



County Offices
Newland
Lincoln
LN1 1YL

10 January 2020

Highways and Transport Scrutiny Committee

A meeting of the Highways and Transport Scrutiny Committee will be held on **Monday, 20 January 2020 at 10.00 am in Committee Room One, County Offices, Newland, Lincoln Lincs LN1 1YL** for the transaction of the business set out on the attached Agenda.

Yours sincerely

A handwritten signature in cursive script that reads 'DBarnes'.

Debbie Barnes OBE
Chief Executive

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

Councillors B Adams (Chairman), S P Roe (Vice-Chairman), T R Ashton, Mrs W Bowkett, C J T H Brewis, Mrs J Brockway, M Brookes, R Grocock, R A Renshaw, A N Stokes and E W Strengeiel

**HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE AGENDA
MONDAY, 20 JANUARY 2020**

Item	Title	Pages
1	Apologies for Absence/Replacement Members	
2	Declarations of Members' Interests	
3	Minutes of the previous meeting of the Highways and Transport Scrutiny Committee held on 9 December 2019	5 - 10
4	Announcements by the Chairman, Executive Councillors and Officers	
5	Council Budget 2020/21 <i>(To receive a report by Keith Noyland, Head of Finance, Communities, in connection with the budget proposals for the next financial year 2020/21 and specifically looks at the budget implications for the Council's Highways and Transport services)</i>	11 - 18
6	Highway Fees and Charges Review <i>(To receive a report by Mick Phoenix, Traffic Manager – Place, in connection with a benchmarking review of the Council's fees and charges. The measures will help to ensure services are delivered within a robust financial framework and help to reduce budget pressures)</i>	19 - 50
7	Lincolnshire Residents' Parking Policy and Parking Review in Grantham <i>(To receive a report by Mick Phoenix, Traffic Manager – Place, in connection with the provision of various types of parking restrictions within Grantham and their current suitability to support a vibrant town centre. The report focuses on the need to survey and review town centre parking provision, including measuring the suitability of access for residents, visitors and businesses)</i>	51 - 66
8	Permit Scheme Annual Report 2018/19 <i>(To receive the annual report for 2018/19, by Mandi Robinson, Network Management Regulation Manager, in connection with the Permit Scheme. The report is a statutory requirement as stipulated by the Department for Transport for each of the first three years of a permit scheme)</i>	67 - 94
9	CCTV Pilot Scheme for Parking Enforcement Outside Schools <i>(To receive a report by Matt Jones, Parking Services Manager, in connection with the CCTV enforcement trial implemented outside eight schools within the County and the subsequent findings of the CCTV Pilot Scheme Working Group)</i>	95 - 102

10 Highways and Transport Work Programme

103 - 108

(To receive a report from Daniel Steel, Scrutiny Officer, in connection with the Committee's Work Programme. Members' comments are sought on the items for future consideration)

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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

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HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE 9 DECEMBER 2019

PRESENT: COUNCILLOR B ADAMS (CHAIRMAN)

Councillors S P Roe (Vice-Chairman), T R Ashton, Mrs W Bowkett, M Brookes, R Grocock, Mrs A M Newton, R A Renshaw, A N Stokes, E W Strengiel, Mrs E J Sneath

Councillors R G Davies, Executive Councillor for Highways, Transport and IT and C L Perraton-Williams, Executive Councillor for Highways, Transport and IT attended the meeting as observers

Officers in attendance:-

Steve Blagg (Democratic Services Officer), Karen Cassar (Assistant Director Highways), Nicole Hilton (Assistant Director - Communities), Teresa James (Senior Project Leader (Major Schemes)), Chris Miller (Environmental Services Team Leader (Countryside Services)) and Daniel Steel (Scrutiny Officer)

39 APOLOGIES FOR ABSENCE/REPLACEMENT MEMBERS

Apologies for absence were received from Councillor Mrs J Brockway and C J T H Brewis.

The Head of Paid Service reported that under the Local Government (Committee and Political Groups) Regulations 1990, she had appointed Councillors Mrs E J Sneath and Mrs A M Newton to the Committee, in place of Councillors Mrs J Brockway and C J T H Brewis, for this meeting only.

40 DECLARATIONS OF MEMBERS' INTERESTS

Councillors S P Roe and T R Ashton requested that a note should be made in the minutes that they were both members of the Planning and Regulation Committee and would remain in the meeting and not comment or vote on the matter (minute 43).

Councillor Mrs A M Newton requested that a note should be made in the minutes that she was a member of the Planning and Regulation Committee and would comment and vote on the matter as a neighbouring local Division Member (minute 43).

Councillors M Brookes and T R Ashton requested that a note should be made in the minutes that they were both members of the South East Lincolnshire Joint Strategic Planning Committee (minute 43).

**HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE
9 DECEMBER 2019**41 MINUTES OF THE PREVIOUS MEETING OF THE HIGHWAYS AND
TRANSPORT SCRUTINY COMMITTEE HELD ON 28 OCTOBER 2019

RESOLVED

That the minutes of the previous meeting held on 28 October 2019, be approved as a correct record and signed by the Chairman.

42 ANNOUNCEMENTS BY THE CHAIRMAN, EXECUTIVE COUNCILLORS
AND LEAD OFFICERS

The Chairman stated that an email had been sent to members from residents in Bourne. He had not responded as he had not received the email but Councillor S Roe had responded and the matter was in hand.

43 SPALDING WESTERN RELIEF ROAD

The Chairman stated that a petition comprising 1343 signatures had been received in connection with the Spalding Western Relief Road and outlined the procedure for receiving a petitioner at the meeting.

Mrs Catherine Roberts introduced the petition requesting that the Council should amend the route of the proposed Spalding Western Relief Road and in particular the central section, to one which did not involve the demolition and destruction of up to nine family homes as defined in the safeguarded corridor.

Additional comments by Mrs Roberts included:-

- Six alternative routes were available which did not involve the demolition of residential properties.
- People had worked hard to buy their homes.
- Publicity had identified massive support for affected residents.
- The lack of prior notification to local residents by the Council about the proposals.
- Along with all those within the safeguarded corridor, 99% of residents of Spalding were blissfully unaware of the change of route from the extensively advertised allotment route, to the secretly changed proposed route which demolished family homes.
- People had their unique and personal reasons for wishing to remain in their homes.

Mrs Catherine Roberts was asked whether the reason for her attendance today was caused by a failure of the Council's procedures. Mrs Catherine Roberts stated that both the County Council and South Holland District Council had blamed each other. Residents had not received a request to attend a meeting when the allotments route had been discussed and it had been left to Councillor Mrs A M Newton to arrange a public meeting to discuss the route.

Officers outlined the report to be submitted to the Executive on 7 January 2020, including the strategic planning proposals arising from the proposed route, the removal of traffic from Spalding, support of the proposals by South Holland District Council, the delivery timescale, that planning approval had already been given for sections 1 and 5, the need for the road, the effects of national policy changes, the reduction in government funding for the project an explanation of the options appraisal with Route Option 3 the preferred route.

Comments by members included:-

- The consternation caused to local residents because of the proposed route and that residential properties would need to be demolished.
- A lot of new houses were proposed and yet it was proposed to demolish existing houses.
- There would be improvements to air quality in Spalding.
- The loss of agricultural land as a result of the construction of new housing.
- There was little difference between the cost of the Option 3 route and the "Trojan Wood" route.
- The majority of residents on Bourne Road were only made aware of the proposed Option 3 route late in the consultation process.
- The Option 3 route went against the human rights of residents and therefore fall foul of the Human Rights Act.
- Economic development would increase because of the new homes proposed to be constructed. However, nine homes would be demolished if route Option 3 was supported and this should be avoided.
- It was important that routes were assessed before anything was committed to paper to avoid blight.
- Route Option 4 should be examined as many of the risks could be overcome and costs would change in 10-15 years.

On a motion moved by the Chairman, seconded by Councillor E J Sneath, it was-

RESOLVED (Note: Councillor M Brookes stated that because the South East Lincolnshire Plan had been adopted he would vote on this matter)

- (a) That the report and comments by members be noted.
- (b) That the recommendations detailed in the report to the Executive be supported with the exception of recommendation 2 (Route Option 3) and that the Executive be asked to support Route Option 4 (the "Trojan Wood" route) as the preferred route for the Spalding Western Relief Road.

44 ROADSIDE NATURE RESERVES AND WILDFLOWER PLANTING

Consideration was given to a report in connection with the Council's current practices and policies on the planting and maintenance of roadside nature reserves and wildflower planting. The Committee was asked to indicate whether it wished to make any recommendation to the Executive Councillor for Highways, Transport and IT on

**HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE
9 DECEMBER 2019**

the potential policy direction for future planting schemes based on new road construction or for community led verge projects.

Officers outlined the current situation stating that the Wildlife Trust managed the Council's roadside nature reserves, the importance of encouraging bio-diversity, the power of the highway authority to authorise Parish Councils on planting schemes and recent approaches by the community to plant on highway verges. Officers emphasised the importance of supporting bio-diversity, seeking the permission of the local highways authority and the need for the Wildlife Trust to be involved.

Members welcomed the report and stated that Parish and Town Councils had an important role to play in any future arrangements. Officers should take the opportunity when communicating with Parish and Town Councils about the maintenance of verges they should also be informed about the current practices of roadside nature reserves and wildlife planting.

The Executive Councillor for Highways, Transport and IT welcomed the report and the potential for improving and building green corridors. He stated that there was a need for the Council to consider how this matter was taken forward with the help of Parish Councils and community groups and that it was important that highways' permission was sought by community groups before any planting took place.

RESOLVED

- (a) That the report be welcomed and that the comments by members be noted.
- (b) That officers examine the current policy to ensure it is up to date and then send it to Town and Parish Councils when details of the maintenance of verges is circulated.

45 PERFORMANCE REPORT, QUARTER 2 (JULY 2019 - SEPTEMBER 2019)

Consideration was given to a report detailing the performance of the highways service including the Major Highway schemes update, Lincolnshire Highways Alliance performance, the Highways and Transport Complaints report and the National Highways and Transport Survey Report 2019.

Comments by members included:-

- The very poor condition of a road in the Wainfleet electoral Division. Officers agreed to speak to the member concerned about this matter after the meeting.
- An enquiry was made about the timetable for the completion of the roundabout projects on the A46 and A15, near Lincoln, as complaints had been posted on-line about the projects. Officers stated that a meeting was shortly to be held to discuss the matter and they would respond to the member after the meeting.
- An enquiry was made about the use of digital technology? Officers stated that the new contract with Balfour Beatty with effect from 1 April 2020 made reference to the use of digital technology.

**HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE
9 DECEMBER 2019**

- The Division member for Tattershall Castle stated that he would send details about an issue he had had with a finger direction sign in his area to the Executive Councillor for Highways, Transport and IT.
- It was agreed that the presentation of the report on the Spalding Western Relief Road would have been improved if it had been projected on a screen.

RESOLVED

That the report and comments made by members be noted.

46 HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE WORK
PROGRAMME

Consideration was given to the Committee's Work Programme.

RESOLVED

That the Work Programme be noted and updated accordingly subject to the Cycling Strategy and the Permit Scheme Annual Report 2018/19 being deferred from 20 January 2020 to 9 March 2020.

The meeting closed at 11.30 am

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Open Report on behalf of Andy Gutherson, Executive Director – Place

Report to:	Highways and Transport Scrutiny Committee
Date:	20 January 2020
Subject:	Council Budget 2020/21

Summary:

The report outlines the budget proposals for the next financial year 2020/21.

The Provisional Local Government Finance Settlement for 2020/21 has not been issued at the time of writing this report, but it is expected that the settlement will be in line with the funding announced in the Local Government Finance Settlement 2020/21 Technical Consultation released on 9 October 2019. The budget proposals for 2020/21 are therefore estimated at this stage.

This report specifically looks at the budget implications for the Council's Highways and Transport services.

The Executive will consider budget proposals at its meeting on 7 January 2020, following which they will be open to consultation.

Members of this committee have the opportunity to scrutinise them and make comment, prior to the Executive meeting on 4 February 2020 when it will make its final budget proposals for 2020/21.

Actions Required:

The Highways and Transport Scrutiny Committee is asked to consider this report and members of the committee are invited to make comments on the budget proposals. These will be considered by the Executive at its meeting on 4 February 2020.

1. Background

- 1.1. The Executive is preparing to consult on a single year revenue budget for 2020/21 following the government delaying the full spending review until 2020. The Council continues to face the effects of significant reductions in government funding, growing cost pressures from demand led services such as adult and children's social care, an increasing asset and highways network and inflationary pressures on contracted services. Uncertainty around government funding beyond that announced in the Local

Government Finance Settlement 2020/21 Technical Consultation on 9 October 2019, means that it is not considered practicable for the Council to develop detailed long-term financial plans. However, a review of the Medium Term Financial Plan (MTFP), maintained by the Executive Director – Resources, which sets out expectations for what the Council's budget will look like over the next three years is included in the budget proposals being considered by the Executive on 7 January 2020.

- 1.2. A Government Spending Review is due to take place in 2020 to determine the amounts to be allocated to each Government spending department. It is not yet known what period of time the Spending Review outcomes will cover. The impact of the Government's Fair Funding Review and Business Rates Retention reforms is expected to be known in the autumn of 2020 and the MTFP will then be updated.
- 1.3. For 2020/21 budgets have been reviewed in detail based on the latest available information to arrive at the proposals set out in this report. In developing its financial plan the Council has considered all areas of current spending, levels of income and council tax plus use of one off funding (including use of reserves and capital receipts) to set a balanced budget.
- 1.4. All areas of service expenditure have been reviewed to identify cost pressures which must be funded and savings which can be made through efficiencies with no or minimal impact on the level of service provided.
- 1.5. On an annual basis the Council has the opportunity to review the level of Council Tax. Central government sets thresholds above which a local authority would be required to hold a referendum for Council Tax increases. In the Technical Consultation on the Local Government Finance Settlement it was proposed that the referendum threshold for general Council Tax would be 2% for 2020/21. This means that, together with the 2% Council Tax increase for Adult Social Care allowable in 2020/21, Lincolnshire County Council may increase council tax in 2020/21 by up to 4% before requiring a referendum.
- 1.6. At its meeting on 7 January 2020 the Executive will consider proposals for the Council's revenue and capital budgets to be put forward as a basis for consultation including the proposed level of council tax increase for 2020/21.
- 1.7. Funding for 2020/21 is estimated based on the Local Government Finance Settlement 2020/21 Technical Consultation which was released on 9 October 2019.

1.8. Table A shows the total proposed revenue budget for the Council's Highways and Transport services.

TABLE A

2020/21 Revenue Budget	Original Budget	Pay Inflation	Cost Pressures	Savings	Proposed Budget 2020/21
	£000	£000	£000	£000	£000
Transport Services	14,138	51	0	-425	13,764
Highways Asset Management	9,314	53	-30	-35	9,302
Highways Services	6,977	62	0	-663	6,376
Highways Infrastructure	584	2	0	0	586
Design Services (including maintenance of structures, signals and street lighting)	6,317	7	0	-39	6,285
Total	37,330	175	-30	-1,162	36,313

1.9. The Highways and Transport Services are proposing to make savings of £1.162m in 2020/21.

1.10. The budget proposals for these services have allowed for pay inflation of 2% for 2020/21. A contract saving related to the licencing costs for the Confirm system reverses a previous cost pressures of £0.030m for 2020/21 in Highways Asset Management.

1.11. For Transport services, a reduction in the volume of journeys on which the reimbursement of concessionary travel is now based is expected to generate savings in 2020/21 of £0.425m.

1.12. Savings of £0.188m in 2020/21 in winter maintenance are expected to result from changes to the type of salt used, more localised weather forecasting enabling targeted gritting of individual routes and from lease savings from buying rather than leasing gritters.

1.13. Increased income from the provision of chargeable services and Highways Permitting charges are budgeted to generate savings in 2020/21 of £0.503m.

1.14. Efficiency savings in system maintenance and contract costs are expected to provide £0.046m in 2020/21.

Capital Programme

- 1.15. A ten year Capital Programme has been compiled in line with the principles set out in the Council's Capital Strategy, including the principle of affordability. Schemes include a number of major highways projects, provision of school places, replacement of two Household Waste Recycling Centres, the rolling programme of renewal and replacement of fire fleet vehicles, gritters fleet and vehicles at the Waste Transfer Stations, improvements and review of the property portfolio, Information Technology developments and re-phasing of existing schemes.
- 1.16. The full Gross Programme totals £170.077m for 2020/21 plus a further £364.159m for future years, with grants and contributions of £127.864m giving a net programme of £406.372m to be funded by the County Council.
- 1.17. Table B overleaf shows the proposed gross capital programme for the Council's Highways and Transport services.
- 1.18. A number of new Highways projects have been added to the capital programme in 2020/21 as part of the budget setting process. These are summarised below:
- North Hykeham relief road - A project to link the Lincoln Eastern Bypass with the existing Western Bypass to create a ring road. It will also form part of the Lincolnshire Coastal Highway. This scheme is reliant on receiving contributions from central government.
 - Boston Development Schemes (Infrastructure & Economic) - A range of initiatives to support economic and housing growth whilst reducing traffic congestion in and around Boston. These schemes will replace the previous capital scheme for the Boston Barrier.
 - Spalding Western Relief Road - Completion of Spalding West Relief Road - Section 1 and Section 5.
 - Local Highways Improvements (Pinch-points) to support Coastal Route - This project will improve the transport corridor to the Lincolnshire Coast by improving pinch-points along the route (A57, A46, and A158).

TABLE B Capital Programme (2019/20 plus Future Years)		Revised Gross Programme 2019/20 £000	Revised Gross Programme 2020/21 £000	Gross Programme Future Years £000
HIGHWAYS / TRANSPORT				
Highways Asset Protection	Maintenance of roads, bridges, safety fencing, street lighting, signs and lines, and traffic signals.	35,638	24,955	0
Lincoln Eastern Bypass	Completion of the Lincoln Eastern Bypass	42,863	20,707	0
Lincoln East-West Link	Completion of the new East-West link in Lincoln.	-2	0	0
Grantham Southern Relief Road	Completion of Grantham Southern Relief Road.	29,986	21,417	24,817
Corringham Road (development with WLDC)	Major scheme development of Corringham Road, in partnership with West Lindsey District Council.	716	1,000	0
Sleaford Rugby Club (Sleaford Growth Scheme)	Improvement to ease congestion and improve the traffic flow at the Sleaford Rugby Club junction.	1,315	0	0
A1084 Safer Road Fund	Improvement on A1084 under Safer Roads Funds.	1,245	0	0
A631 Middle Rasen to Bishops Bridge Safer Road Fund	Improvement on A631 Middle Rasen to Bishops Bridge, under Safer Roads Funds.	645	0	0
A631 Louth to Middle Rasen Safer Road Fund	Improvement on A631 Louth to Middle Rasen, under Safer Roads Funds.	0	2,725	0
A16/A1073 Spalding to Eye Road Improvement	Completion of A16/A1073 Spalding to Eye Road Improvement.	14	0	0
Holdingham Roundabout	Improvement on Sleaford Holdingham Roundabout.	1,988	2,115	0
A46 Welton Roundabout (Integrated Transport/NPIF)	Improvement on A46 Welton junction.	4,939	0	0
Other Highways and Transportation	Block of smaller Highways projects.	1,161	0	0
Network Resilience	Replacement programme of gritter vehicles.	587	120	4,833
A46 Roundabouts	Improvements to Riseholme and Nettleham roundabouts by extending/adding extra lanes to increase capacity and reduce congestion.	4,525	0	0
Integrated Transport	Schemes including minor capital improvements, rights of way, road safety, public transport and town/village enhancements.	4,137	3,312	0
Transforming Street Lighting	Programme of street lighting improvement.	458	0	0
Energy Efficiency Street Lighting Schemes	Replacement of SOX lanterns with more efficient LED bulbs to enable longer-term savings on energy.	248	209	683
Head of Highway Services - Minor Works	Block of miscellaneous small projects including drainage.	32	159	0
Boston Development Schemes (Infrastructure & Economic)	A range of initiatives to support economic and housing growth whilst reducing traffic congestion in and around Boston.	0	0	5,500
North Hykeham relief road (Scheme total £148m, DfT bid £100m)	A project to link the Lincoln Eastern Bypass with the existing Western Bypass to create a ring road. It will also form part of the Lincolnshire Coastal Highway.	0	0	48,000
Spalding Western Relief Road - section 1	Completion of Spalding Western Relief Road - Section 1.	0	0	27,800
Spalding Relief Road section 5	Completion of Spalding Relief Road Section 5.	11,994	11,000	3,291
Spalding Western Relief Road - section 1 S106 income expectation	Development Contribution towards completion of Spalding Western Relief Road - Section 1	0	0	-5,520
Spalding Western Relief Road - section 5 S106 income expectation	Development Contribution towards completion of Spalding Western Relief Road - Section 5	0	0	-4,200
Local Highways Improvements (Pinchpoints) to support Coastal Route (between £2m-£5m p.a)	This project will improve the transport pinchpoint to the Lincolnshire Coast by improving pinchpoints along the route (A57, A46, and A158).	0	3,000	21,000
Highways / Transport Total		142,487	90,720	126,203

Further consultation

- 1.19. A consultation meeting with local business representatives, trade unions and other partners is scheduled to take place on 23 January 2020.
- 1.20. The proposals will be publicised on the Council website together with the opportunity for the public to comment.
- 1.21. All consultation comments and responses will be available to be considered when the Executive makes its final budget proposals on 4 February 2020.

2. Conclusion

- 2.1. These budget proposals reflect the level of funding expected to be available to the Council from central government and an assumed increase in Council Tax in 2020/21 of 1.5% and an Adult Social Care "precept" assumed to increase by 2.00% in 2020/21 giving a total Council Tax increase of 3.5%.
- 2.2. A thorough review of the Council's services was carried out during the budget process which has identified unavoidable cost pressures, some savings with minimal or no impact on the level of service provided and the capital programme has been reviewed. The budget proposals therefore aim to reflect the Council's priorities whilst operating within the resources available to it.

3. Consultation

a) Have Risks and Impact Analysis been carried out?

No

b) Risks and Impact Analysis

An Equality Impact Assessment will be completed for the proposed increase in Council Tax. This will be reported to the Executive at its meeting on 4 February 2019.

Further risk and impact assessments will need to be undertaken on a service by service basis

4. Background Papers

Document title	Where the document can be viewed
Medium Term Financial Strategy and Council Budget 2020/21 Executive Report January 2020	Democratic Services

This report was written by Keith Noyland, who can be contacted on 01522 843357 or keith.noyland@lincolnshire.gov.uk.

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Open Report on behalf of Andy Gutherson, Executive Director - Place

Report to:	Highways and Transport Scrutiny Committee
Date:	20 January 2020
Subject:	Highway Fees and Charges Review

Summary:

A report detailing a benchmarking review of the Councils fees and charges has been drawn up for consideration.

The report contains the reasoning for proposed increases and additions to the current charging regime, the need for future reviews and linking charges to the effects of inflation.

These measures will help to ensure services are delivered within a robust financial framework and help to reduce budget pressures.

Actions Required:

- (1) To consider the attached decision on the Highway Fees and Charges Review and to determine whether the Committee supports the recommendations to the Executive Councillor for Highways, Transport and IT.
- (2) To agree any additional comments to be passed to the Executive Councillor in relation to the Highway Fees and Charges Benchmarking Review.

1. Background

The Council applies charges and fees to a number of highway related services that require consultation, coordination, planning and design advice as well as other administrative services to allow licences and traffic orders to be issued.

The services supplied cover both discretionary, when the Council has the powers but is not obliged to deliver and statutory, when the Council has powers and is obliged to deliver. Income from discretionary powers can be invested to improve service delivery. Services that are statutory are charged under appropriate legislation and legislate for the recovery of costs.

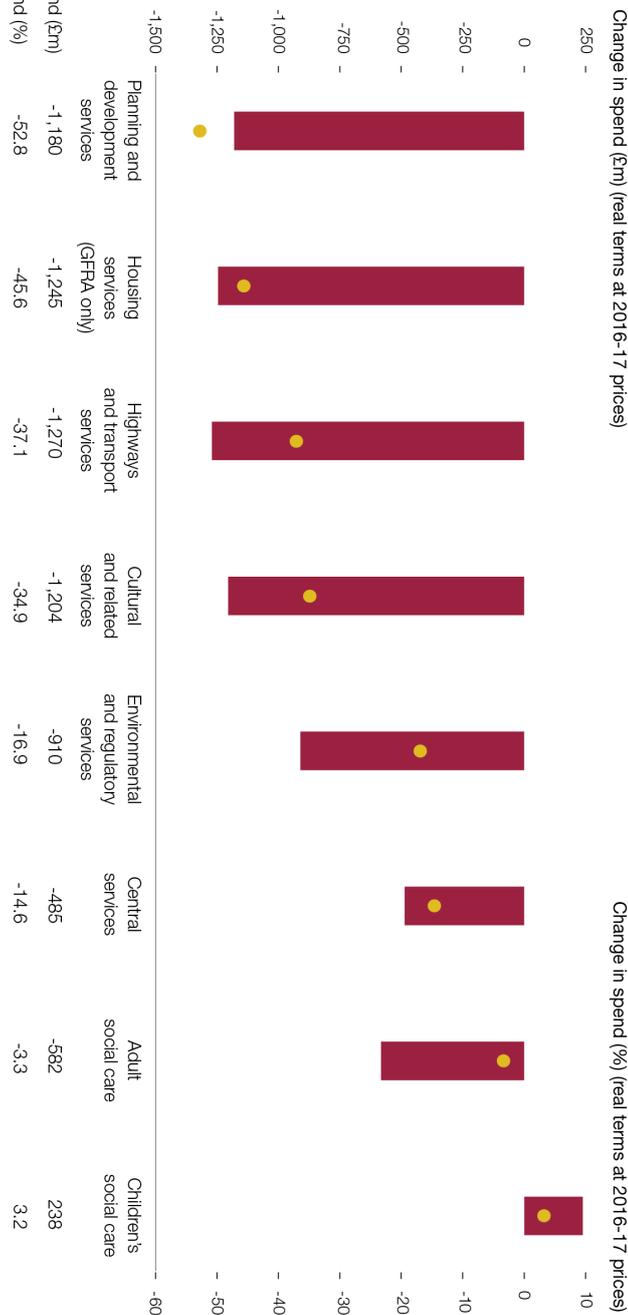
The services relate to highway compliance under the NRSWA 1991, land searches, parking waivers, traffic regulation orders and works carried out by the Council at the request of the public.

The pressure on highway budgets has been in place for a number of years and is unlikely to abate in the near term. The available spend across all local authorities has decreased with highways seeing a 37% decrease in real terms between 2010/11 to 2016/17.

Figure 7

Change in spend by service area, 2010-11 to 2016-17 – all local authorities in England

Spend on social care has been relatively protected, but several other service areas have seen large reductions since 2010-11



Notes

1 Data shown are net current expenditure. However, for adult social care we also include transfers from health care bodies. This includes the element of the Better Care Fund received and used by local authorities.

2 GFRA is the General Fund Revenue Account. This provides revenue funding for the bulk of local authority services and is funded primarily by government grants, business rates and council tax. It is separate to the housing revenue account which is used to maintain local authority housing stock and is funded primarily through rental income.

Source: National Audit Office analysis of Ministry of Housing, Communities & Local Government data. See standalone methodology

It is unlikely that the reductions will be reversed in the future. In line with the Councils prudent management of its finances and the provision of services, especially those within the highway, a review of costs and pricings was undertaken.

A benchmarking review comparing the Council charges to other similar / near neighbour local authorities was completed in September 2019 and shows that many of the charges and fees applied by the Council lag those found elsewhere. The current level of various charges had not been increased for at least 10 years and often no longer covers the Council's costs.

Utilising the benchmarking review report (at Appendix A) a new pricing scheme has been drafted to allow for asset, resource and wage inflation over the past 10 years. The table below shows the service provided, the current charge or fee, the new recommended charge and the percentage change.

The variation in percentage increases for some charges and fees allows incremental rises to take place over the medium term and mitigate costs to customers.

Item	Charge	Number	Current Income £	Suggested rise %	New charge	Increase - Annual Income
Scaffold permit	£50.00	366	£18,300.00	50%	£75.00	£9,150.00
Skip Permit	£30.00	1037	£31,110.00	50%	£45.00	£15,555.00
Road closure over 5 days	£1,000.00	177	£177,000.00	20%	£1,200.00	£35,400.00
Road closure up to 5 days	£675.00	728	£491,400.00	20%	£810.00	£98,280.00
Emergency road closure	£300.00	475	£142,500.00	20%	£360.00	£28,500.00
Amended road closure	£330.00	1	£330.00	20%	£396.00	£66.00
Cancellation	£330.00	2	£660.00	20%	£396.00	£132.00
Extension	£330.00	7	£2,310.00	20%	£396.00	£462.00
Event	£100.00	6	£600.00	20%	£120.00	£120.00
S50	£300.00	188	£56,400.00	10%	£330.00	£5,640.00
S171	£77.50	199	£15,422.50	129%	£177.48	£19,895.03
S184	£0.00	350	£0.00	0%	£300.00	£105,000.00
Con 29 searches (avg price)	£10.00	10900	£109,000.00	10%	£11.00	£10,900.00
Café licences (various)	£300.00	40	£12,000.00	10%	£330.00	£1,200.00
Ext of Hwy Searches (avg price)	£40.00	1552	£62,080.00	10%	£44.00	£6,208.00
Bay suspensions	£0.00	62	£0.00	25%	£13.00	£806.00
Parking Waivers (flat rate £10)	£0.00	1743	£0.00	25%	£10.00	£17,430.00
			£1,119,112.50			£354,744.03

2. Conclusion

In 2010 the Local Government Efficiency Group recommended that "...unless otherwise justified, local authorities should be reimbursed for the economic cost of providing services for Government departments and other agencies and bodies."

The Council has to ensure that the services it provides are financially sustainable and capable of delivering the requirements made of it under legislation, including the Traffic Management Act and the New Roads and Street Works Act.

Therefore the increase of charges helps to secure service delivery and the on-going review of costs both locally and with our near neighbours will keep delivery at a financially sustainable level.

3. Consultation

a) Have Risks and Impact Analysis been carried out?

No

b) Risks and Impact Analysis

The risks and impacts of charging for highways related services and the issuing of licences remain in line with the impacts to the overall service provided for the Lincolnshire Permitting Scheme and the Street-works elements therein.

4. Appendices

These are listed below and attached at the back of the report	
Appendix 1	I019270 – Highway Fees and Charges Review and Benchmark Report

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 Mick Phoenix, who can be contacted on 01522552105 or mick.phoenix@lincolnshire.gov.uk.

Open Report on behalf of Andy Gutherson, Executive Director – Place

Report to:	Councillor R G Davies, Executive Councillor for Highways, Transport and I.T.
Date:	Between 23 January 2020 and 30 January 2020
Subject:	Highway Fees and Charges Benchmarking Review
Decision Reference:	I019270
Key decision?	Yes

Summary:

This report considers the findings of the Benchmarking Review of the charges and fees applied by the Council for various services relating to the highway, carried out in September 2019 together with an analysis of the costs of officer time incurred by Lincolnshire County Council in the provision of the various services.

The previous benchmarking exercise took place over 10 years ago and almost all of Lincolnshire County Council charges have remained unchanged since then. The charges and fees often no longer cover the cost of officer time, materials, administration and implementation, placing a burden on the highway budget.

Therefore to ensure the Council covers its costs the charges have been reviewed and a series of increases are proposed. These increases are compared to our near neighbour's pricing to ensure the Council would be setting a fair pricing matrix. It is also intended to review the benchmarking exercise annually going forward and propose any changes, including price inflation, for consideration.

Recommendation(s):

That the Executive Councillor:

1. Approves the new charges and fees detailed in this Report to be applied from the 1st April 2020
2. Approves that the benchmarking exercise is refreshed annually with any proposed changes, including price inflation, submitted for consideration.

Alternatives Considered:

- | | |
|----|--|
| 1. | To not amend the charges and fees. This would place further strain on highway budgets. |
|----|--|

Reasons for Recommendation:

As part of the management of the highway network, the Council provides a number of important services relating to works on the highway, many of which are discretionary, that is, we have the power but not the obligation or statutory, which we must deliver.

The Council provides some of these services for free or at a level of charging that fails to recover the full cost of service provision, placing a burden on the highway budget.

Therefore after carrying out a benchmarking review it is proposed that charges be implemented for services not currently charged for and increased for services currently charged. Charges should be reviewed every year to help contribute to a balanced highway budget. Price inflation will also be considered when reviewing fees and charges.

1. Background

The Council applies charges and fees to a number of highway related services that require consultation, coordination, planning and design advice as well as other administrative services to allow licences and traffic orders to be issued.

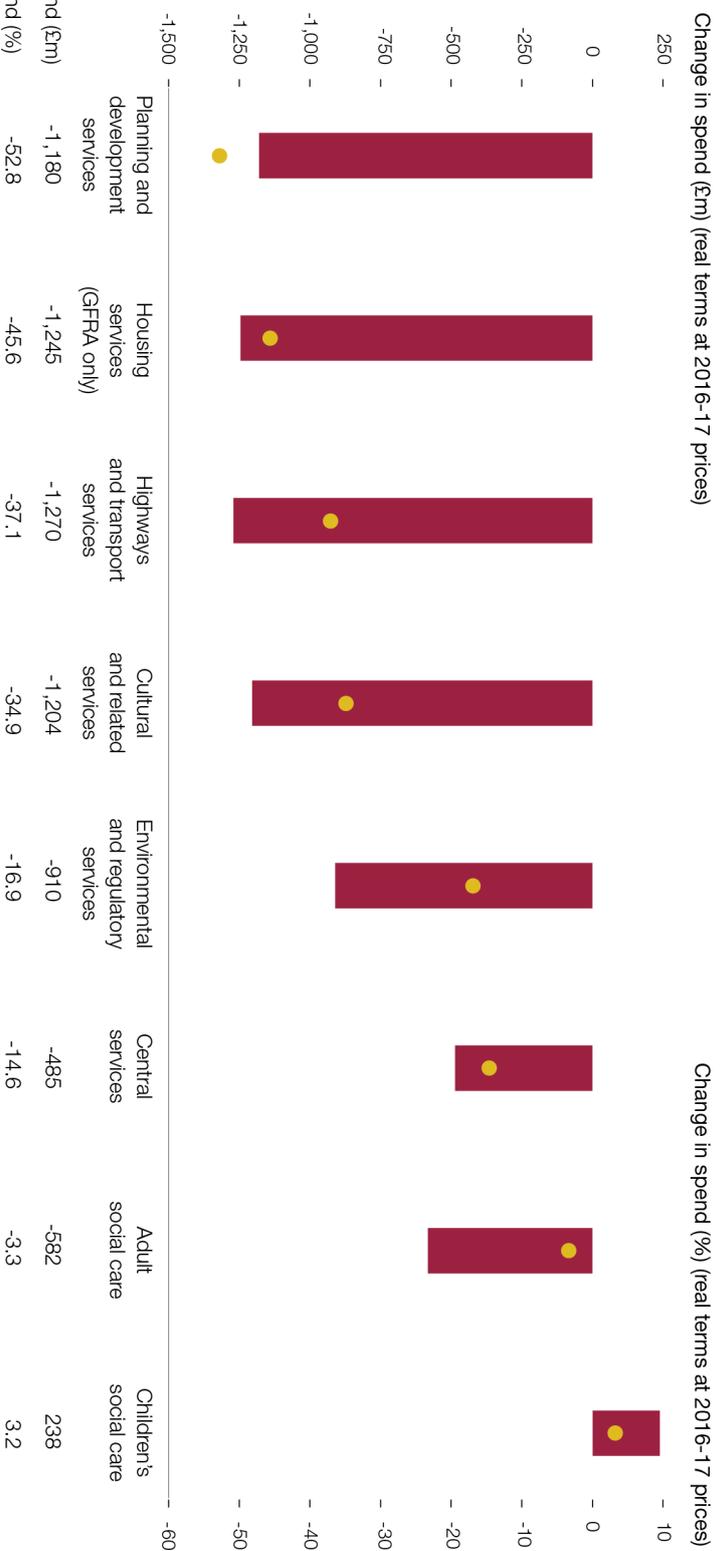
The services relate to highway compliance under the NRSWA 1991, land searches, parking waivers, traffic regulation orders and works carried out by the Council at the request of the public.

The pressure on highway budgets has been in place for a number of years and is unlikely to abate in the near term. The available spend across all local authorities has decreased with highways seeing a 37% decrease in real terms between 2010/11 to 2016/17:

Figure 7

Change in spend by service area, 2010-11 to 2016-17 – all local authorities in England

Spend on social care has been relatively protected, but several other service areas have seen large reductions since 2010-11



Notes

- 1 Data shown are net current expenditure. However, for adult social care we also include transfers from health care bodies. This includes the element of the Better Care Fund received and used by local authorities.
- 2 GFFRA is the General Fund Revenue Account. This provides revenue funding for the bulk of local authority services and is funded primarily by government grants, business rates and council tax. It is separate to the housing revenue account which is used to maintain local authority housing stock and is funded primarily through rental income.

Source: National Audit Office analysis of Ministry of Housing, Communities & Local Government data. See standalone methodology

Source: National Audit Office, Financial sustainability of local authorities 2018

It is unlikely that the reductions will be reversed in the future. In line with the Councils prudent management of its finances and the provision of services, especially those within the highway, a review of costs and pricings was undertaken.

A benchmarking review comparing the Council charges to other similar / near neighbour local authorities was completed in September 2019 and shows that many of the charges and fees applied by the Council lag those found elsewhere. The presently applied level of various charges has not been increased for at least 10 years and no longer represents a cost recovery position based on the current level of costs incurred.

Utilising the benchmarking review report (at Appendix A) a new pricing scheme has been drafted to allow for asset, resource and wage inflation over the past 10 years. The table below shows the service provided, the current charge or fee, the new recommended charge and the percentage change.

The variation in percentage increases for some charges and fees allows incremental rises to take place over the medium term and mitigate costs to customers.

Item	Charge	Number	Current Income £	Suggested rise %	New charge	Increase - Annual Income
Scaffold permit	£50.00	366	£18,300.00	50%	£75.00	£9,150.00
Skip Permit	£30.00	1037	£31,110.00	50%	£45.00	£15,555.00
Road closure over 5 days	£1,000.00	177	£177,000.00	20%	£1,200.00	£35,400.00
Road closure up to 5 days	£675.00	728	£491,400.00	20%	£810.00	£98,280.00
Emergency road closure	£300.00	475	£142,500.00	20%	£360.00	£28,500.00
Amended road closure	£330.00	1	£330.00	20%	£396.00	£66.00
Cancellation	£330.00	2	£660.00	20%	£396.00	£132.00
Extension	£330.00	7	£2,310.00	20%	£396.00	£462.00
Event	£100.00	6	£600.00	20%	£120.00	£120.00
S50	£300.00	188	£56,400.00	10%	£330.00	£5,640.00
S171	£77.50	199	£15,422.50	129%	£177.48	£19,895.03
S184	£0.00	350	£0.00	0%	£300.00	£105,000.00
Con 29 searches (avg price)	£10.00	10900	£109,000.00	10%	£11.00	£10,900.00
Café licences (various)	£300.00	40	£12,000.00	10%	£330.00	£1,200.00
Ext of Hwy Searches (avg price)	£40.00	1552	£62,080.00	10%	£44.00	£6,208.00
Bay suspensions	£0.00	62	£0.00	25%	£13.00	£806.00
Parking Waivers (flat rate £10)	£0.00	1743	£0.00	25%	£10.00	£17,430.00
			£1,119,112.50			£354,744.03

Charges can be made for discretionary services, where the council has the powers but not the obligation to deliver and for statutory services where charging regimes exist. The table below identifies the services and the powers under which charges can be made:

Task	Act	Section	Discretionary	Statutory	Recovering costs	Reinvestment to service	Notes	Other
							SI 1998 No. 948 Local Government, England & Wales The Local Authorities (Transport Charges) Regs 1998 - Schedule	
Scaffold permit	Highways Act 1980	169		X	Administration and officer expertise	No	Table 1 - 2	
Skip permit	Highways Act 1980	139	X		Administration and officer expertise	Yes	Table 1 - 1	
Road closure over 5 days	RTRA 1984	14		X	Administration and officer expertise	No	Table 2 - 3	
Road closure up to 5 days	RTRA 1984	14		X	Administration and officer expertise	No	Table 2 - 3	
Emergency road closure	RTRA 1984	14		X	Administration and officer expertise	No	Table 2 - 3	
Amended road closure	RTRA 1984	14		X	Administration and officer expertise	No	Table 2 - 3	
Road closure cancellation	RTRA 1984	14		X	Administration and officer expertise	No	Table 2 - 3	
Road closure extension	RTRA 1984	14		X	Administration and officer expertise	No	Table 2 - 3	
Event	RTRA 1984	16a		X	Administration and officer expertise	No	Table 2 - 5	
Install apparatus	NRSWA '91	50	X		Administration and officer expertise	Yes	NA	NRSWA '91 - section 96
Working in the road	Highways Act 1980	171		X	Administration and officer expertise	No	Table 1 - 3	
Small works (dropped kerb)	Highways Act 1980	184		X	Administration and officer expertise	No	Table 1 - 9	
Con 29 Searches	Local Government and Housing Act 1989	150	X		Administration and officer expertise	Yes	NA	SI 2008 No. 3248 Housing, England. The Local Authorities (England) (Charges for Propoerty Searches) Regulations 2008 - reg 8 and Environmental Information Regulation 2004 regulation 8
Extent of Highway search	Local Government and Housing Act 1989	150	X		Administration and officer expertise	Yes	NA	SI 2008 No. 3248 Housing, England. The Local Authorities (England) (Charges for Propoerty Searches) Regulations 2008 - reg 8 and Environmental Information Regulation 2004 regulation 8
Café licences	Highways Act 1980	115a	X		Administration and officer expertise	Yes	NA	
Parking bay suspensions	RTRA 1984	49(4)		X	Administration and officer expertise	No	Table 2 - 6	
Parking waiver / exemption	RTRA 1984	1,6,9 or 14	X		Administration and officer expertise	Yes	Table 2 - 3	

Costs charged for services should cover the recovery of expenditure and in the case of discretionary services income can be utilised for service investment to improve delivery. The following table shows a breakdown of costs and possible income from the new charges identified:

Scaffold permit	50.00	50%	1.97	35.78	£5			£75
Skip Permit	30.00	50%	1.00	35.78	£5	4.00		£45
Road closure over 5 days	1000.00	20%	10.00	47.16	£5		£723	£1,200
Road closure up to 5 days	675.00	20%	8.00	47.16	£5		£428	£810
Emergency road closure	300.00	20%	6.00	47.16	£5		£72	£360
Amended road closure	330.00	20%	7.00	47.16	£5		£61	£396
Cancellation	330.00	20%	7.00	47.16	£5		£61	£396
Extension	330.00	20%	7.00	47.16	£5		£61	£396
Event	100.00	20%	2.43	47.16	£5			£120
S50	300.00	10%	8.67	35.78	£20			£330
S171	77.50	129%	4.69	35.78	£10			£178
S184	0.00	0%	6.05	47.16	£15			£300
Con 29 searches (avg price)	10.00	10%	0.38	29.31	£0			£11
Café licences (various)								
up to 9 chairs	200.00	10%	6.00	35.78	£5			£220
10 to 25 chairs	250.00	10%	7.55	35.78	£5			£275
26 to 50 chairs	500.00	10%	15.10	35.78	£10			£550
51 chairs +	1000.00	10%	27.96	35.78	£100			£1,100
Ext of Hwy Searches (avg price)								
Plan	35.00	15%	1.34	29.31	£0	1.27		£40
Plan + Queries	45.00	15%	1.73	29.31	£0	1.01		£52
Bay suspensions	0.00	n/a	0.50	26.00	£0			£13
Parking Waivers (flat rate £10)	0.00	n/a	0.40	26.00	£0			£10

2. Legal Issues:

Equality Act 2010

Under section 149 of the Equality Act 2010, the Council must, in the exercise of its functions, have due regard to the need to:

- * Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- * Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- * Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation

Having due regard to the need to advance equality of opportunity involves having due regard, in particular, to the need to:

- * Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
- * Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
- * Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to tackle prejudice, and promote understanding

Compliance with the duties in section 149 may involve treating some persons more favourably than others

The duty cannot be delegated and must be discharged by the decision-maker. To discharge the statutory duty the decision-maker must analyse all the relevant material with the specific statutory obligations in mind. If a risk of adverse impact is identified consideration must be given to measures to avoid that impact as part of the decision making process

The increase of charges and fees does not impact upon the Council's responsibilities under the Disability Act 2010

Joint Strategic Needs Analysis (JSNA and the Joint Health and Wellbeing Strategy (JHWS)

The Council must have regard to the Joint Strategic Needs Assessment (JSNA) and the Joint Health & Well Being Strategy (JHWS) in coming to a decision

The increase of charges and fees does not impact upon the Council's responsibilities under JSNA or JHWS

Crime and Disorder

Under section 17 of the Crime and Disorder Act 1998, the Council must exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol and other substances in its area and re-offending in its area

The increase of charges and fees does not impact adversely on crime and disorder

3. Conclusion

In 2010 the Local Government Efficiency Group recommended that "...unless otherwise justified, local authorities should be reimbursed for the economic cost of providing services for Government departments and other agencies and bodies."

The Council has to ensure that the services it provides are financially sustainable and capable of delivering the requirements made of it under legislation, including the Traffic Management Act and the New Roads and Street Works Act.

Therefore the increase of charges helps to secure service delivery and the on-going review of costs both locally and with our near neighbours will keep delivery at a financially sustainable level.

4. Legal Comments:

The Council has the power to recharge for the provision of the services detailed in this Report either by virtue of them being discretionary services or services for which a statutory charging regime exists.

The decision is consistent with the Policy Framework and within the remit of the Executive Councillor.

5. Resource Comments:

The current charges and activity volumes for services are held in aggregate rather than detailed within the Council's finance system but the reported baseline is consistent with that information. The proposed increased charges that have resulted from the benchmarking undertaken should enable the service to generate the level of income anticipated in the Council's 2020/21 revenue budget proposals. The increases and income levels will be monitored as part of routine budget management processes going forward.

6. Consultation

a) Has Local Member Been Consulted?

Yes

b) Has Executive Councillor Been Consulted?

Yes

c) Scrutiny Comments

The report will be considered by the Highways and Transport Scrutiny Committee at its meeting on 20 January 2020. Any comments from the Committee will be presented to the Executive Councillor for Highways, Transport and IT prior to him taking a decision.

d) Have Risks and Impact Analysis been carried out?

Yes

e) Risks and Impact Analysis

The risks and impacts of charging for highways related services and the issuing of licences remain in line with the impacts relating to the overall service provided for the Lincolnshire Permitting Scheme and the streetworks elements therein.

7. Appendices

These are listed below and attached at the back of the report

Appendix A	Lincolnshire County Council Benchmarking Review 2019
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8. 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 Mick Phoenix - Traffic Manager, Place, who can be contacted on 01522 552105 or mick.phoenix@lincolnshire.gov.uk .

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Benchmarking Review Highway Service Fees and Charges

Traffic Management Services- Place

19

Table of Contents

Introduction.....	3
Summary of findings- Graphs and Comparison Tables	4
Temporary Road Closure Services.....	5
Temporary Traffic Regulation Orders.....	5
Temp Road Closures (up to 18 months).....	6
Temp Road Closures (up to 5 days).....	6
Emergency Road Closures	7
Extension to Road Closures	8
NRSWA and Highway Related Charges	9
Skip Permit	9
Scaffolding Permit	10
Section 50 Licence.....	11
S171 – Road Opening Permit	13
S184 – Dropped Kerb/Access	14
Other Charges made by LCC / Other Local Authorities.....	16
Fixed Penalty Notices	16
NRSWA Charges.....	16
Section 74.....	17
Advisory Entrance Marking	17
Conclusion and Recommendations for further analysis	18

Benchmarking Review of Service Fees and Charges - October 2019

Introduction

In October 2009 a full benchmarking review of fees and charges for the provision of Highway and Development services, documents and publications was undertaken. The decision to hold such a review followed advice issued by the Audit Commission in a 2008 report about the ways in which Councils can maximise their potential income given the challenging economic climate. Those challenges still remain.

Using data produced from the report entitled "Positively Charged" comparisons were made against 16 other Local Authorities as to which fees and charges could be compared. That review concluded that Lincolnshire County Council was not maximising the potential of its service charges, and that across the majority of its provisions there exists at least some scope to rectify this with the revision upwards of the fees for provision over the next few years. It is evident that many of the fees and charges outlined in the review were not reconsidered.

As the original exercise was carried out over ten years ago it was decided that a further updated study be undertaken using more up to date information. Using the template from the 2015-2016 MSIG Highway Licence Fee Review, 19 Local Authorities were contacted during 2019 to provide comparative information. Despite reminders being sent only 6 returned their data, a response rate of 31.6%. Further information was gleaned from Local Authority websites, although not all costs were provided (either due to the fact the costs were not broken down in the same way as the LCC pricing structure or price is 'provided on application'). Additionally in an effort to increase data capture key MSIG contacts were emailed a template and asked to complete the information where possible.

Using the data we were able to obtain some comparisons between key services such as Section 50 licences and temporary road closures could be made. The comparisons were collated and are detailed in this document.

Summary of findings- Graphs and Comparison Tables

Below are a number of comparison tables and graphs which represent the findings from the 2019 review, which were also analysed in the 2010 study, and make some reference to recommendations for the future pricing of these services, documents and publications.

Current Documents & Publications produced which are currently not chargeable:

Publications	Current 'Fee'	Minimum Charged Elsewhere	Maximum Charged Elsewhere	Average Charged Elsewhere
Lincolnshire on Horseback	Lincolnshire Wolds Riding Trials PDF- Free	This item was not comparable to documents produced elsewhere yet there is no obvious requirement to reduce the cost at this time		
Viking Way Guide	PDF- Free	This item was not comparable to documents produced elsewhere yet there is no obvious requirement to reduce the cost at this time		
Residential Design Guide	Replaced by LCC Design Approach PDF- Free	Councils providing this document did so as a free downloadable PDF		
Waste Local Plan	Minerals and Waste PDF- Free	Councils providing this document did so as a free downloadable PDF		
Minerals Local Plan	Minerals and Waste Policies PDF- Free	Councils providing this document did so as a free downloadable PDF		
Estates Road Design Guide	Superseded by Manual for Streets PDF- Free	Councils providing this document did so as a free downloadable PDF		

Temporary Road Closure Services

Temporary Traffic Regulation Orders

A Temporary Traffic Regulation Order (TTRO) is a legal instrument that enables the Highway Authority to limit or prohibit the movement of traffic on the highway. They apply to the regulation of speed, weight, movement and parking of vehicles as well as regulating pedestrian movement. These are used to cover temporary events such as road works or to avoid danger to the public. They can last up to 18 months and there is no right of objection. Emergency TROs can be brought into force immediately if the Council considers there to be a potential danger to road users and the public.

Current data reveals the following charges:

Services	Current Fee	Minimum Charged Elsewhere	Maximum Charged Elsewhere	Average Fee Calculated from this Review
Temporary Road Closure (Up to 5 Days)	£675	£175	£1,250	£867
Temporary Road Closure (Up to 18 Months)	£1000	£760	£2,350	£1,460
Emergency Road Closure	£300	£200	£1,250	£598
Extension to a Road Closure	£330	£250	£750	£452

	Temp Road Closures (up to 18 months)	Temp Road Closures (up to 5 days)	Emergency Road Closures	Extension to Road Closures
Cheshire East	£1,600.00	£1,250.00	£1,250.00	Information not provided (INP)
Cheshire West and Chester	£1,395.00	£175.00	£672.00	INP
Coventry	£2,350.00	INP		
Derby City	£920.00	£920.00	INP	
Derbyshire	£760.00	£760.00	£200.00	INP
Lancashire	£1,200.00	£1,200.00	INP	
Leicester City	£1,850.00	£250.00	£500.00	£250.00
Leicestershire	£1,850.00	£500.00	£600.00	
Lincolnshire	£1,000.00	£675.00	£300.00	£330.00
Northamptonshire	£1,888.88	£993.60	£993.60	INP
Nottingham City	£1,344.00	INP		
Nottinghamshire	£1,000.00	£1,000.00	£320.00	INP
Rutland	£1,200.00	£768.00	£512.00	£385.00
Sandwell	£1,999.00	INP		
Shropshire	£1,600.00	£1,150.00		£750.00
Staffordshire	£1,785.00	£1,071.00	£521.00	INP
Stoke-on-Trent	£1,200.00	INP		

Telford & Wrekin	£1,500.00	£850.00	£600.00	£750.00
Warwickshire	£1,450.00	£1,450.00	£711.00	£250.00
Worcestershire	£1,325.00	INP		

Temp Road Closures (up to 18 months)

For this service LCC currently charges £1000. Fees include the preparation of legal documents and notices, co-ordination checks, statutory consultation, advertisement and general administration.

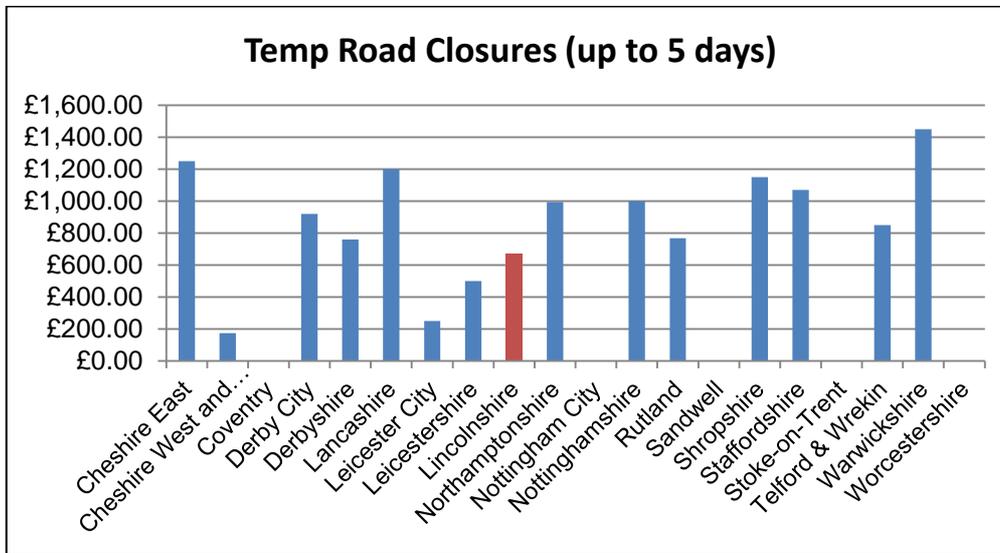
Derbyshire CC charges the least at £760 including advertising, Coventry charges the highest at £2350. The average fee is £1460.



Temp Road Closures (up to 5 days)

Although comparable with fewer Authorities, LCC also charges for the 'temporary closure of a road for up to 5 days' to cover smaller events and works taking place at a reduced rate from the full price for an 18-month closure. For this service, the current price at LCC is £675. Fees include the preparation of legal documents and notices, co-ordination checks, statutory consultation, advertisement and general administration.

On average this works out at £385 including all costs. Cheshire West charges the least amount with a fee of £175 including advertising with Warwickshire charging the highest fee at £1450. The average fee for this service is £867.

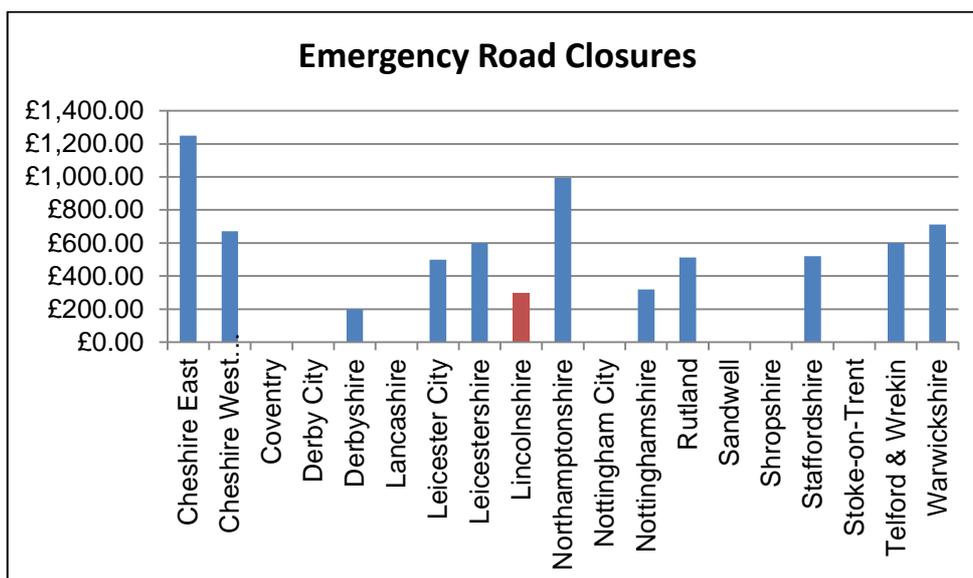


Emergency Road Closures

A section 14(2) allows the authority to grant a temporary notice in cases of danger to the public or damage to the road or right of way e.g. a gas leak, risk of explosion and / or damage to property and public. The applicant must provide a full explanation in writing as to why an emergency notice is required.

The applicant is responsible for providing a suitable diversion route and signing schedule. The applicant is also responsible for placing and then removing the diversionary route signs on-site and reply to all public enquiries with reference to the diversion route and signage. Signing schedule requirements may be waived for some rights of way closures.

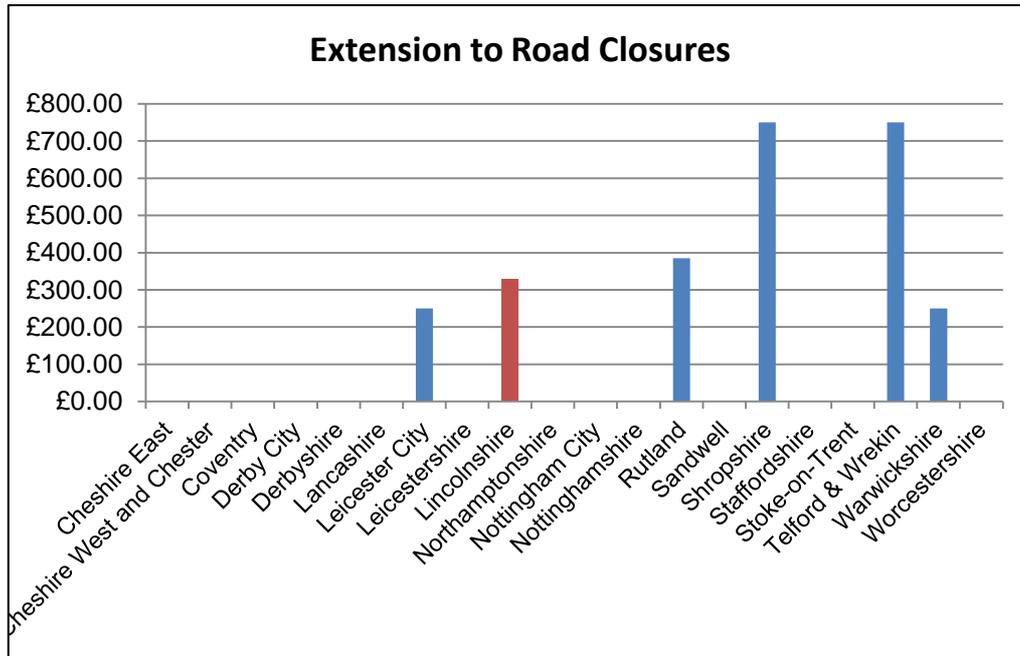
The current fee by LCC for this service is £300. The highest is £1250, levied by Cheshire East, with Derbyshire charging the least at £200, an overall average fee of £598.



Extension to Road Closures

Should an extension be required to the duration of a temporary full order you would need to re-apply for the closure at least one month prior to the original order expiring. Any extension to the closure will be limited in the first instance to six months. Further extensions will require approval from the Secretary of State.

The current fee to extend the period of a road closure charged by LCC is £330. The Authorities charging the least amount were Warwickshire and Leicester City, at a fee of £250 with the highest fee charged by Shropshire & Telford & Wrekin, charging £750. The average fee is £452.



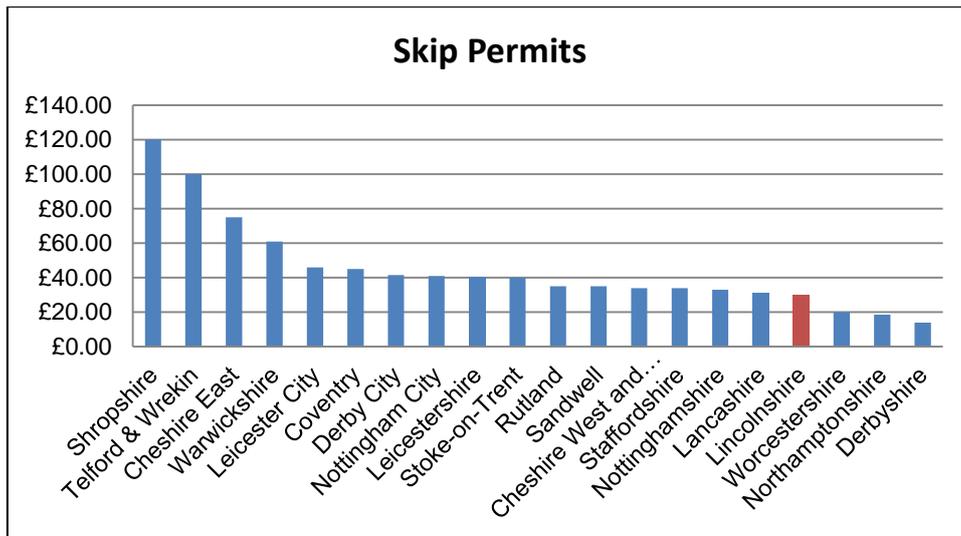
NRSWA and Highway Related Charges

Skip Permit

If an applicant wishes to place a skip on the public highway the company that supplies it should apply for a skip permit on the applicant's behalf. This is a service for which prices vary dramatically by Authority with the lowest fee, charged by Derbyshire CC, standing at £14 and the highest levied by Shropshire CC at £120.

	Current	Minimum Charged	Maximum Charged	Average Fee Calculated from
Skip Permit	£30	£14	£120	£45

Shropshire	£120.00
Telford & Wrekin	£100.00
Cheshire East	£75.00
Warwickshire	£61.00
Leicester City	£46.00
Coventry	£45.00
Derby City	£41.60
Nottingham City	£41.00
Leicestershire	£40.00
Stoke-on-Trent	£40.00
Rutland	£35.00
Sandwell	£35.00
Cheshire West and Chester	£34.00
Staffordshire	£34.00
Nottinghamshire	£33.00
Lancashire	£31.00
Lincolnshire	£30.00
Worcestershire	£20.00
Northamptonshire	£18.63
Derbyshire	£14.00



Scaffolding Permit

When carrying out any building work/maintenance or removal of any part of a property which is adjacent to the public highway (road, pavement or public right of way), the safety of all users of the highway must be paramount. This is achieved by providing safe areas at ground level by erecting a hoarding or at a high level with a platform.

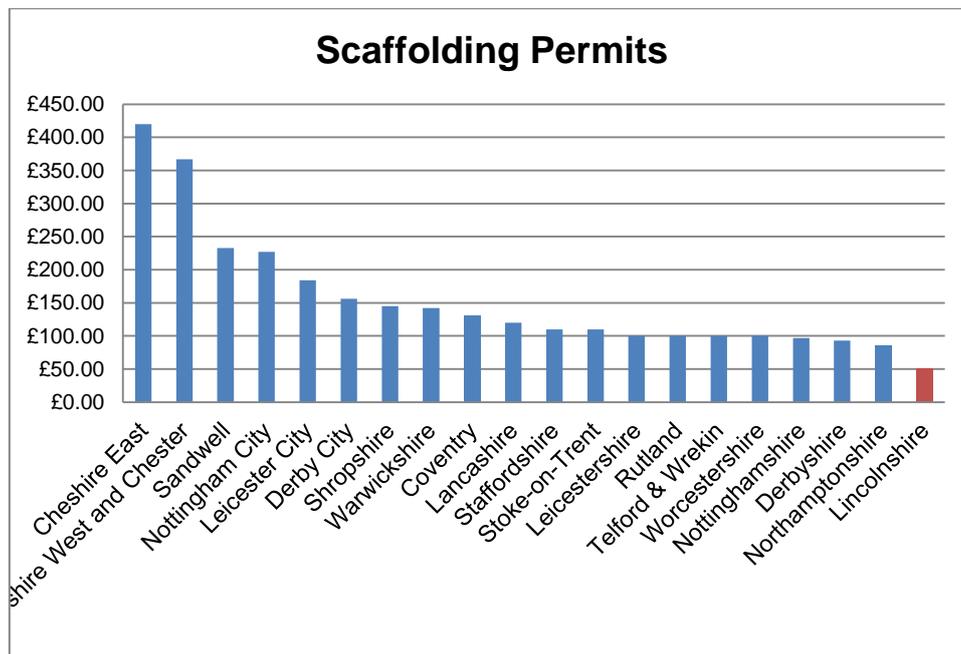
Any scaffold, hoarding or similar structure to be erected on the highway requires a permit, although the need for a hoarding can be dispensed with subject to written consent being granted by the Highway Authority.

The lowest fee charged is by Lincolnshire CC where the cost is £50.00 for a 28 day period of erection. The highest fee, for the same period, is £420 charged by Cheshire East. The average fee works out as £153.

	Current	Minimum Charged	Maximum Charged	Average Fee Calculated from
Scaffolding Permit	£50	£50	£420	£153

	Cost	Duration
Cheshire East	£420.00	28 days
Cheshire West and Chester	£367.00	28 days
Sandwell	£233.00	1 month
Nottingham City	£227.00	14 days
Leicester City	£184.00	28 days
Derby City	£156.00	14 days
Shropshire	£145.00	28 days
Warwickshire	£142.00	28 days
Coventry	£130.00	14 days
Lancashire	£120.00	28 days

Staffordshire	£110.00	28 days
Stoke-on-Trent	£110.00	14 days
Leicestershire	£100.00	28 days
Rutland	£100.00	28 days
Telford & Wrekin	£100.00	28 days
Worcestershire	£100.00	28 days
Nottinghamshire	£97.00	28 days
Derbyshire	£93.00	28 days
Northamptonshire	£85.00	28 days
Lincolnshire	£50.00	28 days



Section 50 Licence

A Private Licence to place and retain apparatus within a maintainable highway is made for the installation of surface water or mains connections, installation of manholes, electric cables/ducting, and gas services or for privately maintained sewers.

This is the right to excavate the highway under the New Road and Street Works Act 1991 and is applicable to all applications made by non-utility members (private individual, developer or contractor). The licence grants temporary authority to excavate the highway for the duration of those works.

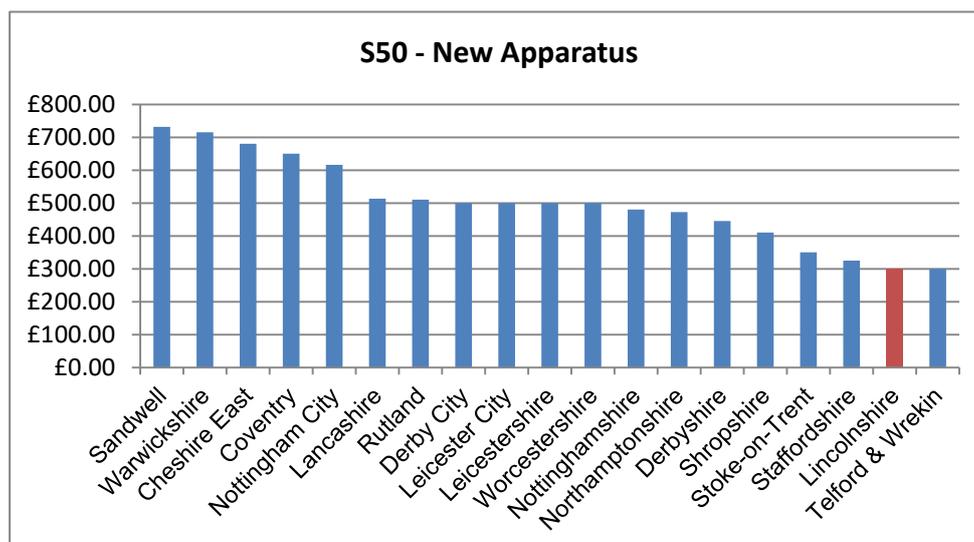
The fees for this type of licence are broken down into New Apparatus and Existing Apparatus by many local authorities, whereas some have just one fee. Where there is only one fee it has been put against the New Apparatus chart.

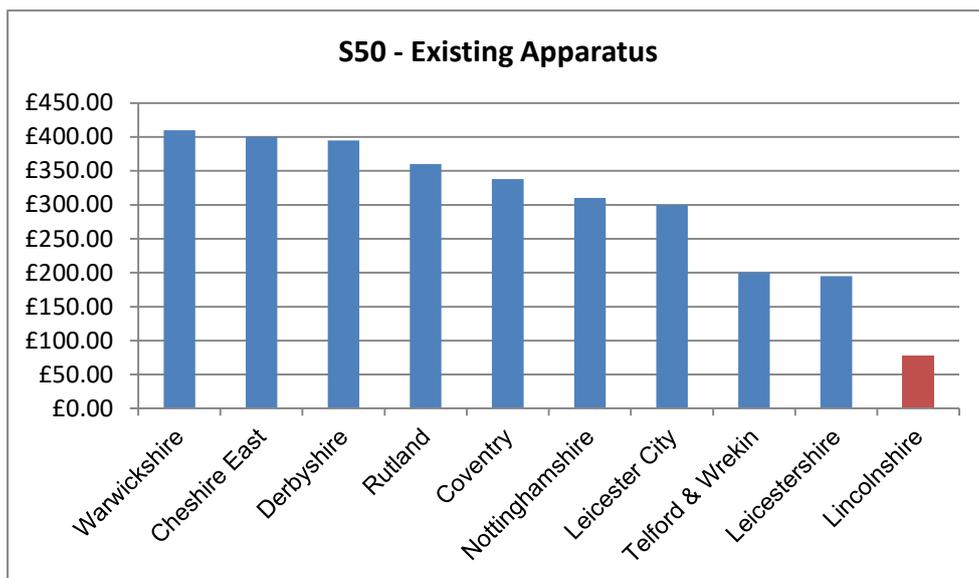
Prices vary dramatically by Authority with the lowest fee, charged by Telford & Wrekin and also ourselves, Lincolnshire County Council, standing at £300. The highest is levied by

Sandwell CC at £732. The average fee is £500.

	Current	Minimum Charged	Maximum Charged	Average Fee Calculated from
Section 50 Licence	£300	£300	£732	£500

	New	Existing
Sandwell	£732.00	Information not provided
Warwickshire	£715.00	£410.00
Cheshire East	£680.00	£400.00
Coventry	£650.00	£338.00
Nottingham City	£616.00	Information not provided
Lancashire	£513.00	Information not provided
Rutland	£510.00	£360.00
Derby City	£500.00	Information not provided
Leicester City	£500.00	£300.00
Leicestershire	£500.00	£195.00
Worcestershire	£500.00	Information not provided
Nottinghamshire	£480.00	£310.00
Northamptonshire	£472.00	Information not provided
Derbyshire	£445.00	£395.00
Shropshire	£410.00	Information not provided
Stoke-on-Trent	£350.00	Information not provided
Staffordshire	£325.00	Information not provided
Lincolnshire	£300.00	£77.50
Telford & Wrekin	£300.00	Information not provided





S171 - Road Opening Permit

Section 171 of the Highways Act 1980 allows for persons to temporarily deposit building materials or other items in a street, or to make a temporary excavation, as long as they have the consent of the relevant highway authority

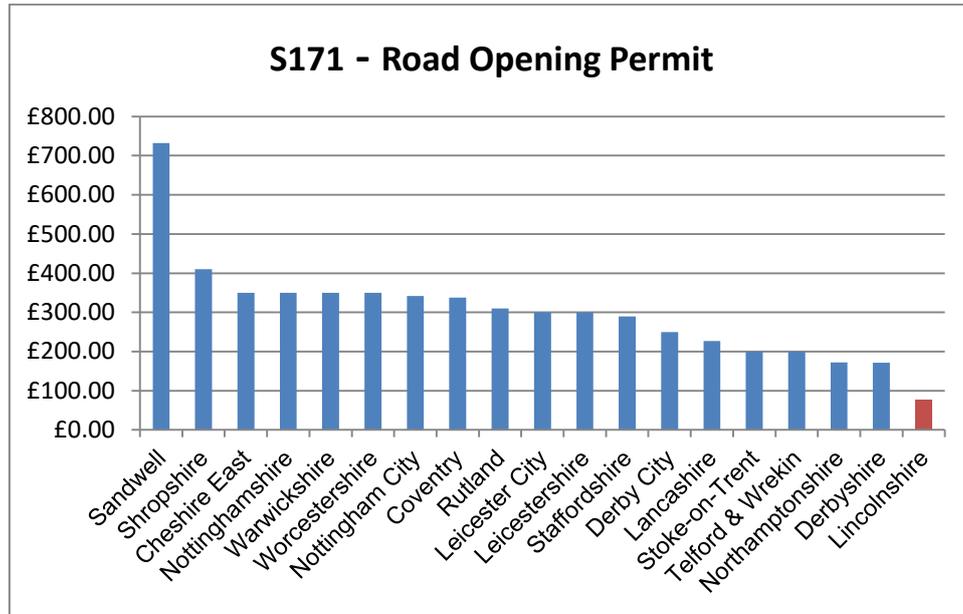
The lowest fee is charged for by ourselves Lincolnshire County Council, standing at £77.50 and the highest is by Sandwell CC at £732, which is £654.50 more than we currently charge.

The average fee is currently £301 which is £223.54 more than LCC currently charge.

	Current	Minimum Charged	Maximum Charged	Average Fee Calculated from
Section 171 Permit	£77.50	£77.50	£732	£301

	Value	Comment
Sandwell	£732.00	
Shropshire	£410.00	
Cheshire East	£350.00	Excavation and storage
Nottinghamshire	£350.00	
Warwickshire	£350.00	
Worcestershire	£350.00	
Nottingham City	£342.00	
Coventry	£338.00	
Rutland	£310.00	
Leicester City	£300.00	
Leicestershire	£300.00	
Staffordshire	£290.00	
Derby City	£250.00	

Lancashire	£227.00	
Stoke-on-Trent	£200.00	
Telford & Wrekin	£200.00	
Northamptonshire	£172.00	
Derbyshire	£171.20	
Lincolnshire	£77.50	



S184 – Dropped Kerb/Access

A dropped kerb, or crossover, is a lowered kerb that allows you to access your driveway from the road by driving across the pavement.

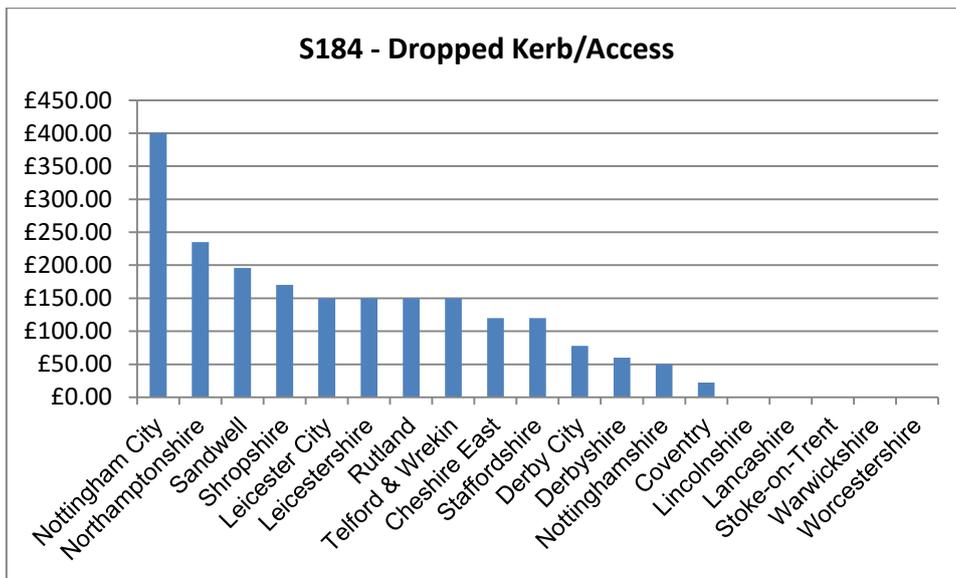
It has been noticed from our findings that the majority of councils charge for these applications, however at present Lincolnshire County Council do not. The average fee as shown below is based on those councils who do charge for these and works out at a rate of £136. Nottingham City Council currently charges the highest amount of £400.

In 2017/2018 there were 350 S184s applications made.

	Current	Minimum Charged	Maximum Charged	Average Fee Calculated from
Section 184 Application	£0	£0	£400	£136

	Value	Comment
Nottingham City	£400.00	
Northamptonshire	£235.00	
Sandwell	£196.00	
Shropshire	£170.00	

Leicester City	£150.00	
Leicestershire	£150.00	
Rutland	£150.00	
Telford & Wrekin	£150.00	
Cheshire East	£120.00	Retrospective = £420
Staffordshire	£120.00	
Derby City	£78.00	
Derbyshire	£60.00	
Nottinghamshire	£50.00	
Coventry	£22.00	
Lincolnshire	£0.00	
Lancashire		Information not provided
Stoke-on-Trent		Price on application
Warwickshire		Price on application
Worcestershire		Information not provided



Other Charges made by LCC / Other Local Authorities

Fixed Penalty Notices

The Lincolnshire Permit Scheme (LIPS) came into effect on October 5th 2016 at which point permit fee charges and Fixed Penalty Notices were applicable.

The permit regulations create two FPN offences for statutory undertakers:

- Carrying out activities on the street without a permit, or in the case of immediate works not applying for a permit within two hours of the works starting
- Carrying out activities on the street or highway in a way that contravenes the conditions attached to a permit, or the conditions that are applied to an immediate activity before a permit is issued for those activities

Fixed Penalty Notices offer the offender an opportunity to discharge liability for an offence by paying a penalty and Regulation 25 provides for a discount for early payment. The penalty amount is £500 for working without a permit, but a discounted amount of £300 is available if payment is made within 29 days. For working in breach of a condition the penalty is £120 and the discounted amount is £80 (see table below).

Where a Fixed Penalty Notice has been issued for an offence, but the Authority forms the view that it would be more appropriate to prosecute the offender the Authority must withdraw the Notice under Regulation 27 before bringing the proceedings. Once the Fixed Penalty Notice has been paid, however, no prosecution in relation to the offence can be brought.

The Authority may prosecute the offence through the courts following the usual processes. Normally this option will be invoked where an undertaker is persistently offending on an issue that the Authority considers serious.

	Penalty Amount	Discounted Rate
Working without a permit	£500	£300
Breach of condition	£120	£80

NRSWA Charges

Service	Charge
NRSWA Private Street Works Licence (New Apparatus)	£300
Structures/Cables over the Highway	£300
Road Opening Permit	£77.50
Section 50 Inspection Fees (Per Additional Lengths)	£77.50
Investigatory Inspection Fees	£50
Defect Inspection Fees	£50

Section 74

Section 74 of NRSWA allows highway authorities to charge undertakers if street works are unreasonably prolonged (i.e. take longer than previously agreed). If the works take longer they become 'unreasonably prolonged' - and the highway authority may levy a charge for each day, or part of a day, in excess of the prescribed or reasonable period.

The below shows the fees that are chargeable for a Section 74 depending on the road category the offence was committed on.

Description of Street	Amount (each of first three days)	Amount (each subsequent day)
Traffic sensitive street or protected street not in cat 2,3 or 4	£5000	£10000
Other street not in category 2,3 or 4	£2500	£2500
Traffic sensitive street or protected street in cat 2	£3000	£8000
Other street in category 2	£2000	£2000
Traffic sensitive street or protected street in cat 3 or 4	£750	£750
Other street in cat 3 or 4	£250	£250

Advisory Entrance Marking

The marking is used to highlight the entrance to driveways and access to properties, however the markings are advisory only and cannot be enforced. The current guidance does not allow for the use of advisory entrance markings. However, from time to time, requests for the marking to be installed to encourage more considerate parking in restricted areas are considered. Whilst in most cases the perceived requirement would not meet the criteria for installation, there could be occasions when the markings may be laid down. There is no current comparison data for this task, however the task should not incur costs upon the Council and therefore a charge would be raised.

Task	Cost
Installation of marking	£250
Refresh of marking	£100

Conclusion and Recommendations for further analysis

It is vital that Local Authorities are clear as to where cost recovery is justifiable and can demonstrate that all service fees and charges are applied effectively and fairly.

In the Ministry of Housing, Communities & Local Government (NAO) 2018 Financial Sustainability of Local Authorities report it was noted that:

"Recent growth in income from sales, fees and charges means that a greater share of the cost of service provision now falls on the service user.....Across all non-social-care service areas as a whole, income from sales, fees and charges increased from 16.1% to 21.9% as a share of total spend."

It is clear that Lincolnshire County Council somewhat lags behind in the recovery of fees and charges compared to neighbouring authorities, placing further strain on the council budget.

The evidence provided in this exercise suggests questioning several key areas of the Authority with regards to cost recovery and the viability for areas of cost increase:

- Does a policy exist for this authority regarding cost recovery?
- Are services periodically reviewed to determine if the use of fees and charges is appropriate?
- How comprehensive is the available information on fees and charges?
- Is this information sufficient for base cost attribution?
- How frequently are these fees and charges reviewed?
- If relevant what review procedures are in place?
- Are differential fees considered for example early payment, discounts?
- Are payment method options systematically reviewed?
- How are non-payment of fees and charges dealt with?

Recommendations were formulated by looking at the current prices for the provision of a specific service, document or publication across as the 19 Local Authorities where possible and discerning what is the highest, lowest and average amount being charged at present. These prices were then compared with the current fees at LCC and a recommendation to increase the price made when it showed that the fees charged lag behind the charges applied elsewhere.

The benchmarking exercise should be undertaken on a biannual basis to ensure charges and fees remain at a level that reduces or eliminates the financial burden on the Council and takes the effects of inflation into account.

Open Report on behalf of Andy Gutherson, Executive Director - Place

Report to:	Highways and Transport Scrutiny Committee
Date:	20 January 2020
Subject:	Lincolnshire Residents' Parking Policy and Parking Review in Grantham

Summary:

This report considers the provision of various types of parking restrictions within Grantham and their current suitability to support a vibrant town centre. The report focuses on the need to survey and review town centre parking provision, including measuring the suitability of access for residents, visitors and businesses.

It may be that as part of the solution to some of the parking issues the need for Resident Parking Schemes could be considered. Therefore a proposed countywide Residents Parking Policy document has been drafted to enable the Council to widen its offer of parking solutions.

Actions Required:

- (1) To consider the attached decision on the Lincolnshire Residents Parking Policy and Parking Review in Grantham and to determine whether the Committee supports the recommendations to the Executive Councillor for Highways, Transport and IT.
- (2) To agree any additional comments to be passed to the Executive Councillor in relation to the Lincolnshire Residents Parking Policy and Parking Review in Grantham.

1. Background

Residents Parking Scheme

Representations have been made to carry out a review of the availability of parking for residents adjacent to Kings School, Grantham railway station and Castlegate. These areas are affected by commuter parking during the week, making parking for local residents problematical. The review would examine parking patterns in the 3 areas, kerb usage and the availability of off-street parking, including driveways and car parks. The review would also examine traffic flows and the suitability of the current parking restrictions.

Town Centre On-Street Parking

Requests for residents parking should not be considered in isolation. There may be other measures that can help alleviate congestion and improve end of journey options for the public which would lessen the demand on kerb space in residential areas. A survey of parking supply and potential changes to parking regulations would be advantageous when shaping the options to be put forward for consultation. The survey results would also be useful when fed into the overall work undertaken by the Grantham Transport Board to inform the Grantham Transport Strategy.

2. Conclusion

Changes to shopping habits, mobility and commuting patterns place a heavy burden on the ability of the Council to provide up-to-date parking provisions and solutions without incurring costs. Using the Parking Account reserve to carry out a review of parking and traffic flows will better inform the decisions to be made to alleviate traffic and parking pressures on both High Street areas and where affected, residential areas.

Adding the ability to invoke Resident Parking Schemes across the county adds to the Council's range of options to aid residents faced with overcrowded kerbside parking and helps contribute to a better quality of life.

3. Consultation

a) Have Risks and Impact Analysis been carried out?

Yes

b) Risks and Impact Analysis

The review of parking and the adoption of a Resident Parking Scheme Policy are continuations of the implementation of Civil Parking Enforcement and covered by the risk and impact analysis carried out when the Council adopted the powers under the Traffic Management Act 2004.

4. Appendices

These are listed below and attached at the back of the report	
Appendix 1	Report to Executive Member for Highways, Transport and IT – Lincolnshire Residents Parking Policy and Parking Review in Grantham.

5. Background Papers

This report was written by Mick Phoenix, who can be contacted on 01522 552105 or mick.phoenix@lincolnshire.gov.uk.

Open Report on behalf of Andy Gutherson, Executive Director – Place

Report to:	Councillor R G Davies, Executive Councillor for Highways, Transport and I.T.
Date:	Between 23 January 2020 and 30 January 2020
Subject:	Lincolnshire Residents Parking Policy and Parking Review in Grantham
Decision Reference:	I018966
Key decision?	No

Summary:

This report considers the provision of various types of parking restrictions within Grantham and their current suitability to support a vibrant town centre. The report focuses on the need to survey and review town centre parking provision, including measuring the suitability of access for residents, visitors and businesses.

It may be that as part of the solution to some of the parking issues the need for Resident Parking Schemes could be considered. Therefore a proposed countywide Residents Parking Scheme Policy document has been drafted to enable the Council to widen its offer of parking solutions.

Recommendation(s):

That the Executive Councillor for Highways, Transport and IT:

- 1) Approves the carrying out of a parking review of Grantham town centre and nearby residential areas with a report of the outcomes and recommendations to be presented to Members at a later date, and
- 2) approves the adoption of the Lincolnshire Resident Parking Scheme Policy attached at Appendix A.

Alternatives Considered:

1.	To not carry out a Parking Review. Without a detailed report to base decision upon it would be problematical to offer well founded solutions to access and parking issues in the town centre.
2.	To not adopt a Resident Parking Scheme Policy would reduce the ability of the Authority to provide a number of parking solutions, having to rely on the current District Council based schemes instead.

Reasons for Recommendation:

Grantham town centre has seen numerous smaller scale changes to parking provision over the past decade which have partially addressed some issues. However these changes have not achieved all the expected outcomes for public accessibility or improving the support given to High Street businesses above what is already in place.

A review of parking provision across the town centre and those areas affected by commuter parking will provide accurate data on parking and commuting patterns, driver behaviours and traffic flows. The data and observations can be used to shape the options to improve the parking offering and transport choices for town centre residents and visitors to the town centre.

The Council requires the ability to provide a wider suite of solutions to some of the issues identified. The adoption of a countywide Resident Parking Scheme will add to the options available and improve the choices offered to residents. The proposed policy is flexible to the needs of local residents and is self financing.

1. Background

Members for Grantham have been approached by residents and businesses asking for a review of parking provision in the town. There are two main areas of concern that have been expressed.

Residents Parking Scheme

Representations have been made to carry out a review of the availability of parking for residents adjacent to Kings School, Grantham railway station and Castlegate. These areas are affected by commuter parking during the week, making parking for local residents problematical. The review would examine parking patterns in the 3 areas, kerb usage and the availability of off-street parking, including driveways and car parks. The review would also examine traffic flows and the suitability of the current parking restrictions.

Town Centre On-Street Parking

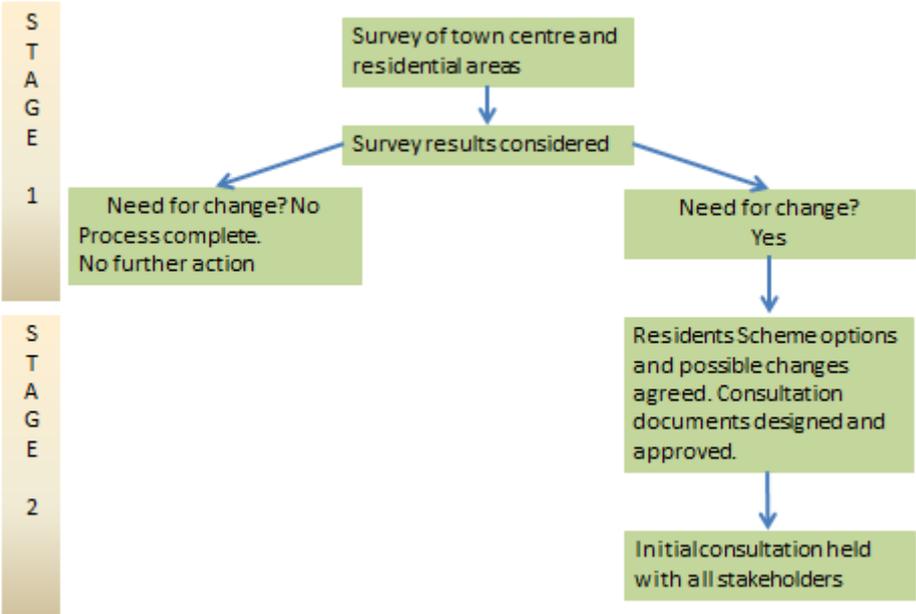
Requests for residents parking should not be considered in isolation. There may be other measures that can help alleviate congestion and improve end of journey options for the public which would lessen the demand on kerb space in residential areas. A survey of parking supply and potential changes to parking regulations would be advantageous when shaping the options to be put forward for consultation. The survey results would also be useful when fed into the overall work undertaken by the Grantham Transport Board to inform the Grantham Transport Strategy.

The review of Grantham town centre parking would also examine potential solutions for businesses that have difficulty with deliveries and to further improve access for the public.

The review of parking and the consideration of residential parking should be considered in stages, as the outcome of the each stage informs the next.

The County Council has very limited resources to carry out an in-depth survey that would take place over a number of months. It would be beneficial to engage with specialist consultants dedicated to the project to ensure that the final report is robust and delivered in line with the specific brief. Initial contact with a consultancy has indicated the estimated cost for a final report (below, stage 1 and 2) is in the region of £80,000, earmarked within the Parking Account reserve.

Other costs, such as printing materials, postage, statistical analysis and open days would be in the region of £20,000, again funded from the Parking Account reserve for a total of £100,000. The intended spend is in line with the limitations contained in section 55 of the Road Traffic and Regulation Act 1984.

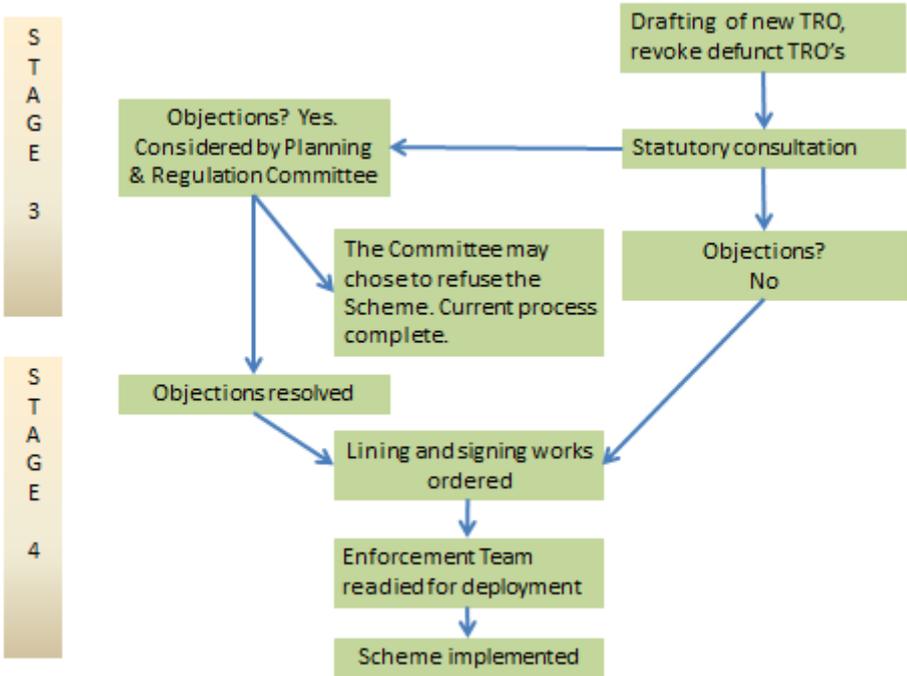


Stage 1 and 2 workflows would consist of:

- Traffic survey of Grantham centre
- Kerb side usage in each potential residential site across a number of weeks
- Traffic flow study
- Suitability of current parking provision, both on and off-street
- Potential changes to on-street parking provision, in line with the developing transport strategy vision and objectives
- Periodical updates of work for the client
- Final survey report with recommendations
- Drafting of consultation document and questionnaire

The end of stage 2 forms a natural break in the process. The outcome of the initial consultation will inform the way forward and either the Resident Parking Scheme or other changes would progress or not depending on the public's response to the questionnaire and the County Council's decision-making process.

Stages 3 and 4 would require further funding to enable the works to be carried out. Stage 3 involves the drawing up and advertising of the traffic regulation orders, revocation of defunct orders and the formal consultation and objection process. Stage 4 involves highways work with the placing of new signs, replacing signs and lining work. Those costs relating to a Resident Parking Scheme would be integrated within the price of each parking permit to ensure no expense is incurred by the Council.



The final step for a successful implementation is to ensure that the Enforcement Team is adequately resourced and readied for deployment to the Resident Parking Scheme to ensure motorists park in consideration of fellow road users and pedestrians.

This Report recommends the carrying out of the review identified above as Stages 1 and 2. Any move to Stages 3 and 4 would require further decisions taken in the light of the feedback from the first two stages.

The current position with Residents Parking Schemes (RPS) in Lincolnshire is that they are requested through District / City Councils who apply a set criteria to support the need. The policy allows 2nd tier authorities to take a view on the suitability of an RPS, to examine residents support, parking pressures and costs via consultation.

The County Council is responsible for ensuring that any RPS conforms to statutory and DfT requirements, is aligned with transport strategies, publish Traffic Regulation Orders, carrying out the required highway works and parking enforcement. The pricing of permits is set to ensure that the Council does not incur on-going costs from such schemes.

This process limits the County Council's own flexibility to take steps to address traffic issues in towns and can lead to inconsistencies in the application of RPS's and the forms they take. The implementation of a County Council Residents Parking Scheme Policy would allow the County to accept petitions from residents and carry out the all the processes as outlined above, including those tasks currently carried out by 2nd tier authorities.

Such a Policy would apply countywide thereby addressing any consistency issues.

The County Scheme would run in parallel to current schemes but would allow increased flexibility to implement traffic management measures to benefit highway users and residents. The suggested changes would be discussed with the District / City Councils to ensure all viewpoints are heard and that clarity over the roles and responsibilities is achieved, prior to the full adoption of any particular RPS.

Resident Parking Schemes require initial and statutory consultation with residents and other bodies, scheme design, Traffic Regulation Orders, signing and lining and enforcement. Therefore to cover the resource and manning requirements the full cost of such schemes are priced into the resident permit costs.

A proposed Lincolnshire County Council Resident Parking Scheme Policy is attached at appendix A for adoption.

2. Legal Issues:

Equality Act 2010

Under section 149 of the Equality Act 2010, the Council must, in the exercise of its functions, have due regard to the need to:

- * Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- * Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- * Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation

Having due regard to the need to advance equality of opportunity involves having due regard, in particular, to the need to:

- * Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic

* Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it

* Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to tackle prejudice, and promote understanding

Compliance with the duties in section 149 may involve treating some persons more favourably than others

The duty cannot be delegated and must be discharged by the decision-maker. To discharge the statutory duty the decision-maker must analyse all the relevant material with the specific statutory obligations in mind. If a risk of adverse impact is identified consideration must be given to measures to avoid that impact as part of the decision making process

The redesign of parking facilities, including resident parking would fully take into account those who may have mobility issues, including the full use of disability "blue badges" and easier accessibility to parking near home, facilities and the High Street, including retail, businesses and local services.

Joint Strategic Needs Analysis (JSNA and the Joint Health and Wellbeing Strategy (JHWS)

The Council must have regard to the Joint Strategic Needs Assessment (JSNA) and the Joint Health & Well Being Strategy (JHWS) in coming to a decision

The proposals presented will potentially improve access to services in the town centre, lower traffic congestion, improve traffic flow, reduce vehicle emissions and improve quality of life for residents in line with the Council Business Plan health and wellbeing objectives.

Crime and Disorder

Under section 17 of the Crime and Disorder Act 1998, the Council must exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol and other substances in its area and re-offending in its area

By introducing measures to better control parking a reduction of inconsiderate parking and obstruction is expected.

3. Conclusion

Changes to shopping habits, mobility and commuting patterns place a heavy burden on the ability of the Council to provide up-to-date parking provisions and solutions without incurring costs. Using the Parking Account reserve to carry out a review of parking and traffic flows will better inform the decisions to be made to alleviate traffic and parking pressures on both High Street areas and where affected, residential areas.

Adding the ability to invoke Resident Parking Schemes across the county adds to the Council's range of options to aid residents faced with overcrowded kerbside parking and help contribute to a better quality of life.

4. Legal Comments:

The Council has the power to carry out the review and adopt the Policy proposed.

The decisions are consistent with the Policy Framework and within the remit of the Executive Councillor.

5. Resource Comments:

As highlighted within the report, the Resident Parking Scheme Policy will be delivered and operated at a neutral cost to Lincolnshire County Council.

Funding for this survey will be from the Civil Parking Enforcement Reserve set up to include this type of expenditure.

6. Consultation

a) Has Local Member Been Consulted?

Yes

b) Has Executive Councillor Been Consulted?

Yes

c) Scrutiny Comments

The report will be considered by the Highways and Transport Scrutiny Committee at its meeting on 20 January 2020. Any comments from the Committee will be presented to the Executive Councillor for Highways, Transport and IT.

d) Have Risks and Impact Analysis been carried out?

Yes

e) Risks and Impact Analysis

The review of parking and the adoption of a Resident Parking Scheme Policy are continuations of the implementation of Civil Parking Enforcement and covered by the risk and impact analysis carried out when the Council adopted the powers under the Traffic Management Act 2004.

7. Appendices

These are listed below and attached at the back of the report	
Appendix A	Lincolnshire Resident Parking Scheme Policy

8. Background Papers

Background Paper	Where it can be viewed
Executive Decision Notice 02106 1 st November 2012 Civil Parking Enforcement	https://lincolnshire.moderngov.co.uk/CeListDocuments.aspx?Committeed=444&MeetingId=3686&DF=01%2f11%2f2012&Ver=2

This report was written by Mick Phoenix, who can be contacted on 01522 552105 or mick.phoenix@lincolnshire.gov.uk .

DRAFT

Lincolnshire County Council
Residents Parking Scheme Policy
2019

Contents

Policy Statement.....	3
Background.....	3
Initial considerations.....	3
Consultation	4
Detailed RPS Design.....	5
Traffic Regulation Order	5
Scheme Review.....	5
Enforcement.....	5
Permit Types.....	6
Scheme Management.....	6
Permit Charges	6

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Policy Statement

Lincolnshire County Council has responsibility for the management of the highway network throughout the County. As part of that responsibility the Council regulates the use of the network to improve traffic flows and help to ensure drivers reach an optimal end of journey experience. Residents Permit Schemes assist in reducing congestion, pollution and noise levels whilst enhancing local communities by controlling parking availability.

To enable the delivery of the policy in residential areas Lincolnshire County Council (LCC) will consider representations from local communities for the implementation of Resident Parking Schemes (RPS) in accordance with the conditions contained in this policy.

The suggested schemes will be examined to ensure that the need is justified, that kerb side parking is at 85% or higher during parts of the working day and that the majority of residents are in acceptance of a scheme and associated costs, prior to statutory consideration for implementation.

Background

Prior to the introduction of this policy the decision process for considering RPS applications was carried out initially at the appropriate District Council. If the petition was accepted and a case made for a RPS the process was passed to LCC Highways for highway network consideration and statutory consultation and implementation. LCC as the highway authority has the final say on whether such schemes should be granted. The current methodology for selecting schemes could lead to inconsistency in the regulations imposed on residents and disparity in the cost of permits.

Therefore it has been decided that LCC will introduce a scheme that applies consistent criteria and rules regardless of the location. The nature of the scheme will be flexible enough to suit local requirements, such as timings. For instance it might be more suitable to have a restriction that lasts from 7am to 7pm, rather than the normal 8am to 6pm.

Initial considerations

Prior to progressing with a questionnaire to see if a RPS is supported a number of criteria should be met. These are listed below:

- The location should be part of a large urban area where long term on-street parking by non-residents prevents residents from parking near their properties for the majority of the working day (The working day is defined as 8am to 6pm, Monday to Friday though schemes can be varied)
- The area is of sufficient size to minimise the possible effects of displacement into surrounding streets. Single street schemes should not be considered (unless in an isolated residential location, near a current scheme and the running costs would not be in a deficit)
- That a large proportion of the properties within the area do not have off-street parking or the ability to install their own off-street parking.
- That provision can be made for visitors to the area.
- That a scheme will be revenue neutral (all running cost are met by the income raised from permit sales)

If these criteria are met and resources and funding are available, a questionnaire consultation may be undertaken.

Consultation

If the above criteria are met, a questionnaire, with a covering letter, plan and pre-paid return envelope, may then be sent to residents within the area concerned. The questionnaire would ask whether they wished to be included within a RPS.

The covering letter and questionnaire should include the following:

- A statement that a scheme will not be introduced without permit charges.
- Information on the permit types and charges.
- A statement to the effect that a permit allows the holder to park within the zone concerned, it does not guarantee a parking space outside a residents' property.
- Those properties with off-street access will have either double yellow or single yellow lines across them for ease of enforcement.
- A statement (if necessary), to explain to residents of streets which currently do not experience a parking problem, that they have been included within the consultation as their street would attract displacement if a scheme were only progressed in the core area.
- The return date for responses to be received by.
- Information on the level of positive responses received required to progress with the scheme (two thirds, or 66% of replies received need to be in favour of a RPS, with a minimum of 30% of eligible addresses replying).
- That the results will be reported to the relevant Cabinet Member.
- That residents would subsequently be informed whether the scheme would be progressing or not.
- The questionnaire can be a straightforward yes/no, i.e. do you wish to be included within a RPS?
- Space to be left for the responder to leave their address and any comments they may wish to make.

The questionnaire can also be used to ask further questions at the discretion of the Project Engineer leading the consultation:

- Ask how many cars are owned to help gauge demand.
- Ask whether there is off-road parking, if so, for how many vehicles.

The presentation of the information received will need to comply with the GDPR in so much as properties will not be identified as being in favour or against the introduction of an RPS. The consultation area can be shown, in spread-sheet/tabular format and on plan, as responses received by street and the relevant percentages in favour or against the suggested scheme.

Responses received where the yes answer is chosen, but the comments state that it is subject to permits being free, will be counted as a negative response (this is because Lincolnshire County Council will only introduce charged for RPS). Questionnaires that are returned with no address

specified can be counted in the total number of responses received as a whole, but cannot be allocated to an individual street.

Some local authorities consider that properties not returning a questionnaire can be considered to be in favour of a scheme, or they would object to the permit charges. Other authorities consider that a lack of a response should be considered as being against the introduction of a scheme, as they have not received a response in favour of paying permit charges. Lincolnshire County Council will only use the responses received from the questionnaire.

After the results of the consultation have been considered and a decision taken by the Council, a copy of the report and a covering letter should be made available to each property that received that questionnaire. This is to inform residents of the results of the questionnaire consultation and what the next steps to be taken are (if any). If the scheme is to progress, the next stage in the process is detailed design.

Detailed RPS Design

Needless to say the vast majority of spaces provided should be for the exclusive use of permit holders during the operational times of the scheme. Consideration should be given to providing dual use limited waiting and permit holders bays, which allow visitors to residents and businesses to park for a limited amount of time without the need for a permit. Breaks in bays should be covered by either double yellow lines, or a single yellow line that corresponds to the schemes hours of operation. The mix of development in the proposed scheme will need to be reflected in the types of waiting restrictions proposed.

Traffic Regulation Order

Following on from the detailed design, the normal Traffic Regulation Order procedure is to be followed as set out in the Quality Management System. Project Engineers may, if considered appropriate, organise a public exhibition during the advertisement of the proposals to engage residents in direct feedback, in addition to those measures listed in the procedures.

Scheme Review

It is best practise for a review of RPS to take place within 18 months of introduction. This will give the opportunity for parking patterns and levels to be established not only within the scheme, but also on surrounding streets to determine whether significant displacement has taken place and, if so, to what extents and whether the scheme should be expanded. A scheme review will also assess whether additional bays are required within the existing, and if so what type. The scheme review should be reported to the relevant Cabinet Member meeting with recommendations on any changes that should be made.

Enforcement

In 2012, the County Council took over the enforcement of parking restrictions when it assumed Civil Parking Enforcement powers. This has enabled the enforcement to be more reactive to specific issues at hotspots and commit to regular enforcement of the schemes. The cost of enforcement will be part of the permit pricing. The level of enforcement depends, to some extent, on the level of non-compliance with the scheme. However a scheme would normally be patrolled 3-4 days a week, with

multiple checks on vehicles occurring during the patrol. Patrol patterns are randomised and not pre-released.

Permit Types

It is intended that electronic, paperless permits would be used for future RPS. This helps to reduce costs, allow better management of the scheme and enable more efficient enforcement.

Scheme Management

Operational schemes will be managed on a day to day basis by Lincolnshire County Council's Parking Services Team. Initial consultation, design and the TRO processes will be managed by the County Highway Asset Team.

Permit Charges

Permits will be priced to cover all consultation, implementation, enforcement and maintenance costs. Schemes will be delivered and operated at a neutral cost to LCC.

A review of permit charges is to be carried out at appropriate intervals and reported to a meeting of the appropriate Executive Member.

DRAFT

Open Report on behalf of Andy Gutherson, Executive Director – Place

Report to:	Highways and Transport Scrutiny Committee
Date:	20 January 2020
Subject:	Permit Scheme Annual Report 2018/19

Summary:

The report is a statutory requirement as stipulated by the Department for Transport for each of the first three years of a permit scheme.

This report sets out an overview of Lincolnshire County Council's operational performance in its third year and provides detailed scrutiny of the available data in relation to street works, road works and activities in Lincolnshire.

Following the third year anniversary of the scheme, the permit scheme annual year will be moved to mirror the financial year. The next statutory report is due April 2023.

Actions Required:

Members of the Highways and Transport Scrutiny Committee are invited to:

- 1) consider and comment on the performance on the third year of operation of the Permit Scheme;
- 2) support that the report is published via the Lincolnshire County Council website;
- 3) Highlight any future recommendations or actions for consideration by the Executive Member for Highways, Transport and IT.

1. Background

Lincolnshire County Council adopted a Permit Scheme in October 2016. For the first three years of operation a report must be produced in accordance with legislative requirements.

Over the last three years, the permit scheme has seen the following;

- An increase of nearly 11,000 permit scheme applications since the start of the scheme – Table 1 (PI1) (LiPS report page 6)
- The average duration of works decreasing by 34% (2 days) since the permit scheme began – Table TPI4 (LiPS report page 15)

- Continual reduction in the number of overrunning works, equalling 2151 days of unauthorised works since permitting was introduced – TPI5 (LiPS report page 16)
- The average permit issue to remedial works comparison shows an annual decrease and a reduction of over a third overall – Table 13 LPI3 (LiPS report page 22)
- A decline in the number of Fixed Penalty Notices of 40% during the first three years of permitting – Table 15 LPI4 (LiPS report page 23)

2. Conclusion

In Year 1, the introduction of a permit scheme enabled powers not previously available under legislation, to be used to improve the management of all activities on the road network through increased co-ordination and timing of works with all works promoters, including works for road purposes.

Year 2 built upon this by coordinating nearly 6,000 additional works to help maintain a robust network and by being proactive in its measures to correct non-compliance.

Year 3 has continued to develop the permitting scheme further by managing an additional 5,000 applications whilst continuing to reduce the total average duration of works.

3. Consultation

a) Have Risks and Impact Analysis been carried out??

No

b) Risks and Impact Analysis

The Lincolnshire County Council Permit Scheme had a risk and impact analysis prior to its introduction in 2016.

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Lincolnshire County Council Permit Scheme - Scheme Evaluation Report Third Year October 2018 - September 2019

5. Background Papers

This report was written by Mandi Robinson, who can be contacted on 01522 553053 or mandi.robinson@lincolnshire.gov.uk.

LINCOLNSHIRE COUNTY COUNCIL PERMIT SCHEME

SCHEME EVALUATION REPORT
THIRD YEAR
OCTOBER 2018 – SEPTEMBER 2019

Contents

1	Objectives of the Lincolnshire County Council Permit Scheme	3
2	Fee Structure	4
3	Evaluation of the Scheme	5
4	Performance Indicators	6
4.1	PI1 The number of PAA, permit and permit variation applications	6
4.1.1	Results.....	6
4.1.2	Analysis.....	6
4.2	PI2 The number of permit applications granted	10
4.2.1	Results.....	10
4.2.2	Analysis.....	10
4.3	PI3 The number of permits refused	10
4.3.1	Results.....	11
4.3.2	Analysis.....	11
5	HAUC England KPI measures	13
5.1	TPI1 Works Phases Started (Base Data).....	13
5.2	TPI2 Works Phases Completed (Base Data)	14
5.3	TPI3 Days of Occupancy Phases Completed.....	14
5.4	TPI4 Average Duration of Works	15
5.5	TPI5 Works Phases Completed after the reasonable period.....	16
5.6	TPI6 Number of deemed permit applications	16
5.7	TPI7 Number of Phase One Permanent Registrations (reinstatements).....	17
6	Authority Measures	18
6.1	LPI1 Number of approved extensions.....	18
6.1.1	Results.....	18
6.1.2	Analysis.....	20
6.2	LPI2 Number of PAA, permit and permit variation applications cancelled....	20
6.2.1	Results.....	20
6.2.2	Analysis.....	21
6.3	LPI3 Number of remedial reinstatements	21
6.3.1	Results.....	21
6.3.2	Analysis.....	22
6.4	LPI4 Number of FPN's issued.....	22
6.4.1	Results.....	23
6.4.2	Analysis.....	24
7	Conclusion	24

1 Objectives of the Lincolnshire County Council Permit Scheme

The objectives of Lincolnshire County Council were laid out in Section 2 of the Scheme. These are summarised below along with how they have been met.

1) To increase the efficient running of the highway network by minimising the disruption and inconvenience caused by road works and other highway events and activities through proactive management of activities on the highway.

Through the use of conditions to manage activities, coordination of works to avoid conflicts, increased forward planning, seeking collaborative opportunities and challenging works durations.

2) To improve the quality and timeliness of information received from all activity promoters to increase and improve the publicly available data for integration into the Council-wide travel information.

Use of permit refusals to ensure information is accurate. Use of FPN's to drive quality of data and its timely submission. Encouraging the use of non-statutory works cancellation notices. Works information synchronised to [one.network](#) for visibility to all stakeholders.

3) To encourage a proactive approach to planning and undertaking of works on the highway from promoters and thus lessen the impact of activities on road users.

Greater level of planning to ensure permits contain all of the necessary information needed to grant the permit. Careful use of conditions to safeguard that works are undertaken at appropriate times. Encouragement of first-time permanent reinstatements or interim reinstatements where this benefits the network.

4) To protect the structure of the street and the integrity of the apparatus in it.

Greater number of planned major works enabling Section 58/58a protection of the asset. More comprehensive inspection regime at works in progress stage and coring programmes in place to monitor wider reinstatement and material issues.

5) To improve the level of on-site compliance by works promoters ensuring works are correctly permitted and conditions adhered to.

Introduction of additional in-house inspection regime and associated performance indicators to ensure consistent and effective monitoring of works.

6) To ensure safety of those using the street and those working on activities that fall under the Scheme, with particular emphasis on people with disabilities.

Increased numbers of site inspections have driven focus on best practice, compliance and safety to all road users. Closer assessment and coordination processes allows better consideration to be given to modes of transport other than vehicles and a focus on elements such as people with disabilities and young children.

7) To ensure parity of treatment for all activity promoters particularly between statutory undertakers and highway authority works and activities.

Performance indicators show that all works promoters are assessed equally and conditions applied to all in a measured and equitable way. Wider processes that do not fall under the permit scheme, such as developments and events affecting the highway are also considered during the deliberations.

2 Fee Structure

The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015 require that the permit authority shall give consideration to whether the fee structure needs to be changed in light of any surplus or deficit.

The fee structure set at the outset of scheme is as follows;

<u>Reinstatement category of street</u>	<u>Road Category 0 – 2 or Traffic Sensitive</u>	<u>Road Category 3 – 4 and non-traffic-sensitive</u>
Provisional Advance Authorisation	£101	£72
Major Activity greater than 10 days duration or requiring a TRO	£210	£130
Major Activity between 4 and 10 day duration	£117	£75
Major Activity up to 3 day duration	£64	£43
Standard Activity	£117	£75
Minor Activity	£64	£43
Immediate Activity	£40	£26
Permit Variation	£45	£35

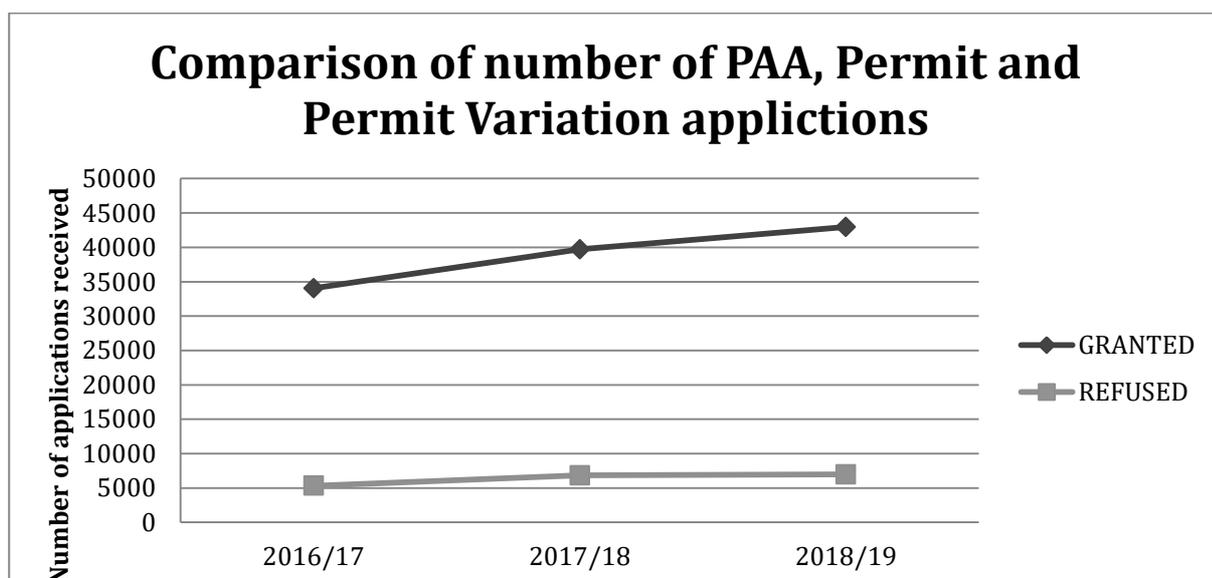
During the third year of operation of the scheme, the total amount invoiced was £1,613,513.50 In the course of this period our expenditure within the boundary of the scheme was £1,567,200.26 this covers the cost of staffing, office space and equipment.

Streetworks, Permitting and Network Compliance Account	£
Expenditures:	
Wage costs (including NI)	£1,224,602.83
Training costs	£51,611.59
Transport costs	£92,778.87
Staff costs including advertising	£4,307.24
Phones /Tablets/Consultants/IT costs	£193,899.73
Total Expenditure	£1,567,200.26
Income from Permits	£1,613,513.50
Account Profit	£46,313.24

3 Evaluation of the Scheme

The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015 require that the permit authority also shall give consideration to whether the permit scheme is meeting key performance indicators where these are set out in the Guidance.

The first three years of the permit scheme have shown a constant rise in the number of applications received. 10,771 more applications were received in year three when compared with the first year of permitting. This is a significant increase of 20.87%.



Despite granting 8912 more permits per annum than in year one, resulting in an increase in the number of days of network occupancy by 24%, the overall average duration of works taking place has constantly reduced and the number of works overrunning has reduced by over 90%.

4 Performance Indicators

In order to be able to successfully gather this information, Lincolnshire County Council commissioned Pitney Bowes, as software supplier/developer, to write a bespoke report to enable the correct data to be extracted from the Confirm system. This data was then analysed manually and randomly cross-checked to ensure validity.

4.1 PI1 The number of PAA, permit and permit variation applications

The number of permits and permit variation applications received shown as:

- the total number of PAA, permit and permit variation applications received, the number granted and the number refused excluding any applications that are subsequently withdrawn – broken down by promoter

4.1.1 Results

Table 1. PI1. The total number of PAA, Permit and Permit Variation applications received

PAA, Permits and Permit Variations Received	Number
Total number of PAA, permit and permit variation applications received by Lincolnshire County Council during the third year of scheme	51620
Total number of PAA, permit and permit variation applications granted by Lincolnshire County Council during the third year of scheme	42941
Total number of PAA, permit and permit variation applications refused by Lincolnshire County Council during the third year of scheme	6971

4.1.2 Analysis

It is difficult to ascertain significant findings relating to any trends or patterns in the number of applications received during the initial three years of permitting. It is clear that the number of applications is increasing steadily, with year three seeing a 9.82% increase in the total number of applications received when compared to the previous year and a 20.87% increase overall. This has resulted in 3245 or 7.56% more applications being granted than during year two. The amount of refusals has only risen marginally by 2.14% this year equating to 149 additional refused requests. Any inference resulting from this may only be revealed in future data comparisons. These statistics will be used as the base line for future reports.

A more detailed breakdown of measures follows, including base data.

Number of Permit Applications

The following graph shows the split of permit applications received from both highway authority and utility promoters. On average, highway authorities generated 24.00% and utility promoters 76.00% of the total applications received. This is a 3.00% increase in the number of highway authority permit applications received compared to the previous year; however, this is reflected in the 2748 increase in the number of highway authority applications received during the third year.

Table 2. PI1. The number of PAA, Permit and Permit Variation applications received, the number granted and the number refused by local authority and works promoters

Description	Local Authority		Utility Promoters	Works	All Promoters	
	Number	% of Total	Number	% of Total	Number	% of Total
Total PAA applications received						
Q3 2018/19	150	23.26	495	76.74	645	100.00
Total PAA applications received						
Q4 2018/19	394	43.63	509	56.37	903	100.00
Total PAA applications received						
Q1 2019/20	262	29.41	629	70.59	891	100.00
Total PAA applications received						
Q2 2019/20	208	29.34	501	70.66	709	100.00
Total PAA applications granted						
Q3 2018/19	126	19.53	442	68.53	568	88.06
Total PAA applications granted						
Q4 2018/19	345	38.20	468	51.83	813	90.03
Total PAA applications granted						
Q1 2019/20	219	24.58	549	61.61	768	86.19
Total PAA applications granted						
Q2 2019/20	181	25.52	420	59.24	601	84.76
Total PAA applications refused						
Q3 2018/19	0	0	44	6.82	44	6.82
Total PAA applications refused						
Q4 2018/19	26	2.88	33	3.65	59	6.53
Total PAA applications refused						
Q1 2019/20	27	3.03	66	7.40	93	10.43
Total PAA applications refused						
Q2 2019/20	11	1.55	72	10.15	83	11.70
Total permit applications received						
Q3 2018/19	1295	17.71	6019	82.29	7314	100.00
Total permit applications received						
Q4 2018/19	2072	23.69	6675	76.31	8747	100.00
Total permit applications received						

Q1 2019/20	2245	22.30	7824	77.70	10069	100.00
Total permit applications received						
Q2 2019/20	2188	23.23	7230	76.77	9418	100.00
Total permit applications granted						
Q3 2018/19	1106	15.12	4813	65.80	5919	80.92
Total permit applications granted						
Q4 2018/19	1784	20.40	5519	63.09	7303	83.49
Total permit applications granted						
Q1 2019/20	1889	18.76	6386	63.42	8275	82.18
Total permit applications granted						
Q2 2019/20	1896	20.13	5968	63.37	7864	83.50
Total permit applications refused						
Q3 2018/19	138	1.88	1075	14.70	1213	16.58
Total permit applications refused						
Q4 2018/19	224	2.56	1020	11.66	1244	14.22
Total permit applications refused						
Q1 2019/20	266	2.64	1320	13.11	1586	15.75
Total permit applications refused						
Q2 2019/20	215	2.28	1132	12.02	1347	14.30
Total permit variations received						
Q3 2018/19	637	24.22	1993	75.78	2630	100.00
Total permit variations received						
Q4 2018/19	753	14.79	2151	85.21	2904	100.00
Total permit variations received						
Q1 2019/20	1087	28.56	2719	71.44	3806	100.00
Total permit variations received						
Q2 2019/20	1128	31.47	2456	68.53	3584	100.00
Total permit variations granted						
Q3 2018/19	545	20.72	1666	63.34	2211	84.06
Total permit variations granted						
Q4 2018/19	638	21.97	1833	63.11	2471	85.08
Total permit variations granted						
Q1 2019/20	872	22.91	2298	60.38	3170	83.29
Total permit variations granted						
Q2 2019/20	855	23.86	2123	59.23	2978	83.09
Total permit variations refused						
Q3 2018/19	34	1.29	248	9.43	282	10.72
Total permit variations refused						
Q4 2018/19	58	2.00	252	8.67	310	10.67
Total permit variations refused						
Q1 2018/19	70	1.84	327	8.59	397	10.43
Total permit variations refused						
Q2 2019/20	47	1.31	266	7.42	313	8.73

The charts show a breakdown of the data into applications granted and refused in relation to highway authority works for road purposes and works by utility promoters and provide a comparison with the percentage of permits granted in Lincolnshire for the same periods. The data is also further broken down by activity type into applications granted and refused.

The following considerations must be noted in relation to this data.

1. Each application has an appropriate response period which means that the number of applications received in any one period does not correspond to the permits granted and refused within that same period. In other words, a permit application received in one period may be responded to within the next period.

The above data has been collated from the Lincolnshire permitting system and a summary of this is shown below;

Table 3. PI1. The percentage of PAA, Permit and Permit Variation applications received, granted and refused by main works promoters

Promoter	PAA Granted %	Permit Granted %	Variation Granted %	Application Refused %	Total No. of Applications
Anglian Water Q3 2018/19	4.10	64.20	17.39	14.28	3922
Anglian Water Q4 2018/19	2.78	69.09	15.54	12.59	4330
Anglian Water Q1 2019/20	1.97	71.14	14.96	11.89	5180
Anglian Water Q2 2019/20	2.06	71.18	15.36	11.33	4660
BT Openreach Q3 2018/19	1.88	49.30	24.30	24.30	2172
BT Openreach Q4 2018/19	1.92	50.04	25.34	22.63	2182
BT Openreach Q1 2019/20	3.48	43.44	29.08	23.94	3015
BT Openreach Q2 2019/20	3.09	50.49	26.20	20.22	2656
Cadent Gas Q3 2018/19	5.25	54.35	29.90	10.50	495
Cadent Gas Q4 2018/19	10.90	54.62	24.14	10.34	725
Cadent Gas Q1 2019/20	12.06	45.34	26.85	15.59	622
Cadent Gas Q2 2019/20	13.06	41.81	30.01	15.12	873
Local Authority Q3 2018/19	6.44	56.60	27.89	8.85	1954
Local Authority Q4 2018/19	11.20	57.94	20.72	10.00	3079
Local Authority Q1 2019/20	6.54	56.43	26.05	10.84	3347
Local Authority Q2 2019/20	5.63	59.01	26.61	8.49	3213
Network Rail Q3 2018/19	32.95	57.67	2.99	6.36	267
Network Rail Q4 2018/19	38.75	49.22	6.97	5.03	258
Network Rail Q1 2019/20	32.05	63.63	1.91	2.39	209
Network Rail Q2 2019/20	28.20	61.54	4.49	5.77	156
Northern PowerGrid Q3 2018/19	3.21	66.02	21.15	9.62	156
Northern PowerGrid Q4 2018/19	5.44	67.35	23.13	4.08	147
Northern PowerGrid Q1 2019/20	3.25	64.29	24.67	7.79	154
Northern PowerGrid Q2 2019/20	2.58	62.37	28.35	6.70	194
Severn Trent Water Q3 2018/19	0.00	0.00	0.00	0.00	0
Severn Trent Water Q4 2018/19	25.00	75.00	0.00	0.00	4
Severn Trent Water Q1 2019/20	20.00	46.67	33.33	0.00	15
Severn Trent Water Q2 2019/20	17.65	70.59	5.88	5.88	17

Virgin Media Q3 2018/19	20.58	48.23	20.58	10.61	311
Virgin Media Q4 2018/19	18.10	52.76	25.61	3.53	453
Virgin Media Q1 2019/20	21.26	49.76	24.25	4.57	635
Virgin Media Q2 2019/20	9.21	56.58	30.79	3.42	380
Western Power Dist. Q3 2018/19	6.09	59.38	17.80	16.73	837
Western Power Dist. Q4 2018/19	3.63	58.04	23.57	14.76	908
Western Power Dist. Q1 2019/20	6.42	52.87	22.94	17.66	872
Western Power Dist. Q2 2019/20	3.77	51.43	23.89	20.91	875

4.2 PI2 The number of permit applications granted

The number of permit and permit variation applications granted shown as:

- the number granted as a percentage of the total applications made

4.2.1 Results

Table 4. PI2. The total number of Permit and Permit Variation applications granted

Permits Granted	Number
Total number of permit and permit variation applications received by Lincolnshire County Council during the third year of scheme	48472
Total number of permit and permit variation applications granted by Lincolnshire County Council during the third year of scheme	40191
Percentage of permit and permit variation applications granted	82.92%

4.2.2 Analysis

There has been an increase in the number of street works and road works projects taking place during the third year resulting in a significant number of additional applications and this has contributed to a slight decrease in the total percentage of permits being granted. Work is continuing to drive improvements by proactively agreeing working methods with works promoters and having site discussions prior to the submission of permits.

4.3 PI3 The number of permits refused

The number of permit applications refused shown as:

- the number refused as a percentage of the total applications made

4.3.1 Results

Table 5. PI3. The total number of Permit and Permit Variation applications refused

Permits Refused	Number
Total number of permit and permit variation applications received by Lincolnshire County Council during the third year of scheme	48472
Total number of permit and permit variation applications refused by Lincolnshire County Council during the third year of scheme	6692
Percentage of permit and permit variation applications refused	13.80%

4.3.2 Analysis

Although there has been a significant increase in the number of applications received from works promoters during the third year of permitting the percentage of refusals has decreased when compared to previous years. This can be attributed to working with works promoters to optimise the available road space and managing the network more efficiently.

Table 6. PI3. Permit refusal rates by promoter

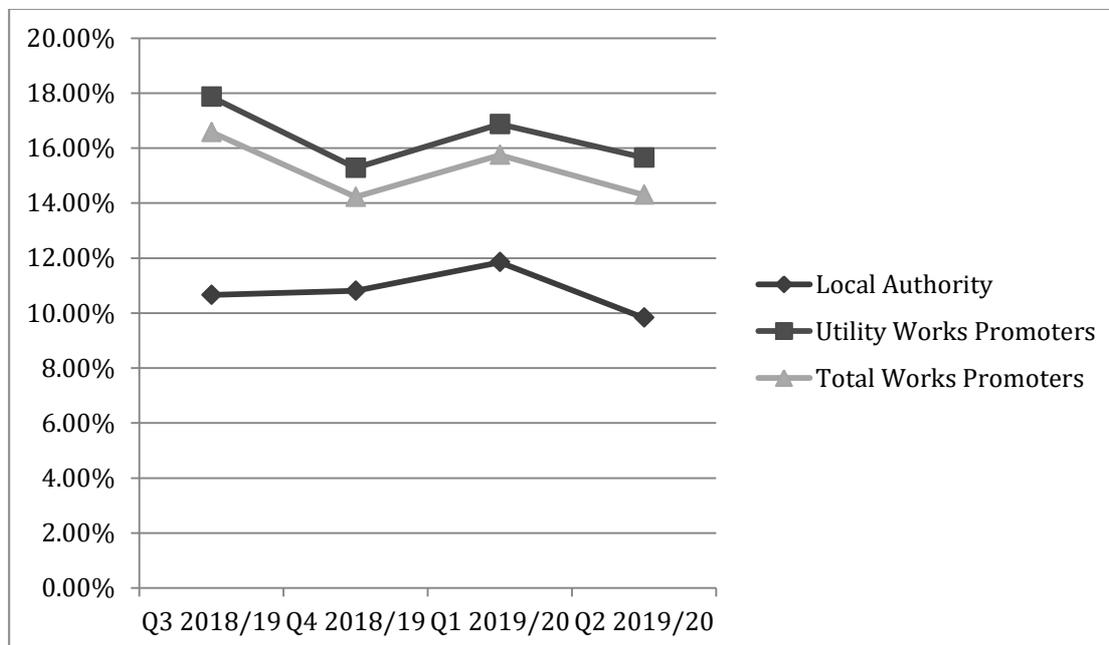
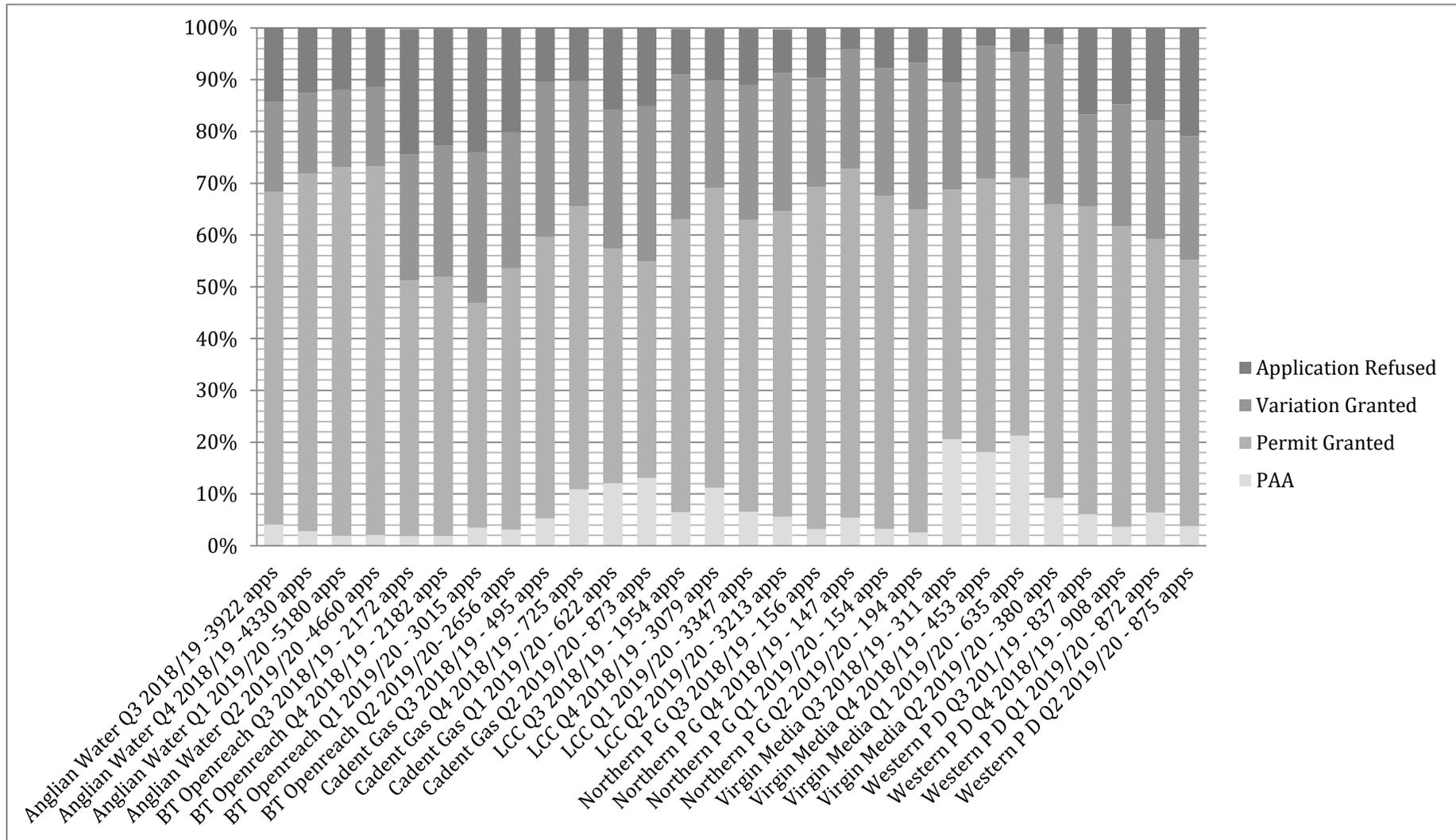


Table 7. PI1. The number of Provisional Advance Authorisation, Permit and Permit Variation applications received, the number granted and the number refused by main works promoters



5 HAUC England KPI measures

This section outlines the Permit Indicators (KPI) contained as Annex A within the Statutory Guidance for Highway Authority Permit Schemes.

These indicators for permit schemes are additional to the general TMA Performance Indicators (TPIs), which are already being produced.

The data presented in this section has been processed by using the Confirm system in-built reports and has been analysed manually and randomly cross-checked to ensure validity.

5.1 TPI1 Works Phases Started (Base Data)

Promoter	Works phases started 18/19	Q3	Works phases started 18/19	Q4	Works phases started 19/20	Q1	Works phases started 19/20	Q2
Anglian Water	2371		2836		3408		3002	
BT Openreach	1138		1130		1359		1474	
Cadent Gas	308		367		282		316	
Energetics Electricity	1		0		1		1	
Energetics Gas	1		0		0		1	
ES Pipelines	4		1		3		1	
ESP Electricity	0		1		0		0	
Fulcrum Pipelines	23		22		21		16	
Gas Transportation Co	12		5		16		17	
Gigaclear	0		0		0		0	
Harlaxton Energy Networks	8		12		8		6	
Independent Next Generation Network	0		0		1		1	
Network Rail	127		137		127		109	
Northern Powergrid	82		125		101		120	
Romec	12		2		3		9	
Severn Trent Water	0		1		6		12	
Telefonica (O2)	4		3		19		3	
T-Mobile	0		1		0		0	
Virgin Media	145		213		260		192	
Western Power Distribution	590		587		522		584	
Total utility promoters	4826		5443		6137		5864	
Lincolnshire County Council	4371		4390		4676		4725	
Total all promoters	9197		9833		10813		10589	

5.2 TPI2 Works Phases Completed (Base Data)

Promoter	Works phases completed Q3 18/19	Works phases completed Q4 18/19	Works phases completed Q1 19/20	Works phases completed Q2 19/20
Anglian Water	2449	2761	3429	3026
BT Openreach	1167	1093	1360	1493
Cadent Gas	306	351	273	325
Energetics Electricity	1	0	1	1
Energetics Gas	1	0	0	1
ES Pipelines	4	1	3	1
ESP Electricity	0	1	0	0
Fulcrum Pipelines	25	21	20	15
Gas Transportation Co	13	5	15	17
Gigaclear	0	0	0	0
Harlaxton Energy Networks	12	11	9	5
Independent Next Generation	0	0	1	1
Network Rail	128	135	129	109
Northern Powergrid	91	119	103	120
Romec	12	2	3	1
Severn Trent Water	0	1	5	13
Telefonica (O2)	4	3	19	3
T-Mobile	0	1	0	0
Virgin Media	148	173	262	208
Western Power Distribution	605	578	522	573
Total utility promoters	4966	5256	6154	5912
Lincolnshire County Council	4094	3764	4138	4442
Total all promoters	9060	9020	10292	10354

5.3 TPI3 Days of Occupancy Phases Completed

Promoter	No. of days of occupancy Q3 18/19	No. of days of occupancy Q4 18/19	No. of days of occupancy Q1 19/20	No. of days of occupancy Q2 19/20
Anglian Water	12239	13531	15107	12071
BT Openreach	4261	4152	5512	5117
Cadent Gas	3387	5133	5888	7068
Energetics Electricity	7	0	22	26
Energetics Gas	4	0	0	25
ES Pipelines	12	3	9	5
ESP Electricity	0	7	0	0
Fulcrum Pipelines	290	177	116	179
Gas Transportation Co	158	32	111	100

Gigaclear	0	0	0	0
Harlaxton Energy Networks	131	160	48	29
Independent Next Generation	0	0	12	13
Network Rail	432	550	458	222
Northern Powergrid	608	951	841	1026
Romec	12	2	3	9
Severn Trent Water	0	7	51	93
Telefonica (O2)	8	8	35	7
T-Mobile	0	1	0	0
Virgin Media	1169	2764	5066	3268
Western Power Distribution	3935	4529	4044	4696
Total utility promoters	26653	32007	37323	33954
Lincolnshire County Council	3351	3219	4113	3557
Total all promoters	30004	35226	41436	37511

5.4 TPI4 Average Duration of Works

Promoter	Average duration of works phases completed (days) Q3 18/19		Average duration of works phases completed (days) Q4 18/19		Average duration of works phases completed (days) Q1 19/20		Average duration of works phases completed (days) Q2 19/20	
Anglian Water	5.1		4.4		4.6		4.0	
BT Openreach	3.4		3.2		3.5		3.0	
Cadent Gas	11.5		5.7		8.9		14.1	
Energetics Electricity	7.0		0.0		22.0		26.0	
Energetics Gas	4.0		0.0		0.0		25.0	
ES Pipelines	3.0		3.0		3.0		5.0	
ESP Electricity	0.0		7.0		0.0		0.0	
Fulcrum Pipelines	12.1		7.4		6.3		5.4	
Gas Transportation Co	12.6		6.4		7.0		5.9	
Gigaclear	0.0		0.0		0.0		0.0	
Harlaxton Energy Networks	13.5		10.8		9.8		5.6	
Independent Next Generation	0.0		0.0		12.0		13.0	
Network Rail	2.8		2.3		4.7		3.6	
Northern Powergrid	8.0		7.4		7.1		6.4	
Romec	1.0		1.0		1.0		1.0	
Severn Trent Water	2.0		7.0		1.8		10.38	
Telefonica (O2)	2.0		2.6		1.8		2.3	
T-Mobile	0.0		1.0		0.0		0.0	
Virgin Media	3.8		7.1		13.8		9.8	
Western Power Distribution	6.3		6.1		8.3		6.7	
Total utility promoters	5.4		4.5		6.4		4.8	
Lincolnshire County Council	3.7		2.8		2.6		2.3	
Total all promoters	4.5		3.6		4.5		3.5	

5.5 TPI5 Works Phases Completed after the reasonable period

Promoter	Works phases completed involving overrun (days)		Works phases completed involving overrun (days)	
	Q3 18/19	Q4 18/19	Q1 19/20	Q2 19/20
Anglian Water	14	11	12	15
BT Openreach	1	6	6	8
Cadent Gas	15	13	11	22
Energetics Electricity	0	0	0	0
Energetics Gas	0	0	0	0
ES Pipelines	0	0	0	0
ESP Electricity	0	0	0	0
Fulcrum Pipelines	2	1	1	0
Gas Transportation Co	1	0	0	0
Gigaclear	0	0	0	0
Harlaxton Energy Networks	0	0	0	0
Independent Next Generation	0	0	0	0
Network Rail	0	0	1	1
Northern Powergrid	0	1	1	1
Romec	0	0	0	0
Severn Trent Water	0	0	0	0
Telefonica (O2)	0	0	0	0
T-Mobile	0	0	0	0
Virgin Media	0	5	3	2
Western Power Distribution	2	4	16	5
Total utility promoters	35	41	51	44
Lincolnshire County Council	14	16	18	23
Total all promoters	49	57	69	67

5.6 TPI6 Number of deemed permit applications

Promoter	No. of deemed permit applications		No. of deemed permit applications	
	Q3 18/19	Q4 18/19	Q1 19/20	Q2 19/20
Anglian Water	1	1	2	3
BT Openreach	4	1	1	0
Cadent Gas	0	0	1	0
Energetics Electricity	0	0	0	0
Energetics Gas	0	n/a	0	0
ES Pipelines	0	0	0	0
ESP Electricity	0	0	n/a	n/a
Fulcrum Pipelines	0	0	0	0
Gas Transportation Co	0	n/a	0	0

Gigaclear	n/a	n/a	n/a	0
Harlaxton Energy Networks	0	0	0	0
Independent Next Generation	0	n/a	0	n/a
Network Rail	0	0	0	0
Northern Powergrid	0	0	0	0
Romec	0	0	0	0
Severn Trent Water	0	0	0	0
Telefonica (O2)	0	0	0	0
T-Mobile	0	0	n/a	n/a
Virgin Media	0	0	1	0
Western Power Distribution	0	0	1	0
Total utility promoters	5	2	6	3
Lincolnshire County Council	4	4	4	8
Total all promoters	9	6	10	11

5.7 TPI7 Number of Phase One Permanent Registrations (reinstatements)

Promoter	No. of phase one permanent reinstatements Q3 18/19	No. of phase one permanent reinstatements Q4 18/19	No. of phase one permanent reinstatements Q1 19/20	No. of phase one permanent reinstatements Q2 19/20
Anglian Water	1943	1929	2158	2246
BT Openreach	765	681	915	941
Cadent Gas	248	287	226	224
Energetics Electricity	1	0	1	1
Energetics Gas	1	0	0	1
ES Pipelines	3	1	3	1
ESP Electricity	0	1	0	0
Fulcrum Pipelines	20	18	17	9
Gas Transportation	8	4	13	7
Gigaclear	0	0	0	0
Harlaxton Energy Networks	7	5	6	4
Independent Next Generation	0	0	1	1
Network Rail	0	0	0	0
Northern Powergrid	71	96	78	85
Romec	12	2	0	9
Severn Trent Water	0	1	2	10
Telefonica (O2)	2	0	12	2
T-Mobile	0	0	0	0
Virgin Media	117	116	197	133
Vodafone	1	0	0	0
Western Power Distribution	380	350	325	310
Total utility promoters	3579	3491	3954	3984
Lincolnshire County Council	44	44	34	47
Total all promoters	3623	3535	3988	4031

6 Authority Measures

In addition to the above measures, Lincolnshire County Council has collated its own data which reflect the objectives put forward in the permit scheme submission documentation.

In order to be able to successfully gather this information, Lincolnshire County Council commissioned Pitney Bowes, as software supplier/developer, to write a bespoke report to enable the correct data to be extracted from the Confirm system. This data was then analysed manually and randomly cross-checked to ensure validity.

6.1 LPI1 Number of approved extensions

This will be shown as:

- the total number of permit and permit variation applications issued
- the number of requests for extensions shown as a percentage of permit and permit variation applications issued
- the number of approved extensions as a percentage of extension requests made.

6.1.1 Results

The table below shows the number of requests to extend the duration of works as a percentage of the number of permit and permit variation applications received and the number of approved extensions as a percentage of the number of extension requests made. A summary of the data is shown below;

Table 8. LPI1 Number of approved extensions

Number of approved extensions	Number/Percentage
Total number of permit and permit variation applications received by Lincolnshire County Council during the third year of scheme.	48472
Total % of extension requests received as a % of number of permit and permit variation applications issued.	5.27%
Total % of approved requests to extend the works duration as a % of number of extension requests received.	90.96%

Table 9. LPI1 The number/percentage of requests for extensions and the number agreed as a percentage of requests

Promoter									
	No. of Ext Req	Q3%ExtReq	Q3%ExtGrant	Q4ExtReq	Q4%ExtGrant	Q1%ExtReq	Q1%ExtGrant	Q2%ExtReq	Q2%ExtGrant
Anglian Water - 14450 apps	860	(223)7.42%	(201)90.13%	(189)5.45%	(177)93.65%	(240)5.72%	(221)92.08%	(208)5.49%	(197)94.71%
BT Openreach - 6468 apps	290	(45)3.09%	(41)91.11%	(55)3.87%	(53)96.36%	(118)6.41%	(111)94.07%	(72)4.11%	(69)95.83%
Cadent - 1888 apps	286	(49)13.50%	(47)95.92%	(73)12.19%	(62)84.93%	(68)16.71%	(62)91.18%	(96)18.50%	(89)92.71%
Energetics Electricity – 4 apps	1	0	0	0	0	0	0	(1)100%	(1)100%
Energetics Gas - 3 apps	1	0	0	0	0	0	0	(1)100%	(1)100%
ES Pipelines - 12 apps	0	0	0	0	0	0	0	0	0
ESP Electricity - 1 apps	1	0	0	0	0	0	0	0	0
Fulcrum Pipelines - 122 apps	15	(8)19.51%	(8)100%	(4)14.81%	(3)75.00%	(2)6.25%	(2)100%	(1)4.55%	(1)100%
Gas Transportation - 65 apps	11	(5)41.67%	(5)100%	(3)25.00%	(3)100%	(1)4.76%	(1)100%	(2)10.00%	(2)100%
Gigaclear - 0 apps	0	0	0	0	0	0	0	0	0
Harlaxton Energy Net - 39 apps	11	(4)36.36%	(4)100%	(5)41.67%	(4)80.00%	(1)11.11%	(1)100%	(1)14.29%	(1)100%
National Grid Electric - 5 apps	0	0	0	0	0	0	0	0	0
Network Rail - 775 apps	5	(2)0.88%	(2)100%	(2)0.92%	(2)100%	(1)0.53%	(1)100%	0	0
Northern Power Grid - 493 apps	50	(16)14.16%	(14)87.50%	(6)5.00%	(6)100%	(14)12.28%	(14)100%	(14)9.59%	(14)100%
Romec - 27 apps	0	0	0	0	0	0	0	0	0
Severn Trent Water - 28 apps	0	0	0	0	0	0	0	0	0
Telefonica - 38 apps	0	0	0	0	0	0	0	0	0
T-Mobile - 4 apps	0	0	0	0	0	0	0	0	0
Virgin Media - 1250 apps	187	(18)7.86%	(18)100%	(54)17.03%	(54)100%	(90)22.61%	(89)98.89%	(25)8.17%	(23)92.00%
Western Power Dist - 2614 apps	144	(22)3.29%	(22)100%	(43)6.29%	(42)97.67%	(50)7.95%	(46)92.00%	(29)4.59%	(29)100%
Total all Utilities Promoters	1862	392	362	434	406	585	548	450	427
Lincs C C - 8423 apps	695	(112)7.71%	(103)91.96%	(153)6.69%	(144)94.12%	(219)9.13%	(174)79.45%	(211)9.24%	(162)76.78%
Total all Promoters	2557	504	465	587	550	804	722	661	589

6.1.2 Analysis

This measure was considered to be in relation to the number of times promoters were allowed by Lincolnshire County Council to extend the duration of their works past the original notification date and is intended to help show the effectiveness of promoters in planning works correctly. The amount of requests for works extensions has remained fairly constant for the first three years of the scheme with only a 1% rise in year three. This will continue to be monitored.

The Lincolnshire Permit Scheme provides a framework for Lincolnshire County Council to treat all activities and activity promoters covered by the scheme on an equal basis. Extension requests are considered individually on their own merits by Lincolnshire County Council.

6.2 LPI2 Number of PAA, permit and permit variation applications cancelled

This will be shown as:

- the number cancelled as a percentage of the total

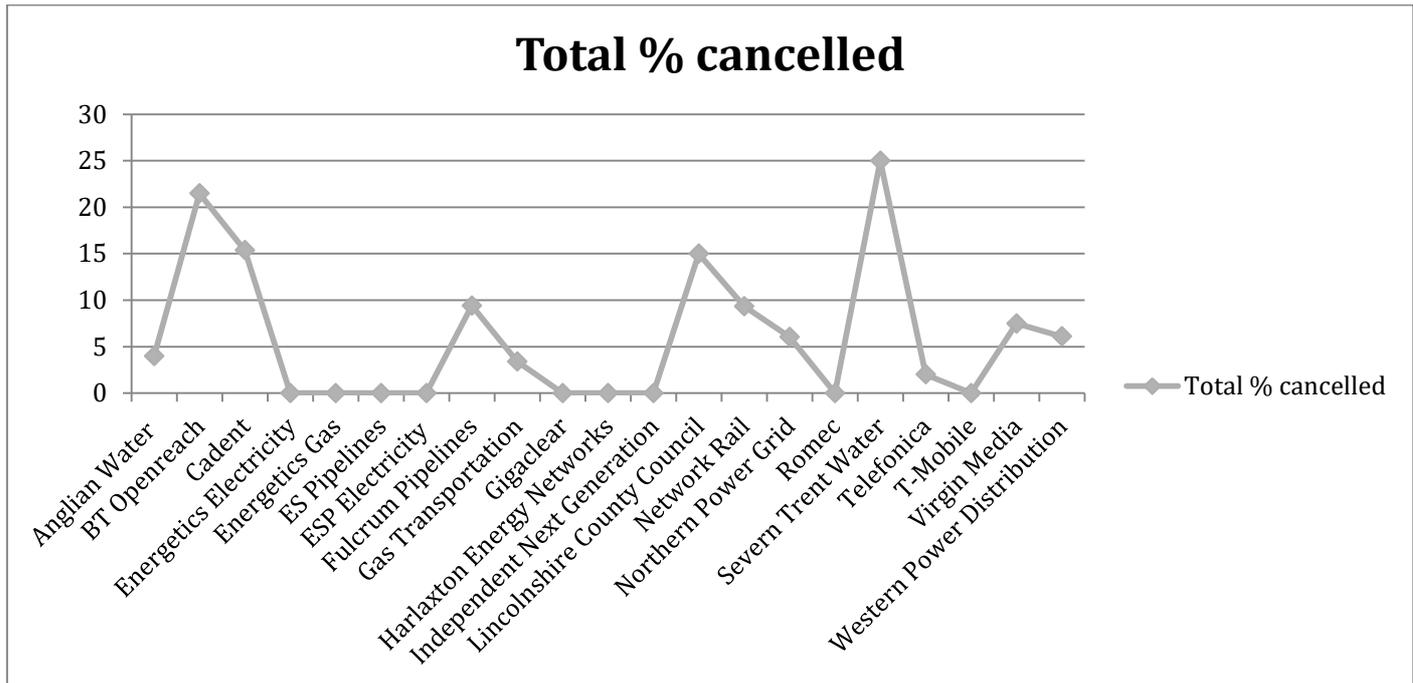
6.2.1 Results

The table below shows the number of cancelled PAA, permit and permit variation applications as a percentage of the total number of PAA, permit and permit applications made. A summary of the data is shown below;

Table 10. LPI2 The total number of cancellations made as a percentage of the total number of applications received

Number of cancellations	Number/Percentage
Total number of PAA, permit and permit variation applications made to Lincolnshire County Council during the third year of scheme.	51620
Total number of PAA, permit and permit variation applications cancelled.	4518
Total % of PAA, permit and permit variation applications cancelled as a % of number of PAA, permit and permit variation applications made.	8.75%

Table 11. LPI2 The percentage of cancelled PAA, permit and permit variation applications per promoter



6.2.2 Analysis

This measure was considered to be in relation to the number of times promoters cancelled PAA, permit and permit variation applications and is intended to help show the effectiveness of promoters in planning works correctly. The number of cancelled applications remained constant at 11% for the first two years of permitting. Year three has shown a reduction in cancellation requests of over 2%. This will continue to be monitored to drive improvement.

The Lincolnshire Permit Scheme provides a framework for Lincolnshire County Council to treat all activities and activity promoters covered by the scheme on an equal basis.

6.3 LPI3 Number of remedial reinstatements

This will be shown as:

- the number of permits granted where the phase type is remedial

6.3.1 Results

The table below shows the number of remedial reinstatement phase applications granted. A summary of the data is shown below;

Table 12. LPI3 The number of remedial reinstatement permit applications granted

Number of remedial reinstatements	Number
Total number of permit and permit variation applications issued by Lincolnshire County Council during the third year of scheme.	48472
Total number of remedial reinstatement phase applications granted.	376

Table 13. LPI3 The number of remedial reinstatement permit applications granted per promoter

Promoter	No. of remedial reinstatements Q3 2018/19	No. of remedial reinstatements Q4 2018/19	No. of remedial reinstatements Q1 2019/20	No. of remedial reinstatements Q2 2019/20
Anglian Water	6	24	16	20
BT Openreach	5	1	0	5
Cadent	24	15	15	28
Energetics Gas	0	0	0	0
ES Pipelines	0	0	0	0
ESP Electricity	0	0	0	0
Fulcrum Pipelines	0	0	0	0
Gas Transportation	0	0	0	0
Gigaclear	0	0	0	0
Harlaxton Energy Networks	0	0	0	0
Ind Next Generation	0	0	0	0
Network Rail	0	0	0	0
Northern Power Grid	3	7	12	2
Romec	0	0	0	0
Severn Trent Water	0	0	0	0
Telefonica	0	0	0	0
T-Mobile	0	0	0	0
Virgin Media	0	1	6	70
Western Power Distribution	7	23	25	40
Total all Utilities Promoters	45	71	74	165
Lincolnshire County Council	5	1	7	8
Total all Promoters	50	72	81	173

6.3.2 Analysis

This measure was considered to be in relation to the number of times works promoters have applied to carry out remedial works to reinstatements and will indicate the level of non-compliance with specifications and quality of workmanship (defects). Following a significant fall of over 33% in the number of remedial work applications received during the first year of permitting, the figures for years two and three have remained constantly lower.

The Lincolnshire Permit Scheme provides a framework for Lincolnshire County Council to treat all activities and activity promoters covered by the scheme on an equal basis.

6.4 LPI4 Number of FPN's issued

This will be shown as:

- the total number of FPN's issued

6.4.1 Results

This information was gathered from manual registers held that record the full history and status of every fixed penalty notice issued by Lincolnshire County Council.

The table below shows the number of FPN's issued during the third year of scheme. A summary of the data is shown below;

Table 14. LPI4 The number of fixed penalty notices issued

Number of FPN's issued	Number
Total number of permit and permit variation applications issued by Lincolnshire County Council during the third year of scheme.	48472
Total number of FPN's issued by Lincolnshire County Council during the third year of scheme.	754 or 1.5%

Table 15. LPI4 The number of fixed penalty notices issued per promoter

Promoter	No. of FPN's issued 2018/19	No. of FPN's issued Q3 2018/19	No. of FPN's issued Q4 2019/20	No. of FPN's issued Q1 2019/20	No. of FPN's issued Q2 2019/20
Anglian Water	51	69	46	76	
BT Openreach	48	40	45	50	
Cadent	22	25	14	42	
Energetics Electricity	0	1	0	0	
ES Pipelines	0	0	0	0	
ESP Electricity	0	0	0	0	
Fulcrum Pipelines	5	3	2	1	
Gas Transportation	2	1	2	1	
Gigaclear	0	0	0	0	
Harlaxton Energy Networks	1	2	4	0	
Ind Next Generation	0	0	0	0	
Network Rail	2	1	0	0	
Northern Power Grid	6	2	6	1	
Romec	0	0	0	0	
Severn Trent Water	0	0	0	0	
Telefonica	0	0	0	0	
T-Mobile	0	0	0	0	
Virgin Media	1	1	1	5	
Western Power Distribution	27	33	26	34	
Total all Utilities Promoters	165	178	146	210	
Lincolnshire County Council	27	1	10	17	
Total all Promoters	192	179	156	227	

6.4.2 Analysis

This measure was considered to be in relation to the number of times a fixed notice penalty was issued as a result of works promoters either failing to supply required accurate timely information relating to their works or by failing to provide information which accurately reflects their works taking place on site at that time. As permitting reaches the end of its third year the number of FPN's issued has reduced by 40% showing a vast improvement in the quality and accuracy of information being received and of events taking place on site.

The Lincolnshire Permit Scheme provides a framework for Lincolnshire County Council to treat all activities and activity promoters covered by the scheme on an equal basis.

7 Conclusion

The Lincolnshire Network Management Plan recognises that maintaining and improving roads, coordinating street works and managing parking support business and is necessary to drive economic growth.

The County Council's Key Aims to facilitate the objectives of the Network Management Plan are:

- Safeguarding the quality and effectiveness of highways as the major transport network
- Developing a consistent and appropriate implementation of regulations. Fairly balancing the legitimate needs of road users and works promoters of all types
- Identifying and promoting good practice to all aspects of traffic and works co-ordination
- Maintaining an attitude of co-operation and pursuit of efficiency of operation of works, whilst remaining mindful of regulatory responsibilities
- Managing the road network and maintaining quality with reduced budgets through use of innovative partnerships
- Contribute to minimising carbon emissions from transport across the county
- Investing in Infrastructure and Provision of Services
 - Implementing the Local Broadband Plan Phase 3
 - Prioritised resources for winter maintenance at a time when other budgets are reducing
 - Maximised capital investment in highways by successfully bidding for external funds in partnership with District Councils and Local Enterprise Partnerships

In Year 1, the introduction of a permit scheme enabled powers not previously available under legislation to be used to improve the management of all activities on the road network through increased co-ordination and timing of works with all works promoters, including works for road purposes.

Year 2 built upon this by coordinating nearly 6,000 additional works to help maintain a robust network and by being proactive in its measures to correct non-compliance.

Year 3 has continued to develop the permitting scheme further by managing a further 5,000 applications, whilst continuing to reduce the total average duration of works.

The Lincolnshire Permit Scheme (LiPS) continues to identify benefits to road users, local residents and businesses in the county and surrounding area. The scheme is providing a better means of control in terms of the planning and coordination of works and offers a more robust framework for checking and challenging activities to reduce the total duration of works taking place within the highway, ensuring that conditions attributed to permits promote the expeditious movement of traffic through works; reducing disruption and promoting safety at works sites.

Year 3 has steadily built upon the improvements made in Year 2 of the scheme and despite experiencing an increase in volume of nearly 11,000 applications since Year 1, we are still able to show a further reduction in the number of works overrunning, equating to 50 days. Overall, LCC has stopped 2151 days of unauthorised works taking place on the highway since permitting was introduced.

The average duration of works taking place in Lincolnshire has also seen another decline this year, with over a day reduction in the average length of time taking to carry out works in Lincolnshire. This brings the current total to an average of 4 days per works, showing a 34% or 2 day decrease since the start of the scheme.

These reductions in the length of time taken for works to be carried out deliver direct benefits to the travelling public and local community and are contributory factors in reducing congestion on the roads.

Through introducing and maintaining a resilient compliance and inspection regime as part of the permitting scheme, we have seen a further reduction in the number of Fixed Penalty Notices (FPN's) issued as a result of works promoters either failing to supply accurate, timely information relating to their works or by failing to provide information which accurately reflects their works taking place on site. Although we have seen a 20% increase in permit applications, the number of remedial works has remained generally constant. As an average the permit issue to remedial works comparison shows an annual decrease.

The benefits shown during the first three years of operation, indicate that the introduction of the permitting scheme has been influential in directing the street and road works industry to focus on what, when, how and why works are being carried out on the highway. This work will continue to develop current working practices and collaboration opportunities for the future.

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Open Report on behalf of Andy Gutherson, Executive Director – Place

Report to:	Highways and Transport Scrutiny Committee
Date:	20 January 2020
Subject:	CCTV Pilot Scheme for Parking enforcement outside schools

Summary:

A report regarding the CCTV enforcement trial implemented outside eight schools within the County and the subsequent findings of the CCTV Pilot Scheme Working Group.

Actions Required:

- 1) Consider and Comment on the outcome of CCTV Parking enforcement outside schools Pilot Scheme
- 2) Consider whether to endorse the recommendations of the CCTV Parking enforcement outside schools Pilot Scheme Working Group for consideration by the Executive Councillor for Highways, Transport and IT and;
- 3) Agree any additional recommendations for consideration by the Executive Councillor for Highways, Transport and IT.

1. Background

In January 2017 Lincolnshire County Council introduced the CCTV enforcement trial scheme. This trial was implemented to monitor motorists parking habits on school keep clear markings outside eight schools within the County.

In December 2017 Highways and Transport Scrutiny Committee recommended that the trial be extended for a further 12 months.

In September 2018 Committee resolved that a working group should be formed to look at the longer term outcome of the CCTV Pilot scheme.

In May 2019 the working group was formed and meetings took place in June, July and October.

2. Conclusion

Members of the working group recommended that after giving full consideration to the information provided by Officers that the CCTV enforcement trial be ended.

In part due to the cost, level of effectiveness and the limited number of schools that the vehicle could cover. The costs of rolling the scheme out further were also a key factor. The working group acknowledge that the trial was positive to undertake in order to gather evidence on effectiveness etc.

3. Consultation

a) Have Risks and Impact Analysis been carried out??

No

b) Risks and Impact Analysis

N/A

4. Background Papers

This report was written by Matt Jones, who can be contacted on 01522 552110 or matt.jones@lincolnshire.gov.uk.

CCTV Parking enforcement outside schools Pilot Scheme Working Group



Contents

Introduction.....	3
Finance.....	3
Potential solutions	4
Foot patrols.....	5
Further analysis.....	5

Introduction

In January 2017 Lincolnshire County Council introduced the CCTV enforcement trial scheme. This trial was implemented to monitor motorists parking habits on school keep clear markings outside eight schools within the County. The following sites formed part of the trial:

- William Alvey Primary School, Eastgate, Sleaford
- St Thomas' School, Wyberton Low Road, Boston
- Boston West Academy, Sussex Avenue, Boston
- National Junior School, Castlegate, Grantham
- Sir Francis Hill School, Bristol Drive, Lincoln
- The Priory Witham Academy, Shannon Ave, Lincoln
- Leslie Manser Primary School, Kingsdown Road, Lincoln
- Kingsdown Nursery School, Kingsdown Road, Lincoln

An experimental Traffic Regulation Order was introduced and became operational in January 2017.

In December 2017 Highways and Transport Scrutiny Committee recommended that the trial be extended for a further 12 months and that a study took place to establish the pros and cons to increasing from one vehicle to two or using fixed point CCTV for enforcement outside of schools.

A new experimental order was drafted to include provisions for bus stands at William Alvey Primary School in Sleaford and Boston West Academy in Boston. The purpose of the new experimental order was to measure the possible beneficial effects on traffic flow and reducing congestion at school drop off and pick up times.

In September 2018 Committee resolved that a working group should be formed to look at the longer term outcome of the CCTV Pilot scheme and in May 2019 the working group was formed with meetings taking place in June, July and October.

Finance

The implementation of the CCTV trial scheme had been funded by surplus income generated from Penalty Charge Notice revenue from the Parking Account.

Potential solutions

The working group were presented with a number of options as to how enforcement of School Keep Clear markings could be achieved in the future. The options considered were as follows:

1 – No CCTV enforcement.

Utilise existing Civil Enforcement Officer staff resource at no extra cost. This option would impact upon the enforcement of other areas and as such would be on an ad hoc basis when resources allow. LCC currently purchase a set number of enforcement hours per year from its contractor. These are spent patrolling the County. Adjustments to patrol patterns could occur when required.

2 – CCTV vehicle enforcement – Rent / Purchase

As part of the existing trial, a CCTV vehicle is rented and used to monitor parking on the School Keep Clear markings.

Rent - £21,600 per annum and £10,000 CEO deployed hours cost per annum.

Purchase - £49,600 one off cost and £5,000 maintenance and support (parts and labour) per annum. £10,000 CEO deployed hours cost per annum.

3 – Additional CCTV vehicles

In order to spread coverage across numerous school sites at the same time, the possibility of renting / purchasing more than one CCTV vehicle was considered. The costs would be as above multiplied by the number of units required.

4 – Fixed CCTV enforcement

To purchase 6 fixed CCTV cameras the year one cost would be in excess of £122,300 with an on-going yearly cost of £25,500. A dedicated administrative officer would also need to be recruited to monitor the CCTV footage and process any contraventions.

5 – Additional CEO foot patrols

To recruit two designated full time Enforcement Officers to monitor school keep clear markings and patrol other areas of the County outside of school drop off and pick up times would cost approximately £40,000 per year. This would also include CEO supervision costs, designated vehicle, radio, body worn camera, handheld and all other associated equipment.

Foot patrol trials

A recommendation suggested by the Working Group was to carry out more detailed and structured foot patrol trials outside of schools to ascertain what benefits could be achieved from monitoring and undertaking enforcement in this manner.

Findings of the trial showed that having an Enforcement Officer present and visible, walking outside of the school created a far more visual deterrent to motorists who may have considered parking on the keep clear markings. The overall aim of patrolling outside of schools is to improve road safety and keep entrances and viewpoints clear of traffic at key times.

A concern prior to the implementation of the CCTV vehicle trial was the amount of evidence and time it would take for an Officer to collate and record a potential contravention. The trial however, has shown that Officers were able to record the necessary information and if required a Penalty Charge Notice could have been served via the post.

A number of Penalties were issued in this manner and Officers have been able to capture pictorial evidence, detailed written notes and this has enabled for a successful Penalty issue via the postal service. The evidence obtained has also been submitted as part of the Councils submissions to the Traffic Penalty Tribunal who have found in the Councils favour.

Further analysis

The Working Group gave consideration to each option presented and deemed that it was imperative that Lincolnshire County Council continued to not only enforce the existing school keep clear markings but also establish a programme of improvements to markings to enable enforcement outside all practical schools in Lincolnshire. This workload is currently being investigated and implemented by the Minor Works team. Currently there are over 50 school sites being reviewed, with works either being implemented, planned or in the process of consultation.

It was specified that there was a clear desire to continue enforcing, however the mechanism in how enforcement was delivered could be altered in order to achieve greater efficiencies and make a better use of the staff resource available.

The costs of renting or purchasing a CCTV (and another) vehicle were considered in detail however this was deemed financially unsustainable, as were fixed point cameras. Ultimately, the foot patrol trials proved successful. The benefits of utilising Enforcement Officer time in other areas of the County outside of school drop off and pick up time where resource was required, in comparison to the limited use of what the CCTV vehicle could provide were considered a key drive to focus on utilising Enforcement Officers.

The Working Group were clear that the safety of young people outside schools and greater parking compliance was the overall goal. Providing mobile patrols, being more visible at key times and offering greater Enforcement Officer coverage was the desired outcome. Officers can assist in keeping areas outside of schools free from traffic, creating a safer environment for children and all pedestrians outside of schools.

Open Report on behalf of Andrew Crookham, Executive Director of Resources

Report to:	Highways and Transport Scrutiny Committee
Date:	20 January 2020
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 to ensure that scrutiny activity is focused where it can be of greatest benefit. The work programme will be reviewed at each meeting of the Committee to ensure that its contents are still relevant and will add value to the work of the Council and partners.

Actions Required:

Members of the Committee are invited to review and comment on the work programme and highlight any additional scrutiny activity which could be included for consideration in the work programme.

1. Background

Overview and Scrutiny should be positive, constructive, independent, fair and open. The scrutiny process should be challenging, as its aim is to identify areas for improvement. Scrutiny activity should be targeted, focused and timely and include issues of corporate and local importance, where scrutiny activity can influence and add value.

All members of overview and scrutiny committees are encouraged to bring forward important items of community interest to the committee whilst recognising that not all items will be taken up depending on available resource.

Members are encouraged to highlight items that could be included for consideration in the work programme.

2. Work Programme

20 JANUARY 2020 – 10:00am		
Item	Contributor	Purpose
Revenue and Capital Budget Proposals 2020/21	Keith Noyland, Head of Finance – Communities	PRE-DECISION SCRUTINY Budget Proposals for 2020/21
Highway Fees and Charges Review	Mick Phoenix, Traffic Manager	PRE-DECISION SCRUTINY 23 – 30 January 2020 Executive Councillor for Highways, Transport and IT
Lincolnshire Residents Parking Policy and Parking Review in Grantham	Mick Phoenix, Traffic Manager	PRE-DECISION SCRUTINY 23 – 30 January 2020 Executive Councillor for Highways, Transport and IT
Permit Scheme Annual Report 2018/19	Mick Phoenix, Traffic Manager; Mandi Robinson Network Regulation Compliance Manager	Annual review of the Highway Permit Scheme.
CCTV Pilot Scheme for Parking enforcement outside schools	Matt Jones, Parking Services Manager	Review of future options for the CCTV Pilot Scheme

09 MARCH 2020 – 10:00am		
Item	Contributor	Purpose
Rewaterproofing of Pelham Bridge, Lincoln	Richard Waters - Principal Engineer (Structures)	PRE-DECISION SCRUTINY Between 11 and 25 March 2020 Leader of the Council
Welton / Dunholme A46 Improvement Project	Charlotte Hughes, Senior Project Leader	PRE-DECISION SCRUTINY 7 April 2020, Executive
Highways Quarter 3 Performance Report (01 October to 31 December 2019)	Paul Rusted, Head of Highways Services	Review of the Key Performance and Customer Satisfaction Information.
Street Lighting Update	John Monk, Group Manager Design Services	Update on requests received under the reversal of part-night lighting protocol
Cycling Strategy	Philip Watt, Project Officer	Review of current Cycling Strategy arrangements.
Roundabout Sponsorship and Advertising Scrutiny Panel – Executive Response and Action Plan	Mick Phoenix, Network Management Commissioner	Report back on the implementation of the recommendations from the Scrutiny Panel

27 APRIL 2020 – 10:00am		
Item	Contributor	Purpose
Winter Maintenance – End of Year Report	Joe Phillips, Policy and Strategic Asset Manager	
Highways Infrastructure Asset Management Plan 2020	Joe Phillips, Policy and Strategic Asset Manager	Annual review of the Highways Infrastructure Asset Management Plan.
Review of revised arrangements for Lincolnshire's Local Access Forums	Chris Miller, Team Leader, Countryside Services	Review of the revised arrangements for Lincolnshire's Local Access Forums in April 2019.
TransportConnect - Teckal Company Annual Report	Anita Ruffle, Group Manager Transport Services	Annual Report
Passenger Transport Update	Anita Ruffle, Head of Transport Services	Comprehensive update on a wide range of Passenger Transport related items.
Rail Update	Strategic Transport Policy Manager	Rail Prospectus

08 JUNE 2020 – 10:00am		
Item	Contributor	Purpose
Quarter 4 Performance Report (1 January to 31 March 2020)	Paul Rusted, Head of Highways Services	Review of the Key Performance and Customer Satisfaction Information.
Highways Fault Reporting System	Georgina Statham, Highways Liaison Manager	Update on the highways fault reporting system performance / response times.

20 JULY 2020 – 10:00am		
Item	Contributor	Purpose
Route and Place Based Transport Strategies Annual Report	Sam Edwards, Head of Highways Infrastructure	Annual review of Route and Place Based Transport Strategies development.

For more information about the work of the Highways and Transport Scrutiny Committee please contact Daniel Steel, Scrutiny Officer on 01522 552102 or by e-mail at daniel.steel@lincolnshire.gov.uk

3. Conclusion

Members of the Committee are invited to review and comment on the work programme and highlight any additional scrutiny activity which could be included for consideration in the work programme.

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Forward Plan of Decisions relating to the Highways and Transport Scrutiny Committee

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 Daniel Steel, Scrutiny Officer, who can be contacted on 01522 552102 or by e-mail at daniel.steel@lincolnshire.gov.uk

Forward Plan of Decisions relating to the Highways and Transport Scrutiny Committee

DEC REF	MATTERS FOR DECISION	DATE OF DECISION	DECISION MAKER	PEOPLE/GROUPS CONSULTED PRIOR TO DECISION	DOCUMENTS TO BE SUBMITTED FOR DECISION	HOW AND WHEN TO COMMENT PRIOR TO THE DECISION BEING TAKEN	RESPONSIBLE PORTFOLIO HOLDER AND CHIEF OFFICER	KEY DECISION YES/NO	DIVISIONS AFFECTED
I018966	Lincolnshire Residents Parking Policy and Parking Review in Grantham	Between 23 January 2020 and 30 January 2020	Executive Councillor: Highways, Transport and IT	Highways and Transport Scrutiny Committee	Report	Network Management Commissioner Tel: 01522 552105 Email: mick.phoenix@lincolnshire.gov.uk	Executive Councillor: Highways, Transport and IT and Executive Director - Place	Yes	All Divisions
I019270	Highways Fees and Charges	Between 23 January 2020 and 30 January 2020	Executive Councillor: Highways, Transport and IT	Highways and Transport Scrutiny Committee	Report	Network Management Commissioner Tel: 01522 552105 Email: mick.phoenix@lincolnshire.gov.uk	Executive Councillor: Highways, Transport and IT and Executive Director - Place	Yes	All Divisions
I019387 New!	Re-waterproofing of Pelham Bridge, Lincoln	Between 11 March 2020 and 25 March 2020	Executive Councillor: Resources and Communications	Local Member; highway and permitting colleagues; public utility companies; City of Lincoln Council; stagecoach (bus service); Network Rail; emergency services; businesses in immediate vicinity; Highways and Transport Scrutiny Committee	Report	Principal Engineer (Structures) Tel: 01522 782070 Email: richard.waters@lincolnshire.gov.uk	Executive Councillor: Highways, Transport and IT and Executive Director - Place	Yes	Park
I019386 New!	Welton / Dunholme A46 Improvement Project	7 April 2020	Executive	Highways and Transport Scrutiny Committee	Report	Senior Project Leader Tel: 01522 782070 Email: charlotte.hughes@lincolnshire.gov.uk	Executive Councillor: Highways, Transport and IT and Executive Director - Place	Yes	Welton Rural

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