

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ

**This meeting may
be filmed.***



**Central
Bedfordshire**

please ask for Sandra Hobbs
direct line 0300 300 5257
date 3 October 2014

NOTICE OF MEETING

EXECUTIVE

Date & Time

Tuesday, 14 October 2014 at 9.30 a.m.

Venue

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the EXECUTIVE:

Cllrs	J Jamieson	– Chairman and Leader of the Council
	M Jones	– Deputy Leader and Executive Member for Corporate Resources
	M Versallion	– Executive Member for Children's Services
	C Hegley	– Executive Member for Social Care, Health and Housing
	N Young	– Executive Member for Regeneration
	B Spurr	– Executive Member for Community Services
	Mrs P Turner MBE	– Executive Member – Partnerships
	R Stay	– Executive Member – External Affairs

All other Members of the Council - on request

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS
MEETING**

***Please note that phones and other equipment may be used to film, audio record, tweet or blog from this meeting. No part of the meeting room is exempt from public filming.**

The use of arising images or recordings is not under the Council's control.

AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 19 August 2014.

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

To consider petitions received in accordance with the Scheme of Public Participation set out in Annex 2 of Part A4 of the Constitution.

6. **Public Participation**

To respond to general questions and statements from members of the public in accordance with the Scheme of Public Participation set out in Appendix A of Part A4 of the Constitution.

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 November 2014 to 31 October 2015.

Decisions

Item	Subject	Page Nos.
8.	Early Help Offer in Children's Services To agree the Early Help offer delivered through Children's Centres and the procurement process.	35 - 42

9. **Consultation on Central Bedfordshire's Admission Arrangements 2016/17** 43 - 86

To approve commencement of consultation on the Council's Admissions Arrangements and co-ordinated scheme for the academic year 2016/17.

10. **Amendment to the Council's Home to School Transport Policy 2014 - Closing schools** 87 - 96

To amendment to the Council's Home to School Transport Policy to provide for circumstances where a statutory proposal to close a school has been approved.

11. **Fees and Charges 2015** 97 - 164

The report proposes the revised fees and charges for 2015 and identifies those charges where increases are significantly different from the 2% advisory increase as per the 2015/16 Budget Strategy. It also includes the revised Fees & Charges Policy.

12. **Highways Contract Renewal Project: Authorisation to Proceed** 165 - 410

To agree the approach to the project including the duration and type of contract. To adopt relevant background papers and to give approval to proceed.

13. **Flitwick Leisure Centre Redevelopment - Approval to Enter into a Lottery Funding Agreement with Sport England and Amend the Capital Budget** To follow

The report proposes that Executive agree to enter into a Lottery Funding Agreement with Sport England (the deed) and its associated grant conditions in respect of Flitwick Leisure Centre and amend the capital budget.

Monitoring Matters

- | Item | Subject | Page Nos. |
|-------------|-------------------------------------|------------------|
| 14. | Quarter 1 Performance Report | 411 - 424 |

To consider the quarter 1 performance report.

15. **Exclusions of the Press and Public**
 To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following items of business on the grounds that the consideration of the items is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Act.

Exempt Appendices

Item	Subject	Exempt Para.	Page Nos.
16.	Flitwick Leisure Centre Redevelopment - Approval to Enter into a Lottery Funding Agreement with Sport England and Amend the Capital Budget	3	To follow

To receive the exempt Appendix.

This agenda gives notice of items to be considered in private as required by Regulations (4) and (5) of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012.

Details of any representations received by the Executive about why any of the above exempt decisions should be considered in public: none at the time of publication of the agenda. If representations are received they will be published separately, together with the statement given in response

This page is intentionally left blank

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 19 August 2014.

PRESENT

Cllr J G Jamieson (Chairman)
Cllr M R Jones (Vice-Chairman)

Executive Members:	Cllrs	C Hegley B J Spurr Mrs P E Turner MBE	Cllrs	M A G Versallion J N Young
--------------------	-------	---	-------	-------------------------------

Deputy Executive Members:	Cllrs	A D Brown I Dalgarno A M Turner	Cllrs	B Wells R D Wenham
---------------------------	-------	---------------------------------------	-------	-----------------------

Apologies for Absence:	Executive Member Cllr	R C Stay	Deputy Executive Members Cllrs	Mrs S Clark A L Dodwell D J Hopkin
------------------------	-----------------------	----------	--------------------------------	--

Members in Attendance:	Cllrs	P N Aldis Mrs A Barker A R Bastable D Bowater Mrs B Coleman K M Collins C C Gomm Mrs S A Goodchild Ms A M W Graham P Hollick D Jones	Cllrs	K C Matthews D McVicar J Murray T Nicols R B Pepworth B Saunders A Shadbolt Miss A Sparrow P Williams A Zerny
------------------------	-------	--	-------	--

Officers in Attendance	Mrs D Broadbent-Clarke Mrs M Clay Mr M Coiffait Mr J Cushing Mr R Fox Mr D Galvin Mrs E Grant Mrs S Hobbs Mrs J Ogley Mr R Parsons Miss H Redding	Director of Improvement and Corporate Services Chief Legal and Democratic Services Officer Community Services Director Head of Investment Head of Development Planning and Housing Strategy Head of Financial Performance Deputy Chief Executive/Director of Children's Services Committee Services Officer Director of Social Care, Health and Housing Head of School Organisation and Capital Planning Assistant Director School Improvement
------------------------	---	--

E/14/39. **Minutes**

RESOLVED

that the minutes of the meeting held on 15 July 2014 be confirmed as a correct record and signed by the Chairman.

E/14/40. **Members' Interests**

Councillor Hegley declared a personal interest in item 8 'Determination of Statutory Proposals to Close Brewers Hill Community Middle School, Streetfield Middle School and Ashton Church of England Voluntary Aided Middle School', as she was a Governor at St Augustine's Academy, Dunstable.

Councillor Mrs P Turner declared a personal interest in item 9 'Commissioning of New School Places for Implementation from September 2015 and September 2016 in Central Bedfordshire', as she was a Governor at Edward Peake Church of England Voluntary Controlled Middle School.

E/14/41. **Chairman's Announcements**

The Chairman announced that he had agreed to allow an additional item to be considered as a matter of urgency that related to the Gypsy and Traveller Local Plan. The urgent item would be taken as Agenda item 20 after item 16 'June 2014/15 (Q1) Housing Revenue Account Budget Monitoring Revenue and Capital Report'. He explained that he would be taking item 13 'Future Residual Waste Disposal' after the urgent item.

The Chairman congratulated Central Bedfordshire 'A' level students on their results. The initial assessment had seen an improvement in the pass rate in Central Bedfordshire. He was also pleased to announce that Sandy Upper School and Queensbury Upper School had both received an Ofsted rating of Good.

Unemployment in Central Bedfordshire as at June 2014 was 3.4% nearly half the national average. This demonstrated that Central Bedfordshire was attracting employment opportunities, thereby improving life chances for our residents.

E/14/42. **Petitions**

No petitions were received.

E/14/43. Public Participation

The following statements were made in accordance with the Public Participation Scheme. All speakers spoke on item 8 'Determination of Statutory Proposals to Close Brewers Hill Community Middle School, Streetfield Community Middle School and Ashton Church of England (C of E) Voluntary Aided (VA) Middle School'.

1. Shirley Hollis, Deputy Headteacher Ashton Middle School

Ms Hollis focused on the financial aspects of Ashton Middle School's business case and commented on the concerns set out in the Executive report, including their forecasted pupil numbers and the difficulty in predicting staffing requirements. She also observed that closing the school would have an impact on the Council's finances as the Council would be responsible for meeting the school's deficit.

2. Mrs Bowen

Mrs Bowen spoke in relation to the proposed closure of Streetfield Middle School. She did not support the age range changes in Dunstable and was concerned that there would not be adequate places for children in the area. She commented that the teachers at Streetfield Middle School were very good at understanding the needs of their pupils and making them feel valued.

3. Mr Tinch, Acting Headteacher, Streetfield Middle School

Mr Tinch thanked the Chairman of the Children's Services Overview and Scrutiny Committee and Officers for their support. He urged the Council to invest in Streetfield Middle School rather than close the school. If the school was to close the Council would be responsible for maintaining the empty building and would also have to finance additional classrooms at the remaining schools. He commented that parents felt that their views had been received but ignored.

4. Mr Brown, Chair of Governors, Streetfield Middle School

Mr Brown felt that the Council had focused on financial viability rather than the impact that the school closures would have on the children and their families.

The Chairman explained that the Executive Member for Children's Services would respond to the statements made by members of the public under item 8 'Determination of Statutory Proposals to Close Brewers Hill Community Middle

School, Streetfield Community Middle School and Ashton Church of England (C of E) Voluntary Aided (VA) Middle School'.

E/14/44. **Forward Plan of Key Decisions**

RESOLVED

that the Forward Plan of Key Decisions for the period 1 September 2014 to 31 August 2015 be noted.

E/14/45. **Determination of Statutory Proposals to close Brewers Hill Community Middle School, Streetfield Community Middle School and Ashton Church of England (C of E) Voluntary Aided (VA) Middle School**

The Executive considered a report from the Executive Member for Children's Services that provided information on the responses to the statutory notices published regarding the phased closure of Brewers Hill, Streetfield and Ashton Middle Schools from September 2015, with full closure from August 2016. The report also set out the response to each of the schools' business cases for their alternative proposals which had been submitted as part of their response to the statutory notices.

In response to questions, the Executive Member for Children's Services thanked the relevant three schools and officers for the work that had been carried out in putting together the business cases to try to find alternative proposals. The alternative proposals within the business cases had not demonstrated a demographic need nor generated confidence that there would be sufficient parental demand to secure future viability of the schools, which represented significant risk. The schools needed to be financially viable to ensure the children received a high standard of education. The Council would not normally allow a school to remain in deficit beyond 2 to 3 years. If the schools were to remain open the deficit would fall on either the Dedicated Schools Grant (which would impact on all maintained schools budgets) or the Council. There were no future plans for the sites, but the law stated that the sites must be considered for education purposes in the first instance. The land at Streetfield and Brewers Hill Middle Schools would remain the responsibility of the Council, but the land at Ashton Middle School would be the responsibility of the Ashton Foundation.

Due to uncertainty regarding funding for capacity expansion at Beecroft Academy to implement their ambition to become a primary school from September 2015, it was suggested that the proposal to close Brewers Hill Middle School be modified with an implementation date of phased closure from September 2016 with final closure in August 2017. This would enable a number of children entering Year 5 in September 2015 to have a place at a local school. Beecroft Academy was intending to apply for capital grant

through the Academies Capital Maintenance Fund to receive the funding required to become a primary school from September 2016.

Reason for decision: To ensure the Council continued to meet its statutory obligations to provide sufficient school places and also to meet the legal requirements placed on the Council by the School Organisation (Establishment and Discontinuance of Schools)(England) Regulations 2013 regarding proposals to close the three maintained schools as set out in the report.

RESOLVED

1. **that the responses to the statutory notice for the closure of Brewer's Hill Community Middle School, including the school's business case for an alternative proposal, be noted;**
2. (a) **that the statutory proposal to close Brewer's Hill Community Middle School be approved with a modified implementation date of phased closure from September 2016 with final closure in August 2017, for the reasons set out in paragraphs 69 – 95 in the report;**

 (b) **that the Executive's approval would be sought to modify the implementation date should Beecroft Academy be able to accommodate Year 5 children in September 2015, be noted.**
3. **that the responses to the statutory notice for the closure of Streetfield Community Middle School, including the school's business case for an alternative proposal, be noted;**
4. **that the statutory proposal to close Streetfield Community Middle School be implemented with a phased closure from September 2015 with final closure in August 2016, for the reasons set out in paragraphs 99 – 120 in the report, be approved;**
5. **that the responses to the statutory notice for the closure of Ashton Church of England Voluntary Aided Middle School, including the school's business case for an alternative proposal, be noted; and**
6. **that the statutory proposal to close Ashton Church of England Voluntary Aided Middle School be implemented with phased closure from September 2015 with final closure in August 2016, for the reasons set out in paragraphs 124 – 142 in the report, be approved.**

The Executive adjourned from 11.45 a.m. to 11.55 a.m.

E/14/46.

Commissioning of New School Places for Implementation from September 2015 and September 2016 in Central Bedfordshire

The Executive considered a report from the Executive Member for Children's Services that outlined three projects within the Council's New School Places

Programme where local pressures of demographic growth within each school's existing catchment area required new school places to be provided from September 2016. This related to Edward Peake Church of England (C of E) Voluntary Controlled (VC) Middle School, Stratton Upper School in Biggleswade and Silsoe C of E VC Lower School. A further project was also required to provide new school places in Stotfold with a target implementation date of September 2015.

In response to questions, the Executive Member for Children's Services noted that this programme affected the ward of Northill as well as those wards listed in the report.

Reason for decision: To ensure the Council continued to meet its statutory obligations to provide sufficient school places and also to meet the legal requirements placed on the Council by the Education and Inspections Act 2006 regarding proposals to expand maintained schools. Commitment to expenditure and final approval of the proposal set out in resolution 4 would be determined by the Council's Executive in December 2014, informed by the outcome of the consultation exercises and business case which was to be prepared by the Roecroft Lower School.

RESOLVED

1. (i) **that the procedures established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, have been complied with in bringing forward the proposals to expand Edward Peake C of E VC Middle School, Biggleswade and Silsoe C of E VC Lower School as outlined in the report be confirmed;**
- (ii) **that receipt of a representation in respect of the proposal to expand Silsoe C of E VC Lower School and the statutory notice as set out in Appendix A to the report, issued on the 2 June 2014 under Section 19(1), of the Education and Inspections Act 2006 be confirmed. No representations were received in respect of the proposal to expand Edward Peake C of E VC Middle School and the statutory notice as set out in Appendix B to the report, issued on the 2 June 2014 under Section 19(1), of the Education and Inspections Act 2006;**
- (iii) **that the statutory proposal to expand Edward Peake C of E VC Middle School, Biggleswade from its current capacity of 480 places to provide a total of 600 places with an implementation date of September 2016 be approved, thereby approving the commencement of the project and related expenditure, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 September 2015;**
- (iv) **that the statutory proposal to expand Silsoe C of E VC Lower, Silsoe from its current capacity of 135 places to provide a total of 225 places, an 8 place SEN provision for children with**

behavioural Emotional and Social Difficulties and a 45 place pre school with an implementation date of 1 September 2016 be approved, thereby approving the commencement of the project and related expenditure, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 September 2015.

- 2. that the proposal to expand the Academy of Stratton Upper School in Biggleswade from its current capacity of 1250 places to provide 1650 places with a phased implementation date of 1 September 2016 be approved, thereby approving the commencement of the project and related expenditure, subject to the approval of the Education Funding Agency and the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 September 2015;**
- 3. that the commencement of consultation and the publication of statutory notices for the proposal to permanently expand Roecroft Lower School, Stotfold from its current capacity of 300 places to provide a total of 450 places with an implementation date of September 2015 be approved. The school would also be invited to prepare a business case which would be subject to approval by the Council's Executive in its final determination of the proposal in December 2014; and**
- 4. that the capital expenditure from the Council's New School Places Programme, as indicated in Appendix D to the report, to relocate Pippin Pre School within the boundary of Roecroft Lower School, Stotfold to enable existing and future pressures on Roecroft Lower School's accommodation to be managed, be approved.**

E/14/47. Budget Strategy and Medium Term Financial Plan

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that proposed the medium term financial planning framework for 2015-16 through to 2018-19. The formal process would lead to the setting of a budget and Council Tax rate in February 2015.

Reason for decision: To enable the Council to have a framework to meet the financial challenges faced by the Council over the medium term.

RESOLVED

- 1. that the risks and uncertainty including those arising from the 2015 General Election and the likelihood of further austerity measures in the years following be recognised;**
- 2. that the proposed framework for the updating of the Medium Term Financial Plan and the preparation of a Budget for 2015/16 be endorsed; and**

3. that the timetable for the consultation process be endorsed.

E/14/48. **Superfast Broadband Extension Programme**

The Executive considered a report from the Executive Member for Regeneration that proposed that the Council should fund an additional £350,000 capital, over the £1.5 million already approved, to further extend superfast broadband coverage as part of the Council's participation within the Broadband Delivery UK Superfast Extension Programme. This would be matched by £300,000 Broadband Delivery UK to allow approximately an additional 1,200 premises to be supported. It was estimated that spend would be undertaken in 2016/17 and 2017/18 financial years.

In response to questions, the Deputy Executive Member for Corporate Resources agreed that the Sustainable Communities Overview and Scrutiny Committee would be provided with an opportunity to consider the superfast broadband extension programme. The Deputy Executive Member acknowledged that some of the smaller villages in Central Bedfordshire were having difficulties accessing broadband. The aim was to ensure that all premises in Central Bedfordshire had access to the infrastructure to be able to provide at least 2 megabits per second. Towns and villages not in the existing programme would be considered as part of the January/February 2015 programme.

Reason for decision: To secure additional external resources and put in place the necessary infrastructure at the earliest opportunity to accelerate and extend the delivery of superfast broadband to Central Bedfordshire residents and businesses in line with achieving the Council's Medium Term Plan Objectives and Joint Local Broadband Plan.

RECOMMENDED to Council

that an additional £350,000 capital funding to secure additional external funding, and to extend coverage of superfast broadband infrastructure be approved.

E/14/49. **Policy to Discharge the Council's Homelessness Duty to a Suitable Property**

The Executive considered a report from the Executive Member for Social Care, Health and Housing that set out the proposed Policy to Discharge the Council's Homelessness Duty to a Suitable Property. There was a growing demand from residents approaching the Council, as potentially homeless, and this had implications on resources and how the Council made best use of housing stock to meet housing need.

Reason for decision: To introduce more flexibility in preventing homelessness through the offer of private sector accommodation and use social housing to maximum effect with an increase in planned allocation.

RESOLVED

that the Policy to Discharge the Council's Homelessness Duty to a Suitable Property, as set out in Appendix A to the report, be adopted.

E/14/50. **June 2014 - Quarter 1 Revenue Budget Monitoring Report**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the financial position for 2014/15 as at the end of June 2014. The report also set out the spend to date against the profiled budget and the forecast financial outturn. It was noted that the forecast position as at June 2014 was an overspend of £0.7m.

Reason for decision: To facilitate effective financial management and planning.

RESOLVED

1. **that the Revenue forecast position which is currently to overspend budget by £0.7m be noted; and**
2. **to request officers to continue with their efforts to achieve a minimum balanced outturn or an underspend.**

E/14/51. **June 2014 - Quarter 1 Capital Budget Monitoring Report**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that provided information on the projected capital outturn for 2014/15 as at June 2014. The gross forecast was to spend £111.7m compared to a budget of £116.8m. The variance of £5.1m was a result of proposed deferred spend to 2015/16 of £9.4m and overspend of £4.3m.

Reason for decision: To complete schemes currently underway and facilitate effective financial management and planning.

RESOLVED

1. **that the overall forecast position which is to spend £111.7m compared to a budget of £116.8m be approved; and**
2. **to request officers to carefully examine their forecast spend to determine how realistic the proposals to defer spend into 2015/16 are.**

E/14/52. June 2014/15 (Q1) Housing Revenue Account Budget Monitoring Revenue and Capital Report

The Executive considered a report from the Executive Member for Social Care, Health and Housing and the Deputy Leader and Executive Member for Corporate Resources that provided information on the 2014/15 Housing Revenue Account projected outturn revenue and capital position as at June 2014. The revenue forecast projected a year end surplus of £6.684m compared to a budgeted surplus of £6.191m, an improvement of £0.493m.

Reason for decision: To facilitate effective financial management and planning.

RESOLVED

- 1. that the revenue forecast position to achieve a balanced budget with a contribution to Housing Revenue Account reserves of £6.684m, thus strengthening the Council's ability to invest and improve its stock of Council houses be noted;**
- 2. that the capital forecast position indicates an outturn on budget (£17.942m) which includes deferred works from 2013/14 relating to Priory View of £2.325m be noted; and**
- 3. that Right to Buy sales would be monitored for the possible impact on predicted surpluses in the medium to longer term.**

E/14/53. Urgent item of business - Gypsy and Traveller Plan

By virtue of the authority vested in the Chairman in accordance with Section 100(b)(4)(b) of the Local Government Act 1972, he had agreed to allow this additional item to be considered at the meeting as a matter of urgency as consideration of this item could not be delayed to the next scheduled meeting of the Executive and therefore needed to be considered as a matter of urgency.

The Executive considered a report from the Executive Member for Regeneration that proposed the withdrawal of the Gypsy and Traveller Local Plan from the Examination process, in light of the matters raised by the Planning Inspector.

In response of questions, the Executive Member for Regeneration explained that the Council required the Plan to be withdrawn from the Examination process to allow Officers time to respond to the issues raised by the Inspector in relation to the Plan. The Head of Development Planning and Housing Strategy explained that the Council had requested an adjournment to the

Hearings, but unfortunately this request had been refused. The Executive Member was now seeking permission to withdraw the Plan to allow Officers adequate time to clarify matters and to decide the best way forward.

Formal legal advice was being sought on any impact that the withdrawal would have on the Development Strategy, informal advice to date had been that as the Development Strategy set out how the Council was providing for the accommodation needs of Gypsies and Travellers there would be no repercussions for the Strategy by a decision to withdraw the Gypsy and Traveller Plan.

Reason for decision: To enable the Council to address the matters raised by the Inspector.

RECOMMENDED to Council

the withdrawal of the Gypsy and Traveller Local Plan from the Examination process.

E/14/54. **Future Residual Waste Disposal**

The Executive considered a report from the Executive Member for Community Services that set out a proposed approach to securing residual waste treatment and disposal services. The report proposed that the Council should enter into a contract through a neighbouring local authority's framework.

Reason for decision: To enable the continuation of residual waste treatment and disposal services in a way that was considered to deliver best value for the Council and provide savings against the current Medium Term Financial Plan.

RESOLVED

1. **that the proposed approach to securing the residual waste disposal services as set out within the report and conditional on points 1 to 4 as set out in Appendix B be approved; and**
2. **to delegate authority to the Community Services Director, in consultation with the Executive Member for Community Services, to enter in to a contract for residual waste treatment and disposal services.**

E/14/55. **Exclusion of the Press and Public**

RESOLVED

that in accordance with Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt

information as defined in paragraphs 2 and 3 of Part I of Schedule 12A of the Act.

E/14/56. Future Residual Waste Disposal

See minute E/14/54 above for details.

E/14/57. Request for Executive Authorisation to Contract Out Homelessness Functions to Third Parties

The Executive considered a report from the Executive Member for Social Care, Health and Housing that sought approval to authorise homelessness functions to be delegated to the Director of Social Care, Health and Housing, including specifically authorising contracting out certain functions to third parties, limited to 10 years, in accordance with legislation and the Constitution.

Reason for decision: To ensure that the Council has robust homelessness arrangements in place.

RESOLVED

1. **that the authorisation of the delegation and/or contracting out of homelessness reviews as part of the Council's functions under Part VII of the Housing Act 1996 to the Director for Social Care, Health and Housing to contract out to Independent Reviews Limited as set out in the Contract dated 27 January 2014 ("Contract") pursuant to sections 69 and 70 Deregulation and Contracting Out Act 1994, Regulation 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, and all other necessary powers be ratified. This delegation was to the Director of Social Care, Health and Housing for a maximum period of 10 years starting from 1 January 2013;**
2. **to authorise the Director of Social Care, Health and Housing to enter into the Contract as forming part of the Council's responsibilities for homeless people which includes reviewing decisions in relation to applications for homeless accommodation and/or assistance;**
3. **that these authorisations were to have effect retrospectively, in particular in relation to the exercise of homelessness reviews (as Part VII functions) by Independent Reviews Limited, to date and for the remainder of the 10 year period from 1 January 2013 in the event that the arrangements were extended for such duration be ratified;**
4. **in the alternative to (3) above, the matters in (1) – (2) for what remains of the period be ratified/authorised, from 19 August 2014; and**

5. **to authorise the Director of Social Care, Health and Housing to enter into contracts for the delegation/contracting out of the Council's functions under Part VII of the Housing Act 1996 with a third party pursuant to sections 69 and 70 Deregulation and Contracting Out Act 1994, Regulation 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, and all other necessary powers. This delegation was to the Director of Social Care, Health and Housing for a maximum period of 10 years starting from 1 January 2013 or in the alternative from 19 August 2014.**

(Note: The meeting commenced at 9.30 a.m. and concluded at 1.20 p.m.)

Chairman

Dated

This page is intentionally left blank

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 November 2014 to 31 October 2015**

- 1) During the period from **1 November 2014 to 31 October 2015**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
 - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Cllr James Jamieson	Leader of the Council and Chairman of the Executive
Cllr Maurice Jones	Deputy Leader and Executive Member for Corporate Resources
Cllr Mark Versallion	Executive Member for Children’s Services
Cllr Mrs Carole Hegley	Executive Member for Social Care, Health and Housing
Cllr Nigel Young	Executive Member for Regeneration
Cllr Brian Spurr	Executive Member for Community Services
Cllr Mrs Tricia Turner MBE	Executive Member for Partnerships
Cllr Richard Stay	Executive Member for External Affairs

- 3) Whilst the majority of the Executive’s business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is a formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 4) Those items identified for decision more than one month in advance may change in forthcoming Plans. Each new Plan supersedes the previous Plan. Any person who wishes to make representations to the Executive about the matter in respect of which the decision is to be made should do so to the officer whose telephone number and e-mail address are shown in the Forward Plan. Any correspondence should be sent to the contact officer at the relevant address as shown below. General questions about the Plan such as specific dates, should be addressed to the Committee Services Manager, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.
- 5) The agendas for meetings of the Executive will be published as follows:

Meeting Date	Publication of Agenda
18 March 2014	6 March 2014
22 April 2014	10 April 2014
27 May 2014	15 May 2014
15 July 2014	3 July 2014
19 August 2014	7 August 2014
14 October 2014	2 October 2014
9 December 2014	27 November 2014
13 January 2015	23 December 2014
10 February 2015	29 January 2015
31 March 2015	19 March 2015

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 November 2014 to 31 October 2015

Key Decisions

Date of Publication: 23 September 2014

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Central Bedfordshire Council Enforcement Policy -	To approve and adopt the Central Bedfordshire Council Enforcement Policy.	9 December 2014		Report	Executive Member for Community Services Comments by 08/11/14 to Contact Officer: Iain Berry, Head of Public Protection Email: iain.berry@centralbedfordshire.gov.uk Tel: 0300 300 4475
2.	Electricity and Gas Supply Contracts -	To consider and approve the approach to the Council's energy contracts for the period post October 2016.	9 December 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 31/10/14 to Alec Edgar on 0300 300 6182 Paul Meigh, Chief Procurement Officer Email: paul.meigh@centralbedfordshire.gov.uk Tel: 0300 300 76182

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
3.	New School Places in Stotfold -	Determination of proposal for commissioning new lower school places in Stotfold for implementation from September 2015.	9 December 2014	<p>The governing body of the school which is the subject proposal.</p> <p>Families of pupils, teachers and other staff at the school.</p> <p>The governing bodies, teachers and other staff of any other school that may be affected.</p> <p>Families of any pupils at any other school who may be affected by the proposal including families of pupils at feeder schools.</p> <p>Trade unions that represent staff at the school and representatives of trade unions of any other staff at schools who may be affected by the proposals.</p> <p>Constituency MPs for the school that is the subject of the proposal.</p> <p>The local parish council where the school that is the subject of the proposal is situated.</p> <p>Consultation period between September and November 2014 including press releases, public meetings and statutory notices.</p>	Report and outcome of consultation	<p>Executive Member for Children's Services</p> <p>Comments by 08/11/14 to Contact Officer:</p> <p>Karen Oellermann, Acting Assistant Director - Commissioning & Partnerships</p> <p>Email: karen.oellermann@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 5265</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
4.	West of A1 Stotfold -	Approval to dispose of land including selection of appropriate methodology.	9 December 2014		Public Report with Exempt Appendices.	Deputy Leader and Executive Member for Corporate Resources Comments by 08/11/14 to Contact Officer: Andrew Gordon, Head of Estate Management Email: andrew.gordon@centralbedfordshire.gov.uk Tel: 0300 300 5882
5.	Dunstable Leisure Centre and Library Feasibility Study -	To consider approving capital investment and procurement of a building contractor to deliver the preferred recommended option for improvements at Dunstable Leisure Centre.	9 December 2014		Feasibility Report with an exempt Appendix	Executive Member for Community Services Comments by 08/11/14 to Contact Officer: Jill Dickinson, Head of Leisure and Libraries Email: jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 4258

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
6.	Stratton Business Park Phases 4 & 5 - Disposals and Development Opportunities -	To consider the land disposal opportunities for Stratton Park Phases 4 & 5.	9 December 2014		Report - Exempt	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Regeneration Comments by 13/09/14 to Contact Officers: Andrew Gordon, Head of Estate Management Email: andrew.gordon@centralbedfordshire.gov.uk Tel: 0300 300 5882
7.	NNDR Discretionary Relief Policy -	To approve the NNDR Discretionary Relief Policy.	13 January 2015	Corporate Resources Overview and Scrutiny Committee on 29 July 2014 and 16 December 2014.	Report	Deputy Leader and Executive Member for Corporate Resources Comments by 12/12/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
8.	Household Waste Recycling Centres Redevelopment -	To seek approval to tender for a construction contract in excess of £0.5m and to grant delegated authority for contract award to the Community Services Director, in consultation with the Executive Member for Community Services.	13 January 2015		Outline Business Case	Executive Member for Community Services Comments by 12/12/14 to Contact Officer: Ben Finlayson, Head of Capital Projects Email: ben.finlayson@centralbedfordshire.gov.uk Tel: 0300 300 6277
9.	Construction of a Waste Park at Thorn Turn -	To seek approval to tender for a construction contract in excess of £0.5m and to grant delegated authority for contract award to the Community Services Director, in consultation with the Executive Member for Community Services.	13 January 2015		Outline Business Case	Executive Member for Community Services Comments by 12/12/14 to Contact Officer: Ben Finlayson, Head of Capital Projects Email: ben.finlayson@centralbedfordshire.gov.uk Tel: 0300 300 6277

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
10.	Central Bedfordshire Council's Admission Arrangements and Co-ordinated Scheme -	To determine the Council's Admission Arrangements and co-ordinated scheme for the academic year 2016/17.	31 March 2015		Report	Executive Member for Children's Services Comments by 30/04/15 to Contact Officer: Karen Oellermann, Acting Assistant Director - Commissioning & Partnerships Email: karen.oellermann@centralbedfordshire.gov.uk Tel: 0300 300 5265
11.	Local Transport Plan -	To approve the 2015/16 programme.	31 March 2015	Sustainable Communities Overview and Scrutiny Committee on 22 January 2015.	Local Transport Plan Programme	Executive Member for Community Services Comments by 27/02/15 to Contact Officer: Ben King, Transport Strategy Team Leader Email: ben.king@centralbedfordshire.gov.uk Tel: 0300 300 4824

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
NON KEY DECISIONS						
12.	Council Tax Support Scheme -	To recommend to Council the Council Tax Support Scheme for approval.	9 December 2014	Corporate Resources Overview and Scrutiny Committee on 21 October 2014.	Report	Deputy Leader and Executive Member for Corporate Resources Comments by 08/11/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
13.	Quarter 2 Budget Monitoring -	To receive the quarter 2 budget monitoring reports for the Revenue, Capital and Housing Revenue Account.	9 December 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 08/11/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
14.	Quarter 2 Performance Report -	To consider the quarter 2 performance report.	13 January 2015		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 12/12/14 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517
15.	Draft Budget 2015/16 -	To consider the draft Budget for 2015/16.	13 January 2015	The draft budget will be considered by the Overview and Scrutiny Committees during their cycle of meetings in January 2015.	Report	Deputy Leader and Executive Member for Corporate Resources Comments by 12/12/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
16.	Budget 2015/16 -	To recommend to Council a proposed Budget for 2015/16 for approval.	10 February 2015	Consultation will take place with the Overview and Scrutiny Committees during the January cycle of meetings.	Report	Deputy Leader and Executive Member for Corporate Resources Comments by 19/01/15 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
17.	Treasury Management Strategy -	To recommend to Council the approval of the Treasury Management Strategy.	10 February 2015		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/01/15 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
18.	Quarter 3 Budget Monitoring -	To receive the quarter 3 budget monitoring report for the Revenue, Capital and Housing Revenue Account.	10 February 2015		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/01/15 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
19.	Community Safety Partnership Plan and Priorities for 2015-2016 -	To recommend to Council the approval of the Community Safety Partnership Plan and Priorities for 2015-16.	31 March 2015	The CSP Plan will be considered by the Community Safety Partnership and the Sustainable Communities Overview and Scrutiny Committee.	Report and Community Safety Partnership Plan 2015/16	Executive Member for Community Services Comments by 27/02/15 to Contact Officer: Joy Craven, CSP Manager Email: joy.craven@centralbedfordshire.gov.uk Tel: 0300 300 4649
20.	Quarter 3 Performance Report -	To consider the quarter 3 performance report.	31 March 2015		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 27/02/15 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517

Postal address for Contact Officers: Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ

**Central Bedfordshire Council
Forward Plan of Decisions on Key Issues**

For the Municipal Year 2012/13 the Forward Plan will be published on the thirtieth day of each month or, where the thirtieth day is not a working day, the working day immediately proceeding the thirtieth day, or in February 2013 when the plan will be published on the twenty-eighth day:

Date of Publication	Period of Plan
1 April 2014	1 May 2014 – 30 April 2015
16 April 2014	1 June 2014 – 31 May 2015
4 June 2014	1 July 2014 – 30 June 2015
3 July 2014	1 August 2014 – 31 July 2015
18 July 2014	1 September 2014 – 31 August 2015
3 September 2014	1 October 2014 – 30 September 2015
23 September 2014	1 November 2014 – 31 October 2015
29 October 2014	1 December 2014 – 30 November 2015
28 November 2014	1 January 2015 – 31 December 2016
23 December 2014	1 February 2015 – 31 January 2016
18 February 2015	1 March 2015 – 29 February 2016
5 March 2015	1 April 2015 – 31 March 2016

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE MEETING: 14 October 2014

Early Help Offer in Children's Services

Report of Cllr. Mark Versallion, Executive Member for Children's Services
(mark.versallion@centralbedfordshire.gov.uk)

Advising Officer: Sue Harrison, Director of Children's Services
(sue.harrison@centralbedfordshire.gov.uk)

Key Decision

Purpose of this report

1. To agree the Early Help offer delivered through Children's Centres and the procurement process, due to the ending of the current contract on 31 March 2015, and the need to re-procure services.
2. The proposed model seeks to enhance service delivery and avoid duplication, whilst enabling maximum flexibility with minimum change.

RECOMMENDATIONS

1. That all current Children's Centres to be retained.
2. That the current services model be retained with enhancements as outlined in paragraphs 18-26 of the report. In particular:
 - services will continue to be available for 0 to 5 year olds;
 - there will be a greater focus on providing services to babies aged 0 to 12 months, the most critical time for new families; and
 - focus resources on those services that are not readily available elsewhere.
3. To agree the procurement process as set out in paragraphs 27-29 of the report.

Background

3. The original Sure Start programme required delivery of services from 22 Children's Centres across the Council area. In 2012, following consultation, a reconfigured offer was put in place. This consolidated the service offer into 9 hubs with some services being delivered from the smaller satellite Centres. The 9 hubs are in Dunstable North, Dunstable South, Houghton Regis, Leighton Buzzard, Sandy, Flitwick, Biggleswade, Shefford and Stotfold with Arlesey.
4. The management of the Centres was commissioned out and the Centres have been run by a mixture of schools and two large national voluntary organisations since April 2012. The contracts for this model end in April 2015 and this has provided the opportunity to ensure that the Early Help offer made through Children's Centres meets the needs of the most vulnerable children and families.
5. Since 2012, there has been a growing awareness nationally of the importance of Early Intervention and Early Help with the most vulnerable families, and a number of other changes in the landscape have affected the services delivered out of Children's Centres.

Consultation Process

6. The opportunity offered by the ending of contracts led to a public consultation exercise which was undertaken for 12 weeks between 28 May and 19 August 2014.
7. The consultation took place through the active use of a questionnaire available both on-line and as hard copy. Information, including posters about the questionnaire, was distributed through Children's Centres, schools and Early Years education settings. Hard copies of the questionnaire were available at all Centres
8. Council staff attended a range of stakeholder meetings to discuss the options including a Children's Centres Co-ordinator meeting, meetings with all existing providers, the Bedfordshire Clinical Commissioning Group Board, the Healthy Child Programme Board, and the Acting Early group. Focus groups were held at a number of the Children's Centres.
9. Four options were offered in the consultation:
 - a. Option 1 Universal Services to children aged 0 - 5 (existing model)
 - b. Option 2 Offering services to children aged 0 - 3 within area with the highest levels of deprivation
 - c. Option 3 Offering services to children aged 0 - 5 within areas with the highest levels of deprivation
 - d. Option 4 Offering Universal Services to children aged 0 – 3.

10. Regardless of which model was adopted some universal services would be maintained at all Centres and these were outlined in the Consultation Document.

Consultation Results

11. 387 Responses were received of which 70% were from a parent or carer currently using a Children's Centre.
12. 301 responses preferred Option 1- 78.6%; 5 responses preferred Option 2 – 1.3%; 9 responses preferred Option 2 – 2.3%; 68 responses preferred Option 4 – 17.8%.
13. This means a total of 96.4% of respondents opted for one of the options offering a universal service. Some of the comments made in support of these responses were “some families in need are not necessarily deprived”; “highest need could feel stigmatised if it is only targeted”; “Support Network”; “Everybody will need support at some time”.
14. In response to the question “how far do you agree or disagree that Children's Centres should focus mostly on families who are in the most need?” 25% agreed or strongly agreed, whilst 54.4% disagreed or strongly disagreed.
15. The question which asked ‘How far do you agree or disagree that if there is a similar activity in the community, the Children's Centre should give families information about it, rather than running something similar themselves’ found 47.6% agreeing or strongly agreeing with 30.2% disagreeing or strongly disagreeing.
16. Responders were asked which particular services they felt should be delivered at all Children's Centres. The highest preference was for breastfeeding advice at 19%, parent and baby group at 15% and parent classes at 10%. Weaning and healthy eating, new baby/new mum groups and then weighing clinics were all listed.
17. The Consultation asked for any other comments about the future of Children's Centres to which 41% said ‘don't close/cut/change services’, 31% said ‘great service’ and the third item in the list said that ‘Children's Centres are important to the community’ (12%).
18. The Consultation outcomes clearly support maintenance of a universal service and there is also strong support for helping families access similar services which are being run in the community rather than duplicating the service.
19. At meetings of groups of professionals some concern was expressed that the needs of some families may be missed if the universal offer was reduced to the levels outlined in the consultation paper.

Proposed Model

20. It is proposed that the Centres will focus on a universal service until a baby's first birthday. This will ensure that professionals have an opportunity to work with families throughout the first year, which is the most critical time for many new families, and is the period when working parents are often on maternity/paternity leave.
21. It will ensure that the most valued areas of Children's Centre work, as identified by the consultation, such as breastfeeding advice, parent and baby groups and weaning and healthy eating will be able to be accessed, as well as giving parents the opportunity to develop their own self-sustaining networks and groups.
22. A parenting course will also be offered to all families during the first year.
23. In order to enable enhancements to the service, and avoid duplication, at the end of the first year, when many families will have gained the confidence to access community groups and also built up their own networks, families will be given help to access these services or assisted to begin their own. Where these are not available we will seek to provide them at the Children's Centre.
24. All families with children up to age 5 will still be able to access universal services at the Children's Centres including Health Visitor clinics, two year old checks, advice on diet and oral hygiene, speech and language drop in, and possibly some immunisations and vaccinations, as well as meeting with job-centre plus to provide training and work readiness. We will seek to enhance these services when the Healthy Child Programme comes under the Local Authority and is re-tendered during the period of the next Children's Centres contracts.
25. Those families who still have identified needs where some Early Help interventions will benefit the family, will continue to access the Children's Centre, and more intensive and targeted work will be able to take place with these families.

Procurement Process

26. Work is presently being undertaken on drawing up the final specification.
27. The current contractual arrangements are that 4 Centres are run by the schools on whose site the Centre hub is sited. The remaining 5 Centres are currently run by two national Voluntary Organisations.

28. Following discussions with the procurement team, the following arrangement is proposed:
- a. Where a school has a Children's Centre on site, instead of going through a formal tendering process, the school will be asked if they are interested in providing these services.
 - b. If this is affirmative, they will be issued with a "Method Statement" (with the same details as a specification) which will require the school to respond in terms of how they would deliver the required services. This will form part of the selection process, but as schools would only be interested in the Centre on their site this is not a competitive process.
 - c. Following this process a robust Service Level Agreement will be developed with the schools in terms of performance management and monitoring.
 - d. The SLA will be in place for 01 April 2015.
 - e. For the remaining Children's Centres, where the 'host' school does not wish to manage the Centre, a tender process will commence week beginning 13 October 2014 to go out to advert and tender accordingly.

29. The timescale for this process is:

w/c 13/10/2014 – Issue Tender
w/c 10/11/2014 – Tender responses
w/c 17/11/2014 – Tender evaluation
w/c 24/11/2014 - Provider interviews/presentations
w/c 01/12/2014 – Contract award(s)

Reason for the decision

30. The proposed model is the most appropriate for Central Bedfordshire in order to get the best outcomes for children and families.

Council Priorities

31. Improved educational attainment.
32. Promote health and wellbeing and protecting the vulnerable.

Corporate Implications

33. None.

Legal Implications

34. The provision of Children's Services and the delivery of Early Help is a Part B Service and therefore subject to a more limited application of the E.U. Procurement Regulations and there is no requirement for the publication of an OJEU Notice. The Procurement Process outlined in the Report complies with the Council's Procurement Procedure Rules.
35. The award of a contract may trigger a TUPE transfer if a new service provider is awarded the contract and legal advice on this issue will be provided at a later stage.

Financial Implications

36. It is anticipated that the cost of delivering the service in the manner now proposed will be contained within existing budget.

Equalities Implications

37. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
38. National research clearly indicates a case for focusing on children age two and under and for providing targeted support for families from deprived communities. However there is also evidence that a range of women can be at greater risk of experiencing mental illness in the post natal period and would benefit from being able to access a range of supportive services. The consultation exercise has highlighted that some families in need are not necessarily deprived and that those in highest need could feel stigmatised if they are the only ones targeted for a service.
39. The proposal to maintain a completely universal service until a baby's first birthday and to then undertake more targeted work with children will help ensure that all families will be able to access Children's Centres whatever their needs and that families with the greatest needs will receive increased support.

Conclusion and next Steps

40. Following consultation the proposed model and procurement method will give the most flexibility to Children's Centres to work with those families who most need their help whilst giving all parents an early opportunity to develop their own networks and groups. It will also enable a wider delivery of the Early Help offer within a universal environment, enabling the best possible outcomes for children and their families.

41. Following approval by the executive negotiations with host schools will continue and the necessary procurement process will commence.

Appendices – None

Background Papers - None

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE MEETING: 14 October 2014

Consultation on Central Bedfordshire's Admission Arrangements 2016/17

Report of Cllr Versallion, Executive Member for Children's Services
mark.versallion@centralbedfordshire.gov.uk)

Advising Officer: Sue Harrison, Director of Children's Services
sue.harrison@centralbedfordshire.gov.uk

Key Decision

Purpose of this report

1. To seek approval of the Council's Executive to commence consultation on the proposed Co-ordinated Admissions Scheme for the academic year 2016/17 and of the proposed admission arrangements for Community and Voluntary Controlled Schools for the academic year 2016/17. Final approval is to be sought from the Council's Executive on 10 February 2015

RECOMMENDATIONS

The Executive is asked to:

1. **approve the commencement of consultation for Central Bedfordshire's proposed admission arrangements for Community and Voluntary Controlled Schools for the academic year 2016/17 noting specific changes to existing admission arrangements including:**
 - i. **Revised wording on the Council's admission arrangements to make it clearer how places for pupils with a statement of Special Education Needs or Education, Health and Care Plan are allocated, how the Fair Access Protocol works, and the addition of foster siblings in the sibling definition.**
 - ii. **In response to the recommendations made in the annual report of the Chief Schools Adjudicator published in November 2013, the removal of nursery, pre-school and other childcare criteria from those school admission policies which currently contain them.**

iii. A revised catchment area for Russell Lower School in Ampthill.

2. approve the commencement of consultation for Central Bedfordshire's co-ordinated admissions scheme for the academic year 2016/17.

The Council's statutory duties regarding school admissions

2. The Council has a statutory duty to ensure that admissions are co-ordinated for all admission authorities in their area for all children being admitted into the normal year of entry and only one offer of a school place is made. The Council publishes a Co-ordinated Admissions Scheme for each academic year to fulfil this requirement, setting out the timeframes for processing admission applications. The Scheme for 2016/17 must be the subject of consultation before final approval by Executive in February 2015.
3. In addition, as the Council is the admission authority for Community and Voluntary-Controlled schools, it must also undertake consultation on its own admission arrangements where changes are proposed. The admission policy for these schools sets out the criteria in which applications will be considered if the school is oversubscribed. This report explains the rationale for a number of proposed changes to existing admissions criteria for some Community and Voluntary Controlled schools in 2016/17.
4. These changes include:
 - i. Revised wording on the Council's admission arrangements to make it clearer how pupils with a statement of Special Education Needs or Education, Health and Care Plans (EHC Plan) are allocated a place at schools in the co-ordinated admission rounds ahead of those without a statement or plan. The purpose of the Fair Access Protocol is explained and how it is operated to make this clearer. Also the addition of foster siblings in the sibling definition of the oversubscription criteria to make this criterion more inclusive for families in Central Bedfordshire.
 - ii. In response to the recommendations made in the annual report of the Chief Schools Adjudicator published in November 2013, the removal of the priority given to children attending a nursery, pre-school or a child care setting from the 16 admission policies of Community and Voluntary Controlled schools which contain these,
 - iii. The revision to Russell Lower School's catchment area from September 2016 to include the area known as the Warren Farm housing development following expansion of the school.

Academies, Foundation, Trust and Voluntary Aided schools are their own admissions authorities and are therefore responsible for their own admission arrangements and for consultation on proposed changes to them for 2016/17.

Central Bedfordshire Council's Co-ordinated Admissions Scheme
Academic Year 2016-17

5. Legislation contained within the School Standards and Framework Act 1998 requires Local Authorities to have a co-ordinated admissions scheme for their area where parents can apply on a common application form for a place in the normal year of entry at a school or an academy. The Council is required to co-ordinate the admissions for children in their area so that only one offer of a school place is made per prospective pupil. The co-ordinated admissions scheme must be formulated by 1 January in the relevant determination year and must be consulted on with the relevant bodies.
6. Central Bedfordshire's Co-ordinated Admissions Scheme for the academic year 2016/17 sets out the scheme and timetable in which applications will be processed. The scheme details the processes and procedures that the Council and other admissions authorities need to work to in order to process the applications by the offer date for the normal year of entry at a school or academy.
7. The Council acting as the local authority must have a co-ordinated admissions scheme in place for all maintained schools and academies in the area.
8. Admissions for the normal year of entry for Secondary schools (which in Central Bedfordshire includes Upper and Secondary schools) are subject to a national closing date of 31 October for receipt of applications and a national offer date of 1 March.
9. Admissions for the normal year of entry for Primary schools (which in Central Bedfordshire include Lower, Primary and Middle schools) are subject to a national closing date of 15 January and a national offer date of 16 April.
10. The co-ordinated scheme is attached for Lower, Primary and Middle at Appendix 1 and the co-ordinated scheme is attached for Secondary, Upper and the University Technical College at Appendix 2.

The Council's admission arrangements for Community and Voluntary Controlled schools for the Academic Year 2016/17

11. Regulations require Admission Authorities to consult on their admission arrangements if changes are proposed and they must do so for a minimum period of 8 weeks, commencing no earlier than 1 November, with consultation concluding by 1 March. Arrangements then must be determined by 15 April to take effect from the academic year following the next (i.e. arrangements will be determined by 15 April 2015 to take effect from the academic year of 2016).
12. Admission arrangements are the procedures and processes that determine how children will be admitted to any given school and include the admission criteria which will be applied if more applications are received than there are places available.
13. Appendix 3 entitled 'Proposed Community and VC Schools Admissions Policy and PANs 2016-17', details the Community and Voluntary Controlled schools in the Central Bedfordshire Council area and the proposed admissions criteria and published admissions number for admissions from September 2016. This document has been slightly revised from the previous year's to amend wording to explain further the Fair Access Protocol, allocation of places to children with a statement of Special Educational Needs or EHC Plan and include foster siblings in the sibling definition (see Appendix 6).

Removal of nursery, pre-school and child care criteria from the admission policies of Community and Voluntary Controlled schools

14. Central Bedfordshire Council is the admissions authority for Community and Voluntary controlled schools, of which there are 58 schools in total, with 55 being Lower and Primary Schools where children enter at the Reception year (Year R) and continue until Year 4 in the case of a Lower school or Year 6 in the case of a Primary school.
15. Sixteen of these Lower and Primary schools currently prioritise children who attend a nursery, pre-school or child care setting as part of their admissions criteria and are the following schools:
 - Aspley Guise Lower School
 - Doverly Down Lower School
 - Dunstable Icknield Lower School
 - Dunton VC Lower School
 - Everton Lower School
 - Greenleas School, Derwent Road
 - Hockliffe Lower School
 - Houghton Regis Primary School
 - Lancot Primary School

- Linslade Lower School
 - Ramsey Manor Lower School
 - Silsoe Lower School
 - Studham Lower School
 - Thomas Johnson Lower School
 - Thornhill Primary School
 - Wrestlingworth Lower School
16. Each year the Chief Schools Adjudicator from the Office of the Schools Adjudicator (OSA) publishes their annual report, usually in November, to comment on the effectiveness of admission arrangements in England and recommends actions to ensure admission authorities comply with the legislation within the School Admissions Code which is to ensure fairness.
17. The last OSA annual report was published in November 2013 and one of the main findings was that the practice of some primary schools giving priority for admissions to the reception year to children who have attended a particular nursery provision was deemed to be unfair to other local children.
18. The report commented that over 20 objections had been received concerning the prioritisation of children who attend a particular nursery provision and all objections were upheld. The Chief Schools Adjudicator commented that, ‘...the current Code is silent on priority for admissions to the reception year for attending named nursery provision. Silence means neither permissions nor prohibition, but does mean that the arrangements must therefore be tested against the general requirements of the code...’.
19. These general requirements of the code, when considering if a certain criterion within an admissions policy is unfair or not compliant could include that admission to the nursery was on the basis of arrangements that would not be lawful if used for admission to the reception year. For example if the child gained a place in the nursery on a first come first served basis or gained a place due to the virtue of their date of birth (i.e. being born in Autumn/Winter could give the child priority for a nursery place) this would be unlawful and therefore unfair that a child could gain a place in the Reception year at the beginning of their statutory schooling based on the decisions used for nursery admission.
20. The report highlighted that “action is required to ensure fair access to all children on reaching Reception Year in order that children are not disadvantaged by any decisions their parents make about the care of their children prior to compulsory school age or by access to specific child care.”

21. The Council needs to ensure its admission arrangements for all Community and Voluntary Controlled schools are lawful and fully compliant with the School Admissions Code and be responsive to the recommendations made by the Chief Schools Adjudicator whereby Local Authorities were urged in the most recent OSA report to ensure fair access to schools for all children reaching compulsory school age.

Extension of the catchment area for Russell Lower School, Ampthill from September 2016.

22. From September 2015, Russell Lower School will be a three form entry Lower School with a published admissions number of 90. This follows its expansion by the Council to accommodate a new housing development in Ampthill known as Warren Farm which is off the Flitwick Road.
23. The school was previously a two form entry lower school and in the summer of 2013, the Council conducted a statutory consultation proposing to expand the school. The decision to expand the school was made by the Council's Executive in December 2013 and this is due to be completed in September 2015 when the school will take its first three form entry cohort into the Reception Year.
24. At the public consultation in the Summer of 2013, where it was proposed to expand Russell Lower School, queries were raised by consultees as to why the catchment area for the school was not being amended to incorporate the housing development on the former Warren Farm into the school's catchment area.
25. The catchment area issue has now been reviewed as Russell Lower School was being expanded in order to accommodate a new housing development, which wasn't in the school's catchment area and located in The Firs Lower School's catchment area and this has created confusion for those residents moving into the new housing development.
26. Following consultation with both the Headteacher's and Chairs of Governors of Russell Lower School and The Firs Lower School in Ampthill it was agreed to consult on amendments to remove the Warren Farm housing development from the catchment area of The Firs Lower School and placing this in the catchment area of Russell Lower School.
27. The Firs Lower School is an Academy and therefore independent of the Local Authority and responsible for its own admission arrangements. The Firs Lower School has indicated that it too will consult on this amendment to remove the Warren Farm housing development from its catchment area to provide consistency across the lower school catchment areas in Ampthill as a whole.

28. It is therefore recommended that the Council consult on this change to the catchment area of Russell Lower School to include the Warren Farm development as depicted in Appendix 4.

Published admission numbers

29. In line with the regulations contained within the School Admissions Code, any proposal to decrease a published admissions number is required to be consulted upon during the admissions consultation timeframe, before being determined on the 15 April for admissions in the academic year before they apply.
30. An admission authority is required to consult with at least the governing body of the school but is not required to consult more widely on any proposed increases to a school's published admissions number (PAN). The following are to be noted as changes to admissions arrangements from September 2016:
- Edward Peake Middle School – increase to PAN from 120 to 150, following a one form of entry expansion to the school from September 2016.
 - Roecroft Lower School – increase to PAN from 60 to 90, following a one form of entry expansion to the school, subject to approval by Executive on 9 December 2014.
 - Silsoe VC Lower School – increase to PAN from 27 to 45, following a half form of entry expansion to the school from September 2016.

Method of Consultation

31. Admission authorities are required to consult on their admission arrangements if changes are proposed and to conduct this for a minimum period of 8 weeks commencing no earlier than 1 November, with the consultation concluding by 1 March. It is proposed that the consultation period will commence from 3 November 2014 and conclude on 19 January 2015, permitting over 8 weeks to allow for the Christmas school holiday break. This will provide time for analyses of the responses before Executive approve the admission arrangements on 10 February 2015 for the admission arrangements to be determined by 15 April 2015.
32. Central Bedfordshire Council is the admission authority for Community and Voluntary Controlled schools and therefore must conduct its consultation in line with legislation, with the following parties:
- a) Parents of children between the ages of two and eighteen
 - b) Other persons in the relevant area who in the opinion of the admissions authority have an interest in the proposed admissions

- c) All other admission authorities within the relevant area
 - d) The Governing Bodies of Community and Voluntary Controlled schools
 - e) Adjoining neighbouring local authorities
 - f) The body or person representing religious denomination schools.
33. The Council will publish the Co-ordinated Admissions Scheme and the proposed admission arrangements for Community and Voluntary Controlled schools on the Central Bedfordshire Council website and advertise the consultation as widely as possible to the relevant parties in order to gather their views. The Council will contact the Governing Bodies of Community and Voluntary Controlled schools, all other admission authorities in the area, neighbouring local authorities and the Church of England and Catholic diocese with details of the consultation and how they can contribute their opinion.

Reasons for decision

34. To enable the Council to meet its statutory obligations to consult on admission arrangements.

Council Priorities

35. The Council's admission arrangements and co-ordinated admissions scheme supports the Medium Term Plan priority to improve educational attainment.

Corporate Implications

Legal Implications

36. The School Admissions Code sets out requirements for the Council to have a co-ordinated admissions scheme for the area. This must be formulated each year and published on its website by 1 January. Where the scheme is substantially different from the scheme adopted for the previous academic year or the local authority has not consulted on a scheme in the previous seven years, the authority must consult the other admission authorities in the area and any other local authorities it determines. Any consultation must be undertaken with a view to ensuring the admission of pupils in different local authorities is, as far as reasonably practicable, compatible with each other. Following any consultation, the local authority must determine the qualifying scheme and must take all reasonable steps to secure its adoption. A local authority must inform the Secretary of State whether they have secured the adoption of a qualifying scheme by 15 April.

37. Admission Authorities must also determine their admissions arrangements by the 15th April each year, for implementation in September of the following year. If an Admissions Authority proposes to make amendments to their arrangements they must consult between the 1 November and the 1 March for a minimum of 8 weeks of the year before the arrangements apply.
38. The Council will fulfil its statutory responsibilities by consulting within the timescales set out above and conducting a consultation with the relevant parties on changes to admission arrangements for Community and Voluntary Controlled schools. Feedback from all consultees will be reported to Executive in February 2015 when the admissions arrangements for September 2016 will be determined.
39. All admission authorities must determine admission arrangements by 15 April every year even if they have not changed from previous years and a consultation has not been required. Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements on their website. Local authorities must, by 1 May publish on their website the proposed admission arrangement for any new school or Academy which is intended to open within the determination year.
40. The Schools Adjudicator must consider whether admission arrangement referred to the Adjudicator comply with the Code and the law relating to admissions. The admission authority must where necessary, revise their admission arrangements as quickly as possible, but no later than 15 April following the decision, to give effect to the Adjudicator's decision. An Adjudicator's determination is binding and enforceable. Objections are to be sent to The Schools Adjudicator by 30 June deadline.
41. The proposal to extend the catchment area for Russell Lower School, Ampthill is included in the consultation being undertaken by the Council and is a result of the Warren Farm housing development in Ampthill. In line with the Admissions Code, catchment areas must be designed so that they are reasonable and clearly defined
42. With regard to the removal of nursery, pre-school and child care criteria from the admission policies of Community and Voluntary Controlled schools, the Admissions Code states that admission authorities may wish to name a primary or middle school as a feeder school. There is no provision for naming nursery, pre-school and child care as an over subscription criterion. To remove prioritisation of children who attend a particular pre school arrangement avoids possible unfairness.

Financial Implications

43. Not applicable

Equalities Implications

44. The School Admissions Code sets out the duty on Local Authorities and Admission Authorities to produce admission arrangements which are fair, clear and objective, which can be easily understood by parents. Admission arrangements must comply with regulations and legislation including the Equality Act 2010 and the Human Rights Act 1998.
45. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As part of the development of the Admissions Arrangements the Council will carry out an equality impact assessment to check that the proposed changes do not have a disproportionate or negative impact on vulnerable groups.

Conclusion and next steps

46. The Department of Education have recently conducted a public consultation on a small number of amendments to the current School Admissions Code. The outcome of this is expected in early December 2014, and the results of this will be considered for the admission arrangements of 2017/18.
47. The next steps are for the Council to undertake the consultation within the statutory timeframes engaging with all the relevant parties to ascertain views on the proposed admission arrangements for Community and Voluntary Controlled schools for which the Council is the admissions authority.. Responses to the consultation will then be considered and reported back to Executive in February 2015. Following this meeting the Council's admission arrangements will then be determined before 15 April 2015 as required by legislation.

Appendices:

Appendix 1 – Lower, Primary and Middle 2016/17 co-ordinated admissions scheme

Appendix 2 – Secondary and Upper 2016/17 co-ordinated admissions scheme

Appendix 3 – Proposed Community and VC schools Admissions policy and PANs 2016/17.

Appendix 4 – Russell Lower School - proposed catchment area from September 2016.

Appendix 5 - Schools affected by proposed removal of nursery/preschool criterion

Appendix 6 - Revised wording on the Council's admission arrangements

Background Papers: Equality Impact Assessment

This page is intentionally left blank

**PROPOSED CO-ORDINATED SCHEME FOR ADMISSIONS TO:
LOWER, PRIMARY AND MIDDLE ACADEMIES AND SCHOOLS**

ACADEMIC YEAR 2016/2017

1. Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any academy or maintained community or voluntary controlled school or foundation, trust or voluntary aided school in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for academies, foundation, trust and voluntary aided schools is the governing body.
- 1.4 This scheme will apply to all lower, primary and middle academies and schools for admissions in the Central Bedfordshire Council area from September 2016.
- 1.5. Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
 - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

1.6.2 Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

2. The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
 - a) Lower Academies and Schools
 - b) Primary Academies and Schools
 - c) Middle Academies and Schools
- 2.2. There will be a standard form known as the Common Application Form (CAF) available for parents of children living in Central Bedfordshire to apply online or by completing a hard copy application form.
- 2.3. The CAF will be used for the purposes of admitting children into the first year of a:
 - Lower or Primary academy/school (Year R), or
 - Middle academy/school (Year 5).
- 2.4. The CAF will enable parents/carers to:
 - express a preference for up to 3 academies/schools
 - rank their preferences
 - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
 - a) the academies and schools in Central Bedfordshire
 - b) dates of open evenings (where applicable)
 - c) published admission numbers and admissions criteria
 - d) how to complete an application
 - e) how places are allocated
 - f) timetable for the application and allocation process
 - g) school transport
 - h) who to contact for advice
- 2.6. **Admissions for the normal year of entry into a Lower or Primary Academy/School (Year R):**
 - 2.6.1 Parents of all children born between **01/09/11 and 31/08/12** and living in Central Bedfordshire will be able to apply for an academy or school place online or by completing a hard copy of the Common Application Form (CAF). The CAF will be available from any local lower or primary

academy/school, from the School Admissions Team or it can be downloaded from the Council website.

- 2.6.2 Parents of children living in Central Bedfordshire who wish to apply for a primary or lower academy/school in another Local Authority must apply online or complete the hard copy of the CAF.
- 2.6.3 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school or academy must make their application to their home Local Authority.
- 2.6.4 **Deferred Entry:** Parents of children offered a place for admission in the reception year are offered a full time place to commence in the September following their child's fourth birthday. However parents may defer the admission of their child until later in the academic year or until their child becomes of statutory school age or request that their child takes up their place part time until they reach statutory school age. A place cannot be deferred beyond statutory school age nor beyond the academic year for which the place was offered. Therefore the following will apply, according to the child's date of birth for deferring entry to the Reception year:

Child born:	Term which place can be deferred until:
1 st September – 31 st December	Spring term (January)
1 st January – 31 st March	Summer term (April)
1 st April – 31 st August	Summer term (April)

2.7. Admission into the normal year of entry into a Middle Academy/ School (Year 5)

- 2.7.1. Parents of all children living in Central Bedfordshire and attending a lower academy/school in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.7.2. Parents of children attending a lower academy/school, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.7.3. Parents of children living in Central Bedfordshire but not attending a lower academy/school, in the Local Authority area and who wish to apply for a middle academy/school place may make their application online or obtain a hard copy of the CAF and the Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

3. Timetable for admissions into Lower, Primary and Middle academies and schools

Lower/Primary:

Appendix 1

- 3.1. In **September 2015**, the Local Authority admissions booklet and the CAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must apply to their home Local Authority.
- 3.2. Completed online applications and CAFs are to be submitted to the School Admissions Team by **15 January 2016**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Middle transfer:

- 3.3. In **September 2015** information is sent to parents of all children attending a lower academy/school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.4. Completed online applications are to be submitted and hard copies of the CAF are to be returned to the School Admissions Team by **15 January 2016**. If the child is attending a lower academy/school in Central Bedfordshire a hard copy CAF can be returned via the lower academy/school who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Lower, Primary and Middle admissions

- 3.5. By **12 February 2016** all preferences will be logged on the database and the School Admissions Team will notify the admission authority for each foundation, trust school or voluntary aided school and academy of every nomination that has been made for that academy or school. Applications for places in other Local Authority academies/schools are sent to those authorities.
- 3.6. By **11 March 2016** the admission authority for each academy, foundation, trust or voluntary aided school will consider all applications, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 3.7. The School Admissions Team will process the ranked lists against the ranked lists of other academies and schools nominated and:
 - where the child is eligible for a place at only one of the nominated academies or schools, that academy or school will be allocated to the child.
 - where the child is eligible for a place at two or more of the nominated academies or schools, they will be allocated a place at whichever of these is the highest ranked preference

Appendix 1

- 3.8. Between **17 March 2016 and 24 March 2015** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire academy or school) to determine the allocation of a place at the highest ranked preference.
- 3.9. Where the child is not eligible for a place at any of the nominated academies or schools, the child will be allocated a place at the nearest appropriate academy or school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the academies or schools that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular academy or school over those who have not.
- 3.10. On **14 April 2016** all middle academies and schools will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.11. On **18 April 2016** (as this is the next working day after the national offer day of 16 April) the School Admissions Team will notify parents of children living in Central Bedfordshire of the outcome of their application, including those who have applied for a place in another Local Authority academy or school. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 3.12. By **3 May 2016** parents are to notify School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.13. By **3 May 2016** parents who have applied on time and want to change their preference from their original offer need to have submitted a change of preference by this date.

4. Late Applications

- 4.1. The national closing date for applications in the normal admissions round is **15 January 2016**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 16 January until 18 April will be processed as part of the initial late allocation round and will be logged onto the database by **3 May 2015**.
- 4.3. The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that academy or school by **3 May 2016**.

Appendix 1

- 4.4. Applications for places in other Local Authority academies or schools will be sent to those authorities by **3 May 2016**.
- 4.5. By **17 May 2016** the admission authority for each academy, foundation, trust and voluntary aided school will consider all their initial late applications for their academy or school, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process the ranked lists against the ranked lists of other academies or schools nominated and:
 - where the child is eligible for a place at only one of the nominated academies or schools, that academy or school will be allocated to the child
 - where the child is eligible for a place at two or more of the nominated academies or schools, they will be allocated a place at whichever of these is the highest ranked preference
- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire academy or school) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated academies or schools, the child will be allocated a place at the nearest appropriate academy or school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the academies or schools that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular academy or school over those who have not.
- 4.9. On **6 June 2016** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority academy or school where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 19 April will be processed from **7 June 2015**.

5. Waiting Lists

- 5.1. Pupils not offered a place at their highest preference academy or school or at any of their preferred academies or schools are kept on a waiting list to be re-allocated if places become available. Waiting lists will be maintained

until **the end of the academic year for 2016/17** for Community and Voluntary controlled schools. Waiting lists for academies and schools who are their own admission authority (foundation, trust and VA) may operate different waiting list arrangements.

6. In-year Admissions (applications received on or after 1 September)

- 6.1. An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group within an academy/school.
- 6.2. The local authority will co-ordinate in-year applications for community and voluntary controlled schools as the admission authority for those schools.
- 6.3. The local authority will co-ordinate in-year applications made for academies and own admission authority schools (Foundation, Trust and Voluntary-Aided schools) who opt-in to the local authority's scheme for in-year admissions.
- 6.4. The Local Authority will make an application form available to enable parents to apply for an in-year place at any academy or school within the Local Authority area, which will enable parents to express a preference for up to 3 academies or schools and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded or a hard copy can be obtained from the School Admissions Team.
- 6.5. The application will be dealt with by the local authority for those schools which are community or voluntary controlled schools or those academies and own admission authority who have opted in to the local authority's in-year co-ordination scheme.
- 6.6. Any application received by the School Admissions Team for an academy or own admission authority school who has opted out of the local authority's in-year co-ordination scheme will be forwarded to that academy or school to process.
- 6.7. All Academies and own admission authority schools who deal with their own in-year admissions (i.e. opted out of the in-year co-ordination scheme) will be required to determine the child's application and notify the parent and local authority of the outcome.
- 6.8. Pupils not offered a place at a community or voluntary controlled school or at an academy or own admission authority school which has opted in to the local authority's in-year co-ordination scheme will be kept on a waiting list which will be maintained for the academic year of admission. Academies and own admission authority schools who have opted out will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.

