Wiltshire Council
Where everybody matters

AGENDA

Meeting: **Environment Select Committee**

Place: **Council Chamber - Wiltshire Council Offices, County Hall, Trowbridge**

Date: **Tuesday 4 September 2018**

Time: **2.00 pm**

Please direct any enquiries on this Agenda to Natalie Heritage, of Overview and Scrutiny, County Hall, Bythesea Road, Trowbridge, direct line 01225 718062 or email Natalie.Heritage@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

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Membership:

Cllr Matthew Dean (Chairman)
Cllr Bob Jones MBE (Vice-Chairman)
Cllr Derek Brown OBE
Cllr Peter Evans
Cllr Clare Cape
Cllr Peter Fuller
Cllr Mike Hewitt
Cllr Tom Rounds
Cllr Tony Jackson
Cllr Jacqui Lay
Cllr Ian McLennan
Cllr Nick Murry
Cllr Steve Oldrieve

Substitutes:

Cllr Ernie Clark
Cllr Brian Dalton
Cllr Sue Evans
Cllr Jose Green
Cllr Mollie Groom
Cllr Russell Hawker
Cllr Ross Henning
Cllr George Jeans
Cllr Brian Mathew
Cllr Stewart Palmen
Cllr Ricky Rogers

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For extended details on meeting procedure, submission and scope of questions and other matters, please consult Part 4 of the council's constitution.

The full constitution can be found at this link.

For assistance on these and other matters please contact the officer named above for details

AGENDA

PART I

Items to be considered while the meeting is open to the public

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** *(Pages 7 - 18)*

To approve and sign the minutes of the Environment Select Committee meeting held on 26 June 2018.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements
If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions
To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Tuesday 28th August 2018** in order to be guaranteed of a written response**.** In order to receive a verbal response questions must be submitted no later than 5pm on **Thursday 30th August 2018.** Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **S106 Funding** *(Pages 19 - 20)*

At its meeting held on 1st May 2018, the Environment Select Committee resolved to receive information on a) whether any S106 money was returned to developers in the last 3 years; and b) whether the Council holds any Section 106 money listed as 'time expired' and has any plans for such funds.

The Committee will receive a report on this matter from the Director for Economic Development and Planning.

7 **Traveller Reference Group** *(Pages 21 - 34)*

As resolved at 26 June 2018 meeting, the Committee to receive annual updates from the group.

An annual update from the Group is attached.

8 **Public Transport Review Update**

At its meeting held on 21st November 2017, the Environment Select Committee resolved to receive an update from the Head of Passenger Transport on the progress with work on the integration of NEPTS and SEND and social care transport

A statement will be provided as a supplement to the agenda.

9 **New Highways Term Consultancy Contract** *(Pages 35 - 68)*

Following the Environment Select Committee agenda setting meeting on 16th May 2018, it was agreed that the Committee should consider this item prior to consideration by Cabinet.

To receive a report from the Director of Highways and Transport on the re-procurement of a new highways term consultancy contract when the current contract ends in December 2019.

10 **Well Managed Highway Infrastructure Review** *(Pages 69 - 216)*

Following the Environment Select Committee agenda setting meeting on 16th May 2018, it was agreed that the Committee should consider this item prior to consideration by Cabinet.

To receive a report from the Director of Highways and Transport on the revision

of the Highways Inspection Manual in response to the new code of practice, especially with regard to potholes and defects.

11 **Updates from Task Groups and Representatives on Programme Boards** *(Pages 217 - 220)*

To receive any updates on recent activity for active task groups and from members of the Environment Select Committee who have been appointed as overview and scrutiny representatives on programme boards.

12 **Forward Work Programme** *(Pages 221 - 228)*

To note and receive updates on the progress of items on the forward work programme.

Under the revised Overview and Scrutiny (OS) arrangements there is now a single OS work programme controlled by the OS Management Committee, linked to priorities in the Business Plan.

Therefore it should be noted that, whilst any matters added by Members are welcome, they will be referred to the OS Management Committee for approval before formal inclusion in the work programme for the Environment Select Committee.

A copy of the Overview and Scrutiny Forward Work Programme for the Environment Select Committee is attached for reference.

13 **Urgent Items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

14 **Date of Next Meeting**

To confirm the date of the next scheduled meeting as 6th November 2018 at 14:00.

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ENVIRONMENT SELECT COMMITTEE

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 26 JUNE 2018 AT COUNCIL CHAMBER, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Matthew Dean (Chairman), Cllr Bob Jones MBE (Vice-Chairman), Cllr Derek Brown OBE, Cllr Peter Evans, Cllr Clare Cape, Cllr Peter Fuller, Cllr Mike Hewitt, Cllr Jacqui Lay, Cllr Ian McLennan, Cllr Nick Murry, Cllr Steve Oldrieve and Cllr Sue Evans (Substitute)

Also Present:

Cllr Brian Mathew, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Alan Hill, Cllr Toby Sturgis, Cllr Bridget Wayman, Cllr Jerry Wickham and Cllr Robert Yuill

11 **Election of Chairman**

Nominations were sought for the position of Chairman for the municipal year 2018/19. Cllr Peter Evans, seconded by Cllr Mike Hewitt, moved that Cllr Matthew Dean be elected as Chairman.

On there being no other nominations, it was

Resolved:

To elect Cllr Matthew Dean as chairman of the Environment Select Committee for the municipal year 2018/19.

12 **Election of Vice-Chairman**

The Chairman thanked the Committee for their support in his election and he called for nominations for the position of Vice Chairman.

Cllr Bob Jones MBE was proposed by Cllr Oldrieve, which was seconded by Cllr Cape. There were no other nominations.

Resolved:
Cllr Bob Jones elected as Vice- Chairman of the Environment Select Committee for the municipal year 2018/19.

13 **Apologies**

Apologies for absence were received from Cllr Tony Jackson.

Cllr Jackson was substituted by Cllr Sue Evans.

14 Minutes of the Previous Meeting

To confirm the minutes of the meeting held on 1st May 2018.

15 Declarations of Interest

There were no declarations of interest.

16 Chairman's Announcements

There were no Chairman's announcements.

17 Public Participation

The Chairman explained the rules of public participation and invited the following to make their statements and ask questions:

i. Maggy Daniell – A statement about the Waste Management Strategy was read out by the Chairman in the absence of Maggy Daniell.

   The Chairman also read out a response from the Director Waste and Environment to the points raised in the statement.

ii. Colin Gale – A statement read out on behalf of the Pewsey Community Area Partnership, Campaign to Protect Rural England and Pewsey Parish Council, about the Waste Management Strategy and in particular the consultation on the proposed closure of Everleigh Household Recycling centre.

   The Chairman thanked Mr Gale for his representations and noted that he would progress his concerns regarding the Council's consultation process through the appropriate complaints process.

iii. Stephen Eades – A statement read out on behalf of Wiltshire Friends of the Earth about the Waste Management Strategy and in particular, a concern at the strategic position of incineration within the strategy.

iv. David Levy – A statement read out on behalf of The Air We breathe Network, Westbury, about the Waste Management Strategy, and in particular concerns about incineration and the need to recycle more waste.

18 Wiltshire Council Waste Management Strategy

The Committee received a presentation and considered a report of the Director for Waste and Environment about the Council's Waste Management Strategy.

The report set out the Strategy for comment ahead of its reporting to the Cabinet for consideration in advance of adoption by full Council. It provided an overview of the results of the consultation carried out in 2017, including a summary of all the written responses received during the consultation period. The report set out the key themes emerging from the comments, showing how they have influenced the development of the Strategy.

The Director for Waste and Environment explained that a) the Strategy is made up of three individual documents, i) the overarching strategy, ii) an annual performance review and iii) an annual action plan, and the following priorities were identified within the strategy, i) waste prevention, ii) repair and reuse, iii) recycling and composting, iv) energy from waste and v) litter and fly tipping. The Committee noted that the annual action plan set out the details of the actions the Council would take to meet the priorities, taking into account available resources, previous performance and any legislative changes.

The Director for Waste and Environment and Cabinet Member for Highways, Transport and Waste responded to the following issues raised and questions asked:

- The Household Recycling Centres (HRC's)increasing their operational hours.
- Measuring the success of longer opening hours at HRC's and determining increasing rates of recycling.
- The future of reusing materials from HRC's
- The success of litter picking campaigns.
- Engagement with voluntary groups through town and parish councils to help with regular litter picking.
- Potential for issuing fixed penalty notices to those offenders caught littering.
- The need to enlarge a number of the HRC's to accommodate the increasing demands for recycling.
- Promotion materials about reducing waste.
- Explanation of zero avoidable household waste.
- The need to reduce waste and packaging materials related to on-line shopping.
- The types of waste being received and treated at HRC's, and how this would evolve over the lifetime of the Strategy.
- The role of Wiltshire Wildlife Trust in engaging with schools to promoting recycling and waste reduction.
- Future facility to accommodate and sort co-mingled waste.
- Changing culture and attitudes towards littering and fly-tipping.
- Comparing the effectiveness of recycling between segregation at source and mixed recycling.
- Processing waste locally and the allocation of sites in the county.

- The dependency on a single supplier for recycling and energy recovery and the Council's ability to determine its own strategy and implementation.
- Concerns regarding the usage of gasification/incineration requiring plastics and food waste to function, rather than radically increasing recycling.
- The local impacts in terms of health risk and increased congestion on our roads through importing waste from outside the county.
- The increase in fly-tipping and its impact on the environment.
- Collecting litter from trunk roads during grass cutting sessions.
- Comparisons between the volume of waste being delivered to different HRC's during each trip by visitors.

The Chairman thanked the Cabinet Member for Highways, Transport and Waste and the Director for Waste and Environment for their contributions at the meeting. It was suggested that the Cabinet Member, portfolio holder and Director provide a 6 month progress report, to include costs and outcomes against the Action Plan to the Vice-Chairman and Cllr Oldrieve at a private meeting, on behalf of the Committee.

Resolved:

i) That the Environment Select Committee endorse Wiltshire Council's Draft Waste Management Strategy.

ii) That the Cabinet Member for Highways, Transport and Waste, Portfolio Holder for Waste and the Director for Waste and Environment provide a 6 month progress report to Cllrs Jones and Oldrieve.

19 **The Use of Plastic Waste in Road Repairs, Re-Surfacing and Construction**

The Committee considered a briefing note from the Head of Highways Asset Management and the Senior Scrutiny Officer about the potential use of plastic in Wiltshire roads.

It was noted that the briefing paper was prepared following a motion put forward at Full Council on 22nd May 2018 by Cllr Brian Matthew and Cllr Steve Oldrieve, asking Wiltshire Council to undertake a feasibility study into the method of using waste plastics in road repair, resurfacing and road rebuilding programmes. The matter was referred to the Overview and Scrutiny Management Committee on 5th June 2018, who asked this Committee to consider the proposal using the available evidence.

The report highlighted the process for using plastic within the current bitumen and asphalt mix and highlighted that a number of countries currently used plastic waste in their road maintenance programmes, in addition to a couple of other Local Authorities in England.

The Senior Scrutiny Officer explained that initial research indicated that using plastic in road repair was feasible and suggested that the committee establishes

a Rapid Scrutiny exercise to consider how feasible it would be for Wiltshire Council to use plastic waste, as part of its road maintenance programme.

Resolved:

1. **That a Rapid Scrutiny exercise to consider how feasible it would be for Wiltshire Council to use plastic waste, as part of its road maintenance programme, be agreed.**

2. **That the following membership be agreed, as follows:**

    - **Cllr Brian Matthew**
    - **Cllr Tony Jackson**
    - **Cllr Nick Murry; and**
    - **Cllr Jacqui Lay**

20 **Housing Board - Annual Report**

The Committee received a statement from the Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism introducing the Council's Housing Board and its Annual report.

In the absence of the Cabinet Member, the Committee were encouraged to submit any questions on the Annual Report to him directly.

Resolved – That the ongoing work of the Housing Board and its Annual Report be noted.

21 **Housing Repairs and Maintenance Service**

The Committee received a presentation from the Head of Housing Strategy and Assets on the Housing repairs and Maintenance Service.

The Head of Housing Strategy and Assets explained that the total spend on the service amounted to £14m per year, with only £1m spent through the DLO, leading to high contract management costs, inability to gain efficiencies with the DLO and a variation in quality and performance.

The Committee were informed that the Cabinet, in March 2017, had agreed to the DLO expanding to take on all responsive repairs and voids subject to a financial business case. It was noted that the work of the DLO achieved savings when compared to contractor costs. As a consequence, the Cabinet, at its meeting on 3rd July 2018, were being asked to agree the business case for progressing with the enlargement of the DLO to take on all responsive repairs and voids work with effect from 1st April 2019.

The Head of Housing Strategy and Assets responded to the following issues and questions raised by members:

- Any plans to undertake maintenance on properties not currently included in the Council housing stock.

- Competing with private contractors to generate savings for the Council.
- Recruitment of suitably qualified personnel.
- Managing capacity and demands placed on the team to achieve high level performance.

The Chairman thanked Head of Housing Strategy and Assets for the presentation and responding to the Committee's questions and comments.

Resolved: To support the report and recommend that Cabinet adopt the following recommendation on 3rd July 2018:

> **'to agree the business case for progressing with the enlargement of the DLO to take on all responsive repairs and voids work with effect from 1st April 2019.'**

22 **ECO Strategy**

The Committee considered the report of the Director for Economic Development and Planning about the Council's Energy Change and Opportunity (ECO) Strategy and current Eco policies.

The Director explained that the Council have developed an ECO Strategy to meet the challenge of climate change in Wiltshire. The Strategy set out the Council's ambition to reduce its carbon emissions and lead the county's low carbon transition, and prepare for unavoidable climate change. Cabinet approved the Strategy and agreed that the ECO Board would oversee the delivery of the Strategy, and approve and monitor the delivery of Action plans listed in the report. It was noted that much of the delivery work coming out of the Action Plans would be resourced and taken forward by relevant service directorates.

It was noted that the Council is committed to work with partners through the Energy Resilience plan to reduce Wiltshire's carbon footprint, and promote Low Carbon Developments through planning policy. It was also noted that the Council aimed to meet and exceed household recycling targets, continue to reduce the amount of waste sent to landfill, and continue to reduce organisational energy demand through energy efficiency projects and renewable energy projects in managing its facilities.

Initially an ECO Team, accountable to the ECO Board, was established and responsible for strategic development, coordination, and administration of the ECO Board. With the ECO Strategy now embedded within the organisation and the administrative overhead of managing the Board being modest, there was no longer a requirement to maintain a dedicated ECO Team.

The Cabinet Member for Spatial Planning, Development Management and Property reported that ten years ago the Council had an average performance level in relation to the reduction of carbon emissions. Since the ECO Strategy has been embedded within the organisation, the Council has moved up to 2nd

place in the South West local authority ratings produced by Regen South West. A copy of the Regen report can be found here.

The Director for Economic Development and Planning and Cabinet Member for Spatial Planning, Development Management and Property responded to the following issues and questions raised by the Committee:

- The Council's response to the Government's carbon reduction targets.
- The Council's strategy for the next stage of carbon reduction.
- Addressing the low carbon agenda more widely in Wiltshire through the influence of the ECO Strategy, for example in terms of planning and transport.
- Engagement with the Government's Industrial Strategy and other strategies.
- The leadership provided within directorates on eco issues compared to other local authorities.
- The frequency of Cabinet considering climate change issues.
- The use of Government grants to increase the availability of electric vehicle charging points.
- Government policy on climate change and how it influences the council's strategies and action plans.
- Frequency of ECO Board meetings and potential for attendance by the public at future meetings.

Resolved:

i. **To thank the Director for Economic Development and Planning and Cabinet Member for Spatial Planning, Development Management and Property for attending the meeting and responding to comments and questions from the Committee.**

ii. **To receive annual updates from the ECO Board commencing in 2019.**

23 Development Where It Is Needed

The Committee received an update from the Director Economic Development and Planning, Tim Martienssen, and Cabinet Member for Spatial Planning, Development Management and Property on employment land and how the relevant policy is implemented across Wiltshire, and on the progress of the Housing Sites Allocation (HAS) Plan.

The Director Economic Development and Planning commented on the availability of employment land in the County and the number of sites reviewed in the last year. It was noted that there was potential for an additional requirement for employment land towards the end of the Strategic Economic Plan period. A variety of sites are available to meet demand and there was a focus on those sites that were easy to develop and that would be fed into the local plan review.

The Committee was informed that consideration of the HAS by Council has been deferred to allow additional time for comments from Town and Parish Councils. It was noted that 19 additional responses had been received. It was planned that the HAS would be considered by Cabinet in July 2018, followed by Full Council and then receive independent consideration by a Government Inspector for a final decision.

Resolved:

i. **To thank the Director of Economic Development and Planning for his update on employment land and progress of the Housing Sites Allocation Plan and the Cabinet Member for Spatial Planning, Development Management and Property for attending and responding to issues and questions raised.**
ii. **To note the update provided.**

24 Traveller Reference Group

The Committee received an update from the Traveller Reference Group, seeking clarity about the frequency of updates on progress on the Group and the Traveller Strategy.

Resolved: That the Environment Select Committee continue to receive annual updates from the Traveller Reference Group, with the next annual update to be received at 4 September 2018 meeting.

25 Emergency Stopping Places

The Committee received the report of the Spatial Planning Manager about emergency stopping places for Gypsies and Travellers and the Draft Strategy being considered by the Cabinet at its meeting scheduled for 3rd July 2018.

The Cabinet Member for Spatial Planning, Development Management and Property and the Spatial Planning Senior Officer explained that currently there were no emergency stopping places to provide safe short term stay to meet gypsies and traveller's temporary accommodation needs in Wiltshire. Dealing with unauthorised encampments is a continuing issue, leading to nuisance to landowners and the public and implications for the Council in terms of clean-up costs and reputational costs.

The development of the Draft Strategy sets out how a network of emergency stopping places would be delivered to provide safe short term stay and manage the unauthorised encampments more effectively.

The Cabinet Member for Spatial Planning, Development Management and Property and Spatial Planning Manager responded to issues and questions raised by the Committee on the following:

- The differences between emergency stopping places and more permanent sites.

- Potential sites for emergency stopping places and collaboration with private land owners.
- Increasing issues of trespass where no emergency stopping places exist.
- The potential for bringing abandoned sites back into operation as emergency stopping places.
- Potential conflicts between culturally different groups and the placement of emergency stopping places.

The Chairman thanked the Cabinet Member and officer for attending the meeting and responding to the Committees questions.

Resolved: To inform the Cabinet that this Committee endorses Wiltshire Council establishing an Emergency Stopping Places Strategy.

26 **Updates from Task Groups and Representatives on Programme Boards**

The Committee received updates on recent activity for the following Task Groups:

i) Waste Contracts Task Group

The Committee noted that the task group's Chairman, Cllr Yuill had recently taken up a position of Portfolio Holder for Waste and would no longer be a member of the task group. The task group had appointed a new Chairman, Cllr Sven Hocking, at their meeting held on 20th June 2018.

ii) Hackney Carriage Late Night Tariffs

The Committee noted that the Overview and Scrutiny Management Committee (OSMC), at its meeting held on 5th June 2018, had agreed to establish a task group to undertake a review on late night tariffs for Hackney Carriages in the Salisbury area, following reports of high late-night fares in the Salisbury area and the Salisbury recovery effort.

The Chairman, Cllr Dean, was given authority by the OSMC to determine the task group's membership. He suggested that the review be widened to take in late night tariffs for Hackney Carriages in Wiltshire.

Resolved:

i. To endorse the Waste Contracts Task Group electing Cllr Sven Hocking as Chairman, following Cllr Yuill taking up the position of Portfolio Holder for Waste.

ii. The Environment Select Committee establish a task group to consider late night tariffs for Hackney carriages with the following Terms of Reference:

a) To investigate whether the current schedule of late-night tariffs for Hackney carriages, as adopted by the Licensing Committee in 2014,
b) Is supportive of Wiltshire's night time economy (NTE)
c) Is comparable to, and competitive with, night time centres in adjoining counties
d) Provides a fair system across all parts of the county.
e) To make any evidenced recommendations for improvement as appropriate

iii. The Chairman of Environment Select Committee be given authority to determine the task group's membership as follows:

- **Cllr Matthew Dean**
- **Cllr Derek Brown OBE**
- **Cllr Peter Evans**
- **Cllr Ian McLennan**

27 **Forward Work Programme**

The Senior Scrutiny Officer introduced the Committee's Forward Work Programme, asked for confirmation about how to progress a number of items and provided updates on the following areas:

- Potential Scrutiny of the Council's Plastic Waste Management Policy
- Reduced Road Causalities
- Highways Term Consultancy Contract
- Government's 25 year Environment Plan

Resolved:

i. To delay a potential scrutiny of the Council's Plastic Waste Management Policy until after February 2019, once amendments to national guidance have been implemented and the Council's new waste contracts have been in operation for a sufficient time period.

ii. To remove the Reduced Road Casualties item from the Forward Work Programme scheduled for 4th September 2018 – See statement from The Head of Service: Sustainable Transport at Appendix A to these minutes.

iii. To add consideration of the new Highways Term Consultancy Contract to the Forward Work Programme for 4th September 2018,

iv. That the Forward Work Programme be updated to reflect the changes detailed above.

28 **Urgent Items**

There were no urgent items.

29 **Date of Next Meeting**

The next meeting is scheduled for 4th September 2018 at 10.30am.

(Duration of meeting: 10.30 am - 2.15 pm)

The Officer who has produced these minutes is Stuart Figini of Democratic Services, direct line 01225 718221, e-mail stuart.figini@wiltshire.gov.uk

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Wiltshire Council

Environment Select Committee

4 September 2018

S106 Money: Developer Contributions

Purpose

1. To respond to the request from members of the Environment Select Committee at the meeting on 1 May 2018 to the following questions:
   a) whether any S106 money was returned to developers in the last 3 years; and
   b) whether the Council holds any Section 106 money listed as 'time expired' and has any plans for such funds

Response

2. The Council has returned £52,968 of money collected from Section 106 agreements to developers relating to seven applications. In each of these occasions, the money was refunded solely due to a change in circumstances. On three occasions, contributions towards public open space totalling £4,991.95 were refunded, where the respective planning permissions lapsed and the development was not implemented. On two occasions, contributions totalling £8,533.01 towards public open space were refunded, when the Government changed the rules in November 2014 and lifted the threshold for developer contributions to a minimum of ten dwellings. Finally, on two occasions, contributions totalling £39,443.04 relating to commuted sums for the provision of affordable housing were refunded, again due to the Government lifting the threshold.

3. In relation to the second question, officers are not aware of the Council holding any Section 106 money listed as 'time expired'. In relation to monies held for highway schemes, for example, each has a defined use connected to the development site that the money was provided for and it remains the Council's intention to use these contributions for their respective designated purpose.

Cllr Toby Sturgis – Cabinet Member for Spatial Planning, Development Management and Property

Tim Martienssen – Director for Economic Development and Planning

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Environment Select Committee

4 September 2018

Traveller Reference Group Update

Purpose

1. To provide an update to the Environment Select Committee on the progress of the Traveller Reference Group and Traveller Strategy.

Background

2. Wiltshire Council brings together a wide range of services and responsibilities that engage with Gypsy and Traveller communities and saw the publication of a refreshed Traveller Strategy in September 2016. The refresh of the strategy contributed to reigniting partnerships between services, and put in place a new action plan to provide an integrated and supportive approach to engaging with Traveller communities to help them live safer, healthier, active and high-quality lives. In line with previous Wiltshire Council's Business plan, the strategy aimed to create strong resilient communities and protecting those most vulnerable.

3. Wiltshire Council provides services to all people, regardless of their lifestyle, and at the moment, Traveller communities do not have equal outcomes and life chances compared with settled communities. Services across the public sector then need to work together to empower and support both Traveller and settled communities to live together.

4. There are several definitions of 'Travellers' used in different legal and policy documents. According to the Race Relations Act 1976, the Race Relations Amendment Act 2000, and the Human Rights Act 1998 Romany Gypsies and Irish Travellers are recognised as having ethnic status. For the purposes of this document, and in line with the strategy, Travellers are defined as *"persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling show-people or circus people travelling together as such."*

5. Travelling showpeople are defined as *"Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily, but excludes Gypsies and Travellers as defined above."* Boaters or Boat Dwellers (referred to as 'Bargees' in the original strategy) have several definitions which were collated in the Bath and North-East Somerset Council task and finish group review on Boat Dwellers and River Travellers. The document identifies several organisations which have varying definitions but with the following commonalities: boat

dwellers live on boats, whether or not they have a permanent residential mooring or are travelling inland waterways. Boaters are described as nomadic people.

6. The precise number of Travellers in England and Wiltshire is unclear. The latest ONS analysis released in 2014 using 2011 Census data recorded 58,000 who identified themselves as a gypsy or Irish Traveller (this doesn't include those who identify themselves as Roma) in England and Wales. This suggests that this is the smallest ethnic group and accounts for 0.1% of the population. According to the 2011 Census, 757 people in Wiltshire identified themselves as being of gypsy or Irish traveller ethnicity; this is 0.2% of our population.

7. Wiltshire Council brings together a wide range of services and responsibilities that engage with Traveller communities and saw the publication of a refreshed Traveller Strategy in September 2016. This report demonstrates the work undertaken by the Traveller Reference Group over the past 12 months to support implementation of the strategy which is now in its second year. This report has reflected the work undertaken to support Traveller communities.

8. The Traveller Reference Group recognises the role of the Council in supporting Traveller communities. The group understands the needs of Traveller communities in line with our aim to create strong and resilient communities with residents that are living longer, happier and healthy lives. The council has a key role in supporting its workforce to better understand of the diversity in traveller cultures in a bid to dispel stigma and prejudice within these communities and reduce inequality.

Traveller Reference Group (TRG)

9. The TRG aims to improve the health and wellbeing of the traveller population of Wiltshire in line with the strategic objectives of Wiltshire Council to create stronger and more resilient communities and ensure those from traveller communities have healthy, high-quality lives.

10. The TRG oversees and supports the implementation of the Traveller Strategy and has a membership of council and non-council partners. Council departments represented include housing, communications, commissioning, planning, early help, enforcement, public health, community engagement and councillor representation. External partners include NHS and primary care, fire services, and police service.

11. The group is coordinated by public health, meets four times a year, and has recently introduced a 'rolling chair' model of delivery. The group oversees the implementation plan linked to the Traveller strategy whilst also addressing other relevant issues related to Traveller communities.

12. The terms of reference for the TRG were refreshed in April 2018 (see Appendix 1).

Wiltshire's Traveller strategy

13. There is a 23-point action plan that supports the strategy, which supports: (a) better accommodation; (b) better intelligence; (c) better community engagement and involvement; and (d) better health and education. A summary of progress to date on the actions by theme below:

(a) Better Accommodation

What we said we would do	Progress to date	RAG rating
• Action 1: All new public and private sites should be in the locations which meet the particular needs of Traveller communities. People from across communities (travelling and settled) will be consulted to help identify and allocate future sites in the most effective locations in accordance with national policy.	• Delays with DPD and Local Plan refresh • Emergency stopping site strategy currently approved July 2018 • Plans to consult on join framework with Swindon summer 2018 and new local plan option in autumn 2018. • **Work is ongoing**	
• Action 2: Continue to gather intelligence on preferred travelling routes and locations of unauthorised encampments over time to understand the repeating patterns of accommodation needed to reduce unauthorised encampments in Wiltshire.	• 16 unauthorised sites identified at last count (Jan 2017) • Emergency stopping site strategy currently approved July 2018 • Officers are now embarking on a strategy implementation plan which is due to be reported back to cabinet this Autumn. • **Work is ongoing**	
• Action 3: Alternative ways to provide sites should be researched and taken forward, for example considering shared ownership schemes or RSL development management of sites	• Cabinet has agreed disposal of two of the Council's gypsy and traveller sites at Oak Tree Field and Dairy House Bridge. The team is working with the current site residents to explore options for them to put together a bid including developing a Community Land Trust. The marketing agent has also been	

(including transit sites)	asked to approach any Housing Associations that might be interested in owning and managing G&T sites. • **Work is ongoing**	
• Action 5: Encourage Traveller communities to begin discussions about potential sites or pieces of land early in the planning process. This should include the provision of information, support, and pre-application advice on planning issues.	• Relates to action 1 above • No consultation is currently planned but will include traveller communities when appropriate • The advice remains available but it would also be helpful to provide the information on the council website. Key Officers are known to the community and can provide the advice face to face or by telephone. Where agents are involved the Council will charge the applicants. • **Work is ongoing**	
• Action 20: To make the process as consistent as possible, agencies will share information about unauthorised encampments and new residents arriving on sites as quickly as possible.	• Good practice principles on data sharing amongst council departments in place • Spatial planning agreed to share addresses of private traveller sites with health visiting to expand the healthcare offer • **Action closed**	

(b) Better Intelligence

What we said we would do	**Progress to date**	**RAG rating**
• Action 9: Intelligence gathered about the health and wellbeing needs of Traveller communities will be fed in to the Joint Needs Assessment (JSNA) and all held in one place.	• Most up to date intelligence is reflected in the 2016 strategy and is reflected in the JSNA refreshes • **Action Closed**	
• Action 24: To gain intelligence and develop a better understanding of the	• Cross-border work is currently underway with BANES • Boater survey is completed but with little response from boaters.	

cross-border boater community and issues in conjunction with neighbouring Local Authorities in order to inform Council policy.	• Plans to recirculate survey with further promotion • **Work is ongoing**	

(c) Better community engagement and involvement

What we said we would do	Progress to date	RAG Rating
• Action 4: A cultural awareness training programme will be run for Councillors in order to support them with knowledge and information about the needs of Traveller communities.	• A traveller culture awareness workshop delivered April 2018, with 32 delegates (mix of councillors and council officers) • A second workshop is in development (based on feedback from the first session) and is due to take place September 2018 • Online training via Grow available until Feb 2019 • **On track**	
• Action 6: Source, develop and disseminate clear and easy to read information in accessible formats to support Traveller communities in understanding how to access complex planning systems.	• Links to action 5 - Advice remains consistent from key services across the council but it would be helpful to provide the information on the council website. Key Officers known to the community can provide advice face to face or by telephone. Where agents are involved the Council will charge the applicants. • **Action Closed**	
• Action 7: Source, develop and disseminate easy to read guides on enforcement policy will be made available to Traveller communities, along with general advice on what all communities can expect during an	• Gypsy and Traveller Planning guide (2013) already in place • **Action Closed**	

unauthorised development.		
• Action 8: All council services providing support to the traveller community should pro-actively engage with Traveller communities to ensure their views are represented and inform council policy and procedure.	• Council proactively engages with traveller communities as required on issues that directly affect them. • **Action Closed**	
• Action 10: A system for customer feedback will be designed and implemented to assess the satisfaction of Traveller communities on all types of sites to ensure satisfaction.	• Customer services does not hold any information showing customer service enquiries from the G&T community. • **Action Closed**	
• Action 13: Training will be provided for frontline staff across the public sector on cultural awareness, and information and advice on how to interact and communicate with Traveller communities. Particular focuses should include verbal explanation of information and ensuring that any written information provided is appropriate and accessible in easy read formats.	• A traveller culture awareness workshop delivered April 2018, with 32 delegates (mix of councillors and council officers) • A second workshop is in development (based on feedback from the first session) and is due to take place September 2018 • Online training via Grow available until Feb 2019 • **On track**	
• Action 14: Public sector agencies will endeavour to work together to share information on a regular basis, and as issues emerge	• Traveller Reference Group meet four times a year. The membership is made up of public sector agencies to share information. • **Action Closed**	

through the formation of a new travellers forum.		
• Action 15: A communications protocol will be developed and put in place to ensure that where possible, any community services frontline worker visiting a local authority site speaks with a member of the Traveller Services team to ensure that services are as coordinated as possible.	• Action completed – 2017 • **Action Closed**	
• Action 21: Officers, Members and frontline staff will be supported in liaising with members of settled communities to provide reassurance and to tackle prejudices.	• Action merged with Action 14 (above)	
• Action 22: Engagement with Area Boards will also take place where traveller related issues have been identified to communicate with Members and the general public. This will include appreciating the issues raised by both settled and Traveller communities, as well as providing support to communities to understand each other better.	• TRG are in current discussions regarding the relevance of this action. An alternative action will be proposed to the ESC in late Autumn (after October TRG).	

(d) Better health and education

What we said we would do	Progress to date	RAG rating
• Action 11: To develop and disseminate a local area information pack about the local area, and how to access local services (including health and educational services) for travellers moving onto new sites or are new to the county.	• Welcome pack has been developed and shared with key partners • **Action closed**	
• Action 12: A checklist will be produced for unauthorised developments and encampments to provide information to support Travellers to stay safe whilst in the county.	• Action complete – 2017 • **Action closed**	
• Action 16: Undertake some community-led health promotional events to provide Information and advice to communities to raise awareness about particular health conditions that are prevalent for Traveller communities, in order to increase take-up of preventative services and access to primary care.	• Health trainer programme in place and working directly with traveller communities • Wider interest from public health and primary care colleagues to work closer with traveller communities • **Work ongoing**	
• Action 17: Under 'making every contact count' frontline staff will receive access to behaviour change training in order to support healthier lifestyles and effectively signposting to appropriate health services.	• Action merged with action 14. • 'MECC' training is available and is currently being cascaded throughout the health and social care system. • **Action Closed**	

• Action 18: Training will be offered to senior leadership teams in schools to increase the support available for Traveller children. Also, the barriers to accessing educational funding and other forms of education, for example vocational training, should be identified and assessed to understand the reasons for higher and further education not being accessed.	• Training offered to all schools to be delivered November 2018. • **Work ongoing**	
• Action 19: Adult literacy services should be assessed and targeted information should be provided to Traveller communities in order to increase their take-up.	• The Family Learning Programme is in place to provide a targeted family learning programme. • All family learning courses are free and aim to recruit the less confident learners (below L2). Childcare may be funded and adults will be provided with information, advice and guidance to support them back into work or pursue further education. • **Work ongoing**	
• Action 23: All Council officers who work with Traveller communities to understand their roles and responsibilities in the safeguarding of vulnerable adults and children within these communities and to understand the safeguarding processes and be able to action them as required	• Discussed at TRG that council officers should understand their roles and responsibilities around safeguarding of vulnerable adults and children regardless of their backgrounds. • E-learning and face-to-face courses available to support council officers. • **Action closed.**	

Summary of Progress against Implementation Plan

Action	Sept 2017	Sept 2018	Action	Sept 2017	Sept 2018

1			13		
2			14		
3			15		
4			16		
5			17		
6			18		
7			19		
8			20		
9			21		
10			22		
11			23		
12			24		

14. In the 2017 report, delivery against actions included: 11 red actions (incomplete), 7 amber actions (work underway) and 6 green (completed actions). Across 2017-18, we have now progressed to 1 red action (incomplete), 6 amber actions (work underway) and 17 green actions (completed / closed) so demonstrable outcomes can be seen.

15. The bulk of the amber actions (action 1-3, 5) focus around the ongoing work related to the planning documents which is current being undertaken. Training for schools (action 18) is scheduled for November 2018 and the boater survey (action 24) is scheduled to be recompleted with additional support given to promote uptake.

16. Although the TRG have made good progress with regard to the traveller strategy action plan, further work is required to drive the strategy forward in the remaining 2 years of the strategy. It has been discussed at the TRG that a comprehensive review of actions is now required to be undertaken which will take place at the October TRG. This will allow us to archive completed actions, and review, refresh and renew the remaining actions to drive forward the Gypsy and Traveller agenda forward in Wiltshire.

Conclusion

17. Wiltshire Council brings together a wide range of services and responsibilities that engage with Traveller communities and saw the publication of a refreshed Traveller Strategy in September 2016. This report demonstrates the work undertaken by the Traveller Reference Group over the past 12 months to support implementation of the strategy which is now in its second year. This report has reflected the work undertaken to support Traveller communities.

18. The TRG recognises the role of the Council in supporting Traveller communities. The group understands the needs of Traveller communities in line with our aim to create strong and resilient communities with residents that are living longer, happier and healthy lives. The council has a key role in supporting its workforce to better understand of the diversity in traveller cultures in a bid to dispel stigma and prejudice within these communities and reduce inequality.

Proposal:

That the Environment Select Committee:

i. Notes the update of the Traveller Reference Group and supports the on-going work programme of the Traveller Reference Group
ii. Endorses the aim, objectives and responsibilities of the Traveller Reference Group (as set out at Appendix 1)
iii. Receive a brief update at 6 November Environment Select Committee regarding a proposed way forward for 'Action 22', as set out in the Group's strategic action plan

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Report Author (on behalf of the Traveller Reference Group)

Steve Maddern
Public Health Consultant (acting)

23 August 2018

Appendix 1 – Terms of Reference – Traveller Reference Group

Date Ratified by Group: 16 April 2018 Date for Review: April 2019

Aim	The TRG aims to improve intelligence, the accommodation, education health and wellbeing of the Traveller* population of Wiltshire.
Objective	The TRG support the strategic objectives of the Wiltshire Council Business Plan (2017-2027) to create stronger and more resilient communities and protecting the vulnerable. The group will support the Traveller residents of Wiltshire, supports the aims of the Health and Wellbeing Board's Strategy (2015-18) under the prevention theme to promote people in Wiltshire to have safer, healthier, active and high-quality lives, live independently for longer and address health inequalities. The TRG also supports the implementation of the Wiltshire Traveller Strategy (2016) in which by 2020, service provision and engagement with Traveller communities will be strengthened, coordinated and in line with Wiltshire Councils aims.
Responsibilities	The TRG will report to the Environmental Select Committee as appropriate Programme delivery • Providing a leadership role in taking forward the Traveller agenda in Wiltshire, working collaboratively with other partners within and external the Council to address Public Health priorities. • Responding to the findings of Joint Strategic Needs Assessments and Health Needs Assessments and contribute to and complement / support the delivery of the Health and Wellbeing Board aims as appropriate. • Working to develop shared understanding of local issues for Traveller communities, supporting Wiltshire Council's Business Plan to encourage communities to come together and enable and support them to do more for themselves. • Supporting the development of projects and action plans based on evidence of effectiveness to meet prioritised housing, educational and health needs.

	• Monitor the delivering of specific projects identified through the strategy implementation plan. Service gaps • To identify and notify service / programme / intervention gaps and feedback to the environmental select committee as appropriate Report on delivery of the Wiltshire Traveller Strategy action plan • Monitor and report progress against the strategy to the Environment Select Committee. Promoting good practice/partnership working • Influencing and shape partners in Wiltshire to share objectives / responsibilities / priorities • To help maintain constructive relationships between key parties. • Promoting the Traveller agenda across Wiltshire to partners and the wider population • Forming a TRG network with statutory, voluntary, community and private sector partners to support the Traveller agenda Link to Wiltshire Health and Wellbeing Board • Contribute to strategic planning and prioritisation process led by the Health and Wellbeing Board. • Advise the Board of issues relating to the delivery of the prevention aspects of the strategy • Facilitate the linkages between the strategy and local work being delivered through communities.
Membership	• Chacksfield, Sean – Communications • Davies, Mike – Gypsy and Traveller manager • Gibson, Carolyn – Planning • Higson, Emily - Corporate support (equalities) • Matthew Girdlestone – Wiltshire Police • Maddern, Steve – Public Health • Jane Vowles – Public Health • Mullings, Andy – Enforcement • O'Brien, Janet – Housing

	• Oliver, Ken – Country side officer • Sparrow, Pete – Police representation • Rowe, Jenny – Corporate property • Smith, Nicole – Housing (minutes only) • Sturgis, Toby – Councillor, Cabinet member for traveller communities • Steven Donohue – Ethnic Minority and Travellers Achievement Service • Totz, Henning – Planning • Daniel Tyrell – Enforcement • Jane Vaughan – Community Engagement Manager • Sam Heathcote – Safeguarding • Jim Lynch, Councillor • Mike Hewitt, Councillor Members of the TRG will be expected to send appropriate representative if they are unable to attend meetings themselves. The membership of the group will adapt to the needs, priorities and objectives of the TRG.
Frequency of meetings	4 times a year, plus task and finish groups as needed. Members of the group will take their turn in chairing the meetings as a rotating chair.
Quorum	Not required
Accountability	The TRG will be accountable to the Environmental Select Committee.
Products/Reports	Records of decisions, actions, forward work plan; written and verbal highlight reports to the environmental select committee.

Wiltshire Council

Environment Select Committee

4 September 2018

This version is currently still a draft. ESC will be informed if there are any significant changes made before the report is finalised for Cabinet.

Subject: **New Highways Term Consultancy Contract**

Cabinet Member: **Councillor Bridget Wayman - Highways, Transport and Waste**

Key Decision: **Yes**

Executive Summary

On 30 November 2019 the current highway consultancy contract comes to an end. The contract provides support for the provision of essential highway services as well as specialist assistance in the preparation of reports, studies and bids for central government funding. The current contract is the third consecutive consultancy contract that has been awarded since 1999. The average annual spend is £5 million, and this is likely to remain similar for a new consultancy contract.

The success of these previous contracts has enabled the highway teams to continue providing essential highway services in accordance with statutory and legal requirements, and the Council's Business Plan. Without the support provided by a suitable consultancy the authority would struggle to provide these services.

Options considered when the current contract ends:

(i) Insourcing the work force.
(ii) Setting up a framework agreement to provide the services on demand.
(iii) Breaking the services down into smaller specific works packages that can be tendered separately.
(iv) Procuring a new term consultant along similar lines of the current contract.

Option (iv) - To procure a new term consultant along similar lines of the current contract will best enable continuous provision and support to the highway services, and help meet priorities within the Council's Business Plan. It will also offer the best value for money with manageable risks.

TUPE rules will apply to staff employed by the current consultant. History has shown us that TUPE allows the transfer of key staff to the new consultant which has provided continuity with consultancy staff working on Wiltshire's behalf.

Proposals

That the Environment Select Committee support that:

(i) Tenders be invited for a single supplier to provide Wiltshire's Consultancy Services from 1 December 2019.

