



County Offices
Newland
Lincoln
LN1 1YL

4 September 2015

Highways and Transport Scrutiny Committee

A meeting of the Highways and Transport Scrutiny Committee will be held on **Monday, 14 September 2015 at 10.00 am in Committee Room One, County Offices, Newland, Lincoln LN1 1YL** for the transaction of the business set out on the attached Agenda.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Tony McArdle', written over a horizontal line.

Tony McArdle
Chief Executive

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

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

**HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE AGENDA
MONDAY, 14 SEPTEMBER 2015**

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| 10 | Communication on Work Programmes | Verbal Report |
| 11 | Council Business Plan 2015 - 2016 Performance Report, Quarter One <i>(To receive a report which informs the Committee that performance and projects data will be reported in a new style report against the Council Business Plan)</i> | 159 - 164 |
| 12 | Highways and Transport Scrutiny Committee Work Programme <i>(To receive a report which enables the Committee to consider and comment on the content of its work programme for the coming year)</i> | 165 - 168 |

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

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

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**HIGHWAYS AND TRANSPORT
SCRUTINY COMMITTEE
13 JULY 2015**

PRESENT: COUNCILLOR M BROOKES (CHAIRMAN)

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

Councillors: R G Davies, R G Fairman, S F Kinch, C Pain and Mrs A E Reynolds attended the meeting as observers

Officers in attendance:-

Dave Clark, Paul Little (Network Manager North), Paul Rusted (Infrastructure Commissioner), Satish Shah (Network Manager South), Louise Tyers (Scrutiny Officer), Steve Willis (Chief Operating Officer), Rachel Wilson (Democratic Services Officer) and Zoe Butler (Serco - Head of Customer Service Centre)

13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor N M Murray.

The Chief Executive reported that having received notice under Regulation 13 of the Local Government (Committees and Political Groups) Regulations 1990, he had appointed Councillor G J Ellis as a replacement member on the Committee in place of Councillor N M Murray for this meeting only.

14 DECLARATIONS OF COUNCILLORS' INTERESTS

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

15 MINUTES OF THE MEETING HELD ON 1 JUNE 2015

RESOLVED

That the minutes of the meeting held on 1 June 2015 be signed by the Chairman as a correct record.

16 ANNOUNCEMENTS BY THE EXECUTIVE COUNCILLOR FOR HIGHWAYS, TRANSPORT AND IT, CHIEF OPERATING OFFICER AND INFRASTRUCTURE COMMISSIONER

No announcements were made by the Executive Councillor for Highways, Transport and IT or the Chief Operating Officer.

17 HIGHWAYS SURFACE TREATMENTS

The Committee received a report which provided information regarding the surface treatments used to maintain the highways network and their contribution to delivering the strategy outlined in the Transport Asset Management Plan.

Prior to consideration of the report, the Chairman advised that Mr Brian Dinsdale, who presented a petition to the meeting of the County Council in December 2014 about issues relating to surface dressing around Burgh le Marsh had been invited to address the Committee. Councillor C Pain, as the local member for Burgh le Marsh had also been invited to address the Committee.

Mr Dinsdale addressed the Committee and reported that a number of local residents in Burgh Le Marsh were dissatisfied with the amount of noise following the application of the surface treatment to the Burgh Le Marsh bypass in 2014. Reference was also made to two noise surveys which had been carried out, the results of which were not supported by residents who claimed they were inaccurate.

Members were guided through the report and were informed that surface treatments were used extensively on the Lincolnshire highways network to protect carriageways from the ingress of water and to improve the texture and skidding resistance of the running surface. This was a more sustainable and cost effective approach than allowing roads to deteriorate to a poor condition which required more costly intervention. It was noted that in Lincolnshire there were 3 main types of treatment used which were:

- Single layer surface dressing;
- "Racked in " surface dressing;
- Slurry sealing;

Which form of treatment was used was generally determined by the levels of traffic which used the road. It was noted that these products and processes would not improve the 'ride quality' of the surface, but, by preventing the ingress of water they would extend the structural life of pavements and highways by reducing deterioration.

Councillor Pain, local member for Burgh Le Marsh also addressed the Committee supporting the views of the residents in relation to the noise produced by the bypass, and that the use of a 14/6mm surface treatment was unsuitable for the Burgh le Marsh bypass.

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

- It was noted that if 14/6mm surface dressing was applied, a 10/6mm treatment could be applied at a later date, in total extending the life of the road up to 18 years;

- It was acknowledged that these treatments were used to provide longevity to the roads;
- It was considered important that the County Council had a policy for surface treatments and that it made the best use of available resources;
- It was not possible to carry out a noise survey before every section of surface treatment work took place;
- It was confirmed that different surface treatments did have different noise values, but it was difficult to get a standard for noise;
- Members were advised that in terms of the difference in noise between surface treatments they should fall into the negligible category. However, it was noted that the potential for noise was taken into consideration when determining the most appropriate surface treatment;
- The results of noise levels surveys would rarely outweigh the other engineering considerations;
- It was reported that in recent years only 3 substantive complaints in relation to noise caused by surface treatments had been received, and one of those was from the residents of Burgh le Marsh;
- Members were advised that the results of the noise surveys which were carried out in Burgh Le Marsh were within what were regarded as acceptable levels. However, it was reported that Burgh Le Marsh Town Council had commissioned their own independent noise survey which would be carried out over three days;
- Clarification was sought in relation to the complaint received from Hatton, where the same 14/6mm chippings were used. It was reported that when the site was examined, it was acknowledged that a smaller sized chipping should have been used due to the proximity of nearby properties;
- Noise, and the calculation of it, was very complicated, and in certain environmental conditions adjustments needed to be made;
- All materials used on the roads were tested prior to use, and all complied with the criteria set out. Members were advised that through a Freedom of Information request Mr Dinsdale had been supplied with copies of the test certificates for all materials used in Burgh le Marsh;
- The alleged deduction of 3 decibels from the results of one of the noise surveys would be followed up;
- Concerns were raised regarding the allegations against the professionalism of County Council officers which had been made by Mr Dinsdale during his address to the Committee. Members were assured that these would be followed up;
- A member commented that they considered the building of the Burgh le Marsh bypass to be one of the big achievements of the County Council in the early 2000's;
- Members expressed their disappointment with some of the language used by Mr Dinsdale when referring to officers and the County Council and also that the town council appeared to be accusing an officer of being dishonest;
- It was suggested that as summer was approaching, the issues in relation to Burgh le Marsh should be put on hold until the autumn when they could be considered again by the Committee;
- It was queried how far away from the road the noise was heard?

- It was commented that if the readings which were taken during the noise survey were within tolerance, they should be accepted;
- It was noted that not all authorities which had been contacted by Councillor Pain had stated that they did not use 14/6mm surface treatment;
- One of the biggest issues with surface treatment was chipped windscreens, and so to minimise the risk of this contractors would use smaller chippings. Members were advised that of those authorities who had stated that they did not use 14/6mm chippings, many used contractors to design the road. This was confirmed as being true for one of Lincolnshire's neighbouring authorities by one of the committee members;
- It was commented that, with the exception of Councillor Allan, the majority of councillors were not highways experts and so it was important to listen to the advice of the professionals who made these types of decision;
- It was important to note that when people heard something they did not like, it did not mean it was wrong. All decisions in relation to highways were based on sound engineering advice;
- It was commented that Lincolnshire was fortunate to have its own laboratory available which was an extremely useful and valuable resource;
- It was noted that councillors did have faith in the officer team;
- It was commented that a lot of surface dressing had been carried out on the A15 between Lincoln and Peterborough which was done very successfully, and it was queried what sized chipping had been used. Officers agreed to find out this information;
- It was confirmed that 3-4 samples of road surface would be tested by the lab for a road the length of the Burgh Le Marsh bypass;
- It was queried whether, if the noise of the bypass was considered by residents to be too much, had officers considered putting a temporary speed limit on the road until the surface had bedded down. Members were advised that officers were now waiting for the results of the Town Council's noise survey, and if that indicated that levels were unsuitable, then this was one option which could be considered. However, there would then be the issue of enforcement;
- It was commented that there were unhappy residents, and it was their perception that the noise levels on the road had increased, and so it was queried what the county council could do about it in the short and long term;
- There had been some serious allegations made against officers, which members commented, they found hard to believe, but would still need to be investigated by senior officers. The Chairman advised that he would be taking this issue up with the Monitoring Officer after the meeting;
- Members were reminded that the paper was about the countywide policy for surface treatments, and if the treatment applied to the Burgh le Marsh bypass conformed with the Policy, it was not seen what could be done;
- A member queried what the residents expected from the County Council to resolve this, for the road to be resurfaced again, or a speed restriction, and commented that he would be unhappy if the road was resurfaced as it would mean that work on other roads which needed surface treatments would not be able to be carried out;

HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE
13 JULY 2015

- It was noted that as the summer was approaching, there would be a whole season of holiday makers travelling up and down the road which would help to embed the chippings;
- It was suggested that the issue with Burgh le Marsh should be brought back to the meeting in September 2015 as this would enable an opportunity for further investigations to take place and also allow time for the Town Council's noise survey to be undertaken;
- It was noted that readings were now being taken on selected sites prior to next year's surface treatment works being carried out;
- To put in a traffic regulation order on the bypass, there would need to be a consultation;
- Members commented that surface treatment works were a cost effective way of improving the life of roads;
- In relation to the previous noise survey's which had been carried out, Councillor Pain explained that residents found them to be inadequate due to the location of the first one, and during the second survey the wind speed averaged 11-13 mph, and it was reported that any wind speed over 5mph made the results invalid. It was believed that an additional sound test over a three day period was required. Councillor Pain agreed that bringing a report back in the autumn was sensible, but would also like officers to look at implementing a temporary speed restriction of 40mph;
- It was queried whether the same surface treatment would be used on the Lincoln Eastern Bypass when it was built as had been used in Burgh le Marsh;
- It was commented that it was believed that the County Council's policy in relation to surface treatments was sound, and that Burgh le Marsh was a separate issue;
- It was acknowledged that the residents of Burgh le Marsh were displeased with the noise levels, but this would be dealt with the future once the results of the independent noise survey had been received.

RESOLVED

1. That the Committee consider Lincolnshire County Council's policy in relation to Highway Surface Dressing to be sound;
2. That the Committee receive a further update in the autumn on the issues raised in relation to Burgh le Marsh once the results of the independent noise survey had been received.

18 WAIVER PERMITS - PARKING ENFORCEMENT

Consideration was given to a report which outlined details of a request for waiver permits to be granted to Volunteer Emergency Service Personnel to allow for parking of vehicles in restricted parking areas.

Members were reminded that a motion was submitted to the County Council on 15 May 2015 by Councillor Mrs Reynolds, which proposed that Waiver Permits should be granted to Volunteer Lifeboat Crew members. It was resolved that the matter be referred to this Committee and the Portfolio Holder for consideration.

Councillor Mrs Reynolds was in attendance at the meeting to address the Committee and explain why it was important that these permits were granted. She thanked Councillor Davies, Executive Councillor for Highways, Transport and IT for visiting Mablethorpe.

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

- It was suggested whether the criteria for requests for waivers was correct, and if it needed to be re-examined;
- There were not always enough designated spaces available outside the lifeboat station, would it be possible to increase this number?
- Members were advised that the Council used to issue permits to the lifeboat station which provided an exemption in designated areas. It was noted that there was no reason that this practice could not be re-started;
- There was a need to be clear about what the issue was, as there was confusion regarding whether the issue was regarding volunteers requesting permits so they could park closer to their homes, or whether it was about volunteers not being able to park once they reached the lifeboat station;
- It was noted that the issuing of a waiver permit was not necessarily the answer to these parking issues, as it would not guarantee a parking space where it was required;
- The Portfolio Holder informed members that he had visited the site, and there were two issues, the main issue was that there was limited parking available near the lifeboat station, and he was exploring with officers the possibility of removing the yellow lines. The second issue was in terms of Civil Parking Enforcement, as officers had no discretion, if cars were parked in areas with parking restrictions, they had to issue a ticket;
- It was suggested whether a task and finish group should be set up to look at all aspects of granting waivers;
- There was a need for this issue to be taken up with the relevant officer;
- It was commented that if the yellow lines were removed, it would become a parking 'free for all';
- It was noted that the RNLI was a blue light service emergency service, and once they were called every second counted, and anything that could be done to speed up their response time should be supported;
- There was support for issuing the volunteers with parking waivers;
- It was queried whether this would encourage others to request similar permits, for example, retained fire fighters;

It was proposed that the council re-instate the policy of issuing permits to the lifeboat station to allow volunteers to park close to the lifeboat station.

RESOLVED

That the policy to issue parking permits to the Lifeboat Station at Mablethorpe be re-instated.

19 A17/A151 PEPPERMINT JUNCTION, HOLBEACH

The Committee received a report which set out the progress towards the delivery of a roundabout at the A17/A151 Peppermint Junction in Holbeach. The report provided some history to the project and set out the next stages towards delivery. It also identified the ambition to deliver a wider scheme to create a dual-carriageway link on the A17.

Members were advised that the opportunity to fund a roundabout had come forward through the Greater Lincolnshire Local Enterprise Partnership (GLLEP), and in November 2014, a bid for funding from Growth Fund 2 was submitted which was for part funding towards the roundabout and linked this firmly with the growth that the improvements could release. It was expected that delivery of the roundabout would improve road safety and traffic problems; provide access to up to 20 hectares of commercial land, in the form of a Food Enterprise Zone (FEZ); provide access to land for up to 1,000 dwellings between the A151 and Holbeach; and potentially release planning consent for a residential development to the south of Holbeach.

It was noted that the GLLEP funding would amount to £2.415m towards a current estimate of £4m, with a further £1m anticipated to come from local developers through Section 106 agreements, with the remaining £0.6m funded by the Council. However, the GLLEP funding may only become available in 2020/21. Therefore, delivery of the junction based on the current programme would require an element of forward-funding from the Council, with pay-back from the GLLEP in a future year.

It was noted that at the time of writing of the report, it was proposed to hold the public consultation alongside the consultation for the housing development. However, the housing development consultation has since been postponed therefore it was now proposed that the consultation would start in September 2015 in order to avoid the school holiday period.

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

- This was a most welcome scheme;
- Members were pleased to see this item on the agenda;
- It was commented that if a builder was likely to get outline planning permission for 900 houses, it was sensible that they should make a contribution to the scheme;
- Concerns were raised regarding traffic issues which may be caused by having a small amount of dual carriageway road between the two roundabouts. It was acknowledged that there was a risk that when the junctions were running at capacity there may be a problem for a short part of the day, but the overall benefits of the scheme would outweigh this;
- It was commented that proposals to increase capacity on the highways network should always be supported;
- There was a need to ensure that developers made the necessary contributions to these schemes and that that money was spent locally;

- A public inquiry was not expected for a scheme such as this. If there was one, it would not prevent delivery of the scheme but it would mean officers would need to reconsider the start date;
- It was hoped that this development would help to drive the South east Lincolnshire Local Plan.

RESOLVED

1. That the report relating to the A17/A151 Peppermint Junction be noted;
2. That the comments made be taken into account during future design stages.

20 ENHANCING OUR USERS' EXPERIENCE

Consideration was given to a report which briefed the Committee on actions being taken to enhance the experience of customers with regard to the highways and transport service.

Members were advised that at the time of the Senior Management review in summer 2014, it was recognised that there a need to improve highways and transport services user experience. Recognising this need, the position of Network Manager South was allocated the County-wide responsibility for this. Since then, various reviews have highlighted the importance of Customer Engagement if Lincolnshire was to continue being a 'high performing' authority. This also had the potential of increasing reward funding received from the Department of Transport and positioned the authority to bid for other one-off funding opportunities.

It was noted that as part of the Future Delivery of Support Services Programme (FDSSP), a contract had been awarded to Serco which commenced on 1 April 2015. One element of this contract was customer Services Centre (CSC) provision. As part of the transition arrangements a number of highways and CSC staff had been working with Serco to develop a web based system called LAGAN which would transform the 'customer journey'. This system was launched on 18 June 2015. The system would enable members of the public to log in and report faults and then track how it progressed. A report would be brought to the Committee in December to update on the progress since the system was launched.

Zoe Butler, Head of Customer Services, provided the Committee with a demonstration of the LAGAN system. It was noted that the system was still in its first phase, once the GIS system had been upgraded more information on each local place would be available. Officers were looking into how the information on roadworks.org could be included with this system, and were hoping to establish a more proactive approach. There were approximately 100,000 contacts per year in the highways customer services team.

It was commented that the biggest frustration for members of the public was often not knowing what was happening once they had reported a fault. The aim of this system was to alleviate this issue by allowing people to be able to log in and see what progress had been made. They would also be able to track the progress of other

faults which had been reported. Members commented that this was a wonderful system and welcomed the report and would look forward to receiving the update in December.

RESOLVED

1. That the steps being taken to enhance the user experience be noted;
2. That a further report be brought back to the December 2015 meeting of the Committee.

21 LINCOLNSHIRE HIGHWAYS ALLIANCE UPDATE REPORT - JULY 2015

The Committee received a report which presented an update on progress with the Lincolnshire Highways Alliance, an Alliance between the County Council, Imtech, Mouchel and Kier. The Alliance delivered the majority of highways services through the Traffic Signals Term Contract, the Professional Services Contract and the Highway Works Term Contract. The Lincolnshire Highways Alliance was now in the sixth year of a potential contractual duration of 10 years. It was noted that changes to some of the indicators had been made in order to reflect changes in resources.

It was reported that overall performance for the Highways Works Term Contract, the Professional Services Contract and the Traffic Signals Term Contract remained in the upper quartile and had all outperformed Year 4 performance scores. Client performance had slipped from 73 to 68 mainly due to issues concerning the commitment of Compensation Events and the issuing of a large amount of variations at year end. The overall Alliance score remained at 42.

Members were also advised that the works for the Canwick Road Improvement Scheme had been completed with the upgrade of the Tidal Flow system and the signal junctions at Canwick Road with Washingborough Road and South Park Avenue. The Alliance continued to introduce innovative signals technology into Lincolnshire with the first RLCS crossing installation at Manthorpe Road in Grantham. It was also noted that over 30,898 potholes had been repaired and 72,516.5m² of carriageway patching at 182 sites had been carried out. A substantial surface dressing programme was well underway of around 3.3million square meters of carriageway or just over 400 miles of road to be treated. A programme of carriageway recycling which incorporated the use of 5,500 tonnes of tar bound planings had been completed. This had resulted in £750,000 of savings in disposal costs.

A number of major schemes were progressing towards the construction phase. Canwick Hill had been completed and Lincoln East-West Link was under construction. A tender to start the construction of a section of the Grantham Southern Relief Road was due to be released, and the Lincoln eastern Bypass was ready to go out to tender subject to a further Public Inquiry in August 2015. It was also reported that Boston's St Botolph's Footbridge had won in the medium project category of the Institution of Civil Engineers (ICE) East Midlands Merit Awards.

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HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE
13 JULY 2015

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

- It was queried whether any problems to compensation events were envisaged as a result of the introduction of Agresso;
- In relation to surface dressing it was considered important that residents were given enough notice that these works would be taken place. It was suggested that two weeks was common, but it should be a minimum standard of 1 week;
- There had been an issue with some surface dressing treatments sticking to tyres. However, a councillor commented that he had experienced this and it had been sorted out by one phone call to highways. There was a need to make people more aware of this solution;

RESOLVED

That the contents of the report be noted.

22 MAJOR SCHEMES UPDATE

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

Lincoln Eastern Bypass – the Public Inquiry would be taking place on 11 August 2015. It was reported that the planning permission would run out on 10 June 2016. Officers were working with Network Rail to deliver the railway bridges.

Lincoln East West Link – there had been an archaeological discovery on site, but the finds were not as extensive as first thought, and officers were trying to put things in place to ensure this did not delay delivery of the road part of the scheme. It was noted that the scheme was slightly behind programme but other activities were in progress to get it back on track.

Lincoln footbridges – Network Rail had given an indication that they were not going to deliver the Brayford Wharf Bridge, but talks were ongoing.

Grantham Southern Relief Road – Phase 1 of the King 31 element of the scheme was out to tender. Final discussions with the landowner were still taking place. There were also ongoing changes to planning permission, some of which were around the changing of materials for the carriageway.

RESOLVED

That the update be noted.

23 CONSIDERATION OF EXEMPT INFORMATION

RESOLVED

That under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12 of the Act.

24 GRANTHAM SOUTHERN RELIEF ROAD PROJECT AND KING 31 PHASE 1 CONTRACT AWARD

The Committee received a report which provided information in relation to the overall Grantham Southern Relief Road project and the King31 Phase 1 Contract Award which was due to be considered by the Executive Councillors for Highways, Transport and IT and Finance and Property on 23 July 2015.

Officers responded to a number of questions from members in relation to the scheme, and there was support from the Committee for this scheme.

RESOLVED

1. That the Committee support the recommendations to the Executive Councillors as set out in the report;
2. That the Committee pass on their support of the scheme to the Executive Councillors.

25 HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE WORK PROGRAMME

Consideration was given to a report which enabled the Committee to consider and comment on the content of its work programme for the coming year.

Members were advised that the following additional items would be listed on the work programme:

- Enhancing our users' experience – Update in December 2015
- Update on Burgh le Marsh (to be considered in the autumn)
- Sponsorship of roundabouts – to be considered at the meeting in September or October.

RESOLVED

That the work programme, and the additional items listed above be noted.

The meeting closed at 1.10 pm

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

| | |
|------------|---|
| Report to: | Highways and Transport Scrutiny Committee |
| Date: | 14 September 2015 |
| Subject: | Winter Maintenance - Preparations for Winter 2015/2016 |

Summary:

This report details the background and preparations put in place for highway winter maintenance operations in Lincolnshire for the 2015/2016 winter season.

Actions Required:

The Committee is invited to consider and comment on the report and to endorse the preparations for winter operations in 2015/16.

1. Background

Winter maintenance operations are carried out in accordance with the policies and procedures set out in the county's *Winter Maintenance Plan* the latest version of which is dated July 2013 and was approved by Members in September 2013. A copy is attached as Appendix A. Once the restructuring of Environment and Economy is completed there will be some minor rewrite of the *Winter Maintenance Plan* required to take account of the new structure.

Winter Maintenance Plan – Section 1 Procedures

The Winter Maintenance Plan is split in to three parts. *Section 1 – procedures*, includes policies and standards, is required to have Member Approval. *Section 2 – Winter Maintenance Contacts* and *Section 3 – Operational Information* are for internal staff use only.

Historical Context

Attached as Appendices B and C are charts detailing Salt Usage and Precautionary Salting Turnouts since 1985. This shows the uncertain nature of the winter weather over the last 30 winter seasons. Policy HM29 of the attached Winter Maintenance Plan details how the winter maintenance budget is currently set.

Priority Route Network.

In the past it was usual at this time of year for a report to be tabled for Members to consider a list of additional roads that could have been added to the Priority Route Network, which had been scored in accordance with Policy HM31. But as reported in previous years, the network is at capacity with the resources currently deployed.

However we are aware that road usage does change following new housing and industrial development. Therefore some minor changes to the network are possible by taking a gritted route off the network and replacing with a non-gritted route, however this must be with all Parish/Town Council's affected agreeing to the changes. No changes are planned for this winter season.

Salt Procurement

The normal bi-annual tender exercise for salt procurement was carried out in 2014 by ESPO and following technical and financial evaluation was awarded to the National Gritting Supplies (NGS) based in Southampton. This was the first change of supplier since Salinity UK won the contract in 1999. The county's reserve stock of 12,000 tonnes of salt was stored on the quayside at Southampton for the winter of 2014/15. However following concerns expressed by Members last season and subsequent discussions with NGS the reserve stock will now be stored at Immingham docks for the forthcoming winter. For the start of the winter season there is now 35,000 tonnes of salt in depots throughout the county.

Gritter Fleet

One new replacement 18 tonne gritter will be brought into the fleet this winter following expiry of its 10 year lease period.

Salt Barns.

Utilising some of the winter underspend budget from the winter of 2013/2014, work has started on the process to build a new salt barn at Willingham Hall. Once this has been completed this will only leave Horncastle with salt not stored under cover as recommended by national standards.

Resilience.

Local highways divisions are continuing to engage with Parish Councils to encourage engagement on self-help practices and processes.

2. Conclusion

- A. Continue winter maintenance operations in accordance with the Council's Winter Maintenance Plan issued July 2013.
- B. Continue engagement with parish Councils and Community Groups on self-help arrangements during periods of severe weather.

3. Consultation

a) Policy Proofing Actions Required

N/A

4. Appendices

| | |
|---|---|
| These are listed below and attached at the back of the report | |
| Appendix A | Winter Maintenance Plan - Dated July 2013 |
| Appendix B | Winter Maintenance Salt Usage |
| Appendix C | Precautionary Salting Callouts (County Average) |

5. Background Papers

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

This report was written by David Davies, who can be contacted on 01522 782070 or davidj.davies@lincolnshire.gov.uk.

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Winter Maintenance Plan

Issued Draft 2015

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Section 1 Winter Maintenance Procedures

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2. Policy
 - HM21:** Priority Route Network.
 - HM22:** Severe and Extreme Winter Weather
 - HM23:** Treatment priorities in times of Severe Winter Weather or Extreme Winter Weather
 - HM24:** Treatment of footways
 - HM25:** Weather stations
 - HM26:** Suitably trained staff to monitor and control winter maintenance treatment decisions.
 - HM27:** Response required from the Highway Works Term Contractor:
 - HM28:** Grit/salt bins
 - HM29:** Budget for winter maintenance.
 - HM30:** Resources required for winter maintenance operations.
 - HM31:** Requests for additions to the Priority Route Network
 - HM32:** Cross border treatment arrangements.
 - HM33** "Road not gritted"
 - HM34:** Grit Bins
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Glossary

- Highways client staff
- Highways divisional staff
- OHDO – Highways Out of Hours Duty Officer
- HWTC – Highway Works Term Contractor
- Divisional Duty Officer
- Network manager
- Area Highways Manager

Section 1

Winter Maintenance Procedures

Section 1

Winter Maintenance Procedures

1 Introduction

- 1.1 A Highway Maintenance Plan is produced and reviewed annually. This plan sets out standards, policy and objectives for the highway network. The Winter Maintenance Plan is a supplement to the Highway Asset Management Plan
- 1.2 Lincolnshire County Council (LCC) carries out precautionary and snow clearance treatments on carriageways and footways in accordance with this approved policy across the County.
- 1.3 All Trunk Road treatment is carried out by the Highway England Contractor as part of the Area 7 agency which is run by the Highways England. The Trunk road network includes the A1, A52 west of Grantham, and A46 County Boundary to Carholme Road Roundabout Lincoln.
- 1.4 There are eight operational depots and one reserve strategic salt store. The operational depots are located at Sturton by Stow, Willingham Hall, Manby, Horncastle, Ancaster, Thurlby, Chainbridge and Pode Hole with the strategic stock stored on quayside. The Salt specification is for 6 mm high purity salt at all depots, to enable pre-wet operations.
- 1.5 All operations are carried taking regard of National Guidance and Best Practice contained within the following documents:
 - Section 13 and Appendix H of Well-maintained Highways – Code of Practice
 - NWSRG Practical Guide for Winter Service

2. Policy

HM21: Priority Route Network. Winter Maintenance operations will give priority to a 3,008 KM network of priority routes which have taken into account historical treatment regimes and public awareness. This network is defined as:

- 1. 1,200 KM Lincolnshire Strategic Road Network which includes the A and B road network.**
- 2 Links to all the County's main villages as defined in Appendix WMP/2/HM21-1).**
- 3. That where physically possible, a treated link is provided to within at least 500 metres of all primary and secondary schools.**
- 4. That all main NHS hospital are linked to the treated network.**
- 5. That all railway and bus station are linked to the treated network.**
- 6. That the incorporation of certain combined public service/school bus routes into the priority network be considered. However their inclusion be based upon criteria taking into account historical accident data, pupil numbers and geographical risk factors. It should be noted that all public service/school bus drivers are professional PSV drivers trained to drive in winter weather conditions.**

All treatments to be carried out using appropriate action for the prevailing conditions in accordance with national guidance and best practice.

Winter maintenance operations comprise precautionary salting and snow clearance. It is not realistic to treat the entire county's 8,960 km road network and first call on resources is given to a 3,008 km network of priority routes.

That all future requests for roads to be included into the priority network are evaluated against the above criteria. Requests will be considered before the winter maintenance season and will be prioritised on the scoring system as detailed in HM31. Where ever practicable there will be continuity with cross border routes.

Roads not on the Priority Route Network and footways are not normally treated on a precautionary basis. The exception being at times of Severe or Extreme forecasts of snow as defined in HM22. In this case precautionary treatment may be carried out if available resources allow.