Appendix 1

- 6.9. If all of the preferred academies and schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest academy or school with places available, unless the child is already attending a local school or academy.
- 6.10. Any place offered is usually expected to be taken up by the child within 4-6 weeks or by the start of the next school term.
- 6.11. Details of the community and voluntary controlled schools and those academies and own admission authority schools who have opted-in to the in-year co-ordination scheme and those who have opted out can be obtained from the School Admissions Team at www.centralbedfordshire.gov.uk/admissions.

**Timetable for Co-ordinated Admissions to:
Lower, Primary and Middle Schools and Academies for academic year 2016/17**

September 2015	Information about the starting school and middle transfer process issued.
15 January 2016	National closing date for receipt of applications.
12 February 2016	By this date details of applications to be sent to academies, foundation, trust and voluntary aided schools. Applications for places in other Local Authority academies and schools sent to those authorities.
11 March 2016	By this date, academies and foundation, trust and voluntary aided schools provide the School Admissions Team with ranked lists of applicants.
17 March – 24 March 2016	Between these dates information to be exchanged with other Local Authorities on potential offers.
14 April 2016	Information on pupils to be offered places will be available to schools and academies via the School Admissions Module.
18 April 2016	Notification to be sent to parents living in Central Bedfordshire on the offer made to their child.
3 May 2016	Date by which parents reject the offer of a place if not required.
3 May 2016	Late applications received between 16 January and 18 April 2014 will be logged onto the database by this date.
3 May 2016	The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that school or academy and applications for places in other Local Authority academies/schools will be sent to those authorities.
17 May 2016	By this date, academies, foundation, trust and voluntary aided schools provide the School Admissions Team with ranked lists of applicants in the initial late allocation round.
6 June 2016	Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
7 June 2016	Late applications received on or after 19 April will be processed from this date.

This page is intentionally left blank

**PROPOSED CO-ORDINATED SCHEME FOR ADMISSIONS TO:
SECONDARY AND UPPER ACADEMIES AND SCHOOLS AND THE
UNIVERSITY TECHNICAL COLLEGE**

ACADEMIC YEAR 2016/2017

Section 1

Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all academies and maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is here defined as any academy or maintained community or voluntary controlled school, foundation, trust, or voluntary-aided school in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for academies is the academy trust. For foundation, trust and voluntary aided schools, the admission authority is the governing body.
- 1.4 This scheme will apply to all secondary and upper academies and schools and the University Technical College in the Central Bedfordshire Council area from September 2016.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
 - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

Appendix 2

1.6.2 Stage 2

If a pupil qualifies for a place at more than one school or academy the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference academy or school available for another pupil.

Section 2

The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
 - a) Secondary Academies and Schools
 - b) Upper Academies and Schools
 - c) University Technical College (UTC)
- 2.2. There will be a standard form known as the Common Application Form (CAF) available for parents of children living in Central Bedfordshire to apply online or by completing a hard copy application form.
- 2.3. The CAF will be used for the purposes of admitting children into the first year of a:
 - Secondary academy/school (Year 7), or
 - Upper academy/school (Year 9), or
 - University Technical College (Year 10)
- 2.4. The CAF will enable parents/carers to:
 - express a preference for up to 3 academies/schools
 - rank their preferences
 - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
 - a) the academies and schools in Central Bedfordshire
 - b) dates of open evenings (where applicable)
 - c) published admission numbers and admissions criteria
 - d) how to complete an application
 - e) how places are allocated
 - f) timetable for the application and allocation process
 - g) school transport
 - h) who to contact for advice

2.6. Admission into the normal year of entry into a Secondary academy/school (Year 7)

- 2.6.1 Parents of all children living in Central Bedfordshire and attending a primary academy/school, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.6.2 Parents of children attending a primary academy/school, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.6.3 Parents of children living in Central Bedfordshire but not attending a primary academy/school, in the Local Authority area and who wish to apply for a secondary academy or school place may make their application online or obtain a hard copy of the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

2.7. Admission into the normal year of entry into an Upper academy/school (Year 9)

- 2.7.1 Parents of all children living in Central Bedfordshire and attending a middle academy/school, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.7.2 Parents of children attending a middle academy/school, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.7.3 Parents of children living in Central Bedfordshire but not attending a middle academy/school, in the Local Authority area and who wish to apply for an upper academy or school place may make their application online or obtain a hard copy of the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

2.8. Admission into the normal year of entry into a University Technical College (Year 10)

- 2.8.1 Parents of children living in Central Bedfordshire and who wish to apply for a place at the University Technical College may make their application online or obtain a hard copy of the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

3. Timetable for admissions into Secondary and Upper academies and schools and the University Technical College

Secondary:

- 3.1. In **September 2015**, information is sent to parents of all children in Year 6 attending a primary academy/school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.2. Completed online applications and hard copies of the CAF are to be submitted to the School Admissions Team by **31 October 2015**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Upper:

- 3.3. In **September 2015** information is sent to parents of all children in Year 8 attending a middle academy/school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.4. Completed online applications are to be submitted and hard copies of the CAF are to be returned to the School Admissions Team by **31 October 2015**. If the child is attending a middle academy/school in Central Bedfordshire a CAF can be returned via the middle academy/school who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

University Technical College:

- 3.5. Completed online applications and hard copies of the CAF are to be submitted to the School Admissions Team by **31 October 2015**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Secondary, Upper and University Technical College transfer admissions

- 3.6. By **4 December 2015** all preferences will be logged on the database and the School Admissions Team will notify the admission authority for each academy, foundation, trust school or voluntary aided school of every nomination that has been made for that academy or school. Applications for places in other Local Authority academies/schools are sent to those authorities.
- 3.7. By **8 January 2016** the admission authority for each academy, foundation, trust or voluntary aided school will consider all applications, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria.

All preferences will be ranked equally against the admissions criteria.

- 3.8. The School Admissions Team will match the ranked lists against the ranked lists of other academies or schools nominated.

where the child is eligible for a place at only one of the nominated academies or schools, that academy or school will be allocated to the child.

where the child is eligible for a place at two or more of the nominated academies or schools, they will be allocated a place at whichever of these is the highest ranked preference.

- 3.9. Between **29 January 2016 and 12 February 2016** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire academy or school) to determine the allocation of a place at the highest ranked preference.
- 3.10. Where the child is not eligible for a place at any of the nominated academies or schools, the child will be allocated a place at the nearest appropriate academy or school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the academies or schools that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular academy or school over those who have not.
- 3.11. On **26 February 2016** all Secondary and Upper academies and schools and the University Technical College will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.12. On **1 March 2016** the School Admissions Team will notify parents of children living in Central Bedfordshire of the outcome of their application, including those who have applied for a secondary or upper academy/ school place or a place at a University Technical College in another Local Authority. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 3.13. By **15 March 2016** parents are to notify the School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.14. By **15 March 2016** parents who have applied on time and want to change their preference from their original offer need to have submitted a change of preference by this date.

4. Late Applications

- 4.1 The national closing date for applications in the normal admissions round is **31 October 2015**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 31 October until 1 March will be processed as part of the initial late allocation round and will be logged onto the database by **15 March 2016**.
- 4.3. The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that academy or school by **15 March 2016**.
- 4.4. Applications for places in other Local Authority academies/schools will also be sent to those authorities by **15 March 2016**.
- 4.5. By **24 March 2016** the admission authority for each academy, foundation, trust and voluntary aided school will consider all their initial late applications for their academy or school, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:
 - where the child is eligible for a place at only one of the nominated academies or schools, that academy or school will be allocated to the child.
 - where the child is eligible for a place at two or more of the nominated academies or schools, they will be allocated a place at whichever of these is the highest ranked preference
- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire academy or school) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated academies or schools, the child will be allocated a place at the nearest appropriate academy or school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the academies or schools that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular academy or school over those who have not.

Appendix 2

4.9. On **26 April 2016** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority academy or school where the result of this decision has been received by the timescales outlined above.

4.10. Late applications received on or after the 2 March will be processed from **27 April 2016**.

5. Waiting Lists

5.1. Pupils not offered a place at their highest preference academy or school or at any of their preferred academies or schools are kept on a waiting list maintained by the admission authority to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2016/17** for Community and Voluntary controlled schools. Waiting lists for academies, foundation, trust and Voluntary aided schools may operate different waiting list arrangements. Allocation will be on the basis of the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol, must take precedence over those on a waiting list.

6. In-year Admissions (applications received on or after 1 September)

6.1. An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group within an academy/school.

6.2. The local authority will co-ordinate in-year applications for community and voluntary controlled schools as the admission authority for those schools.

6.3. The local authority will co-ordinate in-year applications made for academies and own admission authority schools (foundation, trust and voluntary aided) who opt-in to the local authority's scheme for in-year admissions.

6.4. The Local Authority will make an application form available to enable parents to apply for an in-year place at any academy or school within the Local Authority area, which will enable parents to express a preference for up to 3 academies or schools and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded or a hard copy can be obtained from the School Admissions Team.

6.5. The application will be dealt with by the local authority for those schools which are community or voluntary controlled schools or those academies and own admission authority schools who have opted in to the local authority's in-year co-ordination scheme.

- 6.6. Any application received by the School Admissions Team for an academy or own admission authority school who has opted out of the local authority's in-year co-ordination scheme will be forwarded to them to process.
- 6.7. All academies and own admission authority schools who deal with their own in-year admissions (i.e. opted out of the in-year co-ordination scheme) will be required to determine the child's application and notify the parent and local authority of the outcome.
- 6.8. Pupils not offered a place at a community or voluntary controlled school or at an academy or own admission authority school who has opted in to the local authority's in-year co-ordination scheme will be kept on a waiting list which will be maintained for the academic year of admission. Academies and own admission authority schools who have opted out will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.9. If all of the preferred academies and schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest academy or school with places available, unless the child is already attending a local school or academy.
- 6.10. Any place offered is usually expected to be taken up by the child within 4-6 weeks or by the start of the next school term.
- 6.11. Details of the community and voluntary controlled schools and those academies and own admission authority schools who have opted-in to the in-year co-ordination scheme and those who have opted out can be obtained from the School Admissions Team at:
www.centralbedfordshire.gov.uk/admissions.

**Timetable for Co-ordinated Admissions to:
Secondary and Upper Academies and Schools and the University Technical College for
academic year 2016/17**

September 2015	Information about the admission process issued.
31 October 2015	National closing date for receipt of applications.
4 December 2015	By this date details of applications to be sent to academies, foundation, trust and voluntary aided schools. Applications for places in other Local Authority schools and academies sent to those authorities.
8 January 2016	By this date academies, foundation, trust and voluntary aided schools provide the School Admissions Team with ranked lists of applicants.
29 January – 12 February 2016	Between these dates information to be exchanged with other Local Authorities on potential offers.
26 February 2016	Information on pupils to be offered places will be available to academies and schools via the School Admissions Module.
1 March 2016	Notification to be sent to parents living in Central Bedfordshire on the offer made to their child.
15 March 2016	Date by which parents reject the offer of a place if not required.
15 March 2016	Late applications received between 1 November 2015 and 1 March 2016 will be logged onto the database by this date.
15 March 2016	The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies will be sent to those authorities.
24 March 2016	By this date academies, foundation, trust and voluntary aided schools provide the School Admissions Team with ranked lists of applicants in the initial late allocation round.
26 April 2016	Notification to be sent to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
27 April 2016	Late applications received on or after 2 March will be processed from this date.

This page is intentionally left blank



**Community and Voluntary Controlled schools
Proposed Admission Arrangements for Academic Year 2016/17**

Central Bedfordshire Council - Standard Admissions Policy

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children living in the catchment area with siblings at the school
- 3) Children living in the catchment area
- 4) Other children with siblings at the school
- 5) Children who live nearest to the school determined by straight line distance from the school site to the child's home address

The Community and Voluntary Controlled (VC) schools listed below operate the above standard admissions policy:

School	Phase	Published Admissions Number (PAN)
Aspley Guise	Lower	27
Beaudesert	Lower	55
Caldecote VC	Lower	24
Campton	Lower	22
Chalton	Lower	15
Clipstone Brook	Lower	45
Doverly Down	Lower	30
Dunstable Icknield	Lower	60
Everton	Lower	10
Fairfield Park	Lower	60
Flitwick	Lower	60
Greenleas (Derwent Road)	Lower	60
Greenleas (Kestrel Way)	Lower	60
Hawthorn Park	Primary	60
Haynes	Lower	24
Heathwood	Lower	30
Hockliffe	Lower	15
Houghton Conquest	Lower	20
Houghton Regis	Primary	45
Husborne Crawley	Lower	12
Kensworth VC	Primary	15
Kingsmoor	Lower	45
Lancot	Primary	60

Appendix 3

Lawnside	Lower	60
Leedon	Lower	60
Linslade	Lower	45
Maulden	Lower	30
Ramsey Manor	Lower	58
Ridgmont	Lower	15
Roecroft	Lower	90*
Russell	Lower	90
Shefford	Lower	90
Shillington	Lower	30
Silsoe VC	Lower	45
Slip End	Lower	24
Southcott	Lower	60
Southill	Lower	15
Stanbridge	Lower	24
St. George's	Lower	30
Stondon	Lower	30
St. Swithun's VC	Lower	30
Studham VC	Lower	15
Swallowfield	Lower	58
Templefield	Lower	60
The Mary Bassett	Lower	60
Thomas Johnson	Lower	18
Thornhill	Primary	30
Tithe Farm	Primary	60
Totternhoe	Lower	29
Watling	Lower	30
Woburn	Lower	12
Burgoyne	Middle	90
Caddington Village	Lower/Middle Combined	Year R = 60, Year 5 = 15

The following Community and Voluntary Controlled schools operate a variation to the standard admissions policy above and their admissions criteria is detailed below:

Dunton VC Lower School		PAN: 15
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	

St. Andrew's VC Lower School		PAN: 150 (West = 90, East = 60)
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	

Wrestlingworth VC Lower School		PAN: 13
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	

Edward Peake VC Middle School		PAN: 150
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	

Leighton Middle School		PAN: 120
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children who have spent a significant time (3 years or more) in a Leighton Buzzard/Linslade/Hockliffe school, i.e. Beaudesert, Clipstone Brook, Doverly Down, Greenleas, Heathwood, Leedon, Linslade, Mary Bassett, Pulfords, Southcott, St. Georges, St. Leonards, Stanbridge and Hockliffe Lower Schools.	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	

*A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. Applications in this category will need to ask their priest or minister to complete the relevant section of the local authority common application form.

Notes:

Pupils with a Statement of Special Education Needs or Education, Health and Care Plan.

In accordance with the Education Act 1996, children with a Statement of SEN or Education, Health and Care Plan are required to be admitted to the academy/school named in the Statement or Plan and will be allocated a place ahead of those without a Statement of Special Education Needs or Education, Health and Care Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without a Statement of Special Education Needs or Education, Health and Care Plan. After allocations have been made, if an application is made late or is received as part of the in-year process, pupils who have a Statement of Special Educational Needs or Education, Health and Care Plan are required to be admitted to the school which is named on the statement or Plan, even if the school is full.

Fair Access Protocol

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of co-ordinated admissions (i.e. those children being admitted to the point of entry at an academy/school) to ensure unplaced children, especially the most vulnerable are offered a suitable school place. Pupils identified for admission through the Fair Access Protocol will be admitted even if the school is full.

Admissions Criteria

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. The distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the Tribal Admissions database to allocate the place.

Definitions of Admissions Criteria:

'Looked after' children

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously 'looked after' children

A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

Catchment area

A catchment area is a geographical area from which children are given priority for admission to the particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas.

Sibling

A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address

The distance the pupil lives from the school which is measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school.

This page is intentionally left blank



© Crown Copyright and database right. 2013
Ordnance Survey 100049029.
Central Bedfordshire Council.
Cities Revealed aerial photography copyright
The GeoInformation Group, 2010

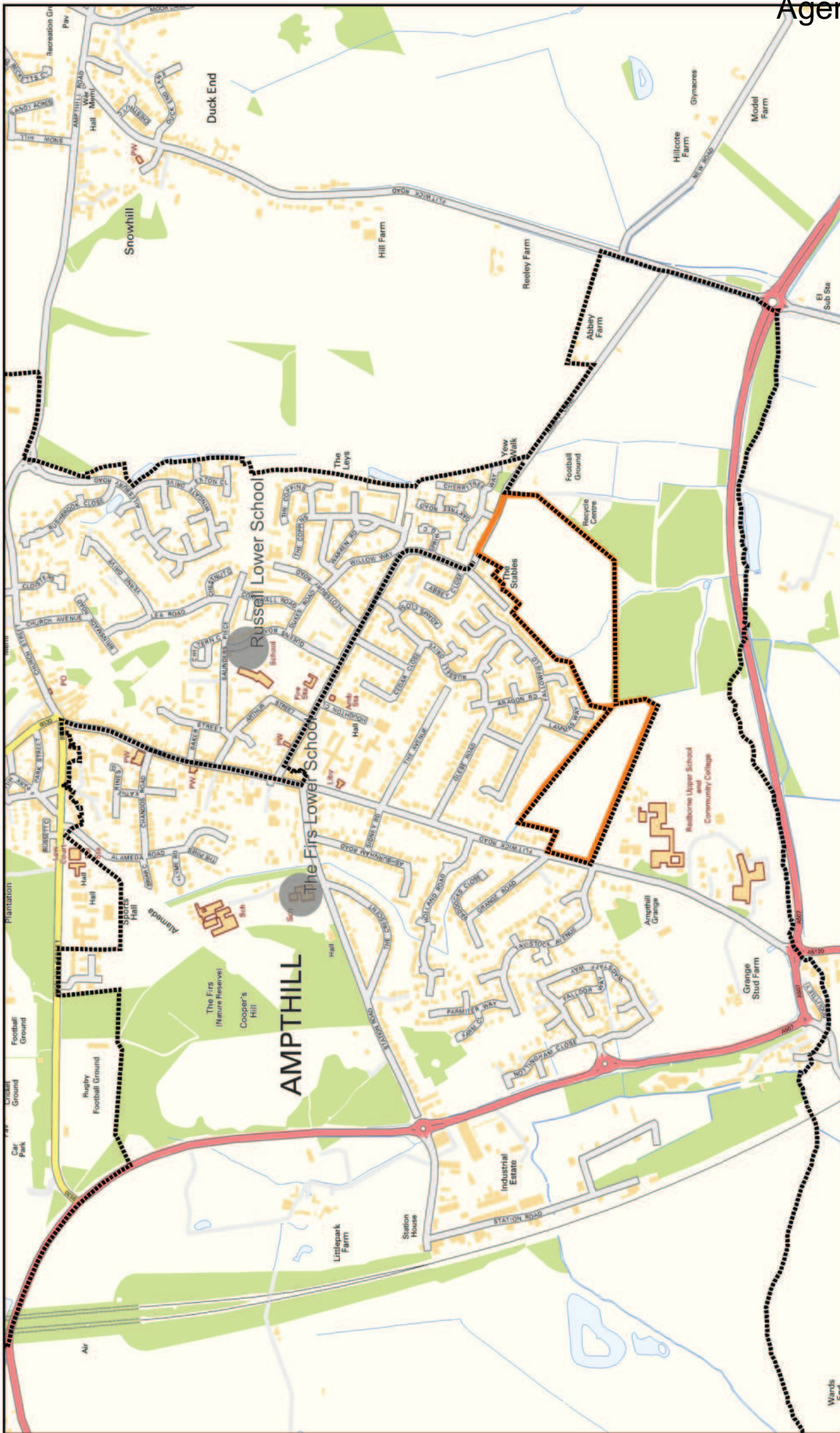
Russell Lower School Proposed Catchment Area from September 2016
(Orange extent depicts Warren Farm development which is currently in The Firs
Lower School catchment area for which the school is currently being expanded
to accommodate).

Central Bedfordshire Council
School Admissions Team

Scale 1:11595



Appendix 4



This page is intentionally left blank

Appendix 5 – Schools affected by proposed removal of nursery/preschool criterion

Amendments to admission arrangements for Community and Voluntary Controlled schools in Central Bedfordshire are therefore proposed for the following schools with regards to removing nursery/preschool criterion:

Aspley Guise Lower School	Removal of: 'Children attending the Aspley Guise Pre-School', from the admissions criteria.*
Doverly Down Lower School	Removal of: 'Children attending The Acorn Pre-School' from the admissions criteria.*
Dunstable Ickniel Lower School	Removal of: 'Children who have attended the Nursery at Dunstable Ickniel Lower School', from the admissions criteria.*
Dunton VC Lower School	Removal of: 'Children attending Dunton Pre-School' from the admissions criteria.*
Everton Lower School	Removal of: 'Children attending the Evertots Pre-School' from the admissions criteria.*
Greenleas School (Derwent Road)	Removal of: 'Children attending Greenleas Nursery Unit' and 'Children attending Willows Pre-School in the Greenleas School site', from the admissions criteria.
Hockliffe Lower School	Removal of: 'Nursery aged children attending Hockliffe Lower School' and 'Children attending Little Bluebells Playgroup at Hockliffe Lower School', from the admissions criteria.*
Houghton Regis Primary School	Removal of: 'Children attending the nursery at Houghton Regis Primary School', from the admissions criteria.*
Lancot Primary School	Removal of: 'Children currently attending Lancot Nursery Unit', from the admissions criteria.*
Linslade Lower School	Removal of: 'Children currently attending Linslade Lower School Nursery', from the admissions criteria.*

Ramsey Manor Lower School	Removal of: 'Children in long term (12 months or more) registered child minding situations, being cared for in the school catchment area', from the admissions criteria.*
Silsoe Lower School	Removal of: 'Children who attend Silsoe Pre-School', from the admissions criteria.*
Studham Lower School	Removal of: 'Children who attend Studham Pre-School', from the admissions criteria.*
Thomas Johnson Lower School	Removal of: 'Children currently attending the nursery unit', from the admissions criteria.*
Thornhill Primary School	Removal of: 'Children attending the nursery at Thornhill Primary School', from the admissions criteria.*
Wrestlingworth VC Lower School	Removal of: 'Children attending Wrestlingworth Pre-School', from the admissions criteria.*

*Admissions criteria are detailed in Appendix 3 – Proposed Admission Arrangements for Academic Year 2016/17.

Appendix 6 – Revised wording on the Council’s admission arrangements

1. Pupils with a Statement of Special Education Needs or Education, Health and Care Plan (EHC Plan). The explanation has been broadened from the current wording to make it clear that children with a Statement of Special Education Needs or EHC Plan are allocated places at academies and schools in Central Bedfordshire ahead of those without a statement and before the allocation of places in accordance with the admissions criteria applies. The current wording is: ‘Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full.’
2. The proposed revised wording is, ‘In accordance with the Education Act 1996, children with a Statement of SEN or Education, Health and Care Plan are required to be admitted to the academy/school named in the Statement or Plan and will be allocated a place ahead of those without a Statement of Special Education Needs or Education, Health and Care Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without a Statement of Special Education Needs or Education, Health and Care Plan. After allocations have been made, if an application is made late or is received as part of the in-year process, pupils who have a Statement of Special Educational Needs or Education, Health and Care Plan are required to be admitted to the school which is named on the statement or Plan, even if the school is full.
3. 2) Fair Access Protocol
The explanation has also been broadened to explain the protocol and how it is operated. The current wording is: ‘Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full. The proposed wording is, ‘All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of co-ordinated admissions (i.e. those children being admitted to the point of entry at an academy/school) to ensure unplaced children, especially the most vulnerable, are offered a suitable school place. Pupils identified for admission through the Fair Access Protocol will be admitted even if the school is full.
4. 3) Definition of sibling
The Office of the Schools Adjudicator recently upheld an objection raised against Hertfordshire County Council’s admission arrangements for 2015 regarding the lack certainty in their sibling definition concerning foster siblings. The adjudicator ruled that the lack of certainty was a breach of the Admissions Code and that the Council must include foster relationships within the sibling definition as to do otherwise would be unreasonable as it would “disadvantage unfairly in terms of priority for places at a school, a birth child living in the same family home as an older foster brother or sister already on roll at the same school.” They concluded that not to include the foster siblings within the definition would be a breach of the Code on two counts; as the admission arrangements would not be fair (paragraph 14) or reasonable (paragraph 1.8).

5. The current definition of siblings in the admissions criteria does not make reference to fostered brothers or sisters. Although the current wording does include children of a parent/carer's partner this does not currently include fostered siblings. The definition has therefore been revised to include children who are fostered, where foster care has been arranged by a Local Authority. The proposed wording is: 'A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.'

Central Bedfordshire Council

EXECUTIVE MEETING: 14 October 2014

**Amendment to the Council's Home to School Transport Policy
2014 – Closing schools**

Report of Cllr Mark Versallion Executive Member for Children's Services
(mark.versallion@centralbedfordshire.gov.uk)

Advising Officer: Sue Harrison, Director of Children's Services
(sue.harrison@centralbedfordshire.gov.uk)

Key Decision

Purpose of this report

1. The report recommends an amendment to the Council's Home to School Transport Policy to provide for circumstances where a statutory proposal to close a school has been approved.
2. The report seeks Executive approval to commence consultation on the proposed amendment to the policy and also recommends delegated authority to the Director of Children's Services, in consultation with the Executive Member for Children's Services, to determine the proposed change, in consideration of responses received through the consultation period.
3. The proposal would make permanent a temporary arrangement approved on the 8 September 2014 under delegated authority by the Director of Children's Services in consultation with the Executive Member for Children's Services which was initially time limited until the 14 October 2014 and has now been extended to 8 December 2014 to cover the period of consultation and final determination of the proposed permanent change in policy
4. The delegation provides school transport to Priory Academy in advance of an Executive approved amendment to the Council's Home to School Transport Policy for Year 5 pupils in the transport catchment area for Streetfield Middle School, a school which is subject of closure as determined by the Council's Executive on the 19 August 2014.

RECOMMENDATION

1. **That the Council's Executive considers the report and the proposed amendment to the Council's Home to School Transport Policy, in relation to entitlement to transport for pupils living in the catchment area of schools that are subject to closure.**
2. **That the Council's Executive approve the commencement of consultation on the proposed changes, as set out within the report.**
3. **That the Council's Executive agree to delegate authority to the Director of Children's Services, in consultation with the Executive Member of Children's Services, to determine the proposal subject to there being no significant issues or concerns raised by the consultation exercise.**

Background

5. On 4 February 2014, following a public consultation and consideration by the Children's Services Overview and Scrutiny Committee, the Council's Executive approved the Home to School Transport Policy to apply from 1 September 2014. The Executive also approved delegated authority to the Deputy Chief Executive/Director of Children's Services, in consultation with the Executive Member for Children's Services, to approve any subsequent minor variations to the Home to School Transport Policy.
6. The Policy reflected the Council's commitment to fulfil its legal obligations to provide home to school transport in accordance with Section 508B of the Education Act 1996 as amended by the Education and Inspections Act 2006 s77 and also to provide an equitable, safe, efficient transport service with transparency for parents on the criteria for entitlement to free school transport. The policy was subject to an Equality Impact Assessment to ensure the Council's continued compliance with its legal duties to promote equality of opportunity.
7. As a general statement of policy the Council will provide travel assistance for pupils of compulsory school age who are registered pupils at their nearest or catchment school, bearing in mind any particular child's age and needs, who live more than the recognised statutory walking distance from it, i.e. 2 miles for children aged under 8 and 3 miles for children aged 8 and over.
8. The catchment area school is defined as the school designated by the Council for transport purposes to serve the home address of the child at the time when an application for admission could have been made at the normal age of admission for the school. Information on school

catchment areas used in assessing entitlement for transport is published on the Council's website. In September 2014 the Council's catchment school for children living in the Studham area and starting school is Studham Lower School with Streetfield Middle School for children transferring to Middle at Year 5 and Manshead School for children transferring to Upper at Year 9 or Secondary at Year 7.

9. The Council's Home to School Transport policy is clear that a child will be ineligible for travel assistance where he or she attends a school which is not designated for the home address or which is not the nearest available to the home address, where this is a result of parental preference.
10. The policy states that "When expressing a preference for a school other than the designated catchment area, or nearest school, parents and carers are strongly advised to consider their commitment to providing transport for the whole duration of a child's attendance at that school and to consider whether their ability to provide or pay for that transport is likely to continue over that period of time."
11. Advice and guidance provided through the Council's website and in School Transport and School Admissions publications is clear that a parent's preference for a non catchment school has implications for transport entitlement. Contact details are published for both teams to ensure that parents and carers have every opportunity to discuss their own specific circumstances and inform their preferences for a school place.
12. In September 2013 the Council's School Admission Service published its composite prospectus for parents who would need to consider their options and apply for places in the Starting School, Transfer to Middle and Upper/Secondary annual admissions process in September 2014. The prospectus included information for parents on age ranges and admission arrangements of schools and academies, including dates of open events for middle schools, and made no reference to any potential for closure of schools.
13. The deadline for applications for transfer to a middle school was 15 January 2014. This closing date is set nationally by the School Admissions Code. All parents and carers were able to express a preference for Middle transfer in September 2014 to Brewers Hill Community Middle School, Streetfield Community Middle School and Ashton CofE VA Middle School.
14. In the 2014/15 annual admissions process parents and carers of three children living in the Studham area submitted applications prior to the deadline. In June 2014 a late application was received seeking a place at Priory Academy from a family who had moved into the area.

15. All were successful in their preference for Middle transfer to the non catchment school of Priory Academy with whom Studham Lower School has formed an informal educational collaboration along with Dunstable Icknield Lower School and Watling Lower School. None of these children were entitled to school transport.

Changing pattern of school organisation in Dunstable and Houghton Regis

16. The changing pattern of school organisation in Dunstable and Houghton Regis had resulted from proposals of individual schools and academies published since March 2011. In order to ensure that parents, carers and other stakeholders were aware of the impact of changes promoted by schools in the area the Council held a public meeting on 29 April 2013 in Dunstable in addition to other communication, advice and guidance provided through the Council's School Organisation and Admissions Service.
17. On the 4 February 2014, after the 2014/15 deadline date for transfer to Middle admissions applications, the Council's Executive received a report recommending the content of consultations regarding the future of Brewers Hill Community Middle School, Streetfield Community Middle School and Ashton CofE VA Middle School. The recommendations to commence consultation on the proposed closure of each school followed an analysis of their future viability in an area where the majority of schools and academies were already in transition towards a primary/secondary pattern of provision.
18. The Council's Executive approved commencement of statutory consultation between 24 February 2014 and 7 April 2014. Following subsequent consideration by Children's Services Overview and Scrutiny Committee and the Council's Executive of the outcome of that initial consultation, the service of statutory proposals followed with a further representation period between 9 June 2014 and 7 July 2014. The Council's Executive finally determined the closure proposals on the 19 August 2014 and Streetfield Community Middle School and Ashton CofE VA Middle School will close in August 2016 with Brewers Hill Community Middle School closing in August 2017.

Transport implications of the proposals to close the Middle Schools

19. The proposed transitional arrangements for pupils attending each of the middle schools subject to closure proposals was set out clearly within the Council's consultation documents and explained in detail at public meetings held as part of the consultation.

20. As a result of the Executive determination of the proposal to close Streetfield Middle School there will be no Middle School intake to Year 5 at Streetfield Middle School in September 2015 and Priory Academy will then be the nearest school to that community with intake at Year 5 and therefore free transport will be provided from that date for new starter Year 5 pupils living in the Studham area and attending the Academy.
21. In early August 2014 the Council's Transport Commissioning and Entitlement Team wrote to each of the parents living in the Studham area who had been allocated places at Priory Academy to provide confirmation of the implications of their decisions not to apply for the Council's catchment school for the area for September 2014 which would have provided free transport entitlement.
22. On 1 September 2014 a parent living in the area who had expressed parental preference and secured a place at Priory Academy for their child in the transfer to middle round from September 2014 contacted the Council's Transport Commissioning and Entitlement Team and her Ward Councillor to express disappointment at the decision not to provide transport to Priory Academy and requested that this be reconsidered.
23. A request was made of the Transport Commissioning and Entitlement Team to reconsider entitlement to Council funded transport for all four Studham children seeking admission as new starters to Priory Academy in September 2014.
24. The request was made acknowledging the fact that admissions applications for transfer to Middle Schools had closed on 15 January 2014. Therefore, parental preferences had been expressed before the Council's Executive had decided to commence any initial consultation on closure which took place on 04 February 2014.
25. The Council's Home to School Transport Policy allows for individual or extenuating circumstances to be taken into account by the Transport Commissioning and Entitlement Team in assessing applications but only for children from vulnerable groups who do not meet the criteria set out within the policy.

Delegated decision

26. On 8 September 2014 the Director of Children's Services approved a temporary change to the Home to School Transport Policy under delegated authority with a view to the delegation being replaced by a policy change following urgent business procedures at the next possible Executive meeting in October 2014.

The urgency was the need to implement a policy change as soon as possible so as not to disadvantage children and families during this transition period of school closures. The Director agreed to sign the delegation subject to it being time limited to the point of the Executive meeting on 14 October 2014.

27. The Executive Member for Children's Services and the Council's Chief Executive were advised prior to the signing of that delegation that the amendment to the Council's policy could establish a precedent for entitlement to transport where parental preferences are expressed for admission and transfer to a non catchment school in any area that is subject to organisational change and uncertainty, not necessarily of the scale of a school closure.
28. In order to provide permanent entitlement to transport to Priory Academy for children living in the Studham area and transferring to the Academy as a new starter in Year 5 in September 2014 the current defined transport catchment for the area must be amended by adding Priory Academy which is the next nearest school with a Year 5 transfer point, together with Streetfield Middle School, with effect from the end of the period approved through the current delegation.
29. In order to amend the Council's current policy and provide clarity with regard to transport entitlement where a catchment school is subject to closure it is proposed that the policy is amended through addition of the following section.

Exceptional cases related to School closure

Statutory proposals to close a Council maintained school must be published with transitional arrangements for displaced pupils, as required by DfE guidance for decision makers. Arrangements for children already attending or expecting to be allocated a place at the school that is the subject of closure will, where necessary establish the arrangements for transfer and transport of these pupils to an alternative designated catchment area school. These proposals will determine the dates from which transferring children may become eligible for free transport to the alternative school.

In addition, and reflecting the need to be sensitive to the concerns of parents and carers of pupils who were due to join their catchment or nearest school at the school's point of entry, transport may be provided to the alternative designated catchment area school in the event that the Council approves a statutory proposal to close the catchment school.

The Council may exercise its discretion to provide Transport for parents and carers of pupils who expressed a preference in the previous school admission round for the next nearest school or proposed alternative designated catchment area school prior to the Council's approval of a statutory proposal to close the catchment school.

Transport to an alternative school will not be provided to pupils who are already registered at a school that the Council approves for closure, unless it is intended by the Council in its statutory proposals to be provided to implement the closure, as the move will be classified as parental preference.

30. This would have the effect of enabling permanent transport entitlement to the four children who have transferred as new starters into Year 5 at Priory Academy in September 2014 from the Studham area. As Priory Academy accommodates children from Year 5 to Year 11 this entitlement would follow the pupils through until August 2021 at a cost pressure to the School Transport budget of approximately £10,450 per annum.
31. This entitlement would not apply to children from the Studham area who are already accommodated in Years 6 to 11 within Priory Academy.

Consultation on proposed change

32. In July 2014 the Department for Education produced revised Home to School travel and transport statutory guidance for Local Authorities. The guidance is clear that Local authorities should consult widely on any proposed changes to their local policies on school travel arrangements with all interested parties. Consultations should last for at least 28 working days during term time. This period should be extended to take account of any school holidays that may occur during the period of consultation.
33. It is proposed subject to Executive approval of the recommendations contained within this report that a public consultation will commence immediately and conclude on the 18 November 2014, allowing for October half term. Stakeholders to be engaged throughout the consultation process will include all schools within Central Bedfordshire and those in neighbouring council areas where large numbers of Central Bedfordshire children attend, parents and carers of children within these schools, neighbouring local authorities and the Council's Children's Services Overview and Scrutiny Committee.

34. In order to accommodate the consultation period and review of feedback, a further delegation covering the period 15 October to 8 December 2014 has been agreed by the Director of Children's Services, in consultation with the Executive Member for Children's Services to extend the existing temporary arrangements outlined above.
35. It is proposed that the Council's Executive agree to delegate authority to the Director of Children's Services, in consultation with the Executive Member of Children's Services, to determine the proposal subject to there being no significant issues or concerns raised by the consultation exercise. The consultation will conclude on the 18 November 2014, and will be subject of a report to inform the delegated decision of the Director of Children's Services on the 8 December 2014.

Risks

36. If approved, this proposal will make a retrospective change to the Council's approved Home to School Transport Policy which was implemented from 1 September 2014. This may in itself suggest a precedent where other areas of the Policy are requested to be amended retrospectively.
37. There may also be as yet unidentified consequences of the proposed change in policy which are impossible to quantify, however the proposed consultation with schools and academies will mitigate this risk. The proposed change will also be considered by the Children's Services Overview and Scrutiny Committee on 11 November 2014.

Reasons for decision

38. Temporary entitlement to Council funded transport has been approved for four children living in the Studham area who were new starters in Year 5 at Priory Academy in Dunstable in September 2014.
39. The entitlement criteria within the Council's Home to School Transport Policy must be amended to make this a permanent entitlement.
40. This comprises a significant change to the Council's current Home to School Transport policy, requiring Executive approval.

Reason for urgency

41. This item is urgent as entitlement to transport has been provided for a temporary period under delegated authority of the Director of Children's Services, at the stated wish of the Executive Member Children's Services to implement a permanent policy change as soon as possible so as not to disadvantage children and families in the Studham area.

42. The Director has agreed to sign the delegations subject to them being time limited to the point of final determination on 8 December 2014 when the outcome of consultation will be reported.
43. This report has not been subject of Children's Services Overview and Scrutiny. The Vice Chair of the Council's Children's Services Overview and Scrutiny Committee approved this report as an urgent item on the October Executive agenda, on the 10 September 2014.

Council Priorities

44. The Council's Home to School Transport Policy supports the Council's priority of improving educational attainment. The Policy also supports other priorities set out in the Children and Young People's Plan:
 - Protecting vulnerable children.
 - Early help and improving life chances.
 - Being healthy and positive.

Legal Implications

45. The current Home to School Transport policy, agreed by the Executive on 4 February 2014 ensured the Council is compliant with the relevant legislation. The policy details the way in which the Council will exercise its powers and duties to provide home to school transport in accordance with Section 508C of the Education Act 1996, as amended by and the Education and Inspections Act 2006 S77(1).
46. In accordance with DfE Guidance July 2014, changes to transport policy require a consultation period of 28 working days during term time.
47. This policy should be subject to review after a year
48. Ongoing implications of this change in policy are:
 - (a) The parents of children who are attending any school currently subject to closure may claim that their children are being disadvantaged as they have not been offered free transport to the alternative school.
 - (b) There may in the future be parents who have anticipated school closure and have applied for alternative schools and whose children are attending these schools without the benefit of free transport, who may make applications for transport once the catchment school closure has been announced
 - (c) There is a risk of general parental concerns leading to claims for entitlement to transport for instance a similar sense of parental concern could be suggested as a result of falling rolls, a challenging Ofsted inspection or a fall in standards at a school.

Financial Implications

49. The net cost to the Council of providing Home to School Transport in the financial year 2014/15 is forecast to be £7.4m.
50. The immediate financial impact arising from the proposed change to entitlement for children living in the Studham area is additional expenditure of £10,450 in 2014/15. Entitlement for this cohort will continue to school Year 11 at Priory Academy at a total cost of £73,150 through to 2020/21.
51. Aside from four Year 5 children from Studham there are no other pupils who could benefit in 2014/15 from this change in policy.

Equalities Implications

52. The Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
53. The current Home to School Transport policy was subject to a full equality impact assessment originally undertaken in 2010 in consultation with the Equality Forum and refreshed in 2013 as part of the Policy's review and consultation process.
54. The proposed amendment set out in section 29 of this report does not in itself give rise to a risk to the Council's continued compliance with its equalities obligations although the precedent that approval of a retrospective change in policy represents may give rise to a range of equality concerns.

Conclusion and next Steps

55. It is recommended that the Council's Executive consider this report and the proposals to manage any proposed amendment to the Council's Home to School Transport Policy, in light of the risks set out in this report.

Meeting: Executive
Date: 14 October 2014
Subject: Fees and Charges 2015
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Services

Summary: The report proposes the revised fees and charges for 2015 and identifies those charges where increases are significantly different from the 2% advisory increase as per the 2015/16 Budget Strategy. It also includes the revised Fees & Charges Policy.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Denis Galvin, Head of Financial Performance
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. The annual review and setting of the Council's Fees and Charges are integral to the Council's Budget Strategy and the legal requirement to deliver a balanced budget. The review ensures a rigorous, responsible and realistic approach is taken to determine the appropriateness and relevance of the Council's schedule of fees and charges. Setting a balanced budget ensures the Council allocates its resources to deliver the priorities. These are:

Enhancing your local community – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.

Improved educational attainment

Promoting health and wellbeing, and protecting the vulnerable

Better infrastructure – improved roads, broadband reach and transport.

Great universal services – waste, leisure and libraries.

Value for money – freezing council tax.

Financial:

2. The financial implications are set out in the report.

Legal:

3. The Council has various powers to charge for aspects of the services it provides. The general rule is that when it is carrying out a statutory duty the Council can only make a charge where there is specific power to do so.

Section 93 of the Local government Act 2003 provides that when the Council is providing a discretionary service, it may charge for the service, provided the person receiving the service has agreed to its provision. Overall the income from such charges must not exceed the current full economic cost to the Council of the provision.

Risk Management:

4. Risks relating to service take-up and organisational reputation can be associated with increases to fees and charges that are perceived to be 'comparatively' high. The key risks are:

- Subject to the level of increase (and in view of the current financial climate), services might become unaffordable to some members of the community, which may impact take-up and therefore overall income levels. This may also impact on the Council's reputation.

-The Fees & Charges Policy does provide for discretion on the level of charges made to vulnerable people or groups.

- Those paying fees and charges may perceive that a higher than expected increase on any given area will be used to cross-subsidise increased costs of other service areas and not to cover the direct cost of the service they receive. This again may present a reputational risk.

- Services subject to significant increases in fees might attract unfavourable media attention, which again could result in reputational damage to the Council.

Staffing (including Trades Unions):

5. Not applicable.

Equalities/Human Rights:

6. Where appropriate, Equalities Impact Assessments will be carried out for proposals.

Community Safety:

7. Not applicable.

Sustainability:

8. Not applicable.

Procurement:

9. Not applicable.

Overview and Scrutiny:

10. The draft Fees & Charges Fees schedule was considered by the Overview and Scrutiny Committees in the September cycle of meetings. This was done by way of a co-convened meeting. Comments from this meeting are included at Appendix D. The Fees & Charges Policy was considered by the July Corporate Overview and Scrutiny Committee.

RECOMMENDATIONS:

The Executive is asked to recommend Council to:

1. **note the response to consultation with Overview & Scrutiny as set out in Appendix C;**
2. **approve the fees & charges prices for 2015; and**
3. **approve the Fees & Charges Policy.**

<i>Reason for Recommendation(s):</i>	<i>To agree the Fees & Charges prices for 2015 as part of delivering a balanced budget for 2015/16 and identify resource requirements for the Medium Term and to agree the Fees & Charges Policy.</i>
--------------------------------------	---

Background

11. The Council's Charging Policy states that *'All fees and charges will be reviewed annually and adjusted as necessary in line with the Council's charging policy. The Chief Finance Officer will provide services with guidance each year as to the maximum inflation rate that may be applied.'*
12. It also states that *'All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it will be necessary to examine all the factors set out below in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2008).'* This is currently being undertaken on a rolling basis.
13. The Fees & Charges Policy was reviewed during 2014 under the auspices of a Members Task & Finish Group, and the recommended by the Corporate Services OSC at its July 2014 meeting. This Policy is at Appendix A.
14. The Chief Finance Officer has advised that the inflation rate to be applied in line with the Corporate Budget Strategy is 2% which is in line with the latest reported Retail Price Index (1.9% as at July 2014). Where there have been significant variations from this advisory level these have been identified at Appendix B.

General 2% increase

15. For the majority of services there will either be a 2% increase for 2015, or prices will be held at the 2014 price where charges are in line with the current economic cost of provision. The details of the individual tariffs is set out in Appendix C.
16. Statutory charges have been left at the 2014 rate and will be revised once the authority has been advised of the rates applicable to 2015.
17. The implementation date of the price changes for 2015 is the 1st January 2015 wherever possible.
18. A number of Fees & Charges will remain with an April 2015 date for a price change, where they are either annual agreements, or the Service is statutory and subject to an April change.

Traded Services to Schools

19. Charges for services provided to Schools and Academies have not been included with the Fees & Charges proposal. The governance arrangements are currently being reviewed and those proposed charges will be subject to appropriate scrutiny and it is proposed that they be agreed by the Executive Member and Director of Children's Services.

Appendices:

Appendix A – Fees & Charges Policy
Appendix B – Non 2% Charges
Appendix C – Fees and Charges Schedule

C1 Social Care Health & Housing
C2 Children's Services
C3 Community Services
C4 Regeneration & Business Support
C5 Corporate Resources (inc. Registration)
C6 Building Control
C7 Planning Services
C8 Minerals & Waste
C9 Photocopying
C10 Marriage fee changes from 1 September 2014

Appendix D – Comments from Overview & Scrutiny
Appendix E – Responses to the comments from Overview & Scrutiny

Background papers and their location: (open to public inspection) None

Appendix A



**Central Bedfordshire Council
Charging Policy**

2014/15 – 2016/17

Contents

	page
1. Charging Policy	3-4
<u>Supporting information and further guidance</u>	
2. Introduction	5
3. Statutory Background	6
4. General Principles	6-7
Key Principles:	
5. Which services should the Council charge for?	7
6. How should the amount levied be determined?	7-9
7. Which service users should receive a subsidy?	9
8. How will any surplus income be used?	10
9. How this policy will be implemented?	10-11

1. The Council's Charging Policy – Executive Summary.

1.1 It is the Council's policy that service users should make a direct contribution to the cost of providing services (both discretionary and statutory) at their point of use unless:

- it is not legal to do so.
- circumstances arise where the service in question is delivered to all

residents or householders equally and which could therefore be considered to be funded from Council Tax. This will mainly apply where there is no discretion as to use of the service on the part of the householder.

- circumstances arise where the administrative costs associated with making a charge would outweigh any potential income.
- circumstances arise where making a charge would be directly contrary to achieving the Council's corporate objectives as expressed in agreed strategies.

This Policy relates to Fees & Charges for services provided to members of the public, and does not cover Service Level Agreements between Local Authorities for which separate governance arrangements exist.

1.2 The charge levied should, in general, be such that it covers the full economic cost of providing the service (direct costs including employers contribution to pensions and National Insurance and also including an appropriate level of overheads to cover support services). The level of charge will, however, have regard to:

- any relevant Council strategies or policies (e.g. Equality Impact Assessments, Welfare Reform , Leisure Strategy etc.) and any subsidy or concessions which may be appropriate market conditions and prices charged by competitors and/or other local authorities
- the need to avoid any potential distortion of the market which might otherwise occur from pricing services below the levels charged by private sector concerns for similar services
- the need for all charges imposed by the Council to be reasonable, given the Council's objectives, whilst retaining the flexibility to charge commercial organisations a fair price
- the need to avoid any exploitation of customers who have no option but to use the Council's services
- the desirability of increasing usage of a given service
- the possibility of increasing income to the Council.

- the views of service users and Council taxpayers in levying new or revised charges
 - the need to change user/consumer behaviour, e.g. for health or environmental reasons.
 - whether it is economic to apply any fee or charge.
- 1.3 It is the policy of the Council that when charges are reviewed concessions should be considered for the following groups:
- young people under 16 years of age 4 (affordability)
 - full time students (affordability)
 - people with a disability (access)
 - people in receipt of means tested benefits (affordability)
 - senior citizens (affordability)
 - Armed Forces
- 1.4 It is not appropriate to fix a level of concession in this policy as this removes all discretion. Officers should however use discretion where appropriate in raising charges.
- 1.5 Fees and charges income will be credited to the appropriate service during the course of the year. Any modest and incidental surplus generated from charging shall be seen as a corporate resource to be used where need is greatest. This will not apply where a service is under a duty to break even over a rolling 3 year period, i.e. Building Control, Albion Archaeology, or is operating a trading entity.
- 1.6 Proposals for 'reinvesting' any additional income raised from charging in the expansion and development of a particular service will need to be considered as part of the budget review process. Each proposal will therefore be considered on its own merits at that time.
- 1.7 Subject to any requirements imposed by the Council's standing orders, charges for individual services may be varied 'in year' at the discretion of the responsible Director following discussion with the Chief Finance Officer and the appropriate Portfolio Holder.
- 1.8 All fees and charges will be reviewed annually and adjusted as necessary in line with this policy. The Chief Finance Officer will provide services with guidance each year as to the maximum inflation rate that may be applied.

- 1.9 All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it will be necessary to examine all the factors set out below in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2013). This is so that Members may make informed choices on any revised level of charge to be set.

The result of such review should be included in the annual fees and charges report in that year, in order that the Council is able to ensure that charges are fair, appropriate and comparable to local alternatives. This should include an accompanying financial statement to demonstrate that, taking one year with another, the income from charges does not exceed the cost of provision. The review should include an equalities impact assessment.

- 1.10 The Policy simply sets out the general principles by which the Council will operate, it is not an exhaustive list that seeks to cover every eventuality and where circumstances arise outside the parameters of the Policy, it is expected that the Chief Finance Officer and the Executive Member for Corporate Resources will be consulted and the policy updated accordingly. Significant changes will be referred back to the Executive for consideration.

Supporting information and further guidance to the Charging Policy

2 Introduction

- 2.1 In recent years there has continued to be increasing pressure on local authorities to make best use of the positive potential of charges and to recognise the importance of recovering costs by charging for discretionary services.
- 2.2 The purpose of this document is to set out the policy that Central Bedfordshire Council wishes to use in setting fees and charges..

This Policy is not intended to be over-prescriptive, but rather to provide a framework for how Central Bedfordshire Council approaches the question of charging for its services. The application of this policy should bring greater clarity to the process of setting charges and will therefore assist the Council achieve its corporate objectives. It is also intended to help guide the process of reviewing charges for existing services and setting charges for any new services that may be introduced in the future.

- 2.3 The decision on whether to make a charge (and its level) is not always within the control of the Council. But where it is, it is important that the implications of the charging decisions being taken are fully understood and that Executive Members have the appropriate information they need to make informed choices.

3. Statutory background

- 3.1 The general power of competence is a new power available to local authorities in England to do “anything that individuals generally may do”. It was provided for in the Localism Act 2011 and replaces the well-being powers in the Local Government Act 2000. It was brought into force for local authorities on 18 February 2012.

This remains the key legislation for most authorities and its important features are summarised below:

- 3.2 Authorities are under a duty to secure that, taking one year with another, the income from charges do not exceed the cost of provision.
- 3.3 Authorities must already have the power to provide the service and the recipient of the discretionary service must have agreed to its provision and to pay for it. Conversely, the Act does not override any provisions which either expressly prohibits the charging for the service or confers a power to charge.
- 3.4 Charges may be set differentially, so that people are charged different amounts depending on circumstances. Authorities are not required to charge for discretionary services and may provide them free if they so decide.

4. General Principles

- 4.1 An Audit Commission report in 2008, entitled “Positively Charged” highlighted a number of issues in respect of fees and charges, however, for the purpose of setting a policy there are 3 areas of significance; the use of charging to influence behaviour, (i.e. as in congestion charging), the importance of consultation, and the equality and diversity issues arising.
- 4.2 This policy document will recognise those issues.
- 4.3 In general terms, it is the Council's policy that unless there is good reason why an exception should be made, a charge should be levied for all statutory and discretionary services in accordance with this charging policy.
- 4.4 It is recommended that the Council's charging policy should remain in the existing Policy Framework, as defined within the Council's constitution. This would, in effect, mean that any subsequent changes to this charging policy will require the approval of the Council as a whole.
- 4.5 The authority will comply with good practice requirements as set out in the CIPFA Practical guide for Local Authorities on Income Generation (Fully revised 2nd edition 2008).
- 4.6 Since the policy document is intended to provide a framework by which the Council will operate it is not by definition an exhaustive document covering every eventuality. Where particular circumstances arises outside of the policy it is expected that the Chief Finance Officer and the Executive Member for Corporate Resources will determine the outcome and the policy be

updated accordingly. Significant changes will be referred back to the Executive for consideration.

5. Key Principles – Which services should the Council charge for?

- 5.1 As referred to in section 4.3, charges should be made for all discretionary services. Additionally, services should be reviewed periodically to establish whether charges could be introduced where these are not already implemented.
- 5.2 However, it is recognised that there will be important exceptions that will make charging inappropriate in a number of cases. These include:
- where it is not legal to do so
 - circumstances where the service in question is delivered to all residents or householders equally and which could therefore be considered to be funded from Council Tax. This will mainly apply where there is no discretion (or choice) as to use of the service on the part of the householder.
 - circumstances where the administrative costs associated with making a charge would outweigh any potential income
 - circumstances where making a charge would be directly contrary to achieving one of the Council's corporate objectives as expressed in any agreed strategies or statutory requirements. These could include documents such as the Equality Scheme, Equal Opportunities policy, Anti-Poverty Strategy, Leisure Strategy or Environmental policy
- 5.3 It is, therefore, the Council's policy that in general, service users should make a direct contribution to the cost of providing services at their point of use. When charges for services are reviewed it will be against this background and it will be necessary to consider in each case if exceptions such as those outlined above make charging inappropriate.
- 5.4 Where a market rate is appropriate to charge that is what should be levied, unless by doing so the Council is in profit, in which case the charge should be lowered accordingly. Where this impacts on local businesses, the Council should question whether it needs to provide the service at all. This will be a balanced judgement dependent on local economic factors at any one time.

6. Key Principles – How should the amount levied be determined?

- 6.1 Where the Council controls the level of charge to be made for a given service, it is the Council's policy that the charge should, in general, be such that it covers the actual cost of providing the service (including support services).
- 6.2 It is however recognised that this will not be appropriate in all circumstances

and the actual amount of charge proposed will need to be a reflection of:

- any relevant Council strategies or policies and any subsidy or concessions given (*note: the question of appropriate concessionary groups and the level of concession is dealt with in detail in section 7*)
- market conditions and prices charged by competitors and/or other local authorities (*see 5.4 above*)
- the need to avoid any potential distortion of the market which might otherwise occur from pricing services below the levels charged by private sector concerns for similar services
- the need for all charges imposed by the Council to be reasonable, given the Council's objectives, whilst retaining the flexibility to charge commercial organisations a fair price
- the need to avoid any exploitation of customers who have no option but to use the Council's services
- the desirability of increasing usage of a given service
- the possibility of increasing income to the Council.
- the need to influence the behaviour of service users, *i.e. for health or environmental impact reasons*

6.3 One of the aims of this policy is to ensure that establishing the 'right' price for a service should not be simply a case of adding an agreed inflationary increase to last year's charge. It is therefore a requirement that at least every 3 years charges are fundamentally reviewed where it will be necessary to undertake an analysis which includes an examination of all the factors set out above in order that Council may make informed choices on any revised level of charge to be set.

The result of such review should be included in the annual fees and charges report, in order that Council are able to ensure that charges are fair, appropriate and comparable to local alternatives. This should include an accompanying financial statement to demonstrate that, taking one year with another, the income from charges will not exceed the cost of provision.

6.4 The Council will use established consultation networks with both Council taxpayers and service users to seek out views whenever new or completely revised charges are introduced following a review and service managers should ensure that proper timescales are given to such consultation prior to recommending any new or revised charges to Council .

6.5 In setting charges the Council will apply overheads following guidelines set out in CIPFA's Best Value Accounting Code of Practice. For the purpose of calculating any fee or charge the Council will use a standard overhead

recovery rates as advised by the Chief Finance Officer up to and including full overhead cost recovery.

- 6.6 It is not expected of any service to levy a fee or charge where it is clearly uneconomic to do so. Billing arrangements should be appropriate for the service in question.

7. Key Principles – Which service users should receive a concession or a subsidy?

- 7.1 In some circumstances it may be appropriate to consider offering an 'across the board' subsidy to all users of a particular service where this is consistent with achieving the Council's objectives. It is also recognised that offering concessions for certain key user groups may help achieve some of the Council's high level objectives.
- 7.2 For example, as part of the Council's commitment to equal opportunities it will attempt so far as is possible to provide equal access to all its services and to all its activities. Concessions are clearly one of the ways in which the Council can fulfil this commitment.
- 7.3 Similarly the Council will wish to ensure that low income is not a barrier to peoples' ability to use Council services.
- 7.4 Recognising this broader agenda, it is the policy of the Council that when charges are reviewed concessions should be considered for the following groups:
- young people under 16 years of age
 - full time students
 - people with a disability
 - people in receipt of means tested benefits
 - senior citizens
 - Armed forces
- 7.5 It is not appropriate to fix a level of concession in this policy as this removes all service discretion. The level of concession should be appropriate to the circumstances.
- 7.6 It is recognised that in some circumstances concessions may not be appropriate and that it will be necessary to consider carefully the impact on income before introducing concessions to service areas that do not currently offer them. However, an assessment of the desirability of offering concessions (and the financial implications) needs to form part of the evaluation of an appropriate charge for any given service.

- 7.7 An equality impact assessment should be carried out by each service setting fees and charges to ensure there is no adverse effect on vulnerable groups. The authority will undertake to carry this out on a programmed basis over the period 2014/15 – 2016/17 such that all will have had an assessment in the 3 year period leading up to the setting of fees and charges in 2017/18.

8. Key Principles – How will any surplus income be used?

- 8.1 The way in which the Council prepares its budgets is such that income derived from charging for services is used to offset the cost of providing the service in question. This is consistent with the current accounting code of practice. Any modest and incidental surplus which may arise is then returned to the Council's General Fund, except for trading services such as Building Control, where there is a requirement to break even over a 3 year period taking one year with another.
- 8.2 The advantage of such an approach at a high level is that it enables resources generated through charging to be used wherever the highest priority exists – i.e. for a corporate view to be taken regarding the use of the available resources.
- 8.3 It is therefore the Council's policy that any surplus generated from charging shall be seen as a corporate resource to be used where need is greatest, provided this is not prohibited by other statutory requirements or government guidance. To be determined as part of the budget process.
- 8.4 However, it is acknowledged that the ability to use charges to deliver the targets set by Council requires a degree of freedom to experiment and corporate controls (as expressed through this policy) need to avoid imposing unnecessary restrictions. Therefore, proposals for 'reinvesting' any additional income raised from charging in the expansion and development of a particular service will need to be considered as part of the budget process. Each proposal will therefore be considered on its own merits at that time.
- 8.5 It is also recognised that in some special circumstances (such as Building Control) the approach to the use of surplus may be influenced by Government Guidance.
- 8.6 It is also the Council's policy that, subject to any requirements imposed by the Council's standing orders, charges for individual services may be varied "in year" at the discretion of the responsible Director following discussion with the Chief Finance Officer and responsible Executive Member.

9. How will this policy be implemented?

- 9.1 Charges are subject to annual review as part of the Council's budget setting process. In future, the review of existing charges will be undertaken having regard to the guidelines set out within this policy.
- 9.2 It will also be necessary for each Director, as part of the preparation of

annual service plans, to consider if services currently provided free should be subject to a charge or if good reasons exist for maintaining a free service.

- 9.3 In circumstances where a charge is being introduced for the first time (or being substantially increased) it will be necessary for the public to be informed of the reasons for the Council's decision.

This page is intentionally left blank

Medium Term Financial Plan

Appendix B

Changes to Fees and Charges other than 2%

For the majority of services there will be a 2% increase for 2015/16. For many small charges, the uplift is rounded up to a sensible figure. These are not disclosed below due to materiality.

A number of charges will remain at the 2014/15 price as they are at the current full economic cost of provision.

Those charges that are materially above the suggested 2% increase are identified below:

Social care Health & Housing

Residential Care and Day Opportunities

Uplift linked to 1% government cap on working age benefits

Domiciliary Care

Freeze rates as they are already nationally high based on benchmarking information.

Blue Badges and Best Interest Assessments / Deprivation of Liberty Safeguards

Freeze rates as these are set nationally

Older Peoples' Care Homes

Uplift linked to Basic State Pension increase of at least 2.5% in line with the commitment to the triple lock. These will be reviewed in 2015/16 when there is a clear picture of operating costs.

Impact of the Care Act

The Care Act could provide opportunities for additional fees and charges to those included on the current SCH&H schedule. Further consideration will need to be given once the full detail of the Care Act is known.

Community Services

A number of Community Service charges have been held at 2014/15 rates as they are in line with the current full economic cost of provision.

Mobile Food Trading

It is proposed to cease charging for mobile food trading. The service has only been used once in over 3 years and it is not cost effective to maintain the resources to collect or police them.

Concessionary fares

Travel Aid scheme has been increased to match the fees charged for concessionary fares for adults as the cost of provision is the same.

Highways and Transportation

Temporary Traffic and Emergency Traffic Regulation Orders requested by Companies have been increased by c15% and is based on benchmarking with other authorities.

Directional Signage

A new charges for Tourist and Temporary Directional Signage - per application (non refundable). This is charges on the same basis as the existing service for developers.

Libraries and Theatre

Room hire fees have been introduced for Shefford Library. These are in line with charges for other meeting rooms within Libraries.

Charges for refreshment facilities have also been introduced for all Libraries.

Regeneration and Business Support

All charges within Regeneration are under review and have been held at 2014/15 rates.

Improvement & Corporate Services

Legal Services

Proposed charges for 2015/16 are based on benchmarking and have increased by 5%.

Appendix C1

**2015/16 Fees & Charges – Social Care, Health & Housing – New Charges
with effect from 1st January 2015**

	2014	2015
Directorate: Social Care Health and Housing	£	£
Charges for reference to banks & building societies (VAT n/a)	28.50	29.00
Consent for Cable Installations (VAT n/a)	123.70	126.20
Private Sector Housing		
Solicitor "Fast Track" enquiries	40.00	40.80
Immigration survey request - per survey	200.00	204.00
Sheltered Housing		
Sheltered Communal Lounge hire (per hour)	13.20	13.50
Lettings: (VAT n/a)		
Side Room / Small Room		
up to 4 hours	30.00	30.60
additional hour	5.40	5.50
Main Hall		
up to 4 hours	43.00	43.85
additional hour	11.00	11.20
Kitchen		
up to 4 hours	14.50	14.80

**2015/16 Fees & Charges – Social Care, Health & Housing – New Charges
with effect from 1st April 2015**

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Directorate: Social Care Health and Housing	2014	2015
	£	£
Homeless Hostels (VAT n/a) - per week (52 weeks)		
Scheme Manager	37.20	37.20
Communal Heating	1.50	1.50
Communal Electric	3.10	3.10
Heating & Domestic Hot Water	3.90 - 5.80	3.90 - 5.80
TV	0.30	0.30
Communal Cleaning	2.30	4.40 - 6.20
Window Cleaning	0.30	0.40 - 0.50
Communal Television (VAT n/a) - per week (48 week basis)	0.30	0.30
Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - existing customers as at 31.03.2014	2.80	2.90
Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - new customers from 01.04.2014		
Weekly rental	3.50	3.60
Installation Cost	25.00	25.50
Supply of additional pendant	50.00	51.00
No fault call out fee	25.00	25.50
Supply and fit key safe	80.00	81.60
Lifeline One Call set up cost	30.00	30.60
Annual subscription	14.40	14.70
Outreach Service (VAT n/a)		
Lifeline + 1 visit from Sheltered Housing Officer per week	6.00	6.10
Lifeline + 2 visits from Sheltered Housing Officer per week	8.00	8.20
Lifeline + 3 visits from Sheltered Housing Officer per week	10.00	10.20
Housing Act 2004 and Park Homes Enforcement (VAT n/a)		
Recipient of Housing Act or Park Homes Enforcement Notice (per person)	208.10	212.30
Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice	20% of cost	20% of cost

2015/16 Fees & Charges – Social Care, Health & Housing – New Charges with effect from 1st April 2015

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Directorate: Social Care Health and Housing	2014	2015
	£	£
Houses of Multiple Occupation		
Licensing Scheme (per property) - license granted for 5 years	397.50	405.50
Traveller site pitch fees (VAT n/a) - per week (52 weeks)		
Single pitch	97.10	99.00
Double pitch	105.90	108.00
Service charges	9.60	9.80
Park Homes Charges (per pitch unless otherwise stated)		
Initial licence fee per pitch	53.61	54.70
Amendment or transfer fee (per site/application)	249.88	254.90
Site expansion amendment fee per additional pitch	8.70	8.90
Annual fee per pitch	11.62	11.90
Fit and Proper Persons Register Application (per application)	105.75	107.90
Fee for Depositing Site Rules (per Deposit)	30.91	31.60
Private Sector Housing		
Fee for technical assistance with a Disabled Facilities Grant - % of cost (for grants not exceeding £27,000)	12%	12%
Fee for technical assistance with a Renewals Grant - % of cost	10%	10%
Fee chargeable in relation to Empty Homes cases - % of cost	10%	10%
Sheltered Housing		
Lifeline Response Charge (VAT n/a - per response)	20.80	21.20
Charges to Customers and Individuals		
Maximum Applicable charge following Financial Assessment		
Residential Care (VAT n/a)		
Linsell House (Home for Adults with Multiple Disabilities) (per week)	1,950.00	1,969.50
Day Opportunities and Day Care (VAT n/a)		
Day Centres for Adults with Learning Disabilities (per day)	54.00	54.55
Day and Social Centres for Older People (per day)	30.00	30.75
Travel to Day Centre (per journey)	1.55	1.60
Domiciliary Care		
Home Care (per hour) (VAT n/a)	17.00	17.00
Care provided in Supported Living units (per hour) (VAT n/a)	17.00	17.00
Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)	17.00	17.00

2015/16 Fees & Charges – Social Care, Health & Housing – New Charges with effect from 1st April 2015

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Directorate: Social Care Health and Housing	2014	2015
	£	£
Telecare Services		
Telecare Service provided to meet eligible social care needs per week (VAT n/a)	4.20	4.30
Flat rate charge		
Meals: (VAT n/a)		
Frozen meal (per meal)	n/a	n/a
Hot meal (per meal)*	3.80	3.90
Meals at day centres (per meal)*	3.80	3.90
Telecare Monitoring Service		
Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)	4.20	4.30
Telecare Service provided outside social care eligibility criteria	5.00	5.10
Bathing charges per bath	1.00	1.00
Laundry charges per washing load	1.00	1.00
Fee for Issue of a Blue Badge (statutory maximum charge)	10.00	10.00
Charges to Organisations and Other Local Authorities		
Social Care Services		
Linsell House (Home for Adults with Multiple Disabilities) (per week)	2,100.00	2,300.00
Day Centres for Adults with Learning Disabilities incl. transport (per day) (VAT n/a)	66.00	67.30
Day Centres for Adults with Learning Disabilities excl. transport (per day) (VAT n/a)	54.00	55.10
Day Centres for Older People - per day incl. transport (per day) (VAT n/a)	45.00	45.90
Day Centres for Older People excl. Transport (per day) (VAT n/a)	30.00	30.60
Cost per Social Work hour	35.50	35.85
Care Homes		
Weekly price per bed - Abbotsbury	461.60	473.14
Weekly price per bed - Allison House	451.33	462.61
Weekly price per bed - Caddington Hall	426.89	437.56
Weekly price per bed - Ferndale	471.89	483.69
Weekly price per bed - Greenacre	465.52	477.16
Weekly price per bed - Ridgeway Lodge	473.16	484.99
Weekly price per bed - The Birches	462.00	473.55
Weekly price per bed - Westlands	469.14	480.87
Other Local Authority Weekly price per bed - Abbotsbury	475.18	487.06
Other Local Authority Weekly price per bed - Allison House	464.60	476.22
Other Local Authority Weekly price per bed - Caddington Hall	439.44	450.43
Other Local Authority Weekly price per bed - Ferndale	485.77	497.91
Other Local Authority Weekly price per bed - Greenacre	479.21	491.19
Other Local Authority Weekly price per bed - Ridgeway Lodge	487.07	499.25
Other Local Authority Weekly price per bed - The Birches	475.59	487.48
Other Local Authority Weekly price per bed - Westlands	482.94	495.01

This page is intentionally left blank

Appendix C2

2015/16 Fees & Charges – Children’s Services. Charges take effect from April 2015 in line with charges to Schools and Academies.