(ii) The contract is to be tendered in accordance with the Council's procurement procedures, the duration will be for five years with the option to allow the service manager to extend the contract for up to two more years subject to performance.

Reason for Proposals

There is a need for specialist advice and support in connection with roads, bridges and related services, and this would be most economically provided by a Highways Consultancy Contract.

Alistair Cunningham
Corporate Director – Growth, Investment and Place

Wiltshire Council

Cabinet

25 September 2018

Subject: **New Highways Term Consultancy Contract**

Cabinet Member: **Councillor Bridget Wayman - Highways, Transport and Waste**

Key Decision: **Yes**

Purpose of Report

1. To seek Cabinet approval for the invite of tenders for a single supplier to provide Wiltshire's Consultancy services when the current Consultancy Contract comes to an end on 30 November 2019.

Relevance to the Council's Business Plan

2. Procurement of a new Highways Consultant will help meet the priorities of the Council's Business Plan 2017 – 2018, including:

- Growing the Economy:
  - High Skilled Jobs (Employment)
    - Ensuring the Consultant establishes a local office will provide additional employment opportunities, including apprenticeships.
    - Promoting and informing school children of the career opportunities in, and associated with Engineering.
  - Transport and Infrastructure (Access)
    - By providing assistance to the highways teams in bidding and managing the successful delivery of highway schemes for improved road infrastructure and strategic roads and rail services.
- Strong Communities:
  - Safe Communities (Protection)
    - The use of the latest design and specification considerations for road improvements will further improve safety, reducing casualties and the risk of flooding to properties.
- Working with Our Partners:
  - Community Involvement
    - Ensuring consultation with local communities ahead of the design.
  - Performance
    - Through the delivery of successful schemes to program.
  - Change
    - Continuous reviewing performance and results and taking forward lessons learned on schemes will ensure an improved experience for the customer and staff.

- Delivering Together
  - By ensuring the Consultant acts as our partner when following the Council's values in promoting a shared vision for all public services and providing the best outcomes for our communities.

Background

3. The Council is the local highway authority and is responsible for a highway network of over 4,400 kilometres with assets including almost 1,000 highway bridges, approximately 50,000 street lighting columns, illuminated signs and bollards, and almost 200 sets of permanent traffic signals. The management, maintenance and improvement of this infrastructure require a high level of technical expertise to meet the legal, technical designs and financial challenges they present.

4. In view of falling funding levels in the 1990s the decision was taken to outsource the Highway Operations and Consultancy Services, by the then Wiltshire County Council. In June 1999 a single contract, encompassing both highway consultancy and works, was awarded as a joint arrangement to Ringway and Parkman, who operated under the name of Ringway Parkman. The contract was for five years, with the possibility of a two year extension until May 2006 awarded on performance.

5. At the end of that contract period the decision was made to re-procure contracts, but with separate Consultancy and works contracts. Originally, it had been envisaged that through the joint contract the Council would achieve cost reductions through economies of scale, and in particular through reduced supervision costs. In reality, this resulted in some conflicts over what each party believed the other should be doing, sometimes resulting in a poor product and quality of work. It was decided that in the next contract the design and works functions should be split to provide greater transparency of the operations with clear boundaries between each party and their roles. Separating the contracts enabled independence, resulting in better quality, a better product and a more efficient management and delivery of the services.

6. The Highways Consultancy Contract was awarded to Mouchel (formerly Parkman) for a five year period, with a possible two year extension awarded on performance until November 2012. At the end of that contract a further Highways Consultancy Contract was tendered, which was awarded to Atkins on 1 December 2012. This was also for five years with a two year extension awarded on performance. This current contract will terminate on 30 November 2019.

7. Each contract has involved the transfer of staff in accordance with TUPE regulations. A number of staff have transferred to each contract, and have remained on the Wiltshire contracts since 1999. It is likely that 51 employees would be eligible for TUPE transfer at the end of the current consultancy contract; however, this number could change subject to the services to be delivered.

8. The current Highways Consultancy Contract delivers a range of mainly highways services, including:

- Management of key highway services including:
  - Surfacing schemes
  - Street lighting services
  - Traffic signals services
  - Drainage investigations
- Design and supervision of highway works including:
  - Structures
  - Highway improvement schemes
- Technical checks of third party highway designs
- Site investigations
- Site surveys
- Travel surveys
- Major scheme assessments
- Detailed designs
- Delivery of designs and tender documents
- Safety audits
- Case studies
- Transport funding bids

9. The current contract has enabled specialist designs, studies and investigations to be undertaken through the contract which previously would have had to be tendered separately. This has resulted in a more responsive service, delivering economies and a better level of support and understanding from the consultants. The current consultancy staff have built up good local knowledge and understanding of Wiltshire's highways, which has resulted in additional successful bids for funding.

Main Considerations for the Council

10. The services provided under the current Highway Consultancy Contract will continue to be required when the contract ends in November 2019 as the full range of necessary skills is not currently available in-house.

11. The appointment of a new Term Highway Consultant will ensure the continued assistance in the delivery and management of important aspects of the highway service, enabling the authority to carry out its duty to maintain the highways network and related infrastructure under the Highways Act and other legislation.

12. A new Consultant would also enable delivery of the Wiltshire Council Business Plan priorities of Growing the Economy and Strong Communities in terms of improving road and rail infrastructure, supporting housing and employment growth by tackling the maintenance backlog on the roads, addressing congestion and 'pinch points' on the road network and successful bidding for future government funding linked to the delivery of the Swindon and Wiltshire Strategic Economic Plan, funding of new infrastructure and improvements to the strategic roads and rail network.

13. Any new Consultancy Contract will need to provide access to suitable staff with the necessary skills and qualifications to enable them to deliver the full range of services and outcomes required by the Authority. They will need proven experience in highway works and be able to provide designs in accordance with Current EU requirements and any regulations specific to English Law.

14. Since the first Highway Consultancy Contracts in 1999, the opportunity has been taken from time to time to review what has worked and not worked well during the contracts, and this information has been used to design a progressively better service each time it has been tendered.

15. A particular success under the current contract has been the ability to enable other Wiltshire Council services to use the Consultants to obtain additional professional and specialist advice.

16. These services have expressed their desire to continue to have access to the new Consultancy service should a new contract be re-procured.

17. Prior to the tender of the current Consultancy Contract a market analysis was undertaken, including soft market testing, and the options were considered in considerable detail. The conclusion was that Wiltshire Council should tender a single Consultancy Contract.

18. There have been no significant changes in the market since then, and in the circumstances it is unlikely that further market analysis would result in any change to the type of contract needed to meet the Council's requirements.

19. Gloucester County Council has recently reviewed its highways procurement requirements and is in the process of tendering for a single term consultancy. Swindon Borough Council is another authority who has recently outsourced this service to a single term consultancy.

20. The specialist nature of the varied services required, the number of resources required and the intermittent nature of the work flow mean it is more efficient to employ a term Consultant than to employ the necessary staff in-house.

21. The option of TUPE transfer of the staff currently providing these services to the Council could involve the transfer of fifty-one staff, possibly more, into Wiltshire Council with an annual staff salary bill of approximately £1.5 million, and consequent accommodation and support costs.

22. This does not include staff providing occasional specialist advice as their time spent on the contract would often fall below the level necessary for consideration for transfer under TUPE.

23. Even if the consultancy service were brought back in-house, there would still be a requirement for contracting some specialist consultancy work throughout the year.

24. Taking into account the knowledge gained since 1999 it is proposed that a new Highways Consultancy Contract should be retendered broadly similar to the current Highways Consultancy Contract.

Overview and Scrutiny Engagement

25. The Overview and Scrutiny Highways and Streetscene Contract Task Group, who concluded their work in November 2016, had previously carried out a review of the current Consultancy Contract and concluded that the contract provided good value with a high number of staff employed with many years' experience working within Wiltshire. It is anticipated that these staff would transfer to any supplier under a new contract, continuing this continuity.

26. The Environment Select Committee considered this report at its 4 September 2018 meeting.

Safeguarding Implications

27. The award of a new Highways Consultancy Contract will not have a direct implication for safeguarding children, young people or vulnerable adults as the services being procured are not services that directly interact with these vulnerable groups.

28. Conditions within the contract will require the successful tenderer to comply with current legislation and any subsequent updates as well the Council's Policies and Procedures for the Safeguarding Vulnerable Adults in Swindon and Wiltshire.

Public Health Implications

29. A key outcome when designing new road layouts or specifying surfacing materials is that it reduces the possibility of accidents. The use of a Consultant with access to the latest design guides and specification, as well as a wider experience in the use of improved material technologies, will assist in the design of safe accessible road layouts, avoiding pinch points and congestion. In turn, improving air quality and promoting more highway use by pedestrians and cyclists.

30. The specification of the correct materials in road construction will provide improved driving conditions for cyclists, as well as motorists, and help reduce the numbers killed and injured on the road network.

Corporate Procurement Implications

31. A Sourcing Plan has been developed jointly and agreed with the appropriate procurement officer to ensure the correct procurement procedures have been applied in considering the options and conclusion that will provide the best value for money with manageable risks. A copy of the procurement sourcing plan supports this document as **Appendix A**.

Equalities Impact of the Proposal

32. An equality analysis has been carried out to assess the impact of procuring a new Consultancy Contract.

33. The procurement of a new Consultancy Contract would not directly affect vulnerable people or communities. However, staff employed by the current consultant could be affected; as that contract comes to an end the staff will have concerns around their future employment. TUPE rules will be applied to these staff.

34. The scope of a proposed new contract does not vary much from the current Consultancy Contract so this reduces the possibilities that staff working full time on the Wiltshire contract would not be eligible for transfer under TUPE.

35. There are other risks associated with legal and financial challenges in not ensuring that the correct procedures are followed when procuring and awarding a new contract, both around TUPE and the correct award of the contract. These can be mitigated by ensuring the correct legal and procurement processes are followed during the tender and award of the contract.

36. A further risk is to highway users, should highway improvement designs produced by the successful contractor result in death or injury. Checks will be made during the procurement process to ensure any tenderers have robust health and safety procedures and training programmes in place will mitigate this risk, ensuring that the authority is satisfied that the Consultant's designs will not put people at risk.

Environmental and Climate Change Considerations

37. As budgets and workloads for a new Term Consultancy contract will remain similar to the current contract, the number of staff will also remain similar as will their requirement for office space, equipment and vehicles. Therefore, energy consumptions associated with office space, such as heating and electrical equipment, including computers as well as with vehicle usage, will remain at the existing levels.

38. The contract will require the new Consultant to provide a series of measures that they would put in place to demonstrate their approach to environmental considerations and innovations, including reducing their carbon emissions during the life of the contract. These measures will be set as key performance indicators linked to any award of contract extensions.

39. It is recognised that the nature of work provided by the Consultant can have a high impact on the environment.

40. Environmental considerations due to highway activities are an important consideration when planning and carrying out these works. A key aspect within the new contract, as in previous contracts, will be to ensure that the successful Consultant has a robust Environmental Plan in place that is periodically reviewed and kept up to date with the latest legislation, and covers all potential environmental hazards associated with highway activities on the surrounding environment.

41. The procurement of a new Highways Consultancy Contract also offers the authority the opportunity to obtain specialist technical support to achieve environmental improvements, especially in terms of reduced carbon footprint and recycling of materials in connection with the Works Contracts.

42. The new contract will not last longer than 20 years.

Risks that may arise if the proposed decision and related work is not taken

43. If a procurement exercise to employ a new term Highways Consultant, following the end of the current contract, is not undertaken, the Authority would not be in a position to adequately deliver the design and management of a number of key highway services, as it does not have the necessary skills and numbers of staff in-house.

44. Through not being able to deliver these key highway services there is a high risk that the Authority will not be able to comply with its statutory and legal requirements under the Highways Act 1980 and Road Traffic Act 1988.

45. Failure to comply with these statutory and legal requirements would leave the Authority liable to legal claims for damages and could also result in reputational damage to the Council.

46. There is also a risk that this would affect the ability of the Council to meet some of its objectives in the Business Plan.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

47. There is a risk that the new tendered prices will be higher than the current rates, and it is important that the contract should be designed to avoid creating undue risk for bidders that could affect the price. The contract will need to cover the full scope of services likely to be required, and the assessment process will need to ensure the capability and capacity of potential suppliers.

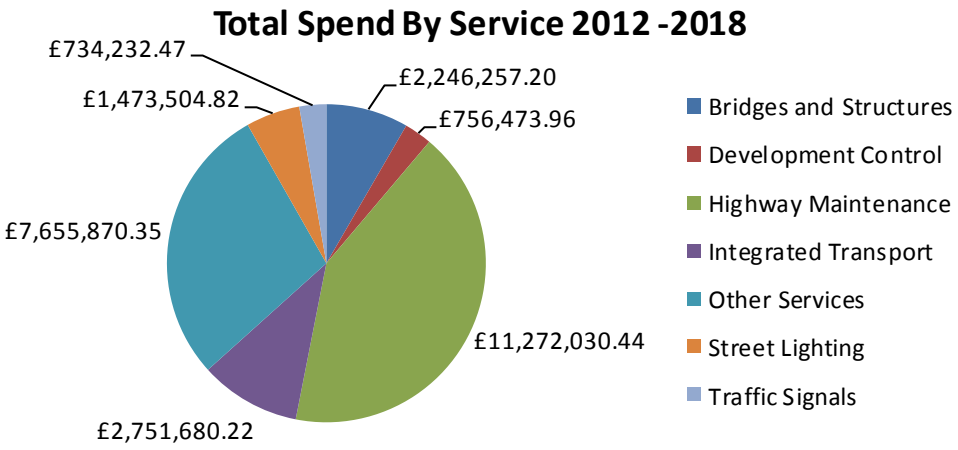
48. The risk of suppliers ceasing to trade are generally low with this type of contract, but there is the possibility of companies being taken over or merging. Robust contract management processes will be in place to identify and manage any issues at an early stage.

Financial Implications

49. The current budget for the Highways Consultancy Contract is approximately £5 million per year. The costs associated with a new Highways Consultancy Contract would be similar to the existing costs.

50. The annual contract spend to date on the current Consultancy Contract is shown in the tables below:

Year	Annual Spend	Total Spend
2012-13	£950,413.69	
2013-14	£4,791,492.48	
2014-15	£5,845,048.11	
2015-16	£5,801,980.96	
2016-17	£4,921,892.93	
2017-18	£4,579,221.29	
		£26,890,049.46



51. The current Consultancy Contract is currently funded from a mixture of capital and revenue budgets with an approximate average split of 78% and 22% respectively.

52. The majority of expenditure is for capital works, current funding arrangements are expected to continue for a new Consultancy Contract.

53. The potential for additional capital income to be generated with the assistance of a suitable consultant was realised under the current Consultancy Contract when bidding for additional central government funding.

54. An additional income of £17.919 million has been generated to date with the current consultant through successful bids. This would not have been possible without the consultant's input. It is intended that a new Consultancy Contract would provide the same assistance to be able to secure additional central government funding.

55. The benefit of this additional funding to the Authority is the ability to carry out more improvement schemes which otherwise may not happen due to cost constraints.

56. Revenue budget is also spent through the contract to support to critical services. Current funding arrangements are expected to continue for a new Consultancy Contract.

Legal Implications

57. The Council has a duty to maintain the highways network and related infrastructure. The appointment of a new Consultant will ensure the continued assistance in the delivery and management of these important aspects of the highway service, and help ensure that the Council meets its obligations under the Highways Act and other legislation. A new Contract and the appointment of a suitable Consultant will help ensure that the services are provided to the standard necessary for the Council to fulfil its statutory duties.

58. The appointment of a new Consultant will involve the transfer of staff under TUPE from the existing service supplier to the new supplier and will be managed, with appropriate legal advice, as part of the contract procurement and transition process. This will include the protection of pension rights of transferring staff through either access to the Local Government Pension Scheme or a broadly comparable scheme, details of which will be negotiated with the new supplier.

59. It is important that the procurement process and contract award follow the correct processes in order to avoid legal challenges during the process which could delay or prevent the start of any new contract.

Options Considered

60. The following procurement options have been considered.

Bringing the consultancy services back in-house

61. The in-house provision of the full range of Consultancy services to be provided by the contract would not be feasible as many of the services provided through the existing contracts are of a specialist nature, and it would not be practical or cost-effective for this Council to employ staff to carry out this work which is required intermittently and irregularly. These services include specialist bridge works, major highway works and surfacing, street lighting maintenance and improvement and management of traffic signals.

Using a Framework Agreement

62. The use of Framework Agreements to provide specialist services on demand, or to top up in-house provision, can provide competitive prices based on rates agreed as part of the agreed terms and mini competitions for the services. However, Agreement rules can be more restrictive than other contracts. The general length of a framework contract is only four years. TUPE becomes complicated with multiple suppliers, and there is a risk of Consultancy resources not being available at short notice.

Breaking the service into smaller packages

63. Breaking the services into individual packages and procuring different consultants for each package through individual contracts may result in specialist companies dealing with particular packages and could deliver competitive prices. However, TUPE issues would be complicated, especially if staff time is divided between more than one package. This approach can lead to the creation of ‘silos’, with design and supervision works divided between multiple individual consultants. Managing many contracts would require more client input. The smaller contracts would be less attractive to the larger consultants, so there may be less depth of experience available for the more specialist work.

Procurement for a single supplier

64. Procurement of a contract for a single supplier would be more attractive to the larger consultancies and the benefits that they can bring are providing additional access to more specialist knowledge.

65. Having one consultant managing all the consultancy operations would provide better co-ordination between services, and require only one management system for the service. This would also remove the potential for inter-company friction. TUPE arrangements would be simpler with only one company involved. This approach has been taken with the previous two Highways Consultancy Contracts and has proved to be successful, with staff understanding how it works when ordering services.

Conclusions

66. Taking into account the knowledge gained since 1999, it is recommended that tenders should be invited for a single supplier to provide Wiltshire's Consultancy services from December 2019.

67. Awarding a Highways Consultancy Contract similar to the existing arrangement should offer the best value for money with manageable risks.

Parvis Khansari
Director – Highways and Transport

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31 July 2018

The following unpublished documents have been relied on in the preparation of this Report:

None

Appendices

Appendix A - Procurement Sourcing Plan

Strategic Procurement Hub

[URN and **Term Highways Consultancy Contract**]

Sourcing Plan

V4

ROLE	**WHO**
Cabinet Member	Bridget Wayman
Category Lead	Dave Gillett
Associate Director	Parvis Khansari
Service Area Lead	Peter Binley
Finance Lead	Leanne Sykes

VERSION CONTROL AND CHANGE HISTORY

Version	**Date**	**Comments / Changes**	**Name**
1.0	27/04/18	Initial draft	Steve Cross/Dave Gillett
2.0	30/04/18	Additional Text Added	Steve Cross
3.0	12/07/18	Additional text added	Steve Cross/Dave Gillett
4.0	30/07/18	Some information reordered	Wayne Welsby

CONTENTS

1. PROJECT LEAD

1.1. The Service falls within Highways and Transport and is the responsibility of Parvis Khansari, Associate Director, Highways and Transport. The service lead is Peter Binley, Head of Highways Asset Management and Commissioning.

2. BACKGROUND INFORMATION

2.1. The Council is the local highway authority and is responsible for a highway network of over 4,400km with assets including almost 1,000 highway bridges, approximately 50,000 street lighting columns, illuminated signs and bollards, and almost 200 sets of permanent traffic signals. The management, maintenance and improvement of this infrastructure require a high level of technical expertise to meet the legal, technical designs and financial challenges they present.

2.2. In view of falling funding levels in the 1990s the decision was taken to outsource the Highway Operations and Consultancy Services by the then Wiltshire County Council. In June 1999 a single contract encompassing both highway consultancy and works was awarded as a joint arrangement to Ringway and Parkman, who operated under the name of Ringway Parkman. The contract was for five years, with the possibility of a two year extension until May 2006 awarded on performance.

2.3. At the end of that contract period the decision was made to re-procure contracts, but with separate Consultancy and works contracts, this was due to operating issues. The contract was monitored at the time and it was initially envisaged that through the joint contract we would achieve cost reductions through economies of scale in particular with reduced supervision costs, in reality this resulted conflicts over what each party believed the other should be doing, resulting in a poor product and quality of work. It was decided that the next contract should be split to provide greater transparency of the operations with clear boundaries between each party and their roles. Separating the contracts has enabled independence resulting in better quality, a better product and a more efficient management and delivery of the services.

2.4. The Highways Consultancy Contract was awarded to Mouchel (formerly Parkman) for a five year period, with a possible two year extension awarded on performance until November 2012. At the end of that contract a further Highways Consultancy Contract was tendered, which was awarded to Atkins on 1st December 2012. This was also for five year with a two year extension awarded on performance. This current contract will terminate on 31st November 2019.

2.5. Each contract has involved the transfer of staff in accordance with TUPE regulations. A number of staff have transferred to each contract, and have remained on the Wiltshire contracts since 1999. It is likely that 51 employees would be eligible for TUPE transfer at the end of the current consultancy contract however this number could change subject to the services to be delivered.

2.6. The current Highways Consultancy Contract delivers a range of mainly highways services, including;

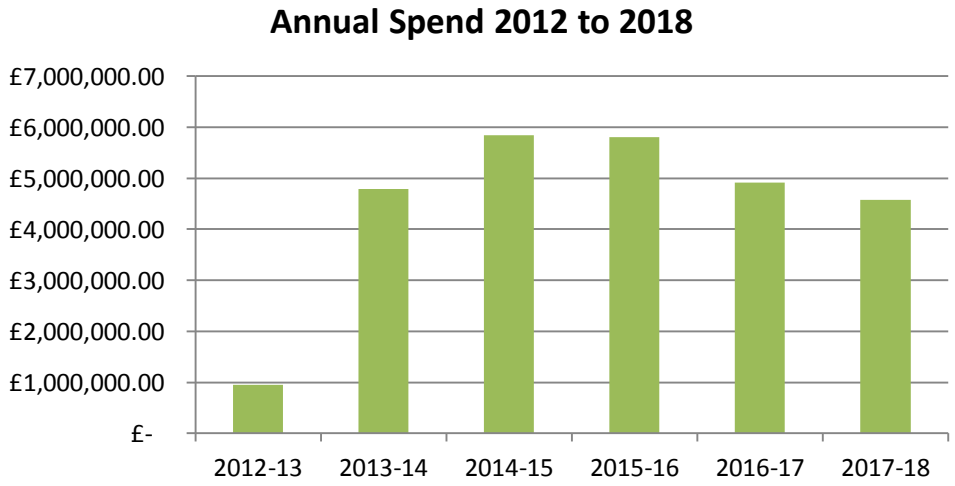
- Management of key highway services
- Design and supervision highway works
- Technical checks of third party highway designs
- Site investigations
- Site surveys
- Travel surveys
- Major scheme assessments
- Detailed designs
- Delivery of designs and tender documents
- Safety audits
- Case studies

- Transport funding bids

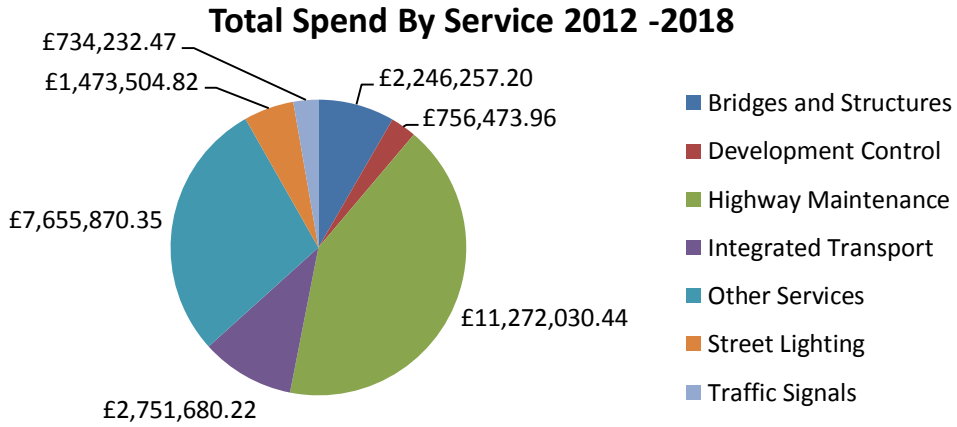
2.7. The current contract has enabled specialist designs, studies and investigations to be undertaken through the contract which previously would have had to be tendered separately. This has resulted in a more responsive service, delivering economies and a better level of support and understanding from the consultants. The current consultancy staff have built up good local knowledge and understanding of Wiltshire's highways, which has resulted in successful bids for funding.

2.8. Expenditure through the current Highways Consultancy Contract is illustrated in the tables below (note the contract started on 1st December 2012 so the 2012 – 2013 period only covers 4 months)

Year	Annual Spend	Total Spend
2012-13	£950,413.69	
2013-14	£4,791,492.48	
2014-15	£5,845,048.11	
2015-16	£5,801,980.96	
2016-17	£4,921,892.93	
2017-18	£4,579,221.29	
		£26,890,049.46



2.9. Throughout the current contract various highway related services have ordered consultancy works and their total spend is illustrated in the chart below;



2.10. Office accommodation was not provided within the current contract, and it was a condition of the award of the contract that the Consultant should find suitable local office accommodation. The Current Consultant lease office space at County Gate, County Way, Trowbridge, which is very close to County Hall. The local office is augmented by staff from other offices, including from overseas, in order that they can meet the demand of the varying and specialist work requirements.

2.11. It should be noted that Wiltshire Council have accepted an offer from the West of England Combined Authority that Wiltshire us as a potential user of their Framework Contract allowing us to call upon the Consultancy Services within that framework for individual works should the need arise.

2.12. The value of the contract will be over the EU threshold.

3. OUTLINE MARKET ANALYSIS

3.1. Prior to the tender of the current Consultancy Contract a market analysis was undertaken, including soft market testing, and the options were considered in considerable detail. The conclusion was that Wiltshire Council should tender a single consultancy contract. **A copy of this document is included as Appendix 1**

3.2. Gloucester County Council has recently reviewed their highways procurement requirements and is in the process of tendering for a single term consultancy. Swindon Borough Council are another authority who have outsourced this service

3.3. Norfolk County Council has a similar budget and the challenges of a mainly rural county they have their own in house team of 50 design staff. On top of this they have tendered a contract with WST which deals with additional projects and specialist design work that cannot be undertaken by the In House Team. This has been a historical arrangement and compliments their in house term maintenance team.

3.4. In Greater Manchester, the STAR procurement team are developing a Framework for consultancy to go live in early 2019. There current highways design work is undertaken by consultants. The authorities who make up the partnership have a variety of different delivery methods for both, their term maintenance, highways projects and design services. The framework is designed such that the authorities will be able to move to a common model.

3.5. The surrounding authorities, Swindon Borough Council, Devon County Council, Somerset County Council and Hampshire County Council all outsource their highways design services.

3.6. Through these conversations with other authorities it is clear that there is no common thread and that most authorities' models are based on historical arrangements. Those with their own in-house provision, all augment these services with additional support provided by external providers.

3.7. There have been no significant changes in the market since then, and in the circumstances, it is unlikely that further market analysis would result in any change to the type of contract needed to meet the Council's requirements. The Overview and Scrutiny Contract Task Group carried out a review of the current Consultancy Contract and concluded that the contract provided good value with a high number of staff employed with many years' experience working within Wiltshire. It is anticipated that these staff would transfer to any supplier under a new contract.

4. OUTCOMES

4.1. Statutory and Legal Requirements
Wiltshire Council as the Highway Authority has to fulfil the following statutory duties;

- Under the Highways Act 1980 - "To maintain the highway, and ensure, (where reasonably practical), that safe passage along a highway is not endangered by snow or ice"
- Under the Road Traffic Act 1988 - "In construction of new roads, must take such measures as appear to the authority to be appropriate to reduce the possibilities of such accidents when the roads come into use"

4.2. The Authority also has to comply with Common Law in particular to avoid killing or injuring people through negligent actions in accordance with the offence of Gross Negligence, Manslaughter. This is further reinforced in the Corporate Manslaughter Act 2007 and under Duty of Care.

4.3. Business Plan
Under the current Wiltshire Council's Business Plan the Council has set out core aims to grow the economy through;

- Tackling the maintenance backlog on the roads
- Addressing congestion and 'pinch points' on the road network
- Successfully bidding for future government funding linked to the delivery of the Swindon and Wiltshire Strategic Economic Plan
- The funding of new infrastructure and improvements to the strategic roads and rail network

4.4. For the Council to achieve its core aims the highway services will require Consultancy assistance in producing and managing the successful delivery of highway schemes and to ensure their statutory and legal compliance, as the Council does not have sufficient skills or specialist expertise in house to deliver the most effective design and modelling solutions necessary to achieve these outcomes.

4.5. The current Highways Consultancy Contract has enabled specialist bid assistance that has resulted in a number of successful schemes including the following as set out in the table below.

Town	Location	Funding Stream	Bid Value (£M)	Total Scheme Cost (£M)
Countywide	Rail Improvements	LSTF(DfT)	4.25	4.25
Chippenham	A350 Malmesbury Road	Pinch Point (DfT)	1.905	2.722
Chippenham	A350 Bumpers Farm	Local Transport Body	1.67	3.354
Chippenham	A350 Badger/Brook/Chequers	Local Growth Fund	7.1	7.1
Chippenham	M4 J17	Local Growth Fund	0.5	1.2
Melksham	Farmers Roundabout	NPIF (Local Road Network)	2.494	2.994

4.6. The current Highways Consultancy Contract has also enabled the council to manage and deliver the following key highway services that it would otherwise not been able to deliver;

- Management and delivery of the structural maintenance surfacing programmes
- Management and delivery of the street lighting service
- Management and delivery of the traffic signals service
- Design and supervision of bridges and structures
- Design and supervision of integrated transport improvement schemes
- Drainage investigations
- Technical check of developers designs
- Arboreal services and the management of highway trees
- Detailed designs
- Studies
- Surveys
- Safety audits
- Travel surveys
- Major scheme assessments, and delivery of designs and tender documents
- Works supporting local sustainable transport funding works and other bids

4.7. In order to continue with the successful delivery of these services and prepare future bids for funding, it is proposed that a new Highways Consultancy Contract should be tendered to start from the end date of the current Highways Consultancy Contract in 2019. The contract should be let as a competitive tender for the provision of detailed highway design, supervision and specialist advice.

4.8. Should the Council not proceed with procuring a new tender, the authority would not be in a position to deliver the design and management of the key highway services. To bring these services back in house would not be possible in the current time scales due to the difficulties of recruiting the required numbers of specialist technical, legal and financial support staff necessary to operate such a service.

4.9. Some current Consultancy staff would be subject to TUPE and may come across to Wiltshire Council however there is a risk that some staff may not wish to come across, this could result is a loss of local knowledge. There is currently a national shortage of skilled technical staff creating a competitive market, and it is unlikely that Wiltshire Council's remuneration package would be competitive enough to recruit suitable staff and as such there is a real risk of not being able to deliver the current level of highway services.

4.10. Setting up a new team will also require additional costs for accommodation and specialist software, IT equipment and licencing.

5. COMMISSIONING INTENTION

5.1. The services provided under the current Highway Consultancy Contract will continue to be required when the contract ends as the full range of necessary skills is not currently available in-house. The option of TUPE transfer of the staff currently providing these services to the Council could involve the transfer of fifty one staff possibly more into Wiltshire Council with an annual staff salary bill of approximately £1.5 million permanent staff and further salary costs from staff who are not full time on this contract as well as accommodation and IT support requirements. This does not include staff providing occasional specialist advice as their time spent on the contract would often fall below the level necessary for consideration for transfer under TUPE. Even if the consultancy service were

brought back in-house, there would still be a requirement for contracting some specialist consultancy work throughout the year.

5.2. The new Consultancy contract will need to provide access to suitable staff with the necessary skills and qualifications to enable them to deliver the full range of services and outcomes required by the Authority.

5.3. Finance has been approached for approximate costs to bring these services back in house which they are currently working on. The figures which these calculations have been based on were only just returned by the current supplier.

5.4. Since the first Highway Consultancy Contracts in 1999, the opportunity has been taken from time to time to review what has worked and not worked well during the contracts, and this information has been used to design a progressively better service each time it has been tendered. A particular success under the current contract has been the ability to enable other Wiltshire Council services to use the Consultants to obtain additional professional and specialist advice. These services wish to continue to have access to the new Consultancy service when it is re-procured.

5.5. Taking into account the knowledge gained since 1999 it proposed that a new Highways Consultancy Contract should be retendered broadly similar to the current Highways Consultancy Contract.

5.6. The in-house provision of the full range of Consultancy services has been considered but due to the transformational nature of this approach it is not feasible in the timescales available to conduct a full cost benefit analysis. For this approach to be considered properly then a project team would need to be set up to consider all the implications of this approach both in terms of staff, accommodation, IT and TUPE/staff recruitment. If this approach is to be considered a project team should also consider the insourcing of the highways term maintenance contract as well. An in-depth full review would then indicate whether an in-house approach is feasible but as this would involve considerable capital investment this approach requires careful consideration. At the very least this option should be reviewed regularly to ensure that an outsourced solution remains the best option. Strategic Procurement are currently compiling baseline figures for staff and accommodation costs to inform future procurements in this area.

5.7. There would still be a need for outsourced consultancy work for the bespoke and specialist design work required on occasion. Even authority's that insource their design teams utilise the outsourced design consultancy services as well. The current contract has a number of activities of a specialist nature, and it would not be practical or cost-effective for this Council to employ staff to carry out this work which is required intermittently and irregularly. These services include specialist bridge works, major highway works and surfacing, street lighting maintenance and improvement and management of traffic signals.

5.8. The use of Framework Agreements to provide specialist services on demand, or to top up in-house provision, can provide competitive prices based on rates agreed as part of the agreed terms and mini competitions for the services. However, Agreement rules can be more restrictive than other contracts. The general length of a framework contract is only four years. TUPE becomes complicated with multiple suppliers, and there is a risk of Consultancy resources not being available at short notice.

5.9. Breaking the services into individual packages and procuring different consultants for each package through individual contracts may result in specialist companies dealing with particular packages and could deliver competitive prices. However, TUPE issues would be complicated, especially if staff time is divided between more than one package. This approach can lead to the creation of 'silos', with design and supervision works divided between multiple individual consultants. Managing many contracts would require more client input. The contracts would be unlikely to get interest from the larger consultants, so there may be less depth of experience available for the more specialist work.

5.10. Procurement of a contract for a single supplier to provide Wiltshire's Consultancy needs is preferred. One consultant managing all the consultancy operations would provide better coordination between services. It would only require one management system for the service, and it would remove the potential for inter-company friction. TUPE arrangements would be simpler with only one company involved. This approach has been taken with the previous two Highways Consultancy Contracts and has proved to be successful, with staff understanding how it works when ordering services.

6. SPECIAL CONSIDERATIONS

6.1. The specialist nature of the varied services required, the number of resources required and the intermittent nature of the work flow mean it is more efficient to employ a term Consultant than to employ the necessary staff in house. The consultant will need to have access to a 'pool' of staff with relevant experience and knowledge to provide the service. They will need proven experience in highway works and provide designs in accordance with Current EU requirements and any regulations specific to English Law and produce documents in English.

6.2. Data sharing agreements will be included in the contract to ensure that any information is treated appropriately.

7. SOURCING OPTIONS

7.1. There are no suitable Wiltshire Council frameworks that could be used for this procurement. There are national frameworks available but given the value, complexity and flexibility required in this contract the best route to market would be a two-stage restricted OJEU tender.

7.2. There is plenty of time to undertake this route and it will avoid the costs involved in using one of the national frameworks, whether that be a direct charge or the levy on the supplier for being on the framework.

8. LINK TO CORPORATE GOAL/STRATEGY

8.1. Procurement of a new Highways Consultant would enable delivery of the Wiltshire Council Business Plan priorities of Growing the Economy and Strong Communities in terms of improving road and rail infrastructure, supporting housing and employment growth by tackling the maintenance backlog on the roads, addressing congestion and 'pinch points' on the road network and successful bidding for future government funding linked to the delivery of the Swindon and Wiltshire Strategic Economic Plan, funding of new infrastructure and improvements to the strategic roads and rail network.

9. CONTRACT MANAGEMENT APPROACH

9.1. The operation of the contract will be monitored and controlled through monthly Contract Management Meetings attended by staff able and empowered to make decisions, agree changes to priorities, methods of working, funding and programme. The day to day operation of the contract and delivery of

services will be managed through a series of monthly Service Delivery Team Meetings which will review progress, performance and expenditure.

9.2. The contract will be monitored by the Council's Highways and Transport Principal Technical Officer for contracts to ensure what is being delivered is being carried out in accordance with the contract.

9.3. Monitoring of the service satisfaction will be carried out locally by officers involved in the contract through scoring of performance via an electronic system. This is a three way monitoring arrangement that allows the Client, Consultant and Contractor to score and comment on each other's performance relating to specific contract requirements on a monthly basis. This information is then used in the monthly Service Delivery Team Meetings to target any areas of the service where improvements may be required should the scores be lower than the contract target.

9.4. Monitoring the performance of the consultant will be assessed by reviewing actual performance against agreed contract performance objectives.

9.5. Both sets of monitoring scores will also be used to provide an assessment to determine the amount of contract extension due if any, to be awarded each year subject to final approval.

9.6. The process has been developed through previous consultancy contracts and has proved successful at managing and incentivising performance.

9.7. Local benchmarking will also be carried out against similar Southwest Authorities highway groups this allows best practices to be delivered within the services.

9.8. Having access to the consultants in the West of England Combined Authority's framework will act as a reminder that should the consultant not be providing a suitable service or value or we will make alternative arrangements.

10. CRITICAL DATE(S)

Task	Start Date	Duration
PQQ Published	September 2018	
PQQ Return Period	September 2018	1 month
PQQ Return	October 2018	
Prepare Tender List	October 2018	1 month
Tender Period	November 2018	3 months
Tender Assessment	February 2019	2 months
Prepare Report on Tenders	April 2019	1.5 months
Contract Award	May 2019	
Stand still period	May 2019	10 days
Contract Mobilisation	June 2019	6 months
Contract in Start	December 2019	

11. BUDGET AND ESTIMATED SPEND PROFILE

11.1. The expenditure through the contract is anticipated to be in the region of £5 million to £6 million annually, based on the existing contract. It will be predominantly capital spending and the actual figure will depend on DfT funding levels and the outcome of future bids for funding.

11.2. Experience with the existing contract indicates that there can be significant increases in capital funding at short notice in this type work, and it is important to have flexibility in any contract arrangements. A minimum expenditure of half the anticipated spending has been used in previous contracts and proved to be effective in encouraging bidders, whilst avoiding transferring unreasonable risks.

12. SOCIAL VALUE AND COUNCIL BENEFITS REALISATION POTENTIAL

Benefit Type	*Details of benefits and expected outcome*	*Timescales for realisation of benefit*
Social Value: • *Social* • *Economic* • *Environmental*	*<u>Social</u>* *Apprenticeships for consultant's staff. Maintain between 3 and 5 apprentices at any one time for life of contract.* *Involvement with schools.* *Equal opportunities.* *<u>Economic</u>* *Local employment with locally based office.* *Training in technical areas where there are identified local skills shortages.* *<u>Environment</u>* *Environmental management of other suppliers.* *Carbon reduction and energy saving initiatives.*	*Benefits can be expected to start during first year of contract and continue for its duration.*
Council benefit: • *Cash value* • *Non-cash value* • *Cost avoidance*	*<u>Cash</u>* *Successful funding bids.* *Reduced scheme design and supervision costs.* *Effective investment strategies and asset management.* *<u>Non-Cash</u>* *Shared training with Council.* *Environmental improvements associated with schemes.* *<u>Cost avoidance</u>* *Targeted investment in specialist areas such as street lighting.*	*Benefits can be expected to start during first year of contract and continue for its duration.*

13. MAJOR RISKS

13.1. There is a risk that the new tendered prices will be higher than the current rates, and it is important that the contract should be designed to avoid creating undue risk for bidders that could affect the price. The contract will need to cover the full scope of services likely to be required, and the assessment process will need to ensure the capability and capacity of potential suppliers.

13.2. The risk of suppliers ceasing to trade are generally low with this type of contract, but there is the possibility of companies being taken over or merging. Robust contract management processes will be in place to identify and manage any issues at an early stage.

14. RECOMMENDATION

14.1. It is recommended that tenders should be invited for a single supplier to provide Wiltshire's Consultancy services from December 2019.

14.2. Some staff working for the existing supplier will be eligible for TUPE and could transfer to the new supplier, ensuring to the availability of experienced staff with knowledge of working in Wiltshire.

14.3. The Council's own staff already understands how to order and manage work through this type of contract and will not require re-training with the proposed arrangement. As it would be a single contract it will not require additional resources to manage performance.

14.4. By going out to market by OJEU tender, this should offer the best value for money.

APPENDIX 1

HIGHWAYS CONSULTANCY CONTRACT

OPPORTUNITIES ASSESSMENT

CONFIDENTIAL

Highways Consultancy Contract

Scope and Overview

The Highways and Amenities total expenditure is in the region of £40,000,000 annually (capital and revenue) and the service is commissioned through a mixture of external service providers and internal staff (See Appendix 1). The services provided through the existing Highways Consultancy Contract include the design and supervision of construction of various types of highways schemes, including carriageway resurfacing, drainage, bridge strengthening and maintenance, local safety schemes and Integrated Transport schemes. The consultancy contract manages the Council's street lighting and traffic signals stock, and provides technical and specialist advice on highways related matters.

The Highways Consultancy contract was procured in 1999 and again in 2006. It was awarded to Mouchel in 2006, and spend is currently just over £4,000,000 annually.

The existing contract is for five years, with potential extensions up to two years, subject to performance. The five year term ended in June 2011 and an 18 month extension was negotiated and awarded. The contract is due to end in November 2012, and consideration is being given to arrangements for delivering the service from December 2012.

There are TUPE considerations in connection with regard to the future provision of these services.

Reductions in LTP Integrated Transport funding and reduced revenue expenditure have reduced expenditure recently.

