traffic Signs

All directional, warning and information traffic signs will be designed in accordance with the current Traffic Signs Regulations and General Directions (TSRDG) and other national guidelines issued by the Department for Transport. The use of non-prescribed signs must be authorised by the Department for Transport.

New or replacement sign posts on roads with speed limits of 50mph or higher shall comply with the requirements for road restraint systems as set out in the Design Manual for Roads and Bridges.

Passively safe street furniture will not be considered on roads with speed limits of 30mph or less due to the possibility of frangible posts hitting pedestrians or causing other secondary accidents. The need for passive street furniture on roads with speed limits between 40mph and 50mph will be risk assessed as part of the road safety audit process.

39. Tree Policy

Scope

This document sets out Cambridgeshire County Council's approach to preserving and enhancing the tree stock across Cambridgeshire's highway network. The approach outlined below is very much a partnership effort, with the County Council working closely with Members, District and Parish councils, local organisations, communities, and individuals.

Existing Trees and Hedges

Responsibility

- There are over 87,000 highway trees in the County and many more privately owned trees adjacent to the highway
- Trees situated within the boundary of the public highway are generally the responsibility of the Highway Authority (Cambridgeshire County Council)
- Highways England is responsible for trees along motorways and trunk roads
- Trees on private land are the responsibility of the landowner or occupier
- Trees in hedges and boundaries are usually the responsibility of the landowner/occupier whose property adjoins the highway
- Trees on private property adjoining the highway are the responsibility of the owner/occupier. The Highway Authority has a discretionary power to make adjoining landowners cut trees endangering the Highway.
- The responsibility for cutting back trees and other vegetation that overhangs the public highway from neighbouring land rests with the owners or occupiers of the land on which the trees or vegetation grow. The Highway Authority can enforce such actions, using its statutory powers, if the overhang is deemed a danger or nuisance

- Cambridge City Council currently manages the tree stock within Cambridge City on behalf of Cambridgeshire County Council. There are some 10,400 street trees within Cambridge City

Routine Tree Work

The County Council will cut back all hedges, trees and shrubs that are the responsibility of the Highway Authority to ensure appropriate visibility and sight lines and that road signs are not obscured. Where an obstruction to a sight line, street light, road sign etc. or a potential hazard has been identified these shall be prioritised to allow works to be undertaken as part of the cyclic maintenance programme.

The local member/s of the County Council and the relevant District, Parish, Town, or City Council will be informed of any works due to be carried out, a minimum of two (2) weeks prior to the work being undertaken. In the case of emergency work the relevant local members will be updated once the work has been completed, should it not be practical to do so before dealing with the emergency.

Trees Encroaching on Public Highway

Trees and vegetation that overhang the highway should be crown-lifted to at least 5.2m to allow safe passage of high sided vehicles as well as being cut back to a minimum of 450mm from the edge of the carriageway to allow clearance for wing mirrors.

Trees and vegetation that overhang footways and footpaths should be crown-lifted to at least 2.5m and cut back to ensure that the footpath/way is passable for all classes of authorised users.

For obscured road signs, the area cut shall be from the edge of the carriageway to the signpost furthest from the carriageway tapering to the edge of the carriageway at a distance of 150m on ‘A’ and ‘B’ class roads and 75m on all other roads, so that the sign is visible to the road user.

The Highway Authority has powers under Section 154 of the Highways Act (1980) to serve notice upon the owner of the relevant land to lop or cut the tree that is causing an obstruction.

Hedge Maintenance

There are very few highway hedges; the vast majority of hedges are the responsibility of the adjoining landowner, not the Highway Authority.

The County Council will maintain hedges for which it is responsible, to ensure the safe passage of the relevant classes of users along the highway.

The Authority has powers under Section 154 of the Highways Act to serve notice upon adjoining landowners regarding the maintenance of hedges for which they are responsible.

Replacement Trees

Members of the public will be consulted on the proposed felling/removal of street trees on the public highway, except those removed in an emergency. This

engagement acknowledges the positive role trees play, contributing to the quality of life for people in urban areas.

Trees that have to be removed from the highway or pathway will be replaced with two trees if the Council budget is available. Where no budget is available, the Council will contact the local Parish, City or District Council to see if they or local residents would like to pay for the planting of replacement trees. The local County Council Member will also be consulted on the proposed tree removal and opportunity for replacement.

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

There may be occasions when replacement trees need to be planted in different locations to those that have been removed, for such reasons as impact upon other highway infrastructure or ongoing maintenance considerations.

The County Council will assume maintenance responsibility for any such replacement trees.

Subsidence Allegedly Caused by Highway Trees

There are a variety of potential causes of the subsidence of buildings, including: general reduction of ground water levels; inadequately designed or constructed foundations and seasonal variations in the moisture content of soils.

Consequently the County Council will not automatically agree to remove highway trees where there is evidence of building subsidence. Property owners should seek professional advice regarding the causes of subsidence, on a case by case basis.

The Council will carefully consider any relevant claims for subsidence damage but does not accept as a matter of course that nearby highway trees are likely to cause or contribute to a subsidence problem.

Subsidence claims related to highway trees are administered by the Council Insurance Team. The claimant must provide positive evidence to demonstrate that the highway trees have caused the subsidence. Where appropriate the Council will obtain an independent third party opinion.

New Trees within the Highway

The Council is happy to license new planting on the public highway where it is considered safe, feasible and appropriate. The Authority will work closely with District, Town and Parish Councils, local organisations and individuals who may wish to plant trees in the public highway, with cases assessed on a site by site basis.

The owners of premises adjoining the highway can apply to plant and maintain trees on the highway adjacent to their property, under Section 142 of the Highways Act. Support regarding an application will be provided by the Highway Authority, including specific guidance on species, location and suitability.

The County Council will consider applications by District, Town or Parish Councils to plant and maintain trees within the highway under Section 96 of the Highways Act.

The Council will need to be satisfied that the trees are suitable, taking into account safety, existing features, utility apparatus, water extraction, tree canopy and future maintenance implications.

Good arboriculture practice must support any new planting proposal on new developments or existing adopted public highway. The 2014 Trees & Design Action Group guide “Trees in Hard Landscapes a Guide for Delivery” which considers technical design solutions and methods for tree planting in roadway verges and hard landscape areas is a useful document to promote good practice.

For trees planted under Sections 96 and 142 of the Highways Act, responsibility for the maintenance of trees will rest with the relevant local authority or adjoining landowner.

Where trees are included within new highway infrastructure offered for adoption by the County Council, this will typically be subject to the Council’s development management policies and procedures. Adoption is very largely via Sections 38 or 278 of the Highways Act 1980.

Privately Funded / Third Party Trees

Parish Planting Schemes and/or privately funded new or replacement trees are welcomed and encouraged, and the County Council is keen to work with organisations / individuals that wish to fund replacement/new trees on the public highway.

Summary

The Highway Authority recognises that trees on the highway form an important part of the natural landscape providing aesthetic, ecological and environmental benefits. To that end the Council is keen to support and encourage local communities that wish to plant trees in their area. In the first instance please contact the Local Highway Officer for your area.

The Highway Authority will collate and report information on the felling and replanting of trees and report to Members of the relevant committee on a monthly basis. This increases transparency and will help to make sure we maintain and enhance the natural capital benefits of trees.

40. Vehicle Activated Signs (VAS)

It is recommended that VAS are only deployed if it is clear that the problem cannot be remedied by changing the environment, therefore VAS will only be permitted at accident cluster sites where there is a record of personal injury accidents for which excessive speed is considered to be a contributory factor and engineering measures have not resolved the problem.

The trigger speed for sites is an 85th percentile speed above Association of Chief Policy Officers limits (ACPO), i.e. 15% of drivers would be exceeding ACPO levels (= speed limit +10% +2mph). Without a recognised speed problem there is little benefit in reinforcing the speed limit.

If a VAS sign is adopted by the Highway Authority it will be maintained throughout its working life. Replacement due to failure and not being economical to repair will need

to be third party funded. Replacement due to failure or as a result of accident damage and not being economical to repair will need to be third party funded. However replacement VAS will not automatically be approved unless the circumstance meet the above criteria.

We are promoting in place of main operated units, the use of Moveable Vehicle Activated Signs or Speed Indicator Devices which removes the need for solar panels or expensive mains power supplies. The sponsor would need to recharge the battery and may need to pay the manufacturer a small annual service charge.

Moveable Vehicle Activated Signs (MVAS)
MVAS are temporary and will not be in operation at any one site for more than one month.

MVAS sites will be determined by the Local Highway Authority after consideration of the following factors:

- The criteria for a VAS are not met
- Evidence of inappropriate speed
- Evidence of Parish/Town/City Council support for public concern over vehicle speeds and willingness to operate a volunteer MVAS relocation scheme

Speed Indicator Devices (SIDs)
SIDs are temporary and will not be in operation at any one site for more than one month.

SIDs will only be permitted at locations covered by a 30mph speed limit.

SIDs sites will be determined by the Local Highway Authority after consideration of the following factors:

- The criteria for a VAS are not met
- Evidence of inappropriate speed
- Evidence of Parish/Town/City Council support for public concern over vehicle speeds and willingness to operate a volunteer SID relocation scheme

41. Vehicle Access

A dropped kerb may be used to provide access for vehicles to a property. If you would like a dropped kerb for vehicle access you need to put in an application to the County Council and if successful, arrange and pay for the construction.

To make an application (charges available on website and subject to annual review):

- contact your local planning authority;
- gain planning permission or a written statement that you do not need planning permission;
- call 0345 045 5212 and apply for a dropped crossing. Please note that a fee is payable at this point as detailed on our website, under Fees and Charges;
- if your application is approved you will need to employ a contractor to carry out the work. If your application is not approved you will receive a refund as detailed on our website, under Fees and Charges;
- complete a booking road space form

42. Vehicles for Sale on the Highway

Vehicles offered for sale on the public highway should be reported to the District Council for enforcement under the Neighbourhoods and Environment Act.

43. Verge Maintenance

Protected Road Verges (PRVs)

The best examples of verge grassland are managed by the County Council through the PRV scheme, which covers approximately 80km of verge across 67 locations. For example, the species-rich grassland at Stocking Lane PRV supports Crested Cow-wheat, an important plant restricted to verges of Cambridgeshire, Suffolk and Essex.

A study of some of Cambridgeshire's PRVs was undertaken in 2020 by Jonathan Shanklin and confirms that verges still make an "essential and valuable contribution to the County's biodiversity". However, the quality of the PRVs has deteriorated due to sub-optimal management, nutrient enrichment and in some cases, neglect. This corroborates the findings of PRV surveys commissioned by CCC that found only 7% in favourable condition, 24% in part favourable / unfavourable condition and 69% in unfavourable condition by 2012. This evidence demonstrates that the current management of PRVs by CCC is not sufficient to conserve their biodiversity value.

Priority must be given to managing the most biodiversity rich verges for their wildlife interest. The wildflowers of the majority of PRVs should recover if appropriate management is implemented.

Currently, the PRVs receive two (2) cuts per year, but grass cuttings are not removed, causing enrichment of the soils and wildflowers become smothered by rough grasses. It is essential that grass cuttings are removed to reduce soil fertility, so that wildflowers can thrive. In addition, some PRVs are becoming dominated by scrub, which will require more invasive management (e.g. scrub removal and soil stripping). Up-to-date surveys are needed to prescribe the exact management needed for each PRV.

It is therefore proposed that the following management is implemented on the PRVs:

- Engage the Wildlife Trust to undertake surveys of all the PRVs, this being is in keeping with other surveys CCC have had undertaken of the PRVs. The Wildlife Trust are best placed to identify any changes since their last survey work in 2007-2011 and any changes as a result of the proposed new cutting regime. Split the survey over two (2) years, so that we have the baseline data as soon as possible.
- The Wildlife Trust are able to survey potential new CCC PRVs. We have none at this stage but expect there will be some new sites come forward as we develop work with the parishes and the county botanical recorder.
- Installation of any missing PRV way markers to demarcate length of PRV
- Undertake remedial work on any PRVs to restore areas back to grassland (e.g. scrub clearance)
- Implement optimal cutting regime of two (2) cuts per year, with arisings collected.
- Cuts to be undertaken within the following four (4) week windows (depending on flowering interest), either:
    a) First cut in April & second cut in mid-September to mid-October; or

b) First cut in late July & second cut in mid-September to mid-October

- All cuttings to be collected and deposited either at rear of verge or in compost piles, outside of the PRV

Rural Road Verge network

It is proposed that the wider network of verges is cut twice (2) a year and that both of the cuts are full width of the available verge, thus reducing the build-up of scrub at the back of the verges.

The March/April cut is perfect for most of the county, apart from areas on the clay, which have different key flowering times.

The timing of the cuts is:

South divisions & North divisions (excluding Zone NE17)

- March/April & late September/October
- Priority of completing cutting during the optimal timings should be given to the verges in South Cambridgeshire and East Cambridgeshire because they are more floristically rich than Fenland

West Division & Highways Zone NE17

- Late July & late September/October (optimal)
- If postponing the first full width cut until late July is not operationally possible, then the next best alternative is cutting in: March/April & late July/August (e.g. no autumn cut)

Urban Road Verge (URV) network

The URV are those urban roads with speed limits of 40mph and under.

There are a number of different organisations that cut the verges in Cambridgeshire's urban areas on the County Council's behalf. These include; Cambridge City Council, Huntingdonshire District Council, Huntingdon Town Council, St Neots Town Council and a number of parishes. They are paid what it would cost the County Council to cut the grass based on a square metre area for three (3) cuts.

The remaining urban area is cut by the County Council's Highway Services partner.

It is proposed that an urban verge cut and collect trial is implemented in a small number of villages following the cutting regime for PRV network.

The proposal consists of:

- Treat the trial as a separate programme.
- The number of parishes/villages included in the trial will depend on the number of cut/collect machines used. To maximise the use of any cut/collect machines it is anticipated that three (3) to five (5) parishes would take part in the trial.
- Parishes would be picked that are supportive of the trial. Although it may be better to focus on one (1) district to minimise travel time/costs.
- Suggested length of trial is three (3) years to see the full benefit. Unlikely to see biodiversity benefits until second year.
- Engage with parishes prior to starting the trial. It is possible that parishes will help find locations to dispose of arising close to cutting sites. They may also be increased in monitoring.

- Monitoring of biodiversity is important – monitor plant diversity throughout the length of the trial. Could use quadrat surveys and local volunteers. A monitoring programme will be developed in conjunction with the County Council ecologist.
- Monitoring of when cuts are needed could also be carried out by local volunteers.
- First year will likely need the same number of cuts (with the addition of collecting) to reduce nutrients in verges. The aim is to get this to two (2) cuts a year by the end of the trial, subject to monitoring.
- Arisings are best left on site if possible (in nearby hedges/scrub)

Road Safety

The County Council places a very high importance on road safety and any changes to the verge management regime will not compromise safety. Therefore, all vision splays, bends and junctions have been identified, and a specification for the cut at these locations has been designed.

The higher the speed limit of the road the greater the length of the vision splay required.

It is proposed that these are cut four (4) times a year throughout the season, with an option to attend to any locations following identification from either routine highway inspections or correspondence from local members and/or the public that there is further requirement to cut the vision splay, bend or junction.

Community Verges

There has been increasing interest from Parish Councils, resident associations and individuals looking at options for managing their own local verges in a more biodiversity friendly management regime.

It is proposed that the County Council supports this and work with communities to enable this to happen where appropriate. A page will be created on the County Council website for all matters relating to road verges as a source of information for Parishes. This information will include species mix by soil type, volunteering and cutting regimes and frequently asked questions, advice and contacts for further guidance.
Volunteers can use the already existing Highways Volunteering forms and once risk assessments have been completed, enable them to be covered by CCC insurance whilst working on the public highway of which the verge forms part. Local Highway Officers will be encouraged to promote this scheme through their meetings with Parish Councils, resident associations and individuals.

The County Council has the discretion under Section 142 of the Highways Act 1980 to grant licences to the owners of premises adjoining the highway to plant trees, shrubs etc within the highway. The Council will have due regard to the promotion of biodiversity and carbon capture in considering applications for such licences and any conditions attached thereto.