HM22: For winter maintenance policies the definition of Severe Winter Weather and Extreme Winter Weather is as follows:

Severe Winter Weather is defined as persistent widespread ice (rather than frost) or snow for more than 18 hours in a 24 hour period and a forecast not to rise above zero for a further 18 hours in the next 24 hours. Or a forecast, with a high confidence of significant snowfall resulting in accumulations of 5 cm or more or where drifting is expected and conditions are forecast to persist for at least 24 hours.

Extreme Winter Weather is defined as a period of widespread prolonged snow, following a period of Severe Winter Weather, of sufficient depth to cause disruption to both the treated and non treated highway network. It is expected that during a period of Extreme Winter Weather there will not be sufficient resources available to treat either the severe weather route network or the footway networks. The Executive Director Environment & Economy as a Category 1 Responder will declare an Emergency under the Civil Contingencies Act 2004 and call for the setting up a Strategic (Gold) Co-ordination Group – see HM36 for further details.

The definitions of Severe and Extreme weather in a winter maintenance context seeks to ensure consistency and define a standard when the public can expect the treatment of severe weather routes and footways to commence.

HM23: At times of Severe Winter Weather or Extreme Winter Weather as defined in HM22 treatment priorities will be as follows:

1: Carriageways on the approved 3,008 km Priority Route Network as defined in HM21.

2: Carriageways on the Severe Weather Route Network as defined in HM35.

3: Footways in accordance with HM24.

When dealing with snow bound or compacted ice on carriageways treatments employing a mixture of salt and grit/sharp sand should be treatment of first choice. In times of extremis and to aid traction grit on its own should be considered for routes not on the Priority Route Network and the footway network.

Variations in the above priorities may be necessary to suit local conditions and the efficient planning of treatment routes. Liaison between Divisions will be undertaken prior to treatment of the Severe weather routes to ensure a consistent standard of service with adjacent areas when dealing with severe frost.

Remedial treatment decisions are based on the above priorities and knowledge of local conditions.

HM24: During periods of Severe or Extreme Winter Weather the treatment of footways will be considered when resources permit in accordance with Appendix WMP/2/HM24-1 as a minimum standard. Footways to be treated will reflect their importance in the County's footway hierarchy. The footway priority network for winter maintenance operations in descending order of importance consists of:

- 1. Each Division will keep a list of footways in and around Transport Interchanges, including footways to main car parks, designated Hierarchy 1a. The designation 1a will be for winter maintenance purposes only.**
- 2. Hierarchy 1 and 2 footways.**
- 3. Hierarchy 3 footways with gradients greater than 1 in 10 longitudinally for longer than 50 metres.**
- 4. Other Hierarchy 3 footways.**
- 5. Hierarchy 4 footways**

When a period of Severe or Extreme Winter Weather, as defined in HM22, is experienced or forecast consideration will be given to treating hierarch 1a footways prior to the onset of the these conditions.

Lincolnshire County Council has adopted the *Midlands Service Improvement Group (Winter Maintenance) – Winter Service for Footways and Cycleways – Treatment Table* as the winter service standard for footways and cycleways.

See Appendix WMP/2/HM24-1

HM25: A system of local weather stations will be operated and used both to feed into the weather forecast model and to monitor local conditions. A professional forecasting service will be used to guide treatment decisions.

The County Council has installed 12 remote weather stations at sites which cover the different climatic zones within Lincolnshire, of which 7 are used for forecasting. Information from these sites is supplemented by information from Highways England and adjacent sites in other Counties and fed into the weather forecast model. It is also used to check on temperature (air and road), humidity and wind speed. The sites enable both improved local forecasts to be obtained and actual conditions monitored. All the information can be accessed locally using a portable computer.

HM26: During the winter maintenance period of 1st October to 30th April suitably trained senior Lincolnshire County Council staff (Duty Officers) will monitor weather forecasts and weather conditions on a 24 hour a day basis. This will enable treatment decisions to be tuned to changing winter weather conditions. The duty officer is authorised to make certain winter maintenance treatment decisions as detailed below.

During the normal working day there will be a Duty Officer on duty in each of the two Divisions, on a weekly rota system, who are authorised to make precautionary salting treatment decisions. In addition the Divisional Duty Officer will control all footway and severe weather route network treatment and during times of snow will operate the Divisional Snow Room. The Divisional Duty Officer will also be available for consultation at all times.

At all other times winter maintenance operations will be monitored and controlled by the Highways Out of Hours Emergency Service. The Out of Hours Duty Officers are authorised to make precautionary salting treatment decisions only. They will consult with the Divisional Duty Officer to maintain a local input to all actions.

All Staff making winter maintenance decisions shall be suitably trained. Competence is demonstrated by the following:

- 1. Completion of the Met Office Road Weather Training Course**
- 2. Completion of the Vaisala Winter Weather Scenario Training**
- 3. Within a five year period completion of one of either the above courses as a refresher.**

Guidance on the decision making process is contained within flowcharts contained within Section 1 paragraph 15. These decision making flowcharts are regularly updated to reflect best national guidance and practice.

HM27: The response required from the Highway Works Term Contractor on the Priority Route Network when an urgent precautionary salting call-out is notified is:

- **Spreaders to be loaded and depart from operational bases within 1 hour.**
- **All routes to be treated within four hours of spreaders leaving the depot.**

Initial decisions are to be notified to the Highway Works Term Contractor by 12.00 noon every day.

Where possible, longer notice is given to the contractor of the time when treatment is to be started. The winter maintenance contract includes for a 1 hour response time. The treatment time for all routes is less than 3 hours.

HM28: Salt/Grit bins will be provided and maintained on request if the location meets criteria set out in HM34 and a responsible body undertakes to:

- 1. Spread salt/grit when necessary and**
- 2. Inform the local highways office when it needs refilling**

Salt/Grit bins shall only be filled with a 50/50 mixture of salt and grit/sharp sand.

These bins are provided on a self help basis to local communities to treat known local trouble spots on the public highway not covered by the Priority Route Network. In rural areas it is generally the parish council which requests and accepts responsibility for a bin or bins. In urban areas such as Lincoln City examples of responsible bodies with a nominated individual as contact can mean:

- City Centre/Town Wardens**
- School caretakers**
- Care home/sheltered accommodation wardens**
- Group of shops**
- Fire/ambulance stations**
- District Councils/Town Councils**
- Group of residents with a nominated contact.**

Salt/Grit bins will not be provided at sites which are prone to vandalism or other damage or where they have waste put in them.

HM29: The Budget for winter maintenance will be based on expenditure in an average winter with annual fluctuations catered for by the Adverse Weather Reserve Fund. An average winter is defined as 85 precautionary salting runs and 2 days of continuous ploughing and salting to deal with snow.

Winter maintenance expenditure in any single financial year is subject to the vagaries of the winter weather. Hence there can be large unpredictable fluctuations between years. The normal practice has been that in a Severe/Extreme Winter for the excess expenditure over the budget to be financed from the reserve fund and in a mild winter the savings used to replenish the reserve.

HM30: To ensure it has sufficient resources for its winter maintenance operations the County Council will provide as a minimum:

- **43 Front line pre-wet spreaders, which are:**
 - **37 x 9m³**
 - **3 x 4m³**
 - **3 x 2m³**
- **5 spare pre-wet 9m³ gritters (2 for North Division and 1 each for East, West and South)**
- **12 towed or demountable trailer gritters (for use in Severe or Extreme winter weather)**
- **3 snow blower attachments (2 life expired attachments are mothballed)**
- **48 snow ploughs**
- **9 Operational centres at which spreaders and salt supplies will be based**
- **At the start of each winter season there will be 35,000 tonnes of salt in stock or available quayside.**

The above resources will not always be needed but are the minimum deemed necessary to provide a reasonable level of service in all but the most severe conditions. At such times extra resources, including plant and labour, are hired in as necessary and as available. Before the start of each winter season agreements are made with local farmers, hauliers and other contractors on such matters as plant and labour availability and hire rates.

HM31: Requests for additions to the Priority Route Network. All requests will be considered and rated against a set of objective criteria with the assistance of a Network Evaluation form. The findings will be summarised and a report presented to the Executive Councillor for Highways. This will be completed out of season as detailed in Appendix WMP/2/HM31-1

HM32: Cross border treatment arrangements.

The County Council will enter into cross border agreements to maximise efficiency and consistency of treatment with adjacent authorities on reciprocal treatment arrangements on certain roads. Where this occurs each authority will treat the section of road concerned in accordance with their authorities Winter Maintenance Policy and in agreement with an exchange of letters under Section 8 of the Highways Act 1980. Appendix WMP/16/1 contains a draft letter and list of agreed cross boundary routes.

HM33 The County Council will not erect any additional permanent "Road not gritted" signs on the network

Existing signs on the network will continue to be maintained.

HM34: Evaluation for additional Salt/Grit Bins requests will be carried out before each winter season.

All requests will be considered and rated against a set of objective criteria with the assistance of Grit Bin Evaluation form. The findings will be summarised and a report presented to the Executive Councillor for Highways. This will be completed out of season as detailed in Appendix WMP/2/HM34-1

HM35: Only during periods of Severe or Extreme Winter Weather will the treatment of Severe Weather Routes be considered when resources permit. The Severe Weather Route Network for winter maintenance operations consists of carriageways leading to:

- 1. essential industrial and military establishments**
- 2. hospitals and health centres**
- 3. schools and colleges**
- 4. ambulance and fire stations**
- 5. important bus and commuter routes.**
- 6. communities not covered by the priority route network.**

Each Division will prepare a network of severe weather highway routes reflecting the above policy and will treat in whole or in part according to prevailing conditions. For reasons of safety, normally roads on the severe weather route network will only be treated during the hours of daylight.

HM36: Mutual Aid arrangements shall be prepared, where possible, with all other category 1 responders as defined under the Civil Contingencies Act 2004. These will come into operation during periods of Extreme Winter Weather as defined in HM22.

An agreement in principle has been reached with the local NHS Trust to maintain access to all critical hospital sites within the county, which include:

- Lincoln County Hospital**
- Grantham Hospital**
- Pilgrim Hospital Boston**
- John Coupland Hosprital Gainsbrough**
- Louth Hospital**
- Skegness Hospital**
- Johnson Hospital Spalding.**

The main access route into and through all of the above establishments, will be maintained by a main line gritter during this period, if the local NHS Trust resources cannot cope. Salt may also be provided to enable the footways within the hospital to be treated, with the NHS utilising its resources to maintain access on adjacent public highway footways. The above is subject to resource constraints at the time.

3. Responsibilities

| Assets, Resources and Network Management | Highways Client Staff | Highways Divisional Staff | Highways Works Term Contractor | Fleet Operator |
|---|---|---|--|---|
| Policy | Policy | Implementation of policy | | |
| Standards and Planning | Standards Planning of routes Approve additions to the salting network Snow route planning Routing to meet former Audit Commission targets Driver training | Planning – input of local knowledge Severe Weather route planning Footway salting planning Recommendations for route additions | Planning – input of local knowledge Providing all available resources in emergency conditions | Maintenance of Fleet to appropriate standards as specified in Fleet Contract Providing all available resources in emergency conditions |
| Winter Maintenance Plan | Staff procedures Staff responsibility Primary Route Maps Calibration process Snow clearing procedures Weather forecast and information procedures Organisational charts Location of fleet Salt stocks Salt testing arrangements Salt supply contracts Information and publicity Training procedures | Duty Rota Severe Weather route maps Footway salting procedures Salt bin procedures List of ploughing contractors Depot maintenance Weekly gritter checks Winter maintenance yearly rally | Driver Rota Plant and vehicle manning arrangements Fuel stocks Loading arrangements Vehicle communications | Allocation of vehicles Fleet inventory – including License requirements Garaging, services and maintenance arrangements |

| | | | | |
|--|--|--|--|--|
| <p>Operation – Precautionary Salting</p> | <p>Out of Hours Staff Weather Forecasting and Monitoring Monitoring Fleet movements Associate equipment and software Maintenance of brine equipment Maintenance of wash down equipment</p> | <p>Monitoring of weather forecast during working hours Maintenance and refilling of brine equipment Decision making Let neighbouring authorities know of decision Inform contractor and HQ staff about decision</p> | <p>Preparing Gritters in under 1 hour ready for run Calling in drivers Loading gritters Completing run in under 4 hours</p> | <p>Provide a Rota of Duty Fitters</p> |
| <p>Operations – Severe Weather Routes</p> | <p>As above</p> | <p>Inform contractor of decision to run Severe Weather Routes.</p> | <p>As above</p> | <p>As above</p> |
| <p>Operations – Snow Clearance</p> | <p>Open Snow Room if weather deteriorates OHDO's to be double manned Liaise with Police and Public Liaise with all Divisions involved Inform the media</p> | <p>Contact fleet provider about forecast. Contacts HWTC about fitting ploughs and extra staff Contact ploughing contractors Liaise with local snow control and report network conditions Arrange footway clearance Post snow inspection Open office 24 hours</p> | <p>Fit ploughs Additional staff ready to deal with snow Arrange staff into gangs for footway clearance Contractors to put staff in divisional Office for 24 hour operation</p> | <p>Prepare snow-blowers Fitters on standby</p> |

4. Decision Making Process

4.1 The Divisional Duty Officer is in receipt of winter weather forecasts by approximately 1100 hours daily and an instruction relating to precautionary salting normally will be passed to the Contractor by 1200 hours on the same day. The instruction will be passed using the Vaosala 'Manager' system (the Authorities computerised winter maintenance recording system). Out of Hours staff will be responsible for decisions during any other time. The decision relating to salting may take one of several forms:

- A Confirmed salting of all or specified routes where drivers and operators are to be given details of timings, salt loads and rate of spread.
- B Confirmed stand-by for a possible requirement for salting of all or specified routes where drivers are to report to the operational centre and to be immediately available to perform duties as required by the engineer.
- C No action at present but drivers to remain available to go if required over the next 24 hours.
- D Precautionary salting is unlikely to be required over the next 24 hours.

4.2 Duty Officers will liaise with each other utilising a telephone conferencing system such as the Arkadin System as detailed in the Winter Maintenance Duty Officers Conference Call – Protocol. (Appendix WMP/4/1). Where ever possible Divisions should have a common treatment and start time.

4.3 Response Times –

This is defined as the period between issuing instructions to carry out salting and the vehicles are loaded, manned and ready to leave the operating centre. On all salting operations, the response time shall not exceed one hour unless approved by the Duty Officer regardless of the time of day or night that the instruction is given. The Highway Works Term Contractor shall ensure that all manpower engaged upon these operations can achieve this specified response time.

4.4 Stand-by-

Stand-by is a requirement for drivers and operatives to report at a specified time to the operational centre in readiness to carry out winter maintenance operations. This item will also apply in the event of a precautionary salting run abandoned before vehicles have left the operational centre.

4.5 Decisions will only be made by members of staff who comply with HM26.

4.6 Decisions will be made using the 'Precautionary Salting Flow Chart' and will also take into account other factors including:

- Any expected residual salt level based on professional experience and utilising the Grip Factor readings from the roadside weather

station system.

- Professional guidance from the weather forecast provider.
- Decision to treat only part of the priority network in marginal weather conditions can be taken utilising Route Based Forecasts from the weather forecast provider.

4.7 It is acknowledged, that on occasions, part(s) of the priority gritting network may experience localised isolated or limited extents of ice/hoar frost, such as bridge decks. This is due to local meteorological conditions. In these circumstances no treatment will take place. It is the primary responsibility of the motorist to take care of their own safety.

5. Salt, Salt Storage and Brine Facilities

5.1 Where possible all salt stocks will be kept under cover in salt barns. Where this is not possible, all external salt stocks will be kept covered using the DryStore system or similar.

5.2 All salt and brine will be regularly tested for compliance with standards the LincsLab.

5.3 Ordinarily salt stocks shall be maintained to ensure a minimum of 15,000 tonnes is available at any one time across the county. This may be altered in accordance with any national standards/practices that may be developed for nationwide snow conditions.

5.4 Brine making facilities are provided at Sturton by Stow, Willingham Hall, Manby, Thurlby, Ancaster, Chainbridge and Pode Hole depots. Brine is imported at Horncastle depot from Omex at Bardney. All brine is made to a nominal 23% saturation. Brine at Ancaster additionally has a 10% mixture of an Agricultural Bi-product (Safecote) added. This ABP ensures that the treatment action lasts longer on the carriageway, depresses the freezing action of salt below -7 degrees centigrade and reduces treatment spread rates.

5.5 Salt utilised for all operations shall be high purity 6mm marine or rock salt. Preference should be given to 6mm marine salt due to its consistent particle size which gives a consistent spread rates and distribution profile across the carriageway. Marine salt also eases the calibration process of the gritter fleet and provides consistent settings across the county.

6 Precautionary Salting

6.1 Roads off the Priority Route Network are not normally treated on a precautionary basis. They may only be treated due to localised factor such as a burst water main or standing water due to field runoff.

6.2 Precautionary salting may also be carried out on Severe Weather routes when prolonged low temperatures, with attendant risk of icy roads, or

persistent frosts occur in accordance with HM23 and HM35.

- 6.3 43 dedicated front-line gritters shall be utilised for precautionary salting by the Divisions.
- 6.4 5 second line gritters shall be utilised as back-ups to front line gritters, at least one in each Divisional area.
- 6.5 Treatment time shall be a maximum of 3 hours
- 6.6 Any precautionary salting route not completed when road temperatures rise above plus 1 degree Celsius will be reviewed by the OHDO and a decision made whether or not to stop salting.
- 6.7 Highways Client staff (including the OHDO) and Highways Divisional staff will have access to Vaisala internet monitoring system and weather forecast service.
- 6.8 In the event of uncertain weather forecasts, decisions should be weighted in favour of salting.
- 6.9 The 'Season' is divided into two periods:
 - High Risk - November to March
 - Low Risk - October and April(Instructions are only issued when salting is required).
- 6.10 The Highways Authority will not respond to requests for treatment off the gritted network by the Police Authority, unless as detailed in 6.1.
- 6.11 Precautionary spreading operations are primarily carried out utilising pre-wet treatments at a ratio of 70/30 dry salt to brine.

7 Treatments for Snow, Ice and Freezing Rain

- 7.1 Lincolnshire County Council has a statutory duty under Section 150 of the Highways Act to remove obstructions. Snow is considered to be an obstruction when it impedes the use of the road network. This was updated by Section 111 of the Railways and Transport Act 2003 and placed a duty on the Highway Authority to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow and ice. The Met Office will provide National Weather Warnings if any sizeable accumulations of snow are expected.
- 7.2 Timings of treatments for snow and ice shall be based on the following table H14 extracted from Appendix H of Well-maintained Highways – Code of Practice

| Table H14 – Timing of treatments for snow and freezing rain | |
|--|---|
| Timing of treatment | Treatment type |
| Before snowfall and freezing rain | <ul style="list-style-type: none"> • Salt spreading |
| During freezing rain, or where there are minor accumulations of ice | <ul style="list-style-type: none"> • Salt spreading |
| During snowfall | <ul style="list-style-type: none"> • Ploughing • Salt spreading |
| After snowfall <ul style="list-style-type: none"> • When there is slush on the road | <ul style="list-style-type: none"> • Ploughing • Salt spreading |
| After snowfall <ul style="list-style-type: none"> • When there is compacted snow or ice on the road | <ul style="list-style-type: none"> • Ploughing • Salt spreading • Salt and abrasive mixtures • Abrasives only |

- 7.3 When snow is forecast advanced salting at 20g/m² Pre-Wet will take place on the precautionary salting routes. Time permitting a further run may be carried out to increase salt coverage to 40g/m² Pre-Wet. Pre-snow salting may be considered for severe weather routes if time permits. This will provide a de-bonding layer and facilitate the breakup and dispersal of snow by subsequent treatments and traffic.
- 7.4 Division which may be affected by the snow will contact the Fleet Operator and inform them of the impending falls. They will be asked to prepare the snow blowers and that fitters will be available to change plough blades etc at depots when required.
- 7.5 Snowfalls will be categorised into one of the following types:
- Heavy Snowfall** – Over 100mm or moderate snowfall is drifting. Normally dealt with by ploughing.
 - Moderate Snowfall** – Over 25mm and up to 100mm. Normally will be dealt with by ploughing and salting
 - Light Snowfall** - up to 25mm. Normally will be dealt with by additional salting unless drifting occurs.

- 7.6 It is impractical to spread sufficient salt to melt more than very thin layers of snow and ice. Ploughing is the only economical, efficient, effective and environmentally acceptable way to deal with all but light snow. Therefore when snowfalls are forecast that could create plough-able conditions (25mm or greater) the Highway Works Term Contractor will be contacted to fit ploughs to main line gritters and to arrange hand crews for clearing and salting footways. Each vehicle will be given specific routes to plough.

The modern Schmidt Cirron and equivalent snow plough's with ceramic or steel blades fitted to the gritter fleet are designed to plough back to the carriageway surface (plough to black). The older redundant plough blades were only able to plough down to within 20mm of the carriageway surface.

- 7.7 When **Heavy Snowfall** is forecast divisional officers will contact respective Ploughing Contractors and farmers to arrange additional resources.
- 7.8 When prolonged falls are forecast, continuous ploughing to prevent snow build-up should commence. The ploughing can be combined with simultaneous salting at 20 – 40g/m² Dry (Abrasive mixture 50/50 mixture of sand/salt to be considered) so that a wet base can be maintained. Once the snow depth has reached 100mm or the snow is drifting, or the gritter is salting on a gradient it may be desirable to plough without salt. (***The salt should still be loaded as it will aid the traction of the gritter to the maximum legal weight limit of the vehicle. (ie:- as a general rule - if the plough is fitted then the vehicle can carry a "Full hopper load of salt" provided that the brine tanks are empty of solution.)***)
- 7.9 Roads with vertical speed humps will not be ploughed. Vertical speed humps must be detailed on all route cards for the driver, as their presence constitutes a driving hazard whilst carrying out ploughing operations.
- 7.10 As snow melts due to the action of salt, slush may build up on the road. Ploughing may have to continue to remove this slush build up.
- 7.11 If conditions deteriorate to an extent that resources cannot maintain the precautionary salted network then certain roads will have to be abandoned. Resources can be redeployed to maintain essential roads and when necessary be used to assist the emergency services in particularly urgent/life threatening situations. In these conditions the snow room may be set up in accordance with Lincolnshire County Council's Emergency Plan at the Emergency Planning Centre.
- 7.12 When the snow room is in operation Highways Client Staff will act as liaison between the snow room and Highways Divisions to compile two hourly network condition reports.
- 7.13 When conditions improve such that the precautionary salted network is satisfactorily cleared then resources will then be directed to clearing firstly

severe weather routes and then other routes in order of importance. Hand crews will be directed to clear other footways only after hierarchy 1a footways have been cleared and treated as set down in HM24.

7.14 Snow Clearance Priority:

- (1) Precautionary Network (including access to emergency services buildings)
- (2) Severe Weather Routes.
- (3) Other important locations (including essential industrial and military establishments, mainline stations, bus garages, shopping centres, schools and pedestrian areas).
- (4) Other Commuter routes.
- (5) Single accesses to villages, hamlets and rural communities.
- (6) Residential roads and footways.
- (7) Roads to single premises.

7.15 When snow clearing is in operation it is vitally important to liaise with neighbouring divisions and adjacent authorities, particularly when moving from precautionary salting to snow clearing or vice versa to avoid non-treatment of certain parts of the network. This is particularly important with reciprocal salting arrangements. There is a presumption that during snow clearance operations each division will operate to its boundary or nearest agreed turning point.

7.16 Footways – Priority should be given to shopping areas and where there is a high proportion of pedestrian traffic, in accordance with HM24.

7.17 Snow-blowers should be based at strategic locations close to known trouble spots on strategic routes and will be brought into action as necessary on the instruction of network management. Snow-blowers should never be used on level crossings.

7.18 Level Crossings – ***Network Rail or the appropriate rail authority*** should be contacted when ploughing starts by Divisional Officers. This is to ensure that railway tracks at level crossings are not blocked by snow.

7.19 Post-snow Action – The following work should be given consideration after snow operations:

- 1) Clear all gullies and drainage outlets of obstructions.
- 2) Sweep significant accumulations of grit from the carriageway and footways as soon as possible.
- 3) Thoroughly wash down all vehicles and lubricate gritting equipment.
- 4) Check all equipment and repair or replace all worn parts on snow ploughs, and report on plant performance to the network manager.
- 5) Salt stocks level should be closely monitored and replenished as necessary.

- 6) Inspect roads for frost damage and carry out any remedial work necessary to make the carriageway free of safety defects.
- 7) Inspect bridges and culverts liable to flooding – ensure that they are clear of debris.
- 8) Carry out a survey of badly affected locations reporting to network management including a generalised assessment of other frost/snow/flood damage.
- 9) Sign defects where appropriate, ensuring “flood” boards and other relevant signs are available.
- 10) Highways Client staff to evaluate overall performance in consultation with Divisional and HWTC and Fleet Contract staff and recommending changes to procedures to be incorporated into this document.

8 Snow Clearance – Divisional Operational Procedure

- 8.1 Between 1700hrs and 0800hrs and at weekends and at bank holidays the Divisional Duty Officer will be contacted by the OHDO when snow begins to fall. At other times the Divisional Duty Officer is to maintain close contact with the Weather forecast provider when snow is forecast.
- 8.2 Out of Hours the Divisional Duty Officer will contact the following staff as soon as it has been determined that ploughs are to be fitted – Network Managers and Area Highways Managers. The instruction will be passed on to the Contractor by the OHDO’s.
- 8.3 If it is considered before the event that ploughs may be needed during the night, the Area Highways Managers and Network Manager should be aware of such action.
- 8.4 Snow Clearing operations based on the non-priority network will be co-ordinated by highway divisional staff. Operational instructions will be passed to the HWTC who will be based at the Operational depots, plus other contractors. Network managers will normally be in overall control of decisions such as when the priority network is satisfactory for moving to severe weather routes.
- 8.5 By 0900hrs each day the Area Highways Managers are to ensure that the details of plant in use are forwarded for the attention of the Divisional Engineering Team. The “Daily Plant Returns (Snow Clearing)” ([Appendix WMP/8/1](#)) and the “Hired Plant” summary forms ([Appendix WMP/8/2](#)) are to be used for this purpose. A copy of these returns will be taken by the Admin team before they are processed by the Divisional Engineering Team. The Divisional Engineering Team will complete form ([Appendix WMP/8/3](#)), provide copies for the Divisional Highways Manager and fax/email a copy to highway client staff as soon as possible after 0900hrs. The Divisional Engineering Team will at the same time complete the road condition report ([Appendix WMP/8/4](#)) and fax copies to highway client staff and Snow Room – **Only if snow room in operation.**

- 8.6 During the shift/period the above forms will be updated by the Area Highways Manager's Team to reflect the current position with regard to plant/labour utilisation.
- 8.7 As soon as possible after the end of each shift/period the Division will agree with the Highway Works Term Contractor the labour and plant used and finalise the "Daily Plant Return (snow clearing)" report. This will form the basis of an agreed measurement duly signed by both Client and Contractors. **Note: All contract item numbers to be agreed at this stage.**
- 8.8 By 0900hrs the following day the agreed report is to be passed to the Divisional Engineering section who will summarise the returns using the LCC Summary sheet and raise a retrospective order. (The completed summary sheet will be sent to Highways Works Term Contractor's HQ for record purposes).
- 8.9 The agreed report will also contain details of salt and grit used which should be extracted by the Divisional Engineering section and recorded on the "Salt Stocks Register".
- 8.10 During snow operations where Contractor Patrol Crews are employed between the hours of 1900 and 0600, although allocated to predetermined routes, the OHDO may be required to direct these crews to other location within the Division. A detail log of action should be faxed by the OHDO to the Divisional Office by 0600 hrs the following day.

9 Snow Room – Operational Procedures

- 9.1 The **Executive Director Environment & Economy** as a Category 1 Responder will declare an Emergency under the Civil Contingencies Act 2004 and call for the setting up a Strategic (Gold) Co-ordination Group – see HM36 for further details. This will be in accordance with the Lincolnshire Resilience Forums Severe Weather Plan.
- 9.2 The following organisations may have representatives in the snow room when it is in operation:
1. LCC Highways related staff
 2. Lincolnshire Police
 3. Lincolnshire Fire Brigade
 4. Health Authority Ambulance Service
 5. District Councils
- 9.3 The County Snow Room will be set up in the Civil Contingencies Centre at Fire & Rescue Headquarters on South Park in Lincoln.
- 9.4 The Police will inform Highways staff, when the actual/expected levels of

public calls becomes significantly greater than normal switchboard manning can handle or there is an increase in road traffic accidents.

- 9.5 The OHDO will transfer to and operate from the County Snow Room.
- 9.6 Once the decision is made to open the county snow room it should be activated as quickly as possible. This should be within 4 hours.
- 9.7 The main task of the Highways Representative once communications are established is to make contact with each Highway Division to determine the initial status of the County's roads. This information is then plotted on the wall map in the snow room. All information is kept on form (Section 3 – Snow Routes for example see APPENDIX WMP/9/1).
- 9.8 Once sufficient information is available and the public phone lines are in operation through the Customer Service Centre, these phone numbers are broadcast by local radio thus enabling the public to make contact. The Director of Environment & Economy is then informed that the snow room is "going public".
- 9.9 The primary task of the Highways Representative is to maintain a constant flow of up to date information to the other liaison officers and the public phone desks. Information is then circulated in the snow room (Section 3 – Snow Routes for example see APPENDIX WMP/9/1). Local knowledge of villages and the road network should be passed by highways divisional staff to the Highway Representative.
- 9.10 The Highways Representative has no dealings in the operational role of controlling snowploughs, other vehicles or the control of the labour force except in an emergency situation (in agreement with relevant Division).
- 9.11 The police will trace owners of abandoned vehicles and contact them.
- 9.12 A supply of forms and copies of "Winter Maintenance Route" maps are kept for reference purposes.
- 9.13 **Police Emergencies** – Police emergencies are mainly missing persons problems. This is usually dealt with at Police Divisional level, but where a significant problem occurs then this is transferred to Police Headquarters. In both situations the police may request that the snow clearing vehicles are asked to keep a look-out for people or bodies on the highway in certain specific locations. This request is passed initially to the Network Managers who may authorise direct contact between snow-clearing vehicle and the snow room for further updates.
- 9.14 **Fire and Medical Emergencies** – Fire and medical emergencies usually concern blocked roads on the route to a life and death situation which requires the Highways Department to assist in clearing passage for vehicles to their destination and return. In this case it is the responsibility

of the Divisional Highways Manager to arrange reallocation of resources. In an emergency situation, after the initial reaction has been dealt with then the Director of Highways and Planning must be informed of any changes in the situation and the final outcome.

- 9.15 **Use of Military Equipment** – The call out of RAF/Army equipment (helicopters, ambulances, fire fighting and snow clearance equipment) is in the hand of relevant emergency services and County Commissioner for Economy & Place, Chief Operating Officer or Executive Director Environment & Economy. The Highways Representative in the snow room has NO authority to call upon this equipment, but when such equipment has been called upon then liaison is the same as above.

10 The Media

- 10.1 Coverage by the media of winter maintenance and particularly snow clearance is very important in making the public aware of the service provided and what roads are open or closed.
- 10.2 The Council will need to establish working arrangements with the local media to enable the presentation of timely and accurate information of which roads are open and which are closed. Local radio in particular considers this to be an important part of their broadcasting duties, and therefore provides an opportunity to build a good working relationship over wider issues. It is important for the Authority to clarify and agree respective services and specialist responsibilities with people dealing with the media.
- 10.3 It is important to define and agree key contacts with the press and broadcasting media and also establish a clear understanding of the most effective timings for information to be provided in order to reach necessary audiences and broadcast schedules. Information on costs, salt usage, plant usage, manpower etc will be calculated by each highways division.
- 10.4 In addition to supplying information to the press it is important to inform key stakeholders (these including emergency services, public transport operators, motoring organisations, and key local organisations).
- 10.5 The county's Media Service, Customer Service Centre staff and the OHDO will utilise Twitter via "Gritter Twitter" to engage with and disseminate treatment actions and issues to the travelling public via Smartphone technology.

11 Weather Forecast Service

- 11.1 Routine forecasts and updates will be issued by the weather forecast provider via the Vaisala "Manager" system and weather forecast providers dedicated website.:

- (a) 1100hrs MAIN FORECAST
A summary 24 hour forecast for the County
Detailed forecast for each of the 6 climatic zones:
The Lincoln Ridge
Trent Valley
The Wolds
Coastal Area
The Grantham Area
The Fenland Area
- (b) 1800hrs EVENING UPDATE
An update for the overnight period for each of the six climate zones.
- (c) If significant changes take place then the forecast is amended. Additionally the weather forecast provider will issue 43 individual Route Based Forecasts through their web based forecast system.

11.2 AMENDMENTS

The weather forecast provider will amend the forecast at any time:

- (a) If there is a change from "no frost" forecast to a "frost" or when the road minimum is between plus and minus 3 and a sustained difference between the forecast and actual curve of 2 degrees or more.
- (b) When there are significant changes to rainfall intensity and timing and road frost is expected or significant changes to snowfall is forecast.

11.3 As well as updating the Internet systems, the weather forecast provider will contact highway client staff during working hours who will in turn contact highway divisional staff (0830-1630 hrs) and the out-of-hours duty office at all other times.

11.4 CONSULTANCY SERVICE

A 24 hour consultancy service is provided by the weather forecast provider.

NB. In the event of the internet systems not operating, the above forecasts will be faxed to OHDO by the weather forecast provider for onward transmission to divisional staff.

12 Duties of Out of Hours Duty Officer (OHDO)

12.1 No winter duties during normal office hours (except when snow room is in operation).

- 12.2 Collate and co-ordinate treatment decisions made by divisional staff outside working hours to achieve consistent decisions.
- 12.3 Monitor weather and road information and take action when appropriate.
- 12.4 Ad-hoc reports of action, events and outcome to the Division Duty officer if specifically requested it for a particular occasion or event.
- 12.5 Access all weather station sites hourly to check, their operation and weather forecast performance.
- 12.6 Keep full records of events, decisions, actions, significant errors or forecasts and outcomes.
- 12.7 Report to the Divisional Duty Officer at the end of the night shift if something did not go as planned or expected.
- 12.8 Instruct the HWTC when necessary as follows:
 - (a) If no driver working – the nominated contract agent. This normally applies when decisions are made about “standing by”, treating roads, the timing of treatments or there are amendments to previous decisions, including cancellation (ie most situations).
 - (b) If drivers working – the nominated working supervisor (defaulting to (a) above if there are problems the Supervisor cannot deal with).

This could apply if operatives are “standing by” in depots and a decision has been made to treat the network or to cancel “stand by”. It could also apply if treatment has commenced and the decision about treatment /timing is amended.

- 12.9 Assist the HWTC in contacting Fleet Operator when the HWTC has communications difficulties.
- 12.10 Receive end of treatment reports from the contract agent.
- 12.11 Issue Winter Maintenance Site Instruction when necessary utilising the Vaisala Manager system as required.
- 12.12 Contact Fleet Operator’s Fleet Officer (Monday to Friday only) and pass details of Winter Maintenance vehicle defects. Saturday and Sunday pass defect details to appropriate Fleet Operator Duty Fitters.
- 12.13 Enter Winter Maintenance site details (forecast, temperature, salting decisions) from weather station monitoring systems and Site instructions

into WINTEMP 2.

12.14 To check routes have been completed correctly on the Gritter Tracking systems.

12.15 Utilise the "Gritter Twitter" service as appropriate.

13 Examples of intervention required by Out of Hours Duty Officer

13.1 Rising Road Temperatures Prior to Precautionary Run Commencing

If actual road temperatures deviate from the forecast line by +1⁰c and the forecast minimum is 0 to -1⁰c and a decision has been made to treat. Contact the weather forecast provider for further advice: if the confidence of a road frost is still high do not amend decision, if there is low confidence, postpone decision and if drivers already at depots hold them on stand by and continue to monitor the situation.

13.2 Rising Road Temperature After Commencement Of Precautionary Run

Conditions as in (1) except run, has already commenced. If the risk of frost has passed abandon run, if there is still risk do not amend decision.

13.3 Falling Road Temperatures Which May Result In Road Frost

If the decision is not to treat and temperatures fall by -1⁰c and the forecast minimum is +1⁰c contact the Met Office for advice. If road frost is now likely instruct contractor to treat (NB. the latest time to instruct the contractor and ensure completion of the network prior to the morning rush hour is 0300 hrs.)

13.4 Rain Falling At Any Weather Station Site Prior To Run Commencing

Consult with the Mweather forecast provider if rain is likely to persist postpone the treatment in that area and hold drivers on stand by if already in the depots and continue to monitor the situation.

13.5 Rain Falling At Any Weather Station Site During A Precautionary Run

Consult with the weather forecast provider: if rain is likely to cease do not amend decision, if rain is likely to persist abandon treatment in that area and hold drivers on stand by and monitor the situation.

13.6 Rain At Any Weather Station Site After Completion Of Precautionary Run

Consult with the weather forecast provider: if freezing is likely to when rain stops instruct the contractor to re-treat the routes in the area concerned.

13.7 Police Report/Request Of Ice Formation On Priority Route Carriageway

No ad-hoc treatments should be carried out on the precautionary salting network. Decision to complete all routes or specified individual routes only.

14 ICE Prediction System Fault Reporting Procedure - Weather Station Not Registering

14.1 Check with the Bureau at Vaisala on 0121 683 1269 to make sure that the problem is not at their end.

14.2 If the fault is not with the Bureau get Vaisala to check to see if they can determine whether the fault is with the telephone system.

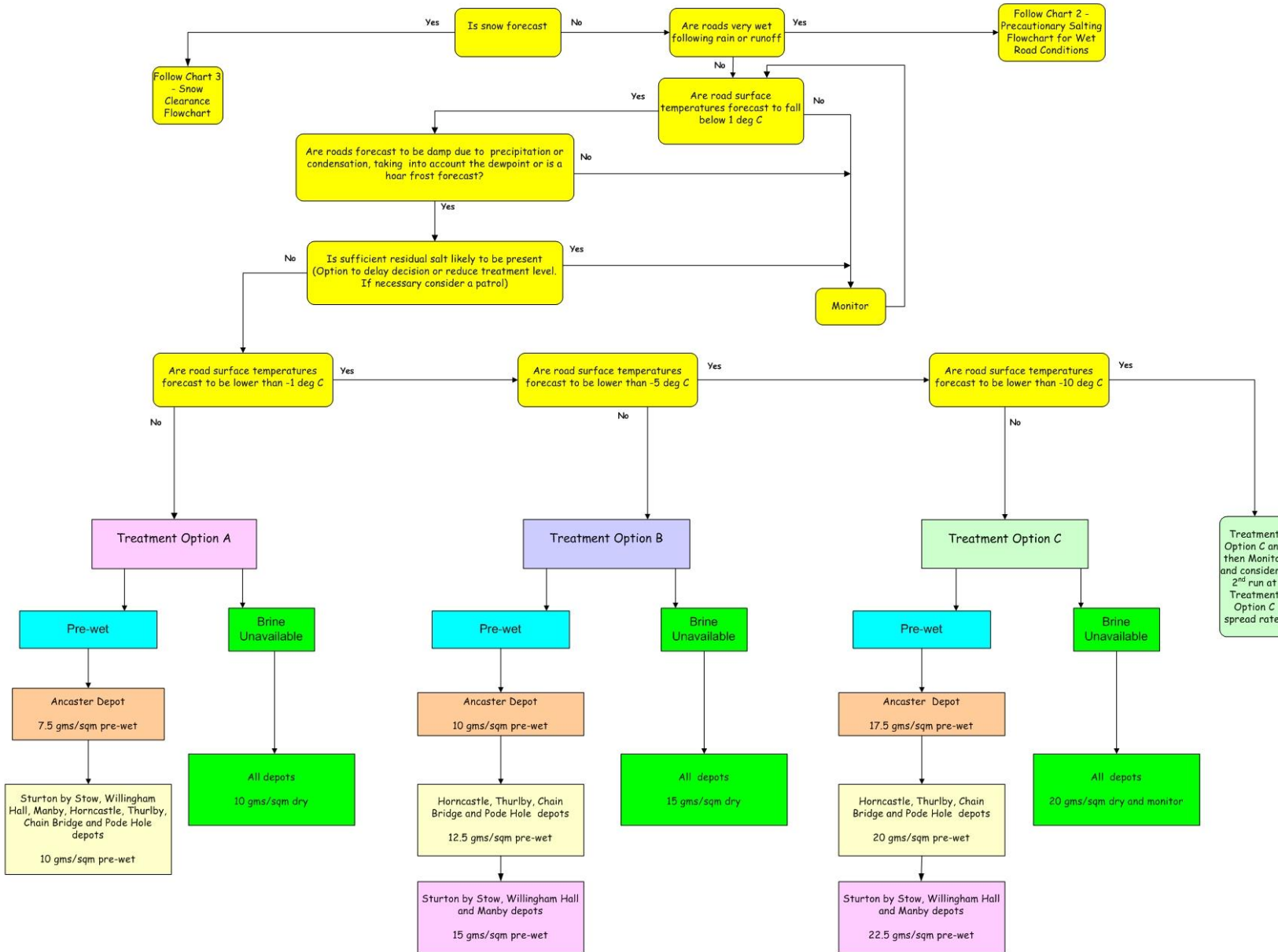
14.3 If the fault is not one of the above and it occurs between:

(a) 1700hrs Friday and 1700hrs Sunday then report fault when possible to either the Principal Maintenance Engineer or Engineer.

(b) At all other times report fault to the highways client staff the following working day.

15 Precautionary salting and snow clearing flow charts

CHART 1 - PRECAUTIONARY SALTING FLOWCHART FOR DRY OR DAMP ROAD CONDITIONS



Notes:

General

- The treatment time should allow for all routes to be treated prior to ice forming - subject to residual salt.
- The latest callout time in the morning to ensure completion of precautionary route network prior to the rush hour is 0300 hours.
- Runs may be timed to avoid rush hour traffic. This is to prevent low speeds and stop/start manoeuvres where spread patterns become ineffective.
- All routes to be completed after rainfall. If rain occurs during run the treatment should be suspended and recommenced once rain ceases. If rainfall is heavy then reconsider treating whole route again.
- Decision Matrix based on guidance contained within Winter Service Section of Well - Maintained Highways Code of Practice for Highway Maintenance Management issued 29th November 2011 and the NWSRG guides Treatments for Ice and Snow issued 25th January 2010

Treatment Times - Drivers Hours Regulations

- For situations of a High or Medium Confidence Forecast of a morning Hoar Frost, treatments can be made so that gritting runs are completed by 2330 hours the previous evening.

Treatment Rates

- Dry Salting - Note MAXIMUM spread rate 20 gms/sqm.
- Treatment rates at specific Depots may be altered to take account of moisture content of salt following laboratory tests. Maximum allowable moisture content is 4%.
- Ancaster and Horncastle depots run with a 10% mixture of an ABP (Safecote) in the brine
- Routes from Willingham Hall, Sturton by Stow, Horncastle and Manby depots are based on Matrix G of NWSRG guide.
- Routes from Ancaster, Thurlby, Pode Hole and Chainbridge depots are based on Matrix K of NWSRG guide.

- Road temperatures for decision making to be based on domain text minimums and Route Based Forecast minimums. This to take into account known frost hollows on the treated network.

Duration of Treatment

- If period below freezing to exceed 8 hours then Grip Factor to be monitored and if necessary a second run to be considered
- Second runs carried out within six hours of initial treatment may be at 50% of the initial spread rates if no runoff water or ice present.
- Pre-wet treatments from Horncastle and Ancaster utilise ABP's within the brine which reduces the need for second treatments

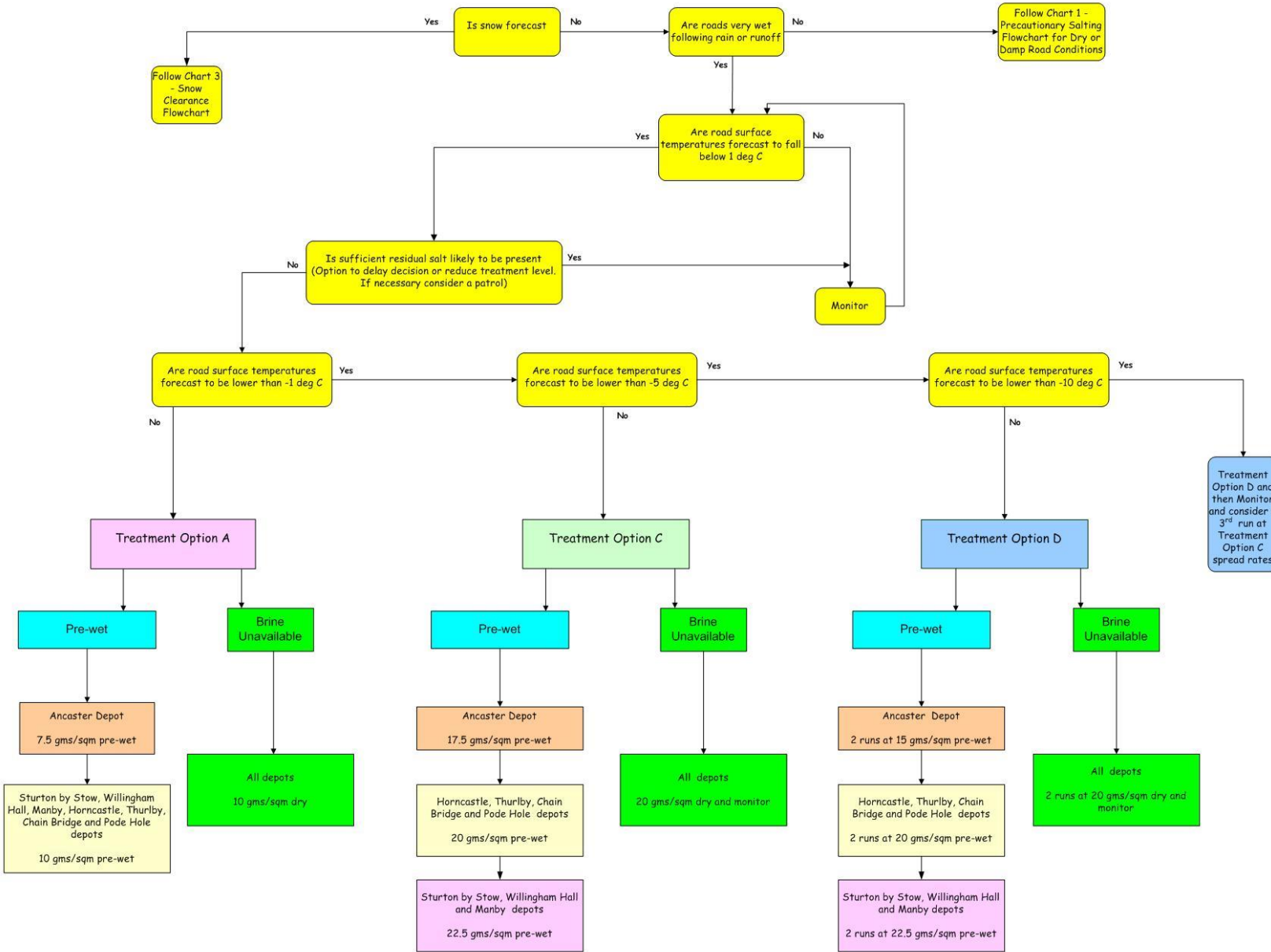
Marginal Nights

- On marginal nights when RST's are not forecast to go below -1 individual depot runs to be considered based on the Route Based Forecasts from the Met Office.

Prolonged Spells of Ice/Snow

- Consideration to be given to running routes in reverse during prolonged periods of continuous operations.

CHART 2 - PRECAUTIONARY SALTING FLOWCHART FOR WET ROAD CONDITIONS



Notes:

General

- 1 - The treatment time should allow for all routes to be treated prior to ice forming - subject to residual salt.
- 2 - The latest callout time in the morning to ensure completion of precautionary route network prior to the rush hour is 0300 hours.
- 3 - Runs may be timed to avoid rush hour traffic. This is to prevent low speeds and stop/start manoeuvres where spread patterns become ineffective.
- 4 - All routes to be completed after rainfall. If rain occurs during run the treatment should be suspended and recommenced once rain ceases. If rainfall is heavy then reconsider treating whole route again.
- 5 - Decision Matrix based on guidance contained within Winter Service Section of Well - Maintained Highways Code of Practice for Highway Maintenance Management issued 29th November 2011 and the NWSRG guides Treatments for Ice and Snow issued 25th January 2010.

Treatment Rates

- 6 - Dry Salting - Note MAXIMUM spread rate 20 gms/sqm.
- 7 - Treatment rates at specific Depots may be altered to take account of moisture content of salt following laboratory tests. Maximum allowable moisture content is 4%.
- 8 - Ancaster and Horncastle depots run with a 10% mixture of an ABP (Safecote) in the brine
- 9 - Routes from Willingham Hall, Sturton by Stow, Horncastle and Manby depots are based on Matrix G of NWSRG guide.
- 10 - Routes from Ancaster, Thurlby, Pode Hole and Chainbridge depots are based on Matrix K of NWSRG guide.
- 11 - Road temperatures for decision making to be based on domain text minimums and Route Based Forecast minimums. This to take into account known frost hollows on the treated network.

Duration of Treatment

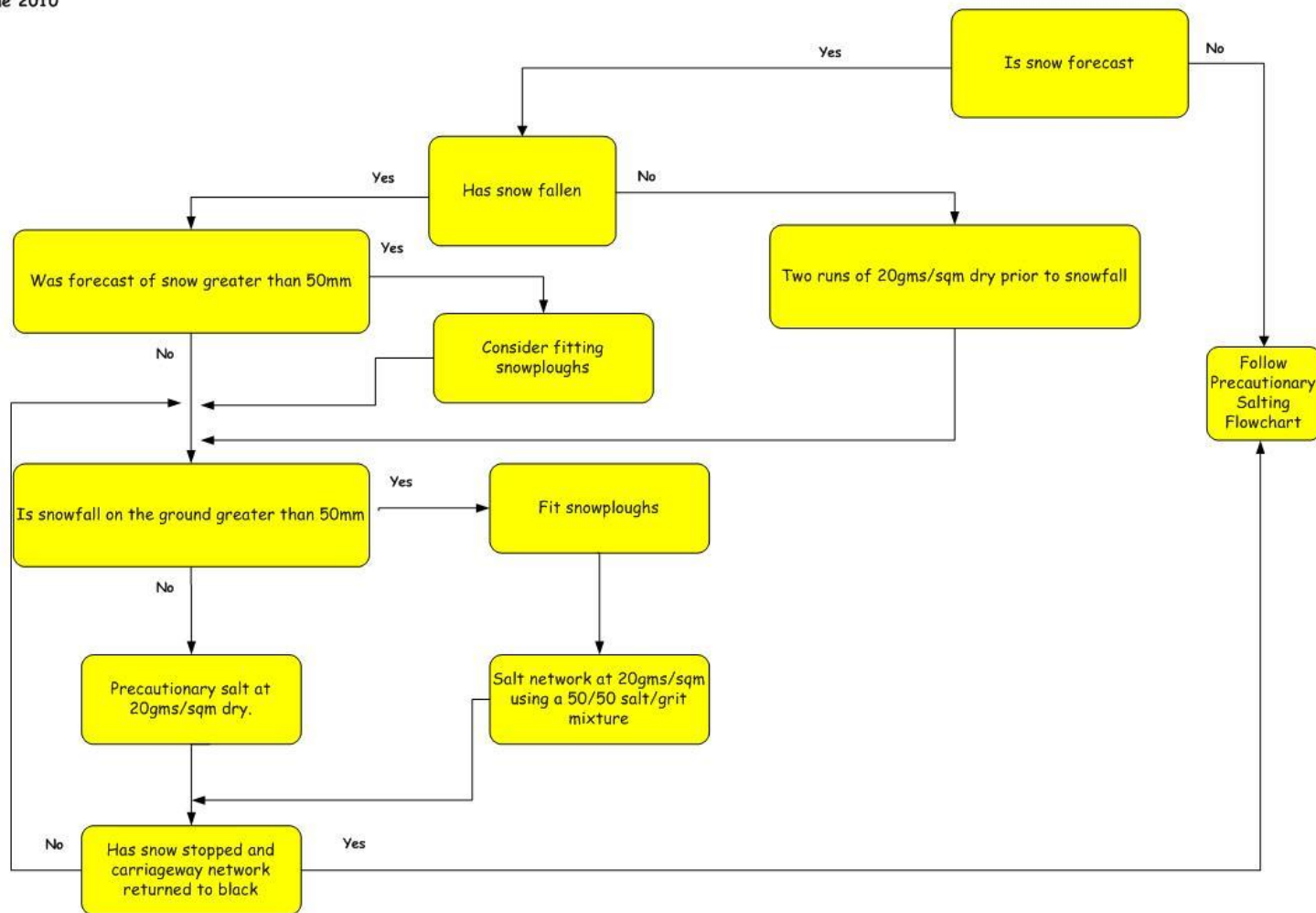
- 12 - If period below freezing to exceed 8 hours then Grip Factor to be monitored and if necessary a second run to be considered
- 13 - Second runs carried out within six hours of initial treatment may be at 50% of the initial spread rates if no runoff water or ice present.
- 14 - Pre-wet treatments from Horncastle and Ancaster utilise ABPs within the brine which reduces the need for second treatments

Marginal Nights

- 15 - On marginal nights when RST's are not forecast to go below -1 individual depot runs to be considered based on the Route Based Forecasts from the Met Office.

Prolonged Spells of Ice/Snow

- 16 - Consideration to be given to running routes in reverse during prolonged periods of continuous operations.



- Notes:
- 1 - When snow ploughing is ongoing divisions are to set up snow rooms to control operations
 - 2 - County snow room will be set up in Extreme Winter Condition cases in accordance with LRF procedures
 - 3 - During 24 hour snow clearing operations divisions are to liaise with Translinc over fitters operating from depots.
 - 4 - Consideration to be given to drivers and mates being brought into depots on a standby basis.
 - 5 - When snow conditions are forecast divisions are to order grit sand for snow clearing operations.
 - 6 - Grit/sand shall be 2 - 6m coarse/sharp sand.
 - 7 - Gritters should be double manned when snow ploughing or travelling during blizzard conditions. If slush ploughing gritters only need to be single manned.
 - 8 - Footway treatments should follow guidance contained in HM24 and appendix WMP/2/HM24-1 of the Winter Maintenance Plan.
 - 9 - Consideration should be given to spread extra salt on hills.
 - 10 - Consideration should be given to having one of the North Division spare gritters dedicated to gritting the main hills in Lincoln during periods of snow.
 - 11 - Ploughs must only be fitted to gritters that are empty of brine, due to axle loading constraints. Brine can either be used in pre-wet operations prior to snow or emptied into brine facility bund walls and re-circulated.
 - 12 - Severe Weather Routes should only be treated during daylight.

16 Cross Boundary Procedure

- 16.1
- (a) Liaison and communication arrangements with other authorities (Appendix WMP/16/1)
 - (b) Liaison will take place with other Local Authorities responsible for winter maintenance service on roads within and adjacent to the County regarding their treated routes and treatment decisions. Additionally, there is an exchange of treatment action instructions.
 - (c) Any road treated by an adjoining authority would be treated in accordance with that authority's policies for operational purposes and not the local highway authority's policies.
- 16.2 The current cross boundary arrangement with neighbouring authorities are as follows:
- North Lincolnshire
 - Nottinghamshire
 - North East Lincolnshire
 - Leicestershire
 - Rutland
 - Peterborough
 - Cambridgeshire
- 16.3 Road gritted by North Lincolnshire on behalf of Lincolnshire County Council
- C227 from County Boundary to C228 High Street East in Scotter village.
 - A159 from County Boundary to junction with C228 High Street East in Scotter village.
 - B1211 from County Boundary to B1210 north for Brocklesby.
 - B1210 from County Boundary to B1211 north for Brocklesby.
 - B1400 from County Boundary south of Scallow Grove to County Boundary at Black Walk Nook.
 - C221 from County Boundary to A159 junction in Scotter.
- 16.4 Roads gritted by Lincolnshire County Council on behalf of North Lincolnshire
- A18 from County Boundary to junction with B1210.

- B1210 from County Boundary to junction with A18.
- A1084 from County Boundary to A18 roundabout in Brigg.
- B1434 from County Boundary to County Boundary.
- B1205 from County Boundary to County Boundary.

16.5 Road gritted by Nottinghamshire on behalf of Lincolnshire County Council

- A1133 length in Lincolnshire near Girton.
- A1133 from County Boundary to A57 at Newton-on-Trent.
- A57 from western junction with A1133 west to County Boundary.
- A631 from County Boundary over Gainsborough Bridge to A156.

16.6 Roads gritted by Lincolnshire County Council on behalf of Nottinghamshire

- A17 from County Boundary west of Beckingham in Lincolnshire to the roundabout at the junction with C208 Beacon Hill Road/Stapleford Lane including the western side of the roundabout.
- C412 from County Boundary at Balderfield to B6326
- Spalford Road from County Boundary through Spalford to A1133

In times of prolonged freezing:

- C158 (C82) from Lincolnshire/Nottinghamshire boundary near North Scarle to the A1133 at Besthorpe.
- C163 (C128) from Lincolnshire/Nottinghamshire boundary near Swinderby to the A1133 at Collingham.
- C123 (C44) from Lincolnshire/Nottinghamshire boundary near Stapleford to the A17 near Coddington.

16.7 Road gritted by Peterborough CC on behalf of Lincolnshire County Council

- B1081 from County Boundary to A43.
- B1443 from A43 junction east to County Boundary.
- A43 from junction with B1443 to County Boundary.
- New A16 from new roundabout at A16/A1073 junction, Crowland to County Boundary.
- Existing A1073 from new roundabout at A16/A1073 junction, Crowland to County Boundary.

16.8 Roads gritted by Lincolnshire County Council on behalf of Peterborough CC

- A15 from A16/ B1525 roundabout across County Boundary to A15/ B1524 roundabout.
- B1524 from B1525 roundabout to A15 Maxey roundabout.

16.9 Road gritted by Rutland on behalf of Lincolnshire County Council

- A606 from County Boundary to the junction with B1081
- B1081 from County Boundary to junction with A606.
- C432 from County Boundary to junction with C431 Station Road

16.10 Roads gritted by Lincolnshire County Council on behalf of Rutland

- B1176 from County Boundary to A6121 north of Ryhall.
- A6121 from County Boundary to County Boundary through Ryhall.

16.11 Road gritted by Cambridgeshire on behalf of Lincolnshire County Council

- N/A

16.12 Roads gritted by Lincolnshire County Council on behalf of Cambridgeshire

- Bythorne Bank from Chapel Gate at County Boundary to Cross Drove
- B1166 from County Boundary at South Eau Bank crossing bridge to Marshall's Bank.

16.13 Road gritted by Leicestershire on behalf of Lincolnshire County Council

- C427 from County Boundary (north east of Normanton) to Long Bennington C418 Main Road.

16.14 Roads gritted by Lincolnshire County Council on behalf of Leicestershire

- C440 from County Boundary to Harston village junction with Denton Lane.
- C492 from County Boundary to Harston village junction with Woolthorpe Lane.

16.15 Road gritted by North East Lincolnshire on behalf of Lincolnshire County Council.

- A1173 from County Boundary to junction with A18.
- Hatcliffe Road from B1203 to County Boundary.
- C243 Stallingborough Road from South Street to County Boundary

16.16 Roads gritted by Lincolnshire County Council on behalf of North East Lincolnshire

- A46 from County Boundary going east to A46 roundabout.
- Old Main Road from A46 through Irby upon Humber to A46.
- A18 from County Boundary to C638 Whites Road.
- A16 from County Boundary to B1219 roundabout.
- A1031 from County Boundary to junction with B1219.

17 Public Self Help Guidance literature

17.1 Based on national guidance issued by the Department for Transport Lincolnshire has produced two self help tips documents. These are:

- Clearing Snow From Footways
- Clearing Snow Off The Carriageway

These will continue to be distributed to the public

SELF HELP TIPS CLEARING SNOW OFF THE CARRIAGEWAY

Do use purpose built snowploughs if available.

Do not scrape the road surface with a JCB/mechanical bucket

Do skim the top of the snow off with a JCB/mechanical bucket to leave an inch of snow so you do not damage the road surface, remove cateyes or come into contact with ironwork.

Do report any damage caused or found

Do operate with dipped beam headlights at all time.

Do operate flashing/rotating amber beacons (where fitted) at all times.

Do place the snow on the verge or grassed areas.

Do not obstruct accesses or footpaths with the snow.

Do keep in regular contact – minimum hourly – with operating base

Vehicle operators/drivers are to have available and use:

- Reflective jacket
- Emergency food and drink
- Mobile telephone or radio system
- Wear stout footwear
- Wear snow and ice grippers when walking outside of vehicle

Lincolnshire
COUNTY COUNCIL

SELF HELP TIPS

CLEARING SNOW FROM FOOTWAYS

- Do** work from the footway at all times - working towards oncoming traffic wherever possible
- Do not** lift too much snow or ice at one time. Compacted snow can be very heavy.
- Do not** use hot water to melt ice or snow – it may refreeze to form “black ice”.
 - Do** place the snow on the verge or grassed areas.
 - Do not** obstruct accesses or footpaths with the snow.
- Do** place snow at edges of footways next to the road. Helps to form a safety barrier between cars and pedestrians
- Do** put sand or ash down on cleared areas as it will give grip to walkers.
- Do** use grit/salt from grit bins sparingly.
- Do not** use grit/salt from highway grit bins on private property – that is theft.
- You do not** need to use a lot of salt - a teaspoon of salt per square metre will defrost ice patches..
- Do not** work in blizzard conditions.

When working outside:

- Wrap up warm
- Wear a reflective coat if available
- Wear stout footwear
- Wear snow and ice grippers when walking – especially when pushing snow
- Beware of hypothermia and will chill effects

Wind?

The Law on Clearing Snow and Ice from the Highway and Public Spaces

There is no law stopping you from clearing snow and ice on the pavement outside your property, pathways to your property or public spaces. This includes both public carriageways and footways.

If an accident did, it's highly unlikely that you would be sued as long as you:

- Are careful
- Use common sense to make sure that you do not make the pavement or pathway clearly more dangerous than before

People using areas affected by snow and ice also have responsibility to be careful themselves

18 Use of Rebated Diesel Oil (Red Diesel)

- 18.1 Clarification has been sought from HMRC concerning the use by private contractors and farmers of rebated diesel in agricultural/farm equipment when snow clearing. Attached are copies of the latest correspondence.



Dils Policy
3rd Floor
Ralli Quays West
3 Stanley Street
Salford M60 9LA

Councillor William Webb
Lincolnshire County Council
County Offices
Newland
Lincoln
LN1 1YL

Tel 0161 827 0910
Fax 0161 827 0342

Email john.loughney@hmrc.gsi.gov.uk

www.hmrc.gov.uk

Date 1 November 2011
Our Ref AA/2011/0617/JAL
Your Ref WSW/LJ

Dear Mr Webb,

Red diesel

Thank you for your letter of 26 October.

I confirm that HMRC is currently reviewing the rules on snow clearing and gritting to see if there is a need for a permanent change in the rules. I can also confirm that there is a plan for the temporary relaxation of enforcement of the rules should the weather this coming winter again turn out to be significantly worse than the norm.

HMRC will make an announcement if either a permanent change or a temporary relaxation is required but in the meantime the normal rules apply. I shall therefore explain the current rules relating to excepted vehicles - that is vehicles entitled to use red diesel - used for snow clearance and gritting work. The law says that a snow clearing vehicle is an excepted vehicle when it is being used or going to or from the place where it is to be or has been used for the purpose of clearing snow from public roads by means of a snow plough or similar device. Agricultural vehicles are not excluded, so that, for example, a farm tractor with a snow plough fitted is entitled to use red diesel for clearing snow from the public road. The law on gritting differs in that a qualifying vehicle must be constructed or adapted, and used, solely for the conveyance of machinery for spreading material on roads to deal with frost, ice or snow. Consequently, a farm tractor, which is neither constructed nor used solely for such work, is not entitled to use red diesel for gritting public roads.

I hope this has clarified the situation for you but please let me know if that is not the case.

Information is available in large print, audio tape and Braille formats.
Type Talk service prefix number - 18001



My ref: WSW/LJ

26 October 2011

H M Revenues & Customs
Oils Policy
3rd Floor
Ralli Quays West
3 Stanley Street
Salford
M60 9LA

County Offices
Lincoln
LN1 1YS
Tel: 01522 552093
Fax: 01522 552072

Dear Sir/Madam,

**USE OF RED DIESEL BY FARMERS PROVIDING WINTER SERVICE SUPPORT
IN EXTREME WEATHER TO LOCAL HIGHWAY AUTHORITIES**

Lincolnshire County Council has carried out the annual review of its Winter Maintenance Operations, taking into account recommendations from both the Quarmby Review and the House of Commons Transport Select Committee's review into winter weather operations during December 2010.

However, in our attempts to strengthen community engagement, especially with the vital farming community, like other local authorities we have hit a stumbling block. The issue is related to the use of rebated fuel (red diesel) in farming equipment being used for snow clearance activities. We are pleased to note that HM Revenue & Customs has confirmed its pragmatic approach, in that during extreme weather farmers can use red diesel in their tractors to help grit and clear snow from public roads. This relaxation is, however, only implemented at the time of need by a special dispensation to relax the rules, and it is the delay in obtaining this relaxation that is the issue.

Farmers quite understandably are unwilling to engage in snow clearing activities until this dispensation is announced, and this delay means that communities, hospitals, schools and remote hamlets can be cut off by snow drifts etc which timely action could have otherwise prevented.

We are aware that under normal rules any vehicle that is specifically constructed or adapted for dealing with frost, ice and snow – such as a snow plough – can work on public roads while using red diesel.




County Offices, Newland, Lincoln LN1 1YL
www.lincolnshire.gov.uk

I write to see if it would be possible for a permanent more general exception to be made within the rules allowing farming equipment to use rebated fuel on the public highway for the purposes of snow clearance work.

I look forward to your response and thank you in advance for your assistance in this matter.

Yours sincerely



Councillor William Webb
Executive Councillor for Highways & Transport

cc DfT
DEFRA
Lincolnshire MPs
Cllr C Strange
Cllr K Smith
Cllr A Turner
Alan Aistrup
David Davies

18 Mutual Aid and Self Help arrangements with Parish and District Councils.

- 18.1 As part of a cross cutting action to engage with all communities within the county concerning how all parties could work together in times of emergency and crisis the following actions will be undertaken.
- 18.2 Highways divisional staff will engage with all District Council's concerning mutual aid in times of severe weather. An example memorandum of understanding is attached.
- 18.3 Highways divisional staff will engage with Town/Parish Councils and other Community Groups to encourage participation in a programme of self-help and mutual aid. The aim being to provide a framework within which willing, locally based, volunteers clear snow, primarily from footways, within key areas of their community. In return for agreed participation, Lincolnshire County Council undertake to provide limited amounts of additional salt/grit in "1 tonne sacks" at agreed locations. Those wishing to take part will need to agree to the following points:
- Provide a contact point for the exchange of information
 - What are the priority footways that are intended to be cleared
 - Agree the quantity and location of additional salt supplies
- 18.4 Parish/Town Councils are encouraged to develop a Snow and Ice Plan as part of their Community Emergency Plan.

LINCOLNSHIRE COUNTY COUNCIL/EAST LINDSEY DISTRICT COUNCIL MEMORANDUM OF UNDERSTANDING

WINTER SERVICE DELIVERY

1, Lincolnshire County Council has responsibility to treat the priority network.

2, In times of continued severe or extreme winter weather when East Lindsey District Council have resources available, East Lindsey District Council will contact Lincolnshire County Council East Division Duty Officer to establish any requirements the Highways Authority has for treatment of the network.

3, The Duty Officer, upon establishing what resource the District Council has available, will direct East Lindsey District Council Duty Officer as to the areas to be treated and the order in which these should be done.

4, Lincolnshire County Council will supply sand/salt as required from either Horncastle or Manby Depots to East Lindsey District Council for this operation.

5, It is expected that the help required will be hand salting of footways (with the possibility of providing mechanical footway spreaders at a later date by LCC) and snow clearing of town/village centres and around strategic facilities eg bus/train stations, community buildings, hospitals, old peoples homes etc.

6, The District Council should update the County Duty Officer on progress and the condition of the net work.

7, All work will be in line with Lincolnshire County Council's Winter Maintenance Plan.

Midlands Service Improvement Group (Winter Maintenance)
Winter Service for Footways and Cycleways – Treatment Table (version 3)

| Category | Overnight Frost Conditions | Daytime Frost Conditions | Extended Ice Conditions | Snow Events |
|----------|---|---|---|---|
| | Overnight forecast temperatures below zero but not extending beyond 8am | Overnight forecast temperatures below zero extending beyond 8am | Persistent widespread ice (rather than frost) for more than 18 hours in a 24-hour period and a forecast not to rise above zero for a further 18 hours in the next 24 hours. | |
| 1a | No treatment | Precautionary treatment | Monitor and further treatment as required when resources permit. Treatment only during normal working hours. | Snow removal will commence when resources come available from higher priority treatments. Endeavours will be made to complete clearance within 12 hours of cessation of snowfall, subject to availability of resources. Treatment only during normal working hours. |
| 1 | No treatment | No treatment | Monitor and treatment as required when resources permit. Treatment only during normal working hours. | Snow removal will commence when resources come available from higher priority treatments. Endeavours will be made to commence clearance within 24 hours of cessation of snowfall, subject to availability of resources. Treatment only during normal working hours. |
| 2 | No treatment | No treatment | Monitor and treatment as required when resources permit. Treatment only during normal working hours. | Snow removal will commence when resources come available from higher priority treatments. Endeavours will be made to commence clearance within 48 hours of cessation of snowfall, subject to availability of resources. Treatment only during normal working hours. |
| 3 | No treatment | No treatment | Reactive treatment not normally undertaken other than in response to specific circumstances. Treatment only during normal working hours. | Snow removal will commence when resources come available from higher priority treatments. Endeavours will be made to commence clearance within 5 days of cessation of snowfall, subject to availability of resources. Treatment only during normal working hours. |
| 4 | No treatment | No treatment | | |

- Notes
1. At all times priority will be given to the priority carriageway network.
 2. Combined footway/cycleways are treated in accordance with footway hierarchy.
 3. Segregated cycleways are not treated.

Main Villages

APPENDIX WMP/2/HM21-1

Main villages were defined in the County Structure Plan between 1981 and 1991 and updated on a later submission to the Secretary of State as the following villages:

BOSTON BOROUGH

Butterwick
Kirton
Old Leake
Sutterton
Swineshead

EAST LINDSEY DISTRICT

Binbrook
Burgh le Marsh
Chapel St Leonards
Grimoldby/Manby
Holton le Clay
Legbourne *
Mareham le Fen
North Somercotes
North Thoresby *
Sibsey
Stickney
Tetford
Tetney
Wainfleet
Woodhall Spa
Wragby

NORTH KESTEVEN DISTRICT

Bassingham
Billinghay
Branston
Eagle *
Heckington
Heighington
Helpringham *
Metheringham
Navenby
Ruskington
Skellingthorpe
Swinderby
Waddington
Washingborough

SOUTH HOLLAND DISTRICT

Cowbit
Deeping St Nicholas *
Donington
The Droves (Gedney Hill, Holbeach Drove,
Whaplode Drove, Shepeau Stow) *
Gosberton
Moulton
Pinchbeck
Weston
Whaplode *

SOUTH KESTEVEN DISTRICT

Ancaster
Barrowby
Baston *
Billingborough
Caythorpe
Claypole *
Colsterworth
Corby Glen
Great Gonerby
Langtoft
Long Bennington
Morton
Rippingale
South Witham
Thurlby

WEST LINDSEY DISTRICT

Bardney
Blyton
Cherry Willingham
Dunholme
Ingham *
Keelby
Nettleham
North Kelsey *
Saxilby
Scotter
Sturton by Stow
Sudbrooke
Welton

(* updated on a later submission to the Secretary of State)
As approved in August 1999

WINTER MAINTENANCE NETWORK EVALUATION (version 4)

POINT SCORING SYSTEM FOR NEW ROADS.

This scoring system has been designed to prioritise roads which have been requested as possible additions to the network

| | |
|------------------|--|
| Reference Number | |
| | |
| | |

| | |
|---|--|
| Requested By – | |
| Location | |
| Road Name and Number | |
| Distance | |
| Average Width of road | |
| Obstructions to Gritting operations:, Speed retarders, access for plough etc | |
| Can Gritter turn around if required with out reversing ? | |

| | | |
|--|--|-------------------------------|
| 1: Is Road suitable for gritters (Width, ability to exit without using reverse gear etc.) Yes / No | | If No - do not proceed |
| 2: Is reasonable alternative treated route available Yes / No | | If Yes- do not proceed |
| 3: Is sufficient capacity available on relevant route Yes / No | | If No - do not proceed |

| Item | Notes | Points | Occ | Road Speed | Total |
|--|---|--------|-----|------------|-------|
| Public service bus route (daily) | Service provided at least 5 days / week | 20 | | | |
| Public service bus route (less than daily) | Service provide less than 5 days / week | 10 | | | |
| School bus route | Contract route (16+seater PCV Licence required) | 20 | | | |
| Injury accident record (last three years) | Ice & snow related 15pts per reported accident. | 15 | | | |
| Health centre on route | GP practice. | 15 | | | |
| Railway / Bus station on route | 15pts. awarded for each | 15 | | | |
| Bends | 5pts each | 5 | | < = 30 | |
| | | | | 31-50 | |
| | | | | 51 > | |
| Junctions | 1pts each | 1 | | < = 30 | |
| | | | | 31-50 | |
| | | | | 51 > | |
| Steep gradient | 10pts if 1 or more gradients (> 1 in 15 over 50m) | 10 | | | |
| Deep drains or water course adjacent to rd. | 10pts / side (Over 2m from C/way level to bed level | 10 | | | |
| Ditches | 5pts / side (within 1m of C/way, less than 2m deep) | 5 | | | |
| Total Point Score = | | | | | |

NB. Only 1 Public Service or School bus scores to be used.
Road Speed: up to 30mph = x1 , 31mph to 50mph = x2 , 51mph and above = x3

| | | | | | |
|---------------------------|--|-------------------------------|--|----------------------|--|
| Total Points Score | | Divided by road length | | = FINAL SCORE | |
|---------------------------|--|-------------------------------|--|----------------------|--|

| | |
|----------------------|--|
| Engineering Comment. | |
|----------------------|--|

WINTER MAINTENANCE - GRIT BIN EVALUATION

POINT SCORING SYSTEM FOR EXTERNAL APPLICATIONS

This scoring system has been designed to prioritise requests for Grit Bins to be added to the public highway network.

| | | |
|---|--|--|
| Requested by – Name and Address - | | |
| Proposed location of grit bin - | | |
| Indicate use of grit bin – carriageway or footway treatment | | |
| Road name and number – | | |

| | | |
|---|--|-------------------------------|
| 1: Is it Maintainable Public Highway. Yes / No | | If No – do not proceed |
| 2: Is there a suitable location for a grit bin. Yes/No | | If No – do not proceed |
| 3: Is there a Responsible Body to look after grit bin? Yes/No If yes who - | | If No – do not proceed |

| Item | Notes | Points Carriageway | Points Footway | Total |
|---|---|------------------------|-------------------------|-------|
| Gradients | <ul style="list-style-type: none"> Greater than 1 in 20 1 in 20 to 1 in 30 Less than 1 in 30 | 75 0 0 | 75 40 0 | |
| Proximity of existing grit bin | <ul style="list-style-type: none"> Within 50m 50 – 100m 100 – 200m Greater than 200m | -100 -50 0 30 | -100 -50 0 30 | |
| Number of premises for which this is the only access route | <ul style="list-style-type: none"> Over 50 20 – 50 Less than 20 | 30 20 0 | 30 20 0 | |
| Community facilities (within 200m of proposed grit bin) | <ul style="list-style-type: none"> School (Not directly on treated network) Post Office/local shop Local shopping centre Community/Medical Centre | 20 10 20 0 | 30 20 30 10 | |
| Winter route priority of location of proposed grit bin. | <ul style="list-style-type: none"> On Priority Gritting Network On Severe Weather Gritting Network Not on gritting network | -200 -100 20 | NA NA NA | |
| IN ORDER TO PROVIDE A GRIT BIN, SCORE MUST EXCEED 50 POINTS | | | TOTAL POINTS | |

Winter Maintenance Duty Officers Conference Call - Protocol.

Background.

Following the publication of the 2010/2011 Winter Maintenance Plan the following requirement is contained within Section 4:

“Duty Officers will liaise with each other utilising a telephone conferencing system such as the Arkadin System. Wherever possible, Divisions should have a common treatment and start time.”

This policy does not require Duty Officers to liaise with each other on every decision or on a daily basis. Therefore the following practical guide describes when it is appropriate to make conference calls.

Arkadin System

The conference call has been set up on the Arkadin Global Conferencing System. The system is very easy to use and can be accessed from either a landline or mobile phone. The system has been set up for this call so that a Moderator is not required to set the call up on every occasion. All you need to do at the allotted time is or any agreed time:

- Telephone either:
 - Toll free access number: 08003763912
 - or if there is a problem a Toll charge access number: 02033645095
- You will then be asked for a “participants pin” which you dial in. This is XXXXX#
- Then wait for the other participants to join and then start the discussion.
- When you have finished just put the phone down.

This system can be used at any time during the winter season by any member of staff involved with winter maintenance to make a conference call.

System Protocols

The weather forecast provider operates to the following readiness warning state system for the Open Road service.

| Readiness Colour Coding | |
|--------------------------------|---|
| GREEN | Road surface temperatures are expected to remain above freezing with no ice/hoar frost/snow accumulations. Confidence HIGH |
| AMBER | Road surface temperatures are expected to fall close to or below freezing. Confidence is LOW regarding ice and/or hoar frost and/or snow accumulations. |
| RED | Road surface temperatures are expected to fall to or below freezing with ice and/or hoar frost and/or snow accumulations likely. Confidence HIGH. |

- During the working day where the forecast readiness is green. A conference call is not required.
- Where the forecast readiness is Amber and runs are unlikely. (eg. +3c on a high confidence forecast). The instruction will normally be “marginal forecast” and “monitoring but run unlikely”. A conference call is not required.
- All other scenarios will require a conference call. (eg. Where the forecast readiness is Amber or Red in one or more areas)

12.00 noon conference call

The aim at lunchtime should be to make the treatment decision or if a marginal situation then to be able to give the contractor (and the OHDO coming on duty later) notice of likely intentions for the evening. This is subject to any substantive changes in weather conditions or forecast. The majority of decisions are to wait for the evening update and it is only on a small number of occasions the gritters are required to treat during the working day.

If the Duty Officer is unable, due to diary commitments, to monitor the forecasts and attend the conference call then a suitably trained deputy should carry out this task. Instructions may be given to support staff to communicate decision via the conference call, when the Duty Officer or Deputy is not available. Support staff are not trained and therefore do not make any WM decisions.

The conference call timing should be flexible to accommodate late forecasts.

18.00 conference call

The aim of the 18.00 conference call is to discuss the evening update from the Met Office and finalise treatment decisions if possible. If it is not possible to finalise actions then a further conference call may be needed later.

Morning conference calls

The Met Office issue a morning forecast summary which is received between 07.30 and 08.00. Where a gritting run is likely to be required before 3.00pm, due to the forecast, then the OHDO or Service Development will contact Divisional Duty officers. A conference call could be made if required.

Severe Weather

In Severe Weather situations divisional snow room will be in operation to offer a co-ordinated response to the contractor, if required. In severe weather there may be a need for more than one conference call during normal hours and outside.

Extreme Weather

In Extreme Weather situations both county and divisional snow rooms will be operational and conference calls are likely to include emergency services staff.

Date: _____

North Division
Other Contractors Snow Clearing Resources

Daily Plant Return (Snow Clearing)

| Other Resources | Reg No (Plant No) | C/S | Plough | Location | Time on | Time off | Total Time | Costings | | | Comments |
|-----------------|----------------------|-----|--------|----------|---------|----------|------------|----------|------|-------|----------|
| | | | | | | | | Item No | Rate | Total | |
| | | | | | | | | | | | |
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**Total Salt used
tonnes**

Signed _____ (Contractor)

Signed _____ (Client)

North Division

Hired Plant Performa – Snow Clearing

Commitment Reference Number: _____

Week Ending: _____

Area: _____

Contractor: _____ Contact Tel No: _____

Ref./Plant No _____ Order No: _____

Plant (make and Type): _____ Contact with Base: Yes / No

| Date | Time on | Time off | Standing | Location and Comments | Duty Officer | Allocation of Hours | | |
|------------------|---------|----------|----------|-----------------------|--------------|---------------------|----------|-------|
| | | | | | | Basic | Overtime | Total |
| SUNDAY | | | | | | | | |
| MONDAY | | | | | | | | |
| TUESDAY | | | | | | | | |
| WEDNESDAY | | | | | | | | |
| THURSDAY | | | | | | | | |
| FRIDAY | | | | | | | | |
| SATURDAY | | | | | | | | |

North Division

Snow Conditions

Divisional Resources Report

This report is to be telephoned or faxed to Highways Service Development at 09.00 hrs or as soon as practically possible each day. The information required is:

1. Resources (Contractor, Farmers and other Labour)

- a. Yesterday

- b. Overnight

- c. Today's Plan

2. Problems

- a. Operational Vehicles (broken down, accident damage)

- b. Salt

3. Surplus Resources

4. Resources from outside the County

SERIES 2800 WINTER MAINTENANCE

APPENDIX 28/6 - Road Condition Report (Example)

| | | | | |
|---|-------------|--------------|---|---|
| A | (ALPHA) | 2 Way | Open to all traffic | Black tarmac |
| B | (BRAVO) | 2 Way | Open to all traffic | Soft snow slush ice lying on road surface |
| C | (CHARLIE) | 2 Way | Passable – NO ARTICS - | Hard packed ice/snow on road surface |
| D | (DELTA) | Single | Open to all traffic | Black tarmac * |
| E | (ECHO) | Single | No - ARTICS - | Soft snow, slush ice lying on road surface * |
| F | (FOXTROT) | Single | Passable – NO ARTICS - | hard packed ice/snow on road surface * |
| G | (GOLF) | Blocked Road | BLOCKED ROAD Generally impassable to all traffic | Drifts of fresh snow up to 600mm deep. Left mounted plough can widen to 1 lane. |
| H | (HOTEL) | Blocked Road | BLOCKED ROAD Generally impassable to all traffic | Drifts over 600mm |

Weather status. * An indication of snow depth on the blocked half will be included with these conditions.

e g:- CONDITION:- E (Echo) 600.

1. STATUS QUO
2. IMPROVING
3. DETERIORATING.

Lincolnshire County Council WEST DIVISION

Priority Snow Clearing Routes

| |
|-------|
| Date: |
| Time: |

Police Sub-division "B"

| Route Status Key | | | | Weather Status | |
|------------------|-----------|---------|---|----------------|---------------|
| A | (Alpha) | 2 Way | Open to all traffic | 1 | Clear |
| B | (Bravo) | 2 Way | Snowed over no artics | 2 | Improving |
| C | (Charlie) | Single | Snowed over no artics | 3 | Deteriorating |
| D | (Delta) | Blocked | Road generally impassable to all vehicle access | 4 | Blizzard Con |

| West Division | | | | | | | | Route Status | | | | Weather Status | | | |
|---------------|-------|----------|-------|----|------------------------|----|-------|--------------|---------------------------|---|---|----------------|---|---|---|
| Ref | Road | Location | | | | | | A | B | C | D | 1 | 2 | 3 | 4 |
| W01 | A15 | from | A16 | at | Market Deeping By Pass | to | | at | Cty Boundary Northborough | | | | | | |
| W02 | A15 | from | A16 | at | Market Deeping | to | A151 | at | Bourne | | | | | | |
| W03 | A15 | from | A151 | at | Thre | to | 2 | at | Thre | | | | | | |
| W04 | A15 | from | A152 | at | Thre | to | 13 | at | Slea | | | | | | |
| W05 | A15 | from | A153 | at | Slea | to | 17 | at | Slea | | | | | | |
| W06 | A15 | from | A17 | at | Slea | to | 120 | at | Boo | | | | | | |
| W07 | A15 | from | B1202 | at | Boo | to | 607 | at | Brac | | | | | | |
| W08 | A17 | from | | at | Cty B | to | 607 | at | Lede | | | | | | |
| W09 | A17 | from | A607 | at | d | to | 15 | at | Slea | | | | | | |
| W10 | A17 | from | A15 | at | Slea | to | A1121 | at | Swineshead Bridge | | | | | | |
| W11 | A52 | from | | at | Cnty Bdy Muston | to | A1 | at | Grantham | | | | | | |
| W12 | A52 | from | A1 | at | Grantham | to | B6403 | at | Cold Harbor | | | | | | |
| W13 | A52 | from | B6403 | at | Cold Harbor | to | A15 | at | Thre | | | | | | |
| W14 | A52 | from | A15 | at | Thre | to | A152 | at | Bicker | | | | | | |
| W15 | A607 | from | | at | Cnty Bdy Harlaxton | to | A152 | at | Grantham | | | | | | |
| W16 | A607 | from | | at | Grantham | to | A17 | at | Lede | | | | | | |
| W17 | A153 | from | A607 | at | Honnington | to | A15 | at | Slea | | | | | | |
| W18 | A153 | from | A15 | at | Slea | to | A155 | at | Coningsby | | | | | | |
| W19 | A151 | from | A1 | at | Colsterworth | to | A15 | at | Bourne | | | | | | |
| W20 | A6121 | from | A16 | at | Stamford | to | A151 | at | Bourne | | | | | | |
| W21 | A16 | from | A43 | at | Cnty Bdy | to | A16 | at | Stamford | | | | | | |
| W22 | A16 | from | A15 | at | Market Deeping By Pass | to | A15 | at | Market Deeping By Pass | | | | | | |
| W23 | A1 | from | | at | Highways Agency | to | | at | | | | | | | |
| W24 | B1188 | from | A153 | at | Ruskington | to | B1189 | at | Metheringham | | | | | | |
| W25 | B1189 | from | A153 | at | Billingham | to | B1189 | at | Metheringham | | | | | | |
| W26 | B1177 | from | A15 | at | Morton Nr Bourne | to | A15 | at | Bridge End | | | | | | |
| W27 | B1394 | from | A17 | at | Heckington | to | A52 | at | Swaton | | | | | | |
| | | | | | | | | | | | | | | | |
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Dear

Winter Maintenance 2012/2013 Cross boundary arrangements Between X and Y.

I should be grateful if you would confirm that the cross boundary arrangements for precautionary gritting that exist will remain for the forthcoming winter. Could you please confirm these arrangements in writing and send it to me at the above address on this letter. Thank you.

The arrangements were as follows:

Route gritted by Y on behalf of X.

- .
- .
- .

Route gritted by X on behalf of Y

- .
- .
- .

In addition, as part of your ? route when appropriate, would you include the following roads:

- .
- .
- .
- .

as was established last year.

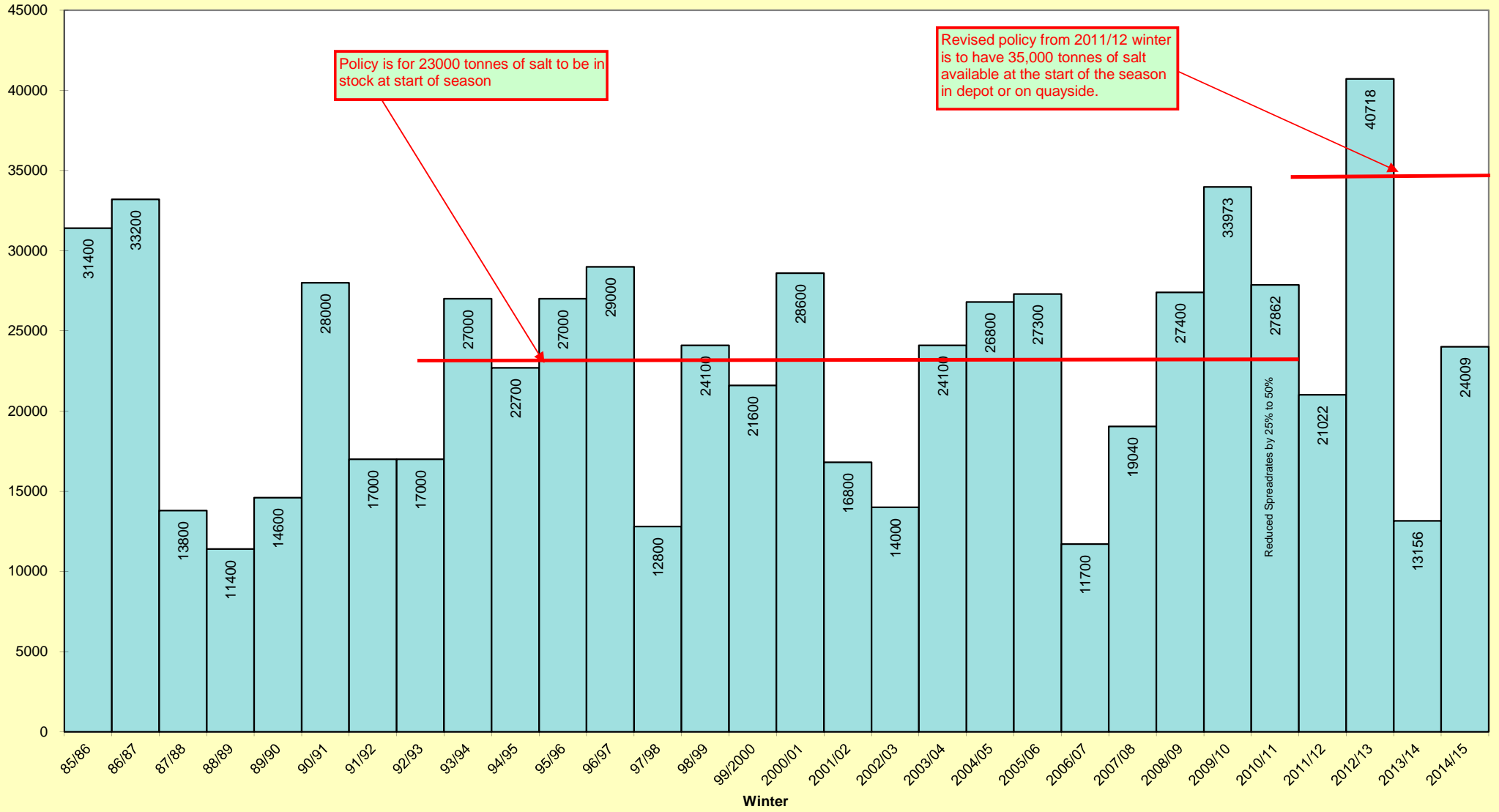
It is envisaged that the arrangements indicated above will only apply in respect of precautionary gritting operation, and liaison will take place during snow conditions, to ensure that appropriate action is taken.

Please treat this letter as constituting an agreement for the purposes of Sec 8, Highways Act 1980. All gritting operations carried out by your authority in our area should be undertaken according to your operational standards, and not ours.

Yours sincerely

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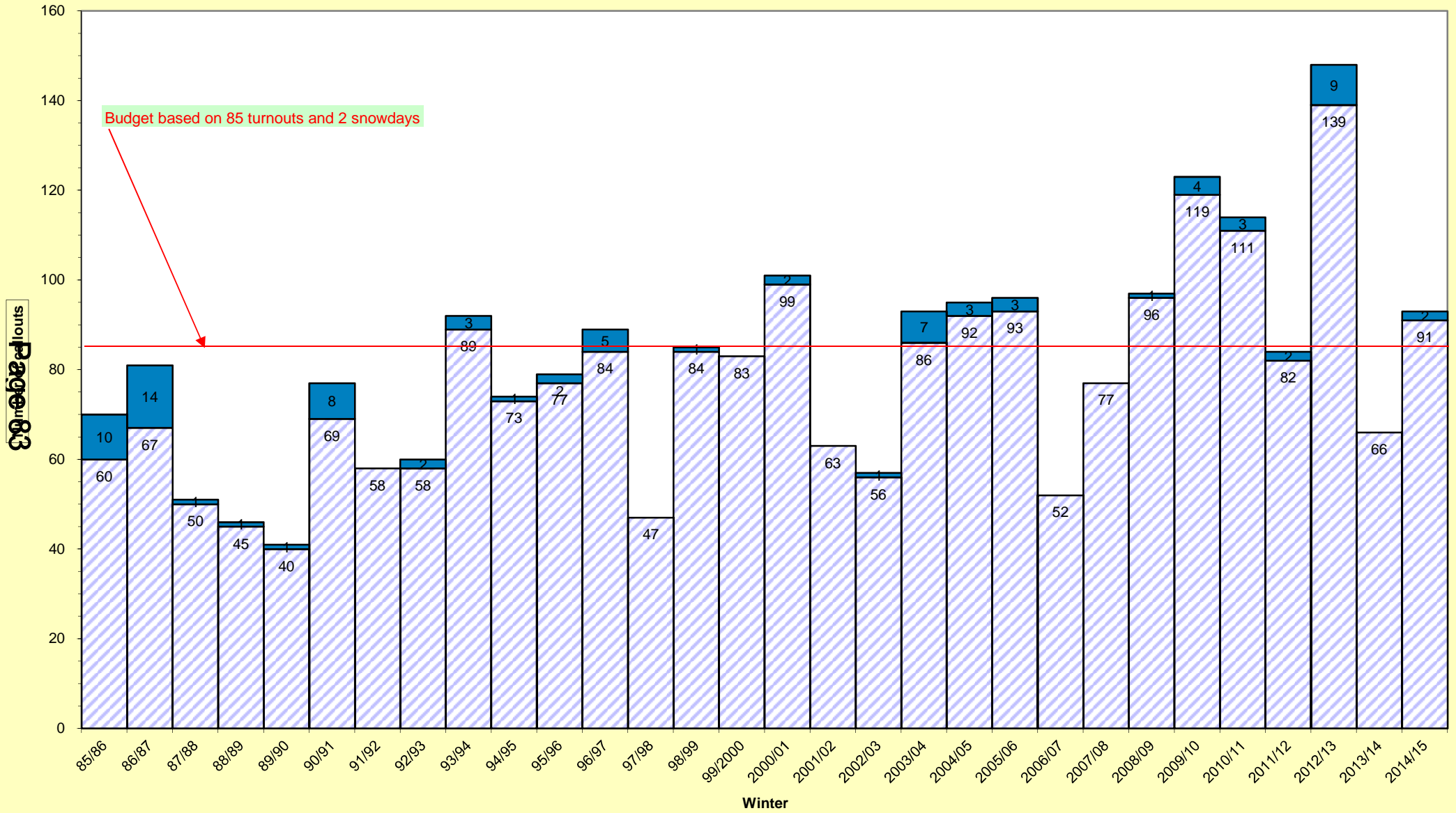
WINTER MAINTENANCE SALT USAGE



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LINCOLNSHIRE COUNTY COUNCIL PRECAUTIONARY SALTING CALLOUTS (County average)

Turn outs & second runs Plough & Salt days / Severe Weather Routes



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

| | |
|------------|--|
| Report to: | Highways and Transport Scrutiny Committee |
| Date: | 14 September 2015 |
| Subject: | Civil Parking Enforcement - Annual Parking Report 2014/2015 |

Summary:

The adoption of Civil Parking Enforcement (CPE) by Lincolnshire County Council requires the Council to submit an annual report on CPE related activities and a financial statement showing the cost of the operation, including any deficit or surplus. This is in accordance with the Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions.

The District and City Councils within Lincolnshire are responsible for producing their own annual reports.

Actions Required:

That the Committee consider and comment on the contents of the report.

1. Background

The annual parking report covers the period from 1 April 2014 to 31 March 2015. It is a transparent document that allows the disclosure of various statistics related to enforcement and appeals, as well as financial information on the cost of the service. The report also includes details of projects where parking enforcement has helped to contribute to changes to parking schemes or the review of current parking restrictions. The report will be sent to the Department for Transport and PATROL (Parking and Traffic Regulation outside London).

The report contains information on the following:

- Cost of service provision
- Income from penalty charges
- Any surplus or deficit made
- The number of penalty charges issued
- The number of penalty charges paid
- The income raised from penalty charge payments

- The number of appeals
- The number of successful appeals
- The number of penalty charges cancelled, along with the reason for cancellation
- A breakdown of the deployment of Civil Enforcement Officers across the County

Financial Situation

Prior to going live, CPE was forecast to operate at a deficit. The deficit forecast was derived from using a complex financial projection that was skewed toward higher costs and lower levels of income.

One of the tasks of Parking Services is to ensure the service provided by the contractors is as efficient as possible. By working with the contractors to improve efficiencies, and thus reduce costs, the service has produced an excess, resulting in a surplus of £50,730 for financial year 2014/2015.

2. Conclusion

The Committee is asked to consider and comment on the report and note endorse that the report is published on the Lincolnshire County Council website.

3. Consultation

a) Policy Proofing Actions Required

N/A

4. Appendices

| | |
|---|--|
| These are listed below and attached at the back of the report | |
| Appendix A | Civil Parking Enforcement Report 2014 - 2015 |

5. Background Papers

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

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

Lincolnshire County Council Civil Parking Enforcement Report 2014 to 2015



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Introduction

Lincolnshire adopted Civil Parking Enforcement (CPE) in December 2012, when the powers to enforce nearly all parking and waiting restrictions were handed over from the Police to the County Council.

As the Enforcement Authority, the Council is responsible for the enforcement of contraventions and the handling of appeals; both areas are legislated by the Traffic Management Act 2004 and Statutory Guidance from the Secretary of State for Transport.

The power to enforce on-street lies with the County Council; powers were delegated to the District and City Councils to enforce their off-street car parks.

This report is part of the responsibilities that Lincolnshire County Council has as the Enforcement Authority for parking and waiting restrictions. It will detail the statistics for the period 1 April 2014 to 31 March 2015 along with explanations of how and why enforcement is carried out.

The District Councils and the City of Lincoln Council are responsible for producing annual reports relating to off – street parking.

Why are parking restrictions enforced?

Parking and waiting restrictions serve a variety of purposes, ranging from road safety through to allowing loading and unloading. The restrictions are designed and implemented by the County Council's Highways Divisions, with the Traffic Orders Team ensuring that the legal underpinnings are in place to show that an Order exists.

The restrictions enable improved traffic flows, lower congestion and allow the public and businesses to gain access to services, businesses and retail areas.

Most drivers take parking restrictions into consideration when going about their day to day business and lives, however, on occasion some drivers decide to flout the restrictions or take a chance that they will not be caught out.

Without enforcement of the restrictions by the Civil Enforcement Officers, human nature would lead others to follow the example of those who ignore the restrictions. Thus the restrictions would be useless, negating the reason for designing and implementing them and leading to confusion with the result that the public would be unable to access important services and facilities.

An example would be an area of limited waiting bays that allowed parking for 1 hour but no return to the bays for 2 hours. The bays have been requested by the owners

of a row of small shops to help encourage visitors and to stop all day "commuter" parking.

If the restriction was implemented without enforcement it would soon become worthless as the original problem, all day commuter parking, could swiftly return. Enforcement of the restrictions helps to ensure compliance, allowing shoppers to visit the businesses and helping to keep the area vibrant.

Enforcement is a vital part of keeping the roads safe, traffic moving and allowing fair access for all to amenities, shops and services.

Enforcing parking restrictions in Lincolnshire

In November 2012 the contract for on-street enforcement was awarded to APCOA Ltd. The structure of the enforcement workforce is 1 manager, 4 supervisors and 25 CEO's.

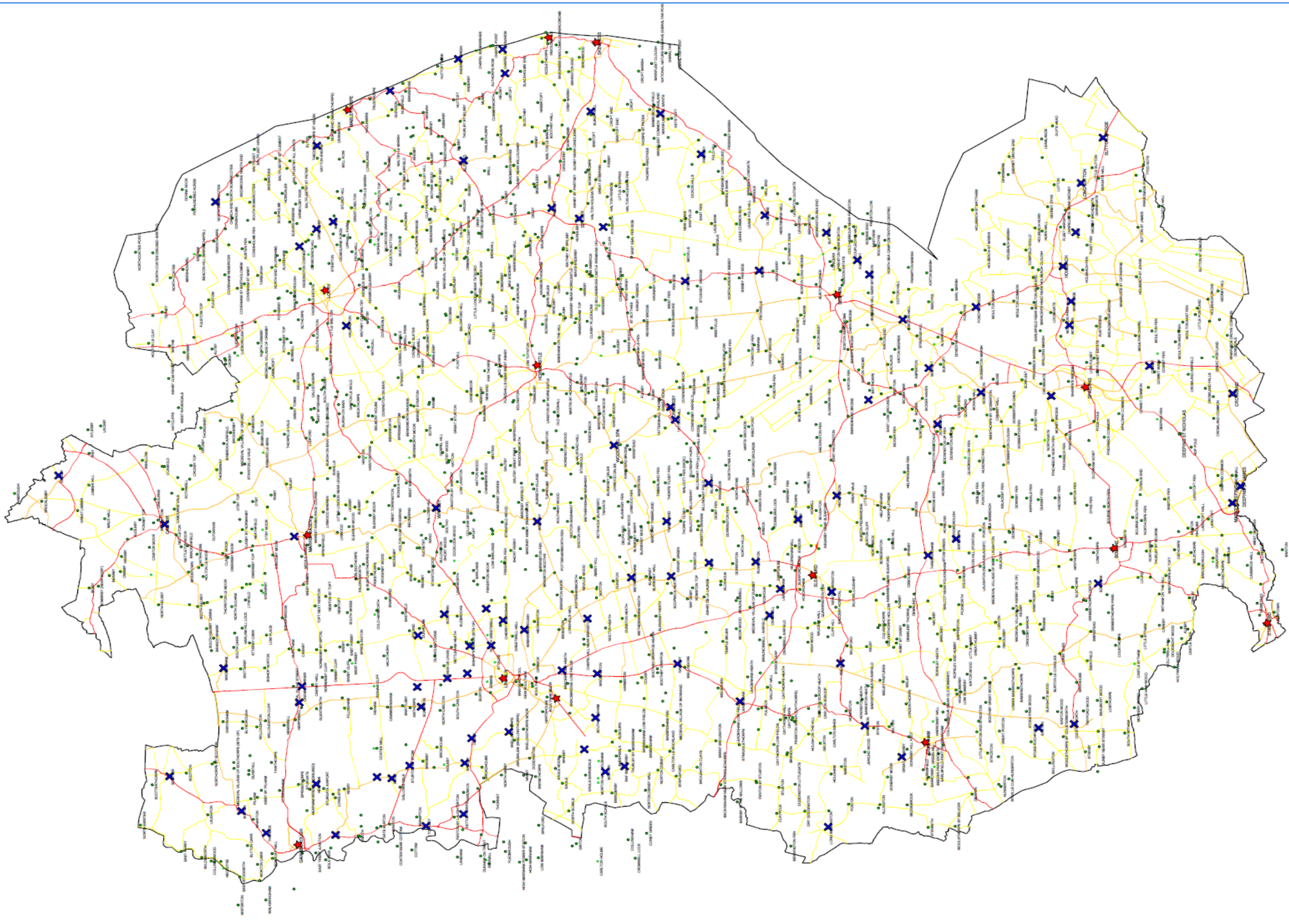
Lincolnshire has 9000km of road network within an area of 5921km² making our enforcement area amongst the largest in the country.

To cover this area with such a small team requires a proactive approach to patrol requirements, customer requests and the efficient use of transport.

For the purposes of enforcement, the County is split into 3 categories, A, B and C. Category A covers town and city centres, along with other high traffic density routes and locations. These locations are patrolled daily. Category B areas are for smaller towns and are patrolled twice a week, depending on resources. Category C areas are all other areas, subject to parking restrictions, not covered by category A or B and are patrolled once a month.

CEO's are allocated to a patrol location to meet the councils requirements, however category C areas are also patrolled using cars and scooters. These routes are planned so that the most efficient use of the CEO's time is made, along with lower transport and fuel costs.

The following map shows the locations in the county that have parking and waiting restrictions. The red stars ★ mark the category A locations and the blue X marks a location with one or more parking restrictions in a category B or C location:



Enforcement routes are planned to ensure that category C locations are covered when transiting between category A and B locations, in addition to the category C patrols. For town and city locations the areas are further sub-divided to make the route manageable for foot patrol, although scooters are used to move from one area to another or in more widespread areas, such as resident parking schemes.

What are the benefits of enforcing restrictions?

Parking and waiting restrictions are used to help regulate traffic flow, assist access, increase road safety and contribute to reduced traffic congestion. Uncontrolled parking can cause some serious problems by reducing road safety, denying access for visitors, delaying journey times and adding to air pollution.

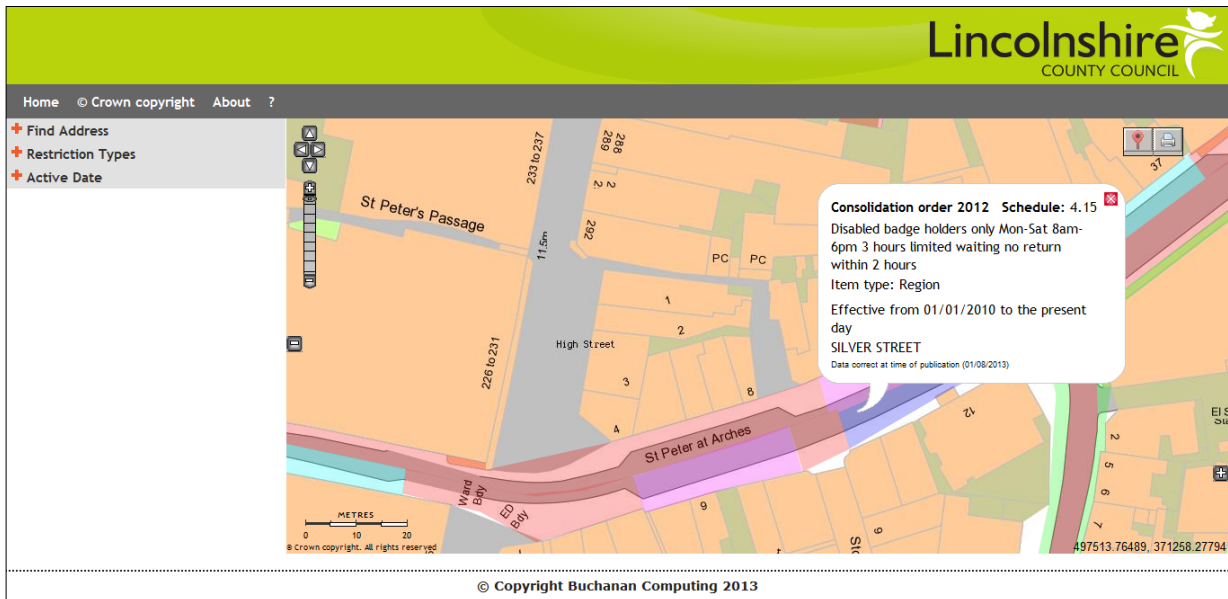
It's not just about enforcement though, the CEO's are also seen as a point of contact, advising visitors on where to park, finding amenities and general information about the area.

Regular enforcement has also helped to highlight issues with parking schemes that are not apparent, helping to focus on unintended consequences. Parking schemes in Lincoln, Boston Stamford and Grantham have been changed as the effect of enforcement becomes clear.

In January 2015 a residents parking scheme was introduced in Stamford to help alleviate long standing parking issues. The scheme is designed to not only accommodate the need of residents but also to allow short term parking. The solution was to introduce shared use bays that are for residents holding a permit and 2 hour parking for non-permit holders.

On line - Parking and Waiting Restrictions

All the on-street parking and waiting restrictions throughout Lincolnshire are mapped based; the restrictions are overlaid onto the map of the County's road network. We have used this information to provide the public easy access to all the on-street orders to help them check for restrictions before going to a location or to check for parking and waiting restrictions during the journey. An example of the information can be seen below:



You can access the online traffic orders facility at <http://www.lincolnshiretraffweb.co.uk/>

Our hope is that the information will help drivers to find appropriate parking prior to their arrival and reduce journey times. This would benefit all residents and visitors, helping to reduce congestion, increase traffic flow and assist drivers to avoid parking in contravention of the rules.

Statistics and the Parking Account

The council publishes a monthly breakdown of penalty charge notices issued, appeals received and challenges accepted on its website [here](#).

The figures below reflect the penalty charges issued at each level, the number challenged and accepted, reasons for cancellation and the revenue from penalty charges for on-street contraventions:

Penalty charges are issued for contraventions of the parking restrictions. Under government legislation different types of contraventions are classed as higher (£70) or lower (£50) levels. The level is dependent on the seriousness of the contravention. If paid within 14 days, the penalty charge is reduced by 50%.

Statistical Data 2014 - 2015

| Issued | Apr-14 | May-14 | Jun-14 | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Totals |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Higher | 1828 | 1808 | 1751 | 2025 | 1939 | 1487 | 1595 | 1971 | 1897 | 1733 | 1601 | 1907 | 21542 |
| Lower | 1111 | 1170 | 1111 | 1311 | 1368 | 984 | 975 | 1198 | 1066 | 1136 | 1138 | 1407 | 13975 |
| Total | 2939 | 2978 | 2862 | 3336 | 3307 | 2471 | 2570 | 3169 | 2963 | 2869 | 2739 | 3314 | 35517 |

| Paid PCNs - Total | Apr-14 | May-14 | Jun-14 | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Totals |
|---------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Lower - Discounted - £25 | 786 | 769 | 833 | 860 | 879 | 750 | 664 | 1016 | 766 | 791 | 778 | 939 | 9831 |
| Higher - Discounted - £35 | 1258 | 1147 | 1322 | 1270 | 1204 | 1165 | 1022 | 1333 | 1367 | 1184 | 1134 | 1220 | 14626 |
| Lower - Full - £50 | 89 | 95 | 97 | 114 | 98 | 116 | 100 | 110 | 100 | 98 | 95 | 98 | 1210 |
| Higher - Full - £70 | 140 | 141 | 150 | 145 | 132 | 180 | 155 | 148 | 136 | 184 | 160 | 146 | 1817 |
| Lower plus CC £75 | 24 | 16 | 16 | 20 | 18 | 24 | 26 | 24 | 11 | 23 | 21 | 26 | 249 |
| Lower plus legal £82 | 24 | 25 | 29 | 56 | 38 | 22 | 23 | 65 | 40 | 33 | 30 | 40 | 425 |
| Higher plus CC £105 | 24 | 30 | 32 | 34 | 20 | 33 | 32 | 25 | 33 | 38 | 28 | 16 | 345 |
| Higher plus Legal £112 | 46 | 46 | 40 | 96 | 66 | 49 | 61 | 60 | 57 | 38 | 44 | 68 | 671 |
| Total | 2391 | 2269 | 2519 | 2595 | 2455 | 2339 | 2083 | 2781 | 2510 | 2389 | 2290 | 2553 | 29174 |

| Paid PCNs - Value | Apr-14 | May-14 | Jun-14 | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Totals |
|---------------------------|---------|---------|---------|----------|---------|---------|---------|----------|---------|---------|---------|---------|------------|
| Lower - Discounted - £25 | £19,650 | £19,225 | £20,825 | £21,500 | £21,975 | £18,750 | £16,600 | £25,400 | £19,150 | £19,775 | £19,450 | £23,475 | £245,775 |
| Higher - Discounted - £35 | £44,030 | £40,145 | £46,270 | £44,450 | £42,140 | £40,775 | £35,770 | £46,655 | £47,845 | £41,440 | £39,690 | £42,700 | £511,910 |
| Lower - Full - £50 | £4,450 | £4,750 | £4,850 | £5,700 | £4,900 | £5,800 | £5,000 | £5,500 | £5,000 | £4,900 | £4,750 | £4,900 | £60,500 |
| Higher - Full - £70 | £9,800 | £9,870 | £10,500 | £10,150 | £9,240 | £12,600 | £10,850 | £10,360 | £9,520 | £12,880 | £11,200 | £10,220 | £127,190 |
| Lower plus CC £75 | £1,800 | £1,200 | £1,200 | £1,500 | £1,350 | £1,800 | £1,950 | £1,800 | £825 | £1,725 | £1,575 | £1,950 | £18,675 |
| Lower plus legal £82 | £1,968 | £2,050 | £2,378 | £4,592 | £3,116 | £1,804 | £1,886 | £5,330 | £3,280 | £2,706 | £2,460 | £3,280 | £34,850 |
| Higher plus CC £105 | £2,520 | £3,150 | £3,360 | £3,570 | £2,100 | £3,465 | £3,360 | £2,625 | £3,465 | £3,990 | £2,940 | £1,680 | £36,225 |
| Higher plus Legal £112 | £5,152 | £5,152 | £4,480 | £10,752 | £7,392 | £5,488 | £6,832 | £6,720 | £6,384 | £4,256 | £4,928 | £7,616 | £75,152 |
| Total | £89,370 | £85,542 | £93,863 | £102,214 | £92,213 | £90,482 | £82,248 | £104,390 | £95,469 | £91,672 | £86,993 | £95,821 | £1,110,277 |

| Challenges | Apr-14 | May-14 | Jun-14 | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Totals |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Reviewed | 422 | 356 | 553 | 503 | 539 | 685 | 650 | 430 | 495 | 724 | 539 | 412 | 6308 |
| Granted | 122 | 111 | 160 | 173 | 197 | 227 | 156 | 147 | 157 | 258 | 181 | 144 | 2033 |
| Percentage | 28.91% | 31.18% | 28.93% | 34.39% | 36.55% | 33.14% | 24.00% | 34.19% | 31.72% | 35.64% | 33.58% | 34.95% | 32.23% |

| Cancelled for other reason | Apr-14 | May-14 | Jun-14 | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Totals |
|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Admin Error | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Bankrupt (WO) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Foreign Vehicle | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 5 |
| General Reason | 41 | 48 | 57 | 51 | 55 | 73 | 61 | 85 | 78 | 29 | 42 | 34 | 654 |
| Goodwill - Disabled Overstay | 7 | 10 | 22 | 26 | 14 | 24 | 10 | 11 | 10 | 11 | 3 | 3 | 151 |
| No Trace | 0 | 3 | 4 | 3 | 28 | 7 | 53 | 0 | 0 | 1 | 0 | 2 | 101 |
| Not Enforceable | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| NPAS - No Contest | 1 | 2 | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| P&D Machine Problem | 1 | 0 | 0 | 2 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 6 |
| PA Error | 37 | 44 | 54 | 53 | 51 | 53 | 48 | 16 | 11 | 29 | 23 | 33 | 452 |
| PCN not issued/served/spoilt | 21 | 22 | 16 | 61 | 51 | 35 | 27 | 52 | 48 | 36 | 34 | 65 | 468 |
| Proof of Loading | 6 | 8 | 9 | 7 | 8 | 10 | 8 | 4 | 7 | 9 | 10 | 13 | 99 |
| Test/Warning Notice | 1 | 1 | 1 | 0 | 2 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 8 |
| Valid ticket/permit | 35 | 18 | 39 | 49 | 48 | 81 | 66 | 45 | 53 | 55 | 50 | 47 | 586 |
| Vehicle Breakdown | 4 | 1 | 1 | 2 | 2 | 3 | 4 | 2 | 2 | 0 | 5 | 1 | 27 |
| Total | 155 | 160 | 205 | 256 | 262 | 289 | 281 | 216 | 210 | 170 | 168 | 198 | 2570 |

| Challenges | Apr-14 | May-14 | Jun-14 | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Totals |
|----------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Vehicles Immobilised | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vehicles Removed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Annual Account

The following account is for Lincolnshire County Council from 1st April 2014 to 31 March 2015 for on-street parking enforcement and the costs of running the service.

| | |
|------------------------------------|----------|
| <u>Income</u> | |
| Penalty Charges | £947,735 |
| District Council Operational Costs | £20,000 |
| Total | £967,735 |
| <u>Costs</u> | |
| Enforcement Contract | £597,155 |
| Notice Processing Contract | £204,653 |
| Council costs | £115,197 |
| Total | £917,005 |
| <u>Surplus</u> | £50,730 |

In line with the Traffic Management Act 2004, any surplus arising from on-street parking and enforcement is ring-fenced and can only be used for the provision of the enforcement service, supplying or making good parking facilities, transport projects, environmental projects or if the council feels that none of these are required, the funds can be set aside against potential losses for up to 5 years.

Excess income is currently helping to fund changes to parking restrictions, such as the residents Parking Scheme in Stamford as well as helping to ensure other schemes throughout the county are correctly lined and signed.

Lincolnshire County Council receives no income for on-street parking, preferring to provide free limited waiting parking in town centres, helping to support local businesses and services by encouraging more visitors.

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

| | |
|------------|---|
| Report to: | Highways and Transport Scrutiny Committee |
| Date: | 14 September 2015 |
| Subject: | Speed Management in Lincolnshire - Revised Speed Limit Policy and Traffic Policy for Schools |

Summary:

This report invites the Highways and Transport Scrutiny Committee to consider the outcomes of the consultation on the draft revised Speed Limit Policy and the new Traffic Policy for Schools. Subject to the agreement of the Committee, the two policies will be submitted to the Executive Councillor for Highways, Transport and IT for his consideration and approval.

Actions Required:

1. To note and consider the comments made during the consultation on the draft revised Speed Limit Policy and Traffic Policy for Schools.
2. To approve, or approve with amendment, the attached draft revised Speed Limit Policy and Traffic Policy for Schools.
3. To agree that the two policies be submitted to the Executive Councillor for Highways, Transport and IT for his approval.

1. Background

In March and April 2015, the Highways and Transport Scrutiny Committee considered a draft revised Speed Limit Policy and a new draft Traffic Policy for Schools. The Committee agreed that the two policies should be published for public consultation before a decision was made on whether to adopt the two policies.

Revised Speed Limit Policy

The draft revised Speed Limit Policy is attached at Appendix A.

The revised policy now includes:

- (i) A relaxation of the Borderline Case criteria to +/- 3mph (from +/- 1mph) with respect to developed areas

- (ii) A relaxation of the Borderline Case criteria to +/- 3mph (from +/- 1mph) with respect to rural areas
- (iii) As a result of (ii) and following investigations into rural accident sites, a further discretionary element is proposed where engineering measures have not been successful in reducing the number of accidents at these sites. In these circumstances a further review will be conducted and a report will be submitted to Planning and Regulation Committee for consideration of a possible reduction of the existing speed limit by one level.
- (iv) A re-formatting of the document in an effort to make it more user friendly. The phraseology has been updated and it has also been sub-divided into relevant sections dependant on the type of road under review and this has been done to make it easier to follow the assessment process. The document now includes a short Introduction and General Guidelines which assists officers in the implementation of speed limits.

The draft revised policy was issued to parish and town councils, county councillors and other interested groups for consultation. It was also made available on the Council's website for comment. The comments received during the consultation can be found at Appendix B.

Traffic Policy for Schools

The draft Traffic Policy for Schools is attached at Appendix C.

The policy has been developed to enable individual school locations to be considered to improve issues with respect to speed and/or congestion. It recognises that each individual school site has its own unique issues that may need to be addressed and improvement measures considered for implementation. It aims to set out a process to improve safety concerns that can be supported by Head Teachers, Governors and the local community and that is tailored to their specific location.

The draft policy was issued to parish and town councils, schools, county councillors and other interested groups for consultation. It was also made available on the Council's website for comment. The comments received during the consultation can be found at Appendix D.

2. Conclusion

The Committee is asked to consider the attached draft policies and decide whether to refer them to the Executive Councillor for consideration.

3. Consultation

a) Policy Proofing Actions Required

n/a

4. Appendices

| | |
|---|--|
| These are listed below and attached at the back of the report | |
| Appendix A | Draft Revised Speed Limit Policy |
| Appendix B | Consultation Responses to the Draft Revised Speed Limit Policy |
| Appendix C | Draft Traffic Policy for Schools |
| Appendix D | Consultation Responses to the Draft Traffic Policy for Schools |

5. Background Papers

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

This report was written by Graeme Butler and Andy Wharff, who can be contacted on 01522 550445/555738 or graeme.butler@lincolnshire.gov.uk or andy.wharff@lincolnshire.gov.uk.

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Lincolnshire Speed Limit Policy

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INTRODUCTION

This speed limit policy is based on the general national principles outlined below and the January 2013 Department for Transport (DfT) guidelines but modified to reflect local conditions within our County.

The introduction of a speed limit should take into account the nature of Lincolnshire's rural road network and the need to balance our rural environment/community against the needs of our economy and strategic importance and accessibility of our network

The National Speed Limit framework set by central government is as follows:

- 30 mph streets with a system of street lighting
- National speed limit 60mph on single carriageways
- National speed limit 70mph on dual carriageways and motorways

In the circumstances where the above national speed limits are not appropriate the Road Traffic Regulation Act 1984 provides Lincolnshire County Council, as Traffic Authority, with the legal process to promote and introduce appropriate speed limits (local speed limits).

The policy outlined in this document should be followed in order to determine the appropriate level of speed limit for all circumstances and locations across Lincolnshire.



GENERAL GUIDELINES

For the purposes of implementing this policy the following guidelines must be applied:

Street Lighting

- (i) When three or more lamps are installed spaced less than 183 metres apart on a highway without an existing Speed Limit Order the installation automatically introduces a 30mph speed limit. If this is not at the appropriate level, a Speed Limit Order will need to be promoted to set the limit at a level that is more appropriate and in accordance with this policy.

Using Mean Speed Data instead of 85th Percentile

- (i) Following issue of the DfT guidance 01/06 "Setting Local Speed Limits", mean speeds, rather than 85th percentile, are to be used when determining local speed limits. The use of mean speeds reflects what the majority of drivers perceive as an appropriate speed to be driven along a road. The mean (average) speed at which all vehicles travel is a more recognised term for road users and local highway authorities.

Development Schemes

- (i) Lincolnshire County Council will only accept proposed Development Schemes on existing roads where they comply with this policy and subject to the Speed Limit Order Process. Development Management Schemes on new roads must also be in accordance with this policy.

Signing of Speed Limits

- (i) The general principles of signing a speed limit must be in accordance with the current Traffic Signs Regulations and General Directions (TSR&GD), and should be considered before the consultation process is undertaken and the Order made. The speed limit sign locations must match the description of the start and finish of the limit given in the Order and be visible to the driver. Consideration should be given to the potential impact vegetation may have on obscuring the terminal signs and any repeater signs.

- (ii) It is a requirement that on all 'A' classified roads that terminal signs must be yellow backed, when entering a lower speed limit only. It is not a requirement when leaving the lower speed limit. These signs must be designed in accordance with the current TSR&GD. This is to ensure a higher level of visibility and aid increased compliance.
- (iii) In Developed areas the speed limit order and associated terminal signs may be located up to 50 metres in advance of adjacent dwellings in order to overcome site constraints and local circumstances to ensure that there is adequate forward visibility at locations such as steep gradients, sharp bends, hump-backed bridges or other hazards.
- (iv) In Rural locations the speed limit order and associated terminal signs may be located up to 50 metres in advance of the first recorded injury accident which has been included as part of the assessment process and to ensure that there is adequate forward visibility as described in the paragraph above.
- (v) The current TSR&GD does not permit the use of repeater signs in street-lit 30mph speed limits. Chapter 3 of the current Traffic Signs Manual – Regulatory Signs, gives guidance on the appropriate size and frequency of repeater signs for each standard speed restriction and the distances given should be considered to be the maximum distance for use with repeater signs.

Illumination

- (i) The current TSR&GD provides details of illumination standards for all signs that require lighting.

Painted Roundels

- (i) In accordance with the current TSR&GD, roundels painted on the carriageway may be placed in conjunction with an upright terminal or repeater sign and may not therefore be used in a street-lit 30mph speed limit.

1. SPEED LIMIT ASSESSMENTS FOR TOWNS AND VILLAGES

- 1.1 The relevant District Council's local plans and their development boundaries for towns and villages should be used as the initial basis when identifying a town/village. However consideration should be given to including development which is immediately adjacent to these boundaries. This is to ensure that all areas of development are considered as part of the assessment process.
- 1.2 A Town/Village Speed Limit is to be determined as follows:
- 1.2.1 On 'C' and Unclassified roads there must be a minimum length of at least 300 metres of development. Within this length there must be at least 24 development units, including key buildings, in accordance with Development Units Table 1 in paragraph 3.5.
 - 1.2.2 On 'C' and Unclassified roads the level of speed limit is to be set in accordance with the Mean Speed Table 3 in paragraph 3.7 with no section having a speed limit greater than 40mph.
 - 1.2.3 On 'A' and 'B' roads there must be a minimum length of at least 300 metres of development. The density of development can frequently change along the length of the road. To reflect these changes the road needs to be reviewed in terms of the changing characteristics of the types of development. This may be where development is confined to one side of the road or where properties are set back and spread out and there is a clear change in vehicle speeds.
 - 1.2.4 The development criterion for 'A' and 'B' roads is to be in accordance with Development Units Table 1 and Density of Development Table 2 in paragraphs 3.5 and 3.6 respectively.
 - 1.2.5 On 'A' and 'B' roads the level of any speed limit is to be set in accordance with the Mean Speed Table 3 in paragraph 3.7 with no section having a speed limit greater than 50mph.



2. SPEED LIMIT ASSESSMENTS FOR PARTIAL DEVELOPMENT (NOT DEFINED AS A TOWN OR VILLAGE)

- 2.1 These are areas of development/settlement fronting the road under review (that does not include a town/village centre), where there is ribbon development with no focal point. In these cases the activity levels are likely to be lower than in a town/village location.
- 2.2 The development criterion for these roads is to be in accordance with Development Units Table 1 and Density of Development Table 2 in paragraphs 3.5 and 3.6 respectively.
- 2.3 The level of speed limit is to be set in accordance with the Mean Speed Table 3 in paragraph 3.7 but with no section having a speed limit greater than 50mph.
- 2.4 Consideration will be given to where there are areas of development/settlement and rural lengths, (as covered in Section 5), that are adjacent and where both meet their respective criterion in terms of setting the speed limit level. This is to ensure that there are consistent speed limits in force along a route. In such cases the lowest assessed level should be implemented to cover both sections of road.

3. SPEED LIMIT ASSESSMENT PROCESS

- 3.1 When considering and investigating a proposed speed limit, Tables 1 and 2 below should be followed as well as considering the following factors:
 - Density of development
 - Length of proposed limit
 - Gaps within development
 - Proposed level of speed limit
 - Side roads criterion
 - Location of speed limit terminal signs
 - Speed limits outside schools
- 3.2 The following process should be followed for any request received for a speed limit to be introduced or reviewed. Where the criteria is not met then consideration should be given as to whether it can be classed as a Borderline Case as outlined in Section 4.
- 3.3 It is a requirement that to enable effective enforcement by the Police the absolute minimum length of any speed limit must be 300 metres.
- 3.4 The density of development is to be calculated based on the average number of development units fronting (but not necessarily having direct vehicular access), the section of road under review. This must be at least 4 units per 100 metres, when calculated over the whole length of the proposed speed limit and there must be a minimum of 2 units in any 100 metres anywhere within the proposed limit.

Development Units

- 3.5 In calculating the number of units fronting the road under review, the development units are to be weighted according to the type and level of activity in accordance with Table 1 below:

Table 1

| Development | Activity | Units |
|---|----------|-------|
| Private residence | | 1 |
| Shop, village hall, farm, church, business premises, playing fields, playground, play areas, etc. | Low | 3 |
| | High | 5 |
| Schools | Low | 6 |
| | High | 10 |
| Junction with: | | |
| Hierarchy 1 Road | | 6 |
| Hierarchy 2 Road | | 5 |
| Hierarchy 3 Road | | 4 |
| Hierarchy 4 Road | | 3 |
| Hierarchy 5 Road | | 2 |

- NB:** In the above table the determination of low or high levels of activity is made on the basis of the relative impact of the development on the local community.

Density of Development

- 3.6 When assessing lengths of speed limit, the density of development criterion is to be incrementally increased as shown in Table 2 below:

Table 2

| Length of Limit | Density |
|-----------------------|--------------------|
| 600 metres or greater | 4 Units/100 metres |
| 500 – 600 metres | 5 Units/100 metres |
| 400 – 500 metres | 6 Units/100 metres |
| 300 – 400 metres | 8 Units/100 metres |

Mean Speeds

- 3.7 The level of any speed limit is to be set in accordance with the Mean Speed Table 3 below:

Table 3

| Mean Speed | Limit |
|-------------|--------|
| < 33 mph | 30 mph |
| 33 – 43 mph | 40 mph |
| >43 mph | 50 mph |

Gaps within Development

- 3.8 For gaps up to 300 metres in length within continuous development an extension of the adjacent and/or highest speed limit will be applied.
- 3.9 For gaps over 300 metres and up to 500 metres, a speed limit set at one level above the limit prevailing in the adjacent developed area will be applied.

Side Roads Criteria

- 3.10 The following criteria should be applied when assessing speed limits for side roads:
- 3.10.1 Where the length of development, irrespective of density, is less than 300 metres, the limit is to be set at the same level as the main road under review.
- 3.10.2 If however the length of development is greater than 300 metres, this may be subject to a separate assessment to determine the density and level of limit.
- 3.10.3 Where there is no development on a side road, terminal signs may be placed up to 50 metres in advance of the main road junction. This would reduce clutter and improve visibility of the signs.
- 3.10.4 Where the side road is a residential cul-de-sac the speed limit is to be set at 30 mph.

- 3.11 In exceptional circumstances where the above criteria has not been met, it may be appropriate to set the speed limit at the relevant mean speed level which reflects the nature and alignment regardless of density of development and length criteria.

4. BORDERLINE CASES (Development)

- 4.1 During the assessment process, at locations where the length and number of development units fronting the road under review is within 20% of that required, then this is classed as a Borderline Case.
- 4.2 At locations where the mean speed data falls within +/- 3mph of Table 3 (Mean Speeds), in paragraph 3.7 above, then this is classed as a Borderline Case.
- 4.3 In either of the above cases a paper is to be submitted to Planning and Regulation Committee that includes all the following information:
- nature and length of the development, including key buildings
 - assessment of collision data
 - detailed mean speed data taken at a number of locations along the length under review
 - informal comments from the Town/Parish Council, Lincolnshire Road Safety Partnership and local County Councillor
- 4.4 Where the above thresholds are exceeded these cannot be classed as a Borderline Case and therefore the request for a speed limit cannot be proceeded with and the applicant should be advised accordingly.

5. SPEED LIMIT ASSESSMENTS FOR RURAL LOCATIONS

- 5.1 In these locations where the development density, in Sections 1 to 3 above, is not met, and there is an Accident Rate greater than 35 injury accidents per 100 million vehicle kilometres, the road will be assessed for a rural speed limit. The road function, characteristic and environment are to be taken into account in this consideration.
- 5.2 An assessment of the collision data for the section of road under review is required in all cases when considering a new speed limit within this section. The collision data is to be considered for the previous 5 year period.
- 5.3 If within the previous 5 year period other road improvements have been implemented, such as Accident Reduction Schemes by Lincolnshire Road Safety Partnership which has not included a reduction in the speed limit, the collision data needs to be considered in greater detail to assess whether the scheme is reducing the number of collisions without the need for a reduction in the speed limit.

- 5.4 Where a reduction in the speed limit has been previously implemented as part of an Accident Reduction Scheme, careful consideration is to be given to any future review of that speed limit. In such cases, and where the collision rate has shown a reduction, the speed limit will remain unchanged irrespective of the outcome of the new assessment.
- 5.5 If, as part of an Accident Reduction Scheme, the Lincolnshire Road Safety Partnership suggests a reduction in the current speed limit as part of a package of measures, then, in the first instance, this will be assessed in accordance with this policy.
- 5.6 If the proposal for the road under review is not in accordance with this policy then a paper will be submitted to Planning & Regulation Committee for consideration, with a firm recommendation.
- 5.7 Where there are a number of collisions which are grouped around a particular isolated hazard (e.g. junction), this policy is not to be used to address these specific situations. These will need to be considered separately in terms of possible engineering solutions.
- 5.8 In assessing lengths of rural road, appropriate links between villages/towns or settlements need to be identified. These may be lengths of road between villages/towns, settlements and major junctions that incorporate physical changes to the driving behaviour (e.g. roundabouts, traffic signals or junctions).
- 5.9 There may also be locations where the nature and characteristics of the road alignment changes significantly resulting in lengths of road with a higher collision rate that need to be considered (e.g. a series of bends or changes in vertical alignment).
- 5.10 As outlined in paragraph 2.4, consideration will be given to where there are areas of development/settlement, (as covered in Sections 1 to 3), and rural lengths that are adjacent and where both meet their respective criterion in terms of setting the speed limit level. This is to ensure that there are consistent speed limits in force along a route. In such cases the lowest assessed level should be implemented to cover both sections of road.

Mean Speeds

- 5.11 The level of any speed limit is to be set in accordance with the Mean Speed Table 4 below:

Table 4

| Mean Speed | Limit |
|-------------|--------|
| < 33 mph | 30 mph |
| 33 – 43 mph | 40 mph |
| 44 – 53 mph | 50 mph |
| > 53 mph | 60 mph |

- 5.12 There may be situations where the Accident Rate is in excess of 35 injury accidents per on 100 million vehicle kilometres but the assessed mean speed is greater than 56 mph and therefore cannot be considered as a Borderline Case. Under these circumstances other road safety/engineering measures should initially be considered to address the likely causes of the collisions. Any measures proposed need to be discussed with the Lincolnshire Road Safety Partnership before implementation.
- 5.13 Any measures introduced under paragraph 5.12 above shall be re-assessed periodically to establish whether there is evidence to show that those measures introduced are being successful in reducing the number of collisions. If this is not being achieved then consideration should be given to presenting a paper to Planning and Regulation Committee together with all supporting information as detailed in paragraph 6.2 below, for consideration of a 50 mph speed limit in these exceptional circumstances

6. BORDERLINE CASES (Rural)

- 6.1 At locations where the mean speed data falls within +/- 3mph of the Mean Speed Table 4, in paragraph 5.11 above, then this is classed as a Borderline Case.
- 6.2 In this case a paper is to be submitted to Planning and Regulation Committee that includes all the following information:
- function, characteristic and environment of length under review
 - detailed assessment of collision data and traffic flow
 - detailed mean speed data taken at a number of locations along the length under review
 - informal comments from the Town/Parish Council, Lincolnshire Road Safety Partnership and local County Councillor
- 6.3 Where the above thresholds are exceeded these cannot be classed as a Borderline Case and paragraphs 5.12 and 5.13 should be considered, otherwise the request for a speed limit cannot be proceeded with and the applicant should be advised accordingly.

7. 20 MPH SPEED LIMITS

- 7.1 20mph speed limits may be introduced but are currently only considered and applied if appropriate to Accident Investigation and Prevention (AIP) schemes which meet the necessary AIP funding criteria.
- 7.2 They may also be considered as part of an Integrated Transport Scheme identified as high priority in the capital programme.

- 7.3 However it is intended to review this section as part of the County Council's Speed Management Strategy and produce a separate policy, at which time this section will be revoked.

8. SPEED LIMITS OUTSIDE SCHOOLS

- 8.1 At all statutory age schools a maximum speed limit of 30 mph is to be in place for a distance of 150m to 250m either side of the main pedestrian entrance and with discretion at secondary accesses.
- 8.2 It is intended to develop a separate policy relating to speed management and parking issues outside schools as part of the County Council's Speed Management Strategy.
- 8.3 All advisory 20 mph School Safety Zones will remain in place until a new School Safety Policy is introduced as outlined in paragraph 8.2 above.

9. SPEED LIMIT ORDER PROCESS

- 9.1 Subject to conditions on site being in accordance with this Policy, the Traffic Regulation Order process for speed limits will be as follows unless the assessment has determined that it is a Borderline Case. In these situations the process outlined in Sections 4 and 6 above will be followed.
- 9.1.1 Consult with the local County Councillor, allowing 21 days for comment.
- 9.1.2 Consult with Parish/Town Council, District Council, Lincolnshire Road Safety Partnership (Chief Constable), Freight Transport Association, Road Haulage Association, and any bus company using the roads as part of a service, allowing a minimum of 21 days for comments.
- 9.1.3 In addition to 9.1.2 above, consultations may also take place with any organisation representing persons who use the road i.e. – RAC, AA, British Drivers Association.
- 9.1.4 Any adverse comments received at consultation stage must be reported to the Planning and Regulation Committee before the proposed Orders are publicly advertised.
- 9.1.5 Publicly advertise the proposals, for a minimum of 21 days, both in local newspapers and, where appropriate, street notices on the length of highway affected.
- 9.1.6 Any objections received as a result of the public advertisement must be reported to the Planning & Regulation Committee.

- 9.1.7 Advise any objectors that their comments will be considered by Planning & Regulation Committee and following the meeting they will be informed of the Committee's decision.
- 9.1.8 Make Traffic Regulation Order operative within 2 years of the date of the public advertisement.
- 9.2 If no adverse comments are received from either the consultation or public advertisement, then the proposed speed limit can be implemented without reference to Planning and Regulation Committee.
- 9.3 The Chief Operating Officer or relevant Network Manager may, in consultation with the Chair of Planning and Regulation Committee, decide if it is more appropriate to advertise and consult concurrently to enable the Committee to consider all responses at the same time.

DRAFT

This document is issued by:

Lincolnshire County Council, Environment and Economy

How to contact us:

If you wish to apply for a road to be assessed for a speed limit you can contact us in the following ways:

By Post:

At the relevant Highways Division address shown in the link below:
<http://www.lincolnshire.gov.uk/full-contact-details-for-development-divisions/35318.article>

By telephone:

01522 782070

By email:

customer_services@lincolnshire.gov.uk

Visit our website:

lincolnshire.gov.uk

The information in this document can be translated and/or made available in alternative formats, on request.

Published (2015)

(Investors in people logo)

DRAFT REVISED SPEED LIMIT POLICY COMMENTS

| Ref. | Name | Comment | Response |
|------|--|---|--|
| 1. | Individual resident, Donington | I would like to see some commitment to maintaining the county's roads to a fit standard for modern traffic. At the moment there is a reluctance to attach any blame for accidents on poorly maintained road surfaces, and instead focussing purely on speed as a major contributory factor. | <p>The County Council does have a Highways Asset Management Plan that sets out the County's policy in terms of highway maintenance. Over the last 2 to 3 years we have been successful in attracting additional funding from the Department for Transport and this has seen a general increase in the level of highway maintenance.</p> <p>All personal injury accidents within Lincolnshire are fully investigated to determine the cause or likely cause. If any of these causes are attributable to the condition of the infrastructure then additional and detailed assessments are carried out to determine what or if any further improvements are required.</p> <p>Speed is often a contributory factor to accidents and the Speed Limit Policy allows the Authority to recommend appropriate measures and put in place suitable levels of limit.</p> |
| 2. | Individual resident, Stainfield, Lincoln | I have compared the draft policy to the Department for Transport Circular (01/2013) "Setting Local Speed Limits" which sets out the Government's vision for a <i>"transport system that is an engine for economic growth, but one that is also more sustainable, safe and improves quality of life in our communities"</i> ; my overriding point is that the Council's draft policy falls short in delivering this vision, specifically for Rural Speed Management, namely: | |

1. Assessments: I am extremely concerned that the revisions to the Policy will result in villages and in particular rural settlements being endlessly discriminated against in any application for speed reduction due to no real change to the current inflexible and restrictive criteria by which applications are assessed. For example, for Stainfield, this is due to its physical layout, situated on an unclassified road, the lack of development units and the definition of what constitutes a 'village'.

Although the DfT Circular, section 7.3 VILLAGES, para 133 states a minimum criteria for the definition of what constitutes a village, for the purpose of applying a speed limit of 30mph; it goes on to Para 134 which states a position of flexibility should this criteria not be met and encourages local authorities to use their discretion: *"if there are just fewer than 20 houses, traffic authorities should make extra allowance for any other key buildings, such as a church, shop or school. Where the character of a village falls outside this definition, local authorities are encouraged to use their discretion in deciding whether a lower speed limit is appropriate."*

Para 139 also adds *"In situations where above criteria for a village are not met and there is a lesser degree of development, or where engineering measures are not practicable or cost-effective to achieve a 30mp limit, but a reduction from the national*

Due to the rural nature of Lincolnshire it is inevitable that there will be locations that fall short of the criteria within any Policy.

In the case of Stainfield it is unlikely that even under the DfT guidance that the density of development meets the criteria to allow it to be classed as a village.

The new Policy does have a borderline case section for both developed and rural locations; however even with these in place there will still be locations that will not meet the necessary criteria.

60mph speed limit is considered appropriate, traffic authorities should consider alternative lower limits of 40 or 50mph”.

The draft policy revisions do not appear to clearly state the Council’s application of discretion and allowances in the above circumstances or provision of alternatives.

2. Rural Villages/Urban Areas: The revisions to the Policy do not address the Government’s Policy for Rural Villages, in that rural villages should benefit from the same road safety as in urban areas. Section 7: Rural Speed Management, Key Points, it is stated *“It is government policy that a 30mph speed limit should be the norm in villages.”*

Section 3, UNDERLYING PRINCIPLES, para 30, outlines important factors when considering what is an appropriate speed limit, and goes on to state “While these factors need to be considered for all road types, they may be weighted differently in urban and rural areas. The impact on the community and environmental outcomes should also be considered.”

It is entirely beyond my comprehension that in this day and age, vehicles are permitted to travel at the national speed limit on a narrow rural road directly through a small rural village/settlement. It seems that the County Council’s 2008 Policy and proposed

The DfT guidance does state that to constitute a village there should be 20 or more houses and a minimum length of 600 metres. Where this figure is 'just fewer' than 20 houses extra allowance/consideration could be given and some discretion applied. In the case of Stainfield the number of houses falls well short of 20.

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| | | <p>draft revisions will continue to ensure avoidance of approving applications for the implementation of speed reduction, due to the inflexible assessment process.</p> <p>3. <u>Residents' Concerns:</u> The draft revisions to the Council's policy do not address the Government's policy with regards to 'fear' of accidents occurring (through preventative measures). My fellow residents and I are extremely concerned by the speed of traffic and the increasing number of accident 'near misses' being witnessed.</p> <p>Section 7.3, para 131 states <i>"Fear of traffic can affect people's quality of life in villages and it is self-evident that villages should have comparable speed limits to similar roads in urban areas. It is therefore government policy that a 30mph speed limit should be the norm through villages"</i>.</p> <p>I also refer to Section 7, <i>"In 2011, 66% of road deaths in Britain occurred on rural roads, and 51% of road deaths occurred on single rural carriageway roads subject to the National speed Limit of 60mph"</i>, furthermore para 113 identifies <i>"Specifically, inappropriate speed is recorded as a contributory factor in 20% of crashes on minor rural roads with a 60mph limit."</i></p> <p>Again, this does not appear to be mentioned/reflected in the Council's draft revised Policy.</p> | <p>The new Policy does have a section for the consideration of speed limits in rural locations. This allows assessments to be carried out in relation to speed of traffic and accident rates and in terms of Stainfield this section would be used to consider whether any reduction in the speed limit is appropriate.</p> |
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4. Road Geometry , Engineering, Community & Environmental Factors: The draft revised Policy still does not allow for weighted consideration of basic characteristics of rural roads and area, it appears to assess on road facing properties. This will exclude speed reduction in rural villages such as Stainfield unless revised. I again refer to the DfT Circular, section 7.2, para 123 *“Roads may have primarily either a through traffic function or a local access function. Both need to be provided safely”* and para 127 *“If walking, cycling, horse riding, community or environmental factors are particularly important on any road section, consideration should be given to using the lower limit”*. Nowhere do I see this adequately taken in to account in the Council’s draft revised policy.

The draft revised policy’s ‘Introduction’ states “This speed limit policy is based on the general national principles and the Department for Transport (DfT) guidelines but modified to reflect local conditions within our County. My feedback to this statement is although the policy has been adapted to ensure the introduction of a speed limit should take into account the nature of Lincolnshire’s rural road network, the balance of needs has not been entirely met. Considering the rurality of Lincolnshire, this draft revised policy has negated fair inclusion of the number of rural villages/settlements which have no adverse impact on economic accessibility yet would benefit greatly from speed reduction safety. Therefore the adapted policy is unfairly

The new Policy has greater flexibility than the DfT guidance in relation to overall length of speed limit (300m) and the fact that development units within Table 1 are weighted based on activity which could include environmental factors.

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| | | <p>weighted.</p> <p>In conclusion, I propose amendment to Lincolnshire County Council's draft revised policy to clearly include statements lifted from the Department for Transport Circular (01/2013) "Setting Local Speed Limits", specifically Section 7: Rural Speed Management, 7.3 VILLAGES, paras 131 – 140. To clearly state that discretion will be applied to cases that just fall outside of criteria and consideration and weighting given to wider influential factors. Finally, inclusion of an appeals process to application decisions.</p> | <p>The new Policy does include situations where the criterion is not fully met within certain parameters and these are described as 'Borderline Cases'. In such circumstances further investigation is carried out and a paper is submitted to Planning and Regulation Committee for consideration and recommendation.</p> <p>The Planning and Regulation Committee is there to consider those locations that fall just outside the criterion and where objections are received as part of the democratic process.</p> |
| 3. | Scothern Parish Council | Support policy | Noted |
| 4. | Individual resident, Fulbeck | Look forward to revised policy being adopted as soon as possible | Noted |
| 5. | Surfleet Parish Council | Support policy | Noted |
| 6. | Moulton Parish Council | <p>Councillors are feeling quite apathetic towards LCC Highways at present due to the continued negativity. Nothing seems to match the current criteria, huge budget restraints are preventing little work to be carried out and there is the likelihood of many of our rural roads becoming unclassified.</p> <p>Agriculture and similar businesses are a vital part of our rural economy yet less and less is being done to safeguard its infrastructure and ultimately keep our roads safe.</p> <p>It was felt that Highways should be more proactive and ensure an accident doesn't happen</p> | The new Policy will allow a speed limit |

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| | | rather than wait for a fatal accident to happen before traffic calming measures are implemented and perhaps this should be given further consideration before the policy is finally adopted. | assessment to be carried out at Moulton under consistent criteria. This includes sites where there have been recorded injury accidents as well as requests for lower limits. Such measures are introduced following evidence of road safety issues rather than anticipating any future issues. |
| 7. | Maltby Le Marsh Parish Council | <p>That consideration be given for a 'buffer zone' before changing from a high limit to a low limit. e.g. When changing from 60mph limit to a 30mph there be a lower speed between the two of say 40mph. This will act to slow driver before the restricted speed limit area.</p> <p>In paragraph 9.1.3 you say consultation will be held with the RAC, AA and British Drivers Association. Lincolnshire's roads are well used by motorcyclists and I feel that they should have a consultation voice in the procedure. The group Lincolnshire 'bikesafe' would be good to include in the speed limit policy consultation.</p> <p>Other than the above comments the draft policy is recommended.</p> | <p>The new Policy does allow for these situations as long as the criterion is met in terms of roadside development and mean speed results.</p> <p>The consultees listed represent all road users and therefore motor cyclists would be considered as part of their response as would cyclists, farmers, horse riders, etc.</p> |
| 8. | Swaby Parish Council | <p>The Parish Council, as you may be aware, has been campaigning for many years to have the speed limit reduced on the stretch of A16 as it passes through Swaby, and also a limit introduced in Swaby village itself (off the A16). Parish Councillors hope that this new policy may have some bearing on the campaign and that there is policy in place to help reduce stretches of fast roads through villages without the need for deaths to occur first.</p> | <p>This new Policy does allow for rural locations to be assessed and Swaby was one of the trial locations visited by members of the Task and Finish Group.</p> |
| 9. | Branston & Mere Parish | The Council has considered the Revised | Branston was one of the trial locations visited by |

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| | Council | <p>Speed Limit Policy and was disappointed to see that the government guidelines would not be adopted.</p> <p>It was considered that the LCC rural speed policy was not 'about right' and does not meet the needs of communities divided by very busy roads, like the B1188. The government guidelines for 30 mph in rural communities should be adopted for communities like Branston, where vehicles are permitted to drive at 50 and 40mph beyond a Care Home, the Village Hall, the playground and several junctions.</p> <p>My Council would like to request that further consideration is given to a reduction in the speed limit on the B1188 Lincoln Road.</p> | <p>members of the Task and Finish Group and the B1188 will be re-assessed once the new Policy is in place.</p> |
| 10. | Heydour Parish Council | <p>General layout</p> <p>It may be more logical to have the assessment process (section 3) after general guidelines. The assessment process can then be applied to the various development situations - Towns & Villages, Partial Development, etc. This removes the need for multiple mean speeds tables.</p> <p>Section 1. Speed limit assessments for town and villages</p> <p>1.2 It is not clear how many of these criteria must be achieved, e.g. on 'C' and Unclassified roads, are the criteria in 1.2.1 and 1.2.2 applied together or can 1.2.2 apply even if 1.2.1 does not? We believe this needs further clarification.</p> | <p>Section 3 relates to both sections 1 and 2 and therefore is in a logical order in terms of the assessment process.</p> <p>Sections 1.2.1 and 1.2.2 refer to different criteria and therefore both need to be achieved as part of the assessment process. One relates to density of development and the other the level of any likely speed limit.</p> |

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| | | <p>Sections 1 and 2 It would appear that within accepted "village" boundaries, Highways could consider the roads as being in both a town/village and partial development in terms of assessing speed limits. It should be made clear what breaks in character e.g. road junctions, trigger this change.</p> <p>Section 3.5 There is no explanation of the 5 levels of Road hierarchy. Could this be provided (in an annex) with a description/example/features of each, e.g. are LCC using the 5 levels as follows? 1 - Primary distributors, 2-District distributors, 3 - Local distributors, 4 - Access roads, 5 - Pedestrian streets?</p> <p>Section 5.1 Can the phrase "per 100 million vehicle kilometers" be explained further?</p> <p>Overall the document appears to primarily use vehicle speeds, the incidence of accidents and density of development to determine the appropriate speed limit. There is no reference to the differing needs and frequency of use by the road by vulnerable road users such as pedestrians (whether ramblers or locals), horse</p> | <p>Paragraph 2.1 identifies the differences required in terms of identifying what constitutes a town or village and what constitutes partial development.</p> <p>The road hierarchies detailed in the policy relate to those outlined in the County Council's Highways Asset Management Plan. These are used as part of the assessment process when determining development units and as part of the calculation made by officers.</p> <p>This is a calculation used as part of the assessment process by officers and is determined by a formula produced by the Department for Transport relating to the length of road and volume of traffic using it and the number of accidents that have occurred on that length over a 5 year period.</p> <p>Section has been sub-divided into road classification and therefore this will determine the differing needs and frequency of use by all road users.</p> <p>The assessment process for determining the level of speed limit refers to motorised traffic</p> |
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| | | <p>riders and cyclists. Similarly there is no recognition that if they are using the road, they themselves are "traffic" with much lower speeds. Vulnerable road users reduce the mean speed of vehicles and are a moving hazard (compared to property entrances) in the absence of pavements or footpaths.</p> <p>We believe there is insufficient reference made to <u>why</u> the majority of the traffic is on the particular road, i.e. whether it is local/access traffic or through traffic. This can have a significant impact on the timing, frequency and speed of traffic over a 24 hour/7 day period.</p> <p>Little reference is made to the road character such as bends and lighting and the effect this has on the safety of the roads. In fact, in the rural section, the speed limits appear to be primarily reactively based on the incidence, rather than the avoidance, of accidents. Using historical data rather masks the issue that on such roads there may be few accidents, however the severity is such collisions is often great. As one of many rural communities in the County we would like to see an increased proactive emphasis on risk assessment, prevention and safety and a greater emphasis on reducing speed limits.</p> | <p>only which is a national calculation used by all highway authorities and the Department for Transport.</p> <p>As previously mentioned Section 1 covers this particular point.</p> <p>The use of evidence based criteria, such as accidents, is a recognised method of determining the appropriate length and level of any speed limit. Any proposal, whether urban or rural, has to be data led and this in itself forms the evidence for any such assessments.</p> |
| 11. | Colsterworth and District Parish Council | The points below highlight how "Lincolnshire Speed Limit Policy - Draft 2015 is specifically designed or worded to maintain the status quo in Lincolnshire and so if adopted will fail to implement the government policy guidance in particular in relation to village speed limits. | |

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| | | <p>LCC consultation from Colsterworth and District Parish Council refers to two main documents.</p> <p>A) Lincolnshire Speed Limit Policy - Draft 2015 B) Government policy Guidance Department of Transport - Setting Local Speed Limits 2013</p> <p>1. Section 7 of the government policy guidance "key points" quite clearly states village speed limits should be 30mph the draft document makes no mention of this.</p> <p>2. Why has the amount of development on a road to qualify for a speed limit been "INCREASED" from 20 to 24. Most county councils had dropped the number so as to include more areas for 30mph e.g. Essex which is 11! (LCC Speed Limit Assessments For Towns and Villages point 1.2.1) (Government guidance section 7 quite clearly says 20 or less para 133 and 134.)</p> <p>3. The weightings for public or community buildings and play areas should be higher, but the weighting table has already been offset by the increased developments required from 20 to 24 as above. (LCC draught doc Development units Table 1 page 39.)</p> | <p>The draft policy is based on the general principles outlined in the Department for Transport's guidelines. However it is modified to reflect the local conditions within Lincolnshire.</p> <p>Section 3.7 of the policy sets out the process to determine the appropriate level of any speed limit. This includes the assessment of village speed limits.</p> <p>The DtT guidance states that a minimum of 20 properties are required to qualify for a speed limit. Lincolnshire's draft policy has a requirement for a minimum of 24 units and these are weighted according to the type and level of activity of each unit in accordance with Table 1 in paragraph 3.5. Therefore there may be situations where the number of properties could be less than 20 thereby making Lincolnshire's policy more flexible.</p> <p>This is not the case as explained above.</p> |
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| | | <p>4. LCC draft document defines a village but tries to undermine what is classified as a village (Speed Limit Assessments For Towns and Villages para 1.1) The draft document goes out of its way to undermine what the definition of a village is and allows each road to be assessed independently rather than as a village unit para 1.2.1 to 1.2.5) This qualification criteria for a certain speed limit looks like it's been set to maintain the status quo rather than drop speed limits particularly in villages which certainly goes against the spirit of the government policy guidance.</p> <p>5. A 30mph limit should automatically cover all roads with in the "settlement boundary limit of the village" as per government guidance and as defined by local plan and SKDC documentation. There should not be two separate 30mph speed zones split by a 60mph road inside one village boundary especially when there are children, parishioners with mobility issues and hazards such as blind brows with drive ways and community facilities. The government guidance makes special mention of vulnerable road users the LCC draft does not.</p> <p>LCC's draft document does not take such scenarios into account by allowing roads to be assessed separately within a village boundary, this leads to fragmentation of what should be a village unit or settlement as defined by SKDC local plan. The draft document does nothing to</p> | <p>Paragraph 1.1 provides a general description of what a town or village should be. It also provides further flexibility in terms of the possible inclusion of adjacent development thereby increasing the likely density development of a town or village.</p> <p>Paragraphs 1.2.1 to 1.2.5 set the varied characteristics of each class of road, even within a town or village. The level of limit is a separate matter and is determined in accordance with the appropriate mean speed level as set out in Table 2 in paragraph 3.7.</p> <p>This is not the case as each class of road is assessed separately as explained above.</p> <p>This has been explained above.</p> |
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| | | <p>prevent this even though it was quite obviously the government's intention so again goes against the spirit of the policy guidance.</p> <p>Post Lane, North Witham, Grantham (one of our villages) is a good example of the above and how the document has been designed to maintain the status quo and NOT improve conditions for communities.</p> <p>6. There is no mention of quality of life issues such as perceived danger altering behaviour. Fear of traffic can affect people's quality of life in villages and it is self-evident that villages should have comparable speed limits to similar roads in urban areas. It is therefore government policy that a 30 mph speed limit should be the norm through villages. (Government policy guidance 7.3 Villages para 131.)</p> <p>7. There is no mention of environmental noise.</p> <p>8. There is no mention of consultation or communication with local communities whose opinion should also be given weighting, example of which are petitions and campaigns.</p> | <p>This is covered in paragraphs 1.2.1 to 1.2.5 as previously explained.</p> <p>Noise related issues would exist regardless of the level of limit to a certain degree and to have a set criterion for this particular issue would be onerous and could be subject to varied interpretation.</p> <p>Any request would generally be generated from a Parish/District Council or local communities and officers have the opportunity to discuss further before taking forward a proposal. As part of the process to introduce a limit consultations and public advertisements are undertaken as outlined in Section 9.</p> |
| 12. | Saltfleetby Parish Council | No village of any size should have a split in the | Sections 1.2.1 and 1.2.2 refer to different criteria |

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| | | <p>speed limit but unfortunately Saltfleetby has exactly that and the Council submitted a formal request to Highways on the 23rd June 2013 for the 40mph speed limit to be extended to the end of the B1200 where it meets the A1031, in order to correct this and give the residents that reside at this end of the village the same protection offered by the lower 40mph limit as the rest. The Council would also stress that it should be noted that at this end of Saltfleetby there is no footpath which makes it even more important that the speed limit should be lower, i.e. 40mph as opposed to the current 60mph.</p> <p>The Council is greatly concerned that the current criteria for assessing road speeds has prevented a reduction of the speed limit on this section of the B1200 Main Road in Saltfleetby St Clements. The bizarre result is that a section of our village has a much higher speed limit than the rest – something that has resulted in several residents' complaints.</p> <p>The Council asks that this anomaly be addressed in any new Lincolnshire Speed Limit Policy current under revision.</p> | <p>and therefore both need to be achieved as part of the assessment process. One relates to density of development and the other the level of any likely speed limit.</p> <p>The draft policy now includes further relaxation with regards to development density and mean speeds. Sections 4 and 6 outline these Borderline Cases.</p> |
| 13. | Huttoft Parish Council | Support policy | Noted |



Lincolnshire Traffic Policy for Schools

DRAFT 2015

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INTRODUCTION

Following the recommendations from the Speed Management for Lincolnshire Review, this Policy has been developed to enable individual school locations to be considered for measures to improve speed related or congestion related issues.

The introduction of this Policy recognises that each individual school site has its own unique issues that may need to be addressed and improvement measures considered for implementation.

This Policy is aimed at setting out a process with options to improve safety concerns which can be supported by Head Teachers, Governors and the local community and that is tailored to their specific location.

The policy outlined in this document should be followed in order to determine the appropriate measures required to improve road safety at school sites across Lincolnshire.



GENERAL GUIDELINES

For the purposes of implementing this policy the following guidelines must be applied:

Mandatory Speed Limits

- (i) The traffic order process for mandatory speed limits as outlined in the current Speed Limit Policy is to be followed when introducing any permanent speed limit, including 20 mph limits and zones and street lighting criteria.

Signing of Speed Limits

- (i) The general principles of signing a speed limit must be in accordance with the current Traffic Signs Regulations and General Directions (TSR&GD), Road Traffic Regulation Act (including any Special Directions) and the current Speed Limit Policy.

Illumination

- (i) The current TSR&GD provides details of illumination requirements for all signage.

Painted Roundels

- (i) In accordance with the current TSR&GD, roundels painted on the carriageway may be placed in conjunction with an upright terminal or repeater sign. However 30mph repeater signs are not permitted in street-lit areas.

General Signing and Markings

- (i) The current TSR&GD provides details of all signing and markings requirements and these are to be followed when considering options for implementation of measures outside schools. These can include warning signs, information signs and carriageway markings.

School Travel Plans

- (i) The County Council has a duty under the Home to School Travel and Transport Guidance published by the Department for Transport in July 2014, to promote the use of sustainable travel and transport by the development of School Travel Plans and for these to be regularly updated.
- (ii) It is a requirement that a School's Travel Plan will be reviewed and updated, as necessary, should any improvements be made in accordance with Sections 2 and 3 of this Policy.



1. EXISTING POLICIES

- 1.1 This Policy is considered as the over-arching policy when considering traffic and safety improvements outside statutory age schools.
- 1.2 However when considering the options available, as outlined in Sections 2 and 3 below, the following existing policies should also be referred to when developing improvements at school sites where there are specific or unique issues to be resolved, such as mandatory speed limits, school safety zones, formal crossing facilities, traffic calming, school crossing patrols.

Speed Limits

In accordance with the County Council's current Speed Limit Policy:

- 1.3 All statutory age schools will have a maximum speed limit of 30mph in place for a distance of 150m to 250m either side of the main pedestrian entrance and with discretion at secondary accesses.
- 1.4 20mph speed limits may be introduced but are currently only considered and applied if appropriate to Accident, Investigation and Prevention (AIP) schemes which meet the necessary AIP funding criteria.

School Safety Zones

- 1.5 In accordance with the County Council's School Safety Zone Policy the option is already available for all statutory age schools to apply for such a scheme and this should be considered as one of the options when addressing traffic issues at schools.

Pedestrian Crossings

- 1.6 The current pedestrian crossing policy should be followed to determine whether a formal crossing facility is justified and suitable for individual school sites where there is a specific need.

Traffic Calming

- 1.7 The current traffic calming policy should be followed to determine whether such measures are justified and appropriate for individual school sites with a specific speed related issue.

School Crossing Patrols

- 1.8 The current schools crossing patrol policy should be followed to determine whether a patrol is justified and suitable. Any assessment required should be carried out by the Road Safety Officers within the Lincolnshire Road Safety Partnership in accordance with this Policy.



2. SPEED RELATED MEASURES

2.1 There are a number of options that can be considered and tailored to assist in improving specific speed related issues outside schools and these should be discussed with school representatives prior to considering initial assessment of the options in Table 1 below. These options should be considered in the priority order within the table taking into account the advantages and disadvantages of each option.

Table 1

| Option | Comments |
|---|---|
| 1 General signing and marking measures | <ul style="list-style-type: none"> • The most basic measure • Low cost • No traffic order required • Highlights school location |
| 2 Flashing warning signs at school times only | <ul style="list-style-type: none"> • No traffic order required • Higher visual impact • Higher cost including ongoing maintenance • Associated with school crossing patrol |
| 3 School Safety Zone | <ul style="list-style-type: none"> • Includes advisory 20mph speed limit • No traffic order required • Low cost • High visual impact • Informal crossing point may be included • Non-enforceable • May be unsuitable at certain schools • Displaces parking away from school |
| 4 Mandatory Speed Limit (standard plain signs) | <ul style="list-style-type: none"> • Includes 20mph speed limit • Enforceable • Traffic order required • Medium cost • Resource implication • Introduced as part of measures outlined in paragraph 1.4 above |
| 5 Mandatory Speed Limit (part time variable message signs) | <ul style="list-style-type: none"> • Only for 20mph speed limits [*](see 2.4 below) • Enforceable • Variable limit at school times only • Traffic order required • High cost • Resource implication • Ongoing running & maintenance costs • Only suited for isolated rural locations |

| | Option | Comments |
|---|----------------------------|--|
| 6 | Traffic Calming Measures | <ul style="list-style-type: none"> • No traffic order required but a statutory process may be necessary • Wide consultation process • Self-enforcing • Physical measures • Medium/High cost • Resource implication • Ongoing maintenance costs • Only suited for urban locations |
| 7 | Formal Crossing Facilities | <ul style="list-style-type: none"> • Statutory process required • High cost • Resource implication • Ongoing maintenance costs • Only suited for urban locations • Could include school crossing patrol |

- 2.2 In Options 4 and 5 in Table 1 above, where a mandatory 20mph speed limit is proposed this shall be subject to a paper being submitted to Planning and Regulation Committee which shall include all relevant information relating to collision data, traffic flow and mean speed data, together with any comments from the School, Town/Parish Council, Lincolnshire Road Safety Partnership and the local County Councillor.
- 2.3 The option is available to consider the use of the Community Speed Watch Initiative to address any short term/temporary speed related issues. However this should not be considered as a permanent solution.
- 2.4 Current Department for Transport Guidance states that variable message signs are only permitted for 20mph speed limits. However, if there is a request for a variable speed limit at another level, then special authorisation will have to be obtained, but this cannot be guaranteed to be successful.

3. CONGESTION RELATED MEASURES

- 3.1 There are a number of options that can be considered and tailored to assist in improving specific congestion related issues outside schools and these should be discussed with school representatives prior to considering initial assessment of the options in Table 2 below. These options should be considered in the priority order within the table taking into account the advantages and disadvantages of each option.

Table 2

| Option | | Comments |
|--------|--|---|
| 1 | Parking measures off highway | <ul style="list-style-type: none"> • Should be initial consideration • Could be on school or other third party land • Consider the risk • No cost to Highway Authority • Potential costs for school |
| 2 | General signing and marking measures | <ul style="list-style-type: none"> • The most basic measure • Low cost • No traffic order required • Highlights school location |
| 3 | 'School Keep Clear' (zig-zags) on school side only | <ul style="list-style-type: none"> • Can be advisory or mandatory (enforceable) • Low/medium cost • Displaces parking away from school entrance • Stopping prohibited if mandatory • Specific length criteria (25-45m approx.) • Often suitable for rural locations |
| 4 | 'School Keep Clear'/zig-zags on both sides | <ul style="list-style-type: none"> • Can be advisory or mandatory (enforceable) • Low/medium cost • Can impact on residential properties • Displaces parking away from school entrance • Stopping prohibited if mandatory • Specific length criteria (25-45m approx.) • Provides improved visibility (for pedestrians wishing to cross) • More suitable for urban locations |

| Option | | Comments |
|--------|---|--|
| 5 | School Safety Zone | <ul style="list-style-type: none"> • Includes advisory 20mph speed limit • No traffic order required • Low cost • High visual impact • Informal crossing point may be included • Non-enforceable • May be unsuitable at certain schools • Displaces parking away from school |
| 6 | Mandatory Waiting Restrictions only | <ul style="list-style-type: none"> • Enforceable • Traffic order required • Can be tailored to each location in time & length • Can drop off or pick up passengers on waiting restrictions • Parking prohibited behind markings • Can displace parking away from school • Medium cost |
| 7 | Mandatory Waiting/Loading Restrictions | <ul style="list-style-type: none"> • Enforceable • Traffic order required • Can be tailored to each location in time & length • Can drop off or pick up passengers on waiting restrictions and loading restrictions • Parking prohibited behind markings • More suitable for urban areas • Can displace parking away from school • Medium cost |
| 8 | Mandatory 'School Keep Clear' combined with waiting and/or loading restrictions | <ul style="list-style-type: none"> • Enforceable • Traffic order required • Can be tailored to each location in time & length • Cannot drop off or pick up passengers on school keep clear markings • Can drop off or pick up passengers on waiting restrictions and loading restrictions • Can displace parking away from school • Medium cost |
| 9 | Formal Crossing Facilities | <ul style="list-style-type: none"> • Statutory process required • High cost • Resource implication • Ongoing maintenance costs • Only suited for urban locations |

4. CONSULTATION PROCESS

- 4.1 This section covers the statutory and non-statutory process that should be followed when proposing packages of measures outside schools in relation to speed and/or parking.

Statutory Process

- 4.2 Any proposal that requires a mandatory speed limit to be implemented as part of the package of measures must follow the statutory process as outlined in the current Speed Limit Policy.
- 4.3 Any proposal that requires mandatory parking, waiting, loading restrictions or traffic calming measures to be implemented as part of the package of measures must follow the statutory Traffic Regulation Order or relevant consultation process.

Non-Statutory Process

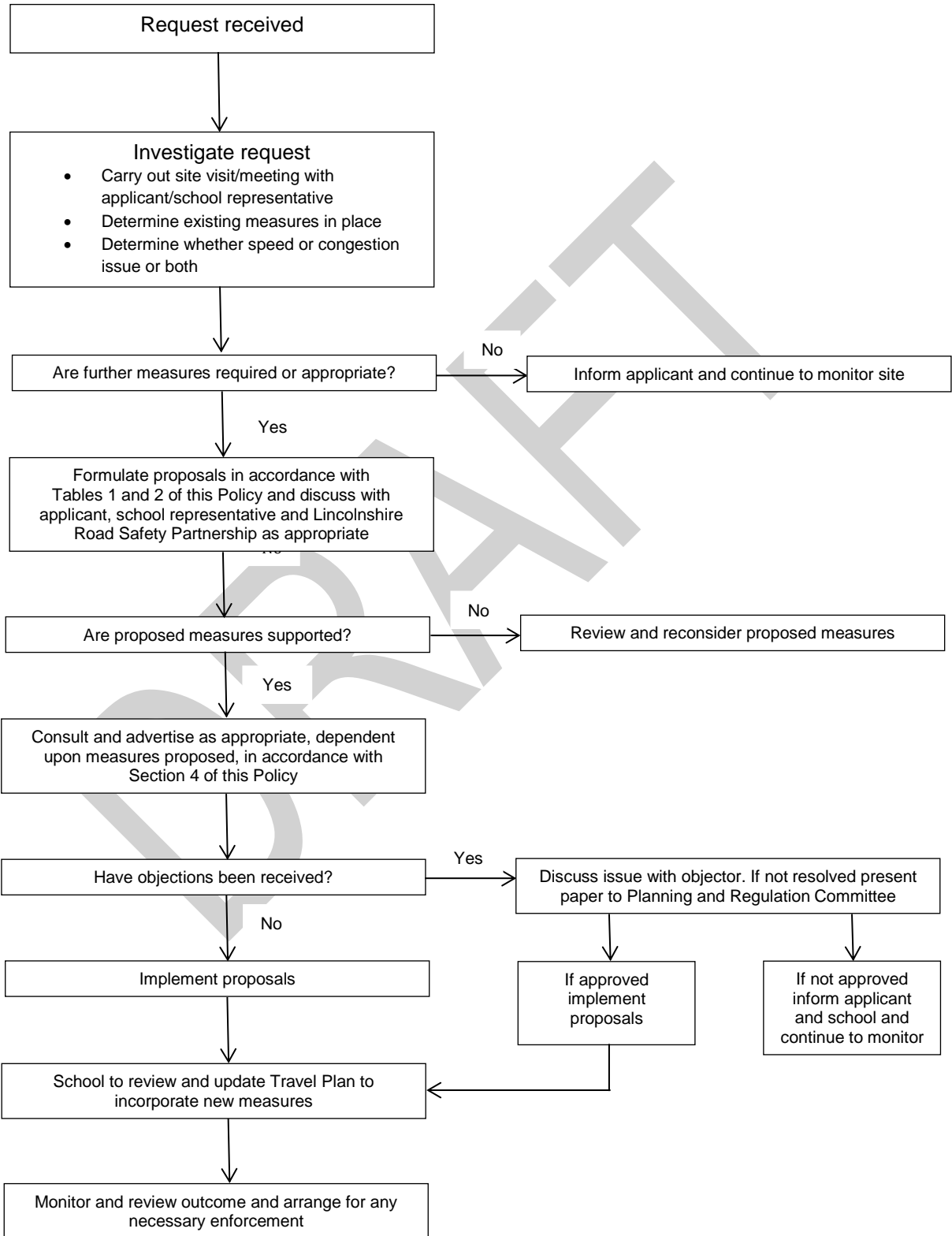
- 4.4 Before any consultation as outlined below is carried out, once a proposal has been formulated this should be initially supported by the school, parents and residents of the area. Following support being achieved the following non-statutory process should be followed:
- 4.4.1 Consult with local County Councillor, Parish/Town Council, District Council, Lincolnshire Road Safety Partnership (Chief Constable), Emergency Services and any bus company using the roads as part of a service, allowing a minimum of 21 days for comments.
- 4.4.2 Any adverse comments received should be considered and if not resolved satisfactorily should be reported to the Planning and Regulation Committee for a decision to be made whether the proposals should be implemented.

5. ENFORCEMENT

- 5.1 Since December 2012 parking enforcement in Lincolnshire is carried out by Civil Parking Enforcement Officers. This will enable parking enforcement outside schools to be included as part of this service and in accordance with the County Council's current Parking Policy and Parking Enforcement Guidance.

6. APPENDIX A - FLOWCHART

REQUEST FOR SPEED OR CONGESTION RELATED MEASURES



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This document is issued by:

Lincolnshire County Council, Environment and Economy

How to contact us:

If you wish to apply for a school site to be assessed you can contact us in the following ways:

By Post:

At the relevant Highways Division address shown in the link below:
<http://www.lincolnshire.gov.uk/full-contact-details-for-development-divisions/35318.article>

By telephone:

01522 782070

By email:

customer_services@lincolnshire.gov.uk

Visit our website:

www.lincolnshire.gov.uk

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Published (2015)



INVESTOR IN PEOPLE

DRAFT TRAFFIC POLICY FOR SCHOOLS COMMENTS

| Ref. | Name | Comment | Response |
|------|--|--|---|
| 1. | Branston Community Academy | Support policy | Noted |
| 2. | Councillor John Hough | How will School Travel Plans be reviewed? What will the process be? | School Travel Plans are reviewed and updated following any additional measures that have been introduced under Sections 2 and 3 of the Policy. This will be undertaken and agreed between the school and Road Safety Officers from the Lincolnshire Road Safety Partnership. |
| 3. | St Norbert's Catholic Primary School, Spalding | Support policy | Noted |
| 4. | Scothern Parish Council | Support policy | Noted |
| 5. | John Harrox Primary School, Spalding | <p>The difficulty we are experiencing as a school is the use of a bay directly outside the front of the school. This is being used by parents for parking when collecting and dropping children off from/to school. The purpose of the bay is to provide a safe area for the school bus and taxis to pull off the road when dropping children off and collecting children from school. This then prevents congestion on a small village road at busy school times. It also enables the children to safely embark and disembark the vehicles directly from the pavement. Secondary school children also catch the bus from the same spot.</p> <p>Would this be covered in the congestion related measures of the draft policy enabling the school to apply for the bay to have mandatory limited use, if not can this be added?</p> | <p>This could be covered under Section 3 of the Policy (congestion related measures).</p> <p>Generally in these situations an investigation would be carried out on site with officers and school representatives to consider options to ease the situation. This is covered in the flowchart in Section 6.</p> |

| Ref. | Name | Comment | Response |
|------|--------------------------------|--|--|
| 6. | Branston & Mere Parish Council | The policy for speed limits and safety improvements around schools is broadly welcomed but the infrastructure to ensure school safety improvements will require adequate funding. | Any infrastructure improvements would be considered as part of a request to introduce additional safety improvements outside a school and this would be investigated at that time. |
| 7. | North Cotes Parish Council | We would like to state that we believe North Cotes Primary School is one which requires special attention due to its location at a three way junction and right on a very sharp bend on a narrow busy road. They would like a speed reduction marked down to 20 mph in this area and also an extension of the yellow zig-zag lines at the school gates to incorporate the area around the afore mentioned bend and junction. This would hopefully stop parents from parking in this area. The facility for a 'Park and Stride' area using the village hall car park is promoted in the school handbook - but as usual rarely used! | The Policy does cover both speed and congestion related issues under Sections 2 and 3 respectively and generally in these situations an investigation would be carried out on site with officers and school representatives to consider options to ease the situation. |
| 8. | Huttoft Parish Council | Support policy | Noted |

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

| | |
|------------|--|
| Report to: | Highways and Transport Scrutiny Committee |
| Date: | 14 September 2015 |
| Subject: | Street Lighting Policy |

Summary:

This paper proposes a revised Street Lighting Policy for consideration, including an option regarding the adoption of street lights on development roads.

Actions Required:

Members are requested to:

- (1) Comment on the proposed Street Lighting Policy; and
- (2) Support the recommendations shown in the conclusion.

1. Background

1.1 The current Street Lighting Policy was considered by this Scrutiny Committee on 21 October 2013 and implemented by an Executive Decision on 7 February 2014.

1.2 The policy has been updated as shown in Appendix A. The significant changes (listed below) are in Sections 2 and 4, with the addition of a new Section 14; any changes in the rest of the text are primarily for clarification purposes.

The changes in Section 2 'Street Lighting on Existing Roads':

- Introduce a clear emphasis on the need to have a sustainable street lighting network by managing energy consumption to a minimum
- Introduce a hierarchy of provision to be worked through for existing lighting wherever practicable (2.1A)
- Clarify when additional street lighting on existing roads will be considered (2.1B)
- Clarify when existing street lighting will be considered for removal or replacement (2.1C)

The changes in Section 4 'Street Lighting as an Aid to Combat Crime':

- Formalise the consideration of crime levels in the design of new or replacement street lighting schemes
- Clarify the position with respect to the use of street lighting columns for the attachment of CCTV cameras.

New Section 14 'Central Management System' makes provision for the potential introduction of a Central Management System, should funding become available

1.3 Whilst no substantive change has been shown in Section 6 'Street Lighting for Development Roads', the Committee is asked to consider whether the County Council should continue to adopt street lighting on new development roads, in order to minimise the increase in assets of this type owned and maintained by the County. Typically, the County Council currently adopts up to 500 new lights per annum.

Whilst this would manage the increase in street lighting assets owned by the County Council, including associated maintenance and energy costs, it would have some negative impacts:

- By not adopting these lights, the County Council would lose its ability to define the standard of lighting used and therefore risk a disparate provision on new developments.
- It would increase the potential for confusion when members of the public report lights with faults, as they will in general assume they are the responsibility of the highway authority.
- The County's street lighting team is currently the prime provider of street lighting design services to developers for new development roads. Over the last four financial years, this service has provided a fee income of approximately £10,000 per annum on average, helping to maintain the sustainability of the design team.

2. Conclusion

The Committee is requested to:

1. Comment on the proposed Street Lighting Policy
2. Recommend to the Executive Councillor whether street lighting on new development roads should be adopted or not
3. Recommend to the Executive Councillor whether the proposed Street Lighting Policy should be adopted or not, amended as necessary to take into account the outcome of Recommendation 2.

3. Consultation

a) Policy Proofing Actions Required

n/a

4. Appendices

| | |
|---|------------------------------|
| These are listed below and attached at the back of the report | |
| Appendix A | Draft Street Lighting Policy |

5. Background Papers

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

This report was written by John Monk, who can be contacted on 01522 552394 or john.monk@lincolnshire.gov.uk.

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STREET LIGHTING POLICY – Draft for approval

1.0 POWERS IN RELATION TO STREET LIGHTING

- 1.1 Under the Highways Act 1980, Lincolnshire County Council:
- is the Highway Authority within the county of Lincolnshire
 - is the prime Street Lighting Authority in the county of Lincolnshire
 - is empowered to light roads
 - does not have a duty to provide lighting for roads.
- 1.2 Other local councils in Lincolnshire have or may adopt powers to provide street lighting (eg City, Borough, District and Parish Councils).
- 1.3 Highways England (HE), as the government company responsible for Trunk Roads across the country, may provide street lighting for Trunk Roads within Lincolnshire.

2.0 STREET LIGHTING ON EXISTING ROADS

- 2.1 On existing adopted roads, the County Council will, as far as practicable, ensure its lighting forms a sustainable network by managing energy consumption to a minimum by:
- A. Working through the following hierarchy for existing street lights wherever practicable, including when lighting comes to the end of its useful life:
 1. Complete removal of lights (subject to a lighting assessment and local consultation) where this is the most financially sustainable solution considering removal costs.
 2. Turning lights off in accordance with the street lighting maintenance plan
 3. Part night lighting in accordance with the street lighting maintenance plan
 4. Dimming lights:
 - a. on main traffic routes according to traffic flow
 - b. in town centres and holiday resorts appropriate to the night time economy
 - c. in other locations, where this is the most financially sustainable solution considering equipment costs.
 5. As a last resort, leaving lights fully lit during normal lighting hours.
 - B. Only supporting the provision of additional street lights on the existing highway where they are part night lit or dimmed and either:
 1. they are financed by other local councils in Lincolnshire, in which case the County Council will adopt and maintain them without a commuted sum or;
 2. it is in the interest of improving road safety (see 3.0 below) and finance is available from road safety budgets or;
 3. they are paid for as part of a S278 scheme required for a developer to comply with a planning condition and are accompanied by a commuted sum or;
 4. they are requested and paid for by major trip or abnormal load generators and are accompanied by a commuted sum.
 - C. Considering removal or replacement of existing street lighting, taking account of the hierarchy in A above:
 1. when it comes to the end of its useful life and it is financially sustainable in

- the specific location, considering replacement or removal costs or;
2. when paid for as part of a S278 scheme required for a developer to comply with a planning condition or;
3. it is requested and paid for by major trip or abnormal load generators

- 2.2 County Council funding for street lighting shall be restricted to publicly maintainable adopted highway.
- 2.3 Requests for the addition, removal or replacement of street lights from individuals or community groups will be required to be directed through the relevant Parish, Town, City or Borough Council.
- 2.4 Where the County Council does not own the street lighting on existing highway, requests for the addition, removal or replacement of the street lights will be forwarded to the owner of the lighting.
- 2.5 Subject to the County Council having funding available, any all-night footway lighting may be converted to part night in areas nominated by the relevant Parish Council.

3.0 STREET LIGHTING TO IMPROVE ROAD SAFETY

- 3.1 Improvements will be considered (subject to budget constraints) where there is a night to day accident ratio greater than 2:1 and
 - There is a proven accident record over the last three years bearing in mind the causes of the accidents and
 - Where there have been a minimum of three separate night time injury accidents within 1km of road and
 - Simpler engineering alternatives have been tried and have not been successful.
- 3.2 Improvements to street lighting for road safety purposes will be subject to the availability of finance from road safety budgets.

4.0 STREET LIGHTING AS AN AID TO COMBAT CRIME

- 4.1 In accordance with street lighting design standards, street lighting designs shall give special consideration to increased lighting levels in higher crime areas. This consideration shall remain an integral part of the street lighting design process and shall be identified through liaison with the police.
- 4.2 Subject to engineering constraints the County Council will cooperate with law enforcement agencies and local authority CCTV operators who wish to use street lights as a convenient support and electricity supply point for CCTV camera equipment intended for monitoring possible criminal activities on the highway. County Council street lights will not be used for mounting CCTV equipment used only for monitoring activity off the highway.

5.0 STREET LIGHTING FOR NEW ROADS AND ROAD IMPROVEMENTS

- 5.1 Subject to environmental and cost considerations Street Lighting may be

provided on new sections of road where an economic assessment carried out in accordance with the DfT standard “TA 49/07 Appraisal of New and Replacement Road Lighting” determines that there will be a cost benefit in terms of accident savings.

- 5.2 Where the application of this standard determines that lighting is not required then a separate risk assessment shall then be applied to adjacent connecting junctions, roundabouts and all other road features to ascertain lighting requirements.

6.0 STREET LIGHTING FOR DEVELOPMENT ROADS

- 6.1 Street Lighting will normally be provided by the developer and adopted by the County Council under the terms of section 38 or section 278 of the Highways Act 1980 or section 106 the Planning and Countryside Act 1990. On section 38 schemes, street lighting shall be part-night lit (see Section 6.9 below).
- 6.2 In accordance with highway adoption procedures, lighting installations on proposed highway will be adopted concurrently with the rest of the adoption.
- 6.3 The developer will be responsible for all repairs, maintenance and energy charges prior to the adoption date.
- 6.4 The County Council as The Highway Authority may approve installations of decorative street lighting equipment where such lighting forms part of a system of highway lighting and proposed schemes are of comparable efficiency to standard road lighting
- 6.5 Victorian period style or contemporary styled equipment may be approved where architectural or environmental issues need to be addressed in order to maintain the character of the locality.
- 6.6 Where a developer has chosen to depart from normal standards and this departure would ultimately lead to the County Council incurring higher than normal maintenance costs, Developers will be charged a commuted sum.
- 6.7 Calculation of a commuted sum will be in accordance with HAT 40.
- 6.8 The developer shall pay electricity charges for road lighting and illuminated signs until adopted by the County Council.
- 6.9 Part night lighting shall be specified for street lighting on all new housing development estate roads that are to be adopted by the Highway Authority, save for one light to remain lit all night as an amenity at road junctions.

7.0 STREET LIGHTING STANDARDS

- 7.1 Street Lighting installations shall be the minimum standard for each class of road and designed in accordance with the recommendations contained in BS:5489 -1:2013 and BS EN 13201-2:2013.
- 7.2 In the interest of economy during the whole life of a street lighting installation designers shall be permitted to manage reasonable relaxations or departures from the recommendations contained in BS 5489 2013

- 7.3 Street lighting associated electrical installations shall comply with: BS 7671 17th edition 2011: The Requirements for Electrical Installations.
- 7.4 LED and HID white light lamps shall be the preferred light source throughout the county.
- 7.5 Street Lighting burning hours will be:
Part Night Lighting: Dusk to 24:00 / 05:30 to Dawn
Dimmed Lighting: Normally 21.00 to 06:00
All Night Lighting: Dusk to Dawn 35 LUX on and 18 LUX off
Pedestrian Subway lighting twenty-four hour operation
- 7.6 To minimise light pollution, lanterns on principal routes, major traffic routes and towns centre areas shall have a cut off distribution to minimise upward light glow with little or no light emitted above the horizontal, conforming to a minimum G4 luminous intensity rating.
- 7.7 Low energy electronic control gear and photocells shall be used.
- 7.8 New and replacement street lighting schemes shall be dimmed wherever practicable save for street lights that are in town centre amenity areas or in the vicinity of a pedestrian crossing. Dimming shall be a designed solution taking into account the reduced traffic flow between the peak periods. The levels of light at the bright and dimmed phases shall be compatible with an appropriate standard derived from BS 5489 – 1: 2013 and BS EN 13201-2: 2013
- 7.9 Wherever practicable part night operation of street lights will be implemented in areas where the local Parish Council and the majority of residents who live on the roads affected request or are in favour of it.

8.0 STREET LIGHTING, OPERATION, MAINTENANCE AND INSPECTION

- 8.1 Inventory shall be maintained to satisfy the requirements of the Un-Metered electricity supplies balancing and settlement code BSCP520, and the County Councils Asset Management Plan.

8.2 MAINTENANCE INTERVALS

Shall be carried out in accordance with the County Council's Highways Asset Management Plan

9.0 ELECTRICITY SUPPLY

- 9.1 Subject to the electricity Distribution Network Operators' conditions a live electricity service will be provided to each lighting point. Circumstances may require the County Council to install independent cables and supply pillars. Details of all electricity service providers will be recorded in the Highways Asset Management System.

10.0 STREET LIGHTING DESIGN SERVICES

- 10.1 Where requested to do so the County Council's Technical Services Partnership will provide the design and supervision resource for street lighting schemes.

- 10.2 Due to the complexity and specialism of highway electrical work, specification and supervision of any type of highway electrical equipment shall be undertaken by the County Councils Technical Services Partnership.
- 10.3 The design cost of street lighting schemes will be recharged to the client (i.e. developer or local authority) that commissions the work.
- 10.4 Fees for design services will be charged to recover the cost of design work, site supervision, administration and contract preliminaries
- 10.5 In accordance with the county council's sustainability programme to reduce carbon emissions lighting replacement schemes shall be designed with a target of reducing energy consumption by a minimum of 40% in comparison to the lights being replaced.
- 10.6 Street Lighting proposals in conservation areas and areas of outstanding natural beauty will be referred to the appropriate planning authority for comment

11.0 ADOPTION OF STREET LIGHTING FROM OTHER LOCAL LIGHTING AUTHORITIES

- 11.1 Where a local authority requests the County Council to adopt existing street lights it shall be considered subject to budgetary constraints and formal agreement. The condition of the existing street lights will also be taken into account and may require a payment to cover the cost of bringing them up to serviceable, current standards.
- 11.2 Additional street lights on the existing highway that are financed by other local councils in Lincolnshire may be adopted and maintained by the county council without a commuted sum, unless they are surrounded by an existing lighting scheme currently owned by another authority, in which case they will be approached to take ownership.

12.0 SHARED SERVICES PROVISION

- 12.1 The street lighting service has been identified as one in which service provision can be shared between participating authorities.
- 12.2 A service level agreement relating to "Maintenance of Unmetered Open Space Lighting" has been established pursuant to and subject to the conditions set out in the Collaboration Agreement dated 4 September 2008 made by the Lincolnshire Shared Services Partnership.
- 12.3 Participating authorities may be District, Parish, Town, City or Borough councils within Lincolnshire.
- 12.4 Participating authorities will retain ownership of their street lights, pay energy charges, meet the full cost of maintenance and replacements, and meet full cost of providing additional lights including connection charges and commuted sums.
- 12.5 Should they resolve to invest in the installation of communication nodes on their street lights participating authorities may also have their lights controlled by the Lincolnshire Central Management System as and when one is implemented.

13.0 PASSIVE SAFE LIGHTING COLUMNS

- 13.1 A passive safe lighting column is designed to yield when it is struck by an errant vehicle thus making the collision less severe.
- 13.2 Passive safe columns shall be used in individual circumstances where a detailed risk assessment has taken place and there is an increased likelihood that the column may be struck by an errant vehicle.
- 13.3 In the interest of road safety the option of not replacing columns at vulnerable locations shall be considered.

14.0 CENTRAL MANAGEMENT SYSTEM (CMS)

- 14.1 Subject to funding being available, it is the policy of the County Council to implement a CMS system for the control of street lighting in Lincolnshire.
- 14.2 CMS shall be used to control street lights and provide an adaptable and flexible street lighting network.
- 14.3 CMS may be used to manage lights according to the hierarchy in 2.1A above. Upon request from the appropriate authority, lights may be switched on or light output increased at sites where there is:
- Congestion
 - Road works
 - Incidents such as road traffic collisions, flooding etc.
 - Localised reports of high crime or vandalism
- 14.4 Subject to them investing in the installation of communication nodes on their street lights, and paying for any other hardware or software expansions require, lighting authorities within Lincolnshire and neighbouring areas may make use of the CMS to manage their lights.
- 14.5 Participating authorities shall meet the full cost of providing CMS for their lights

Policy and Scrutiny

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

| | |
|------------|--|
| Report to: | Highways and Transport Scrutiny Committee |
| Date: | 14 September 2015 |
| Subject: | Council Business Plan 2015 - 2016 Performance Report, Quarter One |

Summary:

To inform the Committee that performance and projects data will be reported in a new style report against the Council Business Plan.

Actions Required:

The Committee is invited to review, scrutinise and comment on the customer satisfaction information for Quarter 1.

1. Background

Council Business Plan 2015/2016

In October 2014, Corporate Management Board supported a new Performance Management Framework for the Council which included a proposal to use infographics for performance reporting against the Council Business Plan. The Council Business Plan 2015/16 was approved by Council in February 2015 and has been organised around the 17 commissioning strategies. None of the measures in the Council Business Plan are within the remit of this scrutiny committee. However, five of the Council's major infrastructure schemes are reported through the Business Plan and are within the remit of this committee.

New style performance reporting

The Council Business Plan 2015/2016 was developed as a simple, easy to ready document with a view to using infographics to 'bring the plan to life' as part of a new style performance report. During July feedback was received on proposals for infographics from Corporate Management Board, Informal Executive and a workshop for Elected Members. This feedback has informed the infographics used to display Q1 performance. The infographics are designed to aid effective review and scrutiny of performance and inform decision making. The aim is for all of the information in the infographics to be self-explanatory so that whatever is presented to committee should not need explaining. This way of reporting is new and still in development.

Unfortunately the infographics for the five major schemes are still being developed and so are unable to be reported for this quarter.

Major Schemes for Highways and Transport Scrutiny Committee

The five major schemes contained within the Business Plan are:

- Lincoln East West Link Road
- Lincoln Eastern Bypass
- Grantham Southern Relief Road
- Spalding Western Relief Road
- Progress in preparation of the Southern Relief Road

Updates on the progress of these schemes were provided earlier on this agenda.

Customer Satisfaction Information

Appendix A provides a breakdown of the Q1 customer satisfaction information for the services which come under the remit of this Committee.

2. Consultation

a) Policy Proofing Actions Required

n/a

3. Appendices

| | |
|---|--------------------------------------|
| These are listed below and attached at the back of the report | |
| Appendix A | Q1 Customer Satisfaction Information |

4. Background Papers

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

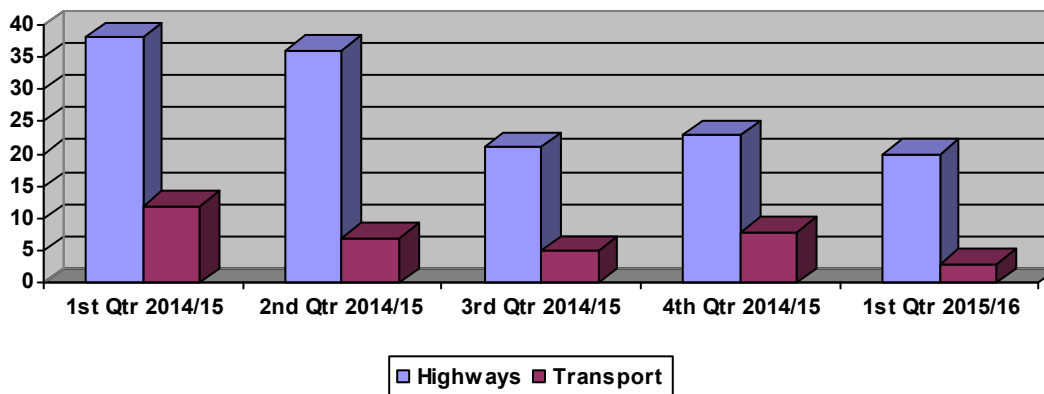
This report was written by Louise Tyers, who can be contacted on 01522 552102 or louise.tyers@lincolnshire.co.uk.

Customer Satisfaction Information – Scrutiny Committees

| Highways and Transport Scrutiny Committee | | |
|---|--|---------|
| Date Range for Report | 1 st April – 30 th June 2015 (1 st January – 31 st March 2015) | |
| Total number of complaints received across all LCC service areas. | 105 (122) * individual school complaints not included. | |
| Total number of complaints relating to <u>Highways and Transport Scrutiny Committee</u> | 23 (31) | |
| Total number of compliments relating to <u>Highways and Transport Scrutiny Committee</u> | 35 (48) | |
| Total Service Area Complaints | Highways | 20 (23) |
| | Transport | 3 (8) |
| Highways Complaint Reasons | Age | 0 (0) |
| | Breach of confidence | 0 (0) |
| | Conduct/Attitude/Rudeness of staff | 0 (0) |
| | Delayed Assessment of Service Request | 1 (0) |
| | Disability | 0 (0) |
| | Disagree with Policy | 1 (3) |
| | Disagree with Procedure | 7 (4) |
| | Gender | 0 (0) |
| | Insufficient Information Provided | 1 (0) |
| | Lack Of Choice | 0 (0) |
| | Other | 0 (0) |
| | Procedural – Other | 2 (0) |
| | Procedure Not Followed | 3 (14) |
| | Professional - Other | 4 (2) |
| Service Delay | 1 (0) | |
| Transport Complaint Reasons | Age | 0 (0) |
| | Assessment of a service request | 0 (0) |
| | Breach of confidence | 0 (0) |
| | Conduct/Attitude/Rudeness of staff | 0 (2) |
| | Disability | 0 (0) |
| | Disagree with Policy | 0 (0) |
| | Disagree with Procedure | 0 (2) |
| | Geographic Location | 0 (0) |
| | Insufficient Information Provided | 0 (1) |

| | | |
|---|--------------------------------------|---------|
| | Lack of Choice | 0 (0) |
| | Other | 1 (0) |
| | Policy of LCC not to provide service | 0 (0) |
| | Policy – Other | 0 (1) |
| | Procedural – Other | 1 (0) |
| | Procedure not followed | 0 (1) |
| | Professional - Other | 1 (1) |
| | Service Delay | 0 (0) |
| | | |
| Service Area Compliments | Highways | 31 (48) |
| | Transport | 4 (0) |
| | | |
| How many LCC Corporate complaints have not been resolved within service standard | | 8 (10) |
| Number of complaints referred to Ombudsman | | 7 (6) |

Total Complaint Receipts by Quarter



Summary

LCC Overview of Complaints

The total number of LCC complaints received for this Quarter (Q1) shows a 14% decrease on the previous Quarter (Q4). When comparing this Quarter with Q1 2014/15, there is a 33% decrease, when 157 complaints were received.

Overall Highways Complaints

This Quarter Highways has received 20 complaints which is a 13% decrease from last Quarter when they received 23 complaints. This is a 47% decrease from Quarter 1 of 2014/15 when 38 were received.

The outcomes of the 20 complaints were:

- 1 complaint was substantiated.
- 6 complaints were partially substantiated.
- 13 complaints were not substantiated.

The substantiated complaint was regarding a delay in reinstatement of private property after flood alleviation works.

Overall Transport Complaints

This Quarter Transport has received 3 complaints which is a decrease of 5 from last Quarter when they received 8 complaints. This is a decrease of 9 complaints from Quarter 1 of 2014/15 when 12 were received.

The outcomes of the 3 complaints were:

- 1 complaint was substantiated.
- 2 complaints were not substantiated.

The substantiated complaint was regarding the level of service from a transport operator on a school contract.

Overall Compliments

The overall compliments received for Highways and Transport shows a decrease of 27% this Quarter, with 35 compliments being received compared to 48 received last quarter.

Highway Compliments

Highways received 31 compliments this Quarter. The compliments were:

- 28 compliments regarding maintenance work that has been carried out.
- 1 compliment for the A15 Northorpe work programme.
- 1 compliment for a street light repair.
- 1 compliment for the Lincolnshire Road Safety Partnership course.

Transport Compliments

Transport received 4 compliments this Quarter. All 4 compliments were for the Smarter Choices & Accessibility Team regarding a recent rail event in London.

Ombudsman Complaints

In Quarter 1 of 2015/16, 7 LCC complaints were registered with the ombudsman. 1 of these complaints was recorded against Highways and was in relation to a highways councillor meeting.

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Policy and Scrutiny

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

| | |
|------------|---|
| Report to: | Highways and Transport Scrutiny Committee |
| Date: | 14 September 2015 |
| Subject: | Highways and Transport Scrutiny Committee Work Programme |

Summary:

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

Actions Required:

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

1. Background

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

Work Programme Definitions

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

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

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

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

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

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

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

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

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

2. Conclusion

To consider and comment on the Work Programme.

3. Consultation

a) Policy Proofing Actions Required

This report does not require policy proofing.

4. Appendices

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

5. Background Papers

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

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

HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE

Chairman: Councillor Michael Brookes
 Vice Chairman: Councillor Andrew Hagues

| 26 October 2015 | | |
|--------------------------------|--|----------------------|
| Item | Contributor | Purpose |
| Major Schemes Update | Paul Rusted, Infrastructure Commissioner | Update Report |
| Lincolnshire Highways Alliance | Paul Rusted, Infrastructure Commissioner | Performance Scrutiny |
| Future Service Delivery | Paul Rusted, Infrastructure Commissioner and Steve Willis, Chief Operating Officer | Update Report |
| TotalConnect | Anita Ruffle, Group Manager PTU | Update Report |
| Tree Risk Inspections | Alan Aistrup, Special Projects Manager | Status Report |
| LCC's Role in Planning | Phil Hughes, Strategic Planning Manager | Status Report |

| 14 December 2015 | | |
|--|---|----------------------|
| Item | Contributor | Purpose |
| Major Schemes Update | Paul Rusted, Infrastructure Commissioner | Update Report |
| Winter Maintenance Update | David Davies, Principal Maintenance Engineer | Update Report |
| Quarter 2 Performance Report – 1 July to 30 September 2015 | Jasmine Sodhi, Performance and Equalities Manager | Performance Scrutiny |
| Civil Parking Enforcement Mid-Year Report 2015/16 | Mick Phoenix, Parking Manager | Update Report |
| Sponsorship of Roundabouts | Alan Aistrup, Special Projects Manager | Update Report |

| 18 January 2016 | | |
|---------------------------|--|----------------|
| Item | Contributor | Purpose |
| Winter Maintenance Update | David Davies, Principal Maintenance Engineer | Update Report |
| Major Schemes Update | Paul Rusted, Infrastructure Commissioner | Update Report |

| 18 January 2016 | | |
|--------------------------------|--|----------------------|
| Item | Contributor | Purpose |
| Lincolnshire Highways Alliance | Paul Rusted, Infrastructure Commissioner | Performance Scrutiny |

To be scheduled

- Pedestrian Crossings
- Traffic Regulation Order Policy

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