The Consultant currently has staff seconded to Wiltshire Highways Service (WHS) and area office based staff responsible for development control with a value of £868,800 annually. These staff are integrated into the Council's highways area office teams.

Indicative annual expenditure (excluding WHS and related staff) in the service type of service in the future is expected to be in the region of:-

Item	£
Highways Major Maintenance	750,000
Highways and Land Drainage	250,000
Bridge Maintenance	1,000,000
Integrated Transport	600,000
Checking Developers Designs	200,000
Travel Surveys	200,000
Management of Street Lighting	200,000
Management of Traffic Signals	250,000
Other Services	100,000
	3,550,000

The majority of the expenditure through the highways consultancy contract is in connection with roads and bridges major maintenance work.

The majority of expenditure through a future contract is likely to be Capital expenditure:

Item	Capital	Revenue
Highways Major Maintenance	700,000	50,000
Highways and Land Drainage	250,000	
Bridge Maintenance	800,000	200,000
Integrated Transport	600,000	
Checking Developers Designs		200,000
Travel Surveys		200,000
Management of Street Lighting		200,000
Management of Traffic Signals		250,000
Other Services		100,000
	2,350,000	1,200,000

About two thirds of the expenditure through the consultancy contract is connection with capital expenditure on roads and bridge works.

The WHS staff provided by the Consultant comprises 21 members of staff. There are eight Highway Engineers, five Technicians, three Development Control Inspectors, and five Highway Safety Inspectors. These are funded from the Council's revenue budget.

The benefit of the Consultant supplying these staff was that staff could be seconded into the routine highway maintenance service to gain experience and to provide support at short notice. With the formation of one Council and the merging of highways and streetscene this need has now reduced, and it would be appropriate to consider transferring these staff to the Council.

Payment Mechanisms

The majority of expenditure through the previous and current highways consultancy contracts has been paid for on a time basis, with a small proportion on a fixed price basis.
The uncertainty about the detailed scope of the work required, and the uncertainty of future workloads, means that payment on a time basis is the best method of paying for the services required, provided that adequate measures are in place to monitor outputs and quality.
Contract management processes have been put in place and effective contract monitoring has been introduced since 1999 through Service Delivery Teams to monitor and manage productivity from the consultant.
Payment on a time basis is common for consultancy services of this type.
There is a need for the Council to have specialists to deliver aspects of the Council's highway service, including major maintenance, bridge maintenance and design of street lighting and traffic signals. There are advantages in having access to expert technical advice available at short notice through a specialist supplier in connection with these services.

Based on currently anticipated workloads it is anticipated that the following hours of technical support will be required to the deliver the Council's programmes annually:

Description	Highways	Bridges	Integrated Transport	Development Control	Street Lighting	Traffic Signals	Other Services	Total
Engineering Service Manager	1965	2358	1287	333	4	146	204	6297
Design Engineer	2107	6565	3963	1281	343	571	436	15266
Transport Planner/ Urban Designer	0	0	30	19	0	214	0	263
Senior Assistant Engineer	9307	11478	4907	853	0	1851	1810	30206
Senior Assistant Transport Planner	0	0	120	236	0	405	5	766
Assistant Engineer/Senior tech	10855	9181	5385	675	0	1016	930	28042
Technician	2804	1426	419	303	1	52	365	5370
Clerk of Works	2149	0	0	0	0	0	0	2149
Trainee Technician/ Administrator	160	1285	12	108	0	42	2	1609
Unskilled Labour/Enumerator	10	0	343	153	0	16	2	524
Landscape Engineer	1723	0	0	2	0	0	0	1725
Total	31,080	32,293	16,466	3,963	348	4,313	3,754	92,217

In addition to the time charge element of work, there are some areas where the work can be defined with greater accuracy and certainty and tenderers can be asked to submit a fixed price. The management of these specialist services on behalf of the Council are currently provided through the contract:

Traffic Report – Surveys of traffic flows on network and preparation of annual report. Estimated value £200,000.
Street Lighting – Management of maintenance of Council's street lighting stock. Estimated value £150,000.
Traffic Signals – Management and alterations to Council's traffic signals. Estimated value £150,000

Market Assessment

The market for highways consultancy services is well established, with many highway authorities having outsourced services over the years.

There are many well established companies offering highways consultancy and related services. A number of these did previously bid for the Wiltshire contracts when they were put out to tender in 1999 and 2006.

Many of these companies have already been in contact, knowing that the current arrangements are reaching their end. Discussions have been held with a number of these suppliers regarding the format and scope of future contracts. The main companies who have already visited to discuss the contract are:-

Atkins – Major consultancy and contracting company. Hold Gloucestershire contract and many others. They were runners up in Wiltshire in 2006, and are keen to bid for the Wiltshire contract.

Mouchel – Currently hold Wiltshire contract and others. Very keen to retain this contract

Amey – Major contracting company now with strong consultancy arm have expressed interest in Wiltshire.

Mott MacDonald - Large consultancy have expressed interest in Wiltshire contract.

Parsons Brinkerhoff – Have Somerset contract. Have expressed interest in Wiltshire contracts

WSP – have Bristol and south-west framework contract. Interested in Wiltshire contract

Other consultants and contractors have made contact at conferences and informally, and it is likely that publishing the OJEU notice would prompt many other companies to consider bidding.

The top consultancy companies in roads and bridges are shown below, with their recent turnover and staff numbers.

Earnings from roads and bridges related work of the top ten consultants in 2010 ranged from £80million to £282million, with total staff numbers between 7,496 and 16,200. The largest companies generate total income of over £1,000m annually.

Roads and Bridges Consultancy Companies ranked by fees (from New Civil Engineers Consultants File 2010):

Company	Road and Bridges Fees (£m)	Staff	Total Fees (£m)	Public Sector Fees (£m)	Expressed Interest in Wiltshire
Atkins	282	16,200	1,487	987	Yes
Mouchel	278	11,121	598	455	Yes
Parsons Brinckerhoff	209	17,547	1,091	103	Yes
Jacobs	120	7,850	618	310	
Halcrow	108	7,496	406	110	Yes
Mott MacDonald	102	14,200	937	345	Yes
WSP	93	9,137	668	99	Yes
Arup	82	9,707	747	65	
Amey	80	2,410	203	203	Yes
Scott Wilson	74	5,896	345	138	

The majority of the above companies have already visited Wiltshire to enquire about the future contract before the OJEU notice has even been published. Others have been in contact informally.

All of the above companies have the capability to deliver services of the type required and are doing so elsewhere.

Subject to the final scope and format of the final tenders it is very likely that there will be strong competition for a Wiltshire highways consultancy contract.

There is undoubtedly keen market interest in providing these services in Wiltshire.

Benchmarking

The lowest tenders received in 2006 for the Highways Consultancy contract were very competitive, and offered good value for money at that time. The financial bids were:-

Bidder	£
1	4,475,070.00
2	4,713,212.77
3	4,777,191.65
4	4,822,327.52
5	4,869,400.13

The quality aspects and whole life costs changed the final ranking of bidders, but the unit rates were generally broadly similar.
Since then the market has probably become more competitive as a result of reduced workload, particularly in the private sector, and reduced expenditure by local authorities.
As part of the Council's efficiency savings new rates for the last year of the existing contract were negotiated with the existing supplier. These were achieved by the consultant significantly reducing support staff, reducing the number of local staff and consolidating some operations at their Bristol office. A reduction in rates of 10% was achieved.
Existing rates for highways consultancy in Wiltshire are now broadly similar to those obtained by a similar highways authority on a recent tender.

Designation	Wiltshire	Other
Project Manager	51.46	53.73
Team Leader	44.06	44.92
Principal Engineer	41.63	44.92
Assistant Engineer	30.85	25.65
Technician	22.19	18.29
Bridge Inspector	27.16	31.60

The rates for some staff, especially senior staff are currently lower through the current Wiltshire contract than the recently tendered rates for another authority. The rates for Assistant Engineers and Technicians are lower for the more recent contract. This may be as a result of current market conditions, and may not be fully reflected in any future tender for these services in Wiltshire because of TUPE considerations.
It is anticipated that a suitably structured contract could achieve prices at least as good as current rates, with the possibility of some overall cost savings.

During the period since 1999 when the highways consultancy was originally outsourced there have been some changes in the types of service required. There was an initial increase in workload, especially in Integrated Transport following the introduction of the Local Transport Plan funding from 2000, but there has been a reduction in this area of service in recent years. A comparison between time charge hours by staff type procured in 2005 and 2010 is shown below:

Item No.	**Description**	Hours 2005	Hours 2010
	Consultants and Consultancy Manager		
1.1	Consultancy Manager	750	0
		0	0
1.2	Principal Consultant (Prior approval needed)	40	185
1.3	Consultant (Prior approval needed)	40	174
		0	0
	General and Engineering Staff	0	0

		0	0
1.4	Engineering Service Manager	3,860	6,332
1.4A	Principal Engineer	3,550	1,028
1.5	Design Engineer	14,025	14,967
1.6	Transport Planner/ Urban Designer	1,050	263
1.7	Senior Assistant Engineer	13,775	30,430
1.8	Senior Assistant Transport Planner	1,450	766
1.9	Assistant Engineer/Senior Technician	33,075	28,193
1.10	Technician	15,475	5,466
1.11	Clerk of Works	4,350	2,149
1.12	Bridge Inspector	1,600	0
1.13	Electrical Inspector	500	0
1.14	Trainee Technician/Technical Administrator	12,775	1,609
1.15	Unskilled Labour/Enumerator	5,925	640
		0	0
	Other Staff	0	0
		0	0
1.16	Ecologist	480	0
1.17	Landscape Engineer	1,700	1,747
		114,420	93,949

The overall staff time procured through the Highway Consultancy Contract reduced from 114,420 in 2005 to 93,949. Most of this reduction was in Trainee technicians, clerk of works and Technicians, which are posts with lower technical requirements and expertise. There was an increase in Senior Assistant Engineer time during that period, indicating the need for higher levels of technical support and expertise.

During the course of the existing contract there has been an increase in reliance on the consultant for providing senior technical staff and a reduced need for support staff. This trend continue in future years as the Council has recently reduced the number of senior posts in the highway service as part of the reduction in staff numbers, and may become more dependent on external expertise.

The time charge rates for consultancy staff generally include overhead costs which comprise office costs, HR, payroll, equipment, travel costs, subsistence, employment and payroll costs.

A comparison has been made between existing rates and those obtained by another authority on a similar recent contract where information is available:

Description	Existing Rates			Recent Rates		
	Total	Rate	Total	Total	Rate	Total
Engineering Service Manager	6297	£44.29	278,894.13	6297	£44.92	282,861.24
Design Engineer	15266	£41.85	638,882.10	15266	£44.92	685,748.72
Transport Planner	263	£58.62	15,417.06	263	£58.62	15,417.06
Senior Assistant Engineer	30206	£37.92	1,145,411.52	30206	£37.92	1,145,411.52
Senior Asst Transport Plan	766	£50.76	38,882.16	766	£50.76	38,882.16
Assistant Eng/Senior Tech	28042	£31.01	869,582.42	28042	£25.65	719,277.30
Technician	5370	£22.31	119,804.70	5370	£18.29	98,217.30
Clerk of Works	2149	£28.24	60,687.76	2149	£31.60	67,908.40
Trainee Technician/ Admin	1609	£17.34	27,900.06	1609	£17.34	27,900.06
Labour/Enumerator	524	£17.34	9,086.16	524	£17.34	9,086.16

Landscape Engineer	1725	£36.86	63,583.50	1725	£36.86	63,583.50
Total			3,268,131.57			3,154,293.42

From the above there could be an overall saving of about £113,838 on time charge work if tendered rates for a new contract are similar.
This would represent a saving of about 3.5% compared to existing costs.

Wiltshire Highways Service Staff

There are currently 21 members of staff provided by the consultant and seconded to the highways area offices. These staff are integrated into the area office staff structures and are directly managed on a day to day basis by the Council's staff.
The Consultant is responsible for HR matters, transport, training and support for these staff, and the office accommodation is provided by the Council.
In order to facilitate potential future re-organisation of the area office functions with the ongoing merging of the routine highways and streetscene functions, there would be benefits in bringing these staff in-house. These staff include some of the most experienced and qualified staff and of great value to the Council in delivering this service.
The benefits of the Consultant being able to fill vacancies within the Wiltshire Highway Service have reduced as a result of the merging of local highways and streetscene and this arrangement is no longer required. A summary of these staff is included below:

Staff Designation	Staff Salary	Consultant inc on cost
Inspector	21,519.00	38,303.82
Inspector	20,200.00	35,956.00
Inspector	21,550.00	38,359.00
Inspector	20,200.00	35,956.00
Inspector	20,200.00	35,956.00
Area Engineer	30,800.00	54,824.00
Area Engineer	29,180.00	51,940.40
Area Engineer	29,180.00	51,940.40
Area Engineer	29,180.00	51,940.40
Area Engineer	23,500.00	41,830.00
Area Engineer	22,000.00	39,160.00
Area Engineer	22,800.00	40,584.00
Area Engineer	22,000.00	39,160.00
Technician	20,471.00	36,438.38
Technician	20,530.00	36,543.40
Technician	20,350.00	36,223.00
Technician	20,100.00	35,778.00
Technician	20,530.00	36,543.40
S 38 Inspector	24,600.00	43,788.00
S 38 Inspector	24,600.00	43,788.00
S 38 Inspector	24,600.00	43,788.00
Total	414,885.00	868,800.20

As the Council directly manages these staff there is less scope for Consultant to bring efficiencies to this part of the service, and it is not proposed to include the provision of these staff in the future highways consultancy contract.
The on costs associated with these staff are 78% based on the current contract tendered rates. The on costs include mileage rates, which often high for most of these staff given the nature of their work.
The Local Highways and Streetscene service envisages a cost saving by bringing these staff in-house which has been factored into the service budget for next year.

Collaboration

Adjoining highway authorities have contracts for highways consultancy services, but these are often Framework contracts to top up predominantly in house provision.

In Wiltshire the highway design and management is currently largely out-sourced.

In general the end dates of contracts in adjoining authorities do not coincide with Wiltshire. Joint procurement has been discussed in the past, but this has not proved to be an attractive option for this type of work. Each authority has its own priorities, and different service delivery models, which often do not lend themselves to a common approach.

The Highways Consultancy contract is a fairly large contract compared to others for this type of work and will be attractive to bidders in its own right.

Combining the Wiltshire contract with those of other authorities may even reduce its potential benefits, as the pricing and management could become more complex, and make it less attractive to bidders.

There are aspects of the highways and amenity service which could benefit from joint procurement, but this is not the case with the highways consultancy contract in the present circumstances.

It is not anticipated that there would be any immediate benefit in joint procurement with other authorities on this service.

Future Funding

About two thirds of the anticipated funding through the highways consultancy funding is currently in connection with capital schemes. Most of the highways capital funding comes from central government through the Local Transport Plan funding. Funding levels are known until 2014/15 and are expected to remain fairly consistent until then.

The long term position for capital funding for highways maintenance is not known.

The revenue expenditure has been under pressure as a result of the current financial position, and there have been reductions in expenditure on most of the services delivered through the existing contract.

It is likely that the pressures on revenue funding will continue in the short term, and the long term situation with regard to capital funding remains uncertain.

Options

Various options have been considered for the future delivery of the service.

In house – The staff currently providing the service through the consultant could be TUPE transferred to the Council. Some of them were originally out-sourced in 1999. There would be benefits in transferring some staff currently working in the area offices to the Council as this is a historical arrangement which is no longer required.

However, transferring staff involved on predominantly capital funded schemes could result in additional liabilities for the Council in redundancy costs should capital funding reduce significantly after 2014/15.

In-house provision would reduce access to the wider ranging expertise that a commercial sector partner can bring to the Council.

Combined Contract with Back Office Functions – The highways consultancy contract could be bundled with other services which could be potentially be out-sourced such as IT, Finance and HR. Similar packages have been let by other authorities.

The economic benefits of such a package would depend on how attractive the other services would be to bidders and would depend on the Council's long term plan for these services.

The existing Highways Consultancy package is large enough to be attractive to bidders on its own. Including other services in the package would be unlikely to significantly increase the attractiveness to bidders, and would be likely to delay the procurement process.

Combined Contract with Works Contract – The original outsourcing contract in 1999 included the opportunity for the consultancy and works suppliers to form a joint venture, and did provide initial cost savings.

In order to avoid the problems experienced with having a single supplier the County Council took the decision to tender separate consultancy and works contracts in 2005. This reflected the different types of organisation likely to bid for the contracts, and improved accountability and transparency in service delivery.

In the event of the same bidder winning both a consultancy and works contract it is likely that the benefits would be reflected in the rates submitted for the second tender. Appropriate contract management would need to be put in place in this eventuality.

The consultancy contract as currently envisaged is large enough to be attractive to bidders on its own.

Separate Highways Consultancy Contract – A contract similar to the existing highways consultancy contract would be attractive to bidders and should offer some potential for cost savings.

The Council has benefitted from the expertise that national and inter-national companies can bring to specialist highways services. It is generally not viable for the Council to retain the required expertise in house for all aspects of the service, especially in connection with street lighting, traffic signals and geotechnical advice.

A separate highways consultancy has proved to have advantages, and has successfully delivered services in Wiltshire for over 10 years.

In order to obtain rates for all items likely to be procured through the contract it is suggested that work to the estimated values below should be included in the indicative quantities for the tenderers:

Payment Method	Service	Value
Time	Highway Maintenance	1,054,445.37
Time	Bridges and Structures	1,153,225.60
Time	Integrated Transport Schemes	599,268.46
Time	Development Control	146,088.46
Time	Street Lighting	14,554.02
Time	Traffic Signals	167,327.09
Time	Other Services	133,222.57
Fixed Fee	Traffic Report, Lighting, Traffic Signals	499,992.00
% on cost	Sub-consultant and other staff	285,000.00
		4,053,123.57

This will enable unit rates to be obtained for the time charge staff, and on cost rates to be obtained for other staff and sub-consultants who may be required to work on the contract in the future.

Risks

There are significant risks associated with the highways service. These include safety aspects for road users and highways operatives, especially in view of the number of accidents on the highway network and the potential hazards associated with working in that environment.

Other risks are in connection with losses and claims resulting from failure to maintain the highways assets adequately, which may be safety related, but could also relate to damage or environmental impact.

There are reputational risks for the Council in connection with road and bridgeworks, especially in connection with traffic disruption and delays.

The appointment of a specialist consultant to assist the Council in delivering the highway service could significantly reduce the risk by providing effective risk management and mitigation measures.

The risks in connection with the procurement process are being reduced by the use of a Project Board and Project Team with suitably experienced members. Risks in connection with the procurement procedures, suitability of documents, costs, appointment process, and contract management can be managed by these teams.

The contract as currently proposed would require the transfer of 21 staff from the consultant to the Council. It is likely that up to 80 staff from the existing service supplier may be eligible under the TUPE regulations to transfer to the new supplier. The contract and workload for the new contract would need to be structured to avoid introducing pension or other liabilities for the new supplier as these risks would be likely to increase tendered rates.

There is a risk that the tendered rates will be higher than existing rates, but this should be avoided if the contract is structured as previously indicated in order to avoid passing unnecessary risks onto the suppliers.

There are uncertainties about future workloads as these will depend on future expenditure by the Council, especially in connection with capital work on roads and bridges, and the long term funding situation for these services is unknown.

In the short term a good workload is likely to be available for the successful tenderer, but the implications of the longer term uncertainty will need to be managed during the contract period.

The existing and previous contracts guaranteed the Consultant expenditure through the contract based on 50% of the anticipated annual expenditure. This was a risk which seemed acceptable to the bidders, and removed from the Council any risks of costs resulting from a substantial reduction in workload up to 50%. It would be appropriate to make similar provision in the new contract in view of future funding uncertainties.

Contract Management

In order to achieve value for money with the majority of work being on a time charge basis, it is important to manage and monitor the Consultant's performance continually. This is currently achieved through a series of Service Delivery Teams reporting to a Contract Management Meeting with senior representatives of the organisations. This contract governance is well established on the existing contracts and will be used for the new contracts.

The Consultant is issued with a brief describing the task and requirements. The Consultant provides a Brief Response containing information on the type of staff to be used and the time they will spend on the task. This is discussed with the Client representative and agreed before the order is placed and the work proceeds. At the end of the task the quality and time spent on the task can be reviewed.

The contract management is the key to achieving value for money with this type of contract, and effective measures will be adopted to manage the contract, building on the extensive experience gained from the existing and previous highways consultancy contract.

These factors will be taken into account in developing the PQQ and the quality assessment aspects of the tenders.

Conclusions

There is a need for highways design and supervision of construction, and managing of infrastructure, which is currently provided by a specialist supplier through the Highways Consultancy contract.

It is anticipated that a suitably structured contract could achieve prices at least as good as current rates, with the possibility of some overall cost savings.

As the service is already out-sourced and the current rates are very competitive there are unlikely to be further very large savings from tendering this contract, but cost reductions of 3.5% may be achieved.

There is undoubtedly keen market interest in providing these services in Wiltshire, and a number of potentially serious bidders have expressed interest.

It is not anticipated that there would be any immediate benefit in joint procurement of this service with other authorities at this time. A separate highways consultancy has proved to have advantages, and has successfully delivered services for over 10 years.

Wiltshire Council

Cabinet

25 September 2018

Environment Select Committee

4 September 2018

Subject: **Well-managed Highways Infrastructure**

Cabinet Member: **Councillor Bridget Wayman – Highways, Transport and Waste**

Key Decision: **Yes**

Executive Summary

The Department for Transport (DfT) published a new Code of Practice 'Well-managed Highway Infrastructure' in October 2016. The Code provides guidance for highways authorities on highways maintenance and related infrastructure. There has been a two year period to implement the recommendations before the old Codes of Practice cease to apply.

A review has been undertaken of the Council's highways maintenance activities in view of the new Code of Practice. The review indicated that most of the recommendations were already being complied with, or were being implemented in connection with the processes being introduced in response to the Peer Review and Incentive Funding assessments. However, it was noted that the Council's Highways Inspection Manual should be updated to conform to the new Code.

The new Wiltshire Highways Safety Inspection Manual (WHSIM) sets out the inspection frequency and methodology to be used with regard to inspecting and repairing the Council's roads, footways and related infrastructure (**Appendix 1**). It describes the response times to be followed for dealing with highway defects. It has been developed following a risk based assessment (**Appendix 2**), which included consideration of the road hierarchy, collision and claims data, inspection frequencies and investigatory levels.

The Council's Skid Resistance Policy has been revised (**Appendix 3**) to comply with the latest guidance and the new Code of Practice. The highways maintenance policies which were adopted some years ago have also been reviewed, and updated (**Appendices 4 and 5**) to reflect the risk based approach in the new Code of Practice.

Proposals

That the Environment Select Committee support that:

(i) The proposed Wiltshire Highways Safety Inspection Manual (**Appendix 1)** is adopted and used for highway safety inspections from 1 November 2018.

(ii) The amended Skid Resistance Policy (**Appendix 3)** is adopted.

(iii) The highway policies set out in this report (**Appendices 4 and 5)** are approved.

(iv) The authority is delegated to the Cabinet Member, Highways, Transport and Waste and Director, Highways and Transport to make any appropriate and legally necessary amendments to the policies and inspection manual referred to above.

Reasons for Proposals

There are serious risks in connection with road maintenance, which include safety, financial and reputational aspects, especially in connection with killed and seriously injured collisions on the highway network. In order to reduce these risks it is important that the Council has clear highway inspection and maintenance procedures in place in accordance with the latest DfT guidance.

The proposed Wiltshire Highways Safety Inspection Manual takes a risk based approach to highways maintenance, and has been prepared to meet the requirements of the new Code of Practice 'Well-managed Highway Infrastructure' published in October 2016, taking into account local needs, priorities and affordability.

Alistair Cunningham
Corporate Director

Wiltshire Council

Cabinet

25 September 2018

Environment Select Committee

4 September 2018

Subject: **Well-managed Highways Infrastructure**

Cabinet Member: **Councillor Bridget Wayman – Highways, Transport and Waste**

Key Decision: **Yes**

Purpose of Report

1. To report on the implications of the new highways maintenance Code of Practice, and approve the adoption of the Wiltshire Highways Safety Inspection Manual (WHSIM) and related highways policies.

Relevance to the Council's Business Plan

2. The Wiltshire Council Business Plan 2017 – 2027 sets out the vision to create strong communities, with priorities for growing the economy, strong communities and protecting the vulnerable. As part of growing the economy it is acknowledged that it is necessary to bring the county's roads up to an acceptable state. The goal is that road infrastructure is improved and to:

    - Improve asset management and the use of investment to improve the condition of Wiltshire roads (implementing our Highways Asset Management Strategy).
    - Promote and further development the MyWiltshire app to improve and increase the reporting of issues.

Background

3. The Council is responsible for the maintenance of the roads in Wiltshire, with the exception of motorways, trunk roads and those in private ownership. Maintaining a fit for purpose highway network is vital in order to support economic development and to ease the movement of goods and people.

4. The highway network represents the Council's biggest asset, and is possibly its most significant potential liability. The Council carries out programmes of maintenance and renewal, and also carries out inspections and repairs of safety defects identified by inspectors and reported by the public and others.

5. The highway network in Wiltshire comprises almost 4,500 kilometres of road, 3.9 million square metres of footway, 1,500 bridges and over 40,000 street lights. It has a replacement value of over £5 billion. It would cost at least £330 million to resurface all of the roads, with potentially significant additional costs to improve the structural condition of the roads.

6. The condition of the county's roads is important to the public. This is demonstrated by the results of the Council's own surveys and the National Highways and Transportation (NHT) surveys, which indicate low levels of public satisfaction with road conditions. In the Council's consultations on budget setting, expenditure on roads is often the service area where the public have consistently wished to see more spent.

7. The then Wiltshire County Council developed a Transport Asset Management Plan (TAMP) in 2005, in order to improve the management of its transport infrastructure, including the county's roads, bridges, street lighting and transport related assets. It was prepared in accordance with the then current Codes of Practice, particularly 'Well-Maintained Highways' published in July 2005.

8. In May 2013 the Highways Maintenance Efficiency Programme (HMEP) published the Highway Infrastructure Asset Management guidance. The guidance provides advice on implementing asset management, and makes a number of recommendations to achieve the benefits of asset management.

9. The Department of Transport (DfT) has been keen to ensure that authorities adopt an asset management approach and have encouraged adoption by including an incentive in the allocation of maintenance funding. The Council adopted its Highways Asset Management Policy and Strategy in May 2015 in accordance with the latest guidance.

10. The DfT commissioned a new Code of Practice 'Well-managed Highway Infrastructure' (the Code of Practice), which was published in October 2016 to replace the previous Code. There has been a two year period for highway authorities to implement the recommendations before the old Codes of Practice cease to apply. This has implications for highway authorities because of the different approach adopted with the new Code of Practice, especially with regard to risk management.

11. The Council's existing Highways Inspection Manual was adopted in May 2013. It was prepared in accordance with the earlier code of practice, and it is now considered to be appropriate to update it in view of the new Code. The Council has a number of other highway policies, including a skid resistance policy that should also be reviewed as a result of the new Code of Practice.

Main Considerations for the Council

Highways Asset Management Policy

12. The Council adopted a highways asset management policy and strategy in May 2015, which reflected the latest asset management guidance. It is suggested in the guidance that this policy should be reviewed from time to time to ensure that it is still relevant.

13. The Wiltshire Highways Asset Management Policy is:

> *Wiltshire Council is committed to adopting the principles of asset management, and will take a long term view when making maintenance and investment decisions. The asset management approach will deliver value for money and maximise the benefits for future prosperity by ensuring the right investment decisions are made. It will assist in targeting resources and managing risks associated with the statutory duties to maintain the highway infrastructure.*

14. Wiltshire Council manages its highways assets in accordance with the policy, and develops programmes of work to maintain the highway and ensure that cost effective investments are made. It is considered that the policy is still relevant and it is not proposed to amend it at this time.

Well-managed Highway Infrastructure

15. The new Code of Practice 'Well-managed Highway Infrastructure' replaces three previous documents: 'Well-maintained Highways', 'Management of Highway Structures' and 'Well-lit Highways'. It is designed to promote the adoption of an integrated asset management approach to highways infrastructure, based on the establishment of local levels of service through risk-based assessments.

16. The intention of the Code of Practice is that authorities will develop their own levels of service, taking into account local needs, priorities and affordability. The new Code of Practice acknowledges that changing from reliance on specific guidance and recommendations in the previous Codes, to a risk-based approach determined by each Highway Authority will involve appropriate analysis, development and gaining of approval through authorities' executive processes.

17. The Code of Practice makes 36 recommendations with regard to how the highway infrastructure should be managed. The recommendations in a number of cases are repeated from the previous Highways Infrastructure Asset Management Guidance. In general, the new Code of Practice is considered to be a 'refresh' of the previous Codes rather than a 'rewrite'.

18. An initial review of the Code of Practice's recommendations indicated that in Wiltshire most of the recommendations were already being complied with, or were being implemented in connection with the asset management processes being introduced as a result of the Peer Review and Incentive Funding assessments.

19. However, it is apparent that there are some aspects of adopting a risk based approach which will need careful consideration because of the potential safety, financial and reputational implications.

Risk Based Approach

20. The Code of Practice indicates that authorities should adopt a risk-based approach and a risk management regime for all aspects of highway maintenance policy. This includes investment, setting levels of service, operations, including safety and condition inspections, and determining repair priorities and

replacement programmes. There should be a clear and comprehensive understanding and assessment of the likelihood of asset failure and the consequences involved.

21. There are no prescriptive or minimum standards in the new Code of Practice. It is intended that the adoption of a risk based approach will enable authorities to establish and implement levels of service appropriate to their circumstances.

22. A risk based approach has been adopted for many years in the management of most aspects of the county's highways. For example, with regard to skid resistance, the Council has adopted a policy which has a process to identify those sites with greatest risk, and sets out the method for treating and managing them.

23. In some cases, a risk based approach has been adopted in response to budget limitations. Rural grass cutting has been reduced from two cuts per year to one, with more frequent cutting at visibility splays to address the higher safety risks at those locations. The emptying of gullies is being refined to concentrate on those with the greatest risk of flooding and safety issues, rather than emptying them all on a fixed timescale irrespective of whether they need to be emptied or not.

24. A risk based approach was taken in developing the Wiltshire Highway Infrastructure Strategy. It informs the Performance Management Framework that summarises service delivery and is reported annually to the Environment Select Committee. The asset inspection, renewal, improvement and investment strategies adopted over the years by the Council have been developed to reflect the comparative risks in connection with the assets, and the need to be flexible in order to reflect changing situations and risks.

25. There is one aspect of highway maintenance that needs particular consideration following the introduction of the new Code of Practice. This is the process around the treatment of carriageway defects and potholes, especially with regard to the inspection regime and management of repairs. The Council's current processes and arrangements reflect the old Code, which will be superseded, and there is a need to review them to reflect current circumstances and the requirements of the new Code of Practice.

Highways Inspection Manual

26. The Council's current Highways Inspection Manual (HIM) was adopted in May 2013. It sets out the inspection frequency on the network, and the intervention levels which prompt a repair according to the particular circumstances.

27. This document has been important in keeping the county's roads safe, reducing claims and setting public expectations. There are potentially serious legal and financial implications in not following the standards set out in the manual, which has been tested in court and has been found to be an effective process for managing risks.

28. When the current HIM document was last revised in 2013, only minor revisions were made to the earlier version. The new Code of Practice suggests that this document, and the approach to defect management, should be reviewed in the light of the risk based approach. This has required consideration of the network, its inspection regime and defect response criteria.

29. A draft Wiltshire Highways Safety Inspection Manual (**Appendix 1**) has been developed to replace the existing HIM following a risk based assessment (**Appendix 2**).

30. In order to adopt a risk based approach to defect repairs it has been necessary to review the county's road network, and identify a hierarchy of roads to reflect their relative importance and use. The hierarchy adopted is more detailed than the previous groupings included in the HIM, and has been agreed between the South West Highway Alliance (SWHA) members to help achieve a common hierarchy across the region.

31. A number of factors have been taken into account in identifying risks on the highway network. These include numbers killed and seriously injured, claims, frequency of defects, defect reports by the public and numbers of defects identified through the existing inspection regimes.

32. The police collect and collate injury collision statistics for the network. This data includes numbers killed and seriously injured, and slight injury collisions. Information on damage only collisions is not collected, and has not been used in the risk assessment as any information would be incomplete and could be misleading. The police collision data has been used to determine injury collision rates for the different road types.

33. The Council has a good record of defending claims. However, in some cases claims do have to be paid, and the locations of previous successful claims have been taken into account in considering the risks on the highway.

34. The MyWiltshire system has proved to be very effective at encouraging the public to report defects on the highway. The reports often contain good information on the location of defects, and this information has been used in reviewing the risks associated with the different road types on the network.

35. The highway inspections carried out on the network identify those defects which meet the intervention level criteria and need repairs. Generally, the number of defects can be expected to reflect the condition of the network, with the greatest number of defects generally occurring on those sections of road in poor condition.

36. These factors have been used to assess the potential risk associated with the different road types within the hierarchy, and to develop the WHSIM.

Skid Resistance Policy

37. The Council has in place a policy governing the use of skidding resistance tests and the actions that arise from the survey data produced. This was a requirement in the previous Code of Practice for highway maintenance, and DfT guidance.

38. The current skid resistance policy describes how the provision of appropriate levels of skid resistance on the Group 1 Road Network in Wiltshire would be managed to meet advice and guidance issued by the then Highways Agency for Motorways and Trunk Roads in HD 28/04 'Skid Resistance', and how measurements of skid resistance are to be made and interpreted to meet the adopted levels through a staged prioritisation process to identify sites for further investigation and treatment.

39. The guidance document was subsequently revised by HD 28/15, which was published in July 2015. The recent introduction of the Council's Highways Asset Management System (HIAMS), which was reported to Cabinet in November 2017, has provided the opportunity to improve the processes and data storage in connection with skid resistance and highway maintenance generally. The Skid Resistance policy has been reviewed, and minor amendments made to reflect these changes and the road hierarchy adopted by the Council in accordance with the new Code of Practice (**Appendix 3**).

Other highway policies

40. The county's highway policies were comprehensively reviewed by the former County Council in April 2005. Since then, some of the policies have been reviewed and amended from time to time as circumstances have changed.

41. The new Code of Practice recommends that there should be clear highway infrastructure maintenance policies which can be clearly understood. It was considered appropriate to review these policies and update them where required. It is intended that these should be included on the Council's website.

42. A summary of the main highway maintenance draft policies has been prepared (**Appendix 4**), which updates the previous versions, taking into account risk, current funding levels, legal requirements and the new Code of Practice.

43. These policies include the road and bridge inspection regimes adopted as a result of the new Code of Practice, street lighting, signing and routine maintenance of the network. Generally, these have not been amended significantly, but they have been updated to reflect current practice and guidance.

44. The highways trees inspection policy has been developed to reflect the risk based approach to the management of these assets (**Appendix 5**).

Overview and Scrutiny Engagement

45. The Environment Select Committee has been invited to comment on this report, and the related appendices. The outcome of its considerations will be reported to the Cabinet meeting. The operation of the new WHSIM will be monitored, and its effectiveness will be reported to the Committee as part of the annual review of the highways service usually made annually in the autumn.

Safeguarding Implications

46. Does not apply.

Public Health Implications

47. The condition of road surfaces, skid resistance and highway infrastructure all make important contributions to road safety. The timely response to defects and damage on the network contributes to keeping the highways safe for road users, residents, businesses and local communities.

48. The proposed WHSIM, Skid Resistance policy and highway maintenance policies will assist in keeping the roads safe by providing clear standards in accordance with the current highways maintenance Code of Practice.

Corporate Procurement Implications

49. There are no procurement implications in connection with this proposal.

Equalities Impact of the Proposal

50. Having a timely and effective response to defects on the county's roads and footways has benefits for all road users, including the more vulnerable, including pedestrians, cyclists and other non vehicle users.

Environmental and Climate Change Considerations

51. The road network is particularly vulnerable to the effects of climate change. In recent years we have seen the effects of severe winters and flooding which have resulted in damage to the roads and an increase in the number of potholes. In long periods of hot weather the surfaces can be damaged by melting, resulting in roads becoming slippery or deforming under traffic loads.

52. It is not anticipated that energy consumption would increase as a result of the recommendations of this report. The introduction of part night street lighting has reduced the carbon footprint of the Council significantly in recent years, and the future introduction of LED lighting is likely to further reduce energy consumption.

53. The risks associated with highway maintenance operations, and the renewal of infrastructure, are managed through Service Delivery Teams involving the Council's staff, consultants and contractors. Risk assessments are undertaken on schemes and operations with potential environmental impacts and specific mitigation measures are developed as necessary.

54. Robust inspection regimes and condition monitoring of the highway infrastructure will help manage the risks associated with climate change and extreme weather.

Risks that may arise if the proposed decision and related work is not taken

55. There are serious risks in connection with road maintenance. These include the safety and reputational aspects of those killed and seriously injured on the highway network. In order to reduce these risks it is important that the Council has clear highway inspection and maintenance procedures in place in accordance with the latest Code of Practice.

56. The new 'Well-managed Highway Infrastructure' Code of Practice takes a risk based approach to highways maintenance, and it is important that the Council's maintenance policies also adopt this approach.

57. The previous Code of Practice will be replaced in October 2018, and the Council should ensure that it conforms to the new Code by that date. The proposed highway inspection regime and investigatory levels are required to help Wiltshire Council to better manage its highway assets and reduce the risks of damage, claims, injury or death to Wiltshire's road users.

58. Not reviewing the HIM and maintenance procedures in accordance with the latest Code of Practice could have an adverse effect on road safety, and may leave the Council liable to claims.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

59. There is a risk that, despite the operation of the procedures set out in the WHSIM, Skid Resistance Policy and other policies, there will still be incidents involving damage or injury on the highway network. It should be noted that any practical inspection regime cannot be expected to remove these risks completely. However, the proposed inspections and policies should reduce the risk considerably.

60. The WHSIM and Skid Resistance Policy will be reviewed from time to time to ensure that they are fit for purpose, and are effective in managing risks on the highway network. Where appropriate, revisions may be made to the policies.

Financial Implications

61. The review of the HIM and proposals for the WHSIM have taken into account current and likely future funding levels to ensure that the proposals are affordable.

62. It is considered that the standards proposed can be met, but that they should be reviewed from time to time to ensure they remain relevant should circumstances change significantly.

63. Authorities have legal obligations with which they need to comply, and which may be the subject of claims for loss or personal injury or of legal action by those seeking to establish non-compliance by authorities. It should be noted that in such cases, the Code of Practice may be considered to be a relevant consideration. Therefore, it is important that the Council's highway inspection regime and maintenance processes take into account the latest Code of Practice.

Legal Implications

64. The Council has a duty under the Highways Act 1980 to maintain the county's roads. The highway inspection procedures, policies and improvement plans ensure that this duty is fulfilled.

65. In complying with its duty to maintain the highway, as outlined within Section 41 of the Highways Act 1980 and for the purposes of Section 58, which provides for special defence, the Council undertakes inspections of the highway incorporating the carriageway, footway, grass verge and pathways upon which the public have a right of access and which are maintained at public expense.

66. Section 41 of the Highways Act 1980 imposes a duty on the Council, as Highway Authority, to maintain those roads, footways and cycle tracks that are 'highways maintainable at public expense'.

67. Section 58 of the Highways Act 1980 states that a statutory defence against third party claims is provided where the Highway Authority can establish that reasonable care has been taken to 'secure that the part of the highway to which the action relates' to a level commensurate with the volume of ordinary traffic such that it 'was not dangerous to traffic'.

68. Section 130 of the Highways Act 1980 places a general duty on the Highway Authority to 'assert and protect the rights of the public' in their lawful use of the highway.

69. Section 81 of the New Roads and Street Works Act 1991 (NRSWA) places duties on Utility Companies. Concurrent with a Highway Safety Inspection, any item of statutory undertaker apparatus or any utility reinstatement under guarantee, which the Highways Officer considers defective in accordance with the guidance in the Wiltshire Highway Safety Inspection Manual, will be recorded and reported to the appropriate Utility Company.

70. The Code of Practice is not statutory, but it does provide Highway Authorities with guidance on highways maintenance and management. Adoption of the recommendations within the Code is a matter for each Highway Authority, based on its own legal interpretation, risks, needs and priorities. The development of the new WHSIM has been undertaken in accordance with the requirements of the Code of Practice.

Options Considered

71. Not proceeding with the review of the HIM was considered not to be a viable option. There is a need for the Council, as highway authority, to conform to the requirements of the new Code of Practice in order to meet its duties as local highway authority.

72. The review of the HIM and the development of the WHSIM considered a range of options to determine the appropriate inspection regime and defect response procedures to manage the risks associated with the highway network.

Conclusions

73. The Council has reviewed its highways maintenance activities in view of the new Code of Practice 'Well-managed Highway Infrastructure', and has produced a Wiltshire Highways Safety Inspection Manual which it is proposed should be adopted by the Authority.

74. The review has included consideration of the Skid Resistance Policy and other highway maintenance policies. It is proposed to update these policies to reflect the new Code of Practice.

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The following unpublished documents have been relied on in the preparation of this Report:

None

Appendices

Appendix 1 – Wiltshire Highways Safety Inspection Manual
Appendix 2 – Wiltshire Highways Risk Based Approach
Appendix 3 – Wiltshire Skid Resistance Policy
Appendix 4 – Wiltshire Highway Maintenance Policies
Appendix 5 – Wiltshire Highways Trees Inspection Policy

APPENDIX 1

Wiltshire Highways Safety Inspection Manual




September 2018

Wiltshire Highway Safety Inspection Manual

Contents

Wiltshire Highway Safety Inspection Manual

Introduction

Legal duties

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Section 130 of the Highways Act 1980 places a general duty on the Highway Authority to ‘assert and protect the rights of the public’ in their lawful use of the highway.

Section 81 of the New Roads and Street Works Act 1991 (NRSWA) places duties on Utility Companies. Concurrent with a highway safety inspection, any item of statutory undertaker apparatus or any utility reinstatement under guarantee, which the highways officer considers defective in accordance with the guidance in the Wiltshire Highway Safety Inspection Manual, will be recorded and reported to the appropriate utility company.