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Directorate: Children’s Services	2014/15 Rate	2014/15 Rate	2015/16 Rate	2015/16 Rate
	£	£	£	£
Music Service VAT (n/a)				
Lesson Setting (Per Term)	Direct Debit	Other Payment Methods	Direct Debit	Other Payment Methods
Lower Schools				
Group	88.60	92.30	90.40	94.10
Individual	133.10	138.40	135.80	141.20
Middle, Upper and Community				
Group	88.60	92.30	90.40	94.10
Individual 20 mins	133.10	138.40	135.80	211.60
Middle and Upper				
Individual 30 mins	199.50	207.50	203.50	211.60
Individual 40 mins	266.00	276.70	271.30	282.20
Out of County and non-LEA schools				
Group	94.30	98.10	96.20	100.10
Individual 20 mins	147.00	153.00	149.90	156.10
Individual 30 mins	220.60	229.40	225.00	234.00
Music Centres				
Full Membership	78.00	81.20	79.60	82.80
Part Membership	52.00	54.00	53.00	55.10
South Beds Sinfonia	34.90	35.90	35.60	36.60
South Beds Youth Voices	52.00	54.00	53.00	55.10
School Transport		Other Payment Methods		Other Payment Methods
Concessions & Post 16 bus pass				
per term		149.80		152.80
half term		74.75		76.25
year		406.80		414.93
Replacement Bus Pass	tour operators charge plus a handling fee of £10		plus a handling fee of £10.20	

This page is intentionally left blank

Appendix C3

2015/16 Fees & Charges – Community Services - New Charges with effect from 1st January 2015

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Fees/Charges	2014	2015
Directorate - Community Services	£	£
VAT not applicable unless stated		
Public Protection		
Licences - Animals		
Riding Establishments		
Full Licence		
1-5 Horses	123.00	123.00
6-12 Horses	184.00	184.00
13+ Horses	255.00	255.00
Provisional Licence	25% of relevant full fee	25% of relevant full fee
Dangerous Wild Animals	194.00	194.00
Renewal of Dangerous Wild Animals	82.00	82.00
Pet Shops	195.00	195.00
Animal Breeders	180.00	180.00
Animal Boarding Establishments	180.00	180.00
Animal Home Boarding	123.00	123.00
Animal Boarding and Breeding	230.00	230.00
Zoos	50.00 Plus costs calculated on basis of officer	50.00 Plus costs calculated on basis of officer
Grant / New	hourly rate for each hour spent	hourly rate for each hour spent
Renewal	hourly rate for each hour spent	hourly rate for each hour spent
Performing Animals (per licence)	34.00	34.00
Hackney Cabs and Private Hire Vehicles		
Licence Fee (12 months or less)		
Private Hire - New	250.00	250.00
Private Hire - Renew	170.00	170.00
Hackney Carriage - New	300.00	300.00
Hackney Carriage - Renew	230.00	230.00
Replacement Plate	26.00	26.00
Temporary Replacement Vehicle (3 Month Licence)	95.00	95.00
Variation / withdrawal / application administration fee	26.00	26.00
Private Hire Vehicle and Hackney Cab Driver Licence		
New or renewal combined 3 year driver's licence	155.00	155.00
New or renewal combined 1 year driver's licence	95.00	95.00
Driver Knowledge Test	26.00	26.00
Replacement badge	21.00	22.05
DBS enhanced check	44.00	44.00
Disclosure and Barring Scheme	15.00 admin fee	15.00 admin fee
DVLA enquiry fee	7.00	7.00
Variation / withdrawal / application administration fee	26.00	26.00
Private Hire Operators Licence		
New Private Hire Operators Licence	200.00	200.00
Renewal Private Hire Operators Licence	75.00	75.00
Hackney cab and private hire vehicle licence - pre- application advice		
Per hour	26.00	26.00

Fees/Charges	2014	2015
Directorate - Community Services	£	£
VAT not applicable unless stated		
Transfer of Ownership of Vehicles		
Where the ownership of a vehicle already licensed by Central Bedfordshire Council is transferred to another person the following fees will be due by the new owner upon receipt of a successful application	115.00	115.00
Where the vehicle licence is transferred and is to remain in force until its expiry date	115.00	115.00
Petroleum Licence Fees		
Up to 2,499 litres		
1 year	42.00	42.00
3 years	126.00	126.00
2,500 up to 50,000 litres		
1 year	58.00	58.00
2 years		
3 years	174.00	174.00
Over 50,000 litres		
1 year	120.00	120.00
2 years		
3 years	360.00	360.00
Transfer of Petroleum Licence	8.00	8.00
Other Licensing		
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing		
One-off registration fees:		
Premises	155.00	155.00
Person	146.00	146.00
Person(if member of accredited body)	46.00	46.00
Lottery Certificate		
Grant (statutory fee / charge)	40.00	40.00
Renewal (statutory fee / charge)	20.00	20.00
Gambling Act 2005 Premises Licence Fees:		
New Premises Licence	615.00	615.00
Vary a Premises Licence	615.00	615.00
Transfer a Premises Licence	158.00	158.00
Re-instatement of a Premises Licence	280.00	280.00
Provisional Statement	615.00	615.00
Premises Licence with a Provisional Statement	110.00	110.00
Copy of Licence	21.00	21.00
Notification of Change of Address	34.00	34.00
Annual Premises Licence Fee	280.00	280.00
Sex Shop/Cinema		
Grant	610.00	610.00
Renewal	425.00	425.00
Transfer or Variation	425.00	425.00
Sexual Entertainment Venues		
Grant	1,430.00	1,430.00
Renewal	1,025.00	1,025.00
Transfer or Variation	1,025.00	1,025.00
Poisons Act 1972:		
New entry or change of name on list	35.00	35.00
Subsequent renewal of name on list	19.00	19.00
Alteration to premises (where listed person is entitled to sell)	10.00	10.00

Fees/Charges	2014	2015
Directorate - Community Services	£	£
VAT not applicable unless stated		
Explosives Manufacture and Storage of Explosives Regulations 2005		
Storage:		
New - one year licence	178.00	178.00
New - two year licence	234.00	234.00
Renew - one year licence	83.00	83.00
Renew - two year licence	141.00	141.00
Registration:		
New - one year licence	105.00	105.00
New - two year licence	136.00	136.00
Renew - one year licence	52.00	52.00
Renew - two year licence	83.00	83.00
Variations/Replacements/Transfers	35.00	35.00
Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	500.00
Contaminated Land		
Contaminated Land Enquiries		
To provide additional information to solicitors, developers etc.	93.00	93.00
Food		
Food Export Certificate	55.00	55.00
Food Hygiene Course Lecturing	67.00	67.00
Food Premises Register		
Full	1,030.00	1,030.00
Single Entry	20.00	20.00
Primary Authority status		
Other - Public Protection		
Water Sampling	Cost Recovery	Cost Recovery
Voluntary Surrender Certificate	108.00	108.00
Preparation of report for accident investigation	72.00	72.00
Street Trading - annual	400.00	400.00
Street Trading - One off event	90.00	90.00
Trading Standards		
Annual Membership Fee	189.30	189.30
Renewal Fee for Existing Member	142.50	142.50
United Kingdom Trade Confederation Membership Fee	159.20	159.20
United Kingdom Trade Confederation Renewal Fee	159.20	159.20
Trading Standards Approved Stickers		
per 100	13.90	13.90
per 500	19.00	19.00
per 1000	25.50	25.50
Consumer Guide Leaflet		
per 100	30.50	30.50
per 500	77.50	77.50
per 1000	158.50	158.50
Trading Standards Approved Plaque	39.50	39.50
Replacement/Additional Membership Certificate	13.90	13.90

Fees/Charges	2014	2015
Directorate - Community Services	£	£
VAT not applicable unless stated		
Licensing Act 2003		
Temporary Event Notices - new application	21.00	21.00
Premises Licences/club certificates - new application/variation fee:		
Rateable value band A - new application/variation fee	100.00	100.00
Rateable value band A - renewal fee	70.00	70.00
Rateable value band B - new application/variation fee	190.00	190.00
Rateable value band B - renewal fee	180.00	180.00
Rateable value band C - new application/variation fee	315.00	315.00
Rateable value Band C - renewal fee	295.00	295.00
Rateable value Band D - new application/variation fee	450.00	450.00
Rateable value Band D - renewal fee	320.00	320.00
Rateable value Band E - new application/variation fee	635.00	635.00
Rateable value Band E - renewal fee	350.00	350.00
In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or primarily in the business of selling alcohol:		
Rateable value Band D (x2) - town centre pub application fee	900.00	900.00
Rateable value Band D (x2) - town centre pub annual charge	640.00	640.00
Rateable value Band E (x3) - town centre pub application fee	1,905.00	1,905.00
Rateable value Band E (x3) - town centre pub annual charge	1,050.00	1,050.00
Minor Variation to Premises Licence	89.00	89.00
Transfer responsibility from DPS to management committee (where the premises already has a DPS)	23.00	23.00
Transfer of DPS on new applications or variations to add alcohol sales	Full/new variation fee	Full/new variation fee
Personal Licence New/Renewal	37.00	37.00
Personal Licence Change Name/address	10.50	10.50
New from October 2013		
Scrap Metal Dealers Licence		
Collectors Licence (3 years)	455.00	455.00
Site Licence (3 years)	530.00	530.00
Community Safety		
Community Safety - Fixed Penalty Notices - charging the maximum allowed by law	Maximum / Discounted	Maximum / Discounted
Nuisance parking - cars for sale and repair	100 / 60	100 / 60
Abandoning a vehicle	200 / 140	200 / 140
Litter	80 / 50	80 / 50
Street litter control notices and litter clearing notices	100 / 60	100 / 60
Unauthorised distribution of free literature	80 / 50	80 / 50
Graffiti and fly posting	80 / 50	80 / 50
Failure to produce authority (Waste Transfer Notes)	300 / 200	300 / 200
Failure to possess a Waste Carriers Licence	300 / 200	300 / 200
Offence in relation to waste receptacles	100 / 60	100 / 60
Offences under Dog Control Orders	80 / 50	80 / 50
Failure to nominate key holder and inform Local Authority	80 / 50	80 / 50
Noise from licensed premises under Noise Act 1996	Not adopted	Not adopted
Allowing a dog to foul under Dog Fouling of Land Act 1979/Environmental Protection Act 1990	50.00 / no discount	50.00 / no discount

Fees/Charges	2014	2015
Directorate - Community Services	£	£
VAT not applicable unless stated		
Pest Control		
Rats (charge for each infestation treated in a twelve month period)	60.00	60.00
Rats Concession	30.00	30.00
Mice (charge for each infestation treated in a twelve month period)	60.00	60.00
Mice Concession	30.00	30.00
Bed Bugs (charge for each infestation treated in a twelve month period)	60.00	60.00
Bedbugs Concession	30.00	30.00
Cockroaches (charge for each infestation treated in a twelve month period)	60.00	60.00
Cockroach Concession	30.00	30.00
Wasps	68.00	68.00
Wasps (Concession)	34.00	34.00
Ants	68.00	68.00
Ant (Concession)	34.00	34.00
Fleas	68.00	68.00
Flea (Concession)	34.00	34.00
Dog Control		
Veterinary fee	Cost Recovery	Cost Recovery
Direct return to owner where dogs are chipped / tagged	28.00	28.50
Owner collects from kennels	56.00	57.00
Kennelling (per night)	11.00	11.20
Warden collects dog from kennels and returns to owner	112.00	114.00
Kennelling (per night)	11.00	11.20
Waste - other charges		
VAT included at current standard rate		
Bulky Waste		
To collect bulky waste from domestic premises (per load or part thereof)	50.00	51.00
Concession	25.00	25.50
Fridges & Freezers		
To collect fridges and freezers from domestic premises	40.00	41.00
Concession	20.00	20.50
Cement Bound Asbestos		
To collect cement-bound asbestos from domestic premises:	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service
Persons in receipt of means tested benefit	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service
VAT not applicable unless stated		
Abandoned / End-of-life Vehicles		
To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises		
To collect and dispose of end-of-life vehicles	Free	Free
To collect and dispose of end-of-life caravans	170.00	173.00

Fees/Charges	2014	2015
Directorate - Community Services	£	£
Off Street Car Parking Charges		
VAT applicable included at current standard rate		
Dunstable		
West Street (2hr time limit)	Free	Free
Westfield Road (3 hr time limit)	Free	Free
Houghton Regis		
Bedford Square (3 hr time limit)	Free	Free
Tithe Farm Road (3 hr time limit)	Free	Free
Leighton Buzzard		
Baker Street (2 hr time limit)	Free	Free
Linslade		
New Road (2 hr time limit)	Free	Free
Off Street Car Parking Charges Aston Square, St Mary's Gate, Eleanor's Cross		
2 Hour	0.50	0.50
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00
VAT not applicable unless stated		
Off Street Parking Charges - Flitwick		
Monday to Friday (per day)	5.00	5.00
Saturday and Sunday (per day)	1.00	1.00
Weekly Ticket	25.00	25.00
Off Street Parking Charges - all other		
1 Hour	0.50	0.50
2 Hour	1.00	1.00
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00
Other parking charges		
Excess Overnight Charge for parking in multi storey car park	12.00	12.00
Overnight parking (before 6.00am and after 8.00pm) - off street	Free	Free
Sunday parking	Free	Free
Lost car park token	6.00	6.00
Penalty Charge Notices		
Charges set by government as national standard and cannot be changed without the direction of the government (VAT N/A)		
Standard Rate	70.00 (high level) 50.00 (low level)	70.00 (high level) 50.00 (low level)
Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	35.00 (high level) 25.00 (low level)
Charge Certificate stage	105.00 (high level) 75.00 (low level)	105.00 (high level) 75.00 (low level)
Court and Bailiff Stage	112.00 (high level) plus costs 82.00 (low level) plus costs	112.00 (high level) plus costs 82.00 (low level) plus costs
Permits		
Resident Permit per annum	10.00	10.00
Resident Permit: Incremental increased fee - 2nd vehicle	70.00	70.00
Resident Permit: Incremental increased fee -3rd and subsequent vehicle	90.00	90.00
Commercial Permit (for town centre businesses) (for use in CBC car parks)		
12 months	386.00	386.00
Employee (for town centre workers) (for use in CBC car parks)		
12 months	386.00	386.00
3 months	129.00	129.00
1 month	52.00	52.00
Market Trader Allocated Parking Bay - per pitch per market day		
12 months	64.00	64.00
1 day	3.50	3.50
General Public Permit (for use in CBC car parks) - 1 week		
	12.80	12.80
Dispensation - per day	5.00	5.00
Dispensation: per week	20.00	20.00
Visiting Carers Permit	Free	Free
Book 25 visitor's day tickets	30.00	30.00
Disabled badge holders		
	Free in designated bays only	Free in designated bays only

Fees/Charges	2014	2015
Directorate - Community Services	£	£
VAT not applicable unless stated		
Highway Licences		
Deposit for scaffolding on or over highway	No charge	No charge
Deposit for hoarding/fences on highway	No charge	No charge
Consent to deposit materials on the highway	36.00	37.00
Oversailing of crane over the highway	108.00	110.00
Permission to place skip on highway	36.00	37.00
Provision of estimate for construction of crossover	110.00 (+ 10% admin fee)	112.00 (+ 10% admin fee)
Construction of crossover	At cost	At cost
Mobile Food Trading		
First application inspection fee	52.50	0.00
Annual fee	525.00	0.00
Provision of H bar road markings	Cost	Cost
Charges for damaged highway assets	Cost	Cost
Concessionary Fares		
Replacement concessionary travel permits	10.50	10.50
Travel Aid Scheme	5.00	10.50
Highways and Transportation		
Temporary Traffic Regulation Orders (including where orders extended by applicant)		
Orders from companies	1,280.00	1,500.00
Orders from individuals	770.00	785.00
Temporary Traffic Regulation Orders for special events	1,280.00	1,500.00
Special Events Orders for charities and local authorities		
	160.00	160.00
Emergency Traffic Regulation Orders either through Highways or Countryside Access Teams		
Orders from companies	645.00	750.00
<i>Orders from individuals</i>	380.00	388.00
Scaffold Licences, excavation of carriageway and hoarding	108.00	110.00
Streetworks Licences	267.00	272.00
Road Opening Permit Fee (non refundable)	97.00	99.00
Road Opening Permits (Refundable Bond) - less £100 inspection fee		
	461.00	470.00
Additional charge for above, over 5m2 (Refundable Bond)	92.00 per m2	94.00 per m2
Additional charge for excavations of footway or verge (Refundable Bond)		
	31.00 per m2	32.00 per m2
Tourist and Temporary Directional Signage - per application (non refundable)	145.00 or cost if higher	148.00 or cost if higher
Temporary Directional Signage (per sign) refundable deposit	62.00	64.00
Developer Directional Signage - per application (non refundable)	145.00 or cost if higher	148.00 or cost if higher
Developer Directional Signage (per sign) refundable deposit	62.00	64.00

Fees/Charges	2014	2015
Directorate - Community Services	£	£
Room Hire Charges - hourly rate		
NB Requests for use of space (other than meeting rooms) will be negotiated by the library service on an individual basis		
Library Meeting Rooms:		
Flitwick Meeting Room:		
Within opening hours		
Commercial	21.50	21.50
Community	10.50	10.50
Outside opening hours		
Commercial	36.50	36.50
Community	25.50	25.50
Flitwick Small Meeting Room:		
Within opening hours:		
Commercial	14.00	14.00
Community	7.00	7.00
Outside opening hours:		
Commercial	29.00	29.00
Community	22.00	22.00
Biggleswade Ivel Room:		
Within opening hours:		
Commercial	14.00	14.00
Community	7.00	7.00
Outside opening hours:		
Commercial	29.00	29.00
Community	22.00	22.00
Leighton Buzzard Learning Room 1 (first floor):		
Within opening hours:		
Commercial	14.00	14.30
Community	7.00	7.20
Outside opening hours:		
Commercial	29.00	30.00
Community	22.00	22.50
Leighton Buzzard Learning Room 2 (first floor):		
Within opening hours:		
Commercial	20.00	20.50
Community	10.00	10.20
Outside opening hours:		
Commercial	35.00	36.00
Community	25.00	25.50
Leighton Buzzard Activities Room:		
Within opening hours:		
Commercial	10.00	10.00
Community	5.00	5.00
Outside opening hours:		
Commercial	25.00	25.00
Community	20.00	20.00
Sandy Library Meeting Room (within opening hours):		
Commercial	14.00	14.00
Community	7.00	7.00
Houghton Regis Library Meeting Room (within opening hours):		
Commercial	14.00	14.00
Community	7.00	7.00
Dunstable Library Meeting Room (within opening hours):		
Commercial	14.00	14.00
Community	7.00	7.00
Shefford Library Meeting Room (within opening hours):		
Commercial		14.00
Community		7.00
Refreshment facilities at Libraries		2.00

Fees/Charges	2014	2015
Directorate - Community Services	£	£
VAT not applicable unless stated		
Leighton Buzzard Theatre - Meeting Rooms (hourly charge):		
Leighton Buzzard Theatre Lounge Area:		
Within opening hours:		
Commercial	27.00	27.00
Community	19.00	19.00
Outside opening hours:		
Commercial	42.00	42.00
Community	34.00	34.00
Leighton Buzzard Theatre Meeting Room:		
Within opening hours:		
Commercial	21.00	21.00
Community	13.50	13.50
Outside opening hours:		
Commercial	36.00	36.00
Community	28.50	28.50
Leighton Buzzard Theatre Prices		
Auditorium - Non Performance		
Commercial per hour	42.00	43.00
Non commercial per hour	32.00	32.60
Sunday per hour - (4 hours minimum)	53.00	54.00
Auditorium - Performance		
VAT applicable at current standard rate		
Commercial - Mon-Wed per hour (4 hours minimum)	47.00	48.00
Non commercial - Mon-Wed per hour (4 hours minimum)	42.00	43.00
Commercial - Mon-Wed 9.30 to 23.00	609.00	620.00
Non commercial - Mon-Wed 9.30 to 23.00	525.00	535.00
Commercial - Thur-Sat per hour (4 hours minimum)	58.00	59.00
Non commercial -Thur-Sat per hour (4 hours minimum)	53.00	54.00
Commercial - Thur-Sat 9.30 to 23.00	683.00	700.00
Non commercial Thur-Sat 9.30 to 23.00	578.00	590.00
Auditorium - Non Performance Plus Meeting Room		
Commercial per hour	52.00	53.00
Non-Commercial per hour	38.00	39.00
Sunday per hour - (4 hours minimum)	73.00	74.50
Auditorium - Performance Plus Meeting Room		
VAT applicable at current standard rate		
Commercial per hour (4 hours minimum)	67.00	68.50
Non-Commercial per hour (4 hours minimum)	50.00	51.00
Commercial - Mon-Wed 9.30 to 23.00	685.00	700.00
Non-commercial - Mon-Wed 9.30 to 23.00	575.00	586.50
Commercial - Thur-Sat per hour (4 hours minimum)	78.00	80.00
Non commercial -Thur-Sat per hour (4 hours minimum)	60.00	61.00
Commercial - Thur-Sat 9.30 to 23.00	757.00	770.00
Non commercial Thur-Sat 9.30 to 23.00	628.00	640.00

Fees/Charges	2014	2015
Directorate - Community Services	£	£
VAT not applicable unless stated		
Other Charges		
Technician per hour - VAT applicable at standard rate	21.00	21.50
Late Vacating - to be charged at the appropriate hourly rate above (minimum charge one hour) -for VAT see above	See hourly rate above	See hourly rate above
Block bookings of 5 days inclusive of 'get in and get out' 20% discount		
Note - Technical hire is a separate item. In addition to the Fees and Charges a number of long standing and regular hirers have 'side agreements' within the Terms & Conditions of hire		
Libraries		
All items for hire are free to Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia		
Audio Visual (per item)		
CDs - per week		
Standard rate	1.00	1.00
Concessions	0.50	0.50
Videos - per week		
Standard rate	1.50	1.50
Concessions & children's Videos	0.80	0.80
DVD's - per week		
Standard rate	2.50	2.50
Concessions and children's DVDs	1.25	1.25
Spoken Word CDs and Cassettes (3 week loan period)		
Standard rate	1.50	1.50
Concessions	0.75	0.75
Library Fines		
Standard		
per day open	0.26	0.26
Maximum (after 5 weeks)*	7.80	7.80
Concessions		
per day open	0.13	0.13
Maximum (after 5 weeks)*	3.90	3.90
Children's Tickets and Children's Books		
per day open	0.07	0.07
Maximum (after 5 weeks)*	2.10	2.10
CD's, DVD's and Videos.	Further hire charge is made	Further hire charge is made
Lost and Damaged items	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager
Magazines - charged at face value plus	0.65	0.65
No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio visual items still apply.		
British Library Lost Book Charge		
(50% remission if subsequently returned)	Actual + 3.50 admin fee	Actual + 3.50 admin fee
Requests (viewpoint and staff assisted) charge per request		
Standard rate	1.20	1.20
Children's rate	No charge	No charge
Concessions	0.60	0.60
Additional charge for books borrowed from outside Bedfordshire	2.50	2.55
Vocal scores : per set of 5 - 30	6.10	6.10
Vocal scores per set of 31+	12.20	12.20
Request charges for 16 – 18 year olds are at the concessionary rate	0.60	0.60

Fees/Charges	2014	2015
Directorate - Community Services	£	£
VAT not applicable unless stated		
Lost Ticket Replacement		
Charge per lost ticket (Adult only)	1.50	1.50
Libraries - Photocopies and Print Outs - VAT included at standard rate		
i) Black and white photocopies, fax, CD-ROM and internet prints		
Per copy A4	0.10	0.10
A3	0.15	0.15
ii) Black and white microfilm reader/printers		
Per copy A4	0.35	0.35
iii) Colour CD-ROM and Internet prints containing photographs, artwork or charts		
	0.50	0.50
iv) Colour photocopies		
Per copy A4	1.00	1.00
A3	1.50	1.50
(Use discretion where library only has colour printers and print would have been b & w if available)		
Libraries fax charges per copy sent - Vat included at standard rate		
UK		
first sheet	1.55	1.55
subsequent sheets	0.75	0.75
Europe & N America		
first sheet	2.90	2.90
subsequent sheets	1.60	1.60
Rest of world		
first sheet	4.20	4.20
subsequent sheets	2.30	2.30
Receiving faxes (per sheet)		
	1.00	1.00
Receiving faxes from premium rate lines		
standard charge	3.50	3.50
plus price per sheet	1.20	1.20
Occasional local publications (to be agreed with Operations Manager)		
	At cost +commission	At cost +commission
Events and activities for adults and children	Charge to be determined as appropriate by the service for events and activities outside the core offer	Charge to be determined as appropriate by the service for events and activities outside the core offer
Internet access		
VAT included at standard rate		
First 2 hours	Free	Free
Per hour	1.00	1.00
Archives - charges set by Bedford Borough as part of its responsibility under the SLA (published on their internet site)		

2015/16 Fees & Charges – Community Services - New Charges with effect from 1st April 2015

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Rights of Way		
Growth and Infrastructure Act documents:		
Landowner Statements (village greens)		
Processing applications:	Cost Recovery using flat rate fee of £48.00 per hr	Cost Recovery using flat rate fee of £49.00 per hr
Additional site notices	£20 each + mileage and travel time at £48/ hour	£20.50 each + mileage and travel time at £49/ hour
Highways statements and declarations (section 31 deposits)		
Processing applications	Cost Recovery using flat rate fee of £48.00 per hr	Cost Recovery using flat rate fee of £49.00 per hr
Highway Enquiry and Search letters: per standard enquiry	£20.40 (inc VAT)	£20.80 (inc VAT)
Highway Enquiry & Search Letters : per non standard enquiry including VAT	£51.00 (inc VAT)	£52.00 (inc VAT)
Definitive Map Modification Orders		
All aspects of processing applications	No Charge	No Charge
Public Path/Town & Country Planning Act Orders		
Pre application advice - only charged if an application is subsequently submitted and an order made.	Cost Recovery using flat rate fee of £48.00 per hr	Cost Recovery using flat rate fee of £49.00 per hr
Processing where no objection received	£2,000 or actual cost	£2,040 or actual cost
Processing past point where an objection is received	No Charge	No Charge
Advertising costs	Cost Recovery based on charges from publishing paper	Cost Recovery based on charges from publishing paper
Public documents		
All copies listed below, sent by post, are subject to £2 P&P charge		
Definitive Statement	1.00	1.00
Confirmed Orders	4.00	4.00
Policy statements	12.00	12.00
Documents/requests relating to statutory procedures		
Completed user evidence forms	1.00	1.00
Witness interview write ups	1.00	1.00
Statutory declarations by Council officers [per hour]	48.00	49.00
Certified true copy of Definitive Statement	1.00	1.00
Certified true copy of Definitive Map		
per copy A4	23.20	23.70
per copy A3	31.00	31.60
per copy 60x80cm	41.20	42.00
GIS Maps		
A4	3.80	3.80
A3	7.50	7.50
A2	15.50	15.50
A1	20.00	20.00
A0	51.00	52.00
Other		
One-off Definitive Map searches, planning enquiries etc	60.00	61.00
Produce plan	Cost Recovery using flat rate fee of £48.00 per hr	Cost Recovery using flat rate fee of £49.00 per hr

Appendix C4

2015/16 Fees & Charges – Regeneration & Business Support. New Charges with effect from 1st January 2015

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Fees/Charges	2014	2015
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Building Control		
duplicate certificate - administration charge on projects prior to 1st April 2003	30.00	30.00
Confirmation of satisfactory final inspection where certificate has not previously been issued	30.00	30.00
Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs)	60.00	60.00
Sale of Plans - VAT applicable at standard rate		
A2	10.00	10.20
A1	12.00	12.20
A0	16.00	16.50
Street Naming		
Existing Property - House Name Change	62.00	62.00
New Property - Naming / Numbering		
1-5 Plots	185.00	185.00
6-25 Plots	310.00	310.00
26-75 Plots	750.00	750.00
76+ Plots	1,030.00	1,030.00
Additional charge where this includes naming a building (e.g. block of flats)	250.00	250.00
Existing Street - Rename	310.00	310.00
Existing Street - Rename - additional charge per property	62.00	62.00
New Street - Additional charge to house numbering where this includes naming of a street	250.00	250.00
Existing properties - additional charge where this includes naming of a building (e.g. block of flats)		
Heritage		
Use of Historic Environmental Records (HER):		
Per hour by visit	48.00	49.00
Per hour by remote enquiry	69.00	70.50

Fees/Charges	2014	2015
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Development Management		
High Hedges		
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003	720.00	720.00
Concession for applicants on means tested benefit		
Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Tree Preservation Orders	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Completion Certificates		
Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings) :		
Unilateral Undertakings	320.00	320.00
Agreements	480.00	480.00
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works before a signed Agreement for a proposed road scheme is in place	11% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated	11% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works after a signed Agreement for a road scheme is in place	8.5% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated	8.5% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated
Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public highway - percentage of fee based on scheme value	7%	7%
Minerals Letters: per enquiry	45.00	45.00
Planning Application fees http://www.planningportal.gov.uk/planning/usefultools		
Mineral & Landfill Monitoring Fees - (nationally set fees)		
Current Site		
Dormant Site		
Adult Skills Service		
Room Hire - Kingsland & Samuel Whitbread - per hour		
Within business hours		
Commercial	20.00	20.00
Community	10.00	10.00
Outside business hours		
Commercial	30.00	30.00
Community	20.00	20.00

This page is intentionally left blank

Appendix C5

2015/16 Fees & Charges – Corporate Resources (inc Registration) New Charges with effect from 1st January 2015

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally. The date of price changes will be updated as advised by the governing bodies.

	2014	2015
Directorate: Improvement & Corporate Services	£	£
	rounded to nearest 0.10p (£5.00 for Registration) where applicable	rounded to nearest 0.10p (£5.00 for Registration) where applicable
Freedom of Information		
Requests that require 18 hours or less to compile	No charge	No charge
Requests that require more than 18 hours to compile	450.00	450.00
Additional cost per hour	25.00	25.00
Disbursement Costs		
Postage under £20	No charge	No charge
Postage £20 or over	Actual cost	Actual cost
E-mail Transmission	No charge	No charge
CD / DVD per disk	5.50	5.50
Registration (Fees jointly agreed with Beds Borough under a Service Level Agreement)		
Marriages - Approved Premises		
Outside Venue Monday - Friday	415.00	425.00
Outside Venue Saturday	490.00	500.00
Outside Venue Sunday	550.00	560.00
Marriages and Civil Partnerships - Approved Premises (Local Authority Venue)		
Ceremony Rooms with maximum capacity of 70-100: Monday -Thursday	135.00	140.00
Ceremony Rooms with maximum capacity of 70-100: Friday	150.00	155.00
Ceremony Rooms with maximum capacity of 70-100: Saturday	200.00	205.00
Ceremony Rooms with maximum capacity of 40-69: Monday -Thursday	125.00	130.00
Ceremony Rooms with maximum capacity of 40-69: Friday	140.00	145.00
Ceremony Rooms with maximum capacity of 40-69: Saturday	175.00	180.00
Ceremony Rooms with maximum capacity of 7-39: Monday -Thursday	120.00	120.00
Ceremony Rooms with maximum capacity of 7-39: Friday	120.00	120.00
Civil Partnership Registrations - Approved Premises		
Outside Venue Monday - Friday	355.00	360.00
Outside Venue Saturday	415.00	425.00
Outside Venue Sunday	480.00	490.00
Celebratory Services - Approved Premises - Outside Venue		
weekdays	205.00	210.00
Saturdays	270.00	275.00
Sundays	325.00	330.00
Celebratory Services - Approved Premises - Local authority Venue		
weekdays	225.00	230.00
Saturdays	280.00	285.00

	2014	2015
Directorate: Improvement & Corporate Services	£	£
Nationality Checking Service		
Adults who submit a single application pays one fee	60.00	60.00
Husband and wife living together who apply at the same time pay one fee	105.00	105.00
Childrens applications	30.00	30.00
Settlement Checking Service	90.00	90.00
Citizenship Ceremonies - Individual Ceremony (VAT n/a)	115.00	115.00
Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1380.00	1410.00
Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1015.00	1035.00
Civil Funerals	210.00	215.00
Express Certificates (includes statutory fee)	21.00	21.00
Postage for certificates	1.00	1.00
Fees set by General Register Office (per item)		
Notice of Marriage	35.00	35.00
Notice of Civil Partnership	35.00	35.00
Register Office Marriage (statutory fee changes September each year)	45.00	46.00
Register Office Civil Partnership Registration (statutory fee changes September each year)	45.00	46.00
Standard certificate of birth, death or marriage - form closed register	10.00	10.00
Short birth cert from closed register	10.00	10.00
Short birth cert issued at time of registration	Free	Free
Any other short birth cert issued at time of registration	4.00	4.00
Any other short birth cert issued after the time of registration	7.00	7.00
Standard certificate of birth, death or marriage - at the time of registration	4.00	4.00
Standard certificate of birth, death or marriage - after the time of registration	7.00	7.00
Civil Partnerships - certified copy or extract issued at the time of registration	4.00	4.00
Civil Partnerships - certified copy or extract issued after the time of registration	10.00	10.00
General Search of the Indexes	18.00	18.00

	2014	2015
Directorate: Improvement & Corporate Services	£	£
Coroners		
Supply of transcript of inquest on CD	5.00	5.00
Additional copies of CD	5.00	5.00
Charge for paper copies per document of 10 pages or less	5.00	5.00
Charge for paper copies for each additional page	0.50	0.50
Fee for transcription of an inquest hearing of 360 words or less	6.20	6.20
Fee for transcription of an inquest hearing of between 361 and up to and including 1439 words	13.10	13.10
Fee for transcription of an inquest hearing of 1440 words or more, for the first 1440 words	13.10	13.10
Fee for transcription of an inquest hearing of 1440 words or more, after the first 1440 words, per each additional 72 words or part thereof	0.70	0.70
Elections		
For each register per 1000 names or part thereof - data format	£20.00 plus £1.50 per 1,000 (or part thereof)	£20.00 plus £1.50 per 1,000 (or part thereof)
For each register per 1000 names or part thereof - printed format	£10.00 plus £5.00 per 1,000 (or part thereof)	£10.00 plus £5.00 per 1,000 (or part thereof)
Local Land Charges		
Full Residential Search (LLC1 and Con29)	133.00	133.00
Full Commercial Search (LLC1 and Con29)	201.00	201.00
LLC1 Certificate of Search	20.00	20.00
Con 29 Local Enquiries (Residential)	113.00	113.00
Con 29 Local Enquiries (Commercial)	181.00	181.00
Part II optional	15.00	15.00
Solicitors own question	25.00	25.00
Additional parcel of land	13.50	13.50
Personal Search	Free	Free
Copy documents	2.24	2.24
Human Resources		
Disclosure and Barring Service (DBS) Checks		
Cost Per DBS check		
Standard	26.00	26.00
Enhanced	44.00	44.00
Administrative Charge	21.00	21.50
Local Taxation		
Cost of Collection		
Administration charge on Court Costs		
Council Tax	83.00	83.00
NDR	83.00	83.00
Communications		
Advertising in News Central		
Full page	News Central advertising is now provided on behalf of the council by Immediate Solutions. To find out about advertising rates and availability call 01422 354300	News Central advertising is now provided on behalf of the council by Immediate Solutions. To find out about advertising rates and availability call 01422 354300
Half page		
Quarter page		
Eighth of page		

This page is intentionally left blank

Appendix C6

2015 Fees & Charges – Building Control

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Building Regulation Charges			
2015 Rates (with effect from 1st January 2015)			
Standard Charges for the creation or conversion to New Dwellings			
No of Dwellings	Full Plans		Building Notice Charge
	Plan Charge	Inspection Charge	
	£	£	£
1	195.00	460.00	655.00
2	255.00	515.00	770.00
3	315.00	635.00	950.00
4	375.00	690.00	1,065.00
5	435.00	870.00	1,305.00
6	495.00	930.00	1,425.00
7	555.00	985.00	1,540.00
8	615.00	1,110.00	1,725.00
9	675.00	1,225.00	1,900.00
10	725.00	1,350.00	2,075.00
11	775.00	1,420.00	2,195.00
12	825.00	1,490.00	2,315.00
13	875.00	1,615.00	2,490.00
14	925.00	1,685.00	2,610.00
15	975.00	1,815.00	2,790.00
16	1,025.00	1,880.00	2,905.00
17	1,075.00	2,005.00	3,080.00
18	1,125.00	2,075.00	3,200.00
19	1,175.00	2,205.00	3,380.00
20	1,225.00	2,335.00	3,560.00

Domestic Extensions to a Single Building (with effect from 1st January 2015)					
SINGLE STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice Charge	Additional Charge
		£	£	£	£
1	Single Storey Extension floor area not exceeding 40m2	160.00	195.00	355.00	60.00
2	Single Storey Extension exceeding 40m2 but not exceeding 60m2	160.00	285.00	445.00	60.00
3	Single Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00

TWO STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice	Additional Charge
		£	£	£	£
4	Two Storey Extension floor area not exceeding 60m2	160.00	285.00	445.00	60.00
5	Two Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00

LOFT CONVERSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice	Additional Charge
		£	£	£	£
6	Loft conversion not exceeding 40m2 floor area	160.00	255.00	415.00	60.00
7	Loft conversion exceeding 40m2 floor area but not exceeding 100m2	160.00	375.00	535.00	60.00

GARAGES AND CARPORTS					
Category	Description	Plan Charge	Inspection Charge	Building Notice	Additional Charge
		£	£	£	£
8	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m2	160.00	140.00	300.00	60.00
9	Conversion of a garage to a dwelling to a habitable room(s)	210.00	Nil	210.00	60.00
10	Alterations to extend or create a basement up to 100m2	210.00	Nil	210.00	60.00

DOMESTIC ALTERATIONS TO A SINGLE BUILDING						
Category	Description	Basis of Charge	Plan Charge	Inspection Charge	Building Notice Charge	Reduction for work carried out at the same time as an extension
		£	£	£	£	
1	The installation of a controlled fitting or other building work ancillary to the building of an extension	Included in charge for extension	n/a	n/a	n/a	n/a
2	Traditional Underpinning	Up to 25m in length	265.00	Nil	265.00	50.00
3	Renovation of a thermal element	Fixed Price	200.00	Nil	200.00	50.00
4	Other Alterations, installations of fittings (not electrical) and/or structural alterations. (If ancillary to the building of an extension no additional charge)	Fixed Price Based on Estimated Cost Bands				
		Estimated Cost up to £5000	175.00	Nil	175.00	
		Estimated Cost exceeding £5000 up to £25,000	175.00	150.00	325.00	
		Estimated cost exceeding £25,000 up to £50,000	175.00	300.00	475.00	
		Estimated cost exceeding £50,000 up to £75,000	175.00	360.00	535.00	
5	Window Replacement (non competent persons scheme)	Fixed Price grouped by number of windows				
		Per installation up to 20	125.00	Nil	125.00	50.00
		Per Installation over 20	175.00	Nil	175.00	50.00
6	Electrical Work (not competent persons scheme)	Fixed Price based on estimated cost bands				
		Estimated cost up to £10,000	210.00	Nil	210.00	50.00
		Estimated Cost exceeding £10,000	270.00	Nil	270.00	50.00

This page is intentionally left blank

Appendix C7

2015 Fees & Charges – Planning Services

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Pre-Application Advice – Charging & Information

CATEGORY	TYPE OF DEVELOPMENT	FEE
1	50 dwellings + Please speak to a Planning Officer regarding undertaking a PPA	£2,000 + £100 per dwelling
2	3000sqm + or 30-49 dwellings	£2,000
3	2000sqm – 2999sqm or 20 – 29 dwellings	£1,200
4	1000sqm – 1999sqm or 10 – 19 dwellings	£800
5	Under 1000sqm or 5 – 9 dwellings	£500
6	2 – 4 dwellings	£250
7	1 dwelling including replacement dwellings	£150
8	Household extensions, alterations, outbuildings, PD check or Change of Use (no floor space created) N.B. A formal determination can be obtained through a Lawful Development Certificate for half the normal planning fee.	£70

Categories 1- 4: 8 weeks process, up to 2 hours of officer meeting time, a written response, full consultation with relevant planning consultees

Categories 5- 6: 28 day process, up to an hour of officer meeting time, a written response, full consultation with relevant planning consultees

Category 7: 28 day process, a written response, full consultation with relevant planning consultees

Category 8: 28 day process, a written response, consultation at case officer's discretion.

Free – Listed Building Advice, Tree Preservation Advice, Requests for Information.

Any development not falling within the above categories please contact the planning department to discuss a fee for pre-application advice, this is likely to be no more than £500.

This page is intentionally left blank

Appendix C8

2015 Fees & Charges – Minerals & Waste

PRE-APPLICATION ENQUIRY CHARGING REGIME FOR MINERALS & WASTE (with effect from 1st January 2015)

Pre-application advice in writing following a formal written enquiry, including allowance for a single meeting with one or two officers for up to 2 hours

A flat fee of £510 will be charged for pre-application advice on the following matters:

1. Waste Management Development including landfilling, landraising, built development and associated land/facilities. These would include, but not exclusively, energy from waste facilities, gasification plants, mechanical biological treatment (MBT)_pyrolysis, composting, anaerobic digesters, household recycling centres, waste transfer stations, materials recycling facility, aggregates recycling facilities, WEE facilities and scrapyards
2. New mineral winning and working sites and extensions including the use of land for storage of minerals in the open or for the deposit of materials remaining after mineral extraction and any operations connected with exploratory drilling for oil or natural gas
3. All applications for variations of existing planning permissions for Waste Management Development including landfilling, waste disposal and landraising and the winning and working of Minerals
4. Review of Old Mineral/Mining Permissions (ROMPS) or Interim Development Orders (IDOs)
5. Certificates of Lawfulness or Existing Use or Development OR Certificates of Lawfulness of Proposed Use or development for all mineral and waste development.

A fee of £155 will be charged for pre-application advice on the following:

Discharge of pre-development conditions or request for confirmation of compliance with conditions

Subsequent / follow up meetings:

£180 for attendance by up two officers for up to 2 hours. Each additional officer in attendance charged at £80.

Pre-application advice in writing following a formal written enquiry (excluding meetings)

£180 standard charge (*all categories of development as identified above*)

Nb. In accordance with the fee exemptions set out in the current Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008, Parish and Town Councils incur half the fee.

Complex and/or significant proposals:

Proposals which require a number of meetings, specialist advice from a number of subject areas and a schedule of timescales for determination of the application may be subject to Planning Performance Agreement (PPA) although this is not mandatory. Each PPA must be agreed on its own merits.

This page is intentionally left blank

Appendix C9

2015/16 Fees & Charges – Photocopying. Charges take effect from January 2015

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

	2014	2015
All Directorates	£	£
Photocopying and Printing of Documents - all services unless specified		
A4 Single request up to 50 sheets A4 every additional sheet over 50 A3 per copy	No charge 11p per sheet 0.32	No charge 11p per sheet 0.33
Colour Photocopies		
A4 Per copy	1.20	1.20
A3 per copy	1.75	1.80

This page is intentionally left blank

Appendix C10

Marriage fee changes from 1 September 2014	Service Existing fee	Revised fee from 1 September 2014
Attesting a notice of marriage away from his/her office for a house-bound or detained person.	£46.00 (Housebound)	£47.00 (Housebound)
	£67.00 (Detained)	£68.00 (Detained)
Attending a marriage at the residence of a house-bound or detained person	£82.00 (Housebound)	£84.00 (Housebound)
	£93.00 (Detained)	£94.00 (Detained)
Attending a marriage at the register office	£45.00	£46.00
Attending a marriage at a registered building or the residence of a housebound or detained person	£84.00 (registered building)	£86.00 (registered building)
	£79.00 (House-bound)	£81.00 (House-bound)
	£86.00 (Detained)	£88.00 (Detained)
Certification of a building for religious worship	£28.00	£29.00
Registration of a building for the solemnization of marriage between a man and a woman (building not already registered for the solemnization of marriages of same sex couples)	£120.00	£123.00
Registration of a building for the solemnization of marriages of same sex couples (building not previously registered for the solemnization of marriage between a man and a woman)	£120.00	£123.00
Joint application for the registration of a building for the solemnization of marriage of a man and woman and same sex couples	£120.00	£123.00
Civil Partnership fee changes from 1 September 2014	Service Existing fee	Revised fee from 1 September 2014
Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for house-bound and detained persons	£46.00 (House-bound)	£47.00 (House-bound)
	£67.00 (Detained)	£68.00 (Detained)
Signing by the civil partnership registrar of the civil partnership schedule	£45.00	£46.00

Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound and detained persons	£79.00 (House-bound)	£81.00 (House-bound)
	£86.00 (Detained)	£88.00 (Detained)

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CO-CONVENED OVERVIEW & SCRUTINY COMMITTEE** held in Council Chamber, Priory House on Tuesday, 23 September 2014.

Children's Services Overview & Scrutiny Committee

Cllrs: Barker (Chairman), Duckett and McVicar

Also Present: Mr Chapman (PGR co-optee), Mr Court (PGR co-optee) and Ms F Image (Diocesan representative)

Substitutes: Cllrs Berry (substitute for Cllr Costin) and B Saunders (substitute for Cllr G Clarke)

Corporate Resources Overview & Scrutiny Committee

Cllrs: Duckett (Chairman), Sparrow (Vice-Chairman), Chapman and Coleman

Substitutes Cllr B Saunders (substitute for Cllr Johnstone)

Social Care, Health & Housing Overview & Scrutiny Committee

Cllrs: Drinkwater (Chairman), Berry, Duckett and Goodchild

Substitutes Cllrs McVicar (substitute for Cllr Gomm) and Sparrow (substitute for Cllr Sheppard)

Sustainable Communities Overview & Scrutiny Committee

Cllrs: McVicar (Chairman), Bowater, Matthews, B Saunders, Shadbolt and Williams

Substitutes Cllr Chapman (substitute for Cllr Gomm)

Apologies for Absence: Cllrs A R Bastable
Mrs G Clarke
N B Costin
Dr R Egan
C C Gomm
Ms A M W Graham
Mrs D B Gurney
Mr T Hodey
P Hollick
R W Johnstone
D Jones
Mr D Morton
Mrs M Mustoe
R B Pepworth
N J Sheppard
M A Smith
N Warren
T Woodward

Members in Attendance:	Cllrs	C Hegley	Executive Member for Social Care, Health & Housing
		D J Hopkin	Deputy Executive Member for Corporate Resources
		M R Jones	Deputy Leader and Executive Member for Corporate Resources
		B J Spurr	Executive Member for Community Services
		M A G Versallion	Executive Member for Children's Services
		J N Young	Executive Member for Regeneration

Officers in Attendance:	Mr D Galvin	–	Head of Financial Performance
	Mr I Melville	–	Head of Service Development
	Mr J Partridge	–	Corporate Policy Manager
	Ms C Ritchie	–	Head of Registration & Coroner Service
	Ms S Templeman	–	Senior Finance Manager

OSC/14/1. **Members' Interests**

Cllr Bowater declared an interest in the business as a Member of the Audit Committee.

OSC/14/2. **Chairman's Announcements and Communications**

Cllr McVicar welcomed the co-opted Members of the Children's Services Overview and Scrutiny Committee and advised Members of the procedure for the meeting including the manner in which the discussion would be recorded. Whilst the meeting was a co-convened meeting of four separate Overview and Scrutiny Committees it was noted that any recommendations would be referred to the relevant committee for referral to the Executive.

OSC/14/3. **Petitions**

None.

OSC/14/4. **Questions, statements and deputations**

None.

OSC/14/5. **Fees and Charges**

Cllr M Jones introduced a report that proposed the revised fees and charges for 2015/16 and identified those charges where increases were significantly different from the 2% advisory increase as per the 2015/16 Budget Strategy. In

addition it was highlighted that charges would take effect either from 01 January 2015 or 01 April 2015.

In addition to discussing the specific fees and charges Members commented that the report did not clearly demonstrate which of these were statutory and where there was flexibility to amend proposals. It was suggested that future reports identify the level of service use as a means of providing context for these charges, for example in relation to waste collection it was proposed to increase the charge by £1.00 but it was not clear the extent of the impact of this change. Additionally it was suggested that a more consistent approach to setting the fees and charges was required, for example some directorates provided a 2014/15 comparison and others did not. Members also commented that in the future it was necessary to have appropriate officers in attendance at OSC meetings to discuss the proposed charges and to be able to respond to queries on the nature of specific charges.

In light of the report the Committee discussed the detailed proposed fees and charges and commented as follows:-

- Social Care, Health & Housing (Appendix A1)

Clarity was sought in relation to proposed fees and charges for telecare monitoring services for those who met eligibility criteria and whether VAT had been applied appropriately to these charges. Members also queried whether costs relating to domiciliary care were per hour for each carer.

Members also queried fees and charges for guest rooms and whether it would be appropriate to increase the proposed charge in light of the comparative costs of rooms elsewhere. The Social Care, Health and Housing OSC considered a recommendation to increase the proposed charge but it was considered inappropriate to amend the proposed fee at the current time. It was however agreed that it be reviewed for 2016/17 following a review of the standard of these facilities.

Members queried the nature of immigration survey requests and what these entailed. In light of responsibilities being added to the role of the Council it was proposed and agreed by the Social Care, Health and Housing OSC that this charge be reviewed with a view to the Executive considering whether the proposed charge was sufficient.

Members also queried whether it was necessary to refer to a 'renewal' of a blue badge and whether the weekly price per care home bed for other local authorities was high enough in comparison to our own prices.

RECOMMENDED by the Social Care Health and Housing OSC to Executive that the comments detailed above be considered and that whilst the Committee supports the proposed fees and charges in Appendix A1 in light of the additional responsibilities on the Council relating to immigration surveys the associated charge be reviewed to ensure they were set at an appropriate level for 2015/16.

- Children's Services (Appendix A2)

Members sought clarity in relation to the charges for the music service and the means by which schools could use the pupil premium to fund music lessons. Members also sought clarity in relation to the charges for out of county and non-LEA schools, specifically why there was not a 40 minute lesson for out of county schools and why costs were not increasing for 2015.

RECOMMENDED by the Children's Services OSC to Executive that the proposed charges in Appendix A2 be supported subject to further clarity being provided in relation to music service charges for out of county and non-LEA schools to ensure that these charges were set at an appropriate level for 2015/16.

- Community Services (Appendix A3)

Members sought clarity in relation to the purpose of 'definitive statements'. Members also queried why the charges for granting a sex shop/cinema license were the same and whether the fee for granting of a sexual entertainment venue was sufficient. In relation to charges for the Licensing Act 2003 Members queried in general terms whether these fees were high enough.

Members queried the proposed weekly rate for off-street parking in Flitwick and whether it would be appropriate to provide a discount. In response the Executive Member commented this charge was presently being reviewed and further information would be provided at the Executive meeting.

Members queried the proposed charges for Hackney Cabs and Private Hire Licences and sought clarity as to why these fees had not increased. It was agreed that further clarity would be provided at the Executive meeting.

Members also queried whether it was necessary to agree a charge in relation to licensing mobile food vans. The Executive Member agreed to review this charge and whether it was necessary to include a charge, following a consistent approach to the recommendation of a charge for sex shop licences. The Executive Member was also asked to consider whether the charge for collecting fridges and freezers from domestic premises should be reduced or remain at the 2014/15 rate in order to deter fly tipping.

RECOMMENDED by the Sustainable Communities OSC to Executive that the proposed charges in Appendix A3 be supported but that further clarity be provided in light of the comments detailed above at the relevant Executive meeting.

- Regeneration & Business Support (Appendix A4)

Members queried why the proposed charges for 2015/16 had been held at 2014/rates. The Executive Member agreed to review the charges prior to the Executive meeting to consider whether it was appropriate to apply a 2% increase.

RECOMMENDED by the Sustainable Communities OSC to Executive that the proposed fees and charges in Appendix A4 be reviewed to determine whether it was appropriate to apply a 2% increase for 2015/16.

- Corporate Resources (including registration) (Appendix A5)

The Committee received an update in relation to the proposed fees and charges for the registration service in light of Bedford Borough Council's decision to apply an uplift of 3-3.5%. In light of this increase Members agreed it would be appropriate for Central Bedfordshire Council to negotiate these charges with a view to agreeing a similar uplift to Bedford Borough Council.

In addition Members queried the rationale for not increasing charges in relation to land charges, which it was confirmed was due to the Council not being permitted to make a profit in relation to this service. Members also sought clarity in relation to the charges associated to Freedom of Information requests and the time taken to compile a request.

RECOMMENDED by the Corporate Resources OSC to Executive that the proposed fees and charges in Appendix A5 be supported subject to a review of the proposed fees and charges for the registration service to bring them in line with the proposed charge for Bedford Borough Council.

- Building Control (Appendix A6)

RECOMMENDED by the Sustainable Communities OSC to Executive that the proposed fees and charges in Appendix A6 be reviewed to determine whether it was appropriate to apply a 2% increase for 2015/16.

- Planning Services (Appendix A7)

RECOMMENDED by the Sustainable Communities OSC to Executive that the proposed fees and charges in Appendix A7 be reviewed to determine whether it was appropriate to apply a 2% increase for 2015/16.

- Minerals & Waste (Appendix A8)

RECOMMENDED by the Sustainable Communities OSC to Executive that the proposed fees and charges in Appendix A8 be reviewed to determine whether it was appropriate to apply a 2% increase for 2015/16.

- Photocopying (Appendix A9)

RECOMMENDED by the Corporate Resource OSC to Executive that the proposed fees and charges in Appendix A9 be supported.

- Marriage fees (Appendix A10)

NOTED the statutory fees and charges proposed in Appendix A10.

(Note: The meeting commenced at 13.10 and concluded at 15.35)

Appendix E

Responses to Overview & Scrutiny Questions

Social Care Health & Housing

VAT has been correctly applied to Telecare.

The charges for domiciliary care are per hour for each carer.

With regard to immigration. The UK Border Agency requires a report from a competent Officer that a property proposed as occupation for someone looking to enter the UK meets the required standards. The Council is not obliged to provide these reports, which require a property survey, but Housing Services will undertake an immigration survey and provide a full report for the proposed fee.

The survey and report is provided by an Officer with a suitable qualification and expertise in applying the Housing Health and Safety Rating System. They do not involve passport checks because it is a property survey to check condition of the property and that the property will not become overcrowded if they move there.

The charge was introduced in 14/15 and is based on the full cost of providing the survey.

Children's Services

We have applied a 2% increase to all charges. CBC already costs slightly more than other providers and a further increase could price us out of the market. We are competing against other LA s music services.

CBC can deliver 40 minute Individual lessons for out of County Schools, but the reason it is not on the Lesson & Charges sheet is that no one had asked for that option in the past. CBC usually try to deliver whatever we are asked for. If there was a request, we could accommodate it and charge prorata.

Community Services

A **definite Statement** is the statutory document accompanying the Definitive Map providing supporting data on the detail of a path, e.g. constraints such as gates and stiles and widths

With regard to **Hackney carriages and private hire and licensing charges** in general there has been a recent ruling in relation to the setting of fees and charges restating that charges are meant to represent the time/cost to the local authority for processing the application. This was behind the increase in fee scales for zoos and riding establishments a couple of years ago. Last time the calculation for hackney carriages and private hire were undertaken we had a small surplus (approx. £10k) but then we have had recent superannuation increases resulting in the increase in

June 2014.. In response to an operator regarding the last increase they were advised that Central Bedfordshire Council had not increased its fees and charges relating to hackney carriage and private hire since 2010. The licensing authority has absorbed the inflationary increase during this four year period. In 2013 and 2014 there have been additional costs incurred by the Council and these are reflected in the fee increases which will come into force on the 1st June 2014

A number of fees are statutorily set and in the case of the LA03 licences these are based on the rateable value of the premises. To base on turnover would be very bureaucratic as we would have to check their accounts every year and then adjust the fees accordingly and turnover wouldn't necessarily translate into profit, so we could be charging a higher fee to a business that is making less profit than someone paying a lower fee

With **bulky waste charges** the current 2014/15 can be maintained without any effect on the budgetary position.

Flitwick Car park –It has been agreed with Bedfordshire Commuter Association that widening the tariffs available at Steppingley Road car park will be looked at once the plan for any further improvements/work to the car park is confirmed. Any new tariffs put in place will take into consideration the costs of other providers car parking charges in this area and the capacity of the Steppingley Road car park.

There has only been one charge for **mobile food operators** The intention was to provide a marked out bay for mobile food operators however the issue is how have we assessed the site, what happens if it is parked on by someone else and who polices this activity? With only one payment received this would not cover the expense of implementing the scheme. .

If the mobile vendors serve food they are registered as a food business with Public Protection and they are inspected in line with the FSA framework. All mobile vendors are required to have a street trading licence for which they pay a fee to PP. A dual licence for mobile traders (food or other) who have agreement from Highways to park on their land could be looked at with the application being processed by PP licensing and the fee split dependant on the input from each team. This needs to be further developed

As the **opening times of the libraries** are on the web some wording can be added to the fees and charges schedule to direct people to the relevant page.

Regeneration & Business Support

Confirmed that charges for Regeneration & Business Support, Building Control, Planning Services and Minerals and Waste will be reviewed later in the year . Should any changes be recommended, there is provision within the Fees & Charges Policy to accommodate in year changes.

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE MEETING: 14 October 2014

Highways Contract Renewal Project: Authorisation to Proceed

Report of Cllr Brian Spurr, Executive Member for Community Services
(brian.spurr@centralbedfordshire.gov.uk)

Advising Officer: Marcel Coiffait, Director of Community Services
(marcel.coiffait@centralbedfordshire.gov.uk)

Key Decision

Purpose of this report

1. The current CBC Highways contract ends on 31 March 2016. The Council is therefore in the process of procuring a new contract that reflects the current priorities of CBC, with flexibility incorporated for a changing environment. This work includes a review of the most appropriate contract type and packaging of all Highways services. This report seeks the relevant authorisations required to proceed with the procurement exercise.

RECOMMENDATIONS

The Executive is asked to:-

1. **approve TMC+ as a contract model for the Council from 2016-2023;**
2. **approve a nominal seven year contract term, with a maximum extension period of a further seven years;**
3. **approve the continuation of as Assets Management approach and approve the preparation of a new Highways Asset management Plan; and**
4. **approve the Network Maintenance Management Plan and the Road Safety Strategy Targets to be utilised for the purposes of procuring the highways contract (Appendices A and B).**

Overview and Scrutiny Committee

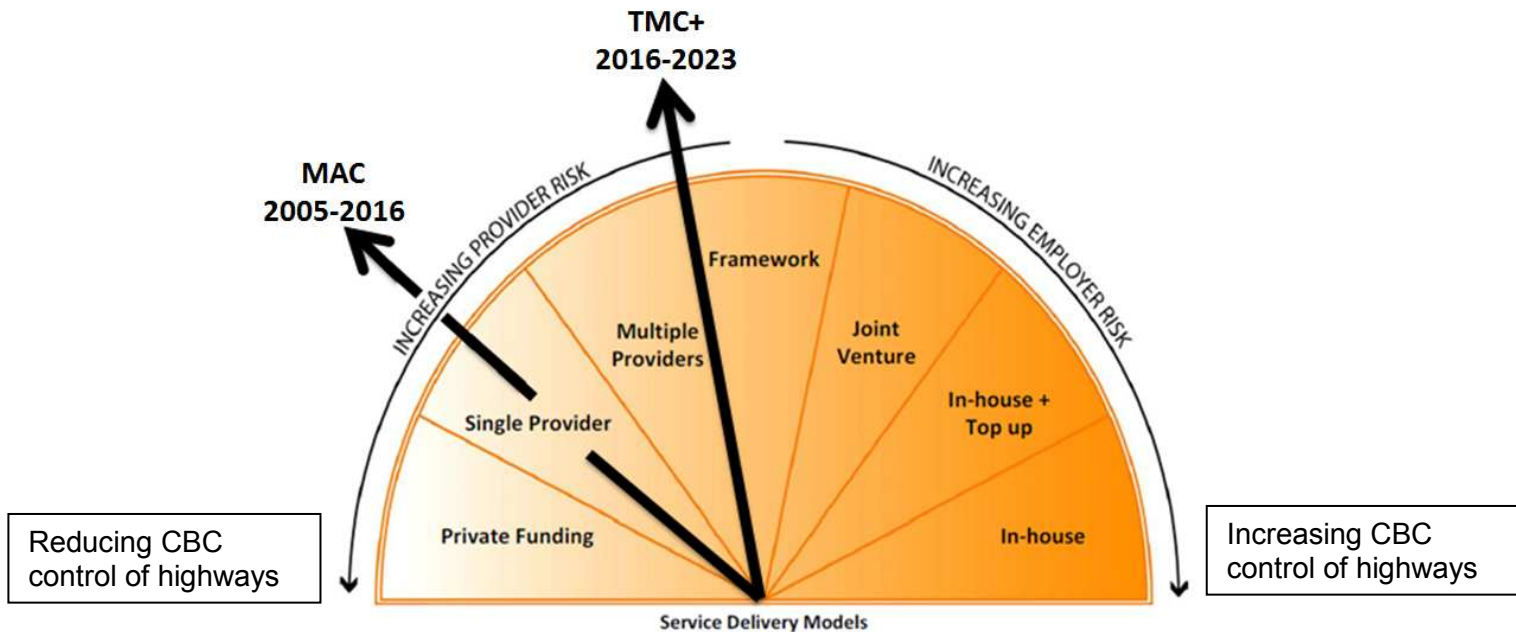
2. The Sustainable Communities Overview and Scrutiny Committee at its meeting held on 18 September 2014 recommended to Executive to:-
 - (i) approve TMC+ as a contract model for the Council from 2016-2023;
 - (ii) approve a nominal seven year contract term, with a maximum extension period of a further seven years;
 - (iii) approve the continuation of an Assets Management approach and approve the preparation of a new Highways Asset Management Plan; and
 - (iv) approve the Network Maintenance Management Plan and the Road Safety Strategy Targets to be utilised for the purposes of procuring the highways contract (Appendices A and B).

Highways Contract Type

3. In seeking a new type of contract the Council aims to have greater control and influence about what will happen on the highway network resulting in a positive impact on quality control and customer satisfaction.
4. The Council's current highways contract is a Managing Agent Contract (MAC) delivered by Amey. In preparation for procuring a new contract for the delivery of highways services from 1 April 2016, officers considered a range of contracting models including; Term Maintenance Contracts, Managing Agent Contracts, Private Finance Initiatives and full delivery in-house.
5. Officers determined a Term Maintenance Contract Plus (TMC+) would be most suited to meet the Council's priorities moving forward because a TMC+ will enable the Council to retain the benefits of a single provider whilst increasing control of the highway network and raising the profile of the Council as the organisation responsible for highways. The plus covers any design services undertaken by the new provider, a traditional TMC just covers the works elements. A TMC+ requires a larger client team thereby enabling them to challenge the provider, improve the customer experience and undertake asset management.
6. A TMC+ differs from a MAC, in that the Council takes on a more prescriptive role with increased monitoring. Consequently a limited number of staff will be brought in-house to facilitate this.
7. It is anticipated that a TMC+ will reduce unit costs, improve the quality of services and increase control over services delivered, enabling the Council better to respond to our customers.

8. Officers' conducted significant consultation with potential contractors and other interested groups that suggested a seven year contract term best matches the investment cycle of service providers and therefore provides the correct level of incentive and is likely to prove best value for money. The Executive is therefore asked approve TMC + as a contract model for the Council from 2016 with a contract term of seven years with a maximum seven years extension.

Figure 1: Moving from a MAC to TMC+



Implications of moving from a MAC to TMC+

9. Under a TMC+ the Council will have greater control of the services provided by the contractor. As a result, the Council (the employer) accepts some additional risks thereby enabling the contractor (the provider) to offer their keenest price.
10. The current MAC requires very few CBC staff (5 FTE) to oversee the contract delivery. A TMC+ will allow greater control over the Contractor, and therefore requires a larger complement of CBC staff with particular skillsets relating, for example, to the management of streetworks, noticing and streetlighting as well as to analysis, quantity surveying asset management and audit.
11. The Council should not incur additional costs by bringing some service functions back in-house as the budget for these functions is currently part of the MAC and will be transferred to the Council to fund an increased CBC staff complement in 2016.

12. The CBC staff who will deliver highways services will be co-located with the TMC+ Contractor's staff.

Highways Asset Management Plan

13. Asset Management, as a principle, allows a Local Authority to target its maintenance activities efficiently. It enables a Local Authority to demonstrate precisely why it has chosen to work on the highway, where, how much and when. It also brings a greater understanding of the type and condition of roads to be worked upon, which is helpful in informing council initiatives to improve the network.
14. Asset Management is an empirical methodology which depends on gathering information about the asset type, age, condition and residual life. Asset management principles can be applied to all highway assets, for example carriageway, footway, bridges, streetlighting, signals or pedestrian crossings.
15. Asset Management enables targeted maintenance to avoid more expensive replacement costs. This is commonly referred-to as "preventative maintenance" and can be compared to the difference between servicing one's car or allowing it to break down, and being more expensive to fix as a result.
16. In readiness for the new contract, the council needs to formalise its own Highways Assets Management Plan (HAMP) This is a continuation of the approach under the existing contract which has led to Central Bedfordshire having one of the best highways network in the country.
17. The HAMP will enable the Council to have greater control of highways services, and determine where resources are spent rather than to outsource such decision-making, as has been the case under the MAC. The implementation of the HAMP will require additional staff, training, software tools and data collection/validation methods. However, the Council should not incur additional costs by developing and implementing a HAMP as the budget for this function is currently part of the MAC and will be transferred to the Council under a TMC+.
18. The Council will use all relevant Highways Maintenance Efficiency Programme (HMEP) products to prepare a HAMP. HMEP is a Government initiative to improve efficiency in the sector.
19. The continuation of Asset Management principles, via a HAMP, will help support council spending on highways by demonstrating greater value for money. Furthermore, the Government has indicated that Asset Management may become a requirement upon LAs, and future budget awards from and bids to DfT could become dependent upon the degree to which it is embedded.