44. Weed Treatment

A programme was introduced in 2019 to proactively identify the locations and treat invasive weeds such as Japanese Knotweed, Giant Hogweed and Himalayan Balsam. Any weeds located on the public highway are inspected, risk assessed and then if required treated, this treatment will be twice (2) a year for three (3) years. Invasive Weed Identification workshops for the Highway Inspectors and Local Highway Officers are facilitated by the Biodiversity Team and the Highway Service Contractors supply chain and held every three (3) years.

45. Highway Enforcement

General

In the most serious cases the County Council will consider the use of enforcement powers. Any action that is taken will have been carefully considered and will be in line with the Council's Enforcement Policies. The Enforcement Policies can be viewed on our website

The County Council's Enforcement Policies comply with the requirements of the following and should be read in conjunction with them:

- Regulators Compliance Code
- Code for Crown Prosecutor
- Enforcement Concordat
- The Guidance Manual for the Cambridge Parking Scheme
- Street works Enforcement - Refer to national legislation

Areas for Enforcement

The County Council's powers of highway enforcement would be exercised should the following items be found not to be compliant with the policy.

- A-boards
- Abandoned vehicles on the Highway
- Banners on the Highway
- Bollards and Marker Posts
- Depositing materials on the highway
- Encroachments and Obstructions
- Horses on the Highway
- Kerbing
- Mirrors on the Highway
- Mud on the Highway
- Religious symbols on the Highway
- Street Traders
- Tables and Chairs
- Vehicular Access
- Vehicles for sale on the highway

Specific guidance is shown below in relation to unauthorised encampments and signs.

Unauthorised Encampments

Where an unauthorised encampment is situated on the public highway, including a Public Right of Way, the Asset Manager will liaise with and support the Travellers

Liaison Officer in confirming that the encampment is on highway land and whether any action should be taken to achieve the removal of the encampment off the public highway.

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

Unauthorised Signs

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

Signs or A-boards which interfere with the safe movement of road users will be removed without notice and stored for not less than four (4) weeks. The owner may collect the sign(s) on payment of a fee. The signs will be disposed of if not collected after four (4) weeks.

Appendix G - Life Cycle Plans

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

Appendix H - Skid Resistance Policy

Skid Resistance Policy

The maintenance of adequate levels of skidding resistance on carriageways is a most important aspect of highway maintenance, and one that contributes significantly to network safety, particularly for riders of motorcycles. However, whilst the frequency of accidents is expected to increase as skidding resistance falls, the effect will be more pronounced for more 'difficult' sites and there is no skidding resistance boundary at which a surfacing passes from being 'safe' to 'dangerous'. Difficult sites are those where the geometry, for example, bends, junctions, steep gradients, pedestrian crossings and traffic signals increase the risks of skidding accidents.

Skid resistance network

The network to which this policy applies is based upon Cambridgeshire's maintenance hierarchy and incorporates Strategic Routes and Main Distributor Roads. A review of the maintenance hierarchy will be carried out periodically to ensure any changes to the road network or its usage are reflected and incorporated into this policy.

A list of roads that are routinely tested and for which this Skid Resistance Policy is applicable is given as Annex A.

Test Equipment

The test equipment to be used for routine skid resistance testing is SCRIM (Sideways Force Co-efficient Routine Investigation Machine). This complies with the national standard for skid resistance and is the preferred method for calculating the Characteristic SCRIM Co-efficient (CSC).

The network shall be tested on an annual basis, with 100% of the network to which this policy applies tested in both directions.

Setting Investigatory Levels

The initial investigatory Level (IL) is based upon various factors including road type, alignment or feature. CS 228 Rev2, Table 4.2 contains nationally defined Investigatory Level (IL) categories, descriptions and values, for trunk roads and motorways. This are applied to the roads within Cambridgeshire.

CS 228 Rev 2 Table 4.2 is reproduced below.

Site Category and Definition		Investigatory Level at 50km/h					
		0.30	0.35	0.40	0.45	0.50	0.55
A	Motorway	LR	ST				
B	Dual carriageway non-event	LR	ST	ST			
C	Single carriageway non-event		LR	ST	ST		
Q	Approaches to and across minor and major junctions, approaches to roundabouts				ST	ST	ST
K	Approaches to pedestrian crossings and other high risk situations					ST	ST
R	Roundabout				ST	ST	
G1	Gradient 5-10% longer than 50m				ST	ST	
G2	Gradient >10% longer than 50m				LR	ST	ST
S1	Bend radius <500m – dual carriageway				ST	ST	
S2	Bend radius <500m – single carriageway				LR	ST	ST

- ST in cells within the table above indicates the range of ILs that should generally be used for roads carrying significant levels of traffic
- 'LR' in cells indicates a lower IL that may be appropriate in lower risk situations, such as low traffic levels or where the risks present are mitigated by other means, providing this has been confirmed by the crash history
- Exceptionally, an IL higher or lower than those indicated in the above Table may be assigned if justified by the observed crash record and local risk assessment
- If more than one site category is appropriate, then the site category with the highest recommended IL shall be selected
- If the highest recommended IL for the site categories are the same then the category highest up the table shall be selected (A being the highest on the table and S2 the lowest)
- ILs for site categories Q and K shall be based on the 50m approach to the feature and, in the case of approach to junctions, through to the extent of the junction
- The approach length may be extended when justified by local site characteristics
- Categories G1 and G2 shall not be applied to uphill gradients on carriageways with one-way traffic
- Category S1 shall be applied to all bends on carriageways with one-way traffic where the radius of curvature is <100m
- Category S2 shall be applied to all bends on carriageways with two-way traffic where the radius of curvature is <100m
- Category S1 shall be applied to bends on carriageways with one-way traffic with a radius of curvature > 100m but <500m where the speed limit is > 50mph

- Category S2 shall be applied to bends on carriageways with two-way traffic with a radius of curvature > 100m but <500m where the speed limit is > 50mph
- The site category and IL applied to a length shall be applied to all lanes of the carriageway that have traffic running in the same direction
- All lanes of the carriageway (with the same direction of traffic) should be included when identifying what site category and IL will be applied. This includes the hard shoulder where hard shoulder running is implemented
- The site category and IL information shall be recorded together with the date of assessment

Cambridgeshire County Council has set appropriate IL's for its network, based upon the table above, amended to reflect lower traffic levels. These are reviewed on a three year rolling programme, by a detailed site specific risk assessment. This assessment is to be undertaken by competent officer. The annual IL review programme is detailed in Annex A.

In addition, a review of the IL shall be carried out whenever there is a significant change to the network, such as the installation of a pedestrian crossing or roundabout. This review shall be carried out annually to incorporate any new installations/changes that are delivered through the authority's Highway Capital Maintenance Programme, and to capture any changes due to private development of which the Authority is aware.

Roads within any site category with no exceptional risk of skidding accidents will be assigned the lowest IL.

Cambridgeshire County Council bases its approach to setting ILs to Table 4.2 from CS 228 Rev2. Where the table permits lower values (LR), the Authority will consider adopting these values.

Detailed Site Specific Risk Assessments and Site Investigation

When routine SCRIM testing has been carried out, results are analysed to determine if there are any sites that are at or below the Investigation Level.

Where any site is at or below the IL, an investigation is undertaken to establish whether the site in question has a wet skidding accident skidding history. Those sites showing a correlation of wet skidding injury accident history and skidding resistance at or below IL are then subject to further investigation, leading to a prioritised list of sites for treatment.

Sites that have had one or more wet skidding injury accidents during the three calendar years preceding the SCRIM survey are deemed to have a wet skidding injury accident history.

Method of Prioritisation of Sites

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

All sites 0.10 or more below IL but less than 0.25 below IL that also have a wet skidding injury accident history will be assessed by the Authority's asset management and road safety engineering team for possible site investigation and treatment.

Those sites less than 0.10 below IL will only be prioritised for treatment where there is a wet skidding injury accident history and there are clear indications that improving the condition of the surfacing is likely to significantly reduce the risks of injury accidents occurring.

Accident histories will be assessed based upon the number of wet skidding injury accidents during the three (3) calendar years preceding the SCRIM survey being undertaken.

Site Investigations

Individual site investigations shall be completed and documented.

The results of the site investigation will determine whether or not there is justification for treatment, or whether other action may be more appropriate. Surface treatment may not always be a necessary response and other measures to reduce the injury accident risk of the site may be both more cost effective and consistent with local transport policy. All decisions shall be fully documented on the Site Investigation Form, Annex B.

Any priority treatments will be identified and fed into the Highway Capital Maintenance Programme.

Site investigations will be commissioned or undertaken by the Council's Road Safety Team. The road safety team will finalise the list of sites for treatment each year, based upon SCRIM data, injury accident histories, site investigations and other data held by the Authority. This data will include public reports of highways defects and service users' concerns.

Priority for treatment will be given to those sites with the greatest difference below the IL, where low skid resistance is combined with low texture depth and where the injury accident history shows there to be a clearly increased risk of wet or skidding accidents.

Cambridgeshire's Road Safety team will work with colleagues within the Highways Maintenance Service and providers of highway services to ascertain the most cost effective treatments.

Slippery Road Signs

Signs will be erected where, following the above prioritisation processes (see also Annex A), treatment to improve skid resistance is scheduled to be undertaken. Upon completion of the works, signs will be removed.

Annex A – Road Network subject to routine Skid Resistance Testing

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

Road Number	From	To	Length (km)	Year
Strategic Roads				
A1101	Lincolnshire boundary	Norfolk boundary	12.68	2
A1303	A428	M11 junction 13	2.76	2
A605	Entire length		26.71	2
A10	Entire length		55.39	3
A141	Entire length		55.54	3
A142	Entire length		37.72	1
A505	Entire length		19.08	1
A1198	A1307	A428	13.15	1
Total length of Strategic roads			223.03	
Main Distributor Roads				
A1101	Shippea Hill	B1411	13.19	2
A1303	M11 junction 13	A1304	20.28	2
A15	Entire length		3.16	2
A603	Entire length		18.71	2
A1096	Entire length		5.57	2
A1123	Entire length		39.58	2
A1198	A428	Hertfordshire boundary	20.30	2
A1301	Entire length		14.88	3
A1304	Entire length		10.05	3
A1307	Entire length		88.11	3
A1421	Entire length		3.75	3
A1309	Entire length		6.83	2
A1134	Entire length		20.96	1
B1040	A141	B1095	16.92	1
B1042	Entire length		6.47	1
B1043	C105	C339/A14	3.95	1
B1049	A14	A1123	15.41	1
B1050	A14	A1123	13.88	1
B1095	Entire length		6.14	1
B1102	A142	A14 (omit Isaacson Road, Burwell)	15.94	1
B1381	Entire length		8.11	1
Addenbrookes Road A1301/U7046	Hauxton Road	Dame Mary Archer Way	2.83	1
Total length of Main Distributor roads			355.02	
Total length of testing road network			**578.05**	

Annex B – Site Investigation Form

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

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

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

Does the site contain a sharp bend to the left in combination with braking or accelerating?	

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

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

Road users	
What is the type and volume of road user?	
Are observed traffic speeds appropriate to the nature of the site?	
What types of manoeuvres are made and what is the	

consequence if not completed successfully?	
Is there evidence that road users fail to negotiate the site successfully?	

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

Does landscaping reduce the visibility, including signs?	

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

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

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

Adoption of New Non-Motorised User (NMU) Routes

Introduction

The maintenance of Cambridgeshire County Council's existing highway network is planned and managed through its Highway Operational Standards (HOS), reviewed annually. The Cambridgeshire & Peterborough Combined Authority and County County's various transport strategies provide the guiding principles regarding the strategic development and management of the transport network, including non-motorised user routes comprising public rights of way and cycle routes ('NMU routes').

Records of the County's highway assets are managed by the Highway Records and Definitive Map teams within the Highway Maintenance service. These databases provide the basis for the maintenance of the highway network and include NMU routes.

In order for the network to be effectively planned and managed, both the current and future maintenance liabilities have to be managed. The adoption of new roads is well regulated through the Highway Development Management process. There is also an existing policy specifically regarding the adoption of public rights of way through diversions under the Highways Act 1980.

This policy sets out how the County Council will decide what NMU routes it should adopt in future in terms of need, affordability, and consistency. This is particularly important in the current economic climate of ever-reducing budgets where an asset management approach is being taken to highway maintenance.

The policy first sets out the process by which the County Council will decide what new NMU routes it will adopt in future, based on criteria applied equally to all potential candidates.

Secondly, it addresses situations where the County Council has to decide if it will adopt recorded public rights of way not previously maintainable at public expense. It also addresses public path order diversion proposals that would result in additional maintenance liability than is currently the case, such as a change of surface material or additional length.

Classes of public access

Most linear forms of public access in Cambridgeshire exist as public highways, which may or may not be maintainable at public expense, depending on their origin. However, access can also be provided by permission of a landowner, as explained below.

There are six classes of highway, ranging from public footpaths at the lowest level to carriageways at the highest:

- **Footpath** – provides users with the right to pass and repass on foot only. A footpath is geographically separate from carriageways with adjacent footways (pavements).
- **Bridleway** - provides the right to pass and repass on foot, bicycle and horse. However, cyclists should give way to pedestrians and horse-riders.

- **Restricted byway** - provides the right to pass and repass on foot, bicycle, horse and horse-drawn vehicles in equal rights.
- **Byway open to all traffic ('BOAT')** – provides the right to pass and repass on foot, bicycle, horse, horse-drawn vehicles, and all motor vehicles. However they usually have a soft surface, and many are not suitable for modern vehicles.
- **Cycle track** – may carry pedestrians and bicycles, or only bicycles depending on its designation.
- **All-purpose highway** – these are principally carriageways and carry all types of traffic from Non-Motorised Users to all motorised vehicles. Carriageways are divided into A, B, C and Unclassified categories. Unclassified status includes unsurfaced 'soft' roads. Carriageways may or may not contain footways, cycle tracks or multi-user routes for pedestrians, cyclists and equestrians adjacent to the section used by vehicles. Margins can be provided in or beside a carriageway for horses or driven animals if considered necessary.

Non-Motorised User routes (NMU routes) is a generic term covering all types of public access that can be used by pedestrians, cyclists and equestrians and horse-driven carriages. They include footpaths, bridleways, restricted byways, cycle tracks, and footways and multi-user routes within the highway.

The lengths of the different classes of highway and other public access in Cambridgeshire are shown in Table 1 at Document A. The majority of the highways shown in Table 1 are maintainable at public expense. 1.8% (58km) of public rights of way are known to be not maintainable at public expense; potentially this figure is as much as 9% (291km), depending on their historic legal origin.

The length of cycle tracks is a current estimate. However, it is likely that the figure is significantly higher because cycle routes have been created over some decades not only by the County Council, but also under agency agreements with the District Councils. They are poorly documented, and so the extent of the County Council's potential liability is unknown. A project is underway to identify the routes.

In addition to these highways, Cambridgeshire has 644km of permissive paths (footpaths, bridleways, restricted byways and cycle routes). The majority of these are maintained privately by the landowner. However, the County Council may be liable for maintaining many of the cycle routes, depending on the agreement.

Methods by which public rights of access are created

The County Council accrues new highways through a number of different legal mechanisms. Many arise through external parties, such as developers and Central Government transport schemes. The mechanisms are shown in Table 2 at Document B.

Highways are also accrued in a number of ways through the County Council's own initiatives, including strategic transport plans and third party schemes. These are set out in Table 3 at Document B. Capital schemes (documented and approved annually in the County Council's Highway Capital Maintenance Programme (HCMP)) are often achieved through the County Council's own powers of 'build and adopt', which technically requires no formal documentation of legal creation. Local Highway Initiatives are approved separately by Members each year and can include NMU schemes.

Public access can also be provided by permission of a landowner through a formal legal agreement or 'licence' (see Table 4 at Document B). This gives local

communities additional valuable facilities, whilst protecting the land from permanent rights being accrued. The majority of permissive paths are not maintainable at public expense.

Many of the cycle routes provided in partnership with the charity Sustrans have been achieved through permissive agreements. Some, such as the Jubilee Cycle Path along Riverside in Cambridge run over existing public footpaths, leading to a dual status and potentially differing maintenance liabilities.