If the utility apparatus / reinstatement is found to be outside its tolerances (as specified in the NRSWA: Street Works (Reinstatement) Regulations) due to settlement, plucking out, heave or other reasons, and it exceeds the category one criteria, any costs incurred in making safe, and/or repair, will be recovered from the undertaker. Notice will normally be served on the undertaker to respond to a category one defect within two hours; however, if such a response is not forthcoming then the highway authority will respond and recover its costs. All costs will be charged in accordance with the Street Works (Recovery of Costs) (England) Regulations 2002.

Other defects associated with statutory undertaker apparatus/ reinstatements (i.e. outside the tolerances of Street Works (Reinstatement) Regulations 1992 but not a category one safety defect) may still require reporting to the appropriate utility

company by serving of a notice under Section 81 of the New Roads and Street Works Act 1991.

Purpose of this document

This document describes Wiltshire Council's policy and procedures relating to highway safety inspections. Those carrying out highway safety inspections, or managing the process, will refer to this document. The document sets out consistent investigatory levels to be applied across the highway network.

Highway safety inspections will be undertaken using the investigatory levels and defect definitions and frequencies given in this document.

The manual has been prepared to meet the requirements of Well Managed Highway Infrastructure, taking into account best practice and knowledge of other highway authorities as well as the Council's own staff.

This is a controlled document and issue records, including updates, are maintained to ensure the current version is being used at all times.

Purpose of safety inspections

The Council's Highways Asset Management Policy was adopted in May 2015 and is:

> *Wiltshire Council is committed to adopting the principles of asset management, and will take a long term view when making maintenance and investment decisions. The asset management approach will deliver value for money and maximise the benefits for future prosperity by ensuring the right investment decisions are made. It will assist in targeting resources and managing risks associated with the statutory duties to maintain the highway infrastructure.*

Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network or the wider community. Such defects include those that will require urgent attention (usually by the end of the next day) as well as those where the locations and sizes are such that longer periods of response would be acceptable.

The Highway safety inspection process also demonstrates that there is a structured inspection regime, which can provide evidence for the Highway Authority to defend claims.

Health and safety issues

Introduction

Highway safety inspections require the recording of defects that are potentially hazardous to road users, but not at the expense of the inspectors' own safety or that of others using the highway.

If any staff consider that these procedures do not provide sufficient protection at a specific location they should bring the matter to the attention of the local highways manager who will decide the appropriate action.

The following general guidelines must be followed:

Safety inspections from a moving vehicle (driven)

- Highway safety inspections should be avoided during the hours of darkness/dusk or under conditions of poor visibility, including snow, fog, or heavy rain.
- A roof mounted flashing light bar will be provided for use on all inspection vehicles.
- The vehicle must have clearly visible reflective markings, including a sign reading HIGHWAY MAINTENANCE affixed to the rear of the vehicle.
- High visibility jackets to ISO 20471:2013 must be worn whenever inspectors alight from the vehicle.
- When necessary to stop, it is preferable to position the vehicle off the carriageway. If this cannot be achieved, then there should be clear visibility in both directions, the beacon should be switched on and moving vehicles should not be forced to cross continuous white lining. Where the above requirements cannot be met, then advance signing must be put in position.
- When conducting part of the inspection on foot in the carriageway, or on a verge closer than one meter to the carriageway, then adequate signing should be provided. For short duration stops the placing of signs may be more hazardous than conducting the inspection. Each location should be assessed and if it is considered that the placing of signs is hazardous the location should be brought to the attention of the local highways manager.
- When conducting inspections from a moving vehicle this will be a two-person operation with the passenger carrying out the survey and recording the detail.

Safety inspections on foot (walked)

- High visibility jackets to ISO 20471:2013 must be worn.
- Surveys should be conducted from footways or verges where possible to minimize time walking in the carriageway.
- Periods of high pedestrian/traffic flows should be avoided where possible.

Reactive inspections following reports from the public and others

- Reports from the public, other organisations, council and contractors staff may result in additional inspections at specific locations.
- Reactive inspections should be undertaken from footways or verges. If reactive inspections are undertaken from a moving vehicle it should be a two-person operation as described above for driven inspections.
- The inspections should be carried out in accordance with the investigatory levels described in this document.

Network hierarchy

Wiltshire Council has a defined hierarchy of roads based on their strategic importance, traffic flow and other local considerations. The road categories adopted for the hierarchy have been agreed between the South West Highways Alliance (SWHA) members to help achieve a common hierarchy across the region. The SWHA comprises all of the local highway authorities in the south west and has a project board and a series of specialist sub-groups to reflect the different aspects of highway maintenance. The road hierarchy was developed by the South West Highways Asset Managers Group in response to the introduction of the 'Well Managed Highway Infrastructure' Code of Practice.

Road hierarchy

The SWHA Road Hierarchy is summarised as:

Road type	Carriageway hierarchy
2	Strategic route
3	Main distributor
4	Secondary distributor
5	Link road
6	Local link road
7	Local access road
8	Minor road
9	Lanes
10	Green lanes and tracks
11	Disused tracks

The road type 1 is used only for motorways which do not form part of the local road network managed by Wiltshire Council.

Footway and cycleway hierarchy

Wiltshire Council has classified the county footways and cycle-ways as follows:

Footway type	Description
F1	Footways and roads in main shopping areas and town centres with high pedestrian usage
F2	Other urban areas, rural footways, surfaced 'link' footpaths, and shared pedestrian/vehicle areas.

Cycle-way type	Description
C1	Part of carriageway
C2	Remote from carriageway

Safety inspections

Safety inspections record all defects classified as a safety hazard in accordance with the details set out in this manual.

In most cases, the investigatory level is defined by physical dimensions. Whilst it is not anticipated that every potential defect is measured, measurement should be used, if in doubt, to determine a suitable priority and corresponding repair time. Measurement of defects should be made by using a straight edge and established datum points to determine a reference line from which the defect can be measured.

The frequency of safety inspections and time to repair a defect will depend on the road type, taking into account the volume of traffic, including vehicles, pedestrians and cyclists.

Safety inspection frequencies

The frequency of safety inspections for carriageways is:

Road type	Carriageway hierarchy	Inspection frequency
2	Strategic route	Monthly
3	Main distributor	Monthly
4	Secondary distributor	Monthly
5	Link road	Three monthly
6	Local link road	Three monthly
7	Local access road	Annually
8	Minor road	Annually
9	Lanes	Annually
10	Green lanes and tracks	Respond to reports
11	Disused tracks	Respond to reports

The frequency of safety inspections for footways is:

Footway type	Footway description	Inspection type and frequency
F1	Main shopping areas and roads with identified high pedestrian usage	Monthly walked or cycled
F2	Other urban areas, rural areas, 'linked' footways, and shared pedestrian/vehicle areas.	Annually walked, cycled or driven
Other footpaths	Rights of way subject to separate procedure	-

On carriageways in busy shopping and urban areas, a monthly walked inspection is carried out.

The frequency of safety inspections for cycleways is:

Cycle-way type	Cycle-way hierarchy	Inspection type and frequency
C1	Part of carriageway	As for road.
C2	Remote from carriageway	Annually walked or cycled

Reports from the public, other organisations, Council staff and contractors may result in additional inspections of carriageways, footways and other highway assets at specific locations. Such inspections should be carried out in accordance with the investigatory levels described in this document.

Safety inspection tolerances

Planned safety inspections shall be carried out at the frequencies shown above and within the following tolerances:

Frequency of inspection	1 month	3 months	6 months	12 months
Tolerance	+/- 5 days	+/- 7 days	+/- 20 days	+/- 30 days
Maximum period between inspections	36 days	100 days	200 days	400 days

During periods of extreme weather and in exceptional circumstances it may not be possible to meet the required frequency of inspection. The normal inspection regime should be introduced as soon as possible afterwards.

Defect priorities

Some defects need to be treated more urgently than others. The inspectors will allocate one of the following priorities to each defect in accordance with the defect codes described in this manual:

Priority	Description
P1	Repair or provide signing and guarding by 23:59 on the next day.
P2	Repair by 23:59 of the 14th day
P3	Repair by 23:59 of the 28th day
P4	Repair by 23:59 of the 60th day
P5	Defects referred to the local highways manager/highway engineer/head of service for further consideration and logged in HIAMS

During times of severe weather including snow, flooding and high winds, it may not be possible to meet all of the response times, and the duty engineer will prioritise resources as considered appropriate on operational and safety grounds.

Other factors

Many highways have been dedicated and adopted with features or a layout that would not be acceptable in current highway design. This might include steps or cellar openings, or steps which are part of the fabric of the building adjacent to the highway, natural stone surfaces, granite setts, raised footways and drainage arrangements that present potential trip situations in excess of the normal intervention levels. These should not be recorded as a defect, as in law the highway has been adopted with these encumbrances and the public must take appropriate care.

Data requirements

The defects identified during driven and walked inspections are recorded using map based computer software which has Global Positioning System (GPS) functionality, or manually recorded on paper and subsequently entered into the system.

The information recorded in connection with a safety defect comprises:

- Unique road section number

- Inspector's initials or identification
- Second inspector's initials where appropriate
- Weather conditions
- Location
- Priority (of defect)
- Any special instructions (size etc)
- Defect type
- Area (defect attribute)
- Defect description
- X co-ordinate (from GPS)
- Y co-ordinate (from GPS)
- Date inspected (with time)
- Repair description
- Treatment (repair suggested by inspector)

Data processing

The defect information will be held in the Council's Highways Infrastructure Asset Management System (HIAMS). An order will be issued to the contractor through this system where appropriate. In some cases an urgent request may have to be made to the contractor by telephone or email with the asset data updated in HIAMS afterwards. Once the contractor has repaired the defect, the repair date and time are sent back to the system and recorded against the defect thus completing the record.

A record of inspection is kept for each road section on the network even if no defects are found on that particular road section during that inspection.

Other highway inspections

The following highway maintenance and construction functions are outside the scope of this document:

- Winter maintenance
- Highway subject to developers agreement (Section 38 and Section 278 agreements)
- Major maintenance and construction sites
- Statutory undertakers works (NRSWA 1990 and TMA 2005)
- Rights of way inspections and maintenance

Inspector training

To ensure the consistency of defect recording, regular in-house or external training will be carried out with the relevant staff in the use and understanding of the Wiltshire Highways Safety Inspection Manual. Additional training will be given to staff who fail to achieve the necessary standard.

Inspection activities, defect codes and priorities

Activity	Defect code	Defect code meaning
Emergency obstructions or hazards (HO)	SUBS FLOD STRU OTHR DEBR OBSV	Major subsidence Major flooding Dangerous structure near highway Other emergency highway issue Debris in traffic lane/roadside Observation comment
Carriageways, (including cycleways forming part of the carriageway) (CW)	POTH ORUN DEPR	Pothole Verge over-run Carriageway depression
Covers, gratings, frames & boxes (drainage structures) (DC)	IBCK MISS IDLV LEVE	Cracked or broken frame/cover Missing cover Difference in level with road (below) Difference in level with road (above)
Road markings (CL)	WEAR	Worn road markings
Kerbs, edging & pre-formed channels (kerbed footways) (CK)	EVPJ DAMG MISS	Vertical projection Damaged kerb (footway edge) Missing kerb
Footways (including cycleways remote from a carriageway) (FW)	POTH SLPF MACK DEPR OTHR	Pothole in footway or cycleway Trip, slab profile/rocking slab Cracks and gaps Depression in footway Other footway defect
Signs (SN)	ACCD COND DIRT OBSG MISS	Accident damaged sign General sign condition Dirty sign Obscured sign Missing sign
Fences, walls & barriers (SB)	DAMM	Damaged safety fence/pedestrian guardrail/wall
Street furniture (SF)	DAST BRGL LIGH	Damaged bus shelter Broken pane(s) glass Faulty lighting/electrics

Emergency obstructions or hazards (HO)

Major subsidence, flooding, damaged structures and other obstructions (SUBS, FLOD, STRU, OTHR, OBSV, DEBR)

Road type	Defect description	Priority
All road types	Major subsidence, sink hole or land slip likely to cause a serious hazard to road users (SUBS).	P1
All road types	Major flooding likely to cause a serious hazard to road users (FLOD).	P1
All road types	Major structural damage or failure likely to cause a serious hazard to road users (STRU).	P1
All road types	Other hazards, damage or failure likely to cause a serious hazard to road users, including damaged street lighting, signs or unsafe trees (OTHR).	P1
All road types	Debris or spillage in the carriageway, including tree limbs, stones, loose cats-eyes, diesel or oil spillage that is likely to cause a hazard (DEBR).	P1

Emergency obstructions or hazards (HO)

Flooding (FLOD)

Structural failure (STRU)

Fallen tree (OTHR)

Fallen tree (OTHR)

Surface water and river flooding (FLOD)

Groundwater flooding (FLOD)

Structural damage (STRU)

Emergency obstructions or hazards (HO)





Debris in road (DEBR)

Carriageway (CW)

(Including cycleways forming part of the carriageway)

Potholes (POTH)

Road type	Defect description	Priority
2, 3, 4,	In carriageway more than 75mm deep and horizontal dimensions greater than 300mm x 300mm.	P1
5, 6, 7, 8 and 9	In carriageway more than 100mm deep and horizontal dimensions greater than 300mm x 300mm.	P1
2, 3, 4, 5, 6, 7, 8 and 9	In carriageway at a designated pedestrian crossing point (i.e. Pelican, Zebra, Puffin or uncontrolled crossing where clearly identified as such) exceeding 20mm and extending in one direction more than 150mm.	P1
2, 3, 4,	In carriageway between 40mm – 75mm deep and horizontal dimensions greater than 300mm x 300mm.	P2
5, 6, 7, 8 and 9	In carriageway between 40mm – 100mm deep and maximum dimension greater than horizontal dimensions greater than 300mm x 300mm.	P3
10 and 11	Other defects identified taking into account local condition and usage.	P5

Potholes (POTH)

Carriageway (CW)

Verge overrun (ORUN)

Road type	Defect description	Priority
2, 3 and 4	A verge area without kerbs adjacent to the road with damage more than 150mm deep and width greater than 200mm.	P3
5, 6, 7, 8, 9, 10 and 11	A verge area without kerbs adjacent to the road with damage more than 150mm deep and width greater than 200mm.	P5

Verge Over-run (ORUN)

Carriageway (CW)

Depression in carriageway (DEPR)

Road type	Defect description	Priority
All road types	Depressions in the carriageway caused by heavy vehicles or ground conditions. (Use of temporary signs informing of uneven road surface may be appropriate).	P5

Depression in carriageway (DEPR)

Covers, gratings, frames and boxes (DC)

Cracked, missing, broken or level difference (IBCK, MISS, IDLV, LEVE)

Road type	Defect description	Priority
All road types and footways	Significant part of the insert missing or damaged and liable to render ironwork unsafe. MISS, IBCK	P1
All road types and footways	Cracked or broken covers, frames or boxes liable to render ironwork unsafe. IBCK	P1
All road types	Any ironwork with a level difference above the carriageway surface greater than 40mm. LEVE (ABOVE)	P1
All road types	Any ironwork with a level difference below the carriageway surface greater than 75mm. IDLV (BELOW)	P1

Cracked, missing, broken or level difference (IBCK, MISS, IDLV, LEVE)

Road markings (CL)

Road markings worn (WEAR)

Road type	Defect description	Priority
All road types	Give way, Stop road markings on and adjoining strategic routes, main and secondary distributor roads (types 2, 3 and 4) should be renewed as a safety defect when they are missing or faded to such an extent that they are no longer adequate for their intended purpose.	P3
All road types	Zebra crossing markings should be renewed as a safety defect when they are missing or faded to such an extent that they are no longer adequate for their intended purpose.	P3
All road types	Double white line systems should be renewed as a safety defect when they are missing or faded to such an extent that they are no longer adequate for their intended purpose.	P5
All road types	All other road markings more than 80% worn or missing.	P5

Worn road markings (WEAR)

Kerbs, edgings and re-formed channels (CK)

Vertical projection, damaged or missing (EVPJ, DAMG, MISS)

Road or footway type	Defect description	Priority
F1	Kerbs adjacent to footways with up-stand more than 20mm extending in one direction more than 150mm.	P1
F2	Kerbs adjacent to footways with up-stand more than 20mm extending in one direction more than 150mm.	P3
All road types with kerbs but without footways or cycleways adjacent to road	Kerbs adjacent to carriageways with up-stand more than 20mm extending in one direction more than 150mm.	P5

Kerb vertical projection, damaged or missing (EVPJ, DAMG, MISS)

Footways and shared pedestrian/vehicle areas (FW)

(Including cycleways remote from a carriageway)

Potholes (POTH)

Footway type	Defect description	Priority
F1 and F2	Defect in footway greater than 20mm deep with a maximum dimension greater than 150mm.	P1

Footway potholes (POTH)

Footways shared pedestrian/vehicle areas (FW)

(Including cycleways remote from a carriageway)

Trip, slab profile/rocking slab (SLPF)

Footway type	Defect description	Priority
F1 and F2	Upstand in footway or pedestrian area greater than 20mm with a maximum dimension greater than 150mm, including rocking slabs if rock creates up-stand.	P1

Footway trip, slab profile/rocking slab (SLPF)

Footways shared pedestrian/vehicle areas (FW)

Cracks and gaps (MACK)

Footway type	Defect description	Priority
F1 and F2	Space between paving slabs or cracks in bituminous footways with a width greater than 25mm.	P3

Footway cracks and gaps (MACK)

Footways shared pedestrian/vehicle areas (FW)

(Including cycleways remote from a carriageway)

Depressions (DEPR)

Footway type	Defect description	Priority
F1 and F2	Depression greater than 40 mm in depth and covering an area less than 0.2m^2 (e.g. 450 mm x 450 mm).	P5

Depressions in footway (DEPR)

Footways shared pedestrian/vehicle areas (FW)

(Including cycleways remote from a carriageway)

Obstruction (OTHR)

Footway type	Defect description	Priority
F1 and F2	Footway or cycleway obstructions or defects that present danger to the public, including fallen and deposited materials.	P1

Footway obstructions (OTHR)

Signs (SN)

Sign damaged by road traffic collision (ACCD), dirty (DIRT), obscured (OBSG), or missing (MISS).

Road type	Defect description	Priority
All road types	Stop or Give way signs badly damaged (ACCD), dirty (DIRT), obscured (OBSG), or missing (MISS) at entry to high speed roads.	P4
All road types	Mandatory and prohibitory traffic signs badly damaged (ACCD), dirty (DIRT), obscured (OBSG), or missing (MISS).	P4
All road types	All other signs badly damaged (ACCD), dirty (DIRT), obscured (OBSG), or missing (MISS).	P5

Signs damaged in collisions (ACCD)

Signs illegible because of, dirt (DIRT), turned or obscured (OBSG) or missing (MISS)

Fences, walls and barriers (SB)

Damaged safety barrier, pedestrian guard railing or fence (DAMM)

Road type	Defect description	Priority
All road types	Damaged length of safety barrier, pedestrian guard railing or fence likely to be a hazard.	P1
All road types	Damaged length of safety barrier, pedestrian guard railing or fence.	P5

Guard rail or safety fence damaged (DAMM)

Street furniture (SF)

Damaged with broken glass or sharp edges (BRGL)

Road type	Defect description	Priority
All road types	Damaged bus shelter or other street furniture with broken glass or sharp edges likely to be a hazard.	P1
All road types	Damaged bus shelter or other street furniture.	P5

Damaged with Broken Glass or Sharp Edges (BRGL)

Street furniture (SF)

Structural damage (DAST)

Road type	Defect description	Priority
All road types	Damaged bus shelter or other street furniture with serious structural damage likely to be a hazard.	P1
All road types	Damaged bus shelter or other street furniture.	P5

Street furniture structural damage (DAST)

Street furniture (SF)

Electrical installations (LIGH)

Road type	Defect description	Priority
All road types	Damaged bus shelter, lighting column, traffic signal or other street furniture with damage to electrical systems or faults likely to be a hazard.	P1

Damaged electrical installations and equipment (LIGH)

Document control sheet

Issue	Date of issue	Comments
1	12th September 2018	First Issue

This document supersedes the previous Wiltshire Highways Inspection Manual dated May 2013

APPENDIX 2

Wiltshire Council
Risk Based Approach to Highway Defects

September 2018

Wiltshire Council
Risk Based Approach to Highway Defects

Contents

Appendices

Wiltshire Council
Risk Based Approach to Highway Defects

Introduction

1. The Council is responsible for the maintenance of the roads in Wiltshire, with the exception of motorways, trunk roads and those in private ownership. The highway network represents the Council's biggest asset, and is possibly its most significant potential liability. Maintaining a fit for purpose highway network is crucial to support economic development and to ease the movement of goods and people.

2. The highway network in Wiltshire comprises 4,500 kilometres of road, 3.9 million square metres of footway, 1,500 bridges and over 40,000 street lights with a replacement value of over £5 billion. It would cost over £330 million to resurface all of the roads, with additional costs to repair structural damage.

3. The condition of the county's roads is important to the public. This is demonstrated by the results of the Council's People's Voice and the National Highways and Transportation (NHT) surveys, which indicate low levels of public satisfaction with road conditions. In the Council's consultations on budget setting, expenditure on roads is the service area where the public have consistently wished to see more spent.

4. The safety of the highway network is a priority, and the Council reviews collision data to determine where further investigations are required, and where safety schemes are justified. Safety considerations are the priority with regard to defects on the carriageways and footways, and the way in which they are treated.

5. The Council has an adopted Skid Resistance Policy which reflects a risk based approach to identifying sites for treatment based on surface texture considerations. Skid resistance does not form part of this assessment as it is considered to be adequately covered by the current adopted policy.

6. This document has been prepared to set out the methodology used by the Council to manage the risks associated with carriageway defects, including those often referred to as potholes. It has been used to inform the new Wiltshire Highways Safety Inspection Manual (WHSIM).

7. Separate processes are used to inspect structures, street lighting, and rights of way, which are not included in this document.

Highways Asset Management

8. The then Wiltshire County Council developed a Transport Asset Management Plan (TAMP) in 2005 in order to improve the management of its transport infrastructure, including the county's roads, bridges, street lighting and transport related assets. It was prepared in accordance the then current Codes of Practice, particularly 'Well-Maintained Highways' published in July 2005.

9. In May 2013 the Highways Maintenance Efficiency Programme (HMEP) published new asset management guidance. The guidance provided advice on implementing asset management, and made a series of recommendations to achieve the benefits of asset management. The Department of Transport (DfT) is keen that authorities adopt an asset management approach and are encouraging adoption by including an incentive in the allocation of maintenance funding.

10. The Council prepared a highways asset management policy and strategy, which were adopted by the Council in May 2015, and reflected the new asset management guidance.

11. The Wiltshire Highways Asset Management Policy is:

> *Wiltshire Council is committed to adopting the principles of asset management, and will take a long term view when making maintenance and investment decisions. The asset management approach will deliver value for money and maximise the benefits for future prosperity by ensuring the right investment decisions are made. It will assist in targeting resources and managing risks associated with the statutory duties to maintain the highway infrastructure.*

12. Wiltshire Council manages its highways assets in accordance with the policy. And develops programmes of work to maintain the highway and ensure that cost effective investment is made.

13. It is acknowledged that reactive repairs are no substitute for a planned maintenance programme on the network. However, with finite funds it is necessary to have measures in place to manage and reduce the risks posed by defects, which can arise for a number of reasons, including weather damage, drainage issues, ground conditions and the type and volume of traffic using the road.

The Code of Practice

14. The DfT commissioned a new Code of Practice ‘Well-managed Highway Infrastructure’ (the Code) which was published in October 2016. There was a two year period for highway’ authorities to implement the recommendations before the old codes of practice cease to apply. This has implications for this Council because of the different approach adopted with the new Code of Practice.

15. The new Code of Practice replaces three previous documents: ‘Well-maintained Highways’, ‘Management of Highway Structures’ and ‘Well-lit Highways’. It is designed to promote the adoption of an integrated asset management approach to highways infrastructure based on the establishment of local levels of service through risk-based assessment.

16. The intention of the Code is that Authorities will develop their own levels of service, and the Code therefore provides guidance for authorities to consider when developing their approach in accordance with local needs, priorities and affordability. The Code acknowledges that changing from reliance on specific guidance and recommendations in the previous Codes to a risk-based approach determined by each Highway Authority will involve appropriate analysis, development and gaining of approval through authorities’ executive processes.

17. An initial review of the Code’s recommendations indicated that most of the recommendations were already being complied with in Wiltshire, or were being implemented in connection with the asset management processes being introduced following the Peer Review and Incentive Funding assessments.

Risk Based Approach

18. The Code indicates that authorities should adopt a risk-based approach and a risk management regime for all aspects of highway maintenance policy. This includes investment, setting levels of service, operations, including safety and condition inspections, and determining repair priorities and replacement programmes. It should be undertaken against a clear and comprehensive understanding and assessment of the likelihood of asset failure and the consequences involved.

19. There are no prescriptive or minimum standards in the Code. Adoption of a risk based approach, taking into account of the advice in the Code, enables authorities to establish and implement levels of service appropriate to their circumstances.

20. A risk based approach has been adopted for many years in the management of some aspects of the county's highways. For example with regard to skid resistance where the Council's adopted policy has a process to identify those sites with greatest risk, and sets out a process for treating and managing them.

21. A risk based approach was adopted in developing the Wiltshire Highway Infrastructure Strategy and Plans. The asset inspection, renewal, improvement and investment strategies adopted by the Council have been developed to reflect the comparative risks in connection with the assets, and the need to be flexible to reflect changing situations and risks.

22. The processes around treatment of carriageway defects and potholes, especially with regard to the inspection regime and response to defects, need specific consideration following the introduction of the new Code. The Council's previous Highways Inspection Manual and arrangements reflected the old Code which will be superseded by the new Code.

23. The setting of response times for particular defects does not prevent a defect being dealt with in a shorter time should resources permit.

Highways Inspection Manual

24. The Highways Inspection Manual (HIM) was last reviewed in May 2013 when minor revisions were made to the previous version. The HIM set out the inspection frequencies of the network, with more frequent inspections of the higher classification of roads. It also set out the intervention levels which prompt a repair according to the circumstances.

25. The inspection manual is particularly important in keeping the county's roads safe, reducing claims and setting public expectations. There can be serious legal and financial implications of not following the standards set out in the HIM, which has been tested in court and has been found to be an effective process for managing risk.

26. The new Code suggests the HIM document and the approach to defect management should be reviewed in the light of the risk based approach. This requires consideration of the network, the inspection regime, and the defect response criteria. It is proposed that the HIM should be replaced by a new Wiltshire Highways Safety Inspection Manual (WHSIM) to reflect the new Code.

Network Hierarchy

27. The road network has been classified for many years, with A, B and C class roads representing the busier roads, and unclassified roads generally being the more minor rural roads and housing estate roads. These designations have evolved over the years and may not fully reflect the current relative importance of the roads, traffic volumes or the associated risks.

28. In order to adopt a risk based approach to carriageway defects it was necessary to review the county's road network, and identify a hierarchy of roads to reflect their relative importance, use and function. The hierarchy adopted is more detailed than the previous groupings included in the HIM, and has been agreed between the South West Highways Alliance (SWHA) members to help achieve a common hierarchy across the region.

29. The SWHA comprises all of the local highway authorities in the south west. It has a project board and a series of specialist sub-groups to reflect the different aspects of highway maintenance. The road hierarchy was developed by the South West Highways Asset Managers Group in response to the introduction of the new Code. The hierarchy is more detailed than that suggested by the old code and was considered to be a good representation of the road networks in the region.

30. The SWHA Road Hierarchy is summarised as:

Type	Carriageway Hierarchy
2	Strategic Route
3	Main Distributor
4	Secondary Distributor
5	Link Road
6	Local Link Road
7	Local Access Road
8	Minor Road
9	Lanes
10	Green Lanes and Tracks
11	Disused Tracks

31. The Type 1 road is used only for motorways which do not form part of the local road network managed by Wiltshire Council.

32. The Road Hierarchy descriptions are shown in more detail in **Appendix 1**.

33. The classification of roads in Wiltshire within the hierarchy was initially assessed as a desk top exercise, using GIS mapping and available photographic and video information. The local area highway teams then reviewed the initial assessments and used local knowledge to finalise the hierarchy designations and ensure consistency across different parts of the county. The adoption of the SWHA hierarchy will also help ensure consistency with adjoining authorities.

34. The hierarchy for the Wiltshire road network has been identified and shown on separate plans for each Area Board, which will be available on the Council's website. The hierarchy may need to be reviewed in the future if significant development or usage changes the nature of a particular road and its environment.

35. The use of footways is not necessarily reflected in the road type designation described above. In town centres usage would be expected to be higher even on comparatively minor roads. A separate hierarchy has been developed for footways and cycle-ways.

Footway Type	Description
F1	Main shopping areas
F2	Footways in other urban areas, rural areas, surfaced 'link' footpaths and shared pedestrian/vehicle areas.

Cycle-way Type	Description
C1	Part of Carriageway
C2	Remote from Carriageway

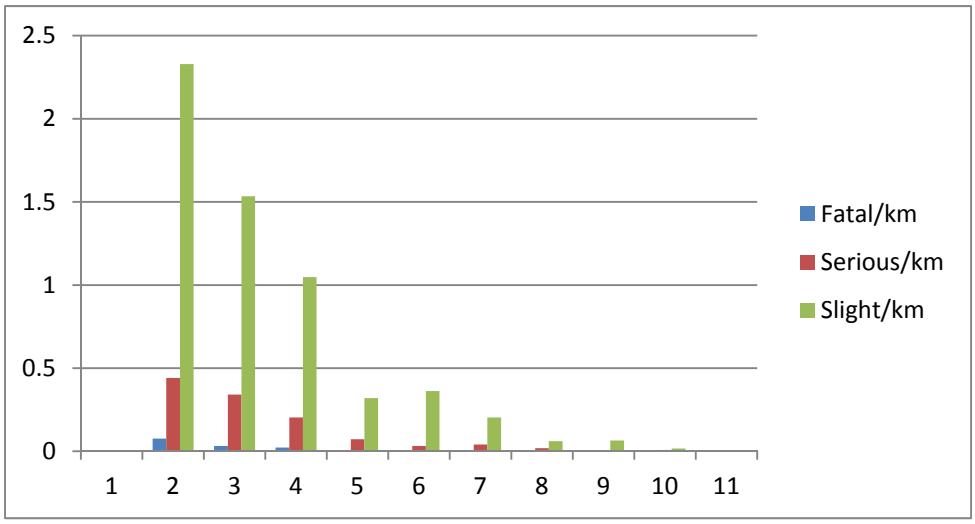
36. The footway and cycle-way hierarchies have been reviewed and the number of footway types have been reduced to two to reflect the levels of usage.

Identifying risks

37. A number of factors have been taken into account in identifying risks on the highway network. These include numbers killed and injured in vehicle collisions, frequency of defects arising, claims, and reports of defects.

Collision Data

38. The police collect and collate injury collision statistics for the network. These include killed and seriously injured, and slight injuries. Information on damage only collisions is not collected, and has not been used in this assessment as any information would be incomplete and could be misleading. The collision data from April 2014 to May 2017 has been used to identify injury collision numbers and rates for different road categories.



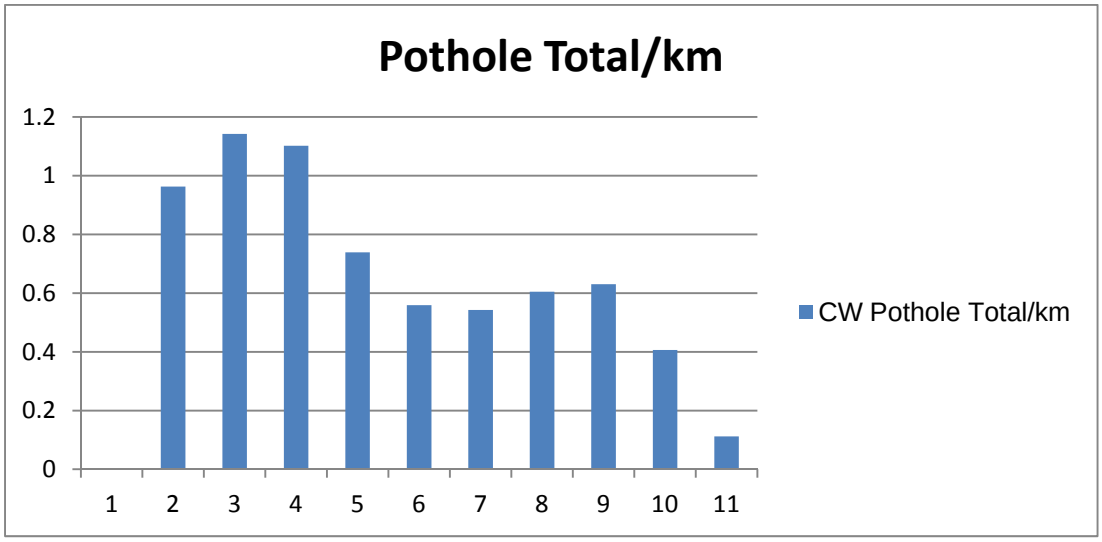
39. It is clear that the Type 2, 3 and 4 roads have significantly higher collision rates than the other road categories. They represent 24% of the road network by length, but together account for 80% of fatal accidents and 68% of serious and slight injury accidents. These roads groups have significantly more injury collisions than the other road categories.

40. In comparison the lower road types 5 to 10 have lower accident rates per km. Road types 6, 7, 8, 9 and 10 represent 44% of the network in length, but only 12.4% of collisions and 11% of Killed and Seriously Injured (KSI) collisions. Road type 5 represents 32% of the network, and has 19% of the collisions.

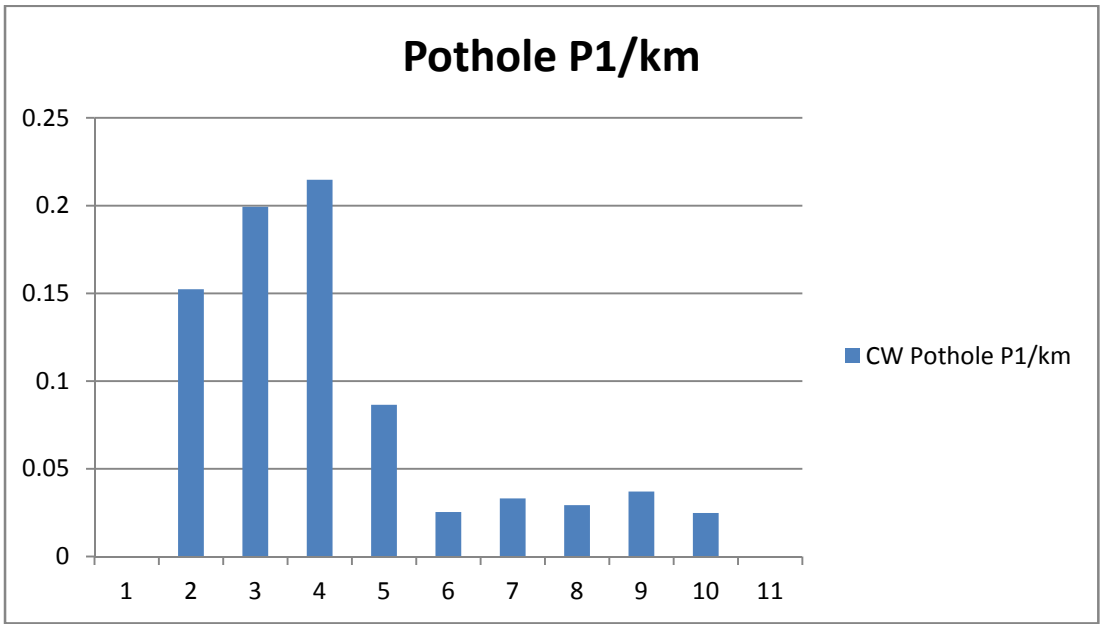
41. Although road conditions do not appear to be a major factor in the majority of recorded road incidents, the statistics do indicate the potential serious injury and damage risks associated with the busier parts of the network. On these roads collisions with other vehicles may not only be more likely but may also be more serious.

Potholes and carriageway defects

42. The number of potholes identified on the network from April 2016 to November 2017 have been analysed in terms of pothole numbers per km for each road type.

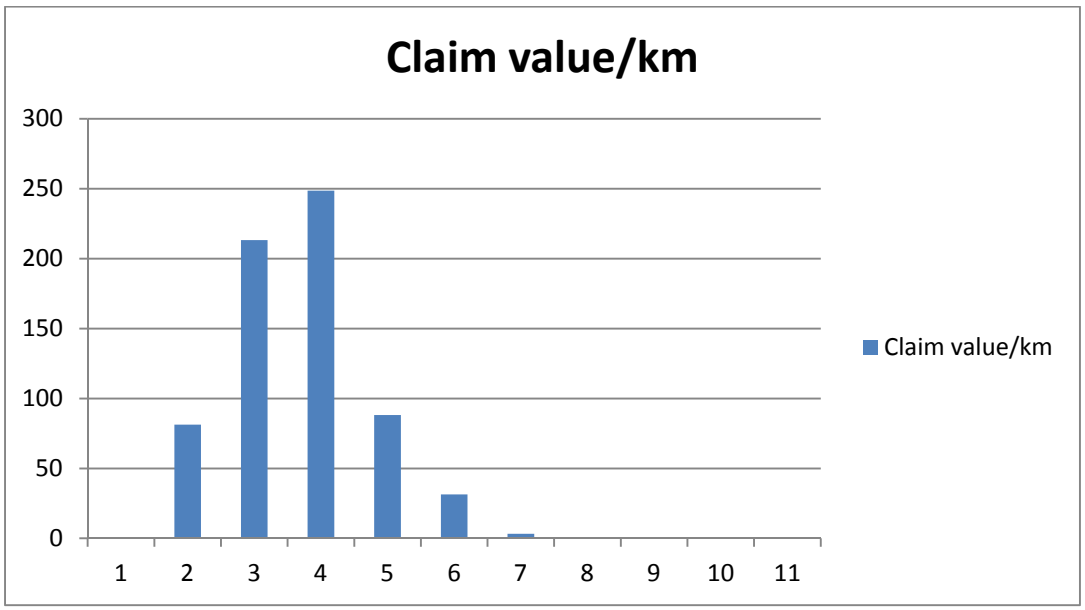


43. The Type 2, 3 and 4 roads have higher rates of potholes per kilometre compared to the other road categories. However, it is noticeable that the number of potholes per kilometre for the more serious safety defects (P1 potholes) is significantly higher on the Type 2, 3 and 4 roads than on the other road categories.

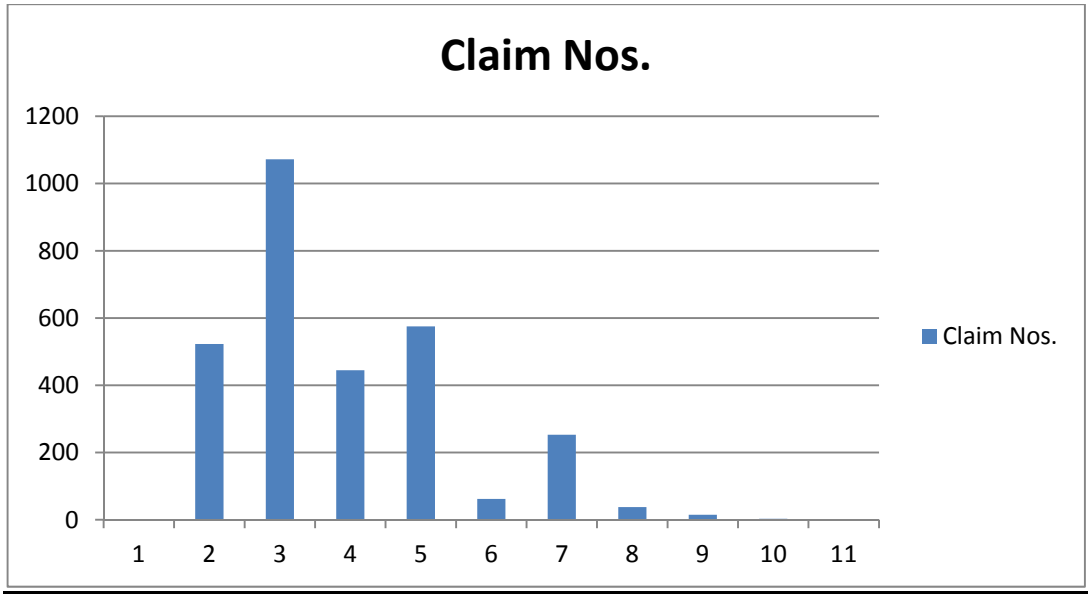


Claims

44. The Council has a good record of defending claims against it as highway authority. In some cases claims may be paid where justified and depending on the circumstances. The locations of claims between 2 January 2012 and 28 August 2015 have been taken into account as a factor in considering the risks in connection with the different road categories. Historic claim records have been used in the assessment because of the time it sometimes takes for claims to be resolved.

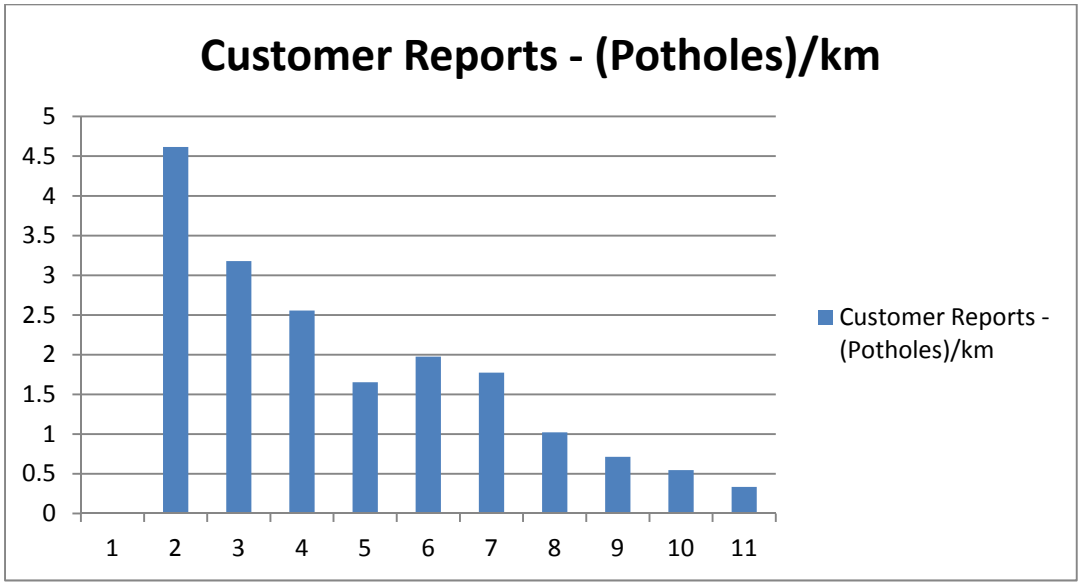


45. It is apparent that the highest values of claims are associated with the Type 3 and 4 roads, with most of the other claims associated with Type 2 and 5 roads. There are significantly fewer claims on the lower road categories.

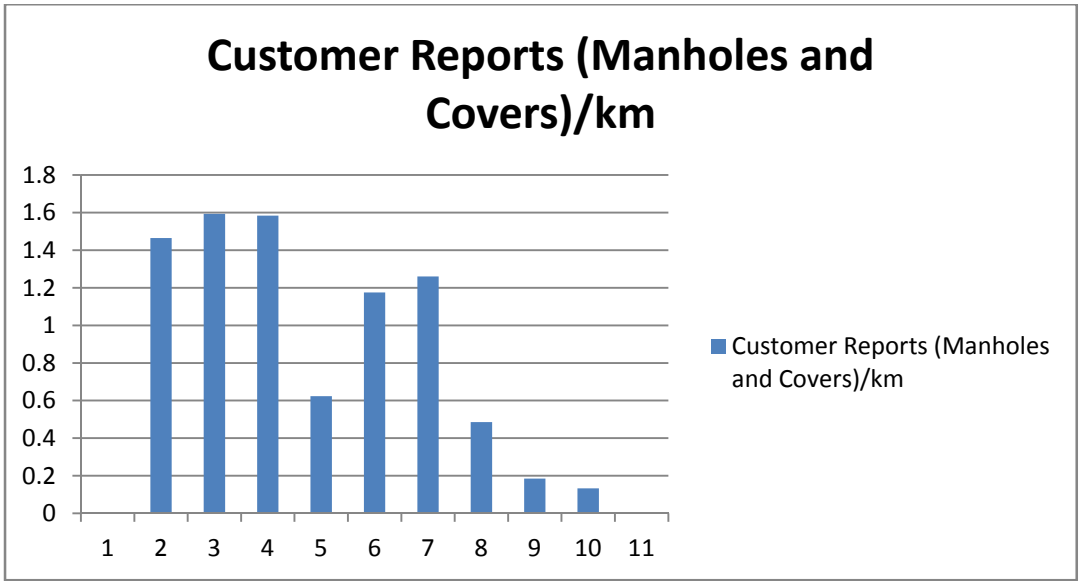


Customer Reports

46. The MyWiltshire system has proved to be very successful at encouraging the public to report defects on the highway. It is a single point of contact that combines website, app and telephone reports into one record. The reports often contain good information on the location of defects.



47. The customer reports information indicates that there are more pothole defect reports per kilometre for the higher type roads, with the highest rate being on the Type 2 roads.



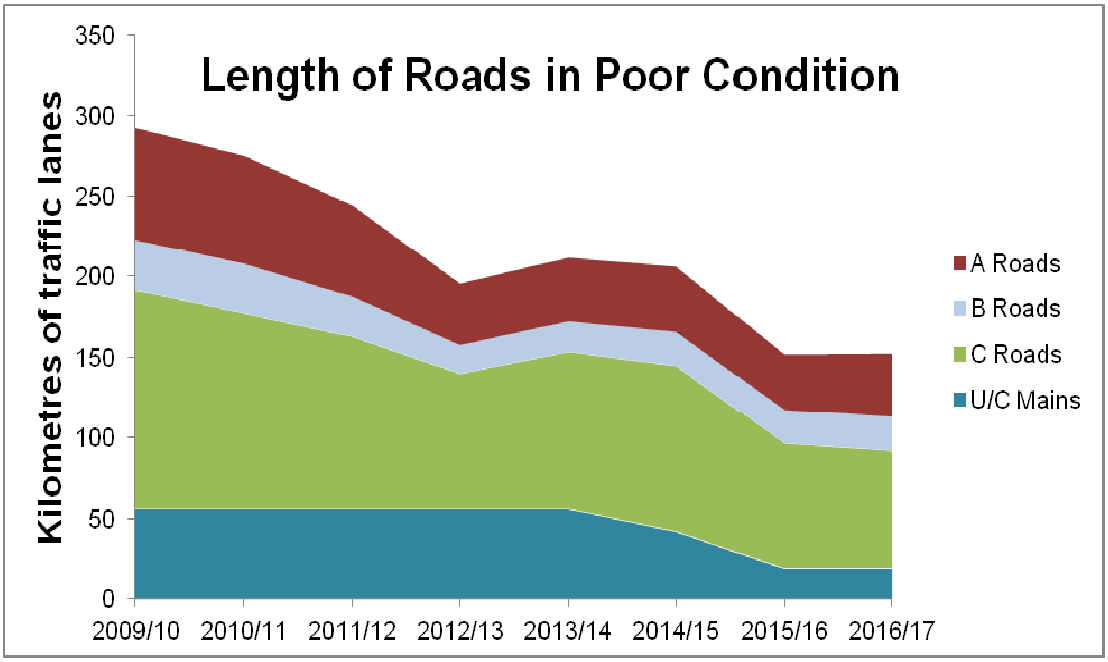
The customer reports about manhole and cover defects indicate a similar but less pronounced pattern, with the greatest number of reports on manhole and cover defects on the Type 2, 3 and roads.

Road Conditions

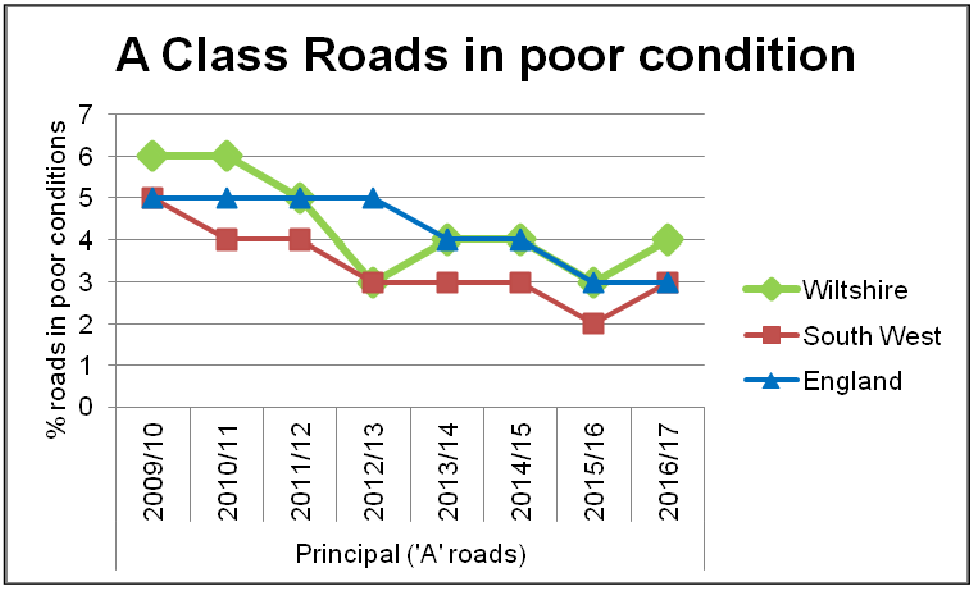
48. The condition of the county's roads has been improving in recent years. A total of 761 kilometres of road have been resurfaced since 2014, which is about 17% of the network. There have also been a significant number of smaller sites treated with hand patching and repairs to address localised areas in poor condition.

49. The detailed calculation of the backlog carried out by the Council's specialist consultants, WDM, indicates that there has been a significant reduction of 30% in the highway maintenance backlog since 2013, with the backlog reducing from an estimated £69.4 million to £48.2 million.

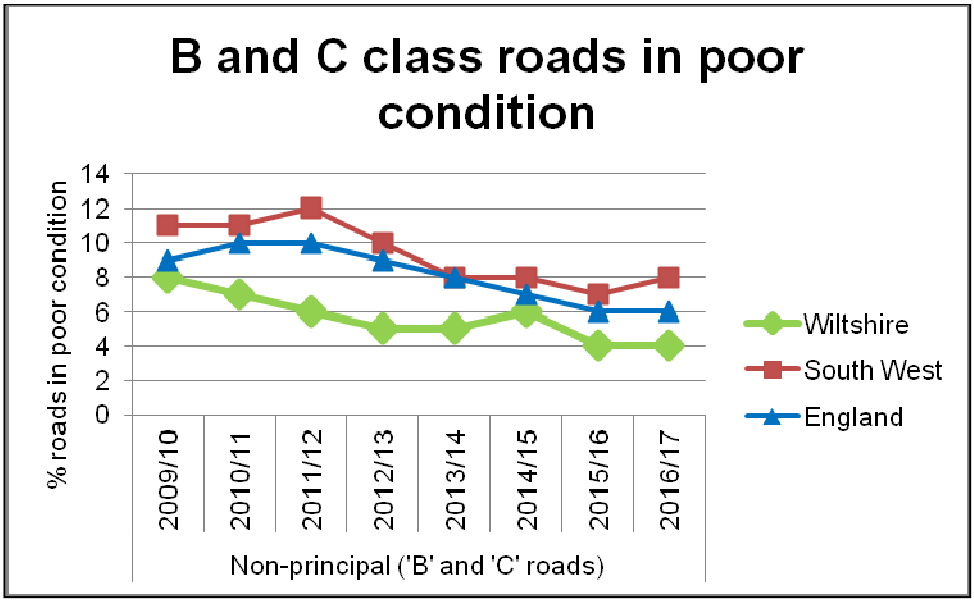
50. There has been a significant reduction in the length of road in Wiltshire in poor condition, which has almost halved since 2009. This has been largely due to the additional funding provided by the Council, especially in recent years through the Local Highways Investment Fund.



51. The condition of A roads has improved nationally since 2009 from 5% in poor condition to 3% in 2016/17 (Note - Low percentages are good). In Wiltshire the A class roads in poor condition have reduced by the same amount, but they have risen slightly above the national and south-west average at 4% in 2017.

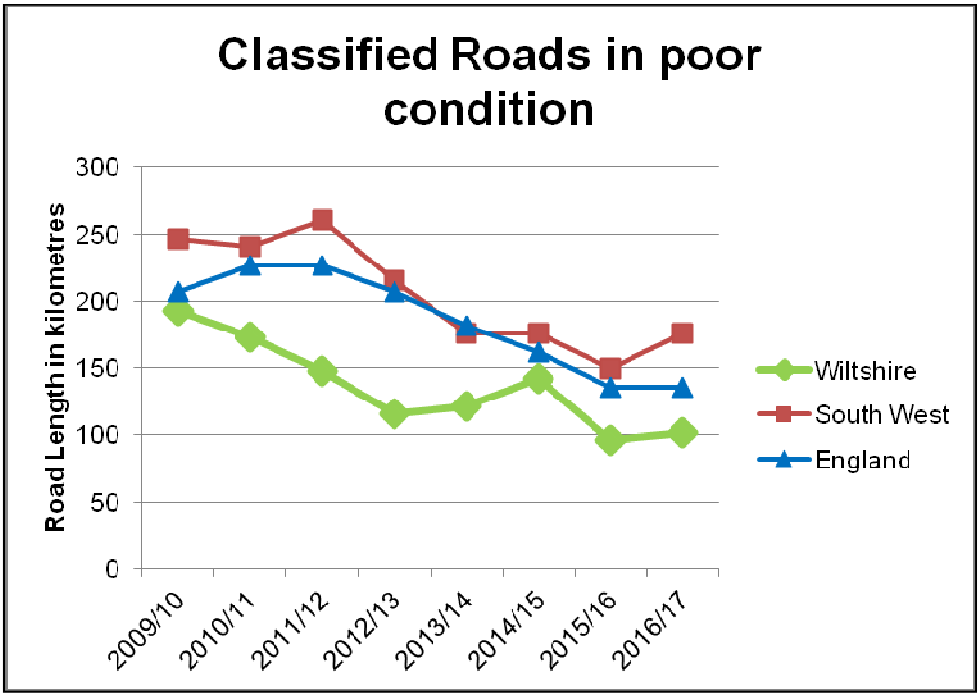


52. The B and C class roads represent 45% of the road network by length in Wiltshire. This is a large proportion of the network. Keeping these roads in good condition is important to the local communities, and requires substantial investment.



53. The B and C class road conditions in Wiltshire are much better than the national and south-west averages, with 4% in poor condition, which is half the south west average of 8%, and better than the national average of 6% for these types of roads.

54. If the condition of classified roads (A, B and C class roads) in Wiltshire had followed the national or south-west averages, the roads would be in appreciably worse condition than they are now. The graph below shows the actual lengths of road in poor condition in Wiltshire by year, and what the lengths would have been if Wiltshire's roads were in the same condition as the national or south-west average condition (i.e. there would be more in poor condition).



55. The condition of the unclassified roads is more difficult to compare as the assessment methods are not necessarily consistent across authorities. In general terms the condition of the more important unclassified roads in Wiltshire compares well with those of similar authorities in the south west, but further assessment would be required to get a better understanding of minor road conditions across the south west. Overall the condition of roads in Wiltshire has been improving in recent years.

Carriageway Risk Assessment

Risk Assessment Methodology

56. The Risk Assessment for carriageway defects has been undertaken using the Council's 4 x 4 risk matrix method using likelihood and potential impact to rank the potential risk.

57. The likelihood and impact have been scored from 1 to 4 for each road type, with 4 being highest likelihood or impact. The matrix indicates a Risk Score based on Likelihood x Impact of between 1 and 16, with a Risk Score of 16 representing the highest risk.

	Likelihood Rare (Score 1)	Likelihood Unlikely (Score 2)	Likelihood Possible (Score 3)	Likelihood Almost certain (Score 4)
Significant Impact (Score 4)	4	8	12	16
Moderate Impact (Score 3)	3	6	9	12
Minor Impact (Score 2)	2	4	6	8
Insignificant Impact (Score 1)	1	2	3	4

58. The calculated Risk Scores provides an indication of the level of likely risk:

Risk	Risk Score
High	12 to 16
Medium	6 to 9
Low	1 to 4

59. The likelihood and impact scores have been derived for each road type based on the best information currently available.

Likelihood Assessment - Carriageways

60. The likelihood associated with the risk from carriageway defects has been assessed based on the road hierarchy categorisation. It is considered that the likelihood of a carriageway defect resulting in damage, claim or collision is likely to be higher where traffic volumes are higher.

61. There is generally good traffic count information available for the main road network, particularly the A class roads, but there is less detailed information available for the minor roads. The cost of obtaining detailed traffic count information for every road on the highway network is considered to be prohibitive, and as an alternative the relative position in the hierarchy has been used to evaluate the likelihood in the risk assessment process.

62. The higher road types in the hierarchy are the strategic and distributor roads, which carry higher traffic volumes, and usually carry higher proportions of through traffic. The link roads would generally be expected to carry traffic predominantly with a local destination or origin. The local access roads, minor roads and lanes would have a high proportion of local traffic, often with drivers who may use the road several times a day and would be familiar with the local road conditions.

63. The road categories have been given a likelihood score based on their function within the network, which is described as High, Medium, Low and Very Low. They have been scored 4 to 1 accordingly.

Road Type	Typical traffic volume	Likelihood Score	Description
2	High	4	Strategic routes
3	High	4	Main Distributor roads
4	High	4	Secondary Distributor Roads
5	Medium	3	Link Roads
6	Medium	3	Local Link Roads
7	Low	2	Local Access Roads
8	Low	2	Minor Roads
9	Low	2	Lanes
10	Very Low	1	Green Lanes and Tracks
11	Very Low	1	Disused Tracks

64. The Likelihood scores determined above have been used to assess the overall risk.

Impact Assessment - Carriageways

65. The potential impact in the risk assessment has been evaluated taking into account a number of factors, including collisions, number of defects, claims received, and My Wiltshire reports for each road type.

66. There are considerably more killed and serious collision accidents on the higher road types 2, 3, and 4 when compared to other road types.

67. The higher type roads on the network generally have considerably more injury collisions than lower type roads. The rural unclassified roads have

fewer collisions than other parts of the network. This has been reflected in the impact score attributed to these road types.

68. There are more potholes per kilometre on the higher road types, and there are significantly more of the potentially serious P1 safety defects per km on the Type 2, 3 and 4 roads. These are therefore considered to have a greater potential impact in terms of damage resulting from defects.

69. The claims for damage or injury resulting from carriageway defects indicate that more claims per km are associated with Type 3 and 4 roads, with a low number of claims for the lower roads types. However, Type 5 roads have a high total value of claims. They represent a significant proportion of the network at 32% of the total, and the claim rate per km is less than for the Type 3 and 4 roads.

70. The customer reports for potholes, manhole and cover defects indicate a higher number of reports per kilometre on the higher type roads. The potential for damage on the higher type road would be expected to be higher, and could be considered to have a higher impact score.

71. The road categories have been given an impact score based on the injury collision data, pothole numbers, claims data and defect reports.

Road Type	Impact Score	Comments
2	4	High rate of collisions per km, especially fatalities. High number of P1 defects per km.
3	4	High rate of collisions per km, especially fatalities. High number of P1 defects per km.
4	4	Significant rate of collisions and fatalities. High number of P1 defects per km.
5	3	Appreciable rate of collisions, safety defects and claims. Significant number of P1 defects per km.
6	3	Appreciable number of collisions, lower safety defects and claims.
7	2	Lower collision rates and safety defects and claims per km.
8	2	Lower collision rates and safety defects and claims per km.
9	2	Lower collision rates and safety defects and claims.
10	1	Low collision rates and safety defects and claims per km.
11	1	Low collision rates and safety defects and claims per km.

72. The above Impact scores have been used in the risk assessment.

Risk Assessment - Carriageways

73. The risk assessment has been undertaken by using a matrix based on the derived from the Likelihood Score x Impact Score to produce a Risk Score of between 1 and 16. A Risk Score of 16 represents the highest risk.

74. The Risk scores for each road type are summarised below:

Road Type	Likelihood Score	Impact Score	Risk Score	Risk Rating
2	4	4	16	High
3	4	4	16	High
4	4	3	12	High
5	3	3	9	Medium
6	3	2	6	Medium
7	2	2	4	Low
8	2	2	4	Low
9	2	2	4	Low
10	1	1	1	Low
11	1	1	1	Low

75. The calculated risk score and rating have been used to determine the appropriate inspection frequency to manage the risks associated with carriageway defects.

Highways Inspections and Investigatory levels

Carriageway Inspection Frequencies

76. The inspection frequencies and intervention levels previously used by highway authorities have evolved over time, and generally reflected the suggested provisions in the old highways codes of practice. This included monthly inspections for the highest category roads with annual inspections for the less used roads.

77. The high risk rating associated with the Type 2, 3 and 4 roads reflects the higher risk associated with the strategic and distributor road network. It is proposed that in the WHSIM there should be monthly driven inspections undertaken on those roads. This is considered to be an accurate reflection of the risks associated with these roads which carry the most traffic and have the most injury collisions.

78. The medium risk rating of Type 5 and 6 roads reflects the lower risks associated with these roads, which have a lower risk rating than the strategic and distributor road network. However, these link roads still have appreciable safety issues and are important parts of the local road network. They will be subject to the next most frequent inspection regime, which will be 3 monthly inspections.

79. The Type 7, 8 and 9 roads have the lowest risk rating. This reflects the comparatively lower injury collision numbers, especially on the rural parts of the network and the generally lower traffic flows on these types of roads. These roads will be subject to less frequent inspections to reflect the lower risks when compared to the other road types. It is proposed that as suggested in the previous Code of Practice ‘Well Maintained Highways’, these would be subject to annual inspections.

80. Type 10 and 11 roads are green lanes, tracks and disused tracks, generally with negligible traffic flows compared to the main road network, and not having significant number of collision injuries or claims associated with them. It is not proposed to inspect these as part of the highway inspection regime. However, in many cases they are inspected as part of the management of rights of way, and reports of issues are investigated by the rights of way team or local highway office staff as required.

81. The carriageway inspection regime adopted for the WHSIM is:

Type	Carriageway Hierarchy	Inspection Frequency
2	Strategic Route	Monthly
3	Main Distributor	Monthly
4	Secondary Distributor	Monthly
5	Link Road	Three Monthly
6	Local Link Road	Three Monthly
7	Local Access Road	Annual
8	Minor Road	Annual
9	Lanes	Annual
10	Green Lanes and Tracks	Respond to reports
11	Disused Tracks	Respond to reports

82. The new inspection regime is broadly similar to that is used by many other authorities. The more frequent inspection of the higher type roads is considered to reflect the risks associated with those parts of the road network.

SWHA Road Type	Total Length (m)	Total Length by Group (m)	Number of inspections per year	Total length inspected per year (m)
Type 1				
Type 2	183,755.96	1,095,074.93	12	13,140,899.11
Type 3	562,003.26			
Type 4	349,315.71			
Type 5	1,444,838.98	1,602,261.94	4	6,409,047.78
Type 6	157,422.96			
Type 7	1,026,655.38	1,720,094.73	1	1,720,094.73
Type 8	477,637.20			
Type 9	215,802.15			
Type 10	120,517.82	138,391.53	0	
Type 11	17,873.71			
Total	4,555,823.12	4,555,823.12		21,270,041.61

Carriageway Investigatory levels

83. The WHSIM set out intervention levels for various types of defect, generally making reference to the type, size and depth of the defect. The road type indicates the appropriate investigatory level and time scale for the particular type and size of the defect.

84. The highest priority of pothole on Type 2, 3 and 4 roads (mainly A, B and some C class roads) would have a depth of more than 75mm and horizontal dimensions greater than 300mm x 300mm. This would be expected to have a

permanent or temporary repair, or be signed and guarded by midnight on the following day.

85. On Type 5, 6, 7, 8 and 9 roads the priority carriageway defect is a pothole with depth more than 100mm deep and horizontal dimensions greater than 300mm x 300mm. These are considered to be safety defects and should have had a permanent or temporary repair, or be signed and guarded by midnight on the following day.

86. Defects having horizontal dimensions greater than 300mm x 300mm and between 75mm deep and 40mm deep on Types 2, 3 and 4, and between 100mm deep and 40mm deep on road Types 5 to 9, are not considered to be urgent safety defects and would be repaired within 14 days and 28 days respectively.

87. The road network in Wiltshire is extensive and repair gangs may have to travel considerable distances to attend defects. The proposed investigatory levels should be achievable in all but the most adverse weather conditions, when other issues such as snow or flooding may have had to take priority for resources in the short term.

88. Defects of less than 40mm depth are fairly common on most highway networks across the country where existing carriageway surfaces are deteriorating, or where delamination of thin surfaces is occurring. These are not considered to be safety defects for the purposes of the WHSIM, and would be considered to have a considerably lower risk than the deeper defects, which need priority treatment.

89. The proposed carriageway investigatory levels are considered appropriate for the road network in its current condition. They should be achievable with existing resources, and would not require resources or funding to be diverted from planned maintenance to deal with reactive repairs that a higher standard would require.

90. Damaged covers, grating, frames and boxes have potential safety implications for road users. Investigatory levels are included in the WHSIM for these items, and for road edge damage such as over run and damaged kerbs.

Risk Assessment - Footways

91. The council has over 4 million sqm of footways and pedestrian areas, which range from busy town and city centre footways and pedestrian areas to less frequently used footways in villages and rural areas.

92. There is not a complete record of injuries resulting from incidents involving pedestrians on footways as there is with vehicle collisions on roads. However, an indication of the number of incidents can be derived from the number of claims received by the Council.

93. In the year from 1st April 2016 to 31st March 2017 there were 722 claims received in connection with roads and footways, with 689 being settled by 31st March 2018. The value of the claims paid was £173,934.73.

94. The number of claims paid in connection with footways during the period was 50 which represented 7.3% of the total number of highway claims, and at £24,850.00 was 14.3% of the total value. The claims in connection with footways represent a small proportion of the claims and injuries in comparison with those associated with carriageways.

95. The majority of the footway defects in 2017/18 were identified during inspections (58.9%), with a further 10.3% identified by technicians. There were 328 defects reported by the public which represented 30.8% of the total. Based on the footway defects identified in 21017/18:

Town or City	Defects Identified by Inspections	% Defects identified by inspection	Defects identified by technicians	% Defects identified by technicians	Defects Reported by Customer	% Defects Reported by Customer	Total Defects
Amesbury	8	40.0%	7	35.0%	5	25.0%	20
Calne	22	34.9%	13	20.6%	28	44.4%	63
Chippenham	63	51.2%	1	0.8%	59	48.0%	123
Corsham	66	65.3%	7	6.9%	28	27.7%	101
Devizes	31	55.4%	2	3.6%	23	41.1%	56
Malmesbury	33	67.3%	7	14.3%	9	18.4%	49
Melksham	58	70.7%	7	8.5%	17	20.7%	82
RWB	15	50.0%	1	3.3%	14	46.7%	30
Salisbury	149	59.4%	27	10.8%	75	29.9%	251
Trowbridge	160	70.2%	24	10.5%	44	19.3%	228
Warminster	9	29.0%	6	19.4%	16	51.6%	31
Westbury	13	41.9%	8	25.8%	10	32.3%	31
Total	**627**	**58.9%**	**110**	**10.3%**	**328**	**30.8%**	**1065**

Risk Assessment - Footways

96. The likelihood assessment for footways has been based on the likely level of usage expected for each footway type:

Footway Type	Typical pedestrian use	Likelihood Score	Description
F1	High	4	Main shopping areas
F2	Medium or Low	3	Other urban areas, rural footways and surfaced 'link' footpaths.

97. There is limited information about footway injuries and the claim numbers are comparatively small compared to carriageway rates. For the purposes of this assessment the impact score has been assessed as being medium, as they do not have the fatalities and more serious injuries associated with road collisions.

Footway Type	Impact Score	Comments
F1, and F2	3	Generally footway claims and injuries are not as serious as carriageway claims.

98. The impact score for each footway type has been derived from the likelihood and impact scores in accordance with the risk matrix process.

Footway Type	Likelihood Score	Impact Score	Risk Score	Risk Rating
F1	4	3	12	High
F2	3	3	9	Medium

Footway Investigatory levels

99. The accepted definition of a trip on a footway has been well established as being 20mm. This is based on previous versions of the code of practice and has been tested in court on a number of occasions. It is proposed to retain this definition in the WHSIM.

Footway Inspection Frequencies

100. The footway inspection frequencies and intervention levels used by highway authorities have evolved over time, and generally reflected the suggested

provisions in the old highways codes of practice. This included monthly inspections for the highest category roads footways and annual inspections for the less used routes.

101. It is proposed to continue the Council's current inspection regime of monthly walked inspections at the busiest pedestrian areas. This appears to have been effective for a number of years, conforms to the standards in previous codes of practice and is considered practical with current resources.

102. The less frequently used footways will be subject to inspections annually. The comparatively high number of reports now submitted by the public through the My Wiltshire system, and the ad-hoc inspections made by engineers and technicians, will mean that serious defects are generally identified promptly.

Risk Assessment – Other Assets

103. There are other highway assets which can have potentially serious safety implications, including bridges, street lighting, trees, traffic signals, road signs and drainage infrastructure.

104. Despite the potential risks associated with these assets, the number of incidents involving injury and claims in connection with them is very low when compared to those associated with the carriageways and footways. The routine highway inspections would be expected to identify the more serious issues which can be identified visually.

105. Obstructions in the highway, including fallen trees, flooding, and collapsed walls in certain circumstances may be safety defects in need of urgent action and these would be classified in the WHSIM as P1 defects.

106. Road signs, lighting columns, street furniture and trees identified as being at risk of collapse and likely to create a hazard will be reported by the inspectors to the Local Highways Manager/Highways Engineer for decision regarding the action to be taken. The priority will be to ensure the safety of the public, road users and the workforce.

107. Structural testing of lamp columns and illuminated signs will be undertaken on a risk based approach, taking into account the age of the equipment and type.

108. Programmes of tree inspections and works are regularly undertaken, subject to seasonal restrictions, to reduce the risk to the public. In some cases emergency work maybe required following severe storms or other weather events, or in response to particular safety concerns.

109. Damaged or faulty electrical equipment likely to be a hazard will also be treated as P1 defects and action would be taken by inspectors to safeguard the site and report to the appropriate organisation or department.

110. Lighting and other electrical equipment will be tested regularly as part of the maintenance regime for the asset.

111. Give way lines, stop lines, or zebra crossing markings which are missing or faded to such an extent that they are no longer adequate for their intended purpose would be classified as P3 defects. Other worn road markings and lining would not be considered a priority and would be potentially included in programmes of work or would be referred to the Local Highway Manager for decision.

112. Stop, give way, mandatory and prohibitory traffic signs badly damaged, dirty, obscured or missing would be classified as P4 defects to reflect the likely realistic replacement time. Other signs would be potentially included in

programmes of work or would be referred to the Local Highway Manager for decision.

113. Damaged safety barriers, guard rails, fences and street furniture would be P1 defects if likely to cause a hazard. Other defects with these assets would be potentially included in programmes of work or would be referred to the Local Highway Manager for decision.

114. Bridges and other structures are subject to regular condition surveys and inspections. Damage to parapets and other defects likely to cause a safety hazard would be expected to be identified during routine highway inspections, and are often reported by the public or police. The WHSIM identifies these as P1 defects.

Wiltshire Highways Safety Inspection Manual

115. The Highways Inspection Manual will be superseded by a new manual using the risk based approach described in this document. In previous years the inspection manuals have included condition and service inspections.

116. With the adoption of current asset management principles, and the availability of better technical information, it is proposed that the replacement document should be for safety inspections only using the risk based approach.

117. The Wiltshire Highways Safety Inspection Manual (WHSIM) sets out the inspection regime and investigatory levels to be applied when undertaking inspections on the Wiltshire Council highways network.

Inspection Processes

118. There are serious risks associated with the safety of staff when carrying out inspections, and consideration has been given to reducing these risks in developing the WHSIM. The equipment and safety procedures for both driven and walked inspections are set out in the WHSIM.

119. Driven inspection should be undertaken as a two-man operation, with one driving and one inspecting. This is for safety reasons, and also to ensure that there is effective inspection of the network.

120. It is recognised that there are potential limitations in carrying out footway inspections by a driven inspection, especially with regard to identifying the more minor defects. However, the use of this method is considered justified on the footways where there is lower usage and a history of fewer claims and defects.

121. The use of driven inspections of footways, particularly in rural areas allows resources to be concentrated on the walked inspections in the urban areas and busier footways.

122. Additional inspections are carried out by Council staff during their day to day work on the network, and reports from the public are also received, which significantly increases the monitoring undertaken on the network.

Adoption of WHSIM

123. The WHSIM will become operational at a date to be agreed.

APPENDIX 1 – SWHA Roads Hierarchy

Type	Carriageway Hierarchy	Carriageway Hierarchy Description
2	Strategic Route	Routes for traffic travelling long distances, often with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are often prohibited. Not always National Speed Limit
3	Main Distributor 3a	Routes between Strategic Routes and linking urban centres to the strategic network often with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is often restricted at peak times and there are positive measures for pedestrian safety
4	Secondary Distributor 3b	In rural areas these roads link the larger villages, industrial sites and commercial sites to the Strategic and Main Distributor Network.
5	Link Road 4a	In urban areas these roads usually have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings.
6	Local Link Road	In rural areas these roads link the larger villages, industrial sites and commercial sites to the Strategic and Main Distributor Network.
7	Local Access Road 4b	In urban areas these roads usually have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings.
8	Minor Road	These roads are residential interconnecting roads, usually with uncontrolled pedestrian movements. They provide well used vehicular links within the local access roads.
9	Lanes	These roads are residential interconnecting roads, usually with uncontrolled pedestrian movements. They provide well used vehicular links within the local access roads.
10	Green Lanes and Tracks	In rural areas these form minor access roads to houses and farms.
11	Disused Tracks	In urban areas these form minor side roads and vehicular alleyways

Appendix 2 – Revisions from HIM May 2013

The risk based assessment for the WSIM has resulted in number of changes from the HIM dated May 2013. The significant changes are summarised below:

Subject	Change	Comment
Road types	SWHA hierarchy adopted.	To align hierarchy with other authorities in the south west of England
Tolerance for Inspection frequencies	Tolerance for inspections added.	To make clear the tolerances allowed for carrying out inspections. These were not stated in the HIM.
Inspection Frequencies	Frequency for Road types 7, 8 and 9 to be annual rather than 6 monthly for previous equivalent Group 3 roads	Frequency for inspections of minor roads reduced to reflect lower risks associated with these roads.
P1 Response time	Changed from '24 hours' to 'repair by 23:59 on the next day'.	To align with other authorities and provide more realistic target taking into account risks.
Response times	Change from months to number of days.	To clarify response times and avoid potential confusion with months having different numbers of days.
Pothole defects	Size of P1 defect increased from 250mm to 300mm x 300mm	To return to definition used prior to May 2013, and to clarify definition taking into account risks.
Road markings and signs	Defect definitions and response times revised.	To reflect realistic response times in view of practical considerations and likely resource levels
Footway classifications	Previous three footway categorisations reduced to two.	Simplification of footway grouping to reflect levels of usage.
Footway Inspections	Frequency reduced from 6 monthly to annually on F2 footways.	To reflect low risk, increased public reports and frequency in previous code of practice.

APPENDIX 3

Wiltshire Skid Resistance Policy

September 2018

WILTSHIRE COUNCIL SKID RESISTANCE POLICY

1. Introduction

1.1 General

The Council is required to have in place a Policy governing the use of skidding resistance tests and the actions that arise from the survey data produced. This requirement is contained in 'Well Managed Highway Infrastructure: A Code of Practice 2016', which also recommends that a Policy be adopted as part of the Highways Asset Management Plan.

This document 'the policy' is applied to that part of the road network on which the Council conducts a skid resistance survey. In Wiltshire this skid resistance survey is carried out on the Scrim Survey road network (please see Appendix D for exceptions) using a *Sideway-force Coefficient Routine Investigation Machine* (SCRIM). The policy describes how the provision of appropriate levels of skid resistance will be managed to meet advice and guidance issued by the Highways Agency for Motorways and Trunk Roads in HD 28/15 'Skidding Resistance'; and how measurements of skid resistance are to be made and interpreted to meet the adopted levels through a staged prioritisation process to identify sites for further investigation and treatment.

In this document, the term 'skid resistance' refers to the frictional properties of the road surface measured using a specific device under standard conditions. The term always refers to measurements made on wet roads, unless specifically stated otherwise. These measurements are used to characterise the road surface and assess the need for maintenance, but cannot be related directly to the friction available to a road user making a particular manoeuvre at a particular time.

1.2 Background

An important aspect of maintaining the safe condition of the road is to provide an adequate wet road skid resistance. Studies have shown that improving skid resistance at targeted wet road crash locations can substantially reduce crash rates. The relationship between skid resistance and potential crash sites is not precise and there is no simple dividing line between a 'safe' and 'unsafe' skid resistance condition for a particular section of road but research has been carried out to establish some broad outlines. In the mid 1980s a study by the Department of Transport showed that for some site categories there was a sharp increase in crash risk below certain levels of Characteristic Scrim Coefficient (CSC). The results of this study were used to define the Investigatory CSC originally found in HD28/94 'Skid Resistance' and subsequently updated by HD 28/04 followed by HD 28/15 and 'Well-maintained Highways', Code of Practice for Highway Maintenance Management which has been subsequently updated by 'Well Managed Highway Infrastructure: A Code of Practice. The levels were based on a risk analysis.

Skid resistance improvements can be implemented at relatively low cost by use of surface dressings, retexturing and other means and can produce very substantial benefits to the community in terms of savings in crash costs, and in the reduction of crashes resulting in personal injury. Various studies have shown that expenditure on compliance with skid resistance standards has been cost effective. This is particularly noticeable at high stress sites such as those at approaches to traffic signals and pedestrian crossings since crash densities are high at these locations. Achieving the appropriate skid resistance requirement has produced a high benefit/cost ratio particularly in urban areas. Taking this idea even further, research carried out at Transport Research Laboratory has calculated that a 0.10 increase in CSC on the road network in Great Britain would reduce the wet road skidding rate from 35.4% to 22.2%.

2 Purpose of the SCRIM Policy Document

2.1 To outline the Council's approach to maintaining the appropriate levels of skid resistance on the Scrim Survey Road Network within Wiltshire using a staged prioritisation process to identify sites that require investigation based on Sideway-force Coefficient Routine Investigation Machine (SCRIM) data, Personal Injury Collision (PIC) statistics, police reports, traffic volumes and the road environment.

2.2 To demonstrate that skid deficient sites are prioritised and programmed in a consistent manner by the Council whilst taking into account budget, and programme considerations to ensure resources are directed to those sites in most need and of greatest risk without an increase in the Council's highway maintenance costs.

2.3 To demonstrate through the procedures outlined in this document that the Council have developed a consistent long term strategy to manage the skid resistance of Wiltshire's road network.

2.4 To demonstrate that the Council in developing this policy and strategy have adopted as far as reasonably practical and reflective of existing maintenance budgets funding skid resistance values contained within the Highways Agency Technical Standard HD28/15.

2.5 To demonstrate compliance with industry best practice contained within 'Well Managed Highway Infrastructure: A Code of Practice'.

2.6 To provide the Council with a section 58 defence for the non repair of the road network.

2.7 To outline the Council's approach to the early skid resistance of new surface courses and the monitoring of such sites based on the requirements of HD28/15.

3 HD28/15: Principles

The principles adopted within this document for the identification and prioritisation of investigation and remedial work has been developed from the guidance and advice given in Chapters 5 & 6 of HD 28/15 'Skidding Resistance' issued by the Highways Agency. Chapter 5 'Initial investigation' and Chapter 6 ''Detailed site investigation and prioritisation' provides recommendations for identifying and prioritising sites. It identifies considerations needed for treatment selection and comments on the prioritisation phase; and has been considered in the options developed within the strategy stated in Appendices B and C.

- ***Clause (5.1)*** *All sites where the measured CSC is at or below the IL shall be investigated. The objective is to determine whether a surface treatment is justified to reduce the risk of vehicles skidding, whether some other form of action is required, or whether no action is currently required. If no action is taken, sites will automatically be reviewed again following the next skid resistance measurement if they remain at or below the IL.*

- ***Clause (5.2)*** *The investigation may be undertaken in two stages: an initial investigation, described in this chapter, to check the data and assess the need for a detailed investigation and, secondly, a detailed investigation to assess the justification and priority for treatment, which is described in Chapter 6.*

- ***Clause (5.3)*** *The process for initial investigation is outlined in Figure 5.1 split into the following steps:*

1. *Identify sites at or below the IL*
2. *Identify other sites requiring investigation*
3. *Data validation*
4. *Identify sites for detailed investigation*

- ***Clause (6.1)*** *A detailed investigation is carried out to collate and assess the information available for each site in order to reach a decision about the best course of action. These detailed investigations are carried out on the sites identified from the process described in Chapter 5.*

- ***Clause (6.2)*** *The process is outlined in Figure 6.1 and is split into the following four steps:*

    1. *Collate data*
    2. *Plan investigations*
    3. *Carry out investigations*
    4. *Prioritise and programme maintenance*

4 Responsibilities

4.1 The Roads and Bridges Team will be responsible for the following:

a) Management, development, implementation and regular review of this document 'the policy' and its governance.

b) The procurement and subsequent management of condition surveys with contractors.

c) Quality assurance, the Highway Asset Manager assigned to skidding survey procurement will ensure that all testing equipment employed on site survey complies with the appropriate quality assurance procedures and is duly accredited to survey.

d) Assignment of initial site categories and initial investigatory levels, which would form the basis of the annual skid resistance tests.

e) Processing, analysis and review of raw SCRIM data received from survey contractor.

f) Review of the site categories and investigatory levels for the Scrim Survey Road Network using an accredited Pavement Management System (PMS).

g) Maintaining the appropriate records of site visits and associated documents. This is detailed further in the 'Records' Section 15 of this document.

h) Informing other departments of any issues affecting the site which may be contributory to skid resistance issues.

i) Providing a prioritised list of sites in need of remedial works and to make informed decisions to add to the annual highways programme.

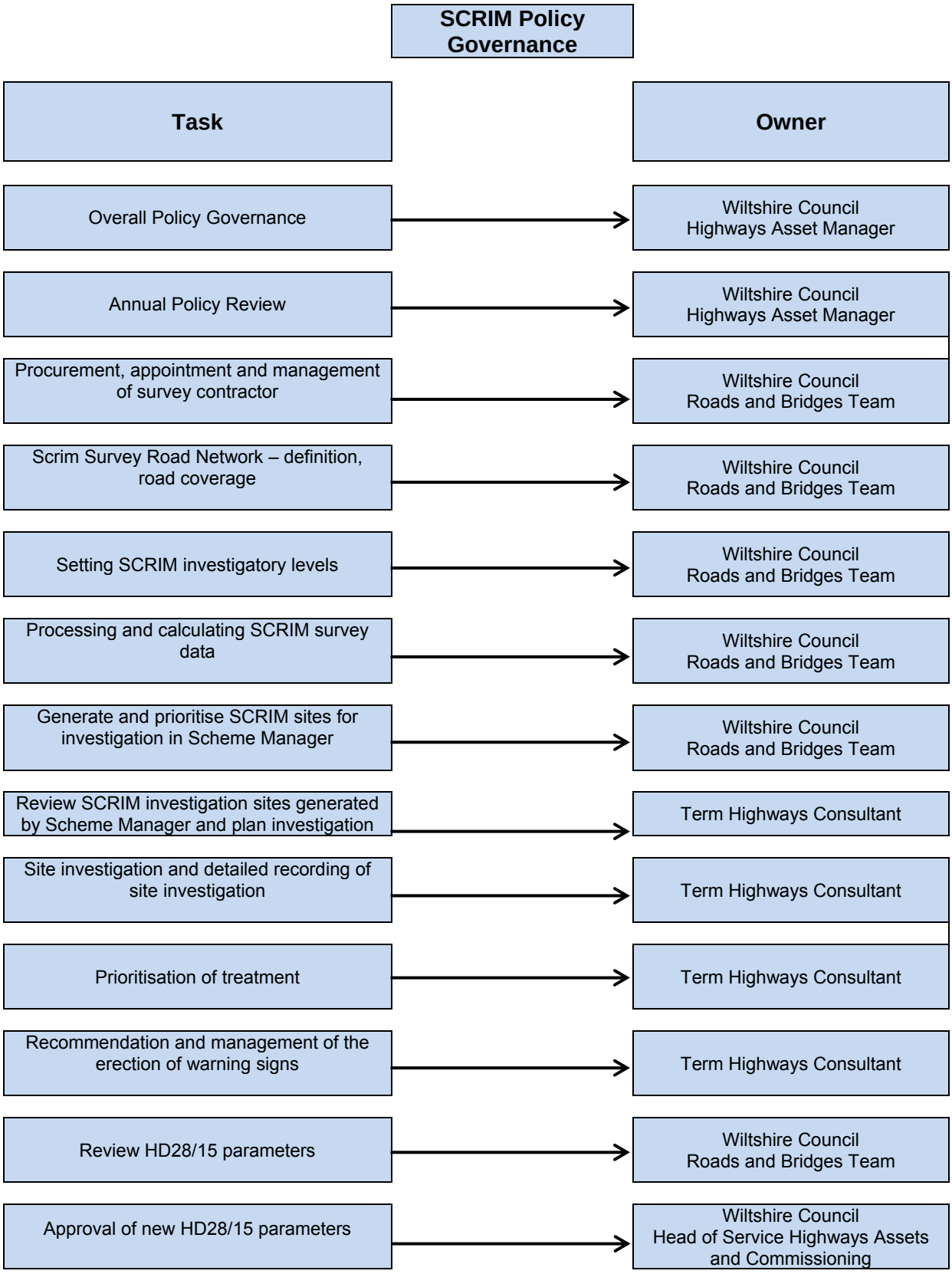


Figure 4.1 SCRIM Policy Governance

5 Methods of Surveying

There are currently three methods of testing skid resistance:

- **SCRIM**
- **Grip Tester**
- **The Pendulum Test**

5.1 SCRIM and Grip Tester are acceptable methods for routine testing on the Scrim Survey Road Network whilst the Pendulum testing is more suited to footway and footpath surveys because of its small sample length. It is also not suited for use on fine or coarse textured surfaces because of operational difficulties (HD28/04, Annex 6.21).

5.2 In 2004-2005 Wiltshire Council adopted the single annual survey method as detailed in HD 28/15 Annex 2 and the full adoption of this survey methodology is ongoing. The Council survey only those roads on the Scrim survey road network, as per Appendix D of this policy document, on an annual basis, hence the whole network acts as the benchmark sites to achieve the Characteristic Scrim Coefficient (CSC). In the absence of this method of surveying being available a suitable alternative would be used to survey following a request after a Personal Injury Collision (PIC).

5.3 SCRIM was introduced in the 1970s to provide a method for routinely testing the skid resistance of the national road network and works in the following way:

5.3.1 The driven machine uses the sideway force principle to measure skid resistance.

- A freely rotating test wheel is fitted with a smooth rubber tyre. This is mounted mid machine in line with the nearside wheel track and angled at a 20° to the direction of travel of the test vehicle. The wheel is applied to the road at a known vertical load, which remains constant.

- A controlled flow of water wets the road directly in front of the test wheel. When the wheel moves forward this slides in a forward direction, subsequently generating a sideways force. The force generated by the resistance to sliding is related to the wet road skid resistance of the road surface.

5.3.2 The measurement recorded of this sideway force allows the Sideway Force Coefficient (SFC) to be calculated. SFC is sideway force divided by the vertical load. These values collected can be recorded continuously along the road to provide skid resistance.

5.3.3 Skid resistance varies with vehicle speed. To try and achieve comparable results the survey vehicle attempts to achieve a constant speed throughout Wiltshire; this would be 50 km/h.

5.3.4 It is important to note, that due to the angle of the test tyre it is much slower than the speed of the operating vehicle. Subsequently any measurements taken are at a low speed, around 17 km/h.

5.3.5 Measurements are recorded as SCRIM readings (SR). A SCRIM reading is the average Sideway Coefficient Force (SFC). A SCRIM reading is the average SFC, multiplied by 100 for a predetermined length of road which is normally 10 metres, recorded as an integer.

5.3.6 SCRIM vehicles are subject to testing procedures to receive accreditation, as with many surveying vehicles. The Council will ensure all vehicles used to survey the network are accredited appropriately.

6 Annual SCRIM Survey Programme

6.1 Skid Resistance is not a constant but is influenced by various factors, such as test speed, temperature, weather conditions and also longer term effects such seasonal weather variations or change of traffic flows. Therefore conditions are controlled as far as possible:

- By measuring the in-service road skid resistance annually in accordance with the criteria below, between the nationally recognised testing periods.
- By specifying a standard testing speed - 50km/h.
- By providing an up to date network plan for the survey contractor to use.

6.2 A defined programme of sites held on Wiltshire Council's Pavement Management System labelled Scrim Survey Road Network shall be tested annually (See Appendix D for roads included and excluded) and in both directions of each single carriageway road and also to include the slow and fast lanes on dual carriageway roads.

6.3 Additional sites may also be selected in accordance with the "Frequent Collision Form" and in liaison with the Traffic Engineering Team. Also the following criteria should be applied in the priority order given below:

i. Known history of PIC occurrence being more frequent than normal, (i.e. personal injury collisions within a 3 year period) particularly if 33% (one-third) or greater occur in wet conditions.

ii. Other sites where skidding is reported and where there is notable potential for conflict between road users, particularly where the outcome is likely to have severe consequences including:

a) Approaches to pedestrian crossing and other high risk sites where significant numbers of pedestrians cross at a given location.
b) Approaches to and across minor and major junctions and approaches to roundabouts, particularly where there is poor advance visibility or the layout is complicated.
c) Gradient steeper than 10% for more than 50 metres.
d) Bend radii less than 500 metres on single carriageway.

6.4 PIC data will be provided on an annual basis by the Council's Traffic Engineering Team from Stats 19. It will be provided in a database and map format.

6.5 Fatal or serious PIC sites: Where fatal or serious PICs occur, and the skid resistance of the road surface may be a contributory factor, the surface condition and historical data will be assessed within 30 days of the Council receiving notification of the PIC.

7 Site Categorisation and Setting the Investigatory Level

7.1 Setting an investigatory level is essential to monitoring the appropriate level of skid resistance relevant at that specific site. It is important to set the Investigatory Level (IL) at

the correct level to the location. If an IL is too high at a site it can with time and monitoring be lowered to reflect the true situation; however if it is set too low initially then it may be difficult to detect if the skid resistance requires improvement until it has fallen further than an acceptable level. Site visits and local knowledge are important in setting a level and in judging whether it is correct for that site. Site categories can vary in length from a very short section of metres to several kilometres, depending on the nature of the site.

7.2 The Scrim Survey Road Network has been categorised for skidding investigatory levels in accordance with the requirements of HD28/15: Table 4.1 – Site Categories and Investigatory Levels, see Appendix A.

- Wiltshire Council use WDM Ltd PMS Site categorisation software for determining the investigatory levels on site.
- The process to achieve site categorisation has been to conduct a desktop exercise using survey video footage obtained from SCRIM and SCANNER surveys. These are validated and reviewed by the Roads and Bridges Team.

- Where the site Investigatory Level set by the Highways department is below that which is recommended in Table 4.1 of HD28/15. The justification for setting the lower level shall be documented. This process is covered in Appendix C of this document.

7.3 The Council's road network Investigatory Levels shall be reviewed when:

- A significant change to the network is made.
- As part of a regular review of all Investigatory Levels every 3 years.
- During site investigation of SCRIM schemes generated and prioritised by this policy.

In all cases, these changes must be logged in the PMS and the PMS highway network amended as necessary.

8 Processing and Analysis of SCRIM Data

8.1 The accredited survey contractor will be provided with a GIS copy of Wiltshire's road network, network details and an HMDIF format document for the data to be placed onto.

8.2 Once the survey has been completed, the data collected will be validated and processed by the survey company. This process involves;

- Correcting factors – i.e. where it was not possible to get the survey vehicle up to the specified test speed.
- Multiplication by the index of SFC applicable to the test wheel when it was surveying.
- Calculation of the CSC.

8.3 Once data has passed through validation and processing, it will then be returned to Wiltshire Council in the HMDIF format in order for the Roads and Bridges Team* to load the data into the PMS and develop the SCRIM deficiencies on the network (see Section 16). This process will highlight any sections which have not been surveyed or which were missing and this can then be addressed by the team and addressed in an appropriate manner e.g. arranging retesting if necessary or if survey data does not exist on the network or there are areas where data has been dropped, the previous year's data shall be used as its replacement.

8.4 No section shall have 2 consecutive years where no measurement has been taken.

8.5 SCRIM deficiencies shall be analysed against the relevant Investigatory Level to determine "realistic" scheme lengths (Section 16). This data will be scored, analysed and processed through the prioritisation strategy detailed in Appendix B using the Scheme Manager (SM) module in the PMS. The top 100 schemes prioritised using the criteria in Appendix B as well as all schemes with an average deficiency greater than 0.15 CSC below investigatory level will be investigated on site.

8.6 All identified sites shall be prioritised and investigated by the Roads and Bridges Team* to determine if the intervention level is correct and whether treatment to improve the skid resistance is required or an alternative action is appropriate. Any such site visits will be documented using the appropriate forms featured in Appendix C and in accordance with section 9 of this document.

* task may be designated to the Term Highways Consultant

9 Site Investigation

Site visits are essential to establishing, 'what's out there' and the accuracy of the survey results collected. Sites highlighted in the survey analysis, the "Frequent Collision Form", by routine safety inspections, or by the Traffic Engineering Team, or by any other means will require a detailed logged inspection.

9.1 Sites identified will be visited on the basis of the 'highest risk ranking' as determined by Scheme Manager. This will not necessarily be the most deficient site however all sites produced by SM, which have an average deficiency **greater than 0.15 below investigatory level** will be assessed on site.

- **Sites where the CSC is greater than 0.15 below the defined Investigatory Level will require a detailed investigation within a 3 month period of receiving the processed survey results. The site visit will then establish if the Investigatory Level is correct and if so, whether surface treatment is necessary to reduce the risk of PICs; particularly if any PICs have occurred in wet conditions or have involved skidding. Site visits will be well documented using, the site visit form detailed in Appendix C.**

9.2 Some form of treatment or intervention will be justified if:

- Greater than 50m of the section has a SCRIM deficiency greater than 0.15 below investigatory level.
- Based on PIC analysis, the collision rate per 100 million vehicle/kilometres is higher than those national rates shown in Road Casualties Great Britain (DfT/ONS).
- Based on PIC analysis, the site has a higher than average proportion of PICs in wet conditions or involving skidding for the type of site being considered.
- The nature of individual sites and the demands of road users mean that a higher PIC risk (compared with other sites in the same category) might be expected with the skid resistance at its current value or if it were to fall further before the next measurement. In this case preventative maintenance is justified to address a potential increase in PIC risk.

9.3 If none of the above criteria are met, the site will be kept under review. If skid resistance and PIC pattern remain stable for more than 3 years then lowering of the Investigatory Level should be considered, this will also be documented using the Site Investigation

Form, featured in Appendix C.

9.4 The most appropriate form of treatment will be identified for each site which is found to require remedial works to restore an adequate level of skid resistance. Generally these will be a surface treatment, however if site investigations should identify different defects or behaviour of road users which an engineering measure may be able to resolve, the relevant department within Wiltshire Council will be notified to decide the best course of action for the site in question.

9.5 If the site visit were to find additional routine maintenance issues, such as additional signing required or road markings required or road sweeping required, the appropriate department should also be informed.

9.6 If the skid resistance and PIC pattern is stable over an extended period of time i.e. for more than 3 years, it might be advisable to reassess the Investigatory Level and consider lowering it. It is essential that stability of the site is observed and documented before reducing the Investigatory Level. Site investigations will be prioritised based on 5 main categories which are detailed later in this document under Appendix B.

10 Prioritisation of Treatment

Site investigations are essential in this process of identifying the sites most in need of remedial or other works to improve skid resistance. The detailed process of prioritisation is explained in Appendix B however;

- **The first priority for remedial treatment is any site where the average skid resistance is more than 0.15 units of CSC below the defined Investigatory Level (subject to site investigation)**. Thereafter, priority must be given to completing remedial treatments where:

    - The skid resistance is substantially below the Investigatory Level (e.g. at least 0.15 units of CSC or below value) and/or
    - Low skid resistance is combined with low texture depth and/or
    - PIC history indicating that there is clearly a risk of wet or skidding PICs.

10.1 In other cases, remedial surface treatment will be programmed as a longer- term measure, taking into account other maintenance requirements. Priority for treatment should consider all new treatment lengths and those previously recommended for treatment but where treatment has not yet been carried out or programmed. If a year has elapsed since site investigations the PIC history for the site will be reassessed using the most up to date data.

10.2 The investigation level of greater than 0.15 units of CSC below Investigatory Level is a departure from the level set out in HD 28/15 of CSC at or below the Investigatory Level. This figure has been derived from an assessment of the 2009 scrim data. This process identified 100 sites for further investigation and is considered to represent the optimum number to ensure the correct balance between resource availability, budget and programme.

The long term objective of the Council is to comply with limits stated in HD 28/15 through a 10 year strategy; a strategy that will involve the annual review of the parameters stated above and the scrim process stated in section 16 of this policy.

11 Use of Warning Signs

11.1 Signs such as the slippery road sign are essential for notifying road users of any problematic areas of highway ahead, which may require extra care and attention. The use of 'slippery road' sign(s) (Diagram 557 that can be supplemented with a distance plate) used in accordance with the instructions contained in The 'Traffic Signs Regulations and General Directions 2016', shall be considered where;

11.1.1 The skid resistance determined by Scheme Manager is considerably below the Investigatory Level (i.e. >0.15* units of CSC below IL). However, signs will not be erected until the site has been investigated in accordance with section 10 and documented on the Site Visit Form (Appendix C). If deemed necessary signs will be erected within 1 month of the investigation.

11.1.2 The Intervention Level is not breached and the surface is to specification, but PICs still occur as a result of road user behaviour (ref HD28/15-Section 5) - signs will be erected within 1 month of the investigation.

11.1.3 A site investigation and a safety audit have concluded that there is a need for treatment to improve road skid resistance - signs will be erected within 1 month of the investigation.

11.2 If a site has been resurfaced using a Thin Surface Course which exhibits a low skid resistance, as Chapter 12 explores. The appropriate signs will be erected in accordance with The Traffic Signs Regulations and General Directions 2016 and any subsequent amendments as appropriate.

11.3 Slippery road warning signs should be removed from site as soon as they are no longer required. This should be after any remedial treatment has been carried out and the Highways Team, are satisfied that skidding resistance levels have been restored to an appropriate level. This may require skid resistance and texture depth testing to ensure that the necessary level has been achieved. A site visit will be documented and kept on file when signs are both erected and removed this will be documented on the Site Investigation Form (Appendix C).

12 Early Life Skid Resistance of New Wearing Courses

12.1 HD28/04 recommends that consideration should be given to the use of slippery road signs on new thin surface course treatments that may exhibit a lower skid resistance in the first period of service, than after a period of trafficking.

12.2 For Engineering purposes Wiltshire Council generally does not use thin surface course treatments (such as SMA) on the road network and therefore do not monitor early life skid resistance.

13 Re - Classification of Site Investigatory Levels

13.1 Re-classification and amendments to the Investigatory Levels should only be undertaken with the approval of the Highways Asset Manager. The criteria for amending a site are:

- Incorrect site classification (HD28/15 Table 4.1).
- Changes to the network (classification usage alignment) resulting in a need to amend the site category.

- Amendments to or the addition of site categories/investigatory levels after a 3 year review, 1/3rd per year is assessed, in compliance with this document and documented using the SCRIM Category Editor module in the PMS. This review is not a detailed review and is used primarily to ensure the SCRIM site categories are correct. Investigatory levels may be raised as a result of this procedure but in most cases the recommended Investigatory Level will be used (see Appendix A)

- Re-classification due to the level of PICs.
- Re-classification due to site investigation brought about by this policy.

13.2 Any such change to the Investigatory Level must be applied to the records held on the PMS System. Where site investigation forms have been completed (Appendix C) these must also be held on record.

14 Policy Records

14.1 Where any verbal or written enquiries regarding skidding matters are recorded onto Wiltshire Council's Customer Enquiries or Highway Claims Systems, details of these will be passed to the Roads and Bridges Team.

14.2 An initial investigation will be carried out by the Road and Bridges Team* within 3 months to determine the nature of the problem, e.g. spillage, loose chippings, surface fretting, loss of surface texture or polishing of surface aggregate, etc.

* task may be designated to Highways Term Consultant or Local Highways Office

14.3 Where polishing is considered to be the cause of the problem the Highway Asset Manager will arrange for the following to be undertaken:

- To determine whether it is already a known problem site based on PIC data and whether skid testing has already been requested.

- To obtain any available skid testing data for the site (tested within last 3 years) and if not, to arrange for testing to take place.

- To arrange for a one-off skid resistance test or inclusion of the site in the next round of annual testing programmes whichever is deemed appropriate to the site.

14.4 After testing, if the CSC for the site is below the defined Investigatory Level a site investigation will be arranged in accordance with Section 9.

14.5 Details of the actions proposed will be recorded on the trace form and held on the customer enquiries system in accordance with the procedures specified in this document.

14.6 The following records shall be maintained to demonstrate implementation of this policy; these shall be maintained by the Roads and Bridges Team:

- Setting of Investigatory Levels for the Scrim Survey Road Network, including justification for any deviation from the recommendations of HD28/15.

- Setting of Investigatory levels for selected sites on the Scrim Survey Road Network, including justification for any deviations from the recommendations of HD28/15, see details in section 7 of this document.

- Quality Assurance documentation and certification from any survey contractors engaged.
- Skid testing results and data analysis since the introduction of this policy.
- Site investigation findings for any sites assessed.
- A database of sites where and when slippery road warning signs have been erected showing subsequent removal dates where appropriate shall be maintained by the Roads and Bridges Team.
- Priority lists of sites for remedial treatment to restore an adequate level of skid resistance.
- Details of completed works programmes, relating to remedial treatment for substandard skid resistance.
- A Register of enquiries regarding skidding matters and actions taken.

15 Delegations and Authorised Officers

15.1 The responsibility for implementation of this policy and Procedures document is delegated to the Head of Highways Asset Management and Commissioning.

15.2 For practical day-to-day delivery, the authorised persons to carry out the various stages necessary to implement the above policy and procedures are shown in Section 4.

16 The Procedure for Defining SCRIM Sites

The procedure for assessing SCRIM survey data in Wiltshire for the Scrim Survey Road Network is outlined in figure 16.3 and is a modification of Figure 2.1 found in HD 28/15.

In general terms the process will follow the procedure below;

1. Define the network which the SCRIM policy document will relate to.

2. Survey the network in accordance with the new annual survey method.

3. Run the data through the PMS system to develop the SCRIM deficiency on the network.

   - If data does not exist on the network or there are areas where data has been dropped, the previous year's data shall be used.

   - If no data is available then it shall be backfilled with the average reading for the previous road section.

   - **No section shall have 2 consecutive years where no measurement has been taken.**

4. SCRIM deficiencies shall be analysed against the relevant Investigatory Level to determine "realistic" scheme lengths based upon a minimum length of 50m using WDM's Scheme Manager as outlined below.

5. The data will be scored and analysed, and processed through the prioritisation strategy.

Scheme Manager uses the following condition metric to determine the SCRIM deficient sites:

The SCRIM survey data is calculated in the PMS in 10m lengths and provides individual readings for each side of the carriageway as described in Section 6. Each 10m length contains a SCRIM deficiency reading. Scheme Manager will generate individual schemes for each side of the carriageway. The site needs to be deficient by -0.03 CSC. The *Minimum Scheme Length* is 50m, with a *Maximum Join Distance* between defective areas of 20m. This will develop 50m length deficient schemes with an average deficiency. Figure 16.1 below is a screen print from Scheme Manager.

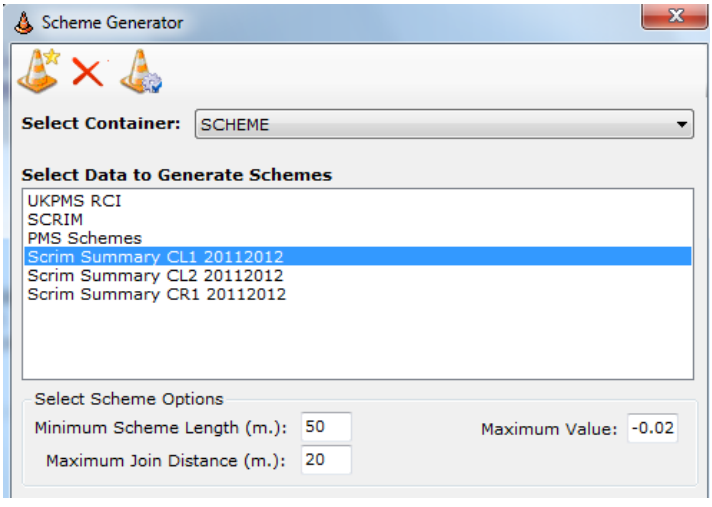


Figure 16.1 – SCRIM Scheme Creation Parameters
*Maximum Value is calculated as >-0.02

The functionality to create a scheme is in essence to merge the condition over a known length between known thresholds. The *Maximum Join Distance* is the length the system searches to find another defect length which is below the *Maximum Value*.

If the system finds another defective length lower than the *Maximum Value* then it shall continue to merge the defect lengths together until it meets the *Minimum Scheme Length*. An illustration of this procedure is shown in figure 16.2.

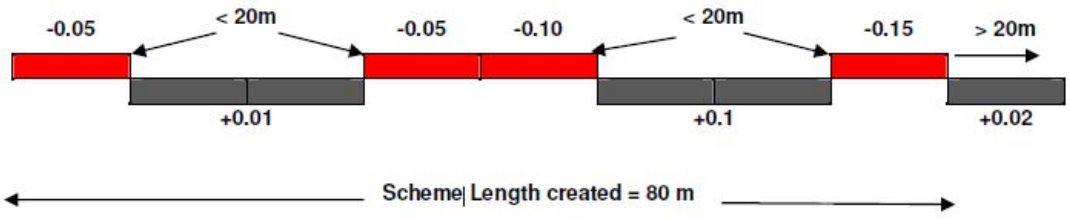


Figure 16.2 – Scheme Creation example

Figure 16.2 shows how the scheme would be created completing the scheme length where it cannot find a defect length lower than the *Maximum Value* within *the Maximum Join Distance*. Scheme Manager then creates a length weighted average deficiency for the scheme. In this example the average deficiency is calculated as:

$$\frac{(-0.05*10) + (+0.01*20) + (-0.05*10) + (-0.10*10) + (+0.1*20) + (-0.15*10)}{80}$$

The average deficiency in this example is -0.01.

This process will highlight sites with an average deficiency greater than -0.15. All schemes generated using the criteria in Section 16, regardless of their average deficiency will also be prioritised using the methods in Appendix B. Please see section 18 for an example of this process.

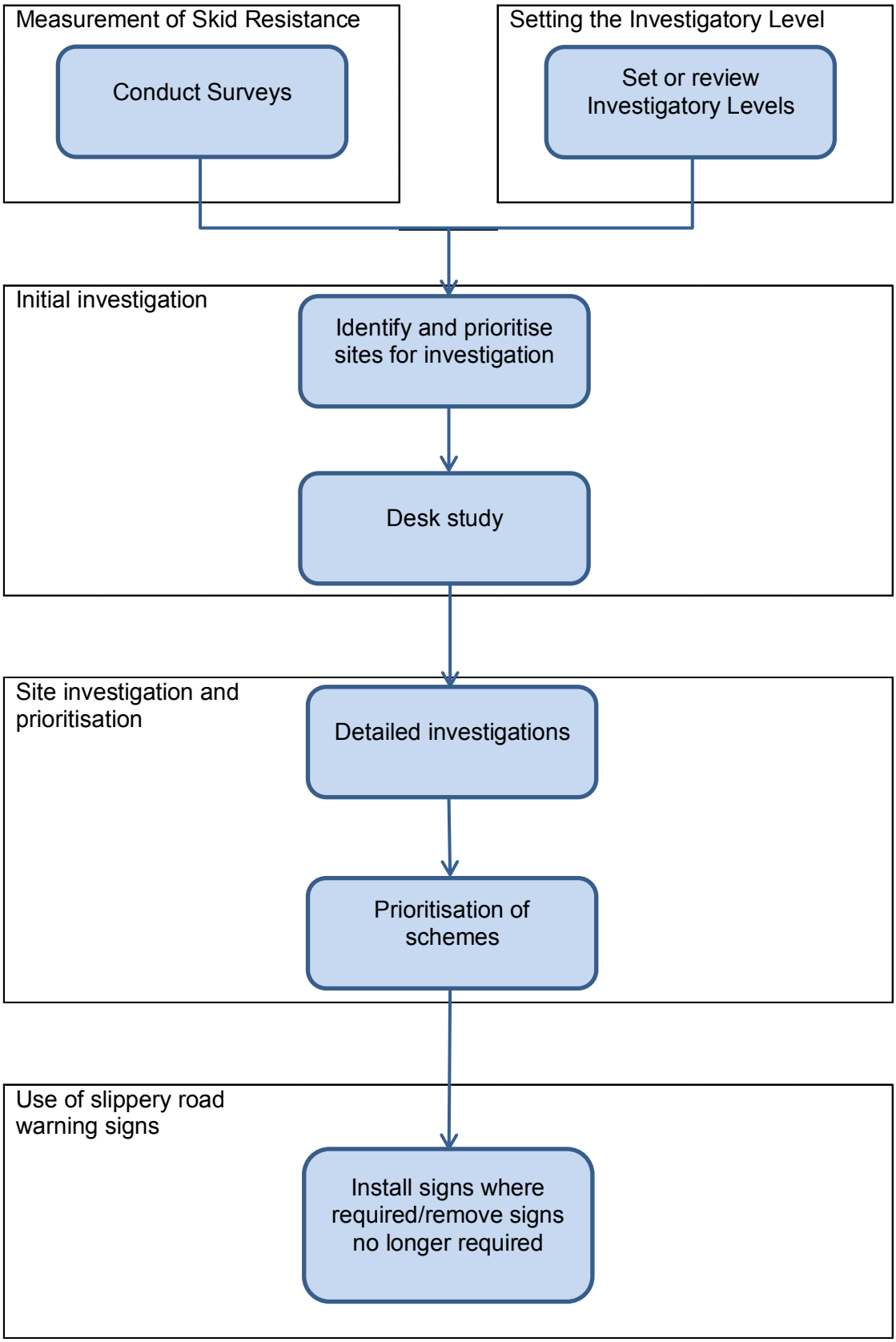


Figure 16.3 – Overview of process

17 References:

17.1 Design Manual for Roads and Bridges

- HD28 (DMRB Volume 7 Section 3 Part 1) Skidding Resistance
- HD36 (DMRB Volume 7 Section 5 Part 1) Surfacing Materials for New and Maintenance Construction
- HD36 (DMRB Volume 7 Section 5 Part 2) Bituminous Surfacing Materials and Techniques.

17.3 Roads Liaison Group

- The Traffic Signs Regulations and General Directions 2016

17.4 Statutory Documents

- Highways Act 1980
- Well Managed Highway Infrastructure: A Code of Practice

Appendix A: Table of Investigatory Levels

Site Category and definition	Investigatory Levels at 50km/h							
	0.30	0.35	0.40	0.45	0.50	0.55	0.60	0.65
A Motorway >50mph		X						
B Dual Carriageway non event >50mph		X						
C Single Carriageway non event >50mph			X					
B-1 Dual Carriageway non event <50mph	X							
C-1 Single Carriageway non event <50mph		X						
Q Approaches to and across minor and major junctions, approaches to roundabouts >40mph					X			
Q-1 Approaches to and across minor and major junctions, approaches to roundabouts ≤ 40mph				X				
K Approaches to pedestrian crossings and other high risk situations >40mph						X		
K-1 Approaches to pedestrian crossings and other high risk situations ≤ 40mph					X			
R Roundabout					X			
G1 Gradient 5-10% longer than 50m					X			
G2 Gradient 10% longer than 50m						X		
S1 Bend radius <500m – dual					X			
S2 Bend radius <500m – single carriageway >50mph						X		
S1-1 Bend radius <500m - dual carriageway <50mph				X				
S2-1 Bend radius <500m – single carriageway <50mph					X			

Table A.1 Wiltshire Site Categories and Investigatory Levels – Adapted from HD28/15
Notes: X denotes the Investigation Level (IL) which is to be used in Wiltshire

Appendix B: Prioritisation of SCRIM Sites for Treatment

The Prioritisation of "Hazard Attributes" Approach

It is important that the initial selection of hazard attributes and respective weightings should be considered by all relevant stakeholders. There should be no ad hoc changes made to the procedure and it should be reviewed annually to ensure it is still in line with the Asset Management Plan and meet the needs of the Stakeholders.

Note: It is important to remember that this process will be used once the schemes have been identified using the criteria in Section 16. Table 1 below shows the five hazard attributes and weightings used in this prioritisation process in Wiltshire.

Hazard Attributes	Weighting (%)
Personal Injury Collisions	15
Skid Deficiency	35
Speed Environment	20
Investigatory Level	20
Road Hierarchy	10

Table 18.1 - Weighting of Attributes

18.1 Personal Injury Collisions – (15%)

This attribute accounts for all PICs that occur within the scheme extent.

Calculating Score:

a. Total of all PICs over the last three years.
b. One or more fatal PICs shall have a maximum score of 15.

No. of PICs	Score
0	0
1 - 2	3
3 - 4	6
5 - 7	9
8 - 10	12
>10	15

Table 18.2 – PIC Categories

18.2 Skid Deficiency – (35%)

This attribute accounts for the condition of the surface. The latest seasonally corrected information should be used. For each site there will be a value for each 10-metre lane section as below:

Skid Deficiency Value = CSC – IL

CSC = Characteristic SCRIM Coefficient

IL = Investigatory Level

Calculating Score:

a. Every 10 metre lane section within each SCRIM site defined in Section 16.0 will have a score based upon the table below:

Skid Deficiency	Score
>0	0
Between 0.00 & -0.03	7
Between -0.04 & -0.06	14
Between -0.07 & -0.09	21
Between -0.10 & -0.15	28
Greater than -0.15	35

Table 18.3 – Skid Deficiency Categories

18.3 Speed Environment – (20%)

This attribute accounts for the signed speed of the road section

Calculating Score:
Note: The actual speed limit shall be used but this doesn't necessarily represent the speed of vehicles.

Speed Environment (miles/hr)	Score
30 mph	8
40 mph	12
50 mph	16
Greater than 50mph	20

Table 18.4 Speed Environment Categories

18.4 Investigatory Level (IL) – (20%)

This attribute accounts for the importance of the site in terms of skid resistance need. A higher value indicates that the surface requires a higher demand for skid resistance as motorists will be required to either stop or slow down quickly or negotiate sensitive road alignments such as bends, gradients, crossfall. (See Appendix A)

Calculating Score:

Investigatory Level	Score
0.30	4
0.35	8
0.40	12
0.45	16
Greater than 0.50	20

Table 18.5: Investigatory Categories

18.5 Road Hierarchy – (10%)

This attribute accounts for the importance of the site in terms of road classification which is reflective of vehicular trafficking levels and associated risk factors.

Calculating Score:

Description	Road Hier.	Score
Unclassified Roads	U	4
C Class Roads	C	6
B Class Roads	B	8
A Class Roads	A	10

Table 18.6: Road Hierarchy Categories

18.6 Score Calculation

Scheme Manager (SM) creates a length weighted *hazard score* for each of the attributes above (with the exception of PICs) using the values set out in the score column of each attribute table. The PIC *hazard score* is not length weighted and is calculated by counting the number of PICs within the scheme polygon and then applying the score to it. The example below shows how SM calculates a *hazard score* for Skid Deficiency. It does this by taking the skid deficiency reading over each 10 metre section and applying it to the score values set out in table 18.3.

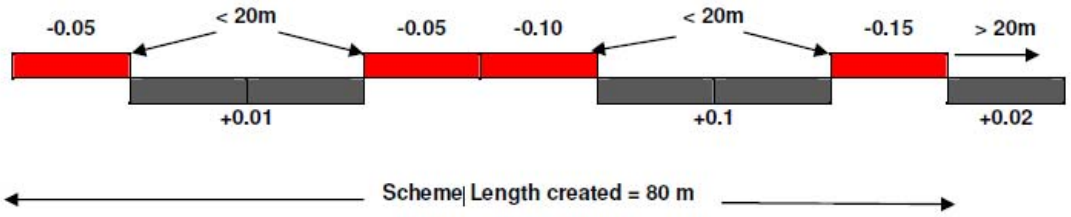


Figure 18.1 – Calculation of hazard scores

$$\frac{(14*10) + (0*20) + (14*10) + (28*10) + (+0*20) + (28*10)}{80}$$

The Skid Deficiency attribute score in this example is 10.5.

SM then combines all five attribute scores *to create a Total Hazard Score with a maximum score of 100.* The sites are then ordered from highest to lowest with the highest priority ranking allocated to the site with the highest total (see Table 18.7 below).

Total Hazard Score = PIC Hazard Score + Skid Deficiency Hazard Score + Speed Environment Hazard Score + Investigatory Level Hazard Score + Road Hierarchy Hazard Score

Table 18.7 is purely illustrative of the overall "Prioritisation of Hazard Attributes Approach" and is not an extract from Scheme Manager.

Weighting (%)	15	35	20	20	10		
	HAZARD ATTRIBUTE SCORES						
Site Name	PICs	Skid Def.	Speed Env.	IL	Road Hier.	Total Hazard Score	Priority Rank
Site 1	12	28	20	4	2	66	1
Site 2	3	28	20	4	4	59	2
Site 5	3	14	20	4	4	45	3
Site 6	3	10.5	20	4	4	41.5	4

Table 18.7: Prioritisation of Hazard Attributes Approach (Example)

Appendix C – Site Investigation Form

SITE INVESTIGATION FORM - SITES IDENTIFIED IN ACCORDANCE WITH SCRIM POLICY	
Road Name:	
Location:	
Date of Site Inspection:	
Carried out by:	
Weather Conditions	
PAVEMENT CONDITION DATA	
Is the lowest skid resistance in areas where road users need to stop or manoeuvre?	
Rutting:	
Delaminating:	
Cracking:	
Fatting up:	
Cross trenches:	
Gradients:	
Vegetation:	
Surfacing Material:	
VISUAL ASSESSMENT	
Kerbs:	If yes, face depth (mm):
Footway:	
Drainage:	
Positive gullies:	
Positive side entries:	

Grips: Ditches:
None evident:
Is a visual inspection of the surface condition consistent with the available survey data?
Is the general surface condition consistent with that of the nearside wheel path (where skid resistance and texture depth is usually measured) or are there localised areas of the following that could give rise to uneven skid resistance, and so increase the risk of road traffic collisions occurring? Polished surface:
Low texture depth:
Patching:
Areas of different surfacing materials:
Is the area of the maintained pavement surface free from debris and other sources of contamination?
Is water known to drain adequately from the carriageway during heavy rain?
Is the pavement free from other defects such as potholes?
Is there any evidence that road users have had difficulty in negotiating the site successfully (e.g. tyre tracks in verge, tyre deposits on carriageway due to heavy braking)?

ROAD LAYOUT
Is the road design appropriate for the speed and volume of traffic?
Is the layout unusual or likely to be confusing to road users?
Is the carriageway particularly narrow?
Is the road layout appropriate for the number and type of vulnerable road users (e.g. pedestrians, cyclists, motorcyclists)?
Are junction sizes appropriate for all vehicle movements?
Are priorities at junctions clearly defined?
Are traffic signals clearly visible and operating correctly?
MARKINGS, SIGNS & VISIBILITY
Are all road markings and traffic signs appropriate and effective at all times (i.e. day and night)?
Are there any redundant traffic signs which cause confusion?

Are signs adjacent to high speed roads adequately protected vehicle impact?
Is visibility adequate for drivers to see the correct path?
Are sightlines at side road junctions/accesses adequate?
Does any landscaping affect visibility?
If vehicle queuing is likely, is the back of the queue visible to approaching motorists?
SUGGESTED TREATMENT
ANY OTHER RELEVENT INFORMATION

Appendix D – Scrim Survey Road Network

Roads included within the Wiltshire Scrim Survey Road Network

Road No.	Description
A27	JUNCTION A36 (WHITEPARISH) EAST TO HAMPSHIRE BOUNDARY
A30	DORSET BOUNDARY TO HAMPSHIRE COUNTY BOUNDARY
A3026	JUNCTION A338 TIDWORTH TO JUNCTION A342 LUDGERSHALL
A3028	A345 DURRINGTON TO A303 BULFORD
A3094	JUNCTION A36 NETHERHAMPTON TO A338 HARNHAM
A3098	SOMERSET BOUNDARY EASTWARDS TO A350 WESTBURY
A3102	A350 MELKSHAM NE TO ECC RBT CALNE MARSH
A3102	A4 CALNE TO PRINCE WALES RBT WOOTTON BASSETT
A3102	PRINCE OF WALES RBT TO AND INCLUDING JUNCTION 16 M4
A3102	A3102 (JUNCTION 16 TO WILTS/SWINDON BOUNDARY)
A338	HAMPSHIRE BOUNDARY NORTH TO BERKSHIRE BOUNDARY
A342	A4 SOUTHEAST TO HAMPSHIRE BOUNDARY
A343	JUNCTION A30 TO HAMPSHIRE BOUNDARY
A345	CASTLE ROAD RBT (A36) NORTH TO A4 MARLBOROUGH
A346	A342 NORTH TO SWINDON BOUNDARY
A350	DORSET COUNTY BOUNDARY NORTH TO M4 JUNCTION 17
A354	HAMPSHIRE BOUNDARY NORTHEAST TO JUNCTION A338 SALISBURY
A360	ST PAULS RBT SALISBURY NORTH TO DEVIZES
A361	SOMERSET BOUNDARY NE TO A4 BECKHAMPTON ROUNDABOUT
A362	COUNTY BOUNDARY WEST TO JUNCTION A36
A363	BANES/WILTSHIRE BOUNDARY SOUTHEAST TO A350 YARNBROOK
A365	A4 BOX TO A361 SEEND FORK
A366	COUNTY BOUNDARY TO TRINITY RBT TROWBRIDGE
A4	COUNTY BOUNDARY EAST TO BERKSHIRE BOUNDARY
A420	COUNTY BOUNDARY EAST TO A4 CHIPPENHAM
A429	M4 JUNCTION 17 NORTH TO COUNTY BOUNDARY
A4361	BECKHAMPTON RBT NORTHWARDS TO C121 SALTHROP FARM
B3052	GEORGE LANE (A345 EAST TO A346) MARLBOROUGH
B3079	COUNTY BOUNDARY NORTH TO A36 LANDFORD
B3080	A338 DOWNTON EAST AND SOUTH TO COUNTY BOUNDARY
B3081	BOUNDARY SOUTHEAST TO TOLLARD ROYAL TO BOUNDARY
B3083	A36 STAPLEFORD NORTH TO A303 NORTH TO A360 SHREWTON
B3085	A345 EAST THROUGH DURRINGTON TO A3028
B3086	A360 (SHREWTON) NORTH EAST AND SOUTH A344 AIRMANS CORNER
B3087	A345 PEWSEY TO A346 RBT BURBAGE
B3089	A303 WILLOUGHBY HEDGE EAST TO A30 BARFORD ST MARTIN
B3092	B3095 MERE NORTH TO COUNTY BOUNDARY
B3095	COUNTY BOUNDARY (MERE) NORTHEAST TO A350 LONGBRIDGE DEVERILL
B3097	HAYNES ROAD WESTBURY N AND E TO YARNBROOK RBT & HAWKERIDGE LINK
B3098	A350 WESTBURY EAST TO A342 WEDHAMPTON
B3099	COUNTY BOUNDARY EAST TO A3098 WESTBURY
B3101	A361 (CAEN HILL) TO A342 (ROWDE)
B3105	A363 (BRADFORD ON AVON) TO A350 (WEST ASHTON)
B3106	BYTHESEA MINI TROWBRIDGE TO B3107 HOLT
B3107	A363 BRADFORD-ON-AVON EAST TO A350 MELKSHAM
B3108	COUNTY BOUNDARY LIMPLEY STOKE EAST TO A363 BRADFORD
B3109	SOMERSET/WILTSHIRE BOUNDARY TO A4 RUDLOE
B3353	A365 SHAW NORTH TO A4 CORSHAM
B3414	A36 RBT EAST THROUGH WARMINSTER TO A36 RBT HEYTESBURY
B390	A36 HEYTESBURY EAST TO A360 SHREWTON

Roads included within the Wiltshire Scrim Survey Road Network

Road No.	Description
B4001	B4192 TO COUNTY BOUNDARY
B4003	JUNC A4 WEST KENNET NORTHWEST TO A4361 (AVEBURY)
B4005	THAMESDOWN BOUNDARY TO M4 JUNCTION
B4014	COUNTY BOUNDARY SOUTHEAST TO A429 MALMESBURY
B4039	A420 LANHILL NORTHWEST TO COUNTY BOUNDARY
B4040	COUNTY BOUNDARY NE TO A419 SLIP ROAD CRICKLADE
B4042	B4040 MALMESBURY TO COPED HALL RBT WOOTTON BASSETT
B4069	A420 CHIPPENHAM NE TO A3102 RBT LYNEHAM
B4122	B4069 NORTH TO M4 JUNCTION 17
B4158	A420 LITTLE GEORGE TO GOLF COURSE RBT
B4192	SWINDON BOUNDARY SOUTHEAST TO COUNTY BOUNDARY CHILTON FOLIAT
B4528	PHEASANT RBT NORTH TO MALMESBURY ROAD (CHIPPENHAM)
B4553	SWINDON BOUNDARY NORTHWARDS TO B4040 CRICKLADE
B4696	B4042 BALLARDS ASH TO COUNTY BOUNDARY TO A419 (LATTON BYPASS)
C10	C360 ELM HILL TO BOREHAM ROAD WARMINSTER
C10	30MPH DITCHAMPTON TO JUNCTION A30 WILTON
C12	C64 FIFIELD BAVANT TO JUNCTION A338
C146	SWINDON BOUNDARY SOUTHEAST TO COUNTY BOUNDARY (BAYDON)
C156	PRIORY STREET (A4 TO C86) CORSHAM
C189	A346 OGBOURNE ST GEORGE TO C190 MARLBOROUGH
C20	A360 BLACK DOG TO A365 REDSTOCK
C227	C234 SOUTHWICK TO WHITE HORSE ROUNDABOUT (NORTH BRADLEY)
C234	GOOSE STREET/WINSOME STREET (SOUTHWICK)
C25	C43 CROSSROADS TO JUNCTION A30
C295	B3081 CROSSROADS NORTH TO A30 LUDWELL
C30	HIGH STREET (GREAT BEDWYN)
C325	RANDELLS CROFT ROAD TO C63 SOUTH STREET WILTON
C328	C12 ODSTOCK NORTH TO A354 BOUVERIE RBT
C360	A36 RBT THROUGH WARMINSTER TO A350 UPTON SCUDAMORE
C362	A36 RBT NORTHEAST TO B3414 WARMINSTER
C365	AVENUE LE FLECHE SE TO PEWSHAM WAY RBT
C373	MANLEY ROAD/SEYMOUR ROAD (B3106 SHAILS LN TO B3106 CANAL RD MINI)
C374	C46 NORE MARSH ROAD TO A3102 RBT (WOOTTON BASSETT)
C381	A350 RBT MELKSHAM NORTH TO AND INCLUDING MARKET PL RBT (MELKSHAM)
C382	MARKET PLACE RBT SOUTHEAST TO BOWERHILL RBT (MELKSHAM)
C394	A4 TO OXFORD ROAD RBT (CALNE)
C414	PRINCE OF WALES RBT WOOTTON BASSETT NORTH TO B4553 PURTON
C415	A3102 WOOTTON BASSETT SOUTHEAST TO A4361 BROAD HINTON
C43	C25 XRDS (BECKFORD ARMS) TO A303 TRUNK ROAD (CHICKLADE)
C46	C415 STATION ROAD TO C374 BINCKNOLL LANE
C48	COUNTY BOUNDARY TO A365 (SOUTH OF BOX)
C49	WEST ASHTON ROAD (A350 TO A361 RBT) TROWBRIDGE
C50	A361 NORTH TO A4 QUEMERFORD (CALNE)
C502	SPA HILL RBT TO A3102 BOWERHILL (MELKSHAM)
C503	A342 NORTH TO A361 (DEVIZES)
C504	A361 NORTH TO B3105 (HILPERTON)
C56	A345 BEEHIVE RBT NORTHEAST TO A338 RBT (WINTERBOURNE)
C57	A36 (WILTON RBT) NORTHEAST TO JUNCTION A360
C6	A346 HERD STREET TO B4192 (RAMSBURY)
C63	BULBRIDGE ROAD NORTH TO A30 WILTON
C74	A4 (LITTLE FIRTH) SOUTHEAST TO A338
C7	HAWKERIDGE ROAD (YARNBROOK)
C8	A361 HORTON ROAD RBT EAST TO A345 PEWSEY
C86	PRIORY STREET NORTH TO A420 (CORSHAM)

094402	THE PACKWAY (LARKHILL)
142837	ROWBARROW (SALISBURY)

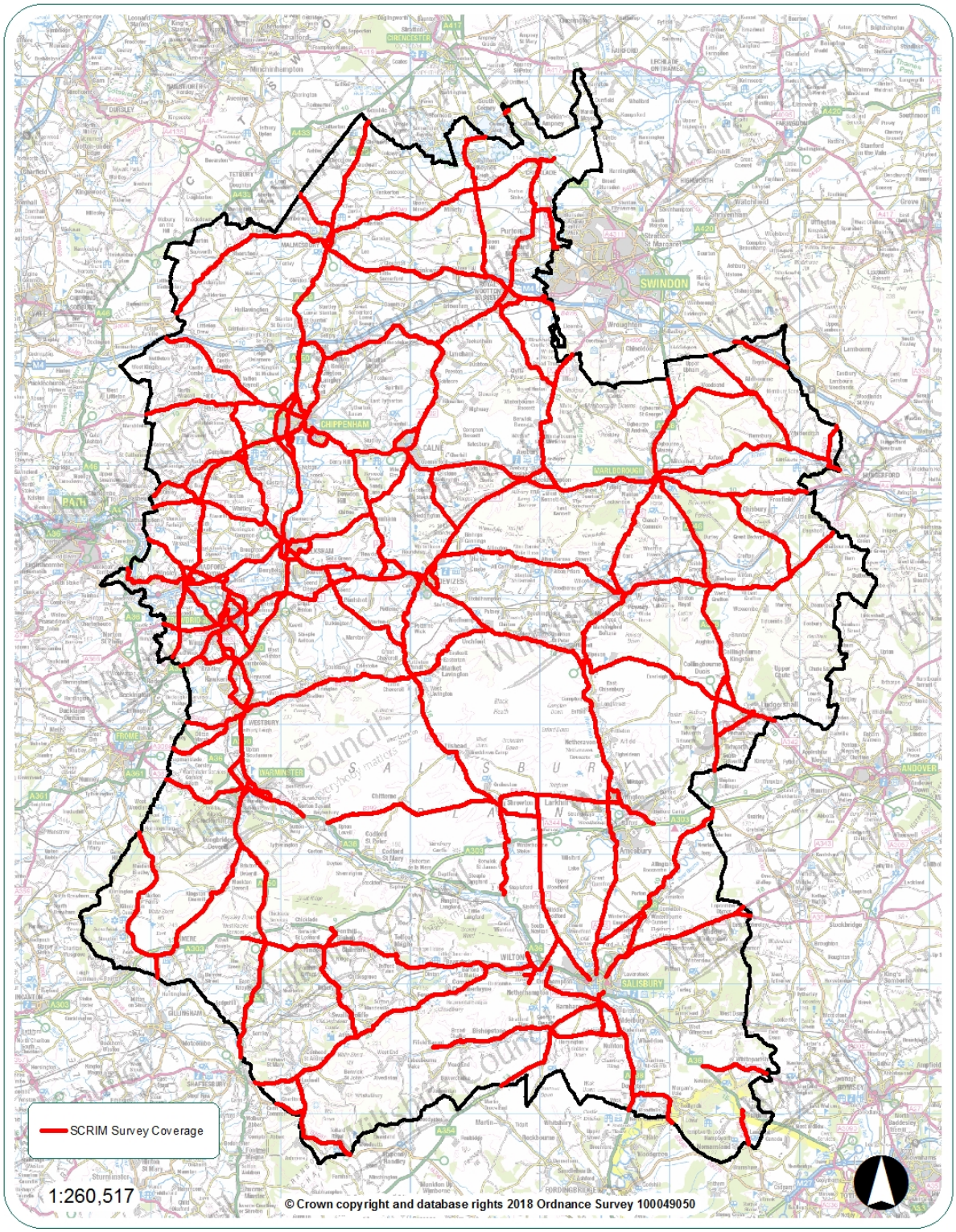
Classified and other Roads not included within the Wiltshire Scrim Survey Road Network due to survey difficulty and speed limit

Road No.	Description
C18	THE COMMON (MARLBOROUGH)
C32	RBT 2 SOLSTICE PARK TO RBT 3 PORTON ROAD (AMESBURY)
C329	ST PAUL'S RBT NORTHEAST TO A30 ST THOMAS BRIDGE (SALISBURY)
C360	THE CLOSE (WARMINSTER)
C361	FROME ROAD (TROWBRIDGE) BRADLEY ROAD TO THE SHIP
C361	FORE ST/CASTLE ST (LONGFIELD RBT TO B3106 WICKER HILL) TROWBRIDGE
C363	NEWTOWN (TROWBRIDGE) THE SHIP TO TRINITY RBT
C365	MARKET PLACE SE TO PEWSHAM WAY RBT INCLUDING SPURS
C366	A4 ROWDEN HILL NORTH TO A420 CHIPPENHAM
C367	C365 NEW ROAD TO EASTERN AVENUE CHIPPENHAM
C368	A3094 TO HIGH STREET SALISBURY
C369	CASTLE STREET RBT SE TO A338 RBT SALISBURY
C370	CATHERINE STREET AND QUEENS STREET SALISBURY
C372	CHURCH ST/MARKET ST/ROUNDSTONE ST TROWBRIDGE
C377	SIDMOUTH ST/MARYPORT ST/MONDAY MARKET (DEVIZES)
C387	SNUFF STREET (DEVIZES)
C395	HAMPTON PARK RBT TO SEMINGTON ROAD RBT (MELKSHAM)
C500	SLIP ROAD AND RBT TO WAITROSE (SALISBURY)
006113	MARKET PLACE (DEVIZES)
006115	ST JOHNS STREET (DEVIZES)
006116	HIGH STREET (DEVIZES)
006118	SHEEP STREET (DEVIZES)
006123	WINE STREET (DEVIZES)
006125	TESCO CARPARK (DEVIZES)
006126	RENDELLS COURT (DEVIZES)
093108	KINGSBURY SQUARE (WILTON)
142908	IVY STREET (SALISBURY)
142929	BUTCHER ROW (SALISBURY)
142930	FISH ROW (SALISBURY)
142931	LINK FISH ROW TO NEW CANAL (SALISBURY)
143006	SCOTS LANE (SALSIBURY)
143007	BEDWIN STREET (SALISBURY)
143011	SALT LANE (SALISBURY)
143012	CHIPPER LANE (SALSIBURY)
143013	ENDLESS STREET (SALISBURY)
143016	CHEESE MARKET (SALISBURY)
143031	BOURNE HILL (SALISBURY)
143032	ESTCOURT ROAD (SALISBURY)
143035	BUTTS ROAD (SALISBURY)
143037	ASHLEY ROAD (SALISBURY)
826009	CHURCH STREET (BRADFORD ON AVON)
855201	HEADQUARTERS ROAD (WESTBURY)
855301	LINK ROAD (WESTBURY TRADING ESTATE)
855302	QUARTERMASTER ROAD (WESTBURY)
855303	BROADWAY NORTH (WESTBURY)
855304	VICTORY ROAD (WEST WILTS TRADING ESTATE)
855835	FORE STREET (TROWBRIDGE)
855839	BROAD STREET (TROWBRIDGE)
865206	STORRIDGE ROAD (WESTBURY)
867023	BEECHFIELD ROAD (CORSHAM)

867024	PAUL STREET (CORSHAM)
875114	HIGH STREET (WESTBURY)
877002	THE TYNINGS (CORSHAM)
877009	NEWLANDS ROAD (CORSHAM)
877010	POST OFFICE LANE (CORSHAM)
906337	CHURCH STREET (MELKSHAM)
917323	MONKTON HILL (CHIPPENHAM)
917324	FOGHAMSHIRE (CHIPPENHAM)
927319	TIMBER STREET (CHIPPENHAM)
927320	LORDS LANE (CHIPPENHAM)
927321	CHAPEL LANE (CHIPPENHAM)
927322	ST MARY'S STREET (CHIPPENHAM)
927325	EMERY LANE (CHIPPENHAM)
927328	RIVER STREET (CHIPPENHAM)
997016	CHURCH STREET (CALNE)
997122	HIGH STREET (CALNE)
997123	THE PIPPEN (CALNE)
093104	NORTH STREET (WILTON)
093108	KINGSBURY SQUARE (WILTON)
093109	MARKET PLACE (WILTON)

Wiltshire Council
Where everybody matters

Appendix E - Survey Coverage Plan



Wiltshire Highways Maintenance Policies

September 2018

Wiltshire Highway Maintenance Policies

Contents

Introduction

Wiltshire Council is the local highway authority and is responsible for the maintenance of the highway network, with the exception of the Motorway (M4) and the Trunk Roads (A303, A36 and A419) which are the responsibility of the Highways England.

Some other roads may be public rights of way, but are privately maintained, or are unadopted highways. Bodies responsible for these include Housing Associations, MoD and private owners.

Wiltshire Council is responsible for maintaining about 4,400 kilometres of road, and keeps a record of the highways for which it is responsible.

The duties and powers of the Council as the Highway Authority are set out in the Highways Act 1980 and other relevant legislation, including the New Roads and Streetworks Act 1991.

This document sets out a number of the policies that the Council has adopted in carrying out its duty as local highway authority. It is not intended to be a complete list of such policies, and there are policies in connection with traffic management, Community Area Transport Groups and speed limits which are not included.

ROADS AND BRIDGES

Inspection of the Highways Network

Wiltshire Council regularly inspects the highway network for which it is responsible. The most important and busiest routes are inspected monthly, with other roads inspected every three months or annually.

In town centres and busy pedestrian areas the footways and pedestrian areas have walked inspections once a month. Other less well used pedestrian footways are inspected annually.

Cycleways which are part of the carriageway are inspected when the road is inspected, and cycleways remote from a carriageway are inspected annually.

The inspection frequencies and investigatory levels for roads and footways are described in the ‘Wiltshire Highways Safety Inspection Manual’.

Repairs of defects

Some carriageway and footway defects have to be treated more urgently than others. The priority given to each type of defect depends on its location, and its priority is allocated in accordance with the criteria described in the ‘Wiltshire Highway Safety Inspection Manual’.

Serious highway defects are attended to as soon as possible, usually by the end of the next day. Less serious defects are repaired as part of a planned maintenance programme.

In cases where defects are not considered to be an immediate safety hazard, the area of concern may be added to a programme for future planned maintenance, and is monitored for further deterioration and treatment as necessary.

Planned Highway Maintenance

Wiltshire Council carries out regular inspection, testing and surveys of the condition of the highway network using visual and mechanical surveying techniques. This information is recorded for reference and analysis, and is used in developing future maintenance programmes.

Programmes of planned maintenance involving the reconstruction, patching, repair and resurfacing of parts of the highway network are carried out annually. The schemes programmed depend on the availability of funding, the condition and deterioration of the site, the volume of traffic, and the safety implications. This work has to be co-ordinated with the large number of public utilities and others who also have programmes to maintain and renew their own plant and apparatus in the highway.

As well as maintaining the safety of the road network, the planned maintenance of the highway network increases the life of a road so that its condition does not deteriorate so quickly. These factors are taken into account in determining maintenance programmes.

Because of the limited funding available it is necessary to set priorities. A long term programme is developed, but this usually has to be reviewed annually as the condition of the network may change over time and with use.

Road Surfacing Materials

Wiltshire Council uses a variety of surfacing materials on its road network, taking into account local circumstances and the whole life cost. Generally Hot Rolled Asphalt (HRA) with chippings is the preferred material for main roads. On rural roads surface dressing, often referred to as ‘tar and chipping’, is usually the appropriate treatment if the structural condition of the road is suitable,

Surfacing materials such as porous asphalt or Stone Mastic Asphalt (SMA) are not usually used in Wiltshire because of concerns about long term durability. Some of the ‘quieter road surfacing materials’, especially SMA have been used in the past, but resulted in a considerable number of surfaces failing and needing replacement earlier than would have been expected, and many highway authorities no longer use them.

When the SMA surfacing fails it generally has to be removed and replaced. More traditional materials can often be overlaid or surface dressed at a much lower cost. Hot Rolled Asphalt surfacing would usually last 20 - 25 years, and in many cases will last considerably longer. With SMA a life of 10 – 20 years may be indicated by manufacturers, but early life failures from as early as 7 years have been known.

On older roads, where the underlying construction was not designed for modern traffic, and drainage systems may not be to modern standards, the use of SMA material is likely to have a shorter life as it tends to be less flexible than other materials.

SMA would probably be a more viable alternative if funding was available to resurface our roads more frequently. This happens in some countries, but is not the case with current funding levels for local roads provided by central government in the UK. Research is continuing by manufacturers to develop more durable versions of the SMA material, but at present it is not a material that this Council would normally use.

The Council will continue to monitor progress on the development of new road surfacing materials, and may carry out trials using new materials where appropriate.

High Friction Surfacing

On approaches to pedestrian crossings and traffic signals, special high friction surfacing has often been provided. This material is comparatively expensive, usually requires frequent renewal, and the light coloured material can make stop lines and crossing zig-zag markings less conspicuous.

On roads with a 30mph speed limit, high friction surfacing would not normally be provided unless there was a particular safety problem or road layout limitation that would justify it.

When high friction surfacing is provided it will usually be gray or black in colour.

Inspections of Bridges and Structures

The Council currently maintains 988 bridges, and there are 265 bridges maintained by other organisations, including those belonging to Network Rail and the Canal & Rivers Trust.

The Council carries out General Bridge Inspections of its own bridges every two years, and now carries out more detailed Principal Bridge Inspections every six to ten years depending on the bridge type and its construction.

The frequency of bridge inspections may change in the future as a result of any published revisions to Highways England guidance. A summary of the current inspection regime is included as **Appendix A** of this document.

STREET LIGHTING

Responding to Street Lighting Faults

The Council is responsible for street lighting on adopted local highways. The legislation does not require the Council to provide road lighting, and a Highway Authority's duty of care does not imply any duty to keep the public lighting lit. However, where street lighting is provided the Highway Authority has a duty of care with respect to maintaining its road lighting and highway electrical equipment in a safe condition.

This Council has over 40,000 street lights and has a target of repairing them within 5 days of faults being identified or sooner if there is a structural or electrical fault. Where possible a repair will be made at the first visit, but sometimes this may not be possible if replacement equipment is required.

Sometimes there are faults with the underground electricity supply. These supplies are usually the responsibility of the electricity supply company, currently SSE in Wiltshire, and the Council's contractors are not allowed to work on their equipment. Under the nationally agreed Guaranteed Standards of Performance put in place by OFGEM they have 25 days to make the necessary repair, or 20 days when multiple units are involved.

Street Lighting Energy Saving

In response to requests from communities in 2010 the Council implemented a scheme, initially in rural areas, to reduce unnecessary lighting by introducing part night lighting where some of the street lights are turned off between midnight and 5.30am. This saves energy, and reduces the Council's carbon footprint.

The part night lighting was subsequently introduced in the larger urban areas from 2014. The lighting is usually operated as follows:

> About half the street lights operate for part of the night. Generally they are off between midnight and 5.30am.
>
> Lights at junctions, pedestrian crossings and where required for safety remain on all night.
>
> Lighting where there are CCTV systems, in town centres, and in areas where crime is a problem remains on.
>
> The operation of the lights is monitored and alterations may be made to their operation, especially if requested by the police.

The Council has an aging lighting stock. Older units are being replaced by LED and energy efficient units as funding allows. Where LED lighting is used it is generally be subject to dimming to reduce energy consumption when traffic levels are low.

Signs on Street Lighting Columns

Temporary or permanent signs may only be attached to street lighting columns with the authorisation of the Highway Authority. Such signs can be a danger to the public as lighting columns are generally not designed to take the additional wind loading, and the signs can obstruct visibility for drivers and other road users.

The Council may take appropriate measures to have unauthorised signs and obstructions removed.

Street Lighting Columns

Street lighting columns will generally be non painted galvanised steel columns. In conservation areas consideration will be given painting columns, which would usually be black.

Existing cast iron lighting columns in conservation areas will be retained where feasible, and painted. Consideration will be given to replacing with similar types of units should they need to be replaced because of damage or safety reasons.

Festive Lighting

Festive and Christmas lighting adds greatly to the appearance of towns and villages during Christmas and special events, and it is encouraged as they can play an important role in community life.

Installing or connecting decorations to street lighting columns, or placing decorations over a road, needs to be done safely and it is necessary to get permission from the Council and arrange to pay your energy supplier for the energy used.

The Council has adopted guidance and procedures which must be followed in order to reduce the potential risks associated with festive lighting. In order to obtain approval, applicants have to provide information on the lighting to be installed and the connections proposed.

Details of the requirements, limitations and approval process for installing festive lighting are available on the Council's website.

SIGNS AND ROADMARKINGS

Sponsorship of Roundabouts

Where roundabouts or other landscaping maintenance is sponsored by third parties sponsorship signs may be provided. Regulations regarding placement of sponsorship signs within the public highway are covered under section 115(e) of the Local Government Miscellaneous Provisions act 1982.

The Council may issue licences, normally for a ten year period, to enable town and parish councils to enhance the maintenance of roundabouts and the surrounding streetscene amenity.

Any signs placed on the roundabouts must be approved by the Council as local highway authority and comply with the following:-

The sign face:-

1. Should not exceed 0.3 sq metres in area.
2. The sign must contain the wording "Sponsored by" or "Sponsors of"
3. Should not be made of reflective material.
4. Should not use colours that closely resemble traffic signs.
5. Should not contain open hours, telephone numbers and e-mail addresses.
6. Should not promote alcohol, tobacco, political parties or business of a sexual nature.
7. Should be discreet and respect its surroundings.
8. May be illustrated with the maximum of 2 emblems i.e. the Town Crest and the Sponsors logo.

The sign should be erected:-

1. The posts must be erected by the highway authority or an accredited contractor, taking measures to protect underground services and apparatus.
2. At low level between 300mm and 900mm above ground.
3. On a separate post from any sign.
4. Where it does not obstruct sight lines and vehicles.
5. Where it will not be so distracting or confusing that it creates a hazard for, or endangers, road users who are taking reasonable care for their own and other safety.
6. Where it will not present a hazard to pedestrians.

Brown Tourism signs

A policy on the provision of tourism signs was jointly produced by the VisitWiltshire Tourism Partnership and the highways team at Wiltshire Council. A copy of the Tourism signs policy document is available on the VisitWiltshire website at:

https://www.visitwiltshire.co.uk/information/tourism-signposting

The policy follows the requirements set out by central government as to the types of establishment that are eligible for tourism signs, the type and number of signs that can be provided, the routes to be followed, and indicates that all costs associated with the signing have to be borne by the applicant.

Initial enquiries about potential tourism signs should be addressed to the Partnership on 01722 323036 or by email at info@visitwiltshire.co.uk

Vehicle Activated Signs

Wiltshire Council no longer installs permanent Vehicle Activated Signs (VAS) for speed limit educational purposes as the long term effectiveness of these signs is in doubt. Existing installations will be removed upon expiry of equipment life and will not be replaced.

Permanent VAS indicating hazards, such as bends, are still installed at those locations with a significant history of speed related collisions or where other measures are not considered appropriate. In order to ensure that the effectiveness of the permanent VAS is maintained it is necessary to avoid proliferation of their use.

Wiltshire Council has a policy that allows Town and Parish Council's to own and deploy Portable Speed Indicator Devices (SIDs) at sites with an identified speed issue. SIDs are used as a tool to raise driver awareness of speeding at specific locations and are in position for short periods to maximise their effectiveness.

A note regarding SIDs has been prepared and is included as **Appendix C** of this document.

Mirrors on the highway

It is not the practice of this Council to authorise the use of mirrors as the road safety benefits are very much in doubt. Mirrors can give a misleading image, and dazzle motorists in sunlight or with headlights reflected at night. They can also become

misaligned and their performance can be compromised by a covering of moisture or dirt. Drivers involved in accidents often seek to apportion blame and the erection of a mirror on the highway could result in claims against the Highway Authority.

As an alternative it may be possible in some cases to seek the co-operation of neighbouring land owners to enable a mirror to be positioned clear of the highway, subject to obtaining the necessary permissions.

Unauthorised Signs

Temporary signs not authorised by the Highway Authority either freestanding or attached to lighting columns and other street furniture can be a danger to the public, and can obstruct visibility for drivers and other road users.

Wiltshire Council may take appropriate measures to have unauthorised signs and obstructions removed.

Advertising and 'A' Boards on the highway

'A' boards, temporary advertising media such as bicycles or trailers are often used outside shops by traders to promote their business activities. This must be undertaken in a manner which does not detract from the street scene, and is sensitive to the needs of all users of the highway.

The requirements in connection with placing advertising boards are included as **Appendix C** of this document.

In general 'A' boards must be placed directly against the frontage of the business and should not extend beyond the frontage of its own premises. On footways a clear pedestrian route must be maintained, which should be a minimum width of 2 metres, and not obstruct emergency exits from buildings. Outside town centres where footfall or traffic is infrequent, a minimum of 1.8 metres should be left between the 'A' board and any space used by vehicles. 'A' boards must be removed when the business is closed, during events, or when the area is closed for community events.

White Bar Marking at Vehicle Accesses

Where vehicular accesses are frequently obstructed by inappropriately parked vehicles, the Council allow the installation of white bar markings at the applicants cost. The marking itself is not enforceable, but the marking should provide a reminder that parking across a dropped kerb causes an obstruction. Creating such an obstruction on the highway is an offence. The Police may at their discretion issue a fixed penalty notice, but it should be noted the Police may have higher priorities to address.

Requirements for the provision of white bar markings at accesses are included as **Appendix D** of this document.

Advisory Disabled Parking Bays

A disabled parking bay is a parking space in a residential area, marked with white paint with the words ‘disabled’ at the edge of the box.

A disabled parking bay can be used by any Blue Badge holder, and is not exclusively for the applicant's use. The parking bays are advisory only and not enforceable. A non-blue badge holder may park there without being penalised. Wiltshire Council can mark disabled parking bays on the highway if the resident requesting the disabled parking bay meets the required criteria and if the Council’s highways team approve the location.

To be considered for a Disabled Parking Bay, an assessment will be undertaken by an Occupational Therapist employed by Wiltshire Council Adult Social Care. The Occupational Therapist will use the guidance in the Occupational Therapy guidelines to decide whether a disabled parking bay is indicated. To request an assessment a referral should be made to the Adult Social Care Team on 0300 456 0111 or email:

customeradvisors@wiltshire.gov.uk.

When the Occupational Therapist has agreed that the person is eligible for a disabled parking bay, the highways team will assess the location to ensure that it is safe. If the location is approved by the highways team, arrangements will be made for the bay to be painted and an indicative date for carrying out the lining will be given, subject to weather conditions and access arrangements.

The painted lines forming the advisory disabled parking bay markings usually last for about five years. Should an existing parking bay require re-painting, the resident should contact the Adult Social Care team in the first instance on 0300 456 0111. If the provision of the disabled parking bay is still appropriate, the Adult Care Team will contact the Highways Team to arrange the re-painting.

Advisory Disabled Bay Markings are not provided in areas subject to other waiting restrictions as they cannot conflict with legal restrictions.

White edge markings on roads

Most roads in Wiltshire do not have white edge markings. With an extensive road network and limited budgets, the priority is to ensure that centre-line, junction and pedestrian crossing markings are replaced and renewed.

At locations with identified safety issues white edge lining may be provided to define the carriageway alignment on rural roads, where there is adequate road width.

MAINTENANCE ON THE HIGHWAY NETWORK

Co-ordination of Streetworks

Road works are carried out by many different organisations, including telephone, gas and water companies. The Council does not have direct control over these, especially when they need to carry out emergency works to repair leaks and damage, but it does have a responsibility to co-ordinate their work. Statutory meetings attended by all the

relevant organisations are held quarterly, with additional site specific consultation taking place as necessary.

The Council co-ordinates its work on the highway with works carried out by others in order to reduce traffic delays and congestion. This requires the use of appropriate traffic control systems and traffic management during roadworks.

The Council inspects works being carried out on the highway, and can prosecute where work is not being carried out properly or in a safe manner.

Excavation in the Highway

Permission is required from the highway authority before excavating in the public highway. Accredited Streetworks contractors only are permitted to excavate in the highway.

Under the Highways Act 1980 a person may make a temporary excavation within a street that is maintainable at public expense, but the permission of the highway authority is required.

Under the New Roads and Streetworks Act 1991 the authority may grant a licence permitting a person to place or retain apparatus in the street such as electricity cables or water mains. A Streetworks Licence authorises the licensee to carry out the works permitted by the licence.

Drainage of the Highway

Roads have features designed to take surface water off the road, including drains, gullies, grips and ditches. Highway drainage usually has capacity for rainfall falling on the road and footway. It does not have capacity to accommodate surface water running off fields, gardens and adjoining land. Exceptional rainfall, surface water runoff from adjacent land, and rising river levels can cause roads to flood even when the drainage is in good working order.

The Council regularly cleans out carriageway gullies that collect the water from the road, and arranges special visits by gully tankers to respond to sudden blockages. Gullies on the busier roads are cleaned out at least once a year, and the others are usually cleaned every three years. At sites with high safety risks the gullies will be cleaned out more frequently.

Highway drainage problems are identified by the regular inspections of the network, by reports through MyWiltshire, or as a result of calls from the public or town and parish councils, and appropriate action is taken to deal with the identified problems.

Sometimes flooding is caused by burst water mains, and the relevant water company is responsible for repairing these.

The drainage ditches alongside rural roads are usually the responsibility of the adjoining landowner to maintain. The highway authority has the right to discharge water into

them. Landowners should ensure that ditches and watercourses are properly maintained in order to reduce the risk of flooding.

Flooding on the Highway

Flooding can occur because of rising rivers, surface water run-off or rising groundwater levels. In severe cases it may be necessary to temporarily close roads to traffic for safety reasons.

The Council investigates flooding incidents to determine whether flood prevention or drainage improvement measures would be viable. In some cases it may not be practical or affordable to prevent flooding, and mitigation measures may have to be considered to reduce the impact.

Flood risk in Wiltshire is primarily managed through the Operational Flood Working Groups (OFWGs), which are chaired by elected Councillors, and usually attended by the Environment Agency, Water Companies, Highways England, Network Rail, and town and parish council representatives.

The priorities for considering flood alleviation measures are assessed against the following criteria:

(i) High speed road standing water
(ii) Property flooding
(iii) Highway flooding
(iv) Land flooding
(v) Agricultural land flooding.

The OFWGs work with land owners, town and parish councils and others to resolve flooding issues.

Obstructions and Encroachment on the Highway

Wiltshire Council as Highway Authority has a duty to keep public highways open, and to remove obstructions and encroachments which may cause a risk or hindrance to highway users.

Before taking any action the Council will carefully consider the extent of the highway and nature of the encroachment.

Measures are taken to remove any encroachment which prevents the legitimate use of the highway. If deemed appropriate, the Council may decide to extinguish highway rights where the encroachment has taken place.

Grass Verges

Highways verges are cut in order to maintain visibility at junctions and bends, to prevent traffic signs from being obscured, to control brushwood and scrub, to reduce the risk of fire and to maintain and enhance the biodiversity of the verges where compatible with highway safety.

Most grass verges on rural roads are generally cut once a year. This cut is usually carried out in May, June or July. However the timing of the cut will depend on the weather and growth.

Visibility Splays at junctions are often cut more frequently on an ad-hoc basis where there may be a risk to the highway user.

Some grass verges are protected or not cut for environmental reasons, particularly where they have high ecological value.

Hedges

The cutting or trimming of hedges is generally the responsibility of the landowner.

Occasionally it may be necessary for the Council to remind land owners of their obligation to prevent their hedge from encroaching on to the highway and obstructing highway users or highway furniture such as traffic signs.

There may be instances when the Council may need to cut private hedges for highway safety reasons.

Generally, any hedge cutting is undertaken outside of the bird nesting season but may be done so when required for highway safety reasons following consultations with the ecologist or others.

Roadside Memorials and Floral Tributes

Whilst it is understandable that as part of the grieving process there is sometimes a need for bereaved relatives to visit the scene of an accident, there can be serious road safety concerns over this practice. The locations of many road deaths, especially in rural locations, tend to be at places where it is not safe to stop and/or walk on the carriageway.

Permanent memorials are not permitted within the highway because of road safety concerns.

Floral tributes are usually permitted to remain for a period of not less than 14 days but generally not more than 30 days. The Highway Authority will arrange for collection and disposal within this period, with the bereaved being given the option of receiving the non-floral tributes which may be placed along with flowers.

Mud on Roads

Some mud or dirt on roads may be inevitable in rural areas where farming is the main activity. However, it is an offence to allow soil or refuse from land adjacent to a public highway to fall, be washed, or carried onto the road. Mud from vehicles and animals can be a potential hazard to other road users, and can be the cause of accidents.

Wiltshire Council usually contacts the farmer or those responsible in the first instance, asking for the mud to be removed. If it is not removed within a reasonable time the

Council may arrange for the work to be undertaken and seek to charge the person responsible. The Police may prosecute for failure to remove.

Positive action is taken in respect of development sites where activity is likely to result in mud being carried onto the roads, either through imposition of conditions on planning approvals or by way of a planning agreement with developers.

Private Maintenance of Highway Verges

In some cases it is possible for the Council to grant a licence under Section 142 of the Highways Act 1980 to allow the planting and maintenance of a highway verge by others. Each case is considered on its merits, taking into account the legislation, location, usage and safety implications.

Scaffolding and Hoardings on the Highway

The law requires that scaffolding operations are properly planned and carried out. It is necessary to have adequate insurance cover in the form of a public liability policy.

A licence must be obtained from the Wiltshire Council for any scaffolding work on the public highway. The licence sets out the standards on such matters as lighting, signing, guarding, protection and maintenance of public passage and any other issues that are site specific.

Consideration is given on an individual basis to each application, and site specific conditions may be included to ensure safety.

Skips on the Highway

Before placing a skip on the highway it is necessary to obtain permission in the form of a licence from Wiltshire Council. It is necessary to prove that there is adequate insurance cover in the form of a public liability policy.

Consideration is given on an individual basis to each application, and site specific conditions may be included to ensure the risk to highway users is minimal.

Materials on the Highway

Before placing building materials, sand or bricks on the highway it is necessary to obtain permission in the form of a licence from Wiltshire Council, and it is necessary to prove that there is adequate insurance cover in the form of a public liability policy.

Consideration is given on an individual basis to each application, and site specific conditions may be included to ensure the risks to highway users is minimised.

Weeds on the Public Highway

Unless required by legislation the Council has a policy of weed control, not eradication. Suitable methods of weed control are determined taking into account safety, size of infestation, effectiveness, and the effect on the environment.

The problems caused by Common Ragwort are appreciated, and it is important that treatment is prioritised according to severity of infestation and proximity to livestock or land used for livestock feed.

In built up areas the Council arranges for treatment of weeds at least once a year.

Third Party Claims

Third Party claims against the Council as highway authority are usually for either personal injury accidents or damage to personal property such as cars, clothing or premises, caused by alleged defects in the publicly maintainable highway.

Section 58 of the Highways Act 1980 provides the Council with a statutory defence against claims where it can establish that reasonable care has been taken to "secure that the part of the highway to which the action relates was not dangerous to traffic".

The Council operates a systematic process of highway safety inspections, intervention and repair to satisfy its statutory obligation under Section 58 of the Highways Act 1980.

The Council determines liability using evidence to ascertain whether it has been negligent or in breach of its statutory duty. Such decisions are based on legal principles. Each claim is considered on its merits, irrespective of value. The Council defends claims where liability is disputed, but if liability is established claims will be settled promptly.

Trading on the Highway

Trading from the highway is discouraged for safety reasons, but it is recognised that there can be situations where trading may be carried out in a safe manner, and may have benefits to the highway user. Planning permission may be required, and other legislation may be applicable.

Where trading from the highway is likely to have an adverse effect on safety, or likely to cause a significant obstruction, the Council will take appropriate measures to keep the highway safe for road users.

Tables and Chairs on the Highway

There is an increasing demand on Highway Authorities to allow tables and chairs on the highway outside restaurants and cafes, especially in pedestrianised areas. In some cases this can be part of a 'Street Scene' project or other urban improvement scheme.

Licences may be granted subject to the approval of the Highway Authority. Provided that free and safe passage for pedestrians can be maintained then such an arrangement may be beneficial, but each case has to be considered on its merits and site specific conditions may be included to ensure reduced risk to the highway user.

APPENDIX A

Wiltshire Council Structures Inspection Policy

Highway structures and bridges form an essential part of the highway network. The consequence of a structure failing are high, but through a programme of robust inspections and maintenance the risks of such an event occurring can be mitigated to an acceptable level.

Highway Structures are defined as:

- Bridges including footbridges, cycle route bridges, bridleway bridges, accommodation bridges, occupation bridges, subways, underpasses and culverts;
- Retaining walls
- Sign/signal gantries;
- Cantilever road signs; and
- Tunnels

A structure is generally defined as having a span greater than 1,500mm or a retained height in excess of 1,500mm. Bridges or walls with a span or height of less than 1,500mm are not considered to be structures for the purpose of this policy, and are subject to separate inspection processes. There are currently no sign or signal gantries, cantilever road signs or tunnels in Wiltshire.

There are 1,253 bridge structures recorded as affecting the public vehicular highway network:

- 988 maintainable by Wiltshire Council
- 213 maintainable by Network Rail
- 35 maintainable by the Canal & River Trust
- 17 privately maintainable

Network Rail and the Canal & Rivers Trust are both public bodies who are responsible for a large number of structures, and they are considered to be competent to manage, inspect and maintain their bridges in a safe useable condition.

Privately owned and maintained bridges typically tend to be smaller and pass under the road. They may be mill races and similar structures. However, there are some larger private bridges over the road, for example Marlborough College Arch. These are the responsibility of the owners and are not usually inspected by the Council.

There are 1,117 recorded retaining walls supporting the road, with a total length of almost 11,000m (11km).

There are 834 recorded rights of way bridges, which are typically over three metres in span. The smaller ditch crossings consisting of mainly of ex-railway sleepers are not generally recorded.

There are two types of scheduled inspections specifically for bridges:

General Bridge Inspections (GBI) and,

Principal Bridge Inspections (PBI).

In addition there will be occasional unscheduled inspections, usually resulting from a concern raised by a third party. Most bridges are on the routes of the walked and driven highway inspections, and any faults relating to the bridges identified during such inspections are immediately brought to the attention of the bridges team.

Guidance produced by Highways England and the previous Management of Highway Structures Code of Practice stipulated intervals of two years for GBIs and six years for PBIs.

Only the higher priority and more complex Rights of Way bridges are routinely inspected by the Council's Bridge Inspector, the others are inspected when Rights of Way Wardens and user groups identify issues. This is the regime which has been used in Wiltshire for a number of years.

There is currently no formal inspection regime for retaining walls. Any inspections carried out are on a reactive basis, generally following concerns raised by the Council's highway inspectors, technicians or other third parties.

A GBI comprises a visual inspection of all parts of the structure that can be inspected without the need for special access equipment, or extensive traffic management arrangements. Wiltshire Council employs one full time Bridge Inspector who undertakes inspections on all Council maintained road bridges and a number of the larger rights of way structures on a rolling two year programme. GBIs would be expected to cost in the region of £120 per bridge inspection.

A PBI comprises a close examination, within touching distance, of all inspectable parts of a structure. This should include adjacent earthworks and waterways where they could affect the behaviour or stability of the structure. A PBI should utilise as necessary suitable inspection techniques, access and traffic management works. PBIs are undertaken by the Council's term consultant, with support from the Council's term contractor. A typical PBI would be expected to cost in the region of £8,000, taking into account consultant and contractor costs, but may vary depending on the complexity of the structure.

For the most part the bridges in Wiltshire are modest in size and can be fully accessed during a GBI. PBIs are therefore reserved for larger more complicated sites and those where access is difficult or historically important bridges. PBIs are currently undertaken on 52 structures.

Structures Inspection Regime

The recently introduced Well-managed Highway Infrastructure Code of Practice removes the set time intervals for inspections, and instead encourages authorities to develop a risk based approach. This allows some structures to have an increased inspection frequency, and others with lower risks to have less frequent inspections.

Previously a PBI would have been undertaken every six years, however recent guidance published by Highways England gives scope to increase this interval to up to twelve years for lower risk structures. This as an opportunity to increase inspection intervals for low risk structures in order to free up inspection resource for some of the higher risk retaining walls and also the larger private bridges.

No guidance has been published yet on risk ranking structures with regards to suggested inspection intervals. Work is ongoing through bridge owner groups in ADEPT (Association of Directors of Environment, Economy, Planning & Transport) to establish a recognised protocol, but this is likely to be some years away. In the meantime it is proposed that Wiltshire Council maintain the current two year inspection cycle, but be prepared to adopt a risk based inspection regime for GBIs in line with industry uptake and best practice guidance.