20. The Executive is asked to approve the continuation of an Asset Management approach, approve the preparation of a CBC HAMP.

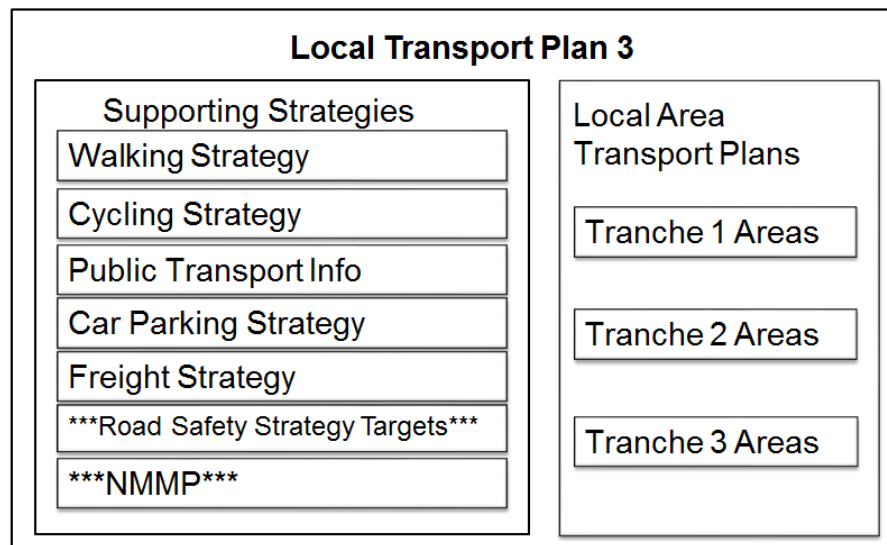
Network Maintenance Management Plan (NMMP)

21. The draft Network Maintenance Management Plan (NMMP) (Appendix A) sets out how the Council upholds its statutory duty to maintain public highway. The NMMP is a supporting strategy within the Local Transport Plan (See Figure 2). The NMMP describes the Council's policies with respect to highway inspection regime, intervention criteria and maintenance activities for each of its highway assets. It is the document on which the supply chain bases calculation for its plant, labour and materials.
22. The existing NMMP was approved in 2005. In order to let a new contract a new NMMP is required. The NMMP does not change the highway maintenance service currently delivered by the MAC. The NMMP should be reviewed on an annual basis to reflect changes in national guidance.
23. The Executive is asked to approve the NMMP (Appendix A) for the purposes of supporting the Highways Contract Renewal Project.

Road Safety Strategy (RSS)

24. The legacy Road Safety Strategy (RSS) was adopted as a supporting strategy of the Local Transport Plan (See Figure 2). The targets within the RSS ended in 2010, therefore; it is necessary to update the RSS targets in order to answer tender enquiries for the new highways contract.
25. The updated Road Safety Strategy Targets (Appendix B) set out the Council's standpoint with respect to road safety objectives and targets. The RSS is high level and reflects current industry and Government guidance.
26. The Executive is asked to approve the updated Road Safety Strategy Targets (Appendix B) for the purposes of supporting the Highways Contract Renewal Project

Figure 2: Highways Strategies and Plans



*** = updated documents

Reasons for decision

27. This decision is necessary in order to provide the Highways Contract Renewal Project authorisation to proceed to the next delivery stage of the project; the procurement exercise.

Risk Management

28. The following risks have been identified should a contract for the delivery of highways services from 2016 onwards not be operational by 1 April 2016:
 - Failure to discharge statutory responsibilities for highways service delivery
 - Reputational risks associated with the failure to deliver highways services
 - Financial risks associated with failure to deliver highways services
 - Legal challenge resulting from failure to deliver services

These risks have been identified and appropriate mitigation action will be taken.

Council Priorities

29. The Highways Contract Renewal Project aims to procure a new contract that reflects the current priorities of CBC, with flexibility incorporated for a changing environment. The project supports the better infrastructure priority by facilitating the improvement of highways services across Central Bedfordshire.

Corporate Implications

Legal Implications

30. As the local highway authority Central Bedfordshire Council is responsible for the maintenance and improvement of the public highways within its administrative area under the Highways Act 1980.
31. Central Bedfordshire Council will need to comply with the EU procurement regime and in particular the Public Contracts Regulations 2006 (as amended) and legal advice will be provided throughout the procurement process.

Financial Implications

32. For 2014/15 the budget for the highways contract totalled approximately £21m split over revenue and capital of which 30% is Government grant funded. The expectation of the Council is that the new highways contract will provide efficiencies.

Equalities Implications

33. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Council's procurement processes ensure that due regard is given to the requirements of equality legislation when contracts are being drawn up and awarded.

Public Health

34. The delivery of effective, high quality, highways services will promote sustainable modes of travel which in turn will have a positive impact on the health and wellbeing of residents within Central Bedfordshire

Community Safety

35. The Council has a statutory duty under Section 17 of the Crime and Disorder Act 1998 to do all that it reasonably can to reduce crime and disorder in its area. The delivery of effective, high quality, highways services will support community safety initiatives through the delivery of street lighting and supporting CCTV.

Sustainability

36. The delivery of effective, high quality, highways services will contribute to safe, supportive, clean and diverse environments for living, recreation and working. The new highways contract will include mechanisms to ensure on-going improvement in environmental performance

Procurement

37. The procurement of the Highways Term Maintenance Contract Plus to deliver highways services from 1 April 2016 will be conducted in accordance with national and European procurement regulations and in line with the procurement policy of Central Bedfordshire Council.

Next Steps

Event	Date
Procurement Process	December 2014- September 2015
Mobilisation	October 2015- March 2016
Contract Start Date	1 April 2016

Appendices

- Appendix A – Network Maintenance Management Plan
Appendix B – Road Safety Strategy Targets

Background Papers (Open to public inspection)

The UK Roads Liaison Group Codes of Practice can be accessed at:
<http://www.ukroadsliasongroup.org/en/guidance/codes-of-practice.cfm>



Central Bedfordshire Local Transport Plan: Appendix J Part 1

Network Maintenance Management Plan

August 2014

Version Control

Version	Author	Checked	Approved	Comment
20131120	SB			WMH 130812
20140331	SB	LB		For comment draft
20140812	SB	PM	PM	Final for OSC

1.0 - Executive Summary	5
2.0 - Introduction	6
3.0 - Structure of the Network Maintenance Management Plan.....	8
4.0 - Network Maintenance Overview	8
5.0 - Community Services Policy and Strategy	9
5.1 – Council Vision, Priorities and Values	9
5.2 - Medium Term Financial Plan.....	9
5.3 - Local Transport Plan (Core Strategies).....	9
5.3.1 - Freight Strategy (LTP Appendix D).....	10
5.3.2 - Walking strategy (LTP Appendix E)	10
5.3.3 - Cycling Strategy (LTP Appendix F).....	11
5.3.4 - Road Safety Strategy (LTP Appendix I).....	11
6.0 - Customer Service and Liaison	12
6.1 - Introduction	12
6.2 - Procedures for Customer Feedback	12
6.3 - User & Community Response	15
6.3.1 - Reactive.....	15
6.3.2 - Routine	15
6.3.3 - Programmed	16
7.0 - Network Maintenance – Asset Register and Management Systems	17
8.0 - Network Maintenance – The Winter Service	18
9.0 - Network Maintenance – Weather and other Emergencies.....	19
10.0 - Network Maintenance – Environmental and Sustainable Development	20
10.1 - Central Bedfordshire Council’s Policies in relation to the Environment	20
10.2 - The conservation of non-renewable resources.	21
10.3 - Quality Management.	21
10.4 - The conservation of the highway’s natural habitat.	21
10.5 - Waste Management	21
10.6 - Pollution Control.....	22
10.7 – Environmental Impact Assessments (EIA)	22
11.0 - Network Maintenance – Programming.....	23
12.0 - Network Maintenance – Delivery	24
12.1 - Client Staff Structure	24
12.2 – Normal Office Hours	24
12.3 - The Local Government Community.....	24
12.4 - Other partners within the wider community	24
12.5 - Claims Management	25
13.0 – Network Maintenance - Holistic principles in reactive maintenance....	26
14.0 - Network Maintenance – Defect Category Identification	28
15.0 - Network Maintenance – Highways Contract Performance.....	29
15.1 - Performance Indicators	29
16.0 - Co-ordination of Standards	30
16.1 - Reactive	30
16.2 - Routine.....	30
16.3 - Programmed	30
Appendix A: References	31
National Guidance.....	31
CBC Strategy Documents	31

1.0 - Executive Summary

The scope of this Network Maintenance Management Plan is to provide and maintain a highway network, which supports the transport needs of Central Bedfordshire's communities and businesses and enhances the local environment.

The aim is to deliver Best Value in highway maintenance.

The outcome of the service is to:

- Improve travelling conditions for all highway users;
- Provide a safer highway network; and
- Give greater consideration to the local environment.

The objectives of this plan are as follows:

- To encourage the development, adoption and regular review of policies for highway maintenance, consistent with the wider principles of integrated transport, sustainability and Best Value.
- To act upon the needs of users and the community by involving them in the development of works programmes.
- To adopt an efficient and consistent approach in the collection, processing and recording of highway inventory, highway condition and status information for the purpose of asset assessment, management and local benchmarking.
- To encourage a risk management approach in the determination of technical and operational standards

2.0 - Introduction

The transport infrastructure asset is one of the most important assets owned by the authority. Being able to conveniently and safely use the local transport network is vital to the authority's plans for economic growth. It is used to access local services important to maintaining a good quality of life, and is a link between local communities and more strategic transport assets, such as motorways or the rail network. It is therefore essential that the local transport infrastructure is managed effectively.

In exercising its duties to maintain, operate, and improve the local transport network, the authority needs to consider a number of different challenges:

- Limited resources compared to the levels of work, particularly in terms of finance, staff, and skills;
- A significant backlog of maintenance works arising from an ageing transport network;
- Increasing levels of public expectations and awareness, particularly on the maintenance of the local road network;
- Increased level of accountability of statutory bodies to local people;
- White maintenance and the unpredictability of weather patterns.

Efficient management of the highway can improve the quality of life for the travelling public and the residents of Bedfordshire, whilst reducing the environmental impact of works.

This Network Maintenance Management Plan is designed to show how Central Bedfordshire Council (CBC) will manage the maintenance of the highway asset in accordance with the principles of Best Value. This Plan identifies the targets, sets out the policy and strategy and details the process by which Central Bedfordshire Council will deliver and develop its Highway Maintenance service. Central Bedfordshire Council, as the Highway Authority, has a duty to maintain and has powers to make improvements to the adopted highway network, all as defined by the Highways Act 1980.

The following hierarchy of documents incorporated into this Plan show Central Bedfordshire Council's intention for achieving efficient and effective management of its highway asset.

1. Well-Maintained Highways, 2005 and amendments
2. Well Lit Highways, 2004 and amendments
3. Management of Highways Structures, 2005
4. CIPFA Transport Infrastructure Assets Code of Practice 2010
5. CBC LTP3 and associated Appendices
6. CBC Transport Asset Management Plan 2010
7. CBC Highways Maintenance Service Plan (merged into current NMMP)
8. Winter Service Operational Plan 2013
9. Central Bedfordshire Council Resilience Plan
10. Connecting Spaces: Rights of Way, Taking you through the landscape (Outdoor Access Improvement Plan) 2013 to 2031 (2013)

11. Associated Acts and Documents:

- Highways Act (1980)
- New Roads and Streetworks Act (1991)
- Traffic Management Act (2004)
- Local Government (Miscellaneous Provisions) Act (1953)
- Countryside and Rights of Way Act (2000)
- Wildlife and Countryside Act (1981)
- Flood and Water Management Act (2010)
- Manual for Streets 2, (2010)
- Shared Space advisory leaflet, (2011)
- Amey Bridge Management Procedure (Adopted by CBC March 2011)

This Plan is to be reviewed on an annual basis.

3.0 - Structure of the Network Maintenance Management Plan

The Network Maintenance Management Plan is split into annexes which cover specific assets; this draws all relevant information on that asset into one reference point.

The structure is as detailed below:

1. Introduction to Network Maintenance Management (this document)
2. Annex A: Carriageways, Road Markings and Studs
3. Annex B: Footways, Cycleways and Public Rights of Way
4. Annex C: Bridges, Highways Structures and Safety Fencing
5. Annex D: Street Lighting
6. Annex E: Signals, Pedestrian and Cycle Crossings
7. Annex F: Soft Estate and Drainage
8. Annex G: Traffic Signs, Bollards and Street Furniture
9. Annex H: Embankments and Cuttings
10. Annex I: Winter Maintenance
11. Annex J: Regulatory Functions

4.0 - Network Maintenance Overview

Network Maintenance is embedded into the Central Bedfordshire Highways Contract. The day to day responsibility for the monitoring of minor maintenance and basic maintenance work is devolved to our partners within Central Bedfordshire Highways. Partner staff manage devolved budgets and monitors expenditure to ensure that accounts are balanced at the end of the financial year.

CBC are members of the East of England Directors of Environment and Transport (EEDET). Our partners, through this organisation and across the country, monitor innovation and best practice to ensure that we provide the best possible service for the residents of Central Bedfordshire. From this work, policies are developed jointly with client officers, most notably the Head of Highways which encompasses the Traffic Manager role.

Some network maintenance functions are delegated to Town and Parish Councils. Town and Parish Councils are given the option of maintaining urban highway grass. Where possible the Council will consider the devolvement of functions to local councils to enable community decision making under the Localism Agenda.

CBC does not have responsibility for the trunk roads (M1, A1, A5 and A421) in Central Bedfordshire; these are within Highways Agency Area 8.

5.0 - Community Services Policy and Strategy

5.1 – Council Vision, Priorities and Values

Council Vision:

The Council's vision drives the work of the entire council. It describes our overall objectives as a council and the type of place we want Central Bedfordshire to be – “a great place to live and work”.

Council Priorities:

The Council has clear and explicit ambitions for Central Bedfordshire, informed by our residents' views:

- Enhancing your local community – creating jobs, managing growth, protecting our countryside and enabling business to grow.
- Improved educational attainment
- Promote health and well being and protect the vulnerable
- Better infrastructure – improved roads, broadband reach and transport
- Great universal services – bins, leisure and libraries
- Value for money – freezing council tax

Council Values:

The council's values describe the type of organisation we want to be and the principles that will guide us in achieving our priorities and vision. These set out the way we will work and interact with our customers, members and each other.

Our values are:

- Respect and empowerment – we will treat people as individuals who matter to us
- Stewardship and efficiency – we will make the best use of the resources available to us
- Results focused – we will focus on the outcomes that make a difference to people's lives; and
- Collaborative – we will work closely with our colleagues, partners and customers to deliver on these outcomes

5.2 - Medium Term Financial Plan

This document is a live document which dictates budgetary levels available for network maintenance. This is reflected in the budgets provided to undertake maintenance on a yearly basis.

5.3 - Local Transport Plan (Core Strategies)

The Local Transport Plan 3 (LTP3) under the title of My Journey, was adopted on 1st April 2011 and sets out a long term framework for investment in transport across Central Bedfordshire.

It establishes a strategic approach to deal with key transport issues, a series of objectives, and broad areas of intervention through which schemes are identified and improvements made to the transport network.

The long term approach of the plan supports the Council by taking the vision “a great place to live and work” as a long term goal and splitting this into a shorter term, three year implementation plan, detailing specific initiatives and areas in which capital investment will be made.

There are various appendices which affect the highways service and how it manages the asset, ranging from the capital improvements scheme identification and programme of works, to maintenance requirements for certain assets on the network. The following appendices of LTP3 contain recommendations for the maintenance of the highways network and associates assets.

5.3.1 - Freight Strategy (LTP Appendix D)

The Freight Strategy provides a policy framework to support the management of freight transport in Central Bedfordshire, and addresses the carriage of freight by roads, rail and pipeline. The strategy references the spatial planning documents for the area, as generated by the Local Development Frameworks (LDF) to ensure a coherent strategic approach to transport planning.

The Freight Strategy examines key freight issues under five themes:

- Managing freight on roads;
- Freight facilities for road based transport;
- Servicing and deliveries;
- Information and working with stakeholders; and
- Non-road freight modes

For each of these themes a series of policies has been produced to set out the Authority’s approach to managing freight.

These policies should be given due consideration in the Network Maintenance Management Plan (NMMP) as they will affect how the network is managed and repair works prioritised, the main policy affecting network management and maintenance is:

“Maintain a Designated Road Freight Network (DRFN) of primary and secondary routes, in order to protect the safety of other road users, the amenity of communities and their local environments, and the integrity of highways infrastructure. In managing the route the Authority will identify diversionary routes during road works and traffic incidents.”

5.3.2 - Walking strategy (LTP Appendix E)

The Walking Strategy provides a policy framework to support improvements to the level, frequency and safety of walking as a sustainable mode of

transport in Central Bedfordshire, and addresses key issues such as access to facilities and promotion of health in the communities of Central Bedfordshire. The strategy references the spatial planning documents for the area, as generated by the Local Development Frameworks (LDF) to ensure a coherent strategic approach to transport planning.

5.3.3 - Cycling Strategy (LTP Appendix F)

The Cycling Strategy provides a policy framework to support improvements to the level, frequency and safety of cycling as a sustainable mode of transport in Central Bedfordshire, and addresses key issues such as access to facilities and promotion of health in the communities of Central Bedfordshire. The strategy references the spatial planning documents for the area, as generated by the Local Development Frameworks (LDF) to ensure a coherent strategic approach to transport planning.

5.3.4 - Road Safety Strategy (LTP Appendix I)

The appendix focuses on the principles of design and the identification of solutions to safety issues and therefore generally affects design practices only, there are no specifications for the maintenance level included in this document.

The safety of road users will be considered in the general maintenance practices which the Council undertakes on the network, and will be considered when looking to categorise and prioritise highway defects and repairs.

6.0 - Customer Service and Liaison

6.1 - Introduction

As a front line and customer focussed service, contact and communication with the residents of Central Bedfordshire is vital. The council's Customer First initiative aims to offer a first class customer service experience that enables residents to interact with the council conveniently, simply and quickly. Using modern technology to allow residents to access key council services online and continuing to serve the public through traditional face to face telephone channels.

6.2 - Procedures for Customer Feedback

6.2.2 - Standards for Customer Feedback

These standards and processes allow the engineers enough time to deal with enquiries and to ensure that the customer's needs are met effectively.

6.2.3 - Standard Feedback timescale

Once the contact centre receives and registers a request for service the relevant Engineer has 10 working days to assess and update the Contact Centre and customer accordingly.

Should this not occur the following procedure for non-response to customers will be followed:

Stage	Action Required	Time-scale
1. No update after 10 working days	Reminder sent to the relevant officer to assess & update customer	5 working days
2. Still no update after 15 working days	Referred to Area Manager	5 working days
3. Still unresolved	Pass to Contract Manager	5 working days. Notify the customer if longer is required

6.2.4 - Emergency Events - Feedback timescale

Once the contact centre receives and registers a request for an emergency response, the relevant Engineer has 1 working day to assess and update the Contact Centre and customer accordingly.

Should this not occur the following procedure for non-response to customers will be followed:

Stage	Action Required	Time-scale
1. No update after 1	Reminder sent to the	1 working days

working days	relevant officer to assess & update customer	
2. Still no update after 1 working day	Referred to Area Manager	1 working days
3. Still unresolved	Pass to Contract Manager	3 working days. Notify the customer if longer is required

6.2.5 - Reporting

The Contact Centre will advise customers at the point of initial contact that the Engineer has 10 working days to deal with a standard request for service and 1 day for an emergency request.

Should the customer contact after this period and not have an update, the Engineer will be informed (as per Stage 1 above).

An automatic reminder will be sent to the relevant Engineer if the Report is not updated within 10 days for a standard request (as per Stage 1 above). Automatic triggers will also occur at Stage 2 & 3 if no response is recorded.

It is the responsibility of Contractor's management to ensure that their employees are adhering to the above procedure as a general policy.

Central Bedfordshire Council will monitor this procedure to ensure targets are kept and there will be an agreed format for informing the contractor where targets are being missed.

6.2.6 - Customer Complaints

There are 2 types of complaint:

- Formal complaints
- Escalations

Formal Complaints

These are where a customer specifically stipulates they wish to make a formal complaint. This procedure links in with Central Bedfordshire Council's complaint procedure and timescales.

- When can a customer make a formal complaint?

Central Bedfordshire Highways needs time to resolve enquiries. A complaint form will therefore not be sent out until *after* the initial assessment period (10 working days) and stage 1 above (5 working days) have been completed.

If, after 15 working days, the customer wishes to make a formal complaint a complaints form will be sent to them. Once returned the formal complaint will be logged.

- The process will then be as follows:

Stage	Action Required	Time-scale
1. Complaints form received	Passed to Central Bedfordshire Highways area manager to contact customer and resolve	5 working days – If longer required customer will be advised by phone or letter
2. No resolution	Passed to Central Bedfordshire Highways contract manager	15 working days – If longer required customer will be advised by phone or letter
3. Customer still not satisfied	Passed for independent review by Central Bedfordshire Council	15 working days – If longer required customer will be advised by phone or letter

This procedure can make the customer feel that their issue has been taken seriously, that they are kept informed and that reasonable responses/timescales/decisions have been given to them.

It should be noted that satisfactorily dealing with a formal complaint does not *always* mean giving the customer exactly what they want.

6.2.7 - Escalations

These are when a customer is unhappy with progress or a decision and wishes to escalate this but does not stipulate it as a *formal* complaint.

- This will follow stages 1 & 2 of the formal complaints procedure above but will not be logged as a formal complaint in the Contact Centre.
- If these complaints are still unresolved after stage 2, they will be referred to independent review

6.2.8 - Town & Parish Council Liaison Meetings

6.2.8.1 - Introduction

In order to build closer working relationships with Town & Parish Councils, Central Bedfordshire Highways will meet with each Council in Bedfordshire to discuss highway issues.

The aim is to gain a greater understanding of the concerns of local councils, together with giving Town & Parish Councils an appreciation of budgets, workloads and intervention levels.

6.2.8.2 - Procedure

The following procedure has been agreed with all Town & Parish Councils.

- The Town or Parish Council nominates a 'highways' representative to act as the focal liaison point with Central Bedfordshire Highways.

- Central Bedfordshire Highways will inspect all areas of concern, with the Town/Parish representative.
- Central Bedfordshire Highways will identify and record all issues that are discussed.
- Central Bedfordshire Highways will write to the representative of the Town or Parish Council within 15 working days of the visit to advise of all outcomes and agreements and to confirm exactly what maintenance work will be undertaken and at what timescale. A copy of this letter will be sent to the Town / Parish Council Clerk.
- Regular contact will be made with the Town / Parish Council to keep them informed of the progress of promised work. If any delays are anticipated to the timescales agreed, Central Bedfordshire Highways will inform the Town / Parish Council immediately and advise on a revised date/
- It is important to note that not all expectations will be able to be fulfilled via the implementation of this procedure. Central Bedfordshire Highways will give detailed reasons if any requested work cannot be undertaken.

6.3 - User & Community Response

6.3.1 - Reactive

Having confirmed that a defect that represents an immediate or imminent hazard (category 1 defect), action necessary to rectify the defect shall be undertaken. Having ensured that effective action is underway, if the events may lead to significant local interest, then the Local Council Member(s), Executive Member (Community Services and operational issues) and, Local Town or Parish Clerks and or Town/Parish Highway Representatives should be informed of the event.

If the event requires publicity, then this shall be entered into, all in accordance with CBC's External Communications Protocol.

In any event, if the originator of the defect report had requested feedback upon the Council's action this shall be done at the earliest practicable opportunity and at least within 14 days.

6.3.2 - Routine

Council Members and local Town/Parish Council Clerks shall be informed of the nature of routine maintenance via an annually updated Central Bedfordshire Highways Member Guide and CBC Highway Representative Guide.

If individual elements of work require publicity, then this shall be entered into in accordance with CBC's External Communications Protocol.

Central Bedfordshire Highways shall undertake satisfaction survey work throughout the year, typically via Town/Parish Councils, Officer and elected Members' questionnaires. These surveys shall raise the issues of:

- Perception of Value and Service Delivery
- Adequacy of communication
- Quality of the finished product
- Perceptions upon overall condition of the highway network

The results shall be used to inform and improve service delivery and will be shared with the CBC Service Delivery Team to help inform future policies and strategies.

6.3.3 - Programmed

The annual defined Programme of Works shall be supplied to Council Members, and Town and Parish Councils.

If individual elements of work require publicity, then this shall be entered into in accordance with CBC's External Communications Protocol

The Service will undertake customer survey work throughout the year; these surveys shall raise the issues of:

- Perception of Value
- Adequacy of communication
- Quality of the finished product
- Suggestions for service improvement

The results shall be used to inform and improve service delivery and will be shared with the CBC Contract Management team to help inform future policies and strategies.

7.0 - Network Maintenance – Asset Register and Management Systems

Bedfordshire Highways utilises an asset register, currently ‘Insight’ from Symology. The system is used to manage the road network using a hierarchical system with all highway inventory, inspections, surveys and customer complaints referenced to the appropriate highway asset. This approach allows comprehensive reporting of data at all levels to monitor performance and cost to derive maintenance programmes.

The asset inventory allows for warranty information to be held against items such as street lights and vehicle actuated signs, and when failure occurs within warranty this shall be acted on. Inventory data can be automatically updated, for example as the result of a bulk lamp change operation with respect to street lighting.

The modules which identify how best to invest in maintaining roads are used to produce a four year programme for structural maintenance of highways and footways. This will enable funding to be targeted to sites that give the best improvement in condition.

Insight is used to manage the following:

Core Element	Sub-section
Asset Register	Standard UKPMS inventory
	Structures
	Street Lighting
Streetworks and utility works management and control	
Customer Complaints and correspondence (through linking the service providers systems with the Council’s Highways Help Desk)	Response times for dealing with complaints
	Actions undertaken recorded in system
	Linked to the service providers works order system
Inspection and Cyclic Maintenance Management	Programme and record outcome of safety/service inspections
	Create appropriate works orders
	Defence against 3 rd party claims
Works management	All works ordered and tracked within Insight
	Works orders automatically notified to the street works module
	Performance indicators for completion of Category 1 defects
	Roadworks bulletins & bulletins to Parishes and Authority Councillors
UKPMS Surveys	CVI/DVI, SCANNER SCRIM and Deflectograph

8.0 - Network Maintenance – The Winter Service

The winter service of salting and snow clearing is a key element of network maintenance. The service affects the safety of the travelling public and the availability and reliability of the network throughout the winter period. The defined season for the delivery of this service Set out in Appendix I of this Network Maintenance Management Plan.

Due to the complex and detailed nature of this part of network maintenance, a separate Winter Service Operational Plan is produced by the provider annually before the start of the winter maintenance season. Elements of this Plan, including what the service involves including which routes receive treatments, along with advice for driving in winter are reproduced on the CBC website.

The current Winter Service Plan can be found in Appendix I.

9.0 - Network Maintenance – Weather and other Emergencies

During such weather and emergency events the Reactive process (as described for various assets in their prescribed section and the specification) shall typically be adopted to manage the immediate effects of the weather and other emergencies.

Outside normal office hours the service operates an emergency contact system. This can be accessed via the Council's highways helpline – 0300 300 8049. The emergency out of hours contact shall co-ordinate the reactive maintenance response for the Authority area.

In the event of severe flooding in Central Bedfordshire, procedures defined in the Central Bedfordshire Resilience Plan shall apply. CBC will respond alongside other organisations.

The role of Central Bedfordshire Highways is to continue to provide its range of services at times of severe weather events and other emergencies, whilst simultaneously providing support along side voluntary agencies.

Central Bedfordshire Highways will also liaise with utility companies and national agencies, including Government, when necessary.

Bedfordshire and Luton Emergency Response Plan

In the event of a major emergency affecting Central Bedfordshire the procedures defined in the Bedfordshire and Luton Emergency Response Plan shall apply. The Council will respond alongside other organisations, the role of the Service is summarised below:

- Provide staff, equipment, transport, plant and other resources
- Maintain essential routes and bridges
- Provide geographical and technical information
- Carry out enforcement duties
- Implement elements of the relevant Emergency Plans

Following such events and where the opportunity exists to do so, the Council shall seek to obtain Government grant aid to

- Meet the cost of reactive measures
- Provide alleviation works

Where successful in its application, the Council shall direct resources obtained in accordance with spending instructions. Highway maintenance, routine and programmed works will be delivered compliant to these instructions, to mitigate the long-term effects upon the highway network.

10.0 - Network Maintenance – Environmental and Sustainable Development

10.1 - Central Bedfordshire Council's Policies in relation to the Environment

Central Bedfordshire Council is committed to the protection and the enhancement of its natural and built environment, people's health and well-being. It recognises that the Council can have significant impacts on the environment, both the delivery of services and as a major employer and landowner.

CBC also recognises its ability to encourage and influence others in the community to improve their environmental performance, the need to work in partnership with others in the pursuit of this, and the need to consult widely on proposals and report publicly on our achievements.

CBC and its partners are committed to preventing pollution and managing our policies and practices to achieve a continual improvement in our environmental performance. In doing so we will ensure the Council meets all relevant environmental legislation and regulations, and other voluntary requirements to which we subscribe.

In setting and reviewing our environmental objectives and targets we will address:

- The sustainable use of renewable natural resources and the conservation of non-renewable resources such as bituminous materials, water and energy;
- The minimisation of environmental impacts associated with highways and transport;
- The protection and enhancement of natural species and habitats;
- The conservation of cultural heritage
- The minimisation of waste, and the re-use or recycling of materials
- The purchase of supplies, services and equipment in ways which minimise adverse environmental impacts;
- Improved public access to information we hold on CBC's environment and environmental performance.

Central Bedfordshire's Local Transport Plan sets out ambitious objectives for sustainable travel via a four-year programme of works, involving many types of project aiming to promote modal shift away from the private motor vehicle.

Appendix K of the "Well Maintained Highways" Code of Practice, contains a maintainability and sustainability checklist, which considers not only the whole life cost of the products and materials used, but also the effects on highway users, future maintenance of materials and the re-use and re-cycling of materials, so as to reduce environmental impact, improve the community value of the works, and maximise any environmental contribution the

maintenance works may contribute to towards, as well as considering whether key objectives identified through LTP 3 can also be contributed towards.

10.2 - The conservation of non-renewable resources.

Highway maintenance uses large quantities of aggregates each year. However, modern materials allow greater percentages of recycled materials within the asphalt mix.

The Council use local materials and providers where ever possible, to reduce transportation cost and impact upon the environment, and will also use recycled materials wherever practicable for all types of highway assets.

10.3 - Quality Management.

The quality of materials and workmanship can have a great bearing on the sustainability and environmental impact of maintenance schemes. If material or workmanship is of a poor quality, then this could mean additional works to remediate, meaning additional visits to site, wasted material and additional inconvenience to road users. It should therefore be ensured that not only are the council's quality management procedures met through such procedures as Quality Assurance, Environmental Management and certification such as Investors in People, but only quality materials and products are used which can be identified by certification such as HAPAS.

10.4 - The conservation of the highway's natural habitat.

Roadside verges are important for animals and birds to feed and for flora to grow. There are a number of lengths of verge in Central Bedfordshire that are either designated as Roadside Nature Reserves or Sites of Special Scientific Interest (SSSIs). These are sign posted on site, and are available on GIS overlay. These verges are only cut at the end of the summer under the direction of CBC's Ecologist.

The planting of trees in suitable locations is encouraged, however if planted too near to roads and footways, they can cause damage and third party claims. Where a Town / Parish Council or land owner wishes to plant trees within the highway verge, the CBC Arboricultural Officer is consulted in order that damage can be minimised. All third party work in planting within the highway is carried out under a Licence under Section 153 of the Highways Act 1980.

10.5 - Waste Management

Wherever possible the Council will reduce and recycle the by-products of its highways maintenance works. This will include but is not limited to:

- Retaining and re-using materials on site;

- Maximising the value of re-used material rather than only for low grade fill;
- Make use of in-situ recycling in appropriate situations;
- Wherever possible look to a procurement process to include procurement of recycled material; and
- Ensure that where waste products cannot be reduced or recycled that waste is disposed in a responsible way.

10.6 - Pollution Control

Numerous processes that are used to maintain and repair highways and associated assets have the potential to cause pollution, which could be via, noise, air or water.

Advice should be sought from the relevant Environmental Health Department or EA to look to reduce and mitigate the impacts wherever possible. Consideration should also be given to storing contaminating materials such as Diesel in appropriate containers in bunded areas to ensure that spillages during storage do not spread. Where materials are being taken out of these areas, mitigation should be provided to ensure that any spillage can be contained, or prevented from entering any drainage system or waterway.

10.7 – Environmental Impact Assessments (EIA)

Environmental Management Issues shall be addressed by the use of an Environmental Impact Assessment (EIA).

The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 stipulates the requirements for the production of EIA's at threshold levels. Schedule 2 stipulates in table 10 part (f), for the scheme to be classified as a Schedule 2 development:

(f) Construction of roads (unless included in Schedule 1)	The area of works exceeds 1 hectare.
---	--------------------------------------

The “area or works” is defined as “including any area occupied by apparatus, equipment, machinery, materials, plant, spoil heaps or other facilities or stores required for construction or installation.”

Schemes which are exempt from this criterion and will need an EIA are classes as Schedule 1 development. Schedule 1 paragraphs 7 (b) and (c):

- “(b) Construction of motorways and express roads;
- (c) Construction of a new road of four or more lanes, or realignment and/or widening of an existing road of two lanes or less so as to provide four or more lanes, where such new road, or realigned and/or widened section of road would be 10 kilometres or more in a continuous length.”

11.0 - Network Maintenance – Programming

Definition of the 4 Year Works Programme

The Central Bedfordshire Council 4 Year Works Programme is a prioritised list of Integrated Maintenance Schemes (as identified in the Local Transport Plan), Structural Maintenance Schemes (carriageway resurfacing), Street Lighting, Drainage, Major Schemes and Routine Maintenance Activities that are intended to be undertaken by Central Bedfordshire Highways over the next 4 years. The programme will reflect CBC's highway policies and objectives and will feed into the Annual Works Programme which is a definitive list of schemes and targets that are scheduled to be completed in the current year.

Aim of the 4 Year Works Programme Development Process

- To enable all the main interested parties to work together to identify and prioritise the works to be done, reflecting the requirements of both BH and CBC;
- To gather a definitive list of all schemes to be undertaken, no matter how small or insignificant or how long they have awaited completion, including noting any commitments that have been made in the past;
- To identify basic information on each scheme (e.g. location, parish, nature of work, estimated cost of design and works and preferred dates for completion);
- To formally discard any schemes that do not merit completion or meet the minimum priority criteria;
- To give a weighting for each of the key CBC objectives to all the acceptable and prioritised schemes with (see below);
- To allocate the annual CBC budget to each objective and category of scheme as necessary;
- To feed back to CBC where it may be appropriate to realign CBC budgets to achieve the desired outcomes.

12.0 - Network Maintenance – Delivery

12.1 - Client Staff Structure

The staffing structure of Highways and Transport, and its support teams, are as follows:

The Assistant Director for Highways and Transport reports to the Director of Community Services with overall professional responsibility for work carried out through the contract.

The Highway Service Delivery Team is responsible for the operational management of the Highway. The Head of the Highways role includes Traffic Manager status.

Supporting teams with a bearing on the public highway or its users are as follows:

- Development Control – Manages the highway aspects of new developments and highway adoptions.
- Land Drainage – Dealing with risks from land drainage issues.
- Resilience – Dealing with the Council's ability to discharge its services in the event of major national, international or local incidents
- Public Relations – Dealing with media and key outgoing messages to the public.

12.2 – Normal Office Hours

Where discussed in this document, normal office hours shall be defined as 8.30am to 6.00pm Monday to Thursday; 8.30am to 5.30pm Fridays.

12.3 - The Local Government Community

To ensure wider understanding and appreciation of the highways service, Central Bedfordshire Highways will provide support for Council Members, Town and Parish Councils. This shall take the form of a handbook for Members and Highways Representatives, as nominated by Town and Parish Councils. Day-to-day advice, comments and collaboration is integral to Central Bedfordshire Highways and encouraged via the Area Teams.

12.4 - Other partners within the wider community

The following are acknowledged as key influences and stakeholders to Central Bedfordshire Highways:

- Various special interest groups and statutory consultees,

- Environment Agency, Internal Drainage Boards, riparian owners – liaison with respect to environmental impact assessments, consents and drainage.
- Statutory Undertakers – co-ordination of works, liaison with respect to emergencies and improvements affecting the network.
- English Heritage – liaison with respect to environmental impact assessments
- English Nature – liaison with respect to environmental impact assessments and consents.
- Police – close contact on a variety of issues particularly traffic management, highway safety, crime prevention and emergency planning.
- Network Rail, Office of Rail Regulators (ORR)
- Public Transport Providers
- Bedfordshire Nature Trust – maintain special interest roadside sites.
- Business Chamber of Commerce – information and monitoring of proposals.
- Primary Care Trust – Health Improvement Plan (road safety).
- Neighbouring authorities and the sub-region.

12.5 - Claims Management

Central Bedfordshire Highways minimises the risk of claims by applying the procedures detailed in this Plan.

It is recognised that a claims management approach will not prevent claims from being pursued; Central Bedfordshire Highways will therefore record service requests, complaints, claims and compliments, together with its actions, including no action where appropriate, so that it may offer a proper defence against claims.

It is not the intention to be overly defensive but focus resources upon delivery of the highway maintenance duty, reduce risk to highways users and offer a financially-sustainable position to Central Bedfordshire Council.

13.0 – Network Maintenance - Holistic principles in reactive maintenance

To ensure a holistic approach and achieve best value it will normally be appropriate to conduct additional highway repairs to a stretch of as far as reasonably practicable in a single visit to site. The public indicate that they cannot support multiple visits when it is reasonable to assume that an adjacent defect, not scheduled for repair at that time, will inevitably deteriorate; thus causing another visit in a short period of time. This appears very inefficient to the public.

This Plan permits officers to consider ordering repair to other defects in the course of their assessment.

It is necessary to provide guidance as to the level of defects which might reasonably be addressed at the same time as the callout.

Where an officer has cause to visit site, e.g., to assess a reported Cat1 defect, he or she will assess the likely traffic management provision required to safely make the repair. The officer will also decide whether it is appropriate and economic to undertake repairs, under the same works order, to other defects within and adjacent to the carriageway (e.g. signage) utilising the opportunity afforded by the traffic management measures to be put in place.

This will require the officer to use his/her reasonable judgement as to the rate at which Cat2 defects may reasonably deteriorate. It is reasonable to assume that deterioration will be faster with the trafficking speed, volume and HGV content likely on classified roads, that the rate of deterioration will be faster in cold or inclement weather, or if the defect is located in a high-stress area, say a junction or in areas of HGV slewing. Officers are encouraged to consider these influences in their decision when to order works to additional defects.

Carriageway Classification	Guide Distance	Response time period
2	10m	5d
3a	10m	5d
3b	10m	5d
4a & 4b	10m	5d

Footway Classification	Guide Distance	Response time period
1(a)	10m	5d
1	10m	5d
2	10m	5d
3	10m	5d
4	10m	5d

Cycle track Classification	Guide Distance	Response time period
A	10m	5d
B	10m	5d
C	10m	5d

The distance may be linear (i.e. 25m either side of the reported defect, on both sides of the carriageway) or a radius, using the reported defect as the centre. The distance is not confined to the carriageway. Furthermore, if the defect is nearby but on another road say, another leg of a junction, this too should be considered.

If an operative observes a defect which has occurred or deteriorated beyond the officer's forecast, in the period between the officer ordering works and arrival of the gang onsite, he or she should refer back to that officer.

Permanent repair is favoured at all times. The aim is to reduce repeat visits to site. Also, it is foreseeable that holistic working might require gangs with plant, labour and materials suited to multiple repair techniques in the same site visit.

Holistic working is not confined to one team, discipline or budget. It is an ethos all officers should observe. Therefore if defects are found on other assets they too should be considered for repair in the same traffic management. This will require close liaison, including programmed works.

Holistic working does not absolve officers of proper budget management. Resilience against claims must be maintained: budget pressure may dictate that only a cat1 repair can be delivered at times during the financial year.

14.0 - Network Maintenance – Defect Category Identification

A 'risk matrix' shall be used to classify the degree of risk posed by all identified defects. The matrix shall serve to quantify the probability of an incident occurring and level of severity of the harm or damage that would occur.

As the impact is likely to increase with increasing speed, the amount of traffic, types of user, the classification of footway, footpath or cycle track and the proximity of these to certain classifications of carriageway are clearly important factors in the assessment.

The probability shall be quantified by assessing the likelihood of user, which is likely to increase with increasing vehicular and pedestrian flows. The network hierarchy and defect location are therefore, important considerations in the assessment.

The risk factor for a particular risk is the product of the risk impact and the risk probability, and is therefore in the range of 1 to 25. It is this factor that identifies the overall seriousness of the risk and consequently the appropriateness of the speed of response to remedy the defect. Accordingly, the priority response time for dealing with a defect can be determined by correlation with the risk factor, as shown in the Risk Matrix below.

Probability → Impact ↓	Very Low (1)	Low (2)	Medium (3)	High (4)	V. High (5)
Negligible (1)	1	2	3	4	5
Low (2)	2	4	6	8	10
Noticeable (3)	3	6	9	12	15
High (4)	4	8	12	16	20
V. High (5)	5	10	15	20	25
Response Category	Category 2 (L) Response	Category 2 (M) Response	Category 2 (H) Response	Category 1 Response	Category 0 Response

Where two or more defects are in close proximity (within a radius of 1m from another defect) they shall be classified as a cluster. Where normally these defects would be given an individual risk factor and therefore Degree of Deficiency, thought should be given to the validity of this risk factor, and whether it should be increased, due to the effects of the clustered defect affecting a larger area and therefore having a higher Risk Probability.

15.0 - Network Maintenance – Highways Contract Performance

15.1 - Performance Indicators

The Highways Contract operates a series of Partnership Performance Indicators (PPI), which are reviewed on an annual basis.

Typically, the annual PPI set includes road and footway condition, measures for road safety outturns (Killed and Seriously Injured (KSI)), lengths of road resurfaced per annum, streetlight outages, bridges assessed and cost outturn performance.

In combination, other performance measures are reported informally via regular Contract review Meetings, and therefore do not require a dedicated PPI.

PPI annual targets are recommended by the Head of Highways Contract and the Service Provider's Account Director and approved by Partnership Board. In combination they offer a performance 'dashboard, which quickly conveys an overview of the performance of the Highways.

16.0 - Co-ordination of Standards

The following process shall apply to all annexes of this Network Maintenance Management Plan as well as this part.

16.1 - Reactive

If for reasons of necessity, and/or valid engineering reasoning, processes that differ from those within this Plan or National update (e.g. TSRGD, Chapter 8 et. al.) are entered into, then a procedure note should be prepared as an addendum to this Plan detailing the following:

- The actual process undertaken
- The time scale of response
- Reasoning
- Comment upon its success
- Implication on others

16.2 - Routine

If for reasons of necessity, and/or valid engineering reasoning, processes that differ from those within this Plan or National update (e.g. TSRGD, Chapter 8 et. al.) are entered into, then a procedure note should be prepared as an addendum to this Plan detailing the following:

- The actual process undertaken
- The time scale of response
- Reasoning
- Comment upon its success

16.3 - Programmed

If for reasons of necessity, and/or valid engineering reasoning, processes that differ from those within this Plan or National update (e.g. TSRGD, Chapter 8 et. al.) are entered into, then a procedure note should be prepared as an addendum to this Plan detailing the following:

- The actual process undertaken
- Reasoning
- Comment upon its success

Appendix A: References

National Guidance

- PAS55-1: Specification for the Optimised Management of Physical Assets (2008)
- PAS55-2: Guidelines for the Application of PAS55-1 (2008)
- Highways risk and liability Claims 2nd edition (July 2009)
- Highways risk and liability Claims 2nd edition section 4.3 (February 2011)
- Well Lit Highways (**13th August 2012** Rev)
- Well Maintained Highways (**18th September 2013** Rev)
- Design Manual For Roads and Bridges
- Code of audit practice 2010 Local Government Bodies (2010)
- Manual for Streets 2
- BS 7669-3: Part 3: Guide to the installation, inspection and repair of safety fences (1994)

CBC Strategy Documents

- [LTP3](#);
- [LTP3 Appendix D: Freight Strategy](#);
- [LTP3 Appendix E: More People Walking](#);
- [LTP3 Appendix F: More People Cycling](#);
- LTP3 Appendix G: Public Transport Strategy (Under Development – August 2014);
- [LTP3 Appendix H: Car Parking Strategy](#);
- [LTP3 Appendix I: Road Safety Strategy](#);
- [LTP3 Appendix J: Transport Asset Management Plan](#) (Framework – August 2014);
- [Central Bedfordshire Community Engagement Strategy 2013-2016](#);
- Community Services Service Plan;
- [Central Bedfordshire Council Design Guide](#)

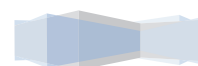
Network Maintenance Management Plan

Annex A:

Carriageways, Road Markings and Studs



<u>Part 1: Carriageway Maintenance</u>	34
<u>A.1.1 - Introduction</u>	35
<u>A.1.2 - Network Hierarchy</u>	35
<u>A.1.3 - Network Inspections</u>	37
<u>A.1.3.1 - Introduction</u>	37
<u>A.1.3.2 - Safety Inspections</u>	38
<u>A.1.3.3 - Service Inspections</u>	40
<u>A.1.4 - Network Surveys</u>	41
<u>A.1.4.1 – Network Survey Types</u>	41
<u>A.1.4.2 – Network Survey Frequencies</u>	44
<u>A.1.4.3 – United Kingdom Pavement Management System (UKPMS)</u> ...	44
<u>A.1.4.4 – Maintenance Audit</u>	44
<u>A.1.5 - Network Maintenance Types</u>	45
<u>A.1.5.1 - Reactive Maintenance</u>	45
<u>A.1.5.2 - Emergency Reactive Maintenance</u>	46
<u>A.1.5.3 - Routine Maintenance</u>	46
<u>A.1.5.4 - Programmed Maintenance</u>	47
<u>A.1.6 - Network Maintenance Standards Carriageways</u>	47
<u>A.1.6.1 – Reactive Works</u>	47
<u>A.1.6.2 - Routine Works</u>	49
<u>Part 2: Road and Cycleway Markings and Stud Maintenance</u>	51
<u>A.2.1 - Introduction</u>	52
<u>A.2.2 - Network Hierarchy</u>	52
<u>A.2.3 - Network Inspections</u>	52
<u>A.2.3.1 – Introduction</u>	52
<u>A.2.3.2 - Safety Inspection</u>	53
<u>A.2.3.3 - Service Inspection</u>	53
<u>A.2.4 - Network Surveys</u>	54
<u>A.2.5 - Network Maintenance Types</u>	54
<u>A.2.5.1 - Reactive Maintenance</u>	54
<u>A.2.5.2 - Routine Maintenance</u>	54
<u>A.2.5.3 - Programmed</u>	54
<u>A.2.6 - Network Maintenance Standards Road Markings and Studs</u>	54
<u>A.2.6.1 - Reactive</u>	54
<u>A.2.6.2 - Routine</u>	55
<u>Appendix 1: Version Control</u>	56



Part 1: Carriageway Maintenance



A.1.1 - Introduction

As detailed in the Highway Asset Management Plan, Central Bedfordshire Council manages 1315 route km of carriageway. This asset consists of Strategic Routes, Main and Secondary Distributor Roads, Link Roads and Local Access Roads, in both urban and rural environments.

The condition of the carriageway fabric contributes to objectives as follows:

Objective	Contribution
Safety & Serviceability	Nature, extent and location of surface defects
	Nature and extent of edge defects
	Nature and extent of surface skidding resistance
	Ride quality of the surface
Sustainability	Surface noise attenuation characteristics

When planning repair and renewal treatments, all users of the carriageway shall be considered, including cyclists, horses and other non-motorised users, as well as disabled and elderly users (where not mentioned in this plan, these users will be taken as those that need to be considered in all works).

A.1.2 - Network Hierarchy

A hierarchy is the foundation of a coherent, consistent and auditable network maintenance strategy. It is important that the hierarchy adopted reflects the needs, priorities and actual use of each road in the network; these may be determined by importance, by environment or by non-vehicular traffic factors for example. The functionality, traffic flows and risk assessments of any part of the network shall be the basis of local priorities.

Central Bedfordshire Council Highways operates a detailed network inventory which is regularly updated in response to any new works and is stored / maintained via a compliant Insight UKPMS supplied by Symology.

In accordance with the recommendations of Well Maintained Highways, and taking into account Council policy documents, the Council has adopted the following network hierarchy.

Category	Hierarchy Description	Type of Road General Description	Detailed Description
2	Strategic Route	Principal 'A' roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
3a	Main Distributor	Major Urban Network and Inter-Primary Links. Short - medium	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas

		distance traffic	speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety such as pedestrian crossings.
3b	Secondary Distributor	Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons
4a	Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial interconnecting roads with 30 mph speed limits random pedestrian movements and uncontrolled parking
4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.

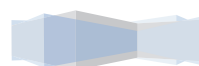
A route or section of a route may be reallocated within the hierarchy in response to a change in local circumstances of a relatively permanent nature, any review shall take into account increases in traffic flow by analysis of traffic flow data or modelled traffic flow data from development. A hierarchy review to include such circumstances may be delegated to the Service Provider by the Traffic Manager.

It is important that hierarchies are regularly reviewed to reflect changes in network characteristics and functionality, so that maintenance policies, practices and standards reflect the current situation.

Permanent alteration of a route’s status within the network hierarchy shall take place following the annual review.

Examples of permanent alterations include:

- Adoption of new roads;
- Special environmental considerations;
- Special traffic zones;
- Winter service routes;
- Vulnerable users or with special needs;
- Freight routes;



- Public transport routes; and
- Cycle routes
- New restrictions and TRO's

Temporary alterations of a route's status within the network hierarchy shall only take place for short periods (not longer than 18 months) at the discretion of the Traffic Manager and will not be changed within the hierarchies. All temporary alterations shall be documented centrally by the Traffic Manager and disseminated to stakeholders by the service provider.

A.1.3 - Network Inspections

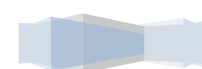
A.1.3.1 - Introduction

The Network Inspection regime has three constituent parts:

Objective	Contribution
Safety Inspections	To comply with statutory obligations
	To meet the user's needs for safety
Service Inspections	To ensure availability
	To achieve integrity
	To maintain reliability
Network Integrity Inspections	To minimise cost over time
	To maximise value to the community
	To maximise environmental contribution

All information from the network inspection regime, together with any immediate or programmed action, including nil returns, shall be recorded. Such information shall, whenever systems are available be recorded in a GIS format so that it may be utilised together with other relevant information in the review of the maintenance strategy, practices and the development of works programmes. Accurate recording of inspection results is crucial for defending the authority against third party claims.

The Network Inspection Regime shall be subject to annual review.



A.1.3.2 - Safety Inspections

Safety inspections shall be undertaken to identify defects likely to create danger or serious inconvenience to users of the network or the wider community. The risk of danger is assessed on site and categorised so as to allow for an appropriate priority response.

Policy NMPA1: Frequency of Safety Inspections for Carriageways

The frequency of periodic, programmed inspections shall be:

Feature	Category	Frequency	Method
Roads	2	1 month	Driven *
	3a	1 month	Driven *
	3b	1 month	Driven *
	4a	3 months	Driven *
	4b	annually	Driven *

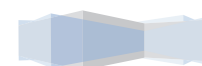
- * Driven inspections shall be undertaken by the passenger (with the driver's assistance) from a moving vehicle. In busy urban areas, particularly when inspecting footways, it may be difficult to obtain the necessary level of accuracy from vehicle-based inspections and walking should be used. A lone inspector may undertake walked and cycled inspections. As found in the case of Day v Suffolk County Council, any inspection shall be carried out slowly enough for defects to be seen.

Where carriageway and footway/footpath hierarchies intersect, for example at defined crossing points at junctions, the footway/footpath hierarchy shall always take precedence in determining the inspection frequencies, defect definition and responses. This principle shall also apply to intersections between carriageways and cycle tracks and between cycle tracks and footways.

Additional, ad-hoc inspections may be undertaken in response to community concern, as a result of incidents or extreme weather conditions, or in light of monitoring information, such as an abnormally high occurrence of damages claims or if the particular characteristics make a carriageway more likely to deteriorate than other similar assets in the allocated category. These may be identified through the risk management process.

A higher degree of inspection may be considered jointly with the service provider and the Council's Insurance Officers. Consideration of increased frequency of inspection should also occur on access routes to various features which will draw additional traffic; these features include but are not limited to:

- Access to schools, hospitals and medical centers;
- Vulnerable users or people with special needs; and
- Ceremonial routes and special events.



Safety inspectors shall keep a diary, and record daily which sections of the network have been and whether they have been inspected on foot as opposed to by vehicle. Extracts from the inspector's diary shall be produced as necessary as evidence in response to any third party claims.

Policy NMPA2: Carriageway Safety Inspection Defect Categories

The condition of asset items subject to safety inspections shall be:

Feature	Defect Category
Roads	Surface Defects
	Edge Defects
	Surface skid resistance – visual assessment
	Missing or loose covers
	Dangerous utility apparatus, including covers

Degree of deficiency shall be assessed upon the following criteria

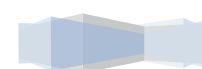
Degree of Deficiency	Timeframe for action
Category 0 Defects	Emergency make safe response in 2 hours
Category 1 Defects	These require prompt attention and will require a permanent repair to be made within 5 days of the defect being reported.
Category 2 Defects	All other defects. These should be prioritised and repaired within planned programmes of work. If these are within 10m radius of a reported Category 1 defect then they should be repaired at the same time, as referred to in chapter 12 of the Introduction to Network Maintenance Management document.

In the defence of third party claims for damage to property or personal injury it is vitally important to demonstrate that Category 1 defects are treated as above and concise records are kept of inspections.

Any defect with utility apparatus assessed as Cat 1 shall require the utility provider to be notified immediately and requested to attend or make the defect safe within 24 hours. This shall be undertaken with reference and in accordance with Section 81 of the New Roads and Streetworks Act 1991.

A 'risk matrix' shall be used to classify the degree of risk posed by all identified defects as identified in the "Network maintenance Management Plan: Introduction to Network Maintenance Management" Section 14 "Network Maintenance – Defect Category Identification".

Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained, until a permanent repair can be made.



Nationally the definitions of Category 1 defects for road and footway surfaces have, and continue to be tested through the courts. As a general guide defectiveness of a scale less than the following can be considered defensible in any actions brought against highway authorities.

Policy NMPA3: Definition of CAT 1 Carriageway Defect

Road surface defects – A hole in the bituminous surface with approximately vertical sides, where material has been lost, and where any surface dimension in two directions exceeds 150mm and depth exceeds 50mm. Missing or collapsed ironwork, sunken covers more than 50mm.

It should however be remembered that a test of dangerousness is one of reasonable foresight of harm to users of the highway, therefore, in considering the defectiveness of a road or footway surface defect, recognition must be given to where in the surface the defect is located. Consideration must be given in particular to cyclists and motor cyclists in that a lesser defect near the edge of a carriageway could be deemed dangerous by a Court.

When checking for defects, all users of the carriageway shall be considered, including cyclists, horses and other non-motorised users, as well as disabled and elderly users.

Where a promoted cycle route runs on the carriageway the category 1 defect criteria will be as defined in Policy NMPB7 in annex B of this Network Maintenance Management Plan for the full width of carriageway.

A.1.3.3 - Service Inspections

Service inspections should be strongly focused on ensuring that the network meets the needs of users and comprise more detailed specific inspections of particular highways elements, to ensure that they meet the levels of service defined in the HAMP.

Service Inspections are included to target particular highway elements to ensure that they meet requirements for serviceability. These can be split into the following:

- Network Integrity Inspections;
- Regulatory inspections (as detailed in the “Regulatory Functions” chapter of the Introduction to Network Maintenance Management)

Generally, the frequency of Service Inspections shall be as the frequencies defined in the Safety Inspection section of the same asset.

The condition of asset items subject to service inspections shall be:

Feature	Defect Category
Roads	Nature and extent of surface defects
	Ride quality of the surface

Network Integrity Inspections

All components across the various categories within the network hierarchy shall be maintained within the overall asset management strategy to ensure best value and optimal efficiency.

Operational efficiency is primarily a network management consideration but aspects are closely related to maintenance, for example:

- Traffic signs or markings may be missing, redundant, poorly sited or the legend may be either incorrect, confusing or not reflect current priorities;
- Facilities for walking, cycling or public transport may be discontinuous or poorly defined. Opportunities for installation of dropped kerbs or textured paving should be taken;
- Street lighting is poorly positioned.

Opportunities shall be taken to address integrity issues identified by the survey, for example:

- Replacing signs and re-lining;
- Installing dropped kerbs and texture paving;
- Modifying layouts.

Network Integrity Inspections shall normally be scheduled coincident with a safety inspection.

Dependent upon the degree of deficiency, each identified defect shall be assessed for action through either:

- Routine works
- Programmed works

The nature of response for each element of the highway asset is established in the relevant asset section of this Plan.

A.1.4 - Network Surveys

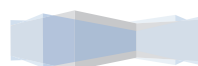
A.1.4.1 – Network Survey Types

SCANNER and MRM

Surface Condition Assessment of the National Network or Roads (SCANNER) and Multi Functional Road Monitor (MRM) are automated condition surveys. Specially adapted vehicles record longitudinal and transverse profile, rut depth, texture depth, gradient, cross fall and radius of curvature. In addition a SCANNER survey also records the extent of surface cracking.

SCANNER surveys are carried out by the Provider and are mandatory on Category 2, 3a and 3b Roads for Local Transport Plan (LTP) purposes.

Note: The data is used in the calculation of LTP indicators. Full network coverage is achieved over a four year rolling survey period with Category 2 roads surveyed annually.



The SCANNER outputs are also used extensively with other testing and surveys to determine areas of further investigation for inclusion in the structural maintenance programme.

SCANNER data shall also be used to determine the depreciated value of the network (DRC). Methodologies have been developed by CIPFA and endorsed by HM Treasury and are mandatory reporting requirements.

Course Visual Inspections

Course Visual Inspections (CVI) will be carried out by the Provider. The surveys are carried out annually on Classification 4a and 4b roads.

The CVI outputs are also used to determine areas of further investigation for inclusion in the structural maintenance works programme.

Detailed Visual Inspection

A detailed visual inspection is a visual inspection carried out by a highway inspector while on foot. The inspection will look at the carriageway as a whole, and will record any defect which is visible to the inspector; this not only covers surface and carriageway defects, but will also look at assets associated with the highway, such as signage, street lighting, drainage and other assets which are identified in this plan and the HAMP.

Sideways-Force Coefficient Routine Investigation (SCRIM)

A Sideways-force Coefficient Routine Investigation Machine automatically measures wet road skidding resistance. This can then be compared to investigatory levels. It should be noted that there is no value at which a surface passes from being safe to unsafe; however some sites due to geometric or other constraints often require higher levels of skidding resistance to reduce accident risk. This data is a prime factor in determining maintenance requirements on the Classification 2, 3a and 3b Road Network.

SCRIM surveys will be carried out and assessed using advice contained within Volume 7, Section 3, Part 1 of the Highways Agency Design Manual for Roads and Bridges and SCRIM Policy HD28/04. This can be found be following the web link;

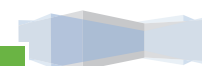
<http://www.dft.gov.uk/ha/standards/dmr/vol7/section3.htm>

Site category investigations will also be carried out as part of the SCRIM survey to determine investigatory levels.

All Category 2 Roads will be inspected annually and one ¼ of the total 3a and 3b carriageway lane kilometers will be surveyed each year, repeated every four years.

The items for inspection shall be

Feature	Inspection Item
Carriageway	Surface skid resistance



Macro texture

The investigatory levels as set out in HD28/04 are as indicated in the following table:

Site Category and Definition		Investigatory level at 50km/h							
		0.30	0.35	0.40	0.45	0.50	0.55	0.60	0.65
B	Dual Carriageway non-event								
C	Single Carriageway non-event								
Q	Approaches to and across minor and major junctions, approaches to roundabouts								
K	Approaches to pedestrian crossings and other high risk situations								
R	Roundabout								
G1	Gradient 5-10% longer than 50m								
G2	Gradient > 10% longer than 50m								
S1	Bend radius <500m – dual carriageway								
S2	Bend radius <500m – single carriageway								

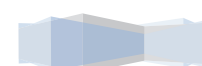
Investigatory levels are for the mean skidding resistance within the appropriate average length
Investigatory levels for site categories A, B and C are based on 100m (50m for some Overseeing Organisations) averaging lengths or the length of the feature if it is shorter.
Investigatory levels and averaging lengths for site categories Q,K, G and S are based on the 50m approach to the feature but this shall be extended when justifies by local site characteristics.
Investigatory levels for site category R are based on 10m lengths
Residual lengths less than 50% of a complete averaging length may be attached to the penultimate full averaging length, providing the site category is the same.
As part of the site investigation, individual values within each averaging length should be examined and the significance of any values which are substantially lower than the mean value assessed.
Following structural condition surveys, dependent upon the degree of deficiency, each identified site shall be assessed for action through
The darker shaded areas in the table above will be the level for roads which carry significant traffic levels
The lighter shaded areas in the table above will be the level for low risk situations, where traffic flow is low or where risks have been mitigated.

Advice on early life skid resistance is specifically excluded from HD28/04 but is addressed in IAN 49/13 and should be referred to in the instances of laying new surfacing.

The investigatory levels shall be reviewed on an annual basis along with the Skid Resistance Strategy produced as part of the HAMP.

Results of investigations should include whether further action is required and should be documented and retained

Where skid resistance is considerably below investigatory levels, ‘Slippery Road’ signs should be erected as a matter of urgency. Following remedial action, and the maintenance engineer is satisfied that the issue has been rectified, the ‘Slippery Road’ signs should be removed as soon as possible



A.1.4.2 – Network Survey Frequencies

Policy NMPA4: Carriageway Network Survey Frequencies

The frequency of inspection shall be:

Survey	Category	Frequency
SCANNER	2 Roads	Annually
	3a Roads	Annually
	3b Roads	Every 2 Years
Coarse Visual Inspection (CVI)	4a and 4b Roads	Annually
Detailed Visual Inspection (DVI)	All roads indicated by SCANNER or customer requests	As required for 5 year Structural Maintenance programme Every 2 Years All LAA/COP hierarchy 1 & 2
Sideways-Force Coefficient Routine Investigation (SCRIM). To assess carriageway skid resistance.	2 Roads	Annually
	3a Roads	Every 4 Years
	3b Roads	Every 4 Years
	4a and 4b Roads	Where 3 or more wet skidding accidents have occurred in the previous 12 months

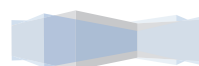
A.1.4.3 – United Kingdom Pavement Management System (UKPMS)

UKPMS is a central government accredited computer database used to analyse and manage a variety of structural condition surveys listed above.

A.1.4.4 – Maintenance Audit

It is necessary to carry out a maintenance audit on highway improvement works (e.g. LTP works); this is to ensure that improvement works are carried out having considered the following:

Area	Description
Safety:	The work should be carried out considering the safety of all users of the public highway. Consideration should be given to pedestrians, cyclists, horse riders etc, not just the vehicular road user. Although safety is covered as part of a safety audit, other



	maintenance factors such as street lighting should also be considered as part of the safety considerations of the maintenance audit.
Serviceability:	Are the works fit for its proposed purpose? All maintenance and improvement works shall be easily accessed by the user of the public highway i.e. There is little point in installing a sign that will be readily obscured by overhanging vegetation.
Sustainability:	Are the maintenance/improvement works necessary and will these works be easily maintained in the future. There must be an emphasis on reusing/recycling materials

This also has safety benefits in designing out long-term risk

The results of the maintenance audit are to be communicated to the Service Delivery Team for integration into the maintenance programme. If the identified maintenance items are not contained in the 4 year programme, then the rectification costs shall be included in the improvement scheme budget.

A.1.5 - Network Maintenance Types

A.1.5.1 - Reactive Maintenance

CBC operates a Highways Helpdesk for customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;

Telephone; 0300 300 8049

Email; highways@centralbedfordshire.gov.uk

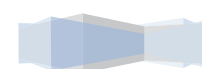
On receipt of a customer report the Highways Helpdesk technician will allocate a priority, either Cat 0, 1, or 2, to all defects reported. All reports will subsequently be inspected by an accredited highways officer/technician and the priority confirmed or changed. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.

The overarching principle of holistic working as discussed in chapter 12 of the Introduction to Network Maintenance Management will be considered during the organisation of maintenance works.

Defect classifications

Typical reactive measures for the separate elements of the highway asset are described in the relevant asset Section of this Plan. Where an identified defect falls outside the described types the responsible officer shall undertake appropriate measures they see fit to render the defect safe in line with the above time scale targets.

In the case of dangerous defects to utility apparatus or trenches the responsible officer shall make the utility responsible aware by logging a



telephone call (under S81 of the NRSWA91) describing the nature of the inadequacy.

The responsible officer shall instigate measures to render the site safe if:

- the identity of the utility responsible is unknown;
- the utility responsible cannot be contacted
- the utility cannot make the inadequacy safe within 2 hours
- no response is received from the undertaker within 2 hours of the logged telephone call

The costs of rendering the defect safe shall be borne by the utility concerned.

Information concerning the measures taken, including no action where necessary, shall be recorded, maintained and utilised as appropriate in reviews of maintenance strategy and practices.

A.1.5.2 - Emergency Reactive Maintenance

Outside normal office hours the service operates an emergency contact system. This can be accessed via the Council's highways helpline – 0300 300 8049. The emergency out of hours contact shall co-ordinate the reactive maintenance response for the Authority area.

The emergency out of hours contact shall co-ordinate the reactive maintenance response.

Upon identifying the need for an emergency reactive response, either by description or by inspection, the responsible officer shall instigate measures to render the site safe within 2 hours.

Measures taken will wherever practicable, take the form of a permanent repair to avoid the necessity to revisit the site in the short term. Where this is not possible a temporary make safe repair will be considered. If this is not achievable, traffic control measures, such as traffic lights or a road closure, will be put into place.

A.1.5.3 - Routine Maintenance

Routine maintenance of the highway network is managed and delivered by Bedfordshire Highways and is targeted at two areas:

- meeting the need identified through highway inspections
- preventative maintenance, working ahead of highway inspections when budgets allow to address defects while they are in their 'infancy'.

Whenever possible, measures taken shall be in the form of a permanent repair.

The typical routine measures for each element of the highway asset are described in the relevant assets Network Maintenance Standards.



Where an identified defect falls outside the described types the responsible officer shall undertake the measures he or she sees fit to repair defects prior to it deteriorating to become a hazard or in line with the appropriate time scale target.

A.1.5.4 - Programmed Maintenance

Bedfordshire Highways will operate a rolling four-year programmed of maintenance to its highway network.