Maintenance Liability

Most new highways will be maintainable at public expense, but there are certain situations in which this will not be the case. These are listed at Table 5 at Document C. Diagram 1 at Document C shows the relationship of different categories of highways and their maintenance liability to the different legal systems of asset record management.

The tables at Document B show that the sources of public access are wide and varied. The County Council has influence over the location and design of most of these highways and permissive routes through negotiation with the parties concerned and will accept them provided certain legal tests and technical specifications are met.

However, the Authority does not necessarily have control over how many highways it will accrue in a given year. This is because it is a function of many factors, such as the amount of development coming on-stream, the issues involved with each scheme, and when Central Government gives approval for major transport schemes.

Another factor is that landowners can apply to divert public rights of way that are not currently maintainable at public expense and, if the relevant legal tests for diversion are met, the County Council will become liable for such diverted paths. However, the burden of taking on maintenance liability is not one of the legal tests for diversions. This policy addresses this issue.

The Asset Management approach to adoption of NMU routes

In order to ensure that the County Council can afford to take on new NMU routes and public rights of way that are not currently maintainable at public expense, two sets of criteria have been developed. Proposals will be assessed against the relevant criteria for the category as set out below. The criteria can be found at Document D.

Criteria Set 1: Adoption of New NMU Routes

The first set of criteria at Document D applies to all new NMU routes proposed through

i. the planning and development process in negotiation with Asset Management;
ii. new public rights of way proposed by landowners or other third parties outside of the development process; and
iii. through all the County Council's own transport initiatives. The application of these criteria will ensure an auditable consistency of approach. It will not affect proposals negotiated with the County Council's Highway Development Management team (under Section 38 and 278 Highways Act 1980 agreements).

New NMU routes covered by this policy include:

- Public rights of way
- Dedicated cycle tracks
- NMU routes within the highway
- Permissive paths and cycle routes

The criteria are based on:

- Cambridgeshire County Council's Ambitions as set out in its 2023-24 Business Plan:
    - Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes
    - Travel across the county is safer and more environmentally sustainable
    - Health inequalities are reduced
    - People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs
    - People are helped out of poverty and income inequality
    - Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.
    - Children and young people have opportunities to thrive

- Statements of Action from the County Council's Rights of Way Improvement Plan policy (adopted 2006, revised 2016).
- Priority 2 of the Cambridgeshire & Peterborough Health & Wellbeing and Integrated Care Strategy
- Good practice developed over years of experience by the County Council's Cycling team (now 'Active Travel Team') and Asset Information team (now the 'Highway Records and Definitive Map Team').

In order to be successful, a scheme must achieve a threshold score of at least 75% (see scoring notes in Document D). A Viability and Affordability criterion will mean that schemes must demonstrate that they are sustainable in terms of ongoing maintenance. Schemes that cannot demonstrate this will not pass. Project Managers will be expected to agree the Viability and Affordability score with Highway Asset Management and the relevant local highways office. Scoring for the other criteria will need to be agreed with the Definitive Map Team and the relevant Highway or ROW Officer. Solutions to enable viability include ensuring that the route is built to the County Council's Housing Estate Road Construction Specification.

Schemes that pass will still have to undergo their relevant legal process, for example Public Path Creation Agreements and Orders through the formal Highways Act 1980 process. Schemes that are adopted via the Highways Development Management process and satisfy the relevant specification will be deemed to pass and will not be subject to the other criteria.

The criteria will also apply where it is proposed that the County Council takes on the maintenance liability of a permissive route for the life of the agreement.

Criteria Set 2: Public Path Diversion Order Applications

The second set of criteria at Document D applies to all public path diversion order applications under the Highways Act 1980 (HA80) and the Town & Country Planning Act 1990 (TCPA90), including like-for-like diversions; routes that are recorded public rights of way but are not currently maintainable at public expense; and packages to reorganise the network.

The criteria are based on a revised version of the County Council's Requirements for making a diversion order (originally approved as policy in 2010) and its Statement of Priority for Public Path Orders (see Appendix K). They provide an equitable means of assessing the maintenance liability that would be incurred. The criteria consider: accessibility relating to the County Council's duty under the Equality Act 2010; the benefit to the Authority and communities from resolving long term maintenance problems; the benefit to the PROW network; and the benefit to landowners from improved land management. Applications will still have to meet all the HA80 and TCPA90 legal tests.

The criteria are split into two elements:

- Six pass/fail criteria relating to County Council requirements that must be met in order for an application to be considered. If an application fails one of these criteria, it fails regardless of its numerical score. Officers will then revert to the applicant to discuss their options.
- Numerically scored criteria, where a 70% threshold must be met in order for an application to be taken forward. If an application passes the pass/fail criteria but fails the 70% numerical threshold, it will not proceed and officers will revert to the applicant to discuss their options.

If the maintenance liability incurred would be significantly greater than the existing, an application may still pass if a solution is agreed, such as an agreement for a third party to maintain the route.

Cambridgeshire County Council's Public Path Order Diversion Requirements are now encapsulated in the *Criteria 2: Public Path Order Diversion Applications*. The 'Flow Chart for Public Path Order Applications' has been amended to reflect these changes (see Document E).

References

- Cambridgeshire County Council - Housing Estate Road Construction Specification
- Highway Operational Standards
- Rights of Way Improvement Plan
- Highway Capital Maintenance Programme

Glossary

Term	Definition
HA80	Highways Act 1980
HOS	Highway Operational Standards
NMU Routes	Non-Motorised User Routes
ROWIP	Rights of Way Improvement Plan
PROW	Public Rights of Way
TCPA90	Town & Country Planning Act 1990
HCMP	Highway Capital Maintenance Programme

Documents

A Sources of highway accrual
B Highways not maintainable at public expense and the relationship between highways and maintenance liability
C Lengths of highways and public access in Cambridgeshire
D NMU Adoption Criteria
E Public Path Order Applications Flow Chart

DOCUMENT A

Table 1 Lengths of highways and other public access in Cambridgeshire

***figures accurate as of March 2022**

Class	Km	Total (km)	% of Total Network	Maintained by CCC (km) (including routes requiring further investigation)	% Network maintained by CCC (including routes requiring further investigation)	% not maintainable at public expense	Length of routes requiring further investigation (km)	% Network requiring further investigation	Total % network potentially not maintainable at public expense
Footpaths	2,240		68.9%	2204	68.13%	0.77%	8.3	0.37%	1.14%
Bridleways	599		18.4%	563	17.4%	1.01%	8	1.34%	2.34%
Restricted Byways	5		0.2%	5	0.2%	0.00%	0.4	8.00%	8.00%
Byways	407		12.5%	407	12.48%	0.02%	217	53.32%	53.34%
Total PROW		*3,251*	*(PROW) 100%*	*3,179*	*98.21%*	*1.79%*	*233.7*	*7.19%*	*8.99%*
Cycle tracks	64		1.4%	64	1.4%				
Soft roads	133		2.9%	133	2.9%				
U roads	2,244		48.6%	2,244	48.6%				
B roads	578		12.5%	578	12.5%				
C roads	1,121		24.3%	1,121	24.3%				
A roads	480		10.4%	480	10.4%				
Total roads and cycletracks		*4,620*	*(Roads+CTs) 100%*	*100%*	*100%*	*0%*	*0%*	*0%*	*0%*
Total highways		**7,871**	*100%*						
Permissive paths (including cycleways)	641	**641**		unknown	unknown	unknown	unknown	unknown	unknown
All routes		**8,512**							

DOCUMENT B – Sources of highway accrual and liability

Table 2 External sources of highway creation and associated maintenance liability

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

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

Source	Scheme type	New CCC Highway Created	Legal Mechanism	Liability
CCC	Major road schemes e.g. bypasses	Roads; alterations to PROW; creation of NMU routes	Highways Act 1980 s24	CCC
CCC	Cycle schemes	Cycle tracks (which may be shared pedestrian and cycle or cycle only); NMU margins within highway	Highways Act 1980 ss24, 65, 71, 72	CCC
CCC	Discovery of unrecorded PROW	PROW	Wildlife & Countryside Act 1981 section 53	May or may not be maintainable at public expense, depending on its legal history
CCC	Public path orders to resolve longstanding problems	PROW	Wildlife & Countryside Act 1981 section 53; ss25, 26, 118, 119 Highways Act 1980	May or may not be maintainable at public expense, depending on its legal history
CCC	Adoption of maintenance responsibility for previously non-publicly maintainable highways	Alterations or improvements by CCC to non-publicly maintainable roads, PROW, cycle tracks or NMU margins within highway, which are then adopted	Highways Act 1980 s228	CCC

Table 4 Other sources of public access and associated maintenance liability

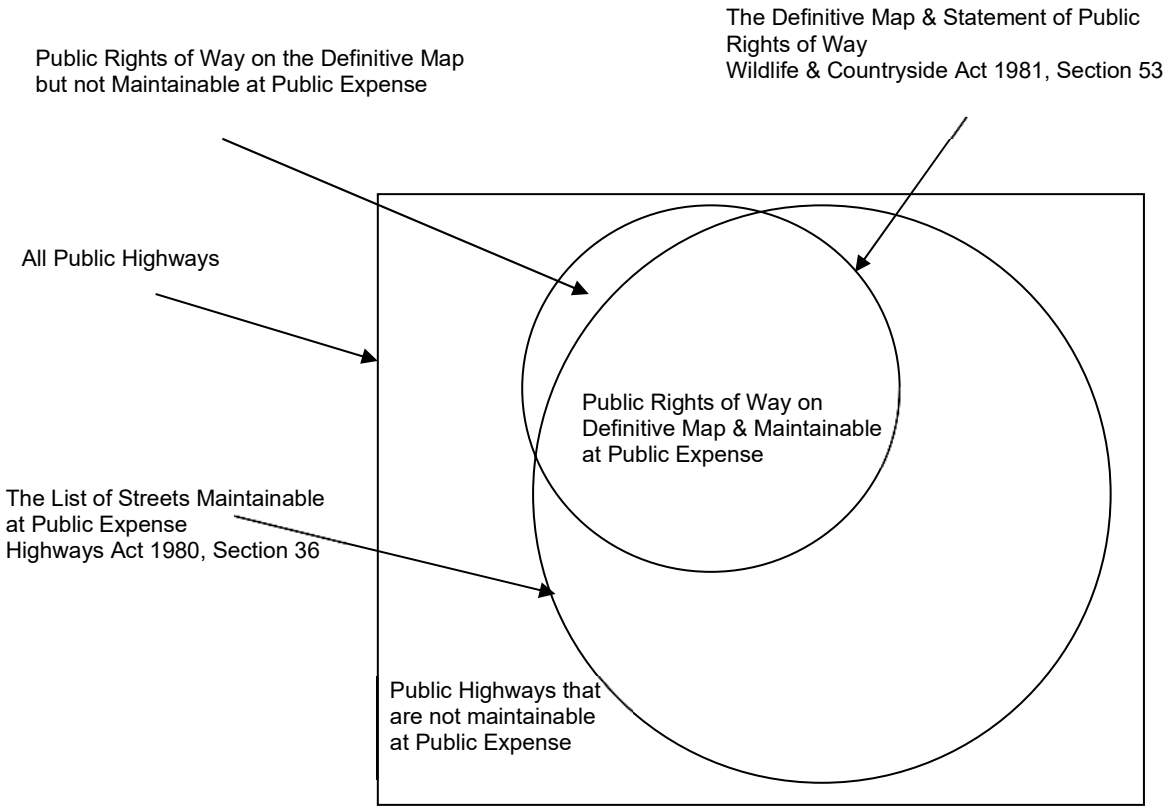
Source	Scheme type	Type of Access Created	Legal Mechanism	Liability
CCC, District Councils, Sustrans and other third parties	Cycle schemes	Shared pedestrian and cycle routes; separate cycle routes	Licence or permissive agreement	Depends upon terms of agreement
CCC	Permissive rights of way	Pedestrian,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

DOCUMENT C

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

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

Diagram 1 The relationship between highways and maintenance liability



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DOCUMENT D

Adoption of Non-Motorised User Routes Criteria - New Highways (All applications and Proactive)					
Subject area	**Criteria**		**Maximum available score**	**Scheme**	**Notes**
	No.	**Item (SOA = Statement of Action in ROWIP)**			
CCC Estate Road Specification	1	Project design complies with requirements of CCC Housing Estate Road Construction Specification (PASS or FAIL only)	Pass or Fail		
Maintenance & Financial	2	Viability and Affordability (PASS or FAIL only)	Pass or Fail		
Safety	3	Mitigates conflict between potential users and different modes on an existing route, e.g. by splitting/removing one or more modes of user	3		
Connectivity & Safety	4	Provides safer road crossing and/or off-road link not currently provided for (SOA2)	6		
Connectivity	5	Provides a missing link to a wider network, supporting physical and mental wellbeing (SOA2, SOA5)	2		
Connectivity	6	Enables a new circular route (Whole or in part) supporting physical and mental wellbeing (SOA2, SOA5)	3		
Connectivity	7	Provides convenient access to work, education centres, health facilities and/or transport hubs	4		
Connectivity; convenience	8	Provides a sustainable transport connection (Walking, Cycling or Equestrian) with an existing or new development (SOA3)	4		
Connectivity	9	Provides convenient access for users to other local amenities (e.g. community facilities, shopping, religious centres)	3		
Equalities Impact	10	Project will benefit pedestrians	3		
Equalities Impact	11	Project will benefit equestrians	3		

Equalities Impact	12	Project will benefit cyclists	3		
Equalities Impact	13	Significant negative impact on accessibility - Equalities Act	-3		
Equalities Impact	14	Proposal allows/enhances access for disadvantaged groups under Equalities Act and/or Cambridgeshire Health & Well Being Strategy; JSNA	3		
Equalities Impact; health & well-being	15	Increases access to green space and opportunities for physical and mental wellbeing	3		
Consultation	16	Support from local communities	3		
Biodiversity Duty	17	Significant negative impact on biodiversity	-2		
Land management including Biodiversity Duty	18	Proposal has no negative or a positive effect on land management	2		
Promoted route	19	Route will be on a promoted way e.g. National Cycle Network, Ouse Valley Way	1		
Limited time	20	Limited window of opportunity e.g. landowner goodwill or S106 Agreement	3		
Features of Interest	21	A route leading to, through or past (200m radius) a site of historic, cultural or wildlife interest. (1 point for each)	3		
TOTAL			47		
		Total as % (Threshold is 35)	75		

Explanatory Notes:

These criteria are only to be used for proposals that involve the creation of completely new routes.

Scoring will be applied to each proposal separately. If a number of competing proposals are being offered, schemes will be ranked according to score, with higher scores being prioritised.

Where a criterion is deemed to be of higher importance and so has a higher possible maximum score, the reasoning behind this should be clearly recorded so any disputes can be addressed.

Criterion 1 applies to schemes where it is proposed to metal the surface of a path. If a proposal passes Criterion 1, the whole scheme passes overall and all other criteria are overridden. If it fails these questions, this does NOT mean the whole scheme fails, but it will

still need to pass Criterion 2 and meet the 35 point pass threshold. For example, schemes with unbound surfaces are not built to the County Council's Housing Estate Road Construction Specification but may still meet the other criteria. Exceptions related to Criterion 1 may be made at the discretion of the Highways Development Manager.

Criterion 2 Viability and Affordability:
Viability means the cost of delivering the scheme. Is this being funded, or will it need to be funded from existing CCC revenue? Funding must be evidenced in writing. If a scheme cannot be funded at no or limited cost to CCC, it will not pass.
Affordability means the cost of ongoing maintenance. If the maintenance liability incurred would be significantly greater than the existing, an application may still pass if a solution is agreed, such as an agreement for a third party to maintain the route or if it is vital to the deliverability of a wider development scheme. A scheme that is otherwise acceptable and is considered to result in wider benefits, but which results in minor additional maintenance liability, should not be refused without substantiation. This requirement may be waived at this discretion of the Assistant Director, Highways Maintenance.

If a proposal fails Criterion 2, then the whole scheme will fail and all other criteria are overridden.