Wiltshire Council has adopted the Highways England guidance on risk based inspection intervals with regards to PBIs. Highways England has published a risk ranking tool and this has been used to establish new inspection intervals for specific bridges as shown below:

Bridge Name	Road	Parish	PBI interval yrs	Reason for Inclusion in PBI list
Town bridge	A363	Bradford on Avon	6	Historic Structure
Box Station	A4	Box	6	Rail
Studley	A4	Calne Without	8	Large Structure
West Mead	A4	Chippenham	8	Large Structure
Wharf	A4	Box	6	Rail
Baskerville	A429	Malmesbury	8	Large Structure
Stokeford	B3108	Limpley Stoke	8	Large Structure
Calcutt	B4040	Cricklade	8	Large Structure
Borough Parade	UC/TS	Chippenham	10	Large Structure
Dauntsey Church	C77	Dauntsey	6	Large Structure
Cow Bridge	B4042	Malmesbury	8	Large Structure
Southway Park	UC/TS	Bradford on Avon	6	Large Structure
Atherton	A30	Salisbury	6	Rail
Glenmoor l	A30	Salisbury	6	Rail
French Horn	B3089	Dinton	6	Rail
Norton Bavant	B3414	Norton Bavant	6	Rail
Brick Hill	A350	Upton Scudamore	6	Rail
Imber Road	TS	Warminster	6	Rail
Challymead	A350	Melksham	8	Large Structure
New Road	A361	Trowbridge	6	Rail

Bridge Name	Road	Parish	PBI interval yrs	Reason for Inclusion in PBI list
Hay Lane	B4005	Wroughton	6	Rail
Lacock Abbey	C155	Lacock	6	Historic Structure
Stroud Farm	C155	Lacock	8	Historic Structure
Murray Walk	FP	Melksham	6	Large Structure
Chippenham Town	TS	Chippenham	8	Large Structure
Tubewright	FP	Chippenham	10	Large Structure
Kellaways	C113	Langley Burrell	8	Large Structure
Melksham Town	A3102	Melksham	6	Large Structure
Rey	UC	Lacock	6	Historic Structure
Ludgershall new	A3026	Ludgershall	6	Rail
Ludgershall old	ex A3026 now fp	Ludgershall	6	Rail
Harnham New	A338	Salisbury	6	Large Structure
Butts	FP	Salisbury	8	Large Structure
Countess	A345	Amesbury	6	Historic Structure
Ayleswade	TS	Salisbury	6	Historic Structure
Hawkeridge Link 2		North Bradley	8	Large Structure
Ogbourne Flyover	A345	Ogbourne St George	10	Large Structure
West Court	A346	Burbage	10	Large Structure
Berryfield Brook	A350	Semington	8	Large Structure
Easton Lane	A350	Chippenham	12	Large Structure
Frogwell Bridle	A350	Chippenham	12	Large Structure
Newtown Farm	A350	Semington	12	Large Structure
Semington Aqueduct	A350	Semington	8	Large Structure
Semington Brook	A350	Semington	8	Large Structure
Back (Black Bridge)	Cycle	Chippenham	10	Large Structure
Black Dog cycleway	A4	Calne	6	Large Structure
Brown St Footbridge	A361	Trowbridge	8	Large Structure
Queensbury	C350	Amesbury	6	Historic Structure
Broadcloth	TS	Trowbridge	10	Large Structure
Empire	TS	Hilperton	10	Large Structure
Hammond	TS	Trowbridge	12	Large Structure
Upton Scudamore	A350	Upton Scudamore	12	Large Structure

APPENDIX B

TEMPORARY SPEED INDICATOR DEVICE SITE ELIGIBILITY AND DEPLOYMENT CRITERIA

1.0 Introduction

1.1 Speed Indicator Devices (SIDs) are a means of raising awareness of vehicle speeds and educating driver behaviour. They are useful in supporting other methods of direct speed control such as Police enforcement and Community Speedwatch (CSW) programmes. They can provide a means of highlighting speed issues where direct measures cannot be used, such as where speeding occurs at night or at locations with difficult access.

1.2 SIDs should only be used at the sites meeting the eligibility criteria.

1.3 SIDs should be deployed on a temporary basis and are normally in place at a site for 14 days. To maintain their effectiveness they should not be redeployed until a minimum time of 8 weeks has elapsed. SIDs should only be deployed on roads subject to 20, 30 and 40 mph speed limits. Enforcement activities on roads with higher speed limits remain solely within the remit of the Police.

2.0 Eligibility Criteria

2.1 The Council will undertake Metrocounts at each requested site in order to measure vehicle speeds and allow assessment against the criteria. The Metrocounters will be in situ for a week at each site and will record vehicle speeds and volumes at all times during that week. If the request indicates that speeding is a problem at certain times of the year this will be taken into account. This enables determination of any trends relating to speed at certain times of the day or night. No site will be considered for SID deployment until a traffic count is undertaken.

2.2 The eligibility criteria for the use of SIDs is set out in the table below. The threshold levels have been set to accord with the National Police Chiefs Council (NPCC) speed enforcement guidelines.

Speed Limit	Speed Indication Device (SID)
20 mph limit	85%ile speed 24.1 mph and over
30 mph limit	85%ile speed 35.1 mph and over
40 mph limit	85%ile speed 46.1 mph and over

The 85th percentile speed is that speed not exceeded by 85% of the vehicles using the route. The threshold levels for SID's are the same as those used for Community Speedwatch.

2.3 A flow chart illustrating the process is included below.

3.0 SID Deployment

3.1 SIDs should be deployed on a temporary basis and should not be insitu for more than 14 days. Research by the Transport Research Laboratory has indicated that the effect of the SID on speed reduction is greatest within the first two weeks of deployment, with sites having SIDs in situ for longer recording little or no further speed reductions after two weeks ('Effectiveness of Speed Indicator Devices on reducing vehicle speeds in London', TRL, 2008).

3.2 Town & Parish Council's either singularly or in collaboration are responsible for the sourcing and purchase of suitable SID units.

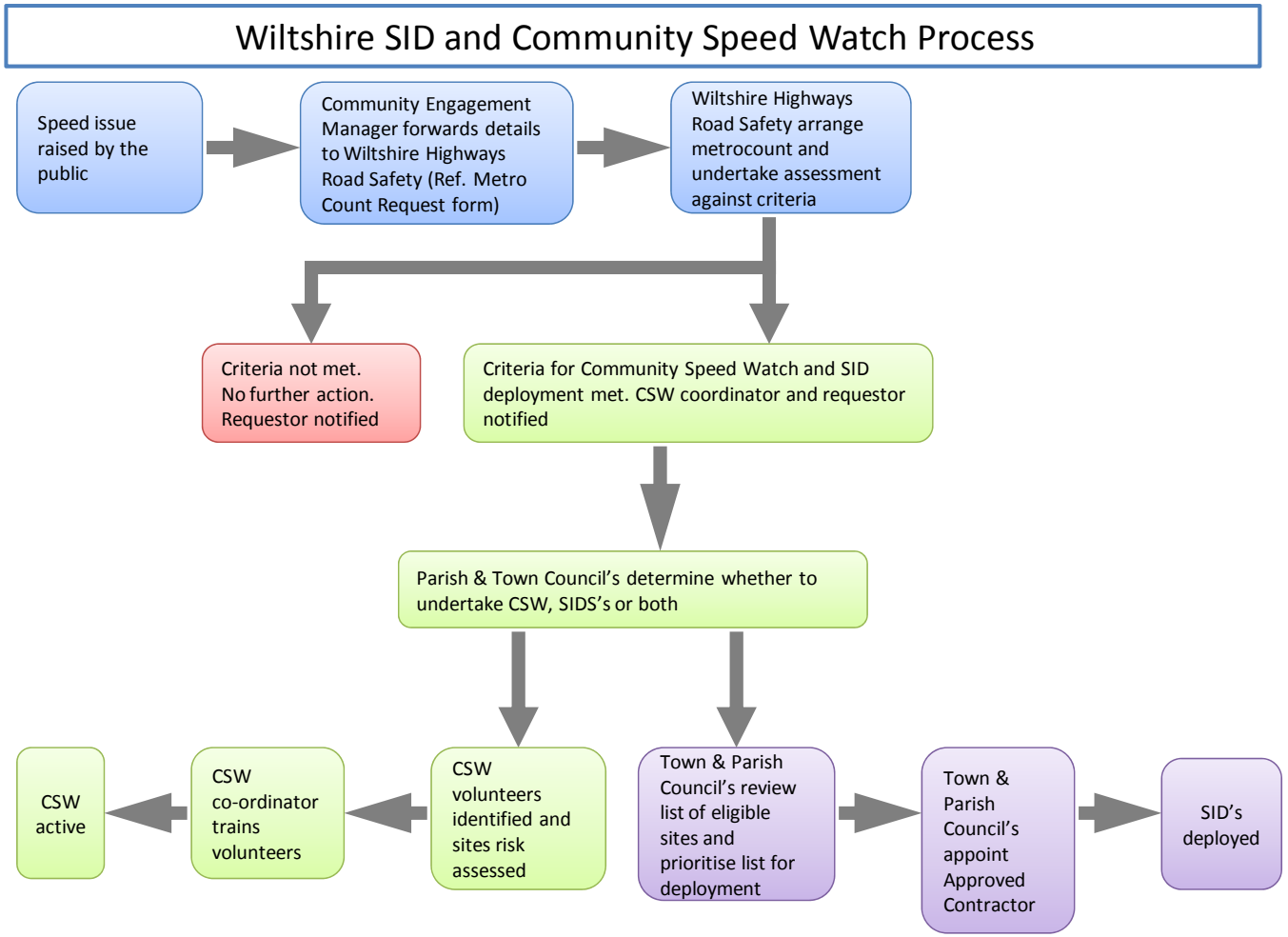
3.3 The Town and Parish Council's will be responsible for putting together, monitoring and reviewing a programme for SID deployment.

3.4. Deployment of the SIDs can be undertaken by any approved Contactor. The approved Contractor must have Streetworks accreditation (for more details see www.gov.uk/government/publications/street-works-qualifications-how-to-qualify-register-and-re-register) and Public Liability Insurance of at least £5,000,000. Responsibility for checking and approval of suitable contractors rests with the Town & Parish Council's and is therefore self policing.

3.5 It will be for the Town & Parish Council's to decide on how many contractors are engaged and how any payment mechanism should work. Deployment by members of the public or other groups is not permitted due to safety and liability considerations.

3.6 Town and Parish Council's are encouraged to review, amend or add to the deployment programme not less than every six months to take into account new sites or to allow sites which may not have been deemed a priority during the initial programme to be incorporated.

3.7 Other factors relating to SID deployment are set out at below.


Wiltshire SID and Community Speed Watch Process
Speed issue raised by the public
Community Engagement Manager forwards details to Wiltshire Highways Road Safety (Ref. Metro Count Request form)
Wiltshire Highways Road Safety arrange metrocount and undertake assessment against criteria
Criteria not met. No further action. Requestor notified
Criteria for Community Speed Watch and SID deployment met. CSW coordinator and requestor notified
Parish & Town Council's determine whether to undertake CSW, SIDS's or both
CSW active
CSW co-ordinator trains volunteers
CSW volunteers identified and sites risk assessed
Town & Parish Council's review list of eligible sites and prioritise list for deployment
Town & Parish Council's appoint Approved Contractor
SID's deployed

Temporary Speed Indicator Devices (SID) Deployment Guidelines

1. These guidelines apply to all SIDs used on the Wiltshire Highway network regardless of the funding source, ownership and location for the SID.
2. Sites should meet the eligibility criteria as set out in the Wiltshire practice note.
3. The SID should not be in situ for more than 14 days at the chosen eligible site.
4. The SID should not return to monitor a site within 8 weeks of the previous visit.
5. The exact location of the SID within the eligible site can be varied within the site limits at each visit
6. Any additional infrastructure required to enable SID deployment to take place must be funded by the Area Board / Community Area Transport Group or the relevant Town / Parish Council and approved by Highways officers prior to installation
7. Trigger Speeds are set to match the Police threshold levels for prosecution and as such should not be altered. In a 20mph limit the trigger speed is 24mph, in a 30mph it is 35mph and in a 40mph it is 46mph.
8. SID's need to be mounted at a minimum height of 2.0metres above ground level (to avoid damage / vandalism) in areas where no pedestrian or cycle movements take place, and 2.4metres where pedestrian and cycle movements do take place. They must have an edge clearance to the running carriageway of 450mm minimum. They cannot be fixed to telegraph poles or concrete street lighting columns. No ladders, step ladders or other aids should be placed in direct contact with or leant against the lighting column or post as the additional weight could actually cause them to fail / fall over. It will be for the Town & Parish Council's to ensure that the Approved Contractors are aware of these requirements. Any damage to Highway furniture will be recharged.
9. When deployed on a street lighting column permission should be obtained from Wiltshire Council, providing the dates of deployment, the road name, and the column identification number.
10. SID's require a straight road on the approach, free of obstruction, to allow the radar to accurately assess the vehicle speed. Dips in the road will affect the operation of the SIDs, as can bus shelters reflecting the sun. Consideration needs to be taken for local residents as SIDs can shine / reflect through nearby property windows. SID's should not be positioned close to the speed limit terminal point.

Speedwatch and SIDs Frequently Asked Questions

1. *Why can SIDs only be deployed on roads subject to 20, 30 and 40 mph speed limits?*

   Enforcement of speed limits on roads subject to limits over 40mph has to be done by Police Officers who are suitable trained using in car or hand held speed enforcement devices. This is national practise agreed by the National Police Chiefs Council (NPCC) not just applicable to Wiltshire.

2. *Why can't SIDs stay at one location for longer than 14 days?*

   Research by the Transport Research Laboratory has indicated that the effect of the SID on speed reduction is greatest within the first two weeks of deployment, with sites having SIDs in situ for longer recording little or no further speed reductions after two weeks. In addition, case studies from Kingston upon Thames, where the use of SIDs is wide ranging, have shown that SIDs effectiveness reduces over time.

3. *Why does a metrocount have to be carried out before SID deployment takes place?*

   Metrocounts are undertaken to establish if there is speeding taking place, the extent of the speeding problem and to identify the correct solution. Pedestrians and residents routinely over estimate the speed of vehicles passing by and it is vital that factual data is used. This helps to identify those locations which genuinely have a speeding problem and also means that further comparative metrocounts can be undertaken to establish whether the problem has been addressed.

4. *Can a SID be used to collect traffic data?*

   The data capture capability that some SIDs have has not been utilised due to concerns over the reliability of the data. The presence of the SID itself may alter driver behaviour and collecting data from it may give a false impression or different set of results that may not be representative. In addition data is only collected in one direction. To enable comparison between before and after speeds, those sites where SIDs are deployed may be subject to further Metrocounts as these provide more reliable data.

5. *What does the 85th percentile mean and why is it chosen? Doesn't this mean that speeding is being tolerated?*

   The concept of the 85%ile speed has been developed from the considerable body of research and observation carried out to analyse driver behaviour. It is the highest speed at which most drivers can be considered to be driving sensibly and in a manner appropriate for the prevailing conditions. Those drivers exceeding the 85%ile value are therefore much less likely to conform to reasonable patterns of behaviour and consequently would pay little regard to safety enforcement measures. The 85%ile value can therefore be regarded as a

cut off point beyond which safety measures would have no reliable practical or statistical value.

The 85%ile speed is defined as that which reasonable people tend to adopt according to the road environment and is calculated by recording the speeds at or below which 85% of all vehicles travel under free flowing conditions past a nominated point. For example if a count records the speeds of 100 vehicles then the top 15 are discounted and the resulting highest speed is then the 85%ile value.

6. *Can we have a permanent SID like the ones we see elsewhere in other Counties?*

   National evidence has shown that the effectiveness of permanently installed vehicle activated signs for speed education purposes reduces with time. The use of temporary SID's is intended to maximise the impact of this type of sign on motorists.

7. *Can SID's be used at sites not meeting the criteria?*

   The Town and Parish Council's may, at their discretion, choose to add sites that have been subject to an automatic traffic count but that do not meet the eligibility criteria to the SID deployment list. . It will be for the Town & Parish Council's to decide if the SID deployment is justifiable in these circumstances. However use of SIDs at sites where there is no speeding problem is not encouraged as this may impact on the availability and frequency of deployment at those sites with a speeding problem and lessen the overall impact that SIDs are intended to have.

8. *How often do they need service / recalibration?*

   Annually

9. *What is an Approved Contractor?*

   An approved contractor is a company, business, group or individual who holds Streetworks accreditation and has a minimum £5,000,000 of Public Liability Insurance.

APPENDIX C

POLICY FOR THE USE OF ADVERTISING BOARDS ON THE HIGHWAY OR COUNCIL LAND

Objective

- To protect the public right of passage, particularly for those with impaired vision, mobility problems, older people or those with young children.
- To support business's that will benefit from the use of 'A' boards outside their premises.
- To maintain clear access for all, including street cleansing operations, emergency service access and special events where streets may be closed.
- To have a consistent approach across the County.
- To provide guidance on acceptable use.

1. Introduction

1.1. 'A' boards outside shops are often used by traders to promote their business activities. This must be undertaken in a manner which does not detract from the street scene and is sensitive to the needs of all users of the highway or Council owned land. 'A' boards includes any temporary advertising media such as bicycles or trailers.

1.2. In order to reduce bureaucracy, 'A' boards will be by monitoring against this policy rather than by the issue of permits.

2. Conditions

2.1. 'A' boards must be placed directly against the frontage of the business and should not extend beyond the frontage of its own premises.

2.2. On footways a clear pedestrian route must be maintained. This should be a minimum width of 2 metres. Emergency exits from the premises or adjacent buildings must not be obstructed. Outside town centres where footfall or traffic is infrequent, a minimum of 1.8 metres should be left between the 'A' board and any space used by vehicles.

2.3. In pedestrianised areas a larger clear area may be required to aid the passage of emergency and delivery vehicles; disabled persons or in the area of bus stops, outside theatres or schools; or other places where the passage may be additionally narrowed by groups of pedestrians.

2.4. 'A' boards must not show information that may cause offence.

2.5. The design of the 'A' board should be well defined so as to be clear to people with visual impairment and include solid elements near to ground level which are detectable by stick (visually impaired walker). Ideally the board should be placed in the same position each day to aid the visually impaired in learning the streetscape.

2.6. 'A' boards should be removed when the business is closed or during events or when the area is closed for community events.

2.7. No 'A' boards will be permitted on the highway where the business has a private forecourt or inset doorway that could be used to accommodate them.

2.8. Only one sign board will be permitted per premises. Where multiple occupancy premises share joint access only one sign board will be permitted.

2.9. No ‘A’ board to be placed within 2.5 metres of tactile paving or road crossing point.

2.10. ‘A’ boards will not be permitted at World Heritage Sites, in Areas of Outstanding Natural Beauty (AONB), in Site of Special Scientific Interest (SSSI) or in other places at the request of the area board or town/parish council in historic town centres.

2.11. ‘A’ boards may not incorporate lights and must not cause a visual distraction or obstruction to vehicle sight lines.

2.12. ‘A’ boards must not be fixed to street furniture or features i.e. tree, lamp column, post, guardrail, bollard, seat etc.

2.13. ‘A’ boards must be stable and not easily blown over. In the event of high winds and/or inclement weather they should be removed from the footpath completely.

2.14. Rotating or swinging signs, boards are discouraged due to increased risk.

2.15. ‘A’ boards should be no wider than 800mm and no higher than 900mm above ground level (including any support).

2.16. The Council or the Police may require the immediate removal of any ‘A’ board, for any reasonable cause.

3. Liability

3.1. Any person or organisation that places items on the highway or council land is potentially liable for any injury caused by that item and could face legal action from that injured person. Owners should therefore obtain public liability indemnity insurance to cover such claims.

3.2. The owner is solely liable for any damage attributable to the items placed on the highway and for ensuring that any aspects of operation and equipment comply with appropriate legislation and health and safety requirements.

3.3. Nothing in this policy absolves those concerned from their legal responsibilities under the Highways Act (1980) and other legislation, including any content of the sign that may breach the Public Order Act (1986).

4. Procedure for the removal of ‘A’ boards

4.1. Where an ‘A’ board is deemed to be unreasonable or located in an unreasonable position as defined in this policy, but does not constitute an immediate hazard, the owner will be requested to remove or reposition it in accordance with this policy. If the problem persists the ‘A’ board will be removed and either returned to the owner, if known and practicable, or retained by the council

4.2. Any ‘A’ board that is deemed a hazard will be removed from the highway immediately and either returned to the owner, if known and practicable, or retained by the council.

4.3. Any items removed will be taken in to storage and retained for collection by the owner. If the items are not collected within a period of one month they will be disposed of accordingly. The council will seek to recover the expenses incurred in removing such items from the owners.

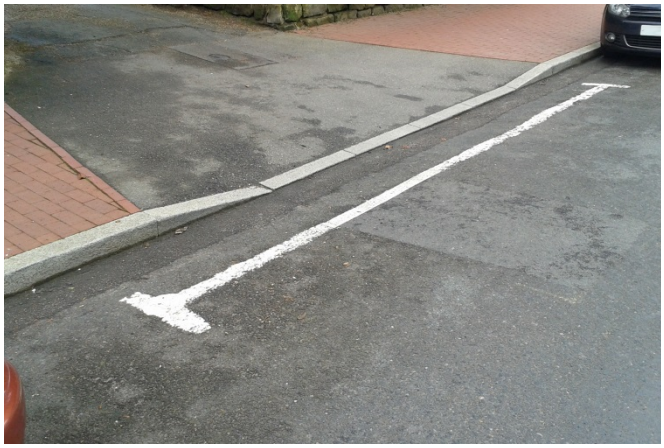
APPENDIX D

ROAD MARKING FOR VEHICLE CROSSING (BAR MARKINGS)

What is a Bar Marking?

It is an elongated white “H” which is located across a vehicular crossing, typically a driveway.

The line is white and normally 75mm wide and extends across the dropped kerbs of the vehicular access.



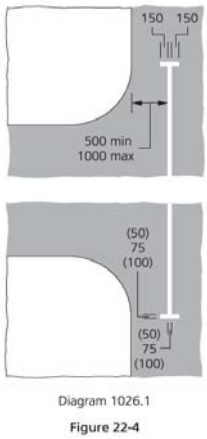


Diagram 1026.1

Figure 22-4

Are they legally enforceable?

The marking itself is non-enforceable. The purpose of the marking is to provide a reminder that parking across a dropped kerb causes an obstruction to people wishing to access or leave their property. Creating such an obstruction on the highway is an offence and the Police may at their discretion issue a fixed penalty notice. However it should be noted the Police may have higher priorities to address.

Can you park your own car on a bar marking?

The marking is provided solely to highlight the presence of your driveway / vehicular access to others wishing to park on that road. Should you park in the bar marking then it devalues the meaning and may indicate to others that you do not use your driveway.

What can the Council do?

The Council recognises that a bar marking may be useful where on-street parking causes regular obstruction of a vehicular crossing.

For the Council to consider and approve your application you are required to:

- Provide evidence of obstruction i.e. photographic evidence,
- Provide evidence of visibility issues for vehicles exiting the drive or access,
- Provide evidence of commuter parking,
- Where a marking is required for a shared drive then the agreement of the neighbour is needed,
- Provide a plan of the proposed bar marking showing extents and dimensions
- Provide details of your preferred contractor to undertake the work

What the Council cannot do.

- The Council will not consider a bar marking where it may not be obvious an obstruction is occurring,
- A marking cannot be placed where yellow lining or zig-zag markings are present.
- The marking cannot be sited on the opposite side of the road to the driveway,
- You must have an appropriately constructed driveway / access. This means tarmacadam or other construction across the verge or footpath together with dropped kerbs.
- As a non-statutory service the council will authorise the positioning of a bar marking only. The installation of the marking will need to be executed by an approved contractor commissioned directly by the applicant.

How to apply.

You will need to apply by sending an email to the Council at one of the following addresses:
centralhighways@wiltshire.gov.uk
northernhighways@wiltshire.gov.uk
southernhighways@wiltshire.gov.uk

There is an administration charge of £62.50 which covers the cost of inspecting the location and the Council agreeing the application with you.

The application is subject to Highway Engineer approval. The fee will not be reimbursed in the event the application is declined. Therefore you should reflect on whether the bar marking is really necessary and that all the provided information has been considered.

You must provide details of a suitable contractor to undertake the work. The Councils own contractor Ringway is the preference but you may seek out others. However your choice of contractor will be subject to approval by Wiltshire Council. You will be required to arrange payment for the work directly with your chosen contractor.

What happens when your application is approved?

Your chosen contractor will undertake the work at their convenience. You should be aware that during winter months there may be delays due to temperatures being too low for painting white lines.

After the bar marking is in place Wiltshire Council will take no responsibility for ongoing maintenance.

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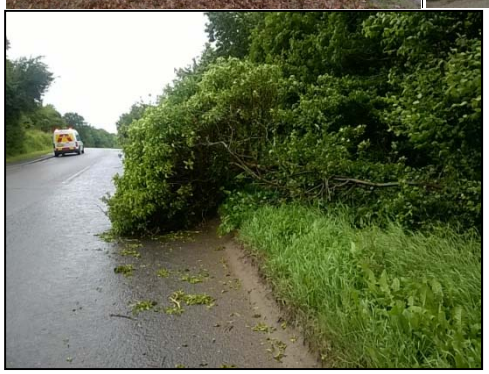
APPENDIX 5

Wiltshire Council Highway Tree Inspection Policy



September 2018

Wiltshire Council Highways Trees Inspection Policy

Introduction and background

There are over 3,000 miles of road which are the responsibility of Wiltshire Council, and many of these roads have trees or woodlands close to the carriageway. The ecological value of these trees is recognised as being important, and they make a significant contribution to the landscape and the appearance of the county and our towns and villages.

Trees are living organisms that are affected by external factors such as the weather and, unlike man-made structures, it is entirely normal and natural for parts to break and fall from trees, especially in high winds and storms. These types of occurrences are natural and, in rare instances, can pose a risk to the public and property.

Aims of Policy

This policy seeks to find a balance between managing the risks associated with highway trees where the Council has responsibility, whilst preserving arboricultural resources. This is achieved by maximising the utilisation of the resources that are needed to manage the trees through efficient systems and processes.

The primary objectives of the policy are to:

- Increase public safety.
- Establish objectives and policy for council members and officers for trees owned or managed by the county as part of its highway maintenance obligations.
- Establish an inspection regime using a risk-based approach to minimise the risk of personal injury or damage to property arising from the presence of any tree on highway land.
- Conserve, protect and maintain the county's tree resources

Risk Management

With an extensive highway network and countless trees, it is not feasible to carry out frequent detailed inspections and assessments of every tree. The Council therefore carries out a programme of targeted highway tree maintenance work, taking a risk based approach.

Hazards associated with trees include structural defects that may cause the tree, or portion of the tree, to fail. A tree may also be a hazard by damaging property through the action of its roots or branches. Other risks include trip hazards through exposed raised roots, slip hazards from falling leaves, pedestrian injury from low branches, damage to vehicles from branches overhanging carriageways or from ingestion of poisonous fruits for children/animals who may not be aware of the danger.

A defective tree in the middle of the woods or in an open field, away from paths or public use areas, does not necessarily have to be considered a hazard. In order for a tree to become a hazard, there has to be a target that can be affected by the hazard, which could be an object, structure, or person.

Tree risk management involves the process of inspecting and assessing trees for their potential to cause injury or damage to property. The criteria to define tree risk zones is primarily based on public use and occupancy patterns, but it is also important to take account of tree characteristics, for instance areas in a moderate hazard category may need a higher inspection rate if it has a high density of problem tree species as the likelihood of incidents increases.

The Council's Highway Tree Risks are defined as:

Risk	Definition
High	Public and pedestrian areas of town/city centres with individual trees with high risk characteristics, such as standing dead trees or those with poor condition ratings, severely storm damaged trees, trees that visually obstruct traffic signs or signals, tree roots causing severe pavement buckling. Stretches of road network where there is a high density of large diameter, mature or problem tree species.
Moderate	Strategic high volume traffic routes or pedestrian areas where the potential for falling branches could cause injury/harm or major network disruption; including bus routes where height clearance is an issue.
Low	Low use roads and public footpaths where the potential for injury/harm or disruption is minimal Areas without larger diameter, mature or problem trees

Tree Inspections

A programme of highway tree inspections will be undertaken based on an assessment of the risk. Trees with higher risks will be inspected using professionally trained arboriculturalist staff. These inspections will assess the condition of the trees and identify any potential faults, diseases or other problems. Where these are discovered, their effect on the trees health and stability will be evaluated, and if deemed necessary, remedial work will be undertaken.

Trees in moderate and low risk zones will be routinely inspected by highway staff as part of the Council's Highway Safety Inspection regime. These inspections will constitute a 'basic' or layman inspection scanning the trees for obvious hazards, which will be reported to the qualified arboriculturalist for further investigation.

Sites with identified problems will be treated as priorities, especially those where buses are affected by low branches or where there is damage to windscreens and wing mirrors. Treatment of sites can include removing dead, dying, dangerous and insecure trees, with pruning and felling as necessary.

Risk		Inspection Frequency	Inspection by	Method
High	Public and pedestrian areas of town/city centres with individual trees with high risk characteristics	Every 3 years (Annually or more frequent in sites with identified problems)	Qualified Arboriculturist or suitably experienced landscape engineer.	Rapid but thorough searches for clear defects, especially in crown and around base of tree. Binoculars, or specialist processes will be used where necessary to assess tree health.
Moderate	Strategic high volume traffic routes or pedestrian areas including bus routes	Every 5 years	Arboriculturalist, suitably experienced landscape engineer, or trained inspector	Slow driven or walked inspections searching for overhead height clearances, overhanging or leaning trees and clear crown or branch defects.
Low	Whole network	Basic Annual minimum	Trained Highway Safety Inspector as part of normal highway safety inspection	Rapid driven inspections looking for highway safety defects; searching for overhead height clearances, overhanging or leaning trees that may fall on the highway.

Whilst tree inspections have the potential to identify and address observable defects and foreseeable hazards, some tree failures may not be observable and cannot be

predicted. Therefore no tree can be guaranteed completely safe, however the implementation of the tree inspection and maintenance programme should reduce risks to reasonable levels.

It is sometimes not possible to complete all inspections exactly to program, therefore the maximum period between inspections will be:

- High risk – 3 years – 1200 calendar days
- Moderate risk – 5 years – 2000 calendar days
- Low risk – 12 months – 400 calendar days

In addition to the inspections by highways staff the public also report issues with trees by using the MyWiltshire app, which will be assessed in accordance with this policy.

Work to Trees

Under normal circumstances established trees require little in the way of routine maintenance, however, there may be situations where minor pruning, pollarding or even removal are necessary to prevent encroachment of branches onto buildings or to provide adequate clearance over a road or footpath, or to reduce the risk of falling branches. Trees may need to be pruned to remove obstructions to street lights, signs and overhead cables.

Where safety issues are identified this work will be treated as a priority.

People may feel apprehensive about the size or position of a particular tree and consider it dangerous, however, these factors do not make a tree dangerous and the council would not sanction or support the unnecessary removal of trees. Such action would only be allowed if it were clearly demonstrated that a tree poses an unacceptable risk to property or persons.

Where fallen trees obstruct highways these will be removed as soon as possible. In the event of serious storm damage it may take some time to clear all roads, and priority is given to the main roads and busier routes.

All work on trees is carried out taking into account environmental and seasonal restrictions, and any tree preservation orders. Work is carried out by suitably qualified or experienced staff in a safe manner.

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Wiltshire Council

Environment Select Committee

4 September 2018

Task Group and Programme Boards Representatives Updates

Purpose

To provide an update on recent task group and programme board activity and propose any decisions requiring Committee approval.

1. Waste Contracts Task Group

Membership:

Cllr Peter Evans

Cllr Sven Hocking (Chairman)

Cllr Ruth Hopkinson

Cllr Bob Jones, MBE

Cllr Jacqui Lay

Cllr Nick Murry

Supporting Officer: Natalie Heritage

Terms of Reference:

1. To support the delivery of the Business Plan 2017-27 objective(s) of high recycling rates and reducing litter by monitoring, scrutinising and supporting:
    a) A review of the council's commercial waste policy
    b) Increased awareness of changes to waste collections
    c) The implementation and performance of the council's waste contracts for collecting and managing waste and recyclables (Lot 1, Lot 3, Lot 4 and Lot 5 - commencing 30 July 2018)
    d) The performance of the contract for managing council-owned HRCs (commenced October 2017 – Lot 2)
    e) The potential development of services within the council's waste contracts.

2. To hold quarterly meetings to focus on the waste contracts (following their commencement), with further ad-hoc meetings convened, when appropriate, to consider other areas within the terms of reference above.

Recent activity:

The task group met on 20 June to receive a briefing on the Council's Commercial Waste Policy and the contract for Lot 2 (the management of Household Recycling

Centres). Following Cllr Robert Yuill's appointment as Portfolio Holder for Waste, Cllr Sven Hocking was elected as the new Chairman for the task group.

New bin stickers for household waste bins

The task group further discussed the bin stickers due to be distributed to all households, which would detail the items to be placed in each household waste bin. As stated at the previous meeting, the task group supported agency staff placing stickers on householders' bins, as opposed to Waste Services' approach, which favoured the householder placing the bin sticker in their preferred place (e.g. either on their waste bin or inside their house).

Waste Services returned to the task group with costings for agency staff to fulfil the task of placing the stickers on householders' bins. The cost of employing agency staff to undertake this work matched the cost of posting the stickers to each household in Wiltshire and therefore, Waste Services would continue with the postage method for the bin stickers. The Service also felt that this was the best approach to take, in pursuit of ensuring that the quality of Wiltshire's recyclate can be of a good quality.

Despite Waste Service's reasoning, the task group still supported the agency staff approach for the bin stickers. The task group argued that relying on the householder to place the bin sticker in their preferred place presented a greater risk to the quality of Wiltshire's recyclate, than if agency staff were responsible for the task. For example, the task group felt that the householder may not place the bin sticker in an appropriate place, whereas if agency staff were responsible for placing the bin stickers on household waste bins, then there could be no doubt that all households in the county would be clear about which item ought to be disposed of in which bin.

The Council's bin stickers were due to be printed soon and thus, the task group felt it appropriate to make their representations known at this time and asked the Cabinet Member to reconsider her decision about the distribution of the bin stickers for household waste bins.

Due to the delay in implementation of the full service change, the council has not incurred the cost of purchasing and posting stickers to residents. This expenditure has been deferred until next year; when the change to glass only in the black box and all other dry recyclable materials in the blue lidded bin takes place. The service notes the task group's ongoing view that the stickers should be applied to the bins by agency staff. In order for the sticker to be securely applied, the bin surface needs to be clean and dry. The service therefore remains of the view that it is better for the resident to carry out this task, rather than risk failure due to – for example – wet weather on a day when this activity is scheduled. This also reflects the approach taken with garden waste bin stickers sent to residents who sign up each year.

In lieu of a sticker at this stage, every household should have had a label attached to their blue lidded bin, on the last collection day before the collection of plastic pots, tubs and trays and cartons commenced. Residents could leave this attached to their bin as a reminder if they choose, or remove it to retain for future reference if needed. The label also reminded residents to put their bins out by 07:00, in anticipation of any

changes to the order of collections on any given day, although there have been no changes to collection days at this stage.

The Council's commercial waste policy

As the Council's commercial waste arrangements had changed, the task group recommended that community groups be dealt with under special circumstances. For example, they supported extra leniency if a community group did not leave their waste bin out at the appropriate time.

In the interest of reducing the incidence of fly-tipping across the county, the task group discussed the responsibility of the individual householder to ensure that any tradespeople who carry out work on their property are licensed waste carriers. Environmental enforcement manage the issue of fly-tipping and the Council have issued fines for illegal waste practises.

The task group supported a Briefing Note being circulated to all members on the changes to the Council's commercial waste policy.

A briefing note was issued to members in February in advance of the changes and is available here.

Household Recycling Centres (HRCs)

Queuing at HRCs was raised. Waste Services had undertaken a large amount of work to mitigate queues at Wiltshire's HRCs and ensure that they are freed up for Wiltshire's residents. For example, the 'proof of address' scheme was one policy which had been developed in response to minimising queues at HRCs.

Following the briefing, the task group undertook a visit to Trowbridge HRC and a second visit was arranged to Melksham HRC the following day, for those members unable to attend the Trowbridge visit. Members noted that both sites were very clean and the thoroughfare clear, also signage was displayed in the best places to attract users' attention and site staff were very eager to help users.

The next meeting of the task group will take place on 2 October 2018, where the task group will be interviewing business owners and tradespeople. This will help them to understand how the commercial industry has adjusted to the recent change to the Council's commercial waste policy.

Proposal:

For the Environment Select Committee to endorse the Waste Contracts Task Group's:

i. **preferred approach of Waste Services employing agency staff to place bin stickers on householders' waste bins, as opposed to relying on the householder to place their bin stickers in the most appropriate place**
ii. **view that special arrangements be made for community groups who have been affected as a result of the change to the Council's commercial waste policy**

2. Rapid Scrutiny: Plastic Waste for Wiltshire's roads

Membership:

Cllr Trevor Carbin

Cllr Tony Jackson

Cllr Jacqui Lay

Cllr Brian Mathew (Chairman)

Supporting Officer: Marie Gondlach

Recent Activity:

The group met on 12 July with the Cabinet Member for Highways, Transport and Waste and the Director for Highways, as well as the Head of Highways Asset Management.

The durability of using plastic waste in Wiltshire's roads was discussed, along with the cost benefit associated with this process. The focus was also on how feasible it would be for this initiative to be implemented in Wiltshire and whether it was likely to bring about much benefit for all stakeholders; in order to answer this question, it was agreed that further research was required. Fundamentally, the group agreed that the central issue remains the amount of plastic that is produced/used in Wiltshire.

The group are due to meet again soon and this time with MacReber (the company who create the plastic waste-asphalt mix used for road surfaces) to further progress their enquiries.

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Wiltshire Council
Where everybody matters

Environment Select Committee
Forward Work Programme

Last updated 23 AUGUST 2018

Task Group	Start Date	Final Report Expected
Waste Service Changes Task Group	February 2018	September 2019

Environment Select Committee – Forward Work Programme			Last updated 23 AUGUST 2018		
Meeting Date	**Item**	**Details / Purpose of Report**	**Associate Director**	**Responsible Cabinet Member**	**Report Author / Lead Officer**
4 Sep 2018	Traveller Reference Group - Annual Update	As resolved at 26 June 2018 ESC, the Committee to receive annual updates from the group.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Spatial Planning, Development Management and Property	Steve Maddern
4 Sep 2018	S106 Funding	As resolved at 1 May 2018 ESC, the Committee to receive information on a) whether any S106 money was returned to developers in the last 3 years; and b) whether the Council holds any Section 106 money listed as 'time expired' and has any plans for such funds	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	Mike Wilmott
4 Sep 2018	Public Transport Review Update	As resolved at 21 November ESC, the Committee to receive an update from the Head of Passenger Transport on the progress with work on the integration of NEPTS and SEND and social care transport	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Jason Salter

Environment Select Committee – Forward Work Programme			Last updated 23 AUGUST 2018		
Meeting Date	**Item**	**Details / purpose of report**	**Associate Director**	**Responsible Cabinet Member**	**Report Author / Lead Officer**
4 Sep 2018	New Highways Term Consultancy Contract	As agreed at 16 May agenda setting meeting, the Committee to consider this item prior to Cabinet's consideration. Detail to be included on: the re-procurement of a new highways term consultancy contract when the current contract ends in December 2019.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Steve Cross
4 Sep 2018	Well Managed Highway Infrastructure Review	As agreed at 16 May agenda setting meeting, the Committee to receive this report ahead of Cabinet's consideration. The report to detail information on: revision of the Highways Inspection Manual in response to the new code of practice, especially with regard to potholes and defects	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
6 Nov 2018	Resident Engagement Plan	For the Committee to receive an annual update, in the form of a report.	Simon Hendey (Director - Housing and Commercial)	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Nicole Smith, Ian Seeckts

Environment Select Committee – Forward Work Programme			Last updated 23 AUGUST 2018		
Meeting Date	**Item**	**Details / purpose of report**	**Associate Director**	**Responsible Cabinet Member**	**Report Author / Lead Officer**
6 Nov 2018	Highways Annual Review of Service	As resolved at 21 November 2017 ESC, the Committee agreed to continue to review the performance of the 'Highways' service area through the review of service annual report. At 16 January 2018 ESC, the Committee resolved that the development of the public satisfaction survey - for street scene key performance indicators - be part of the highways annual report. This public satisfaction survey to be included, as part of the annual report.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

Environment Select Committee – Forward Work Programme			Last updated 23 AUGUST 2018		
Meeting Date	**Item**	**Details / purpose of report**	**Associate Director**	**Responsible Cabinet Member**	**Report Author / Lead Officer**
6 Nov 2018	Emissions	To investigate possible scrutiny involvement in Wiltshire's emissions – as resolved at 13 March 2018 ESC, information to be provided relating to: air quality and the emissions issues around waste management processes; an explanation on air quality management plans; the process when areas of Wiltshire exceed air quality limits; lessons learned from one part of the County to the other in regard to minimising poor air quality.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	John Carter
15 Jan 2019	Wiltshire Council's Housing Board Annual Report	For Committee to receive the annual report from the Housing Board, ahead of Cabinet's consideration.	Simon Hendey (Director - Housing and Commercial)	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Ian Seeckts

Environment Select Committee – Forward Work Programme			Last updated 23 AUGUST 2018		
Meeting Date	**Item**	**Details / purpose of report**	**Associate Director**	**Responsible Cabinet Member**	**Report Author / Lead Officer**
12 Mar 2019	HIAMS: Streetworks	As resolved at 13 March ESC following the consideration of a report on 'Streetworks and Utilities Management', the Chairman to raise with the Committee from March 2019 whether they would wish to review how HIAMS has impacted on streetworks and, if so, information on such an item to be brought to Committee.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
12 Mar 2019	Plastic Waste Management	As resolved at 26 June 2018 ESC, the Committee to reconsider potential scrutiny of the Council's plastic waste policy.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	
12 Mar 2019	ECO Board - Annual Update	As resolved at 26 June 2018 ESC, the Committee to receive an annual update from the ECO Board on their progress and future plans going forward	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	

Environment Select Committee – Forward Work Programme			Last updated 23 AUGUST 2018		
Meeting Date	**Item**	**Details / purpose of report**	**Associate Director**	**Responsible Cabinet Member**	**Report Author / Lead Officer**
12 Mar 2019	Waste Management Strategy	At resolved at 26 June 2018 meeting, Cllrs Oldrieve and Jones to update the Committee on the 6-month progress report of the Strategy, following their meeting with the Director for Waste and Environment, the Cabinet Member for Highways, Transport and Waste and the Environment Select Committee Chairman.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	
Not before 2nd Sep 2019	Highways Consultancy Contract	As resolved at 21 Nov 2017 ESC, for the Committee to receive a further update on the Highways Consultancy contract and the procurement process	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley