

Events affecting the Highway Network Policy

1 INTRODUCTION

Planned events that impact on the highway network can cause significant disruption and delay. The Traffic Management Act 2004 requires the County Council as Traffic Authority to be proactive in the event planning process and ensure that planned events are co-ordinated with other activity on the highway network.

In addition to events taking place on the highway, there are road works, utility works, development works and diversion routes which all have an impact on traffic flow. If all of this activity is not co-ordinated it can cause congestion and accidents.

2 OBJECTIVES

Consistent management of events that impact on the public highway to ensure the events are carried out safely whilst minimising disruption to road users.

3 ROLE OF THE HIGHWAY AUTHORITY AND HIGHWAYS STAFF

Highways staff are required to be proactive in ensuring that events are correctly planned and co-ordinated. This includes the following:

- Acquiring accurate information
- Maintaining a central register of event applications in Lincolnshire
- Good communication with the event organiser, traffic management providers, blue light services and local district councils
- Liaising with streetworks and permitting teams and local network managers on the event and co-ordinating the impact on other highways operations
- Liaising with other LCC internal teams – traffic signals and traffic signs teams
- Attending meetings to advise event organisers on highway and traffic management issues
- Approving the event organiser's traffic management proposals and ordering required Temporary Traffic Regulation Orders (TTRO's).
- Occasional traffic management safety checks for events.
- Attending all Safety Advisory Group (SAG) meetings in the County.

- Attending the Lincolnshire Events Safety Partnership (LESP) meetings to ensure consistent highways advice is given to events county wide. Link to LESP Terms of Reference can be found via the following link:-
 - <https://www.lincolnshire.gov.uk/searchResults.aspx?qsearch=1&keywords=LESP&x=34&y=17>
- Representing the Authority in meetings for pre-planning and co-ordinating for National Exercises (for example Police or Military exercises)

Highways staff and the Safety Advisory Group Members are unable to refuse events, however the Authority may refuse a temporary Traffic Regulation Order (TTRO) for an event if there are safety concerns. It is therefore important for LCC to work collaboratively with event organisers to give advice regarding highway safety for all event participants and the general public early in the event planning stage. If there are safety concerns during an event on the highway, officers will advise the organiser of changes required. If these safety concerns are not mitigated for a future event, LCC may refuse a TTRO for that event.

It is recognised that it is beneficial for LCC staff to attend some events where officers have safety concerns or for a major event with complex traffic management to ensure that plans are being adhered to and the event is not causing disruption to the highway network. It also means using the information obtained during the course of the event that changes or improvements can be requested for future events.

Assessing the likely impact of an event and associated risks requires specialist knowledge and experience and should be carried out only by staff who are competent in event planning and traffic management.

Only experienced officers who have attended the accredited "Working in Safety Advisory Groups" training course and accredited "Traffic Management training - Lantra S12D Traffic Management Training Scheme" shall represent the highway authority at Safety Advisory Group meetings.

4 BUS ROUTES, A CLASS AND B CLASS ROADS

Due to the high level of disruption caused, organisers will be discouraged from using A or B class roads or roads on a bus route. Consideration should also be given to road closures for events which affect a winter maintenance route during the winter maintenance season - October to May. Road closures and diversion routes would need to be agreed for the event so that any gritting routes can be amended. Event organisers will be advised that automatic approval will not be given to events planned on these streets and that they must demonstrate that adequate mitigation measures can be provided to address the additional traffic problems the event may cause. The event organiser shall be encouraged to find an alternative, more suitable location for the event if mitigation proposals are considered inadequate.

Where bus routes are affected, the event organiser should consult all affected bus companies.

5 HIGHWAY LEGISLATION

Many events that take place on the highway will require a TTRO for the traffic management arrangements to comply with legislation.

Section 16a Road Traffic Regulation (Special Events) Act 1984 as amended is used for temporary orders for events that impact on the public highway. This legislation allows the Authority, in accordance with certain conditions, to introduce TTRO's (e.g. road closures, parking and speed restrictions) on individual sections of highway. In certain circumstances, the approval of the Secretary of State may be required.

Where a TTRO is granted, any temporary signs placed on the public highway must conform to the Traffic Sign Regulations and General Directions 2016.

Any event that requires a TTRO will require a lead time of at least 13 weeks in order that an application for the order can be processed and advertised in accordance with statutory requirements.

Where parking bay suspensions are required, a minimum of 4 weeks-notice is required to allow for coordination and posting of notices.