SOA numbers in brackets refer to the Statement of Action in the County Council's adopted Rights of Way Improvement Plan

Threshold: A scheme must reach the threshold of 35 points in order to be considered for adoption. However, schemes will still have to undergo their relevant legal process e.g. Public Path Orders through the formal consultation process, and may later be abandoned in accordance with the Council's Public Path Order Policy. Similarly, CCC highway initiatives will still need to be passed through the TDP or LHI process, with appropriate asset records certification at the end of the process. The requirement to achieve the 35 point threshold may be waived at the discretion of the Assistant Director, Highways Maintenance.

Non-Motorised User Routes Adoption Policy Matrix

Subject area	Criteria		Maximum available score	Scheme	Notes
	No.	**Item (SOA = Statement of Action in ROWIP)**			
Maintenance & Financial	1	Viability (cost of implementation) and Affordability (cost of ongoing maintenance) (PASS or FAIL only) see notes below	Pass or Fail		
Consultations	2	Pre-application consultations have been carried out with the prescribed bodies.	Pass or Fail		
Consultations	3	The existing route is available for use and any 'temporary' obstructions have been removed, in order to allow a comparison to be made. Any request for exemption will be decided by the Assistant Director Highways Maintenance as to whether or not that is appropriate.	Pass or Fail		
Consultations	4	No objections are received to the proposals during the consultation period prior to making an order. However, the County Council will review this criterion in individual cases in light of objections and potential public benefit of the proposal. If the County Council consider the objection to be irrelevant, this will class as a pass.	Pass or Fail		
Width	5	A minimum width of 2m is provided for a diverted footpath, and a minimum width of 4m for a diverted bridleway. In exceptional cases, e.g. cross-field paths, the County Council may, taking into account all the available facts, require such a width as it considers reasonable and appropriate.	Pass or Fail		

Equalities impact - Gaps & Gates	6	The proposed route would have no stiles or gates or allows for access for people with mobility issues.	Pass or Fail		
Equalities impact	7	Significant negative impact on a class of user - Equalities Act	-2		
Equalities impact	8	Significant increase in accessibility - Equalities Act	2		
Maintenance & Financial	9	Proposal would enable financial savings for Authority, e.g. obviates need for new bridge, resolves long-standing maintenance problems	4		
Maintenance & Financial	10	The proposed alternative route or routes are not less convenient for maintenance than the original route(s).	2		
Use of Land	11	The effect the order would have on the land served by the existing path and the land across which the alternative path would run, or on the land across which the new path will run if a package involving a creation.	2		
Connectivity	12	The proposed alternative route or routes are substantially as convenient to the public as the original.	3		
Connectivity	13	User enjoyment	3		
Connectivity	14	There are no other reasonable or viable alternatives	2		
Connectivity & Enjoyment	15	A suitable alternative path is provided or is available for every path that is to be diverted or entirely stopped up, which maintains or improves the usefulness of the Rights of Way network	2		
Consultation	16	Support from local communities	3		
Biodiversity Duty	17	Significant negative impact on biodiversity	-2		
Promoted route	18	Route will be on a promoted way e.g. National Cycle Network, Ouse Valley Way	1		
Consolidation of data	19	Proposal would enable consolidation of records to provide accurate asset data and facilitate enhanced service	1		

		delivery e.g. connectivity with other highways			
Determination of widths	20	Proposal will enable the definition and recording of path widths, particularly where there is currently no recorded width	3		
Limited time	21	Limited window of opportunity E.g. landowner goodwill or S106 Agreement	3		
Route at risk of development on urban fringe	22	Route is on fringe of a built-up area and therefore at risk from development, e.g. being used as an access way.	3		
		Total Score /30 (Pass mark 21)	**30**		

Explanatory notes: A scheme must reach the threshold of 21 points of maximum score in order to be adopted. However, schemes will still have to undergo their relevant legal process e.g. Public Path Orders through the formal consultation process, and may later be abandoned if it becomes clear that they will not meet the Council's Public Path Order Policy or the legal tests.

There are six (6) pass/fail criteria relating to County Council requirements that must be met in order for an application to be considered. If an application fails one of these criteria, it fails regardless of its numerical score. Officers will then revert to the applicant to discuss their options.

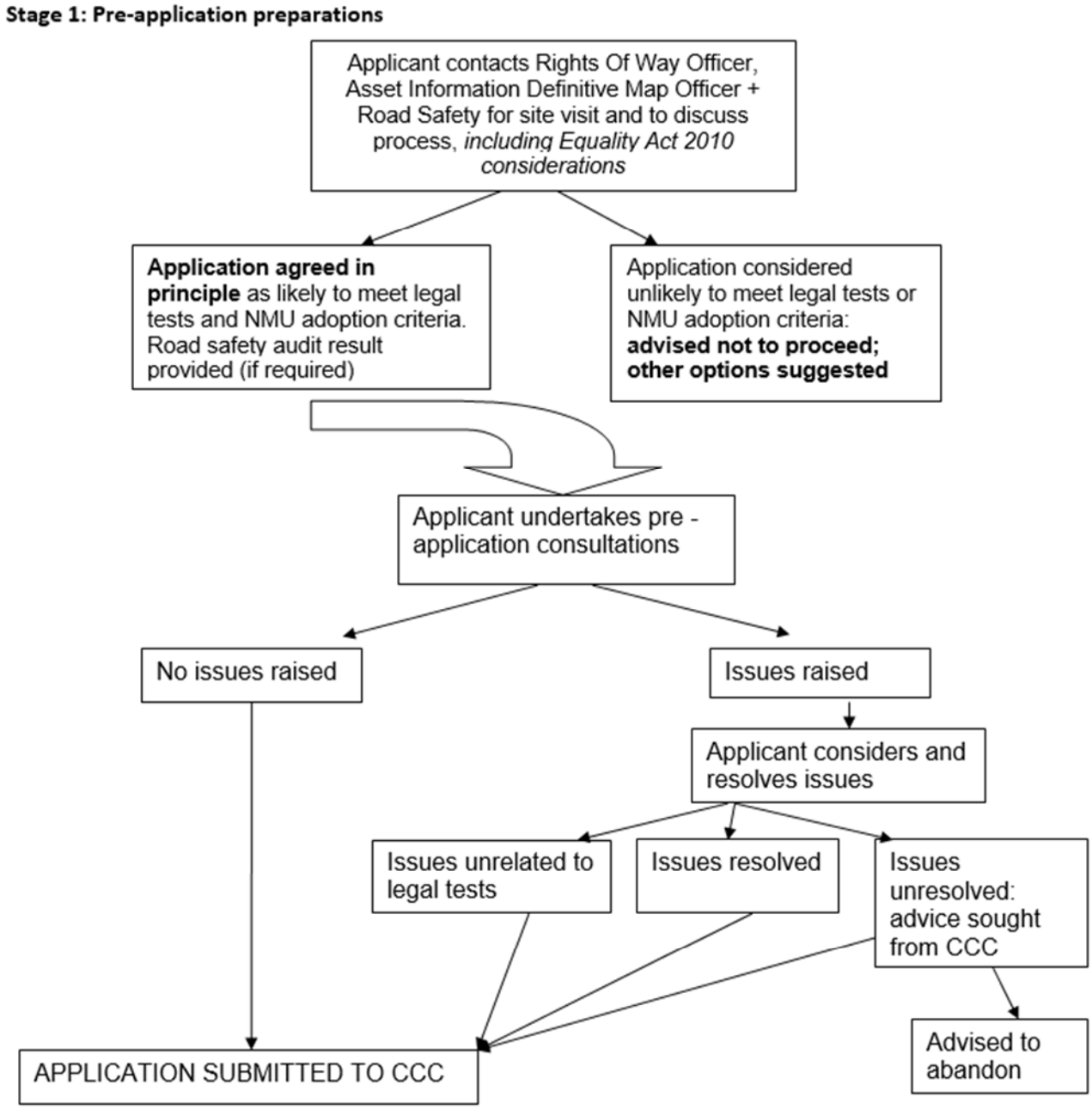
Criterion 1 Viability and Affordability:
Viability means the cost of delivering the scheme. Is this being funded, or will it need to be funded from existing CCC revenue? Funding must be evidenced in writing. If a scheme cannot be funded at no or limited cost to CCC, it will not pass.
Affordability means the cost of ongoing maintenance. If the maintenance liability incurred would be significantly greater than the existing, an application may still pass if a solution is agreed, such as an agreement for a third party to maintain the route or if it is vital to the deliverability of a wider development scheme. A scheme that is otherwise acceptable and is considered to result in wider benefits, but which results in minor additional maintenance liability, should not be refused without substantiation. This requirement may be waived at this discretion of the Assistant Director, Highways Maintenance.

For the numerically scored criteria, a 21 point threshold must be met in order for an application to be taken forward. If an application passes the Pass/Fail criteria but fails the 21 points numerical threshold, it will not proceed and officers will revert to the applicant to discuss their options.

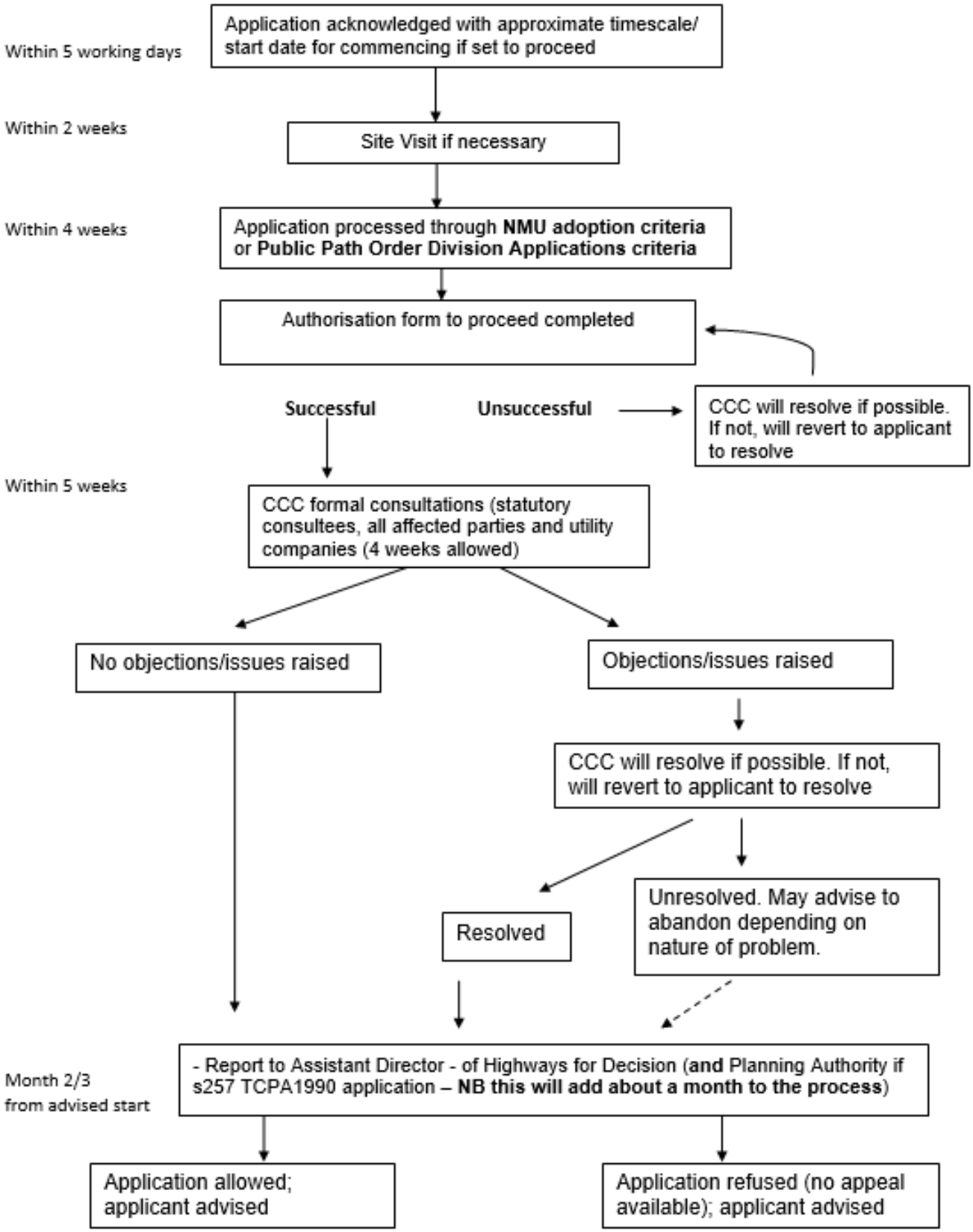
DOCUMENT E - Cambridgeshire County Council – for Applicants
Highways Act 1980 & Town & Country Planning Act 1990

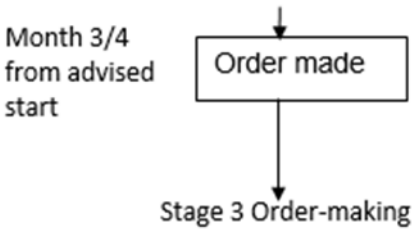
Public Path Order Applications:
Flow chart of process

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

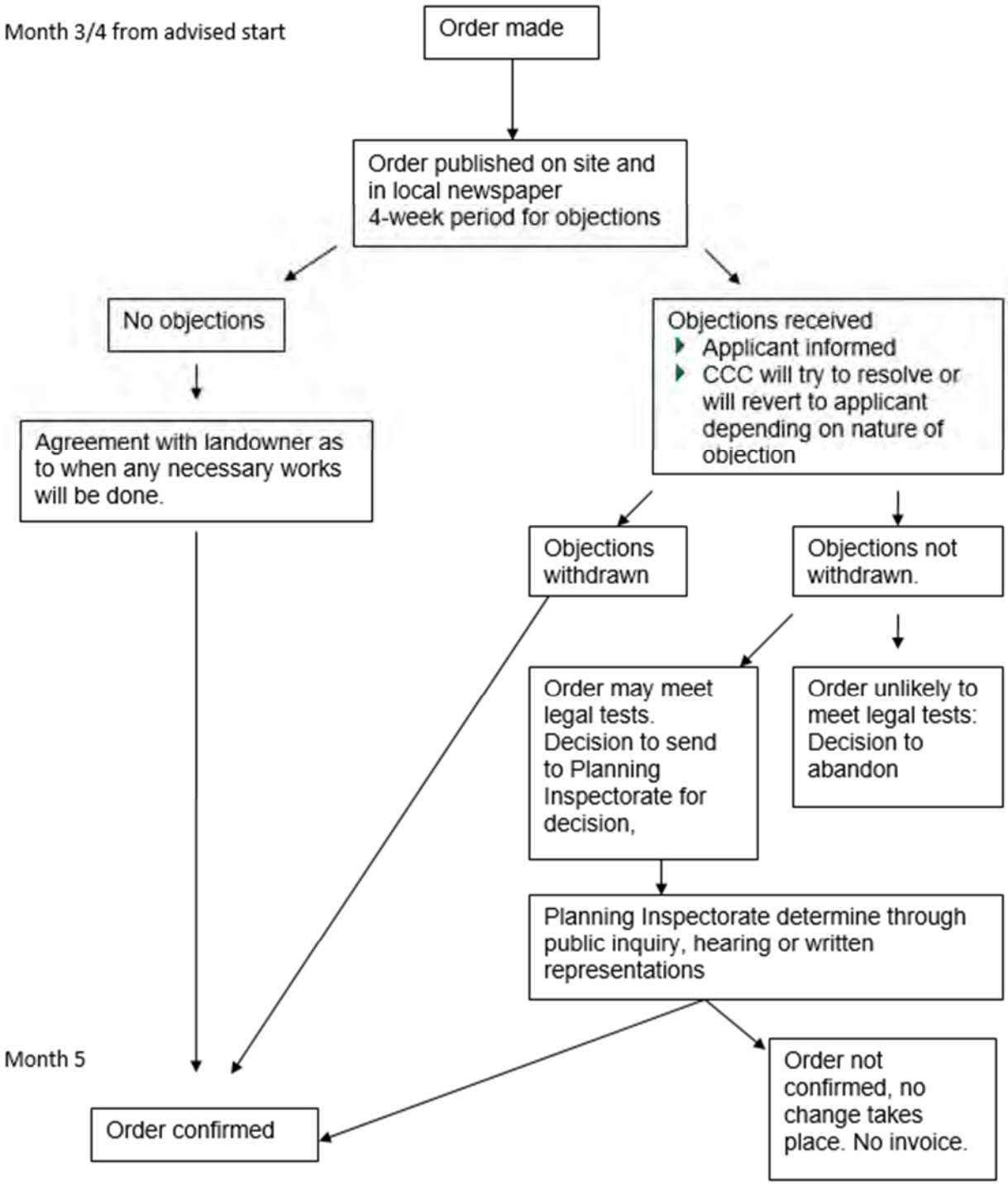


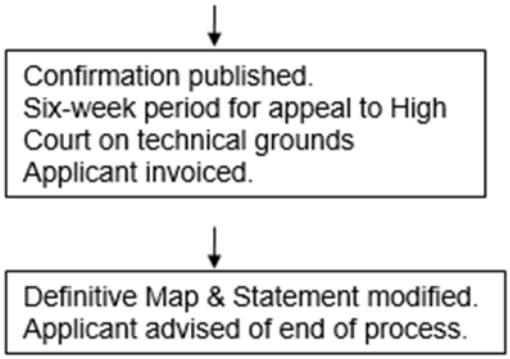
Stage 2: Formal Consideration, Consultations and Decision





Stage 3: Order-making




Confirmation published.
Six-week period for appeal to High Court on technical grounds
Applicant invoiced.
Definitive Map & Statement modified.
Applicant advised of end of process.

