

Agenda



AGENDA for a meeting of the HIGHWAYS CABINET PANEL in COMMITTEE ROOM B at County Hall, Hertford on WEDNESDAY, 9 MAY 2018 at 2.00 PM

MEMBERS OF THE PANEL (12) (Quorum 3)

P Bibby (Vice-Chairman), S B A F H Giles-Medhurst, S K Jarvis, J R Jones, J G L King, M B J Mills-Bishop, M D M Muir, R G Parker, R Sangster (Chairman), R H Smith, J A West, C B Woodward

Meetings of the Cabinet Panel are open to the public (this includes the press) and attendance is welcomed. However, there may be occasions when the public are excluded from the meeting for particular items of business. Any such items are taken at the end of the public part of the meeting and are listed under "Part II ('closed') agenda".

Committee Room B is fitted with an audio system to assist those with hearing impairment. Anyone who wishes to use this should contact main (front) reception.

Members are reminded that all equalities implications and equalities impact assessments undertaken in relation to any matter on this agenda must be rigorously considered prior to any decision being reached on that matter.

Members are reminded that:

- (1) if they consider that they have a Disclosable Pecuniary Interest in any matter to be considered at the meeting they must declare that interest and must not participate in or vote on that matter unless a dispensation has been granted by the Standards Committee;
- (2) if they consider that they have a Declarable Interest (as defined in paragraph 5.3 of the Code of Conduct for Members) in any matter to be considered at the meeting they must declare the existence and nature of that interest. If a member has a Declarable Interest they should consider whether they should participate in consideration of the matter and vote on it.

PART I (PUBLIC) AGENDA

1. MINUTES

To confirm the Minutes of the meeting held on 7 March 2018.

2. PUBLIC PETITIONS

The opportunity for any member of the public, being resident in Hertfordshire, to present a petition relating to a matter with which the Council is concerned, which is relevant to the remit of this Cabinet Panel and which contains signatories who are either resident in or who work in Hertfordshire.

Members of the public who are considering raising an issue of concern via a petition are advised to contact their local member of the Council. The Council's arrangements for the receipt of petitions are set out in Annex 22 - Petitions Scheme of the Constitution.

If you have any queries about the procedure please contact Theresa Baker Democratic Services Officer, by telephone on (01992 556545) or by e-mail to theresa.baker@hertfordshire.gov.uk.

At the time of publication of this agenda no notices of petitions have been received.

3. HIGHWAY LOCALITY BUDGET DELIVERY 2017/18

Report of the Chief Executive

4. HIGHWAYS TOGETHER

Report of the Chief Executive

5. HS2 UPDATE INFORMATION REPORT

Report of the (Chief Officer)

OTHER PART I BUSINESS

Such Part I (public) business which, if the Chairman agrees, is of sufficient urgency to warrant consideration.

PART II ('CLOSED') AGENDA

EXCLUSION OF PRESS AND PUBLIC

There are no items of Part II business on this agenda. If Part II business is notified the Chairman will move:-

“That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item/s of business on the grounds that it/they involve/s the likely disclosure of exempt information as defined in paragraph/s of Part 1 of Schedule 12A to the said Act and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

If you require further information about this agenda please contact Theresa Baker, Democratic Services, on telephone no 01992 556545 or email theresa.baker@hertfordshire.gov.uk

Agenda documents are also available on the internet at:
<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings.aspx>

Minutes



To: All Members of the Highways Cabinet Panel, Chief Executive, Chief Officers, All officers named for 'actions'

From: Legal, Democratic & Statutory Services
Ask for: Theresa Baker
Ext: 26545

HIGHWAYS CABINET PANEL 7 March 2018

ATTENDANCE

MEMBERS OF THE PANEL

P Bibby (Vice-Chairman), S B A F H Giles-Medhurst, S K Jarvis, J R Jones, J G L King, M B J Mills-Bishop, M D M Muir, R G Parker, R Sangster (Chairman), R H Smith, J A West, F Button (substituted for C B Woodward)

OTHER MEMBERS IN ATTENDANCE

D Andrews

Upon consideration of the agenda for the Highways Cabinet Panel meeting on 7 March 2018 as circulated, copy annexed, conclusions were reached and are recorded below:

CHAIRMAN'S ANNOUNCEMENTS

- i. The chairman clarified that the issue of whether the Highways Integrated Works (IWP) programme should be reinstated as a cabinet panel report would be discussed at a future meeting of the Group Leaders.
- ii. Due to the necessity for a broader approach, the progress report on test prosecution cases for illegal dropped kerb installation would be rescheduled to the 9 May 2018 meeting of the cabinet panel.

PART I ('OPEN') BUSINESS

- | 1. MINUTES | ACTIONS |
|--|----------------|
| 1.1 The Minutes of the Cabinet Panel meeting held on 31 January 2018 were confirmed as a correct record and signed by the Chairman, subject to correction of the spelling of the curb to kerb. | T Baker |
| 2. PUBLIC PETITIONS | |
| 2.1 There were no public petitions | |

3. A507 WEIGHT RESTRICTION PROJECT

[Officer Contact: Trevor Brennan, Manager (ITP)
(Tel: 01992 658406)]

- 3.1 Following on from the recommendations of the June 2017 Highways Cabinet Panel, the panel received a report which set out the key elements of a Project Plan to devise and evaluate an optimum scheme of enforceable Weight Limits to channel Heavy Goods Vehicles onto the most appropriate routes, avoiding A507 between Baldock and Buntingford. As a reminder of the issues the A 507 Campaign Team were permitted to table a document showing [ongoing HGV blockage of A507 through Cottered](#). The East Herts District Plan had now been published and provided information on development and growth.
- 3.2 During discussion of time frame to implementation in 2019/20, officers clarified that no funding had initially been available for the plan but had subsequently been sought and agreed via the Integrated Plan Process and the Highways Service did not have the budget to implement the chosen scheme in the 2018/19 financial year. Sufficient time was also required to allow for correct process and avoid the scheme coming to judicial review. Officers agreed to circulate the budget for the project to members and clarified that the bulk of spending would be on signage.
- 3.3 The panel heard that Automatic Number Plate Recognition (ANPR) would negate the need to use police officers to fully implement enforcement of the weight restriction; this would be a matter for the police to consider. The suggestion to use the Member Locality Budget to pay the police to enforce the weight limit restriction was discounted, as it would burden members of affected divisions in perpetuity, and enforcement was a police not Council issue.
- 3.4 Members heard that the intention was to introduce the weight restriction, however analysis of all potential consequences was necessary to identify, without prejudgement, what was achievable. All members whose divisions had been identified by modelling as potentially affected, positively or negatively, by the channelling of Heavy Goods Vehicles on to the most appropriate routes, had been invited to panel to understand the implications and would continue to be briefed as the plan progressed.
- 3.5 To comments on the tight time frame and potential slippage at Plan Phases 2, 3 and 4, the chairman observed that a 100% guarantee could not be given but the intention was to adhere to it.

Trevor
Brennan

**CHAIRMAN'S
INITIALS**

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- 3.6 Members variously commented that:
- The A507 was not a suitable diversionary route;
 - Given the lack of resources officer work should not be directed to communities only neutrally or marginally affected;
 - It would be more appropriate to consider communities rather than divisions affected by benefit /disbenefit;
- Members acknowledged the A 507 campaign team’s tenacity in pursuit of a resolution to the issues on this road.

Conclusions:

- 3.7 The Panel noted the project plan

**4. HIGHWAY SERVICE CONTRACT EXTENSIONS UPDATE:
(i) Extension to the Highways Service Term (Ringway) contract, and
(ii) Extension to the Client Support Term (Opus-Arup) contract**

[Officer Contact: Steve Johnson, Head of Highways Contracts and Network Management (Tel: 01992 658126)]

- 4.1 Following Cabinet agreement on 18 December 2017 to extend both the Highways Service Term (HST) and Client Support Term (CST) contracts, and as agreed at the Highways cabinet panel of 16 November 2017, members received a report summarizing the changes secured as part of the extension of both contracts.
- 4.2 Members were directed to Appendix A for the changes secured in the extended CST contract and Appendix B for the changes in the extended HST contract. It was emphasised that the financial investments identified in the offers were indicative of the likely level of investment needed to achieve the negotiated outcomes. The amounts indicated could be a mixture of cash investment by the contractor or contractor officer time equivalent. Each proposal would be monitored to ensure the outcomes requested were achieved. Legislative and minor specification changes had also been incorporated.
- 4.3 During discussion officers clarified that:
- the contract extensions also included activities unspecified in the original contracts, which were either common practice, had been introduced subsequently as an initiative or had been requested.
 - Although a 5 day response time to member enquiries received via the Highways Member Enquiries email account had been secured, those which were safety issues would be escalated to a senior manager;

- Any problems with contractor repairs would be corrected at the contractors expense (HST contract);
- Should the idea of restricting access to County Hall car parks be instigated at some point during the extension term, 'Allowance for potential changes to the car parking at County Hall' had been included in the extension clauses to remove the potential for either Opus Arup or Ringway to claim additional cost of having to park elsewhere;
- 'Improving the use of social media to make customers aware of highway works and impacts' stemmed from increasing customer use of this form of communication and Highways' ambition to be more proactive in supplying information in real time e.g. on gritting.
- 'Providing timely and accurate information on cost forecasts, works delivery and design programmes' (including grass cutting plans, gully cleaning plans.) supporting HCC's financial management and end of year accruals process;
- 'Further enhancements to the highways web pages' involved analysis of why people contacted the Highways Service, ascertaining whether the information requested was available and providing it in a more customer friendly way, hopefully with a concomitant reduction in emails to the Highways Service / Customer Service Centre.

4.4 The panel emphasised the lack of detail in the report and requested a more detailed report or information note to include the following issues:

S Johnson

CST Contract:

The meaning of and data on 'Reduction in remote working costs'.

HST Contract:

- Time frames for provision of information and updates, details for 'Specification for verge reinstatement updated';
- Details of the audit regime and what happens if failures exceed a set level;;
- Clarification of what 'Formalise Ringway's enforcement role (initial letter)' relates to.

4.5 Officers highlighted that the agreement to incentivise Ringway to repair the 2% of customer reported street light defects that went beyond the 20 working day repair target did not include those attributable to UKPN outages. In line with this, Members welcomed 'Placing signs on columns to indicate where a street lighting outage is the cause of third party (i.e. UKPN issue) as it publicly identified problems outside County Council control.

- 4.6 Members heard that the HST contract extension included a requirement to reinstate yellow/white lines following carriageway patching or surfacing (in line with that of utility companies). Where works were planned (scheme works or CAT 2 works) the existing signing and lining affected would be checked to ensure it complied with current requirements before being reinstated. This was not always possible with CAT 1 works which by their nature were either urgent or emergency works. Members commented that liaison with district and borough councils could identify new developments which in some instances negated the need for reinstatement of lining.
- 4.7 Definition of 'Provision of robust, reliable and timely information' was affected by unforeseen situations (e.g. contractor work gangs being diverted from planned pothole repair jobs to emergency ones). Linked to this the panel commented on the complexity which underlay the goal of 'Provision of real time information on when Ringway's planned works actually start and finish on site - via roadworks.org'.
- 4.8 The Liberal Democrat Lead Member agreed to provide officers with a list of the issues on which he had requested further information; the rest of the panel were asked to do likewise.

Members
S Johnson

Conclusions:

- 4.9 Subject to receiving the additional information requested the Highways Cabinet Panel noted the contents of the report.

5. HIGHWAYS PERFORMANCE MONITOR

[Officer Contact: Steve Johnson, Head of Highways Contracts and Network Management (Tel: 01992 658126)]

- 5.1 The Cabinet Panel received the Highways Service Q3 report for September-December 2017. Members noted that there were 60 individual measures grouped under 10 themes demonstrating overall performance, each theme having an overall score for health, with performance being evaluated as Red (failing), Amber (review) or Green (performing) (RAG).
- 5.2 The overall performance had dropped marginally from 2.14 in Q2 to 2.05 in Q3; members noted the reasons and that mitigating action would be taken to ensure improvement in Q4.
- 5.3 As Locality theme data was gathered only every 6 months, the data on 'Member attendance at Highways Liaison Meetings' remained the same as in Q2 and would be updated in Q4.

- 5.4 The 'Routes Salted to Time' measure was based on primary routes only, as secondary routes were only gritted after long periods of serious icy weather or snow once the primary routes were clear and provided sufficient resources were available. Officers agreed to clarify this on the measure and to make the detail of secondary route gritting more visible on the website. S Johnson
- 5.5 Officers agreed to look at the potential to provide separate performance data for the different illuminated assets (e.g. illuminated bollards) if significant difference was found. S Johnson
- 5.6 To member observations on associated safety issues, officers agreed to consider an asset condition measure for restoration time of damaged/knocked down reflective non-illuminated bollards. S Johnson
- 5.7 Officers exemplified how 'Stage 1 complaints upheld' was scenario dependent e.g. officer failure to comply with reply timeframes would result in a stage 1 complaint being upheld, however a request for improved record keeping would not; a CAT 1 issue subsequently found to have been incorrectly classified could result in a Stage 1 complaint being upheld but this would depend on the individual circumstances (it could have deteriorated between the first report and time of review). As the new style performance report was still evolving, in some cases only an indicative target had at this stage been established. These targets would be reviewed as more data was gathered e.g. 'Complaints escalated beyond stage'; the associated targets were not yet fully defined.
- 5.8 The panel requested that the graph for 'Vehicle Cross Over (VXO) construction in 8 Weeks' clarify that this measured the time from receipt of customer cheque to VXO completion on site. S Johnson
- 5.9 Members heard that there was no contractual requirement for Ringway to share their data on completed staff appraisals but might be prepared to. Officers agreed to check if the Council's 'Completed annual performance appraisals' of 90.67% was based on the number of staff employed at a particular point in time or only those whose length of service triggered an appraisal. S Johnson
- 5.10 Members heard that the apparent erratic performance on some graphs was normal and in some cases resulted from small sample size or the scale of the graph used, e.g. 'Emergence response quality audit' was expected to vary between 90-100% the ideal being 98%.

5.11 Officers agreed to ensure that the scales on graphs were consistent when showing data separately for different organisations e.g. 'Sickness Days'.

S Johnson

Conclusions:

5.12 The Cabinet Panel noted the report and commented on the performance monitor for the Highways service for Q3 2017-18.

6. LANE RENTAL CONSULTATION

[Officer Contact: Steve Johnson, Head of Highways Contracts and Network Management (01992 658115)]

6.1 The panel received a report bringing to their attention the Department of Transport (DfT) lane rental scheme and developments.

6.2 Following a trial the DfT had consulted on the future of lane rental schemes and would be publishing guidance allowing other Highway Authorities of apply to operate a lane rental scheme to support management of the highway network. On the basis of the guidance a future report on this option for Hertfordshire would be brought for panel consideration.

6.3 Members heard that the object of the scheme was to discourage work on main roads during peak hours i.e. 7.30-10.00am. Promoters who wanted to work on the highway during these times would be charged a 'rental' which could be around £2.5k for peak hour working. These charges would apply to HCC works as well as those of third parties such as utility companies. If implemented a lane rental scheme would only operate on main roads (yet to be determined). The current permit scheme covered only the cost to the council of processing a permit and would continue to apply to all HCC roads. Those wishing to work at peak hours could either pay the charge or consider other methods of working e.g. pipe jack, reduced lane width which would not stop traffic movement on the highway.

6.4 The County Council would give works promoters only the time required for their work and would not incorporate flexibility; overrun into peak hours would result in application of the fine.

Conclusions:

6.5 The Highways Cabinet Panel noted the contents of the report.

7. OTHER PART I BUSINESS

7.1 There was no other business.

**KATHRYN PETTITT
CHIEF LEGAL OFFICER**

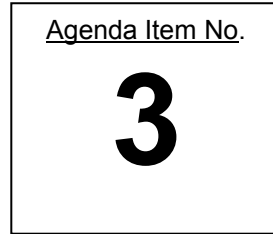
CHAIRMAN _____

**CHAIRMAN'S
INITIALS**

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HERTFORDSHIRE COUNTY COUNCIL

**HIGHWAY CABINET PANEL
9 MAY 2018 AT 2.00PM**



HIGHWAY LOCALITY BUDGET DELIVERY 2017/18

Report of the Chief Executive

Author:- Richard Jones, Group Manager Mid Herts
(Tel: 01992 658374)

Executive Member:- Ralph Sangster, Highways

1. Purpose of report

1.1 This report is provided in response to the following motion raised at March 2018 full Council by CC S K Jarvis, which was referred to this panel for consideration;

“This Council requests the Highways Cabinet Panel to review the delivery of 2017/18 Highway Locality Budget projects compared with their planned dates.”

2. Summary

2.1 For 2017/18 a total budget of £7,249,669 was allocated to 1,189 schemes. The budget was made up of the following:

- £6,957,273 Highway Locality Budget (HLB) (1,124 schemes).
- £42,012 third-party funding (to part fund 17 of the 1,124 HLB) schemes.
- £250,384 third-party funding (to fully fund 65 schemes).

- 2.2 Of the 1,189 schemes requested for 2017/18;
- 399 schemes at a value of £5,021k were allocated for delivery through the Local Roads Maintenance Team (LRMT) via the framework contracts. Of these 390 were completed and the compliance with the programmed date as communicated to members was in the performing zone ($\geq 85\%$) for 10 out of the 12 months.
 - The remaining 790 schemes at a value of £2,228k were determined and ordered 'in-year', predominately (by value) for delivery by Ringway through their existing work programmes, as well as the Whole Client Service (WCS) teams and 'Others' such as District or Parish Councils. 'Delivery to Programme' for this element of the HLB programme is only monitored for those schemes placed with Ringway for delivery through their depot construction programmes. This amounted to 264 of the 292 schemes placed with Ringway and the compliance with the programmed date as communicated to members was in the performing zone ($\geq 85\%$) for 7 out of the 8 months in which delivery occurred.
- 2.3 At the end of the 2017/18 Financial Year the delivery status was as follows:
- Ordered and completed = 1,031 number (87%) / £6,549k value (90%).
 - Ordered and started but not finished = 74 number (6%) / £371k (5%).
 - Ordered and due to start after 31st March 2018 = 39 number (3%) / £218k (3%).
 - Not ordered = 45 number (4%) / £112k (2%).

3 Recommendations

That the panel:

- 3.1 Notes the contents of this report and that £6,548,935 (90% by value) of all projects, funded using both HLB and third-party funding, were completed by the end of the 2017/18 financial year.
- 3.2 Notes the success derived from the existing HLB decision making milestones and endorses their continued use; namely that Capital funding is determined prior to the start of the financial year, and that in-year all but £3,000 Revenue funding is ordered with suppliers by the end of September (including deciding all Permanent Traffic Regulation Orders (PTROs) for full delivery by 30 June) and the entire budget by mid-December.
- 3.3 Endorses the principle that the existing HLB decision making milestones are the 'latest' dates and earlier decisions are preferable to provide the best opportunity to direct available resources to complete the HLB programme within year.
- 3.4 Notes that utilising the LRMT Framework delivery route offers the most effective route for delivering highway structural maintenance and consequently then also enables full attention to be given in-year towards determining the Revenue funded programme.
- 3.5 Endorses the introduction of a new protocol to manage the receipt and delivery of third-party funded projects, namely;
 - Any third-party contribution to either partially or fully fund a project needs to be received in time such that the ordering process can be completed by the end of December in the financial year of delivery.
- 3.6 Endorses the introduction of a new protocol to manage schemes requested after the December ordering deadline, namely;
 - All projects requested after the December ordering deadline shall be treated as exceptions, with ordering only taking place once approval has been received from both WCS Head of Profession for Member & Community Engagement and Ringway's Operations Manager.
- 3.7 Endorses the conclusions reached at paragraphs 9.4 and 9.5 relating to WCS PTRO, traffic study and design schemes and that the default for PTRO schemes requested after 30 June will be to plan and budget for development in year 1 and implementation (if required) in year 2.
- 3.8 Notes that the installation of Speed Indicator Devices (SIDs) will be procured differently in 2018/19 and endorses that a new 'compliance to programme' KPI be applied to this programme if it is comparable in terms of scale and scope to that of 2017/18.

4. Background

- 4.1 For 2017/18 HLB funding was allocated to accommodate the County Council Elections and to support the transition from 77 to 78 Electoral Divisions, thus 77 x £62,727 Capital funding prior to the elections and 78 x £27,273 Revenue funding post elections made up the entire yearly HLB budget of £6,957,273. This was allocated to 1,124 HLB schemes.
- 4.2 An additional £42,012 of third-party funding was received to part fund 17 of the 1,124 HLB schemes. The funding was sourced as follows:
- £12,153 Member's Locality Budget.
 - £9,895 from Parish Councils.
 - £5,580 from s106 developer contributions.
 - £1,635 from the Police & Crime Commissioner.
 - £12,200 from Hertfordshire County Council's core IWP budget.
 - £549 from a resident's group.
- 4.3 A further £250,384 of third-party funding was received to fully fund 65 schemes using the HLB works ordering processes. The funding was sourced as follows:
- £21,083 Member's Locality Budget.
 - £15,221 from Parish Councils.
 - £45,655 from s106 developer contributions.
 - £167,995 from the Police & Crime Commissioner.
 - £430 from a church.
- 4.4 HLB has four main delivery routes as follows:
- 'HCC Local Roads Maintenance Team' is the delivery route for structural highway maintenance via the Framework Contracts. For 2017/18 Eurovia undertook carriageway plane & inlay resurfacing and drainage schemes, Kiely Bros carriageway surface dressing and carriageway/footway micro-surfacing and Ringway footway reconstruction (Kiely Bros in Dacorum Borough). A 'Compliance with Programme' performance indicator exists to govern this programme of work.
 - 'Ringway' is the delivery route for highway improvement and maintenance schemes by the council's Highways Term Contractor alongside its delivery of the Core funded services. 'Delivery Route 1' work is akin to Cat 2 type works and 'Complex' to Cat 4 where design work was required. A 'Compliance with Programme' performance indicator exists to govern the Delivery Route 1 programme of work.
 - 'HCC Whole Client Service' is work of a design and / or consultation nature undertaken by Assistant Highways

Managers (AHMs) or embedded design staff from Opus Arup. The majority of this work is traffic surveys, traffic studies, speed indicator device (SID) procurement and PTRO based schemes. A 'Compliance with Programme' performance indicator currently does not exist for this programme of work. This is because historically this programme has mainly consisted of PTRO projects which, due to their complexities and tendency to emerge throughout the year, do not lend themselves to being managed via a 'compliance to programme' performance indicator. Instead greater reliance is placed upon updating members on progress via the monthly HLB bulletins and dialogue with their nominated AHM.

- 'Others' is the delivery of highway improvement and maintenance schemes by partners approved to work on the highway, including District, Borough, Town and Parish Councils, HCC Integrated Transport Project Team and HCC Rights of Way Team. A 'Compliance with Programme' performance indicator is not applied to this programme of work as delivery for the vast majority of it lies outside the control of the WCS.

4.5 The resulting total budget of £7,249,669 was allocated as follows:

Delivery Route	Work Type	Number of Schemes	Value of Schemes
HCC Local Roads Maintenance Team	Carriageway, footway and drainage maintenance schemes	399	£5,021,264
Ringway	Highway maintenance and improvement schemes	337*	£1,003,219
HCC Whole Client Service	Traffic Surveys	64	£32,612
	Permanent Traffic Regulation Orders	56	£276,743
	Other design work	24	£111,806
	New SIDs and Sockets, relocations etc	160	£474,240
	Contributions to TTRO costs	77	£38,500
Others - District, Borough, Town and Parish Councils etc	Highway maintenance and improvement schemes	65	£264,091
Others - miscellaneous	Contributions to ITP schemes	2	£7,000
	Contributions to RoW schemes	4	£19,818
	Not allocated	1	£376
Totals		1,189	£7,249,669

* NB 45 schemes allocated to Ringway were not ordered.

5. Review

- 5.1 HLB allocations to schemes are made with the intention to complete the schemes within the Financial Year and members receive monthly bulletins issued by their AHM to advise on progress. Changes in programme dates will be communicated to members via the bulletins, with AHMs being able to answer any member concerns over timely delivery.
- 5.2 The Local Roads Maintenance Team and Ringway, the two largest delivery routes for HLB, have KPIs that measure compliance to programme. The KPIs for 2017/18 are shown in 5.5 and 5.7 respectively below. Otherwise, the ultimate test of delivery versus planned dates is completion within the Financial Year, with members being kept up to date on current status as the project progresses.

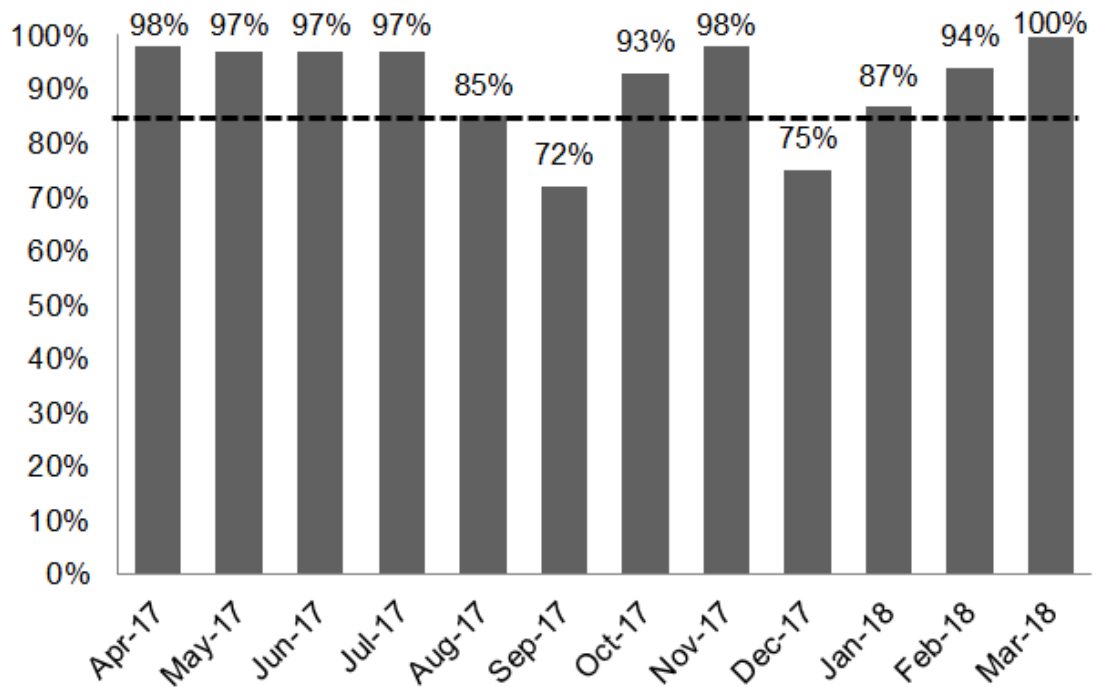
5.3 At 31 March 2018 the status of the HLB and third-party funded programme of schemes for 2017-18 was as shown in the following table:

Delivery Route	Work Type	Number of Schemes (Value of Schemes)			
		Completed in-year	Started but not finished	Due to start after 31st March	Not ordered
HCC Local Roads Maintenance Team	Carriageway, footway and drainage maintenance schemes	390 of 399 [98%] (£4,933,866)	0	9 (£87,398)	0
Ringway	Highway maintenance and improvement schemes	270 of 292 [92%] (£780,723)	9 (£37,330)	13 (£73,437)	45* (£111,729)
HCC Whole Client Service	Traffic Surveys	61 of 64 [95%] (£28,894)	0	3 (£3,718)	0
	Permanent Traffic Regulation Orders	6 of 56 [11%] (£26,199)	49 (£246,144)	1 (£4,400)	0
	Other design work	7 of 24 [29%] (£25,117)	15 (£78,214)	2 (£8,475)	0
	New SIDs and Sockets, relocations etc	150 of 160 [94%] (£445,685)	0	10 (£28,555)	0
	Contributions to TTRO costs	77 of 77 [100%] (£38,500)	0	0	0
Others - District, Borough, Town and Parish Councils etc	Highway maintenance and improvement schemes	63 of 65 [97%] (£242,757)	1 (£9,801)	1 (£11,533)	0
Others - miscellaneous	Contributions to ITP schemes	2 of 2 [100%] (£7,000)	0	0	0
	Contributions to RoW schemes	4 of 4 [100%] (£19,818)	0	0	0
	Not allocated	1 of 1 [N/A] (£376)	0	0	0
Totals		1,031 (£6,548,935)	74 (£371,489)	39 (£217,516)	45 (£111,729)

* The 292 schemes ordered in total exclude the 45 not ordered from Ringway.

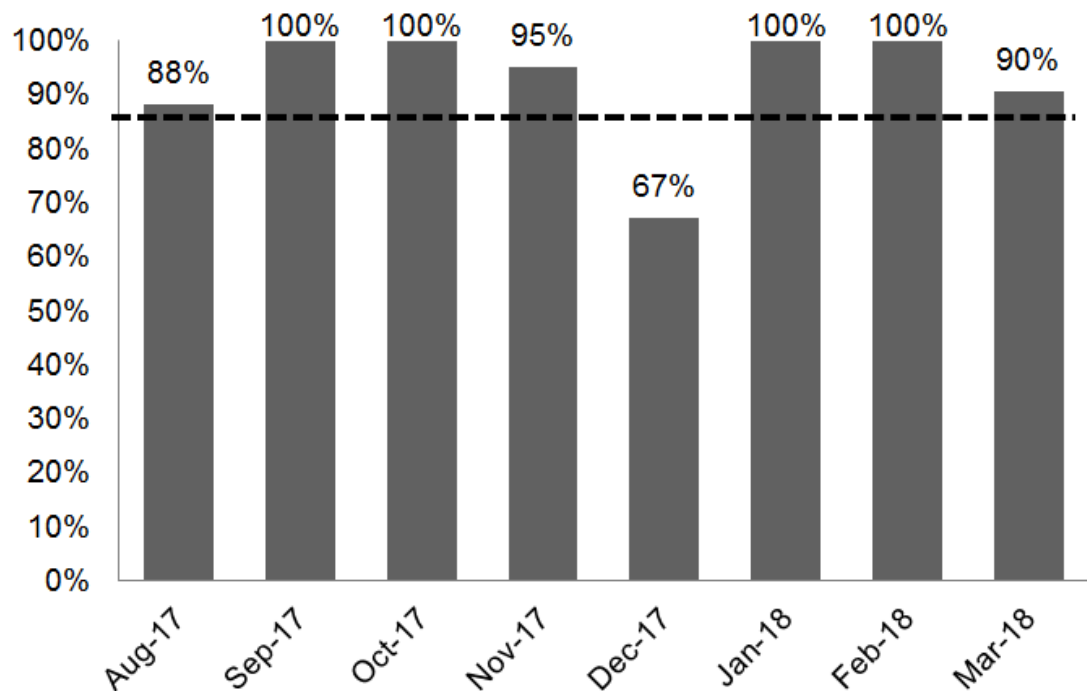
5.4 The status of 'completed in-year' refers to a scheme reaching the stage as agreed with the member and commensurate with the sum of HLB funding allocated to it. In most cases this means fully completed but in the case of PTROs for example this could mean to a certain stage e.g. to complete the first informal consultation.

5.5 The Local Roads Maintenance Team KPI measures the actual start date of works on site compared to the date programmed by the contractor, the latter being used to inform the members. The monthly KPI scores are as follows:



5.6 The agreed performing measure is $\geq 85\%$. Ten of the twelve months were at or above the performing benchmark.

5.7 The Ringway KPI was introduced for 2017/18 and measures the actual start date of works on site compared to the date advised to members on the monthly HLB bulletins, or as communicated separately if the date on the bulletin is changed. The monthly KPI scores are as follows:



5.8 The agreed performing measure is $\geq 85\%$. Seven of the eight months were at or above the performing benchmark, with the drop in performance in December being down to a misunderstanding between Ringway and WCS officers as to who was going to inform local members of the programme changes.

6. Findings

6.1 The LRMT achieved a completion rate of 98% (390/399) and a compliance with programme score residing within the performing zone for 10 out of 12 months. This depicts a service that is functioning well and demonstrates the benefit of early decision making, for a programme which represents 68% (by value) of the entire HLB programme.

6.2 The Ringway delivery route achieved a completion rate of 92% (270/292) and a compliance with programme score (for the 264 Delivery Route 1 schemes) residing within the performing zone for 7 out of 8 months in which delivery occurred. This depicts a service that is functioning well, particularly given that much of the programme only emerges in the second half of the year and hence delivery is susceptible to adverse weather events and competing resources needed for winter service duties and other reactive service priorities.

- 6.3 Of the 22 ordered but not completed by Ringway:
- 4 were Complex schemes requiring design work.
 - 18 were Delivery Route 1 schemes akin to Cat2 work.
- 6.4 While this delivery route is functioning well, the following two areas are noted:
- Complex schemes by definition require more detailed design work and are more likely to require PTROs to facilitate the scheme. In some instances, delivery of these schemes may be better suited over two years to provide sufficient time for full delivery.
 - Delivery Route 1 jobs, whilst less complex, are delivered in much higher numbers and require delivery as part of Ringway's delivery of other core funded work. Of the 18 schemes not completed in-year, the ordering process for 11 of these was not completed until after mid-January 2018. Realistically this means significant risk of non-delivery for these jobs existed from the outset, as Ringway had very little time and limited opportunity to resource delivery, taking into account all other service priorities that exist through the winter period.
- 6.5 Of the 80 schemes not completed by the HCC Whole Client Service:
- 50 were PTROs, 45 of which were funded to full completion e.g. restrictions implemented on the ground.
 - 15 were traffic studies.
 - 2 were schemes requiring design.
 - 3 were traffic surveys.
 - 10 were Speed Indicator Devices (SIDs).
- 6.6 The 50 incomplete PTROs represent 89% of all PTROs undertaken and therefore a significant under-delivery.
- 6.7 Part of a new PTRO process introduced for 2017/18 required schemes to be decided by 30 June to assure a high probability of delivery within year. Of the 45 PTROs funded for completion, 40 of these were quoted to members after the June milestone, with 30 of these as late as September. Realistically this means significant risk of non-delivery for many of these schemes existed from the outset.
- 6.8 The 17 incomplete traffic studies and scheme designs represents a notable under-delivery in this area, however quotations for 13 of these projects were only provided in the second half of the Financial Year.

- 6.9 Analysis of the WCS delivery stream shows the majority of the under delivery occurred in the East Herts and Broxbourne areas. Despite significant efforts from the AHMs in those teams, and the support of other resources, a design staff vacancy for the majority of the year left insufficient time to fully complete the volume of work taken on.
- 6.10 As a direct result of the incomplete delivery of the PTROs, traffic studies and scheme designs, 45 schemes due to be issued to Ringway (to implement the outcome of those studies) were not able to be ordered.
- 6.11 Traffic survey delivery resulted in 95% completed in-year. The 3 incomplete traffic surveys were quoted to members in December.
- 6.12 150 of the 160 (94%) SID schemes were completed in-year.
- 6.13 7 of the 10 SID schemes not completed in-year were decided from September onwards, meaning they were included in a SIDs 'mop-up' in the last quarter as additions to the main SID delivery programme for 2017/18.
- 6.14 Whilst the number of SID schemes completed in-year represents 94% of the entire SIDs programme, it is recognised that the delivery was prolonged and very fragmented, mainly due to the physical works requiring various works elements and involving works at many locations often needing more than one visit to complete.
- 6.15 The delivery of SIDs is due to be altered in 2018/19 to have more defined ordering windows to complement set delivery times. This in turn should result in more efficient planning of road space and obtaining the required Statutory Undertaker's plans, both of which are seen as key for effective delivery.
- 6.16 Schemes delivered by District, Borough, Town and Parish Councils etc resulted in a completion rate of 97%.
- 6.17 Of the £292k additional income received, £23.3k of this was received from December onwards.

7. Financial Impacts

- 7.1 There are no new financial impacts as a result of this paper's recommendations.

8. Equalities Impact

- 8.1 When considering proposals placed before members it is important that they are fully aware of, and have themselves rigorously considered the equalities implications of the decision that they are taking.

- 8.2 Rigorous consideration will ensure the proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.

- 8.3 The Equality Act 2010 requires the Council when exercising its functions to have due regard to the need to:

(a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

and

(c) foster good relations between persons who share a relevant, protected characteristic and persons who do not share it.

The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.

- 8.4 No equalities implications have been identified in relation to this report.

9. Conclusions

- 9.1 HLB has a number of established delivery routes that deliver in excess of 90% in-year of all orders placed via those routes.

- 9.2 The LRMT delivered 98% of schemes in-year, with a high degree of programme reliability and to a value of 68% of the entire yearly budget (£4,934k of £7,249k). This demonstrates the effectiveness of the HLB decision making protocols that require decisions prior to the year of delivery.

- 9.3 The Ringway delivery route completed 92% of all work ordered in-year. Whilst this is a good result, it could be improved with closer attention to detail and collaboration between AHMs and Ringway counterparts in the run up to the December ordering deadline. That way any potential schemes selected between the September and mid-December deadline could be assessed first for deliverability and then whether the ordering process can be completed by the end of December, so the member can be advised accordingly before the scheme is 'committed' to. Any schemes requested after the December ordering deadline should then be treated as exceptions, with ordering only taking place once approval has been received from both WCS Head of Profession for Member & Community Engagement and Ringway's Operations Manager.
- 9.4 The programme management for PTRO schemes, traffic studies/design work is in need of improvement with completion rates at 11% and 29% respectively. Particularly for PTRO schemes, even schemes that on the face of it look straightforward, can often become time consuming and contentious once public engagement begins. This results in the necessary formal processes taking an extended amount of time to complete than perhaps first estimated, meaning there is then little to no opportunity to implement the scheme in the final quarter, at a time when both resources are stretched and adverse weather is likely.
- 9.5 Accordingly schemes of this nature requested after 30 June need a more realistic assessment at the outset of the work that can be completed in-year, with then only a commensurate sum of money being allocated to them from that year's budget. Often this will mean planning to develop and implement PTRO based schemes over a 2 year period, following the same principles that apply for Integrated Works Programme (IWP) schemes of a similar nature. Similarly any PTRO schemes committed to before 30 June also need to be closely tracked if implementation is expected and fully funded within the year, in order that expectations can be managed and funds diverted in good time, should that become necessary.
- 9.6 Delivery of SIDs remains very popular and eagerly anticipated. Whilst the completion rate was a respectable 94% improvements will be sought in 2018/19, to include consideration of a new Key Performance Indicator (KPI) to measure delivery performance against programme dates should the size of the SIDs programme be comparable to past years and therefore warrant the additional measure.
- 9.7 Delivery by Others completed in excess of 97% of schemes.

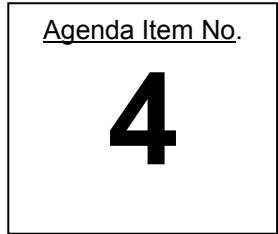
- 9.8 The success of HLB, demonstrated by the willingness of members and third-parties to provide additional income, also adds further complexity to the already challenging task of delivering a programme of schemes of this number and value. Consideration should be given to establishing a protocol to control third-party contributions e.g. additional income needs to align to the HLB end of September and mid-December decision milestones.
- 9.9 Finally, full completion of HLB schemes within a financial year is frequently challenging as they require numerous timely decisions. These decisions then need to be developed and in most cases delivered as physical works, requiring detailed planning, available road space and favourable weather conditions. Typically, timely decisions means the work will generally get done and in all cases will provide the best opportunity to do so.

Background information:

None.

HERTFORDSHIRE COUNTY COUNCIL

**HIGHWAYS CABINET PANEL
9 MAY 2018 AT 2.00 PM**



HIGHWAYS TOGETHER

Report of the Chief Executive

Author:- Richard Jones, Group Manager Mid Herts
(Tel: 01992 658374)

Executive Member:- Ralph Sangster, Highways

1. Purpose of report

1.1 This report is provided in response to the following motion raised at March 2018 Full Council by County Councillor S K Jarvis, which was referred to this panel for consideration;

“Council believes that closer working with Town, Parish and Community Councils has the potential to improve standards of highway maintenance in parished areas at little or no cost to the County Council but notes that the current Highways Together programme has had a relatively limited take up.

It believes that the scheme should be enhanced along the lines of the those successfully introduced elsewhere which allow Parish, Town and Community Councils to perform a much wider range of highway maintenance tasks after receiving appropriate training. Such an enhanced scheme should then be actively promoted to all Parish, Town and Community Councils.”

2. Summary

2.1 This report outlines the self-help opportunities on offer to Parish & Town Councils (P&TCs) in Hertfordshire under the existing Highways Together (HT) scheme and offers some possible explanations as to why the take up has been apparently low.

- 2.2 The report concludes that whilst the Highways service is always willing to explore closer working relationships with P&TCs, further general development to the HT is not merited. Instead it is proposed that individual formal agreements are considered with any P&TC that is seeking to take on more functions than currently enabled under the scheme.

3. Recommendations

- 3.1 That the Panel notes the contents of this report and the range of highway activities already 'enabled' under the existing HT scheme.
- 3.2 That the Panel notes that no further resource is devoted to generally developing the current HT scheme, but instead P&TCs are invited to make contact should they wish to take on more functions than currently enabled under the scheme, so individual formal agreements can be considered.

4. Background

- 4.1 The primary objective behind the HT scheme was to enable P&TCs to carry out some of the highway works they were seeking to do, without needing Hertfordshire County Council's 'permission' in advance each and every time they wished to act. P&TCs are under no obligation to carry out any of the works enabled under the scheme, as the County Council retains its statutory duty for highway maintenance in all respects.
- 4.2 Highways Together also forms part of the wider Localism agenda to improve the way in which the County Council, and P&TCs work together for the collective benefit of local residents, at a time when all public sector budgets and resources face significant pressure.
- 4.3 A partnership between P&TCs, Hertfordshire Association of Parish & Town Councils (HAPTC), Ringway and Hertfordshire County Council, led to the development of pilot projects in 2014/15. These pilot projects explored different ways in which P&TCs could undertake basic maintenance in their local area to enhance the core service standards provided by the County Council as Highway Authority.
- 4.4 In order to acceptably manage the health and safety risks associated with working on public highways (both to those undertaking any highway works and the general public passing by), the extent of 'enablement' was confined to low risk activities on low risk sites.

- 4.5 The list of 'enabled' highway works became known as the 'Specified Highway Activities' and consists of the following;
- a) Tree maintenance (basal growth, obstructing branches)
 - b) Cutting back overgrown vegetation, hedges etc.
 - c) Clearing overgrowth to edges of footways (siding out)
 - d) Clearing leaves from footways and road gullies
 - e) Weeding – removal and spraying footways & roadside
 - f) Maintenance of existing planted areas
 - g) Sign cleaning
 - h) Re-paint street furniture
- 4.6 For the purposes of the HT scheme, the highway network is divided into two categories namely;
- Class 1 - Local Access Roads (as defined in Herts Gazetteer), subject to a 30mph limit or below, with a footway with less than 250 pedestrians per day (and not within 15m of a Class 2 road)
 - Class 2 - All other roads, (including Class 1 roads within 15m of a Class 2 road).
- 4.7 Parish and Town Councils can carry out the Specified Highway Activities using their own resources or volunteers on Class 1 roads, without further regulation by the County Council, via the 'Letter of Enablement'.
- 4.8 If a P&TC wishes to carry out the Specified Highway Activities on Class 2 roads then consultation with the County Council is required, via its nominated Ringway District Service Agent. If the District Service Agent confirms no traffic management (pedestrian or vehicular) is required then works can proceed under this arrangement.
- 4.9 The HT scheme also includes arrangements where P&TCs can get highway works done through the Community Payback Team (Probation Service) or via Locality/Highway Locality Budget grants.
- 4.10 If a P&TC wishes to carry out more complex work not covered by the Letter of Enablement, then this can be requested and one-off permission given through a HT Works Licence.

4.11 Through the pilot projects a vast range of materials, tools, advice and 'how to' guides were developed and uploaded on to a special area of Hertfordshire County Council's website that P&TCs can access using a designated 'username' and 'password'. These documents are still available via the highways-together website and include the following;

(* denotes copy provided at Appendix A);

- a) Letter of Enablement (LoE)*
- b) List of the 'Specified Highway Activities'
- c) Classification of the highway network (Class 1 & Class 2)
- d) A series of 'How To' guides covering;
 - i. how works can be done by volunteers*, the probation service and via the Highway Locality Budget scheme
 - ii. how to deal with overhanging vegetation from private property
 - iii. how to access highway service information such as checking whether a road is 'highway' or not
 - iv. how to request licences to plant in the highway, close a road for a street party/event and organise Christmas lights
- e) Highways Together Works Licence application form (for more complex work not covered by the Letter of Enablement)
- f) An Agency Agreement template (to formally transfer responsibility for a specific function e.g. weed control)
- g) Risk Assessment guidance for planning & carrying out work on the highway
- h) Specification/Standards required for highway works
- i) A series of links to supporting websites e.g. roadworks.org, HAPTC, highways fault reporting etc.
- j) Contact details for Ringway District Service Agents and Hertfordshire County Council locality staff.

4.12 The development and implementation of the HT scheme was promoted through presentations given at the Hertfordshire Parish Conferences on 7 April 2014, 16 October 2014 and 5 November 2015, and the scheme had its 'official' launch at an event held at Wheathampstead Parish Council on the evening of 29 June 2015.

5. Review

5.1 The whole essence of the HT scheme is to enable P&TCs to do work on the highway (where it is safe to do so) without needing to seek permission from the County Council each time they wish to act. So by virtue of that the Highways service has not sought to maintain a list of all the individual projects or work packages delivered under the scheme.

- 5.2 However, since the launch of the HT scheme in June 2015, records exist showing that 4 P&TCs that have carried out work under the scheme as follows;
- a) Harpenden Town Council has been given Highway Locality Budget grants to enable it to carry out various works including sign cleaning and vegetation clearance (£11.6k in 15/16, £2.5k in 16/17 and £7.2k 17/18).
 - b) Hertford Town Council has been given Highway Locality Budget grants in 2016/17 totalling £5k, to enable it to carry out planting, vegetation clearance and bollard painting.
 - c) Wheathampstead Parish Council carried out some vegetation clearance in March 2016.
 - d) Little Gaddesden Parish Council carried out some drainage work in Nov 2015.
- 5.3 Since the launch of the scheme the Highways service has provided on-going support in the form of 4 additional Health & Safety training sessions (attended in total by 54 P&TC representatives, representing 25 P&TCs) and a one off briefing given to the newly formed Batchworth Community Council about the HT scheme on 6 September 2017.

6. Findings

- 6.1 In developing the HT scheme considerable resource was invested creating a portfolio of supporting material that enables a good range of highway activities. Despite that, the take up appears to be low, with only Harpenden Town Council continuing to utilise the scheme, via a series of grants from the Highway Locality Budget scheme.
- 6.2 No detailed research has been undertaken to ascertain the precise reasons behind the low take up, but anecdotal feedback gleaned through general day to day interactions and the Batchworth Community Council meeting suggests the following;
- a) The Health & Safety responsibilities placed on P&TCs for working on the highway are cited as a barrier
 - b) A lack of Hertfordshire County Council officer support since the launch of HT to maintain the momentum built up during the pilots
 - c) P&TCs find it a challenge to attract volunteers to do highways work
 - d) P&TCs officers have had bad experiences when trying to tackle overhanging vegetation from private property
 - e) P&TCs feel they are being asked to pick up responsibility for what the County Council should already be doing
 - f) Highways Together doesn't cover the main issues P&TCs are worried about; i.e. being able to get potholes fixed, gullies cleaned and traffic/speeding issues dealt with.

- 6.3 Devon County Council operates a Road Warden scheme which was introduced in 2014. It is comparable in many ways to Hertfordshire County Council's HT scheme, enabling a similar range of work with the main addition being the inclusion of minor pothole repairs in 2016 (but only for potholes that do not meet Devon's safety intervention criteria*) following a pilot exercise with 5 P&TCs. A copy of Devon's formal Road Warden agreement is provided at Appendix B, along with the list of basic tools that Devon Highways makes available for Road Warden use at Appendix C.

(40mm deep by 300mm wide for roads and 20mm deep by 50mm wide for footways)*

- 6.4 In 2016, following on from the pothole repair pilot, Devon introduced a £100k Highway Maintenance Community Enhancement fund (HMCEF) to support its Road Warden and Community Self Help schemes. The fund aims to help communities enhance their local area by providing financial assistance, as well as encouraging collaborative working between towns, parishes and voluntary and community groups. Parish and Town Councils make applications against the fund detailing the type of work that will be undertaken along with the overall benefit to the community.
- 6.5 In 2016/17 Devon received 79 applications from P&TCs for funds from its HMCEF and 41 were approved, enabling £168k of works/projects to be delivered. The financial contribution provided by Devon was £95k.
- 6.6 Since the development and launch of the HT scheme the Highways service has launched a number of initiatives such as the 2016/17 Restoration Project and the introduction of the High Impact Teams in order to improve routine maintenance service levels.
- 6.7 2018/19 will see the introduction of officer directed routine maintenance campaigns, known as category 6 works (partly funded from the changes to the Highway Locality Budget (HLB) funding restructure) to sustain the improved service levels achieved through the Restoration Project.
- 6.8 In addition there will be the extra £29m 'Investment to Improve' carriageway maintenance programme for local unclassified roads over the next 4 years, operating on a worst first basis.

7. Conclusions

- 7.1 The existing HT scheme already provides P&TCs in Hertfordshire with the opportunity to carry out or consider a wide range of highway activities; whether this is 'simple' work under the LoE arrangements, or more complex via a Licence or an Agency Agreement.

- 7.2 However, in all cases P&TCs will need to be ready to take on and properly manage the risks associated with working on a public highway, which naturally increase depending on the location and complexity of the proposed works. This is in order to safeguard the highway workers, the travelling public, any apparatus that might be within the highway, as well as any property that might be affected by the works.
- 7.3 It is possible that some of the local issues and priorities P&TCs were eager to address back in 2014 through the HT scheme are now being addressed, either through the HLB scheme, or one of the service improvement initiatives mentioned in section 6. If so this, coupled with a realisation of the requirements for working on the highway, could explain why most P&TCs have not taken up the HT scheme.
- 7.4 There appears to be a higher level of take up amongst P&TCs in Devon with their Road Warden scheme, although that scheme is broadly comparable to the HT scheme. Feedback from Devon officers is that offering P&TCs financial assistance through the introduction of their £100k HMCEF has helped to increase the level of take up since 2016.
- 7.5 The ongoing arrangements established with Harpenden Town Council show that the HT scheme already has the flexibility to work in a similar fashion and achieve comparable results to that seen under the Devon scheme. The Harpenden model could be replicated across Hertfordshire with similar local member support and financial assistance coming from Hertfordshire's £90k/member Highway Locality Budget.
- 7.6 The Highways service is always willing to explore closer working relationships with P&TCs. However there are no plans to develop the HT scheme any further, as at the moment there does not appear to be an obvious business case to justify the necessary investment.
- 7.7 So, rather than developing any further 'one size fits all' products, any further 'enablement' would probably be most effectively achieved by considering/developing specific formal agreements with those P&TCs that wish to take on more functions than currently enabled under the scheme.

8. Financial Impacts

- 8.1 There are no new financial impacts as a result of the report recommendations.

9. Equalities Impact

9.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the equalities implications of the decision that they are taking.

9.2 Rigorous consideration will ensure the proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.

9.3 The Equality Act 2010 requires the Council when exercising its functions to have due regard to the need to:

(a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

and

(c) foster good relations between persons who share a relevant, protected characteristic and persons who do not share it.

The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.

9.4 No equalities implications have been identified in relation to this report.

Background information:

None.

Appendices:

Appendix A - (i) HT Letter of Enablement (LoE)
(ii) 'How To' guide - how works can be done by volunteers

Appendix B - Devon's formal Road Warden agreement

Appendix C - List of basic tools provided by Devon Highways

Dear Parish Clerk

LETTER OF ENABLEMENT – HIGHWAYS TOGETHER

Thank you for your involvement in Highways Together Project. Hertfordshire County Council, acting pursuant to its capacity as local highway authority for Hertfordshire, would like to enable your Parish volunteers to carry out certain activities on the public highway, that which is maintained at public expense.

For the purposes of Highways Together, we have divided the road network into two classes of roads:

- Class 1 – Local Access Roads (see Herts gazetteer), subject to a 30mph limit or below, with a footway with less than 250 pedestrians per day (with the exception of 15m from a Class 2 road) ; and
- Class 2 – All other roads, (and on Class 1 roads within 15m of class 2 road).

Class 1 Roads

Class 1 roads are those roads where there is considered to be a lower risk of disruption and (safety issues) to the public highway. Subject to the general conditions set out in this letter, and without further regulation by the County Council, your Parish Council may on class 1 roads undertake the Specified Highway Activities as listed in Appendix A. The Specified Highway Activities must only be carried out on or from the non-carriageway sections of the class 1 roads.

Class 2 Roads

Class 2 roads are those roads where there is considered to be a higher risk of disruption and safety issues to the public highway. If you wish to carry out the Specified Highway Activities on class 2 roads then you will need to consult with the County Council, via its nominated Ringway District Service Agent. If the District Service Agent confirms no traffic management (pedestrian or vehicular) is required works can proceed under this arrangement. Please note that only the Specified Highway Activities listed in Appendix A (or any other activities that have been specifically approved by the County Council in writing) may be undertaken on class 2 roads, and such activities will be subject to the general conditions set out in this letter.

Work requiring traffic management and/or excavation WILL require a licence

General Terms

All Specified Highway Activities carried out by your Parish Council on the public highway shall comply with the following conditions:

- All activities on Class 1 roads must be notified at least five (5) working days in advance to the County Council, via the Ringway District Service Agent.
- Your Parish Council must comply with any direction given by an authorised officer of the County Council (including but not limited to the nominated Ringway District Service Agent).
- All activities must be carried out in accordance with the County Council's Specifications found in Appendix C.
- You should also refer to Appendices B and D for HCC service standards and guidance on undertaking risk assessments, respectively.

- Your Parish Council does not have priority over other works which maybe being undertaken at the same location. You may be required to vacate the site whilst such works are undertaken.
- Your Parish Council is liable and responsible for any employees, contractors, agents and/or volunteers instructed or appointed by your Parish Council to carry out the activities on the public highway. The County Council accepts no responsibility or vicariously liability to such persons in carrying out any activities on behalf of your Parish Council (including but limited to compliance with any health safety regulations) except to the extent to which the County Council is negligent or in breach of statutory duty.
- Your Parish Council must hold public liability insurance to the minimum value of £10m per single incident.
- Your Parish Council indemnifies the County Council from all losses, damages and costs arising directly and indirectly from the carrying out of an activity except to the extent to which the County Council is negligent or in breach of statutory duty or the Parish Council acts in accordance with the County Council's express direction or in compliance with the other requirements of this letter.
- A Parish Council representative must attend a Highways Together Risk Assessment briefing. That representative must be responsible for the site specific risk assessments of the work carried out and its communication to the volunteers. A Risk Assessment must be completed for each activity and countersigned by the Parish Clerk.
- A random sample audit of your Parish Councils Risk Assessments may be carried out by HCC
- All Parishes must inform HCC of their intention to work on the highway *in accordance with this Letter of Enablement*. Please email HighwaysBST@hertfordshire.gov.uk with a copy of your £10m public liability insurance and a copy of your Risk Assessment Briefing declaration/certificate.

By commencing any of the activities on the public highway you shall be deemed to have accepted the above conditions.

Please note that the enabling of the Specified Highway Activities on the public highway pursuant to this letter is not an appointment of your Parish Council as agent for the County Council or an express statutory licensing of such Specified Highway Activities. The purpose of this letter is to set out the Specified Highway Activities and the reasonable terms of compliance associated therein which, the County Council considers, if followed would be lawful activities within the public highway without the need for statutory licensing or an agency agreement. The County Council warrants that no authorisations, approvals, consents or permissions are necessary to carry out the Specified Highway Activities but shall arrange such *inter alia* authorisations should they be reasonably needed.

Finally, please note that there is no obligation on your Parish Council to carry out any of the Specified Highway Activities on the public highway, and any election to do so is voluntary.

Hertfordshire County Council reserves the right to amend and/or revoke this Letter of Enablement at any time.

Yours

Mike Younghusband
Head of Highways Operations and Strategy

Appendices

Appendix A – Specified Highway Activities

Appendix B – Highway Service Standards

Appendix C – Highway Specifications

Appendix D – Highway Risk Assessments

How to use volunteers to carry out environmental work on the highway

The following steps should be taken by Parish and Town Councils (PTCs) who want to use volunteers to do environmental work on the highway

Step 1: Consider the task you want to do

1. Identify the type of work you want to do, and where you want to do it.
2. Ensure that:
 - The type of work is included on the list of [specified highway activities](#)
 - The road is identified as a 'Local Access Road' on the [gazetteer](#)
 - The road has a 30mph speed limit, a footway and standard (<250 pedestrians per day) numbers of pedestrians.

Category	Name	Bandings of Pedestrian Footfall (pedestrian numbers per typical day)
1	Primary	Greater than 5,000 ppd
2	Main	Between 1,000 and 5,000 ppd
3	Moderate	Between 250 and 1,000 ppd and/or Residential Care Homes and Nursing Homes for the elderly and multiple-unit supported living settings.
4	Standard	Less than 250 ppd
5	Rural	Rural location- less than 100 ppd

- It is a highway asset and / or highway land, you can check by sending email message with plans showing areas of interest to: highwayboundaries@hertfordshire.gov.uk

Step 2: Reference the letter of enablement

3. Confirm that you are able to meet the following conditions of the [letter of enablement](#) when undertaking the maintenance tasks, such as;
 - Attendance at a Highways Together Risk Assessment briefing.
 - Carry out and record site-specific [Risk Assessments \(appendix D\)](#)
 - Have Public Liability Insurance to the value of £10m.
 - Carry out the work in accordance with [HCC specifications \(appendix C\)](#)
 - Notify Ringway District Service Agent of work at least five days in advance

4. Register your intentions with HCC:
HighwaysBST@hertfordshire@Hertfordshire.gov.uk with a copy of your £10m public liability insurance and a copy of your Risk Assessment Briefing declaration/certificate.

Step 3: What if the environmental work does not meet the requirements in Step 1

5. Contact your [Ringway District Service Agent](#) for advice.
 - It may be possible to carry out [specified highway activities](#), even though it is not a Local Access Road, if the Ringway DSA has advised that no traffic management is required.
 - Inform us of the task you want to do. It is possible it will be included when the list is next reviewed
6. If you want to carry out work which does not match the requirements you will need to have a [Highways Together Licence](#)
 - Use HCC [approved contractor](#)
 - Contractor's operatives and supervisor are on the Street Works Qualifications Register

COMMUNITY ROAD WARDEN SCHEME

AGREEMENT

between

DEVON COUNTY COUNCIL

(Devon Highways)

and

XXXXX TOWN / PARISH COUNCIL

Issue & Amendment Record

Version	Amendment	Authorised	Date
1.1	Original text to legal agreement	Draft Only	Apr 15
1.2	Amendments to text to take account of comments made by Devon County Councils legal department:- Clauses 1.1, 1.2, 1.3, 2.3.1 & 3	P Brunt	May 15
1.3	Text amendments to front cover and Clauses 2.1, 2.2 & 2.3	P Brunt	May 15
1.4	Text amendments in relation to reducing the number of qualifying signatures in Clauses 3.1 & 3.2 and text change to Item 5 in Annex1.	P Brunt	Jan 16
2.0		V Gough	Oct 16
2.1	Wildlife verge management added	V Gough	Oct 16
2.2	Minor text changes; branding applied to header	V Gough	Nov 16
2.3	References to Community Enhancement Fund removed as agreed by project board. To be covered in a separate document.	V Gough	Nov 16
2.4	Comments to 2.3 embodied	V Gough	Nov 16
2.5	Indemnity section added	V Gough	Dec 16
2.6		V Gough	Jan 17
2.7	Indemnity section replaced	V Gough	Jan 17
2.8	Incorporated changes from DW	V Gough	Jan 17
3.0		V Gough	Feb 17

1. INTRODUCTION

- 1.1 The purpose of this agreement is to enable the town / parish council to undertake agreed works on or affecting the public highway subject to the terms of this agreement.
- 1.2 Devon County Council, as the highway authority, has a duty to uphold and protect the rights of the public to use and enjoy all highways for which it is responsible.
- 1.3 Devon County Council, as the highway authority, remains bound by statute (ref. Highways Act 1980) to maintain the highway network¹ in a safe condition. The County Council sets out in its policies the level of service it will provide to discharge its duty to maintain.

2. TERMS of the AGREEMENT

The following terms apply:-

- 2.1 Devon County Council commits to:-
- Train community volunteers in Chapter 8 of the Traffic Signs Manual.
 - Provide access to a selection of tools and signs.
 - Provide public liability insurance (but no other forms of insurance) with regard to any works done by the volunteers provided that:
 - the work is done in accordance with Devon Highways' guidelines (method statements) and
 - any necessary traffic management signs are deployed by a Chapter 8 qualified person.
- 2.2 The town / parish council shall nominate one or more Road Wardens who shall provide a point of contact with Devon Highways and shall:-
- Plan and prioritise the intended work
 - Liaise with their Neighbourhood Highway Officer (NHO) to avoid any clashes with work planned by Devon Highways, to arrange the loan of equipment (if needed) and to seek advice and assistance as appropriate
 - Produce a written risk assessment for each piece of work

¹ The public highway network includes all roads, footpaths and verges for which the highways authority has responsibility.

- Arrange for the collection, safe storage and return of any equipment loaned from Devon Highways
- Ensure that defects that meet the intervention criteria stated in the Highway Safety Policy are referred to Devon Highways for assessment as and when they are identified
- Ensure that a suitably qualified person places and removes any traffic management signs in accordance with Chapter 8 of the Traffic Signs Manual

3. Scope of Works

Under the terms of this Agreement the following range of work may be undertaken:-

- 3.1 Weed Clearance – the removal of excess weed growth from footpaths and footways.
- 3.2 Sign Cleaning – the cleaning of non-regulatory or non-mandatory signs such as village name plates, directional signs, information signs and street name plates.
- 3.3 Cleaning around Gullies – the removal of accumulated soil and debris from around gully frames and gratings.
- 3.4 Small Drainage Works – the removal of vegetation and debris from water channels, buddle holes and small ditches.
- 3.5 Grass Cutting – the cutting of grass verges and banks.
- 3.6 Finger Post Repairs – the maintenance, replacement and repair of finger posts.
- 3.7 Hedge Cutting – cutting of general hedge growth on roadside banks and verges.
- 3.8 Filling Potholes – but not potholes that meet the intervention criteria stated in the Highway Safety Policy
- 3.9 Wildlife Verge Management – the active management of verges to support native wildlife
- 3.10 Collect highway information – to record the location of drainage features or other highway features.
- 3.11 Other works – as agreed with the NHO

The Road Warden may also act as the Community Highway Champion to:

- help people access information published by Devon County Council,
- help people use online reporting tools developed by Devon County Council,
- liaise on behalf of the community with neighbours to get them to discharge their responsibilities, for example for trimming back vegetation.

4 Conditions

The following conditions apply:-

- 4.1 No works will be undertaken on the public highway that would change the layout of the highway in terms of the road surface level, road alignment, ironwork, drainage, street lighting or signage.
- 4.2 No machinery or equipment, such as brush cutters, strimmers, chain saws sprayers etc., shall be used on the public highway without proof of competency of the operative along with current certification and traffic management in place as appropriate.

5. Insurance

- 5.1 Provided the Town / parish council carries out works in accordance with this agreement then any accidental damage to third party property or injury to a third party will be covered by Devon County Council's Public Liability Insurance.
- 5.2 In the event that the Town / parish council carries out works that are outside this agreement then the Town / parish council will be liable for any third party injury or damage to property. In those circumstances the PC will indemnify Devon County Council against any claims made against it, or any payments made by Devon County Council in consequence.
- 5.3 Devon County Council will not be liable for any damage to property belonging to or injury to any person employed by or working on behalf of the Town / parish council, whether in a volunteering capacity or otherwise in carrying out works within the scope of this agreement.
- 5.4 The Town / parish council agrees to take out and maintain insurance cover with an insurer reasonably acceptable to Devon County Council on terms that are sufficient to indemnify Devon County Council and will allow Devon County Council to inspect the insurance certificate at will.

6 Signatures

This Agreement between Devon County Council and XXXXX Town / Parish Council only relates to those activities undertaken in accordance with the Community Road Warden Scheme and by its volunteers.

6.1 Signed and dated on behalf of Devon County Council by:

Name (print)

Signature

Position/Role

Date

6.2 Signed and dated on behalf of XXXXX Town / Parish Council by:

Name (print)

Signature

Position/Role

Date

Road Warden Tool List

The following tools will be supplied, by Devon County Council, for the use of Road Wardens.

Item	Number Available
24" Bow saw	1
West Country Shovel	2
Hoe	2
Loppers	1
Shears	2
Wheelbarrow	2
Drainage rods	Set of 10
Plunger for rods	1
Wheel for rods	1
Broom and Handle	2
Rake	2
Cones (750mm)	12
Blue Arrows	2
Road works Ahead sign	2

There will be one set of tools at each of the following locations;

- South Molton depot, Pathfields Ind Est, South Molton, EX36 3LH
- Brayhams, North Road Ind Est, Okehampton, EX20 1BN
- Honiton depot, Gloucester Close, Honiton, EX14 1SJ
- Ivybridge depot, Ermington Road, Westover Industrial Estate, Ivybridge, PL21 9ES
- Rydon Lane Depot, Rydon Lane, Newton Abbot TQ12 3QG

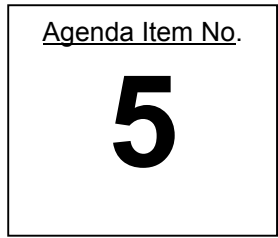
Tools will need to be booked in advance, through liaison with the local Neighbourhood Highway Officer. There may be occasions whereby tools may not be available at the nearest location. However, it may be possible for alternative arrangements to be made if other locations have their tool supply available.

Tools will be issued using a booking in and out system. The Road Warden, or other representative from the Parish / Town Council, who collect the tools will be responsible for signing for tools upon collection and also upon return.

Failure to return the tools at the agreed time, or failure to return any items, may result in the Parish / Town Council being charged.

HERTFORDSHIRE COUNTY COUNCIL

**HIGHWAYS CABINET PANEL
9 MAY 2018 AT 2.00PM**



HS2 UPDATE INFORMATION REPORT

Report of the (Chief Officer)

Author: - Rupert Thacker, Group Manager South West Herts
(Tel: 01992658176)

Executive Member: - Ralph Sangster

Local Member: - Ralph Sangster

1. Purpose of report

1.1 To provide members of the panel with an update on the HS2 scheme at a national and local level in respect to scheme development, local construction and accommodation work and funding.

2. Summary

2.1 This report is intended to provide members with an update on the scheme's progress and implications for Hertfordshire's highway network in the area.

3. Recommendation

3.1 The Panel is asked to note the contents of this report.

4. Background

4.1 Strategic Rail

4.1.1 High Speed 2 (HS2) is a new railway line to carry intercity trains travelling at 225 mph. The first phase of the scheme will link London (Euston) to Birmingham, reducing journey times to 49 minutes. The Hybrid Act to construct this phase gained Royal Assent in February 2017, and it is due to open in 2026.

4.1.2 HS2 services will not directly serve Hertfordshire. However, the transfer of many intercity services from the existing West Coast Main Line will

free-up capacity through stations such as Watford Junction and Hemel Hempstead. This potentially could increase commuting capacity from Hertfordshire stations, and provide more longer-distance trains from Watford Junction.

- 4.1.3 HS2 could therefore be of significant benefit to rail services in Hertfordshire, but continued lobbying will be required to ensure that local interests are met. The pattern of intercity services has not yet been specified, and will be developed by the new West Coast franchise after it has commenced in September 2019. Hertfordshire's aspirations are set out in the Rail Strategy which will be reviewed later this year.
- 4.1.4 Later phases will see HS2 extended to Crewe in 2027, and to Manchester and Leeds in 2033. The latter is significant for Hertfordshire as it will have implications for both the Midland Main Line (through St Albans) and the East Coast Main Line (through Stevenage).

4.2 Highway works in Hertfordshire

- 4.2.1 Since receiving Royal Assent HS2 Ltd has appointed three joint ventures as Main Works Civils Contractors route wide. Construction plans are now starting to be seen by Local Authorities. Enabling works prior to main works are being carried out route wide.
- 4.2.2 Although Hertfordshire only has 1.9km of track, it is the location of the northern launch to the Colne Valley Viaduct, and the location of the Chiltern Tunnel South Portal. The viaduct will be one of the longest in the UK once constructed, and the tunnel is 19.6km long. The construction compounds required to support the construction of both viaduct and tunnel will be one of the largest along the route.
- 4.2.3 Main works are due to start in January 2019. The compounds, located south of Chalfont Lane, will start to be mobilised around October/ November 2018, with tunnelling commencing later in 2019.
- 4.2.4 In Hertfordshire, the enabling works currently underway are the construction of slip roads onto the M25 between junctions 16 and 17. They are to serve the main contractor's compound to ensure that Heavy Goods Vehicle (HGV) traffic associated with the work on the Hertfordshire network is minimised. A number of ground investigations have been carried out along with archaeological works.
- 4.2.5 Chalfont Lane has been closed to allow widening to support the construction activities associated with the tunnelling since November 2017, and is due to be closed until the completion of the tunnelling works (6 to 10 years). It will be fully reopened to the public and will remain wider than prior to the works.

- 4.2.6 Tilehouse Lane will also be closed during construction, and reopened with a new alignment and bridge over the new railway post construction.
- 4.2.7 There are ongoing discussions with HS2 regarding the temporary link road and impacts upon Hornhill Road. At this time the temporary link road consent is being considered by the Hertfordshire County Council Highways Development Management team for consideration.
- 4.2.8 HS2 is asking Hertfordshire County Council to maintain the new link road at public expense, officers' advice to date has been to resist this 'adoption'.
- 4.2.9 There are minor works planned for Hornhill Road (tie-in at junction of new link road) and the A412 Denham Way (roundabout island re-alignment/signage) to facilitate the main works compound. These will be completed with overnight closures or temporary traffic lights between 9.30am and 4pm, between May and November 2018.
- 4.2.10 Hertfordshire County Council have received communication from residents within the locality, reporting noticeable increase of vehicular traffic in the vicinity. Hertfordshire County Council Highways have undertaken surveys of the network which are anticipated to be impacted by the construction. HS2 have sought consent for a number of temporary closures of parts of the network.
- 4.2.11 The Main Works Civil Engineering Contractors for HS2, Align, are attending the Environment, Planning & Transport (EPT) Cabinet Panel on Friday 11 May 2018 at 10am. Align will be presenting an informal update on the scheme and, in consultation with the Executive Members for EPT and Highways, the Members of the Highways Cabinet Panel have been invited to attend for this presentation. The presentation will take approximately 45 minutes and will be held in the Council Chamber and; it can be viewed at:
[Environment, Planning & Transport cabinet panel - 11 May 2018](#)

4.3 Funding and Bidding

- 4.3.1 HS2 Road Safety Fund - Hertfordshire County Council has been allocated £1,165,000 from the HS2 Road Safety Fund, which will be available until 2026. Recipient local authorities are able to determine what their road safety priorities are and how they wish to spend the money, although the Department for Transport (DfT) has reiterated that funds are expected to leave a legacy of road safety improvement along the Phase One line of route, and has also encouraged consideration of spending on cycle infrastructure improvements.
- 4.3.2 The HS2 Planning Forum, Highways Subgroup made up of representatives from HS2 Ltd, DfT, Highways England, Transport for

London (TfL) and local highways authorities agreed in January a set of statements about the funding and how the funds should be used.

These include:

- i. HS2 Road Safety Funding will be used to make improvements in places along the line of route – for instance to support traffic calming; better pedestrian crossings; or safer junctions for cyclists, pedestrians and drivers.
- ii. The funding will mean a legacy of road and cycle safety improvements for people who live and work along the HS2 route between London and the West Midlands
- iii. Authorities must ensure that the new funding leaves a positive and lasting local legacy of improved road safety for communities and areas adversely affected by HS2 Phase One traffic once HS2 is complete.

4.3.3 It is proposed that a small panel of county council officers, the local county councillor and Executive Member should agree which projects will benefit from the funding. Applications must be made to the DfT to draw down funds for each scheme.

A number of projects have been proposed so far:

- i. Zebra crossing on Hornhill Road – in the Safer Routes to School Programme for 2018/19.
- ii. Junction improvements at the junction of Chalfont Road and the A412 Denham Way to benefit all road users including pedestrians and cyclists. Project in the Integrated Transport Programme for design in 2018/19.

4.3.4 Community and Environment Fund (CEF) and Business and Local Economy Fund (BLEF) - Two funding programmes have been established by Government in recognition of the disruptive impact of the HS2 Phase One construction on local communities and businesses: the CEF and the BLEF. These £40m funds are available for bids from local, not-for-profit organisations and charities (not Local Authorities). Details of these funds can be found online.

4.3.5 Members may consider reminding local not-for-profit groups that these HS2 funding opportunities are available for bids.

4.3.6 There is also a Woodland Fund of £5m.

4.3.7 Colne Valley Panel fund and Additional Mitigation Plan - The Colne Valley Panel has produced an additional mitigation plan and has been allocated £3 million to implement it, additional to any mitigation agreed

as part of the Hybrid Bill. Interested parties from across the Colne Valley Regional Park are represented on the Colne Valley Panel, including Hertfordshire County Council and Three Rivers District Council. The 'Additional Mitigation Plan' includes some cycle and pedestrian accessibility schemes. The Colne Valley Panel fund can be used to match fund other projects.

- 4.3.8 HS2 Cycleway - There has been a campaign to create a HS2 National Cycleway, to benefit communities along the line of route. A Feasibility Report for the HS2 National Cycleway was produced in 2016, funded by government. DfT has made clear that it is not part of the HS2 project itself and the department is not currently proposing to fund any of the routes. However DfT has encouraged local authorities to investigate funding any plans that they support, which may include use of allocated HS2 Road Safety Funding or bids to the CEF and BLEF.
- 4.3.9 The HS2 Cycleway Feasibility study looked at a 3 mile wide corridor along the HS2 alignment. As the HS2 line itself avoids settlements, the proposed cycle route looks to link settlements within the corridor to assist local journeys as well as provide a potential long distance route. The section B17 Waddesden-Uxbridge is nearest to but doesn't enter Hertfordshire.

5. Financial Implications

- 5.1 There are limited financial implications on Hertfordshire County Council at this stage. The principle of recharging for Hertfordshire County Council staff time directly in relation to the HS2 scheme is being agreed with HS2 Ltd.

6. Equality Implications

- 6.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the equalities implications of the decision that they are taking.
- 6.2 Rigorous consideration will ensure the proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.
- 6.3 The Equality Act 2010 requires the Council when exercising its functions to have due regard to the need to:
- (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and

(c) foster good relations between persons who share a relevant, protected characteristic and persons who do not share it.

The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.

- 6.4 There are no Equalities implications to Hertfordshire County Council at present and HS2 as the scheme promotor will be taking these requirements in to account in the development and delivery stages of the scheme.

Background information:

[HS2 Road Safety Fund](#)

[HS2 Community & Environment Fund and Business & Local Economy Fund](#)

[Woodland Fund](#)