



County Offices
Newland
Lincoln
LN1 1YL

21 May 2015

Highways and Transport Scrutiny Committee

A meeting of the Highways and Transport Scrutiny Committee will be held on **Monday, 1 June 2015 at 10.00 am in Committee Room One, County Offices, Newland, Lincoln LN1 1YL** for the transaction of the business set out on the attached Agenda.

Yours sincerely

A handwritten signature in black ink, appearing to be 'T McArdle', written over a horizontal line.

Tony McArdle
Chief Executive

Membership of the Highways and Transport Scrutiny Committee
(11 Members of the Council)

Councillors M Brookes (Chairman), A G Hagues (Vice-Chairman), M G Allan, D Brailsford, K J Clarke, R L Foulkes, R J Hunter-Clarke, J R Marriott, N M Murray, Mrs A M Newton and A H Turner MBE JP

**HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE AGENDA
MONDAY, 1 JUNE 2015**

Item	Title	Pages
1	Apologies for Absence	
2	Declaration of Councillor's Interests	
3	Minutes of the meeting held on 20 April 2015	5 - 14
4	Announcements by the Executive Councillor for Highways, Transport and IT and the Chief Operating Officer	Verbal Report
5	Major Schemes Update	Verbal Report
6	Quarter 4 Performance - 1 January - 31 March 2015 <i>(To receive a report which provides key performance information that is relevant to the work of the Highways and Transport Scrutiny Committee)</i>	15 - 24
7	Highways Maintenance Efficiency Programme (HMEP) Peer Review Action Plan <i>(To receive a report which provides information to the Highways and Transport Scrutiny Committee on the HMEP Peer Review Action Plan that has been developed from the Action Planning Day following the Peer Review in March 2015)</i>	25 - 32
8	Highways Asset Management Plan <i>(To receive a report which provides the Committee with an opportunity to consider the Highways Asset Management Plan which sets out the Council's highways maintenance policies, legal duties and standards)</i>	33 - 124
9	Highways Surface Treatments <i>(To receive a report which provides information to the Highways and Transport Scrutiny Committee about the surface treatments used to maintain the highways network and their contribution to delivering the strategy outlined in the Transport Asset Management Plan)</i>	125 - 132
10	Total Transport Initiative <i>(To receive a report which seeks endorsement for the overall approach being proposed regarding the implementation of a new Total Transport Initiative, to be known as 'TotalConnect')</i>	133 - 138
11	Appointment of Looked After Children/Care Leaver Representative <i>(To receive a report which invites the Highways and Transport Scrutiny Committee to appoint a Looked After Children/Care Leaver representative for the Committee, following approval of the Corporate Parenting Strategy at the Council meeting on 19 December 2014)</i>	139 - 140

12 Highways and Transport Scrutiny Committee Work Programme

141 - 144

(To receive a report which enables the Committee to consider and comment on the content of its work programme for the coming year)

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Please note: for more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting

- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details set out above.

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www.lincolnshire.gov.uk/committeerecords



**HIGHWAYS AND TRANSPORT
SCRUTINY COMMITTEE
20 APRIL 2015**

PRESENT: COUNCILLOR M BROOKES (CHAIRMAN)

Councillors A G Hagues (Vice-Chairman), M G Allan, D Brailsford, K J Clarke, J R Marriott, R A H McAuley, N M Murray, Mrs A M Newton and A H Turner MBE JP

Councillors: R G Davies, S F Kinch and R A Renshaw attended the meeting as observers

Officers in attendance:-

David Davies (Principal Maintenance Engineer), Paul Little (Network Manager North), Paul Rusted (Infrastructure Commissioner), Louise Tyers (Scrutiny Officer) and Rachel Wilson (Democratic Services Officer)

65 APOLOGIES FOR ABSENCE/REPLACEMENT MEMBERS

There were no apologies for absence.

66 DECLARATIONS OF COUNCILLORS' INTERESTS'

There were no declarations of interest at this point in the meeting.

67 MINUTES OF THE MEETING HELD ON 9 MARCH 2015

RESOLVED

That the minutes of the meeting held on 9 March 2015 be agreed and signed by the Chairman as a correct record.

68 ANNOUNCEMENTS BY THE EXECUTIVE COUNCILLOR FOR HIGHWAYS, TRANSPORT AND IT AND THE CHIEF OPERATING OFFICER

There were no announcements from either the Executive Councillor for Highways, Transport and IT or the Infrastructure Commissioner.

69 WINTER MAINTENANCE UPDATE

The Committee received an update from David Davies, Principal Maintenance Engineer in relation to winter maintenance. It was reported that it had been an average winter, but that it was not quite over as the temperature was still dropping as

low as 2 degrees. Members were advised that 24,000 tonnes of salt had been used and there had been 91 turnouts.

It was reported that the service received regarding the storing of salt reserves in Southampton had been very good, however, it was hoped that the reserves would be located closer to Lincoln, possibly Immingham, for the next winter.

It was noted that the report on Winter Maintenance – Preparations for Winter 2015/16 would be brought to the meeting of the Committee on 14 September 2015, and so the Committee would need to start thinking now if there were any changes it wanted to make to the Winter Maintenance Plan.

Members were provided with the opportunity to ask questions to the officers present in relation to the information presented and some of the points raised during discussion included the following:

- It was commented that an excellent service had been received this year from the gritting team, and one councillor commented that this had been the first year for a long time that they had not received any complaints from the public;
- It was queried whether there were the facilities to spray salt onto the feeder roads at junctions. Members were informed that this would be possible, but it would mean that the total amount of network gritted would need to be reduced to compensate;
- The officers were congratulated as the salting had taken place exactly when it was required;
- It was suggested that there was a need, during the non-winter months for parish councils to be encouraged to take up the offers of bags of salt under the self-help schemes;
- There were some very successful self-help schemes in place in the county;
- It was noted that there was a tendency to start asking parish councils if they wanted to take part in the winter maintenance self-help schemes in the October. It was agreed that this needed to start being promoted much earlier in the summer months;
- It was suggested that with parish council elections only a few weeks away this could be a good opportunity to engage with any new members and encourage them to be pro-active in terms of thinking about winter maintenance;
- It was suggested that the two Network Managers include something within their divisional newsletter to promote the taking up of the self-help scheme;
- A concern was raised about whether it appeared that the county council was putting too much emphasis on self-help within communities;
- It was commented that the winter maintenance team had provided an excellent service this winter, with up to 43 gritters going out most nights during the winter months gritting. It was thought that this was a service to be proud of;

RESOLVED

That the update be noted and work be undertaken to encourage parishes to put winter maintenance plans in place in advance of next winter.

70 MAJOR SCHEMES UPDATE

The Committee received updates in relation to the following major schemes:

Lincoln Eastern Bypass – there were no significant changes from the March update. The Public Inquiry was still due to take place on 11 August 2015.

Lincoln Southern Bypass – there were no real changes since the previous update. Officers continued to update the estimated cost of this scheme;

Lincoln East – West Link – good progress was being made and the demolition of the majority of the buildings was almost complete. Investigatory ground works would now be commencing.

It was noted that recent traffic management works had been in place to carry out work both for the Lincoln East West Link and the Canwick Hill scheme.

Canwick Road – this scheme was progressing well. It was still due to finish at the end of May 2015 as originally planned. The works were now focussing on the resurfacing of the road, but work was also taking place on the overhead tidal flow system. As most of this work would be taking place at night, some night time disruption could be expected, but this was likely to be kept to a minimum.

Footbridges – the hoardings on the High Street were now up, and further investigatory work by Network Rail for cabling etc. would be taking place. The expected completion date was still October 2015.

The redesign for the Brayford Wharf footbridge had been completed and planning permission granted by the City of Lincoln Council. It was expected to go before the Network Rail Board in June 2015 for approval of funding. The building of this footbridge was not expected to begin until the High Street Bridge was complete.

Grantham Southern Relief Road – there was no real change in this scheme. Discussions with developers were ongoing.

Spalding Western Relief Road – again, there was no change with this scheme, it was just waiting for the developers to begin building of the houses.

Skegness Business Park – this scheme was ongoing, and it was expected that the contract would go out to tender in May/June 2015, with a start on site in September 2015.

Boston Quadrant – again, there was no major change to report as it was a developer led scheme.

Members of the Committee were provided with the opportunity to ask questions to the officers present in relation to the update provided and some of the points raised during discussion included the following:

**HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE
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- The Committee was informed that the authority had not received assurance that the funding for the Lincoln Eastern Bypass would be secure following the General Election;
- The additional housing set out in the Local Plan was dependent on the Eastern Bypass being built, as most of the housing would be located around the south of Lincoln. It was thought vital that the road was built in order to deliver the Local Plan;
- The main issue at the moment with progressing the Eastern Bypass was not the funding it, but that the County Council did not currently have permission to build the road, pending the Public Inquiry;
- It was queried whether there was the same situation in Grantham regarding the Southern Relief Road, but members were informed that this scheme had very different funding arrangements. Funding had been received from the single local growth fund, and the authority was very close to signing the Heads of Terms with the developer for the whole project, and the planning permissions were in place;
- The Spalding Transport Strategy had now been completed, and the request for a footbridge over the A151 to be re-instated had been included within the Strategy. It was noted that this document was for the future and aimed to provide a framework for development within the town;
- It was commented that the Canwick Road scheme had been managed very well. However, on some occasions traffic had been backed up all the way to Tesco's on Wragby Road, and it was suggested that this should be looked at in the future to examine how congestion could be mitigated. It was also commented that the information distributed via the internet and the website regarding the works had been excellent;
- It was noted that in terms of the first public inquiry for the Lincoln Eastern Bypass, it was not the objections which had caused the delay, but the Inspector had had an issue with the location of the non-motorised user bridge, and felt it should be closer to the village, as well as raising a couple of small safety concerns. The orders were not refused on the basis that Hawthorn Road would be closed, as traffic would still be able to join the bypass from Hawthorn Road;
- A councillor commented that the objectors to the existing proposals for the Eastern Bypass maybe did not realise the extent of the complex traffic modelling that had taken place for this scheme, and that on balance most people would benefit from the building of the Lincoln Eastern Bypass;
- It was also commented that it was really helpful that a group of residents had come forward in support of the councils arguments and existing proposals for the Eastern Bypass, as so far the focus of the debate had been on those who were not in agreement with the plans.

RESOLVED

That the update be noted.

71 LINCOLNSHIRE HIGHWAYS ALLIANCE UPDATE REPORT - APRIL 2015

Consideration was given to a report which presented an update on progress with the Lincolnshire Highways Alliance, an alliance between the County Council, Imtech, Mouchel and Kier. The Alliance delivered the majority of highway services through the Traffic Signals Term Contract, the Professional Services Contract and the Highway Works Term Contract.

The Committee was advised that the Lincolnshire Highways Alliance was now in the fifth year of a potential contractual duration of ten years.

Independent comparison of these services confirm that the Alliance continued to deliver class leading, cost effective, high quality highway services with improvement areas identified and work underway to deliver that further efficiency and improvement.

Members were guided through the report by the Infrastructure Commissioner, and the following points were highlighted to the Committee;

- Client performance had slipped from 81 to 73, mainly due to an issue concerning the commitment of Compensation Events. The overall Alliance score had remained at 42, which was one of the main areas for concern;
- The Alliance score reflected the subjective nature of some of the indicators such as press articles, public satisfaction and relationship scoring and the authority would continue to try to influence an improvement in the perception of the services;
- The main focus of works for the Highways Works Term Contract was to improve carriageway condition and to deliver the winter maintenance service. The relatively mild winter had meant that in the last three months, 17,000 potholes had been repaired and 40,000 square meters of carriageway patching at 300 sites had been carried out;
- A substantial surface dressing programme had now commenced with the dressing of around 3.3million square meters of carriageway, equivalent to just over 400 miles of roads, which was due to be completed by the end of August 2015;
- Work was also due to start a programme of carriageway recycling which would incorporate the use of 5500 tonnes of tar bound planings resulting in a saving of £750,000 in disposal costs;
- The Technical Services Partnership continued to be engaged in the design of the authority's major schemes, other internal and external design of schemes, traffic modelling and other consultancy work;
- The Lincolnshire Highways Alliance continued to deliver effective and efficient highway services with an improving trend since the start of the Alliance. Independent comparison by Cranfield University and through an HMEP Peer Review confirmed that the Alliance continued to deliver some of the most cost effective, high quality highway services in the sector.

Members of the Committee were provided with an opportunity to ask questions to the officers present in relation to the information contained within the report and some of the points raised during discussion included the following:

- It was commented that it was good to see that a programme of carriageway recycling would be implemented, and that money would be saved on landfill disposal;
- It was confirmed that the money saved by recycling carriageway planings would remain within the highways budget;
- It was suggested that there was a preference from members of the public to have a slight delay in the permanent fixing of potholes rather than an immediate temporary fix. The Committee was advised that a report on the revised Highways Maintenance Plan was due to come to the next meeting;
- The risk of the recycled materials having carcinogenic properties was fairly low when the planings were encapsulated properly;
- The binders used in surface dressing had improved over the years making it more resilient;
- The KPI's were regularly reviewed and updated to ensure that they were appropriate measures for the Alliance;
- In terms of the site safety assessments, it was queried why the target number of 50 inspections had not taken place. It was noted that this had been under the old Mouchel contract, but it was a function that was moving back in-house and so in the future it was expected that the target of 50 inspections would be undertaken.

RESOLVED

That the comments made in relation to the report be noted.

72 FUTURE SERVICE DELIVERY

Consideration was given to a report which provided the Committee with an update on the ongoing work with Cranfield University and the recent Highways Maintenance Efficiency Programme (HMEP) Peer Review of highway services.

It was reported that the Highways Service had engaged in a variety of benchmarking activity to provide assurance that it was delivering effective, efficient and value for money services. This included comparative benchmarking of tender and scheme costs, Frontier Benchmarking through the Highways Maintenance Efficiency Programme (HMEP) and a Strategic Value for Money Review by Cranfield University.

The Committee was guided through the report by the Infrastructure Commissioner and some of the main points highlighted included the following:

- The report focussed on the work with Cranfield University and the recent HMEP peer review;
- The work with Cranfield University began in 2013 with a Strategic Value for Money Assessment of the Highways Service indicating a medium-high rating for both economy and efficiency and identifying options for business and operating model changes;
- Current work was focussed on supporting the authority's existing move to become a commissioning council, the segregation of reactive and

**HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE
20 APRIL 2015**

programmed structures and the potential efficiencies offered by a move to two divisions;

- A Peer review of the highways service was undertaken between 3 – 5 March 2015 by a team of six reviewers who were asked to focus on five main areas of the service. The Review Team fed back their findings at the end of the three day review and a copy of their feedback presentation was attached as Appendix A to the report;
- The Review Team also returned for an Action Planning day on 31 March 2015 to look at each of the areas of consideration highlighted in the review and how and when they would be taken forward. Work was still ongoing in developing this further and progress would be reported in more detail at the next scrutiny meeting.

Members of the Committee were provided with the opportunity to ask questions to the officers present in relation to the information contained within the report and some of the points raised during discussion included the following:

- It was noted that Councillors M Brookes, R G Davies and R A Renshaw had been fully involved in the Peer Review. It was commented that it had been found to be a positive experience, and the Review Team had been very positive in the way they had approached things;
- It was commented that it had been very useful and provided good challenge;
- The divisional meetings still took place, and the next one was scheduled for May 2015. Officers were trying to engage with members to ensure that more members were able to attend and have an input;
- Smaller unitary authorities were not as efficient in terms of highways functions as larger authorities. It was queried whether if Lincolnshire became a unitary authority if it would be sensible to have a strategic authority responsible for highways;
- It was noted that several of the large urban authorities had set up their own highways authority to co-ordinate winter maintenance;
- It was confirmed that when Lincolnshire County Council took part in peer reviews, officers did make note of anything that the inspected authority was doing well;
- Lincolnshire as getting closer to the level of funding that would allow the authority to carry out more improvements;
- Members were advised that the Highways Agency had become Highways England from 1 April 2015, it was noted that this was not just a name change, but a complete restructure and fundamental change in how it operated. It would now have 5 year funding streams and would be examining all of its existing contracts.

RESOLVED

That the comments made in relation to the report be noted.

73 SPEED MANAGEMENT IN LINCOLNSHIRE - TRAFFIC POLICY FOR SCHOOLS

Consideration was given to a report which invited the Highways and Transport Scrutiny Committee to consider a draft Traffic Policy for Schools as part of the Speed Management in Lincolnshire Review. Subject to the agreement of the Committee the report would be submitted to the Portfolio Holder for Highways, Transport and IT for consideration and approval prior to public consultation.

It was reported that on 9 March 2015, the Committee approved for consultation the revised Speed Limit Policy and agreed that it be consulted on in conjunction with a new policy to address speed and/or congestion issues outside schools. A policy had now been developed to enable individual school locations to be considered to improve issues with respect to speed and/or congestion.

Members were informed that the introduction of this Policy recognised that each individual school site had its own unique issues that needed to be addressed. The Policy was aimed at setting out a process to improve safety concerns which could be supported by Head Teachers, Governors and the local community which were tailored to their specific location.

Members were provided with the opportunity to ask questions to the officers present in relation to the information contained within the report and some of the points raised during discussion included the following:

- It was important that schools were part of the solution, and there needed to be co-operation between the school and the local authority;
- In the policy, the measures had been put in priority order;
- Schools and parish councils would both be involved in the consultation on the policy;
- It was commented that some of the traffic calming measures could have implications for gritting routes;
- It was commented that this was a very important piece of work;
- It was felt that parking outside of schools was a very difficult issue to deal with, and generally was more of an issue than speeding;
- There was concern around how any new measures would be enforced;
- One measure which was to be piloted was the use of mobile CCTV outside of schools to tackle parking issues;
- It was suggested that schools could be encouraged to incorporate pick up and drop off points within the school grounds;
- The Policy would help schools to ascertain what the best options would be for dealing with their speeding/congestion issues, discussions would then take place regarding potential sources of funding;
- There were concerns that imposing no parking restrictions outside of schools would move the parking problem further into residential areas;
- When new schools were built, the highways team would work with education in terms of developing a transport plan for the school, but it was acknowledged that more could be done when there was a proposal to expand a school;

- Inconsiderate and dangerous parking was more prevalent than speeding, and was a very difficult problem to solve, as more and more people were taking their children to school by car;
- It was thought that the suggestion to have mobile CCTV cameras was a good idea and would be very cost effective;
- It was confirmed that any revenue raised would go directly back into the Highways budget;
- Members supported this initiative to improve parking around schools, as this was one of the areas that generated the most complaints to councillors;
- Some of the parking problems around schools were caused by the students themselves as they would park their own cars all day from 9am until 4.00pm often in residential areas;
- There was enough flexibility within the policy to address all the issues;
- It was suggested that there was a need to educate the parents, and get them to support any measures which were adopted;
- There were some big planning applications going through and there was a need for some of the Section 106 money to go to the schools which were in affected areas;
- There was a need to make better use of the planning process;
- There were concerns regarding the amount of schools which were academies and whether they would take on board any of the suggestions for alleviating speeding/congestion issues.

RESOLVED

1. That the draft Traffic Policy for Schools, as part of the Speed Management in Lincolnshire Review be approved;
2. That the Policy be submitted to the Portfolio Holder for Highways, transport and IT for approval prior to public consultation.

74 HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE WORK PROGRAMME

Consideration was given to a report which provided the Committee with the opportunity to consider its work programme for the coming year.

It was requested that a report in relation to sponsorship on roundabouts including the safety issues be brought to a future meeting of the Committee.

It was also noted that the Highways Maintenance Plan would be considered at the next meeting on 1 June 2015, and that this report would be exempt.

RESOLVED

That the work programme, including the above addition, be noted.

The meeting closed at 12.25 pm

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Open Report on behalf of Steve Willis, Chief Operating Officer

Report to:	Highways and Transport Scrutiny Committee
Date:	1 June 2015
Subject:	Quarter 4 Performance – 1 January to 31 March 2015

Summary:

The accompanying appendices to this report provide key performance information that is relevant to the work of the Highways and Transport Scrutiny Committee.

Actions Required:

The Committee is invited to consider and comment on the performance information contained in the appendices to the report.

1. Background

The appendices to the report provide key performance information relating to Highways and Transportation, which is aligned to the relevant priorities and performance indicators set out in the Council's Business Plan.

Council Business Plan and Council Priority Activity Performance

Appendix A highlights performance relevant to this committee against the following:

- **Council Business Plan Performance Indicators:** There are a number of indicators in the Council Business Plan that are within the remit of this scrutiny committee. Appendix A contains any of these that are worse than target (red) or better than target (green).
- **Council Priority Activities:** Corporate Management Board have identified a number of Council Priority Activities, these are the key projects and programmes that will deliver the most significant changes and new commitments as detailed in the 2012-2015 Council Business Plan and Organisational Strategy, as well as the Executive Director's objectives. There are currently 33 priority projects and programmes, four of which are in the remit of this scrutiny committee.
- **Council Priority Activities Exception Highlight Reports:** Where a Council Priority Activity is reporting significant issues (red) a project highlight report has been included to provide further information.

Appendix B contains a summary of performance information.

Appendix C is a breakdown of customer satisfaction information.

2. Conclusion

The Committee is asked to consider the content of the appendices of this report.

3. Consultation

a) Policy Proofing Actions Required

n/a

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Council Business Plan and Council Priority Activity Performance
Appendix B	Performance Summary
Appendix C	Customer Satisfaction Information

5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Steve Willis, who can be contacted on 01522 554848 or steve.willis@lincolnshire.gov.uk.

Date created: 16-Apr-15
 Position as at 31-Mar-15

Symbol Key				
Green - No Issues	Blue - No significant concerns	Red - Significant issue(s)	Not yet started	Missing information

Activity Name	Overall Summary		Comment
	Feb-15	Mar-15	
Highways and Transport Scrutiny Committee			
Project			
Grantham Southern Relief Road			<p>Both elements of road are covered by South Kesteven District Council (SKDC) Planning Strategies and Planning Approvals. LCC have indicated circa £30m of up-front funding (currently being re-assessed) will be available to finance the construction of the SQLR section, some of which will be recovered from the development over time. In order to achieve this, LCC have sought and received Planning Permission for this road. We are working closely with SKDC and the landowners, particularly in determining the viability of the proposal, secured by a S.106 Agreement. This will be impacted by a requirement from several owners (including Network Rail) of 'ransom'/easement payments for crossing their land. The third party claim for Judicial Review (JR) has failed on several occasions to date following our rebuttals and whilst further appeals have been lodged, which we will resist, we are pressing ahead.</p> <p>The Gateway-King 31 development was expected to be provided in advance of the Southern Quadrant, but this has stalled due to the lack of an end user (market forces). The landowner has re-assessed the viability of this section downward. LCC are working with the landowner and SKDC in an attempt to secure a resolution and we now have agreed Heads of Terms which will be transformed into a full legal document.</p> <p>LCC/SKDC looked at various grant/loan facilities, through the LEP, to forward fund both sections to meet comparable timescales. Funding bids through the Lincolnshire Transport Board and the Lincolnshire Enterprise Partnership (Single Local Growth Fund) have been successful. A further bid has been made through the Housing and Communities Agency (HCA) and we await their decision. Procurement could be secured through a range of options; final selection will be determined by reconciling the different risk profiles of the two elements and could be in separate phases.</p> <p>Funding the whole of GSRR may be an issue and is under further discussion/negotiation. Commencement on site may also be affected (delayed).</p>

			<p>Scrutiny Comments: Progress was reported as part of the Quarter 3 performance item at the 9 March 2015 Committee. The Committee noted that the Judicial Review had not yet been resolved but work was progressing on the King31 element of the project.</p>
Lincoln East West Link Road Phase_1	●	●	<p>In November 2012, the scheme gained full planning permission and conservation area consent. In June 2014 the Secretary of State confirmed the Side Roads and compulsory Purchase Orders. Also in June 2014 tenders were invited for the main construction contract. Tenders were returned on the 26th August. A contract has now been awarded and works started on site on 3rd November 2014.</p> <p>Scrutiny Comments: Progress was reported as part of the Quarter 3 Performance item at the 9 March 2015 Committee. The Committee noted that demolition work had now started.</p>
Lincoln Eastern Bypass	◆	◆	<p>Secretary of State failed to confirm CPO and SRO which delays programme and puts central government funding at risk. Planning consent granted for relocated non motorised user (NMU) bridge. Orders republished in October 2014, over 500 objections received. DfT have indicated Inquiry needs to be held, scheduled to commence on 11 August 2015. Currently working with statutory objectors to remove their objections.</p> <p>Scrutiny Comments: Progress was reported as part of the Quarter 3 Performance item at the 9 March 2015 Committee. The Committee noted that a large number of objections had been received to the Compulsory Purchase and Side Road Orders. The Committee were advised that the Public Inquiry would commence on 11 August 2015.</p>
Spalding Western Relief Road	●	●	<p>Since the March 2015 update:</p> <p>Phase 1:</p> <ul style="list-style-type: none"> - Steering Group meeting held in March. Following that meeting, arrangements are being made for further discussions with the developer to achieve funding and financing agreements and programmes for planning, design and construction. Issues related to Network Rail financial expectations are still unresolved, which LCC will continue to work with the developer to resolve. - Progress towards delivery of Phase 1 is, primarily, dictated by the developers timescales. Therefore, deadlines pertaining to Phase 1 have been put back. <p>Rest of Route:</p> <ul style="list-style-type: none"> - The Steering Group has considered the design work to date (five arm roundabout with Spalding Road) and collectively agreed this to be the best approach. SHDC exploring options to enable a developer to bring forward early delivery of development sites near the routes northern terminal. It's also expected that a compensatory agreement between developers can be facilitated by SHDC to secure land for delivery of the relief road and wider local plan aspirations. - Design of further extents of the northern section of the route continues. <p>Scrutiny Comments: Progress was reported as part of the Quarter 3 Performance item at the 9 March 2015 Committee.</p>

Performance Indicators

Reported Quarterly

The following 2 indicators are reported quarterly and by calendar year with a 3 month data lag, therefore data reported at Quarter 4 is from 31st December 2014.

Good Connections CBP Indicators 2014/15 (calendar year) – 3 month lag						
Indicator Name	Target 31/12/2013	Actual 31/12/2013		Target 31/12/2014	Actual 31/12/2014	
GC:LRSP:03 Number of people KSI in road traffic collisions	437	413	●	427	396	●
The actual number of 396 persons killed or seriously injured for 2014 is below the year end target of 427.						
GC:LRSP:04 Number of children KSI in road traffic collisions	26	23	+	26	24	●
The actual number of Children killed or seriously injured in road collisions of 24 is below the year end target of 26.						

Reported annually

The following indicators are reported on an annual basis at Quarter 4 2014/15:

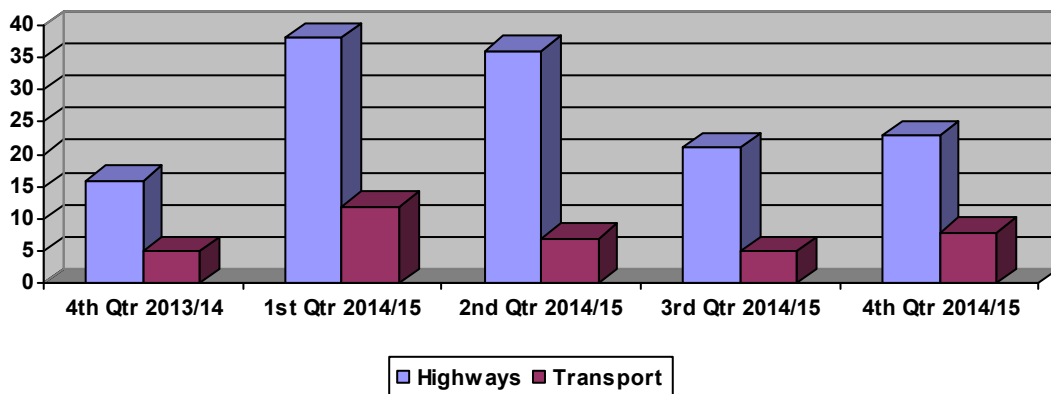
CBP Indicators 2014/15 (financial year)								
Indicator Name	Reporting Frequency	Owner	Target 2013/14	Actual 2013/14		Target 2014/15	Actual 2014/15	
NI168 Principal roads where maintenance should be considered	Annual 31/03	Paul Rusted	4%	3%	+	4%	3%	+
We continue to maintain the condition of our more major roads.								
NI169 Non-principal classified roads where maintenance should be considered	Annual 31/03	Paul Rusted	12%	13%	◆	12%	9%	+
Machine survey results indicate a significant improvement in the condition of these roads although an element of this improvement may be due to changes made to the measurement procedure. We are currently querying this with TRL.								
HT:01 Unclassified Roads that require maintenance	Annual 31/03	Paul Rusted	30%	29%	+	30%	30%	●
Improvement in the condition of the unclassified road network continues to be a focus for any increased investment in the maintenance of the network.								
HT:03 % Network treated in advance of ice and frost forming	Annual 31/03	Paul Rusted	34%	34%	●	34%	34%	●
No change to the resources to deliver this service so no change.								
Other Key Indicator 2014/15 (financial year)								
NI178i Bus services running on time - % non-frequent services on time	Annual 31/03	Andrew Addo-Smith	80%	75%	◆	79%	75%	◆
The majority of locations showed similar or improved results with operators adjusting their timetables to allow for traffic conditions. However, the south of Lincoln was affected by the one way system on Station Road in North Hykeham which caused the North Hykeham and Birchwood services to be significantly delayed which contribute a large percentage of the observations								

Customer Satisfaction Information – Scrutiny Committees

Highways and Transport Scrutiny Committee		
Date Range for Report	1 st January – 31 st March 2015 (1 st October – 31 st December 2014)	
Total number of complaints received across all LCC service area.	122 (127) * individual school complaints not included.	
Total number of complaints relating to <u>Highways and Transport Scrutiny Committee</u>	31 (26)	
Total number of compliments relating to <u>Highways and Transport Scrutiny Committee</u>	48 (24)	
Total Service Area Complaints	Highways	23 (21)
	Transport	8 (5)
Highways Complaint Reasons	Age	0 (0)
	Breach of confidence	0 (0)
	Conduct/Attitude/Rudeness of staff	0 (1)
	Delayed Assessment of Service Request	0 (1)
	Disability	0 (0)
	Disagree with Policy	3 (0)
	Disagree with Procedure	4 (2)
	Gender	0 (0)
	Insufficient Information Provided	0 (1)
	Lack Of Choice	0 (0)
	Other	0 (0)
	Procedural – Other	0 (0)
	Procedure Not Followed	14 (12)
	Professional - Other	2 (2)
	Service Delay	0 (2)
Transport Complaint Reasons	Age	0 (0)
	Assessment of a service request	0 (0)
	Breach of confidence	0 (0)
	Conduct/Attitude/Rudeness of staff	2 (1)
	Disability	0 (0)
	Disagree with Policy	0 (0)
	Disagree with Procedure	2 (1)
	Geographic Location	0 (0)
	Insufficient Information Provided	1 (0)

	Lack of Choice	0 (0)
	Other	0 (0)
	Policy of LCC not to provide service	0 (0)
	Policy – Other	1 (0)
	Procedural – Other	0 (1)
	Procedure not followed	1 (1)
	Professional - Other	1 (1)
	Service Delay	0 (0)
Service Area Compliments	Highways	48 (24)
	Transport	0 (0)
How many LCC Corporate complaints have not been resolved within service standard		10 (5)
Number of complaints referred to Ombudsman		6 (9)

Total Complaint Receipts by Quarter



Summary

LCC Overview of Complaints

The total number of LCC complaints received for this quarter (Q4) shows a 4% decrease on the previous quarter (Q3). When comparing this quarter with Q4 2013/14 there is a 30% decrease.

Overall Highways Complaints

Complaint receipts for Highways show a 10% increase from last quarter where they received 21 complaints. This is a 44% increase from quarter 4 of 2013/14 when 16 were received.

The outcome of the 23 complaints received was:

- 2 complaints were upheld.
- 3 complaints were partially upheld.
- 17 complaints were not upheld.
- 1 complaint had no outcome registered.

The 2 complaints that were upheld were regarding:

- Delay in cutting back overhanging branches in Coningsby.
- Delay in repairing lights in the underpass on Springfield Road, Grantham.

This quarter, 80 complaints (68 at stage 1 and 12 at stage 2) were received from customers relating to the Lincoln Eastern Bypass, requesting that they be lodged as official complaints. We believe this was due to incorrect information about the process being discussed by objectors at meetings. These were in fact objections to the project and therefore are dealt with in a different way. However, the numbers have been mentioned here for information but are not included in the overall totals.

Overall Transport Complaints

Complaint receipts for Transport show an increase of 3 complaints this quarter compared to the 5 they received in the previous quarter.

The outcome of the 8 complaints received was:

- 3 complaints were upheld.
- 0 complaints were partially upheld.
- 5 complaints were not upheld.

The 3 complaints that were upheld were regarding:

- Incorrect information given on how to comment on a proposal.
- Unreliable bike through Wheels to Work Scheme.
- School transport running late for school collection.

Overall Compliments

The overall compliments received for Highways and Transport shows an increase of 100% this Quarter, with 48 compliments being received compared to 24 received last quarter.

Highway Compliments

Highways received 48 compliments in Quarter 4, which is double the number they received last quarter when 24 were received. The compliments were:

- 41 compliments regarding maintenance work that has been carried out.
- 4 compliments for the traffic flow during A15 Northorpe works.
- 3 compliments for refilling of grit bins.

Transport Compliments

Transport received no compliments this quarter.

Ombudsman Complaints

In Quarter 4 of 2014/15, 6 LCC complaints were registered with the ombudsman. 1 of these complaints was recorded against Highways.

Further in-depth analysis, if required, is available by contacting the Quality and Performance team on 01522 782037 (ext 50037).

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Open Report on behalf of Richard Wills, Executive Director for Environment and Economy

Report to:	Highways and Transport Scrutiny Committee
Date:	01 June 2015
Subject:	Highways Maintenance Efficiency Programme (HMEP) Peer Review Action Plan

Summary:

This report provides information to the Highways and Transport Scrutiny Committee on the HMEP Peer Review Action Plan that has been developed from the Action Planning Day following the Peer Review in March 2015.

Actions Required:

Members of the Highways and Transport Scrutiny Committee are invited to consider and comment on the report.

1. Background

- 1.1 On the 20th April 2015 the Committee were given an explanation about the HMEP Peer Review and the feedback that we received.
- 1.2 On the 31st March at the Action Planning Day the areas for consideration were each taken forward and prioritised against four measures, these being:
 - Measures which have a high impact and a high level of difficulty in implementation terms.
 - Measures which have a high impact but were less difficult to effect in implementation terms.
 - Measures which have low impact and very difficult effect in implementation terms.
 - Measures which have low impact but are relatively easy to effect in implementation terms.

2. Conclusion

- 2.1 Attached in Appendix A is the HMEP Action Plan that has been developed. This was tabled at the Highways Alliance Executive Board on the 14th May and together with the Business Plan will be used to shape both the Alliance Contract and the service going forward.
- 2.2 Progress against the Action Plan will be regularly reported at Committee.

3. Consultation

a) Policy Proofing Actions Required

n/a

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	HMEP Action Plan

5. Background Papers

The following background papers as defined in the Local Government Act 1972 were relied upon in the writing of this report.

Document title	Where the document can be viewed
Lincolnshire County Council - HMEP Peer Review Feedback	www.lincolnshire.gov.uk

This report was written by Steve Willis, who can be contacted on 01522 554848 or steve.willis@lincolnshire.gov.uk.

HMEP Action Plan

Ref	What would success look like for Lincolnshire?	Action(s)	Lead person	Timescale
C1	Commissioning – there is clear vision at the top of the organisation and it is well understood at all levels of LCC, stakeholders and alliance partners Links to C2, C3, P3 and P5	Communication plan produced that will allow a consistent message on commissioning to be given. Different language and channels will be needed for different groups. Vision will need to be realistic.	Andy Gutherson / Paul Rusted	High
		Link to appraisals	Highways Management Team	Medium
		Sell vision at team briefings	Highways Management Team	Medium
		Need to inform partners of wider corporate agenda	Steve Willis	High
C2	The Commissioning Strategy does not detract from the delivery of necessary further efficiencies Links to C1, C3, P3 and P5	As in C1 above Need to set budgets linked to commissioning strategies	Paul Rusted	High
C3	The desire to deliver a consistent highways maintenance service and the cultural changes required to deliver are not confused with the corporate change to a commissioning organisation Links to C1, C2, P3 and P5	Use ongoing work with Cranfield University to build a delivery model which will drive consistency and efficiency	Paul Rusted	High
		Ensure delivery model is then put into place as part of restructuring work	Highways Management Team	Medium
C4	The advantages of the full potential for collaboration with other Highways Authorities are considered (as well as for other functions).	Political priorities need to be considered when looking at collaboration with other authorities. Lincolnshire is one of the largest highway authorities. So working with smaller authorities may not help Lincolnshire but a watching brief via National Working Groups will advise	Paul Rusted	Low

C5	All staff understand and accept the financial pressures ahead	Staff Briefings	Highways Management Team	Medium
		Produce a clear Asset Management Policy linked to Corporate Commissioning Outcomes	Mike Coates / Paul Rusted	High
		Refresh the Asset Management Strategy	Mike Coates / Paul Rusted	Medium
		Refresh Asset Management Plan (Highway Maintenance Plan)	Richard Fenwick / Paul Rusted	High
		Hold workshops to engage all staff	Mike Coates / Paul Rusted	Medium
P1	The programme developed in the autumn is sufficiently robust to allow efficient planning and delivery by partners	Programming tool implemented and management protocols produced and complied with	Paul Rusted / Alan Aistrup / Paul Little / Satish Shah	High
		Introduce incident response vehicle to improve impact on programme	Satish Shah / Paul Little	High
		Introduce medium term planning into budget round	Richard Davies / Steve Willis	Medium
		Develop 5 year programme for strategic network	Mike Coates	High
		Develop 2 year programme for remaining network	Paul Little / Satish Shah	Medium
		Actively bid into capital pot	Richard Davies / Steve Willis	Ongoing
P2	Data captured to ensure there is a sufficiently clear picture for a comprehensive, consistent asset management approach across all of the Service's functions Links to P3, E1, E3 and D3	Current Asset Management Plan revised to produce Highway Asset Management Strategy and Highways Asset Management Plan. BS 5750 to be used.	Mike Coates / Paul Rusted	High
		Adopt Horizons asset management tool	Mike Coates and Highways Management Team	Medium
		Identify a small network of Horizons/data owners to drive a consistent approach to Horizons	Mike Coates	Medium

P3	<p>External stakeholders (Town Councils, Parish Councils and the wider public) understand the value of an effective asset management approach. This will include the management of expectations as the service becomes more proactive. Consider using LALC to help deliver message.</p> <p>Links to C1, C2, C3, P2, P5, E1, E3 and D3</p>	<p>Part of communication strategy (see context and priority setting). Link to communications team.</p> <p>Use a case study to describe this approach</p> <p>FAQ'S link on website explaining why not doing worst roads first</p> <p>Share condition maps on website and programmes</p> <p>Put article in next newsletter</p> <p>Have £/km for repairing roads at various times i.e. red/amber</p>	Satish Shah	Medium
P4	<p>System changes such as LAGAN and Agresso and organisational change are implemented successfully</p>	<p>Continue to influence roll out of Agresso and LAGAN. Manage restructure.</p> <p>Work with LAGAN Implementation Team to align with the highways service and customer needs</p> <p>Communicate to all staff about LAGAN, HMEP Review, Asset Management, Commissioning</p>	<p>Satish Shah</p> <p>Satish Shah / Zoe Butler</p> <p>Highways Management Team</p>	<p>Medium</p> <p>Medium</p> <p>Medium</p>
P5	<p>The value and philosophy of the commissioning approach is 'sold' to staff below the level of the senior management team</p> <p>Links to C1, C2, C3 and P3</p>	<p>Part of communication strategy (see context and priority setting)</p>	<p>Andy Gutherson / Paul Rusted</p>	High
E1	<p>The data collected about the network is being used as a tool to deliver the best outcomes</p> <p>Links to P2, P3, E3 and D3</p>	<p>Current Asset Management Plan revised to produce Highway Asset Management Strategy and Highways Asset Management Plan. BS 5750 to be used.</p>	<p>Mike Coates / Paul Rusted</p>	High
E2	<p>The opportunities and risks associated with the delivery of the service are identified and apportioned (outputs v outcomes)?</p>	<p>Current risk register reviewed</p>	<p>Highways Management Team</p>	High

E3	The benefits from developing a Highway Asset Management Strategy and Highways Asset Management Plan aligned with the new LCC commissioning outcomes are realised Links to P2, P3, E1 and D3	Highway Asset Management Policy, Strategy and Highways Asset Management Plan align with corporate commissioning outcomes. BS5750 to be used.	Mike Coates / Paul Rusted	High
E4	Performance frameworks align with the Authority's new Commissioning framework outcomes	Ensure the new performance framework links to the Commissioning Framework	Charles Ferrar / Andy Gutherson	High
D1	Consistent culture and behaviours across the alliance are achieved	Continue to work with Cranfield Introduce BS11000 into the Alliance to enhance collaborative working (co-location will help). Create joint programming hub Create task and finish group on Alliance scores Next Alliance 60 to be a themed workshop Article in future newsletter Service manager to be source of consistent messages and news	Paul Rusted Paul Rusted Paul Rusted Charles Ferrar Paul Rusted Charles Ferrar Paul Rusted	High High High High Medium Medium Medium
D2	All of the various teams across the organisation are aligned to a consistent and better coordinated Business Unit approach to service delivery	Create business plans that reflect the new business unit approach Gather data to enable business units to be set up	Steve Willis Steve Willis	Medium Medium
D3	Innovation can thrive and contribute positively to the aspirations for a continuously improving delivery of the service Links to P2, P3, E1 and E3	Promote the work of Alliance Innovation Group. Ensure innovations are communicated to all through Alliance Management Groups.	Charles Ferrar	High
D4	The customer journey/engagement loop is closed. "You said/we did and how did that feel for you" is a critical element of the commissioning journey	The communication strategy is reviewed Create a jigsaw story that pulls all the elements together	Satish Shah Satish Shah / Zoe Butler	High High

		Implement new initiatives at next member days in May	Satish Shah / Paul Little	High
		Give monthly updates to Councillors and Parishes	Satish Shah / Paul Little	High
		Implement Kier Customer Excellence Action Plan at Alliance Board	Alliance Board	Medium
D5	Alliance contract arrangements and mechanisms aid the efficient delivery of work and allow proper financial management and control	Contract development group to recommend changes to HNAG. Consideration of Lean processes and BS1100. Set up task and finish group to look at reviewing processes and contractual arrangements.	Alliance Board	Medium
		Implement AMT review and incident response vehicle	Satish Shah / Paul Little	High

Key:

High – 3 months

Medium – 3-6 months

Low – within 12 months

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Open Report on behalf of Richard Wills, Executive Director for Economy and Environment

Report to:	Highways and Transport Scrutiny Committee
Date:	01 June 2015
Subject:	Highway Asset Management Plan

Summary:

The Highway Asset Management Plan (formerly titled Highway Maintenance Plan) sets out the Council's highway maintenance policies, legal duties and standards. The document details any deviation from national guidance which is set out in "Well Maintained Highways - Code of Practice for Maintenance Management". Following changes in our Asset Management Policy and Strategy, the plan is now in need of approval for 2015 due to:

- 1) Revisions to national standards and internal policy documents. The national codes of practice are currently under review, to be published in the Autumn.
- 2) Changes to emergency response times to category 1 and 2 defects.

A copy of the proposed Highway Asset Management Plan is attached for consideration.

A report has been issued by the Executive Director to the Executive Councillor for Highways and Transportation for a decision on 3rd June 2015 with a recommendation to adopt option 1 in the conclusion of this report.

Actions Required:

Members of the Highways and Transport Scrutiny Committee are requested to consider the attached Highway Asset Management Plan and consider whether they support the recommendation of option 1 in the conclusion of this Report and any comments they wish to make to the Executive Councillor prior to the making of a decision.

1. Background

- 1.1 July 2005 saw the release of *Well Maintained Highways – Code of Practice for Maintenance Management*. *Well Maintained Highways* sets out suggested standards to be used in highway maintenance policy and operation and the document is usually used as a reference point during legal claims. The Highway Asset Management Plan is therefore required to

show Lincolnshire County Council's maintenance standards and where applicable any deviation of these standards from *Well Maintained Highways*. The plan includes levels of service such as highway inspections, grass cutting, gully cleaning and all maintenance duties the Authority is responsible for.

- 1.2 The Department for Transport are currently reviewing *Well Maintained Highways* with a view to changing guidance on a number of areas such as emergency response times to defects within the highway. There is a national recognition that it is difficult for Local Highway Authorities to align with the current Code of Practice due to budget constraints and a degrading national road network. The Midlands Service Improvement Group (MSIG) members are also considering the review of response times and are expecting to follow the Lincolnshire lead on these changes to establish reasonable standards for other Local Authorities to follow.
- 1.3 It has become necessary to review the Highway Asset Management Plan ahead of changes to Well Maintained Highways as it clear that present emergency response times to Category 1 and 2 defects do not reflect the preventative maintenance strategy agreed in the Transport Asset Management Plan. This strategy includes a first time fix of potholes rather than a temporary repair and preventative maintenance which would prevent the potholes forming by the timely application of a surface treatment such as dressing.
- 1.4 The existing policy does not allow for the efficient treatment of highway defects, particularly potholes, and the proposed amendments reflect a change to allow efficient programming and a prioritisation of defects aligned with Road Hierarchy. The review of response times was instigated following the publication of *Prevention and a Better Cure – Pothole Review* by the Department for Transport as part of its Highways Maintenance Efficiency Programme (HMEP). This review states that “Consideration should be given to how local highway authorities develop maintenance hierarchies for all road users based on the function and use of the route”. This approach also reflects the strategy set out in our Transport Asset Management Plan (TAMP). The asset management guidance products produced by HMEP also recommend that authorities should employ an asset management approach. The principle "prevention is better than cure" in determining the balance between structural, preventative and reactive maintenance activities is being embraced by Lincolnshire County Council and has shaped the review of the Highway Maintenance Plan (to be retitled as Highway Asset Management Plan as part of the review). This philosophy should improve the resilience of the highway network and minimise the occurrence of potholes in the future, informing the risk-based approach to response times in a move to "first-time fixes" to highway defects. The Department for Transport has indicated that around 20% of funding for local highways authorities will be reliant on an ability to demonstrate an engrained approach to asset management and the pursuit of the efficiency agenda. This includes a move away from reactive to proactive maintenance.

- 1.5 The proposed response times contained within Appendix B of the Highway Asset Management Plan have been developed using a risk based approach which takes into account the changes in likelihood of a defect being encountered on different hierarchy roads. This approach fully reflects the guidance given in the existing Code of Practice. The impact of this change is to give longer response times on infrequently used parts of the Highway Network, but with an expectation that the defect would be permanently repaired. The shift of resources to a preventative maintenance strategy will also see fewer potholes develop as more roads receive a surface treatment.
- 1.6 The plan has been thoroughly reviewed and consultation has taken place with all sections of the Council about the amendments to standards or codes of practice. The formatting has also been updated to make it more user-friendly and electronic versions of the document have a live index and hyperlinks. Changes to street lighting inspection regimes are highlighted in red. The layout of the Asset Management Plan has been brought in line with the TAMP which it is now linked to.
- 1.7 The Highway Asset Management Plan is used by all sections in the Directorate, as well as being used as a legal reference point during claims. A copy of the Plan is included with this report and changes to the previous plan are highlighted in red.
- 1.8 As referred to in paragraph 1.1, the Highway Asset Management Plan is usually used as a reference point during legal claims to determine whether the Council has a defence under section 58 of the Highways Act 1980. That defence requires the Council to prove that it had taken such care as in all the circumstances was reasonably required to secure that the part of the highway to which the action relates was not dangerous for traffic.
- 1.9 Historically the Council has met this test by referring to its inspection regime and reactive maintenance response times in accordance with previous national standards. The move to a first fix preventative approach is consistent with emerging national guidance. However it is also currently untested in the courts. The proposed changes to the HAMP have been passed on to the Council's Insurers. The Insurers have declined to comment but have not raised any objections to the proposed changes.

2. Conclusion

A decision needs to be made to select one of three options:

- 1) To approve the attached Highway Asset Management Plan and incorporated response times.
- 2) To continue with the previous policy with current resources. Meeting existing response times within current resources cannot be guaranteed.
- 3) To continue with the existing policy but increase resources to meet the response times laid out within it. The resources required to do this would be removed from those currently delivering our preventative maintenance strategy and may compromise our ability to demonstrate the adoption of an

Asset Management based approach to the service. In addition, it is not possible to obtain additional resources from the Council's budget because the Highways department is competing for funds with services such as Education, Adult Care and Childcare all of which are extremely stretched at present.

A report has been issued by the Executive Director to the Executive Councillor for Highways, Transport and IT for decision on 3rd June 2015 with a recommendation to adopt option 1 above.

Members of the Highways and Transport Scrutiny Committee are requested to consider the attached Highway Asset Management Plan and consider whether they support the recommendation of option 1 and any comments they wish to make to the Executive Councillor prior to the making of a decision.

3. Consultation

a) Policy Proofing Actions Required

n/a

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Highway Asset Management Plan
Appendix B	Summary of changes from previous plan

5. Background Papers

The following background papers as defined in the Local Government Act 1972 were relied upon in the writing of this report.

Document title	Where the document can be viewed
Well Maintained Highways - Code of Practice for Maintenance Management	Highways Department
Prevention and a Better Cure - Pothole Review	Highways Department

This report was written by Paul Rusted, who can be contacted on 01522553071 or paul.rusted@lincolnshire.gov.uk.

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HIGHWAY ASSET MANAGEMENT PLAN

Issued June 2015 **DRAFT**

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1. Introduction and Policy

1.1 Introduction

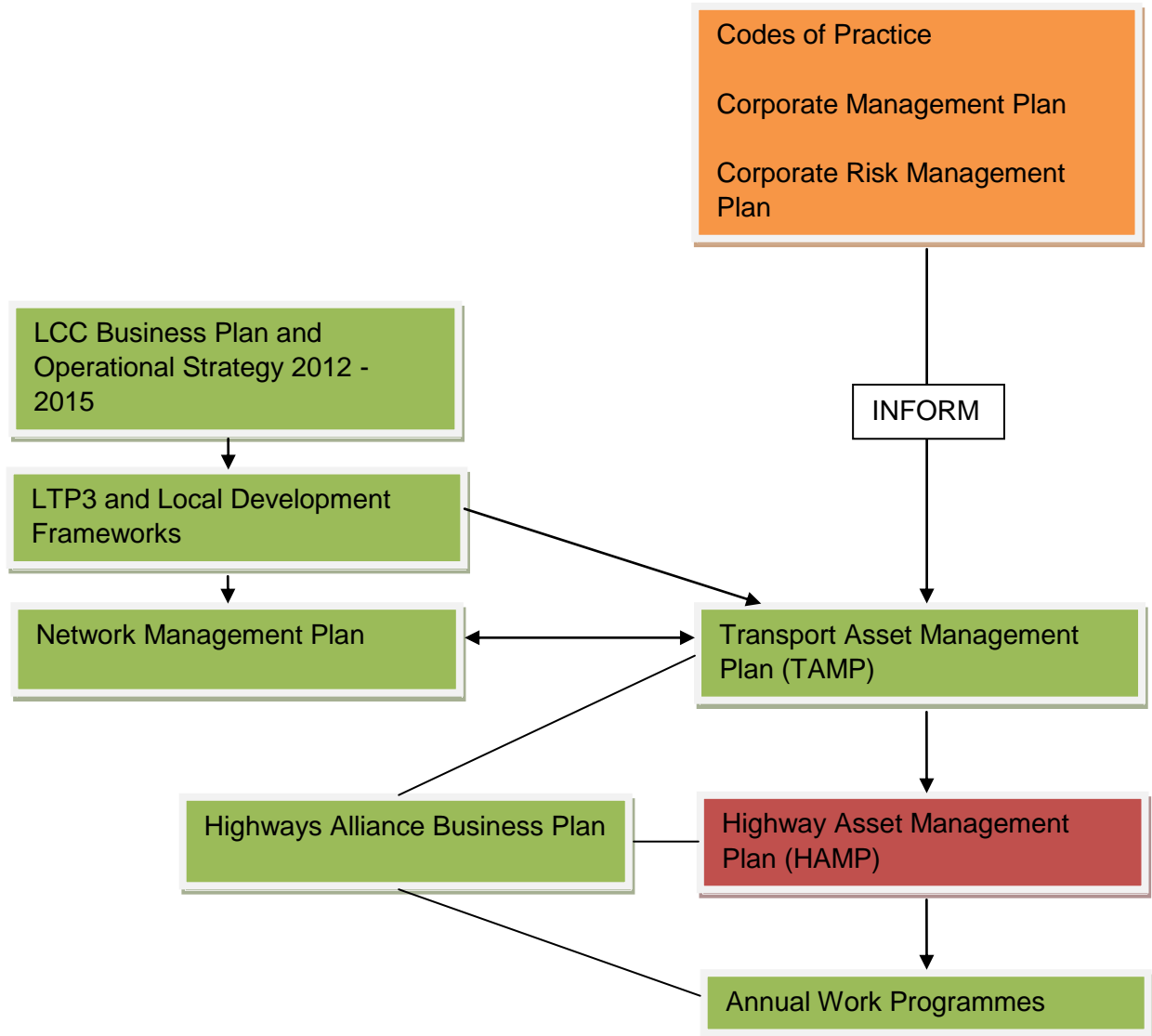
- i. The purpose of this document is to define Lincolnshire County Council's (The Council) policies and methods for maintenance of the County Road Network. This will examine standards in relation to the Well Maintained Highways – Code of Practice for Highway Maintenance Management (July 2005) and how Lincolnshire County Council aims to deliver its standards.

Cross references to the Code of Practice and other documents are shown in the right hand margin throughout the document. Recommended Standards from Well Maintained Highways are shown cross referenced against Lincolnshire County Councils actual standards. Any deviations from these national guidelines are explained.

- ii. This document aims to provide an overview. For more detailed information refer to Well Maintained Highways – Code of Practice for Highway Maintenance Management (July 2005 updated September 2013).
- iii. Prior to 1994 many maintenance policies had not been documented and many standards were based on historic practice rather than current needs and resources. In 1994 the Highway Maintenance Plan was written and, over the following years, has undergone many revisions. With the introduction of the Best Value initiative and The Asset Management Plan the plan has been subject to major review.
- iv. The framework and recommendations set down in this plan are taken from the document, Well Maintained Highways – Code Practice for Highway Maintenance Management which was published in July 2005. This Document is published by The UK Roads Liaison Group and is recommended by Department of Transport, ADEPT (formally County Surveyor's Society) and the Local Government Association through the UK Roads Board. This Document supersedes Delivering Best Value in Highway Maintenance (July 2001) and the "Highway Maintenance- A Code of Good Practice" which was published in 1989. This Plan is a key element in implementing the recommendations proposed by the new code of practice.
- v. The plan references the Highways Maintenance Efficiency Programme (HMEP) which is a Department for Transport (DfT) funded, sector-led transformation programme. HMEP provides tools and resources to help manage the transformation of delivery of roads and services through greater efficiencies. Where possible, Lincolnshire has aligned itself with this programme in an effort to improve the condition of the road network through a sound asset-management based approach to highway maintenance.
- vi. The Department for Transport (DfT) has announced its local highways maintenance capital block funding from 2015 – 2021 as part of the National Infrastructure Plan. Lincolnshire County Council will have an opportunity to secure additional funding on an "incentive basis", dependent on its pursuit of efficiencies and use of asset management. This plan complements Lincolnshire County Council's Transport Asset Management Plan (TAMP), demonstrating policies and procedures which pursue efficiency and asset management.

1.2 Links to Other Plans

The Highway Maintenance Plan links to other Council plans as illustrated below:



1.3 Policies

The maintenance programme is divided into four main policy areas:

- Structural
- Environmental
- Safety
- Winter

General policies are set out below dealing with needs assessment, standards and quality. Specific policies and standards are detailed in the relevant section of this document. Winter service is covered separately in the Winter Maintenance Plan.

1.4 General

- | | | |
|-----|--|---|
| HM1 | The allocation of highway maintenance resources will normally be achieved by assessing needs objectively and using the Council approved standards based upon the principals of sound Asset Management. | <u>4.3</u> |
| HM2 | Maintenance programmes and activities will allow some limited flexibility to respond to the local needs of Lincolnshire's road users, including pedestrians, cyclists and public transport operators and elected members. | |
| HM3 | Regular highway inspections will be undertaken to identify defects and plan maintenance work. | <u>4.1 to 4.25</u> |
| HM4 | Maintenance standards will reflect the role of the individual categories within the carriageway and footway hierarchies. The highest standards will apply to the strategic road network (carriageways), main shopping/busy urban areas (footways) and Historic/Tourist areas (for example Lincoln, Stamford and Skegness). | <u>3.4 to 3.7</u> |
| HM5 | The specification for and supervision of highway maintenance works will aim for a high quality consistent with European and British Standards, other National Codes and the Councils Maintenance Design Manual. | |
| HM6 | Cost effective maintenance programmes and treatments will be developed and implemented recognising the importance of whole life costing where appropriate. | |
| HM7 | The County Council will co-operate with District and/or Parish Councils in combining works programmes and entering into agreements, where this will provide a better service. | |
| HM8 | In conservation areas highway features and surfaces will be designed and maintained to preserve or enhance the character | <u>Manual for Streets</u> |

and appearance of the street scene and minimise visual intrusion. Wherever possible, opportunities will be explored to seek external funding for the extra costs involved.

- HM9 The County Council will promote and actively encourage the maximum practicable use of secondary/recycled materials in road construction and maintenance schemes, where it is the responsible authority.

1.5 Structural

- HM10 In allocating resources for carriageways and footways, priority will be given to works that contribute the most to preserving the structure of the highway network.
- HM11 The disaggregation of the carriageway structural maintenance budget will be based upon SCANNER (Surface Condition Assessment of the National Network of Roads) condition data for the classified road network and CVI (Coarse Visual Inspection) condition data for the unclassified road network from the Highway Asset Management System.
- HM12 The disaggregation of the footway structural maintenance budget will be based on inventory data from Confirm/SCANNER maintenance management system.
- HM13 The disaggregation of the non-structural maintenance budget between geographical areas and between different highway hierarchy will be based on inventory data from the Confirm asset management system.
- HM14 Surface dressing and other surface treatments will be given priority for resources where such treatments restore sub-standard skidding resistance or are cost effective in reducing future maintenance requirements. [4.3](#)
[4.4](#)
[4.5](#)
- HM15 Structural maintenance works on bridges, culverts and other important highway structures will be given a priority within a 5 point scale from low to very urgent. Position within a range will depend upon the severity of the identified defects and the operational, financial and safety consequences of delaying remedial works. [4.6](#)

1.6 Environmental

- HM16 Maintenance treatments and operations will take account of environmental factors seeking to enhance visual amenity, minimise environmental damage and protect wildlife habitat.
- HM17 Operational procedures and budgets for environmental maintenance and other cyclic activities will be based upon highway inventory data from the Confirm/SCANNER system, frequency standards and contract rates.

1.7 Safety

HM18	Street lighting will be operated throughout the hours of darkness with maintenance programmes designed to minimise the number and duration of faults.	4.8 4.9 4.10 4.12
HM19	Traffic Signals will be operated with maintenance programmes designed to minimise the occurrence and duration of faults.	4.11 4.12
HM20	Signs/ Markings/Studs will be maintained on a priority basis determined by the results of routine condition inspections.	

1.8 Winter

A separate [Winter Maintenance Plan](#) has been produced and holds all relevant information for this service. Information included is as follows:

- Policy
- Responsibilities
- Precautionary and Secondary Salting
- Snow Clearance
- Footway Clearance
- Winter Maintenance Contacts

2. Legal Framework

2.1 Duty of Care for Highway Maintenance

The Authority has a general duty of care to users of the highway to maintain the highway in a condition fit for its purpose. All decisions taken will uphold this principle, be they policy, priority, budgetary, programming or the implementation of highway maintenance works.

2.2 Powers and Duties for Highway Maintenance

- The Highways Act 1980
- The Local Authorities (Transport Charges) Regulations 1998
- The New Roads and Street Works Act 1991
- Traffic Management Act 2004

2.3 Related Powers and Duties

The following is a list of Acts, which refer duties and standards for wider issues on the highway network.

- Road Traffic Regulations Act 1984
- Traffic Signs and General Directions 2002
- Road Traffic Act 1988
- Road Traffic Reduction Act 1997
- The Transport Act 2000
- Wildlife and Countryside Act 1981
- The Environmental Protection Act 1990
- The Noxious Weeds Act 1959
- Rights of Way Act 1990
- Countryside and Rights of Way Act 2000
- The Railway and Transport Safety Bill 2003
- Disability Discrimination Act 1995
- The Ragwort Control Act 2003

2.4 Local Government Act 1999 and Best Value

The Local Government Act 1999 puts forward the general duties of Best Value. The following points must be taken into consideration:

- Statutory basis Local Government Act 1999
- Best Value Performance Plans
- Reviews of all services on five year cycle
- Statutory Inspection by Audit Commission
- Statutory Framework of Best Value Performance Indicators

2.5 Risk Management

All highways assessments, inspections and surveys should be established with a clear understanding of the risks and consequences involved.

Risk Management should address the following crucial issue which could affect users of the Network and employees:

- Safety of the network and liability for accident
- Asset loss or damage
- Service failure or reduction
- Operational
- Environmental
- Financial
- Contractual
- Reputation
- Risk Register

2.6 Health and Safety

The Health and Safety at Work Act 1974, together with the Construction (Design and Management) Regulations 2014 instructs the Local Authority to carry out work in a safe manner and establish arrangements for the management of construction works.

All staff involved in the planning, management and delivery of highway services will receive appropriate training and will be regularly updated in health and safety requirements.

2.7 Management and Records Systems

All records and information maintained by the Authority will be accurate and effectively managed. This will not only help to manage the service, but also to defend the Authority against alleged failure to maintain the network.

Various Highway Advice Notices (HAT's), Departmental Policy Documents (DPDs) and Good Practice Guidelines detail the procedures that will be adhered to ensure the effective management of records relevant to highway maintenance.

The QMS (Quality Management System) has been implemented for the effective management of documents and records, which structures areas to complement the layout of Highways Structure and contains links to other areas, HATs and DPDs.

3. Strategy and Hierarchy

3.1 Principles and Objectives of Highway Maintenance Strategy

Highway Maintenance in Lincolnshire is, as far as is reasonably practicable, undertaken by means of a systematic logical approach based upon recognised principals of Asset Management. The principles of this strategy are:

- To deliver the statutory obligations of the authority.
- To be responsive to the needs of the community and users.
- To provide effective management to preserve or enhance the highway network asset.
- To support highway network management strategy and integrated transport objectives.
- To support and add value where possible to wider policy objectives.

3.2 Components of Highway Maintenance Strategy

i. The foundations for Lincolnshire's maintenance Strategy are:

- A detailed Inventory of components of the network asset.
- A detailed hierarchy for elements of the network.
- A robust framework of policies.
- Defined objectives and actions plans from Best Value Reviews.
- Risk Register

ii. **Transport Asset Management Plan**

The development of a Highway Asset Management Plan (HAMP) to show the Authority is delivering value when maintaining highways as well as addressing wider objectives of corporate strategy, transport policy and value for money has been undertaken by the Directorate.

The HAMP will be a key component of the Transport Asset Management Plan and will include such items as:

- A set of objectives and policies linked to business objectives.
- An asset or inventory register.
- Maintenance strategies for the long term based on sustainable use of physical resources and whole life costing.
- An identification of future funding requirements to maintain required level of service.
- Managing risk of failure or loss of use
- Development of co-ordinated forward programme for highway maintenance, operation and improvement
- Measurements of performance and continuous improvement.

iii. **HMEP**

- **HMEP (Highways Maintenance Efficiency Programme) is a sector-led transformation programme, sponsored and funded by the Department for Transport. It is designed to maximise returns from highways investment and help to improve efficiency and effectiveness of the local highways sector which it is aimed at.**
- **HMEP has developed a series of products to inform highways authorities of examples of best practice and recommendations which should lead to an improved highway maintenance service and better value for money for taxpayers.**

- Lincolnshire County Council will adopt, where affordable, recommendations which add value to current practices.
 - The pothole review and asset management guidance products produced by HMEP both recommend that authorities should employ an asset management approach. The principle "prevention is better than cure" in determining the balance between structural, preventative and reactive maintenance activities has been embraced by Lincolnshire County Council. This philosophy should improve the resilience of the highway network and minimise the occurrence of potholes in the future, informing the risk-based approach to response times in a move to "first-time fixes" to highway defects.
 - The Department for Transport has indicated that around 20% of funding for local highways authorities will be reliant on an ability to demonstrate an engrained approach to asset management and efficiency advised by HMEP. This includes a move away from reactive to proactive maintenance.
- iv. The majority of Lincolnshire’s highways network assets are recorded in detail and are widely available through the use of the corporate/directorate systems such as “Map Info” Geographical Information System (GIS), Confirm, “MayRise” (street lighting), Structures database, Traffic Signal database and the Traffic Signs database.
- v. It is recognised that Lincolnshire is very diverse in terms of its distribution of population. Population densities range from Lincoln City, Boston and Grantham through the large market towns such as Louth, Spalding, Stamford and Gainsborough, to small villages and large, sparsely populated, rural areas.

Defined Towns

Those towns defined within the Lincolnshire Structure Plan (1998). Refer to Appendix D – Urban Area Plan

Alford	Horncastle	Spalding
Boston	Lincoln (inc North Hykeham)	Spilsby
Bourne	Long Sutton	Stamford
Caistor	Louth	Sutton Bridge
Crowland	Market Rasen	Sutton on Sea
Gainsborough	Mablethorpe	Tattershall/Conningsby
Grantham	Skegness	The Deepings
Holbeach	Sleaford	

3.3 Network Hierarchy

- i. Lincolnshire is a large and sparsely populated county with a greater than average length of road per head of population. The length of the road network is 9,000 km of carriageway. The network also comprises 3,643 Km, of footway. Clearly it is not practicable to develop and maintain the whole of the road network to the same standards.
- ii. The County Council has therefore designated a hierarchy of road types with each highway link being allocated to one of these types. The types reflect the roles of different roads.

There are also separate hierarchies for footways and cycle-ways based upon these principles.

3.4 Carriageway Hierarchy

Local Standard	National Standard
<p>Hierarchy Type 1</p> <p>The major long distance, inter-urban routes which either:</p> <ul style="list-style-type: none"> - Provide a network of routes for traffic passing through the county, - Link major urban areas (over 8000 population) to areas outside the county <p>Particularly for long distance through industrial and commercial traffic.</p>	<p>Category 2 - Strategic Route</p> <p>Trunk and some Principal “A” roads between Primary Destinations</p> <p>Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.</p>
<p>Hierarchy Type 2</p> <p>The remaining inter-urban routes of more than local importance by virtue of their role in handling substantial flows of long distance traffic between:</p> <ul style="list-style-type: none"> - Adjacent towns within the county. - Lincolnshire towns near the county boundary and nearby centres of populations in adjacent counties. <p><i>Hierarchy 1 and 2 roads comprise the County’s strategic road network</i></p>	<p>Category 3a - Main Distributor</p> <p>Major urban and Inter-Primary links. Short to medium distance traffic.</p> <p>Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.</p>
<p>Hierarchy Type 3</p> <p>Local roads which provide a good quality connection between the main settlements (population of 500 plus) to the Type 1 and 2 Roads, including rural bus routes and links to major HGV</p>	<p>Category 3b – Secondary Distributor</p> <p>Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions</p>

<p>generators.</p>	<p>In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built areas these roads have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons.</p>
<p>Hierarchy Type 4</p> <p>Minor rural roads, which link the smaller villages and settlements to the 1, 2 or 3 roads.</p> <p>The remaining roads whose main purpose is to provide access to residential properties.</p>	<p>Category 4a - Link Roads</p> <p>Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions</p> <p>In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial inter-connecting roads with 30 mph speed limits random pedestrian movements and uncontrolled parking.</p> <p>Category 4b – Local Access Road</p> <p>Roads serving limited numbers of properties carrying only access traffic.</p> <p>In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.</p>
<p>Hierarchy Type 5</p> <p>Minor rural roads, which serve a very limited number of properties or provide access to agricultural land.</p>	<p>Category 4b – Local Access Road</p> <p>Roads serving limited numbers of properties carrying only access traffic.</p> <p>In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.</p>

3.5 Footway Hierarchy

Local Standard	National Standard
<p>Type 1 – Primary Walking Routes</p> <ul style="list-style-type: none"> – Footways in the main shopping street of the urban areas of towns listed in the structure plan – Pedestrianised shopping streets in the urban areas of towns listed in the structure plan. <p><i>Note: Type 1 status will not be extended beyond the main shopping street area merely because there are other shops or a proliferation of public buildings etc. outside the main shopping centre.</i></p>	<p>Category 1 – Primary Walking Routes</p> <p>Busy urban shopping and business areas and main pedestrian routes.</p>
<p>Type 2 – Secondary Walking Routes</p> <ul style="list-style-type: none"> – Footways along main pedestrian routes just outside the main shopping area but within the central areas of towns listed in the structure plan. – Local shopping streets in settlements not listed in the structure plan where there is a linear shopping development to 10 retail units or more within a 100 metre length. – Footways remote from the carriageway linking main shopping streets (Type 1) to other areas e.g. pedestrian access to car park etc. 	<p>Category 2 – Secondary Walking Routes</p> <p>Medium usage routes through local areas feeding into primary routes, local shopping centres etc.</p>

<p>Type 3 – Link Footways</p> <p>Linking local access footways through urban areas and busy rural footways.</p>	<p>Category 3 – Link Footways</p> <p>Linking local access footways through urban areas and busy rural footways.</p>
<p>Type 4 – Local Access Footways</p> <p>Footways associated with low usage, for example estate roads to the main routes, cul-de-sacs, adjacent to local access roads and rural footways between villages.</p>	<p>Category 4 – Local Access Footways</p> <p>Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.</p>

3.6 Cycle Hierarchy

Local Standard	National Standard
<p>Type 1</p> <p>Cycle lanes forming part of the carriageway.</p>	<p>Category A</p> <p>Cycle lane forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access)</p>
<p>Type 2</p> <ul style="list-style-type: none"> - Shared segregated cycle / pedestrian facilities - Shared unsegregated facilities in urban areas 	<p>Category B</p> <p>Cycle track, a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.</p>
<p>Type 3</p> <p>Shared unsegregated facilities in rural areas and other cycle tracks that are not contiguous with the public footway or carriageway.</p>	<p>Category C</p> <p>Cycle trails, leisure routes through open spaces. These are not necessarily the responsibility of the highway authority, but may be maintained by an authority under other powers and duties.</p>

4. Asset Inspections, Surveys, Assessments and Recording

4.1 Importance of Inspection, Surveys, Assessments and Recording Regime

- i. The establishment of an effective regime of inspection, assessment and recording is the most crucial element of highway maintenance. The characteristics of the regime, including frequency of inspections, items to be recorded and nature of response are defined following an assessment of the relative risk.
- ii. All elements of the inspection and assessment regime are applied systematically and consistently. This is particularly important in respect of network safety, where information is critical in the case of legal proceedings. It is important to recognise however that all information recorded, even if not primarily intended for network safety purposes, may have consequential implications for safety and may therefore be relevant to legal proceedings.

4.2 Safety Inspections

- i. Safety inspections are designed to identify defects that are likely to create a safety issue to users of the network. Such defects will be made safe as soon as reasonably practicable, and in any case within the timescales detailed in Appendix B. If in the opinion of the inspecting officer a defect not detailed in Appendix B is so significant as to constitute a safety issue this will be recorded and acted upon within 24 hours.
- ii. Safety inspections on carriageways and footways are carried out at varying frequencies dependent upon their hierarchy type. Deviations from National Guidance Standard have been made due to the nature, extent and usage of the highway network in Lincolnshire. It is considered that the local frequency of inspections will provide the required level of safety for the users of the network.

Safety inspection frequencies are as follows:

	Lincolnshire County Council Standard	National Guidance Standard
Carriageways		
Hierarchy 1	12 per annum	12 per annum (Cat 2)
Hierarchy 2	4 per annum	12 per annum (Cat 3(a))
Hierarchy 3	4 per annum	12 per annum (Cat 3(b))
Hierarchy 4 and 5	1 per annum	4 per annum (Cat 4(a))/1 per annum (Cat 4(b))
Footways		
Hierarchy 1	12 per annum	12 per annum
Hierarchy 2	4 per annum	4 per annum
Hierarchy 3	4 per annum	4 per annum
Hierarchy 4	1 per annum	1 per annum
Cycleway		
Type 1	As for carriageway	As for carriageway
Type 2	As per footway inspection	2 per annum
Type 3	1 per annum	1 per annum

- iii. Deterioration identified at the time of the safety inspection shall be noted in relevant detail by the inspecting officer. These defects will be recorded within the annual condition inspection and information will be prioritised and used to formulate future programmes.

4.3 Carriageway Surveys

i. Machine Surveys

Three types of machine surveys are carried out on a regular basis. The objectives of these surveys are:

- To identify lengths of road needing further investigation and possibly subsequent treatment.
- To produce an annual review of the performance.

These surveys are:

<p>1. Deflectograph</p>	<p>These surveys measure the structural integrity of the carriageway. The results provide an estimate of its residual life and are a crucial component when assessing structural maintenance requirements.</p> <p>Deflectograph is a valuable tool and is in line with national guidance.</p>
<p>2. SCRIM (Sideway-force Coefficient Routine Investigation Machine)</p>	<p>SCRIM results are used to identify lengths of road with poor skidding resistance. SCRIM surveys are carried out in accordance with HAT 60/1/09. SCRIM is in line with national good practice.</p>
<p>3. SCANNER Surveys (Surface Condition Assessment of the National Network of Roads)</p>	<p>SCANNER surveys are mandatory requirement for reporting of Data Topic 130-01 (formerly NI 168/ BVPI 223), "Condition of principal roads" and Data Topic 130-02 (formerly NI 169/BVPI 224a) "Condition of non-principal classified roads". These surveys are undertaken by a specialist vehicle at traffic speed. The survey collects data on transverse and longitudinal profiles, texture and cracking of carriageway. The information is both reliable and repeatable giving a consistent survey.</p>

- ii. The following programme is being used to regulate the frequency of surveys undertaken:

SCANNER Surveys	
'A' roads –	100% of the network in one direction or 50% of the network in both directions each year
'B' roads –	100% of the network in one direction each year.
'C' roads –	50% of the network each year (in one direction).

CVI Surveys	
Unclassified roads	25% per year on a 4 year rolling program.

iii. Visual Condition Assessment Surveys

The condition of carriageways is monitored by means of SCANNER and CVI surveys and an accredited UKPMS pavement management system. At a less strategic level, the condition of carriageways is also monitored by means of Divisional Condition Inspections.

CVI Survey	CVI surveys are a fast and efficient way of covering large areas of the network. CVI surveys are carried out from slow moving vehicle. They record lengths which have consistent defects rather than a detailed measurement of individual defects.
	CVI survey data is collected using UKPMS accredited data capture software. Inspectors are trained in house at Lincs Laboratory in accordance with the UKPMS Visual Survey Manual. All inspectors are accredited.
	CVI surveys are undertaken by Lincs Laboratory. A 5% sample self-audit is undertaken to ensure quality and consistency of data. The results of these audits are recorded and analysed in order that any trends can be identified and retraining undertaken if necessary.

- iv. The following programme is being used to regulate the frequency of surveys undertaken:

Deflectograph Surveys
All single carriageway Hierarchy Type 1 and 2 roads are covered on a 5 year rolling programme.
On dual carriageways with a residual life of 10 years or more it is generally omitted from the next survey cycle.

SCRIM Surveys
All Hierarchy Type 1 and 2 roads are covered on a 3 year rolling programme.

SCANNER Surveys	
'A' roads –	Covered by a two year rolling programme with 100% of the network in one direction.
'B' roads –	Covered by a two year rolling programme with 100% of the network in one direction each year.
'C' roads –	Covered by a four year rolling programme with 50% of the network in one direction each year.

CVI Surveys	
Unclassified roads	25% per year on a 4 year rolling programme.

v. Condition of Carriageway

The condition of carriageways is monitored by means of SCANNER machine and CVI surveys and an accredited UKPMS pavement management system. At a less strategic level, the condition of carriageways is also monitored by means of Divisional Condition Inspections (DPD/11/04/06).

Plans are produced by Highways Client Services the Service Development team annually, for Area Highways Managers to assist in the targeting of maintenance resources. These plans are based upon the results of the UKPMS survey data and indicate the sections that are approaching and exceed the condition indices for:

- Data Topic 130-01 (formerly NI 168/ BVPI 223), “Condition of principal roads”
- Data Topic 130-02 (formerly NI 169/BVPI 224a) “Condition of non-principal classified roads”.
- GC:HT:05 (formerly BVPI 224b) “Condition of unclassified roads”

Local targets are set for each Area Highways Manager with an aim to improve our overall Performance Indicator. A six monthly monitor is reported to check progress of these targets.

- vi.** The Asset Management Team are responsible for producing plans for the Area Highways Teams showing the results of SCANNER, CVI and deflectograph surveys to assist them to target and prioritise maintenance in their areas.
- vii.** Divisional Condition Inspections record a level of service need on a number of elements within the highway and are best able to identify routine programmes of work, for example minor carriageway patching, surface dressing etc. The Divisional inspections are also able to record information on elements not included within the parameters of machine and CVI surveys such as drainage problems associated with grip cleansing and provision.

4.4 Footway Surveys

- i. The condition of footways is monitored by means of FNS (Footway Network Surveys) and DVI (Detailed Visual Inspection) surveys and an accredited UKPMS pavement management system. At a less strategic level, the condition of footways is also monitored by means of Divisional Condition Inspections (HAT 26/4/06)
- ii. FNS surveys record defects in four categories:
 - As new
 - Aesthetically impaired
 - Functionally impaired
 - Structurally impaired

FNS is a relatively new survey which was introduced onto the Lincolnshire Network in 2012. All Hierarchy 1, 2 and 3 Footways have been surveyed to establish a base line position and a programme will be developed for the Hierarchy 4 network for 2013.

The Asset Management Team are responsible for providing data to the Area Highways Teams on the condition of footways.

- iii. DVI surveys are carried out in 20 metre lengths and records accurately the position and defect type in that area. This gives a much more detailed survey than the FNS. DVI surveys are carried out when more detailed information is required to support and validate a treatment decision or identify a scheme (supplementing the FNS data). Also DVIs are used on a cyclic basis on footway (Type 1 and 2) in accordance with the requirements of BVPI 187.
- iv. Securing continuous improvement in the safety and serviceability of footways, in particular network integrity is a necessary component for encouraging walking as an alternative to the private car, particularly for journeys of up to two miles in urban areas.
- v. Priorities for footway maintenance must ensure that opportunities are taken to aid social inclusion particularly improving accessibility for older and disabled people and also the use of prams and pushchairs. This will include the provision of dropped kerbs in suitable locations and textured paving adjacent to crossing points.

- vi. Although ensuring the safety of footways for users will be a priority, in some cases the presence of highway trees may compromise the provision of footway surface regularity. The radical treatment or complete tree removal necessary to ensure surface regularity may not be possible or desirable and therefore reduced standards of surface regularity may be a more environmentally acceptable and sustainable outcome.
- vii. Maintenance requirements for public rights of way are not covered by this plan.

4.5 Condition of Cycleways

- i. No formal inspections are carried out on Cycleways, but the condition of cycleways is monitored during Divisional Condition Inspections.
- ii. The Directorate have produced a comprehensive guide to new cycleway provision entitled "Providing for Cyclists (May 2003)". This document gives comprehensive advice on the consideration of factors pertaining to the needs of cyclists as vulnerable road users and the standards that will be applied to the various categories of cycle track provision.
- iii. Cycle track provision within the county has increased significantly since the implementation of the Local Transport Plan through the Community Travel Zone Initiative and Rural Priority Initiative. Therefore the majority of cycling provision is of relatively new stock and maintenance is yet to become a significant issue. However it is recognised that maintenance standards for these facilities will be established quickly in order to provide guidance to divisional staff and to ascertain the financial commitment, in terms of the future maintenance costs.
- iv. Currently the standards for cycleways match those of the footway or carriageway over which they exist.

4.6 Structures Inspection

- i. Structures include bridges, footbridges, subways, culverts, gantries and retaining walls. Structures inspections exclude all drainage that is defined as a pipe with a diameter or span less than 600mm.

The County Council policy is to generally abide with the National Code of Practice, 'Management of Highway Structures, A Code of Practice', dated September 2005. The main changes relate to

inspection cycles, and in particular the frequency of Principal Inspections of bridges with spans less than 5m which are subjected to a risk assessment. The inspection cycles are summarised in the Table 2 below.

At present all structures on County Roads are inspected on a regular basis, including those not in the ownership of the County Council, on the basis of a duty of care. Structures not owned by the County do not receive Principal Inspections but receive General Inspections. Inspections are divided into three categories:

1. General	A visual inspection of representative parts of the structure. These are carried out on all structures regardless of ownership
2. Principal	A close inspection (within 1m) of all visible parts of the structure. Specialist access equipment may be required in some cases. Carried out on all County owned structures with a span greater than or equal to 5m. Structures with spans less than 5m will be subject to a risk assessment.
3. Special	These include a programme of bridges to be monitored following an assessment failure or where there is some on-going movement. In addition there is a programme of diving inspections where structures are known to be at risk from the effects of scour.

Table 1

The frequency of these inspections are listed below:

Structure Type	Inspection Type	Classification	Cycle
Culverts	General	All	2 years
Bridges & Miscellaneous	General	All	2 years
Bridges & Miscellaneous	Principal	Span>5m	6 years
Bridges & Miscellaneous	Principal	Span<5m	Subject to risk assessment
Bridges & Miscellaneous	Special	All	Subject to risk assessment
Retaining Wall	General	Ret Ht.>1.37m	6 years

Table 2

- ii. Dedicated, experienced bridge inspectors inspect the county bridge stock including safety fencing intended to prevent direct impact with the end of parapets.
- iii. It is required that all structures are maintained to a sufficient sound structural condition to serve the

purpose it was designed for and not to pose a danger to road users or pedestrians.

- iv. Recommendations from inspections, reported defects or accident damage will be acted upon and safety measures implemented where there is risk to the road user, pedestrians or property. The risks will include the potential consequences of flooding.
- v. Accident damage (generally parapet damage), which is deemed a risk to the road user or pedestrian, will initially be signed and guarded as soon as practicable until permanent repairs can be undertaken.

4.7 Condition Inspections of Safety Fences and Barriers

- i. All steel beam safety fences will be inspected at the intervals in the table below:

Steel beam safety fence	Inspection every five years for mounting height, surface protective treatment and structural condition.
Tensioned safety fence	Tensioning bolts should be checked and reset to correct torque every two years.

Pedestrian guard rails, boundary fences and environmental barriers will be inspected in respect of integrity during the course of a condition inspection. (The general condition of timber guard rails, not associated with a structure, will be checked each year in conjunction with condition inspections.)

- ii. It is required that all safety fence be maintained to a sufficient sound structural condition to serve their purpose and not to be a danger to road users or pedestrians. All damaged sections of safety fence will be treated as a Category 1 defect and made safe (signing and guarding) within 24 hours unless the damage is superficial and there is no loss of integrity.

4.8 Street Lighting Inspections

- i. The regime of street lighting inspection is in accordance with the budget priorities set out in 2011 (core offer review) and the one man working proposal for street lighting. This forms part of an asset management strategy intended to reduce cost, stay within the law and apply common sense. They comprise:

- Immediate attention to any damage or defects which could result in exposed electrical conductors, unsafe lighting column structures or components hanging loose or by its wires that is liable to fall to the ground.
- Night time patrols to identify unlit lamps.
- Repair of faulty lights
- Routine maintenance inspections and electrical tests.

Inspection frequencies:

Night time patrols	Every 4 weeks.
Lantern internal and external	Lantern cleaning is coincidental with routine maintenance inspections.
Routine maintenance	The routine maintenance frequency is commensurate with the core offer and is six years. A general condition inspection of the whole unit is carried out at the same time and the lamp is changed if appropriate.
Electrical and structural testing	Upon commissioning, Street Lighting units are electrically tested in accordance with BS7671 and periodically tested at routine maintenance intervals. Street lighting cable networks will have their electrical earth loop impedance tested at each exit point. Structural defects are noted at the time of routine maintenance. Further non -destructive structural testing may be necessary.
Response to faults	Emergencies are defined in paragraph iv below. The response time is “within 2 hours”. Lamp failure or similar non urgent faults are attended in accordance with schedule iv below. Electricity supply faults are restored by the electricity company, the service level is twenty one working days from the time the fault is notified to the Electricity Company to the date when the electricity company advise that the supply has been restored

- ii. As far as reasonably practicable there is a need to maintain streetlights and illuminated signs to ensure that they are electrically safe, structurally sound, random lamp failures are minimised and to maintain the lumen output of the lamps. The following regime has been adopted in accordance with the core offer.

Bulk Lamp Change Cycles Table:

Lamp Type	Description	Bulk Change Interval	
		Expected burning hours	Bulk change Interval
Low Pressure Sodium	SOX+, SOX PSG, SOX HF, SOXE 35w and 55w	16,000	25,000
Low Pressure Sodium	90 w, 135w, 180w	12,000	25,000
LED	Light emitting Diode	60,000	60,000
High Pressure Sodium	SONT, SONE, SONI, SONC, PIA	16,000	25,000
Low Pressure Mercury	MCF/E	12,000	25,000
Compact Fluorescent	PLT PLL PLS	12,000	25,000
Subway Installations	LED	60,000	60,000
Cosmopolis	COP	16000	25,000

iii. Routine Maintenance for Street Lighting consists of inspection, cleaning, lamp change where applicable, visual structural inspection, reporting and electrical testing.

iv. Defects are classified as Category 1A, Category 1B, Category 2 or Category 3. These are as follows:

Category 1A Emergency Defects: attend within 2 hours.

These defects are defined as electrical, structural or lighting defects that present an immediate danger to the highway user. 'Accident damage/vandalism where live cables/voltage may be exposed or cause a cause a column to become live'?

The following are as classified as emergency defects attend within 2 hours;

(a) Accident damage/vandalism where live cables/voltage may be exposed or cause a column to become live.

(b) Doors open or missing from street lighting columns, illuminated signs or feeder pillars and wires are exposed.

(c) Lighting point structural defect caused by, RTA, vandalism or bad weather conditions.

(d) Call out by the police to a road traffic accident

(e) Column or illuminated sign post collapse or in imminent danger of collapse

Category 1B Defects: next working day response.

These defects that require attention where there is no immediate danger; Respond next working day from contractor's receipt of notification.

(a) Doors open or missing from street lighting columns, illuminated signs or feeder pillars no wires exposed.

(b) Illuminated traffic bollard down or missing.

(c) Lanterns on street lighting Columns or illuminated signs hanging by the supply cable.

(d) Lantern Bowl hanging.

Category 2 Defects: non routine repairs.

(a) Repairs are scheduled into routes and reports of failures are dealt with on the next scheduled visit to the area. Each repair route is visited every two weeks. The average time for repair is 5 working days from the time and date that the contractor receives notification.

(b) Permanent replacement of “knocked-down” accident damaged equipment is replaced in accordance with the term contract processes. The normal procurement period is 90 days from when the contractor receives the order. National Guidance is for installation of a complete unit of apparatus to be completed within 20 working days (“Well Lit Highways”) Lincolnshire County Council's 90 day response is a deviation due to the term contract processes.

Category 3 Defects: repair or report within 24 hours of the contractor's receipt of an instruction.

Category 3 defects are those which are less serious than an emergency and in the case of lighting faults it would be unreasonable to expect the job to be serviced during the hours of darkness.

(a) Both lights on a set of Belisha Beacons inoperative.

(b) A bowl missing from a Belisha Beacon.

(c) All lighting out on normally lit street of three or more.

- (d) Five or more consecutive lights out on a road.
 - (e) A request for service that comes from within the Council as a result of an action request or Members Enquiry.
 - (f) Any reasonable request by the Council that requires a fast response.
 - (g) Both flashing lights on a single post of a school patrol inoperative.
 - (h) Both lens of school flashers broken
 - (i) Regulatory sign missing or facing in the wrong direction.
- v. Cleaning and inspection of street lighting units coincide with the 6 year routine maintenance intervals.

Cleaning Cycles Table:

Design Equipment Category	Cleaning Intervals (Months)
Street Lighting Units	72
Traffic Sign Lighting Units	72
Illuminated Traffic Bollards	12

4.9 Illuminated Traffic Signs and Internally Lit Traffic Bollards

- i. The primary objective is to keep illuminated traffic signs legible, visible and effective. The maintenance regime for illuminated signs and illuminated bollards shells is indicated in the Table below:

Night Scouting for illumination	In conjunction with Street Lighting inspections.
Routine maintenance	Intervals in accordance with the core offer is 6 years. (See street lighting inspection). 24 hour burning lamps within illuminated bollards are changed every year except for LED lights which burn to extinction.
Inspections, cleaning and electrical testing of illuminated signs and bollards	Inspection, cleaning and electrical testing takes place during routine maintenance operations.

External cleaning of illuminated bollards	Takes place during routine maintenance operations and annually. Additional cleaning may be dictated by condition.
Replacement and repair of damaged signs and bollards	Respond according to the degree of danger in accordance with section iv above.

4.10 Condition Inspection of Non-Illuminated Traffic Signs and Bollards

- i. Routine daytime inspection shall take place in accordance with the inspection frequency, to all roads, including attention to overhanging vegetation.
- ii. Night time inspection for reflectivity will take place annually after sign washing has taken place and co-ordinated with the road markings inspection on Hierarchy 1 and 2 and designated 3 roads.

General Condition	Part of the general highways inspection
Cleaning	Once a year for strategic road network and 4 times a year for bollards. All others as required. Note: Any faults will be reported including any within 20 m on each side of the road
Replacement and repair of damaged signs and bollards	Respond according to the degree of danger. In extreme cases this would be within 2 hours.

- iii. Hierarchy 1 and 2 and designated 3 roads detailed route inspection for structural integrity, serviceability, and network integrity to take place maximum period of 5 years by the Traffic Signs Team in TSP on completion of inventory.
- iv. Heritage signs and milestones will be refurbished or will be replaced with same or similar whenever possible.
- v. Missing or dangerous signs will be dealt with as per the procedures outlined in HAT 26/4/06

4.11 Condition of Non-Illuminated Traffic Signs and Bollards

- i. Primary objective is to keep all signs legible, visible and effective as far as possible. The speed and permanence of the response will depend upon the degree of danger, but important warning and regulatory signs will be replaced as quickly as possible. The following will be recorded and rectified:
 - Matters affecting the legality of important warning and regulatory signs
 - Damage, deterioration, or vandalism to signs and bollards leaving either the sign or situation to which it applies in a dangerous condition
 - Structural integrity
- ii. Sign cleaning will be undertaken in accordance with schedules and frequencies defined in the Highway Works Term Contract.
- iii. Every five years the signing regime for Hierarchy 1, 2 and selected 3 roads will be reviewed to ensure integrity and to remove unnecessary clutter from the network.
- iv. Consideration will be given to the use of non-illuminated highly reflective signs as the Council standard, and all new and replacements signs will fit this criteria.

4.12 Condition Inspection of Traffic Signals, Pedestrian and Cycle Crossings

- i. An annual inspections will be carried out and shall include the following items:

1. Signal lenses will be cleaned.
2. Inspections of the physical condition of the controller and auxiliary equipment cabinets and other site hardware
3. Earth testing.

Full inspections for electrical safety will be carried out at intervals of six years. Guidance on aspects to be inspected and on defect criteria is given in TD 24/86.

The following frequencies will be used:

Scouting for illumination	Covered by Urban Traffic Control and Remote Monitoring Systems
Lamp changing	Bulk change every 12 months
Internal inspections and cleaning	At least annually or additionally when required
Checking of phasing	When a fault is suspected
Checking of alignment	Annually or when a fault is suspected
Mechanism	Annually or when a fault is suspected
External Cleansing	Every 12 months

4.13 Condition of Traffic Signals, Pedestrian and Cycle Crossings

- i. The priority objective is to provide and maintain all traffic signals, controlled pedestrian and cycle crossings to a high standard to ensure the safety of all road users and to ensure the efficient operation of the highway network.
- ii. The following standards are used in the operation of the highway network:
 - Urgent traffic signal faults or damage constituting a danger to the road user are attended to within 2 hours and repaired within 24 hours.
 - Traffic signal controllers damaged beyond repair are replaced within 72 hours where reasonably practicable
 - Failed traffic signal lamps are repaired within 24 hours.
 - Less urgent faults are repaired within 48 hours.
 - Traffic signals installations are inspected for safety once a year.
 - Traffic signals installations are cleaned at least once per year and additional cleaning is carried out when required.
 - Traffic signal lamps are changed once per year.
 - Warning signs are erected if traffic signals are off and temporary traffic signals will be provided where reasonable practicable.

4.14 Safety Inspection of Electrical Installations

Special attention will be given to electrical equipment which is located on the highway. This relates primarily to street lighting, illuminated traffic signs and signals. Immediate attention will be given to any damage or defects which could result in exposed cables. Regular inspections by accredited personnel will be established to check the safety of the equipment. The frequency of such inspections will be based on risk assessment, but will not be longer than six years. Also a visual inspection of the site will be carried out at every maintenance visit. This is important bearing in mind the variable and often poor conditions of much of the street lighting stock.

4.15 Condition Inspection of Highway Drainage Systems

Condition inspection requirements fall into four categories:

1. Gullies and catchpits	Gullies and catchpits will be cleansed in accordance with the table below and arrangement made for non-functioning gullies to be recorded for more frequent or detailed attention. Grips and ditches, which may be obstructed by the growth of vegetation or damaged by traffic will be cleared of vegetation and dug out when required. In most cases the responsibility for maintenance of ditches will rest with the adjoining landowner.
2. Drainage under roads	Drainage under roads, where there is a need to inspect for structural damage and blockages.
3. Piped drainage	Piped drainage, which includes a wide variety of conduits and filter drains, which may be susceptible to siltation or blockage. Piped drainage soakaways and associated systems will be inspected and cleared when required.
4. Surface boxes and ironwork	Surface boxes and ironwork for both drainage and non-drainage applications, which will be inspected during safety and condition inspections for carriageways, footways and cycleways.

Cleaning frequencies:

Gullies	Once per year with a targeted second clean on gullies identified as requiring more frequent cleaning.
Catchpits	As Gullies
Grips	When required
Offlets	As Gullies

4.16 Condition of Highway Drainage

- i. Highway drainage condition standards fall into three main categories:

Grips and ditches - can be obstructed by growth of vegetation or damaged by traffic and animals. Grips and Highway Authority ditches will be cleared of vegetation and dug out when required. Grip clearing will be commenced after the last grass cut and the programme completed if possible before the worse of the winter weather.

Kerb offlets will be cleared once a year. **Note that most roadside ditches are the responsibility of adjoining landowners.**

Piped drainage – includes a wide variety of conduits and filter drains, which may be susceptible to siltation or blockage. Piped drainage, soakaways and associated systems will be checked and flushed if necessary during service inspections and cleared when required.

- ii. All gullies, catchpits and interceptors will be cleansed at least once per year and arrangements made for non-functioning gullies to be recorded for detailed inspection and further work such as jetting. More frequent emptying may be required for some areas with known problems.
- iii. The frequency of cleansing of oil interceptors will depend on their design and location and will need particular consideration on a site-specific basis.
- iv. Material arising from all road drainage emptying and cleansing operations has potential implications for pollution and will be disposed of correctly in accordance with Environment Agency, or equivalent authority, requirements.
- v. Where local flooding of the highway occurs relevant warning signs will be placed in position as quickly as possible. The cause of the flooding will be determined and given prompt attention, in order to restore the highway to a reasonable condition. If it is determined that the flooding is attributable to deficiencies in infrastructure or the maintenance regime then action to permanently relieve the problem will be considered urgently. If the event is attributable to the actions of a third party, the matter will be taken up with them at the earliest opportunity.
- vi. Ironware set in carriageways, footways and cycleways have the potential to compromise safety and serviceability and in certain cases cause noise

and disturbance to local residents.

Although responsibility for defective ironwork may lie with that Utility, claims are often also pursued against the Authority. Defects identified during inspection or from users will therefore be formally notified to the Utility with a follow up procedure to ensure that dangerous defects are remedied within the prescribed timescale. Correspondence with the Utility will be retained for the future in the event of any claim being submitted to the Highway Authority.

- vii. Manhole covers and boxes in the carriageways, footways and cycleways will be installed and maintained to a tolerance as specified in DPD/11/04/06 appendix 2.

4.17 Condition Inspection of Highway Embankments and Cuttings

The following standards are used for Embankments and Cuttings:

1. Inspections to be based on specialist geotechnical advice.
2. All inspections to take place during winter months and after periods of heavy rain whenever possible. This is the worst time of year for instability, the easiest for inspection and there is little foliage to hide evidence.
3. A record of locations prone to rock-falls and slips is kept by the Council.
4. These locations and others identified by Area Highways Managers as being suspect are inspected once a year.
5. All inspections will be undertaken by a qualified geotechnical engineer or geologist with experience of slope stability.

4.18 Condition of Embankments and Cuttings

Slips and rock-falls happen rarely. However the Council have records of suspect locations and have established an inspection and maintenance regime based on a local risk assessments. The Council's scheme is based on the Highways Agency's inspection regime which inspects cuttings and embankments over 5 metres and lower ones which have been identified as suspect. The embankments and cuttings which have been identified as suspect will be inspected once a year. All inspections will be undertaken by a qualified geotechnical engineer or geologist with experience of slope instability.

4.19 Condition Inspection of Landscaped Areas and Trees

- i. All established trees within the highway are visually inspected as part of condition surveys to identify obvious potential hazards. Surface damage to carriageways, footways and cycleways, associated with root growth will be recorded as part of Safety or Condition Inspections for those elements.

**See 15.9.6
Delivering Best
Value in Highway
Maintenance**

General Condition	Trees should be visually inspected as part of a Condition Survey to identify obvious hazards as per Lincolnshire County Council's Tree Inspection Policy.
Obstruction of street lighting and traffic signs	During routine night patrols any obstructions should be recorded
Grass Cutting	Safety (Rural) Hierarchy 1 – 3cuts Safety (Rural) Hierarchy 2 & 3 – 3 cuts Safety Hierarchy 4 & 5 – 3 cuts Amenity – 7 cuts
Weed Control	3 treatments in a year –between the last weeks in April and May (first treatment), July/August (Second treatment), and September or first two weeks in October (third treatment).

4.20 Condition of Landscaped Areas and Trees

- i. The condition of landscaped areas has major implications for all the key maintenance objectives, and the maintenance regime will therefore require particularly careful consideration to ensure that the necessary balance continues to be achieved.
- ii. The obstruction of street lighting and traffic signs can be a major safety risk to users. During routine night-time inspection any such obstruction will be recorded. Trees and other foliage will be trimmed back to allow the lighting and the signs to be legible, while maintaining the shape of the tree. It is the responsibility of the tree(s) owner to undertake this work.
- iii. Potentially dangerous trees in or adjoining the highway are more easily identified during the summer when healthy trees are in leaf. These trees will be dealt with in accordance with the guidance given in the booklet “Potentially dangerous trees in relation to the Highway. Recognition and action (2002)”.
- iv. Significant pruning or felling of trees can be the subject of significant local concern and will only be done with specialist advice and support. The relevant

District Council will be informed and proposed work discussed prior to work on the highway trees with TPOs and in conservation areas.

- v. In rural areas work on highway trees will be mainly reactive and limited, other than for safety reasons. Some routine maintenance will be necessary from time to time to maintain the condition of the tree. This will be a matter for local consideration having regard to users and community views.
- vi. In urban areas trees have a significant impact on the local environment, but can cause damage to highways and property if not properly managed. The County Council Arboricultural Officer is co-ordinating a proactive management programme including regular inspections.

4.21 Condition of Verges

- i. Verges – grass cutting - Vegetation either on verges, or on private land will not restrict visibility at junctions, access points and bends. Sight lines and minimum stopping distance will be kept clear and signs, lights, and markers posts will not be obstructed. It may also be necessary for vegetation to be cut back in order to enable inspections or surveys.
- ii. The Council policy for grass cutting on Highway Verges is defined in Appendix B. Good practice suggests that full width verge (flail) cuts are undertaken to control the extent of self-set bushes and tree growth. The exception to the above is where protected roadside verge areas are established. Lincolnshire has over 50 protected roadside verges and SSSI where the flora and fauna are of particular conservation value. Under an agreement with the Lincolnshire Wildlife Trust, the Trust is responsible for all environmental maintenance at these sites, apart from safety mowing.
- iii. Edge maintenance or “siding” of carriageways, footways and cycleway is occasionally necessary to prevent encroachment of grass and reduction of width. This work will be carried out infrequently, preferably during the autumn. On un-kerbed roads, siding will be carried out in advance of footway surface treatment, where necessary.
- iv. Verge – Weed Treatment - The growth of weeds in footways and cycle ways, hardened verges, central reserves and along kerb lines, may cause structural damage. Lincolnshire County Council weed treatment programme is in accordance with

frequencies stated in Appendix B.

- v. The Noxious Weeds Act 1959 places a responsibility on the Authority to take action to inhibit the growth and spread of injurious weeds. For example, Ragwort will be removed by spraying or pulling by hand where significant infestation is adjacent to grazing land.

4.22 Condition Inspections of Road Markings and Studs

- i. The general condition of road markings and studs will be inspected during the annual condition survey by divisional staff. An annual night-time survey to check reflectivity will be undertaken on Hierarchy 1 and 2 roads and some designated hierarchy 3 roads. This survey will be undertaken between November and February and will include non-illuminated bollards.
- ii. Any anomalous results from the above surveys will be referred to Lincs Laboratory where consideration will be given to further investigation.
- iii. The results of the surveys will be maintained on a Divisional Database.

4.23 Condition of Road Markings and Studs

- i. Road marking will be prioritised for renewal based on the results of the condition inspections.
- ii. All mandatory road markings existing before resurfacing, patching or surface dressing shall be replaced as soon as is reasonably practical:

Stop and Give Way markings shall be replaced within 7 days.
Other mandatory lines within 14 days.
All other markings and road studs within 28 days of completion of work.

- iii. At all times when markings or studs are removed “No Road Marking” boards shall be displayed until all markings have been replaced. In addition, where “double line” systems have been removed “No Overtaking” boards shall be displayed.
- iv. There will be a preference toward bulk changes of road studs on all other routes prioritised in accordance with the condition inspection results. Bulk changes will reflect the type of use of a particular route and will start and finish at salient points on the route (e.g. major junctions).
- v. Displaced or loose road stud castings lying on the carriageway, hard shoulders or laybys, shall be dealt

with as a highway emergency. Any defects in the running surface as a result of missing studs shall be attended to as soon as is reasonably practical.

4.24 Other Inspections for Regulatory Purposes

- i. A significant element of highway maintenance comprises regulation and enforcement of activities on or affecting the highway.
- ii. Key regulatory duties include:

1. New Roads and Street Works Act 1991
2. Management of Highway Register.
3. Management of Public Rights of Way.
4. Dealing with encroachment on the Highway
5. Dealing with illegal and unauthorised signs.
6. Licensing skips, hoardings, temporary closures and other authorised occupation of the highway.
7. Construction of vehicle crossovers.
8. Illegal parking on verges and footways.
9. Adoption of new highways.

4.25 Highway Maintenance in Special Designated Areas (Lincolnshire Wolds)

- i. The use of white marker posts within this area will cease.
- ii. Kerbing works will be kept to a minimum and will only be provided where there is a risk in respect to safety and/or severe damage to the carriageway.
- iii. It will not be the Councils intention to increase the numbers of signs within this area. However, safety must be paramount. Consideration will be given to the removal of “unnecessary” signage.
- iv. Once scrim sites have been treated and retested, slippery road signs will then be REMOVED, following the required retesting policy.
- v. Those in position will be maintained but again, it will not be the Councils intention to provide additional markers unless for safety reasons, when this is the only solution that is appropriate.
- vi. Traffic calming measures will only be considered as Traffic Regulation Orders are being implemented but again the presumption will be that Traffic Regulation Orders to stand alone without associated calming measures.

- vii. The main option for maintenance of carriageway verge overrun would be to sub base and soil. Kerbing only to be considered as noted above.
- viii. Concrete post and timber arm signs:
- Maintenance of timber arm and re-lettering shall be the preferred maintenance option.
 - Replacement of damaged concrete posts shall be with timber.
 - Existing signage where damage has occurred and a complete replacement is required – replacement shall be with timber posts and arms.
- ix. The Council will continue to carry out for programmed grass cutting regime which is also linked to an annual treatment of SSSI sites.
- x. Roadside public rights of way fingerposts now replaced in timber.
- xi. The Council will continue to improve the street scene in villages and towns within the Wolds catchment area when carrying out RPI and maintenance schemes.
- xii. Reinstatement and surface improvements on unsurfaced public rights of way shall be with natural stone. Recycled materials will not be acceptable.
- xiii. Provision for hand salting (eg gradients) salt bins will be provided at such locations.
- xiv. Surface Dressing – the use of appropriate chippings where designs permits shall be considered to balance the usage and visual impact.
- xv. **Note: The Highways Standards Group will seek to produce guidance in respect to working in Conservation Areas.**

5. Performance Indicators

5.1 National Performance Indicators

National Performance Indicators are compliant with and reported through the Assistant Directors Business Plan. Current indicators relevant to highway maintenance are:

- **NI47** - People KSI in RTA (BV99a)
- **NI48** - Child KSI in RTA (BV99b)
- **Data topic 130-01** (formerly NI 168/ BVPI 223) – Principal roads Road Network where maintenance should be considered (BV223)
- **Data Topic 130-02** (formerly NI 169/ BVPI 224a) - Non-principal classified roads Road Network where maintenance should be considered (BV224a)
- NI169 - Congestion - average journey time per mile during the morning peak.
- NI 169 – Local Biodiversity Monitoring – This affects local wildlife sites which are now within the highway as well as Roadside Nature Reserves.
- SDL 160 (replaces NI 167) – Local Biodiversity Monitoring

Targets for each of these indicators are detailed in the divisional/group service plans and are monitored and reported at regular intervals.

5.2 Local Performance Indicators

Local performance indicators and targets are set and reported through the Group Service Plan. The lead officer(s) responsible for recording information and achieving these targets are also defined within this document.

The Local Performance Indicators are considered against the following requirements:

- Designed as far as possible on outcomes
- Practical, concise and easy to interpret
- Capable of precise definition
- Readily measurable
- Relatively inexpensive to collect in terms of supporting data
- Readily understood, meaningful, and of interest to the public
- Relate to an authority's corporate or service objectives
- Performance will be entirely within the authority's control
- Clearly indicative of good or bad performance
- Balance of cost against quality will be measurable
- Where possible, comparison of public and private sector identifiable

The following indicators are in use:

- **BV99c** - Total Slight Casualties
- **BV215a** - Rectification of Street Light Faults (non DNO)
- **BV215b** - Rectification of street light faults (DNO)
- **GC:HT:04** (formerly BVPI 187) - Condition of footways Surface (2 year rolling average)
- **GC:HT:05** (formerly BVPI 224b) - Condition of unclassified roads
- **LTP9** - Condition of Principal Roads (Deflectograph)
- **LTP10** - Skidding Resistance on Principal Roads

- **LTP11** - KSI involving young drivers
- **LTP12** - Road Safety Education for 17-24 year olds
- **LTP 17** - Pedestrian crossing with facilities for the Disabled (BV165)
- **LRSP7** - Provide pre/new driver road safety education and training to a minimum of 1500 people per year

5.3 Benchmarking

Regular comparisons of National Indicators are compared at Regional and National level.

6. Programming and Priorities

6.1 The Importance of Programming and Prioritisation

- i. The development and implementation of an effective system of programming and prioritisation highway maintenance is a key requirement for the delivery of Best Value.
- ii. There are three basic levels involved in the establishment of priorities:
 - Strategic Level
 - Transport Level
 - Maintenance Level

6.2 Strategic Level

At the strategic level, members of the county council recognise the importance of the highway network to the economy of Lincolnshire and the benefits to its residents in terms of access to facilities, employment and social inclusion. Accordingly, budget provision for highway maintenance is given appropriate priority within corporate objectives.

6.3 Transport Level

- i. The 4th Local Transport Plan (2014) (LTP) details the directorate wide strategies and targets that form the basis of transport level priorities. The main themes of the LTP are: **4th LTP 2014**
 - Asset Protect
 - Rural Priorities
 - Community Travel Zones
 - Staying Alive
 - Interconnect
 - Economy and Regeneration
- ii. The Best Value Reviews of Highway Services, Structural Maintenance, Winter Maintenance and Road Safety and their associated Action Plans also feed into the decision making process that affects the overall prioritisation of transport level strategies. **Best Value Reports**

6.4 Maintenance Level

i. There are three main areas of priority at the maintenance level:

- **Programmed Maintenance**
- **Routine Maintenance**
- **Reactive Maintenance**

ii. Programmed Maintenance

There is a presumption that a programmed maintenance regime will provide lower whole life costs than one based upon a reactive approach. The Directorate therefore employs systems that enable a data led approach to the targeting of structural maintenance.

The updated PMS system provides UKPMS outputs from CVI and DVI inspections. Combined with results of other surveys such as deflectograph, scrim and local condition inspection enable informed decisions to be made in respect of planned maintenance programmes and treatments.

There is a five-year programme of major structural maintenance schemes for the principal road network, which is updated annually on the basis of latest survey data.

For the remainder of the network Area Highway Managers are provided with detailed maps showing the results of CVI and DVI surveys. These combined with annual local condition inspections undertaken by the area teams enable effective planning of maintenance programmes.

Budget disaggregation to Area Highway Managers is also based upon the visual survey data output to ensure that available funding is correctly apportioned.

Maintenance funding for other none routine elements of the network such as signs, lighting columns etc. are based upon inventory counts.

iii. Routine Maintenance

Routine maintenance standards for cyclic works such as drainage cleansing, grass cutting and sign cleaning are defined in Appendix B of this document.

Divisional Service Plans

Timing of such cyclic works can be dependent upon various factors such as time of year or weather conditions. Each Division has within its Service Plan a “Year Planner” in order that a consistent approach to this type of work and effective service delivery is maintained.

Other routine programmes of work, for example Surface Dressing are based upon the results of local inspections and reports from CVI surveys and are determined by Area Highway Managers.

The results of safety inspections identifying non-urgent works, local condition inspections and customer requests may also generate routine works programmes.

iv. Reactive Maintenance

Reactive maintenance involves attending to the rectification of Category 1 and some Category 2 defects, arising either from inspections or customer requests. Although all such matters will by definition have a degree of urgency, some may have the potential to have serious consequences. Priority will be determined upon the individual situation.

Consideration will be given to one of the following

- Sign and make safe
- Carry out initial temporary repair
- Effect a permanent repair

The option selected, together with the relevant follow up, will be determined by operational practicalities and also whether the site is already programmed for more comprehensive treatment, in which case a temporary repair may be the appropriate course of action.

7. Weather and Emergencies

7.1 Weather

- i. The Council operates a 24 hour/365 days a year system to deal with weather and other emergencies by means of the Out of Hour Officers, and the Highway Works Term Contractor provides an emergency response vehicle in each Division. Weather-related emergencies, with which the County Council as Highway Authority routinely deals, are as follows.

HAT 26/4/06

ii. Winter Maintenance

A separate Winter Maintenance Plan has been produced and holds all relevant information for this service. Information included is as follows:

- Policy.
- Responsibilities.
- Precautionary and Secondary Salting.
- Snow Clearance.
- Footway Clearance
- Winter Maintenance Contacts

iii. Flooding

Information on the likelihood and location of areas of potential flooding are received from the Environment Agency. The actions taken by the County Council will be mainly reactive and will include:

- Setting up of road closures and diversions.
- Erecting "flood" warning signs.
- Inspecting affected areas after the flooding has receded and dealing with any damage or silting.

During flooding events where the situation cannot be dealt with as a normal operational response, Lincolnshire County Council's Divisional Incident Response Plan (DIRP) will be used for a single-agency emergency response.

iv. High Winds

The adverse effects of high winds can be broadly considered from two standpoints namely:

- Damage to trees and structures
- Effect on traffic

Advanced warning of severe weather is passed to the County Council from the National Severe Weather Warning Service.

The identification of likely areas to suffer damage is to some degree predictable based on previous experiences.

The effects of a particular strength of storm will be influenced by other factors. For example, more trees are likely to suffer damage when in full leaf or when the ground is waterlogged.

Through its Highway Works Term Contract arrangements the Council will:

- Set up road closures/diversions.
- Prioritise clearance operations.
- Arrange for the removal of obstructions from the highway.
- Liaise and assist other agencies to bring the highway network back into full operation.

7.2 Road Traffic Accidents

These will normally be notified by the police and will include requests to close the road to allow investigation, clearance of debris, and reinstatement of any surface damaged through heat or abrasion or chemical spillage (softening effects of fuel spillage on bituminous binders).

7.3 Structural Collapse

This category includes buildings, sewers and embankment slips. The Council will be required to protect the highway user by closure, barrier or diversion and initiate actions to restore the full use of the highway.

Note: The District Council is responsible for issuing notices for unsafe structures and would be the lead authority in this respect.

7.4 Civil Emergencies

The Council through its JEMS is responsible for the management of civil emergencies and the planning and co-ordination of actions.

The Highway Authority through its Highway Works Term Contract will provide support wherever appropriate.

APPENDIX A

Highway Standards

The following standards are used in Lincolnshire:

a) Safety Inspection

Safety inspection frequencies are:

Carriageways	Hierarchy 1	12 per annum
	Hierarchy 2	4 per annum
	Hierarchy 3	4 per annum
	Hierarchy 4 & 5	1 per annum
Footways	Hierarchy 1	12 per annum
	Hierarchy 2	4 per annum
	Hierarchy 3	4 per annum
	Hierarchy 4	1 per annum
Cycleways	On carriageway	Include with adjacent carriageway
	Cycle track	1 per annum (See 4.2)
	Shared cycle/pedestrian	As per footway inspection carriageway
	Hierarchy 1	12 per annum

b) Structures

The frequency of inspections are as listed below:

Structure Type	Inspection Type	Classification	Cycle
Culverts	General	All	2 Years
Bridges and Miscellaneous	General	All	2 Years
Bridges and Miscellaneous	Principal	Span>5m	6 Years
Bridges and Miscellaneous	Principal	Span<5m	Subject to Risk Assessment
Bridges and Miscellaneous	Special	All	Subject to Risk Assessment
Retaining Wall	General	Ret. Ht. <1.5m	6 Years
Retaining Wall	General	Ret. Ht. >1.5m	2 Years

c) Street Lighting

- (i) Night time Patrols Every 4 weeks in winter.
Every 4 weeks in summer.
- (ii) Lantern internal and external Lamp cleaning is coincidental with routine visits for bulk lamp changing

- | | |
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| (iii) Bulk lamp changing | Bulk Lamp change frequency is commensurate with the lamp guarantees as set out in the term contract documents. A general condition inspection of the whole unit is carried out at the same time. |
| (iv) Electrical and structural testing | <p>Upon commissioning, street lighting units are electrically tested in accordance with BS 7671 and periodically tested at alternate bulk lamp change cycles.</p> <p>Street lighting cable networks will have their electrical earth loop impedance tested at each exit point at alternate bulk lamp change cycles.</p> <p>Structural defects noted during condition inspection may require further non-destructive structural testing.</p> |
| (v) Response to faults | <p>Emergencies are defined in the term maintenance contract, response time is “within two hours”.</p> <p>Lamp failures or similar non urgent faults are attended within five working days from the date the contractor is notified.</p> <p>Electricity supply faults are restored by the electricity company, the service level is twenty one days from the time the fault is notified to the Electricity Company to the date when the Electricity Company advise that the supply has been restored.</p> |

d) Illuminated Signs and Bollards

- | | |
|-------------------------------|--|
| (i) Scouting for illumination | In conjunction with Street Lighting inspections. |
| (ii) Lamp Changing | Changed at regular intervals to coincide with internal inspections and cleaning (see street lighting inspection). Clean and inspection every three years. 24 hour burning (illuminated bollards) every year. |

- | | | |
|-------|--|---|
| (iii) | Internal inspections/Cleaning | Inspection and Cleaning takes place when bulk lamp change occurs |
| (iv) | External Cleaning | Dictated by serviceability – Now takes place during (i) and (ii) operations. |
| (v) | Replacement and repair of damaged signs and bollards | Respond according to the degree of danger. In extreme cases this would be within 2 hours. |

e) Drainage Cleansing

The standard frequency for cleansing is:

- | | | |
|-------|-------------------|--|
| (i) | Gullies | Once per year with a targeted second clean on gullies identified as requiring more frequent cleaning. |
| (ii) | Catch-pits | As Gullies |
| (iii) | Grips | When Required |
| (iv) | Offlets | As Gullies |

These standards can be varied where necessary to deal with problem locations where more frequent treatment may be required.

f) Embankments and Cuttings

The following standards are used for Embankments and Cuttings

- (i) Inspections to be based on specialist geotechnical advice.
- (ii) All inspections to take place during winter months and after periods of heavy rain.
- (iii) A record of locations prone to rock-falls is kept by the Council.
- (iv) These locations are inspected once a year. All other locations are on a 3 year inspection programme.
- (v) All inspections will be undertaken by a geotechnical engineer or geologist.

g) Verges and Landscaping

- | | | |
|-------|---|--|
| (i) | General Condition | Trees should be visually inspected as part of a Condition Survey to identify obvious potential hazards. |
| (ii) | Obstructions of street lighting and traffic signs | During routine night patrols any obstructions should be recorded. |
| (iii) | Grass cutting | Safety (Rural) Hierarchy 1 - 3 cuts
Safety (Rural) Hierarchy 2 & 3 - 3 cuts
Safety (Rural) Hierarchy 4 & 5 - 3 cuts
Amenity - 7 cuts |
| (iv) | Weed Control | 3 treatments a year – between the last two weeks in April and May (first treatment) and September and first two weeks in October (second treatment). Provision for a third treatment in July or August if it is a very wet summer. |
| (v) | Grips | Grips to be cleaned when required. |

h) Fences and Barriers

- | | | |
|------|-------------------------|--|
| (i) | Steel beam safety fence | Inspection every five years for mounting height, surface protective treatment, and structural condition. |
| (ii) | Tensioned safety fence | Tensioning bolts should be checked and reset to correct torque every two years. |

i) Non-illuminated signs and bollards

- | | | |
|------|-------------------|---|
| (i) | General Condition | Part of the general highways inspection. |
| (ii) | Cleaning | Once a year for strategic road network and 4 times a year for bollards. All others as required. |

- | | |
|--|---|
| (iii) Replacement and repair of damaged signs and bollards | Respond according to the degree of danger. In extreme cases this would be within 2 hours. |
|--|---|

j) Non-illuminated signs and bollards

The general condition will be inspected during the annual condition survey by divisional staff.

An annual night-time survey to check reflectivity will be undertaken on Hierarchy 1 and 2 roads and some designated Hierarchy 3 roads. This survey will be undertaken between November and February.

k) Traffic Signals and Pelican Crossings

All signals in the County are covered by remote monitoring systems which automatically detect and report faults as soon as they occur.

- | | |
|--|---|
| (i) Scouting for illumination | Covered by remote monitoring systems |
| (ii) Lamp changing | Bulk change every 12 months |
| (iii) Internal inspection and cleaning | At least annually or additionally when required |
| (iv) Checking of phasing | When a fault is suspected |
| (v) Checking on alignment | Annually or when a fault is suspected |
| (vi) Mechanism | Annually or when a fault is suspected |
| (vii) External cleansing | Every 12 months |

APPENDIX B

Response Times

Lincolnshire County Council's response times are based on the Council's classification of hierarchy taking into account the risk matrix laid out in Well Maintained Highways which is illustrated below, assuming that a high impact defect on a lower hierarchy road will have the same potential impact but a much lower probability of causing this impact. This also correlates with the inspection frequencies of the network.

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

Risk Matrix from Well Maintained Highways

Lincolnshire County Council's Category 1 and Category 2 defects are defined in the table below, which compares them to the national standard set out in *Well Maintained Highways*:

Local Standard	National Standard
<p>Category 1</p> <p>Category 1 defects should be corrected or made safe at the time of the inspection, if reasonably practicable. In this context, making safe may constitute displaying warning notices, coning off or fencing off to protect the public from the defect. If it is not possible to correct or make safe the defect at the time of inspection, which will generally be the case, repairs of a permanent or temporary nature should be carried out as soon as possible, and in any case within a period of 24 hours or the end of the next working day. Permanent repair should be carried out within 28 days.</p>	<p>Category 1</p> <p>Category 1 defects should be corrected or made safe at the time of the inspection, if reasonably practicable. In this context, making safe may constitute displaying warning notices, coning off or fencing off to protect the public from the defect. If it is not possible to correct or make safe the defect at the time of inspection, which will generally be the case, repairs of a permanent or temporary nature should be carried out as soon as possible, and in any case within a period of 24 hours. Permanent repair should be carried out within 28 days. Some authorities have formally adopted a higher level response time of 2 hours for those Category 1 defects considered to pose a particularly high risk. Others, whilst not formally defining such a high risk category, have arrangements in place to deal with situations requiring a particularly urgent response as</p>

<p>Category 2</p> <p>Category 2 defects are those which, following a risk assessment, are deemed not to represent an immediate or imminent hazard or risk of short term structural deterioration. Such defects may have safety implications, although of a far lesser significance than Category 1 defects, but are more likely to have serviceability or sustainability implications. These defects are not required to be urgently rectified, and those for which repairs are required shall be undertaken within a planned programme of works, with the priority as determined by risk assessment. These priorities together with access requirements, other works on the road network, traffic levels, and the need to minimise traffic management, should be considered as part of the overall asset management strategy. The programmes of work for their rectification should be part of the HAMP.</p> <p>Category 2 defects are categorised according to priority with maximum response times of 7 days, 28 days or potential planned programme, based on the risk probability and its likely impact.</p>	<p>they arise.</p> <p>Category 2</p> <p>Category 2 defects are those which, following a risk assessment, are deemed not to represent an immediate or imminent hazard or risk of short term structural deterioration. Such defects may have safety implications, although of a far lesser significance than Category 1 defects, but are more likely to have serviceability or sustainability implications. These defects are not required to be urgently rectified, and those for which repairs are required shall be undertaken within a planned programme of works, with the priority as determined by risk assessment. These priorities together with access requirements, other works on the road network, traffic levels, and the need to minimise traffic management, should be considered as part of the overall asset management strategy. The programmes of work for their rectification should be part of the HAMP.</p> <p>Category 2 defects may be categorised according to priority, high (H) medium (M) and low (L). Authorities should adopt a range of local target response times for Category 2 defects and apply them in responding to various categories of defect, based on the risk probability and its likely impact. This should also take into account the likelihood of further deterioration before the next scheduled inspection, and where this is a high probability, the defect should either be dealt with as Category 1 or an intermediate special inspection programmed.</p>
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Emergency Response

The following is a list of response times relating to Highway maintenance activities, that includes but is not limited to items covered in safety inspections. This table forms Lincolnshire County Council's risk assessment for intervention levels and response times but in all cases is subject to on-site professional judgement. In all cases these are maximum response times. Any reference to days is Calendar days unless otherwise stated.

In the notes field, some defects are identified as emergencies. These particular defects have been singled out as particularly high risk, and will be dealt with expeditiously but in all cases within 24 hours. They have been identified taking into account the likely risk, however on site

judgement will always need to take account of particular circumstances therefore it is possible other situations could be considered as emergencies. Defects notified by the emergency services are also considered to require an urgent response which complies with guidance in *Well Maintained Highways*.

CARRIAGEWAYS				
Designation	Monthly inspected highways (Hierarchy 1)	Quarterly inspected highways (Hierarchy 2 and 3)	Annually inspected highways (Hierarchy 4 and 5)	Potential emergency dependent on location
Ironwork collapsed / missing / broken	24 hours	24 hours	24 hours	X
Missing / defective road stud	24 hours	24 hours	24 hours	X
Severe loss of chippings on carriageway surface	24 hours	24 hours	24 hours	
Pothole greater than 25mm adjacent a hierarchy 1 or 2 footway	24 hours	7 days	28 days	
Pothole greater than 40mm	24 hours	7 days	28 days	
Other abrupt level difference greater than 40mm	24 hours	7 days	28 days	
Edge damage greater than 40mm breaking edge white line	24 hours	7 days	28 days	
Edge damage greater than 40mm encroaching more than 100mm into metalled surface (no white line)	24 hours	7 days	28 days	
Ironwork raised / sunken greater than 25mm adjacent a hierarchy 1 and 2 footways	24 hours	7 days	28 days	
Ironwork raised / sunken greater than 40mm	24 hours	7 days	28 days	
Pothole less than 40mm	Potential planned programme	Potential planned programme	Potential planned programme	
Edge damage less than 40mm	Potential planned programme	Potential planned programme	Potential planned programme	
Surface issues (non winter maintenance)	Potential planned programme	Potential planned programme	Potential planned programme	

Ironwork raised / sunken less than 40mm	Potential planned programme	Potential planned programme	Potential planned programme	
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FOOTWAYS				
Designation	Monthly inspected highways (Hierarchy 1)	Quarterly inspected highways (Hierarchy 2 and 3)	Annually inspected highways (Hierarchy 4 and 5)	Potential emergency dependent on location
Ironwork collapsed / missing / broken	24 hours	24 hours	24 hours	X
Pothole greater than than 25mm	24 hours	24 hours	24 hours	
Ironwork raised / sunken greater than 25mm	24 hours	24 hours	24 hours	
Trip greater than 25mm	24 hours	24 hours	24 hours	
Loose / rocking / missing kerb stone	24 hours	7 days	28 days	
Pothole less than than 25mm	Potential planned programme	Potential planned programme	Potential planned programme	
Trip less than 25mm	Potential planned programme	Potential planned programme	Potential planned programme	
Ironwork raised / sunken less than 25mm	Potential planned programme	Potential planned programme	Potential planned programme	

OBSTRUCTIONS				
Designation	Monthly inspected highways (Hierarchy 1)	Quarterly inspected highways (Hierarchy 2 and 3)	Annually inspected highways (Hierarchy 4 and 5)	Potential emergency dependent on location
Fuel spillage or hazardous material on the highway	24 hours	24 hours	24 hours	X
Fallen tree / branch	24 hours	24 hours	24 hours	X
Road traffic collision	24 hours	24 hours	24 hours	X
Unsafe works in the Highway	24 hours	24 hours	24 hours	
Visibility splays	7 days	7 days	28 days	
Overgrown trees / hedges	28 days	28 days	28 days	

DRAINAGE				
Designation	Monthly inspected highways (Hierarchy 1)	Quarterly inspected highways (Hierarchy 2 and 3)	Annually inspected highways (Hierarchy 4 and 5)	Potential emergency dependent on location
Standing water: over half carriageway	24 hours	24 hours	24 hours	X
Investigate flooding: risk to Life/ risk to internal property	24 hours	24 hours	24 hours	X
Standing water: under half carriageway	7 days	28 days	28 days	
Investigate flooding: non-life threatening / non internal property	28 days	28 days	28 days	

SIGNS / LINES				
Designation	Monthly inspected highways (Hierarchy 1)	Quarterly inspected highways (Hierarchy 2 and 3)	Annually inspected highways (Hierarchy 4 and 5)	Potential emergency dependent on location
Missing / damaged non illuminated sign (Stop, One Way, No Entry, Give Way)	7 days	7 days	28 days	
Missing / damaged non illuminated sign (other)	Potential planned programme	Potential planned programme	Potential planned programme	
Damaged / missing non-illuminated street furniture	7 days	7 days	28 days	
Give Way / stop line deteriorating	7 days	7 days	28 days	
Markings deteriorating	Potential planned programme	Potential planned programme	Potential planned programme	
Offensive graffiti / vandalism to street furniture	7 days	7 days	7 days	

VERGES				
Designation	Monthly inspected highways (Hierarchy 1)	Quarterly inspected highways (Hierarchy 2 and 3)	Annually inspected highways (Hierarchy 4 and 5)	Potential emergency dependent on location
Collapsed verge	24 hours	24 hours	24 hours	X

APPENDIX C

Detailed Asset Table

Below is a detailed asset table which relates to section 2.1 of the Transport Asset Management Plan:

Asset Group	Element	Quantity	Data Confidence (High, Medium, Low)		Comment	Included in TAMP / Responsibility
			Inventory	Condition		
Carriageway	including lay-bys, bus lanes etc.	8,960 km.	High	High		Carriageway LCP
	Kerbs	km.	Low	Low		
	Line markings and studs (including at zebra crossings)	km.	Low	Low		
	Boundary fencing	m.	Low	Low		
	Hard strip / shoulder / verges / vegetation	km.	Low	Low		
	Fords and causeways	35 no.	High	Low		
	Traffic calming features – including Tables, Humps, Chicane etc.	1,277 no.	Medium	Low		
Footways and cycletracks	Footway - adjacent to the carriageway	3,834 km.	High	Medium	FNS surveys commenced on all hierarchies in 2011/12	Footway and Cycletrack LCP
	Footpaths – remote from the carriageway	225 km.	High	Medium	FNS surveys commenced on all hierarchies in 2011/12	
	Cycleways - on carriageways (included in carriageways above)	23 km.	High	Low		
	Cycleways shared with footways (included in footways above)	Included with below.	High	Low		
	Cycleways remote from the carriageway	241 km.	High	Low		
Rights of Way (PRoW)	Remote from the carriageway – total length of recorded PRoW	4,008km.	High	Medium	See Note 1.	PRoW LCP
Structures	Bridge	1,533 no.	High	High		Structures LCP
	Footbridge	121 no.	Medium	High		
	Culvert >0.6m diameter	2,502 no.	High	High		
	Retaining Wall	134 no.	Medium	Medium		
	Subways (including submersible pumps)	10 no.	High	High		
Street Lighting	Lighting columns	62,930 no.	High	Medium		Lighting LCP / Stan Hall
	Illuminated Signs and Posts	8,040 no.	High	Low		
	Illuminated Bollards	2,720 no.	High	Medium		
	Feeder Pillars	600 no.	Medium	Low		
	Vehicle Activated Signs	220 no.	High	High		
	Subway Lights	180 no.	High	High		

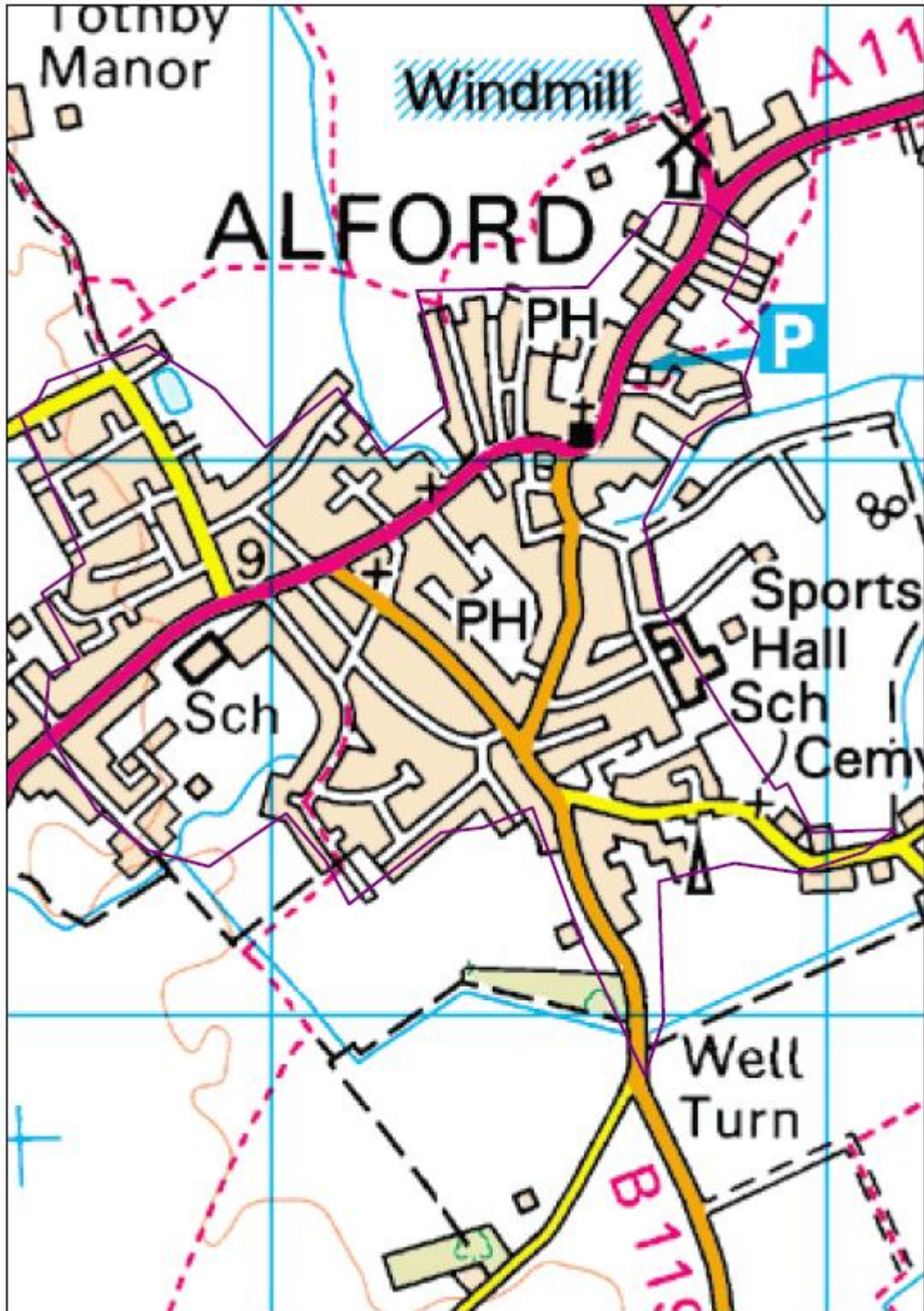
Asset Group	Element	Quantity	Data Confidence (High, Medium, Low)		Comment	Included in TAMP / Responsibility
			Inventory	Condition		
	Zebra crossings	222 no.	High	High		
	Cables (estimated 14,166 lengths at 30m each)	424.98 km.	Low	Low		
Traffic Management Systems	Signals at junctions	150 no.	High	High		Traffic Management Systems LCP
	Signals at pedestrian crossings	128 no.	High	High		
	Signals at pedestrian and cycle crossings	22 no.	High	High		
	Signals at pedestrian and horse crossings	1 no.	High	High		
	CCTV Cameras (Traffic Control)	26 no.	High	High		
	Traffic Signal In-station equipment (SCOOT/UTC)	1 no.	High	High		
	Traffic Signal In-station equipment (Remote monitoring)	1 no.	High	High		
	Traffic signal matrix (CCTV)	1 no.	High	High		
	Tidal flow system (Canwick Rd Lincoln)	1 no.	High	High		
	Bus priority equipment	5 no.	High	High		
Fire service priority equipment	3 no.	High	High			
Drainage	Gullies	129,792 no.	Medium	Low	Work currently being undertaken to locate and reference all gullies	Drainage LCP
	Drainage Channels	lin m.	Low	Low	Not available	
	Piped drains	lin m.	Low	Low	Not available	
	Watercourses, roadside ditches, swales etc	lin m.	Low	Low	Not available	
	Interceptors	no.	Low	Low	Not available	
	Balancing ponds	no.	Low	Low	Not available	
Street Furniture	Vehicle safety fences	70 km.	High	Medium		Street Furniture LCP
	Non illuminated signs (Warning, Regulatory and local direction/information signs/posts)	106,024 no.	High	Low		
	Bollards	no.	Low	Low	Not available	
	Pedestrian Guardrail	m.	Low	Low	Not available	
	Street Name Plates	no.	Low	Low	Not available	
	Grit Bins	1,700 no.	Medium	Low		
	Trees - PRN	2,000 no.	High	High	Inventory & Condition inspection complete	
	Trees – Non PRN	no.	Low	Low	Programme to be extended to non-PRN in 2012.	

Asset Group	Element	Quantity	Data Confidence (High, Medium, Low)		Comment	Included in TAMP / Responsibility
			Inventory	Condition		
	Automatic Traffic Counters (c'way and cycleway)	59 no.	High	High	Operational Sites Only	
	Cattle grids	no.	Low	Low	Not available	
	Gates	no.	Low	Low	Not available	
	Seating	no.	Low	Low	Not available	
	Weather Stations (Ice prediction equipment managed by Vaisala)	11 no.	High	High		
	Bus Shelters	1,812 no.	High	Medium		

APPENDIX D

Urban Plans

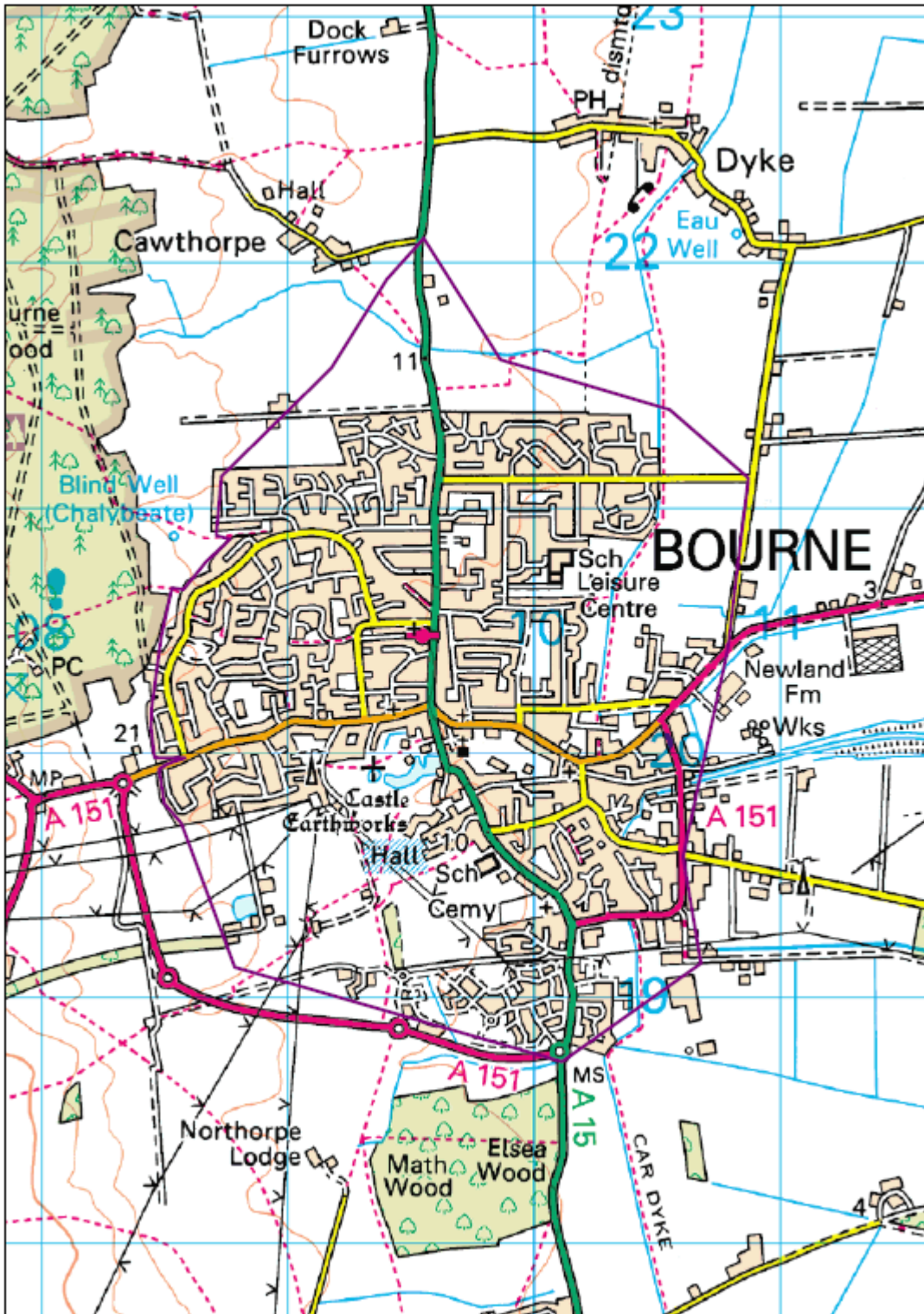
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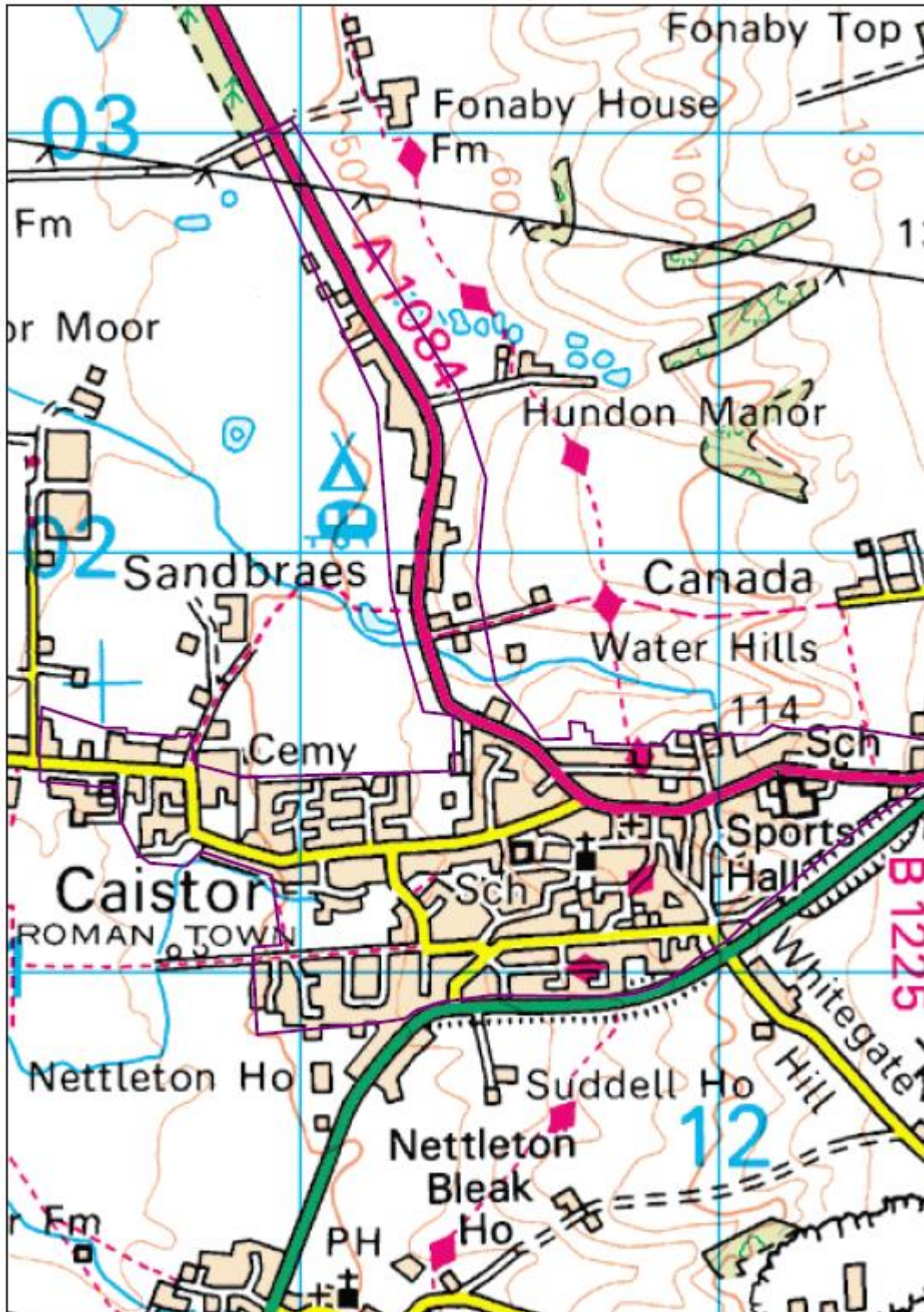
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Bourne



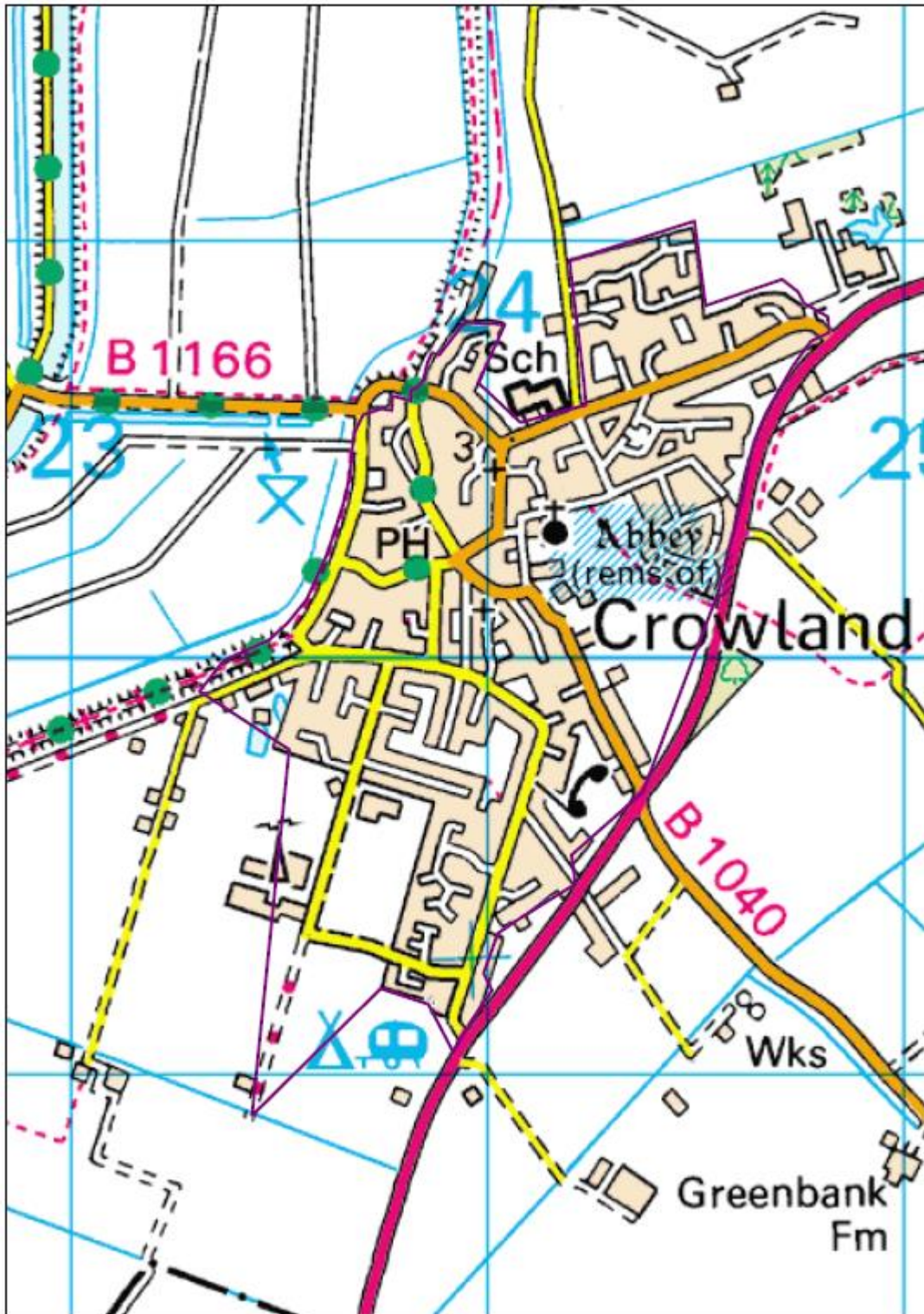
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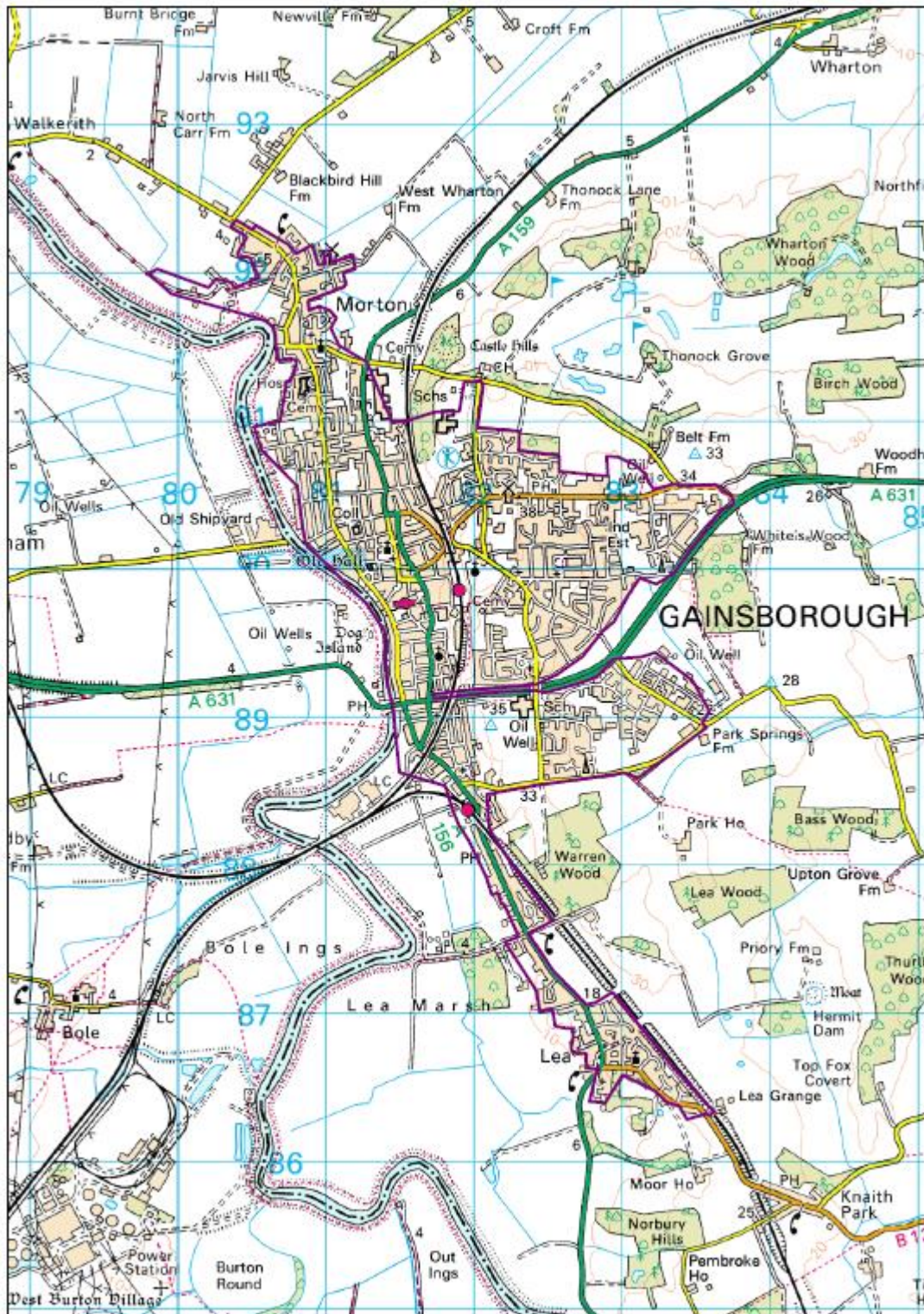
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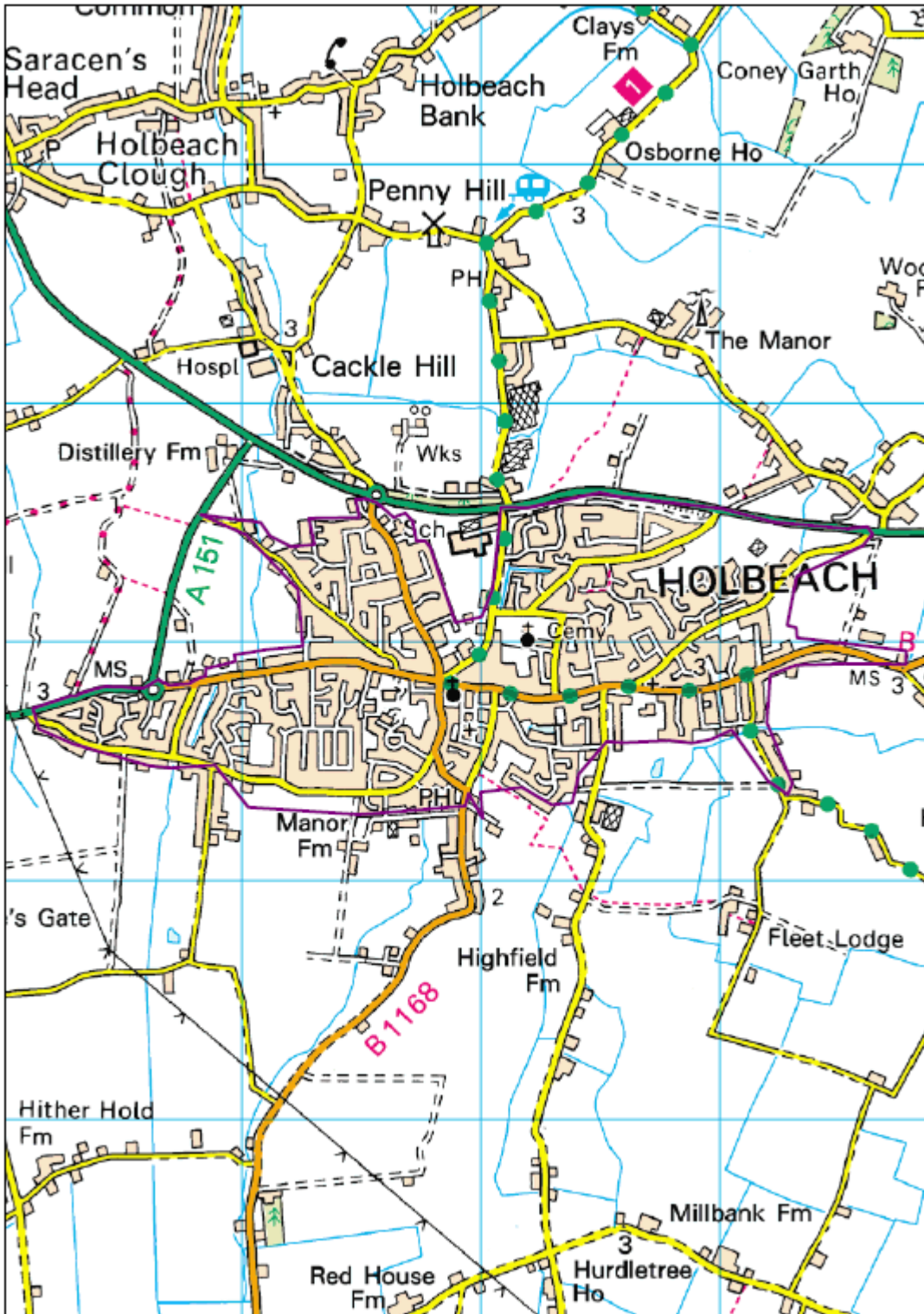
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Grantham



Holbeach



Horncastle



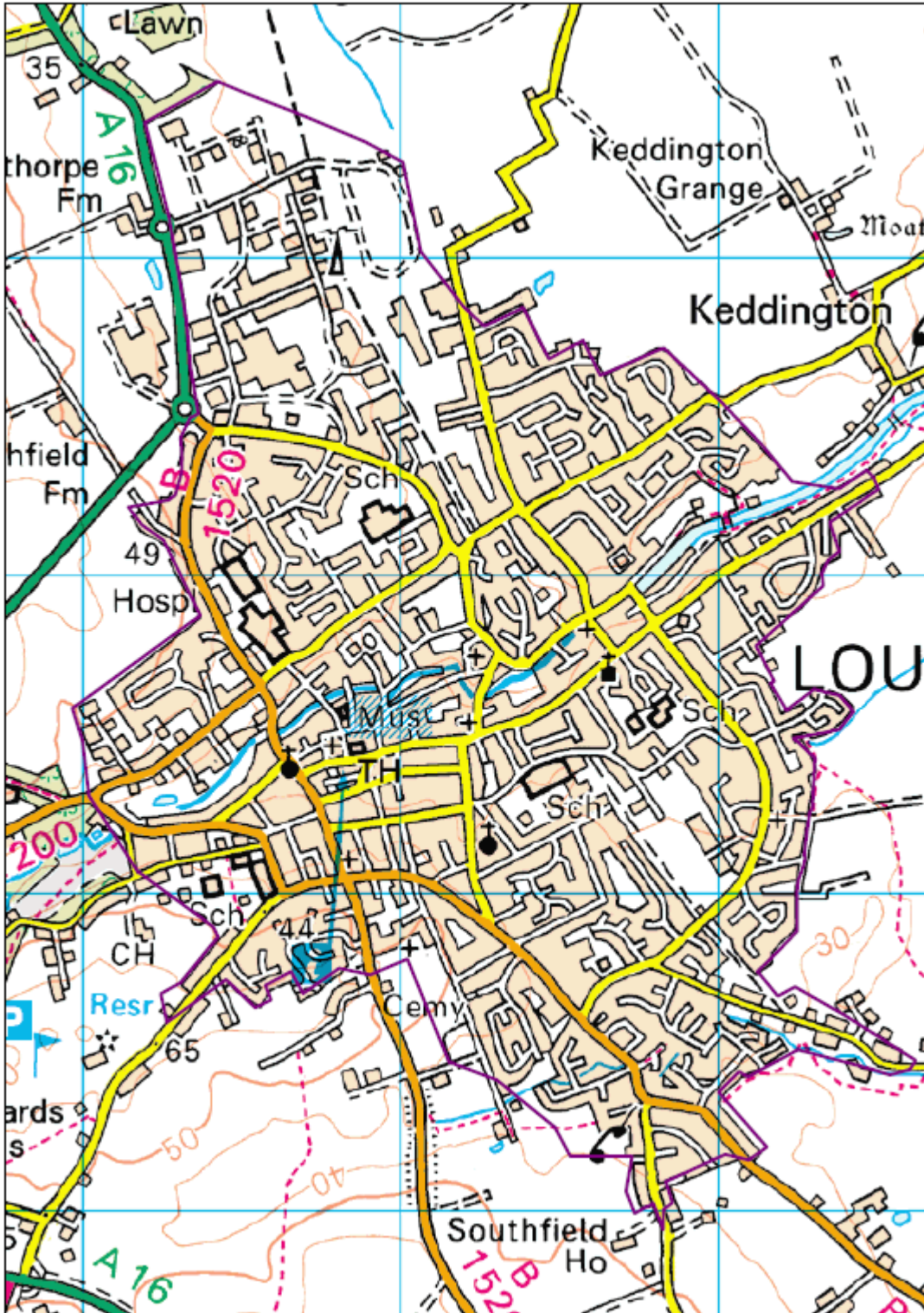
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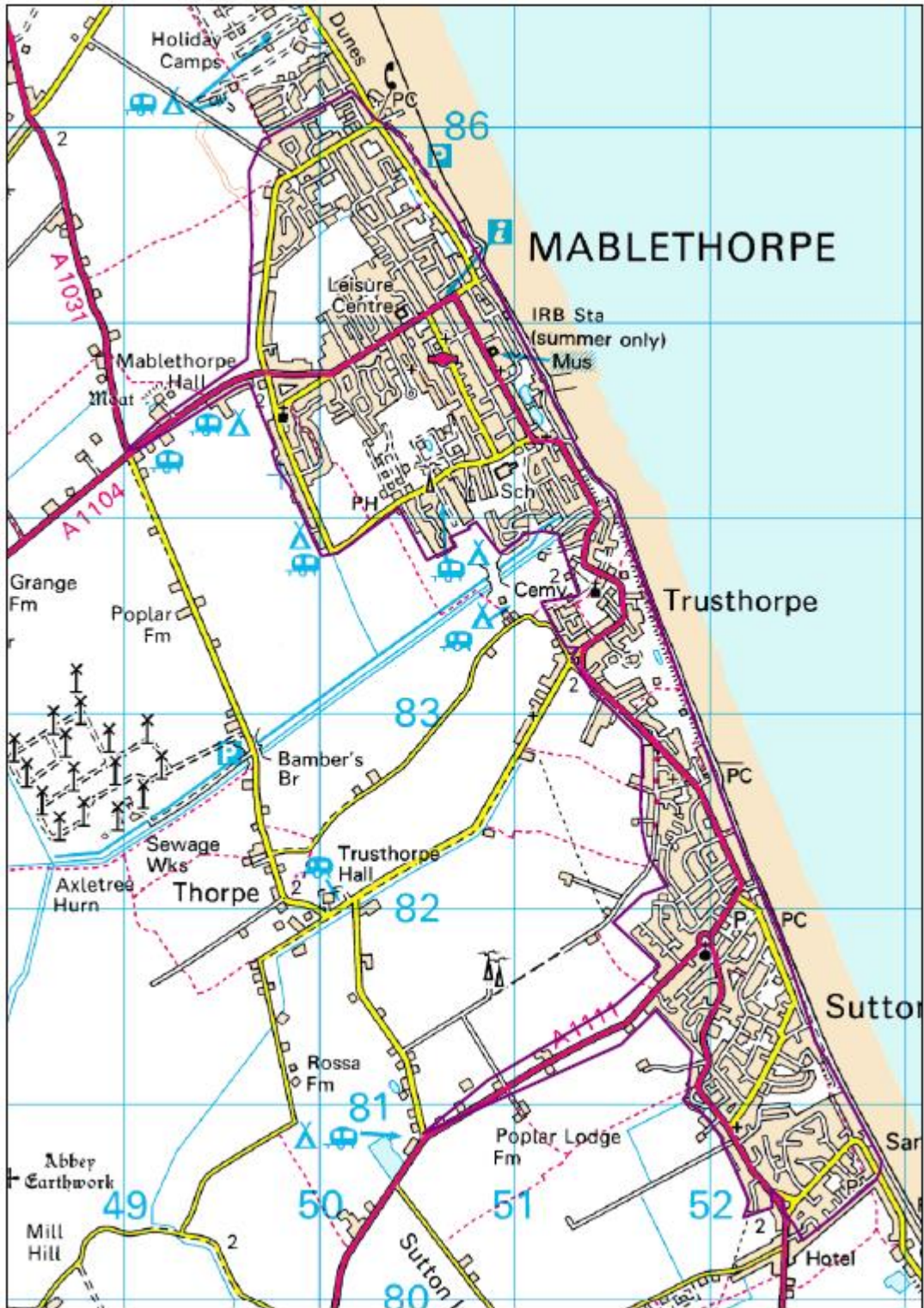
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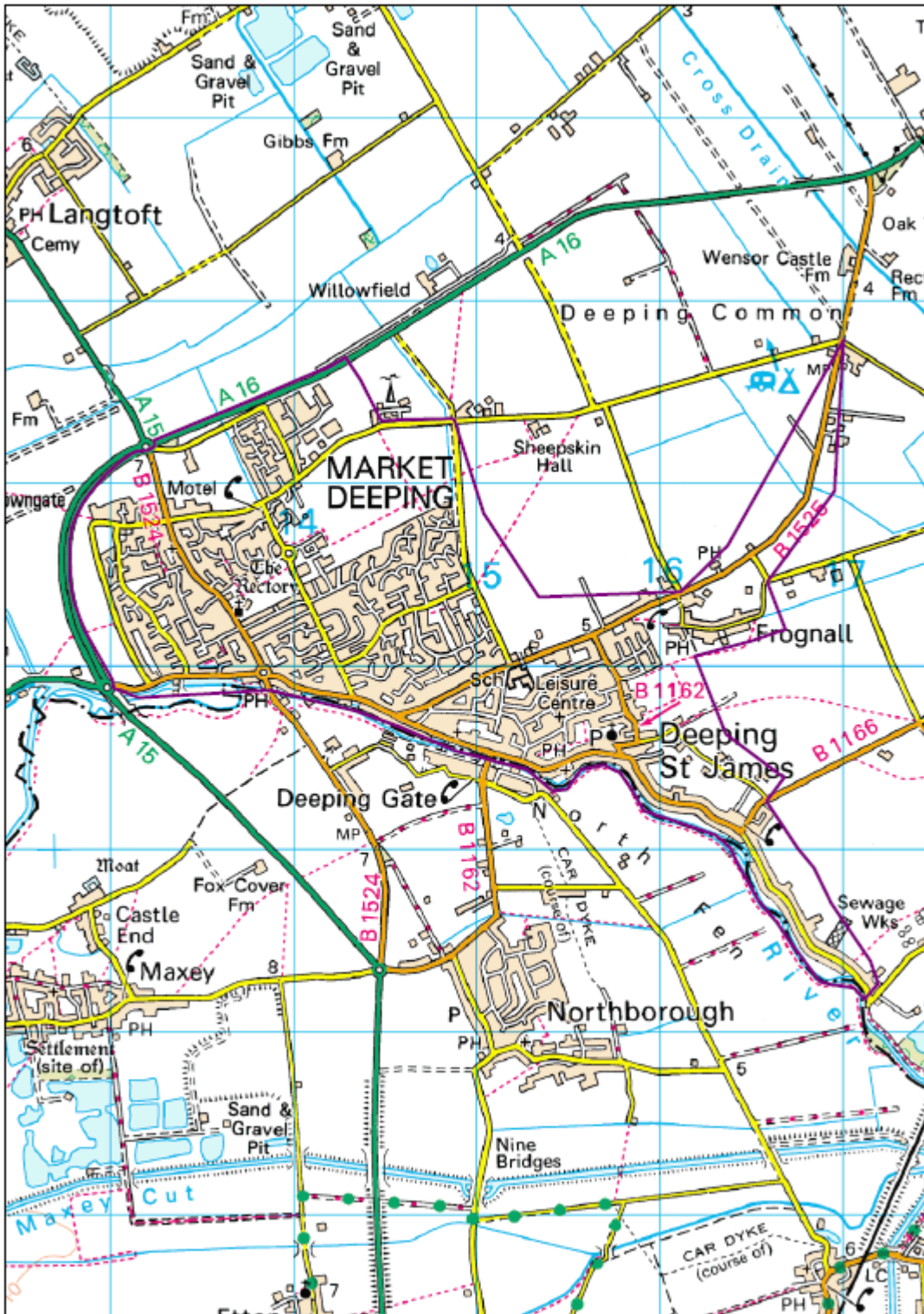
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Market Deeping



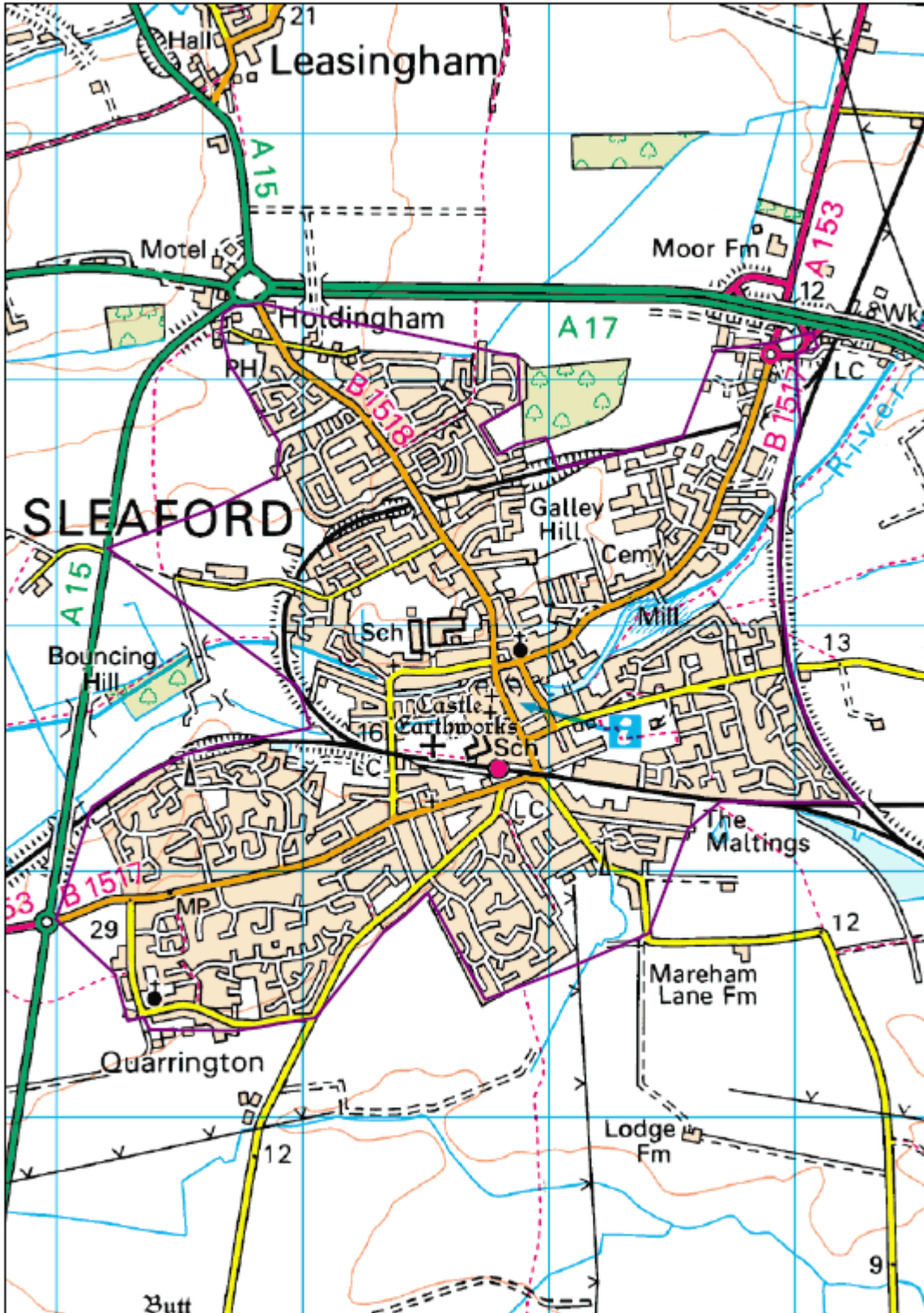
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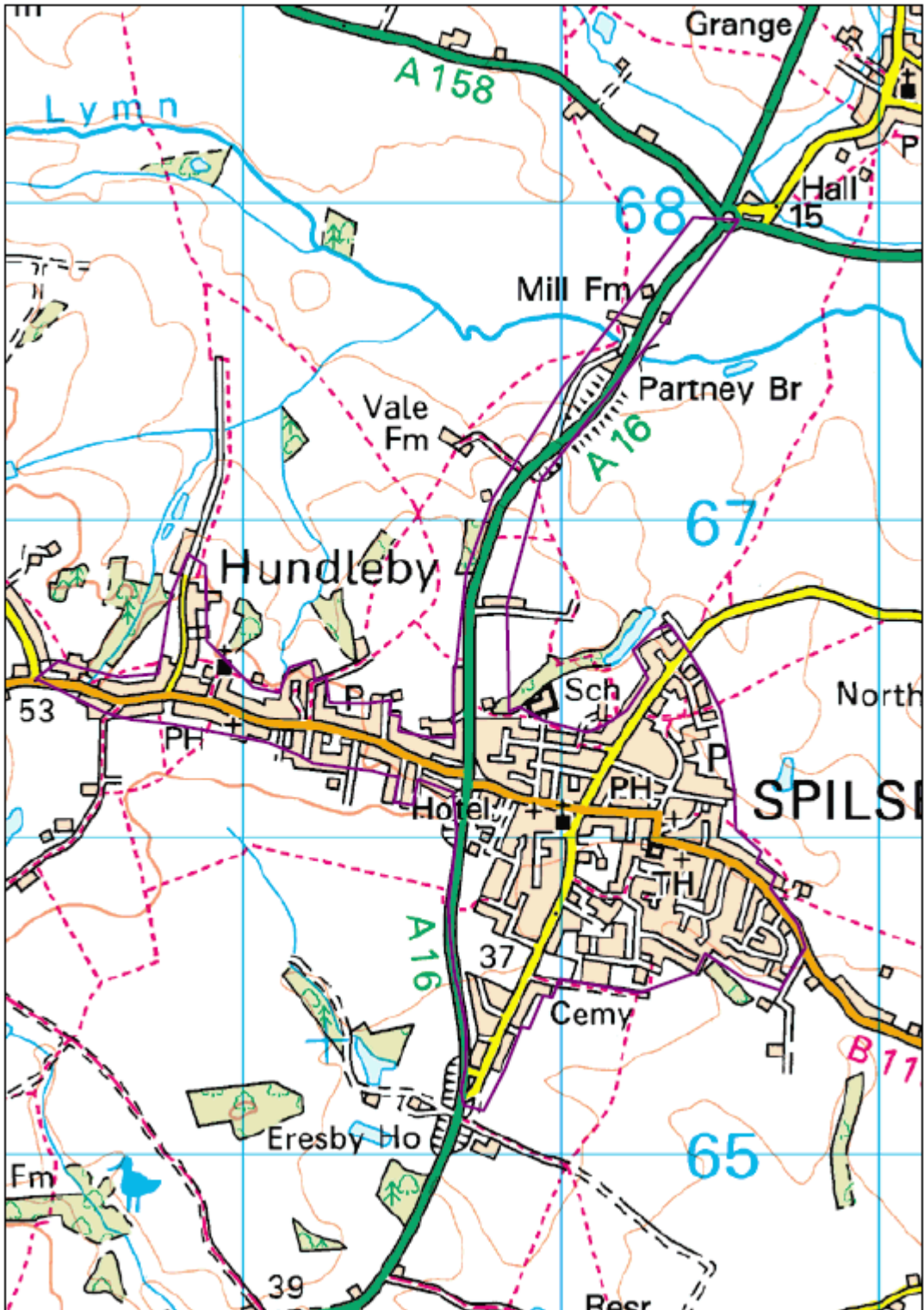
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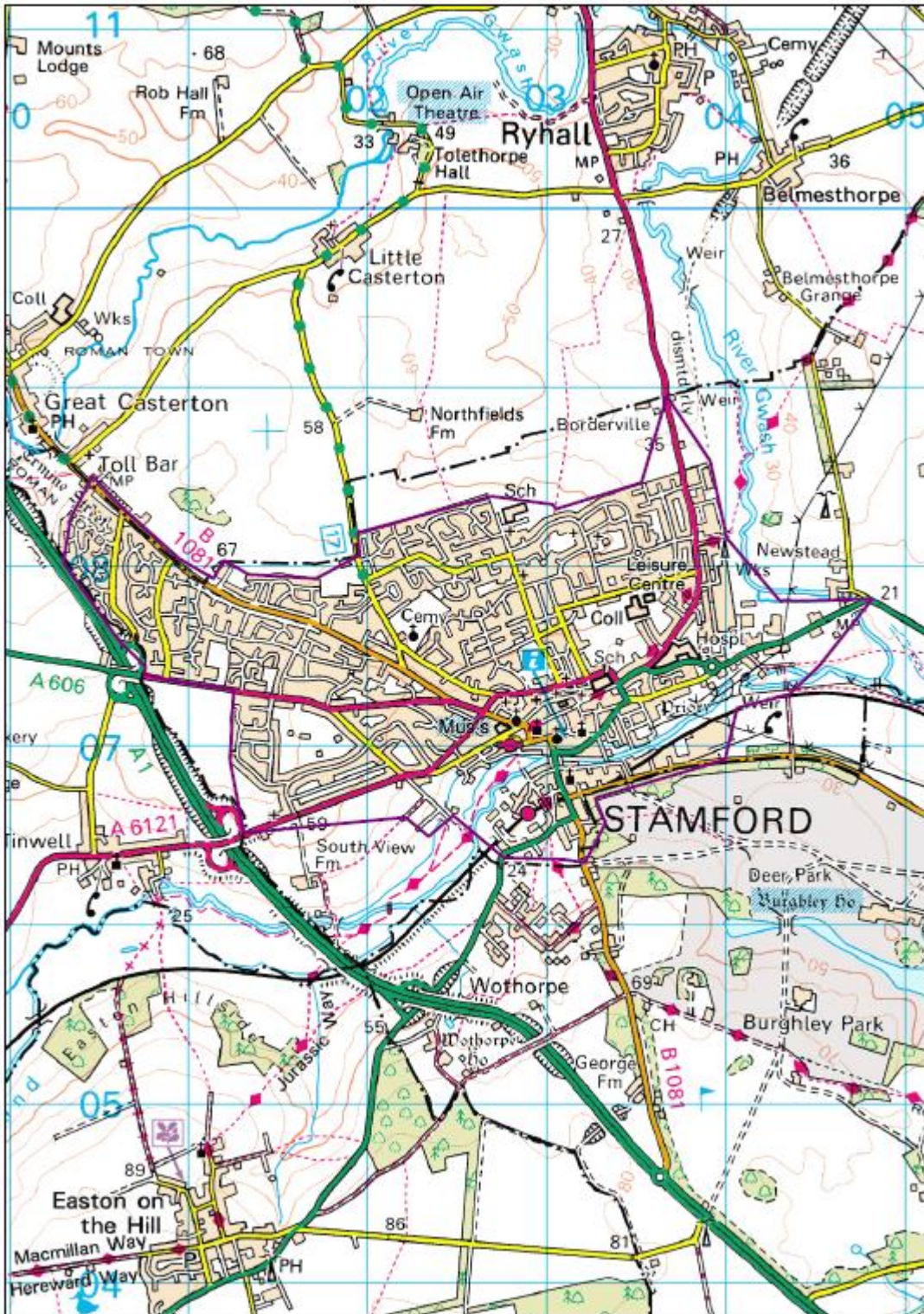
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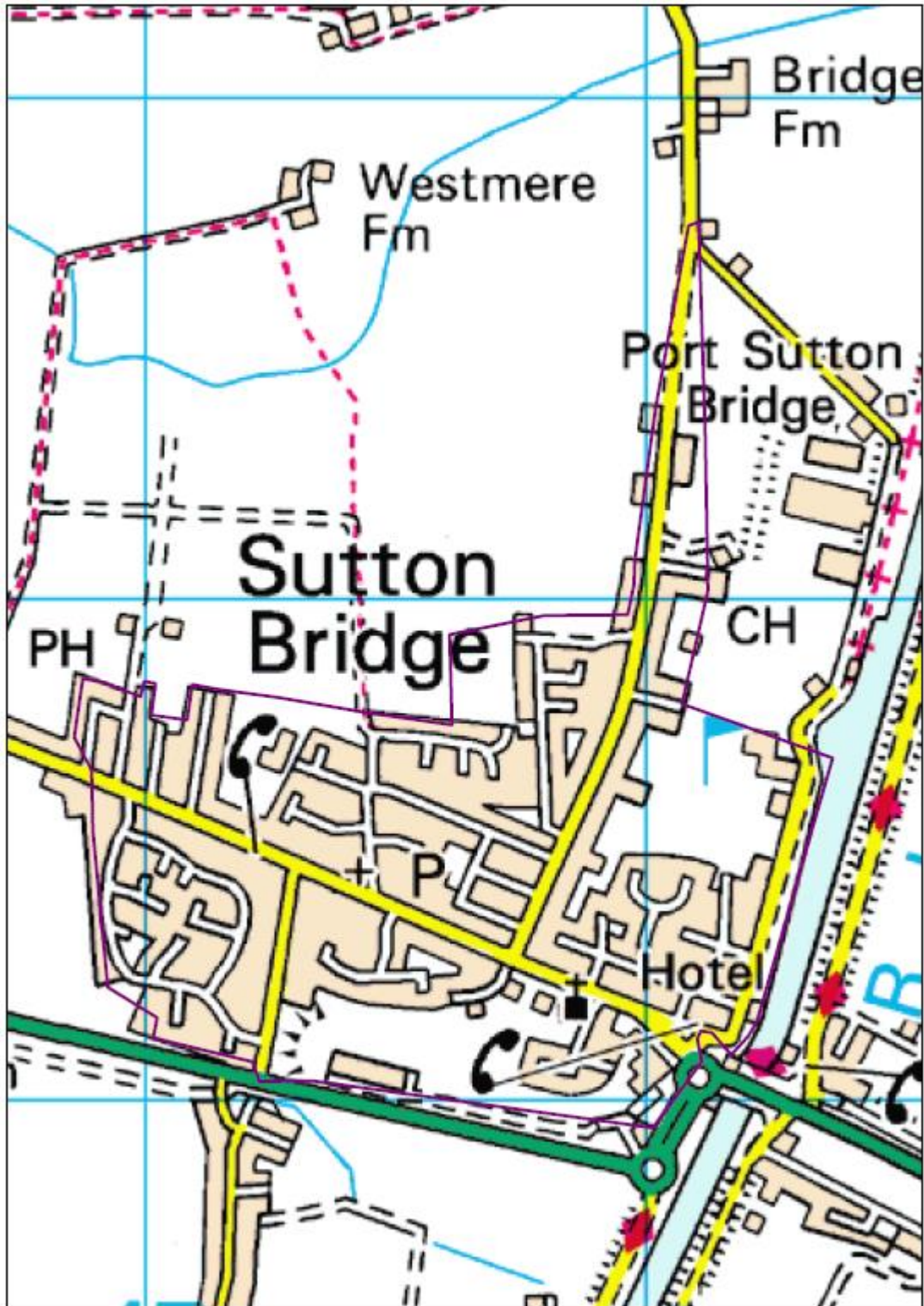
Spilsby



Stamford



Sutton Bridge



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Highway Asset Management Plan – summary of changes from previous document (Highway Maintenance Plan issued July 2013)

Introduction and Policy

- 1.1 v. Additional reference to HMEP
- 1.1 vi. Additional reference to DfT Capital Block Funding
- 1.2 Addition of diagram illustrating links to other plans

Legal Framework

- 2.7 Additional reference to LCC's Quality Management System (QMS)

Strategy and Hierarchy

- 3.4 Changes to cross-reference of Hierarchy Type 4 and Hierarchy Type 5 roads to better represent Lincolnshire's road network and clarify their relation to standards suggested in "Well Maintained Highways" Lincolnshire's Hierarchy 4 now covers both Category 4A and 4B in the National Guidance.
- 3.5 Changes to the naming of Lincolnshire's footway hierarchies to match the suggested national standards. Re-definition of Footway types 2, 3 and 4 to better define the footway network in Lincolnshire in relation to their counterparts in the national guidance and to give extra clarity in the case of any potential defence during claims against the Council.

Asset Inspections, Surveys, Assessments and Recording

- 4.2 i. Change in wording to support the changes to response times and reference to Appendix B. This wording was drawn up in collaboration with Legal Services.
- 4.2 ii. Change of inspection frequency on hierarchy 3 National Guidance which was in error in previous plan.
- 4.8 Rewording of entire section on street lighting inspections.

Expected burning hours in bulk lifecycle change table changes for LED, High Pressure Sodium, and Subway Installations.

Minor changes to categorisation of street lighting defects. Please note that that these defects do not directly relate to the proposed changes to Highway defects as identified in Appendix B and have been identified separately by Stan Hall. Street Lighting relates to a separate Code of Practice – "Well Lit Highways".

Changes to cleaning intervals of illuminated Traffic Bollards from 12 months to during routing maintenance.

- 4.15 Changes of cleaning frequencies of gullies, catchpits and offlets from twice per year to once per year with a targeted second clean.
- 4.19 Additional reference to Lincolnshire County Council's Tree Inspection Policy.
- 4.23 Replacement of Give Way markings to be within 7 days rather than 14 days. Other mandatory lines to be replaced within 14 days rather than 21 days, bringing the Plan in line with National Guidance.

Programming and Priorities

- 6.3 i. Reference to 4th Local Transport Plan replacing 3rd Local Transport Plan
- 6.4 iv. Rewording of definition of "Reactive Maintenance" as drawn up in collaboration with legal services to better reflect the change in maintenance philosophy and response times included in Appendix B.

Weather and Emergencies

- 7.1 iii. Additional Reference to Lincolnshire County Council's Divisional Incident Response Plan (DIRP).

Appendix A (Previously Appendix B)

- a) Change in national guidance for hierarchy 3 footways from 2 per annum to 4 per annum which was in error in previous plans.
- c) Night time patrols change from every 2 weeks to every 4 weeks in summer.
- e) Changes to gully, catchpit and offlet cleaning schedules as per 4.15 above.
- g) Change in wording agreed with Legal Services from "identify hazards" to "identify obvious potential hazards".

"Grips to be cleaned when required" replaces " Once per year grips to be cleared and maintained according to Divisional programme."

Appendix B (Replaces Appendix A in previous plan)

The section of the plan identifying emergency response plans has been completely revised and explains and reflects a more risk-based approach to response times which is the focus of and explained in detail in the accompanying report.

Open Report on behalf of Richard Wills, Executive Director for Environment and Economy

Report to:	Highways and Transport Scrutiny Committee
Date:	01 June 2015
Subject:	Highways Surface Treatments

Summary:

This report provides information to the Highways and Transport Scrutiny Committee about the surface treatments used to maintain the highways network and their contribution to delivering the strategy outlined in the Transport Asset Management Plan.

Actions Required:

Members of the Highways and Transport Scrutiny Committee are invited to consider and comment on the report.

1. Background

1.1 Surface treatments are used extensively on the Lincolnshire highways network to protect carriageways from the ingress of water and to improve the texture and skidding resistance of the running surface. This is a far more sustainable and cost effective approach than allowing roads to deteriorate to a poor condition requiring more costly intervention.

In Lincolnshire we generally use

- Single layer Surface Dressing - This is a single layer of bitumen emulsion followed by the application of single sized uncoated chippings (typically 10mm). This variant is generally deployed on more lightly trafficked roads where stresses due to traffic tend to be lower.
- "Racked in" Surface dressing - This is a single layer of bitumen emulsion followed by a 10mm or 14mm uncoated chipping which are then "racked in" with a 6mm chipping. This treatment is used where traffic stresses are higher. They are more robust and hence suited to coping with higher levels of traffic or more arduous traffic conditions.
- "Slurry Sealing" – This is a mix of bitumen emulsion, graded fine aggregate and filler. This technique is used on urban roads and is more successful where traffic volumes and stresses are low. A variation of this

technique is frequently used to maintain the surfacing to bitumen bound footways.

- 1.2 These products and process will not improve the ride quality of the surface, however, by preventing the ingress of water they will extend the structural life of pavements and footways by arresting or reducing deterioration. Many of our lower class roads are largely comprised of multiple layers of Surface Dressing.
- 1.3 On very minor, lightly trafficked roads the "Retread" process is used to re-profile the carriageway and seal it. This involves scarifying and rolling the surface, with additional material where required prior to Surface Dressing. The surface is then treated with a 2nd layer of surface dressing during the following year. This process is particularly useful for managing those parts of the network affected by drought. Sites treated in this way do require more frequent monitoring to ensure further surface dressing is deployed in a timely way and they will suffer rapid deterioration if the surface does not remain sealed and waterproof.
- 1.4 Where sites are identified which are unsuitable for surface dressing or slurry sealing a new surface course (40mm) is applied. This is normally either Hot Rolled Asphalt, Thin Surfacing or Close Graded Surface Course depending upon the nature of the site and levels of traffic. These materials are considerably more expensive to lay but have a longer surface life and will also improve ride quality. The life of a surface course can also be extended by the application of one or two layers of surface dressing before it requires replacing.

The following table outlines our estimated spend in 2014/15 on various surface treatments

Material	Estimated Spend
Surface Dressing	£7.7m
Slurry Sealing	£0.3m
Retread	£1.1m
Hot Rolled Asphalt	£3.5m
Thin Surfacing	£0.1m
Close Graded Surface Course	£1.6m

1.5 Site Selection

Surface dressing binders are a modern, highly technical product. They have to be spray applied in a controlled process and quickly develop the strength to hold the aggregate in place in a high stress environment.

Sites are selected for surface treatment based upon surveys undertaken by the Laboratory (SCANNER, SCRIM Deflectograph and CVI) combined with local input from routine safety and condition inspections. The county also

has a programme of sites where "Thin Surfacing" is treated with surface dressing to extend the life of the surface.

These "Thin Surfacing" sites present a particular challenge as when left untreated they can fail rapidly particularly during the winter months. The standard treatment for these sites is to use a 14mm/6mm "Racked In" dressing at the point when deterioration is evident and to follow this with a 10mm/6mm "Racked In" dressing when the first treatment reaches the end of its life. This approach has been used successfully on large lengths of the former Trunk Road network (e.g. A17, A46, A15) to mitigate the problem of failing "Thin Surfacing" and to effectively "sweat" the asset in line with the strategy set out in our Asset Management Plan.

1.6 The use of 14mm chippings requires some consideration for noise and is generally avoided in urban and environmentally sensitive areas. However, once applied the noise level will reduce over time as the chippings embed. The advantage with using a 14mm chipping is that a further application of 10mm chippings can be applied to the surfacing before the whole surface course is replaced. This provides considerable benefits in terms of the whole life cost of the works.

1.7 For Surface Dressing in urban areas where there are issues with parked cars, tyre screwing and problems with potential complaints from house holders a premium polymer modified binder can be used but this may not eliminate all chipping loss or binder migration. The extent of difficulties can sometimes be over stated and these sites can be more time consuming for the contractor and increase costs through lower output.

1.8 Slurry seal can be used as a carriageway treatment with reasonable success in lightly trafficked urban locations but are these are not without service life issues such as loss of texture, de-bonding and poor visual appearance. Slurry seal is therefore mostly used as a treatment for footways.

1.9 Noise

Noise is defined as unwanted sound and tyre/road noise forms part of the overall noise that is an inevitable consequence of a mature and vibrant society. Currently there are no European or national noise limits which have to be met.

The application of surface treatments extends the life of a pavement and restores texture and skid resistance. This increase in surface texture can result in an increase in road noise. The effect of these changes will diminish over time as embedment occurs.

1.10 The Department for Transport Design Manual for Roads and Bridges Volume 11: Environmental Assessment contains guidance on the assessment of the impacts on levels of noise and vibration. This categorises

the long term impacts of noise level increases in accordance with the Table below:

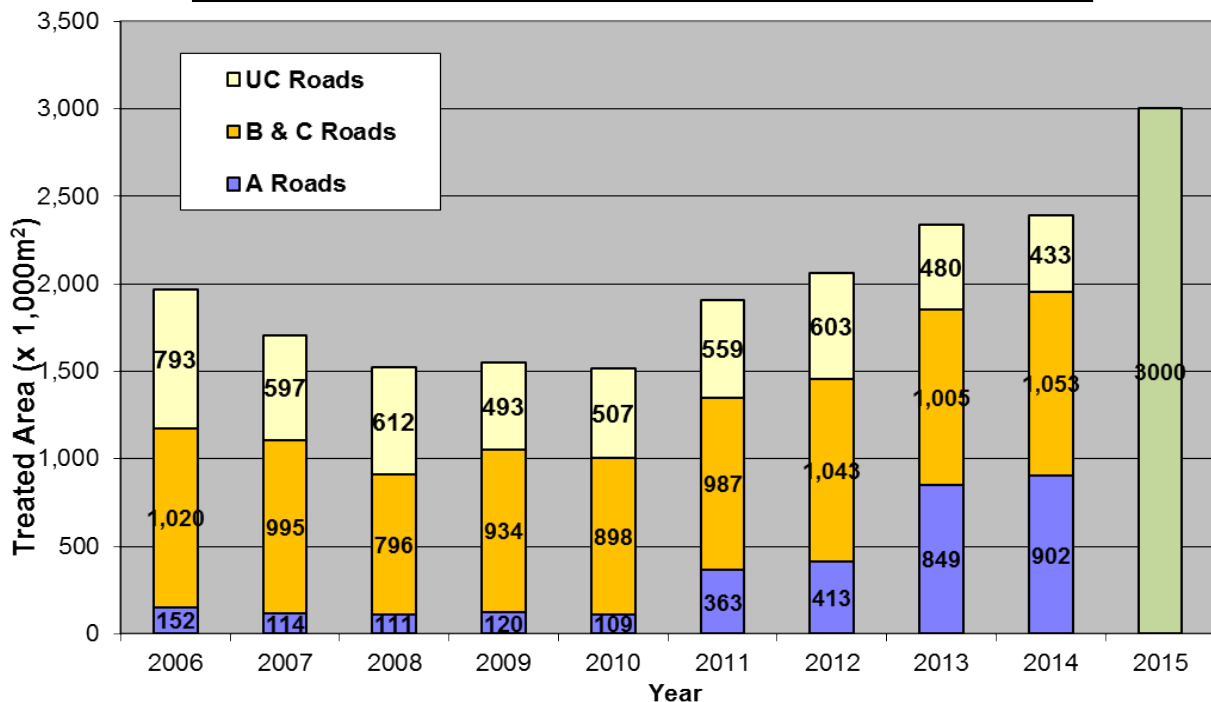
Noise Change (Decibels)	Magnitude of Impact
0	No change
0.1 - 2.9	Negligible
3.0 - 4.9	Minor
5.0 - 9.9	Moderate
10+	Major

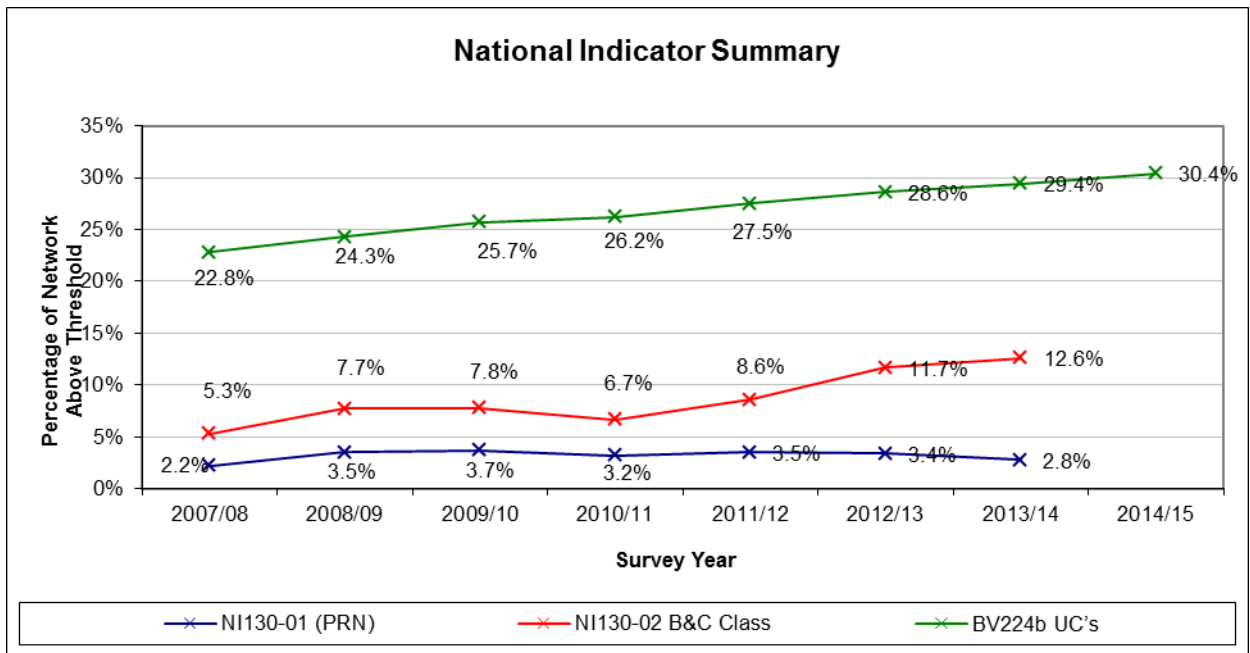
1.11 The results of work carried out by the Transport Research laboratory show that the difference in noise levels between different surface materials is no more than minor. Therefore, whilst this factor is considered as part of the choice of surface material, it is unlikely to outweigh the engineering properties, existing condition, dimensional constraints, material lifespan and whole-life cost of the material for any particular road.

1.12 Treatment Areas and Condition

In previous years Lincolnshire in common with many other authorities saw a reduction in the use of Surface Treatments and this has contributed to the decline in the overall condition of the network. The following graphs illustrate our use of Surface Dressing has changed between 2008 and the current year and the condition of the network.

Surface Dressing Area Treated vs Year - Whole County





1.13 Service Life and Cost

When applied correctly surface dressing will last a considerable number of years. The following table outlines the typical cost and service life of a range of treatments together with the comparative costs for conventional resurfacing.

Surface Treatment Costs

Treatment	Application	Cost per m ²	Service Life
10mm Surface Dressing	All roads except where heavily trafficked	£2.00 to £2.50	6 to 12 years
14/6mm Racked In Surface Dressing	Heavily trafficked roads only	£2.60 to £3.20	10 years
10/6mm Racked in Surface Dressing	Main distributor Roads	£2.50 to £3.00	8 years
Slurry Seal - Carriageway	Urban areas with minimal traffic e.g. cul-de-sacs	£3.00 to £4.00	6 years
Retread Process	Lightly trafficked minor roads	£13.00 to £14.00	6 years plus

Comparative Costs of Other Treatments

Treatment	Application	Cost per m²	Service Life
Resurfacing – Hot Rolled Asphalt	Heavily trafficked roads and junctions	£10.00 to £15.50	20 Years plus
Resurfacing – Thin Surface Course	Heavily trafficked roads	£9.00 to £13.50	8 to 10 years
Resurfacing - Close Graded Wearing Course	Low traffic roads and urban areas	£7.50 to £11.50	10 to 15 years
Slurry Seal – Footway	All footways	£2.50	10 Years

2. Conclusion

2.1 Surface Dressing is the treatment of choice for many locations. It is the right product for many sites and provides significant benefits in terms of whole life cost, speed of application and the efficient use of bitumen and high quality aggregates.

Slurry Surfacing is the right product for a more limited range of sites and is, effectively, restricted by its performance characteristics to urban locations.

Our Asset Management Plan has been approved by members and the adoption of the principles outlined in the plan has reversed the decline in the use of Surface Dressing and Surface Treatments.

2.2 This approach is supported by the Department for Transport (DfT) through their Highways Maintenance and Efficiency Programme (HMEP) and this will form part of the efficiency measures the DfT will expect to be applied if we are to protect our share of the recent increase in the highways maintenance grant.

3. Consultation

a) Policy Proofing Actions Required

n/a

4. Background Papers

The following background papers as defined in the Local Government Act 1972 were relied upon in the writing of this report.

Document title	Where the document can be viewed
Lincolnshire County Council - Transport Asset Management Plan 2012-2016	www.lincolnshire.gov.uk

This report was written by Mike Coates, who can be contacted on 01522 555231 or mike.coates@lincolnshire.gov.uk.

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Open Report on behalf of Richard Wills, Executive Director for Environment and Economy

Report to:	Highways and Transport Scrutiny Committee
Date:	1 June 2015
Subject:	Total Transport Initiative

Summary:

The purpose of this report is to seek endorsement for the overall approach being proposed regarding the implementation of a new Total Transport Initiative, to be known as 'TotalConnect'.

TotalConnect is a long term goal, which aims to transform the existing transport arrangements across Lincolnshire to a position where passenger transport organisation and service delivery is integrated to the maximum extent possible.

The TotalConnect initiative has secured £400,000 (£0.4m) of Department for Transport (DfT) funding, to enable feasibility work and pilots to be undertaken to further the goal of total service integration through the creation of localised models with the potential for countywide application. As well as LCC service area integration, the initiative will seek to work with neighbouring local authorities, other public sector bodies such as the NHS and voluntary sector organisations.

Actions Required:

- (i) That Lincolnshire's status as a DfT Total Transport Pilot be supported;
- (ii) That the proposed approach and potential schemes be supported; and
- (iii) That the Committee agrees to receive regular updates on progress.

1. Background

In January 2015, the DfT launched a £4 million Total Transport pilot fund inviting local authorities to bid for resources to implement a cross-sector approach to the delivery of supported public road passenger transport services.

"The purpose is to integrate transport services currently commissioned by different central and local government agencies and provided by different operators. This should allow existing resources to be allocated and co-ordinated more efficiently,

resulting in services to passengers that are more effective at meeting their needs”.
Department for Transport.

Following a successful bid submission, Lincolnshire County Council has been awarded £400,000 in order to deliver its TotalConnect project, which includes a comprehensive feasibility study and establishing and operating pilot schemes.

The Council has operated an integrated Passenger Transport Unit (PTU) for over a decade. This has been held up as a beacon of good practice by the DfT on a number of occasions, and was again cited as such in the 2013 DfT Best Practice Guidance on Tendering Road Passenger Transport Contracts. The PTU is currently responsible for organising and procuring transport in a coordinated way across three main areas: supported local bus services; school transport (mainstream and SEN); and adult social care transport. The Unit works with community transport providers, as well as with a wide range of transport service operators through both contractual and partnership arrangements.

The PTU also operates the award winning CallConnect demand-responsive transport (DRT) service. This provides transport opportunities in rural communities that cannot be effectively served by conventional bus services. In line with the integrated service philosophy of the PTU, CallConnect services are already used to meet home-to-school transport and adult social care needs, as well as general public demand across Lincolnshire and the neighbouring authorities of Northamptonshire, Rutland and Peterborough. A key outcome of the TotalConnect project could be the Lincolnshire PTU being seen as a centre of excellence for transport procurement and delivery.

The TotalConnect initiative will build on the work of the integrated Passenger Transport Unit and focus on delivering transport services that are further integrated to the maximum extent possible across:

- Local bus services – fixed route and demand responsive
- Non-emergency patient transport (NEPT)
- Adult social care transport
- Home-to-school transport
- Community transport

All the key stakeholders including the PTU and other client departments, Peterborough City Council, the NHS, community transport organisations and larger operators, are fully supportive of the integration approach, as evidenced by letters of support within Lincolnshire’s bid submission.

The focus of TotalConnect is to build on the work of the PTU to deliver much greater integration of services including those that are ‘demand-responsive’ in nature. This particularly concerns integration of our unique CallConnect service with the NHS NEPT services and (to the extent possible) with community transport through a *one-stop-shop* approach to service organisation and delivery for all transport services. Following initial discussions with NHS representatives and the contracted NEPT service provider (NSL), a collaborative sample data collection exercise was recently undertaken to explore the potential for greater service

integration. This focused on the Boston, Louth and Stamford areas and collected data on journeys undertaken by both the CallConnect DRT service and by NSL. Analysis of the data showed that there is significant potential for offering a better service and/or saving costs through integration of service planning and delivery.

This potential approach would align well with the strategic joint Lincolnshire Health and Care (LHAC) programme of action that aims to deliver better social care and health outcomes for the people of Lincolnshire. LHAC has been developed jointly by all health sector bodies and the Council in Lincolnshire since 2013, with the support of NHS England. One of five key workstreams within LHAC concerns efficient organisation and delivery of transport to meet its needs.

TotalConnect also aligns well with internal efforts to further integrate activities and resources for home-to-school transport provision. Models to be considered include possible market moderation in areas of high cost; one site/area – one operator contracts particularly for Special Needs provision and greater utilisation of voluntary sector resources.

The total transport model embodied by TotalConnect is expected to deliver a number of significant benefits, the magnitude of which will be estimated during the feasibility study. More efficient utilisation of vehicle and human resources through coordinated planning, scheduling and delivery of transport services to meet different (but similar) needs will result in a combination of:

- A better service to Lincolnshire transport users:
 - single point of contact
 - improved convenience
 - shorter pick-up time windows and notice periods
 - reduced refusal rates
 - greater certainty for users
 - reduced waiting times at hospitals
 - better geographic coverage of rural areas
 - increased customer satisfaction
- Reduced service costs through more intensive use of (potentially) fewer vehicles;
- Reduced carbon emissions;
- Better accessibility to employment and key services from remote areas; and
- Fewer appointments being missed or re-arranged

The balance between these benefits will depend on the exact approach adopted, as determined in the feasibility study phase.

As a DfT pilot, the TotalConnect project will be delivered through two phases:-

In **Phase 1**, we will undertake a **comprehensive feasibility study** to consider the benefits, costs and implementation issues associated with moving to total service integration. It will include development of a detailed implementation plan for pilot schemes, a monitoring and evaluation plan and a dissemination plan.

In **Phase 2**, we will **establish and operate a TotalConnect pilot scheme** across selected areas of the county - which can potentially be scaled up to a countywide scheme if the pilot is successful. Phase 2 will include monitoring and evaluation of outcomes and impacts, and will include dissemination activities to ensure that other authorities benefit from the TotalConnect experience.

Work done to date and the findings from the future initiatives will be brought together to form a long term plan for the Council's transport provision.

An external consultant will be secured to help deliver elements of the core work, managed by the PTU's Projects Team. The initiative will be governed by a Strategic Steering Group made up of senior representatives from partner organisations and LCC client areas. An appropriate member representative will also be invited to attend.

A detailed delivery plan is currently being established with Phases 1 and 2 planned to span across an 18 month duration. An initial scoping exercise has identified a range of projects which could be delivered within the umbrella of total transport service integration, some of these are outlined below:

Potential TotalConnect Projects	
External interface involved	
1	Integrate with NHS services Deliver joint provision of Call Connect and NHS NEPT transport & deliver deeper integration in all possible areas.
2	Expand the use of voluntary sector operators Develop strong partnerships with more voluntary sector providers and make better use of their services.
3	Develop innovative approaches to packaging and procuring transport Develop economically viable approaches in order to create efficiencies and innovation.
4	Develop innovative methods of market moderation Analyse the market in order to identify opportunities for intervention in order to create efficiencies.
5	Deliver smart ticketing across the market Support operators to enable smart ticketing to be rolled out across the market and the development of new ticketing products
6	Explore the use of rail transport Maximise recent improvements to the rail network by identifying opportunities for it to be better used for passenger journeys (including scholars movements).
7	Deliver services for other local authorities Build on existing contracts which the PTU delivers for other authorities, identifying further opportunities for delivery.
8	Deliver a long term development plan for Real Time Passenger Information systems Re-engineer the RTPI system to achieve cost efficiencies and coverage improvements.
9	Deliver an improved Care Connect service Build on a trial to combine Adult Social Care, public passenger transport and school transport journeys

10	Deliver innovative products for young people Work with operators to identify and deliver new transport products to meet the needs of the youth.
11	Expand the use of negotiation with providers Build on strong relationships with providers by making use of their expertise, knowledge and experience and by negotiating financial savings.
Internally facing	
12	Improve optimisation capabilities using software analysis Determine the need for optimisation software on an adhoc or ongoing basis.
13	Introduce a Dynamic Purchasing System Trial the use of a Dynamic Purchasing System with Solutions 4 and EBBS transport, with a view to wider rollout.
14	Deliver full integration of core IT systems Redevelop PTU's core software systems to enable total integration.
15	Develop innovative uses for Bus Service Providers Grant funding Funding is targeted but possible to identify opportunities for creative use of grant monies towards total service integration.
16	Deliver internal time efficiencies Review internal processes to ensure they are as efficient as possible
17	Establish market potential and efficiency savings from letting of larger contracts e.g. one school one operator approach

2. Conclusion

A report will be produced containing the findings of all the pilot schemes together with proposals for a longer term countywide plan going forward.

The Countywide plan will form a subsequent phase to the TotalConnect initiative which will be subject to separate scrutiny and permissions.

3. Resource & Legal Considerations

Tendering requirements will be undertaken in compliance with the Council's Procurement Rules.

Specialist consultancy support is to be utilised for some aspects of the project.

4. Citizen Impact

Tenderers will be required to comply with a detailed Service Specification which will ensure high standards of safety and quality for service users.

Communities could benefit from better access to services and facilities

5. Community Safety

The Service Specification provides for high standards of safety for service users, including DBS checks having been undertaken for all drivers and escorts.

6. Environmental Impact

Service contracts stipulate minimum engine emission standards. Better coordination of services should reduce the number of vehicles utilised and journeys undertaken.

7. Performance & Risk Management Issues

There will be regular monitoring to ensure that successful tenderers fully comply with the service specification which is designed to minimise risks to clients.

A risk log will be maintained throughout the 18 month period and measures will be taken wherever possible to minimise any risks identified.

8. Equality Implications

The tender process will require all tenders to comply with equality legislation.

9. Financial Implications

DfT Grant money (£400,000) should meet the cost of the feasibility studies and development of pilot projects. No match funding was required against the grant money.

10. Consultation

The nature of any consultation is yet to be determined. It is anticipated that consultation will be initially considered on a scheme by scheme basis.

a) Policy Proofing Actions Required

n/a

11. Background Papers

No background papers as defined in the Local Government Act 1972 were relied upon in the writing of this report.

This report was written by Anita Ruffle, who can be contacted on 01522 553147 or anita.ruffle@lincolnshire.gov.uk.

Open Report on behalf of Richard Wills, the Director responsible for Democratic Services

Report to:	Highways and Transport Scrutiny Committee
Date:	1 June 2015
Subject:	Appointment of Looked After Children / Care Leaver Representative

Summary:

This report invites the Highways and Transport Scrutiny Committee to appoint a Looked After Children / Care Leaver Representative for the Committee, following approval of the Corporate Parenting Strategy at the Council meeting on 19 December 2014.

Actions Required:

The Highways and Transport Scrutiny Committee is requested to appoint a Looked After Children / Care Leaver Representative for the Committee.

1. Background

The Local Authority, its members and officers, have a legal duty to act as a good and effective Corporate Parent to children and young people in its care. Corporate Parenting is driven and supported by key legislation and statutory guidance as detailed in the Corporate Parenting Strategy. These inform the Local Authority's policies, strategies and practices.

The Corporate Parenting Strategy was drafted by officers in conjunction with the Chairman (Councillor D Brailsford) and Vice Chairman (Councillor J D Hough) of the Corporate Parenting Panel. The Strategy was endorsed by the Corporate Parenting Panel at its meeting on 18 September 2014 and approved by County Council at its meeting on 19 December 2014.

The Corporate Parenting Strategy sets out the corporate parenting role and responsibilities of all councillors, and the corporate parenting engagement plan for 2014-15. One of the objectives within the engagement plan is the following:

"Each LCC Committee identifies a LAC/Care Leavers champion and the role is defined and purposeful. A list of Champions is published and known throughout organisation."

The role of the Looked After Children / Care Leaver Champion (or Representative as they will be called) is to make sure that the Committee actively considers the potential impact upon Looked After Children and Care Leavers of any policy,

strategy or action carried out by the Committee and to seek further advice from the relevant officer (Janice Spencer, Assistant Director – Children's Safeguarding) where this is unclear or unsure.

It is proposed that when the Looked After Children / Care Leaver Representative raises any issues at their Committee, this will be formally recorded in the minutes and passed onto the Assistant Director – Children's Safeguarding for her information and any further action required.

The Chairman and Vice Chairman of the Corporate Parenting Panel have suggested that it would be beneficial if the Representatives were not members of the Corporate Parenting Panel, as this would help to broaden the knowledge and expertise regarding Looked After Children and Care Leavers amongst more councillors of the Council.

Once all the Looked After Children / Care Leaver Representatives have been appointed, a detailed training session will be arranged to prepare the Representatives for their new role on the Committee.

2. Conclusion

Further to the Corporate Parenting Strategy that was approved at County Council on 19 December 2014, this report invites the Committee to appoint a Looked After Children / Care Leaver Representative for the Committee.

3. Consultation

a) Policy Proofing Actions Required

No policy proofing is required for this report.

4. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Tracy Johnson, who can be contacted on 01522 552164 or Tracy.Johnson@lincolnshire.gov.uk.

Policy and Scrutiny

Open Report on behalf of Richard Wills, Director responsible for Democratic Services

Report to:	Highways and Transport Scrutiny Committee
Date:	1 June 2015
Subject:	Highways and Transport Scrutiny Committee Work Programme

Summary:

This item enables the Committee to consider and comment on the content of its work programme for the coming year.

Actions Required:

To consider and comment on the work programme as set out in Appendix A to this report.

1. Background

The Committee's work programme for the coming year is attached at Appendix A to this report. The Committee is invited to consider and comment on the content of the work programme.

Work Programme Definitions

Set out below are the definitions used to describe the types of scrutiny, relating to the items on the Work Programme:

Budget Scrutiny - The Committee is scrutinising the previous year's budget, or the current year's budget or proposals for the future year's budget.

Pre-Decision Scrutiny - The Committee is scrutinising a proposal, prior to a decision on the proposal by the Executive, the Executive Councillor or a senior officer.

Performance Scrutiny - The Committee is scrutinising periodic performance, issue specific performance or external inspection reports.

Policy Development - The Committee is involved in the development of policy, usually at an early stage, where a range of options are being considered.

Consultation - The Committee is responding to (or making arrangements to) respond to a consultation, either formally or informally. This includes pre-consultation engagement.

Status Report - The Committee is considering a topic for the first time where a specific issue has been raised or members wish to gain a greater understanding.

Update Report - The Committee is scrutinising an item following earlier consideration.

Scrutiny Review Activity - This includes discussion on possible scrutiny review items; finalising the scoping for the review; monitoring or interim reports; approval of the final report; and the response to the report.

2. Conclusion

To consider and comment on the Work Programme.

3. Consultation

a) Policy Proofing Actions Required

This report does not require policy proofing.

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Highways and Transport Scrutiny Committee Work Programme

5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Louise Tyers, who can be contacted on 01522 552102 or louise.tyers@lincolnshire.gov.uk

HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE

Chairman: Councillor Michael Brookes
 Vice Chairman: Councillor Andrew Hagues

13 July 2015		
Item	Contributor	Purpose
Major Schemes Update	Paul Rusted, Infrastructure Commissioner	Update Report
Lincolnshire Highways Alliance	Paul Rusted, Infrastructure Commissioner	Performance Scrutiny
Sponsorship of Roundabouts	TBC	Update Report

14 September 2015		
Item	Contributor	Purpose
Major Schemes Update	Paul Rusted, Infrastructure Commissioner	Update Report
Quarter 1 Performance Report – 1 April to 30 June 2015	Steve Willis, Chief Operating Officer	Performance Scrutiny
Winter Maintenance – Preparations for Winter 2015/16	David Davies, Principal Maintenance Engineer	Update Report
Civil Parking Enforcement Annual Report 2014/15	Mick Phoenix, Parking Services Manager	Update Report
Speed Management Consultation Outcomes	Graeme Butler, Project Officer and Andy Wharff, Area Highways Manager	Scrutiny Review Activity

26 October 2015		
Item	Contributor	Purpose
Major Schemes Update	Paul Rusted, Infrastructure Commissioner	Update Report
Lincolnshire Highways Alliance	Paul Rusted, Infrastructure Commissioner	Performance Scrutiny

To be scheduled

- Grantham Southern Quadrant Link Road Side Road and Compulsory Purchase Orders – Approval to Proceed
- Pedestrian Crossings

- Traffic Regulation Order Policy

For more information about the work of the Highways and Transport Scrutiny Committee please contact Louise Tyers, Scrutiny Officer, on 01522 552102 or by e-mail at louise.tyers@lincolnshire.gov.uk