Appendix J - Definitive Map Modification Order Statement of Priority

DEFINITIVE MAP MODIFICATION ORDERS

STATEMENT OF PRIORITY FOR DEALING WITH APPLICATIONS AND PROACTIVE CASES TO MODIFY THE DEFINITIVE MAP AND STATEMENT UNDER SECTION 53 WILDLIFE AND COUNTRYSIDE ACT 1981

1. All applications made under Schedule 14 to the Wildlife and Countryside Act to modify the Definitive Map and Statement will be assessed upon receipt to verify whether they are 'duly made' in accordance with the requirements of Schedule 7 of the Wildlife & Countryside (Definitive Map & Statement) Regulations 1993 ('the Regulations').
2. Where evidence is discovered by the County Council as the Order Making Authority that the Definitive Map and/or Statement should be reviewed in accordance with its duty under Section 53 Wildlife & Countryside Act 1981, the proposal will be added as a proactive case to the County Council's list of cases on the date on which it is approved in writing by the Highway Records and Definitive Map Manager that the proposal should be taken forward for consideration.
3. Each application and proactive case will be scored using the scoring mechanism attached to this Statement of Prioritisation. The score will be approved by the Asset Information Manager. Any challenge to a score will be considered and decided by the Assistant Director Highways Maintenance.
4. Cases will be prioritised in the order from the highest score to the lowest.
5. Applications that are not compliant with paragraph 2 of Schedule 4 to the Regulations will be added to the Definitive Map Modification Register but will not be scored and will not be taken forward for investigation. If an application becomes paragraph 2-compliant at a later date, it will then be scored at that time and taken forward for investigation in the order as described in point 4.
6. Should the circumstances of a case change that would alter the points originally awarded, then that case will be re-scored, which may result in an alteration in the case's position in the priority order in the case list.

Scoring template for Definitive Map Modification Order Applications and CCC Proactive Cases

Note: Date must be filled in, otherwise the scores will be incorrect Paragraph 2 compliant is that it has been confirmed that the landowner has been notified of Use drop down to select what is being applied for

Case number	
Parish	
Case name	
Application or Proactive	
Score	
Date Application Received	
Para 2 compliant	
Application is for :	
Scored by (officer)	
Date scored	

		AVAILABLE POINTS	SELECTION Mark with X
Q1	**Is the route currently recorded on the Definitive Map and Statement?**	Points	Mark **ALL** that apply
1.1	No *(If No then also go to question 1.6)*	7	
1.2	Yes – status correct but **no recorded width**	3	
1.3	Yes – but **status** is potentially under-recorded	3	
1.4	Yes – but **width** is potentially under-recorded	1	
1.5	Yes - recorded but incorrectly i.e., anomaly	1	
1.6	from 26 April 2006	-7	
	TOTAL		
	Notes: Answer 1.6 reduces points, since there are already full highway rights for the route		
Q2	**Is the route currently open and available for the rights which are claimed?**	Points	Mark **ONE** only
2.1	Access is restricted or closed and is causing significant community severance and/or the	5	
2.2	Access is unavailable or restricted but is not contentious	1	
2.3	Yes – the public can freely use it at the moment for the full rights claimed	0	
	TOTAL		
	Notes:		
Q3	**Current level of use for the claimed rights relative to location (User evidence only) for use claimed**	Points	Mark **ONE** only
3.1	High	5	
3.2	Moderate	3	
3.3	Low or No Use	0	
	TOTAL		
	*Notes: "**Relevant to location**" - In a hamlet less people would constitute high usage,*		
Q4	**The route would lead to improvement in public safety (i.e., it takes users off the road)**	Points	Mark **ONE** only
4.1	Greatly improves public safety	5	
4.2	Moderately improves public safety	2	
4.3	No, or low level, of improvement to public safety	1	
4.4	The route would cause significant public safety issues	-1	
	TOTAL		
Q5	**Route creates a significant positive impact on the network**	Points	Mark **ALL** that apply
5.1	Would resolve an anomaly or omission on the DM&S which is causing, or has potential to cause, a significant hardship to one or more landowners	5	
5.2	Creates part of a missing link **or** is in an area where there are few or no Public Rights of	4	
5.3	Would resolve an anomaly or omission on the DM&S affecting users on the ground	3	
5.4	Forms part of a circular route	3	
5.5	Forms part of a published long distance route/and or promoted route	3	
5.6	No positive impact on the network	0	
	TOTAL		
	Notes:		

Q6	Development	Points	Mark **ONE** only
6.1	An uninvestigated DMMO relating to the site is the **ONLY** issue preventing the progression of the development and is causing hardship to either the developer, or	75	
6.2	**Development has resulted in the obstruction** of a claimed route and is **causing significant hardship** to either users or third parties	50	
6.3	**Development has resulted in the obstruction** of a claimed route **but is not** causing significant hardship to either users or third parties	10	
6.4	Existing path on the DM&S **obstructed by historic development** that is **unlikely to cause** significant hardship to landowners	10	
6.5	**Detailed planning permission granted/building work underway** and route that serves	50	
6.6	**Outline planning permission granted** and route that serves useful purpose would likely	50	
6.7	**Actual application** for planning permission or transport scheme where existing path on the Definitive Map & Statement has **no recorded width**, affects the viability of the	50	
6.8	Route connects to **or** is affected by, proposals for a **major infrastructure project** for	50	
6.9	**Probability of future,** application for planning permission or transport scheme where existing path on the Definitive Map & Statement has **no recorded width**, affecting	30	
6.10	**Current undetermined application for planning permission** and route that serves useful	50	
6.11	**Probability of future application** (i.e. site identified on the local plan; transport scheme	15	
6.12	**Probability of future application** and route that serves useful purpose would likely	10	
6.13	Route located within settlement envelope as defined on district local plan *(only if not*	5	
6.14	Route likely to be affected by development or major infrastructure project but serves no	0	
6.15	Route not affected by development or major infrastructure project	0	
	TOTAL		
	Notes: Work down from 6.1 and once criteria met, move onto Q7.		

Q7	Equalities, Connectivity, Health and Well Being	Points	Mark **ALL** that apply
7.1	Route would **provide a strategic active travel link** for access to work, education centres,	20	
7.2	Route would provide a **supplementary active travel link** which complements existing	5	
7.3	Route would provide a new **link to publicly accessible land or place of public resort** (e.g. a public park, common land, town/village green, nature reserve, site of historic or	3	
7.4	Route would have a significant positive impact on accessibility (Equality Act 2010)	3	
7.5	The route would be more enjoyable than other routes nearby for users (e.g. due to it being particularly attractive rural route or a more direct link)	3	
7.6	The route is in a ward identified as a place of rural isolation or poverty in the Cambridgeshire Index of Cambridgeshire Insight – Health and Wellbeing – Interactive	3	
7.7	Route would have a significant negative impact on accessibility	-3	
	TOTAL		
	Notes: If none of the above apply, then simply do not score.		

Q8	Use of Route		
	(score points for each applicable category unless the route is already recorded on the List of Streets from 26 April 2006, in which case no points should be awarded)	Points	Mark **ALL** that apply
8.1	Route will benefit pedestrians	3	
8.2	Route will benefit equestrians	3	
8.3	Route will benefit cyclists	3	
8.4	Route will benefit carriage drivers	3	
8.5	Route will benefit ROW motorised users (4 x 4 and trail bikes)	1	
	TOTAL		
	Notes: Benefit is based on the users that the route's status would provide for		

Q9	**Biodiversity**	Points	Mark **ONE** only
9.1	Route would enhance biodiversity	2	
9.2	Route has no significant impact on biodiversity	0	
9.3	Route would have a significant negative impact on biodiversity	-2	
	TOTAL		
	Notes: Use the layers for SSI's protected vergers etc.		
Q10	**Evidence**		
	This reflects the government's decision not to proceed with the extinguishment of rights based on historic documentary evidence on 1st January 2026.	Points	Mark **ALL** that apply
10.1	Route is supported by historical documentary evidence	0	
10.2	Route is supported by user evidence	10	
	TOTAL		
	Notes:		
Q11	**Liability Risk to the Authority**		
	Route is subject to a discrepancy on the Highway Records (Definitive Map and Statement and/or List of Streets) which is causing, or has the potential to cause, a	Points	Mark **ONE** only
11.1	Route is subject to a discrepancy or omission on the Highway Records (Definitive Map and Statement and/or List of Streets) which is causing, or has the potential to cause, a	50	
11.2	Route is not subject to a known significant liability risk to the Authority	0	
	TOTAL		
	Notes:		
Q12	**Whole years since application was applied for** *(Do not fill in: this automatically fills in from application received field)*	Points	Whole Years
12.1	Points per whole year	2	
	TOTAL		
	Notes:		
	REPRIORITISATION *This section of the form is only to be filled in should any circumstances surrounding the route change following initial prioritisation of route (e.g., if planning permission is*		
Q13	**Has a Direction to Determine from the Secretary of State been given:**	Points	Mark **ONE** only
13.1	Yes	45	
13.2	No	0	
	TOTAL		
	NOTES	Date	
	Any other reason for change of prioritisation? - If so please write in		
		Reason	
		Original Points Total	
		Reprioritised Points Total	
		Officer name	
		Date	
	TOTAL OF SUB TOTALS		

Any Application not paragraph 2 complaint will be set to zero

Appendix K - Public Path Order Statement of Priority

PUBLIC PATH ORDERS

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

All proposals seeking to divert, create or extinguish public rights of way will be dealt with in chronological order of receipt by the County Council unless any of the following circumstances apply. In the case of formal applications, 'receipt' means the date on which an application is received, and in the case of proactive cases, it is the date on which it is agreed with the Definitive Map Team in writing that the proposal should be taken forward for consideration.

Prioritisation Criteria

a) The diversion application has been submitted to enable development to take place and as such must be completed within a specific timescale as part of the planning consent.
b) The route is permanently obstructed and the diversion application has been made as a result of enforcement action taken by the County Council.
c) Where demonstrable public or community benefit is evidenced by the application and the applicant is paying all costs to the County Council.
d) Where evidence is brought by a Member or a CCC service that such a proposal would have significant public, community or individual benefit.
e) Where a creation, diversion or extinguishment has been agreed as part of a package in mitigation for a development under a Section 106 Agreement, further to a request made by the County Council.
f) Where there is a discrepancy on the Definitive Map and Statement that is causing, or has the potential to cause, a significant hardship to one or more landowners which would be resolved by the proposed order.
g) Where a proposed order or deed would result in a significant cost-benefit saving to the County Council in the management of the public rights of way network.

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

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

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

Appendix L – Road Classification Policy

Road Classification Policy

Background

Road classification in Great Britain dates back to the 1920s and was originally used as a way of allocating grants for road maintenance and improvement. However, over the years it has developed into a way of ensuring that there is a logical, consistent road network across the country.

Excluding motorways, all UK roads fall into one of four classifications:

- A Roads – major roads providing large scale transport links within and between urban areas
- B Roads – roads intended to connect lesser areas and connect A roads to smaller roads on the network
- Classified Unnumbered – smaller roads intended to connect together unclassified roads (see below) with A and B roads, often linking a housing estate or village to the rest of the network. Although called “classified unnumbered” in statute, most local authorities refer to these as “C Roads” and have developed their own numbering system
- Unclassified – The remainder of the highway network, typically local roads carrying local traffic such as residential estate roads or minor rural roads serving small settlements or individual farms

These four classes of road form a hierarchy. Large volumes of traffic and traffic travelling longer distances should typically be using the higher classes of road, whilst smaller volumes of more local traffic should be using the lower classes of road. However, there is no fixed relationship between the various classes of road and traffic flows carried. In general, the higher classes of road will carry more traffic than the lower, but the situation will vary depending on the context. For example, a rural B road may well carry less traffic than a classified unnumbered road in urban areas. Similarly there is no minimum capacity or width associated with each class or level of maintenance (the latter being set by the maintenance hierarchy).

Hence, the classification of a road reflects its strategic importance in the local network, rather than the number of vehicles it carries or its width.

From April 2012, central government handed over greater responsibility to local highway authorities for the management of the roads classification system and the Primary Route Network (PRN). While authorities had previously done the majority of the work involved in reclassifying a road, they always needed to secure the agreement of the Department for Transport (DfT). Under the new approach, authorities are allowed to exercise this power without the need for central approval.

Under the new system, local highway authorities assumed new responsibilities, namely:

- the authority will manage all local classification and PRN decisions, ensuring that the network is adequately signed
- the authority must consult with neighbouring highway authorities (including Highways England) where relevant
- the authority must keep records and inform the National Street Gazetteer, Ordnance Survey and DfT of any changes

- the authority should be prepared to explain its decisions if challenged, in case of appeal

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

To assist local highway authorities in their new role, DfT published the document "Guidance on Road Classification and the Primary Route Network" in January 2012. This guidance forms the basis of this document.

The Primary Road Network (PRN)

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

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

Responsibility for PRN will now be divided between central government and the local highway authority.

- DfT will retain the responsibility for producing and maintaining the list of primary destinations. Within Cambridgeshire, primary destinations are based upon Ceremonial Counties, Cambridge, Ely, Huntingdon, Wisbech and Peterborough. The inclusion or exclusion of individual locations is therefore a matter of DfT discretion
- Local highway authorities are now responsible for linking primary destinations together with primary routes

In case of affected neighbouring authorities, any significant change such as a material impact on the route of a journey from one primary destination to another should be agreed to ensure consistency. In some cases, this will include Highways England.

Changes to PRN do not require public consultation or advertisement, and local authorities do not traditionally do so. An authority is free to use such measures should they wish.

Under EU Directive 89/460/EC, the PRN must provide unrestricted access to 40 tonne vehicles. Under this Directive, a local highway authority would be able to alter a primary route, if need be. It is however the responsibility of the authority to ensure that all infrastructure on the new primary route is of an appropriate standard.

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

Roads Classification

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

Classifications must be set in a way that reflects the road network in their local area. Any standards therefore must be relative:

- An 'A' road will generally be among the widest, most direct roads in an area, and will be of the greatest significance to through traffic

- A ‘B’ road will still be of significance to traffic (including through traffic), but less so than an A road
- A ‘Classified’ Un-numbered road will be of lower significance and be of primarily local importance, but will perform a more important function than an unclassified road
- An ‘Unclassified’ road will generally have very low significance to traffic and be of only very local importance.

The DfT recognises that the pressures of connectivity will, in places, mean that A and B roads will necessarily go through populated areas or sites with environmental issues. In some cases it may be necessary to select one road from several broadly similar roads for a particular classification, in order to ensure that the overall network retains coherence.

Road classification needs to be consistent from one authority to another and should not change classification at the boundary without a clear reason. When reclassifying a road across a local authority boundary, any change will need to be agreed by both authorities.

Changes to roads classification do not require public consultation or advertisement, and local authorities do not traditionally do so. An authority is free to use such measures should they wish.

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

The need for new or revised road classifications arise in various ways but are most commonly due to:

- the construction of new road schemes (e.g. bypasses)
- a change of role due to new traffic management systems, or
- very occasionally, existing historic inconsistencies that need addressing

In deciding the appropriate classification to be applied to a road the starting point will be the general descriptions of each level of classification as provided in the DfT’s Guidance and set out above. More specifically, the following points will be considered:

- The strategic role the road plays in moving people and goods from one location to another. This will vary in context, particular between rural and urban areas
- the general level of traffic and proportion of goods vehicles that the road is carrying (or expected to carry in the case of new roads)
- any wider traffic management routeing strategies in the vicinity
- the standard and classification of other nearby roads

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

In order to establish what changes are necessary, discussions will take place internally involving:

- the Traffic Manager’s Team
- the appropriate Project Manager in the case of new highway or traffic management proposals

- Affected local members

Decisions regarding re-classifications that might have implications for a wider area or that have significant financial implications will be subject to approval by the Highways and Transport Committee.

Should the proposals have any cross-border implications, then the appropriate adjacent highway authorities will be consulted prior to any decision being taken. Similarly, should there be any implications for the national Trunk Road network, discussions will be held with Highways England. Changes to roads classification do not require public consultation or advertisement.

Record Keeping

All changes to road classifications (once active) will be included in the authority's monthly update to the National Street Gazetteer as required under the DfT Guidance.

In addition, the appropriate forms and maps will be forwarded to Geoplace who are responsible for forwarding these to DfT, Ordnance Survey and other interested parties. In addition, all relevant groups within the Authority will be notified of any changes.

Financial Implications

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

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

Appendix M - Vehicle Restraint Systems (Safety barriers)

Vehicle Restraint Systems (Safety barriers)

This Policy applies to all vehicle restraint systems. The term safety barrier is used as a generic term for all these assets, unless otherwise stated.

Safety barriers are an important element in maintaining the safety of the highway network for road users. Objects on or near to the road can present a significant hazard to the road user and there is a clear need to ensure that they are reasonably protected. Examples of such objects would be structures, large signs, lamp columns or where here is a large difference in level near to the road edge.

This policy details following aspects relating to safety barriers:

- Condition Assessments and Inspections
- Prioritisation of Investment

Condition Assessments and Inspections

There are two types of checks on safety barriers, planned inspections and reactive inspections.

Planned inspections include general highway safety inspections and specific inspections on elements of the safety barrier asset.

Highway Safety Inspectors carry out visual checks to make sure that highway assets are in a safe condition as part of their routine safety inspections. This includes a coarse visual assessment ensuring that safety barrier components are not obviously broken or damaged. These inspections are carried out at intervals determined by the maintenance hierarchy of the road as defined in the relevant section of this document.

Separate service inspections of vehicle restraint systems are also undertaken. These inspections require that tensioning bolts of steel tensioned safety fencing are checked and reset to the correct torque every three (3) years. In addition steel and wire rope safety fences are inspected at intervals of five (5) years in respect of mounting height and integrity.

Reactive inspections are carried out in response to enquiries and generate ad hoc and emergency works orders for repair.

Risk based prioritisation

In prioritisation of planned works to safety barriers, an assessment of the level of risk to road users is considered based on the following:

- The categorisation of the road within the maintenance hierarchy
- What the safety barrier is protecting/the road environment of the safety barrier
- The existing collision history of the road

Carrying out the right repairs at the right time in the life cycle of the safety barrier asset is a key objective. Each site is assessed using a risk based approach and a prioritised list of improvements is produced.

Other significant factors affecting Safety Barrier maintenance
Damage by third parties accounts for the majority of reactive repairs. Where practicable, efforts are made to recover all costs incurred in repairing sections of accident damaged fencing or barrier.

Inventory Data Collection
The inventory data for safety fencing and barriers is held within the Insight database. The vehicle restraint systems in the County comprises of the following types:

- Un-tensioned single sided corrugated
- Single sided tensioned corrugated beam
- Double sided tensioned corrugated beam
- Double sided open boxed beam
- Single sided open box beam
- Flex-beam single sided
- Flex-beam double sided
- Wire Rope

Metal post are the predominant supports to the systems although timber posts are used in various locations.

Details of new installations will be added to the inventory.

Asset Strategy
The prioritisation of the renewal and replacement within the three (3) year work programme will be developed using the criteria detailed previously and where appropriate nationally recognised standards.

Levels of Service
The following service standards relates to the County Council's aim to deliver a road network which is safe, reliable and is as fit for purpose as possible within current funding and resource constraints. These service standards represent a baseline.

- Safety Barriers will be maintained in a safe condition and in a manner appropriate to its use and location
- Redundant safety barriers will be removed aiming to reduce long term maintenance costs

Specification for Vehicle Restraint System condition inspection and updating inventory

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

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

Symology's Insight Database

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

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

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

Inspection Frequency

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

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

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

Current Inventory

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

- Un-tensioned single sided corrugated
- Single sided tensioned corrugated beam
- Double sided tensioned corrugated beam
- Double sided open boxed beam
- Single sided open box beam
- Flex-beam single sided
- Flex-beam double sided

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

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

Milestone have assessed its inspectors as being competent by considering the following experience and training, including carrying out but not limited to the below:

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

<u>Specification Details for Five Year Visual Condition Inspections</u>
Prior to undertaking any inspections, the inspector is to identify any provisions required for Traffic Management (TM) within their programme. It is envisaged that the majority of the inspections will be carried out safely from the verge / footway and without the need for TM.

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

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

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

Should the inspector find any VRS assets on the network not included or identified within the existing survey, it should be reported directly to CCC on the same day. Where practicable and safe to do so, the inspector should carry out a full inventory and

condition survey of any newly identified asset whilst they are on site as Insight mobile allows the addition of new assets to be added.

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

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

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

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

Programming

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

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

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

Data Capture and Management

The contractor will capture all data using the Insight Mobile tablets provided.
Data is stored spatially on the server with various attributes captured against it. Each run is plotted onto OS mapping backgrounds at the time of its initial capture. The tablets will automatically download a list of sections and previously plotted runs requiring inspection which the inspector must then visit and carry out the required visual inspection.
Any changes to alignment can be captured by editing the alignment of the plotted lines against the map background. This may occur where new junctions or network alterations have occurred.

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

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

Site information

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

General VRS information

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

Beam inspection

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

Post and connection inspection

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

Terminal inspection

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

Red	Severe corrosion
Amber	Moderate corrosion
Green	None or mild corrosion

Overall condition RAG Rating

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

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

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

Photographic records

Photographic records will be required from each site showing;

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

As a minimum photographs shall

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

Innovations/Efficiencies

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

Appendix N - Traffic Signals Design and Operational Guidance

Traffic Signals Design and Operational Guidance

Purpose

This document sets out guidance on the design and operation of traffic signals within Cambridgeshire. When applying this guidance it is emphasised that a flexible approach should be adopted to allow a balanced outcome to be achieved that is consistent with transport strategy objectives.

This guidance will inform and influence any reviews of existing traffic signal installations and the design of new signal installations including those being delivered by external parties, particularly in respect of new development.

This guidance is intended to complement existing traffic signal best practice and regulation.

General approach

As a first step in any traffic signals review or in the design of new installations, the principle of traffic signal control should be tested with alternative methods of control being considered.

Traffic signals should be configured so that signal stages and timings optimise the movement of people rather than simply the movement of vehicles. Signal timing plans should have flexibility to respond to changing modal demands throughout the day/week/season. In urban areas, traffic signal systems should have the ability to utilise air quality data to influence and inform changes in networked signal timings in response to poor air quality.

Up to date information on people movement and delays at individual junctions and crossings should be collected to inform and influence the way in which signal control is configured and operated.

Individual transport mode considerations

Pedestrians

Wherever practical and possible pedestrian movements across individual junction arms should be made in a single movement. All red motor vehicle stages (potentially incorporating diagonal crossing facilities) should be considered at junctions where necessary to manage high pedestrian flows.

Pedal cyclists

Wherever practical and possible cycle movements should be:

- segregated by space or time or both from motor vehicle movements
- made in a single movement across individual junction arms

Buses

Local registered service bus movements should be prioritised over general traffic movements through early detection on junction approaches. At sites where buses run on conflicting routes, priority should be given to which ever bus is experiencing the greatest delay in punctuality or whichever is carrying the greatest number of passengers (implementation of this aspect will be dictated by the availability of technology to monitor timetabling and passenger levels in real time).

Other motor vehicles

The signal review process should determine whether the retention of all current permitted movements for private motor vehicles is essential or necessary, in consideration of other transport strategies and projects. If considered appropriate, consideration could be given to restricting identified motor vehicle movements if they support and/or achieve strategic transport aims and create more opportunity to prioritise sustainable transport modes. Any proposal to restriction junction movements should be modelled to fully assess and understand the implications for access on the wider road network.

Road safety

To improve road safety, injury accident data should be assessed to:

- determine the need for any changes in design or operation at existing signal sites
- inform the design process for new signal installations.

Perceived safety concerns for vulnerable users (pedestrians and pedal cyclists) should also be taken into account.

Technology and Innovation

At all signal controlled junction/crossing the use of 'state of the art' technology should be considered to address the following key operational aspects:

Pedestrians - on-crossing detection and other aids for those with limited mobility to optimise pedestrian stage operation.

Pedal cyclists - stop line and approach detection to optimise cycle stage operation.

Buses - the ability to detect buses early to optimise the prioritisation of bus movements for registered local service buses (with the ability to access real time bus timetabling and passenger levels to prioritise conflicting movements).

Pollution – the ability to factor in air quality data in real time to influence and inform the optimisation of signal timings.

General traffic - the ability to optimise general traffic movements on a network/ corridor basis.

Whilst traffic signal designs and operations need to be consistent with current Department for Transport (DfT) regulations, the design and/or review process should aspire to test and adopt innovative approaches through DfT approved trials.

Application of guidance

The way in which this guidance is applied to individual junctions and crossings needs to take into account their location and role within the road hierarchy to ensure consistency with strategic aims and to achieve a pragmatic balance between competing movement demands.

Therefore, the degree to which sustainable transport mode movements are prioritised over motor vehicle movements could be expected to be more significant on routes within city and town centres than on the ring roads / arterial routes.

Appendix O - Street Lighting Policy

Street Lighting Policy

Introduction

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

The term “street lighting” encompasses lighting and all other items of illuminated street furniture provided on the public highway (whether or not adopted by the Council), except traffic signals and electrically operated vehicle information signs. The County Council is responsible for circa 53,500 streetlights, 3200 illuminated signs and 2400 illuminated bollards, on highways maintainable at public expense across the county.

Well designed and installed public lighting which is effectively maintained and operated contributes to:

- Improving safety
- Improving commerce
- Improving the night scene
- Making sustainable and non-motorised transport more attractive and friendly
- Reducing energy costs and consumption

Legislation

In accordance with the Highways Act 1980, there is not a statutory requirement for local authorities to provide public lighting. Councils do, however, have the power to provide lighting for any highway or proposed highway for which they are, or will be, the Highway Authority.

Under the Highways Act 1980, Health and Safety at Work Act 1974 and Electricity at Work Regulations 1989 the Council has a duty to maintain its assets in a safe condition.

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

Under the Highways Act 1980, Health and Safety at Work Act 1974 and Electricity at Work Regulations 1989, the Council has a duty to maintain these where provided. However the Council will remove illumination from signs and bollards where it is deemed appropriate following compliance and safety checks.

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

Street Lighting Maintenance

In July 2011, a 25 year Private Finance Initiative (PFI) contract commenced between Cambridgeshire County Council and Balfour Beatty. This PFI contract permits Balfour Beatty to carry out vital improvements and maintenance to County Council owned street lighting on behalf of Cambridgeshire County Council. These include the following:

a) Maintenance Requirements

To provide effective pro-active maintenance, electrical inspection and reactive maintenance the County Councils service provider will:

- Maintain a cyclical maintenance regime for lighting installations that ensures the assets' correct operation and light output, minimises failures and maximises the life of the assets
- Assess installations for structural and electrical safety.
- Manage the risk of structural failure by inspecting the columns regularly and accurately recording their condition.
- Inspect and maintain street furniture to comply with Electricity at Works Regulations 1989
- Operate a reactive maintenance service, making safe electrical hazards and repairing faults in appropriate timescales

b) Emergency Works

- The County Councils service provider will provide at all times competent staff and suitable equipment to respond to an emergency call-out location within one hour from receipt of the instruction to attend.

c) Fault Detection

Faulty lighting equipment will be identified by the following methods:

- Reported by the public
- Via the reporting function of the County Councils central management system (CMS).
- Reported by the service provider's nighttime inspection team (for areas not covered by the CMS system).

Environmental Impact

The County Council is committed to meeting the challenges of climate change and enhancing the natural environment therefore all Council policies and strategies must consider this where relevant.

Street Lighting policies ensure all new and replacement Street Lighting is:

- Energy efficient and effective
- Complies with British and European Standards
- Designed and manufactured to a high quality
- Minimising the requirement for new equipment by re-using materials where possible e.g. sign faces and photocells

Design of new or replacement lighting schemes ensure that the following are considered:

- Appropriateness, thus avoiding the installation of unnecessary lighting wherever possible.
- Environmental issues such as light spillage and intrusion.
- Impact on wildlife. Cambridgeshire County Council aims to be consistent with the requirements of the Natural Environment and Rural Communities Act 2006.

Attachments
Please refer to Appendix P: Street Lighting Attachments Policy

Light Sources

- PL-L – (Fluorescent lamp) Residential areas
- SON – (High Pressure Sodium lamp) Traffic routes
- CPO – CosmoPolis (Ceramic Metal Halide Lamp) - Residential areas/Traffic Routes

For new installations street lighting lanterns using a LED (Light Emitting Diode) light source will be specified.

LED lighting has been selected for use in new street lighting installations for the following reasons:

- Energy saving – LED's use considerably less energy than conventional lamps.
- Maintenance savings/Health and Safety benefit – Due to the greater lifespan of LED's (Expected life is in excess of 25 years) there is a reduction in the time spent by maintenance operatives on live carriageways, compared with replacing conventional lamps.
- Reduction of light pollution, intrusion and trespass due to the well-controlled light output from LED lanterns.

Lighting operating times and Dimming levels
The table below shows the different lighting levels and dimming times for street lights owned by Cambridgeshire County Council.

Road Type	**Dimming Regime/Lighting Levels**
Traffic Routes	Dimmed between the hours of 20.00 and 24.00 by one (1) lighting class (20%) to give 80% light output and then dimmed between 24.00 and 06.00 by two (2) lighting Classes (40%) to give 60% light output
Residential/Public Areas	Dimmed between the hours of 22.00 and 06.00 by 40% Lamp light output to give 60% light output.

Passively Safe Street Lighting Columns and Sign Posts for Illuminated Traffic Signs

- Based on the Institute of Lighting Professionals Technical Report 30 Passive Safety – Guidance on the implementation of passively safe lighting columns and sign posts a risk assessment approach should be adopted for all new street lighting installations or changes to existing street lighting installations to determine where passively safe equipment is required.
- Passively safe lighting columns and/or sign posts shall comply with all relevant standards, legislation, codes of practice and Industry good practice.

In particular, but not limited to, BS EN 12767:2019 and BS EN 40.

- There will also be a requirement for a physical connection/disconnection device in relation to the specific energy absorption rating of the individual asset, which will disconnect the electrical supply if the column suffers an impact.