In establishing and updating the programme, account will be taken of:

- Safety
- Serviceability
- Sustainability
- Community Effect

Environmental Management Issues shall be addressed as identified in the Environmental Impact Assessment section of the Network Maintenance – Environmental and Sustainable Development chapter in the Introduction to Network Maintenance Management and shall adhere to the Town and Country Planning (Environmental Impact Assessment) Regulations 2011

In all other cases account will be taken of the advice given in the BRE publication:

‘Guidance on specifying recycled content in Local Authority contracts for highway maintenance’

Works shall be permanent and will, wherever practicable, adopt a holistic approach to management of the highway network. The potential to include such works shall be considered for all programmed schemes.

“Total package” thinking promotes the inclusion of works upon all elements of the highway assets when undertaking programmed works. This facilitates works which have the potential to add value at minimum cost, for example by the inclusion of dropped kerbs to assist disabled people, modification of unclear signage or road markings. The scope for inclusion for such works within each scheme will depend upon the key aims of the scheme and available resources.

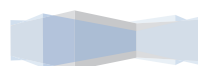
Information concerning the measures taken, including no action where necessary, shall be recorded, monitored and utilised as appropriate in reviews of maintenance strategy and practices.

A.1.6 - Network Maintenance Standards Carriageways

A.1.6.1 – Reactive Works

Potholes

Category 1 defects (representing an immediate or imminent hazard) shall be rectified as follows:



- Clean and cut back to a solid construction, square and backfill with hot bituminous material;
- A cold lay material may be used as a temporary measure, provided that a permanent patch repair is undertaken as part of programmed routine works. (Where defects with potentially serious consequences for network safety are made safe by means of temporary repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the repair is maintained, until a permanent repair can be made.)

Edge Damage

Category 1 defects (representing an immediate or imminent hazard) shall be rectified as follows:

- Clean and cut back to solid construction, square and backfill with hot bituminous material. For an un-kerbed carriageway, if necessary, full depth construction may be required.
- A cold lay material may be used as a temporary measure, provided that a permanent patch repair is undertaken as part of programmed routine works. (Where defects with potentially serious consequences for network safety are made safe by means of temporary repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the repair is maintained, until a permanent repair can be made.)

The duties of maintaining the public highway applies to the existing fabric of the highway, there is no duty to surface verges that are being over-run, this would constitute improvement and not maintenance work (*see Alan Kind v Newcastle upon Tyne Council 2001*). Therefore, care shall be taken to ensure that the original edge of carriageway is reinstated and that there is no local widening of the carriageway in the area of reinstatement that abruptly terminates, or encourages vehicles to over-run the verge.

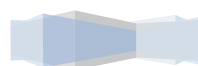
Collapse

Category 1 defects (representing an immediate or imminent hazard) shall be rectified as follows:

Traffic control measures shall be put into place to guide vehicular and pedestrian traffic safely around the collapse. This may be by the use of Stop/Go boards, temporary traffic signals or an emergency road closure. A physical barrier shall be erected around the hazard. The means of permanent repair shall then be assessed.

Kerb Defects

Category 1 defects (representing an immediate or imminent hazard) shall be rectified as follows:



- Re-set kerbs or replace missing kerbing with fast setting mortar or similar. Reinststate both carriageway and behind with appropriate permanent materials.
- A cold lay material may be used as a temporary measure, provided that a permanent repair is undertaken as part of programmed routine works. (Where defects with potentially serious consequences for network safety are made safe by means of temporary repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the repair is maintained, until a permanent repair can be made.)

Inspection Covers

Category 1 defects (representing an immediate or imminent hazard) shall be rectified as follows:

- Traffic control measures shall be put into place to guide traffic or pedestrians safely around the defect. This may be by the use of traffic signals or an emergency road closure. A physical barrier shall be erected around the hazard.
- Reset/replace cover using fast setting mortar or similar. Reinststate carriageway with appropriate materials.
- A cold lay material may be used as a temporary measure, provided that a permanent repair is undertaken as part of programmed routine works. (Where defects with potentially serious consequences for network safety are made safe by means of temporary repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the repair is maintained, until a permanent repair can be made.)

Mud and other deposits

Category 1 defects (representing an immediate or imminent hazard) shall be rectified as follows:

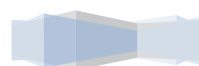
- The deposit shall be removed within 24 hours. Under Section 149 of the Highways Act 1980 the Council, as the Highway Authority, may recover any expenses reasonably incurred from the person by whom it was deposited.

A.1.6.2 - Routine Works

Potholes

Potholes shall be repaired by cutting back to solid construction, square and backfill with hot bituminous material.

Edge Damage



Edge damage shall be repaired by patching or reconstructing the edge of the carriageway back to solid construction, square and backfill with hot bituminous material.

Care shall be taken to ensure that the original edge of carriageway is reinstated and that there is no local widening of the carriageway in the area of reinstatement that abruptly terminates, or encourages vehicles to over-run the verge.

Kerb Defects

Kerb defects shall be repaired by resetting/replacing existing kerbing and reinstating the carriageway with a permanent material.

Inspection Covers

Inspection cover defects shall be repaired as follows:

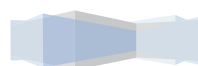
- If the apparatus is the responsibility of the Highway Authority then a permanent repair shall be made within 28 days.
- If the apparatus is the responsibility of a statutory undertaker, the defect shall be referred to the utility. The request shall be made that a repair be made within 10 working days and in any case prior to the defect becoming an imminent hazard. The defect will be monitored to ensure it does not worsen or begin to cause hazard.

Mud and other deposits

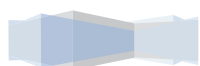
Deposits that do not represent an immediate hazard to users of the highway shall be repaired as follows:

- Many construction and agricultural activities can result in mud or other deposits being brought on to the highway. Such deposits can only be tolerated provided that they do not present an immediate danger to users of the highway. Those who have caused the deposit must also demonstrate reasonable process is in place to manage the risks they may cause. This may include warning signage or wheel washes.

Where such a deposit occurs, an approach to those causing the deposition will be made, insisting that they comply with Section 149 of the Highways Act 1980. If reasonable measures are not undertaken to rectify the situation, then the deposition shall be removed by the Highway Authority as soon as reasonably practicable and any expenses reasonably incurred will be recovered.



Part 2: Road and Cycleway Markings and Stud Maintenance



A.2.1 - Introduction

Many road markings are used to give effect to regulatory provisions and it is important that their legal status is not affected by undue wear or damage, a high proportion of markings are essential for road safety or fundamental to the implementation of an integrated transport policy. If such markings are not kept in good order the measures may lose effectiveness and the success of transport integration compromised.

The condition of the road markings and studs can contribute to key objectives as follows:

- Route delineation in darkness and bad weather
- Potential for damage and injury if loose
- Traffic control
- Ease of use in darkness and bad weather
- Edge delineation to reduce edge damage

A.2.2 - Network Hierarchy

The Network Hierarchy shall be as per the hierarchy identified in Annex A for Carriageway (A.1.2) and Annex B for Footways, Footpaths, Cycle Tracks and Public Rights of Way (B.1.2, B.2.2 and B.3.2).

A.2.3 - Network Inspections

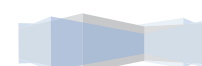
A.2.3.1 – Introduction

The Network Inspection regime has three constituent parts:

Objective	Contribution
Safety Inspections	To comply with statutory obligations
	To meet the user's needs for safety
Service Inspections	To ensure availability
	To achieve integrity
	To maintain reliability
Network Integrity Inspections	To minimise cost over time
	To maximise value to the community
	To maximise environmental contribution

All information from the network inspection regime, together with any immediate or programmed action, including nil returns, shall be recorded. Such information shall, whenever systems are available be recorded in a GIS format so that it may be utilised together with other relevant information in the review of the maintenance strategy, practices and the development of works programmes. Accurate recording of inspection results is crucial for defending the authority against third party claims.

This regime shall be subject to annual review.



A.2.3.2 - Safety Inspection

Safety inspections for markings and studs shall be undertaken at the same time as the carriageway Safety Inspections as outlined in section A.1.3.2 above.

Policy NMPA5: Frequency of Safety Inspections for Road Markings and Studs

The following is a list of examples of category 1 defects which can be used as examples for using the risk matrix in A.1.3.2:

Feature	Category	Frequency	Method
Road Markings	Stop, Give Way or Slow markings	At time of inspection for asset it is marked upon	Driven
	Road Studs	At time of inspection for asset it is based within	Driven

Policy NMPA6: Road Markings and Studs Safety Inspection Defect Categories

The condition of asset items subject to safety inspections shall be:

Feature	Defect Category
Road Markings	Stop, Give Way and Slow markings 30% worn or missing
	Poor route delineation in darkness and poor weather
	Loose studs with consequent potential for damage and injury
	3 or more adjacent studs in any line missing

In the defence of third party claims for damage to property or personal injury it is vitally important to demonstrate that Category 1 defects are treated as above and concise records are kept of inspections.

A.2.3.3 - Service Inspection

For paint markings and for thermoplastic markings the service inspection shall consider wear, spread, colour, skid resistance and retro-reflectivity. Inspection shall be conducted at a frequency determined by risk assessment, or by default annually for paint markings and bi-annually for thermoplastic markings. Inspections for reflective conspicuity shall be conducted during the hours of darkness and programmed such that maintenance works can be completed before the onset of winter.

The condition of asset items subject to service inspections shall be:

Feature	Defect Category
Road Markings	Ease of use in darkness and bad weather

White line markings on strategic and main distributor roads and sites of high safety risk or with a relevant accident record should be renewed when they are no longer adequate for their intended purpose.

A.2.4 - Network Surveys

The current Network Survey method does not include for the condition of markings or studs. Condition will be noted based upon the directions contained within the Safety Inspections section for the Road Markings and Studs asset.

A.2.5 - Network Maintenance Types

A.2.5.1 - Reactive Maintenance

Reactive maintenance to the highway network is managed and delivered by Bedfordshire Highways and is generally carried out in response to a customer report.

Reactive maintenance shall be as section A.1.5.1 of this document.

A.2.5.2 - Routine Maintenance

Routine maintenance of the highway network is managed and delivered by Bedfordshire Highways.

Routine maintenance shall be as section A.1.5.3 of this document.

A.2.5.3 - Programmed

Works to road and cycleway markings and studs shall only be undertaken through reactive and routine works

A.2.6 - Network Maintenance Standards Road Markings and Studs

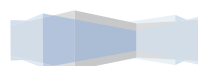
A.2.6.1 - Reactive

Road and Cycleway Markings

Category 1 defects (representing missing or damaged road and cycle way markings presenting an immediate or imminent hazard) shall be rectified as follows:

- 'No Road Marking' signage shall be placed at the site. The re-marking of ineffective road and cycleway markings shall then be enacted as soon as practicable. The long-term re-marking requirements will then be assessed. These shall be considered for inclusion within future routine works.

Road Studs



Category 1 defects (representing missing or damaged road and cycleway markings presenting an immediate or imminent hazard) shall be rectified as follows:

- 'No Road Marking' signage shall be placed at the site. The replacement of road studs shall then be actioned as soon as practicable. The long-term re-marking requirements will then be assessed. These shall be considered for inclusion within future routine or programmed works.

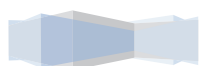
A.2.6.2 - Routine

Road and Cycleway Markings

Category 2 defects (of a non-hazardous nature) shall be collated and replacement or repair works ordered in batches.

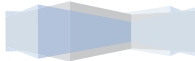
Road Studs

Road stud defects of a non-hazardous nature shall be collated and replacement or repair works ordered in batches.



Appendix 1: Version Control

Reference	Action	Date	Topic
140701	Incorporated comments and policy statements	01/07/2014	Draft Revisions
140812	Incorporated comments	12/08/2014	Draft Revisions



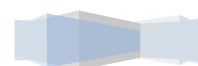
Network Maintenance Management Plan

Annex B:

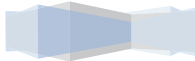
Footways, Footpaths, Cycle Tracks and Public Rights of
Way



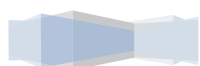
<u>Part 1: Footway and Footpath Maintenance</u>	60
<u>B.1.1 - Introduction</u>	61
<u>B.1.1.1 - Walking strategy (LTP Appendix E)</u>	61
<u>B.1.2 - Network Hierarchy</u>	62
<u>B.1.3 - Network Inspections</u>	63
<u>B.1.3.1 - Introduction</u>	63
<u>B.1.3.2 - Safety Inspections</u>	64
<u>B.1.3.3 - Service Inspections</u>	67
<u>B.1.4 - Network Surveys</u>	68
<u>B.1.4.1 – Network Survey Types</u>	68
<u>B.1.4.2 – Network Survey Frequencies</u>	68
<u>B.1.4.3 – United Kingdom Pavement Management System (UKPMS)</u> ...	68
<u>B.1.4.4 – Maintenance Audit</u>	69
<u>B.1.5 - Network Maintenance Types</u>	69
<u>B.1.5.1 - Reactive Maintenance</u>	69
<u>B.1.5.2 - Routine Maintenance</u>	70
<u>B.1.5.3 - Programmed Maintenance</u>	71
<u>B.1.6 - Network Maintenance Standards Footway and Footpaths</u>	71
B.1.6.1 - Reactive	71
B.1.6.2 - Routine	72
<u>Part 2: Cycleway Maintenance</u>	73
<u>B.2.1 - Introduction</u>	74
<u>B.2.1.1 - Cycling Strategy (LTP Appendix F)</u>	74
<u>B.2.2 - Network Hierarchy</u>	75
<u>B.2.3 - Network Inspections</u>	75
<u>B.2.3.1 - Introduction</u>	75
<u>B.2.3.2 - Safety Inspections</u>	76
<u>B.2.3.3 - Service Inspections</u>	79
<u>B.2.4 - Network Surveys</u>	80
<u>B.2.4.1 – Network Survey Types</u>	80
<u>B.2.4.2 – Network Survey Frequencies</u>	80
<u>B.2.4.3 – United Kingdom Pavement Management System (UKPMS)</u> ...	81
<u>B.2.4.4 – Maintenance Audit</u>	81
<u>B.2.5 - Network Maintenance Types</u>	82
<u>B.2.5.1 - Reactive Maintenance</u>	82
<u>B.2.5.2 - Routine Maintenance</u>	82
<u>B.2.5.3 - Programmed Maintenance</u>	82
<u>B.2.6 - Network Maintenance Standards Cycle Tracks</u>	83
B.2.6.1 - Reactive	83
B.2.6.2 - Routine	84
<u>Part 3: Public Right of Way Maintenance</u>	85
<u>B.3.1 - Introduction</u>	86
<u>B.3.2 - Network Hierarchy</u>	86
<u>B.3.3 - Network Inspections</u>	87
<u>B.3.3.1 - Introduction</u>	87
<u>B.3.3.2 - Safety Inspections</u>	88
<u>B.3.3.3 - Service Inspections</u>	90
<u>B.3.4 - Network Surveys</u>	91
<u>B.3.4.1 – Network Survey Types</u>	91



- [B.3.4.2 – Network Survey Frequencies](#) 92
- [B.3.5 - Network Maintenance Types](#) 92
 - [B.3.5.1 - Reactive Maintenance](#)..... 93
 - [B.3.5.2 - Routine Maintenance](#) 93
 - [B.3.5.3 - Programmed Maintenance](#) 93
- [B.3.6 - Network Maintenance Standards Public Rights of Way](#) 94
 - [B.3.6.1 - Reactive](#) 94
 - [B.3.6.2 - Routine](#) 95
- [Appendix 1: Version Control](#) 96



Part 1: Footway and Footpath Maintenance



B.1.1 - Introduction

As detailed in the Highway Asset Management Plan, Central Bedfordshire Council looks after 2472km of metalled/surfaced footways and footpaths (including shared use facilities for pedestrians and cyclists), in both urban and rural environments.

The condition of footways and footpaths can contribute to key objectives of the council as follows:

Objective	Contribution
Safety	Nature, extent and location of surface defects
	Nature and extent of kerb and edging defects
Serviceability	Nature and extent of surface defects
	Extent of encroachment and weed growth
	The slipperiness of the surface
	The quality of the surface
	Integrity of the network
Sustainability	Convenience and ease of use
	Nature, extent and location of surface defects
	Extent of damage by over-running and parking

Unless remedied, damage or wear to footway and footpath surfaces will allow ingress of water and vegetation growth. Both will accelerate the deterioration of the surface and wearing courses and lead to the disintegration of the path.

B.1.1.1 - Walking strategy (LTP Appendix E)

The Walking Strategy provides a policy framework to support an increase in walking as a sustainable mode of transport in Central Bedfordshire, addressing key issues such as access to facilities and promotion of health in local communities. The strategy references the spatial planning documents for the area, as generated by the Development Strategy to ensure a coherent strategic approach to transport planning.

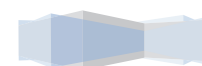
The Walking Strategy aims to promote an increase in the number of people walking by looking at three objectives:

- Improve the quality of the pedestrian environment;
 - Improve the safety of pedestrians; and
 - Increase awareness of the benefits of walking
- For each of these objectives a series of policies has been produced to set out the Authorities approach to promoting walking.

These policies shall be given due consideration in the NMMP as they will affect how the network is managed and repair works prioritised, the main policies affecting network management and maintenance are:

“Policy WS2: Network Hierarchy:

The network hierarchy shall form the basis for investing to improve pedestrian provision in Central Bedfordshire with a focus on ensuring:



- The continuity of the route network (ensuring sections are connected and accessible)
- The safety of the route network and in particular routes serving schools (with appropriate crossing facilities and road speeds)
- The quality of paving and lighting (to create an amenable environment)
- The routes ability to contribute towards wider objectives”

“Policy WS3: Maintenance of the Network:

Maintenance of footways shall be the responsibility of Central Bedfordshire Highways. Where a footway also forms part of a Public Right of Way then responsibility of its maintenance may be shared with the Rights of Way team. The allocation of resources to the maintenance of the network will be on the basis of the Network Hierarchy”

B.1.2 - Network Hierarchy

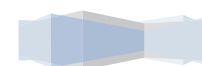
A network hierarchy is the foundation of a coherent, consistent and auditable maintenance strategy and its definition should reflect the needs, priorities and Levels of use of each route within the network and in particular the needs of vulnerable users such as children.

Central Bedfordshire Council Highways operates a detailed network inventory which is regularly updated in response to any new works and is stored / maintained via a compliant Insight UKPMS supplied by Symology.

In accordance with the recommendations of Well Maintained Highways, and taking into account Council policy documents, the Council has adopted the following network hierarchy.

Category	Category Name	Description
1(a)	Prestige Walking Zones	Areas of towns that attract high levels of pedestrian traffic and that have a high public space and street scene contribution.
1	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian roads/ streets serving schools and colleges (which have the designation of ‘safer route’).
2	Secondary Walking Routes	Routes through local areas feeding into primary routes, local shopping centres etc. that have reasonable usage.
3	Link Route	Linking local access footways and footpaths through urban areas and busy rural footways.
4	Local Access Route	Footways and footpaths associated with short estate roads and cul-de-sacs that have little pedestrian traffic.

A route or section of a route may be reallocated within the hierarchy in response to a change in local circumstances of a relatively permanent nature.



A hierarchy review to include such circumstances may be delegated to the Service Provider by the Traffic Manager.

Permanent alteration of a route’s status within the network hierarchy shall take place following the annual review.

Temporary alterations of a route’s status within the network hierarchy shall only take place for short periods (not longer than 18 months) at the discretion of the Traffic Manager and will not be changed within the hierarchies. All temporary alterations shall be documented centrally by the Traffic Manager and disseminated to stakeholders by the service provider.

B.1.3 - Network Inspections

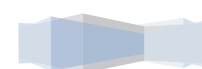
B.1.3.1 - Introduction

The Network Inspection regime shall have three constituent parts:

Objective	Contribution
Safety Inspections	To comply with statutory obligations
	To meet the user’s needs for safety
Service Inspections	To ensure availability
	To achieve integrity
	To maintain reliability
Network Integrity Inspections	To minimise cost over time
	To maximise value to the community
	To maximise environmental contribution

All information from network inspections, together with any immediate or programmed action, including nil returns, shall be recorded. Such information shall, whenever systems are available be recorded in a GIS format so that it may be utilised together with other relevant information in the review of the maintenance strategy, practices and the development of works programmes. Accurate recording of inspection results are crucial in assisting a defence against any third party claims.

The Network Inspection Regime shall be subject to annual review.



B.1.3.2 - Safety Inspections

Safety inspections shall be undertaken to identify defects likely to create danger or serious inconvenience to users of the network or the wider community. The risk of danger is assessed on site and categorised so as to allow for an appropriate priority response.

Policy NMPB1: Frequency of Safety Inspections for Footways and Footpaths

The frequency of programmed inspections shall be:

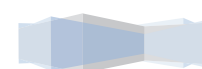
Feature	Category	Frequency	Method
Footways	1(a)	1 month	Walked
	1	1 month	Walked
	2	3 months	Driven/Walked
	3	6 months	Walked
	4	1 year	Walked

Driven inspections shall be undertaken by the passenger (with the driver's assistance) from a moving vehicle. In busy urban areas, particularly when inspecting footways and footpaths, it may be difficult to obtain the necessary level of accuracy from vehicle-based inspections and walking should be used. A lone inspector may undertake walked and cycled inspections. As found in the case of Day v Suffolk County Council, any inspection shall be carried out slowly enough for defects to be seen.

Where carriageway and footway/footpath hierarchies intersect, for example at defined crossing points at junctions, the footway/footpath hierarchy shall always take precedence in determining the inspection frequencies, defect definition and responses. This principle shall also apply to intersections between carriageways and cycle tracks and between cycle tracks and footways.

Additional inspections may be necessary for specific routes in response to user or community concern, as a result of incidents or extreme weather conditions, or in light of monitoring information, such as an abnormally high occurrence of defects reported by users or if the particular characteristics (such as flooding) make a footway more likely to deteriorate than other similar assets in the allocated category. These may be identified through the risk management process. An increase in the frequency of inspection may be recommended by the Council's Insurance Officers.

Safety inspectors shall keep a diary, and record daily which sections of the network have been and whether they have been inspected on foot as opposed to by vehicle. Extracts from the inspector's diary shall be produced as necessary as evidence in response to any third party claims.



Policy NMPB2: Footway Safety Inspection Defect Categories

The condition of asset items subject to safety inspections shall be:

Feature	Defect Category
Footways and Footpaths	Surface defects including holes, cracks, ridges, penetrating weeds and roots, steps, etc.
	Kerbs and edge defects
	Overhanging and encroaching vegetation restricting usable height/width (impeding use of wheelchairs, baby buggies, etc.) or restricting sight lines (raising the risk of collisions).
	Missing, loose or inappropriate covers e.g. domestic grade or incorrect gully covers for situation, loose slabs and setts etc.
	Dangerous utility apparatus, including covers e.g. exposed wiring, low cables, etc.
	Missing or damaged guard rails
	Obstructions including A-boards, bins, etc.
	Ponding water
	Inappropriate cambers and excessive slopes
	Damaged or inappropriate access control barriers
	Dangerous debris on the surface

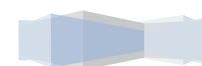
Degree of deficiency shall be assessed upon the following criteria

Degree of Deficiency	Timeframe for action
Category 0 Defects	Emergency make safe response in 2 hours
Category 1 Defects	These require prompt attention and will require a permanent repair to be made within 5 days of the defect being reported.
Category 2 Defects	All other defects. These should be prioritised and repaired within planned programmes of work. If these are within 10m radius of a reported Category 1 defect then they should be repaired at the same time, as referred to in chapter 12 of the Introduction to Network Maintenance Management document.

In the defence of third party claims for damage to property or personal injury it is vitally important to demonstrate that Category 1 defects are treated as above and concise records are kept of inspections.

Any defect with utility apparatus assessed as Cat 1 shall require the utility provider to be notified immediately and requested to attend or make the defect safe within 24 hours. This shall be undertaken with reference and in accordance with Section 81 of the New Roads and Streetworks Act 1991.

A 'risk matrix' shall be used to classify the degree of risk posed by all identified defects as identified in the "Network maintenance Management



Plan: Introduction to Network Maintenance Management” Section 14 “Network Maintenance – Defect Category Identification”.

Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained, until a permanent repair can be made.

Nationally the definitions of Category 1 defects for road and footway surfaces have, and continue to be tested through the courts. As a general guide defectiveness of a scale less than the following can be considered defensible in any actions brought against highway authorities.

Policy NMPB3: Definition of a CAT 1 Footway Defect

Footway/ footpath surface defects – A hole in the bituminous surface with approximately vertical sides, where material has been lost, and where any surface dimension in two directions exceeds 100mm and depth exceeds 20mm

OR

A difference in vertical level between adjacent slabs, or between adjacent slabs and other projections such as surface boxes and the like, exceeding 20mm, including slabs which rock dangerously, missing or collapsed ironwork, sunken covers more than 20mm.

Other defects which may constitute a category 1 response include but are not limited to:

Cracks in footways that are greater than 25mm in width;

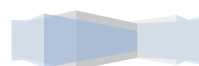
Kerbs that are missing or broken; and

Damaged pedestrian guard rails, barriers or fences damaged or constitute a danger.

It shall however be remembered that a test of dangerousness is one of reasonable foresight of harm to users of the highway, therefore, in considering the defectiveness of a road or footway surface defect, recognition must be given to where in the surface the defect is located. Consideration must be given in particular to cyclists and motor cyclists in that a lesser defect near the edge of a carriageway could be deemed dangerous by a Court.

When checking for defects, all users of the carriageway shall be considered, including cyclists, horses and other non-motorised users, as well as disabled and elderly users.

When considering the risk factor, the inspector shall also consider whether the defect is in an unlit location. In this instance the probability of the defect causing an incident should be increased proportionately to account for poor visibility of the defect by users.



B.1.3.3 - Service Inspections

Service inspections should be strongly focused on ensuring that the network meets the needs of users and comprise more detailed specific inspections of particular highways elements, to ensure that they meet the levels of service defined in the HAMP.

Service Inspections are included to target particular highway elements to ensure that they meet requirements for serviceability. These can be split into the following:

- Network Integrity Inspections;
- Regulatory inspections (as detailed in the “Regulatory Functions” chapter of the Introduction to Network Maintenance Management document)

Generally, the frequency of Service Inspections shall be as the frequencies defined in the Safety Inspection section of the same asset.

The condition of asset items subject to service inspections shall be:

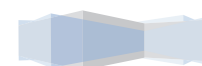
Feature	Defect Category
Footways and footpaths	Nature and extent of surface defects
	Extent of encroachment and weed growth
	Slipperiness of the surface
	Quality of the surface
	Cleanliness of surface
	Number of obstructions
	Integrity of the network

Network Integrity Inspections

All components across the various categories within the network hierarchy shall be maintained within the overall asset management strategy to ensure best value and optimal efficiency.

Operational efficiency is primarily a network management consideration but aspects are closely related to maintenance, for example:

- Traffic signs or markings may be missing, redundant, poorly sited or the legend may be either incorrect, confusing or not reflect current priorities;
- Facilities for walking, cycling or public transport may be discontinuous or poorly defined. Opportunities for installation of dropped kerbs or textured paving should be taken;
- Street lighting is poorly positioned.
- Opportunities shall be taken to address integrity issues identified by the survey, for example:
 - Replacing signs and re-lining;
 - Installing dropped kerbs and texture paving;
 - Modifying layouts.



Network Integrity Inspections shall normally be scheduled coincident with a safety inspection.

Dependent upon the degree of deficiency, each identified defect shall be assessed for action through either:

- Routine works
- Programmed works

The nature of response for each element of the highway asset is established in the relevant asset section of this Plan.

B.1.4 - Network Surveys

B.1.4.1 – Network Survey Types

Footway Network Survey (FNS)

Footway Network Surveys (FNS) will be carried out by an accredited sub contractor and will be done as a walked inspection on all footways. The surveys will be carried out annually on all footways both remote and beside the carriageway.

The FNS outputs shall be used to determine whether a Detailed Visual Inspection (DVI) follow-up is required on impaired sections – required for – a footway/footpath to be included within the structural maintenance works programme.

Detailed Visual Inspection

A Detailed Visual Inspection shall be undertaken on foot following Footway Network Survey to further investigate the severity of defects identified and to provide evidence for four year structural maintenance programme process.

B.1.4.2 – Network Survey Frequencies

Policy NMPB4: Footway Network Survey Frequencies

The frequency of inspection shall be:

Survey	Category	Frequency
Footway Network Survey (FNS)	Footways and footpaths	25% of network each year
Detailed Visual Inspection (DVI)	Footways and footpaths	As required as a result of FNS surveys

B.1.4.3 – United Kingdom Pavement Management System (UKPMS)

UKPMS is a central government accredited computer database used to analyse and manage a variety of structural condition surveys listed above.

B.1.4.4 – Maintenance Audit

In order to ensure that the maintenance implications arising from highway improvement schemes are optimised during the design process a maintenance audit process shall be carried out.

It is necessary to carry out a maintenance audit on highway works, this is to ensure that improvement works are carried out having considered the following:

Area	Description
Safety:	The work should be carried out considering the safety of all users of the public highway. Consideration should be given to pedestrians, cyclists, horse riders etc., not just the vehicular road user. Although safety is covered as part of a safety audit, other maintenance factors such as street lighting should also be considered as part of the safety considerations of the maintenance audit.
Serviceability:	Are the works fit for its proposed purpose? All maintenance and improvement works shall be easily accessed by the user of the public highway i.e. There is little point in installing a sign that will be readily obscured by overhanging vegetation.
Sustainability:	Are the maintenance/improvement works necessary and will these works be easily maintained in the future. There must be an emphasis on reusing/recycling materials

The results of the maintenance audit are to be communicated to the Service Delivery Team for integration into the maintenance regime.

B.1.5 - Network Maintenance Types

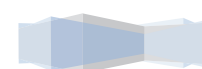
B.1.5.1 - Reactive Maintenance

CBC operates a Highways Helpdesk for customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;

Telephone; 0300 300 8049

Email; highways@centralbedfordshire.gov.uk

On receipt of a customer report the Highways Helpdesk technician will allocate a priority, either Cat 0, 1, or 2, to all defects reported. All reports will subsequently be inspected by an accredited highways officer/technician and the priority confirmed or changed. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.



The overarching principle of holistic working as discussed in chapter 12 of the Introduction to Network Maintenance Management will be considered during the organisation of maintenance works.

Defect classifications

Typical reactive measures for the separate elements of the highway asset are described in the relevant asset Section of this Plan. Where an identified defect falls outside the described types the responsible officer shall undertake appropriate measures they see fit to render the defect safe in line with the above time scale targets.

In the case of dangerous defects to utility apparatus or trenches the responsible officer shall make the utility responsible aware by logging a telephone call (under S81 of the NRSWA91) describing the nature of the inadequacy.

The responsible officer shall instigate measures to render the site safe if:

- the identity of the utility responsible is unknown;
- the utility responsible cannot be contacted
- the utility cannot make the inadequacy safe within 2 hours
- no response is received from the undertaker within 2 hours of the logged telephone call

The costs of rendering the defect safe shall be borne by the utility concerned.

Information concerning the measures taken, including no action where necessary, shall be recorded, maintained and utilised as appropriate in reviews of maintenance strategy and practices.

B.1.5.2 - Routine Maintenance

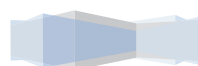
Routine maintenance of the highway network is managed and delivered by Central Bedfordshire Highways and is targeted at two areas:

- Meeting the need identified through highway inspections;
- Preventative maintenance, working ahead of highway inspections when budgets allow; addressing defects while they are in their 'infancy'.

Whenever possible, measures taken shall be in the form of a permanent repair.

The typical routine measures for each element of the highway asset are described in the relevant assets Network Maintenance Standards.

Where an identified defect falls outside the described types the responsible officer shall undertake the measures he or she sees fit to repair defects prior to it deteriorating to become a hazard or in line with the appropriate time scale target.



B.1.5.3 - Programmed Maintenance

Where an inspection identifies issues which cannot be resolved by reactive works these shall be recorded and shall be put forward for inclusion within the four year maintenance programme of works.

It is the aim of the service to establish a four year programme taking in to account the criteria of:

- Safety
- Serviceability
- Sustainability
- Community Effect

Environmental Management Issues shall be addressed as identified in the Environmental Impact Assessment section in the Introduction to Network Maintenance Management document and shall adhere to the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.

In all other cases account will be taken of the advice given in the BRE publication:

“Guidance on specifying recycled content in Local Authority contracts for highway maintenance”

Works shall be permanent and will, wherever practicable, adopt a holistic approach to management of the highway network. The potential to include such works shall be considered for all programmed schemes.

“Total package” thinking promotes the inclusion of works upon all elements of the highway assets when undertaking programmed works. This facilitates works which have the potential to add value at minimum cost, for example by the inclusion of dropped kerbs to assist disabled people, modification of unclear signage or road markings. The scope for inclusion for such works within each scheme will depend upon the key aims of the scheme and available resources.

Information concerning the measures taken, including no action where necessary, shall be recorded, monitored and utilised as appropriate in reviews of maintenance strategy and practices.

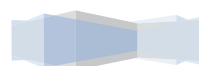
B.1.6 - Network Maintenance Standards Footway and Footpaths

B.1.6.1 - Reactive

Footways Surface Defects

Category 1 defects to a metaled footway / footpath (representing an immediate or imminent hazard) shall be rectified as follows:

- Clean and cut back to a solid construction, square and backfill with hot bituminous material;



- A cold lay material may be used as a temporary measure, provided that a permanent patch repair is undertaken as part of programmed routine works.
- Where defects with potentially serious consequences for network safety are made safe by means of temporary repair a special inspection regime shall be put in place to ensure the continued integrity of the repair is maintained, until a permanent repair can be made.

Collapse

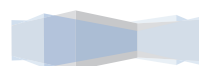
Category 1 defects to a metalled footway / footpath (representing an immediate or imminent hazard) shall be rectified as follows:

- Traffic control measures shall be put into place to guide pedestrian traffic safely around the collapse. This may be by the use of an emergency road closure. A physical barrier shall be erected around the hazard. The means of permanent repair shall then be assessed as appropriate.
- A cold lay material may be used as a temporary measure, provided that a permanent patch repair is undertaken as part of programmed routine works.
- Where defects with potentially serious consequences for network safety are made safe by means of temporary repair a special inspection regime shall be put in place to ensure the continued integrity of the repair is maintained, until a permanent repair can be made.

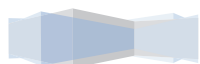
B.1.6.2 - Routine

Footway and Footpath Surface Defects

Routine footway surface defects shall be repaired by cutting back to solid construction, square and backfill with hot bituminous material.



Part 2: Cycleway Maintenance



B.2.1 - Introduction

Central Bedfordshire Council manages 32km of off road metalled cycle tracks in both urban and rural environments. Almost all of these cycle tracks are shared use tracks.

The condition of cycle tracks can contribute to key objectives of the council as follows:

Objective	Contribution
Safety	Nature, extent and location of surface defects
	Nature and extent of kerb and edging defects
Serviceability	Nature and extent of surface defects
	Extent of encroachment and weed growth
	The slipperiness of the surface
	The quality of the surface
Sustainability	Integrity of the network
	Convenience and ease of use
	Nature, extent and location of surface defects
	Extent of damage by over-running and parking

Unless remedied, damage or wear to the surface of the cycle tracks will allow ingress of water and vegetation growth. Both will accelerate the deterioration of the surface and wearing courses and lead to the disintegration of the track.

B.2.1.1 - Cycling Strategy (LTP Appendix F)

The Cycling Strategy provides a policy framework to support improvements to support an increase in cycling as a sustainable mode of transport in Central Bedfordshire. The strategy references the spatial planning documents for the area, as generated by the Development Strategy to ensure a coherent strategic approach to transport planning.

The Cycling Strategy aims to promote an increase in the number of people cycling by looking at four objectives:

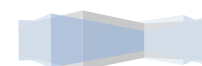
- Improve the quality of the cycling environment;
- Improve the safety and perceived safety of cycling;
- Increase awareness of the benefits of cycling; and
- Increase access to a bicycle

For each of these objectives a series of policies has been produced to set out the Authorities approach to promoting Cycling.

These policies shall be given due consideration in the NMMP as they will affect how the network is managed and repair works prioritised, the main policies affecting network management and maintenance are:

“Policy CS2: Network Hierarchy:

Investment into the provision of new cycle infrastructure will be subject to a route’s position within the network hierarchy. Urban areas will be prioritised over more rural locations and route treatments applied commensurate with the characteristics of the particular link being developed”



“Policy CS3: Maintenance of the Network:

Maintenance of the cycle network is the responsibility of Central Bedfordshire Council. Priority for the maintenance of the network will be determined by the hierarchy of routes and will involve resurfacing and filling in potholes, the cutting back of planting and gritting in winter months, where necessary.”

B.2.2 - Network Hierarchy

A network hierarchy is the foundation of a coherent, consistent and auditable maintenance strategy. It is important that the hierarchy adopted reflects the needs, priorities and actual use of each component within the network; these may be determined by importance, by environment or by non-vehicular traffic factors for example. The functionality, traffic flows and risk assessments of any part of the network should be the basis of local priorities.

The strategic cycle network hierarchy adopted by Central Bedfordshire Council reflects the potential number of movements over the component routes.

Central Bedfordshire Council Highways operates a detailed network inventory which is regularly updated in response to new works ground and is stored / maintained via a compliant Insight UKPMS supplied by Symology.

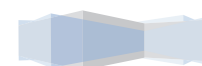
In accordance with the recommendations of Well Maintained Highways, and taking into account Council policy documents, the Council has adopted the following network hierarchy.

Category	Description
A	Promoted cycle route utilising the carriageway. The route can be identified by signage and lining, either in the form of cycle symbols or advisory cycle lanes. There may also be specific measures at junctions to give advantage to cyclists.
B	Cycle tracks routing over metalled footways and footpaths that may or may not be contiguous with the carriageway. The use of all cycle tracks is shared with pedestrians and there may be segregation through lining or kerbing.
C	Cycle tracks running over non-metalled paths that are not contiguous with a carriageway. Such tracks may not be designated as public highway but are maintained by the authority.

B.2.3 - Network Inspections

B.2.3.1 - Introduction

The Network Inspection regime shall be subject to an annual review. This regime has three constituent parts:



Objective	Contribution
Safety Inspections	To comply with statutory obligations
	To meet the user's needs for safety
Service Inspections	To ensure availability
	To achieve integrity
	To maintain reliability
Network Integrity Inspections	To minimise cost over time
	To maximise value to the community
	To maximise environmental contribution

All information from the network inspection regime, together with any immediate or programmed action, including nil returns, shall be recorded. Such information shall, whenever systems are available be recorded in a GIS format so that it may be utilised together with other relevant information in the review of the maintenance strategy, practices and the development of works programmes. Accurate recording of inspection results are crucial in assisting a defence against any third party claims.

B.2.3.2 - Safety Inspections

Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network and the wider community. The risk of danger is assessed on site, and the defect identified either as Category 0, 1 or 2, with an appropriate priority response.

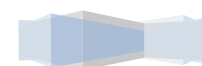
Policy NMPB5: Frequency of Safety Inspections for Cycle Tracks

The frequency of inspections shall be:

Feature	Category	Frequency	Method
Cycle tracks	A	As per road	Driven
	B	6 months	Walked
	C	1 year	Walked

Driven inspections shall be undertaken by the passenger (with the driver's assistance) from a moving vehicle. In busy urban areas, particularly when inspecting footways and cycle tracks, it may be difficult to obtain the necessary level of accuracy from vehicle-based inspections and walking should be used. A lone inspector may undertake walked and cycled inspections.

Where carriageway and footway hierarchies intersect, for example at defined crossing points at junctions, the footway hierarchy should always take priority in determining the inspection frequencies, defect definition and responses. This principle should also apply to intersections between carriageways and cycle routes and between cycle routes and footways.



Additional inspections may be necessary in response to user or community concern, as a result of incidents or extreme weather conditions, or in light of monitoring information, such as an abnormally high occurrence of damages claims or if the particular characteristics make a cycleway more likely to deteriorate than other similar assets in the allocated category. These may be identified through the risk management process. A higher degree of inspection may be considered jointly with the service provider and the Council’s Insurance Officers. Consideration of increased frequency of inspection should also occur on access routes to various features which will draw additional traffic; these features include but are not limited to:

- Access to schools, hospitals and medical centres;
- Vulnerable users or people with special needs; and
- Ceremonial routes and special events.

• Safety inspectors shall keep a diary, and record daily which sections of the network have been inspected on foot as opposed to by vehicle. Extracts from the inspector’s diary shall be produced as necessary as evidence in response to any third party claims.

Policy NMPB6: Cycle Track Safety Inspection Defect Categories

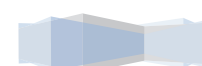
The condition of asset items subject to safety inspections shall be:

Feature	Defect Category
Cycle tracks	Surface defects
	Kerbs and edge defects
	Overhanging and encroaching vegetation impeding use of wheelchairs and baby buggies
	Missing or loose covers
	Dangerous utility apparatus, including covers

Degree of deficiency shall be assessed upon the following criteria

Degree of Deficiency	Timeframe for action
Category 0 Defects	Emergency make safe response in 2 hours
Category 1 Defects	These require prompt attention and will require a permanent repair to be made within 5 days of the defect being reported.
Category 2 Defects	All other defects. These should be prioritised and repaired within planned programmes of work. If these are within 10m radius of a reported Category 1 defect then they should be repaired at the same time, as referred to in chapter 12 of the Introduction to Network Maintenance Management document.

In the defence of third party claims for damage to property or personal injury it is vitally important to demonstrate that Category 1 defects are treated as above and concise records are kept of inspections.



Any defect with utility apparatus assessed as Cat 1 shall require the utility provider to be notified immediately and requested to attend or make the defect safe within 24 hours. This shall be undertaken with reference and in accordance with Section 81 of the New Roads and Streetworks Act 1991.

A 'risk matrix' shall be used to classify the degree of risk posed by all identified defects as identified in the "Network maintenance Management Plan: Introduction to Network Maintenance Management" Section 14 "Network Maintenance – Defect Category Identification".

Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained, until a permanent repair can be made.

Nationally the definitions of Category 1 defects for road and footway surfaces have, and continue to be tested through the courts. As a general guide defectiveness of a scale less than the following can be considered defensible in any actions brought against highway authorities.

Policy NMPB7: Definition of a CAT 1 Cycle Track Defect

Cycle track surface defects – A hole in the bituminous surface with approximately vertical sides, where material has been lost, and where any surface dimension in two directions exceeds 100mm and depth exceeds 20mm

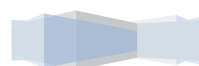
OR

A difference in vertical level between adjacent slabs, or between adjacent slabs and other projections such as surface boxes and the like, exceeding 20mm, including slabs which rock dangerously, missing or collapsed ironwork, sunken covers more than 20mm.

Other defects which may constitute a category 1 response include but are not limited to:

- Cracks in footways that are greater than 25mm in width;
- Kerbs that are missing or broken; and
- Damaged pedestrian guard rails, barriers or fences damaged or constitute a danger.

It shall however be remembered that a test of dangerousness is one of reasonable foresight of harm to users of the highway, therefore, in considering the defectiveness of a road or footway surface defect, recognition must be given to where in the surface the defect is located. Consideration must be given in particular to cyclists and motor cyclists in that a lesser defect near the edge of a carriageway could be deemed dangerous by a Court.



When checking for defects, all users of the carriageway shall be considered, including cyclists, horses and other non-motorised users, as well as disabled and elderly users.

When considering the risk factor, the inspector shall also consider whether the defect is in an unlit location. In this instance the probability of the defect causing an incident should be increased proportionately to account for poor visibility of the defect by users.

Where a promoted cycle route runs on the carriageway the category 1 defect criteria will be as defined in Policy NMPB7 in this annex for the full width of carriageway.

B.2.3.3 - Service Inspections

Service inspections should be strongly focused on ensuring that the network meets the needs of users and comprise more detailed specific inspections of particular highways elements, to ensure that they meet the levels of service defined in the HAMP.

Service Inspections are included to target particular highway elements to ensure that they meet requirements for serviceability. These can be split into the following:

- Network Integrity Inspections;
- Regulatory inspections (as detailed in the “Regulatory Functions” chapter of the Introduction to Network Maintenance Management)

Generally, the frequency of Service Inspections shall be as the frequencies defined in the Safety Inspection section of the same asset.

The condition of asset items subject to service inspections shall be:

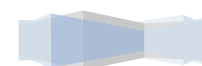
Feature	Defect Category
Cycle Tracks	Nature and extent of surface defects
	Extent of encroachment and weed growth
	Slipperiness of the surface
	Quality of the surface
	Integrity of the network

Network Integrity Inspections

All components across the various categories within the network hierarchy shall be maintained within the overall asset management strategy to ensure best value and optimal efficiency.

Operational efficiency is primarily a network management consideration but aspects are closely related to maintenance, for example:

- Traffic signs or markings may be missing, redundant, poorly sited or the legend may be either incorrect, confusing or not reflect current priorities;



- Facilities for walking, cycling or public transport may be discontinuous or poorly defined. Opportunities for installation of dropped kerbs or textured paving should be taken;
- Street lighting is poorly positioned.
-
- Opportunities shall be taken to address integrity issues identified by the survey, for example:
 - Replacing signs and re-lining;
 - Installing dropped kerbs and texture paving;
 - Modifying layouts.

Network Integrity Inspections shall normally be scheduled coincident with a safety inspection.

Dependent upon the degree of deficiency, each identified defect shall be assessed for action through either:

- Routine works
- Programmed works

The nature of response for each element of the highway asset is established in the relevant asset section of this Plan.

B.2.4 - Network Surveys

B.2.4.1 – Network Survey Types

Footway Network Survey (FNS)

Footway Network Surveys (FNS) will be carried out by an accredited sub contractor and will be done as a walked inspection on all footways. The surveys will be carried out annually on all footways both remote and beside the carriageway.

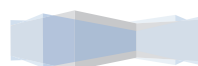
The FNS outputs shall be used to determine whether a Detailed Visual Inspection (DVI) follow-up is required on impaired sections – required for – a footway/footpath to be included within the structural maintenance works programme.

Detailed Visual Inspection

A Detailed Visual Inspection shall be undertaken on foot following Footway Network Survey to further investigate the severity of defects identified and to provide evidence for four year structural maintenance programme process.

Detailed Visual Inspections (DVI) will be carried out by an accredited sub contractor on foot.

B.2.4.2 – Network Survey Frequencies



Policy NMPB8: Cycle Track Network Survey Frequencies

The frequency of inspection shall be:

Survey	Category	Frequency
Footway Network Survey (FNS)	Cycle track	25% of network each year
Detailed Visual Inspection (DVI)	Cycle track	As required as a result of FNS surveys

B.2.4.3 – United Kingdom Pavement Management System (UKPMS)

UKPMS is a central government accredited computer database used to analyse and manage a variety of structural condition surveys listed above.

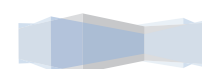
B.2.4.4 – Maintenance Audit

In order to ensure that the maintenance implications arising from highway improvement schemes are optimised during the design process a maintenance audit process shall be carried out.

It is necessary to carry out a maintenance audit on highway works, this is to ensure that improvement works are carried out having considered the following:

Area	Description
Safety:	The work should be carried out considering the safety of all users of the public highway. Consideration should be given to pedestrians, cyclists, horse riders etc., not just the vehicular road user. Although safety is covered as part of a safety audit, other maintenance factors such as street lighting should also be considered as part of the safety considerations of the maintenance audit.
Serviceability:	Are the works fit for its proposed purpose? All maintenance and improvement works shall be easily accessed by the user of the public highway i.e. There is little point in installing a sign that will be readily obscured by overhanging vegetation.
Sustainability:	Are the maintenance/improvement works necessary and will these works be easily maintained in the future. There must be an emphasis on reusing/recycling materials

The results of the maintenance audit are to be communicated to the Service Delivery Team for integration into the maintenance regime.



B.2.5 - Network Maintenance Types

B.2.5.1 - Reactive Maintenance

CBC operates a Highways Helpdesk for customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;

Telephone; 0300 300 8049

Email; highways@centralbedfordshire.gov.uk

On receipt of a customer report the Highways Helpdesk technician will allocate a priority, either Cat 0, 1, or 2, to all defects reported. All reports will subsequently be inspected by an accredited highways officer/technician and the priority confirmed or changed. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.

The overarching principle of holistic working as discussed in chapter 12 of the Introduction to Network Maintenance Management will be considered during the organisation of maintenance works. Consideration of rectification of not only defects of a lesser nature, but also those on other assets shall be considered under the same traffic management and works order.

B.2.5.2 - Routine Maintenance

Routine maintenance of the highway network is managed and delivered by Central Bedfordshire Highways and is targeted at two areas:

- Meeting the need identified through highway inspections;
- Preventative maintenance, working ahead of highway inspections when budgets allow; addressing defects while they are in their 'infancy'.

Whenever possible, measures taken shall be in the form of a permanent repair.

The typical routine measures for each element of the highway asset are described in the relevant assets Network Maintenance Standards.

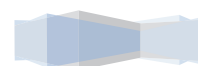
Where an identified defect falls outside the described types the responsible officer shall undertake the measures he or she sees fit to repair defects prior to it deteriorating to become a hazard or in line with the appropriate time scale target.

B.2.5.3 - Programmed Maintenance

Where an inspection identifies issues which cannot be resolved by reactive works these shall be recorded and shall be put forward for inclusion within the four year maintenance programme of works.

It is the aim of the service to establish a four year programme taking in to account the criteria of:

- Safety
- Serviceability



- Sustainability
- Community Effect

Environmental Management Issues shall be addressed as identified in the Environmental Impact Assessment section in the Introduction to Network Maintenance Management document and shall adhere to the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.

In all other cases account will be taken of the advice given in the BRE publication:

“Guidance on specifying recycled content in Local Authority contracts for highway maintenance”

Works shall be permanent and will, wherever practicable, adopt a holistic approach to management of the highway network. The potential to include such works shall be considered for all programmed schemes.

“Total package” thinking promotes the inclusion of works upon all elements of the highway assets when undertaking programmed works. This facilitates works which have the potential to add value at minimum cost, for example by the inclusion of dropped kerbs to assist disabled people, modification of unclear signage or road markings. The scope for inclusion for such works within each scheme will depend upon the key aims of the scheme and available resources.

Information concerning the measures taken, including no action where necessary, shall be recorded, monitored and utilised as appropriate in reviews of maintenance strategy and practices.

B.2.6 - Network Maintenance Standards Cycle Tracks

B.2.6.1 - Reactive

Cycle Track Surface Defects

Category 1 defects to a cycle track (representing an immediate or imminent hazard) shall be rectified as follows:

- Clean and cut back to a solid construction, square and backfill with hot bituminous material;
- A cold lay material may be used as a temporary measure, provided that a permanent patch repair is undertaken as part of programmed routine works.
- Where defects with potentially serious consequences for network safety are made safe by means of temporary repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the repair is maintained, until a permanent repair can be made.

Encroaching Vegetation

Shrubs, brambles and branches are inspected and cut back as necessary to prevent obstruction to passage and to sight lines (see Annex F Part 1)

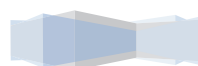
Signs and markings

Signs that give direction or warnings to cyclists are maintained as to be clearly visible. Surface markings should be replaced as soon as their visibility is less than 75% of the original surface area.

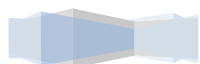
B.2.6.2 - Routine

Cycle Track Surface Defects

Routine cycle track surface defects shall be actioned by cutting back to solid construction, square and backfill with hot bituminous material.



Part 3: Public Right of Way Maintenance



B.3.1 - Introduction

Public rights of way form part of the highway network. The Council, as Highway Authority, has a statutory responsibility to assert and protect the rights of the public to use the public path network.

Central Bedfordshire Council has 829 miles of public rights of way (PROW) network, which act as vital links for residents and visitors to access the countryside from their communities and further afield. As well as having a leisure purpose, they also connect residents to local amenities such as shops and schools, as well as linking neighbouring communities.

This Part should be read in conjunction with the document “Rights of Way Maintenance and Improvement Policy”, for information on the routine and programmed maintenance works and construction specifications.

Central Bedfordshire’s documents:

- “Rights of Way Maintenance and Improvement Policy”; and
- “Connecting Spaces: Rights of Way”

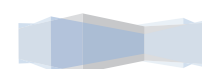
shall be read in conjunction with this part for additional details on the legal background, division of responsibilities between and the council’s improvement strategy for Rights of Way.

B.3.2 - Network Hierarchy

A network hierarchy is the foundation of a coherent, consistent and auditable maintenance strategy. It is important that the hierarchy adopted reflects the needs, priorities and actual use of each road in the network; these may be determined by importance, by environment or by non-vehicular traffic factors for example. The functionality, traffic flows and risk assessments of any part of the network should be the basis of local priorities.

The following table illustrates the split of the public rights of way network into right of way type.

ROW Type	Distance miles (Km)	User allowed
Footpath (FP)	603 miles (971km)	A public right of way on foot only (with/without a dog or pushchair)
Bridleway (BW)	210 miles (338km)	A public right of way on foot, riding or leading a horse, or bicycle
Byways Open to All Traffic (BOAT)	16 miles (26km)	A public right of way on foot, riding or leading a horse, bicycle or in any road-legal vehicle driven by a legally entitled driver



B.3.3 - Network Inspections

B.3.3.1 - Introduction

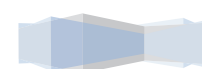
The Network Inspection regime shall be subject to an annual review. This regime has three constituent parts:

Objective	Contribution
Safety Inspections	To comply with statutory obligations
	To meet the user's needs for safety
Service Inspections	To ensure availability
	To achieve integrity
	To maintain reliability
Network Integrity Inspections	To minimise cost over time
	To maximise value to the community
	To maximise environmental contribution

All information from the network inspection regime, together with any immediate or programmed action, including nil returns, shall be recorded. Such information shall, whenever systems are available be recorded in a GIS format so that it may be utilised together with other relevant information in the review of the maintenance strategy, practices and the development of works programmes. Accurate recording of inspection results are crucial in assisting a defence against any third party claims.

Central Bedfordshire Highways provides support to the Central Bedfordshire Council Rights of Way team when requested to do so, as part of this, Central Bedfordshire Highways inspects some structures on the Right of Way network.

The Council has a programme of bridge inspections and associated repair or replacement of structures which has been running since 2006/7. All of the structures on or adjacent to the RoW network are classified via the classification mechanism in the "Rights of Way Maintenance and Improvement Policy". The larger structures or those structures which accommodate vehicular access shall inspected by Central Bedfordshire Highways at the request of the RoW team, and the remainder shall be inspected by RoW Officers or trained volunteers. Those structures designated as being inspected by Central Bedfordshire Highways shall be inspected at the instruction of the Rights of Way team and as defined in the "Rights of Way Maintenance and Improvement Policy", the type of inspection as described in section C.1.3 of Annex C (Bridges, Highways Structures and Safety Fencing) of this Network Maintenance Management Plan, shall be specified and confirmed at the time of instruction.



B.3.3.2 - Safety Inspections

Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network and the wider community. The risk of danger is assessed on site, and the defect identified either as Category 0, 1 or 2, with an appropriate priority response.

Policy NMPB9: Frequency of Safety Inspections for Public Rights of Way

The frequency of inspections shall be:

Feature	Category	Frequency	Method
Public Rights of Way	BOAT	1 Year	Driven
	BW	Responding to Notification	Walked
	FP	Responding to Notification	Walked

Where carriageway and footway hierarchies intersect, for example at defined crossing points at junctions, the footway hierarchy should always take priority in determining the inspection frequencies, defect definition and responses. This principle should also apply to intersections between carriageways and cycle routes and between cycle routes and footways.

Driven inspections shall be undertaken by the passenger (with the driver's assistance) from a moving vehicle. In busy urban areas, particularly when inspecting footways and cycle tracks, it may be difficult to obtain the necessary level of accuracy from vehicle-based inspections and walking should be used. A lone inspector may undertake walked and cycled inspections.

Additional inspections may be necessary in response to user or community concern, as a result of incidents or extreme weather conditions, or in light of monitoring information, such as an abnormally high occurrence of damages claims or if the particular characteristics make a cycleway more likely to deteriorate than other similar assets in the allocated category. These may be identified through the risk management process. A higher degree of inspection may be considered jointly with the service provider and the Council's Insurance Officers. Consideration of increased frequency of inspection should also occur on access routes to various features which will draw additional traffic; these features include but are not limited to:

- Access to schools, hospitals and medical centres;
- Vulnerable users or people with special needs; and
- Ceremonial routes and special events.

• Safety inspectors shall keep a diary, and record daily which sections of the network have been inspected on foot as opposed to by vehicle. Extracts from the inspector's diary shall be produced as necessary as evidence in response to any third party claims.

Policy NMPB10: Public Right of Way Safety Inspection Defect Categories

The condition of asset items subject to safety inspections shall be:

Feature	Defect Category
Cycle tracks	Surface defects
	Edge defects
	Overhanging and encroaching vegetation impeding use of wheelchairs and baby buggies
	Missing or loose covers
	Dangerous utility apparatus, including covers

Degree of deficiency shall be assessed upon the following criteria

Degree of Deficiency	Timeframe for action
Category 0 Defects	Emergency make safe response in 2 hours
Category 1 Defects	These require prompt attention and will require a permanent repair to be made within 5 days of the defect being reported.
Category 2 Defects	All other defects. These should be prioritised and repaired within planned programmes of work. If these are within 10m radius of a reported Category 1 defect then they should be repaired at the same time, as referred to in chapter 12 of the Introduction to Network Maintenance Management document.

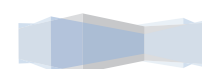
In the defence of third party claims for damage to property or personal injury it is vitally important to demonstrate that Category 1 defects are treated as above and concise records are kept of inspections.

Any defect with utility apparatus assessed as Cat 1 shall require the utility provider to be notified immediately and requested to attend or make the defect safe within 24 hours. This shall be undertaken with reference and in accordance with Section 81 of the New Roads and Streetworks Act 1991.

A 'risk matrix' shall be used to classify the degree of risk posed by all identified defects as identified in the "Network maintenance Management Plan: Introduction to Network Maintenance Management" Section 14 "Network Maintenance – Defect Category Identification".

Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained, until a permanent repair can be made.

Nationally the definitions of Category 1 defects for road and footway surfaces have, and continue to be tested through the courts. As a general guide defectiveness of a scale less than the following can be considered defensible in any actions brought against highway authorities.



Policy NMPB11: Definition of a CAT 1 Public Right of Way

Public Right of Way surface defects – A hole in the surface, where material has been lost, and where any surface dimension in two directions exceeds 100mm and depth exceeds 20mm

OR

A difference in vertical level creating projections such as surface boxes and the like, exceeding 20mm. Missing or collapsed ironwork, sunken covers more than 20mm.

It shall however be remembered that a test of dangerousness is one of reasonable foresight of harm to users of the highway, therefore, in considering the defectiveness of a road or footway surface defect, recognition must be given to where in the surface the defect is located. Consideration must be given in particular to cyclists and motor cyclists in that a lesser defect near the edge of a carriageway could be deemed dangerous by a Court.

When checking for defects, all users of the carriageway shall be considered, including cyclists, horses and other non-motorised users, as well as disabled and elderly users.

When considering the risk factor, the inspector shall also consider whether the defect is in an unlit location. In this instance the probability of the defect causing an incident should be increased proportionately to account for poor visibility of the defect by users.

B.3.3.3 - Service Inspections

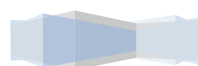
Service inspections should be strongly focused on ensuring that the network meets the needs of users and comprise more detailed specific inspections of particular highways elements, to ensure that they meet the levels of service defined in the HAMP.

Service Inspections are included to target particular highway elements to ensure that they meet requirements for serviceability. These can be split into the following:

- Network Integrity Inspections;
- Regulatory inspections (as detailed in the “Regulatory Functions” chapter of the Introduction to Network Maintenance Management)

Generally, the frequency of Service Inspections shall be as the frequencies defined in the Safety Inspection section of the same asset.

The condition of asset items subject to service inspections shall be:



Feature	Defect Category
Public Rights of Way	Nature and extent of surface defects
	Extent of encroachment and weed growth
	Slipperiness of the surface
	Quality of the surface
	Integrity of the network

Network Integrity Inspections

All components across the various categories within the network hierarchy shall be maintained within the overall asset management strategy to ensure best value and optimal efficiency.

Operational efficiency is primarily a network management consideration but aspects are closely related to maintenance, for example:

- Traffic signs or markings may be missing, redundant, poorly sited or the legend may be either incorrect, confusing or not reflect current priorities;
- Facilities for walking, cycling or public transport may be discontinuous or poorly defined. Opportunities for installation of dropped kerbs or textured paving should be taken;
- Street lighting is poorly positioned.
-
- Opportunities shall be taken to address integrity issues identified by the survey, for example:
 - Replacing signs and re-lining;
 - Installing dropped kerbs and texture paving;
 - Modifying layouts.

Network Integrity Inspections shall normally be scheduled coincident with a safety inspection.

Dependent upon the degree of deficiency, each identified defect shall be assessed for action through either:

- Routine works
- Programmed works

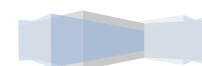
The nature of response for each element of the highway asset is established in the relevant asset section of this Plan.

B.3.4 - Network Surveys

B.3.4.1 – Network Survey Types

Footway Network Survey (FNS)

Footway Network Surveys (FNS) will be carried out by an accredited sub contractor and will be done as a walked inspection on all footways. The surveys will be carried out annually on all footways both remote and beside the carriageway.



The FNS outputs will also be used to determine whether a follow up Detailed Visual Inspection (DVI) is required on sections where there are major impairments and analysed for inclusion in the structural maintenance works programme.

Detailed Visual Inspection

Detailed Visual Inspections are undertaken following Footway Network Survey, to further investigate defects which have been identified through the FNS process and to feed into the five year structural maintenance programme.

Detailed Visual Inspections (DVI) will be carried out by an accredited sub contractor on foot.

B.3.4.2 – Network Survey Frequencies

Policy NMPB12: Public Right of Way Network Survey Frequencies

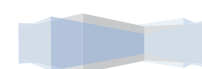
The frequency of inspection shall be:

Survey	Category	Frequency
Footway Network Survey (FNS)	Public Right of Way	25% of network each year
Detailed Visual Inspection (DVI)	Public Right of Way	On all footways identified with Major Impairment from FNS if required

B.3.5 - Network Maintenance Types

The extent of the duty to maintain (HA80 s41) requires that rights of way should be kept in such a state as to be safe and fit for ordinary traffic which could reasonably be expected to use it. In practice, the decision as to what surface to provide, if any, will be the level of use and its legal status. There is no obligation to provide a metalled surface or similar on a byway to enable the public to use the route with vehicles.

Some PROW are privately maintainable to a higher status. Dual liability can exist where the Highway Authority is only responsible for maintenance of the PROW to the public status. If a landowner, for example, has provided a sealed surface for vehicular use on a farm track that has public bridleway rights, the Highway Authority cannot be held responsible for maintenance beyond that required for reasonable bridleway use.



When the surface is disturbed and planted as part of agricultural practice, farmers and landholders have a legal requirement to reinstate the path within a set period of time.

The council works closely with land owners to ensure that public rights of way are open and available for use at all times and, generally, the majority of landowners comply with their legal responsibilities. However, for those exceptional cases, an enforcement policy is in place to ensure the reinstatement and Notices may be served against a landowner and costs recovered as a final sanction

B.3.5.1 - Reactive Maintenance

CBC operates a Highways Helpdesk for customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;

Telephone; 0300 300 8049

Email; highways@centralbedfordshire.gov.uk

The Highways Helpdesk utilises the same Insight highway maintenance management system as the provider, and they allocate an initial priority, either Cat 0, 1, or 2, to any defect reported. The provider accesses the report via Insight and inspects and confirms or reallocates the initial priority. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.

B.3.5.2 - Routine Maintenance

Routine maintenance of the PROW network is managed and delivered by CBC Rights of Way Officers. Routine Maintenance is targeted at meeting the need identified through inspections undertaken by Rights of Way Officers.

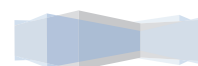
Whenever possible, measures taken shall be in the form of a permanent repair.

The typical routine measures for each element of the highway asset are described in the relevant assets Network Maintenance Standards.

It may be the case that an identified defect does not fall within any of the described types, in such an event the responsible officer shall undertake the measures he or she sees fit to repair defects prior to it deteriorating to become a hazard or in line with the appropriate time scale target.

B.3.5.3 - Programmed Maintenance

An annual programme of vegetation clearance, of around a quarter of the network, is undertaken by specialist contractors, land owners and volunteers; the programme is built up from inspections and local requests. Most paths are cut twice during the May to September period but can be supplemented by clearance by trained People, Projects, Partnership P3 volunteer groups, Community Payback scheme or other volunteer groups.



Where an inspection identifies issues which cannot be resolved via reactive works, these shall be recorded and shall be put forward for inclusion within the maintenance programme of works.

It is the aim of the service to establish a four year programme taking in to account the criteria of:

- Safety
- Serviceability
- Sustainability
- Community Effect

Environmental Management Issues shall be addressed as identified in the Environmental Impact Assessment section in the Introduction to Network Maintenance Management document and shall adhere to the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.

In all other cases account will be taken of the advice given in the BRE publication:

“Guidance on specifying recycled content in Local Authority contracts for highway maintenance”

Works shall be permanent and will, wherever practicable, adopt a holistic approach to management of the highway network. The potential to include such works shall be considered for all programmed schemes.

“Total package” thinking promotes the inclusion of works upon all elements of the assets when undertaking programmed works. This facilitates works which have the potential to add value at minimum cost. The scope for inclusion for such works within each scheme will depend upon the key aims of the scheme and available resources.

Information concerning the measures taken, including no action where necessary, shall be recorded, monitored and utilised as appropriate in reviews of maintenance strategy and practices.

B.3.6 - Network Maintenance Standards Public Rights of Way

B.3.6.1 - Reactive

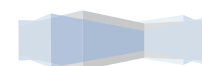
Surface Defects

Having confirmed that a PROW surface defect represents an immediate or imminent hazard (Category 1 defect) it shall be rectified as follows:

Potholes shall be filled with new material which is sympathetic to the existing surfacing material.

Due to the remote nature of some PROWS, compaction will be by hand and therefore infill material should be left slightly proud of the PROW surface to ensure sufficient material is present to allow for natural compaction without potential for water ponding

Encroaching Vegetation



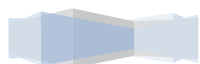
Shrubs, brambles and branches are inspected and cut back as necessary to prevent obstruction to passage and to sight lines (see Annex F Part 1)

B.3.6.2 - Routine

Surface Defects

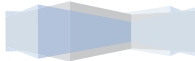
Routine PROW surface defects shall be actioned by infilling with new material which is sympathetic to the existing surfacing material.

Due to the remote nature of some PROWS, compaction will be by hand and therefore infill material should be left slightly proud of the PROW surface to ensure sufficient material is present to allow for natural compaction without potential for water ponding.



Appendix 1: Version Control

Reference	Action	Date	Topic
140701	Incorporated comments and policy statements	01/07/2014	Draft Revisions
140812	Incorporated comments	12/08/2014	Draft Revisions



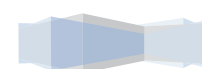
Network Maintenance Management Plan

Annex C:

Bridges, Highway Structures and Safety Fencing



<u>Part 1: Bridges and Highway Structures</u>	99
<u>C.1.1 – Introduction</u>	100
<u>C.1.2 – Network Hierarchy</u>	100
<u>C.1.3 – Inspections and Testing</u>	100
<u>C.1.3.1 - Introduction</u>	100
<u>C.1.3.2 - Routine Surveillance</u>	100
<u>C.1.3.3 - General Inspection</u>	101
<u>C.1.3.4 - Principal Inspection</u>	101
<u>C.1.3.5 - Special Inspection</u>	102
<u>C.1.3.6 - Inspection for Assessment</u>	102
<u>C.1.3.7 - Safety Inspection</u>	102
<u>C.1.3.8 - Acceptance Inspection</u>	102
<u>C.1.4 – Network Surveys</u>	103
<u>C.1.5 – Network Maintenance Types</u>	103
<u>C.1.5.1 Reactive Maintenance</u>	103
<u>C.1.5.2 Emergency Reactive Maintenance</u>	104
<u>C.1.5.3 Routine Maintenance</u>	105
<u>C.1.5.4 Programmed Maintenance</u>	105
<u>C.1.6 – Network Maintenance Standards Structures</u>	106
C.1.6.1 - Reactive	106
C.1.6.2 - Routine	107
<u>C.1.7 – GAP Analysis of Current Practice to CoP Guidelines</u>	108
<u>C.1.8 – Implementation Plan for GAP Analysis Results</u>	108
<u>Part 2: Road Restraint Systems</u>	109
<u>C.2.1 – Introduction</u>	110
<u>G.2.2 – Network Hierarchy</u>	110
<u>G.2.3 – Network Inspections</u>	110
<u>G.2.3.1 - Introduction</u>	110
<u>G.2.3.2 - Safety Inspections</u>	110
<u>G.2.3.3 - Detailed Inspections</u>	113
<u>C.2.4 – Network Surveys</u>	113
<u>G.2.5 – Network Maintenance Types</u>	114
<u>G.2.5.1 - Reactive Maintenance</u>	114
<u>G.2.5.2 - Emergency Reactive Maintenance</u>	114
<u>G.2.5.3 - Routine Maintenance</u>	115
<u>G.2.5.4 - Programmed Maintenance</u>	115
<u>C.2.6 – Network Maintenance Standards Road Restraint Systems (Safety Fence)</u>	116
C.2.6.1 - Reactive	116
C.2.6.2 - Routine	119
<u>Appendix 1: Version Control</u>	120



Part 1: Bridges and Highway Structures



C.1.1 – Introduction

The highways network in Central Bedfordshire contains 345 No. total structures, varying from simple culverts for water courses up to structures which pass over railways, or retaining structures which retain the highway. The Highway Asset Management Plan Identifies that within the network there are 49 Over Bridges, 198 Under Bridges, 360 Culverts and 7322 Retaining Walls, along with 18 Cattle Grids.

These assets form a key element to the network, as if any one of them fails there could not only be a serious accident, but it will also affect the transport network in an adverse manner, which could affect both residents and businesses which use the CBC highways network on a daily basis.

Careful management and maintenance of these structures is therefore needed to ensure that they remain in a serviceable state, which is safe for the travelling public to use.

C.1.2 – Network Hierarchy

The Network Hierarchy shall be as per the hierarchy identified in Annex A for Carriageway (A.1.2) and Annex B for Footways, Footpaths, Cycle Tracks and Public Rights of Way (B.1.2, B.2.2 and B.3.2).

The frequencies of inspection shall be set through the Bridge Management Team, following the prerequisites for the inspections identified in the Network Inspections section of this part.

C.1.3 – Inspections and Testing

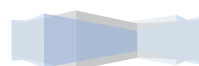
C.1.3.1 - Introduction

The overall purpose of inspection, testing and monitoring is to check that the highway structures stock is safe for use and fit for purpose. It also provides the data required to support good management practices such as Asset Management Planning and Maintenance Planning and Management.

Through various types of inspection, the intention is to provide data on the current condition, performance and environment of the structure, which can then lead to informed analyses, assessments and processes. This data also contributes towards improved information databases on the structures by filling any missing data, verifying existing data and updating data where necessary.

C.1.3.2 - Routine Surveillance

All structures should be subject to Routine Surveillance as part of regular Highway Safety Inspections carried out by highway maintenance staff. Routine Surveillance will normally be undertaken by the passenger in a slow moving vehicle. Inspectors should immediately report any obvious defects that



are apparent from the vehicle and need urgent attention, to the bridge manager. This will include but is not limited to damage to the superstructure or bridge supports, damage to parapets, flood damage, insecure expansion joint plates, damage from vehicular impact etc.

The frequency of Routine Surveillance shall be the same as for the carriageway, footpath, cycle track or public right of way which runs over or under the structure.

C.1.3.3 - General Inspection

Highways structures should be subject to regular General Inspections on an average of 2 years from the previous General Inspection. This shall be varied based upon risk analysis by the bridge management team as per paragraphs 6.4.27 to 6.4.34 of the Code of Practice. The risk assessment should be specific to a structure taking into account, the likelihood of rapid deterioration or other incidents, and the consequences of unchecked deterioration or incidents. The General inspection regime for each structure shall be noted in the Bridge Management File.

General Inspections comprise a visual inspection of all parts of the structure and, where relevant to the behaviour or stability of the structure, adjacent earthworks or waterways that can be inspected without the need for special access or traffic management arrangements.

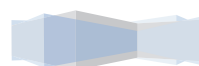
Guidance on General Inspections for highways structures is included in *CSS Bridge Condition Indicators Volume 2: Guidance Note on Bridge Inspection Reporting* and also *Addendum to CSS Bridge Condition Indicator Volume 2*.

C.1.3.4 - Principal Inspection

Highways structures should be subject to regular Principal Inspections on an average of 6 years from the previous Principal Inspection. This shall be varied based upon risk analysis by the bridge management team as per paragraphs 6.4.27 to 6.4.34 of the Code of Practice. The risk assessment should be specific to a structure taking into account, the likelihood of rapid deterioration or other incidents, and the consequences of unchecked deterioration or incidents. The Principal inspection regime for each structure shall be noted in the Bridge Management File.

Principal Inspection comprises a close examination, within touching distance, of all accessible parts of the structure, including, where relevant, underwater parts and adjacent earthworks and waterways, utilising suitable access and/or traffic management works as necessary. Closed circuit television may be used for areas of difficult or dangerous access.

Principal inspections may also include a modest programme of tests when considered necessary.



Principal Inspections should be sufficient in scope to determine the condition of all parts of the structure, the extent of any significant change or deterioration since the last Principal Inspection and any information relevant to the stability of the structure. The Principal Inspection should establish the scope and urgency of any remedial action identified, the need for any special inspections or further investigations and the accuracy of data held for the structure in the inventory.

C.1.3.5 - Special Inspection

Following from a General or Principal Inspection there may be times when a more specific inspection, concentrating on the condition of particular parts of a structure is required. This is known as a Special Inspection. The need for a special Inspection normally arises due to specific circumstances or following certain events.

C.1.3.6 - Inspection for Assessment

Inspection for Assessment is another type of inspection, used prior to a structural assessment. This type of inspection should include comments and observations on the condition of the structure, and if any deterioration is identified, this should be noted along with its importance, and if appropriate, how the deterioration should be taken into account in the assessment calculations i.e. condition factor or size of structural element to be taken for calculation purposes.

C.1.3.7 - Safety Inspection

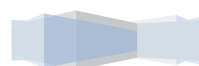
A Safety Inspection shall be undertaken following Routine Surveillance or after information has been received which indicates the structure is damaged and may be unsafe.

The Safety Inspection should determine the extent of the damage and whether immediate safety precautions or other action should be taken. A Special Inspection may then follow to monitor the condition and effectiveness of interim measures and determine what repair or other actions should be undertaken in the longer-term.

C.1.3.8 - Acceptance Inspection

The need for an Acceptance Inspection should be considered when there is a changeover of responsibility for the operation, maintenance and safety of a structure from one party to another. The intent of this inspection is to provide the party taking over the structure a formal mechanism for agreeing the current status of, and outstanding work on, a structure prior to handover.

The Acceptance Inspection should include the permanent access provisions and features affecting the safety and security of the structure, the identification and handover of all necessary records, maintenance and operating manuals which will have an impact upon the future management of the structure and agreement of the date on which the authority takes on the responsibility of the structure.



Additional requirements for New, Existing and Concession structures can be found in the Management of Highways Structures Code of Practice.

C.1.4 – Network Surveys

All survey and inspection works for highways structures shall be as identified in the Network Inspection section of this Annex and Part.

C.1.5 – Network Maintenance Types

C.1.5.1 Reactive Maintenance

CBC operates a Highways Helpdesk for customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;

Telephone; 0300 300 8049

Email; highways@centralbedfordshire.gov.uk

The Highways Helpdesk utilises the same Insight highway maintenance management system as the provider, and they allocate an initial priority, either Cat 0, 1, or 2, to any defect reported. The provider accesses the report via Insight and inspects and confirms or reallocates the initial priority. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.

The overarching principle of holistic working as discussed in chapter 12 of the Introduction to Network Maintenance Management will be considered during the organisation of maintenance works. Consideration of rectification of not only defects of a lesser nature, but also those on other assets shall be considered under the same traffic management and works order.

Defect classifications

Typical reactive measures for each element of the highway asset are described in the relevant asset Section of this Plan. It may be the case that an identified defect does not fall within any of the described types. In such an event the responsible officer shall undertake those measures they see fit to render the defect safe in line with the above time scale targets.

In the case of dangerous defects to utility apparatus or trenches the responsible officer shall make the utility responsible aware by logged telephone call, under S81 of the NRSWA91, of the nature of the inadequacy. The responsible officer shall instigate measures to render the site safe if:

- The identity of the utility responsible is unknown
- He is unable to contact the utility responsible
- The utility cannot make the inadequacy safe within 2 hours
- No response is received from the undertaker within 2 hours of the logged telephone call.

In this case all costs associated with rendering the site safe shall be borne by the utility concerned.

In any event, information concerning the measures taken, including no action where necessary, shall be recorded, maintained and utilised as appropriate in reviews of maintenance strategy and practices.

Historic Bridges

Central Bedfordshire has 4 bridges that are classified as Scheduled Ancient Monuments and 1 that is a Grade II Listed Structure.

These are:

Bridge Name and Number	Scheduled Ancient Monument or Listed Building (with grade)	Ancient Monument Number	Grid Reference
Blunham River Bridge (181)	S.A.M	24	TL 156519
Blunham Navigation Bridge (182)	S.A.M	24	TL 156519
Holme Mills / Lock Bridge, Broom, Southill (143)	S.A.M	87	TL 18434303
Pack Horse Bridge, Sutton (423)	S.A.M	9	TL 22064741
Girtford Bridge, Sandy (9)	L.B Grade II	NA	TL 163490

Consent for any work on these bridges has to be obtained from the Conservation Authority e.g. English Heritage for Ancient Monuments. For all historic bridges great care will be taken to replicate the original materials and finishes.

In the event of a historic bridge requiring emergency action, appropriate measures will be taken without first obtaining consent but the Conserving Authority will then be informed retrospectively. The Conservation Officer of Central Bedfordshire shall be kept informed in advance of any work required on historic bridges.

C.1.5.2 Emergency Reactive Maintenance

Outside normal office hours (8.30am to 6.00pm Monday to Thursday; 8.30am to 5.30pm Fridays) the service operates an emergency contact system. This can be accessed via the Council's highways helpline – 0300 300 8049. The emergency out of hours contact shall co-ordinate the reactive maintenance response for the Authority area.

The emergency out of hours contact shall co-ordinate the reactive maintenance response.



At all times, upon identifying the need (either by description or by inspection) for an emergency reactive response the responsible officer shall instigate measures to render the site safe within 2 hours.

Wherever practicable, such measures shall take the form of a permanent repair thereby avoiding the necessity to revisit the site in the short term. However, this may not be achievable in every circumstance. In such events a temporary make safe repair shall be considered. If this is not achievable, traffic control measures, such as traffic lights or a road closure, shall be put into place.

C.1.5.3 Routine Maintenance

Routine maintenance of the highway network is managed and delivered by Bedfordshire Highways.

Routine Maintenance is to be targeted at two areas. Firstly at meeting the need identified through highway inspections and secondly, at preventative maintenance, working ahead of highway inspections to address defects while they are in their 'infancy'. This secondary role can only be tackled after having addressed all identified safety inspection defects within a field of work and then only if and when budgets allow.

Whenever possible, measures taken shall be in the form of a permanent repair.

The typical routine measures for each element of the highway asset are described in the Network Maintenance Standards section (see C.1.6.2)

It may be the case that an identified defect does not fall within any of the described types, in such an event the responsible officer shall undertake the measures he or she sees fit to repair defects prior to it deteriorating to become a hazard or in line with the appropriate time scale target.

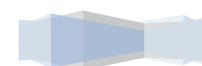
C.1.5.4 Programmed Maintenance

It is the aim of the service to establish a four year programme of strengthening works which will take in to account the criteria of:

- Safety
- Serviceability
- Sustainability
- Community Effect

Where practicable improvement works shall also be delivered in conjunction with the strengthening programme.

Environmental Management Issues shall be addressed as identified in the Environmental Impact Assessment section in the Core document and shall adhere to the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.



In all other cases account will be taken of the advice given in the BRE publication:

“Guidance on specifying recycled content in Local Authority contracts for highway maintenance”

“Total package” thinking promotes the inclusion of works upon all elements of the highway assets when undertaking programmed works. This facilitates works which have the potential to add value at minimum cost, for example by the inclusion of dropped kerbs to assist disabled people, modification of unclear signage or road markings. The scope for inclusion for such works within each scheme will depend upon the key aims of the scheme and available resources.

Information concerning the measures taken, including no action where necessary, shall be recorded, monitored and utilised as appropriate in reviews of maintenance strategy and practices.

The programme of assessment and strengthening shall adhere to national standards of assessment and the management of sub-standard structures. “Added value” shall also be considered in the design phase, with examples being addition of cycle lanes or improving transportation links and combining works with other programmed highway maintenance requirements.

C.1.6 – Network Maintenance Standards Structures

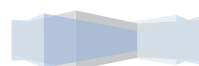
C.1.6.1 - Reactive

Accident damage, severe water scour or any other bridge defect that represents an immediate or imminent hazard shall be rectified as follows: The means of making safe shall be assessed and enacted immediately. This may involve restrictions to traffic or pedestrians or even closure with associated diversions.

Should any structure be found to present immediate or imminent hazard, Bedfordshire Highways shall immediately notify the following with an assessment of the risk and recommended ‘make safe’ measures:

- Head of Highways;
- Assistant Director for Highways and Transport;
- Director for Community Services;
- Executive Members for Community Services;
- Key stakeholders, particularly blue light services.

Long-term repair measures shall be assessed. If traffic restrictions have been incurred or public safety affected then permanent repairs are to be carried out as a matter of urgency by agreement with CBC. Otherwise, the work will be assessed for inclusion within the scheduled programme.



C.1.6.2 - Routine

All bridges and culverts over 0.9 metres span will be inspected regularly in accordance with the Approved Code of Practice for the Management of Highway Structures.

The average target frequency, if the CBC budget is available, being two years for a 'General' inspection and six years for a more thorough 'Principal' inspection, this however, can be varied as per paragraphs 6.4.27 to 6.4.34 of the Code of Practice. The inspections produce a Bridge Condition Indicator (BCi) score for each structure. (The new CoP allows for variation in the frequencies of general and principle inspections, depending upon a risk assessment which includes type and age of structure).

Any work identified during these inspections deemed as urgent will be dealt with as above. Any other work required will be classified as 'High', 'Medium' or 'Low' priority and will be linked to the BCi for the structure. Maintenance work will then be programmed in order of priority and within a suitable financial year, depending on available funding.

Routine maintenance of bridges should take into account the environment and the surrounding ecology. Watercourses are often populated by sensitive or protected species and vegetation clearance is often required during routine maintenance operations. The possibility that the bridge may support roosting bats is a particular issue in Masonry structures but should be considered at all sites. All bat species are protected under the provisions of both the Wildlife and Countryside Act 1981 (as amended); the Countryside and Rights of Way Act, 2000; the Natural Environment and Rural Communities Act (NERC, 2006); and by the Conservation of Habitats and Species Regulations (2010). The latter legislation makes them "European Protected Species".

Maintenance could easily seal cracks being used by bats and works of this type should not occur until a bridge has been checked by a suitably qualified and licensed bat surveyor.

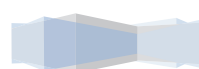
Graffiti on Highway Structures

Graffiti that is obscene or offensive represents an immediate or imminent hazard (category 1 defect) shall be removed from highway structures as follows:

If the graffiti cannot be removed by the use of proprietary cleansing products, then it should be hidden by over-painting.

If the location means that the structure is difficult to get to then consideration will be given to the use of anti-graffiti coatings. Graffiti will then be cleaned on a regular basis or referred to the CBC Waste Team as appropriate.

Materials will also be supplied at the request of accredited voluntary bodies for more frequent cleaning or alternatively for the periodic over-painting of graffiti. Consideration will be given to the proposed provision of murals in subways and underpasses by accredited voluntary bodies to improve their appearance and to deter graffiti.



C.1.7 – GAP Analysis of Current Practice to CoP Guidelines

In July 2011 the Council commissioned a GAP analysis of the current management systems and processes of the structures stock, in comparison to the November 2011 Management of Highways Structures Code of Practice. The analysis looked at each individual chapter of the CoP and then split this down into the key milestones, so that prioritisation of any corrective actions could occur.

The analysis found that:

- 29% of the Milestone 1 Actions were not being met;
- 65% of the Milestone 2 Actions were not being met; and
- 78% of the Milestone 3 Actions were not being met.

Milestone 1 Actions relate to processes that are required for a highway structures stock that is safe to use, inspect and maintain. There were 9 Milestone 1 Actions that were not being met, of which corrective action has been prioritised as a matter of urgency.

Milestone 2 Actions encompass Milestone 1 and also intend to broadly include adoption of additional processes necessary to provide highway structures fit for purpose and that meet Government requirements. There were 20 Milestone 2 Actions which were not being met.

Milestone 3 Actions additionally required the adoption of a process necessary to deliver agreed levels of service at minimum whole life cost. The analysis found that there were 14 Milestone 3 Actions not being met.

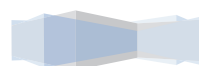
The report presented reasons as to why each was or was not being adequately addressed, one of which being that the contract was let before the 2005 version of the Code of Practice was released, and so some gaps were not covered in the contract.

For further information, reference should be made to Central Bedfordshire Council Management of Highway Structures, GAP Analysis, July 2011 (Amey Document Reference 500387 (410924))

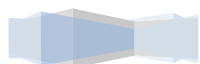
C.1.8 – Implementation Plan for GAP Analysis Results

Following the GAP analysis, an implementation plan was commissioned in 2012. The plan was produced to provide a programme for implementation of the recommendations over a 5 year period. This however means that full implementation of the plan would not occur within the current contract, but completion needs to be considered in the tender process to 2016.

For further information, reference should be made to Central Bedfordshire Council Management of Highway Structures, Implementation Plan, April 2012 (Amey Document Reference 500965-001)



Part 2: Road Restraint Systems



C.2.1 – Introduction

Road Restraint Systems are used both locally and nationally to contain errant vehicles within the highway boundary, and protect them from objects which are located off of the highway which may serious injury or death. An operational road restraint system should not only contain errant vehicles to the carriageway but also be able to deflect and absorb the force of the collision and control the errant vehicle in such a way as to minimise risk to other vehicles in the same section of carriageway.

Examples of locations for road restraint systems would be on the approaches to over bridges, to prevent errant vehicles from rolling down the embankment, or on the approach to under bridges where protection is required to prevent errant vehicles striking the structure.

G.2.2 – Network Hierarchy

The Network Hierarchy shall be as per the hierarchy identified in Annex A for Carriageway (A.1.2) and Annex B for Footways, Footpaths, Cycle Tracks and Public Rights of Way (B.1.2, B.2.2 and B.3.2).

G.2.3 – Network Inspections

G.2.3.1 - Introduction

The overall purpose of inspection, testing and monitoring is to check that the highway structures stock is safe for use and fit for purpose. It also provides the data required to support good management practices such as Asset Management Planning and Maintenance Planning and Management.

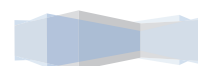
-

All information from the network inspection regime, together with any immediate or programmed action, including nil returns, shall be recorded. Such information shall, whenever systems are available be recorded in a GIS format so that it may be utilised together with other relevant information in the review of the maintenance strategy, practices and the development of works programmes. Accurate recording of inspection results are crucial in assisting a defence against any third party claims.

The type and frequency of inspections shall be as per the Carriageway, Footway or Cycleway network upon which, or adjacent to which, the Road Restraint System asset is to be found. These types and frequencies, along with the requirements for each can be checked by referring to the associated Annexes to these assets.

G.2.3.2 - Safety Inspections

Safety inspections shall be undertaken to identify defects likely to create danger or serious inconvenience to users of the network or the wider community. The risk of danger is assessed on site and categorised so as to allow for an appropriate priority response.



The frequency of inspections shall be as identified in the relevant annex for the network and route that the Road Restraint System or Barrier is based upon.

Driven inspections shall be undertaken by the passenger (with the driver's assistance) from a moving vehicle. In busy urban areas, particularly when inspecting footways, it may be difficult to obtain the necessary level of accuracy from vehicle-based inspections and walking should be used. A lone inspector may undertake walked and cycled inspections.

Safety inspectors shall keep a diary, and record daily which sections of the network have been inspected on foot as opposed to by vehicle. Extracts from the inspector's diary shall be produced as necessary as evidence in response to any third party claims.

Where there may be exceptional circumstances, for example an abnormally high occurrence of damages claims, a higher degree of inspection may be considered jointly with the service provider and the Council's Insurance Officers.

Policy NMPC1: Road Restraint System Safety Inspection Defect Categories

The condition of asset items subject to safety inspections shall be:

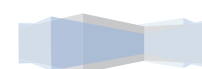
Feature	Defect Category
Fences and barriers	Integrity and location of safety fencing for vehicles, cyclists and pedestrians

Degree of deficiency shall be assessed upon the following criteria

Degree of Deficiency	Timeframe for action
Category 0 Defects	Emergency make safe response in 2 hours
Category 1 Defects	These require prompt attention and will require a permanent repair to be made within 5 days of the defect being reported.
Category 2 Defects	All other defects. These should be prioritised and repaired within planned programmes of work. If these are within 10m radius of a reported Category 1 defect then they should be repaired at the same time, as referred to in chapter 12 of the Introduction to Network Maintenance Management document.

In the defence of third party claims for damage to property or personal injury it is vitally important to demonstrate that Category 1 defects are treated as above and concise records are kept of inspections.

With regards to footways in particular, but also for carriageways, any defects with utility apparatus assessed as Cat 1, the utility must be notified immediately and requested to attend or make safe within 24 hours. This



should be undertaken with reference and in accordance with section 81 of the New Roads and Streetworks Act 1991.

A 'risk matrix' shall be used to classify the degree of risk posed by all identified defects as identified in the "Network maintenance Management Plan: Introduction to Network Maintenance Management" Section 14 "Network Maintenance – Defect Category Identification".

Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained, until a permanent repair can be made.

Policy NMPC2: Definition of a CAT 1 Road Restraint System Defect

Vehicle Restraint System – Unprotected vertical or horizontal protrusions from the Road Restraint System, which could cause damage;

OR

A total loss of containment for one or more sections of Road Restraint System, including, but not limited to, damage caused by collision;

OR

A permanent deformation of the guard rail or displacement of the support posts, foundations and anchorages;

OR

Unprotected drops at the edge of carriageway

OR

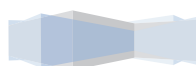
Clearance of the restraint barrier shall be checked to ensure a clearance of 600mm above the carriageway within 1500mm of the edge of carriageway and from ground level when greater than 1500mm.

OR

Obstructions within the working width of the barrier which could impinge upon the designed dynamic deflection of the barrier under impact loading

In considering the defectiveness of a defect, recognition must be given to where in the carriageway the defect is located, as a lesser defect in certain locations could be deemed dangerous by a Court.

An example of what should be recorded during a routine safety inspection can be found on page 40 of "BS 7669-3:1994 Vehicle Restraint Systems – Part 3 Guide to the installation, inspection and repair of Safety Fences".



Where routine inspections identify that a Road Restraint System is not constructed to current standards, a note should be added to the asset inventory so that future replacement may occur under a programme of works.

G.2.3.3 - Detailed Inspections

Highways Road Restraint Systems should be subject to regular Detailed Inspections, with a period of 5 years between inspections for assets which are less than 10 years old and a period of 2 years between inspections for assets which are over 10 years old.

Detailed Inspection comprises a close examination, within touching distance, of all accessible parts of the structure, utilising suitable access and/or traffic management works as necessary.

The clearance of the restraint barrier shall be checked to ensure a clearance of 600mm above the carriageway within 1500mm of the edge of carriageway and from ground level when greater than 1500mm.

The clearance behind the barrier shall be inspected to ensure that it meets the minimum requirements of manufacturer's specified working width or overhang from high sided vehicles impacting the barrier, as defined in BS EN 1317-2. For the correct minimum distances of Safety Barrier from the top or toe of slopes in verges or in central reserves where safety barrier is required for other reasons, reference shall be made to Chapter 3 of Section 2 Part 8 of Volume 2 of the Design Manual for Roads and Bridges (TD 19/06).

Detailed inspections may also include a modest programme of tests when considered necessary.

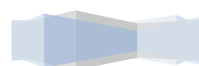
Detailed Inspections should be sufficient in scope to determine the condition of all parts of the Road Restraint System, the extent of any significant change or deterioration since the last Detailed Inspection and any information relevant to the stability of the fence. The Detailed Inspection should establish the scope and urgency of any remedial action identified.

An example of record sheets for detailed inspection can be found on pages 42-44, 45-46, 47-48 and 49-50 of "BS 7669-3:1994 Vehicle Restraint Systems – Part 3 Guide to the Installation, Inspection and Repair of Road Restraint Systems", for tensioned corrugated beam, un-tensioned corrugated beam, open box beam and tensioned rectangular hollow section beam respectively. The council does not have any wire rope Road Restraint Systems.

Where routine inspections identify that a Road Restraint System is not constructed to current standards, a note should be added to the asset inventory so that future replacement may occur under a programme of works.

C.2.4 – Network Surveys

All survey and inspection works for highways structures shall be as identified in the Network Inspection section of this Annex and Part.



G.2.5 – Network Maintenance Types

G.2.5.1 - Reactive Maintenance

CBC operates a Highways Helpdesk for customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;

Telephone; 0300 300 8049

Email; highways@centralbedfordshire.gov.uk

The Highways Helpdesk utilises the same Insight highway maintenance management system as the provider, and they allocate an initial priority, either Cat 0, 1, or 2, to any defect reported. The provider accesses the report via Insight and inspects and confirms or reallocates the initial priority. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.

The overarching principle of holistic working as discussed in chapter 12 of the Introduction to Network Maintenance Management will be considered during the organisation of maintenance works. Consideration of rectification of not only defects of a lesser nature, but also those on other assets shall be considered under the same traffic management and works order.

Defect classifications

Typical reactive measures for each element of the highway asset are described in the relevant asset Section of this Plan. It may be the case that an identified defect does not fall within any of the described types. In such an event the responsible officer shall undertake those measures they see fit to render the defect safe in line with the above time scale targets.

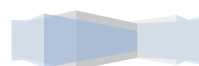
In any event, information concerning the measures taken, including no action where necessary, shall be recorded, maintained and utilised as appropriate in reviews of maintenance strategy and practices.

G.2.5.2 - Emergency Reactive Maintenance

Outside normal office hours (8.30am to 6.00pm Monday to Thursday; 8.30am to 5.30pm Fridays) the service operates an emergency contact system. This can be accessed via the Council's highways helpline – 0300 300 8049. The emergency out of hours contact shall co-ordinate the reactive maintenance response for the Authority area.

The emergency out of hours contact shall co-ordinate the reactive maintenance response.

At all times, upon identifying the need (either by description or by inspection) for an emergency reactive response the responsible officer shall instigate measures to render the site safe within 2 hours.



Wherever practicable, such measures shall take the form of a permanent repair thereby avoiding the necessity to revisit the site in the short term. However, this may not be achievable in every circumstance. In such events a temporary make safe repair shall be considered. If this is not achievable, traffic control measures, such as traffic lights or a road closure, shall be put into place.

G.2.5.3 - Routine Maintenance

The Road Restraint Systems maintained by Central Bedfordshire Council shall be subject to a routine maintenance programme comprising:

- Retensioning

Which shall be undertaken as described below.

Retensioning

Retensioning of Tensioned Corrugated Beam must be carried out at two yearly intervals and preferably in conjunction with the two yearly detailed inspections (as referenced in G.2.3.3). Note that when retensioning Tension Corrugated Beam all post screws must be replaced. Retensioning must be carried out in accordance with the procedures set out in BS 7669-3.

G.2.5.4 - Programmed Maintenance

Road Restraint Systems and Parapets are routinely inspected via a programme of visual and physical inspection. Equally, inspection may be requested by ad-hoc reports from Area Teams, Safety Engineers or equally from members of the public.

Programmed replacement of Road Restraint Systems shall be subject to the Road Restraint Risk Assessment Process (RRRAP) and TD19/06 (Requirement for Road Restraint Systems) which shall identify risks and the mitigations for those risks.

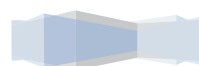
Environmental Management Issues shall be addressed as identified in the Environmental Impact Assessment section in the Core document and shall adhere to the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.

In all other cases account will be taken of the advice given in the BRE publication:

“Guidance on specifying recycled content in Local Authority contracts for highway maintenance”

Works shall be permanent and will, wherever practicable, adopt a holistic approach to management of the highway network. The potential to include such works shall be considered for all programmed schemes.

“Total package” thinking promotes the inclusion of works upon all elements of the highway assets when undertaking programmed works. This facilitates works which have the potential to add value at minimum cost, for example by



the inclusion of dropped kerbs to assist disabled people, modification of unclear signage or road markings. The scope for inclusion for such works within each scheme will depend upon the key aims of the scheme and available resources.

Information concerning the measures taken, including no action where necessary, shall be recorded, monitored and utilised as appropriate in reviews of maintenance strategy and practices.

C.2.6 – Network Maintenance Standards Road Restraint Systems (Safety Fence)

C.2.6.1 - Reactive

Having confirmed that a Road Restraint System (Road Restraint System), parapet or pedestrian barrier represents an immediate or imminent hazard (category 1 defect) it shall be rectified as follows:

The means of making safe shall be assessed and enacted as soon as possible.

Beams

Any structural damage to the beam will render it unserviceable. Particular attention should be paid to bolt holes. Any corroded adjuster or anchorage bolt should be replaced.

Mounting Height

If the damaged section is not more than 10 standard beam lengths, replace to match existing fence height.

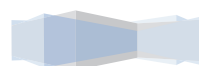
If the damaged section is in excess of 10 standard beam lengths then the beam should be replaced at a mounting height of 610mm +/- 75mm, measured from the top of the paved surface if less than 1500mm from the edge of carriageway, or from ground level if greater than 1500mm from the edge of carriageway. Any variance in the mounting heights of the old and new beams should be taken out over two or three beam lengths at each end of the damaged section.

Replacement of tension corrugated beams

All beams that are installed as part of repair works should be podgered-out from the adjacent beam.

Where this results in the replacement length exceeding the length of gap to be enclosed, then either:

- A. Slacken post bolts up to adjacent adjuster assembly and draw the beams back (replacing post bolts); or
- B. Use an additional adjuster assembly within the replaced section.



Replacement of open box beams

If the damaged section is in excess of 100m but does not include an expansion assembly, then opportunity should be taken to include one within the section of the repaired fence.

If the replacement beams are too long for the length of section to be replaced then either:

- A. Assemble several beams away from the posts suitably supported and attached at each end to an existing length of fence. Push the assembled beam up to the posts, taking care not to damage the galvanizing; or
- B. Use an expansion assembly with the expansion gap set as required, this should accommodate up to 36mm. A half standard beam may also be required

Incomplete works

When no work is being undertaken on an incomplete section of fence, or where there is a delay between a damaged beam being removed and replacement installed, the gap should be protected by an assembled beam, with hand tightened fasteners, ramped down and dug into ground or protected with sand bags.

Posts

Any structural damage to a post will render it unserviceable. It is necessary to identify the type of post used.

Where a post has moved out of the correct upright position in the ground but has not yielded near the ground level, this will indicate that the stability of the ground is suspect. Post foundation tests such as push/pull tests should be considered

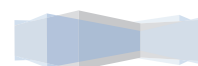
A post that is loose in the ground should be removed and replaced; attempting to consolidate the soil around an in-situ post is not satisfactory.

Where the post is unserviceable but the beam is undamaged, there may be no need to dismantle the beam prior to replacing the post.

Driven Posts

Where a standard driven post has moved out of the correct upright position in the ground, it should be normally replaced with a long driven post unless there is evidence to suggest that a designed concrete footing is required, the size of which should be determined by an engineer. A check on the location of buried services should be carried out prior to the driving of any posts.

Where a long driven post is no longer in the correct upright position, it will be necessary to provide a concrete foundation, the size of which should be determined by engineer



Driven Post Centres

In tensioned corrugated beams, if the posts are at standard centres, then the new posts should be driven at a position to correspond with the post bolt slot mid way between the original post locations. This will result in the posts at either end of the repaired section being 1.6m from the adjacent undisturbed post.

In open box beams and Rectangular Hollow Section (RHS) beams, the posts should be driven into undisturbed ground at standard spacings. This will result in the posts at either end of the repaired section being closer than the standard spacing to the undisturbed post.

Posts in Concrete Foundations

Any concrete foundation that has been disturbed should be removed and replaced with a new designed foundation, the size of which should be determined by an engineer.

A damaged post in any special undisturbed designed concrete foundation may be cut off at surface level and the concrete cored to provide a socket foundation, in this case non-setting passive filler should be used to fill the void to a level slightly above the top of the socket. Alternatively a surface-mounted post may be used; in this case non-setting passive filler should be used to fill the void to a level slightly above the top of the socket.

Surface-mounted Posts

Prior to the replacement of a surface mounted post, the holding down bolts should be examined to ensure that none of them have been pulled out of the concrete. Any movement or structural damage will render the bolts unsuitable for further use and they should be replaced with suitable fastenings which are able to withstand the pull-out load specified in then Manual of Contract Documents for Highways Works (Series 400).

Anchors

Anchorage

If an accident occurs within 50m of a ramped end or full height anchor, then the anchor block should be inspected. The Engineers instructions should be sought if there is any sign of movement

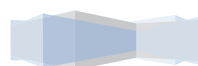
Full Height Anchorages

Where full height anchorages are set directly into concrete and the frame is damaged, but the concrete foundation is sound and undisturbed, then either:

- A. Cut off the frame at the surface of the concrete and core to provide sockets for the new frame; or
- B. Cut off the frame at the surface of the concrete; fill the holes with concrete and install a surface mounted frame.

Fasteners

Any fastener in the damaged section should be replaced with new components conforming to current specifications.

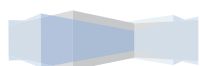


Any post screws affected by re-tensioning should be replaced with a new component conforming to the current specification.

C.2.6.2 - Routine

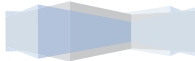
Works to Road Restraint Systems, Parapets and Barriers are currently undertaken by either:

- Reactive Works
- Programmed Works



Appendix 1: Version Control

Reference	Action	Date	Topic
140701	Incorporated comments and policy statements	01/07/2014	Draft Revisions
140812	Incorporated comments	12/08/2014	Draft Revisions



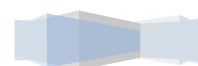
Network Maintenance Management Plan

Annex D:

Street Lighting



<u>Part 1: Street Lighting</u>	123
<u>D.1.1 - Introduction</u>	124
<u>D.1.2 - Network Hierarchy</u>	124
<u>D.1.3 – Cyclical Maintenance</u>	125
<u>D.1.3.1 - Introduction</u>	125
<u>D.1.3.2 – Cyclic Maintenance Regime</u>	126
<u>D.1.4 – Reactive Maintenance</u>	127
<u>D.1.4.1 - Introduction</u>	127
<u>D.1.4.2 – Monitoring for Inoperative Lights and Safety Defects</u>	127
<u>D.1.5.3 - Programmed</u>	131
<u>D.1.5 - Network Maintenance Standards Street Lighting</u>	131
D.1.5.1 - Reactive	131
D.1.5.2 - Routine	131
<u>Appendix 2: Version Control</u>	133



Part 1: Street Lighting



D.1.1 - Introduction

Central Bedfordshire Council manages 21336 No. street lights, 1044 No. illuminated safety bollards and 1366 No. illuminated signs. These can be found on various classifications of road, footway and cycle track in both urban and rural environments.

Street lighting has many benefits if maintained correctly. In the past areas have often been over designed for street lighting provision due to a disinterest in energy consumption, maintenance of these assets has continued this by not considering technological advancements.

Due to the current economic climate and pressures facing many local authorities in continuing to fund services, Central Bedfordshire Councils thinking has changed to incorporate technological advances in street lighting maintenance. It is Central Bedfordshire Councils aim to provide a level of lighting that is suitable while ensuring the lights can remain on for many years.

Suitably maintained street lighting can play a substantial part in the Local Authority's duties to its residents by:

- Improving safety
- Reducing crime
- Improving commerce
- Improving the night scene
- Making sustainable and non-motorised transport more attractive and friendly
- Lighting for People rather than Places

When planning repair and renewal treatments, all users shall be considered, including cyclists, horses and other non-motorised users, as well as the disabled and elderly (where not mentioned in this plan, these users will be taken as those that need to be considered in all works).

D.1.2 - Network Hierarchy

The Network Hierarchy shall be as per the hierarchy identified in Annex A for Carriageway (A.1.2) and Annex B for Footpaths, Cycle tracks and Public Rights of Way (B.1.2, B.2.2 and B.3.2).

In considering technological and functional improvements to the lighting technology through the maintenance function i.e. replacement of luminaires to more efficient type or replacement of lighting columns due to structural failure/damage, the following table should be referenced to identify the requirements for specific lighting zones:

Lighting Zone	Requirements
Zone E1 – National Parks, Sites of Special Scientific Importance and	Additional lighting should not be provided, unless a safety audit states that additional lighting will directly improve safety.
	The provision of lighting in accordance with BS5489:1-2003 and BSEN13201 will not be required and a more strategic approach to locations adopted



other Dark Areas	Where lighting is to be repaired or replaced, consideration should be given to the need/reason for the retention of the light unit, for example the possibility of lowering the wattage or removing the unit altogether should be a considerations
Zone E2 – Areas of Low District Brightness (Rural Locations outside Zone E1)	Safety and environmental factors shall be defined and considered when deciding upon the need for and provision of lighting.
	Care will be taken not to urbanise a rural location by the provision of an unsuitable and intrusive lighting scheme.
	On roads between villages and settlements in Zone E2 areas, lighting shall only be provided where there is a known night-time safety problem that cannot be controlled by other methods.
	Rural roundabouts shall be provided with a lighting system to meet the minimum recommended level in BS5489:1-2003 and BSEN13201.
	The height of columns installed in Zone E2 areas shall be kept to a minimum, but adequate to illuminate the area appropriately, without the requirement for an excessive number of columns.
Zone E3 – areas of Medium District Brightness (Urban Location)	Complex junctions in Zone E2 areas shall only be illuminated if it has been shown that there is a significant night-time traffic flow and no alternative remedial safety actions are effective.
	Luminaires shall be well controlled and be restricted to Glare Index Class D3 or above.
	Consideration shall be given to whether lighting is required in all cases.
Zone E4 – Areas of High District Brightness (Urban Location)	New lighting (i.e. developments) shall be lit in accordance with the surrounding area.
	Lighting to be provided in Zone E4 areas shall be flexible in order to illuminate the area for motorists and also provide an interesting and attractive ambience for people to enjoy.
	Zone E4 areas are generally bright and lively, however care shall be taken to control glare.
	The provision of well-designed and integrated lighting in our towns can provide added amenity whilst increasing the value of our towns in terms of visitors, civic pride, safety, security and economic regeneration. To maximise these values lighting must be strategically planned.

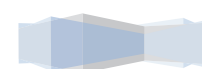
D.1.3 – Cyclical Maintenance

D.1.3.1 - Introduction

Cyclical maintenance is the main tool in the management of preventative maintenance, forestalling poor performance and failure of the installation. The programme is designed to aid in the prevention of performance issues, maintain or increase the life of the installation and reduce the need for reactive maintenance.

Cyclical maintenance will include the following tasks:

Function	Activity
----------	----------



Cyclical Maintenance	Luminaire inspection, maintenance and cleaning
	Photocell / timing mechanism inspection, adjustment and cleaning
	Visual inspection and minor repairs to electrical equipment and wiring
	Mechanical inspection and maintenance including door security
	Visual inspection of the structural condition of the lighting column or illuminated traffic sign post, bracket, luminaire and attachments
	Programmed electrical inspection and testing
	Programmed structural testing
	Programmed group component replacement at best value, once life expired
	Inventory data verification

Cyclical maintenance programmes should be determined taking into account all variables including lamp type, luminaire sealing, age and type of equipment and statutory requirements.

As well as the above noted cyclic maintenance activities, the following inspections shall be carried out:

- A visual inspection of the condition of all lighting columns and illuminated signs shall be carried out during reactive and cyclic maintenance visits.
- A full Electrical Condition Report shall be carried out at least every six years on all electrical equipment.

The Cyclical Maintenance Regime shall be subject to annual review.

D.1.3.2 – Cyclic Maintenance Regime

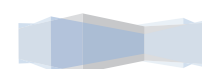
Bulk Lamp Clean and Change

The frequency for lamp change and luminaire cleaning shall be as follows:

Light Source	Frequency (years)
PL - Fluorescent	6
SON – High Pressure Sodium	4
CMH – Ceramic Metal Halide	6
QL – Induction	15
LED – Light Emitting Diode	N/A
SOX – Low Pressure Sodium	Lanterns scheduled for replacement
MBFU – High Pressure Mercury	Lanterns scheduled for replacement

Driver replacement shall be undertaken at intervals recommended by the supplier. The supplier is to be noted on the asset register including an installation date.

Street Lighting Inventory System



A detailed and accurate street lighting inventory system is essential for delivering an efficient and effective street lighting service. The inventory shall enable the following activities:

- Maintenance activities to be logged against each asset;
- Effective creation of cyclic maintenance regimes;
- Aid in the production of capital replacement programmes;
- UMSUG reports for accurate electricity billing.

Maintenance activities, cyclic or reactive, shall be recorded against each asset on the street lighting inventory system.

Recycling

Lamps and electrical equipment replaced during maintenance activities shall be disposed of in accordance with current regulations

D.1.4 – Reactive Maintenance

D.1.4.1 - Introduction

To maintain the service to the public there is a need to identify lighting units and illuminated traffic signs which have failed or have mechanical defects, and then to repair them within predefined timescales based upon the risk posed to the travelling public. Reactive maintenance also provides the ability to deal with emergency situations and protect the public from danger, by dealing promptly with events such as vandalism and vehicle impact.

D.1.4.2 – Monitoring for Inoperative Lights and Safety Defects

D.1.4.2.1 – Public Reports

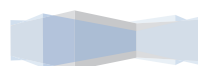
CBC encourages members of the public to report any defects with street lighting by having a contact number for the Highways Helpdesk and reference number for each street lighting asset.

Customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;

Telephone; 0300 300 8049

Email; highways@centralbedfordshire.gov.uk

On receipt of a customer report the Highways Helpdesk technician will allocate a priority, either Cat 0, 1, or 2, to all defects reported. All reports will subsequently be inspected by an accredited highways officer/technician and the priority confirmed or changed. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.



Once Public Reports have been validated a Works Instruction which should contain, as a minimum, the details below, shall be raised

Information Required	
Location	Address, unit reference number
Type of fault or repair	Failure of light, bracket misaligned, door missing
Priority	Category of defect
Equipment details	Column, material and height, lamp type and wattage, luminaire type and make
Special requirements	Access details, known risks, specific traffic management plan
Service connection	DNO or authority, location of switching points or isolation, authority cable records
Date	Date reported
Remarks	Repeat visit, previous repair history

D.1.4.2.1 - Safety Inspections

Safety inspections shall be undertaken to identify defects likely to create danger or serious inconvenience to users of the network or the wider community. The risk of danger is assessed on site and categorised so as to allow for an appropriate priority response.

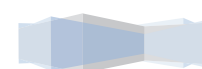
The inspection undertaken will be a visual safety inspection and will not consist of structural or electrical testing.

Policy NMPD1: Frequency of Safety Inspections

The frequency of safety inspections will be based upon the hierarchy and frequencies for inspection for the carriageway (A.1.3.2), footway (B.1.3.2), cycle track (B.2.3.2) or PROW in which the asset is based, the relevant annex of this Network Maintenance Management Plan should be referenced for these frequencies.

Driven inspections shall be undertaken by the passenger (with the driver's assistance) from a moving vehicle. In busy urban areas, particularly when inspecting footways and cycle tracks, it may be difficult to obtain the necessary level of accuracy from vehicle-based inspections and walking should be used. A lone inspector may undertake walked and cycled inspections. As found in the case of Day v Suffolk County Council, any inspection shall be carried out slowly enough for defects to be seen.

Additional inspections may be necessary for specific routes in response to user or community concern, as a result of incidents or extreme weather conditions, or in light of monitoring information, such as an abnormally high occurrence of defects reported by users or if the particular characteristics



(such as flooding) make a footway more likely to deteriorate than other similar assets in the allocated category. These may be identified through the risk management process. An increase in the frequency of inspection may be recommended by the Council’s Insurance Officers. Consideration of increased frequency of inspection should also occur on access routes to various features which will draw additional traffic; these features include but are not limited to:

- Access to schools, hospitals and medical centres;
- Vulnerable users or people with special needs; and
- Ceremonial routes and special events.

Safety inspectors shall keep a diary, and record daily which sections of the network have been and whether they have been inspected on foot as opposed to by vehicle. Extracts from the inspector’s diary shall be produced as necessary as evidence in response to any third party claims.

Policy NMPD2: Street Lighting Safety Inspection Defect Categories

The condition of asset items subject to safety inspections shall be:

Feature	Defect Category
Condition of street lighting/illuminated signs and bollards	Dangerous, damaged or defective lighting columns/illuminated signs and bollards

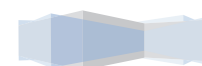
Degree of deficiency shall be assessed upon the following criteria

Degree of Deficiency	Timeframe for action
Category 0 Defects	Emergency make safe response in 2 hours
Category 1 Defects	These require prompt attention and will require a permanent repair to be made within 5 days of the defect being reported.
Category 2 Defects	All other defects. These should be prioritised and repaired within planned programmes of work. If these are within 10m radius of a reported Category 1 defect then they should be repaired at the same time, as referred to in chapter 12 of the core Network Maintenance Management Plan document.

In the defence of third party claims for damage to property or personal injury it is vitally important to demonstrate that Category 1 defects are treated as above and concise records are kept of inspections.

D.1.4.3 – Repairs and Replacements

D.1.4.3.1 – Fault Reporting and Management Process



D.1.4.3.2 – Response Times

A 'risk matrix' shall be used to classify the degree of risk posed by all identified defects as identified in the "Network maintenance Management Plan: Introduction to Network Maintenance Management" Section 14 "Network Maintenance – Defect Category Identification".

Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained, until a permanent repair can be made.

Nationally the definitions of Category 1 defects for road and footway surfaces have, and continue to be tested through the courts. The following examples of CAT 0 defects shall be used as guidance when using the risk matrix.

Policy NMPD3: Example Definition of CAT 0 Street Lighting Defects

Street lighting defect – Bracket / bowl / luminaire hanging;

OR

Door off / missing;

OR

Reports of electric shock from lighting column / sign post;

OR

Multiple Lights out;

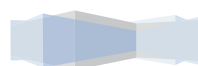
OR

Wires protruding from column (with door on)

The definition of "Multiple Lights Out" shall be:

Three or more adjacent lighting columns on the same DNO supply or private supply run which are not operating.

It should however be remembered that a test of dangerousness is one of reasonable foresight of harm to users of the highway, therefore, in considering the defectiveness of a road or footway surface defect, recognition must be given to where in the surface the defect is located. Consideration must be given in particular to cyclists and motor cyclists in that a lesser defect near the edge of a carriageway could be deemed dangerous by a Court.



When checking for defects, all users of the carriageway shall be considered, including cyclists, horses and other non-motorised users, as well as disabled and elderly users.

D.1.5.3 - Programmed

- Programmed capital maintenance replaces demonstrably life-expired assets and takes a whole-life cost approach, thereby promoting the serviceability and sustainability of the asset. Energy, revenue cost and carbon reduction is implicit throughout the capital programme.
-
- Schemes Involve:
 - Column and lantern replacement to efficient alternatives;
 - Bulk lantern change and recycling;
 - Replacement of traffic sign illumination units and consideration of sustainable alternatives; and
 - Illuminated bollard replacement to reflective alternatives.

D.1.5 - Network Maintenance Standards Street Lighting

D.1.5.1 - Reactive

Having confirmed that a street light fault represents an electrical or structural danger it shall be rectified as follows:

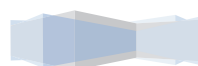
The fault shall have emergency attendance within 2 hours when the fault shall be made safe. This might involve immediate removal of a structurally unsafe column or isolation if the fault is electrical. A full repair shall be carried out within 28 days.

Where the fault is a lantern outage a repair will be delivered within 10 days. Faults attributable to the mains supply may take longer, in which case key stakeholders may be notified or advisory signage considered on site.

Where the faulty column is parish owned, the above emergency works shall still apply in full but the parish informed of the outcome and the cost reimbursed from them.

D.1.5.2 - Routine

Routine works to street lighting, illuminated traffic signs and bollards shall comply with the conditions and specification set out within the Term Maintenance Contract, adopted Street Lighting Strategy, Policy and all relevant current legislation.



Appendix 1: Definitions

SON – High-pressure sodium discharge lamp using sodium-mercury amalgam at a high pressure in a ceramic arc tube housed in a tubular or elliptical glass outer envelope.

PL-L – Commonly known as fluorescent lamps. Electrodes at either end of the tube allow a current to be passed through the mercury vapour. This excites the mercury atoms, which emit UV radiation. The glass tube is internally coated with phosphor powder.

LED – Light Emitting Diodes. When current flows across the junctions of certain solid-state semiconductor devices, light is emitted. LED's are lightweight, small, and durable, have long life and produce light almost immediately. They are not affected by frequent switching, and can easily be dimmed.

SOX – Low-pressure sodium discharge lamp only uses sodium vapour at a low pressure in a glass arc tube, housed in a tubular glass outer envelope.

MBFU – A discharge lamp only using mercury vapour at a high pressure in a quartz arc tube housed in an elliptical glass outer envelope.

CPO – Philips Cosmopolis lamp, new-generation ceramic metal halide lamps for outdoor lighting with white light, using clear quartz outer envelope.

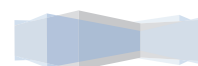
CDM – Ceramic metal halide lamp, a discharge tube filled with a small amount of mercury and specific metal halides.

PECU – Photo Electric Control Unit is a sensor that is supplied by a neutral/live/earth feed and switches a load e.g. 150W lamp when it becomes dark, letting electricity flow from the mains side to the load side of the sensor therefore activating the lantern.

Colour rendering – The ability of a light source to render colours of surfaces correctly is quantified by the CIE colour rendering group and the CIE general colour rendering index (Ra)

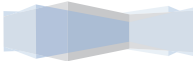
Illuminance (lux) – The magnitude of light landing on a surface. It cannot be seen because it has not yet reached the eye. Illuminance is measured in lux, which are lumens incident on a point per area of the point.

Luminance (cd) – The amount of light that reaches the eye by reflection or by direct emission from a light source. The light reflected from any surface is dependant on the quantity of luminance, the reflective properties of the surface and the position of the observer with relation to the surface. Luminance is measured in candelas per square metre.



Appendix 2: Version Control

Reference	Action	Date	Topic
140701	Incorporated comments and policy statements	01/07/2014	Draft Revisions
140812	Incorporated comments	12/08/2014	Draft Revisions



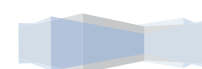
Network Maintenance Management Plan

Annex E:

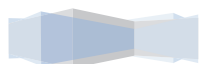
Traffic Signals, Pedestrian and Cycle Crossings



<u>Part 1: Traffic Signals, Pedestrian and Cycle Crossings</u>	136
<u>E.1.1 – Introduction</u>	137
<u>E.1.2 – Network Hierarchy</u>	137
<u>E.1.3 – Network Inspections</u>	137
<u>E.1.3.1 - Introduction</u>	137
<u>E.1.3.2 - Safety Inspections</u>	137
<u>E.1.3.3 - Service Inspections</u>	139
<u>E.1.4 – Network Maintenance Types</u>	141
<u>E.1.4.1 - Reactive Maintenance</u>	141
<u>E.1.4.2 - Emergency Reactive Maintenance</u>	142
<u>E.1.4.3 - Routine Maintenance</u>	142
<u>E.1.4.4 - Programmed Maintenance</u>	142
<u>E.1.5 – Network Maintenance Standards Traffic Signals, Pedestrian and Cycle Crossings</u>	143
E.1.5.1 - Reactive	143
E.1.5.2 - Routine.....	143
<u>Appendix 1: Version Control</u>	144



Part 1: Traffic Signals, Pedestrian and Cycle Crossings



E.1.1 – Introduction

The Council has numerous signalised junctions in both urban and rural situations which allow the safe and efficient flow of traffic at busy junctions and also aid in the reduction of congestion on the Council’s highway network.

The Council also has numerous pedestrian and cycle crossings throughout the network which allow the safe passage of non-motorised users across busy roads and aid in the reduction of severance of residents to key community resources and facilities.

E.1.2 – Network Hierarchy

The Network Hierarchy shall be as per the hierarchy identified in Annex A for Carriageway (A.1.2) and Annex B for Footways, Footpaths, Cycle Tracks and Public Rights of Way (B.1.2, B.2.2 and B.3.2).

E.1.3 – Network Inspections

E.1.3.1 - Introduction

The Network Inspection regime has three constituent parts:

Objective	Contribution
Safety Inspections	To comply with statutory obligations
	To meet the user’s needs for safety
Service Inspections	To ensure availability
	To achieve integrity
	To maintain reliability
Network Integrity Inspections	To minimise cost over time
	To maximise value to the community
	To maximise environmental contribution

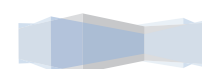
All information from the network inspection regime, together with any immediate or programmed action, including nil returns, shall be recorded. Such information shall, whenever systems are available be recorded in a GIS format so that it may be utilised together with other relevant information in the review of the maintenance strategy, practices and the development of works programmes. Accurate recording of inspection results is crucial for defending the authority against third party claims.

The Network Inspection Regime shall be subject to annual review.

E.1.3.2 - Safety Inspections

Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network and the wider community. The risk of danger is assessed on site, and the defect identified either as Category 0, 1 or 2, with an appropriate priority response.

The frequency of inspections shall be as identified in the relevant annex for the network and route that the Signal or Crossing is based upon.



Driven inspections shall be undertaken by the passenger (with the driver’s assistance) from a moving vehicle. In busy urban areas, particularly when inspecting footways, it may be difficult to obtain the necessary level of accuracy from vehicle-based inspections and walking should be used. A lone inspector may undertake walked and cycled inspections.

Safety inspectors shall keep a diary, and record daily which sections of the network have been inspected on foot as opposed to by vehicle. Extracts from the inspector’s diary shall be produced as necessary as evidence in response to any third party claims.

Where there may be exceptional circumstances, for example an abnormally high occurrence of damages claims, a higher degree of inspection may be considered jointly with the service provider and the Council’s Insurance Officers.

Policy NMPE1: Signal and Crossing Safety Inspection Defect Categories

The condition of asset items subject to safety inspections shall be:

Feature	Defect Category
Traffic signals, pedestrian and cycle crossings	Separation of potential traffic conflicts
	Safety of vulnerable road users
	Dangerous, damaged or defective columns/light heads/sensors/control boxes

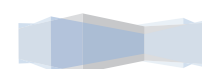
Degree of deficiency shall be assessed upon the following criteria

Degree of Deficiency	Timeframe for action
Category 0 Defects	Emergency make safe response in 2 hours
Category 1 defects	These require prompt attention and shall have an 18 hour response between 07.00 and 19.00 Monday to Sunday (Excluding Christmas Day)
Category 2 Defects	All other defects. These should be prioritised and repaired within planned programmes of work

In the defence of third party claims for damage to property or personal injury it is vitally important to demonstrate that Category 1 defects are treated as above and concise records are kept of inspections.

A ‘risk matrix’ shall be used to classify the degree of risk posed by all identified defects as identified in the “Network maintenance Management Plan: Introduction to Network Maintenance Management” Section 14 “Network Maintenance – Defect Category Identification”.

Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained, until a permanent repair can be made.



Policy NMNPE2: Definition of a CAT 0 Signal or Crossing Defect

Signal or crossing defect – All of the signals on the junction are unlit.

OR

The signals are failing to change (stuck on red, not changing to pedestrians).

OR

The signals are causing abnormal delays (Short green phase, Running out of sequence).

OR

There are 2 red lamp failures on the same approach.

OR

The signals are defective, which although not in accordance with point 1 or 2 above are likely to cause excessive queues or danger to road users and have caused abnormal traffic conditions which warrant urgent attention.

OR



The signal has a material defect or has been damaged compromising its operation and posing significant risk to both pedestrians and the travelling public.

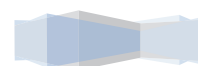
OR

There is a permanent pedestrian demand

E.1.3.3 - Service Inspections

Service Inspections are included to target particular highway elements to ensure that they meet requirements for serviceability. They fall into three camps:

- Planned Cyclic inspections
- Network Integrity inspections
-  Service inspections of the physical aspects of road traffic signals for example the condition of the controller and auxiliary equipment cabinets and other site hardware, and inspections in relation to electrical safety should be carried out at intervals determined through risk assessment, or by default on an annual basis.
- 
- Traffic signals, pedestrian and cycle crossings are the key points of interaction between vehicles and most vulnerable road users, and are also



key to network integrity. It is therefore crucial to the cause of transport integration that they are maintained to a high standard, signal control can also add significantly to the efficiency of the network.

•

•

• **Policy NMPE3: Signal and Crossing Service Inspection Defect Categories**

•

The condition of asset items subject to service inspections shall be:

Feature	Defect Category
Traffic signals, pedestrian and cycle crossings	Ease of use and efficiency
	Network integrity

•

•

Planned Cyclic Inspections – Traffic Signals, Pedestrian and Cycle Crossings

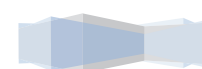
Policy NMPE4: Frequency for Cyclic Inspection for Signals and Crossings

Cyclic Inspections	Frequencies
Signal Head Visibility, Alignment and Detector Alignment	Unit to be cleaned at lamp change or electrical test, whichever is sooner.
Lamp Change	Lamps will be changed depending upon type and age. The lamp change programme will be determined by the Asset Register.
Basic Electrical and Structural inspection	After installation and at every maintenance visit – routine or cyclic.
Cleaning	Unit to be cleaned at lamp change or electrical test, whichever is sooner.
Electrical testing	New Equipment and 6 years thereafter (to be reviewed for extension to 8 years).
Structural testing	All Units will have a visual inspection during maintenance visit and will have an indicative test depending upon age and environmental risk factors. The test dates will be determined by the Asset Register.

Network Integrity Inspections

Although each asset on the network might be well maintained within an overall asset management strategy, the network still might not deliver best value, as the asset might not be performing to the optimum efficiency. Operational efficiency is primarily a network management consideration but aspects of it are closely related to maintenance, for example:

- Traffic signs or markings may be poorly sited or the legend may be either incorrect, confusing or not reflect current priorities;



- Traffic signs or markings may be redundant;
- Facilities for walking, cycling or public transport might be discontinuous or poorly defined. Opportunities for installation of dropped kerbs or textured paving should be taken;
- Opportunities might be taken to modify layout as part of future relevant maintenance schemes.

Inspections for Network Integrity shall normally be undertaken at the time of Safety Inspections.

Dependent upon the degree of deficiency, each identified defect shall be assessed for action through either:

- Routine works
- Programmed works

The nature of response for each element of the highway asset is established in the relevant asset section of this Plan

E.1.4 – Network Maintenance Types

E.1.4.1 - Reactive Maintenance

Reactive maintenance to the highway network is managed and delivered by Bedfordshire Highways and is generally carried out in response to a customer report.

CBC operates a Highways Helpdesk for customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;

Telephone; 0300 300 8049

Email; highways@centralbedfordshire.gov.uk

The Highways Helpdesk utilises the same Insight highway maintenance management system as the provider, and they allocate an initial priority, either Cat 0, 1, or 2, to any defect reported. The provider accesses the report via Insight and inspects and confirms or reallocates the initial priority. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.

Defect classifications

Typical reactive measures for each element of the highway asset are described in the relevant asset Section of this Plan. It may be the case that an identified defect does not fall within any of the described types. In such an event the responsible officer shall undertake those measures they see fit to render the defect safe in line with the above time scale targets.

In any event, information concerning the measures taken, including no action where necessary, shall be recorded, maintained and utilised as appropriate in reviews of maintenance strategy and practices.



E.1.4.2 - Emergency Reactive Maintenance

Outside normal office hours (8.30am to 6.00pm Monday to Thursday; 8.30am to 5.30pm Fridays) the service operates an emergency contact system. This can be accessed via the Council's highways helpline – 0300 300 8049. The emergency out of hours contact shall co-ordinate the reactive maintenance response for the Authority area..

The emergency out of hours contact shall co-ordinate the reactive maintenance response.

At all times, upon identifying the need (either by description or by inspection) for an emergency reactive response the responsible officer shall instigate measures to render the site safe within 2 hours.

Wherever practicable, such measures shall take the form of a permanent repair thereby avoiding the necessity to revisit the site in the short term. However, this may not be achievable in every circumstance. In such events a temporary make safe repair shall be considered. If this is not achievable, traffic control measures, such as traffic lights or a road closure, shall be put into place.

E.1.4.3 - Routine Maintenance

Works to traffic signals, their controllers and ancillary components, pedestrian and cycle crossings are currently undertaken by:

Reactive Works

E.1.4.4 - Programmed Maintenance

Programmed Maintenance to the highway network is managed by Bedfordshire Highways.

It is the aim of the service to establish a four year programme taking in to account the criteria of

- Safety
- Serviceability
- Sustainability
- Community Effect

Environmental Management Issues shall be addressed as identified in the Environmental Impact Assessment section in the Core document and shall adhere to the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.

Works shall be permanent and will, wherever practicable, adopt a holistic approach to management of the highway network. The potential to include such works shall be considered for all programmed schemes.

“Total package” thinking promotes the inclusion of works upon all elements of the highway assets when undertaking programmed works. This facilitates works which have the potential to add value at minimum cost, for example by the inclusion of dropped kerbs to assist disabled people, modification of



unclear signage or road markings. The scope for inclusion for such works within each scheme will depend upon the key aims of the scheme and available resources.

Information concerning the measures taken, including no action where necessary, shall be recorded, monitored and utilised as appropriate in reviews of maintenance strategy and practices.

E.1.5 – Network Maintenance Standards Traffic Signals, Pedestrian and Cycle Crossings

E.1.5.1 - Reactive

Having confirmed that a traffic signal, pedestrian or cycle crossing fault represents an immediate or imminent hazard (category 1 defect) it shall be rectified as follows:

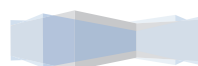
'Lights Out' boards shall be placed at the site until such time as the fault can be rectified.

Having confirmed that a traffic signal, pedestrian or cycle crossing fault represents an electrical or structural danger it shall be rectified as follows: The fault shall have emergency attendance within 2 hours when the fault shall be made safe. This might involve immediate removal of a structurally unsafe column or isolation if the fault is electrical. A full repair shall be carried out within 28 days.

E.1.5.2 - Routine

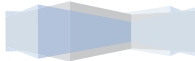
Works to traffic signals, their controllers and ancillary components, pedestrian and cycle crossings are currently undertaken by:

Reactive Works



Appendix 1: Version Control

Reference	Action	Date	Topic
140701	Incorporated comments and policy statements	01/07/2014	Draft Revisions
140812	Incorporated comments	12/08/2014	Draft Revisions



-

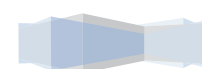
Network Maintenance Management Plan

Annex F:

Soft Estate and Drainage



<u>Part 1: Soft Estate</u>	147
<u>F.1.1 - Introduction</u>	148
<u>F.1.2 - Network Hierarchy</u>	148
<u>F.1.3 - Network Inspections</u>	148
<u>F.1.3.1 - Introduction</u>	148
<u>F.1.3.2 - Safety Inspections</u>	149
<u>F.1.3.3 - Service Inspections</u>	150
<u>F.1.4 - Network Surveys</u>	151
<u>F.1.5 - Network Maintenance Types</u>	151
<u>F.1.5.1 - Reactive Maintenance</u>	151
<u>F.1.5.2 - Emergency Reactive Maintenance</u>	152
<u>F.1.5.3 - Routine Maintenance</u>	153
<u>F.1.5.4 - Programmed Maintenance</u>	153
<u>F.1.6 - Network Maintenance Standards Soft Estate</u>	153
F.1.6.1 - Reactive	153
F.1.6.2 - Routine	154
<u>Part 2: Highways Drainage</u>	157
<u>F.2.1 – Introduction</u>	158
<u>F.2.2 - Network Hierarchy</u>	159
<u>F.2.3 - Network Inspections</u>	159
<u>F.2.3.1 - Introduction</u>	159
<u>F.2.3.2 - Safety Inspections</u>	159
<u>F.2.3.3 - Service Inspections</u>	160
<u>F.2.4 - Network Surveys</u>	160
<u>F.2.4.1 – Asset Inventory Surveys</u>	161
<u>F.2.4.2 – Detailed Defect Surveys</u>	161
<u>F.2.5 - Network Maintenance Types</u>	161
<u>F.2.5.1 - Reactive Maintenance</u>	161
<u>F.2.5.2 - Routine Maintenance</u>	162
<u>F.2.5.3 - Programmed Maintenance</u>	163
<u>F.2.6 - Network Maintenance Standards Highway Drainage</u>	164
F.2.6.1 - Reactive	164
F.2.6.2 - Routine	165
<u>Exercising these powers does not release the adjoining owners of their responsibilities.</u> <u>Appendix 1: Version Control</u>	166
<u>Appendix 2: Example Flood Scoring Matrix</u>	168



Part 1: Soft Estate



F.1.1 - Introduction

Soft estate surrounds much of Central Bedfordshire Council’s highway, footway and cycleway network, and can contain a variety of natural assets such as Roadside Nature Reserves and Sites of Special Scientific Interest. The nature of the asset is varied, as it can range from close cut grasses on visibility splays, to hedges and wooded areas contained within highways boundaries.

Maintenance of such a varied asset needs to be considered as there is a wide array of management techniques ranging from:

- Urban grass cutting and rural grass cutting;
- Maintenance of Roadside Nature Reserves;
- Tree and Hedge Maintenance; and
- Weed Control.

F.1.2 - Network Hierarchy

The Network Hierarchy shall be as per the hierarchy identified in Annex A for Carriageway (A.1.2) and Annex B for Footways, Footpaths, Cycle Tracks and Public Rights of Way (B.1.2, B.2.2 and B.3.2).

F.1.3 - Network Inspections

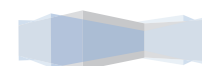
F.1.3.1 - Introduction

The Network Inspection regime shall be subject to an annual review. This regime has three constituent parts:

Objective	Contribution
Safety Inspections	To comply with statutory obligations
	To meet the user’s needs for safety
Service Inspections	To ensure availability
	To achieve integrity
	To maintain reliability
Network Integrity Inspections	To minimise cost over time
	To maximise value to the community
	To maximise environmental contribution

All information from the network inspection regime, together with any immediate or programmed action, including nil returns, shall be recorded. Such information shall, whenever systems are available be recorded in a GIS format so that it may be utilised together with other relevant information in the review of the maintenance strategy, practices and the development of works programmes. Accurate recording of inspection results are crucial in assisting a defence against any third party claims.

The type and frequency of inspections shall be as per the Carriageway, Footway or Cycleway network upon which, or adjacent to which, the Soft Estate asset is to be found. These types and frequencies, along with the



requirements for each can be checked by referring to the associated Annexes to these assets.

F.1.3.2 - Safety Inspections

Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network and the wider community. The risk of danger is assessed on site, and the defect identified either as Category 0, 1 or 2, with an appropriate priority response.

Policy NMPF1: Soft Estate Safety Inspection Defect Categories

The condition of asset items subject to safety inspections shall be:

Feature	Defect Category
Landscape areas, hedges and trees	Obstruction of visibility and signage, particularly at bends and junctions
	Hazardous trees and branches (including those outside, but within falling distance of the highway)
	Growth of weeds injurious to human health
	Leaf and fruit fall causing slippery surfaces
	Root growth causing Cat 1 surface irregularity

Degree of deficiency shall be assessed upon the following criteria

Degree of Deficiency	Timeframe for action
Category 0 Defects	Emergency make safe response in 2 hours
Category 1 Defects	These require prompt attention and will require a permanent repair to be made within 5 days of the defect being reported.
Category 2 Defects	All other defects. These should be prioritised and repaired within planned programmes of work. If these are within 10m radius of a reported Category 1 defect then they should be repaired at the same time, as referred to in chapter 12 of the Introduction to Network Maintenance Management document.

In the defence of third party claims for damage to property or personal injury it is vitally important to demonstrate that Category 1 defects are treated as above and concise records are kept of inspections.

A 'risk matrix' shall be used to classify the degree of risk posed by all identified defects as identified in the "Network maintenance Management Plan: Introduction to Network Maintenance Management" Section 14 "Network Maintenance – Defect Category Identification".

Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained, until a permanent repair can be made.

Nationally the definitions of Category 1 defects for road and footway surfaces have, and continue to be tested through the courts. As a general guide defectiveness of a scale less than the following can be considered defensible in any actions brought against highway authorities. Examples of what might constitute a category 1 defect include but are not limited to:

Policy NMPF2: Definition of a CAT 1 Soft Estate Defect

Hedges

Overhanging footway or obscuring visibility.

Trees

Structurally unstable trees and branches (i.e. Diseased or dead limbs, risk of collapse due to damaged or dead roots)

Weeds

Poisonous invasive species which pose a risk to human health (i.e. giant hogweed).

It should however be remembered that a test of dangerousness is one of reasonable foresight of harm to users of the highway, therefore, in considering the defectiveness of a road or footway surface defect, recognition must be given to where in the surface the defect is located. Consideration must be given in particular to cyclists and motor cyclists in that a lesser defect near the edge of a carriageway could be deemed dangerous by a Court.

When checking for defects, all users of the carriageway shall be considered, including cyclists, horses and other non-motorised users, as well as disabled and elderly users.

F.1.3.3 - Service Inspections

Service Inspections are included to target particular highway elements to ensure that they meet requirements for serviceability. They fall into three camps:

- Planned Cyclic inspections
- Network Integrity inspections
- Regulatory inspections

In general, trees should be inspected at a frequency of five years, this period however may be reduced on the advice of an arboriculturalist.

Policy NMPF3: Soft Estate Service Inspection Defect Categories

The condition of asset items subject to service inspections shall be:

Feature	Defect Category
Landscape areas, hedges and trees	Potential for service interruption
	Quality of user experience

Network Integrity Inspections

Although each element of each component within each category of network hierarchy might be well maintained within the framework of an overall asset management strategy, the network still might not deliver best value, as the asset might not be performing to the optimum efficiency. Operational efficiency is primarily a network management consideration but aspects of it are closely related to the maintenance function, for example:

- Traffic signs or markings may be poorly sited or the legend may be either incorrect, confusing or not reflect current priorities;
- Traffic signs or markings may be redundant;
- Facilities for walking, cycling or public transport might be discontinuous or poorly defined. Opportunities for installation of dropped kerbs or textured paving should be taken;
- Opportunities might be taken to modify layout as part of future relevant maintenance schemes.

Inspections for Network Integrity shall normally be undertaken at the time of Safety Inspections.

Dependent upon the degree of deficiency, each identified defect shall be assessed for action through either:

Routine works

Programmed works

The nature of response for each element of the highway asset is established in the relevant asset section of this Plan.

Regulatory Inspections

Regulatory inspections shall be as detailed in the Core Network Maintenance Management Plan

F.1.4 - Network Surveys

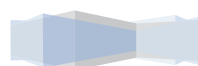
Soft Estate shall be surveyed at the same frequency and at the same time as the carriageway or footway it is located within, additional inspections will be undertaken to soft estate assets following periods of severe weather or following contact from a member of the public.

F.1.5 - Network Maintenance Types

F.1.5.1 - Reactive Maintenance

Reactive maintenance to the highway network is managed and delivered by Bedfordshire Highways and is generally carried out in response to a customer report.

CBC operates a Highways Helpdesk for customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;



Telephone; 0300 300 8049
Email; highways@centralbedfordshire.gov.uk

The Highways Helpdesk utilises the same Insight highway maintenance management system as the provider, and they allocate an initial priority, either Cat 0, 1, or 2, to any defect reported. The provider accesses the report via Insight and inspects and confirms or reallocates the initial priority. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.

The overarching principle of holistic working as discussed in chapter 12 of the Introduction to Network Maintenance Management will be considered during the organisation of maintenance works. Consideration of rectification of not only defects of a lesser nature, but also those on other assets shall be considered under the same traffic management and works order.

Defect classifications

Typical reactive measures for the separate elements of the highway asset are described in the relevant asset Section of this Plan. Where an identified defect falls outside the described types the responsible officer shall undertake appropriate measures they see fit to render the defect safe in line with the above time scale targets.

In the case of dangerous defects to utility apparatus or trenches the responsible officer shall make the utility responsible aware by logging a telephone call (under S81 of the NRSWA91) describing the nature of the inadequacy.

The responsible officer shall instigate measures to render the site safe if:

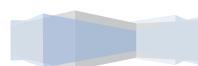
- the identity of the utility responsible is unknown;
- the utility responsible cannot be contacted
- the utility cannot make the inadequacy safe within 2 hours
- no response is received from the undertaker within 2 hours of the logged telephone call

The costs of rendering the defect safe shall be borne by the utility concerned.

Information concerning the measures taken, including no action where necessary, shall be recorded, maintained and utilised as appropriate in reviews of maintenance strategy and practices..

F.1.5.2 - Emergency Reactive Maintenance

Outside normal office hours (8.30am to 6.00pm Monday to Thursday; 8.30am to 5.30pm Fridays) the service operates an emergency contact system. This can be accessed via the Council's highways helpline – 0300 300 8049. The emergency out of hours contact shall co-ordinate the reactive maintenance response for the Authority area.



The emergency out of hours contact shall co-ordinate the reactive maintenance response.

Upon identifying the need for an emergency reactive response, either by description or by inspection, the responsible officer shall instigate measures to render the site safe within 2 hours.

Measures taken will wherever practicable, take the form of a permanent repair to avoid the necessity to revisit the site in the short term. Where this is not possible a temporary make safe repair will be considered. If this is not achievable, traffic control measures, such as traffic lights or a road closure, will be put into place.

F.1.5.3 - Routine Maintenance

Routine maintenance of the highway network is managed and delivered by Bedfordshire Highways and is targeted at two areas:

- meeting the need identified through highway inspections
- preventative maintenance, working ahead of highway inspections when budgets allow to address defects while they are in their 'infancy'.

Whenever possible, measures taken shall be in the form of a permanent repair.

The typical routine measures for each element of the highway asset are described in the relevant assets Network Maintenance Standards.

Where an identified defect falls outside the described types the responsible officer shall undertake the measures he or she sees fit to repair defects prior to it deteriorating to become a hazard or in line with the appropriate time scale target.

F.1.5.4 - Programmed Maintenance

Works to landscaped areas, weeds and trees are currently undertaken through:

- Reactive Works
- Routine Works

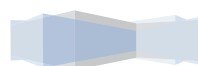
F.1.6 - Network Maintenance Standards Soft Estate

F.1.6.1 - Reactive

Fallen trees & unsafe trees in the public highway

Having confirmed that a tree represents an immediate or imminent hazard (category 1 defect) it shall be rectified as follows:

Traffic control measures shall be put into place to guide vehicular and pedestrian traffic safely around the tree. This may be by the use of Stop/Go boards, temporary traffic signals or an emergency road closure. As soon as is practicable and in accordance with Section 150 of the



Highways Act 1980, Bedfordshire Highways shall remove the obstruction arising from the tree or the whole tree, or if out of hours, make safe, and remove any arisings from site the following working day.

Where the tree is found to be in the ownership of an adjacent landowner, Bedfordshire Highways shall seek to reimburse itself of its costs in making the tree safe under Section 154 of the Highways Act 1980.

Overhanging vegetation & vegetation obscuring visibility in the public highway

Where the vegetation is found to be in the ownership of an adjacent landowner, Bedfordshire Highways shall seek remedy by way of Section 154 of the Highways Act 1980.

Where vegetation is part of the public highway, having confirmed that overhanging vegetation represents an immediate or imminent hazard (category 1 defect) it shall be rectified as such:

Traffic control measures shall be put into place to safely guide vehicular and pedestrian traffic in light of the obscured visibility. This may be by the use of Stop/Go boards, temporary traffic signals or an emergency road closure. As soon as is practicable and in accordance with Section 150 of the Highways Act 1980, Bedfordshire Highways shall cut back all vegetation causing the reduced visibility, or if out of hours, make safe, and remove any arisings from site the following working day.

Where the overhanging vegetation is found to be in the ownership of an adjacent landowner, Bedfordshire Highways shall seek to reimburse itself of its costs in making the overhanging growth safe under Section 154 of the Highways Act 1980.

F.1.6.2 - Routine

Highway Verges (Grass Cutting)

A Rural Verges, typically outside of 30mph speed limits, are cut one swath width (approximately 1m) plus bends and visibilities, twice a year. Frequencies are between April and May and between July and August. All highway furniture will be either trimmed out or treated with herbicide to prevent regrowth.

A full cut of rural verges will be carried out once every three years on a rotational basis.

No cutting will be carried out on identified Roadside Nature Reserves, which are signed on site as such, unless directed by the Council Ecologist.

Urban verges, typically within 30mph speed limits, are cut six times a year, in order to maintain a height of cut of less than 100mm. Accurate locations are based on a set of plans agreed with CBC's Service Delivery Team.

CBC also devolves the grass cutting service to Town and Parish Councils applying to do so, ensuring that they understand their duty of care e.g. road safety and traffic management, and have the proper identification.



Roadside Nature Reserves

The Council has identified areas of roadside verge that have high value of flora and fauna. These are recorded and shown on GIS and are indicated on site by means of marker posts. No cutting shall take place on roadside nature reserves unless indicated by the councils Ecologist.

The Ecologist will produce a report each year that sets out the treatment that is required for each nature reserve. Any maintenance work required by the Ecologist shall be carried out in September/October or as directed. All arisings shall be collected and removed from a nature reserve.

There are also a number of Sites of Special Scientific Interest (SSSI) throughout the Unitary area. No cutting shall be carried out on these verges without first contacting the councils Ecologist

Boundary hedges & Trees

For boundary hedges and trees, in most cases, the adjoining landowner maintains hedges alongside and integral to the boundary of the highway. This also applies to trees within the hedge and fence line.

Powers under Section 154 of the Highways Act 1980 shall be used to ensure that hedges and roadside trees do not present a danger to users of the highway. This includes trees on private land that if falling will do so on the public highway.

Hedges should be cut according to their type e.g. rural agricultural or urban ornamental plant species.

All works are to comply with current legislation regarding hedges and hedgerows e.g. Hedgerow Regulations 1997 and the High Hedge Legislation 2003.

Highway Trees

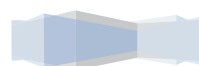
For highway trees, Arboricultural Officers will carry out regular inspections of all highway trees and will identify any necessary work to minimise the risk of the trees becoming a hazard to users of the highway.

Any subsequent tree works are to be prioritised according to risk rating e.g. imminently dangerous etc.

The Arboricultural Officer will confirm if any highway trees are protected e.g. Tree Preservation Orders or within conservation areas.

Any tree work commissioned via the provider will ensure that access underneath is within current guidelines e.g. that tree crowns are raised above the highway – Highways 5.5m and Footways 2.5m.

Any such actions shall take account of the Wildlife and Countryside Act 1981 in avoiding the cutting of hedges and trees between March and September unless there is a serious safety issue.



Highway Weeds

Routine spraying of weeds in urban areas is carried out once a year. The use of weed killers and pesticides must be approved for use in the public highways and comply with all relevant and current legislation e.g. DEFRA and HSE Code of Practice for Weed Control in Amenity Areas. It should be used strictly in accordance with the manufacturer's recommended application e.g. MDS and COSHH assessment.

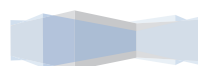
Noxious or Injurious Weeds – (Weeds Act 1959, Wildlife and Countryside Act 1981)

Bedfordshire Highways shall identify and maintain data upon infestations of the following species:

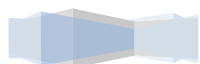
Japanese Knot Weed;
Giant Hogweed;
Himalayan Balsam;
Ragwort;
Broad Leaf Dock;
Curled Dock;
Creeping Thistle or
Spear Thistle.

The Authority has a statutory responsibility to control such species under the Weeds Act 1959 and the Wildlife and Countryside Act 1981 as altered by the Countryside and Rights of Way Act 2000; it shall be rectified as follows:

“... Measures shall be considered, and enacted where reasonable, to remove or manage the cause of future risk. These may require the action of other parties, such as adjacent landowners...”



Part 2: Highways Drainage



F.2.1 – Introduction

Highway drainage should help to fulfill the following objectives:

- Prevent injury or damage caused by hazardous surface water
- Prevent highway surface water flooding adjacent properties
- Prevent blockages in associated highway drainage systems with consequential flooding

Highway drainage requires regular routine maintenance to ensure that all systems are working effectively. The highway drainage system includes the positive drainage systems of varying types from gullies and piped systems to grips. These are all designed:

- To prevent flooding, ponding and seepage, and keep the carriageway, cycleway and footway as free of standing water as possible;
- To ensure surface water falling on the highway enters the drainage system or natural watercourse as speedily as possible; and
- To keep the underlying road structure as dry as possible.

Central Bedfordshire Council has a varied selection of drainage assets which it maintains as part of the highways network, these include, but are not limited to 20088 grips, 43679 drainage gullies, 521476m of drainage ditch, 124 catchpits and 23 balancing ponds.

These were inherited as part of the Unitary split, however prior to this there has been a long case of research warning that climate change would test and exceed the current capacity of the UK's drainage capabilities.

Highways drainage has a major role in managing this ever increasing volume of water, in such a way that flooding is reduced to minimise the risks to the traveling public, that flood risk to properties and business is mitigated, and in the worst events, that routes can remain open to emergency services.

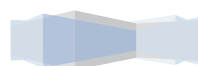
The key predictions from the UK Climate Impacts Programme which will have a bearing on the Council's drainage assets are:

- Summers will become hotter and drier;
- Winters will become milder and wetter;
- Snowfall will decrease;
- Heavy and extreme rainfall will become more frequent; and
- There could be more extreme winds and storms.

Legislative Requirements

Developments in legislation and regulatory governance have also been updated to encompass the future predictions of climate change. These have placed new responsibilities on local highways authorities. The new legislative documents with which the council has a responsibility to comply with in its duties are:

- The Water Framework Directive (2000);
- The Groundwater Directive (2006);
- The management of Flood Risks Directive (2007); and
- Flood and Water Management Act (2010) as updated in 2012



F.2.2 - Network Hierarchy

The Network Hierarchy shall be as per the hierarchy identified in Annex A for Carriageway (A.1.2) and Annex B for Footways, Footpaths, Cycle Tracks and Public Rights of Way (B.1.2, B.2.2 and B.3.2).

F.2.3 - Network Inspections

F.2.3.1 - Introduction

The Network Inspection regime shall be subject to an annual review. This regime has three constituent parts:

Objective	Contribution
Safety Inspections	To comply with statutory obligations
	To meet the user's needs for safety
Service Inspections	To ensure availability
	To achieve integrity
	To maintain reliability
Network Integrity Inspections	To minimise cost over time
	To maximise value to the community
	To maximise environmental contribution

All information from the network inspection regime, together with any immediate or programmed action, including nil returns, shall be recorded. Such information shall, whenever systems are available be recorded in a GIS format so that it may be utilised together with other relevant information in the review of the maintenance strategy, practices and the development of works programmes. Accurate recording of inspection results are crucial in assisting a defence against any third party claims.

F.2.3.2 - Safety Inspections

Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network and the wider community. The risk of danger is assessed on site, and the defect identified either as Category 0, 1 or 2, with an appropriate priority response.

Policy NMPF4: Drainage Safety Inspection Defect Categories

The condition of asset items subject to safety inspections shall be:

Feature	Defect Category
Drainage	Dangerous accumulation of water on the carriageway, footway or cycleway

The degree of deficiency shall be assessed via Bedfordshire Highways' assessment matrix. This document is based closely on the DEFRA template under the Floods and Water Management Act 2010 (updated 2012) and contains a variety of parameters based on hazard, damage to property and affect upon the area caused by flooding, the process will also refer to fluvial



(river) and pluvial (ground water) flood risk maps (as produced by the Councils Floor Risk Management team) so as to introduce a proactive approach to flood risk management.

An example of the assessment matrix can be seen in Appendix 2

F.2.3.3 - Service Inspections

Service Inspections are included to target particular highway elements to ensure that they meet requirements for serviceability. They fall into three camps:

- Planned Cyclic inspections
- Network Integrity inspections
- Regulatory inspections

A risk based approach to service inspections would identify the risk associated with inadequate serviceability, for example:

- Gullies, grips and ditches, which may be obstructed by the growth of vegetation or damaged by traffic;
- Culverts under roads which may be affected by blockage, subsidence or structural damage;
- Other piped drainage which may be affected by blockage or subsidence;
- Surface boxes and ironwork for both drainage and non-drainage applications, which may be affected by subsidence or obstructed access.

Generally, the frequency of Service Inspections shall be as the frequencies defined in the Safety Inspection section of the same asset. If the opportunity allows, drainage systems should be inspected during or immediately following periods of heavy rain.

Fundamental in the development of a risk based approach is the identification of areas that may be particularly susceptible to the risk of flooding, either from topological factors outside of the highway or from frequent silting of systems

Policy NMPF5: Drainage Service Inspection Defect Categories

The condition of asset items subject to service inspections shall be:

Feature	Defect Category
Drainage	Dangerous accumulation of water on the carriageway, footway or cycleway

Regulatory Inspections

Regulatory inspections shall be as detailed in the Core Network Maintenance Management Plan

F.2.4 - Network Surveys

The drainage network shall be surveyed on the same frequency and at the same time as the CVI's and DVI's of the carriageway or footway it is located



within, additional inspections will be undertaken to drainage assets at the time of routine maintenance such as gullies being inspected at the time of cleansing.

F.2.4.1 – Asset Inventory Surveys

Asset inventory surveys are a quick field survey that either identify the location of priority assets or confirm the validity of existing inventory records. The surveys are selective and are unlikely to survey 100% of the assets in the area.

- Validation Surveys See IAN 147/12
- Outfall and Soak away Surveys

F.2.4.2 – Detailed Defect Surveys

Detailed defect surveys are used to record all defects drainage assets. For pipework, this will require internal CCTV surveys. For non-pipework assets it will involve detailed inspection. Where the asset inventory has not previously been recorded, then the detailed inventory is also captured. The survey may focus on particular assets in an area of known problems, or may survey all the drainage assets in the area, in which case the survey also records how the assets connect together and flow directions plus appropriate invert depths and cover levels.

- Pipework only Detailed Defect CCTV Surveys
- Non-Pipework only Detailed Defect Surveys
- Full Asset Detailed Defect Surveys
- Post Construction Commissioning Surveys

F.2.5 - Network Maintenance Types

F.2.5.1 - Reactive Maintenance

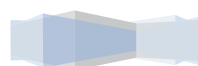
Reactive maintenance to the highway network is managed and delivered by Bedfordshire Highways and is generally carried out in response to a customer report.

CBC operates a Highways Helpdesk for customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;

Telephone; 0300 300 8049

Email; highways@centralbedfordshire.gov.uk

The Highways Helpdesk utilises the same Insight highway maintenance management system as the provider, and they allocate an initial priority, either Cat 0, 1, or 2, to any defect reported. The provider accesses the report via Insight and inspects and confirms or reallocates the initial priority. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.



The overarching principle of holistic working as discussed in chapter 12 of the Introduction to Network Maintenance Management will be considered during the organisation of maintenance works. Consideration of rectification of not only defects of a lesser nature, but also those on other assets shall be considered under the same traffic management and works order.

Defect classifications

Typical reactive measures for the separate elements of the highway asset are described in the relevant asset Section of this Plan. Where an identified defect falls outside the described types the responsible officer shall undertake appropriate measures they see fit to render the defect safe in line with the above time scale targets.

In the case of dangerous defects to utility apparatus or trenches the responsible officer shall make the utility responsible aware by logging a telephone call (under S81 of the NRSWA91) describing the nature of the inadequacy.

The responsible officer shall instigate measures to render the site safe if:

- the identity of the utility responsible is unknown;
- the utility responsible cannot be contacted
- the utility cannot make the inadequacy safe within 2 hours
- no response is received from the undertaker within 2 hours of the logged telephone call

The costs of rendering the defect safe shall be borne by the utility concerned.

Information concerning the measures taken, including no action where necessary, shall be recorded, maintained and utilised as appropriate in reviews of maintenance strategy and practices.

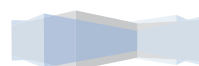
F.2.5.2 - Routine Maintenance

Routine maintenance of the highway network is managed and delivered by Bedfordshire Highways.

Routine Maintenance is to be targeted at two areas. Firstly at meeting the need identified through highway inspections and secondly, at preventative maintenance, working ahead of highway inspections to address defects while they are in their 'infancy'. This secondary role can only be tackled after having addressed all identified safety inspection defects within a field of work and then only if and when budgets allow.

Whenever possible, measures taken shall be in the form of a permanent repair.

The typical routine measures for each element of the highway asset are described in the relevant assets Network Maintenance Standards.



It may be the case that an identified defect does not fall within any of the described types, in such an event the responsible officer shall undertake the measures he or she sees fit to repair defects prior to it deteriorating to become a hazard or in line with the appropriate time scale target.

F.2.5.3 - Programmed Maintenance

Programmed works shall be prioritised via Central Bedfordshire Highways' assessment matrix. This document is based closely on the DEFRA template under the Floods and Water Management Act 2010 (updated 2012) and contains a variety of parameters based on hazard, damage to property and affect upon the area caused by flooding, the process will also refer to fluvial (river) and pluvial (ground water) flood risk maps (as produced by the Councils Flood Risk Management team) so as to introduce a proactive approach to flood risk management. It should also be noted that the Act encourages the employment of sustainable methods of drainage as far as reasonably practicable.

Environmental Management Issues shall be addressed as identified in the Environmental Impact Assessment section of the Network Maintenance – Environmental and Sustainable Development chapter in the Introduction to Network Maintenance Management and shall adhere to the Town and Country Planning (Environmental Impact Assessment) Regulations 2011

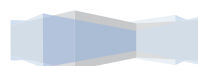
In all other cases account will be taken of the advice given in the BRE publication:

'Guidance on specifying recycled content in Local Authority contracts for highway maintenance'

Where appropriate, consents will also be sought from the relevant authority such as the Internal Drainage Board (IDB) for working in water courses managed by them, or from the Environment Agency for discharging into Soakaways and water courses. In either cast this may involve monitoring the condition and quality of the water course or groundwater.

"Total package" thinking promotes the inclusion of works upon all elements of the highway assets when undertaking programmed works. This facilitates works which have the potential to add value at minimum cost, for example by the inclusion of dropped kerbs to assist disabled people, modification of unclear signage or road markings. The scope for inclusion for such works within each scheme will depend upon the key aims of the scheme and available resources.

Information concerning the measures taken, including no action where necessary, shall be recorded, monitored and utilised as appropriate in reviews of maintenance strategy and practices.



F.2.6 - Network Maintenance Standards Highway Drainage

F.2.6.1 - Reactive

Highway Drainage Defect Causing Internal Flooding of Property

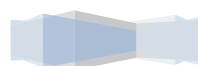
Having confirmed that a highway drainage defect represents an immediate or imminent hazard (category 1 defect) it shall be rectified as follows:

- If appropriate, traffic control measures shall be put into place to guide vehicular and pedestrian traffic safely around the flooding. This may be by the use of Stop/Go boards, temporary traffic signals or an emergency road closure.
- The means of alleviation shall be assessed and enacted as soon as reasonably practicable. Alleviation techniques might include hazard warning and diversionary works, sandbags (which may be subject to prioritisation for stock) or, in exceptional cases, pumping.
- All actions shall accord with the roles and responsibilities as established in the Central Bedfordshire Resilience Plan and Business Continuity Officers should be informed for the purposes of resilience and business continuity planning.
- The Floods and Water Management Act 2010 (updated 2012) places a duty upon authorities to collect data, understand flood risk and react proportionately. Therefore, following a flood event long-term alleviation measures shall also be assessed via revenue maintenance programmes or capital improvement project. In some instances alleviation measures may require the action of other parties, all in line with responsibilities established by the Land Drainage Act.

Highway drainage defect causing flooding of the highway and/or adjoining land

Having confirmed that a highway drainage defect represents an immediate or imminent hazard (category 1 defect) it shall be rectified as follows:

- Flood Boards shall be placed either side of the flood. If appropriate, traffic control measures shall be put into place to guide vehicular and pedestrian traffic safely around the flooding. This may be by the use of Stop/Go boards, temporary traffic signals or an emergency road closure.
- The means of immediate alleviation shall be assessed by the highway authority, Land Drainage Engineer or his/her representative and actioned as soon as reasonably practicable. This action shall be in accordance with the duties and powers of the Highway Authority and roles and responsibilities as established by the Central Bedfordshire Resilience and Business Continuity Plans. Business Continuity Officers



should be informed for the purposes of resilience and business continuity planning.

- Following a flood event, long-term alleviation measures shall be focused on the public highway surface water system, which may in part be sited outside the limits of the public highway. In some instances alleviation measures may require the action of other parties, all in line with responsibilities established by the Land Drainage act and the use of CBC's powers under the Highways Act 1980.

F.2.6.2 - Routine

Road & Footway gullies

Bedfordshire Highways maintains a data-led, risk based, gully emptying programme. It does this via a recorded list of vulnerable, or 'problem' gullies, which are routinely found to be full of detritus or frequently called in by members of the public. Such gullies are cleaned three times annually.

The remaining, non-vulnerable, gullies receive cyclic treatment once every three years.

Manholes, Catchpits & Soakaways

Bedfordshire Highways will cleanse manholes and catchpits on a reactive basis. At those areas susceptible to silting, the manholes and catchpits may be included on a routine annual cleanse.

Pipes & Culverts

Bedfordshire Highways will cleanse pipes and culverts where required.

Additional programmed cleansing may be carried out on a reactive basis at those areas susceptible to silting.

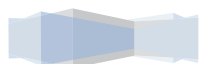
Roadside Grips

Grips will be re-cut as required by inspection, but they may also be referred to the capital drainage programme as a project of coordinated grip and or ditch clearance.

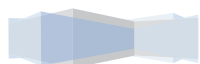
Roadside Ditches

In some cases, the responsibility for the maintenance of ditches lies with the adjoining landowner. This is unless land has been purchased to construct a new road, and any ditches constructed as part of that scheme remain within the public highway.

However, the Highway Authority also has powers under Section 100 of the Highways Act 1980, to scour, cleanse and keep open all drains (including ditches) on or adjacent to the highway for the purposes of draining the highway. Clearance work may be carried out on a reactive basis as a result of inspection.

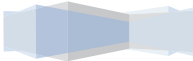


Exercising these powers does not release the adjoining owners of their responsibilities.

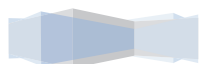


Appendix 1: Version Control

Reference	Action	Date	Topic
140701	Incorporated comments and policy statements	01/07/2014	Draft Revisions
140812	Incorporated comments	12/08/2014	Draft Revisions



Appendix 2: Example Flood Scoring Matrix



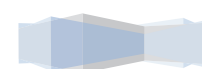
Network Maintenance Management Plan

Annex G:

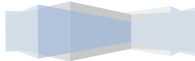
Traffic Signs, Bollards and Street Furniture



<u>Part 1: Traffic Signs</u>	172
<u>G.1.1 – Introduction</u>	173
<u>G.1.2 – Network Hierarchy</u>	173
<u>G.1.3 – Network Inspections</u>	173
<u>G.1.3.1 - Introduction</u>	173
<u>G.1.3.2 - Safety Inspections</u>	173
<u>G.1.3.3 - Service Inspections</u>	175
<u>G.1.4 – Network Maintenance Types</u>	177
<u>G.1.4.1 - Reactive Maintenance</u>	177
<u>G.1.4.2 - Routine Maintenance</u>	177
<u>G.1.4.3 - Programmed Maintenance</u>	178
<u>G.1.5 – Network Maintenance Standards Traffic Signs</u>	178
G.1.5.1 - Reactive	178
G.1.5.2 - Routine	178
<u>Part 2: Fences, Guard Rails and Barriers</u>	179
<u>G.2.1 – Introduction</u>	180
<u>G.2.2 – Network Hierarchy</u>	180
<u>G.2.3 – Network Inspections</u>	180
<u>G.2.3.1 - Introduction</u>	180
<u>G.2.3.2 - Safety Inspections</u>	180
<u>G.2.3.3 - Service Inspections</u>	182
<u>G.2.4 – Network Maintenance Types</u>	183
<u>G.2.4.1 - Reactive Maintenance</u>	183
<u>G.2.4.2 - Emergency Reactive Maintenance</u>	184
<u>G.2.4.3 - Routine Maintenance</u>	184
<u>G.2.4.4 - Programmed Maintenance</u>	185
<u>G.2.5 – Network Maintenance Standards Street Furniture</u>	185
G.2.5.1 - Reactive	185
G.2.5.2 - Routine	186
<u>Appendix 1: Version Control</u>	187



Part 1: Traffic Signs



G.1.1 – Introduction

Signs are used throughout the network to aid users to their destinations, indicate the correct use of the highway, advice of legal restrictions, regulations and speed limits and to warn of upcoming hazards. The correct usage and legend for these are indicated in the Traffic Signs Rules and General Directions 2002 (TSRGD).

Road signs therefore contribute to key objectives as follows:

- Advanced identification of hazards in the carriageway
- Traffic control
- Ease of use by the provision of directions

G.1.2 – Network Hierarchy

The Network Hierarchy shall be as per the hierarchy identified in Annex A for Carriageway (A.1.2) and Annex B for Footways, Footpaths, Cycle Tracks and Public Rights of Way (B.1.2, B.2.2 and B.3.2).

G.1.3 – Network Inspections

G.1.3.1 - Introduction

All information from the network inspection regime, together with any immediate or programmed action, including nil returns, shall be recorded. Such information shall, whenever systems are available be recorded in a GIS format so that it may be utilised together with other relevant information in the review of the maintenance strategy, practices and the development of works programmes. Accurate recording of inspection results is crucial for defending the authority against third party claims.

The Network Inspection Regime shall be subject to annual review

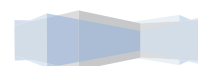
G.1.3.2 - Safety Inspections

Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network and the wider community. The risk of danger is assessed on site, and the defect identified either as Category 0, 1 or 2, with an appropriate priority response.

The frequency of inspections shall be as identified in the relevant annex for the network and route that the sign is based upon.

Driven inspections shall be undertaken by the passenger (with the driver's assistance) from a moving vehicle. In busy urban areas, particularly when inspecting footways, it may be difficult to obtain the necessary level of accuracy from vehicle-based inspections and walking should be used. A lone inspector may undertake walked and cycled inspections.

Safety inspectors shall keep a diary, and record daily which sections of the network have been inspected on foot as opposed to by vehicle. Extracts from



the inspector’s diary shall be produced as necessary as evidence in response to any third party claims.

Where there may be exceptional circumstances, for example an abnormally high occurrence of damages claims, a higher degree of inspection may be considered jointly with the service provider and the Council’s Insurance Officers.

Policy NMPG2: Traffic Sign Safety Inspection Defect Categories

The condition of asset items subject to safety inspections shall be:

Feature	Defect Category
Traffic signs and bollards	Crash damage
	Potential traffic conflicts
	Poor route delineation in darkness and bad weather
	Identification of risk to users
	Poor visibility of hazard warning or regulatory sign
	Separation of potential traffic conflicts

Degree of deficiency shall be assessed upon the following criteria

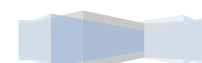
Degree of Deficiency	Timeframe for action
Category 0 Defects	Emergency make safe response in 2 hours
Category 1 Defects	These require prompt attention and will require a permanent repair to be made within 5 days of the defect being reported.
Category 2 Defects	All other defects. These should be prioritised and repaired within planned programmes of work. If these are within 10m radius of a reported Category 1 defect then they should be repaired at the same time, as referred to in chapter 12 of the Introduction to Network Maintenance Management document.

In the defence of third party claims for damage to property or personal injury it is vitally important to demonstrate that Category 1 defects are treated as above and concise records are kept of inspections.

With regards to footways in particular, but also for carriageways, any defects with utility apparatus assessed as Cat 1, the utility must be notified immediately and requested to attend or make safe within 24 hours. This should be undertaken with reference and in accordance with section 81 of the New Roads and Streetworks Act 1991.

A ‘risk matrix’ shall be used to classify the degree of risk posed by all identified defects as identified in the “Network maintenance Management Plan: Introduction to Network Maintenance Management” Section 14 “Network Maintenance – Defect Category Identification”.

Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be



made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained, until a permanent repair can be made.

Policy NMPG2: Definition of a CAT 1 Traffic Sign Defect

Sign Defects:

Adjoining vegetation obscuring warning or regulatory sign.

OR

Regulatory or warning signs missing, damaged or defaced.

OR

Dirty (illegible) regulatory or warning signs

OR

Damage, deterioration, or vandalism to signs leaving the sign or situation to which it applies in a dangerous condition

OR

Illegal or Unauthorised Signs:

Obstructs visibility or blocks footway

G.1.3.3 - Service Inspections

Service Inspections are included to target particular highway elements to ensure that they meet requirements for serviceability. They fall into three camps:

- Planned Cyclic inspections
- Network Integrity inspections
- Regulatory inspections

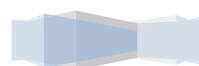
The primary objective of service inspections on traffic signs is to keep all traffic signs legible, visible and effective as far as possible at all times in relation to the road use and traffic speeds.

Non-illuminated road signs should be inspected in daylight, for degradation of colour, retro-reflectivity, deterioration of fittings, legibility distance and average surface luminance after cleaning. The frequency of inspection should be determined by risk assessment or every two years as a minimum.

Illuminated signs should be inspected at regular intervals determined by risk assessment or as a minimum every two years, a visual inspection and certification of sign supports should be carried out at the same time. Electrical inspections of the lighting unit, lantern, switching gear and other electronic components should be carried out as detailed in Annex D of this Plan.

When inspecting signs reference should be made to TD 25/01 (or any relevant update of this document) of the Design Manual for Roads and Bridges, which gives advice on assessing colour degradation and retro reflectivity degradation.

'Stop' and 'Give Way' signage at minor roads should be included in the inspection of signs on the major road.



As an over proliferation of signage can dilute important messages, service inspections should also ideally identify signage that is inappropriate, no longer necessary or not in compliance with the Traffic Signs Rules and General Directions (TSRGD) regulation as amended, for entry into a programme of works for removal or replacement with a more appropriate sign.

Policy NMPG3: Traffic Sign Service Inspection Defect Categories

The condition of asset items subject to service inspections shall be:

Feature	Defect Category
Traffic signs and bollards	Contribute to ease of use
	Contributes to network integrity

Planned Cyclic Inspections

Lit signs should have planned cyclic inspections undertaken as identified in Annex D of this plan.

Network Integrity Inspections

All components across the various categories across the various categories within the network hierarchy shall be maintained within the overall asset management strategy to ensure best value and optimal efficiency.

Operational efficiency is primarily a network management consideration but aspects are closely related to maintenance, for example:

- Traffic signs or markings may be missing, redundant, poorly sited or the legend may be either incorrect, confusing or not reflect current priorities;
- Facilities for walking, cycling or public transport may be discontinuous or poorly defined. Opportunities for installation of dropped kerbs or textured paving should be taken;
- Street lighting is poorly positioned.

Opportunities shall be taken to address integrity issues identified by the survey, for example:

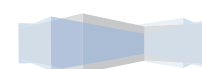
- Replacing signs and re-lining;
- Installing dropped kerbs and texture paving;
- Modifying layouts.

Network Integrity Inspections shall normally be scheduled coincident with a safety inspection.

Dependent upon the degree of deficiency, each identified defect shall be assessed for action through either:

- Routine works
- Programmed works

The nature of response for each element of the highway asset is established in the relevant asset section of this Plan.



Regulatory Inspections

Regulatory inspections shall be as detailed in the Core Network Maintenance Management Plan.

G.1.4 – Network Maintenance Types

G.1.4.1 - Reactive Maintenance

Reactive maintenance to the highway network is managed and delivered by Bedfordshire Highways and is generally carried out in response to a customer report.

CBC operates a Highways Helpdesk for customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;

Telephone; 0300 300 8049

Email; highways@centralbedfordshire.gov.uk

The Highways Helpdesk utilises the same Insight highway maintenance management system as the provider, and they allocate an initial priority, either Cat 0, 1, or 2, to any defect reported. The provider accesses the report via Insight and inspects and confirms or reallocates the initial priority. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.

The overarching principle of holistic working as discussed in chapter 12 of the Introduction to Network Maintenance Management will be considered during the organisation of maintenance works. Consideration of rectification of not only defects of a lesser nature, but also those on other assets shall be considered under the same traffic management and works order.

Defect classifications

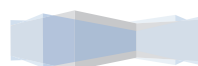
Typical reactive measures for the separate elements of the highway asset are described in the relevant asset Section of this Plan. Where an identified defect falls outside the described types the responsible officer shall undertake appropriate measures they see fit to render the defect safe in line with the above time scale targets.

Information concerning the measures taken, including no action where necessary, shall be recorded, maintained and utilised as appropriate in reviews of maintenance strategy and practices.

G.1.4.2 - Routine Maintenance

Routine maintenance of the highway network is managed and delivered by Bedfordshire Highways and is targeted at two areas:

- meeting the need identified through highway inspections
- preventative maintenance, working ahead of highway inspections when budgets allow to address defects while they are in their 'infancy'.



Whenever possible, measures taken shall be in the form of a permanent repair.

The typical routine measures for each element of the highway asset are described in the relevant assets Network Maintenance Standards.

Where an identified defect falls outside the described types the responsible officer shall undertake the measures he or she sees fit to repair defects prior to it deteriorating to become a hazard or in line with the appropriate time scale target..

G.1.4.3 - Programmed Maintenance

Works to traffic signs & bollards are currently undertaken through:

- Reactive Works
- Routine Works

G.1.5 – Network Maintenance Standards Traffic Signs

G.1.5.1 - Reactive

Having confirmed that a traffic sign or bollard represents an immediate or imminent hazard (category 1 defect) it shall be rectified as follows:

The means of making safe shall be assessed and enacted as soon as possible. A temporary sign shall be erected if necessary. Long term repair measures will then be assessed. Such measures shall be considered for inclusion within future routine or programmed works.

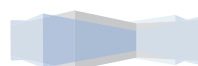
Having confirmed that an illuminated traffic sign or bollard represents an immediate or imminent hazard (category 1 defect) it shall be rectified as follows:

The fault shall be treated as an emergency, and will be made safe and repaired fully where possible.

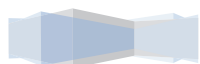
G.1.5.2 - Routine

Traffic Signs & Bollards

Traffic sign defects of a non-hazardous nature shall be collated and replacement or repair works shall be ordered in batches.



Part 2: Fences, Guard Rails and Barriers



G.2.1 – Introduction

G.2.2 – Network Hierarchy

The Network Hierarchy shall be as per the hierarchy identified in Annex A for Carriageway (A.1.2) and Annex B for Footways, Footpaths, Cycle Tracks and Public Rights of Way (B.1.2, B.2.2 and B.3.2).

G.2.3 – Network Inspections

G.2.3.1 - Introduction

The Network Inspection regime shall be subject to an annual review. This regime shall look at the following:

Objective	Contribution
Safety Inspections	Complying with statutory obligations
	Meeting user's need for safety

All information from the network inspection regime, together with any immediate or programmed action, including nil returns, shall be recorded. Such information shall, whenever systems are available be recorded in a GIS format so that it may be utilised together with other relevant information in the review of the maintenance strategy, practices and the development of works programmes. Accurate recording of inspection results are crucial in assisting a defence against any third party claims.

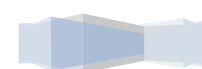
G.2.3.2 - Safety Inspections

Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network and the wider community. The risk of danger is assessed on site, and the defect identified either as Category 0, 1 or 2, with an appropriate priority response.

The frequency of inspections shall be as identified in the relevant annex for the network and route that the Fence or Barrier is based upon.

Driven inspections shall be undertaken by the passenger (with the driver's assistance) from a moving vehicle. In busy urban areas, particularly when inspecting footways, it may be difficult to obtain the necessary level of accuracy from vehicle-based inspections and walking should be used. A lone inspector may undertake walked and cycled inspections.

Safety inspectors shall keep a diary, and record daily which sections of the network have been inspected on foot as opposed to by vehicle. Extracts from the inspector's diary shall be produced as necessary as evidence in response to any third party claims.



Where there may be exceptional circumstances, for example an abnormally high occurrence of damages claims, a higher degree of inspection may be considered jointly with the service provider and the Council’s Insurance Officers.

Policy NMPG4: Fences, Guard Rails and Barriers Safety Inspection Defect Categories

The condition of asset items subject to safety inspections shall be:

Feature	Defect Category
Fences and barriers	Integrity and location of safety fencing for vehicles, cyclists and pedestrians

Degree of deficiency shall be assessed upon the following criteria

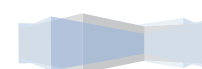
Degree of Deficiency	Timeframe for action
Category 0 Defects	Emergency make safe response in 2 hours
Category 1 Defects	These require prompt attention and will require a permanent repair to be made within 5 days of the defect being reported.
Category 2 Defects	All other defects. These should be prioritised and repaired within planned programmes of work. If these are within 10m radius of a reported Category 1 defect then they should be repaired at the same time, as referred to in chapter 12 of the Introduction to Network Maintenance Management document.

In the defence of third party claims for damage to property or personal injury it is vitally important to demonstrate that Category 1 defects are treated as above and concise records are kept of inspections.

With regards to footways in particular, but also for carriageways, any defects with utility apparatus assessed as Cat 1, the utility must be notified immediately and requested to attend or make safe within 24 hours. This should be undertaken with reference and in accordance with section 81 of the New Roads and Streetworks Act 1991.

A ‘risk matrix’ shall be used to classify the degree of risk posed by all identified defects as identified in the “Network maintenance Management Plan: Introduction to Network Maintenance Management” Section 14 “Network Maintenance – Defect Category Identification”.

Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained, until a permanent repair can be made.



Policy NMPG5: Definition of a CAT 1 Fence, Guard Rail or Barrier Defect

Fence and Guard Rail defects – A Fence or Guard Rail which is out of plumb with the carriageway or footway in which or adjacent to which it has been installed, and poses an imminent risk to pedestrians and road users due to the condition it is in, or is in such a condition that it does not perform the task it was installed to do.

In considering the defectiveness of a defect, recognition must be given to where the defect is located. Consideration must be given that in certain circumstances a lesser defect near the edge of a carriageway could be deemed dangerous by a Court.

G.2.3.3 - Service Inspections

Service Inspections are included to target particular highway elements to ensure that they meet requirements for serviceability. They fall into three camps:

- Planned Cyclic inspections
- Network Integrity inspections
- Regulatory inspections

Steel safety fences and pedestrian guard rails should be inspected at regular intervals determined through risk assessment in respect of mounting height, surface protective treatment and structural condition, to ensure that they remain fit for purpose.

Damage to pedestrian guard rail should be treated as a Category 1 defect and made safe in the appropriate timescale for this categorisation of defect.

Other barriers and fencing which is a highways asset will be included in the service and integrity inspections for the carriageway, footway or cycleway which they are on and be inspected at a frequency of two years as a minimum default level.

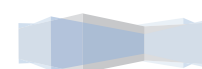
Safety barriers adjacent to bridges should be inspected as part of the highway asset.

Policy NMPG6: Fence, Guard Rail or Barrier Service Inspection Defect Categories

The condition of asset items subject to service inspections shall be:

Feature	Defect Category
Fences and barriers	Pedestrian safety
	Risk of livestock disrupting traffic

All high risk situations will require a robust inspection regime with a commensurate high standard of condition. Safety fences should be in a



sufficiently sound structural condition to serve their function and not be dangerous to road users or pedestrians.

Where safety fencing is provided with chevron markings this should be dealt with in accordance with the cleaning regime for traffic signs as indicated in Section 1 of this Annex.

Network Integrity Inspections

All components across the various categories across the various categories within the network hierarchy shall be maintained within the overall asset management strategy to ensure best value and optimal efficiency.

Operational efficiency is primarily a network management consideration but aspects are closely related to maintenance, for example:

- Traffic signs or markings may be missing, redundant, poorly sited or the legend may be either incorrect, confusing or not reflect current priorities;
- Facilities for walking, cycling or public transport may be discontinuous or poorly defined. Opportunities for installation of dropped kerbs or textured paving should be taken;
- Street lighting is poorly positioned.

Opportunities shall be taken to address integrity issues identified by the survey, for example:

- Replacing signs and re-lining;
- Installing dropped kerbs and texture paving;
- Modifying layouts.

Network Integrity Inspections shall normally be scheduled coincident with a safety inspection.

Dependent upon the degree of deficiency, each identified defect shall be assessed for action through either:

- Routine works
- Programmed works

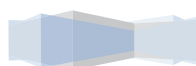
The nature of response for each element of the highway asset is established in the relevant asset section of this Plan.

G.2.4 – Network Maintenance Types

G.2.4.1 - Reactive Maintenance

Reactive maintenance to the highway network is managed and delivered by Bedfordshire Highways and is generally carried out in response to a customer report.

CBC operates a Highways Helpdesk for customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;



Telephone; 0300 300 8049
Email; highways@centralbedfordshire.gov.uk

On receipt of a customer report the Highways Helpdesk technician will allocate a priority, either Cat 0, 1, or 2, to all defects reported. All reports will subsequently be inspected by an accredited highways officer/technician and the priority confirmed or changed. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.

The overarching principle of holistic working as discussed in chapter 12 of the Introduction to Network Maintenance Management will be considered during the organisation of maintenance works. Consideration of rectification of not only defects of a lesser nature, but also those on other assets shall be considered under the same traffic management and works order.

Defect classifications

Typical reactive measures for the separate elements of the highway asset are described in the relevant asset Section of this Plan. Where an identified defect falls outside the described types the responsible officer shall undertake appropriate measures they see fit to render the defect safe in line with the above time scale targets.

In any event, information concerning the measures taken, including no action where necessary, shall be recorded, maintained and utilised as appropriate in reviews of maintenance strategy and practices.

G.2.4.2 - Emergency Reactive Maintenance

Outside the Helpdesk core office hours of 8:30am to 6:00pm Monday to Thursday; 8:30 to 5:30 Fridays, the service operates an emergency contact system which is managed by the provider. This is accessed automatically using the telephone contact details above.

The emergency out of hours contact shall co-ordinate the reactive maintenance response.

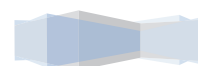
At all times, upon identifying the need (either by description or by inspection) for an emergency reactive response the responsible officer shall instigate measures to render the site safe within 2 hours.

Wherever practicable, such measures shall take the form of a permanent repair thereby avoiding the necessity to revisit the site in the short term. However, this may not be achievable in every circumstance. In such events a temporary make safe repair shall be considered. If this is not achievable, traffic control measures, such as traffic lights or a road closure, shall be put into place.

G.2.4.3 - Routine Maintenance

Works to Fences and Barriers are currently undertaken by either:

- Reactive Works



- Programmed Works

G.2.4.4 - Programmed Maintenance

Where an inspection identifies issues which cannot be resolved via reactive works, these shall be recorded and shall be put forward for inclusion within the programme of works.

It is the aim of the service to establish a four year programme taking in to account the criteria of

- Safety
- Serviceability
- Sustainability
- Community Effect

Environmental Management Issues shall be addressed as identified in the Environmental Impact Assessment section of the Network Maintenance – Environmental and Sustainable Development chapter in the Introduction to Network Maintenance Management and shall adhere to the Town and Country Planning (Environmental Impact Assessment) Regulations 2011

Works shall be permanent and will, wherever practicable, adopt a holistic approach to management of the highway network. The potential to include such works shall be considered for all programmed schemes.

“Total package” thinking promotes the inclusion of works upon all elements of the highway assets when undertaking programmed works. This facilitates works which have the potential to add value at minimum cost, for example by the inclusion of dropped kerbs to assist disabled people, modification of unclear signage or road markings. The scope for inclusion for such works within each scheme will depend upon the key aims of the scheme and available resources.

Information concerning the measures taken, including no action where necessary, shall be recorded, monitored and utilised as appropriate in reviews of maintenance strategy and practices.

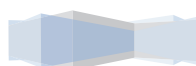
G.2.5 – Network Maintenance Standards Street Furniture

G.2.5.1 - Reactive

Fences and Pedestrian Barrier

Having confirmed that a fence, guardrail or pedestrian barrier represents an immediate or imminent hazard (category 1 defect) it shall be rectified as follows:

The means of making safe shall be assessed and enacted as soon as possible. Long term repair measures will also be assessed and referred for treatment in capital programmes of work either specific to such assets or as part of other projects.



G.2.5.2 - Routine

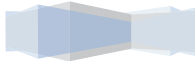
Works to Fences and Barriers are currently undertaken by either:

- Reactive Works
- Programmed Works



Appendix 1: Version Control

Reference	Action	Date	Topic
140701	Incorporated comments and policy statements	01/07/2014	Draft Revisions
140812	Incorporated comments	12/08/2014	Draft Revisions



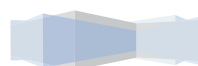
Network Maintenance Management Plan

Annex H:

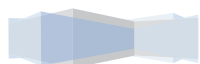
Embankments and Cuttings



Part 1: Embankments and Cuttings	190
H.1.1 – Introduction	191
H.1.2 – Network Hierarchy	191
H.1.3 – Network Inspections.....	191
H.1.3.1 - Introduction	191
H.1.3.2 - Safety Inspections.....	192
H.1.3.3 - Service Inspections	193
H.1.4 – Network Maintenance Types	194
H.1.4.1 - Reactive Maintenance.....	194
H.1.4.2 - Emergency Reactive Maintenance.....	195
H.1.4.3 - Routine Maintenance	195
H.1.4.4 - Programmed Maintenance.....	195
H.1.6 – Network Maintenance Standards Embankments and Cuttings	196
H.1.6.1 - Reactive	196
H.1.6.2 - Routine.....	197
Appendix 1: Version Control	198



Part 1: Embankments and Cuttings



H.1.1 – Introduction

Embankments and cuttings are used to build up or reduce existing ground levels so that there are no sudden changes in the surface level of the highway. They are also used on the approaches to underpasses and over bridges so that adequate clearance can be given to the obstruction for which the over bridge or underpass has been constructed. These obstructions can include but are not limited to:

- Roads
- Railways
- Canals
- Rivers

Embankments and cuttings can therefore be considered an important part of the construction of the road, and as such should be subject to inspections and maintenance.

H.1.2 – Network Hierarchy

The Network Hierarchy shall be as per the hierarchy identified in Annex A for Carriageway (A.1.2) and Annex B for Footways, Footpaths, Cycle Tracks and Public Rights of Way (B.1.2, B.2.2 and B.3.2).

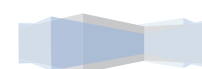
H.1.3 – Network Inspections

H.1.3.1 - Introduction

The Network Inspection regime shall be subject to an annual review. This regime has three constituent parts:

Objective	Contribution
Safety Inspections	To comply with statutory obligations
	To meet the user's needs for safety
Service Inspections	To ensure availability
	To achieve integrity
	To maintain reliability
Network Integrity Inspections	To minimise cost over time
	To maximise value to the community
	To maximise environmental contribution

All information from the network inspection regime, together with any immediate or programmed action, including nil returns, shall be recorded. Such information shall, whenever systems are available be recorded in a GIS format so that it may be utilised together with other relevant information in the review of the maintenance strategy, practices and the development of works programmes. Accurate recording of inspection results are crucial in assisting a defence against any third party claims.



H.1.3.2 - Safety Inspections

The frequency of inspections shall be as identified in the relevant annex for the network and route that the Embankment or Cutting is based upon.

Safety inspectors shall keep a diary, and record daily which sections of the network have been inspected on foot as opposed to by vehicle. Extracts from the inspector’s diary shall be produced as necessary as evidence in response to any third party claims.

Where there may be exceptional circumstances, for example an abnormally high occurrence of damages claims, a higher degree of inspection may be considered jointly with the service provider and the Council’s Insurance Officers.

Policy NMPH1: Embankments and Cuttings Safety Inspection Defect Categories

The condition of asset items subject to safety inspections shall be:

Feature	Defect Category
Embankments and cuttings	Risk of loose material falling to injure users or damage facility

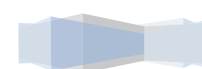
Degree of deficiency shall be assessed upon the following criteria

Degree of Deficiency	Timeframe for action
Category 0 Defects	Emergency make safe response in 2 hours
Category 1 Defects	These require prompt attention and will require a permanent repair to be made within 5 days of the defect being reported.
Category 2 Defects	All other defects. These should be prioritised and repaired within planned programmes of work. If these are within 10m radius of a reported Category 1 defect then they should be repaired at the same time, as referred to in chapter 12 of the Introduction to Network Maintenance Management document.

In the defence of third party claims for damage to property or personal injury it is vitally important to demonstrate that Category 1 defects are treated as above and concise records are kept of inspections.

Any defect with utility apparatus assessed as Cat 1 shall require the utility provider to be notified immediately and requested to attend or make the defect safe within 24 hours. This shall be undertaken with reference and in accordance with Section 81 of the New Roads and Streetworks Act 1991.

A ‘risk matrix’ shall be used to classify the degree of risk posed by all identified defects as identified in the “Network maintenance Management Plan: Introduction to Network Maintenance Management” Section 14 “Network Maintenance – Defect Category Identification”.



Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained, until a permanent repair can be made.

Policy NMPH2: Definition of a CAT 1 Embankment or Cutting Defect

Embankments and cuttings – Any failure which causes obstruction to the public highway from failure detritus.

OR

Any failure which causes movement or collapse of the public highway.

OR

Any minor slip that causes concerns over the safety of the travelling public or concerns over further movement issues.

H.1.3.3 - Service Inspections

Significant embankments and cuttings should be defined in an inspection regime identified based on the geological characteristics and the potential risk of slippages or rockslides.

Service inspection arrangements should be based on specialist geotechnical advice or legacy records but should be programmed, where ever possible, to follow periods of heavy rain, severe frosts or periods of prolonged dry weather. A risk based approach will be taken to identify any issues critical to network performance.

Service Inspections are included to target particular highway elements to ensure that they meet requirements for serviceability. These can be split into the following:

- Network Integrity inspections
- Regulatory inspections

Policy NMPH3: Embankment or Cutting Service Inspection Defect Categories.

The condition of asset items subject to service inspections shall be:

Feature	Defect Category
Embankments and cuttings	Damage to Property
	Risk of damage or Network interruption

Network Integrity Inspections

Although each asset on the network might be well maintained within an overall asset management strategy, the network still might not deliver best value, as the asset might not be performing to the optimum efficiency. Operational efficiency is primarily a network management consideration but aspects of it are closely related to maintenance, for example:

- Traffic signs or markings may be poorly sited or the legend may be either incorrect, confusing or not reflect current priorities;
- Traffic signs or markings may be redundant;
- Facilities for walking, cycling or public transport might be discontinuous or poorly defined. Opportunities for installation of dropped kerbs or textured paving should be taken;
- Opportunities might be taken to modify layout as part of future relevant maintenance schemes.

Inspections for Network Integrity shall normally be undertaken at the time of Safety Inspections.

Dependent upon the degree of deficiency, each identified defect shall be assessed for action through either:

- Routine works
- Programmed works

The nature of response for each element of the highway asset is established in the relevant asset section of this Plan.

Regulatory Inspections

Regulatory inspections shall be as detailed in the Core Network Maintenance Management Plan.

H.1.4 – Network Maintenance Types

H.1.4.1 - Reactive Maintenance

Reactive maintenance to the highway network is managed and delivered by Bedfordshire Highways and is generally carried out in response to a customer report.

CBC operates a Highways Helpdesk for customers to be able to enquire or report on any highway matter. Contact details for the Highways Helpdesk are as follows;

Telephone; 0300 300 8049

Email; highways@centralbedfordshire.gov.uk

On receipt of a customer report the Highways Helpdesk technician will allocate a priority, either Cat 0, 1, or 2, to all defects reported. All reports will subsequently be inspected by an accredited highways officer/technician and the priority confirmed or changed. The provider updates the Insight system with the outcome of the inspection. Customers can then access this update via a web link from the CBC website.



The overarching principle of holistic working as discussed in chapter 12 of the Introduction to Network Maintenance Management will be considered during the organisation of maintenance works. Consideration of rectification of not only defects of a lesser nature, but also those on other assets shall be considered under the same traffic management and works order.

H.1.4.2 - Emergency Reactive Maintenance

Outside normal office hours (8.30am to 6.00pm Monday to Thursday; 8.30am to 5.30pm Fridays) the service operates an emergency contact system. This can be accessed via the Council's highways helpline – 0300 300 8049. The emergency out of hours contact shall co-ordinate the reactive maintenance response for the Authority area.

The emergency out of hours contact shall co-ordinate the reactive maintenance response.

Upon identifying the need for an emergency reactive response, either by description or by inspection, the responsible officer shall instigate measures to render the site safe within 2 hours.

Measures taken will wherever practicable, take the form of a permanent repair to avoid the necessity to revisit the site in the short term. Where this is not possible a temporary make safe repair will be considered. If this is not achievable, traffic control measures, such as traffic lights or a road closure, will be put into place.

H.1.4.3 - Routine Maintenance

Works to Embankments & Cuttings are currently undertaken by:

- Reactive Works
- As part of larger Programmed Works

H.1.4.4 - Programmed Maintenance

Programmed Maintenance to the highway network is managed by Bedfordshire Highways.

It is the aim of the service to establish a four year programme taking in to account the criteria of

- Safety
- Serviceability
- Sustainability
- Community Effect

Environmental Management Issues shall be addressed as identified in the Environmental Impact Assessment section in the Core document and shall adhere to the Town and Country Planning (Environmental Impact Assessment) Regulations 2011



Works shall be permanent and will, wherever practicable, adopt a holistic approach to management of the highway network. The potential to include such works shall be considered for all programmed schemes.

“Total package” thinking promotes the inclusion of works upon all elements of the highway assets when undertaking programmed works. This facilitates works which have the potential to add value at minimum cost, for example by the inclusion of dropped kerbs to assist disabled people, modification of unclear signage or road markings. The scope for inclusion for such works within each scheme will depend upon the key aims of the scheme and available resources.

Information concerning the measures taken, including no action where necessary, shall be recorded, monitored and utilised as appropriate in reviews of maintenance strategy and practices.

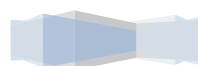
H.1.6 – Network Maintenance Standards Embankments and Cuttings

H.1.6.1 - Reactive

Landslip onto the Highway

Having confirmed that a landslip onto, or from under, the highway represents an immediate or imminent hazard (category 1 defect) it shall be rectified as follows:

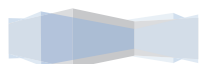
- Traffic control measures shall be put into place to guide vehicular and pedestrian traffic safely around the Landslip. This may be by the use of Stop/Go boards, temporary traffic signals or an emergency road closure.
- As soon as is practicable and in accordance with Section 150 of the Highways Act 1980, Bedfordshire Highways shall remove the obstruction arising from the landslip. Following this, long-term stabilisation measures shall be assessed. Such measures shall be considered for inclusion within future routine or programmed works. These measures may require the action of other parties and the use of the Authority’s powers under the Highways Act 1980.
- Where the failed material may be the responsibility of an adjacent landowner, statutory body, rail operator or neighbouring authority, Bedfordshire Highways shall immediately inform them of the failure, its actions to make safe and its intention to recharge its costs for doing so. It shall also confer on them the responsibility for a programmed long-term stabilisation measure to be delivered as soon as is reasonably practicable.



H.1.6.2 - Routine

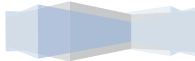
Works to Embankments & Cuttings are currently undertaken by:

- Reactive Works
- As part of larger Programmed Works



Appendix 1: Version Control

Reference	Action	Date	Topic
140701	Incorporated comments and policy statements	01/07/2014	Draft Revisions
140812	Incorporated comments	12/08/2014	Draft Revisions



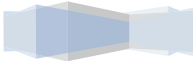
Network Maintenance Management Plan

Annex I:

Winter Maintenance

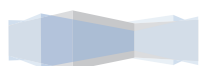


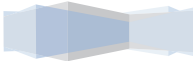
[Introduction](#)201



Introduction

Bedfordshire Highways review and update their activities in line with appendix H of the “Well Maintained Highways” Code of Practice on an annual basis. The following document is the current iteration of the Winter Maintenance Plan.





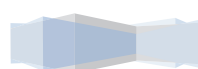
Network Maintenance Management Plan

Annex J:

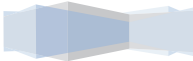
Regulatory Functions



<u>Part 1: Regulatory Functions</u>	205
J.1.1 - Licensing and Regulation (Highways Act 1980)	206
J.1.1.1 - Scaffolding within the public highway	206
J.1.1.2 - Hoardings within the public highway	206
J.1.1.3 - Skips within the public highway	207
J.1.1.4 - Storing builders materials on the public highway	208
J.1.1.5 - Planting within the public highway	209
J.1.1.6 - Private apparatus within the public highway	210
J.1.1.7 - Road closures	213
J.1.1.8 - Unauthorised signs placed within the highway	214
J.1.1.9 - Stones and other obstructions placed on Highway verges	218
J.1.2 – Regulatory Inspections	218
J.1.2.1 - Regulatory Inspection – Highways Act 1980.....	218
J.1.2.2 - Regulatory Inspection – New Roads and Street Works Act (NRSWA).....	219
J.1.3 – Regulatory Maintenance Standards	219
J.1.3.1 - Reactive	219
J.1.3.2 - Routine	220
J.1.3.3 - Programmed	230



Part 1: Regulatory Functions



J.1.1 - Licensing and Regulation (Highways Act 1980)

J.1.1.1 - Scaffolding within the public highway

J.1.1.1.1 - Introduction

Under Section 169 of the Highways Act 1980, a person may erect scaffolding on the public highway in to carry out work on adjoining properties, providing permission is first obtained from the Highway Authority in the form of a Licence.

J.1.1.1.2 - Procedure

Before placing a scaffold in the public highway, (including on grassed verges and footways), the contractor and the scaffolding company has to obtain permission from the Highway Authority in the form of a licence. The licence sets down the standards on such matters as lighting, signing, guarding and other relevant issues.

Each request is considered on an individual basis and site specific conditions can be included in the Licence if this is deemed necessary.

It is a condition of the Licence that the contractor and the scaffolding company have to prove that they have adequate insurance cover in the form of a Public Liability policy providing a £5million indemnity limit.

The Highway Authority accepts no responsibility for the structural integrity of the scaffold or other structure. The Licensee must indemnify the Highway Authority in this respect.

The contractor will be responsible for the costs of all traffic management, including any fees due for temporary traffic Orders and traffic signal approval or works.

A fee is payable by the applicant for the Licence to be issued. This fee shall be received before the Licence is issued. All fees and charges for granting of license can be found on the CBC website [Annual Accounts and Financial Information pages](#).

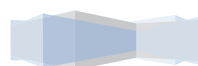
J.1.1.2 - Hoardings within the public highway

J.1.1.2.1 - Introduction

Under Section 172 of the Highways Act 1980, a person may erect hoarding or fencing on the public highway in to carry out work on adjoining properties, providing permission is first obtained from the Highway Authority (Bedfordshire Highways) in the form of a Licence.

J.1.1.2.2 - Procedure

Before placing hoarding or fencing in the public highway, (including on grassed verges and footways), the contractor has to obtain permission from Bedfordshire Highways, in the form of a licence. The licence sets down the



standards on such matters as lighting, signing, guarding and other relevant issues.

Each request is considered on an individual basis and site specific conditions can be included in the Licence if this is deemed necessary.

It is a condition of the Licence that the contractor has to prove that they have adequate insurance cover in the form of a Public Liability policy providing a £5million indemnity limit.

Under Section 173 of the Highways Act 1980, the contractor must ensure the hoarding or similar structure must be securely fixed. The Highway Authority (Bedfordshire Highways) accepts no responsibility for the structural integrity of the hoarding and fencing. The Licensee must indemnify the Highway Authority in this respect.

The contractor will be responsible for the costs of all traffic management, including any fees due for temporary traffic orders and traffic signal approval.

A fee is payable by the applicant for the Licence to be issued. This fee shall be received before the Licence is issued. All fees and charges for granting of license can be found on the CBC website [Annual Accounts and Financial Information pages](#).

J.1.1.3 - Skips within the public highway

J.1.1.3.1 - Introduction

Under Section 139 of the Highways Act 1980, a person can place a skip on the highway, providing permission is obtained from the Highway Authority (Bedfordshire Highways).

Where possible, it is advisable for skips to be placed on private land rather than on the public highway. This avoids potential conflict with users of the highway.

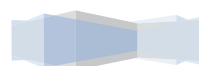
Where it is not possible to place a skip on private land, skip owner and / or hirer can apply to have a skip on the public highway.

J.1.1.3.2 - Procedure

Before placing a skip on the highway, the skip owner and / or hirer, has to obtain permission from Bedfordshire Highways in the form of a licence. The licence sets down the standards on such matters as lighting, signing, guarding etc.

Each request is considered on an individual basis and site specific conditions can be included in the Licence if this is deemed necessary.

It is a condition of the Licence that the skip owner / hirer also have to prove that they have adequate insurance cover in the form of a Public Liability policy providing a £5million indemnity limit.



A fee is payable by the applicant for the Licence to be issued. This fee shall be received before the Licence is issued. All fees and charges for granting of license can be found on the CBC website [Annual Accounts and Financial Information pages](#).

J.1.1.3.3 - Unlicensed skips

Where a skip has been placed on the public highway without a Licence, Bedfordshire Highways will use its powers under Section 140 of the Highways Act 1980, to require the owner or hirer of the skip to remove or reposition the skip.

If the owner / or hirer fails to do so, Bedfordshire Highways will take action themselves to remove or reposition the skip. In so doing, Bedfordshire Highways will recover all costs incurred from the Applicant.

If the skip is removed, Bedfordshire Highways will, where practicable, notify the owners and request that it is collected. If the owner cannot be traced or if after 28 days the skip has not been recovered by the owner, then Bedfordshire Highways will dispose of the skip and its contents. In so doing, Bedfordshire Highways will recover all costs incurred from the owner of the skip.

J.1.1.4 - Storing builders materials on the public highway

J.1.1.4.1 - Introduction

Under Section 171 of the Highways Act 1980, a person may temporarily place building materials on the highway, providing permission is obtained from the Highway Authority (Bedfordshire Highways).

Where possible, it is advisable for building materials to be placed on private land rather than on the public highway. This avoids potential conflict with users of the highway.

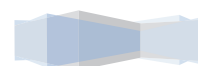
Where it is not possible to place building materials on private land, the owner can apply to have the materials placed on the public highway.

J.1.1.4.2 - Procedure

Before placing building materials on the highway, the owner of the materials has to obtain permission from Bedfordshire Highways in the form of a licence. The licence sets down the standards on such matters as lighting, signing, guarding etc.

Each request is considered on an individual basis and site specific conditions can be included in the Licence if this is deemed necessary.

It is a condition of the Licence that the building materials owner also have to prove that they have adequate insurance cover in the form of a Public Liability policy providing a £5million indemnity limit.



Containment of any material stored within the highway boundary will also be required, to ensure that no stored material is “washed or transferred into the highways drainage system, including but not exclusive to gullies, drainage pipes and manholes.

A fee is payable by the applicant for the Licence to be issued. This fee shall be received before the Licence is issued. All fees and charges for granting of license can be found on the CBC website [Annual Accounts and Financial Information pages](#).

J.1.1.4.3 - Unlicensed building materials on the public highway

Where building materials have been placed on the public highway without a Licence, Bedfordshire Highways will use its powers under Section 171 of the Highways Act 1980, to require the owner of the materials to remove or reposition the materials.

If the owner fails to do so, Bedfordshire Highways will take action themselves to remove or reposition the materials. In so doing, Bedfordshire Highways will recover all costs incurred from the owner of the materials.

If the materials are removed, Bedfordshire Highways will, where practicable, notify the owners and request that they are collected. If the owner cannot be traced or if after 28 days the materials have not been recovered by the owner, then Bedfordshire Highways will dispose of the materials. In so doing, Bedfordshire Highways will recover all costs incurred from the owner of the materials.

J.1.1.5 - Planting within the public highway

J.1.1.5.1 - Introduction

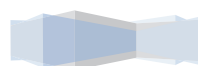
Under Section 142 of the Highways Act 1980, a person may, with the permission of the Highway Authority (Bedfordshire Highways) plant and maintain within the public highway. This gives residents the opportunity to up keep the frontage of their property.

Bedfordshire Highways will issue a Licence for the planting, which details the criteria for carrying out this work. There is a small charge of £30 for the administration involved in issuing the Licence (except to Town and Parish Council, where no charge is made).

J.1.1.5.2 - Procedure

Below is listed the procedure which must be followed in order for an applicant to plant within the public highway.

1. The area to be planted must adjoin the applicant’s property (does not apply to Town / Parish Councils).



2. The applicant should liaise with the Town / Parish Council on the type and nature of any landscaping / planting as this will need to be in keeping with the surrounding areas.

3. The applicant must submit a plan showing the extent of the planting area to the Highways Helpline (0300 300 8049) for approval, together with the administration fee. A fee is payable by the applicant for the Licence to be issued. This fee shall be received before the Licence is issued. All fees and charges for granting of license can be found on the CBC website [Annual Accounts and Financial Information pages](#).

4. When approved by Bedfordshire Highways, a Licence to plant and maintain within the highway will be issued. This licence will refer to the planting scheme and sets out the responsibilities for future maintenance. The licence will normally be issued within 14 days from receipt of a request.

5. Bedfordshire Highways will add the detail of the planting licence to the GIS overlay and inventory and a hard copy of the licence will be stored on file.

6. Once the Licence is issued, the applicant can then carry out the planting work.

7. The applicant will be responsible for all future maintenance of the area.

8. If the applicant does not carry out regular maintenance on the planted areas, then Bedfordshire Highways will remove the planting and reinstate the verge. The applicant will be responsible for any cost incurred should this be necessary.

9. The Licence is non-transferable. If an applicant wishes to move property then the Licence must be surrendered. The new owner can apply to take over responsibility for the planting and a new Licence will be issued, upon receipt of the £30 administration charge.

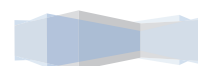
10. If an applicant surrenders the Licence then all planting must be removed and the area returned to its original condition. Failure to do so will result in Bedfordshire Highways carrying out the works and recharging the costs incurred to the applicant.

11. Bedfordshire Highways will review the Licence every five years. If after a five year period, the applicant wishes to surrender the Licence, then the procedure in step 9 applies. If the applicant wishes to continue with a Licence, then a new Licence will be issued for the following 5 years and a further administration fee of £30 is payable.

J.1.1.6 - Private apparatus within the public highway

J.1.1.6.1 - Introduction

210



Under Section 181 of the Highways Act 1980, a person may, with the permission of the Highway Authority (Bedfordshire Highways) install apparatus on / within the public highway.

Please note: this licensing procedure only applies to items not covered by a Street Works Licence.

Bedfordshire Highways will issue a Licence for the planting, which details the criteria for carrying out this work. There is a charge for the administration involved in issuing the Licence (except to Town and Parish Council, where no charge is made). All fees and charges for granting of license can be found on the CBC website [Annual Accounts and Financial Information pages](#).

J.1.1.6.2 - Procedure

Below is listed the procedure which must be followed in order for an applicant to plant within the public highway.

1. The area to be where the apparatus is to be installed must adjoin the applicant's property (does not apply to Town / Parish Councils).
2. The applicant must submit a plan showing the extent of the highway where the apparatus is to be installed to the Highways Helpline (01234 228661) for approval, together with an administration fee. A fee is payable by the applicant for the Licence to be issued. This fee shall be received before the Licence is issued. All fees and charges for granting of license can be found on the CBC website [Annual Accounts and Financial Information pages](#).
3. When approved by Bedfordshire Highways, a Licence to install private apparatus within the highway will be issued. This licence will refer to the planting scheme and sets out the responsibilities for future maintenance. The licence will normally be issued within 14 days from receipt of a request.
4. Bedfordshire Highways will add the detail of the planting licence to the GIS overlay and inventory and a hard copy of the licence will be stored on file.
5. Once the Licence is issued, the applicant can then carry out the work.
6. The applicant will be responsible for all future maintenance of the apparatus.
7. If the applicant does not carry out maintenance on the apparatus, then Bedfordshire Highways will require the apparatus to be removed from the highway. The applicant will be responsible for any cost incurred should this be necessary.
8. The Licence is non-transferable. If an applicant wishes to move property then the Licence must be surrendered. The new owner can apply to take over responsibility for the apparatus and a new Licence will be issued, upon receipt of the £50 administration charge.



9. If an applicant surrenders the Licence then the apparatus must be removed and the area returned to its original condition. Failure to do so will result in Bedfordshire Highways carrying out the works and recharging the costs incurred to the applicant.

10. Bedfordshire Highways will review the Licence every five years. If after a five year period, the applicant wishes to surrender the Licence, then the procedure in step 9 applies. If the applicant wishes to continue with a Licence, then a new Licence will be issued for the following 5 years and a further administration fee is payable. A fee is payable by the applicant for the Licence to be issued. This fee shall be received before the Licence is issued. All fees and charges for granting of license can be found on the CBC website [Annual Accounts and Financial Information pages](#).

J.1.1.6.3 - Practice for recording underground apparatus in streets

The Code requires Highway Authorities to keep records of all of its apparatus within the public highway.

The Code is not a statutory Code but has been accepted by HAUC and it is strongly recommended that Highway Authorities adhere to it. Bedfordshire Highways will adhere to the requirements of this code.

Bedfordshire Highways is not required to keep records of apparatus that was installed before the Code, but where drainage systems are traced, these shall be added to the inventory for information.

Where the apparatus is new, altered or relocated in the course of other works then full records shall be kept and maintained.

Records will be available for inspection, free of charge.

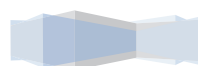
Section 50 licenses are to be kept in the same manner and at the same accuracy. This also applies to any alteration to a licensed apparatus.

Although there is no reference to new adoptions in the Code, the aim is to provide, over a period of time, a comprehensive record of all plant. Therefore Bedfordshire Highways will record all apparatus that is installed as part of a new development.

The utility companies are responsible for their records and we would need to record our apparatus.

The equipment requiring recording is: -

- Highway drainage but not connections
- Street light cables and ducts
- Traffic/Vehicle Signal/Signs cables and ducts and loops
- Section 50 licenses



- Ice Prediction cables and ducts
- Speed camera cables and ducts

J.1.1.7 - Road closures

J.1.1.7.1 - Introduction

In order to safeguard the safety of the workforce and of the public it is sometimes necessary to close a road to enable works on the highway to be carried out. It is a requirement that all road works should have a safety zone between the work area and live traffic. A road closure will be required if a running lane of less than 2.5m is available to through traffic.

It is vital that we protect both the workforce and any through traffic from potential danger at the works. It is for this reason that the following procedure will be adhered to.

(NOTE: This procedure also applies where Bedfordshire Highways is the promoter of the works)

J.1.1.7.2 - Procedure

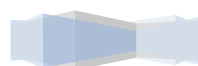
Bedfordshire Highways will assess all requests for road closures received from promoter of the works. If a closure is required, the promoter will pay Bedfordshire Highways the appropriate fee for arranging the road closure. A fee is payable by the applicant for the Licence to be issued. This fee shall be received before the Licence is issued. All fees and charges for granting of license can be found on the CBC website [Annual Accounts and Financial Information pages](#).

Bedfordshire Highways will arrange the necessary diversionary routes, legal orders and all necessary press advertisements.

Timings for the closure will depend on each individual site and will be agreed following discussions with Bedfordshire Highways. Bedfordshire Highways will liaise with local residents, public transport companies and the Parish Council as part of the preparation of the road closure order.

The promoter shall arrange for advance warning signs to be displayed detailing the dates and times of the closure. These signs will be erected at least 10 working days before the start of the closure. The promoter will be responsible for updating the advance warning signs should the programme for the works alter in any way.

In order to protect the workforce, no vehicles, with the exception of emergency vehicles, will be allowed through the works. Bedfordshire Highways shall make alternative arrangements for buses in consultation with the Passenger Transport & Schools Transport Sections in County Hall, prior to works commencing.



Any alternative arrangements made to exclude bus companies from roadwork closure sites will have cost implications and the promoter of the works will pay all of these costs.

The promoter's contractor will arrange for the necessary road closed and diversion boards to be displayed as required by Bedfordshire Highways.

The promoter's contractor shall install "Road Ahead Closed" signs at the point where the Diversion starts.

The promoter's contractor shall then install substantial barriers across the full width of the carriageway at the point where work is taking place. No vehicles except emergency services attending an emergency shall be allowed through the actual site of works without the agreement of the contractor. Access for emergency services will be allowed at all times.

The promoter will keep all residents within the extent of the closure regularly appraised as to the work that is going on, particularly as to which route through the works residents should use to access their properties. Residents will be allowed pedestrian access at all times but vehicles will only be given access when it is safe to do so or when the closure is removed overnight.

The promoter shall inform Bedfordshire Highways, the County Councillor and the Town/Parish Council if works are likely to over-run the duration of the closure. The advanced warning signs shall be changed accordingly. Similarly if works finish ahead of time the promoter shall inform Bedfordshire Highways, the County Councillor and the Town/Parish Council.

The promoter shall ensure that all signs (including diversion signs) are removed immediately upon completion of the works

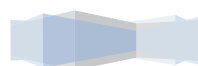
J.1.1.8 - Unauthorised signs placed within the highway

J.1.1.8.1 - Introduction

Advertising and other signs shall not be placed in or on the public highway, except by or with the agreement of the Highway Authority.

The proliferation of unauthorised signs across the highway network causes the County Council some concern. There are some causes e.g. charity events, school fetes which the County Council would wish to be seen supporting. There are other events where commercial gain is being enjoyed at the expense of highway clutter, and to the detriment of other law abiding local businesses.

Ad-hoc advertisements displayed within the limits of the highway are seldom pleasant to look at, often a distraction to drivers and, like all unauthorised signs, are an unlawful obstruction on the highway which can be dangerous.



Bedfordshire Highways will take action upon receipt of a complaint from a County Councillor, from a Parish or Town Council, a member of the public or when unauthorised signs along a road present a problem to users of the highways.

J.1.1.8.2 - Legal Obligations

Section 132 of the Highways Act 1980 – Refers to signs fixed to a tree or structure or signs and goods stored on the footways in urban areas, which obstruct pedestrians and other road users taking account of the width of available footway.

Section 143 of the Highways Act 1980 – Refers to Signs on their own posts

Section 149 of the Highways Act 1980 – Refers to the removal of things so deposited on the highway

If anything so deposited on a highway so as to cause a nuisance, the highway may give notice to the person responsible for the structure requiring that person to remove the structure forthwith. Failing this, the highway authority can remove the structure and recover their costs

J.1.1.8.3 - Procedure

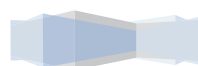
All unauthorised signs should be dealt with using the procedure detailed below, taking into account the following comments.

Consideration should be given before action is taken against signs advertising local charitable events. Provided signs are not an immediate hazard, the organisers shall be given two weeks to arrange for removal.

Advice from highway authority staff should be sought regarding safety signs such as those displaying 'concealed entrance', 'mud on road', or signs associated with issues such as speed reduction, campaigns for bypasses etc. Visibility mirrors also fall within this classification.

In the urban environment, certain signs, and indeed shop displays, can have an aesthetic benefit to the local area. Discretion should be given when the following parameters are complied with.

- Where a footway or other similar feature is obstructed, there should always be a clear width of 1.5 metres longitudinally past the obstruction for the availability of pedestrians.
- Areas immediately adjacent to pedestrian crossings should be totally clear of obstructions
- A general presumption against taking any enforcement would apply in cases where any display immediately abuts the shop frontage, its distance out from the frontage into the street does not exceed 1.0 metres and a 1.5 metre wide longitudinal clearing exists on any adjoining footway



- In cases that do not comply with the above, enforcement would normally take place; in particular action will be taken to remove any isolated display not abutting a shop.

Perhaps the most prevalent sign in the urban environment is the 'A' frame type advertising boards. Their presence on the highway can usually be tolerated if:

- the size of the board does not exceed 1000mm height x 600mm width **and either**
- they are located along any longitudinal or transverse line in a street where pedestrian movement is already impeded by street furniture **or**
- they are located immediately adjacent to a shop frontage **and**
- taken in aggregate they are not in the highway authority's view causing significant visual distraction or impedence to pedestrian's mobility.

In no circumstances will displays of goods or advertising boards be allowed within any carriageway or other highway pavement marked out for the passage of vehicles to facilitate deliveries or other vehicular access

Where signs are clearly on private land, the provisions of the Highways Act 1980 do not apply.

J.1.1.8.4 - Procedure

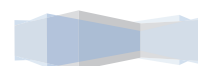
- a). Signs affixed to the highway infrastructure.

Unauthorised signs affixed to the highway infrastructure should be removed immediately without notice by the highway authority or the highway authority's agent. In particular signs attached to trees, lamp columns, traffic signs, and other street furniture or structures within the highway. The term 'signs' can include posters attached by paste or tape, more substantial signs mounted on hardboard or something similar (often fixed with string, wire or metal tape), and other advertising material.

Any signs and other objects (except paper posters etc.) removed under S132 should be taken to an appropriate store and retained for at least 28 days in case the owner wishes to collect them. In the event that boards are not reclaimed then they may then be destroyed. If the owner does collect any removed signs then the opportunity should be taken to explain the requirements of S132 of the Highways Act 1980.

- b) Free standing signs or signs fixed into the ground.

It is not possible to take action under S132 of the Highways Act 1980 for freestanding or pole mounted signs. This includes 'A' type boards standing on footways outside shops and board mounted signs placed in verges on their own posts.



In such instances, attempts should be made to locate the owner of such signs and inform them of the requirements of S143 of the Highways Act 1980, and then the owner should be given a period of time, (normally 14 days), in which to remove the signs. If the owner does not remove the sign, Bedfordshire Highways should remove the sign, take to an appropriate store and retain for at least 28 days in case the owner wishes to collect them. Bedfordshire Highways can recover all costs in such instances.

If a sign is regarded to constitute a danger to users of the highway (e.g. visibility), then the highway authority, or the highway authority's agent, may remove it forthwith.

c) Signs fixed to vans or other vehicles

Refer to the Police for help in removing.

d) Temporary Signs advertising Community Events

Bedfordshire Highways will exercise discretion when a reasonable number of temporary signs are erected within villages or towns, for a community event, provided the following:

- The signs do not cause an obstruction to users of the highway.
- The signs are not erected more than 7 days before the event.
- The signs do not remain in place for more than 48 hours after the event.

Where more extensive directional signing is needed, communities / groups should seek the assistance of the AA or RAC (at a cost to the organisers) and follow the guidelines for Special Events.

e) Temporary Signing to Special Events

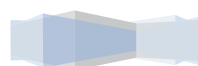
Such signs need to comply with the Traffic Signs Regulations and General Direction 1981. Bedfordshire Highways recommend that the organisers should contact the AA or RAC or other approved provider of temporary signing for help with sign designs and routing. It is essential that any company providing this service has adequate public liability insurance.

Such signing layouts require a 28 day approval period by the Highway Authority.

A fee of £50 will be payable for the approval of temporary signing to special events.

J.1.1.8.5 - Delegation of function

The functions of S132 and S143 of the Highways Act 1980 can be delegated to local councils using S101 of the Local Government Act 1972. This power will be delegated to any Town / Parish Council who so requests.



J.1.1.9 - Stones and other obstructions placed on Highway verges

J.1.1.9.1 - Introduction

Stones are normally placed on verges by residents who wish to stop vehicles from driving on and damaging the grassed areas. These should not be placed on the highway because they may represent an obstruction and a potential danger to users of the highway

J.1.1.9.2 - Procedure

Bedfordshire Highways will take action when we receive a complaint from a Councillor or from a Parish or Town Council or where the stones become a problem, as follows:

1. When large stones are deposited on the highway verge, they should be inspected and recorded with photographs.
2. The owner should be contacted in writing and be requested to remove the stones from the highway verge.
3. Where Bedfordshire Highways deems the stones to be a danger, the stones should be removed without further notice and stored for 28 days.
4. Where Bedfordshire Highways deems the stones to be a nuisance rather than a danger, the site shall be re-inspected 28 days after the initial notice date to ensure the stones have been removed.
5. In extreme cases where stones are repeatedly replaced and the owners continue to be unwilling to move the obstacles, then an application to the local magistrates' court will be considered under Section 149 of the Highways Act 1980.
6. Bedfordshire Highways shall discuss with the resident the reasons for installing the stones..

J.1.2 – Regulatory Inspections

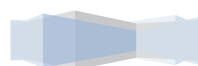
J.1.2.1 - Regulatory Inspection – Highways Act 1980

Regulatory Inspection of the Highway Network shall be undertaken at the time of Safety Inspection. This will identify illegal matters affecting the highway network.

Dependent upon the degree of deficiency, each identified defect shall be assessed for action through either:

- Reactive works
- Routine works
- Programmed works

The nature of response for each element of the highway asset is established in the relevant asset section of this Plan.



J.1.2.2 - Regulatory Inspection – New Roads and Street Works Act (NRSWA)

Central Bedfordshire Council has a duty to inspect public utilities' street works at three defined stages:

- During excavation (Type A inspection);
- Within six months of permanent reinstatement (Type B inspection);
- During the three months preceding the end of guarantee period, which is normally two, but three years in the case of full reconstruction (Type C inspection).

Bedfordshire Highways shall comply with the NRSWA Code of Practice for inspection carry out these three categories of inspection. The inspection is based on a random sample of 10% of openings at each of the stages, making a total of 30% of an Undertaker's works.

Bedfordshire Highways shall report defective reinstatements and street works sites to the relevant utilities and monitors those remedial measures, to ensure that they are correctly carried out, imposing financial penalties where appropriate.

J.1.3 – Regulatory Maintenance Standards

J.1.3.1 - Reactive

In many instances of reactive maintenance, the Council's powers under the Highway Act 1980 have to be utilized to combat immediate or imminent hazards where the duty for maintenance or fault lies with others. Examples might be an incident or other exceptional event on the highway network or offences caused.

In such instances, costs incurred may be recovered. Such action shall always be entered into where:

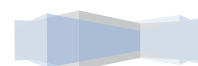
- It is considered that it is cost effective to do so;
- The offence is repeated or severe in nature.

Where the provider has exhausted all reasonable non-legal efforts in stopping or removing the risk or offence from a third party, then the matter shall be referred to the CBC Service Management Team for consideration of CBC invoking a legal challenge.

In addition to this, measures may be required to remove the cause of future risk. This measure may require the action of other parties and the use of CBC's powers under the Highway Act 1980.

Road Traffic Regulation Act 1984 – Emergency Road Closure

The Council, as the Highway Authority, has the power under Section 14(3) of the Road Traffic Regulation Act 1984 to close any part of the public highway in the interest of safety.

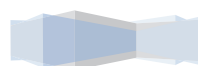


J.1.3.2 - Routine

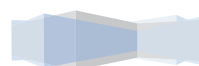
Highway Act 1980

CBC has the power to enter into agreement upon or license a number of activities upon the public highway. The number of activities included within the contract with the provider together with who is responsible for managing is listed below;

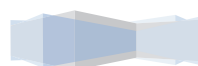
<i>Section of HA 1980</i>	<i>Provision</i>	<i>Duty held by CBC</i>	<i>Work carried out by Supply Chain</i>	<i>Providers Duties</i>
37	Highway created by dedication		#	Assist the Employer as requested by the Employer
38	Power to adopt by agreement		#	Assist the Employer as requested by the Employer
41	Duty to maintain	#		Carry out works on behalf of Employer
47	Power of magistrate to declare unnecessary highway		#	Assist the Employer as requested by the Employer
48	Power of magistrate to declare highway again		#	Assist the Employer as requested by the Employer
56	Order to repair		#	Assist the Employer as requested by the Employer
58	Defence for non-repair		#	Assist the Employer as requested by the Employer
59	Recovery of expenses due to extraordinary traffic		#	Assist the Employer as requested by the Employer
60	Liability of others for alternative routes		#	Assist the Employer as requested by the Employer
62	Power to improve highways	#		Exercise the functions of the Employer by or under this section



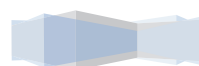
64	Dual carriageways and roundabouts	#		Carry out works on behalf of Employer
65	Cycletracks	#		Exercise the functions of the Employer by or under this section
66	Footways and guard-rails	#		Exercise the functions of the Employer by or under this section
68	Refuges		#	Carry out works on behalf of Employer
70	Footbridges	#		Exercise the functions of the Employer by or under this section
71	Margins for horses	#		Exercise the functions of the Employer by or under this section
72	Widening of highways		#	Exercise the functions of the Employer by or under this section
75	Varying of widths		#	Exercise the functions of the Employer by or under this section
76	Levelling of highways	#		Exercise the functions of the Employer by or under this section
77	Alteration of levels	#		Exercise the functions of the Employer by or under this section
78	Cutting off of corners	#		Carry out works on behalf of Employer
79	Prevention of obstruction to view at corners		#	Advise the Employer when it may be necessary for the Employer to issue a notice and plan pursuant to this section



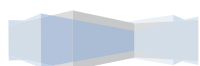
80	Power to fence		#	Exercise the functions of the Employer by or under this section
81	Provision of boundary posts	#		Exercise the functions of the Employer by or under this section
82	Provision of cattle grids		#	Assist the Employer as requested by the Employer
83	Removal of cattle grids		#	Assist the Employer as requested by the Employer
84	Maintenance of cattle grids	#		Exercise the functions of the Employer by or under this section
91	Construction of bridges		#	Assist the Employer as requested by the Employer
92	Reconstruction of bridges		#	Assist the Employer as requested by the Employer
93	Powers to make orders for private bridges		#	Assist the Employer as requested by the Employer
94	Powers to enter into agreements with bridge owners		#	Assist the Employer as requested by the Employer
95	Supplementary provisions as to orders for bridges		#	Assist the Employer as requested by the Employer
96	Powers to plant trees, grass etc.		#	Exercise the functions of the Employer by or under this section
97	Lighting of highways		#	Exercise the functions of the Employer by or under this section
98	Delegation of lighting functions		#	Assist the Employer as requested by the



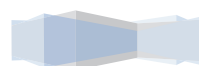
				Employer
99	Metalling of highways	#		Exercise the functions of the Employer by or under this section
100	Drainage of Highways	#		Exercise the functions of the Employer by or under this section
101	Power to fill in roadside ditches etc	#		Advise the Employer when a ditch on land adjoining or lying near the highway may constitute a danger to users of the highway
102	Provision of works for protecting highways	#		Exercise the functions of the Employer by or under this section
103	Provision of posts to indicate flood water	#		Exercise the functions of the Employer by or under this section
104	Mitigating nuisance of dust		#	Exercise the functions of the Employer by or under this section
116	Stopping up of highway		#	On advice of the Employer, exercise the functions of the Employer by or under this section
122	Power to make temporary diversions	#		Exercise the functions of the Employer by or under this section, advising Employer of compensation claims
124	Stopping up of private access		#	Advise the Employer and exercise the functions of the Employer by or under this section when requested



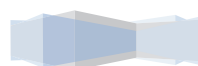
				by the Employer
125	Further powers to stop up private access		#	Advise the Employer and exercise the functions of the Employer by or under this section when requested by the Employer
126	Provisions supplementary to S124 and S125		#	Advise the Employer and exercise the functions of the Employer by or under this section when requested by the Employer
127	Stopping up access by agreement	#		Exercise the functions of the Employer by or under this section, advising Employer of compensation claims
128	Penalty for using access		#	Advise the Employer and exercise the functions of the Employer by or under this section when requested by the Employer
129	Further provisions with respect to accesses	#		Exercise the functions of the Employer by or under this section
130	Protection of public rights	#		Exercise the functions of the Employer by or under this section
131	Penalty for damaging highway		#	Advise Employer if any person commits an offence covered by this section, with details and recommendations for further action.



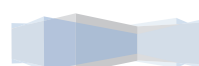
				If requested by Employer, arrange for remediation
132(1)	Unauthorised marks on highways		#	Advise Employer if any person commits an offence covered by this section, with details and recommendations for further action. If requested by Employer, arrange for remediation
133	Damage to footways of streets by excavations	#		Exercise the functions of the Employer by or under this section
137	Penalty for obstruction	#		Advise Bedfordshire Police and Employer
138	Penalty for erecting building in highway		#	Advise Employer if any person commits an offence covered by this section, with details and recommendations for further action. If requested by Employer, arrange for remediation
139	Placing of builder's skips	#		Assist the Employer as requested by the Employer
140	Power to require owner of skip to remove or reposition it	#		Assist the Employer as requested by the Employer
141	Restriction on planting of trees etc. in or near carriageway	#		Exercise the functions of the Employer by or under this section



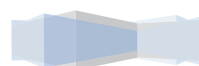
142	Licence to plant trees, shrubs etc. in a highway	#		Exercise the functions of the Employer by or under this section. Manage the sponsorship of roundabouts (See Network Maintenance Service Plan)
143	Power to give notice requiring removal of structures from highways	#		Exercise the functions of the Employer by or under this section including encroachment on the highway or highway boundary
144	Power to erect flagpoles etc. on highways		#	Advise Employer, as requested by Employer, on consents to erect flagpoles and other "relevant works" referred to in this section. Advise Employer if any person commits an offence covered by this section, with details and recommendations for further action
145	Powers as to gates across highway		#	Advise Employer if any person commits an offence covered by this section, with details and recommendations for further action. If requested by Employer, arrange for remediation



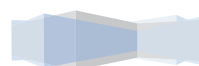
148	Penalty for depositing things on the highway		#	Advise Employer if any person commits an offence covered by this section, with details and recommendations for further action. If requested by Employer, arrange for remediation
149	Removal of things so deposited on the highways as to be a nuisance etc.		#	On behalf of the Employer remove obstructions from the highway or make safe pending further action. Advise the Employer of things deposited on a highway that may constitute a nuisance with recommendations for further action. Arrange for work to be carried out and take steps to recover expenses reasonably incurred as requested by the Employer
150	Duty to remove snow, soil etc. from the highway	#		Exercise the functions conferred on the Employer by or under this section, except insofar as they relate to an obstruction in a highway which is the property of a person
151	Prevention of soil etc. washing on to highway	#		Exercise the functions of the Employer by or under this section



152	Powers as to removal of projections from buildings	#		Exercise the functions of the Employer by or under this section
153	Doors etc. not to open outwards	#		Exercise the functions of the Employer by or under this section
154	Cutting or felling of trees that overhang the highway	#		Exercise the functions of the Employer by or under this section. Arrange for work to be carried out and take steps to recover expenses reasonably incurred as requested by the Employer
161 and 161A	Penalties for causing danger or annoyance	#		Exercise the functions of the Employer by or under this section
162	Penalties for placing rope across the highway	#		Exercise the functions of the Employer by or under this section
163	Prevention of water flowing onto highway	#		Exercise the functions of the Employer by or under this section
164	Power to require removal of barbed wire	#		Exercise the functions of the Employer by or under this section
165	Dangerous land adjoining the highway	#		Exercise the functions of the Employer by or under this section
166	Forecourt abutting highway	#		Exercise the functions of the Employer by or under this section
167	Powers relating to retaining walls	#		Exercise the functions of the Employer by or under this section
168	Building operations	#		Exercise the functions of the



	affecting public safety			Employer by or under this section
169	Control of scaffolding on the highway	#		Assist the Employer as requested by the Employer, particularly in respect of undertaking structural safety inspections. Advise employer of any dangerous scaffolds or other structures
170	Control of mixing mortar etc. on the highway	#		Exercise the functions of the Employer by or under this section
171	Control of deposit of building materials and making of excavations in streets	#		Assist the Employer as requested by the Employer, particularly in respect of undertaking structural safety inspections. Advise employer of any dangerous scaffolds or other structures
172	Hoardings to be set up	#		Exercise the functions of the Employer by or under this section
173	Hoardings to be securely erected	#		Exercise the functions of the Employer by or under this section
176	Restriction on construction of bridges over highways	#		Assist the Employer as requested by the Employer, particularly in respect of design checks and preparation of licenses. Advise employer of any dangerous



				scaffolds or other structures
177	Restriction on construction of buildings over the highway	#		Assist the Employer as requested by the employer
178	Prohibition on placing rails, beams etc. over highways without consent of the Highway Authority	#		Exercise the functions conferred on the Employer as Highway Authority by or under this section. Assist Employer to respond to appeals
184	Vehicle crossings over footways and verges	#		Exercise the functions of the Employer by or under this section
185	Power to install etc. refuse or storage bins in streets	#		Exercise the functions of the Employer by or under this section

NB Stopping Up Orders (Section 116 above) can also be promoted under the Town and Country Planning Act under certain circumstances.

Road Traffic Regulation Act 1984

The Council as the Highway Authority, has the power to instigate temporary traffic control measures. These Include:

Temporary Road Closure or Traffic Restriction	Section 14(1)
Temporary Road Closure Special Event	Section 16(a)
Temporary Speed Restriction Order	Section 14(1)

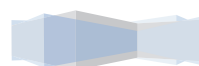
New Roads and Street Works Act 1991

The Authority has a duty under NRSWA 1991 to co-ordinate their own and public utilities' street works. It holds quarterly co-ordination meetings during which information is exchanged with utilities and the timing of major projects is discussed.

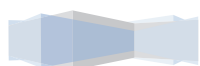
J.1.3.3 - Programmed

Regulatory Functions are currently undertaken by:

- Reactive Works



- Routine Works
- As part of other Programmed Works



Contact us...

Për Informacion Per Informazione Za Informacije नगरवारी लसी
المعلومات معلومات کے لئی তথ্যের জন্য Za Informacja برای اطلاع

by telephone: 0300 300 8000

by email: customer.services@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ



Central Bedfordshire Local Transport Plan: Appendix I

Road Safety Strategy Targets

August 2014

1. Introduction

This report details the revised road safety targets, performance and trajectories for Central Bedfordshire Council (CBC) in the period up until 2020.

Please note the figures in this report include the casualty figures from the Highways Agency's (HA) network which CBC do not control, these are as follows:

- M1
- A1(M)
- A1
- A421
- A5

2. Performance

Casualties as a whole have fallen within CBC and if our data was separated from the HA figures we would be significantly under our baseline target. As it is, we are achieving a well balanced reduction in terms of both killed and seriously injured (KSI) casualties as well as slight injuries.

The authority has also made a noticeable impact on the reduction in the severity of collisions, perhaps not always removing the casualty altogether. Reducing the severity has a large impact on overall casualty reduction and impact on the highway network.

From 2009 (allowing for fluctuation in 2010) the authority is on track to hit the 2020 targets for reduction in both total KSI and Slight Casualties. In 2013, 115 KSI's were recorded, of which 28% were on the HA's network.

Figure 1 Central Bedfordshire KSI Casualties 2009 - 2013

	Baseline	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Target
Target Trajectory		136.4	131.4	126.4	121.5	116.5	111.6	106.6	101.6	96.7	91.7	86.8	81.8
Fatal	17.4	7	13	7	10	7							
Serious	119	128	127	87	98	108							
KSI's	136.4	135	140	94	108	115							

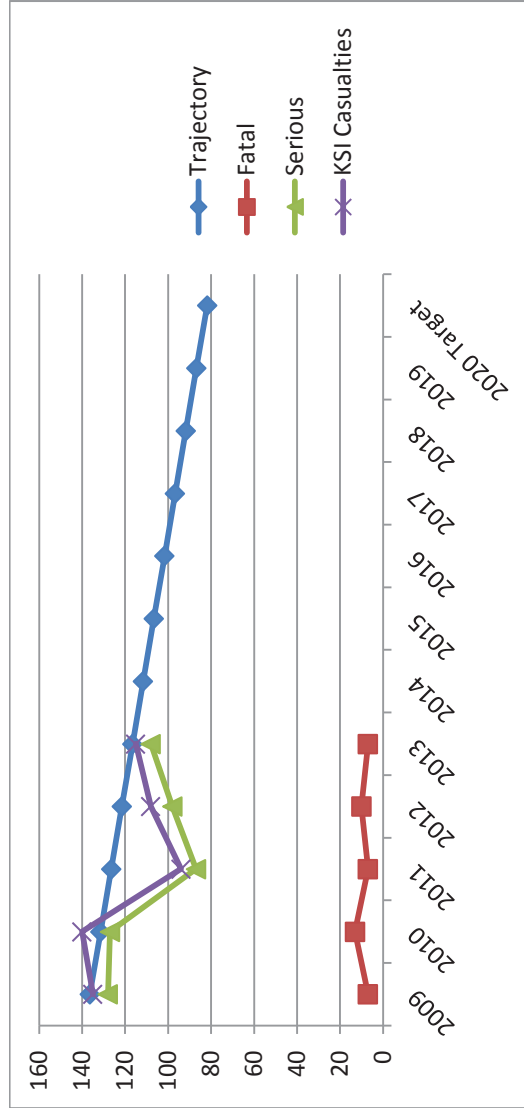
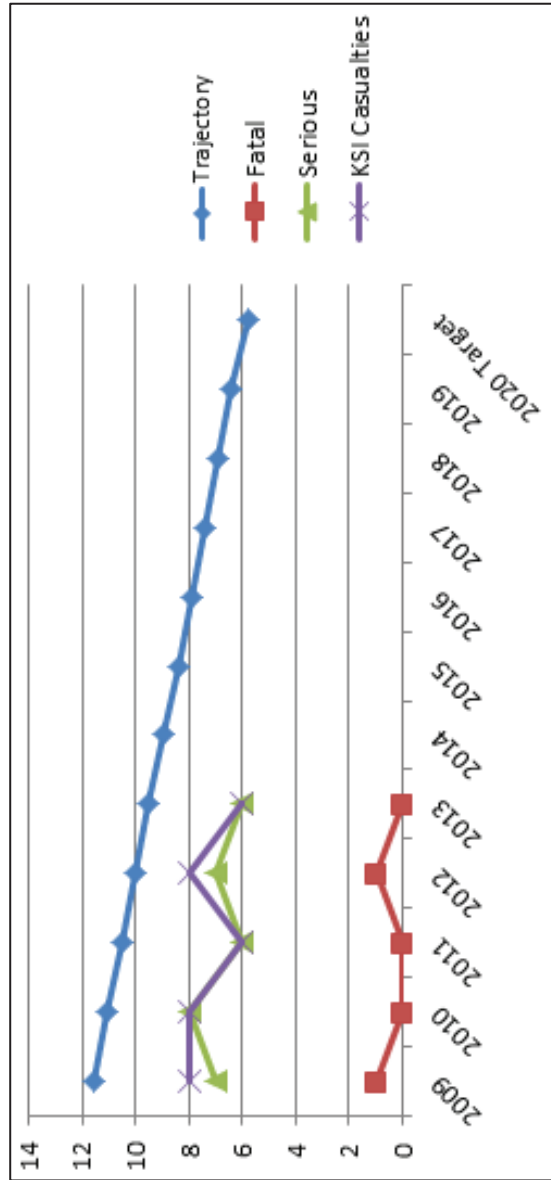


Figure 2 Central Bedfordshire Child KSI Casualties 2009 - 2013

	Baseline	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Target
Target Trajectory		11.6	11.08	10.5	10.04	9.5	9	8.4	7.9	7.4	6.9	6.4	5.8
Fatal	0.4	1	0	0	1	0							
Serious	11.2	7	8	6	7	6							
KSI's	11.6	8	8	6	8	6							



Central Bedfordshire Council Adult Casualty figures including Highways Agency Roads

		04-08 Baseline	2009	2010	2011	2012	2013	Change from Baseline
Adult Casualties	Fatal	17.4	7 (4)	13 (10)	7 (4)	10 (8)	7 (3)	-60%
	Serious	119	128 (102)	127 (95)	87 (71)	98 (82)	108 (80)	-9%
	KSI	136.4	135 (106)	140 (105)	94 (75)	108 (90)	115 (83)	-16%
	Slight	978.6	896 (607)	853 (588)	825 (566)	757 (536)	715 (440)	-27%
	Total	1115	1031 (713)	993 (693)	919 (641)	865 (626)	830 (523)	-26%

*(CBC Individual Figures)

Central Bedfordshire Council Child Casualty figures including Highways Agency Roads

		04-08 Baseline	2009	2010	2011	2012	2013	Change from Baseline
Child Casualties	Fatal	0.4	1 (0)	0 (0)	0 (0)	1 (1)	0 (0)	-100%
	Serious	11.2	7 (6)	8 (8)	6 (5)	7 (6)	6 (4)	-46%
	KSI	11.6	8 (6)	8 (8)	6 (5)	8 (7)	6 (4)	-48%
	Slight	88.2	51 (41)	70 (58)	69 (57)	47 (39)	48 (38)	-46%
	Total	99.8	59 (47)	78 (66)	75 (62)	55 (46)	54 (42)	-46%

*(CBC Individual Figures)

3. Targets

The overall aim of the Road Safety Strategy is to reduce casualties in line with targets set out by CBC which have been set within the context of the delivery of national targets.

Suggested targets to 2020 as set out in the Government White Paper¹, *A Safer Way 2009* are:

- 33% reduction in the number of people killed
- 33% reduction in the number of people seriously injured
- 50% reduction in the number of children and young people aged 0-17 killed and seriously injured
- 50% reduction in the KSI rate per km travelled by pedestrians and cyclists

CBC has adopted the above targets with the following more challenging exceptions (This will be reviewed if further Government advice is issued):

- 40% reduction in the number of people killed
- 40% reduction in the number of people seriously injured
- 10% reduction in the number of people slightly injured (not included in the Government targets)

•
ALL KSIs

BASELINE (2004-2008 Average)	CBC Target (40% reduction)	Proposed National Target (33% reduction)
Fatal 17.4 per annum	10 per annum	12 per annum
Serious 119 per annum	71 per annum	80 per annum
Current Situation		
2013 Fatal	3	-70%
2013 Serious	80	+12%

CHILD KSIs

BASELINE (2004-2008 Average)	CBC Target (100% reduction (fatal) and 50% (serious))	Proposed National Target (50% reduction)
Fatal 2 over 5 years	0 per annum	1 Over 5 years
Serious 11.2	6 per annum	6 per annum
Current Situation		
2013 Fatal	0	-----
2013 Serious	4	-44%

SLIGHT

BASELINE (2004-2008 Average)	CBC Target (10% reduction)	Proposed National Target
978.6	881 per annum	N/A
Current Situation		
2013	440	-51%

¹<http://webarchive.nationalarchives.gov.uk/20100104171434/http://www.dft.gov.uk/consultations/closed/roadsafetyconsultation/roadsafetyconsultation.pdf>

Meeting: Executive
Date: 14 October 2014
Subject: Quarter 1 Performance Report
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: To report on Quarter 1 2014/15 performance for Central Bedfordshire Council's Medium Term Plan (MTP) indicator set.

Advising Officer: Deb Clarke, Director of Improvement and Corporate Services
Contact Officer: Elaine Malarky, Head of Programme & Performance Management
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision No
**Reason for urgency/
exemption from call-in** N/A

CORPORATE IMPLICATIONS

Council Priorities:

The quarterly Medium Term Plan performance report underpins the delivery of all Council priorities.

Financial:

1. None directly but the indicator set does monitor the percentage increase in Council Tax.

Legal:

2. None.

Risk Management:

3. Any areas of on-going underperformance would be a risk to both service delivery and the reputation of the Council.

Staffing (including Trades Unions):

4. None

Equalities/Human Rights:

5. This report highlights performance against a range of indicators which measure how the Council is delivering against its Medium Term Plan priorities. It identifies specific areas of underperformance which can be highlighted for further analysis. Whilst many of the indicators deal with information important in assessing equality, it is reported at the headline level in this report.
6. To meet the Council's stated intention of tackling inequalities and delivering services so that people whose circumstances make them vulnerable are not disadvantaged, performance data for indicators in this set is supported by more detailed performance data analysis at the service level and this is used to support the completion of equality impact assessments. These impact assessments provide information on the underlying patterns and trends for different sections of the community and identify areas where further action is required to improve outcomes for vulnerable groups.

Public Health

7. The indicator set includes an indicator monitoring the percentage of 40 to 74 year olds offered a health check.

Community Safety:

8. The levels of serious acquisitive crime and anti-social behaviour are included in the indicator set.

Sustainability:

9. Included in the indicator set are a broad range of indicators relating to sustainability including those covering employment, access to broadband, library usage, active recreation and waste.

Procurement:

10. Not applicable

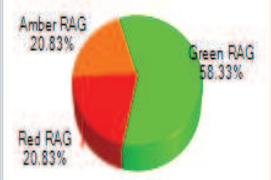
Overview and Scrutiny:

11. This report will be presented to the Overview and Scrutiny committees during the October/November 2014 cycle of meetings.

RECOMMENDATION: The Executive is asked to:

1. **Acknowledge the continuing good performance in Quarter 1 for the indicators being used to help support monitoring of progress against the Medium Term Plan priorities, and to recommend officers to further investigate and resolve underperforming indicators as appropriate.**

<i>Reason for Recommendation:</i>	<i>To ensure a rigorous approach to performance management across Central Bedfordshire Council.</i>
-----------------------------------	---

Executive Summary																																																			
12.	This report focuses on the indicators that support the monitoring of progress against the priorities in the Medium Term Plan (MTP).																																																		
13.	<p>The report comprises the following sections:</p> <ul style="list-style-type: none"> • Overall summary for the reporting period (paragraph 14 below). • The Executive report scorecard (pages 6 and 7). • This Quarter’s Green performance (paragraph 16 and page 8). • This Quarter’s Amber performance (paragraph 17 and page 8). • This Quarter’s Red performance (paragraph 18 and page 8). • Directorate summaries (pages 9 to 14). 																																																		
Overall Summary																																																			
14.	<p>There are currently 29 indicators in the current MTP basket, performance for 24 of these is monitored against agreed targets and a RAG status reported, and there are five indicators where we monitor direction of travel only.</p> <p>This report shows the latest data for all these indicators, even if new data is not being reported in this Quarter, so that a complete picture of overall performance can be shown.</p>																																																		
	<table border="1"> <thead> <tr> <th style="background-color: #76b82a; color: white;">Period Overall Summary</th> <th colspan="4" style="background-color: #76b82a; color: white;">Current Status</th> </tr> <tr> <td></td> <td style="text-align: center;">▲</td> <td style="text-align: center;">●</td> <td style="text-align: center;">★</td> <td style="text-align: center;">Total</td> </tr> </thead> <tbody> <tr> <td>Quarter 1 (March - June 2014). There are 29 indicators in the Medium Term Plan basket.</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">14</td> <td style="text-align: center;">24</td> </tr> <tr> <td>At the end of Quarter 1 2014/15, 24 of these indicators are showing RAG scores:</td> <td colspan="4"></td> </tr> <tr> <td>GREEN 14</td> <td colspan="4"></td> </tr> <tr> <td>AMBER 5</td> <td colspan="4"></td> </tr> <tr> <td>RED 5</td> <td colspan="4"></td> </tr> <tr> <td>NOT SCORED 5 (as these do not have targets set).</td> <td colspan="4"></td> </tr> <tr> <td>Of those reporting new data this quarter, eleven are Green, four are Amber, four are Red and two are not scored.</td> <td colspan="4"></td> </tr> <tr> <td>Overall performance remains strong across the priorities in the Medium Term Plan with only a small number of indicators scored as red.</td> <td colspan="4"></td> </tr> </tbody> </table> 	Period Overall Summary	Current Status					▲	●	★	Total	Quarter 1 (March - June 2014). There are 29 indicators in the Medium Term Plan basket.	5	5	14	24	At the end of Quarter 1 2014/15, 24 of these indicators are showing RAG scores:					GREEN 14					AMBER 5					RED 5					NOT SCORED 5 (as these do not have targets set).					Of those reporting new data this quarter, eleven are Green, four are Amber, four are Red and two are not scored.					Overall performance remains strong across the priorities in the Medium Term Plan with only a small number of indicators scored as red.				
Period Overall Summary	Current Status																																																		
	▲	●	★	Total																																															
Quarter 1 (March - June 2014). There are 29 indicators in the Medium Term Plan basket.	5	5	14	24																																															
At the end of Quarter 1 2014/15, 24 of these indicators are showing RAG scores:																																																			
GREEN 14																																																			
AMBER 5																																																			
RED 5																																																			
NOT SCORED 5 (as these do not have targets set).																																																			
Of those reporting new data this quarter, eleven are Green, four are Amber, four are Red and two are not scored.																																																			
Overall performance remains strong across the priorities in the Medium Term Plan with only a small number of indicators scored as red.																																																			
15.	<p>During 2014/15 there will be four performance reports presented and over the year the 29 MTP indicators will be reported as follows:</p> <ul style="list-style-type: none"> ○ 17 indicators will be reported every quarter ○ four will report twice yearly <ul style="list-style-type: none"> ▪ two in Q1 & 2 ▪ two in Q1 & 3 ○ seven will report annually <ul style="list-style-type: none"> ▪ one in Q1 ▪ one in Q3 ▪ five in Q4 ○ and there is one indicator measured every three years which is due next to be reported in Q1 2016/17. 																																																		

16.	<p>Overall performance remains good across the Medium Term Plan (MTP) priorities with fourteen indicators scored as Green of which eleven are reporting new data this Quarter.</p> <p>These indicators include:</p> <ul style="list-style-type: none"> • percentage of residents satisfied with the local area as a place to live; the results from the Spring 2014 Residents Satisfaction tracker Survey show that 89% are satisfied with Central Bedfordshire which is 5% above the national average (A1 MTP). • the number of people aged between 16 and 64 in employment, where the percentage for Central Bedfordshire has risen to 77.4% which means for the first time since June 2012, the target of remaining more than 5% above the national rate (currently 71.2%) has been met (A2 MTP); • the percentage of schools classed as 'Good' or 'Outstanding' at 86% (B4 MTP); • the percentage of Council commissioned dementia classified as 'good' or 'excellent' at 61.2% (C5a MTP); • the number of Health Checks offered in Quarter 1, at 5, 222 was well above target (C7 MTP); • the percentage of child protection cases due to be reviewed during the year that were reviewed, where performance remains at 100% (C10 MTP); and • the percentage of referral of children leading to the provision of a social care service was 81.7% and the number of assessments completed within 45 working days was 92.8%. It is anticipated that with the creation of the Access and Referral Hub performance levels will be sustained over the coming year (C8a & C9a MTP). <p>(Details of all indicators scored as Green can be seen on page 8 of this report).</p>
17.	<p>In this Quarter there are five indicators scored as Amber of which four are reporting new data.</p> <p>Within the Ambers:</p> <ul style="list-style-type: none"> • the average time in days between a child entering care and moving in with its adoptive family at 533 days shows improving performance. The target has been reduced to reflect the national aspiration for shorter adoption timescales and it is anticipated that this will be achieved by the year end (C11 MTP) • the latest Active People Survey data shows a small rise in the percentage of adults participating in sport or active recreation to 24.2%, which is now just 0.2% below the national average (E2 MTP). • the satisfaction level for pavement maintenance at 49% shows improvement and is now within 1% of our 50% target and 5% above the national average. Satisfaction with Highways continues to be an issue for our residents, albeit that the condition of Central Bedfordshire's roads and pavements is comparatively good (D1b MTP). <p>(Details of all indicators scored as Amber can be seen on page 8 of this report).</p>

18.	<p>In this Quarter there are five indicators scored as Red, with four reporting new data.</p> <p>The five indicators include:</p> <ul style="list-style-type: none">• the measure of the number of social care clients receiving self-directed support which as previously reported has a particularly challenging target in the MTP;• the no of additional 'Extra Care' flats which will be green once Priory View is delivered in August 2015 (C2 MTP);• satisfaction levels for roads maintenance at 30% against a local target of 36% is also below the 42% national average (D1a MTP);• the provisional 13/14 outturn for the percentage of household waste sent for reuse, recycling and composting at 49.8% shows a small decline on 2012/13 (E1 MTP); and• Achievement of 5 or more A* - C Grades at GCSE level for the 2013 academic year. The results for 2014 will be available late October, and a number of our schools have asked for significant remarking of exam scripts. <p>(Details of all indicators scored as Red can be seen on page 8 of this report).</p>
-----	---

Appendices: None

Background Papers: Individual indicator information.

Location of papers: Programme and Performance Team, Priory House.

Enhance your local community

...	Performance will be reported	Latest Data	Performance Judgement	Current Status
...	A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Apr 14	↓	★
...	A2 MTP Number of people in employment aged (16 to 64) (% above national average)	Mar 14	↑	★
...	A3 MTP % of approved residential developments achieving CABE excellent status	Jun 14	→	★
...	A4 MTP Number of Serious Acquisitive Crimes (Rate for 1,000)	Jun 14	↑	★
...	A5 MTP Number of recorded anti-social behaviour incidents	Jun 14	→	n/a

Improved educational attainment

...	Performance will be reported	Latest Data	Performance Judgement	Current Status
...	B1 MTP Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths - ranking	Dec 13	↓	▲
...	B2 MTP Young People who are not in education, employment or training-Ranking	Feb 14	↓	●
...	B3 MTP Number of education and training opportunities made available in the Autumn.	Dec 13	↑	★
...	B4 MTP Published Ofsted School & College classifications (% good/outstanding)	Jun 14	↑	★

Promote health and wellbeing and protect the vulnerable

...	Performance will be reported	Latest Data	Performance Judgement	Current Status
...	C1 MTP Protecting Vulnerable Adults	Jun 14	→	★
...	C2 MTP Additional 'Extra Care' flats provided	Jun 14	→	▲
...	C3 MTP Percentage of decent homes (Council stock)	Jun 14	→	●
...	C4a MTP Village Care Scheme % Coverage	Jun 14	→	★
...	C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Jun 14	→	★
...	C6 MTP % clients receiving self directed support	Jun 14	→	▲
...	C7 MTP Percentage of 40 to 74 year olds offered a health check	Jun 14	→	★
...	C8a MTP % of referrals of children leading to the provision of a social care service (Cumulative)	Jun 14	↑	★
...	C9a MTP % of children's social care assessments within 45 working days of start (Cumulative)	Jun 14	↑	★
...	C10 MTP % child protection cases due to be reviewed during that year were reviewed	Jun 14	→	★
...	C11 MTP Average time in days between a child entering care and moving in with its adoptive family	Jun 14	↑	●

Better infrastructure

...	Performance will be reported	Latest Data	Performance Judgement	Current Status
...	D1a MTP Percentage resident satisfaction with road maintenance	Apr 14	→	▲
...	D1b MTP Percentage resident satisfaction with pavement maintenance	Apr 14	↑	●
...	D2 MTP Percentage of Central Bedfordshire with access to superfast broadband	Mar 13	↑	.
...	D3 MTP Percentage of Central Bedfordshire with access to at least 2Mb broadband	Mar 13	↑	.

Great universal services

...	Performance will be reported	Latest Data	Performance Judgement	Current Status
...	Quarterly	Mar 14	↓	▲
...	Bi-Annual	Jun 14	↑	●
...	Every 3 years (Mar)	Mar 13	↑	★
...	Annual (March)	Mar 14	↑	n/a

Value for money

...	Performance will be reported	Latest Data	Performance Judgement	Current Status
...	Annual (March)	Mar 14	→	★

F1 MTP Percentage increase in Council Tax

Green Performance

Indicator	Latest data	Target (Period)	Actual (Period)	Current Status
A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Apr 14	84.0	89.0	★
A2 MTP Number of people in employment aged (16 to 64) (% above national average)	Mar 14	5.00	5.50	★
A3 MTP % of approved residential developments achieving CABE excellent status	Jun 14	100	100	★
A4 MTP Number of Serious Acquisitive Crimes (Rate for 1,000)	Jun 14	3.2	2.7	★
B3 MTP Number of education and training opportunities made available in the Autumn.	Dec 13	5,169	5,211	★
B4 MTP Published Ofsted School & College classifications (% good/outstanding)	Jun 14	75	86	★
C1 MTP Protecting Vulnerable Adults	Jun 14	Green	Green	★
C10 MTP % child protection cases due to be reviewed during that year were reviewed	Jun 14	100.0	100.0	★
C4a MTP Village Care Scheme % Coverage	Jun 14	100.00	100.00	★
C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Jun 14	60.00	61.20	★
C7 MTP Percentage of 40 to 74 year olds offered a health check	Jun 14	100.00	128.97	★
C8a MTP % of referrals of children leading to the provision of a social care service (Cumulative)	Jun 14	75.0	81.7	★
C9a MTP % of children's social care assessments within 45 working days of start (Cumulative)	Jun 14	90.0	92.8	★
E3 MTP Percentage Satisfaction of adults with library services	Mar 13	93	95	★
F1 MTP Percentage increase in Council Tax	Mar 14	0.00	0.00	★

Amber Performance

Indicator	Latest data	Target (Period)	Actual (Period)	Current Status
B2 MTP Young People who are not in education, employment or training-Ranking	Feb 14	38.00	43.00	●
C11 MTP Average time in days between a child entering care and moving in with its adoptive family	Jun 14	532	533	●
C3 MTP Percentage of decent homes (Council stock)	Jun 14	100.0	99.7	●
D1b MTP Percentage resident satisfaction with pavement maintenance	Apr 14	50.00	49.00	●
E2 MTP Percentage of adults in Central Bedfordshire taking part in sport or active recreation (APS)	Jun 14	24.2	24.1	●

Red Performance

Indicator	Latest data	Target (Period)	Actual (Period)	Current Status
B1 MTP Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths -ranking	Dec 13	50.00	114.00	▲
C2 MTP Additional 'Extra Care' flats provided	Jun 14	Green	Red	▲
C6 MTP % clients receiving self directed support	Jun 14	100.0	71.9	▲
D1a MTP Percentage resident satisfaction with road maintenance	Apr 14	36.0	30.0	▲
E1 MTP % of household waste sent for reuse, recycling and composting (cumulative)	Mar 14	51.00	45.40	▲

Social Care, Health & Housing					
Promote health and wellbeing and protect the vulnerable	Performance will be reported	Latest Data	Direction of Travel	Current Status	
C1 MTP Protecting Vulnerable Adults	Quarterly	Jun 14	➔	★	
C2 MTP Additional 'Extra Care' flats provided	Quarterly	Jun 14	➔	▲	
C3 MTP Percentage of decent homes (Council stock)	Quarterly	Jun 14	➔	●	
C4a MTP Village Care Scheme % Coverage	Quarterly	Jun 14	➔	★	
C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Quarterly	Jun 14	➔	★	
C6 MTP % clients receiving self directed support	Quarterly	Jun 14	➔	▲	

Summary - Social Care, Health & Housing

Quarter 1 (April to June 2014)

The Directorate continues to perform well against the Medium Term Plan priority "Promote health and wellbeing and protecting the vulnerable".

Performance remains strong for the proportion of customers receiving self-directed support (C1 MTP), with performance still exceeding the national target and remains strong in comparison to neighbouring authorities and the Eastern region. The local aspiration to achieve 100% remains.

Work continues on the Priory View build and is due to start shortly on the Greenfields site in Leighton Buzzard. These schemes will deliver 165 extra care flats by 2016.

All wards continue to be covered by a village care schemes and 531 residents have benefitted from the schemes in the first quarter of the year.

Progress has been maintained in the other targets.

Public Health

Promote health and wellbeing and protect the vulnerable

C7 MTP Percentage of 40 to 74 year olds offered a health check

Performance will be reported	Latest Data	Direction of Travel	Current Status
Quarterly	Jun 14	↓	🟢

Summary - Public Health

Quarter 1 (April - June 14)

The latest data (March 2014) shows the number of Health Checks offered in the period 2013/14 exceeded expected performance, reaching 138% of target.

As the cumulative percentage of Health Checks delivered during 2013/14 was 87%, a similar level of performance to 2012/13, further focus in 2014/15 will be on delivering the target number of Health Checks, to a high and consistent standard, to achieve a high conversion rate.

Public Health relies largely on GPs to deliver NHS Health Checks and there have been differences in the number and quality of NHS Health Checks that each GP has delivered, due to existing workload and staffing levels, amongst other issues. Public Health is working to improve how GPs deliver NHS Health Checks and also look at other ways in which this service can be delivered. This will make NHS Health Checks easier to access and reduce some of the pressure on GPs, who have many demands on their time.

Children's Services

Improved educational attainment	Performance will be reported	Latest Data	Direction of Travel	Current Status
B1 MTP Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths - ranking	Annual (School Yr)	Dec 13	↓	▲
B2 MTP Young People who are not in education, employment or training-Ranking	Annual Average (Nov - Jan)	Feb 14	↓	●
B3 MTP Number of education and training opportunities made available in the Autumn.	Annual (School Yr)	Dec 13	↑	★
B4 MTP Published Ofsted School & College classifications (% good/outstanding)	Quarterly	Jun 14	↑	★
Promote health and wellbeing and protect the vulnerable				
C8a MTP % of referrals of children leading to the provision of a social care service (Cumulative)	Quarterly	Jun 14	↑	★
C9a MTP % of children's social care assessments within 45 working days of start (Cumulative)	Quarterly	Jun 14	↑	★
C10 MTP % child protection cases due to be reviewed during that year were reviewed	Quarterly	Jun 14	→	★
C11 MTP Average time in days between a child entering care and moving in with its adoptive family	Quarterly	Jun 14	↑	●

Summary - Children's Services

Quarter 1 (Apr - June 14)

86% of schools and colleges are good or outstanding - which is good performance. Ofsted publish a similar indicator which does not include colleges, or sponsored Academies which are yet to be inspected. This shows Central Bedfordshire compares well to statistical neighbours and national averages - as at 31 March 2014, 85% of Central Bedfordshire Schools are good or better and the Statistical Neighbour Average was 79% and England 80%.

Performance data across safeguarding measures is good at the end of Quarter 1 2014/15. Child protection reviews completed within timescales continue to achieve the 100% target.

The new Access and Referral Hub has added greater stability to the referral process. 81.7% of referrals have led to the provision of a social care service - achieving the 75% target. This indicator reflects the proportion of referrals that go on to further social care input, in most cases this will be to start an assessment. Detailed analysis of completed referrals has shown that assessments are started where needed and continue to focus correctly on the right children who need our services.

The ambitious 90% target for assessments completed within 45 days has been achieved, the Q1 figure 92.8% demonstrates that performance is good. The new processes are now well established with, good performance expected to continue through 2014/15.

Children are placed in their permanent home without undue delay which is particularly important in enabling very young children to form positive emotional attachments. The average timescales from entering care and moving in with adoptive family for the 3 years ending 30 June 14 was 533 days which is one day above the nationally set target threshold, 9 days below our 2011/14 outturn and 97 days below the comparator average for 2012/13. There has been further improvement on last year and Central Bedfordshire continues to compare well to other local authorities. With more adoptions planned and shorter timescales in most cases it is expected that improvements will continue.

Community Services

Enhance your local community	Performance will be reported	Latest Data	Direction of Travel	Current Status
A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Resident's Survey (Bi-Annual)	Apr 14	↓	★
A5 MTP Number of recorded anti-social behaviour incidents	Quarterly	Jun 14	↓	n/a
A4 MTP Number of Serious Acquisitive Crimes (Rate for 1,000)	Seasonal			
Better infrastructure	Quarterly	Jun 14	↓	★
D1a MTP Percentage resident satisfaction with road maintenance	Resident's Survey (Bi-Annual)	Apr 14	↓	▲
D1b MTP Percentage resident satisfaction with pavement maintenance	Resident's Survey (Bi-Annual)	Apr 14	↑	●
Great universal services	Seasonal			
E1 MTP % of household waste sent for reuse, recycling and composting (cumulative)	Quarterly	Mar 14	↓	▲
E2 MTP Percentage of adults in Central Bedfordshire taking part in sport or active recreation (APS)	Bi-Annual	Jun 14	↑	●
E3 MTP Percentage Satisfaction of adults with library services	Every 3 years (Mar)	Mar 13	↑	★
E4 MTP Number of visits to libraries	Annual (March)	Mar 14	↑	n/a

Summary - Community Services

Quarter 1 (April to June 2014)

Quarter 1 saw an increase in the rates of serious acquisitive crime and anti-social behaviour incidents that were recorded in the same quarter in 2012/13. Whilst there were only slight increases in the number of robbery and domestic burglary offences and anti social behaviour increased by 8.5%, theft of motor vehicles (TOMV) increased significantly with 78% more offences this quarter compared to the same time period last year. This was due to a long term TOMV series seen across Bedfordshire and following targeted action by Bedfordshire Police offence levels are now decreasing.

The Spring 14 Residents' Tracker Survey results indicated that satisfaction with Highways continues to be an issue for our residents and there is now an agreement with the service provider that public satisfaction is a key performance indicator, with a financial penalty should we not achieve our target for satisfaction with roads and pavement maintenance.

The latest provisional data showed a drop in the percentage of waste being sent for recycling, reuse or composting, the cumulative performance for the 2013/14 year at 49.8% shows a small decline from 2013/14.

The latest Active People Survey data shows a small rise in the percentage of adults participating in sport or active recreation which at 24.2% is just below the national average."

Regeneration

Enhance your local community	Performance will be reported	Latest Data	Direction of Travel	Current Status
A2 MTP Number of people in employment aged (16 to 64) (% above national average)	Quarterly	Mar 14	↑	↑
A3 MTP % of approved residential developments achieving CABE excellent status	Quarterly	Jun 14	→	↑
Better infrastructure				
D2 MTP Percentage of Central Bedfordshire with access to superfast broadband	Annual (March)	Mar 13	↑	n/a
D3 MTP Percentage of Central Bedfordshire with access to at least 2Mb broadband	Annual (March)	Mar 13	↑	n/a

Summary - Regeneration

Quarter 1 (April to June 2014)

Most recent employment data (March 14) shows the fifth successive quarterly increase in the employment rate. This latest data shows that at 77.4%, the Central Bedfordshire employment rate is now 5.5% above the national rate, 1.9% above the East of England and 1.7% above the SEMLEP average.

The number of people in employment has grown by 3,500 (2.8%) in the last quarter and over 4,800 (3.9%) since March 2013, which shows positive signs of the continued economic recovery.

We will continue to build on this good performance in 2014/15, as we actively work to encourage the growth of suitable businesses in Central Bedfordshire; influencing this through effective use of our assets, sector development and a package of support from Central Bedfordshire Council.

A key factor in the development of new businesses and jobs is the need to have the right information technology in place. Good progress is being made in the roll out of both 2Mb and superfast broadband, with provisional outturn data for 2013/14 showing at 76.8% superfast broadband coverage has increased 6.5% since 2012/13 and the access to at least 2Mb broadband provisional outturn data shows a 91.4% coverage is available indicating a 0.8% increase since 2012/13.

Finance				
Value for money	Performance will be reported	Latest Data	Direction of Travel	Current Status
F1 MTP Percentage increase in Council Tax	Annual (March)	Mar 14	➔	➡

Summary - Finance

Quarter 1 (April - June 14)

At Full Council on 20 February 2014, the Council agreed for the fourth consecutive year not to increase the Council Tax charges. This has only been possible through very careful financial management which has seen some £60M removed from the annual running costs of the Council since 2009.

Whilst no increase in Council Tax means that further savings have to be made in the 2014/15 financial year, this is being carefully planned so that front line services are protected as much as possible. The savings will be made through re-negotiated contracts, income generation, use of technology and changes to the way we deliver services.