For taxi rank suspensions, the organiser is responsible for consulting with the local District Council licensing authority and the taxi businesses affected by the changes. An alternative, temporary taxi rank and signing may be required in a suitable location, at the organisers cost.

Event organisers are responsible for consulting any affected businesses or residents a minimum of two-weeks prior to the event and mitigate any highway concerns raised.

As LCC have a legal obligation to coordinate any activity on the highway, it is not recommended that the Town and Police Clauses Act 1847 is used for events as this legislation can only be invoked by District Councils and the Police. This clause however may be used for urgent events / events of national importance.

Event organisers should ensure they have adequate public liability insurance for their event. LCC recommend a minimum of £5 million on the public highway, however organisers should carry out their own assessment to determine whether this could be reduced or should be increased depending on the details of the event.

6 ROLE OF THE POLICE

Events are expected to be organised without the need for Police presence.

However the need for Police assistance will be assessed by the police for each event and the response will be based on the police core responsibilities of:

- Protection of life and property

- Prevention and detection of crime
- Preventing or stopping breaches of the peace
- Where the Police are providing Traffic Regulation, it will be within the legal powers provided by statute.
- Activation of a contingency plan where there is an immediate threat to life and co-ordination of resulting emergency service activities

The Police play a key role in the Lincolnshire Event Safety Partnership and the Safety Advisory Group activities in Lincolnshire.

The Police will only consider providing assistance for events (point duty) where there is an identified threat or where the event being held is constitutional (e.g. Constitutional Parades where military personnel are attending or involved) usually at no cost to the organiser.

The police can provide a strategic role for the larger events with the agreement of the Police and event organiser.

In addition, the Police may provide advice for any event if this is requested by the event organiser or venue.

For events where the Police carry out traffic management duties (motorbike or car support), it is possible that a charge will be made. The charge is calculated in line with NPCC national guidance.

For some events the Police, Highways or members of a Safety Advisory Group may recommend that the traffic management is provided by trained marshals accredited by the Police to CSAS (the Community Safety Accreditation Scheme), who have the power to stop and direct moving traffic under Sections 35 and 37 of the Road Traffic Act 1988

Lincolnshire Police currently have companies who have been accredited under the CSAS system, details of these are available from Lincolnshire Police or LCC Highways. Police CSAS accredited marshals have no legal powers to direct traffic unless a temporary legal order is in place to operate in the highway.

7 LINCOLNSHIRE EVENTS SAFETY PARTNERSHIP (LESP) AND SAFETY ADVISORY GROUPS (SAGS)

The Lincolnshire Event Safety Partnership provides strategic guidance to District Council's and other Safety Advisory Groups across Lincolnshire to help them provide consistent, proportionate, timely and accurate guidance to event organisers. See:-

<https://www.lincolnshire.gov.uk/lincolnshire-prepared/lincolnshire-event-safety-partnership/>

An event will be considered by a Safety Advisory Group in the following circumstances:

- Events of an unusual nature
- Events with significant numbers of attendees
- Events with a significant or unusual level of risk
- New venues
- Events which have the potential to cause disruption to the highway network
- Events or venues where there has been previous issues or incidents

The SAG may also consider small, low risk events should an event organiser request them to do so and resources permit.

Highways staff who represent the highway authority at all Safety Advisory Groups are required to be proactive in ensuring consistent, proportionate, timely and accurate advice is provided. Officers need to be mindful of their legal responsibilities when providing advice to event organisers.

8 EVENT PLANS AND TRAFFIC MANGEMENT PROPOSALS

As part of the assessment process, events considered at a Safety Advisory Group or for any event impacting on the highway, highways staff require the necessary information to ascertain the full details of the event. It is important that the event organiser's proposals mitigate risks and reduce delays to an acceptable level and proportionate to the scale of the event.

For larger events or events which are presented at SAGs, event organisers will be expected to submit an Event Management plan which should include a Traffic Management plan. The Traffic Management plan should include:

- Details of who is responsible for the event and traffic management with names and contact details of who will be available to take action before, during and after the event.
- Maps and plans to recognised scales that show clearly the event location and the traffic management proposals including locations of any proposed TTRO's including road closures, diversion route signs and signing schedules, parking restrictions or bay suspensions.
- Details of the parking available for the event, numbers and mitigation of congestion by the organiser
- The nature, location and environment of the event shall be considered with all risks recorded giving recommendations on how the risks will be managed.
- A risk assessment which clearly identifies all risks to the travelling public, participants and employees attending the event. Further information on risk assessments is supplied by the Health and Safety Executive (HSE), website <http://www.hse.gov.uk/>

If the traffic management implications have not been addressed or the event poses potentially serious disruption and road safety concerns, it will be necessary to hold further meetings through the SAG with the organisers. If concerns are not mitigated, it may be necessary to refuse a requested traffic order. In addition, the SAG may also contact the events insurance company to inform them that the group are concerned about safety and concerns have not been

mitigated by the organiser. The advice to event organisers is provided in the event organisers Handbook on the Lincolnshire Resilience website at the following location:

<http://www.lincolnshireprepared.co.uk/section.asp?catid=24714>

For events that do not go to a SAG, all event organisers are still expected to register their event via LCC online application process if the event will have any effect on the public highway. Clear maps and details are required for consultation purposes for any traffic management proposals/ TTRO's required. LCC highways staff can advise the SAG chair if an event should be addressed at SAG due to highway concerns.

Constitutional Parades

Following the removal of support at events by Lincolnshire Police in 2016, it was recognised that these events are very important to the people of Lincolnshire. LCC Highways and LCC Corporate Health and Safety Team, in conjunction with Lincolnshire Police have carried out a series of awareness training events for organisers of Constitutional Parades, eg Remembrance, St Georges Day.

The awareness training shows organisers how to apply for their event, including the temporary TTRO process required for them to legally close roads and allows them to do so for a short duration to allow a parade to pass through safely. Short duration is classed as a maximum of approximately 20-30 minutes on the highway. Organisers will have the correct signing as per the Traffic Signs Regulations requirements and advanced warning signs are placed out two weeks prior to the event to inform road users.

1. LCC will provide the necessary signage and equipment for organisers to hold their constitutional parade safely, without the need for Police assistance.
2. This equipment is a one off supply and organisers are expected to maintain and replace equipment as required to ensure they are of good/legal quality.
3. Signs and equipment is given only to organisers who have attended the awareness training.
4. Organisers are made aware that they may be asked to share equipment with other local groups for other 'short duration' Parades (eg local scout groups for St Georges Day or a local community for a santa sleigh parade of short duration)
5. Going forward, LCC and Lincolnshire Police are committed to providing further awareness training and advice for organisers of constitutional parades to allow these important acts of remembrance to continue.
6. Refresher awareness training will be given to organisers every two years or if legislation changes.

The joint awareness training provided is the first of its kind in the UK, parade organisers have praised LCC and the Police on the process and other local authorities and Police forces are now starting to provide similar courses following guidance given by us.

9 FEES, CHARGES AND COSTS

Currently, the County Council charges for making and advertising TTRO's for some events. This includes District Councils.

The fees below apply:-

1. Commercial / profit making events –approximately £350.00 (depending on number of adverts required).
2. Registered charity/ non-profit / small community events – free of charge.
3. District Council events - £100.00 set fee.
4. In the financial year 2018-2019, 182 events required TTRO's; approximately 70% of these were registered charities / non-profit / small community events.

The County Council charges all organisations (except the AA and RAC) for accessing and approving temporary event signing schemes.

1. This charge is £50 and is received in the TSP signs section budget.
2. In addition, the County Council will charge event organisers for any additional costs due to the event for staff time worked outside of normal working hours (e.g. traffic signal or zebra crossing switch offs / staffing the traffic signal control room on evenings, or weekends).
3. This income is approximately £1000.00 per annum and is received in the TSP traffic signals section budget.
4. For occasional evening and weekend working for Streetwork and Permitting staff (Events Management) to monitor and check traffic management for events or sit in event control, this would be required approximately twice per month at an annual cost of approximately £2000.00. This would be funded by income from the Street works and Permitting Team.

Constitutional Parades - Costs

Awareness training for these events were carried out in 2018. Four sessions were held and the majority of the county's parades were covered in these sessions. The signing and equipment for these parades were also purchased in 2018 along with a stock of additional signage and equipment to be stored ready for other parades –most of the remaining ones that we are aware of have now been trained - in June 2019.

1. The cost of this one off supply of equipment was approximately £56000 in 2018. This was funded by income from the Street works and Permitting Team.
2. Going forward, there will also be a future annual budget required for constitutional parades of approximately £500.00 per annum. This will be funded by income from the Street works and Permitting Team.