Maintenance Fault Repair Timescales

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

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

Emergency Fault - **1 hour response** (this covers anything which is a danger to the public) including:

- Street lighting column door off
- Street light Lantern Hanging
- Street lighting column Hit by a Vehicle / Column Knockdown
- Bollard (illuminated) knocked down (danger to public)
- Belisha Beacon (Zebra Crossing lights) Fault
- School crossing warning lights failures

Smoke from unit

Urgent Faults - 24 Hour Response

- Section Out – 3 or more lights out of lighting in a row in a road/street
- Bollard (illuminated) knocked down / Vandalised
- Bollard (illuminated) missing
- Only one streetlight in road/street (unit out of lighting fault)

After crime or serious concern to residents (unit out of lighting fault)

General Faults - 5 Working Day Response

- Street light is out of lighting
- Street light is dim
- Light is flashing or flickering
- Street Lighting column is leaning
- Lantern needs to be replaced
- Street Lighting Column and Lantern need to be replaced (Cambridgeshire County Council owned electricity supply cable)
- Removal of offensive/non-offensive graffiti
- Sign plate damaged/sign plate twisted

Faults which require joint working with the electricity Distribution Network Operator (UK Power Networks) - 30 Working Day Response, which include:

- Street Lighting Column and Lantern need to be replaced (UK Power Network owned electricity supply cable)
- Electricity supply cable faults (UK Power Network owned electricity supply cable)

Part Night Lighting
At present there is no part night lighting (switching off street lights for periods of time during the hours of darkness) in operation for street lights owned by Cambridgeshire County Council.

Developments and new lighting requirements
The Council will provide a developers specification, aligned with this policy, to achieve sustainable lighting installations on new building developments. Once completed, new lighting will be formally adopted by Cambridgeshire County Council. Developers and new lighting design specification is available on our web site.

Future Strategy
Cambridgeshire County Council will seek to continue to reduce energy and CO2 emissions whilst providing an appropriate level of lighting.

The Council will assess technological developments and innovation, in order to deliver effective efficiency improvements whilst delivering a street lighting service which offers value for money and safer outcomes to the travelling public.

Contact Details for Faults/Repairs and General Enquiries.
If you wish to report one of our street lights not working or have any other concerns about our streetlights, please go to Balfour Beatty's fault reporting web page at:
Report a Fault with Street Lighting | Lighting Cambridgeshire
Or contact their office on 0800 7838247 between 9am and 5pm Monday to Friday.

If you have any general enquiries regarding the PFI contract or street lighting please contact Balfour Beatty at:

E-mail: enquiries@lightingcambridgeshire.com

Post:
Balfour Beatty Living Places
Unit 4, Rowles Way
Buckingway Business Park
Swavesey
Cambridgeshire
CB24 4UQ

Website: http://www.lightingcambridgeshire.com

Or Cambridgeshire County Council through our online feedback form on our website.

Appendix P - Street Lighting Attachments Policy

Street Lighting Attachments Policy

Scope

This document gives details of the procedures that shall be followed in relation to installing seasonal decorations (such as Christmas decorations, hanging baskets and banners) and other attachments such as but not limited to (CCTV cameras, WIFI equipment and public transport information) on Cambridgeshire County Council (CCC) street lighting columns. This policy also applies to the installation of catenary or suspension infrastructure across the public highway which is to be attached to street lighting columns.

The attachment of any equipment to CCC owned street lighting columns requires consent from the Council, as Highway Authority.

Where persons or organisations wish to install display items on or above the public highway, consent will be required from the Highway Authority in accordance with Section 178 of the Highways Act 1980.

CCC aspires to grant an application but as a responsible authority it has a duty of care to maintain safe passage for all users of the public highway and with this in mind CCC would request that this policy is read carefully. Therefore permission for attachments to be installed may not be able to be granted in all instances.

Background

A variety of attachments are installed on lighting columns throughout the county. Whilst these may not be owned or controlled by the Highway Authority, such attachments may cause an interference with use of the public highway and the Highway Authority has statutory powers to control their deployment.

Any additional structural load imposed on a lighting column, which includes catenary wires increases the risk of failure. As such all applications to make an attachment onto a lighting column need to be assessed individually to ensure that its safety and structural integrity is not compromised.

The Highway can include the carriageway, footway, and any verge. The term “banner” may include “temporary advertising board or notice.”
Attachments include:

- Illuminated and non-illuminated decorations erected for Christmas and other religious celebrations
- Illuminated and non-illuminated decorations erected for festivals and other celebrations
- Flower Decorations including fixed and hanging floral displays
- Illuminated and non-illuminated advertisements
- CCTV cameras
- Signs including those used for advertising as well as public information

- Public transport information
- WIFI equipment
- Litter bins
- Speed indication devices
- Variable message signs
- Any other temporary or permanent fixtures

General Terms and Conditions

This policy applies to the attachment of any equipment to CCC owned street lighting columns. (Please note the General Terms and Conditions apply to all attachments including suspension infrastructure (catenary decorations, or similar), and further conditions can be found in below)

The completed application form and associated paperwork should be submitted to CCC a minimum of 12 weeks prior to the proposed installation start date.

When an application to erect banners is submitted only the following will be considered:

- Advertisement is non-commercial unless covered by a separate formal agreement with CCC
- For a local charity or local community event
- Non-political
- Will not cause public offence
- Does not suggest bias on behalf of the council
- Does not distract drivers using the highway at complex junctions/ locations with high traffic accident rates
- Affect the integrity or reputation of the council etc.

Fees and Charges

Fees will be levied to commercial organisations only, fees are detailed in the P&E Non-Statutory Schedule of Fees and Charges, available on our website, and cover the authorisation administration, technical checking and updating of the records in the street lighting inventory management system. Please note if the attachment is installed for a fixed period i.e. seasonal decorations, then the street lighting inventory update fee would be charged twice, for installation and for removal.

BBLP reserve the right to apply the banners structure to any application with large attachments (above $0.3m^2$).

Requirements

CCC will confirm the License Application/Technical Checking/Inventory Update fees following the submission of the application.

The following shall apply to all applications:

a. Any licence shall only be granted to the individual or body acting as an operator. It cannot be transferred to any other person or body. No seasonal decorations or other attachments should be installed on or attached to any CCC owned lighting columns without permission granted through the

licensing procedure. CCC shall issue a formal licence indicating the conditions under which such apparatus may be erected.

b All licences for seasonal decorations and temporary attachments shall last for the period of the installation up to a maximum of 12 months. Licences issued for permanent attachments will be granted for a period of five (5) years, with licenses for local authority attachments being automatically re-issued upon receipt of a new license application, however CCC will reserve the right to withdraw any licences granted. If a permanent attachment is replaced or altered at any time or if the actual lighting column is replaced a new licence will need to be submitted.

c The applicant is responsible for the management and maintenance of the attachment throughout the life of the installation. Any attachments will be subject to the time limit and other conditions specified within the licence and upon expiry of the licence the attachment must be removed. CCC should be informed as soon as temporary or permanent attachment is removed.

d Any person fixing or placing any apparatus on or above the public highway without the consent of the Highway Authority, or commits a breach of the following conditions, is open to possible prosecution, and the offending equipment, fixtures and fittings will most likely be removed forthwith, at the applicants expense.

e The applicant, and any successors in title, will indemnify CCC and its Service Providers or Councils contractor, as the Highway Authority, against any liability, loss, claim or proceeding whatsoever arising under the Statute, or Common Law, in respect of the placing, lighting, and maintaining of the equipment over the highway, or its removal there from. The minimum sum covered by the policy is to be £10million for any one event.

f Any installation which overhangs the Highway, unless otherwise agreed to, shall (where vehicle access is permitted) have a minimum clearance of no less than 5.8m over the carriageway or footway and no less than 2.5m over the footway (where the apparatus shall not encroach within 450mm from the edge of the carriageway).

g No attachment shall hinder the normal maintenance of the highway structure concerned or use of the public highway. Should the installation be deemed unsafe, any part or all of the apparatus may be removed, without notice by CCC or the Council’s contractor and any costs incurred in this process shall be charged to the applicant. Fixtures should not obstruct the unit identification number or street light access door.

h Unauthorised and non-approved attachments will be removed, without notice by CCC or the Council’s contractor and any costs incurred in this process shall be charged to the perpetrator.

i Any damage caused to CCC equipment as a result of the applicants activities must be immediately reported to CCC. It is the intention of CCC to recover any costs from the applicant for rectification of the damage caused.

j CCC and its Service Providers or Councils contractor will not accept any responsibility for vandalism or accident damage to the applicant’s installation.

The following shall apply to seasonal decorations (including banners and flower baskets) attached to lighting equipment:

a. No banners, flags or catenary wires shall be erected between two (2) or more lighting column, unless the columns have been specifically manufactured and designed for this purpose.
b. All temporary fixings used to attach the decorative festive lights or flower baskets must be removed at the end of the licence period (Licence Period is for the length of the column life) and shall be designed and installed, not to damage the units coating.
c. Power supplies to decorative fittings shall not be derived from adjacent buildings or structures.
d. No installation shall be permitted where it may be in conflict with any adjacent traffic signal system.

Other permanent or temporary attachments

In general, street lighting columns can only accommodate a sign plate no greater than $0.3m^2$; older columns may not be able to accept such additional loading (please see further details in the Electrical Terms and Conditions section). No advertising signs shall be attached to lighting columns except where recognised organisations have been granted permission by the Highways Authority. Unauthorised and non-approved advertising signs will be removed, without notice by CCC or the Council's contractor and any costs incurred in this process shall be charged to the perpetrator, in line with the Council's Enforcement Policy.

Electrical Terms and Conditions

All persons undertaking electrical work shall be competent and qualified to undertake the said works required, and using equipment to a standard, as required for permanent installations, even though the installation may be temporary. The minimum competency requirements are noted below:

- City & Guilds 2382 18th Edition Wiring Regulations
- G39 Level 1
- Electro technical Certification Scheme (ECS) Health and Safety Assessment
- NICEIC registration for Street Lighting

It is recommended that a contractor registered under the Highways Electrical Registration Scheme (HERS), which is a requirement of the National Highways Sector Scheme 8 (NHSS8), is appointed to carry out the work. Contractors registered will have obtained the appropriate competencies to carry out works on street lighting.

If it is proposed to mount appropriate external sockets on to lighting columns in order to install attachments, details of such shall be provided with the application.

A suitable time control mechanism, agreed with CCC, separate to the CCC street lighting timing mechanisms, shall be incorporated by the Contractor to provide control over the lighting hours of the decoration (and any other attachments if necessary).

Any tungsten festoon lamp holders used shall be vulcanised and moulded onto the outer sheath of the cable and shall preferably be suitable for Edison Screw lamps. No ‘pin prick’ type lamp holders are to be used, unless applied by a purpose designated machine that ensures proper connection and an Ingress Protection (IP) sealing to IP66.

Any decoration or attachment containing flashing red, yellow or green lamps shall not be erected within 10m of traffic signals, light controlled pedestrian crossings or zebra crossings.

Power supplies to decorative festive lights and any other attachments should not be derived from adjacent buildings, but from within the street lighting column acting as the support. Where unavoidable remote power supplies are used, both the attachment and any supply wiring, at regular intervals along the cable and at appropriate positions, must be labelled with the location of the isolation point.

Arrangements shall be made with a suitable energy supplier for payment of charges in relation to energy consumption. A copy of the written energy agreement, between the applicant and their energy supplier, shall be included with the application.

Each installation shall be tested to British Standard BS7671: 2018 and the electrical test certificates and test results passed to CCC on the day following installation.

<u>Catenary decorations</u>
The applicant shall supply a scale plan which clearly identifies the location of the proposed catenary decorations to be erected. The details and dimensions of the actual decorations being proposed will also need to be submitted for approval. Decorations/equipment outside the highway boundary but linked (e.g. an electrical connection) to those within the highway, shall be erected to the same standards, in all respects.

The applicant shall ensure all anchorage points, fixed to walls or other apparatus have been chosen to avoid damage to the wall/apparatus, and provide secure anchorage, and confirmation of permission shall be included from the property owners in the application.

A Structural Engineers report should be included in the application, confirming the structural adequacy of the proposed suspension infrastructure, including anchors/catenary wires.

For catenary wires and its associated equipment the applicant shall include current details of:

- Annual visual inspections by a Competent Person
- Structural testing results every three years, by a Competent Person
- Catenary wires replacement every 10 years, or earlier, dependent on condition or use

Application Procedure

For equipment being sited on highway furniture, CCC requires assurance that its structural integrity shall not be compromised. This assurance may need to come in the form of a structural survey for the proposed lighting column. Depending on the attachment type and lighting column a structural survey might be necessary, CCC will advise on this matter following the submission of an application. Should a structural survey be required, please contact CCC's Street Lighting partner, Balfour Beatty Living Places who will advise which company should be used to carry out this structural survey report to confirm the structural adequacy of a particular lighting column and individually access whether proposed attachments may compromise structural integrity.

The details of the proposed attachment, its position, height, and method of fixing shall be included in the application using the forms provided on the online application process.

The following documentation should be submitted (if appropriate):

a Application Form to be submitted a minimum of 12 weeks prior to installation.
b All technical information, dimensions and details of each installation, including the completed relevant information sheet.
c A completed checklist.
d Evidence of public liability insurance (min £10million)
e A location plan and the unit identification number(s)
f Copy of the energy agreement (UMSO agreement)
g Evidence of competency (all persons shall be G39/1 approved if entering a lighting column this includes any switching ceremony)
h A statement of conformity for the complete installation, in accordance with BS 7671 (Test certificates to follow upon installation)
i Installation of, and access to, seasonal decorations and attachments for maintenance and subsequent removal shall, be carried out from a suitable working platform operated by a competent person (No ladders)
j Details of arrangements for protection and segregation of the public, including plans/schedules showing signing and guarding, to Chapter 8 of the Traffic Signs Manual (NRSWA accredited)
k Complete risk assessment (from installation to removal)
l Installation method statement
m A structural survey report (please contact CCC to establish whether this will be required and which company should be used to carry out this structural survey report if required).
n Structural Engineers' report for proposed suspension infrastructure
o Scale plan for proposed suspension infrastructure
p Banner Details for wording and Graphics
q Detailed electrical details for supply source, circuit protection and inspection certificates (on the day following installation.)

Legislation, Regulations and Codes of Practice

In addition to this code of practice, the attachment, installation, and removal of the seasonal decoration shall comply with:

- The current edition of the County Surveyor Society - County Surveyors Society Code of Practice for the Installation, Operation and Removal of Seasonal Decorations; and the ILP Laser, Festival and Entertainment Lighting Code.
- Institution of Lighting Professionals Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments. Professional Lighting Guide 06.
- The Management of Health and Safety at Work Regulations 1999.
- Health and Safety at Work Act 1974
- The Electricity at Work Regulations.
- BS7671: 2018 (18th Edition of the IEE Wiring Regulations).
- The Safety Code of Practice G39: Electrical Safety in the Planning, Installation, Commissioning and Maintenance of Public Lighting and Other Street Lighting.

Please provide this information to Cambridgeshire County Council, Street Lighting, by filling out the application form online:

Street.Lighting@cambridgeshire.gov.uk
Street Lighting
Cambridgeshire County Council
4 Rowles Way
Swavesey
Cambridgeshire
CB24 4UG

Fees and Charges per application, where they apply, are payable to Cambridgeshire County Council, the fee will be confirmed after the submission of the application.

Please note that some attachments/installations may require planning permission or authorisation from the County Councils Street Works Team (e-mail address: street.works@cambridgeshire.gov.uk). It is the responsibility of the applicant to ensure that they have all of the necessary consents.

Appendix Q - Highway Maintenance Revenue Budget Allocation

Highway Maintenance Revenue Budget Allocation

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

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

The splits below have been derived from data collected as at 31 March 2021.

Combined weighted 70/30 condition for budget allocation	
Area	% of budget
East Cambridgeshire	19.0%
Fenland	21.0%
Huntingdonshire	24.1%
Cambridge	13.5%
South Cambridgeshire	22.4%

Appendix R - Highway Capital Maintenance Programme

Provided as a separate document

Appendix S – Highway Boundary Enquiries Statement of Prioritisation

HIGHWAY BOUNDARY ENQUIRIES

STATEMENT OF PRIORITY FOR PROCESSING APPLICATIONS FOR HIGHWAY BOUNDARY INFORMATION IN RELATION TO SECTIONS 36 HIGHWAYS ACT 1980

1. Section 36 of the Highways Act 1980 sets out the nature of highways maintainable at public expense and explains the bodies that are responsible for maintaining those highways. As the local highway authority, Cambridgeshire County Council is required by Section 36(6) to keep an up-to-date list of the highways within its administrative area that are maintainable at public expense (commonly referred to as the 'List of Streets').

2. Whilst the List of Streets provides details of all highways that the Council considers it has a duty to maintain, Section 36 does not mandate the recording of data relevant to the length and width of any specific highway. This information is instead ascertained by assessing various documentary sources of evidence to reach a determination.

3. The Highway Records Team is responsible for responding to requests made to the Council for highway boundary or extent information. It maintains the Council's records relating to the extent of the road network and investigates the relevant sources of evidence to determine the highway extent where requested. Details related to the length and width of Public Rights of Way are managed separately by the Definitive Map Team.

4. All requests for highway boundary or extent information will be processed in chronological order of receipt by the Highway Records Team unless any of the following circumstances apply.

5. Where the relevant officer or manager in the Highway Maintenance Service believes there is a question of public safety in relation to a feature that is alleged to be within the highway.
   (i) Where there is reason to believe that the highway has been unlawfully obstructed and investigation is required to establish whether the obstruction is in the highway.
   (ii) Where the enquiry site is affected by proposed works within the highway and clarity is required in relation to the deliverability of the proposals, in association with statutory or service level timeframes, for example planning consultation deadlines.
   (iii) Where evidence is presented by a County Council Member or another County Council department or partner organisation that an investigation is required in order to assist the delivery of public services.
   (iv) Where there is a discrepancy in the highway records that is causing, or has the potential to cause, a loss of access to the highway which may negatively impact the adjoining landowner or other stakeholder.

6. Prioritisation is approved by the Highway Records Manager and may be reviewed by the Highway Records and Definitive Map Manager. Determination of complex boundary investigations are made by the Assistant Director – Highways Maintenance.

7. Please note that where it is not possible to determine the highway extent or boundary location using the standard sources of information held by the Council, a more detailed investigation may be necessary. Applicants for information will be advised when this is the case, along with an expected timescale for delivery of an outcome.

8. Unless one of the criteria outlined at paragraph 4 is also met, the Highways Records Team **will not** prioritise:
   (i) Boundary enquiries related to disputes between private parties.
   (ii) Requests to reconsider prior determinations on the highway extent where no additional relevant evidence has been provided.
   (iii) Requests for site visits. Site visits are not always necessary and are at the discretion of the investigating officer. Visits often require the presence of more than one officer and therefore can only be convened when operationally appropriate.
   (iv) Requests for highway boundary information that are related to the conveyance of land or property, or to the delivery of private works within the highway, where the request was not made in accordance with the service protocol outlined on the Council's 'Highway Searches' web page.

9. Any highway boundary investigations required as part of consultations on major schemes affecting the highway network will be prioritised according to the County Council's corporate objectives and the specific demands of the statutory timeframes and associated agreements related to the scheme in question.

Appendix T – Proposals to change the surface of a Public Right of Way - authorisation form

Guidance notes for promoters:

1. *This form is for all proposals that would result in a significant change to the physical surface and character of a public right of way, e.g. an unsurfaced route to a hardened metalled surface. It is not intended for day-to-day operational or capital maintenance PROW works.*
2. *The form should be completed by the **promoting person**, and authorisation from the Assistant Director Highways Maintenance **must** be received **before** committing to a planning application response or works for any internal or external project. If there is insufficient time to undertake this process within the timescale of a consultation, a holding response or objection should be made stating that this work is required to enable the County Council to provide its fully considered response.*
3. ***Stage 1:** All sections must be completed with an explanation supporting any proposed position, and supporting documentation should be provided as appendices, or as a link. Please expand each comment box as needed. If a section is not relevant please state 'N/A'.*
4. *Promoters are advised to review the Public Rights of Way Guidance for Planners and Developers which provides useful information about critical factors when considering a change to a public right of way.*
5. *The County Council's Rights of Way Officers (ROW Officers) are responsible for all unsealed surface PROW, and the Local Highway Officers are responsible for all PROW with a metalled surface. The appropriate officer must be consulted to advise on the implications of the proposal on all lawful users, including landowners; the County Council's maintenance liability; and other constraints such as practical management of conservation areas in conjunction with CCC's Ecology Officer. A proposal to change from a soft to a sealed surface should involve both the ROW and Local Highway Officers.*
6. *The Definitive Map & Statement is the legal record of public rights of way for Cambridgeshire and must be consulted to provide key information as to the legal status, width and maintainable status of a public right of way. See Section 2.*
7. *CCC Public Health must be consulted on all proposals. Other stakeholders must be consulted as appropriate – please follow the guidance within the form.*
8. *An Equality Impact Assessments (EqIA) screening is now required for all CCC projects and policies, and approval to proceed must be attached to this form. The promoter is expected to undertake this work. See links below. External applicants should attach evidence that an EqIA screening has been undertaken and a copy of the outcome.*

   CCC Equality Impact Assessment Hub (sharepoint.com)
   Equality Impact Assessment - Dash (achieveservice.com)
9. *An Environmental Impact Assessment (EIA) may also be required. Note that whether an EIA is required is dependent upon environmental impact, not the size of the development. The proposer may need to seek specialist advice to help inform this decision. The Highway Authority reserves the right to require an EIA screening to be undertaken.*

10. *Once complete, the Authorisation request must first be submitted to the appropriate Area District Highways Manager to provide recommendations, as the ongoing management of any proposed changes will be the responsibility of the Highways Maintenance Service.*
11. ***Stage 2:** The form must then be submitted to the Highway Records and Definitive Map Manager at highwaysassetmanagement@cambridgeshire.gov.uk for regulation to ensure that all necessary information has been provided to enable the Request to proceed to Stage 3. Assistant Director Highways Maintenance for determination to make an informed decision.*
12. ***Stage 3:** The Definitive Map Team will forward the Request and the attached information to the Cambridgeshire Local Access Forum to consult them on the proposal. 21 days will be allowed.*
13. ***Stage 4:** The Regulator will provide a copy of any response received to the promoter and will append it to the Request. Unless the promoter advises otherwise, the whole Request and associated documentation will be forwarded to the Assistant Director Highways Maintenance for consideration at the next Decision Meeting.*
14. ***Stage 5:** The scheme promoter completing the form will present the request to the ADHM at one of the monthly Highway Records and Definitive Map /ROW Decision Meeting and be available to discuss and answer queries. Other officers may attend to provide service-specific information to help inform the ADHM's consideration of the proposal.*
15. *The requirement to complete this authorisation form was implemented by Cambridgeshire County Council on 1st April 2023. Except in cases where the nature or extent of a proposal has changed, any proposed alteration to the surface of a PROW that was agreed with the County Council prior to that date is exempt from this requirement.*
16. *The requirement to complete this authorisation form does not apply to a PROW that is subject to a proposed diversion under consideration by the Definitive Map Team under the Highways Act 1980 or the Town and Country Planning Act 1990. The surfacing of a diversion proposed under this legislation will be considered as part of the County Council's NMU Adoptions Criteria (HOS Appendix I).*

STAGE 1 COLLATION OF INFORMATION

Name of person completing form: [Please insert]	**Role:** [Please insert]

Parish: [Please insert]	**Path no(s) and status:** [e.g. Public Bridleway No. 5]
Proposal summary: [Please provide brief description of proposal]	
Please attach a plan showing the PROW in question and its connectivity to the wider network. This should show: • All potentially affected landowners, including adjacent owners/tenants • Ownership of features such as boundary hedges • All other legal interests e.g. utility companies and other third party rights of access	

	Requirements	***Appendix Ref***	***Regulator comments***
1. BACKGROUND			
1.1	Detailed summary of the proposed scheme, including the reason why a change of surface is being promoted. *This should include a summary of any related proposed development. Please provide a link to, or attach, any supporting documentation.* [Please insert]		
1.2	Please provide the planning application reference to which the scheme relates, if relevant. *Please note that planning permission does not legally authorise a change to a PROW – see section 7* CCC's Rights of Way Guidance for Planners and Developers. [please insert]		
1.3	Please provide a brief summary of any legal work that it is envisaged would be required to facilitate the scheme, if any (e.g. public path order for change to status, s278 Highways Act agreement for works). *This is likely to require advice from the Definitive Map Team, ROW Officer and/or Highways Development Management.* [Please insert]		

1.4	The policy context (e.g. the LTCP; CCC's Rights of Way Improvement Plan; Defra Circular 1/09; NPPF para 98, the Cambridgeshire Health & Well-Being Strategy; and other policies as appropriate): [Please insert]		
2. EXISTING PATH DESCRIPTION This legal data should be obtained from the Definitive Map Team via the service's online portal: Highway searches - Cambridgeshire County Council			
2.1	Existing legal status of path (e.g. Public Footpath, Public Bridleway, permissive footpath): [Please insert]	Append ix ref	
2.2	Proposed legal status path (including permissive status): [Please insert]		
2.3	Existing legal width of path: [Please insert]		
2.4	Existing legal maintainable status of path (i.e. is it maintainable at public expense or not?): [Please insert]		
2.5	Physical description of existing path (surface, surrounding features etc): [Please insert]		
3. CONSULTATIONS: The following stakeholders must be consulted and a summary of their comments provided by the person completing this form. A copy of the comments should be attached to the form as an appendix.			
3.1	**CCC Definitive Map Officer** Required to advise proposer as to the legal status and extent (width) of the path, if known, and to provide comment on the proposal in terms of any legal work required. (*This includes proposals for permissive paths or licence agreements, as this affects the highway authority's ongoing public asset liability*): [Please insert a summary of comments]	Append ix ref	
3.2	**CCC ROW Officer** Required to advise on operational maintenance matters relating to the management of existing unsealed PROW including the surface, signage and barrier infrastructure. They advise on user needs; access matters such as interaction with landowner requirements and constraints such as SSSIs; and asset maintenance liability. *For bridge and step structures please see section 3.4.* [Please insert comments]		
3.2.1	Are there any existing barriers (gates, stiles, bollards etc)? [Please insert]	App ref	
3.2.2	Will any new barriers be needed? The *British Standard for Gaps, Gates and Stiles BS5709:2006* must be followed.		

	[Please insert]		
3.2.3	Please state whether it is proposed for these barriers to be 'authorised' or recorded as legal 'limitations' on the Definitive Statement? [Please insert]		
3.3	**CCC Local Highway Officer** Required to advise on operational maintenance matters relating to the management of existing sealed surface PROW and associated infrastructure. [Please insert comments]		
3.4	**Structures** Bridges and steps are managed by the County Council's Structures Team. Consult Gareth.guest@cambridgeshire.gov.uk		
3.4.1	Are there any existing structures? [Please insert]		
3.4.2	Will any new structures be needed? [Please insert]		
3.4.3	Who will be responsible for the future maintenance liability? [Please insert]		
3.5	**Landowner(s) of subsoil comments and consent** This is required because the proposed works may require extending the depth of the highway beyond that which currently exists. Please list all landowners and state whether or not they consent to the proposal. Please attach a copy of the consents or comments as an appendix.		
3.6	**Third party access consent/comments** (other than direct landowners of the subsoil, e.g. owners or tenants of land accessed via the PROW) Please list all, detailing the nature of legal interest, and state whether or not they consent to the proposal. Please attach evidence of consents or comments as an appendix.		
3.7	**Parish/Town Council(s)** Please list all and state whether or not they consent to the proposal. Please attach a copy of the consents or comments as an appendix.		
3.8	**Highways Development Management and/or CCC Project Team** (if relevant) [Please insert any comments here]		
3.9	**Road Safety** If it is proposed to change the surface of a path that is likely to result in a change in the nature of use and/or to change the status of a path egressing onto a road that will introduce different users the County Council's Road Safety advisors must be consulted to ensure that safety		

	requirements will be met. Contact the team at: 01223 715549 or Accident.Investigation@cambridgeshire.gov.uk [Please insert comments here]		
3.10	**Ecology Officer** ecology@cambridgeshire.gov.uk Consider the conservation status of the route e.g. SSSI, protected species, County Wildlife Site, and the County Council's Biodiversity Duty and Biodiversity Net Gain obligations. [Please insert comments here]		
3.11	**Public Health** Demonstrate how you have considered public health outcomes using the following prompts.		
3.11.1	What is the current profile of users of the route? What is the purpose for which it is *predominantly* used? For example, is it predominantly used for leisure purposes, or for commuting, access to school etc? Please provide your evidence. [Please insert comments here]		
3.11.2	What is/are the target group(s)? Which users of the route do you intend to benefit the most from the change in path surface? [Please insert comments here]		
3.11.3	Consider any direct benefit to users' health and wellbeing. E.g. is the route currently used/or intended to be used by health and wellbeing groups, walking groups etc.? [Please insert comments here]		
Scheme promoter please email form to CCC Public Health to provide analysis of the demographic profile of the subject area and a consideration of the implications of your answers to questions 3.10.1-3. HealthinAllPolicies@cambridgeshire.gov.uk			
3.10.4	***Cambridgeshire County Council Public Health only*** Analysis of the demographic profile of the area where the change in surface of the route is proposed [CCC Public Health please insert comments here]		
3.11	**Other constraints** e.g. Drainage authority consents, Scheduled Ancient Monument ArchaeologyDC@cambridgeshire.gov.uk [Please insert comments here]		
3.12	**Other stakeholders as appropriate**		

	Consider which other stakeholders it would be prudent to consult for the particular scheme in question, e.g. statutory or local user groups, local Members, Cycling Team [Please insert comments here]		
4. **SPECIFICATION**			
	Please provide a summary of:		
3.1	The proposed width of surfaced works: [please insert]		
3.2	The proposed location of the surfaced area within the wider extent of the legal width of the path: [please insert]		
3.3	The proposed materials to be used: [please insert]		
3.4	Proposed depth of surfacing work [please insert]		
3.5	Proposed underlying material [please insert]		
3.6	Proposed finish of surface [please insert]		
3.7	Provision for drainage through/across works [please insert]		
5. **Environmental Impact Assessment (EIA)**			
	Please detail whether an EIA is considered to be required or not and summarise the outcome.		
6. Equality Impact Assessment (EqIA)			
	Please provide the outcome of the EqIA for the project and attach a copy of CCC's approval or refusal to proceed		
7. **ANALYSIS**			
	Analysis of the proposal in light of the consultations and of the legal and policy context, including: • The implications of any EqIA • The implications of any EIA		

	• Conclusions as to the positive and negative implications for all lawful users, including private rights of access • Legal implications for consents required • The implications for the highway authority's future maintenance liability • Physical and mental health and well-being considerations for all existing users as well as additional users it is proposed to encourage [Please insert]		
8. **RECOMMENDATION**			
	[Please insert]		

Signature of person completing form: [Please insert]	**Date:** [Please insert]

CCC INTERNAL USE ONLY

DISTRICT HIGHWAY MANAGER RECOMMENDATIONS		
[Please insert]		
District Highway Manager	Signature:	Date:

STAGE 2 REGULATOR APPROVAL TO PROCEED TO STAGE 3 – Highway Records and Definitive Map Manager		
YES/NO [Please delete as appropriate and give any advisory comments necessary]		
Highway Records and Definitive Map Manager	Signature:	Date:

STAGE 3	**CAMBRIDGESHIRE LOCAL ACCESS FORUM CONSULTATION**		
1	Completed Authorisation Request sent to C LAF	Date	
2	Response received from C LAF	Date	
3	Copy sent to scheme promoter	Date	
4	Comments received?	Date	

STAGE 4	**REGULATOR APPROVAL TO PROCEED TO DECISION STAGE - Highway Records and Definitive Map Manager**	
YES/NO [Please delete as appropriate and give any advisory comments necessary]		
Highway Records and Definitive Map Manager	Signature:	Date:

STAGE 5	**DECISION - Assistant Director - Highways Maintenance**	
[Please insert decision with reasons]		
Change of surface authorised?	**YES / YES WITH MODIFICATIONS / NO** [please delete as appropriate]	
Assistant Director – Highways Maintenance	Signature:	Date: