



## LEAD MEMBER FOR TRANSPORT AND ENVIRONMENT

**DECISIONS** to be made by the Lead Member for Transport and Environment,  
Councillor Nick Bennett

**MONDAY, 16 OCTOBER 2017 AT 1.00 PM**

**COMMITTEE ROOM, COUNTY HALL, LEWES**

### **AGENDA**

- 1 Decisions made by the Lead Cabinet Member on 25 September 2017 (*Pages 3 - 4*)
- 2 Disclosure of Interests  
Disclosure by all Members present of personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- 3 Urgent items  
Notification of any items which the Lead Member considers urgent and proposes to take at the appropriate part of the agenda.
- 4 Ghyll Road Traffic calming proposals, Heathfield (*Pages 5 - 40*)  
Report by the Director of Communities, Economy and Transport
- 5 Highway Policy Review (*Pages 41 - 174*)  
Report by the Director of Communities, Economy and Transport
- 6 Guidance for parking at new residential developments (*Pages 175 - 192*)  
Report by the Director of Communities, Economy and Transport
- 7 Road Safety Audit Policy for developments (*Pages 193 - 200*)  
Report by the Director of Communities, Economy and Transport
- 8 Any urgent items previously notified under agenda item 3

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6 October 2017

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## LEAD MEMBER FOR TRANSPORT AND ENVIRONMENT

DECISIONS made by the Lead Member for Transport and Environment, Councillor Nick Bennett, on 25 September 2017 at County Hall, Lewes

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Councillors Enever, Osborne and Smith spoke on item 4 (see minute 17)  
Councillor Elkin spoke on item 5 (see minute 18)

### 15 DECISIONS MADE BY THE LEAD CABINET MEMBER ON 18 JULY 2017

15.1 The Lead Member approved as a correct record the minutes of the meeting held on 18 July 2017.

### 16 REPORTS

16.1 Reports referred to in the minutes below are contained in the minute book.

### 17 PETITION TO CARRY OUT NEW AND JOINT TRAFFIC EVALUATION STUDIES ON THE A259 SOUTH COAST ROAD BETWEEN NEWHAVEN AND BRIGHTON MARINA

17.1 The Lead Member considered a report by the Director of Communities, Economy and Transport.

17.2 Mr Nigel Smith, the Lead Petitioner, Ms Cathy Gallagher, Chair of the Saltdean Residents' Association and Councillor Steve Bryant on behalf of Rottingdean Parish Council, spoke in support of the petition's objectives.

#### DECISION

17.3 The Lead Member RESOLVED to recommend that the County Council considers the petitioners' request to undertake a joint traffic evaluation study and economic impact study with Brighton & Hove City Council and Lewes District Council in the light of details of the mitigations and consequences designed to support planned growth in the relevant areas, and the package of mitigating transport interventions to support the planned growth in the coastal towns in Lewes District which has already been identified, with the County Council continuing to develop, design and deliver this package of interventions for the A259 corridors with partner authorities.

#### Reasons

17.4 Much work has been already undertaken by the County Council in partnership with Lewes District Council and the South Downs National Park Authority to assess the impacts of the planned growth up to 2030 in the coastal towns in Lewes District, as set out in the Lewes District Local Plan Part 1: Joint Core Strategy, and the air quality of impacts on the A259. A deliverable package of mitigating transport interventions has been identified.

### 18 PETITION IN RELATION TO THE TRAFFIC CALMING AT BRISBANE QUAY, EASTBOURNE

18.1 The Lead Member considered a report by the Director of Communities, Economy and Transport, together with the comments of Councillor Metcalfe, the local Eastbourne Borough Councillor.

## DECISION

18.2 The Lead Member RESOLVED to advise the petitioners that the findings of the independent "Noise and Vibration Assessment" conducted in December 2015 are applicable and that that no action is required to address the traffic calming feature. However, should there be an opportunity in the future to address the traffic calming feature in terms of the setting of the blocks or the road surface, they could be taken through the normal maintenance process.

### Reasons

18.3 The feature has been the subject of an independent survey, as suggested by the Local Government Ombudsman. No action is required to address the traffic calming feature. The road will continue to be inspected regularly and any immediate safety issues will be addressed as appropriate.

## 19 EAST SUSSEX COUNTY COUNCIL (EASTBOURNE 108A, 108B AND 108C) CYCLE TRACK ORDER 2017

19.1 The Lead Member considered a report by the Director of Communities, Economy and Transport.

## DECISION

19.2 The Lead Member RESOLVED to approve the sealing of the East Sussex County Council (Eastbourne 108a, 108b and 108c) Cycle Track Order 2017 for the conversion of a section of newly created footpath alongside Crumbles Sewer in Eastbourne into a cycle track.

### Reasons

19.3 Once completed the Horsey Way cycle route will provide a continuous route for pedestrians and cyclists between the Town Centre and Sovereign Harbour. The third phase of the scheme, which is currently being constructed, will consist of a traffic free route extending for a total length of over 900m between Lottbridge Drove and Langney roundabout.

**Report to:** Lead Cabinet Member for Transport and Environment  
**Date of meeting:** 16 October 2017  
**By:** Director of Communities, Economy and Transport  
**Title:** Ghyll Road Traffic Calming Proposals, Heathfield  
**Purpose:** To consider the results of the consultation on traffic calming proposals along Ghyll Road, Heathfield

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**RECOMMENDATIONS:** The Lead Member is recommended to:

- (1) Note the results of the public consultation; and**
  - (2) Agree that the proposals for traffic calming along Ghyll Road as set out in this report should be taken forward to construction as part of the 2018/19 Capital Programme for Local Transport Improvements; and**
  - (3) Agree to explore the feasibility of providing additional traffic calming features in Sheepsetting Lane with a view to include these measures in the scheme.**
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## **1. Background**

1.1 In 2008 East Sussex County Council introduced a traffic management scheme along Sheepsetting Lane, Tilsmore Road and Mill Road, Heathfield to encourage slower vehicle speeds and to improve road safety. At the time, Ghyll Road was also identified for a potential future traffic management scheme to address concerns about vehicle speeds in the vicinity of Ghyll Bridge but the scheme was not progressed. Recent traffic speed surveys in Ghyll Road show that drivers are not complying with the 30 mph speed limit. In the vicinity of the bridge near Old Ghyll Road junction average speeds have been recorded at 30 mph and 34 mph for northbound and southbound traffic respectively whilst the 85th percentile speeds have been recorded at 35 mph and 40 mph for northbound and southbound traffic respectively.

1.2 The section of Ghyll Road between Leeves Way and Swaines Way has previously been assessed and identified as a potential site for traffic calming measures. It was ranked third on the priority list of sites warranting further assessment in 2010/11. At the time there was only sufficient funding available to progress the further assessment of the first two sites on the list and, as a consequence, a scheme for Ghyll Road was not developed.

1.3 In May 2011 a petition from residents was received requesting the introduction of speed reducing features and parking improvements in Ghyll Road. This was considered at the Lead Member decision making meeting in July 2011 at which a recommendation was approved for the County Council to consider this request as part of their scheme prioritisation process to see if a project can be included in a future year's Capital Programme for Local Transport Improvements. A scheme to address the speed problem in Ghyll Road in the vicinity of Ghyll Bridge was initially included in the 2013/14 Capital Programme for Local Transport Improvements to develop to a preliminary design. However, through the design process for this scheme, the safety audit identified a number of concerns about the high approach speeds to the first of the proposed traffic calming features. It has therefore been necessary to explore a number of alternative scheme options to overcome these concerns that has resulted in the expansion of the scheme to cover the whole of Ghyll Road. In developing this design, we have engaged with the community through a local residents' working group.

1.4 A comprehensive traffic calming scheme has now been developed which extends the length of Ghyll Road between the existing priority working build-out north of Tilsmore Road and the junction of Ghyll Road and the B2203 (Theobalds Green) to the south. The scheme extent is detailed in Appendix 1.

1.5 The features that have been proposed comprise a series of speed cushions (17 sets in total) along the length of Ghyll Road and two raised tables; at the junction with Geers Wood and at the

existing toucan crossing to the north of Treetops Way junction.

## **2. Comments / Appraisal**

2.1 The public consultation exercise was held between Monday 12 June 2017 and Friday 7 July 2017. Approximately 1,000 letters with accompanying plans and a questionnaire were sent out to local residents and businesses in streets in and around the affected area. In order to publicise the consultation a press release was issued to the local newspaper and East Sussex Highways also used social media, such as Facebook and Twitter. Details of the consultation were sent to the Local Members of East Sussex County Council, Wealden District Council and Heathfield and Waldron Parish Council as well as other key stakeholder groups.

2.2 Two drop-in sessions were held at Heathfield Community Centre, in Sheepsetting Lane, on Wednesday 21 June from 5pm to 8pm and Saturday 1 July from 10am to 1pm at which residents had the opportunity to discuss the proposals in more detail. The consultation feedback form was also available at the drop-in sessions and on the County Council's website. Copies of the consultation material together with a copy of the feedback form are included in Appendices 2 and 3 respectively.

2.3 A total of 319 questionnaires were completed with 204 of these returned by post and 115 being completed online. The analysis and summary of all the comments received are set out in Appendix 4. A document containing a transcript of all of the comments made on the consultation feedback forms is available in the Members Room.

2.4 The results of the public consultation showed that 82% of respondents either agreed or strongly agreed that speeding is an issue on Ghyll Road and 15% either disagreeing or strongly disagreeing that speeding is an issue (3% either had no opinion or did not know). The consultation results showed that 73% of respondents either supported or strongly supported the introduction of traffic calming measures along Ghyll Road and 23% either opposed or strongly opposed the proposed scheme. Of the total responses received from the consultation exercise 42 responses came from residents along Ghyll Road. Of these, 95% of respondents either agreed or strongly agreed that speeding is an issue on Ghyll Road with 5% either disagreeing or strongly disagreeing that speeding is an issue on Ghyll Road. 85% of these residents either supported or strongly supported the proposed introduction of traffic calming on Ghyll Road with 7.5% either opposing or strongly opposing the proposals for traffic calming.

2.5 The majority of comments received were concerns about the number and the type of traffic calming features being proposed. Respondents raised concerns that the proposed scheme would lead to increased driver discomfort, noise and air pollution and an increased risk to wear and tear on individuals' vehicles. In developing the scheme the County Council has endeavoured to minimise the number of proposed traffic calming features. In order to ensure traffic speeds are maintained below the signed 30 mph speed limit it has been necessary to provide a mixture of vertical traffic calming features such as speed cushions and raised tables at regular intervals (between 60m and 70m) along the whole length of Ghyll Road. This approach is designed to promote appropriate vehicle speeds with drivers encouraged to adopt a steady style of driving.

2.6 A number of respondents made requests to extend the scheme to include other roads such as Sheepsetting Lane, Mill Road, Station Road, Pook Reed Lane and Old Station Road. The primary objective of this scheme is to address traffic speeds along Ghyll Road and these additional requests for traffic calming features will be considered in line with the County Council's scheme prioritisation process on their own merit. However, given that there are traffic calming features in part of Sheepsetting Lane it would be appropriate, at this time, to consider additional features along the short section between the Cross in Hand Primary School and the A267 to enhance the existing traffic management scheme. In view of this, should the traffic calming scheme in Ghyll Road proceed, the County Council will explore the viability of extending the scheme to include additional calming features along this section of Sheepsetting Lane and consult with local residents accordingly on these proposals.

2.7 Of the feedback received from the key stakeholders groups, East Sussex Fire and Rescue Service were concerned that the proposed calming features may impact their emergency response times. However they also acknowledged that there is currently a risk to local residents through

speeding vehicles on Ghyll Road so advised that they will not be opposed to the implementation of the project which aims to improve road safety in this area.

2.8 The estimated construction cost of the traffic calming proposals as presented during the consultation exercise is £150,000. Funding for this will be provided from the County Council's 2018/19 Capital Programme for Local Transport Improvements.

### **3 Conclusion and Reason for Recommendation**

3.1 There have been requests from local residents over a number of years for the extension of the existing Tilsmore traffic management scheme into Ghyll Road as traffic speed surveys have shown that drivers are not complying with the current 30 mph speed limit. Whilst the scheme initially sort to address the speed problem in Ghyll Road in the vicinity of Ghyll Bridge, through the design process, the safety audit identified a number of concerns about the high approach speeds to the first of the proposed traffic calming features. This has resulted in exploring a number of alternative scheme options that has made it been necessary to extend the scheme over the whole length of Ghyll Road.

3.2 The results of the public consultation showed significant support for the proposed traffic calming scheme. It is therefore recommended that the Lead Member for Transport and Environment agrees that the detailed design work be progressed to enable the notices to be advertised and subject to the outcome of this consultation and any necessary minor amendments, that the traffic calming measures be implemented in next year's Capital Programme for Local Transport Improvements.

3.3 It is also recommended that the detailed design work should include the additional traffic calming measures in Sheepsetting Lane between Cross in Hand Primary School and the A267 as an extension to the existing traffic management scheme if they are considered technically viable and acceptable to the residents of Sheepsetting Lane.

RUPERT CLUBB

Director of Transport and Environment

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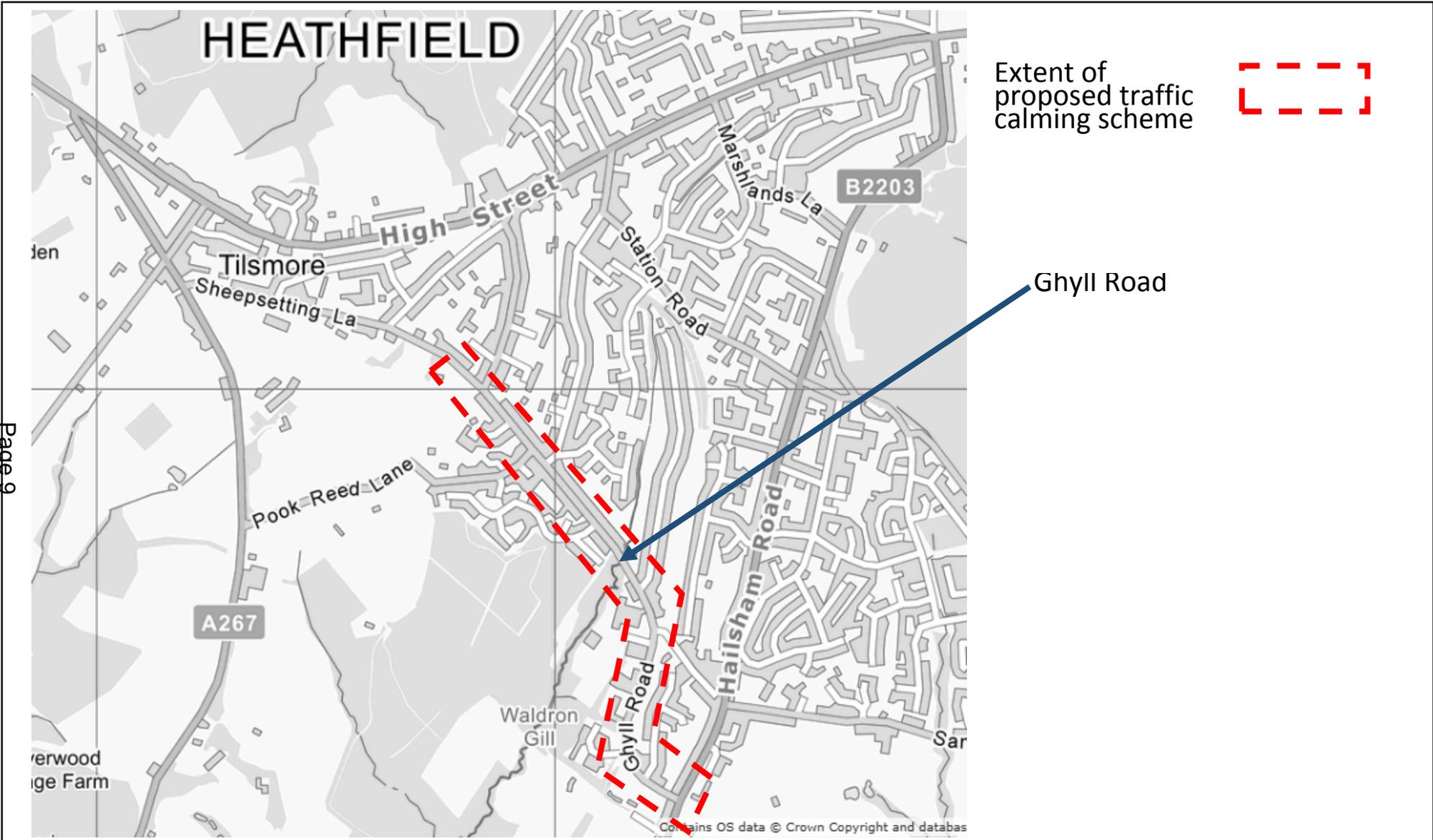
#### LOCAL MEMBERS

All

#### BACKGROUND DOCUMENTS

Transcript of responses

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**CONSULTATION ON  
PROPOSALS FOR  
TRAFFIC CALMING ALONG  
GHYLL ROAD**

12 June 2017

Dear Resident,

**We'd like your views on our proposals for traffic calming along Ghyll Road**

In 2008 East Sussex County Council introduced a traffic calming scheme along Sheepsetting Lane, Tilsmore Road and Mill Road to encourage slower vehicle speeds and to improve road safety.

There has been a long standing desire from local residents to extend the existing scheme into Ghyll Road as the average traffic speeds, particularly in the vicinity of the narrow bridge between Geers Wood and Swaines Way are exceeding the 30 mph speed limit.

East Sussex Highways has developed a traffic calming scheme in partnership with local residents' representatives. We're now in a position to consult on some proposals on this and we're contacting you because you live in an area which might be affected.

The scheme will be introduced throughout the length of Ghyll Road between the existing priority working build-out north of Tilsmore Road and the junction of Ghyll Road and the B2203 to the south.

Details of the proposals are shown on the drawings attached to this letter and comprise the following traffic calming features:

- Speed cushions introduced at regular intervals along Ghyll Road;
- Raised table at the Ghyll Road and Geers Wood junction;
- Upgrade of existing street lighting lanterns and new signing in support of traffic calming features.

In developing these measures we have endeavoured to minimise the number of physical traffic calming features that are to be introduced. However, in order to ensure

traffic speeds are maintained below the 30 mph speed limit it has been necessary to provide these features at regular intervals along the whole length of Ghyll Road.

The cost of introducing these measures has been estimated at £160,000. Subject to the outcome of this consultation exercise, if the proposal goes ahead, it would be paid for from contributions secured as part of East Sussex County Council's annual capital programme for local infrastructure improvements for 2017/18.

### Commenting on the proposals

The consultation starts on Monday 12 June 2017 and closes on Friday 7 July 2017. You can give us your views by filling in the questionnaire online at:

[www.eastsussexhighways.com/ghyll-road-traffic-calming-proposals](http://www.eastsussexhighways.com/ghyll-road-traffic-calming-proposals)

Alternatively you can complete the enclosed questionnaire and return it in the envelope provided.

If you would like to discuss the scheme in more detail, the East Sussex Highways team will be available to meet with you at the Heathfield Community Centre, Sheepsetting Lane at the following times:

- Wednesday 21 June 2017 between 5 pm and 8 pm
- Saturday 1 July 2017 between 10 am and 1 pm

### What happens next?

We'll use your comments to help us to decide whether the proposals should be taken forward. A report setting out the results of this consultation and containing recommendations about whether the scheme should be introduced will be considered by the East Sussex County Council Lead Member for Transport and Environment in Autumn 2017.

A copy of the report and a record of any decisions taken will be available online at

<https://democracy.eastsussex.gov.uk/mgCommitteeDetails.aspx?ID=177>

If you wish to discuss the proposals in more detail please do not hesitate to contact me on 07342 998531.

Yours faithfully,



James Voks | Project Manager  
Design Team | East Sussex Highways





**GHYLL ROAD, HEATHFIELD  
TRAFFIC CALMING SCHEME**

**CONSULTATION PLAN B**



**APPENDIX 3 – FEEDBACK FORM**



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**Freepost East Sussex Highways**

**GHYLL ROAD TRAFFIC CALMING SCHEME**

**Your views about our proposals**

We would like your views on the proposals.

An online version of this questionnaire is available on our website along with plans showing the proposals:

[www.eastsussexhighways.com/ghyll-road-traffic-calming-proposals](http://www.eastsussexhighways.com/ghyll-road-traffic-calming-proposals)

Please return your completed questionnaire by **Friday 7 July 2017** in the envelope provided using the 'Freepost East Sussex Highways' address.

All responses received will be treated in the strictest confidence; the Council will use the responses from this questionnaire for research purposes only.

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We are asking these questions as we want to make sure that we have a representative view of the proposals from residents, businesses and stakeholder groups.

**SECTION 1 – Your Status**

**Q1. Are You...**  An individual  A business  Other

If business or other please provide details:

**Q2. Please provide your postcode.** (It will not be used to identify you)

**SECTION 2 – About the proposals**

**Q3. To what extent do you agree that speeding is an issue on Ghyll Road?**

- |  |                                   |                                     |
|--|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Strongly agree    | <input type="checkbox"/> Agree    | <input type="checkbox"/> No opinion |
| <input type="checkbox"/> Strongly disagree | <input type="checkbox"/> Disagree | <input type="checkbox"/> Don't know |

**Q4. To what extent do you support the proposed introduction of traffic calming on Ghyll Road?**

- |   |                                  |                                     |
|---|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Strongly support | <input type="checkbox"/> Support | <input type="checkbox"/> No opinion |
| <input type="checkbox"/> Strongly oppose  | <input type="checkbox"/> Oppose  | <input type="checkbox"/> Don't know |

**Q5. If you do not support the proposals please tell us why.**

**Q6. Are there any comments that you would like to make about your response or about how the proposals may affect you?**

### **SECTION 3 – About You**

#### **Q7. Are you....**

- Female  Male  Prefer not to say

#### **Q8. Which of these age groups do you belong to?**

- Under 18  18-24  25-34  35-44  45-54  55-59  60-64  
 65-74  75+  Prefer not to say

#### **Q9. To which of these ethnic groups do you feel you belong? Please select one answer:**

- White British  Mixed White and Asian  Black or Black British Caribbean  
 White gypsy/Roma  Asian of Asian British  Black or Black British African  
 White other  Asian or Asian British Pakistani  Black other  
 Mixed White and Black Caribbean  Asian other  Arab  
 Mixed White and Black African  Chinese  Prefer not to say  
 Other ethnic group

If your ethnic group was not specified in the list please describe below:

#### **Q10. Do you consider yourself to be disabled as set out in the Equality Act 2010?**

- Yes  No  Prefer not to say

The Equality Act 2010 describes a person disabled if they have a longstanding physical or mental condition that has lasted or is likely to last at least 12 months; and this condition has a substantial adverse effect on their ability to carry out normal day to day activities. People with some conditions (cancer, multiple sclerosis and HIV/AIDS, for example) are considered to be disabled from the point that they are diagnosed.

#### **Q11. If you answered yes to Q10, please tell us the type of impairment that applies to you.**

You may have more than one type of impairment, so please select all that apply. If none of these apply to you please select other and write in the type of impairment you have.

- Physical impairment  Mental Health Condition  Sensory (hearing or sight)  
 Learning disability  Long standing illness or health condition such as cancer, HIV, heart disease, diabetes or epilepsy  Other

If you ticked other, please specify:

**Thank you for taking part, your views are important to us.**

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## Appendix 4 – Analysis and summary of the comments received

### 1. Introduction

Details on the Ghyll Road Traffic Calming consultation and the results of the analysis of the completed questionnaires are set out in this Appendix.

### 2. Publicity

The public consultation exercise was held between Monday 12 June and Friday 7 July 2017. Approximately 1,000 letters with the accompanying plans and questionnaire were sent out to local residents and businesses in streets in and around the affected area. In order to publicise the consultation a press release was issued to the local newspaper and East Sussex Highways also used social media, such as Facebook and twitter. Details of the consultation were sent to the Local Members of East Sussex County Council, Wealden District Council and Heathfield and Waldron Parish Town Council as well as other key stakeholder groups.

### 3. Feedback

A total of 319 questionnaires were completed with 204 of these returned by post and 115 being completed online.

Two drop-in sessions were held at Heathfield Community Centre, in Sheepsetting Lane, on Wednesday 21 June from 5pm to 8pm and Saturday 1 July from 10am to 1pm should residents wish to discuss the proposals in more detail. Given that residents and businesses in the vicinity of the proposed scheme received letters as well as the scheme plans and a feedback questionnaire it was not anticipated that attendance to these sessions would be high. In total 44 people attended over the two sessions.

### 4. Respondent profile

Respondents were asked to indicate on the consultation questionnaire whether they were responding as an individual or on behalf of a business. A total of 317 responses were given and the results are shown in the table below.

Respondent Status	Number of responses	% of responses
An Individual	307	96.24
A Business	4	1.25
Other	6	1.88
Not Answered	2	0.63
Total	319	100

As shown in the table above a majority of respondents were individuals.

### 5. To what extent do you agree that speeding is an issue on Ghyll Road?

Question 3 asked respondents about the extent to which they agree that speeding is an issue on Ghyll Road. A total of 319 responses were given and the results are shown in the table below.

Respondent Status	Total Responses		Residents along Ghyll Road	
	Number of responses	% of responses	Number of responses	% of responses
Strongly Agree	168	52	31	74
Agree	96	30	9	21
Strongly Disagree	16	5	0	0
Disagree	31	10	2	5
No Opinion	3	1	0	0
Don't Know	5	2	0	0
Total	319	100	42	100

As shown in the table above, 82% of respondents either agreed or strongly agreed that speeding is an issue on Ghyll Road with 15% either disagreeing or strongly disagreeing that speeding is an issue on Ghyll Road.

Of the total responses received from the consultation exercise 42 responses came from residents along Ghyll Road (details based on postcode). Of these, 95% of respondents either agreed or strongly agreed that speeding is an issue on Ghyll Road with 5% either disagreeing or strongly disagreeing that speeding is an issue on Ghyll Road.

## 6. Overall level of support for the traffic calming proposals

### 6.1 To what extent do you support the proposed introduction of traffic calming on Ghyll Road?

Question 4 asked respondents about the extent to which they supported the proposed introduction of traffic calming measures on Ghyll Road? A total of 319 responses were given and the results are shown in the table below.

Respondent Status	Total Responses		Residents along Ghyll Road	
	Number of responses	% of responses	Number of responses	% of responses
Strongly Support	161	50	28	66
Support	74	23	8	19
Strongly Oppose	45	14	1	2.5
Oppose	29	9	2	5
No Opinion	5	2	1	2.5
Don't Know	5	2	2	5
Total	319	100	42	100

As shown in the table above, 73% of respondents either supported or strongly supported the proposed introduction of traffic calming on Ghyll Road and 23% either opposing or strongly opposing the proposals.

Of the total responses received from the consultation exercise 42 responses came from residents along Ghyll Road (details based on postcode). Of these, 85% of respondents either supported or strongly supported the proposed introduction of traffic calming on Ghyll Road with 7.5% either opposing or strongly opposing the proposals.

## 6.2 If you are opposed to the changes please tell us why?

Question 5 gave those respondents who did not support the proposals the opportunity to let us know why. A total of 205 comments were received. The comments received have been reviewed and categorised into themes and these are presented in the table below. Responses to the themes are also provided.

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
1	Speed bumps aren't effective	23	Vertical deflection calming measures, such as speed cushions and raised tables have proved to be an effective means of encouraging slow speeds when compared to horizontal calming measures such as priority working or pinch points or signing and lining only schemes.
2	The proposals are over the top	23	<p>In November 2016 traffic speeds recorded along Ghyll Road (in the vicinity of Old Ghyll Road junction) have seen 85<sup>th</sup> %ile speeds of 35 mph and 40 mph for northbound and southbound traffic respectively.</p> <p>To encourage slower traffic speeds a package of traffic calming measures are considered necessary throughout Ghyll Road. Vertical deflection calming measures, such as speed cushions and raised tables are an effective means of encouraging slow speeds when compared to horizontal calming measures such as priority working or pinch points.</p> <p>During the development of this scheme the design team have endeavoured to minimise the extent of traffic calming being proposed but it has been considered necessary to introduce the measures as presented at the public consultation exercise to ensure lower traffic speeds are maintained throughout the length of Ghyll Road. Industry Standards (Local Transport Note 1/07) advise that calming features should be introduced at intervals between 60m to 70m to ensure low</p>

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
			<p>traffic speeds are maintained throughout with motorists encouraged to adopt a smooth style of driving.</p> <p>In acknowledgement that emergency services will require access along Ghyll Road speed cushions have been proposed, instead of road humps. Although speed cushions do not slow speeds to the same extent as humps they do allow emergency vehicles and buses a smoother ride.</p>
3	Speed bumps damage vehicles	16	<p>Transport Research Laboratory (TRL) carried out a study to assess the impact of traffic calming on vehicles and their occupants. Although the report did not specifically look into the impact of speed cushions, the resulting report from the study, TRL Report 614 (Kennedy et al., 2004) concluded that vehicles travelling over road humps at appropriate speeds should not suffer damage, provided the humps conform to the Highways (Road Hump) Regulations 1999. The results of the research showed no damage to any of the vehicles, despite repeated passes at speeds of up to 40 mph.</p>
4	Speed cushions are harmful to the environment – pollution	15	<p>Low speeds are generally associated with high rates of exhaust emission because they usually involve a high proportion of acceleration and deceleration. However, smooth, low speed driving, in as high a gear as possible, will result in relatively low emissions. The effect on emissions will depend on how the scheme influences both the average speed of traffic and the amount of speed variation. By proposing speed cushions at regular intervals along Ghyll Road the intention is to ensure low traffic speeds are maintained throughout with motorists encouraged to adopt a passive style of driving, at a lower but constant speed as opposed to an aggressive</p>

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
			<p>style, with excessive braking and acceleration between speed cushions.</p> <p>Although some traffic management measures can result in increased emissions per vehicle, they also generally result in a reduction in the volume of traffic. Thus, even though emissions per vehicle may increase, this can be offset by the reduction in traffic. The amount of traffic in residential areas is relatively small, and traffic diverted to other roads is unlikely to have a significant effect on emission.</p>
5	Money could be better spent	12	A majority of respondents to this consultation either agreed or strongly agreed that speeding is an issue along Ghyll Road. These measures look to address this problem.
6	Put cameras in instead	11	Speed cameras are the responsibility of the Sussex Safer Roads Partnership (SSRP). The latest three year crash record would not meet the base criteria for the provision of a fixed camera. As fixed speed cameras would only be positioned at single locations along Ghyll Road they would not offer the same level of coverage than a series of traffic calming features being proposed.
7	Speeding vehicles have not caused accidents/casualties on Ghyll Road	11	<p>Over the last three years there has been one serious and one slight personal injury crash recorded along Ghyll Road.</p> <p>The objective of this project is to address traffic speeds along Ghyll Road. A majority of respondents to this consultation either agreed or strongly agreed that speeding is an issue along Ghyll Road. This has been supported with speed surveys undertaken in November 2016. Traffic speeds recorded along Ghyll Road (in the vicinity of Old Ghyll Road junction) have seen 85th %ile speeds of 35 mph and 40 mph for</p>

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
			<p>northbound and southbound traffic respectively. The proposed traffic calming measures look to address this problem.</p> <p>Traffic calming measures have been shown to reduce the frequency of accidents involving pedestrians, cyclists and motorcyclists.</p>
8	Waste of money	11	See response to theme 5.
9	Speeding is not an issue on Ghyll Road	10	<p>A majority of respondents to this consultation either agreed or strongly agreed that speeding is an issue along Ghyll Road. This has been supported with speed surveys undertaken in November 2016. Traffic speeds recorded along Ghyll Road (in the vicinity of Old Ghyll Road junction) have seen 85th %ile speeds of 35 mph and 40 mph for northbound and southbound traffic respectively. The proposed traffic calming measures look to address this problem.</p>
10	Fill pot holes instead	7	<p>A majority of respondents to this consultation either agreed or strongly agreed that speeding is an issue along Ghyll Road. These measures look to address this problem. Any comments received in relation to the condition of the existing highway will be passed to East Sussex Highway who maintains the County Highway Network.</p>
11	Inconvenience to residents	7	<p>It is acknowledged that the proposed traffic calming measures may not be popular to all residents although the objective of the scheme is to address the speeding issue along Ghyll Road which the majority of respondents to this consultation either agreed or strongly agreed that speeding was a problem.</p>

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
12	Parked cars slow traffic on Ghyll Road	7	Although parked cars can reduce traffic speeds this is not a permeant traffic calming solution that can be used throughout the day/night.
13	There should be parking measures on Ghyll Road	7	The aim of the scheme is to address traffic speeds along Ghyll Road. It is acknowledged that along certain lengths of Ghyll Road parking may be a problem. Particularly in the vicinity of junctions. Should the scheme proceed this matter will be considered further during the detailed design stage.
14	Will not reduce lorry traffic	7	There is an existing 7.5t weight limit restriction along Ghyll Road, between the A267 and Industrial Estate. Although the proposed traffic calming measures primarily aim to encourage slower vehicle speeds. The proposals may also reduce traffic volume as the measures may make Ghyll Road and adjoining streets less attractive to vehicles that currently use these roads as a rat run.
15	Not enough speed limit signs	6	Ghyll Road is within a 30mph speed limit. National legislation sets out how speed limits should be signed so that they are consistent across the Country. This legislation does not permit the use of 30mph repeater signs, either fixed or painted on the carriageway, where there is a system of street lighting. As street lighting is provided in Ghyll Road we are unable to provide any additional signing in this area.
16	Ghyll Road is already difficult in winter conditions	5	It is not envisaged that the proposed measures will cause problems during winter conditions. Should the scheme proceed this matter will be considered further during the detailed design stage to ensure winter maintenance is not impacted by the measures being proposed.

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
17	Residents on Ghyll Road will complain about acceleration noise	4	<p>Vehicle noise emissions depend upon the way vehicles are driven. By proposing speed cushions at regular intervals along Ghyll Road the intention is to ensure low traffic speeds are maintained throughout with motorists encouraged to adopt a passive style of driving, at a lower but constant speed as opposed to an aggressive style, with excessive braking and acceleration between speed cushions which can lead to a highly fluctuating noise level.</p> <p>Lowering the speed of vehicles may mean that vehicle noise emission levels are reduced. In addition, after the measures are installed, traffic flows may be reduced, leading to further reductions in noise levels.</p>
18	Speed bumps cause discomfort to people with physical impairment	4	<p>Road humps are effective because they cause discomfort to the driver when they are crossed at high speeds. Unfortunately for some vehicle occupants, for example those with back injuries, road humps cause discomfort even at low speeds. The speed cushions that are being proposed will be 75 mm in height. This minimises vehicle occupant discomfort whilst maintaining their effectiveness as a traffic calming feature.</p> <p>The proposed speed cushions also allow emergency vehicles a smoother ride over them. Not only will this minimise impact to emergency response times but for the case of ambulances will reduce the discomfort for patients.</p>
19	Use police to manage parking problems near Cross in Hand school	4	<p>Parking enforcement is a matter for Sussex Police. This matter will be passed on to Sussex Police for their consideration.</p>

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
20	Proposals do not take cyclists into account	3	<p>By reducing the speed, dominance and at times the volume of motor vehicles, traffic calming can benefit cyclists.</p> <p>As part of the proposals, a raised table will be introduced at the existing toucan crossing near Treetops Way. This existing crossing facility connects the Cuckoo Trail, an off road route used by cyclists, which runs parallel to sections of Ghyll Road before heading towards Heathfield Town Centre.</p>
21	Restricting exit speeds from Geers Wood may cause problems on Ghyll Road	3	The introduction of traffic calming along Ghyll Road and a raised table at Ghyll Road/Geers Wood Junction should make it easier for traffic exiting Geers Wood as approach speeds to the junction should be reduced.
22	Proposals will cause accidents	2	The traffic calming proposals along Ghyll Road look to reduce traffic speed thereby will improve the environment for more vulnerable road users such as pedestrians and cyclists. Traffic calming measures have shown to reduce the frequency of accidents involving pedestrians, cyclists and motorcyclists.
23	Waldron Thorns needs speed bumps	2	The objective of this project is to address traffic speeds along Ghyll Road. The introduction of local infrastructure improvements to address speeding issues on other roads will need to be considered by the County Council in line with their scheme prioritisation process to determine if it is a project that can be taken forward in subsequent years.

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
24	Inconvenience during installation	1	Should the scheme proceed to construction we will co-ordinate the works to minimise disruption to residents and businesses.
25	New driveway (S184 agreement) conflict	1	We are aware from the consultation that residents have made changes to their driveways since the consultation proposals were put together. Should the scheme proceed, issues in relation to private accesses will be considered further during the detailed design stage.
26	Speed bumps increase fuel consumption	1	By proposing speed cushions at regular intervals along Ghyll Road the intention is to ensure low traffic speeds are maintained throughout with motorists encouraged to adopt a passive style of driving, at a lower but constant speed as opposed to an aggressive style, with excessive braking and acceleration between speed cushions which can lead to less economical fuel consumption.
27	Speed bumps reduce concentration on the road ahead	1	Traffic calming measures such as speed cushions and speed tables have shown to reduce traffic speeds and in turn improve road safety. It is expected that drivers travelling along a section of road that has been traffic calmed should be more aware of the surrounding and therefore drive with greater care and attention.
28	There is already a safe crossing near the Cuckoo Trail	1	The existing traffic signal controlled toucan crossing will remain. This will be upgraded to include a raised table. This calming feature forms part of a series of vertical deflection calming measures to encourage slower traffic speeds along Ghyll Road.

### 6.3 Are there any other comments that you would like to make about the proposals

Question 6 gave those respondents the opportunity of providing any further comments on the proposals and how they may affect the individual. A total of 473 comments were received. The comments received have been reviewed and categorised into themes and these are presented in the table below. Responses to the themes are also provided.

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
1	Speeding is an issue in Ghyll Road	63	Acknowledged. The calming measures being proposed look to address this matter.
2	Concerned for families and children who use the road	33	The traffic calming proposals along Ghyll Road look to reduce traffic speed thereby improve the environment for more vulnerable road users such as pedestrians and cyclists. Traffic calming measures have also shown to reduce the frequency of accidents involving pedestrians, cyclists and motorcyclists.
3	Proposals are good	27	Acknowledged.
4	Proposals are over the top	25	<p>In November 2016 traffic speeds recorded along Ghyll Road (in the vicinity of Old Ghyll Road junction) have seen 85<sup>th</sup> %ile speeds of 35 mph and 40 mph for northbound and southbound traffic respectively.</p> <p>To encourage slower traffic speeds a package of traffic calming measures are considered throughout Ghyll Road. Vertical deflection calming measures, such as speed cushions and raised tables are an effective means of encouraging slow speeds when compared to horizontal calming measures such as priority working or pinch points.</p> <p>During the development of this scheme the design team have endeavoured to minimise the extent of traffic calming being proposed but it has been considered necessary to introduce the measures as presented at the public consultation</p>

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
			<p>exercise to ensure lower traffic speeds are maintained throughout the length of Ghyll Road. Industry Standards (Local Transport Note 1/07) advise that calming features should be introduced at intervals between 60m to 70m to ensure low traffic speeds are maintained throughout with motorists encouraged to adopt a smooth style of driving.</p> <p>In acknowledgement that emergency services will require access along Ghyll Road speed cushions have been proposed, instead of road humps. Although speed cushions do not slow speeds to the same extent as humps they do allow emergency vehicles and buses a smoother ride.</p>
5	Parked cars on Ghyll Road are more dangerous	23	The aim of the scheme is to address traffic speeds along Ghyll Road. It is acknowledged that along certain lengths of Ghyll Road parking may be a problem. Particularly in the vicinity of junctions. Should the scheme proceed this matter will be considered further during the detailed design stage.
6	Speed bumps aren't effective	22	Vertical deflection calming measures, such as speed cushions and raised tables have proved to be an effective means of encouraging slow speeds when compared to horizontal calming measures such as priority working or pinch points or signing and lining only schemes.
7	There should be parking measures on Ghyll Road	21	See response to theme 5.
8	Put raised table in instead	15	Emergency services will require access along Ghyll Road so speed cushions have been proposed as the primary method of traffic calming, instead of road humps or a series of raised tables. Although speed cushions do not slow speeds to the same extent as humps or tables they do allow emergency vehicles and buses a smoother ride. With this said the proposals do incorporate a single raised table at the existing

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
			toucan crossing as well as a raised junction at Geers Road/Ghyll Road junction.
9	Put cameras in instead.	14	Speed cameras are the responsibility of the Sussex Safer Roads Partnership (SSRP). The latest three year crash record would not meet the base criteria for the provision of a fixed camera. As fixed speed cameras would only be positioned at single locations along Ghyll Road they would not offer the same level of coverage then a series of traffic calming features being proposed.
10	Speeding is an issue in Sheepsetting Lane	13	The objective of this project is to address traffic speeds along Ghyll Road. However, since the introduction of the traffic calming scheme along Sheepsetting Lane, Tilsmore Road and Mill Road in 2008, residents of Sheepsetting Lane have campaigned for further calming measures between Cross in Hand Primary School and the A267. In view of this, should the traffic calming scheme in Ghyll Road proceed the County Council will explore the viability of extending the project to include additional calming features in Sheepsetting Lane between Cross in Hand Primary School and the A267.
11	Spend money elsewhere	12	A majority of respondents to this consultation either agreed or strongly agreed that speeding is an issue along Ghyll Road. These measures look to address this problem.
12	Will not reduce lorry traffic	12	There is an existing 7.5t weight limit restriction along Ghyll Road, between the A267 and Industrial Estate. Although the proposed traffic calming measures primarily aim to encourage slower vehicle speeds. The proposals may also reduce traffic volume as the measures may make Ghyll Road and adjoining streets less attractive to vehicles that currently use these roads as a rat run.
13	Speed bumps damage vehicles	11	Transport Research Laboratory (TRL) carried out a study to assess the impact of traffic calming on vehicles and their occupants. Although the report did not

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
			specifically look into the impact of speed cushions, the resulting report from the study, TRL Report 614 (Kennedy et al., 2004) concluded that vehicles travelling over road humps at appropriate speeds should not suffer damage, provided the humps conform to the Highways (Road Hump) Regulations 1999. The results of the research showed no damage to any of the vehicles, despite repeated passes at speeds of up to 40 mph.
14	Fill pot holes instead.	10	A majority of respondents to this consultation either agreed or strongly agreed that speeding is an issue along Ghyll Road. These measures look to address this problem. Any comments received in relation to the condition of the existing highway will be passed to East Sussex Highway who maintains the County Highway Network.
15	Speed cushions are harmful to the environment	10	<p>Low speeds are generally associated with high rates of exhaust emission because they usually involve a high proportion of acceleration and deceleration. However, smooth, low speed driving, in as high a gear as possible, will result in relatively low emissions. The effect on emissions will depend on how the scheme influences both the average speed of traffic and the amount of speed variation.</p> <p>By proposing speed cushions at regular intervals along Ghyll Road the intention is to ensure low traffic speeds are maintained throughout with motorists encouraged to adopt a passive style of driving, at a lower but constant speed as opposed to an aggressive style, with excessive braking and acceleration between speed cushions.</p> <p>Although some traffic management measures can result in increased emissions per vehicle, they also generally result in a reduction in the volume of traffic. Thus, even though emissions per vehicle may increase, this can be offset by the reduction in traffic. The amount of traffic in residential areas is relatively small, and traffic diverted to other roads is unlikely to have a significant effect on emission.</p>
16	Alternative speed bump	9	Industry Standards (Local Transport Note 1/07) advise that calming features should

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
	positioning suggested		be introduced at intervals between 60m to 70m to ensure low traffic speeds are maintained throughout with motorists encouraged to adopt a smooth style of driving. The design team have endeavoured to set out the proposed calming features at these set intervals whilst ensuring that driveways, junctions or other existing highway features are not obstructed.
17	Improve signage	9	Ghyll Road is within a 30mph speed limit. National legislation sets out how speed limits should be signed so that they are consistent across the Country. This legislation does not permit the use of 30mph repeater signs, either fixed or painted on the carriageway, where there is a system of street lighting. As street lighting is provided in Ghyll Road we are unable to provide any additional signing in this area.
18	Speed cushions will cause noise pollution	9	It is acknowledged that speed cushions may give rise to vehicle body noise (body rattles, suspension noise etc.). However, lowering the speed of vehicles may mean that vehicle noise emission levels are reduced. In addition, after the measures are installed, traffic flows may be reduced, leading to further reductions in noise levels. Vehicle noise emissions may also depend upon the way vehicles are driven. By proposing speed cushions at regular intervals along Ghyll Road the intention is to ensure low traffic speeds are maintained throughout with motorists encouraged to adopt a passive style of driving, at a lower but constant speed as opposed to an aggressive style, with excessive braking and acceleration between speed cushions which can lead to a highly fluctuating noise level.
19	Speed cushions will create more noise	9	See response to theme 18.
20	Speed bumps are a waste of money	8	A majority of respondents to this consultation either agreed or strongly agreed that speeding is an issue along Ghyll Road. These measures look to address this problem.
21	Statistical evidence about	8	Over the last three years there has been one serious and one slight personal injury

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
	accidents needed to justify expenditure		<p>crash recorded along Ghyll Road.</p> <p>The objective of this project is to address traffic speeds along Ghyll Road. A majority of respondents to this consultation either agreed or strongly agreed that speeding is an issue along Ghyll Road. This has been supported with speed surveys undertaken in November 2016. Traffic speeds recorded along Ghyll Road (in the vicinity of Old Ghyll Road junction) have seen 85th %ile speeds of 35 mph and 40 mph for northbound and southbound traffic respectively. The proposed traffic calming measures look to address this problem.</p> <p>Traffic calming measures have been shown to reduce the frequency of accidents involving pedestrians, cyclists and motorcyclists.</p>
22	Put speed indicators in	7	Speed indicators/ vehicle activated signs have been considered during the development of the scheme. However, this type of calming feature would not reduce current traffic speed sufficiently or throughout the extent of Ghyll Road.
23	Will increase traffic in the High Street	7	There may be changes in traffic behaviour as the proposed measures may make Ghyll Road and adjoining streets less attractive to vehicles that currently use these roads as a rat run. Should the scheme proceed, post construction traffic monitoring surveys will be undertaken to assess the impact the scheme has had to traffic volume/speed not only on Ghyll Road but on other roads as well.
24	Add to existing measures	6	It is considered that the extents of the proposed traffic calming measures along Ghyll Road are sufficient to encourage slower traffic speeds.
25	Put in flashing sign	6	See response to theme 22.

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
26	Speed bumps cause discomfort to people with physical impairment	6	<p>Road humps are effective because they cause discomfort to the driver when they are crossed at high speeds. Unfortunately for some vehicle occupants, for example those with back injuries, road humps cause discomfort even at low speeds. The speed cushions that are being proposed will be 75 mm in height. This minimises vehicle occupant discomfort whilst maintaining their effectiveness as a traffic calming feature.</p> <p>The proposed speed cushions also allow emergency vehicles a smoother ride over them. Not only will this minimised impact to emergency response times but for the case of ambulances will reduce the discomfort for patients.</p>
27	Speeding is an issue in Swaines Way	6	The objective of this project is to address traffic speeds along Ghyll Road. The introduction of local infrastructure improvements to address speeding issues on other roads will need to be considered by the County Council in line with their scheme prioritisation process to determine if it is a project that can be taken forward in subsequent years.
28	Access to Geers Wood is already difficult in wintery conditions	5	It is not envisaged that access to Geers Wood will be impacted by the raised junction being proposed. Should the scheme proceed this matter will be considered further during the detailed design stage to ensure winter maintenance is not impacted by the measures being proposed.
29	Put priority measures in instead	5	Vertical deflection measures such as speed cushions are more effective in reducing traffic speeds than horizontal deflection measures such as priority working, chicanes or pinch points.
30	Waldron Thorns needs speed bumps	5	See response to theme 27.

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
31	Lower speed limit on Ghyll Road	4	Lowering the speed limit from 30 mph to 20 mph would still require traffic calming measure to be introduced to ensure traffic speeds are maintained within the new speed limit.
32	Mill Road needs resurfacing	4	Although this is not part of the traffic calming scheme comments in respect to the condition of the highway will be considered by the County Council as part of their wider carriageway resurfacing annual programme of works. Should any infrastructure improvement scheme be taken forward we will ensure that this can be co-ordinated with any future maintenance scheme.
33	Speed bumps do not slow down motorcycles	4	Accepted. Speed cushions are less effective for motorcyclists. In acknowledgement that emergency services will require access along Ghyll Road speed cushions have been proposed, instead of road humps. Although speed cushions do not slow speeds to the same extent as humps they do allow emergency vehicles and buses a smoother ride.
34	Speed limit is not very clear on Ghyll Road	4	Ghyll Road is within a 30mph speed limit. National legislation sets out how speed limits should be signed so that they are consistent across the Country. This legislation does not permit the use of 30 mph repeater signs, either fixed or painted on the carriageway, where there is a system of street lighting. As street lighting is provided in Ghyll Road we are unable to provide any additional signing in this area.
35	Speeding is an issue in Waldron Thorns	4	See response to theme 27.
36	Will not slow traffic in Waldron Thorns	4	See response to theme 27.
37	Ghyll Road needs resurfacing	3	See response to theme 32.

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
38	Proposed measures will inconvenience traffic going uphill	3	It is not envisaged that northbound traffic will be adversely impacted by the proposed measures. The traffic calming features are regularly spaced (between 60m and 70m) to ensure low traffic speeds are maintained throughout with motorists encouraged to adopt a smooth style of driving.
39	Restricting exit speeds from Geers Wood may cause problems on Ghyll Road	3	The introduction of traffic calming along Ghyll Road and a raised table at Ghyll Road/Geers Wood Junction should make it easier for traffic exiting Geers Wood as approach speeds to the junction should be reduced.
40	Speeding is an issue in Tilsmore Road	3	See response to theme 27.
41	Speeding is an issue on Station Road	3	See response to theme 27.
42	Make the bridge single lane	2	The carriageway across the bridge is narrow (4.8 m wide) and already acts as a measure to encourage slower traffic speeds. Given the high recorded speeds at the approach to the bridge (See response to theme 4) it is necessary to introduce a series of traffic calming measures in advance to reduce speed of traffic as they reach the localised narrowing at the bridge.
43	Proposals do not take cyclists into account	2	<p>By reducing the speed, dominance and at times the volume of motor vehicles, traffic calming can benefit cyclists.</p> <p>As part of the proposals, a raised table will be introduced at the existing toucan crossing near Treetops Way. This existing crossing facility connects the Cuckoo Trail, an off road route used by cyclists, which runs parallel to sections of Ghyll Road before heading towards Heathfield Town Centre.</p>

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
44	Speeding is an issue in Pook Reed Lane	2	See response to theme 27.
45	Will increase traffic through Waldron Thorns	2	See response to theme 12.
46	Close the bridge/ close Ghyll Road completely	1	The objective of the scheme is to encourage slower vehicle speeds along Ghyll Road not to prevent access. Given that Ghyll Road provides access to many homes and business and is also a route that emergency services use, closure of the bridge and in turn Ghyll Road would not be acceptable.
47	Congestion in High St increases traffic along Ghyll Road	1	See response to theme 12.
48	Inconvenience during installation	1	Should the scheme proceed to construction we will co-ordinate the works to minimise disruption to residents and businesses.
49	Make the path wider and a single lane/introduce priority working	1	Priority working is a type of traffic calming measure that has been used along Mill Road, Tilsmore Road and Sheepsetting Lane whereby the footway/verge is widened to form a signal lane for traffic to use. For Ghyll Road we consider that a series of speed cushions spaced out at regular intervals will be more effective in reducing traffic speed.
50	Proposed measures need to be correctly maintained	1	Local authorities have a duty to maintain their highways, which includes any traffic calming features.
51	Put speed bumps on Station Road	1	See response to theme 27.
52	Speeding is an issue in Mill Road	1	See response to theme 27.

Theme No.	Theme Issue	Number of respondents raising this issue	ESCC Response
53	Speeding is an issue on Old Heathfield Road	1	See response to theme 27.
54	Will discourage people from using Waldron Thorns as a cut through	1	As well as encouraging slower vehicle speeds, the proposals may also make Ghyll Road and adjoining streets less attractive to vehicles who use these roads as a rat run.
55	Will reduce lorry traffic	1	See response to 54. This may also apply to commercial vehicles.

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**Report to:** Lead Cabinet Member for Transport and Environment  
**Date of meeting:** 16 October 2017  
**By:** Director of Communities, Economy and Transport  
**Title:** Highway Policy Review  
**Purpose:** To seek agreement for the amendments to Highway Service policies.

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**RECOMMENDATIONS:** The Lead Member is recommended to:

- (1) Rescind the policies set out in appendix 3; and
  - (2) Approve the proposed amendments to the policies set out in appendix 5; and
  - (3) Approve the proposed new policies set out in appendix 6.
- 

## 1. Background Information

1.1 Many of the tasks carried out by East Sussex County Council's Highways department are statutory duties or powers defined by national legislation. The highway policies set out the County Council's position where local discretion is permitted in how duties or powers are applied, or in areas for which there is no legislation.

1.2 Highway maintenance policies and standards have been developed and adopted by East Sussex County Council over the years:

- to ensure compliance with statutory requirements and industry best practice;
- in response to incremental changes and improvements to operational practices; and
- to provide consistency and clarity for customers and key decision-makers.

1.3 In 2015/16 East Sussex County Council carried out a highway service policy review as part of the Highways Contract Re-procurement Project. The review supported the preparation of the new Highway and Infrastructure Services Contract (2016-23). The key policies that required immediate updates were amended and approved at that time.

1.4 A further review of the highway policies has been carried out to ensure that they comply with:

- current national legislation, guidance and best practice;
- corporate priorities and the local transport policy; and
- the new Highways and Infrastructure Services Contract outcomes.

## 2 Supporting Information

2.1. Consultation has been carried out with key stakeholders including the officers and contractors with particular expertise in each area and those responsible for delivering the highway service. This has included Legal Services, Transport Development Control, Strategic Economic Infrastructure, Road Safety, Parking, Public Transport Services and the relevant Highways Teams. Policies have also been compared to those of neighbouring authorities to ensure a consistent approach.

2.2. Equality Impact Assessments have been carried out and a summary of findings can be found in in Appendix 1. The analysis and evidence demonstrates that there is little potential for discrimination and that all appropriate opportunities to advance equality and foster good relations between groups have been taken.

2.3 Following the review of existing highway policies, proposals have been made to rescind, update or leave each policy unchanged. The need for two new policies has also been identified and proposals have been included.

2.4 The following list summarises the proposals for each of the policies included in this report. A detailed explanation for each recommendation can be found at appendix 2, copies of the policies to be rescinded can be found at appendix 3 and the new proposed policies can be found at appendix 6. Appendix 4 shows the policies in their current form and copies of the policies with their proposed amendments can be found in appendix 5.

### **Policies to be rescinded (Appendix 3)**

PS 1.2 The Transport Policies and Programme (TPP)

PS 4.22	Lorry Parking at Transport Cafes
PS 4.26	Direction Signs for Events in Rural Areas
PS 4.28	Speed Cameras
PS 7.1	Parts of the Transport Asset Management Plan and associated Maintenance Manual Policy Documents (TAMP) – Chapter 8: Provision and Maintenance of Street Lighting and Illuminated Signs and Chapter 7 Procedure for dealing with public liability claims.

### **Policies to be updated (Appendix 5)**

PS 3.1	Procedure for the Preparation of Road Schemes
PS 3.4	Technical Approval of Highway Structures
PS 3.6	Provision of Passing Places
PS 3.7	Provision of Lay-bys
PS 3.8	Noise Insulation Regulations 1975 - Discretionary Aspects
PS 4.16	Responsibility for off street parking
PS 4.19	Residents Parking Schemes – charges
PS 4.27	Event Signing on Lamp Posts
PS 4.3	Temporary Traffic Regulation Orders for Bodies other than the Highway Authority
PS 4.37	Passive Safety
PS 4.5	Control of Heavy Goods Vehicles
PS 8.2	Banners Across the Highway
PS 8.3	Obstructions on the Highway
PS 8.4	Permission to Trade on the Highway
PS 8.5	Posts on Highway Verges
PS 10.1	Street lighting

### **New Policies (Appendix 6)**

Safety Certification of Sports Grounds  
Highway Claims

2.5 It should be noted that this is not a comprehensive list of all Highway related policies and that there are additional policies for which no changes were considered necessary or which are currently undergoing further consultation and review.

### **3 Financial Appraisal**

There are no specific financial implications in respect of the recommendations detailed in this report. All policy changes will be carried out from within existing approved budgets.

### **4 Conclusion and Reasons for Recommendations**

4.1. The highways policies have been reviewed to ensure that they support:

- the latest national legislation, guidance and best practice;
- the County Council's corporate priorities and local transport policy; and
- the new Highways Infrastructure Services Contract outcomes.

4.2. Following the review, proposals for new policies, updates and rescindments have been made (details in appendix 2).

4.3. The Lead Member is therefore recommended to approve the proposals to ensure that East Sussex County Council has clear, consistent and up to date policies in its approach for managing the highway network.

RUPERT CLUBB

Director of Communities, Economy and Transport

Contact Officer: Samantha Neame

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### LOCAL MEMBERS

All

### BACKGROUND DOCUMENTS

Equality Impact Assessments



## Appendix 1 – Equality Impact Assessment Summaries

### Equality impact assessment update - summary report for Highway Policy Review 2017/18

**Date of assessment update:** July 2017

**Manager(s) name:** Samantha Neame

**Role:** Highway Service Development Manager

**Impact assessment (project or service, strategy or policy) that was updated:**

[Highway Policy Review 2017/18](#)

#### Background to review

The highways service affects a large group of stakeholders and anyone that uses the highway network in East Sussex. The policies referenced in this report focus on supporting ESCC priorities and highways outcomes by providing guidance and clarity on highway related activities. Some of these activities are legislated requirements and others are in reference to nationally recognised best practice approaches.

The following highway related policies have been reviewed:

- PS 1.2 The Transport Policies and Programme (TPP)
- PS 4.22 Lorry Parking at Transport Cafes
- PS 4.28 Speed Cameras
- PS 3.1 Procedure for the Preparation of Road Schemes
- PS 3.4 Technical Approval of Highway Structures
- PS 3.6 Provision of Passing Places
- PS 3.7 Provision of Lay-bys
- PS 3.8 Noise Insulation Regulations 1975 - Discretionary Aspects
- PS 4.3 Temporary Traffic Regulation Orders for Bodies other than the Highway Authority
- PS 4.5 Control of Heavy Goods Vehicles
- PS 4.16 Responsibility for off street parking
- PS 4.19 Residents Parking Schemes – charges
- PS 4.27 Temporary Event signing
- PS 4.37 Passive Safety
- PS 8.2 Banners Across the Highway
- PS 8.3 Obstructions on the Highway
- PS 8.4 Permission to Trade on the Highway
- PS 8.5 Posts on Highway Verges
- PS 3.1 Development and delivery of the capital programme of local transport improvements.
- PS Highway Claims

## Summary of findings

Research indicates that the proposed recommendations and updates to these policies would have a positive or neutral impact. The reviewed policies reflect current legislation and best practice, and where updated, provide a greater level of clarity for all users.

## Summary of recommendations and key points of action plan:

A system has been put in place to review these policies every two years or more often where incidents, complaints/feedback, changes to legislation or best practice necessitate a more urgent review.

The policy review process will take into consideration feedback/complaints from users, particularly where it relates to equality, to help support and inform decision making.

## Groups that this project or service will impact upon

Please mark the appropriate boxes with an 'x'

	Positive	Negative
Age	X	
Disability	X	
Ethnicity		
Gender/Transgender		
Marriage or Civil partnership		
Pregnancy and Maternity		
Religion/Belief		
Sexual Orientation		
Other (including carers/rurality etc.)	X	
All		

**Equality impact assessment update - summary report for Highway Policy Review 2017/18**

**Date of assessment update:** July 2017

**Manager(s) name:** Samantha Neame

**Role:** Highway Service Development Manager

**Impact assessment (project or service, strategy or policy):**

Policy on Sports Ground Safety Certificates

**Summary of findings**

Research indicates that the proposed policy will have a positive or neutral impact.

**Summary of recommendations and key points of action plan:**

A system has been put in place to review this policy every two years or more often where incidents, complaints/feedback, changes to legislation or best practice necessitate a more urgent review.

Any feedback received or incidents specific to this policy will be taken into consideration during future reviews and Equality Impact Assessments.

**Groups that this project or service will impact upon**

Please mark the appropriate boxes with an 'x'

	Positive	Negative
Age	X	
Disability	X	
Ethnicity		
Gender/Transgender		
Marriage or Civil partnership		
Pregnancy and Maternity	X	
Religion/Belief		
Sexual Orientation		
Other (including carers/rurality etc.)		
All		

### 3 Equality impact assessment update - summary report for Street Lighting Policy



**Date of assessment:** September 2017

**Manager(s) name:** Samantha Neame

**Role:** Highway Service Development Manager

**Impact assessment (project or service, strategy or policy) that was updated:**

PS 10.1 Street Lighting Policy

#### Background

An equality impact assessment has been carried out on the updated street lighting policy - policy statements 1-3. The new policy has combined the two previous street lighting policies and minor updates have been made to bring the policy into line with best practice, statutory legislative requirements, improvements in technology and the Council's asset management approach to street lighting.

Policy statement 4 regarding options for reduced street lighting was subject to a separate equality impact assessment as part of the changes to street lighting scheme that began in 2014.

#### Summary of findings

Research indicates that the current street lighting policies do not have a negative impact on those with protected characteristics and in many cases will help to advance equality for some members of these groups. In general, public satisfaction with the street lighting policy statements covered in the assessment is high and the proposed updates to these policies will not result in any significant changes to users.

#### Summary of recommendations and key points of action plan:

No further actions are considered necessary.

A system has been put in place to review this policy every two years or more often where incidents, complaints/feedback, changes to legislation or best practice necessitate a more urgent review. The policy review process will take into consideration feedback/complaints from users, particularly where it relates to equality, to help support and inform decision making.

#### Groups that this project or service will impact upon

Please mark the appropriate boxes with an 'x'

	Positive	Negative
Age	X	
Disability	X	
Ethnicity	X	
Gender/Transgender	X	
Marriage or Civil partnership		
Pregnancy and Maternity	X	
Religion/Belief	X	
Sexual Orientation	X	
Other (rurality)		
All		

## Appendix 2 – Rationale for proposed changes to policies

Policies to be rescinded			
POLICY and DESCRIPTION	LAST UPDATED	ISSUES and RECOMMENDATIONS	IMPACT OF POLICY CHANGE
<p><b>PS 1.2 The Transport Policies and Programme (TPP)</b></p> <p>This policy requires the County Council to publish a 2 year detailed expenditure programme and includes statements of the County's transport objectives and strategic policies</p>	Unknown	<p>The TPP has been superseded by the Council's Local Transport Plan, Highway Maintenance Asset Plan and Highways Capital Programme.</p> <p>The Transport Act 2000 introduced a statutory requirement for local transport authorities to produce a Local Transport Plan (LTP). In 2008 the Local Transport Act was published to look at the more important areas of public transport and set out proposals to establish a more consistent approach to local transport planning. East Sussex County Council's LTP "sets out the future direction for planning and providing the transport infrastructure and services needed to deliver sustainable economic growth and support additional housing in the county during this period." As a result, the TPP is no longer produced and therefore the policy is no longer needed.</p> <p><b>Recommendation: To rescind the policy</b></p>	<p>No changes to current practice, as ESCC currently follows the <a href="#">LTP3</a>, <a href="#">Highway Maintenance Asset Plan</a> and <a href="#">Highways Capital Programme</a></p>
<p><b>PS 4.22 Lorry Parking at Transport Cafes</b></p> <p>The policy sets out ESCC's approach to the development and possible financial assistance for lorry parking at transport cafes.</p>	Highways & Transportation Committee - 25 March 1975 Agenda Item 8	<p>Requests regarding the provision of lorry parking near a transport café would now be considered on a case by case basis under the usual planning application process which takes into consideration (though not limited by) the points raised in this policy. ESCC would not generally consider contributing financially towards the creation of parking space on highway land. Therefore this policy is no longer considered necessary.</p> <p><b>Recommendation: To rescind the policy</b></p>	<p>No changes to current practice</p>

<p><b>PS 4.26 Direction Signs for Events in Rural Areas</b></p>	<p>Cabinet Committee - Agenda Item 21 - 04.07.2000</p>	<p>The same general principles apply to direction signs for events in rural areas as to event signing on lamp posts in urban areas. It is proposed to update the latter to encompass all event signing including the statements contained within this policy. See Policy 4.27 Temporary Event Signing.</p> <p><b>Recommendation: If the updates to Policy 4.27 - Temporary Event Signing are approved, to rescind policy PS 4.26.</b></p>	
<p><b>PS 4.28 Speed Cameras</b></p> <p>To set out the guidelines for the site selection of fixed speed cameras in East Sussex and apply a consistent standard across the county.</p>	<p>Cabinet Committee – Agenda Item 11 24.06.2003</p>	<p>The placement of cameras is no longer the responsibility of ESCC and is now managed by the Sussex Safer Roads Partnership. Therefore the policy is no longer needed.</p> <p><b>Recommendation: To rescind the policy</b></p>	<p>No changes to current practice.</p>
<p><b>PS 7.1 Transport Asset Management Plan and associated Maintenance Manual Policy Documents (TAMP)</b></p>	<p>Lead Member Meeting – 26 March 2007 Agenda Item 6 26.03.2007</p>	<p>TAMP is a combination of documents containing information on ESCC policy as well as national legislation and best practice. The information in chapters 7 and 8 would fit better in other policies – see details below.</p>	<p>Rescinding these sections and transferring the relevant information to other policies will mean all the policy information on each subject is in one place and make the Council's policy on these subjects clearer.</p>
<p><b>TAMP Chapter 8 Provision and Maintenance of Street Lighting and Illuminated Signs</b></p> <p>This policy defines highway maintenance policies, procedures and maintenance standards as well as detailing relevant information from national legislation and best practice.</p>		<p>Much of the section on the Provision and Maintenance of Street Lighting and Illuminated Signs is no longer in line with national best practice (Well-managed Highway Infrastructure - A Code of Practice, 2016 UK Roads Liaison Group) or the current Highways and Infrastructure Services Contract outcomes. Some of the policy statements are also replicated in policy 10.1 - Street lighting. The County Council's approach to managing street lighting is summarised in The Highway Asset Management Strategy and therefore this is not needed in the policy itself.</p> <p>The Highways Infrastructure Services Contract was written in accordance with national legislation and best practice and approved by Cabinet in December 2014.</p>	<p>Rescinding section 8 and transferring the relevant sections to PS 10.1 will bring the Council's policies on street lighting in line with current practice as specified in the Highway Services Infrastructure Contract and the Highway Asset Management Strategy.</p>

To avoid confusion it is recommended that the remaining relevant policy statements on street lighting and illuminated signs from TAMP are included in policy 10.1 (see further details in entry for PS 10.1 below) and this section of TAMP be rescinded.

No change to current practice as teams are currently operating under the Highways contract.

The remaining sections of TAMP are currently under review and it is likely to be proposed that these are also rescinded and the relevant information included in separate policies.

**Recommendation: To rescind section 8: Provision and Maintenance of Street Lighting and Illuminated Signs**

**TAMP Chapter 7 – Procedure for dealing with public liability claims.**

A procedure for dealing with highway public liability claims is set out in the Transport Asset Management Plan and associated Maintenance Manual Policy Documents (TAMP) – Chapter 7. Since May 2016, Highway Claims have been handled by the Highway Contractor and the details of the process that they are required to follow set out in the Highways and Infrastructure Services Contract 2016-23 – Volume 2, Works Information.

Rescinding this section and transferring the relevant information to a new policy will make the Council's stance on dealing with claims clearer.

**Recommendation: It is recommended to rescind the procedure in TAMP and to replace this with a separate, overarching claims policy setting out the principles for how ESCC will manage Highway claims.**

Policies to be updated			
POLICY and DESCRIPTION	LAST UPDATED	ISSUES and RECOMMENDATIONS	IMPACT OF POLICY CHANGE
<p><b>PS 3.1 Procedure for the Preparation of Road Schemes</b></p> <p>This policy was created to</p>	Unknown	<p>This policy has not been updated since the dissolution of the Highways and Transportation Committee which formerly had responsibility for approving schemes. The details of the process are no longer current e.g. reference to the Transport Supplementary Grant and the Transport Policies and Programme which no longer exist, although it does broadly reflect the process that is gone through in developing</p>	<p>There will be no changes to current practice. Updating the policy will ensure the current process is formalised.</p>

<p>define a formal procedure for the preparation of road schemes and associated Committee decisions. The policy outlines the stages a typical large scheme has to pass through.</p>		<p>the Local Transport capital programme.</p> <p><b>Recommendation: To update the policy to reflect the current procedure for the development and delivery of the County Council’s capital programme of local transport improvements and associated decisions made by the Lead Cabinet Member for Transport and Environment.</b></p>	
<p><b>PS 3.4 Technical Approval of Highway Structures</b></p> <p>To ensure that structures are designed to be fit for purpose and safe for use by detailing the sign off process and liability following a structural failure.</p>	<p>Highways &amp; Transportation Committee - 27 May 1980 Agenda Item 9.4</p>	<p>1. Policy purpose is currently: 'To ensure an adequate level of design in highway structures.' It would be more accurate to state, 'to ensure that structures are designed to be fit for purpose and safe for use.'</p> <p><b>Recommendation: To update the purpose of the policy.</b></p> <p>2. Policy Statement 1 regarding sign off of designs by the County Engineer and Team Managers is no longer in line with best practice. Well-managed Highway Infrastructure - A Code of Practice states that, '<i>C.4.1.5. Technical Approval All structural design and assessment should be subject to a formal Technical Approval procedure such as those used by the Overseeing Organisations [BD 2; Technical Approval of Highway Structure] or Network Rail [GC/RT5101 Technical Approval Requirements for Changes to the Infrastructure]. Authorities should have such a procedure in place and have formally appointed an appropriate organisation or individual to act as Technical Approval Authority (TAA).</i>'</p> <p><b>Recommendation: To replace policy statement 1 with, '1. All structural design and assessment will be subject to a formal Technical Approval procedure.'</b></p> <p>3. The Claims and Risk Management Officer has confirmed that it is no longer necessary to specifically set out County Council liability in policy statement 2. Removal will not affect the Council’s liability insurance arrangements. The condition in question exists in law and would apply in the event of any claim. Liability is set out in the Highways contract.</p> <p><b>Recommendation: To remove policy statement 2.</b></p> <p>4. The supporting statement refers to the Transport Policies and Programme which no longer exists.</p>	<p>There will be no changes to current practice. Updating the policy will ensure the current process is formalised</p>

		<b>Recommendation: To remove the current supporting statement and replace it with reference to current legislation</b>	
<p><b>PS 3.6 Provision of Passing Places</b></p> <p>This policy sets out the circumstances in which the Council would consider creating a passing place on single track roads</p>	<p>Highways &amp; Transportation Committee - 22 March 1974 Agenda Item 3.5</p>	<p>The policy is still in use and reflects current practice. It refers to the 'Layout of Roads in Rural Areas, 1968' published by the Ministry of Transport. This was withdrawn in 2002 (Design Manual for Roads and Bridges (Volume 6 Section 1 Part 1 TD 9/93 Amendment No 1, published 2002) and not replaced.</p> <p><b>Recommendation: To remove the reference to the Layout of Roads in Rural Areas, 1968 and the supporting statement that refers to this document.</b></p>	<p>No impact on the service as the policy still reflects current legislation and best practice.</p>
<p><b>PS 3.7 Provision of Lay-bys</b></p> <p>This policy sets out the circumstances in which the County Council would consider providing lay-bys.</p>	<p>Highways &amp; Transportation Committee - 25 March 1975 Agenda Item 8</p>	<p>1) The purpose of the policy is 'To Ensure consistency across the County' which is not very descriptive.</p> <p><b>Recommendation: Update the purpose of the policy to make it clearer.</b></p> <p>2) The policy refers to the County Council's 'Manual for Estate Roads' and the Ministry of Transport's 'Layout of Roads in Rural Areas, 1968,' both of which have been rescinded.</p> <p><b>Recommendation: To remove reference to the Manual for Estate Roads and Layout of Roads in Rural Areas.</b></p> <p>3) The policy does not refer to the Manuals for Streets, 2007 and 2010 which were published since this policy was last updated and provide guidance on the siting of bus stops and bus lay-bys. It also does not refer to The Design Manual for Roads and Bridges, TD 69/07 which sets the standards for trunk roads but is generally considered good advice for other roads of similar types. These documents support the existing policy statements and no change is necessary.</p> <p><b>Recommendation: Refer to the Manuals for Streets, 2007 and 2010, and The Design Manual for Roads and Bridges, TD 69/07 in the supporting information section.</b></p>	<p>Recommendations 1-3 will have no impact on the service as the policy still reflects current legislation and best practice. The Community Match Initiative is already up and running. Successful projects are paid for from a limited pot of money and therefore there will be no additional financial costs to the Council from allowing applications to the scheme for additional laybys. More information about Community Match can be found on the <a href="#">East Sussex Highways Website</a>.</p>

		<p>4) Policy statement 4 states that parking laybys will not be provided in urban areas at the highway authority's expense. However, East Sussex Highways would be prepared to consider contributing part of the expense if the application was successful under the East Sussex Highways Community Match initiative.</p> <p><b>Recommendation: To include reference to the possibility of a partial contribution under the Community Match Initiative.</b></p>	
<p><b>PS 3.8 Noise Insulation Regulations 1975 - Discretionary Aspects</b></p> <p>The purpose of this policy is to establish the criteria for implementing the discretionary powers to offer insulation work against increased traffic noise from altered highways and noise from highway construction work.</p>	<p>Highways &amp; Transportation Committee - 27 May 1980 Agenda Item 9.5</p>	<p>1) The policy refers to 'The Regulations' but does not specify that these are Noise Insulation Regulations, 1975 (as amended)</p> <p><b>Recommendation: Include reference to Noise Insulation Regulations, 1975 (as amended)</b></p> <p>2) The policy does not refer to other relevant legislation and guidance that support the policy.</p> <p><b>Recommendation: Include reference to the Land Compensation Act, 1973; The Noise Insulation (Amendment) Regulations 1988, the British Standard 5228-1:2009+A1:2014 and the British Standard 5228-1:2009+A1:2014 Code of Practice for noise and vibration control on construction and open sites.</b></p> <p>3) Statement c refers to the Property Services Department. This is now the Business Services Department, Property Estates</p> <p><b>Recommendation: Replace 'Property' with 'Business Services Department, Property Estates' in statement c.</b></p> <p>4) The supporting statement refers to the duties imposed by the Land Compensation Act, but does not mention the Act.</p> <p><b>Update the supporting information to refer to the Act.</b></p>	<p>No impact on the service. This policy is up to date and still reflects current legislation and Council practice.</p>
<p><b>PS 4.16 Responsibility for off street parking</b></p> <p>The policy determines the</p>	<p>Highways &amp; Transportation Committee 25.03.1975</p>	<p>1) The policy does not refer to relevant legislation.</p> <p><b>Recommendation: Add reference to Local Transport Plan 3, 2011 – 2026, The Road Traffic Regulation Act 1984, and the Traffic management Act 2004. Traffic</b></p>	<p>No impact on the service. This policy is up to date and still reflects current legislation and Council practice.</p>

<p>responsibility for off street parking and when the County Council will contribute to costs.</p>	<p>Agenda Item 8</p>	<p><b>Signs Regulations and General Directions 2016</b></p> <p>2) The supporting information refers to the County Structure Plan which no longer exists. Detailed parking information is now found within the Local Plans covering the Districts/Boroughs/SDNPA within the County.</p> <p><b>Recommendation: Update the supporting statement.</b></p>	
<p><b>PS 4.19 Residents Parking Schemes – charges</b></p> <p>The purpose of this policy is to establish the principles governing the financing of Residents Parking Schemes</p>	<p>Highways &amp; Transportation Committee - 24 March 1981 Agenda Item 5</p>	<p>1) Since this policy was last updated, Civil Parking Enforcement (CPE) has been introduced. This means that local authorities are responsible for enforcing on-street parking controls in some areas instead of the police. This is enforced in Lewes, Hastings and Eastbourne. In these areas the Resident Parking Schemes policy is superseded by the Traffic Management Act 2004 that supports the CPE. In other areas, the policy still applies.</p> <p><b>Recommendation: To update the policy to make it clear that it only applies in areas not covered by Civil Parking Enforcement.</b></p>	<p>Updating the policy will bring it in line with practice that has been current since 1999 when decriminalised parking was first introduced in Hastings. The changes to this policy will not result in any financial implications and will no impact on the service.</p>
<p><b>PS 4.27 Event signing on lamp posts</b></p>		<p>1) The procedure for authorising event signs in rural areas (PS 4.26), posting of bills on the highway (PS 8.3) and event signing on the highway (PS 4.27) are all the same.</p> <p><b>Recommendation: To expand this policy to encompass all types of event signing and rescind the policies/relevant sections of policies 4.26 and 4.27 to ensure consistency. Rename PS 4.27 'Temporary Event signing.'</b></p> <p>2) Refers to the Area Highway Manager Director which is a post that no longer exists.</p> <p><b>Recommendation: Replace Highway Manager with 'Traffic Manager' as this is a post that we are legally required to appoint to have responsibility for Network Management (Traffic Management Act 2004) to have and so will not go out of date if there are any organisational changes.</b></p> <p>3) Refers to municipal events, but the policy is appropriate for all local area events.</p> <p><b>Recommendation: Replace 'municipal' with 'local area.'</b></p> <p>4) Does not specify what happens to signs that have not been approved.</p>	<p>Updating this policy will make the process clearer and mean that there is no longer any contradiction with PS 8.3 Obstructions on the Highway or PS 4.26 Direction signs for events in rural areas.</p>

**Recommendation: Add: 'Any items which have not been approved by the Traffic Manager or do not conform to the above conditions or the terms and conditions of the licence may be removed and the cost recovered from the advertisement's organiser.' This is permitted under section 132: Unauthorised marks on highways of the Highways Act, 1980.**

5) Refers to approval being necessary from the Traffic and Safety Group who audited requests when the policy was first introduced to ensure there was no consequent increase in crashes. The group no longer considers this necessary and it has not been current practice for many years.

**Recommendation: Remove: '[j] the location of signs shall be initially agreed with the Traffic Safety Group'**

6) Does not refer to all relevant legislation and guidance.

**Recommendation: Add in reference to relevant legislation and guidance.**

7) The policy specifies the following additional detail on the proportion of advertising/sponsor's name on the sign, size of lettering, the nature of events that may be advertised and when the advertisements may be erected/taken down by the organiser.

**Recommendation: It is recommended that these factors be included in the terms and conditions of the licence rather than in the policy to allow for more flexibility e.g. if a sign is to be visible by drivers rather than just pedestrians, the lettering size may need to be different.**

**PS 4.3 Temporary Traffic Regulation Orders for Bodies other than the Highway Authority**

This policy explains that the Highway Authority has the right to recover the costs of making orders.

Lead Member for Transport & Environment - agenda item 11, 24.07.2006

1) The purpose of the policy section states what the policy is about but not why the policy is needed.

**Recommendation: To state that, 'The purpose of this policy is to set out when ESCC will recover the costs of temporary traffic regulation orders for bodies other than the highway authority. Temporary Traffic Orders often have to be made to enable road closures, waiting restrictions, speed limits, etc to be introduced because of works in the highway by Statutory Undertakers, private builders or contractors. The contributions are sought to offset the Council's costs in making the necessary Orders.'**

No impact on the service. This policy is up to date and reflects current legislation and Council practice.

		<p>2) Supporting information section does not refer to supporting legislation etc.</p> <p><b>Recommendation: To include reference to the Road Traffic Regulation Act 1984 and The Local Authorities (Transport Charges) Regulations 1998 which give ESCC the authority to recover costs when making Traffic Orders.</b></p>	
<p><b>PS 4.5 Control of Heavy Goods Vehicles</b></p> <p>The purpose of this policy is to establish a pattern of control in order to reconcile, so far as is possible, the conflicting demands of the transport of goods and the environment. It does this by setting out the circumstances in which a Traffic Regulation Order prohibiting goods vehicles over 7.5 tonnes gross weight, except for loading or unloading, may be made.</p>	<p>Highways &amp; Transportation Committee – 31.05. 1989 Agenda Item 11</p>	<p>1) Policy does not refer to any supporting legislation.</p> <p><b>Recommendation: Add reference to Road Traffic Regulation Act 1984 and Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.</b></p> <p>2) There is a spelling error in the appendix. It says 'merit tating.' This should be 'merit rating.'</p> <p><b>Recommendation: Replace 'tating' with 'rating' in the appendix title.</b></p>	<p>No impact on the service. This policy is up to date and still reflects current legislation and Council practice.</p>
<p><b>PS 4.37 Passive Safety</b></p> <p>The policy sets out the circumstances in which passively safe sign posts will be used. It is intended to ensure the optimum safety level to road users from highway signage whilst ensuring the best use of the available resources for new, replacement and temporary traffic signage.</p>	<p>Lead Member for Transport &amp; Environment - Agenda Item 7 - 15.12.2008</p>	<p>1) The policy is for sign posts, not including lamp posts or traffic signal posts. This could be made clearer by renaming the policy 'Passively Safe Sign Posts.'</p> <p><b>Recommendation: Rename the policy Passively Safe Sign Posts.</b></p>	<p>No impact on the service. This policy is up to date and still reflects current legislation and Council practice.</p>

<p><b>PS 8.2 Banners Across the Highway</b></p> <p>The purpose of this policy is to allow the suspension of banners across the highway under controlled conditions.</p>	<p>Highways &amp; Transportation Committee – Agenda Item 8, 30.03.1976</p>	<p>1) Policy only refers to banners, but the same conditions apply to decorative lighting and bunting and it would be useful to make this clear within the policy.</p> <p><b>Recommendation: Update policy to include reference to 'decorative lighting and bunting' as well as banners.</b></p> <p>2) Policy refers to the Network Manager. It would be better to refer to the Traffic Manager as this is a post we are legally required to appoint to have responsibility for Network Management (Traffic Management Act 2004) and therefore will not go out of date following structure or job title changes within the service.</p> <p><b>Recommendation: Replace Highway Manager with 'Traffic Manager.'</b></p> <p>3) The supporting statement provides details on the purpose of the policy and would be better in the 'Purpose' section.</p> <p><b>Recommendation: Move the supporting statement to the 'purpose' section of the policy.</b></p> <p>4) The policy does not refer to the fact that Structural testing may be required in order to determine whether it will safely carry the imposed loads, but it would be useful to make this clear in the policy.</p> <p><b>Recommendation: Add in statement e) Structural testing may be required in order to determine whether it will safely carry the imposed loads.</b></p> <p>5) Policy statement 3 states that no part of a banner etc. may be less than 6m above the highway. There is no national legislation or guidance on the minimum height but other authorities generally require a minimum of between 5m and 5.8m. Ordinary double decker buses and HGVs are usually less than 5m. ESCC requires hedges/trees to be trimmed to give a minimum of 5.2m clearance over the carriageway to allow sufficient space for large vehicles. 5.2m is considered to be an acceptable minimum height for banners etc. but owing to the variety of circumstances that banners etc. may be erected in (e.g. over the road, over a footway, over a pedestrian area) it is felt that a risk assessment should be carried out each time and applications considered on a case by case basis by a technical expert.</p>	<p>No financial impact on the service. This policy still reflects current legislation and practice and the updates will ensure there is greater clarity on what is and is not permitted. The reduction in minimum height for banners etc.</p>
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<p><b>PS 8.3 Obstructions on the Highway</b></p> <p>The purpose of this policy is to control the obstruction of the highway so as to minimise the inconvenience and danger to the user.</p>	<p>Highways &amp; Transportation – Agenda Item 8 - 30 March 1976</p>	<p>1) Part IX of the Highways Act gives Highway Authorities the power to authorise, control and remove obstructions on the highway. This should be referenced in the policy.  <b>Recommendation: Add reference to the Highways Act, 1980</b></p> <p>2) The policy uses the term 'County Engineer' however, this title is no longer current and it is now the responsibility of the 'Traffic Manager.'  <b>Recommendation: Replace County Engineer with 'Traffic Manager.' Traffic Manager is a post that we are legally required to appoint to have responsibility for Network Management (Traffic Management Act 2004) to have and so will not go out of date if there are any organisational changes.</b></p> <p>3) The policy does not refer to the Council serving notices on trailers, caravans or other objects causing obstruction. Section 143 of the Highways Act 1980 contains a power for the Council as Highway Authority to serve a formal Notice for the removal of a structure on the highway. The definition of a 'structure' under the Act can include any object which is capable of causing an obstruction and includes a structure which is on wheels.  <b>Recommendation: Added in: 'A statutory notice shall be served upon the owner of trailers, caravans etc, or any other object causing an obstruction on the highway, requiring removal of the obstruction. Subsequent action shall be</b></p>	<p>This policy still reflects current legislation and practice. The updates to the policy will result in greater clarity of the process for controlling obstructions on the highway. There will be no impact on the service.</p>

		<p><b>taken, if necessary, to secure the removal.</b></p> <p>4) Policy statement 1b regarding the issue of licences for temporary highway obstructions refers to policy 7/3 for more information on statutory undertakers works. This is a typographical error and should refer to policy 4/3 - Temporary Traffic Regulation Orders (TROs) which contains more information on recharging the cost of TROs and traffic signs.</p> <p><b>Recommendation: Replace the reference to policy 7/3 with 4/3.</b></p> <p>5) Section 4 contains policy on posting of bills on the highway for the advertisement of events. It is almost identical to PS 4.27 Event Signing on Lamp Posts except for minor details such as exactly when bills must be taken down and whether bills may be for only local or charitable events. It has been proposed to update PS 4.27 to encompass all event signing on the highway. If this proposal is approved, section 4 of PS 8.3 will no longer be needed.</p> <p><b>Recommendation: Rescind section 4 of this policy and include the information in PS 4/27 Event Signing on Lamp Posts (see notes on this policy above for the details of how this will be incorporated).</b></p>	
<p><b>PS 8.4 Permission to Trade on the Highway</b></p> <p>The purpose of the policy is to set out how we will permit and control the obstruction of purpose made footways and pedestrian areas by trading and similar activities in order to ensure their continued safety and serviceability.</p>	<p>Highways &amp; Transportation Committee, Agenda Item 9.3 – 18/09/1991</p>	<p>1) The purpose of the policy section states what the policy is about but not why the policy is needed.</p> <p><b>Recommendation: Update the purpose of policy section to explain that the reason for the policy is to ensure safety and usability for users and include the details from the supporting information section.</b></p> <p>2) Supporting information section does not refer to supporting legislation etc.</p> <p><b>Recommendation: Add reference to the Highways Act, related policies and Scheme of Authorisation.</b></p> <p>3) Refers to the County Engineer authorising permits in conjunction with the County Secretary. The County Secretary and County Engineer are no longer official positions and it is now the Traffic Manager who authorises permits independently.</p> <p><b>Recommendation: Remove the reference to the County Secretary authorising</b></p>	<p>The updates to the policy will bring it in line with current practice. There will be no impact on the service.</p>

		<p><b>permits. Replace 'County Engineer' with 'Traffic Manager' as this is a post that we are legally required to appoint to have responsibility for Network Management (Traffic Management Act 2004)</b></p> <p>4) Section e refers to the Highway Management Sub-Committee. The Lead Member for Transport and Environment would now fulfil this role.</p> <p><b>Recommendation: replace Highway Management Sub-Committee with The Lead Member for Transport and Environment in section e.</b></p>	
<p><b>PS 8.5 Posts on Highway Verges</b></p> <p>The purpose of the policy is to set out how we will regulate and permit posts on verges in order to ensure the safety of highway users and usability of verges e.g. for maintenance works.</p>	<p>Highways &amp; Transportation Committee – 16 September 1992</p>	<p>1) The purpose of the policy section states what the policy is about but not why the policy is needed.</p> <p><b>Recommendation: Update the purpose of policy section to explain that the reason for the policy is to ensure safety and usability of verges.</b></p> <p>2) Refers to the County Engineer which is no longer an official position.</p> <p><b>Recommendation: Replace County Engineer with 'Traffic Manager.' Traffic Manager is a post that we are legally required to appoint to have responsibility for Network Management (Traffic Management Act 2004).</b></p> <p>3) Statement 2 says that a procedure and conditions shall be written in conjunction with the County Secretary. The County Secretary is no longer involved in this process.</p> <p><b>Recommendation: Remove the reference to County Secretary.</b></p> <p>4) The Well Managed Highway Infrastructure Code of Practice contains some guidance on dealing with parking on verges which supports this policy.</p> <p><b>Recommendation: Add a reference to Well Managed Highway Infrastructure Code of Practice.</b></p> <p>5) PS4/21 Control of Parking on Verges is related to this policy and should be referenced in the policy.</p> <p><b>Recommendation: Add reference to PS 4/21 Control of Parking on Verges.</b></p>	<p>This policy still reflects current legislation and best practice. The updates to the policy will result in greater clarity of the process. There will be no impact on the service.</p>

<p><b>PS 10.1 Street lighting</b></p> <p>The purpose of the policy is to set out how we will design, maintain and improve street lighting across the County</p>	<p>Lead Cabinet Member for Transport &amp; Environment – Agenda Item 5, 07.11.2005</p>	<p>1) The policy was updated in 2012 to set out the plans for reducing street lighting across the County. This work has now been completed and therefore these parts of the policy detailing future plans are no longer needed.</p> <p><b>Recommendation: The information describing the various options for reduced street lighting is still relevant. Therefore it is recommended that the policy is updated to reflect the current situation by changing the tense of the policy statements from 'we will be' to 'we may' to guide any new schemes in the future.</b></p> <p>2) The Transport Asset Management Plan - Maintenance Management Policy Documents chapter 8 includes policy on the provision and maintenance of street lighting and signs. Much of this information contradicts the current contract and Well-Managed Highways and it has been proposed to rescind it. However there are two sections which are still relevant.</p> <p><b>Recommendation: Include the following two sections from TAMP in the street lighting policy.</b></p> <p><b>a) Section regarding the positioning of new lighting columns which is still up to date and relevant. (section 1.3 in updated policy)</b></p> <p><b>b) Section on the adoption of lighting on new developments with minor amendments to include more detail about the process for agreeing standards of lighting on new developments and remove reference to the designated zones as this no longer applies. (section 3 in updated policy)</b></p>	<p>The County Council's policies on street lighting will be altogether and the process will be clearer and in line with current practice. There will be no impact on the service provided.</p>
---	--	--	--

<p><b>New policies</b></p>			
<p><b>POLICY and DESCRIPTION</b></p>	<p><b>LAST UPDATED</b></p>	<p><b>ISSUES and RECOMMENDATIONS</b></p>	<p><b>IMPACT OF POLICY CHANGE</b></p>

<p><b>Sports Ground Safety Certificates</b></p> <p>The purpose of the policy is to set out the Council's approach to discharging its powers and responsibilities, in respect of the issue and review of safety certificates for sports grounds, to ensure the reasonable safety of spectators.</p>	<p>N/A</p>	<p>The Council has various statutory duties to ensure the safety of sports grounds. A new policy is needed to formalise the procedures currently in place that set out how we will meet our responsibilities.</p> <p><b>Recommendation: To approve the new policy.</b></p>	<p>There will be no impact on the service currently provided. The policy formalises the procedures currently in place.</p>
<p><b>Highway Claims Policy</b></p>	<p>N/A</p>	<p>A procedure for dealing with public liability claims was set out in the Transport Asset Management Plan and associated Maintenance Manual Policy Documents (TAMP) – Chapter 7. Since May 2016, Highway Claims have been handled by the Highway Contractor and the details of the process that they are required to follow is set out in the Highways and Infrastructure Services Contract 2016-23 – Volume 2, Works Information.</p> <p><b>Recommendation: It is recommended to rescind the procedure in TAMP and to replace this with a separate overarching claims policy setting out the principles for how ESCC will manage Highway claims.</b></p>	<p>There will be no impact on the service currently provided. The policy formalises the procedures currently in place.</p>

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EAST SUSSEX COUNTY COUNCILHIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY

<b>THE TRANSPORT POLICIES AND PROGRAMME [TPP]</b>	<b>PS1/2</b>
<p><u>Purpose of Policy</u> The County Council is required to prepare annually a statement setting out the Highways &amp; Transportation programme for the next and subsequent financial years and submit it to the Department of Transport. This is the annual bid for Transport Supplementary Grant (TSG) and Annual Capital Guideline for credit approval (ie, permission to spend).</p>	
<p><u>Specific Policy</u></p> <p>The proposals are revised annually and set out in the TPP document itself and the reader is advised to refer to the current TPP as necessary.</p> <p>From the transportation and waste disposal objectives, defined in PS1/1, the Departmental Service Plan 1991 - 1994 defines transportation key priorities as follows:-</p> <p>[a] develop plans to cope with the traffic growth [currently running at 6% per annum] against a background where this growth is not matched by a parallel rate of growth in the infrastructure to carry it;</p> <p>[b] prepare transport plans to support Structure Plan policies aimed at encouraging further economic development and so increasing prosperity and employment opportunities for East Sussex residents;</p> <p style="text-align: right;">/Continued Overleaf</p>	
<p><u>Supporting Statement</u></p> <p>The TPP sets out a two year detailed expenditure programme and a statement of the County's transport objectives and strategic policies. The TPP is the County Council's annual bid to central government for Transport Supplementary Grant for capital schemes on roads of more than local significance, and is also used by the Secretary of State in determining the County's capital approvals [ie. permissions to spend] in respect of all capital expenditure on transportation. The specific requirements for each year's TPP vary depending upon Department of Transport priorities. These are set out in a DTp Circular which is revised annually.</p>	
<p><u>References – Further Information</u> TPP as approved annually by County Council in July. Current County Structure Plan. Current Public Transport Policies document. Highways and Transportation Department Service Plan 1991-1994</p>	<p><u>Date of Approval</u>  Various</p>

6/92

Specific Policies [Continued]

- [c] introduce schemes to start reducing road casualties in support of the Secretary of State's initiative to reduce such casualties by a third by the year 2000;
- [d] introduce traffic calming schemes to make road traffic more acceptable in urban areas;
- [e] increase the general effectiveness of all maintenance activities;
- [f] improve the life of heavily trafficked main roads;
- [g] complete the assessment and start the strengthening of bridges to accommodate 40 tonne lorries by 1999;
- [h] review and prepare emergency schemes, including the urgent task of winter maintenance.

**EAST SUSSEX COUNTY COUNCIL**

**HIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY**

<b>LORRY PARKING AT TRANSPORT CAFES</b>	<b>PS4/22</b>
<u>Purpose of Policy</u> To express the Highway Authority's view on the development of, and possible financial assistance for lorry parking at transport cafes.	
<u>Specific Policy</u> <ol style="list-style-type: none"><li>1. Transport cafes with lorry parking should be allowed in rural areas only if a particular location is essential and no urban location is suitable. There should be a general presumption against them in Areas of Outstanding Natural Beauty.</li><li>2. The Highway Authority will recommend to the appropriate District Council refusal of planning permission for the establishment of transport cafes on routes where lorry bans have been imposed.</li><li>3. No additional on-street parking facility will be approved or assisted at existing transport cafes on routes where lorry bans have been imposed.</li><li>4. Where a transport cafe proprietor is willing to provide parking but this can only be provided on highway land (including roadside verge), consideration will be given to a contribution by the County Council provided that the space is also made available for public use.</li><li>5. Positive steps will be taken using Traffic Regulation Orders, or other measures, to prevent damage to the carriageway, or its margins, or danger to other road users caused by the parking on the highway of heavy vehicles at existing transport cafes.</li></ol>	
<u>Supporting Statement</u> Transport cafes provide refreshment needs for some road users, especially lorry drivers, who require nearby parking facilities to be available. These facilities should only be encouraged at certain sites and without causing undue damage to the highway or the environment.	
<u>References – Further Information</u>  H&T Committee - 25 March 1975 Agenda Item 8	<u>Date of Approval</u>  25.03.75



**EAST SUSSEX COUNTY COUNCIL**

**TRANSPORT AND ENVIRONMENT - POLICY SUMMARY**

<b>DIRECTIONS SIGNS FOR EVENTS IN RURAL AREAS</b>	<b>PS4/26</b>
<p><u>Purpose of Policy</u></p> <p>To control event signing so as to minimise the inconvenience and danger to the road user and promote good practice, respecting the need to protect the environment.</p>	
<p><u>Specific Policy</u></p> <p>1. Temporary Direction Signs for events in verges will be allowed subject to the following criteria:-</p> <ul style="list-style-type: none"><li>a) Location and design of Advance Direction Signs to be agreed by the Area Highway Manager. Each sign to be erected no more than 5 days before the event and removed within 2 days of the event.</li><li>b) Where a local event may be organised on an annual basis then the organisers are to be encouraged to provide printed signs.</li></ul>	
<p><u>Supporting Statement</u></p> <p>Signing in highways is regulated by The Traffic Signs Regulations and General Directions, which lay down specific requirements. This policy is designed to allow the control of signing for local events.</p>	
<p><u>References – Further Information</u></p> <p>Cabinet Committee - Agenda Item 21 Traffic Signs Regulations and General Directions Traffic Signs Manual</p>	<p><u>Date of Approval</u></p> <p>04.07.2000</p>



**EAST SUSSEX COUNTY COUNCIL**

**LEAD MEMBER – TRANSPORT AND ENVIRONMENT**  
**POLICY SUMMARY**

<b>PROVISION OF FIXED SAFETY CAMERAS</b>	<b>PS4/28</b>
<p><u>Purpose of Policy</u></p> <p>To set out the guidelines for the site selection of fixed speed cameras in East Sussex and apply a consistent standard across the county.</p>	
<p><u>Specific Policies</u></p> <p>Sites will only be considered for speed cameras if the following national guidelines are satisfied:</p> <ol style="list-style-type: none"> <li>1. The number of collisions involving personal injury on a road between 400metres and 1,500 metres in length is at least 8 per km in the last three calendar years of which 4 must be fatal or serious.</li> <li>2. By analysis of the causation factors it must be demonstrated that speeding was a contributory factor in some or all of the collisions.</li> <li>3. The 85%ile speed at the site must be at or above the ACPO (Association of Chief Police Officers) guidelines for enforcement ie 10% above speed limit plus 2 mph.</li> <li>4. At least 20% of the drivers must be exceeding the posted speed limit.</li> </ol> <p>( See Appendix A to this policy -Guidelines for site selection of fixed safety cameras )</p>	
<p><u>Supporting Statement</u></p> <p>Adherence to these guidelines ensures consistency in the introduction of fixed safety cameras on a county wide basis. Lower vehicle speeds are conducive to casualty reduction and, from an environmental aspect, produce an improvement for local residents.</p>	
<p><u>References – Further Information</u></p> <p>East Sussex County Council Speed Management Strategy Sussex Police - Speed Enforcement Standard Cabinet Committee – Agenda Item 11</p>	<p><u>Date of Approval</u></p> <p>24.06.2003 24.06.2003</p>

### Guidelines for site selection for fixed safety cameras

Criteria	Fixed Safety Camera
Site length	Between 400 – 1500metres
Number of fatal and serious Crashers (KSI)	At least 4 KSI per km in last three calendar years
Number of personal injury Crashes (PIC)	At least 8 PIC per km in last three calendar years
Causation factors factor	Causation factors indicate that speeding was a contributory factor in some or all the crashes (crash sites that are clearly not speed related must be de-selected)
85 <sup>th</sup> percentile speed at approach to crash site	The 85 <sup>th</sup> percentile speed at or above ACPO guidelines (10% above speed limit plus 2mph ) for free flowing traffic
Percentage over the speed limit	At least 20% of drivers are exceeding the speed limit
Site conditions are suitable for the type of enforcement proposed	Loading and unloading the camera can take place safely
Distribution of crashes	Crashes are clustered close together around a single stretch of road or junction.
No other engineering solutions are appropriate	The site has been visited by a qualified road safety engineer and there are no obvious measures to improve road safety along the stretch of road.
Camera visibility	The safety camera is well signed and highly visible in line with DfT guidelines.

EAST SUSSEX COUNTY COUNCIL

LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY

<b>TRANSPORT ASSET MANAGEMENT PLAN MAINTENANCE MANUAL POLICY DOCUMENTS</b>	<b>PS 7/1</b>
<u>Purpose of Policy</u>  To ensure that highway maintenance standards are applied consistently across the County.	
<u>Specific Policy</u>  To adopt the Transport Asset Management Plan Maintenance Manual Policy Documents which defines highway maintenance policies, procedures and maintenance standards as detailed in Lead Member report of 27 March 2007 Agenda Item 6.  <u>Note</u> <i>This document supersedes the Highway Maintenance Policy Plan volume 2 adopted by the T&amp;E Committee on the 10 March 1998</i>	
<u>Supporting Statement</u>  The Transport Asset Management Plan Maintenance Manual Policy Documents (TAMPMPD) has been developed by reviewing policies and taking into consideration national standards such as the Well-maintained Highways - Code of Practice for Highway Maintenance Management published in 2006 by the Roads Liaison Group. Chapters within TAMPMPD cover the following matters; Road, Footway and Cycleway Maintenance Hierarchies. Maintenance Standards and Warning Levels. Inspection Frequencies. Guidelines for Determining Category 1 Defects. Guidance Notes for Inspectors when Undertaking Safety Inspections. Guidance notes on SCRIM and skidding resistance. Procedure for dealing with Public Liability Claims Provision and Maintenance of Street Lighting & Illuminated Signs	
<u>References - Further Information</u>	<u>Date of Approval</u>
T&E Committee - 03 June 1997                      Agenda Item 11	03.06.1997
T&E Committee - 10 March 1998                Agenda Item 6	10.03.1998
Lead Member Meeting – 26 March 2007      Agenda Item 6	26.03.2007

10/07



**TRANSPORT ASSET  
MANAGEMENT PLAN  
-  
MAINTENANCE MANAGEMENT  
POLICY DOCUMENTS**

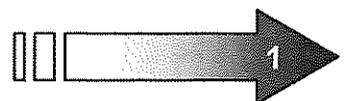
**INDEX OF CHAPTERS**





CIRCULATION LIST

	No of Copies
Director of Communities, Economy and Transport	1
Assistant Director Communities, Economy & Transport	1
East Sussex Head of Highways	1
Legal & Community Services – Insurance Section	1
East Sussex Highways Team Managers	1



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3 Inspection Frequencies.	TAMPMPD-03	April 2007
4 Standards for Category 1 Defects	TAMPMPD-04	April 2007
5 Guidance Notes for Inspectors when undertaking Safety Inspections	TAMPMPD-05	April 2007
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7 Procedure For Dealing With Public Liability Claims	TAMPMPD-07	April 2007
8 Provision and Maintenance of Street Lighting and Illuminated Signs	TAMPMPD-08	April 2007

## Appendices

- 1 Highways Management Policy Summaries

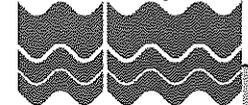


**TRANSPORT ASSET  
MANAGEMENT PLAN  
-  
MAINTENANCE MANAGEMENT  
POLICY DOCUMENTS**

**PROCEDURE FOR  
DEALING WITH  
PUBLIC LIABILITY  
CLAIMS**



**CHAPTER SEVEN**



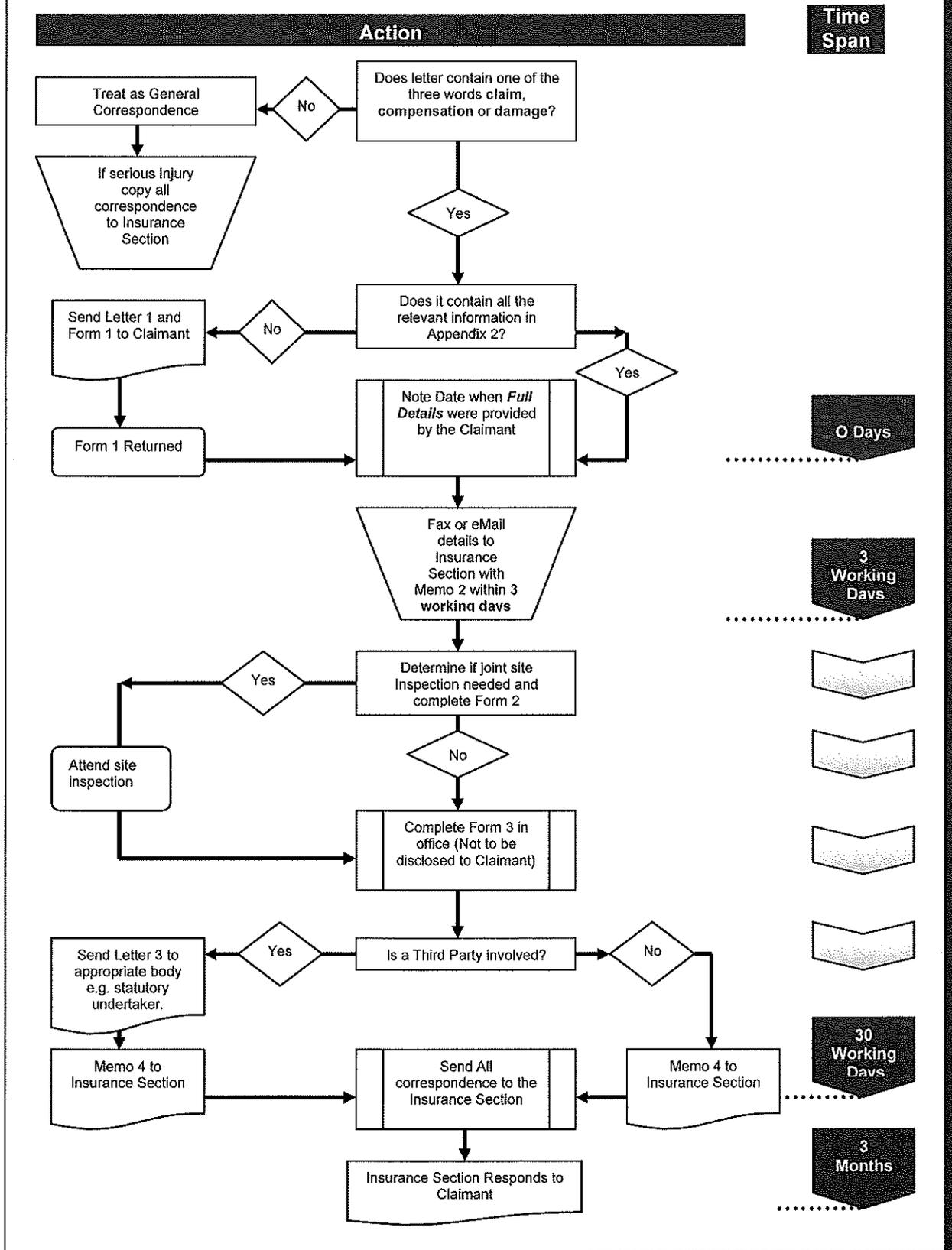
**INTRODUCTION**

This section of the Highway Asset Management Plan – Policy Documents deals with the procedure which has been adopted by the Transport and Environment Department after consultation with Legal and Community Services Insurance Section for dealing with public liability claims

**PUBLIC LIABILITY CLAIMS PROCEDURE**

The procedure for public liability claims is as defined in the 'procedural flow chart' in Appendix 1.

**PROCEDURAL FLOW CHART**



LETTER No 1

LETTER TO CLAIMANT REQUESTING COMPLETION OF FORM 1

Our Reference:

Dear

RE: INCIDENT (DATE) AT (LOCATION)

We acknowledge receipt of your letter dated (insert date) advising us of the above claim and are sorry to hear of (your accident and trust you recover/damage incurred\*).

Unfortunately the information contained in your letter is not sufficient to enable us to investigate the matter properly and we would therefore request that you kindly complete the attached form to enable us to deal with the matter. If you would contact our Area office on the above number to arrange a site meeting it would greatly assist us in this respect.

You should be aware that the time limitations set out in current legislation do not start to run until the claim form is completed and returned to us

\*Delete as appropriate

MEMO No 2

MEMO TO INSURANCE SECTION SUPPLYING INITIAL CORRESPONDENCE

Our Reference:

INCIDENT (DATE) AT (LOCATION)

The attached correspondence has been received on the (insert date) from (insert full name of claimant) who sustained (personal injuries/damage to property\*) at the location indicated above. The original correspondence (did/did not) contain all the relevant information.

\*Delete as appropriate

LETTER No 3

LETTER TO THIRD PARTY

Our Reference:

Dear

RE: INCIDENT (DATE) AT (LOCATION)

The attached correspondence has been received on the (insert date) from (insert full name of claimant) who sustained (personal injuries/damage to property\*) at the location indicated above. After investigation it appears that this defect is your responsibility and in the circumstances please be good enough to deal with the claimant's claim accordingly.

Mr/Mrs (insert full name of claimant) has been advised that the papers have been forwarded to you.

\*Delete as appropriate

**MEMO No 4**

**MEMO TO INSURANCE SECTION  
CONFIRMING THIRD PARTY INVOLVEMENT**

Our Reference:

**RE: INCIDENT (DATE) AT (LOCATION)**

The attached correspondence has been received from *(insert full name of claimant)* who sustained *(personal injuries/damage to property)* at the location indicated above and I also attach a completed Highway Claim Form. The claim is considered to be on a third party, *(insert here the name of the statutory undertaking or contractor concerned)*.

Would you please advise the claimant of this action.

**MEMO No 5**

**MEMO TO INSURANCE SECTION GIVING  
RECOMMENDATION ON CLAIM RESOLUTION**

Our Reference:

**RE: INCIDENT (DATE) AT (LOCATION)**

The attached correspondence has been received from *(insert full name of claimant)* who sustained *(personal injuries/damage to property\*)* at the location indicated above and I would supply the following:-

A copy of our original response	(included/not included)*
Form 1	(included/not included)*
Form 2	(included/not included)*
Form 3	(included/not included)*

Date of last inspection	<i>(insert date)</i>
Frequency of Inspection	<i>(insert inspection frequency)</i>
The inspections were carried out by a	walked/driven * inspection
Was the defect noted or reported at the last inspection	Yes/No *
If not why not?	.....
What was the nature and size of the defect?	.....
What action was taken prior to the accident, when and by whom?	.....
When was the accident site last inspected prior to the accident, was the defect there?	.....
Had there been any other accidents or complaints relating to the defect between the last routine inspection and date of accident.	Yes/No *
Is so, does this show the above information?	Yes/No *

\*Delete as appropriate

I attach a copy of the inspection sheets for the **12 months prior to the accident** and copies of the subsequent sheets.

**PROCEDURE FOR DEALING WITH PUBLIC LIABILITY CLAIMS**

**TAMPMPD-07**

**Appendix 1**

**FORM 1**

**INCIDENT REPORT FORM**



**Personal Details of Claimant**

Name (Mr, Mrs, Miss, Ms) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_  
Home Tel No \_\_\_\_\_ Daytime Tel No \_\_\_\_\_  
Age \_\_\_\_\_ Occupation \_\_\_\_\_  
National Insurance Number \_\_\_\_\_

*You may be contacted to attend a site meeting with a Council officer at the location the incident occurred.*

**Accident Details**

Date Incident Occurred \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ am/pm

Weather Conditions Prevailing at Time \_\_\_\_\_

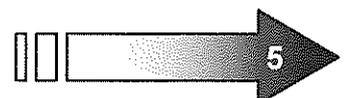
Road Name \_\_\_\_\_ Town/Village \_\_\_\_\_

Exact Location \_\_\_\_\_

Description of Incident \_\_\_\_\_

Sketch of area (if possible)

*Please Turn Over ➡*



**PROCEDURE FOR DEALING WITH PUBLIC LIABILITY CLAIMS**

**TAMPMPD-07**

**Appendix 1**

**Injury/Damage Details**

Description of INJURY or DAMAGED suffered (see also Claim Details over).

\_\_\_\_\_  
\_\_\_\_\_

Name and Address of General Practitioner or Hospital attended.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Incident Where Vehicle Involved**

Make & Type of Vehicle \_\_\_\_\_ Registration No. \_\_\_\_\_  
Insurance Policy Number \_\_\_\_\_ Insurance Company \_\_\_\_\_

Name and Address of any Witnesses

\_\_\_\_\_  
\_\_\_\_\_

Have the Police any report of the Incident YES/NO\* \*Delete as appropriate  
If YES give name/number of officer and their station:

\_\_\_\_\_  
\_\_\_\_\_

**Roadworks Present**

Was the incident caused as a result of roadworks YES/NO\* \*Delete as appropriate  
If YES give name of Contractor if known

\_\_\_\_\_  
\_\_\_\_\_

**Claim Details**

Please indicate the amount of claim and attach copies of estimates, accounts etc.

\_\_\_\_\_  
\_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE DETAILS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND CONSENT TO THE COUNTY COUNCIL APPROACHING MY DOCTOR/CONSULTANT/HOSPITAL TO OBTAIN A MEDICAL REPORT

Signed \_\_\_\_\_ (Claimant) Date \_\_\_\_\_

\_\_\_\_\_

**RECORD OF SITE MEETING**

LOCATION OF ACCIDENT: \_\_\_\_\_

DATE OF MEETING \_\_\_\_\_ TIME: \_\_\_\_\_

I, \_\_\_\_\_ of East Sussex County Council, have today inspected the location of the accident which occurred on (day) \_\_\_\_\_ (month/year) \_\_\_\_\_ (time) \_\_\_\_\_ hours involving:

(Title and name) \_\_\_\_\_

(address) \_\_\_\_\_

The inspection took place with (name) \_\_\_\_\_. Both parties are in agreement that on (date) \_\_\_\_\_ the size which was measured and witnessed on site by both parties and the nature of the alleged defect was as follows:-

Size: length \_\_\_\_\_ Width \_\_\_\_\_ depth/height \_\_\_\_\_

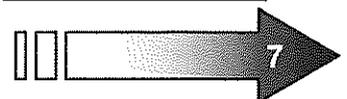
Nature: \_\_\_\_\_

Width of pavement \_\_\_\_\_ Distance from kerb \_\_\_\_\_

**SKETCH PLAN** Show exact site of accident and indicate its relationship to a nearby landmark such as a house, street lamp or other conspicuous object.

**IMPORTANT** Indicate by an arrow the precise location of the alleged defect and the direction in which the person was travelling. Indicate the views of the photographs. All photographs should be listed on second page

*Please Turn Over* ➔



**RECORD OF SITE MEETING**



SCHEDULE OF PHOTOGRAPHS

Photo 1 _____	Photo 7 _____
Photo 2 _____	Photo 8 _____
Photo 3 _____	Photo 9 _____
Photo 4 _____	Photo 10 _____
Photo 5 _____	Photo 11 _____
Photo 6 _____	Photo 12 _____

CROSS SECTION PLAN Show any measured distances which will help to identify the precise location

Signed \_\_\_\_\_  
for East Sussex County Council

Signed \_\_\_\_\_  
for claimant

**PROCEDURE FOR DEALING WITH PUBLIC LIABILITY CLAIMS**

**TAMPMPD-07**

**Appendix 1**

**REPORT ON ALLEGED DEFECTS**

**FORM 3**



**(TO BE COMPLETED AFTER SITE MEETING)**  
**PRIVILEGED INFORMATION – (NOT TO BE DISCLOSED TO CLAIMANT)**

Accident Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location : \_\_\_\_\_

Claimant's name \_\_\_\_\_

Address: \_\_\_\_\_

Are remedial measures to be taken?

If so, what?

If so, why?

Was the cause of the accident a defect?

If not, what was the cause?

Is the defect dangerous?

If not, why is the defect not dangerous?

Is there any evidence the system was not followed?

Any other comments (i.e. possible third party involvement)?

Sign: \_\_\_\_\_ Designation \_\_\_\_\_

Name: \_\_\_\_\_ Date \_\_\_\_\_

## CORRECT FORM OF CLAIM LETTER

WHERE **BOLD AND ITALIC** HAS BEEN USED THESE MUST BE INCLUDED IN THE CLAIMANT'S LETTER

Your Ref:

Our Ref:

To: Proposed Defendant ESCC

Dear Sirs

	Represented Claim	Non-represented Claim
Re:	<p><b>CLAIMANT'S FULL NAME</b></p> <p><b>CLAIMANT'S FULL ADDRESS</b></p> <p><b>CLAIMANT'S DATE OF BIRTH</b></p> <p><b>CLAIMANT'S NATIONAL INSURANCE</b></p> <p><b>EMPLOYER'S CLOCK OR WORK NUMBER</b></p> <p>We are instructed by the above named in connection with an accident at work/road traffic accident/tripping accident on (full date) at (place of accident)</p> <p><b>Full Date of Accident</b></p> <p><b>Place of accident must be significantly</b></p>	<p><b>CLAIMANT'S FULL NAME</b></p> <p><b>CLAIMANT'S FULL ADDRESS</b></p> <p><b>CLAIMANT'S DATE OF BIRTH OR AGE</b></p> <p><b>Full Date of Accident</b></p> <p><b>Place of accident must be significantly detailed</b></p>
	The circumstances of the accident are:-	
	<p><b>Brief outline and nature of defect.</b></p> <p>The reason we are alleging fault is:-</p> <p><b>Simple explanation e.g.. defective machine,</b></p>	<p><b>Brief outline and nature of defect.</b></p>
	A description of any injuries should follows:-	
	<p><b>Brief description of injuries if applicable</b></p> <p>He/she is employed as (occupation) and has had the following time off work (dates of absence). His/Her approximate weekly income is (insert if known).</p> <p><b>Occupation</b></p> <p><b>Dates of absence</b></p> <p>We are obtaining a police report and will let you have a copy of the same upon your undertaking to meet half the fee.</p> <p>Finally we expect an acknowledgement of this letter within 21 days by yourselves or your insurers. In any event, please confirm the identity of your insurers.</p>	<p><b>Brief description of injuries if applicable</b></p>

**PROVISION AND MAINTENANCE OF  
STREETLIGHTING AND ILLUMINATED SIGNS**

**TRANSPORT ASSET  
MANAGEMENT PLAN  
-  
MAINTENANCE MANAGEMENT  
POLICY DOCUMENTS**

**PROVISION AND  
MAINTENANCE OF  
STREETLIGHTING AND  
ILLUMINATED SIGNS**



**CHAPTER EIGHT**



**OVERVIEW**

**Statutory Requirements**

**Street lighting**

Under section 97(1) of the Highways Act the highway authority has permissive powers to provide streetlights for the purpose of lighting the public highway, as such there is no statutory duty to provide streetlights.

Under the Crime and Disorder Act 1998 section 17 requires an authority to take account of crime and disorder when considering their functions. Street lighting falls within this remit.

The highway authority has a "duty of care" to ensure highway electrical equipment is maintained in a safe condition. All systems of street lighting should be maintained to a standard that ensures their safe, economic, effective and reliable operation.

It is a requirement of the Electricity at Work Regulations 1989 that full details of all electrical equipment including that on the highway be recorded and made available to those operating and maintaining it. The New Roads and Street Works Act, 1991 further requires that all electrical equipment on the highway be geographically recorded and that such information be made available to any statutory undertaker wishing to excavate in the highway.

**Illuminated Signs**

There is a statutory requirement to illuminate certain road signs where they are within or near to a system of street lighting. Illuminated signs include all internally lit traffic signs and bollards and all externally lit traffic signs, in which the lighting is an integral part of the sign. These signs are specified in The Traffic Signs Regulations and General Directions.

**OBJECTIVES**

**Street lighting**

The objectives of highway lighting in priority order are: -

- a) Crime in the community with respect to personal security, assisting the use of closed circuit television (CCTV), crimes against property including car crime, reduction of vandalism and increased feel good factor and perception of safety.
- b) Electrical, structural and safety issues with respect to structural and electrical testing, specification of equipment, location of equipment and disposal of redundant equipment including lamps.
- c) Highway safety for road users and members of the community in consideration of the reduction of night-time accidents, motorists, pedestrians, cyclists, elderly, school children, and those with disabilities.
- d) Cost effectiveness in consideration of energy efficiency in line with Local Agenda 21 policies, reliability and maintenance of equipment, and whole-life costs.
- e) Protection of the night-time environment in consideration of National Parks, Areas of Outstanding Natural beauty (AONB), Sites of Special Scientific Importance (SSSI), Nature Reserves, Green Belt Areas, Conservation areas, sensitive areas, the rural environment and the countryside as a whole.
- f) Visual/environmental intrusion in consideration of night-time appearance (better optical control), limiting lighting in rural areas, minimising light pollution (upward and spill light), daytime appearance (improved appearance of equipment).
- g) Enhancement of the night-time environment in consideration of areas of high night-time activity and urban tourist areas.

### **Illuminated Signs**

The objective of illuminated signs is to ensure: -

- a) Highway safety for road users and members of the community in consideration of reduction of night-time accidents, motorists, pedestrians, cyclists, elderly, school children, and those with disabilities.
- b) Electrical, structural and safety issues in consideration of structural and electrical testing, specification of equipment, location of equipment and disposal of redundant equipment including lamps.
- c) Cost effectiveness in consideration of energy efficiency in line with Local Agenda 21 Policies, reliability and maintenance of equipment and whole-life costs

## **LIGHTING PROVISION**

### **Street lighting**

The provision of street lighting will vary with need, location environmental factors, and cost. Where new street lighting is to be provided then the standard of lighting will be based on a system of zones.

#### **Zone E1- National Parks, Areas of Outstanding Natural Beauty, Sites of Special Scientific Importance and other Dark Areas**

Villages and settlements should only be provided with lighting when requested by the Parish Council and then limited to strategic locations agreed with the Parish Council. Lighting should only be provided outside villages and settlements where there is a known night-time safety problem, which cannot be controlled by other methods, such as improved carriageway delineation, reflective studs, carriageway markings, etc. Before installing street lighting agreement must be sought with the Parish Council.

Where lighting is to be replaced or refurbished consideration should be given to the need and the reason for retention of the street lighting. It should be fully assessed and evaluated as part of an overall Environmental Review of the street lighting in consultation with the Planning and Environmental section of the Transport and Environment department. Where there are no major road or personal safety issues, consideration should be given to the removal or down grading of the lighting. Where street lighting is down graded then consideration should be given to lower lighting levels and the use of luminaries that minimise light pollution (i.e. the use of full cut off luminaries).

#### **Zone E2 – Areas of Low District Brightness (Rural Location outside Zone E1)**

Villages and settlements would be provided with street lighting in accordance with the relevant minimum standard applicable to the type and use of the highway, only after consultation with the Parish Council. On roads between villages and settlements street lighting should only be provided where there is a known night-time safety problem that cannot be controlled by other methods such as improved carriageway delineation, reflective studs, carriageway markings, etc. Before installing street lighting, agreement must be sought with the Parish Council.



### **Traffic Calming**

Where new traffic calming schemes are to be installed in a Zone E3 environment, then consideration should be given to the correct level of lighting for the particular type and use of the road on which the traffic calming is to be placed. The lighting should cover the approaches to and the position of all traffic calming features. Supplementary lighting should be provided over the full extent of the traffic-calming feature. The use of a white light source is preferred and high-pressure sodium lighting should be specified as a minimum.

## **GENERAL REQUIREMENTS**

### **Standard of Lighting**

The provision of lighting on the public highway shall be designed, as appropriate for the road classification and use, to BS 5489. However, consideration should be given to the use of the draft European Road Lighting Standard pr EN 13201 Parts 1 – 3

### **Local Lighting Authority**

The County Council is a Highway Authority under the Local Government Act 1966. The Highway authority has responsibility for the provision and maintenance of Road Lighting on adopted highways. The highway authority has permissive powers to provide lighting for the purpose of lighting the public highway and as such there is no statutory duty to provide lighting of the highway.

### **Light Source**

Light sources will vary, but for the purposes of street lighting the discharge lamp, are the most efficient and should therefore be used. In conservation areas high-pressure sodium should be considered. However, where existing street lighting is to be replaced or improved then a 'whiter' light source, such as high-pressure sodium, shall be specified

### **Column Specification**

The design specification shall be based upon the installation of hot dipped galvanised tubular steel columns to the latest British Standard or European equivalent. If street lighting is to be installed in a Zone E3 environment and is in a conservation area, the use of cast iron columns can be considered and will be subject to a separate specification when required.

New lighting columns should be positioned wherever feasible at the rear of the footway and at the boundary of properties, or in the adjacent grass strip a minimum of 0.8m back from the kerb face on roads of 30mph or less. A minimum distance from the kerb face of 1.5m should be used where this is feasible on roads with a higher speed limit. Care should be taken to ensure that the lighting column does not obstruct the free passage of the visually impaired, push chairs, wheel chairs etc.

### **Luminaire Specification**

The type of luminaire used in a particular lighting scheme will vary in accordance with the area and the type of lighting to be provided.

All new luminaries shall be manufactured to the latest British Standard or European equivalent. They shall incorporate an efficient optical system to direct the light onto the highway. To ensure minimum environmental pollution of the 'night sky' the upward light of the luminaire should be kept to a minimum. However, where necessary, allowance should be made for decorative type lanterns.

### **Switching and Dimming**

To control the hours of operation photoelectric control units should be fitted to all new street lighting. Wherever possible electronic photocells should be specified.

Consideration should be given to the provision of part night lighting or the dimming of lighting in Zones E1 and E2 as a means of protecting the environment and the tranquillity of the area after consultation with the local Parish Council.

Dimming may also be considered for roads, which have heavy peak time flows with substantially lower flows for the remainder of the night. However, safety of the road user is paramount and should not be compromised.

## **MAINTENANCE REQUIREMENTS**

### **Statutory Requirements**

The highway authority has a "duty of care" to ensure highway electrical equipment is maintained in a safe condition.

### **Inventories and Record Systems**

An up-to-date inventory of all units should be maintained to enable satisfactory management of the maintenance process and to enable an accurate assessment of the energy charge. The following information should be the minimum information collected and maintained and is based on the recommendations of the Code of Good Practice for Public Lighting published by the Institute of Lighting Engineers.

#### **Static Data**

- i) Unique identity (unit number and road number).
- ii) Location: house number, etc.
- iii) Ordnance Survey Grid Reference
- iv) Unit Type: street lamp, bollard, sign, feeder pillar, etc.
- v) Column/Post type: Material and finish.
- vi) Date erected.
- vii) Mounting height.
- viii) Bracket: projection, type, extension sleeve, etc.
- ix) Luminaires type.
- x) Number of luminaries.
- xi) Lamp type, including nominal wattage and total circuit wattage.
- xii) Number of lamps per lantern.
- xiii) Control type: type and regime of photocell or time switch.
- xiv) Service owner: either electricity company or Local Authority
- xv) Supply point: unit which is the interface between the electricity company and authority underground cables
- xvi) Number of outgoing circuit at the supply point with service owner other than electricity company

- xvii) Traffic sign category, warning, instruction, information, etc
- xviii) Traffic sign diagram number
- xix) Approved attachments.

**Cable Records**

Underground cable records should provide the following information: -

- i) Source of Supply (supply point)
- ii) Route of Cables
- iii) Position of cables (including offset and depth)
- iv) Type and size of cables
- v) Position of cable joints
- vi) Three phase or single phase supply
- vii) Location, type and rating of protective devices

**Fault Detection**

Regular night-time scouting should be specified in the maintenance contract on the basis of twice monthly all year round. Reports from the public and other sources should be through the provision of:-

- (a) a telephone fault line available to the public
- (b) a web based fault reporting system.

**Fault Repairs**

The maintenance response times are indicated below: -

Bollard Lighting Unit	2 working days
Warning & Regulatory Signs	5 working days
Equipment failure (Lights Out Fault)	5 working days
Vandalism and/or Accident Damage	5 working days
Emergency Attendance	1 hour
Private Cable Faults	Minimum of 15 working days

**Cyclic Maintenance**

The following lamp changing frequencies are adopted: -

High-pressure sodium (SON) type	Every four years to coincide with cleaning and structural maintenance
Low-pressure sodium (SOX) type	Every four years to coincide with cleaning and structural maintenance
Mercury Vapour (MBFU)	Every two years

**Electrical Inspections**

Full electrical testing should be undertaken in accordance with the Institute of Electrical Engineers regulations. However, where the equipment is subject to misuse or prone to damage or vandalism this frequency will be adjusted to ensure compliance with the regulations. The results of periodic electrical inspections and tests will be recorded on an inspection certificate.

### **Structural Inspections**

To reduce the risk to the public from falling pieces or items of highway electrical equipment, regular visual inspection of all streetlights and illuminated signs should be undertaken on a two yearly basis to ensure that the item is structurally safe. The visual inspection of the structural condition should be carried out at each cyclic maintenance visit.

## **ASSESSMENT OF STREET LIGHTING SCHEMES**

### **New Lighting Schemes**

Where new street lighting is to be provided then the merits of the scheme will be assessed using the form in Appendix 1 and prioritised on the basis of: -

- a) Crime Prevention / Fear of Crime
- b) Road Safety
- c) Environmental Issues
- d) Capital and Maintenance costs

### **Improvement Schemes**

Where existing lighting is to be upgraded then the merits of the scheme should be assessed and prioritised as for new lighting schemes.

### **Replacement/Refurbishment of Existing Lighting**

The replacement and refurbishment of existing street lighting equipment should be assessed and prioritised on the merits of the following criteria: -

- a) The poor structural condition or electrical condition of the existing lighting.
- b) The poor standard of the existing lighting.
- c) The energy and/or maintenance costs.
- d) The demand for better lighting.

## **PERFORMANCE INDICATORS**

Performance indicators have been developed to monitor the performance of street lighting and illuminated signs in the following areas: -

- a) Cyclic maintenance performance against replacement calendar.
- b) Lamp replacement performance against replacement calendar.
- c) Night-time inspections by areas
- d) Fault repairs by working days and areas.
- e) Lights out fault by audited survey.

## **ADOPTION OF DEVELOPMENT LIGHTING SYSTEMS**

Where any proposed Section 38 and 106 scheme lies within the designated zones E1 to E3 mentioned in this policy document, consideration will be given to the inclusion of street lighting in any agreement. Regard should also be given to the design specifications laid down in the 'Manual for Estate Roads' and the Model Section 38 or 106 Agreement.

For each development the standard of lighting should be agreed by the Street lighting Manager or his representative and should be in accordance with the current British Standard or European equivalent.

Any lighting system adopted by the Highway Authority should be added to the inventory at the earliest opportunity.

**EVENT SIGNING ON LAMP POSTS**

Event signing on lampposts may be permitted, but will be limited to those events that are promoted or supported by the Parish, Town, Borough or District Councils.

Where requests are received to attach signs on lampposts then the Policy document PS 4/27 should be used to control event signing to minimise the inconvenience and danger to the road user and promote good practice.

**PROVISION AND MAINTENANCE OF STREETLIGHTING AND ILLUMINATED SIGNS**

**TAMPMPD-08**

**NEW/IMPROVEMENTS TO STREET LIGHTING ASSESSMENT FORM**



Date Assessed.....

TOWN/AREA	STREET NAME	ROAD NO

<b>Crime Prevention/Fear of Crime:</b>	
a) Crime prevention at sites agreed with the police	5
b) Upgrading substandard residential lighting to current standard	4
c) Vulnerable to fear of crime i.e. elderly, school children (i.e. school or residential home in street)	3
d) Crime prevention at sites agreed with the police where CCTV is present	3
<b>Rating A</b>	

<b>Road Safety:</b>	
a1) Accident site 5 night time accidents in 3 years, including 2 accidents in the last year	5
or	
a2) Accident site 2 night time accidents in 3 years including 1 in the last year	3
b) Improvement for pedestrians/cyclists	4
c) Improvements for those with disabilities, elderly (i.e. residential home, day centre etc in street).	2
d) Improvements for school children (i.e. school in street)	2
<b>Rating B</b>	

<b>Environmental:</b>	
a) Improvements to streets with public amenity (i.e. Public centres, shops, colleges, sports centres, community centres, health centres)	4
b) Improvements to County classified road network leading to or within town centres, main shopping areas	3
c) Improvements to Non- Principal Roads	2
d) Improvements to Principal Roads	1
e) Improvements to Conservation Area	1
f) Improvements in Rural area	1
<b>Rating C</b>	

<b>Capital and Maintenance Costs:</b>	
a) Condition of existing equipment	3
b) Incidence of vandalism	2
c) Low Maintenance/Energy costs	1
d) Benefit from reduced maintenance costs	1
<b>Rating D</b>	

Where schemes obtain equal points then a higher priority will be given to those schemes with higher points accrued under Crime Prevention and Road Safety.

Total Rating A+B+C+D = .....

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**EAST SUSSEX COUNTY COUNCIL****HIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY**

<b>PROCEDURE FOR THE PREPARATION OF ROAD SCHEMES</b>	<b>PS3/1</b> [Rev 07/91]
<p><u>Purpose of Policy</u></p> <p>To set down a formal procedure for the preparation of road schemes and associated Committee decisions.</p>	
<p><u>Specific Policy</u></p> <p>The preparation procedures to enable road works to commence on site is largely governed by statute [eg, planning regulations, Compulsory Purchase procedures, Public Inquiry procedures, etc] but a typical large scheme has to pass through the following stages:-</p> <ol style="list-style-type: none"> <li>1. Following submission to the Capital Programme Working Party, the Highways &amp; Transportation Committee, at its December meeting, approves a short term forward programme [usually two or three years] of highway improvement schemes. This will be reviewed during the course of the year to take in account the availability of finance, particularly the Transport Supplementary Grant [TSG] and Annual Capital Guideline settlement following the Transport Policies and Programme [TPP] submission.</li> <li>2. Subsequently, this programme is confirmed or amended by the County Council in February.</li> <li>3. On completion of the preliminary design, schemes will be submitted to the Highways and Transportation Committee for approval and, if appropriate, authority to apply for planning consent and acquire land, compulsorily if necessary.</li> <li>4. Following the approval of the Highways and Transportation Committee, the Property Sub-Committee is requested to approve the preparation of the Compulsory Purchase Order.</li> <li>5. Schemes which have more than one option, are environmentally sensitive or affect a large number of properties will be subject to public consultation prior to formal approval. The committee will be asked to authorise the consultation and the outcome will be reported back at the earliest opportunity, together with the recommended course of action.</li> </ol> <p>[Note: Committee policy on the priority and evaluation of road schemes is the subject of a separate policy, summarised at PS3/2]</p>	
<p><u>References – Further Information</u></p> <p>The current approved Transport Policies and Programme</p>	<p><u>Date of Approval</u></p>

**EAST SUSSEX COUNTY COUNCIL**

**HIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY**

<b>TECHNICAL APPROVAL OF HIGHWAY STRUCTURES</b>	<b>PS3/4</b>
<u>Purpose of Policy</u> To ensure an adequate level of design in highway structures.	
<u>Specific Policy</u> <ol style="list-style-type: none"><li>1. Once the design of a structure is complete and the check carried out to a satisfactory conclusion, certificates to this effect shall be signed by the County Engineer and the Team Leaders responsible for both the design and check.</li><li>2. In the event of structural failure, the County Council will accept liability for any negligence on the part of their engineers [employees] except where the engineer [as a servant] was not acting within the scope of his/her employ. This can be interpreted as wilful negligence wholly outside the terms of his/her employment and is in line with current “Master and Servant” legislation.</li></ol>	
<u>Supporting Statement</u> The Department of Transport requires technical approval to be obtained for the design of structures on Principal Roads where the scheme is included in the Transport Policies and Programme, and for partial renewals and maintenance work affecting the integrity or loading carrying capacity of existing structures on Trunk Roads.	
<u>References – Further Information</u> H&T Committee - 27 May 1980 Agenda Item 9.4 Technical Approval of Highway Structures on Trunk Roads [including Motorways] - Circular BD2/79 Technical Approval of Structures for TPP Schemes - Circular Roads 2/80	<u>Date of Approval</u>  27.05.80

**EAST SUSSEX COUNTY COUNCIL**

**HIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY**

<b>PROVISION OF PASSING PLACES</b>	<b>PS3/6</b>
<u>Purpose of Policy</u> To aid consistency in the location of passing places on single track roads	
<u>Specific Policy</u> Passing places may be provided where an obvious need exists, and where:- <ul style="list-style-type: none"><li>[a] widening of the full length of a country lane would be prohibitively expensive in relation to the traffic using it;</li><li>[b] passing takes place overrunning grass verges, making them unsightly and expensive to maintain;</li><li>[c] the provision of a few well located passing places would preserve the charm of a country lane which is subject to relatively heavy use by motor vehicles.</li></ul>	
<u>Supporting Statement</u> The Department of Transport suggests that single track roads with passing places are sometimes appropriate where traffic volumes are very light.	
<u>References – Further Information</u> H&T Committee - 22 March 1974 Agenda Item 3.5 DTp publication - Layout of Roads in Rural Areas	<u>Date of Approval</u> 22.03.74

**EAST SUSSEX COUNTY COUNCIL**

**HIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY**

<b>PROVISION OF LAY-BYS</b>	<b>PS3/7</b> [Rev 7/91]
<u>Purpose of Policy</u>  To Ensure consistency across the County.	
<u>Specific Policies</u>  <ol style="list-style-type: none"><li>1. Rest and Recreation Lay-bys should be provided where necessary in connection with all new highway schemes.</li><li>2. Bus laybys should be provided in locations where there would be road safety benefits or reduced congestion, subject to consultation with interested parties.</li><li>3. Lay-bys and service hardstandings are to be provided in connection with all rural "Clearway" schemes.</li><li>4. Parking lay-bys [as distinct from bus lay-bys] will not be provided in urban areas at the expense of the highway authority.</li></ol>	
<u>Supporting Statement</u>  The Department of Transport suggests that single track roads with passing places are sometimes appropriate where traffic volumes are very light.	
<u>References – Further Information</u>  Department of Transport Departmental Advice Note TA57 /87 - Roadside Features H&T Committee - 22 March 1974 Agenda Item 3 H&T Committee - 25 March 1975 Agenda Item 8 Manual for Estate Roads	<u>Date of Approval</u>  22.03.74 25.03.75

**EAST SUSSEX COUNTY COUNCIL**

**HIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY**

<b>NOISE INSULATION REGULATIONS 1975 - DISCRETIONARY ASPECTS</b>	<b>PS3/8</b>
<p><u>Purpose of Policy</u></p> <p>To establish criteria for implementing the discretionary powers to offer insulation work against increased traffic noise from altered highways (Regulation 4) and noise from highway construction work (Regulation 5).</p>	
<p><u>Specific Policies</u></p> <p>The discretionary powers to carry out insulation work conferred by Regulations 4 &amp; 5 will be implemented in the case of highway schemes which fall within one or more of the following categories:-</p> <ul style="list-style-type: none"><li>[a] Altered roads where the intensity and type of traffic has increased or changed so much as to affect the character of the road.</li><li>[b] Altered roads that lie between or join lengths of new road [the definition of a new road being a highway requiring planning permission before an improvement can be carried out].</li><li>[c] Such other altered roads, constructed since 16 October 1969, which seriously affect an eligible building, and after seeking the opinion of the Property Services Department that the matter could not be more appropriately dealt with under some other provision of the Land Compensation Act 1973.</li><li>[d] Schemes where the noise from construction work is expected to seriously affect an eligible building for a substantial period of time, and after establishing that it is not practicable to control the level of noise by means of the provisions of the Control of Pollution Act 1974, or by providing insulation against traffic noise in advance of the construction period.</li></ul>	
<p><u>Supporting Statement</u></p> <p>For “new” roads there is a duty to provide insulation work, but for “altered” roads, it is at the discretion of the highway authority. This duty or power only arises, however, in cases where the noise level requirements laid down in the Regulations are satisfied.</p> <p>The effect of the above criteria is that dwellings affected by routes which are being comprehensively improved can be treated uniformly, whether or not they lie on a length of highway that is deemed to be “new” or “altered”.</p>	
<p><u>References – Further Information</u></p> <p>H &amp; T Committee 27 May 1980 Agenda Item 9.5</p>	<p><u>Date of Approval</u></p> <p>27.05.80</p>

**EAST SUSSEX COUNTY COUNCIL**  
**HIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY**

<b>RESPONSIBILITY FOR OFF-STREET PARKING</b>	<b>PS4/16</b>
<p><u>Purpose of Policy</u></p> <p>To determine responsibility for the provision of “off-street” parking relative to Borough and District Councils.</p>	
<p><u>General Policies</u></p> <ol style="list-style-type: none"> <li>1. Although both the County Council and Borough/District Councils have concurrent powers for “off-street” parking, the County Council will leave this function to the Borough/District Councils.</li> <li>2. Borough/District Councils shall be requested to consult the County Council before a new “off-street” parking scheme is introduced to ensure that no conflict with overall transportation policy occurs.</li> <li>3. The County Council may contribute to the cost of off-street parking in those cases where this facilitates the removal of kerbside parking on a traffic route.</li> </ol>	
<p><u>Supporting Statement</u></p> <p>Detailed parking policies for specific areas relate to the characteristics of those areas and vary across the County. These detailed Area policies are set out in the current County Structure Plan.</p>	
<p><u>References – Further Information</u></p> <p>H &amp; T Committee - 25 March 1975 Agenda Item 8            Current County Structure Plan</p>	<p><u>Date of Approval</u></p> <p>25.03.75</p>

**EAST SUSSEX COUNTY COUNCIL**

**HIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY**

<b>RESIDENTS PARKING SCHEMES - CHARGES</b>	<b>PS4/19</b>
<p><u>Purpose of Policy</u></p> <p>To establish the principles governing the financing of Residents Parking Schemes.</p>	
<p><u>Specific Policies</u></p> <ol style="list-style-type: none"><li>1. Residents Parking Schemes shall be self financing.</li><li>2. Residents Parking Schemes shall be subject to regular review.</li><li>3. In “separate”* schemes the number of permits sold may exceed the number of spaces available.</li></ol> <p>*<u>Note:</u> A “separate” scheme is one where parking places are provided for use only by Permit Holders during the hours of operation of the Scheme.</p> <p>A “shared” scheme is one where Permit Holders are able to park without time limit in parking places provided for short term parkers.</p>	
<p><u>Supporting Statement</u></p> <p>The Committee reports referred to below contain the background information.</p>	
<p><u>References – Further Information</u></p> <p>H&amp;T Committee - 30 November 1976 Agenda Item 5.7 H&amp;T Committee - 30 March 1977 Agenda Item 6 H&amp;T Committee - 24 March 1977 Agenda Item 5</p>	<p style="text-align: center;"><u>Date of Approval</u></p> <p style="text-align: center;">30.01.76 30.03.77 24.03.81</p>

**EAST SUSSEX COUNTY COUNCIL**

**TRANSPORT AND ENVIRONMENT - POLICY SUMMARY**

<b>EVENT SIGNING ON LAMPPOSTS IN URBAN AREAS</b>	<b>PS4/27</b>
<p><u>Purpose of Policy</u></p> <p>To control event signing so as to minimise the inconvenience and danger to the road user and promote good practice, respecting the need to protect the environment.</p>	
<p><u>Specific Policy</u></p> <ol style="list-style-type: none"><li>1. No unauthorised signs shall be permitted on lampposts.</li><li>2. The Area Highway Manager director may issue a licence for advertising municipal events on lampposts, subject to the following conditions:-<ol style="list-style-type: none"><li>[a] the event shall be of more than local importance, where applications can only be accepted if supported Parish, Town, District or Borough Councils;</li><li>[b] the signs shall be of an agreed size, construction and material;</li><li>[c] the signs shall be sited on agreed lampposts;</li><li>[d] the signs shall not be erected before the commencement date of the licence and shall be removed before the expiry date;</li><li>[e] the signs shall not contain any advertising matter other than a direct reference to the event except that the name of a sponsor may be included provided it does not constitute a significant proportion of the sign. In order for them to provide an effective form of advertising, wording should be kept to a minimum, i.e. name of event, date and venue only. Minimum letter size for main heading 150mm (6") high, minimum letter size for wording 75mm (3") high. The content and layout of the sign shall be agreed with the Area Highway Manager;</li></ol></li></ol> <p style="text-align: right;">/continued</p>	
<p><u>Supporting Statement</u></p> <p>Signing in highways is regulated by The Traffic Signs Regulations and General Directions, which lay down specific requirements. This policy is designed to allow councils to promote local events.</p>	
<p><u>References – Further Information</u></p> <p>Cabinet Meeting - Agenda Item 22</p>	<p><u>Date of Approval</u></p> <p>04.07.2000</p>

Specific Policies [continued]

- [f] the signs shall be fixed securely and safely;
- [g] the organisation requesting the posting of the signs shall accept full liability for any claim which may arise out of their posting;
- [h] the signs shall advertise only a local event;
- [i] each 'site' shall only promote a single event;
- [j] the location of signs shall be initially agreed with the Traffic Safety Group and shall only be attached to street lighting columns agreed with the Street Lighting section.
- [k] Any necessary planning consent shall be obtained from the Local Planning Authority.

EAST SUSSEX COUNTY COUNCIL

**LEAD MEMBER – TRANSPORT AND ENVIRONMENT**  
**POLICY SUMMARY**

<b>TEMPORARY TRAFFIC REGULATION ORDERS FOR BODIES OTHER THAN THE HIGHWAY AUTHORITY</b>	<b>PS4/3</b>
<u>Purpose of Policy</u> To recover the costs of making Orders.	
<u>Specific Policies</u> <ol style="list-style-type: none"><li>1. When a Temporary Traffic Regulation Order is made for a body other than the Highway Authority, a contribution will be sought. If an extension of time is requested, a further contribution will be sought.</li><li>2. If traffic signs are provided by the Highway Authority, the cost will also be recharged.</li><li>3. The contributions will be adjusted as necessary to reflect current costs.</li></ol>	
<u>Supporting Statement</u> Temporary Traffic Orders often have to be made to enable road closures, waiting restrictions, speed limits, etc to be introduced because of works in the highway by Statutory Undertakers, private builders or contractors. The contributions are sought to offset the Council's costs in making the necessary Orders.	
References – Further Information  H&T Committee - Agenda No 9 Lead Member for Transport and Environment Agenda No 11	Date of Approval  02.03.1976 24.07.2006

**EAST SUSSEX COUNTY COUNCIL**

**LEAD MEMBER – TRANSPORT AND ENVIRONMENT**  
**POLICY SUMMARY**

<b>PASSIVE SAFETY</b>	<b>PS 4/37</b>
<b>PURPOSE OF POLICY</b>	
To restrict the use of passively safe posts to those roads with a 50mph speed limit or above.	
<b>SPECIFIC POLICIES</b>	
(i) For roads with speed limits of 50 mph or more, all signage shall be designed in accordance with BS EN 12767:2007 (Passive Safety of support structures for road equipment) and BS EN 12899:2007(Fixed, Vertical Road Traffic signs), or any subsequent superceding standard.	
(ii) For roads with speed limits of 40 mph or less, all signage shall be designed in accordance with best practice design principles and passively safe posts will not be used.	
(iii) For temporary signage that will be removed within 9 months of installation, all signage shall be designed in accordance with best practice design principles and passively safe posts will not be used.	
<b>SUPPORTING STATEMENT</b>	
The policy is intended to ensure the optimum safety level to road users from highway signage whilst ensuring the best use of the available resources for new, replacement and temporary traffic signage.	
<b><u>References – Further Information</u></b>	<b><u>Date of Approval</u></b>
Lead Member for Transport and Environment - Agenda Item 11	10.11.2008
Lead Member for Transport and Environment - Agenda Item 7	15.12.2008

**EAST SUSSEX COUNTY COUNCIL**

**HIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY**

<b>CONTROL OF HEAVY GOODS VEHICLES</b>	<b>PS4/5</b>
<u>Purpose of Policy</u> To establish a pattern of control reconciling, so far as is possible, the conflicting demands of the transport of goods and the environment.	
<u>Specific Policies</u> 1. A Traffic Regulation Order prohibiting goods vehicles over 7.5 tonnes gross weight*, except for loading or unloading, may be made where the following conditions are met:-  [a] The road concerned is both physically and environmentally unsuitable for lorry traffic [see Appendix for details]; and  [b] An average of not less than one "through" lorry per hour for the peak 10 hour period in a day [as distinct from journeys by vehicles requiring access for loading/unloading purposes in the affected length]; and  [c] A more suitable alternative route is available.  /Continued Overleaf  * 7.5 tonnes gross weight is the close metric equivalent of the former 3 tons unladen weight.	
<u>Supporting Statement</u> As few roads in the County are really suitable for heavy lorries, it has been the deliberate policy of the Committee to allow the lorries to disperse over the available road network rather than to concentrate them on selected roads, themselves perhaps little more suitable than the rest. At the same time, the Committee has placed restrictions on particularly unsuitable roads, which were much used by heavy lorries perhaps as short cuts, with the aim of improving the environment for residents and other users of these roads.  This policy relates to individual roads. Area type restrictions in towns will be dealt with individually.	
<u>References – Further Information</u>  H & T Committee - 16 December 1990 Agenda Item 11A H & T Committee - 31 May 1989 Agenda Item 11	<u>Date of Approval</u>  16.12.80 31.05.89

Specific Policies [continued]

2. An Order may also be made if, following a “deflectograph” survey, the structural condition of the road pavement is found to be unsuitable to carry the heavy vehicle loading being imposed upon it, and total failure is likely to result if action is not taken.
3. It is axiomatic that national “A” and “B” roads should be available for heavy lorries. Such roads will be improved if economically justified or reduced in classification if a restriction is to be imposed.

EAST SUSSEX COUNTY COUNCIL  
HEAVY GOODS VEHICLE MERIT TATING - FACTORS AND SCORE

FACTOR	SCORE	FACTOR	SCORE
<u>PHYSICAL FEATURES</u>		<u>TRAFFIC FLOWS</u>	
Width [excepting Pinch Points]		Traffic Flow [6am – 10pm]	
Under 4.5m	20	Over 1000	12
4.5m - 4.8m	12	Over 700	6
4.8m - 5.1m	8	Over 400	4
5.1m - 5.5m	4	Over 200	2
Over 5.5m	0		
<u>Pinch Points</u> [eg narrow bridge, close buildings, archway]		<u>% of HGV Traffic that is “Through”</u>	
Under 3.0m wide	10	Over 70%	7
3.0m - 3.8m	6	Over 50%	3
3.8m - 4.5m	3	Over 20%	2
4.5m - 5.5m	1		
Over 5.5m	0		
<u>Hilliness</u>		<u>HGV Flow [per day in Peak 10hr Period]</u>	
Over 50m/km	5	Over 40	15
15m/km - 50m/km	2	Over 30	9
Under 15m/km	0	Over 20	6
		Over 10	4
		1 - 10	2
<u>Development</u>		<u>INJURY ACCIDENTS</u>	
<u>HGV Accidents [last 3 years]</u>			
In depth	6	Over 2	10
Slight/Ribbon	2	1 - 2	4
<u>Worst Kilometre of Bendiness</u>		<u>Total Accidents [last 3 years]</u>	
Over 140°/km	15	Over 10	8
110°/km - 140°/km	11	Over 5	4
85°/km - 110°/km	6	1 – 5	2
60°/km - 85°/km	2		
Under 60°/km	0		

A SCORE OF 55+ INDICATES THAT A BAN MAYBE JUSTIFIED SUBJECT TO CONDITIONS [b] AND [c] OF THE POLICY BEING MET

**EAST SUSSEX COUNTY COUNCIL**  
**LEAD MEMBER – TRANSPORT AND ENVIRONMENT**  
**POLICY SUMMARY**

<b>BANNERS ACROSS THE HIGHWAY</b>	<b>PS8/2</b>
<p><u>Purpose of Policy</u></p> <p>To allow the suspension of banners across the highway under controlled conditions.</p>	
<p><u>Specific Policies</u></p> <p>The Network Manager shall be authorised to permit the erection of banners across the highway subject to the following conditions:-</p> <ul style="list-style-type: none"> <li>[a] the banner shall not be erected more than one week before the event and shall be removed immediately afterwards;</li> <li>[b] no part of the banner or its anchorage shall be less than 20 feet [6 metres] above the highway;</li> <li>[c] the banner shall be suspended to the satisfaction of the Network Manager;</li> <li>[d] the organisation requesting the banner shall accept full responsibility for any claim that might arise out of its erection;</li> <li>[e] the banner shall not contain any advertising matter other than a direct reference to the event and no lettering shall be less than 6” [150 millimetres in height];</li> <li>[f] the banner shall advertise only a local event;</li> </ul>	
<p><u>Supporting Statement</u></p> <p>In the past there has been concern over both the manner in which banners have been erected and the contents of the message displayed. The policy is intended to ensure that road users are not distracted by a multiplicity of signs or endangered by inadequate clearance or fixing.</p>	
<p><u>References – Further Information</u></p> <p>H&amp;T Committee – 22 March 1974    Agenda Item 3  H&amp;T Committee – 30 March 1976    Agenda Item 8</p>	<p><u>Date of Approval</u></p> <p>22.03.74  30.03.76</p>

**EAST SUSSEX COUNTY COUNCIL**

**HIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY**

<b>OBSTRUCTIONS ON THE HIGHWAY</b>	<b>PS8/3</b>
<u>Purpose of Policy</u> To control the obstruction of the highway so as to minimise the inconvenience and danger to the user.	
<u>Specific Policies</u>  1. The County Engineer shall issue, where appropriate, statutory licences permitting the following obstructions:-  [a] Temporary Building Works – eg, deposit of building materials, parking of builders’ skips, erection of scaffolding/hoardings, etc;  [b] Temporary Highway Obstructions – eg, private drain/sewer connections, etc [but see PS7/3 for Statutory Undertakers Works];  [c] Permanent Highway Furniture – eg, roadside seats, bus shelters [see also PS4/23], etc;  [d] Amenities on certain highways as provided for under Section 115 [a] to [k] of the Highways Act;  2. A statutory notice shall be served upon the owner of overhanging trees/hedges, projecting roots, etc, requiring removal of the obstruction. Subsequent action shall be taken, if necessary, to secure the removal.  3. Action shall be taken to secure the removal of unauthorised obstructions, eg, posts, chains, stones, advertising boards, merchandise, etc, erected or placed by private individuals.  <p style="text-align: right;">/Continued Overleaf</p>	
<u>References – Further Information</u>  H&T Committee – 25 March 1975    Agenda Item 8 H&T Committee – 30 March 1976    Agenda Item 8	<u>Date of Approval</u>  25.03.75 30.03.76

Specific Policies [continued]

4. The County Engineer may issue a licence for the posting of bills within the highway, subject to the following conditions:-
- [a] the event shall be for recognised charitable purposes;
  - [b] the bills are of an agreed size, construction and material;
  - [c] the bills shall be sited in an agreed position;
  - [d] the bills shall not be erected more than one week prior to the event and shall be removed immediately afterwards;
  - [e] the bills shall not contain any advertising matter other than a direct reference to the event;
  - [f] the bills shall be fixed securely and safely;
  - [g] the organisation requesting the posting of the bills shall accept full liability for any claim which may arise out of their posting;
  - [h] the bills shall advertise only a local event.

**EAST SUSSEX COUNTY COUNCIL**

**HIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY**

<b>PERMISSION TO TRADE ON THE HIGHWAY</b>	<b>PS8/4</b>
<p><u>Purpose of Policy</u></p> <p>To permit and control the obstruction of purpose made footways and pedestrian areas by trading and similar activities.</p>	
<p><u>Specific Policy</u></p> <p>(a) The County Engineer is authorised, in conjunction with the County Secretary, to grant permits under Section 115(E) of the Highways Act 1980 where (i) applications have fulfilled the approved conditions and procedures (including payment of the current fee) and (ii) have not been opposed.</p> <p>(b) The County Engineer is authorised to delegate the necessary authority to Agent Authorities, in accordance with the Agency Agreement.</p> <p>(c) The County Engineer be authorised to deal with consultations by District Councils exercising their powers under Section 115(E) of the Highways Act 1980 and to give consent to the exercise of such powers.</p> <p>(d) The Director of Property Services be authorised to negotiate rents where the Highway Authority are the owners of the land.</p> <p>(e) The Highways Management Sub-Committee be authorised to consider applications for permits under Section 115(E) of the Highways Act 1980 in those cases where there are objections or the County Engineer does not consider a permit should be granted.</p>	
<p><u>Supporting Statement</u></p> <p>The policy is designed specifically to aid the policing of trading and similar activities, and the placing of advertisements (other than those referred to in PS8/3) on purpose made footways and pedestrian areas. Its scope is limited to this and skips, scaffolding, building materials and catering booths in laybys are not included as they are either covered by other legislation or are allowed for under PS8/3.</p>	
<p><u>References – Further Information</u></p> <p>H&amp;T Committee – 18 September 1991      Agenda Item 9.3</p>	<p style="text-align: center;"><u>Date of Approval</u></p> <p style="text-align: center;">18.09.91</p>

**EAST SUSSEX COUNTY COUNCIL**

**HIGHWAYS & TRANSPORTATION COMMITTEE - POLICY SUMMARY**

<b>POSTS ON HIGHWAY VERGES</b>	<b>PS8/5</b>
<u>Purpose of Policy</u> To control objects placed on verges to deter over-running by vehicles, and to enable the erection of approved posts to be licensed.	
<u>Specific Policies</u> <ol style="list-style-type: none"><li>1. The County Engineer may issue licences under which adjacent householders may place approved posts on a highway verge to prevent over-running by vehicles under terms to be agreed.</li><li>2. The County Engineer shall develop, in conjunction with the County Secretary, procedures to regulate the above, and set conditions concerning the granting of a licence.</li><li>3. The County Engineer is authorised to charge an administrative fee for the issuing of a licence.</li><li>4. Where permission has not been sought, the County Engineer is authorised to take appropriate action to remove any posts, bollards or obstacles already placed.</li></ol>	
<u>Supporting Statement</u> None.	
<u>References – Further Information</u> H&T Committee – 16 September 1992	<u>Date of Approval</u> 16.09.92

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>Street Lighting</b>	<b>PS10/1</b>
<p><b>Purpose of Policy</b></p> <p>To efficiently maintain and improve, where necessary, the standards of lighting throughout the County:- in the interests of road safety, to reduce the incidence of night crime, and to enhance public safety and amenity.</p>	
<p><b>Specific Policies</b></p> <ol style="list-style-type: none"> <li>1. To carry out routine maintenance works in accordance with the agreed standards, as specified in the current contract.</li> <li>2. To carry out design works generally as laid down in the current issue of the British Standard Code of Practice for the design of Road Lighting [BS 5489] and in accordance with a locally developed lighting strategy.</li> <li>3. Designs to be undertaken using equipment that has long term economic benefit. Designs should use a “white” light source (Colour Rendering Index &gt;60) for all new schemes. LED solutions should be considered if appropriate.</li> <li>4. A three to five year street lighting renewal programme shall be prepared so that its impact on conservation areas may be discussed with local authorities.</li> <li>5. All streets and areas, with the exception of the limited number of streets agreed as part of the Public Realm scheme, will be provided with standard functional lighting equipment. The street lighting in the Public Realm identified pilot streets will be maintained at the current standard (no further deterioration or improvement). In conservation areas street lighting columns will be painted in the appropriate local colour.</li> <li>6. The local Planning Authority shall be notified of proposed street lighting works in conservation area, or more than local importance, which cannot be specially funded by the Highway Authority, to determine if they wish to meet the additional costs of installing equipment to a different specification and its subsequent maintenance.</li> <li>7. Street lighting shall be provided and operate in accordance with strategy below: Street lighting will be provided to operate as appropriate and will be installed in accordance with local requirements. In certain areas existing all-night street lighting installations may be subject to the following changes: <ol style="list-style-type: none"> <li>1. Part-night Street Lighting - Lights turned off from midnight to 0530 hrs in residential streets.</li> <li>2. Partial Street Lighting – Alternate street lights left switched on between midnight and 0530 hrs on specific distributor routes/estate feeder roads.</li> <li>3. Dimmed – Light output reduced on traffic routes when traffic flows are lighter.</li> <li>4. Permanently Switched Off - A small number of lights in rural areas may be switched off.</li> </ol> </li> </ol>	
<p><b>Supporting Information</b></p> <p><b>Part-night street lighting</b></p> <p>After carrying out a site assessment we will be installing part-night lighting controls in streets in residential areas (switching lights off between midnight and 5.30 am).</p> <p>Once the changes in street lighting are introduced we will be monitoring all the sites in conjunction with the emergency services and parish/town councils. This is to ensure that the introduction of part night lighting does not have any unanticipated adverse impacts. This process will identify if any further changes need to be made to the lighting.</p> <p><b>Partial Street Lighting</b></p> <p>After carrying out site assessments on some of the more important local distributor roads or estate feeder roads we may decide that instead of converting all units to part-night lighting we will leave specific units switched on all night. These units will generally be located at conflict points such as junctions or crossings or if the current street lights are already widely spaced along the street.</p>	

**Dimming of street lights**

After carrying out a site assessment we will be dimming most of our brightest (higher wattage) lights on main traffic routes. It has been decided that dimming to 50% light output between 0000hrs and 0600hrs is generally the most appropriate although this may vary at some locations.

Dimming will only be carried out when traffic flows are low, when a lower level of lighting will have the least affect on road safety. Lights will generally not be dimmed in areas with above-average crime rates, at busy junctions or in town centres.

**Street lighting switch-off**

After carrying out a risk assessment, we may be switching off some lights completely in rural areas or in other locations where there are no houses fronting onto the roads. Only a small number of lights (about 1 - 2% of all the lights in the County) are expected to be affected. Once switched off, the lights will be kept in place for approximately 3 years whilst monitoring is carried out to ensure there are no adverse impacts as a result of the changes.

**References- Further Information**

H&T Committee- 1 September 1976- Agenda Item 9  
H&T Committee- 18 September 1992- Agenda Item 9.2  
T&E Lead Member- 27 February 2012- Agenda Item 6

**Date of Approval**

01.09.76  
18.09.92  
27.02.12

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## Appendix 5 –updated policies

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**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 3/1</b>	<b>Development and delivery of the capital programme of local transport improvements</b>
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role that local transport schemes, including junction improvements, walking and cycling enhancements, public realm schemes and improved facilities for bus users, play in supporting economic growth in East Sussex</p> <p>The purpose of this policy is to set out the formal procedure for the development and delivery of the County Council's capital programme of local transport improvements and associated decisions made by the Lead Cabinet Member for Transport and Environment</p> <p>In carrying out this policy, ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>	
<p><b>Policy Statement</b></p> <p>The development and delivery of the capital programme of local transport improvements identified in the East Sussex Local Transport Plan 2011 – 2026 and its series of five year Implementation Plans has to pass through the following stages:-</p> <ol style="list-style-type: none"> <li>1. Following the development of the annual draft capital programme of local transport improvements, it will be reported to the Cross Party Member Panel comprising representatives of each of the political parties, and the Chair of the Economy, Transport and Environment Scrutiny Committee (or equivalent) and sent to all Councillors for comment.</li> <li>2. The programme will be developed annually to take into account the availability of funding from the County Council's capital programme allocation for local transport schemes, development contributions and external funding sources (eg. Local Growth Fund, other Department for Transport funding sources)</li> <li>3. Requests for schemes for potential inclusion in the capital programme of local transport improvements which are to be fully or part funded using the County Council allocation of funding are assessed using the framework for the prioritisation and management of local transport schemes approved by the Lead Member – Transport and Environment on 6 September 2011. Transport schemes that are fully funded from other external sources are included in the draft programme where they are identified to contribute towards wider economic and transport strategies.</li> <li>4. The Cross Party Member Panel, chaired by the Lead Cabinet Member for Transport and Environment, will consider the content of the annual draft capital programme of local transport improvements in February of each year, and comments received by County Councillors on the draft programme. The Panel will make recommendations on proposed changes to the programme ahead of being reported to the Lead Cabinet Member for Transport and Environment's decision making meeting.</li> <li>5. The programme is confirmed or amended by the Lead Cabinet Member for Transport and Environment at their decision making meeting in March each year.</li> <li>6. Schemes which have more than one option, are environmentally sensitive or affect a large number of properties will be subject to public consultation prior to formal approval.</li> </ol>	

7. On completion of the preliminary design and consultation, schemes will be submitted to the Lead Cabinet Member for Transport and Environment for approval to progress to detailed design and construction, and, if appropriate, seek authority to apply for planning consent and acquire land, compulsorily if necessary.

**Supporting Information**

East Sussex Local Transport Plan 2011 - 2026

East Sussex Local Transport Plan Implementation Plan (2016/17 – 2020/21)

**Version control**

**Date of last review:**

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 3/4</b>	<b>Technical Approval of Highway Structures</b>
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of this policy is to ensure that structures are designed to be fit for purpose and safe for use.</p> <p>In carrying out this policy ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>	
<p><b>Policy Statement</b></p> <ol style="list-style-type: none"> <li>1. All structural design and assessment will be subject to a formal Technical Approval procedure.</li> <li>2. In the event of structural failure, the County Council will consider liability in the event of a claim in accordance with the Highway Claims Policy.</li> </ol>	
<p><b>Supporting Information</b></p> <p>The Design Manual for Roads and Bridges, Technical Approval for Highway Structures BD 2/12 Well-managed Highway Infrastructure - A Code of Practice, UK Roads Liaison Group, 2016</p>	
<p><b>Version control</b></p> <p>Highways &amp; Transportation Committee, agenda Item 9.4, 27 May 1980</p>	<p><b>Date of last review:</b></p>

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 3/6</b>	<b>Provision of Passing Places</b>	
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of the policy is to aid consistency in the location of passing places on single track roads.</p> <p>In carrying out this policy ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>		
<p><b>Policy Statement</b></p> <p>Passing places may be provided where an obvious need exists and where:</p> <p>[a] widening of the full length of a country lane would be prohibitively expensive in relation to the traffic using it;</p> <p>[b] passing takes place overrunning grass verges, making them unsightly and expensive to maintain;</p> <p>[c] the provision of a few well located passing places would preserve the charm of a country lane which is subject to relatively heavy use by motor vehicles.</p>		
<p><b>Supporting Information</b></p>		
<p><b>Version control</b></p> <p>Approved by Highways &amp; Transportation Committee Agenda Item 3.5 22/03/1974</p>		<p><b>Date of last review:</b></p>

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 3/7</b>	<b>Provision of Lay-Bys</b>
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>This policy sets out the circumstances in which the County Council will consider providing lay-bys.</p> <p>In carrying out this policy ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan objectives and Highway Service Outcomes.</p>	
<p><b>Policy Statement</b></p> <ol style="list-style-type: none"> <li>1. Rest and Recreation Lay-bys should be provided where necessary in connection with all new highway schemes.</li> <li>2. Bus laybys should be provided in locations where there would be road safety benefits or reduced congestion, subject to consultation with interested parties.</li> <li>3. Lay-bys and service hardstandings are to be provided in connection with all rural "Clearway" schemes.</li> <li>4. Parking lay-bys [as distinct from bus lay-bys] will not be provided in urban areas at the expense of the highway authority. However the provisions of such lay-bys may be considered if match funded under the East Sussex Highways Community Match initiative.</li> </ol>	
<p><b>Supporting Information</b></p> <p>Manual for Streets, 2007</p> <p>Manual for Streets 2, 2010</p> <p>The Design Manual for Roads and Bridges, TD 69/07</p>	
<p><b>Version control</b></p> <p>Highways &amp; Transportation Committee - 22 March 1974 Agenda Item 3</p>	<p><b>Date of last review:</b></p>



**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 3/8</b>	<b>Noise Insulation Regulations 1975 - Discretionary Aspects</b>
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of this policy is to establish the criteria for implementing the discretionary powers to offer insulation work against increased traffic noise from altered highways and noise from highway construction work.</p> <p>In carrying out this policy, ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>	
<p><b>Policy Statement</b></p> <p>The discretionary powers to carry out insulation work conferred by The Noise Insulation Regulations 1975 (as amended in 1988) regulations 4 and 5 will be implemented in the case of highway schemes which fall within one or more of the following categories:</p> <p>[a] Altered roads where the intensity and type of traffic has increased or changed so much as to affect the character of the road.</p> <p>[b] Altered roads that lie between or join lengths of new road [the definition of a new road being a highway requiring planning permission before an improvement can be carried out].</p> <p>[c] Such other altered roads, constructed since 16 October 1969, which seriously affect an eligible building, and after seeking the opinion of the Business Services Department, Property Estates that the matter could not be more appropriately dealt with under some other provision of the Land Compensation Act 1973.</p> <p>[d] Schemes where the noise from construction work is expected to seriously affect an eligible building for a substantial period of time, and after establishing that it is not practicable to control the level of noise by means of the provisions of the Control of Pollution Act 1974, or by providing insulation against traffic noise in advance of the construction period.</p>	
<p><b>Supporting Information</b></p> <p>The Land Compensation Act imposes a duty or power on authorities to undertake or make a grant in respect of the cost of undertaking noise insulation work in or to eligible buildings. This is subject to meeting certain criteria given in The Noise Insulation Regulations. For "new" roads there is a duty to provide insulation work, but for "altered" roads, it is at the discretion (i.e. a power) of the highway authority. This duty or power only arises, however, in cases where the noise level requirements laid down in The Noise Insulation Regulations are satisfied.</p> <p>The effect of the above criteria is that dwellings affected by routes which are being comprehensively improved can be treated uniformly, whether or not they lie on a length of highway that is deemed to be "new" or "altered".</p>	

<p>Noise Insulation Regulations, 1975 (as amended)</p> <p>The Noise Insulation (Amendment) Regulations 1988</p> <p>Land Compensation Act 1973</p> <p>Annex E of British Standard 5228-1:2009+A1:2014 Code of practice for noise and vibration control on construction and open sites – Part 1: Noise.</p>	
<p><b>Version control</b></p> <p>Highways &amp; Transportation Committee, 27 May 1980 Agenda Item 9.5</p>	<p><b>Date of last review:</b></p>

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 4/16</b>	<b>Responsibility for off street parking</b>	
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of this policy is to determine responsibility for the provision of “off-street” parking relative to Borough and District Councils.</p> <p>In carrying out this policy, ESCC will meet its statutory obligations and will also support the Council’s Priorities, Local Transport Plan and Highway Service Outcomes.</p>		
<p><b>Policy Statement</b></p> <ol style="list-style-type: none"> <li>1. Although both the County Council and Borough/District Councils have concurrent powers for “off-street” parking, the County Council will leave this function to the Borough/District Councils.</li> <li>2. Borough/District Councils shall be requested to consult the County Council before a new “off-street” parking scheme is introduced to ensure that no conflict with overall transportation policy occurs.</li> <li>3. The County Council may contribute to the cost of off-street parking in those cases where this facilitates the removal of kerbside parking on a traffic route.</li> </ol>		
<p><b>Supporting Information</b></p> <p>Detailed parking policies for specific areas relate to the characteristics of those areas and vary across the County. These are set out in the Local Plans covering the Districts/Boroughs/South Downs National Park Authority within the County.</p> <p>Local Transport Plan 3, 2011 - 2026</p> <p>The Road Traffic Regulation Act 1984, and the Traffic management Act 2004.</p> <p>Traffic Signs Regulations and General Directions 2016</p>		
<p><b>Version control</b></p> <p>Highways &amp; Transportation Committee 25.03.1975 Agenda Item 8: Current County Structure Plan</p>		<p><b>Date of last review:</b></p>

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 4/19</b>	<b>Residents Parking Schemes - Charges</b>
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of this policy is to establish the principles governing the financing of Residents Parking Schemes in areas other than civil enforcement areas for parking contraventions.</p> <p>In following this policy, ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>	
<p><b>Policy Statement</b></p> <p>In areas not covered by civil parking enforcement:</p> <ul style="list-style-type: none"> <li>• Residents Parking Schemes shall be self-financing.</li> <li>• Residents Parking Schemes shall be subject to regular review.</li> <li>• In "separate"* schemes the number of permits sold may exceed the number of spaces available.</li> </ul> <p>*<u>Note</u>: A "separate" scheme is one where parking places are provided for use only by Permit Holders during the hours of operation of the Scheme.</p> <p>A "shared" scheme is one where Permit Holders are able to park without time limit in parking places provided for those parking short term.</p>	
<p><b>Supporting Information</b></p> <p>The Road Traffic Regulation Act 1984</p> <p>In areas where there is civil parking enforcement, this policy is superseded by the Traffic Management Act 2004, part 6: Civil enforcement of traffic contraventions</p>	
<p><b>Version control:</b></p> <p>H&amp;T Committee - 30 November 1976 Agenda Item 5.7</p> <p>H&amp;T Committee - 30 March 1977 Agenda Item 6</p> <p>H&amp;T Committee - 24 March 1981 Agenda Item 5</p>	<p><b>Date of last review:</b></p>

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 4/27</b>	<b>Temporary event signing</b>
<b>Purpose of Policy</b> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of this policy is to control event signing on the highway to allow the promotion of local events whilst minimising the inconvenience and danger to road users, and respecting the need to protect the environment.</p>	
<b>Policy Statement</b> <p>1) The Traffic Manager may issue a licence, where appropriate for the following items on the highway:</p> <ul style="list-style-type: none"><li>[a] Signing for local events; and</li><li>[b] Temporary direction signs for commercial concerns in rural areas that rely on seasonal trade.</li></ul> <p>See PS 4/10b Provision of Traffic Signs – Temporary Direction Signs for policy regarding RAC and AA signs or other signs by a similarly approved organisation.</p> <p>2) These shall be subject to the following conditions and in compliance with current legislation and best practice.</p> <ul style="list-style-type: none"><li>[a] The event organiser shall accept full liability for any claim which may arise out of the erection of the signage.</li><li>[b] Prior to the erection of the signage, details of the location, size, content, layout, construction and material shall be submitted to and approved in writing by the Traffic Manager on the provision that it conforms to current guidelines. The signage shall thereafter only be erected in accordance with the approved details and terms and conditions of the licence.</li><li>[c] All items shall be fixed securely and safely.</li><li>[d] Any necessary planning consent shall be obtained by the event organiser from the Local Planning Authority.</li><li>[e] Structural column testing may be required on lamp posts before they can be approved for use. This will be at the cost of the organisation requesting the advertisement although it may be arranged through the County Council.</li><li>[f] Any items which have not been approved by the Traffic Manager or do not conform to the above conditions or the terms and conditions of the licence may be removed by the Highway Authority and the cost recovered from the event organiser.</li></ul>	

**Supporting Information**

Signing shall not include RAC/AA or similar type direction signs which are covered by PS 4.10b  
Provision of traffic signs – temporary direction signs.

East Sussex Highways Advertising Information Fact Sheet

Highways Act 1980

Town and Country Planning (Control of Advertisements) Regulations, 1992

Road Traffic Regulation Act 1984

Traffic Advisory Leaflet 04/11 Temporary Traffic Signs for Special Events, Department for  
Transport 2011

Outdoor Advertisements and Signs: a Guide for advertisers, Department for Communities and  
Local Government 2007

Traffic Signs Regulations and General Directions, 2002

The Traffic Signs Regulations and General Directions, 2016

**Version control**

Cabinet – agenda item 22 – 04.07.2000

**Date of last review:**

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 4/3</b>	<b>Temporary traffic regulation orders for bodies other than the highway authority</b>	
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of this policy is to set out when ESCC will recover the costs of temporary traffic regulation orders for bodies other than the highway authority.</p> <p>Temporary Traffic Orders often have to be made to enable road closures, waiting restrictions, speed limits, etc to be introduced because of works in the highway by Statutory Undertakers, private builders or contractors. The contributions are sought to offset the Council's costs in making the necessary Orders.</p> <p>In carrying out this policy ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>		
<p><b>Policy Statement</b></p> <ol style="list-style-type: none"> <li>1. When a Temporary Traffic Regulation Order is made for a body other than the Highway Authority, a contribution will be sought. If an extension of time is requested, a further contribution will be sought.</li> <li>2. If traffic signs are provided by the Highway Authority, the cost will also be recharged.</li> <li>3. The contributions will be adjusted as necessary to reflect current costs.</li> </ol>		
<p><b>Supporting Information</b></p> <p>Road Traffic Regulation Act 1984</p> <p>The Local Authorities (Transport Charges) Regulations 1998</p>		
<p><b>Version control</b></p> <p>Highways &amp; Transportation Committee – agenda item 9, 02.03.1976</p> <p>Lead Member for Transport &amp; Environment - agenda item 11, 24.07.2006</p>		<p><b>Date of last review:</b></p>

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 4/5</b>	<b>Control of Heavy Goods Vehicles</b>
<b>Purpose of Policy</b> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of this policy is to establish a pattern of control in order to reconcile, so far as is possible, the conflicting demands of the transport of goods and the environment on the highway network. This policy relates to individual roads. Area type restrictions in towns will be dealt with individually.</p> <p>In carrying out this policy, ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>	
<b>Policy Statement</b> <p>1. A Traffic Regulation Order prohibiting goods vehicles over 7.5 tonnes gross weight*, except for loading or unloading, may be made where the following conditions are met:</p> <p>[a] The road concerned is both physically and environmentally unsuitable for lorry traffic [see Appendix for details]; and</p> <p>[b] An average of not less than one "through" lorry per hour for the peak 10 hour period in a day [as distinct from journeys by vehicles requiring access for loading/unloading purposes in the affected length]; and</p> <p>[c] A more suitable alternative route is available.</p> <p>2. An Order may also be made if, following a "deflectograph" survey, the structural condition of the road pavement is found to be unsuitable to carry the heavy vehicle loading being imposed upon it, and total failure is likely to result if action is not taken.</p> <p>3. It is axiomatic that national "A" and "B" roads should be available for heavy lorries. Such roads will be improved if economically justified or reduced in classification if a restriction is to be imposed.</p> <p>* 7.5 tonnes gross weight is the close metric equivalent of the former 3 tons unladen weight.</p>	
<b>Supporting Information</b> <p>The Road Traffic Regulation Act 1984 Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 Local Transport Plan 2011-2026</p> <p>As few roads in the County are really suitable for heavy lorries, it has been a deliberate policy to allow the lorries to disperse over the available road network rather than to concentrate them on selected roads, themselves perhaps little more suitable than the rest. At the same time, restrictions have been placed on particularly unsuitable roads, which were much used by heavy lorries perhaps as short cuts, with the aim of improving the environment for residents and other users of these roads.</p>	

<b>Version control</b> Highways & Transportation Committee – 16.12.1990 Agenda Item 11A Highways & Transportation Committee – 31.05. 1989 Agenda Item 11	<b>Date of last review:</b>
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### Appendix: Heavy Goods Vehicle merit rating factors and score

A score of 55+ indicates that a ban maybe justified subject to conditions [b] and [c] of the policy being met.

FACTOR	SCORE	FACTOR	SCORE
<u>PHYSICAL FEATURES</u>		<u>TRAFFIC FLOWS</u>	
<b>Width [excepting Pinch Points]</b>		<b>Traffic Flow [6am – 10pm]</b>	
Under 4.5m	20	Over 1000	12
4.5m - 4.8m	12	Over 700	6
4.8m - 5.1m	8	Over 400	4
5.1m - 5.5m	4	Over 200	2
Over 5.5m	0		
		<b>% of HGV Traffic that is “Through”</b>	
<b>Pinch Points</b> [eg narrow bridge, close buildings, archway]		Over 70%	7
Under 3.0m wide	10	Over 50%	3
3.0m - 3.8m	6	Over 20%	2
3.8m - 4.5m	3		
4.5m - 5.5m	1	<b>HGV Flow [per day in Peak 10hr Period]</b>	
Over 5.5m	0	Over 40	15
		Over 30	9
<b>Hilliness</b>		Over 20	6
Over 50m/km	5	Over 10	4
15m/km - 50m/km	2	1-10	2
Under 15m/km	0		
		<u>INJURY ACCIDENTS</u>	
<b>Development</b>		<b>HGV Accidents [last 3 years]</b>	
In depth	6	Over 2	10
Slight/ribbon	2	1-2	4
<b>Worst Kilometre of Bendiness</b>		<b>Total Accidents [last 3 years]</b>	

Over 140°/km	15	Over 10	8
110°/km - 140°/km	11	Over 5	4
85°/km - 110°/km	6	1-5	2
60°/km - 85°/km	2		
Under 60°/km	0		

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 4/37</b>	<b>Passively Safe Sign Posts</b>	
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The policy is intended to ensure the optimum safety level to road users from highway signage whilst ensuring the best use of the available resources for new, replacement and temporary traffic signage.</p> <p>In carrying out this policy, ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>		
<p><b>Policy Statement</b></p> <p>(i) For roads with speed limits of 50 mph or more, all signage shall be designed in accordance with BS EN 12767:2007 (Passive Safety of support structures for road equipment) and BS EN 12899:2007 (Fixed, Vertical Road Traffic signs), or any subsequent superceding standard.</p> <p>(ii) For roads with speed limits of 40 mph or less, all signage shall be designed in accordance with best practice design principles and passively safe posts will not be used.</p> <p>(iii) For temporary signage that will be removed within 9 months of installation, all signage shall be designed in accordance with best practice design principles and passively safe posts will not be used.</p>		
<p><b>Supporting Information</b></p> <p>Design Manual for Roads and Bridges TD 89/08 Use of Passively Safe Signposts, Lighting Columns and Traffic Signal Posts to BS EN 12767: 2007</p> <p>BS EN 12767:2007 (Passive Safety of support structures for road equipment)</p> <p>BS EN 12899:2007(Fixed, Vertical Road Traffic signs)</p>		
<p><b>Version control</b></p> <p>Lead Member for Transport &amp; Environment - Agenda Item 11 - 10.11.2008</p> <p>Lead Member for Transport &amp; Environment - Agenda Item 7 - 15.12.2008</p>		<p><b>Date of last review:</b></p>

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 8/2</b>	<b>Banners, Cables, Decorative Lighting or Bunting Across the Highway</b>
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of this policy is to ensure that highway users are not distracted by a multiplicity of signs or endangered by inadequate clearance or fixing of banners, decorative lighting and bunting across the highway by setting out the conditions for authorisation of these items.</p> <p>In carrying out this policy ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>	
<p><b>Policy Statement</b></p> <p>The Traffic Manager shall be authorised to permit the erection of banners across the highway subject to the following conditions:</p> <ul style="list-style-type: none"><li>a) The organisation requesting the banner, cable, decorative lighting or bunting shall accept full responsibility for any claim that might arise out of its erection;</li><li>b) The minimum height of the banner, cable, decorative lighting or bunting and its anchorage shall be determined by a technical expert following a risk assessment prior to the erection of the banner.</li><li>c) Prior to the erection of the banner, cable, decorative lighting or bunting the details of the location, size, content, layout, construction, material and suspension details shall be submitted to and approved in writing by the Traffic Manager on the provision that it conforms to current guidelines and has approval by a technical expert. The banner, cable, decorative lighting or bunting shall thereafter only be erected in accordance with the approved details and terms and conditions of the licence.</li><li>d) The banner, cable, decorative lighting or bunting shall not be erected more than one week before the event and shall be removed immediately afterwards, unless agreed otherwise by the Traffic Manager for seasonal events;</li><li>e) Structural testing may be required in order to determine whether it will safely carry the imposed loads. This will be at the cost of the organisation requesting the advertisement although it may be arranged through the County Council.</li><li>f) The banner, cable, decorative lighting or bunting shall not contain any advertising matter other than a direct reference to the event and no lettering shall be less than 150 millimetres [6"] in height;</li><li>g) The banner, cable, decorative lighting or bunting shall only be for a local event.</li><li>h) Any items which have not been approved by the Traffic Manager or do not conform to the above conditions or the terms and conditions of the licence may be removed by the Highway</li></ul>	

Authority and the cost recovered from the event organiser.

**Supporting Information**

Highways Act 1980

**Version control**

Highways & Transportation Committee – Agenda Item 3, 22.03.1974

Highways & Transportation Committee – Agenda Item 8, 30.03.1976

**Date of last review:**

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 8/3</b>	<b>Obstructions on the Highway</b>
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of this policy is to control the obstruction of the highway so as to minimise the inconvenience and danger to users.</p> <p>In carrying out this policy ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>	
<p><b>Policy Statement</b></p> <p>1. The Traffic Manager shall issue, where appropriate, statutory licences permitting the following obstructions:-</p> <p>[a] Temporary Building Works e.g. deposit of building materials, parking of builders' skips, erection of scaffolding/hoardings, etc;</p> <p>[b] Temporary Highway Obstructions e.g. private drain/sewer connections, etc [but see PS4/3 for Statutory Undertakers Works];</p> <p>[c] Permanent Highway Furniture e.g. roadside seats, bus shelters [see also PS4/23], etc;</p> <p>[d] Amenities on certain highways as provided for under Section 115 [a] to [k] of the Highways Act;</p> <p>2. A statutory notice shall be served, where appropriate, upon the owner of overhanging trees/hedges, projecting roots, etc, requiring removal of the obstruction. Subsequent action shall be taken, if necessary, to secure the removal.</p> <p>3. A statutory notice shall be served, where appropriate, upon the owner of trailers, caravans etc, or any other object causing an obstruction on the highway, requiring removal of the obstruction. Subsequent action shall be taken, if necessary, to secure the removal.</p> <p>4. Action shall be taken, where appropriate, to secure the removal of unauthorised obstructions, eg, posts, chains, stones, advertising boards, merchandise, etc, erected or placed by private individuals.</p>	
<p><b>Supporting Information</b></p> <p>The Highways Act, 1980</p> <p>New Roads and Street Works Act, 1991</p>	
<p><b>Version control</b></p> <p>Highways &amp; Transportation Committee – 25 March 1975 Agenda Item 8</p> <p>Highways &amp; Transportation – 30 March 1976 Agenda Item 8</p>	<p><b>Date of last review:</b></p>



**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 8/4</b>	<b>Permission to Trade on the Highway</b>
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of the policy is to set out how ESCC will permit and control the obstruction of purpose made footways and pedestrian areas by trading and similar activities in order to ensure their safety and useability.</p> <p>The policy applies to trading and similar activities, and the placing of advertisements other than those referred to in PS8/3. It does not apply to skips, scaffolding, building materials and catering booths in laybys which are covered by national legislation and PS8/3</p> <p>In carrying out this policy, ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>	
<p><b>Policy Statement</b></p> <p>(a) The Traffic Manager is authorised to grant permits under Section 115(E) of the Highways Act 1980 where (i) applications have fulfilled the approved conditions and procedures (including payment of the current fee) and (ii) have not been opposed.</p> <p>(b) The Traffic Manager is authorised to delegate the necessary authority to Agent Authorities, in accordance with the Agency Agreement.</p> <p>(c) The Traffic Manager be authorised to deal with consultations by District Councils exercising their powers under Section 115(E) of the Highways Act 1980 and to give consent to the exercise of such powers.</p> <p>(d) The Chief Operating Officer be authorised to negotiate rents where the Highway Authority are the owners of the land.</p> <p>(e) The Lead Member for Transport and Environment is authorised to consider applications for permits under Section 115(E) of the Highways Act 1980 in those cases where there are objections or the Traffic Manager does not consider a permit should be granted.</p>	
<p><b>Supporting Information</b></p> <p>Highways Act, 1980 section 115</p>	
<p><b>Version control</b></p> <p>Highways &amp; Transportation Committee, Agenda Item 9.3 – 18/09/1991</p>	<p><b>Date of last review:</b></p>



**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 8/5</b>	<b>Posts on Highway Verges</b>
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of the policy is to set out how the Council will regulate and permit posts on verges in order to ensure the safety of highway users and useability of verges</p> <p>In carrying out this policy, ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>	
<p><b>Policy Statement</b></p> <ol style="list-style-type: none"> <li>1. The Traffic Manager may issue licences, under terms to be agreed, under which adjacent householders may place approved posts on a highway verge to prevent over-running by vehicles.</li> <li>2. The Highway Authority will develop procedures to regulate the above, and set conditions concerning the granting of a licence.</li> <li>3. The Traffic Manager is authorised to charge an administrative fee for the issuing of a licence.</li> <li>4. Where permission has not been sought, the Traffic Manager is authorised to take appropriate action to remove any posts, bollards or obstacles already placed.</li> </ol>	
<p><b>Supporting Information</b></p> <p>The Highways Act, 1980 Well-managed Highway Infrastructure - A Code of Practice, UK Roads Liaison Group, 2016 PS 4/21 Control of Parking on Verges</p>	
<p><b>Version control</b></p> <p>Highways &amp; Transportation Committee – 16 September 1992</p>	<p><b>Date of last review:</b></p>

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

<b>PS 10/1</b>	<b>Street lighting</b>
<b>Purpose of Policy</b> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of this policy is to set out how the County Council will design, maintain and improve, where necessary, the standards of lighting throughout the County in the interests of road safety, to reduce the incidence of night crime and to enhance public safety and amenity.</p> <p>In carrying out this policy, ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>	
<b>Policy Statement</b> <p><b>1. Design and Maintenance</b></p> <p>1.1. Routine maintenance works will be carried out in accordance with the agreed standards, as specified in the current contract.</p> <p>1.2. Design works will be carried out as laid down in the current issue of the British Standard Code of Practice for the design of Road Lighting [BS 5489] and in accordance with a locally developed lighting strategy.</p> <p>1.3. New lighting columns should be positioned wherever feasible at the rear of the footway and at the boundary of properties, or in the adjacent grass strip a minimum of 0.8m back from the kerb face on roads of 30mph or less. A minimum distance from the kerb face of 1.5m should be used where this is feasible on roads with a higher speed limit. Care should be taken to ensure that the lighting column does not obstruct the free passage of the visually impaired, push chairs, wheel chairs etc.</p> <p>1.4. Designs to be undertaken using equipment that has long term economic benefit. Designs should use a "white" light source (Colour Rendering Index &gt;60) for all new schemes. LED solutions should be considered if appropriate.</p> <p><b>2. Conservation Areas</b></p> <p>2.1. A three to five year street lighting renewal programme shall be prepared so that its impact on conservation areas may be discussed with local authorities.</p> <p>2.2. All streets and areas, with the exception of the limited number of streets agreed as part of the Public Realm scheme, will be provided with standard functional lighting equipment. The street lighting in the Public Realm identified pilot streets will be maintained at the current standard (no further deterioration or improvement). In conservation areas street lighting columns will be painted in the appropriate local colour.</p> <p>2.3. The local Planning Authority shall be notified of proposed street lighting works in conservation areas, or areas of more than local importance, which cannot be specially funded by the Highway Authority, to determine if they wish to meet the additional costs of installing equipment to a different specification and its subsequent maintenance.</p>	

### **3. Adoption of lighting on new developments**

- 3.1. Any proposed scheme under Section 38 and 278 of the Highway Act 1980 should be reviewed and consideration given to the inclusion of street lighting in any agreement.
- 3.2. For each development where street lighting is to be provided, the standard should be agreed by the Street Lighting Manager or his representative, taking into account the requirements of the local planning authority and parish/town council, and should be in accordance with the current British Standard and East Sussex Highways design specification.
- 3.3. Any lighting system and/or powered apparatus adopted by the Highway Authority must be inspected for compliance and suitability, prior to adoption, and will be added to the inventory for maintenance when approved for adoption.

### **4. Reduction in Street Lighting**

Street lighting will be provided to operate as appropriate and will be installed in accordance with local requirements. Where it is appropriate to reduce street lighting the following options will be considered.

#### **4.1. Part-night street lighting - Lights turned off from midnight to 0530 hrs in residential streets.**

After carrying out a site assessment we may install part-night lighting controls in streets in residential areas (switching lights off between midnight and 5.30 am).

Once the changes in street lighting are introduced we will monitor the sites in conjunction with the emergency services and parish/town councils. This is to ensure that the introduction of part night lighting does not have any unanticipated adverse impacts. This process will identify if any further changes need to be made to the lighting.

#### **4.2 Partial Street Lighting – Alternate street lights left switched on between midnight and 0530 hrs on specific distributor routes/estate feeder roads.**

After carrying out site assessments we may decide that instead of converting all units to part-night lighting we will leave specific units switched on all night on some of the more important local distributor roads or estate feeder roads. These units will generally be located at conflict points such as junctions or crossings or if the current street lights are already widely spaced along the street.

#### **4.3. Dimming of street lights – Light output reduced on traffic routes when traffic flows are lighter.**

After carrying out a site assessment we may dim most of our brightest (higher wattage) lights on main traffic routes. Dimming to 50% light output between 0000hrs and 0600hrs is generally the most appropriate, although this may vary at some locations.

Dimming will only be carried out when traffic flows are low, when a lower level of lighting will have the least affect on road safety. Lights will generally not be dimmed in areas with above-average crime rates, at busy junctions or in town centres.

#### **4.4. Street lighting switch-off - A small number of lights in rural areas may be permanently**

switched off.

After carrying out a risk assessment, we may switch off some lights completely in rural areas or in other locations where there are no houses fronting onto the roads. Once switched off, the lights will be kept in place for approximately 3 years whilst monitoring is carried out to ensure there are no adverse impacts as a result of the changes.

### **Supporting Information**

Highways Act, 1980

Well-managed Highway Infrastructure - A Code of Practice, UK Roads Liaison Group, 2016

British Standard Code of Practice for the design of Road Lighting [BS 5489]

Technical Report 22: Managing a Vital Asset: Lighting Supports, 2007, Institute of Lighting Professionals.

Public Realm Scheme pilot streets, Lead Member for Transport and Environment, 15 October 2007

### **Version control**

Highways & Transportation Committee- 1/9/1976- Agenda Item 9

Highways & Transportation Committee 18/09/92 Agenda Item 9.2

Transport & Environment Lead Member- 27.02.12 Agenda Item 6

### **Date of last review:**

## Appendix 6 – New Policies

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**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

## **Highway Claims**

### **Purpose of Policy**

East Sussex County Council (ESCC) recognises the vital role played by the local highway network.

The purpose of this policy is to set out the principles of how the County Council will manage, handle and validate claims arising from an event on the highway network.

East Sussex County Council has a duty of care to ensure that the highway maintainable at public expense is maintained to a standard which is safe for its ordinary users. This does not prevent the County Council from seeking indemnity from another party such as a Contractor or statutory undertaker.

### **Policy Statement**

This policy applies to third party claims by highway users.

1. East Sussex County Council will not settle claims for compensation automatically, but will investigate and assess each claim individually on the basis of its own facts and merits.
2. Where East Sussex County Council considers that there has not been a breach of its statutory duties under s41 Highways Act 1980; or that it is considered that the Section 58 statutory Defence can be relied upon (i.e. if the County Council has not been negligent in the inspection and maintenance of the highway) then claims shall be robustly defended.
3. Reasonable measures will be taken to ensure the safety of highway users and appropriate procedures for ensuring suitable design standards, inspections, defect categories and timescales for repair will be drawn up where appropriate.
4. Records will be kept of all activities on the highway, including safety and other inspections, including the time and nature of any responses to defects raised and customer notifications received.
5. Claims will be investigated and all relevant information will be provided to the claimant in a timely manner according to the current County Council Customer Care Charter and the Civil Procedure Rules relating to disclosure.
6. The details of all claims will be properly recorded and kept in accordance with appropriate archiving policy.
7. Damage as a direct result of third party operations, such as utility companies, is the responsibility of that organisation and claims must be taken up directly with them by the claimant.
8. The principles of this policy may be adopted for claims made by highways users for

incidents which do not arise from s41 of the Highways Act.

### **Supporting Information**

Section 58 of the Highways Act, 1980 provides a defence against action relating to alleged failure to maintain on grounds that the authority has taken such care as in all the circumstances was reasonably required to secure that the part of the highway in question was not dangerous for traffic.

Civil Procedure Rules 1998 for England and Wales 1998 (88<sup>th</sup> Edition)

Well-managed Highway Infrastructure – A code of practice – UK Roads Liaison Group, October 2016

Highway Risk and Liability Claims - A practical guide to Appendix C of The UK Roads Board Report 'Well Maintained Highways: Code of Practice for Highway Maintenance Management', July 2009

**Highway Risk and Liability Guide 2nd edition - Code of Practice, July 2009**

Highway Asset and Inspection Guidance Document

### **Version control**

Approved by Lead Member for Transport & Environment

### **Date of last review:**

## **Safety Certification Policies**

### **Purpose of Policy**

The purpose of the policy is to set out East Sussex County Council's approach to discharging its powers and responsibilities in respect of the issue and review of safety certificates for sports grounds, to ensure the reasonable safety of spectators.

**Version control**

**Date of last review:**

**EAST SUSSEX COUNTY COUNCIL**

**SAFETY OF SPORTS GROUNDS**

**ACT 1975 (as amended)**

**FIRE SAFETY AND SAFETY OF**

**PLACES OF SPORT ACT 1987**

# **Safety Certification Policies**

## **Content**

**1 Policy for Issue and Review of General Safety Certificates**

**2 Monitoring and Inspection Policy**

**3 Enforcement Policy**

# Policy for the Issue and Review of General Safety Certificates

## 1. Introduction

East Sussex County Council recognises its statutory duty for the safety certification of sports grounds under Safety of Sports Grounds Act 1975 (as amended) (1975 Act) and the Fire Safety and Safety of Places of Sport Act 1987(1987 Act), and also recognises its responsibilities for spectator's safety at all sports grounds within its boundary. In undertaking this role, the Council will:

- delegate its power to take and implement decisions on safety certification to a designated council officer;
- provide for adequate resources and appoint appropriate council officers and/or engage competent specialist agencies/external consultants as necessary, to assist the Council in carrying out its statutory duties relating to the safety of spectators at sports grounds under the 1975 and 1987 Acts;
- convene as necessary, Safety Advisory Group (SAG) meetings to assist in its statutory duty to sports grounds, whose membership will include representatives of the police, fire service, ambulance service, building control, the relevant certificate holder and appoint a designated council officer to chair the SAG for each sports ground subject to a safety certificate;
- determine if any sports grounds contain regulated stands and will expediently process and issue safety certificates in respect of those stands and/or any sports ground designated by the Secretary of state under the provisions of the 1975 and 1987 Acts;
- put in place policies and procedures for monitoring by inspection/audit compliance with the terms and conditions of any safety certificate issued and taking appropriate and proportional action in response to any identified defect or incident compromising spectator safety;
- provide prompt advice on spectator safety on request from sports ground venue operators, and
- keep under review its procedures and arrangements in pursuit of ensuring the reasonable safety of spectators at sports grounds within its responsibility.

## 2. Definitions

The 1975 Act defines a sports ground as a place where sports or other competitive activities take place in the open air, where accommodation has been provided for spectators, consisting of artificial structures or natural structures artificially modified for the purpose.

Under the provisions of section 1 of the 1975 Act the Secretary of State for Culture, Media and Sport may designate as requiring a safety certificate any sports ground

that has accommodation for more than 10,000 spectators, or 5,000 in the case of Premier League and Football League grounds in England and Wales. These sports grounds are referred to as designated grounds.

A Regulated Stand is defined in the 1987 Act as any covered stand at a sports ground with accommodation for 500 or more spectators, whether seating or standing.

The SAG is a multi-agency advisory group consisting of the appropriate members of local authority staff, representatives of the Sussex Police, East Sussex Fire & Rescue Services, South East Coast Ambulance Services NHS Trust and the local Building Control Authority. In addition, representatives of the sports grounds operator will be invited to attend.

### **3. Legislation and Guidance**

This policy and procedures should be read in conjunction with the following legislation that applies to the safety of spectators at sports grounds:

Safety of Sports Grounds Act 1975

Fire Safety and Safety of Places of Sport Act 1987

Safety of Sports Grounds Regulations 1987

Safety of Places of Sport Regulations 1988

Guidance on the application of the legislation referenced above can be found in the following Home Office Circulars-

**Home Office Circular No 7/1986** – Annex C of which provides guidance on the procedure regarding applications for general safety certificates under the provisions of the Safety at Sports Grounds Act 1975.

**Home Office Circular No 96/1988** – Which includes advice on the issue of safety certificates for regulated stands.

**Home Office Circular No 97/1988** – Which includes statutory guidance to local authorities under section 26 (8) of the 1987 Act on the methodology that must be applied in determining whether a stand at a sports ground is a "regulated" stand.

Further advice is contained in "Guide to safety certification of sports grounds" published by the Sports Grounds Safety Authority.

### **4. Purpose**

This document sets out East Sussex County Council's approach to discharging its powers and responsibilities in respect of the issue and review of safety certificates for sports grounds.

## **5. Scope**

The sports grounds covered by these arrangements are:

Arlington Raceway, Arlington

Devonshire Park, Eastbourne

Langney Sports Club, Priory Lane, Eastbourne

Pilot Field, Hastings

Plumpton Racecourse, Plumpton

The Dripping Pan, Lewes

The above sports grounds have Safety Certificates to regulated stands at the grounds issued under the Fire Safety and Safety of Places of Sport Act 1987. The powers of issue and review of the safety certificates are vested solely in East Sussex County Council officers with delegated authority for this activity.

## **6. Delegated Powers**

The Council has delegated its powers for the safety certification of sports grounds under the 1975 Act and the 1987 Act to:

Assistant Director, Operations and Contract Management, Communities, Economy and Transport Department

The delegated powers allow for the designated council officer to issue and amend safety certificates.

## **7. Qualified person**

Upon receipt of an application for a safety certificate the Council must determine if the applicant is a “qualified person” This is defined in the 1975 Act as a person who is likely to be in a position to prevent any contravention of the terms and conditions of the safety certificate. The certificate holder should be in a position of authority within the management of the sports ground and could include the chairman, chief executive, club secretary, ground manager, safety officer or a director, depending on the sports ground/club.

Under the 1987 Act, the definition of a person qualified to hold the safety certificate for a regulated stand is more tightly drawn. In the case of a general safety certificate, it is the person responsible for the management of the sports ground; for a special safety certificate, it is the person responsible for organising the activity being watched by the spectators. This apart, the procedure mirrors that for the issue of the safety certificate for a designated sports ground.

If the Council determines the applicant is not a qualified person, it must notify him/her in writing. The applicant may then appeal against this determination to a magistrate's court within 28 days or 7 days in the case of a special safety certificate.

## **8. Safety certificate applications and information required**

The format of an application for a safety certificate for a designated ground and for a regulated stand is set out in the Safety of Sports Grounds Regulations 1987 and Safety of Places of Sport Regulations 1988 respectively. In accordance with the European Services Directive of December 2006 the Council is required to make provision for online safety certificate applications. Application forms for a safety certificate under either the 1975 Act or 1987 Act are accessible on the Council's web site.

Applications are processed through the Council's, Communities, Economy and Transport Department. The Council must supply the chief officer of police and, where it is not itself that authority, the fire authority or the building authority, with a copy of any application received. It will also formally consult them and South East Coast Ambulance Services NHS Trust about the terms and conditions of the certificate.

The application should be accompanied by detailed information as to structure, capacity and safety management systems. The Council may, by writing, require the applicant to submit within a reasonable period such additional information and plans it considers necessary to enable it to determine what terms and conditions to include.

## **9. Timetable**

The Council will aim to issue a safety certificate within three months of receipt of an application.

## **10. Contents of a safety certificate**

In accordance with section 2 of the 1975 Act and section 27 of the 1987 Act the Council is required to include in the safety certificate such terms and conditions it considers necessary or expedient to secure the reasonable safety of spectators. Safety certificates issued by the Council will include the capacity of the designated ground, or regulated stand, as well as capacities for each part thereof. The certificate will also include the terms and conditions with which the holder must comply to maintain that capacity. In determining the contents of a safety certificate, the Council will take account of the advice of the emergency services and local Building Control Authority and the guidance contained in the Guide to Safety at Sports Grounds and that published by the Sports Grounds Safety Authority in its "Guide to the safety certification of sports grounds".

## **11. Ratification of the certificate**

In accordance with its standing orders, the Council has delegated its power to issue and amend a safety certificate to the Assistant Director, Operations and Contract Management, Communities, Economy and Transport Department.

## **12. Rights of Appeal**

The 1975 and 1987 Acts both provide right of appeal to the magistrate's court to:

- any person against a determination by the local authority that he/she is not qualified to hold a safety certificate;
- any interested party against the inclusion of anything in or omission of anything from a safety certificate or the refusal of the local authority to amend or replace it; or
- any person, upon whom the local authority has served a notice that it, has determined that a particular stand is a designated stand, against that determination.

Appeals must be lodged within 28 days if they relate to a general safety certificate.

## **13. Review of safety certificate**

The Council will undertake a review of issued safety certificates on an annual basis or at a lesser time in response to physical changes at sports grounds, incidents or 'near misses' brought to their notice, changes in safety management performance or in response to changes to legislation or spectator safety guidance.

The review will consider the terms and conditions of safety certificates to validate they remain relevant for providing for the reasonable safety of spectators at the designated sports ground or regulated stand. The review will be undertaken by S & P Stadia Consultants Ltd. The outcome of the review shall be recorded and reported to the Commercial Manager, Contracts Management Group, Communities, Economy and Transport Department.

## **14. Public access**

The safety certificate is a public document, to which any person who is either responsible for applying it or likely to be affected by it should have access. The Safety at Sports Grounds Regulations 1987 and 1988 require the Council to notify every interested party, as defined by the Regulations as

the holder of a safety certificate;

any other person who is or may be concerned in ensuring compliance with the terms and conditions of a safety certificate;

the chief officer of police;

the fire authority, and

the building authority.

This notice must specify that a copy of the safety certificate and any application is available for inspection at a specified time and place. The Council must also publish a similar notice in a local newspaper.

### **15. Suitably trained and competent staff**

Individual officers who are responsible for the issue and review of safety certificates under the 1975 and 1987 Acts will be suitably trained and qualified to ensure their competency.

The Council will ensure that:

- duties are specified in job descriptions and experience is built-up over time with provision made in individual appraisal for monitoring progress;
- all advisers have professional qualifications, experience in other sectors and are on continuous professional development cycles as well a regular participation in sports grounds work and including SAGs; and
- appropriate succession planning is in place to ensure that staff have the necessary training and experience to undertake the roles they may be expected to undertake.

### **16. Revisions to this Document and Review**

This policy and procedures will be reviewed at intervals not exceeding 12 months and amended at any stage to reflect any changes that may occur in operation procedure or to current legislation.

Following any amendment a complete replacement will be distributed.

Prepared by: B Simpson, S & P Stadia Consultants Ltd

Approved by:

Date of Issue:

Date of last review:

Reviewed by:

# Monitoring and Inspection Policy

## 1. Introduction

East Sussex County Council recognises its statutory duty for the safety certification of sports grounds under Safety of Sports Grounds Act 1975 (as amended) (1975 Act) and the Fire Safety and Safety of Places of Sport Act 1987 (1987 Act), and also recognises its responsibilities for spectators safety at all sports grounds within its boundary, and in furtherance of meeting its role will implement the following procedures and arrangements in respect of monitoring and inspection of sports ground.

This document should be read in conjunction with the following policy:

### Enforcement

So as to provide a full understanding of the Safety at Sports Ground role carried out by East Sussex County Council.

In discharging its monitoring and inspection responsibilities the Council will:

- delegate its power to take and implement decisions on safety certification to a designated council officer;
- provide for adequate resources and appoint appropriate council officers and/or engage competent specialist agencies/external consultants as necessary, to assist the Council in carrying out its statutory duties relating to the monitoring and inspection sports grounds under the provisions of the 1975 and 1987 Acts;
- convene as necessary, Safety Advisory Group (SAG) meetings to assist in its statutory duty to sports grounds, whose membership will include representatives of the police, fire service, ambulance service, building control, the relevant certificate holder and appoint a designated council officer to chair the SAG for each sports ground subject to a safety certificate;
- regularly monitor by inspection/audit compliance with the terms and conditions of any safety certificate issued; and
- keep under review its procedures and arrangements in pursuit of ensuring the reasonable safety of spectators at sports grounds within its responsibility.

## 2. Purpose of monitoring and inspection

The monitoring and inspection regime is intended to provide reassurance to the Council that the terms and conditions of safety certificates issued under the provisions of the 1975 and 1987 Acts are being complied with and that ground management are maintaining the sports ground and its safety management regime at a level which provides for the reasonable safety of spectators.

The regime will include:

- annual inspections; and
- during performance inspections.

### **3. Scope**

The monitoring and inspection procedures set out in this document will apply to the following sports grounds:

Arlington Raceway, Arlington

Devonshire Park, Eastbourne

Langney Sports Club, Priory Lane, Eastbourne

Pilot Field, Hastings

Plumpton Racecourse, Plumpton

The Dripping Pan, Lewes

The above sports grounds have Safety Certificates to regulated stands at the grounds issued under the Fire Safety and Safety of Places of Sport Act 1987.

### **4. Monitoring and Inspection of Sports Grounds**

The Council has engaged S & P Stadia Consultants to undertake the role of monitoring and inspecting sports grounds under the 1975 Act and the 1987 Act.

### **5. Annual Inspection**

The inspection schedule of grounds with regulated stands will depend on the size of the largest regulated stand.

Where a ground contains a regulated stand that has accommodation for more than 2000 spectators an inspection of that stand, plus any other regulated stands and such un-certificated parts of the ground as the Council considers necessary, will be undertaken at least once every calendar year following the date of the last inspection.

At all other grounds with regulated stands an inspection of the regulated stands and such un-certificated parts of the ground as the Council considers necessary will be carried out at least once every alternate calendar year following the date of the last inspection.

The inspection of regulated stands will cover the items in the statutory guidance set out in Home Office Circular 97/1988. The inspections will encompass:

- the certificates covering structural, dynamic performance and electrical tests;
- the records maintained by the management of the sports ground, in particular of attendances, accidents, maintenance, equipment tests, steward training and contingency plans;
- the condition of the sports ground and its fixtures and fittings; and the lighting, public address, fire warning and entry control equipment.

## **6. During Performance Inspection**

During Performance Inspections will be made from time to time, on event days, to ensure that the terms and conditions in the safety certificate are suitable and appropriate for the use taking place and to monitor the ground management's compliance with the terms and conditions of the safety certificate.

When undertaking during performance inspections the council's representative will:

- make their presence known to the duty safety officer and others in the control room;
- tour all accessible parts of the sports ground and 'walk the ground', that is to say, not stay in one particular area of the sports ground for any length of time;
- observe the safety management arrangements and crowd, recording any problems and noting the time of the incident etc;
- record items examined on an inspection check sheet a copy of which will be annexed to the officer's report of the inspection; and
- after the event produce detailed reports of the management of the activity which shall be copied to the Commercial Manager, Contracts Management Group, Communities, Economy and Transport Department and sent to the club requesting action and/or explanations, to enable consideration to be given to further control and/or enforcement action.

Where breaches in the terms and conditions of safety certificates are noted, these will be brought to the attention to the holder and duty safety officer immediately. A standard notification of non-compliance form will be used to notify the holder at the venue of any non-compliance. These will be followed up by formal letters of confirmation.

The responsibility for the safety of spectators lies at all times with the holder of the general safety certificate. Therefore, when the inspecting person is at the ground, he should not try to enforce the terms and conditions of the safety certificate on the spectators, but should refer breaches and concerns immediately to the club's duty safety officer.

The frequency of during performance inspections will be determined by risk assessment which will take account of the safety management culture at the ground and ground management's compliance with the safety certificate.

## **7. Competency**

The Council will ensure those who undertake inspection duties on their behalf under the 1975 and 1987 Acts are suitably trained and qualified to ensure their competency, with all advisers having relevant professional qualifications, experience in other sectors and are on continuous professional development cycles as well a regular participation in sports grounds work.

## **10. Review and revisions to this document**

This policy and procedures will be reviewed at intervals not exceeding 12 months and amended at any stage to reflect any changes that may occur in operation procedure or to current legislation.

Following any amendment, a complete replacement will be distributed.

Prepared by: B Simpson, S & P Stadia Consultants

Approved by:

Date of Issue:

Date of last review:

Reviewed by:

# **Enforcement Policy**

## **1. Introduction**

This enforcement policy sets out the arrangements that East Sussex County Council has put in place for ensuring compliance with the relevant safety at sports grounds legislation. It explains the Council's powers and approach to enforcement activity, how the Council deals with businesses and the approach to be taken when infringements of the law are established. In applying this policy, the Council's aim is to ensure that any enforcement action taken is proportionate, open, consistent and clear.

This document should be read in conjunction with the following policy:

Monitoring and Inspection

So as to provide a full understanding of the Safety at Sports Ground role carried out by East Sussex County Council.

## **2. Legislation and guidance**

The relevant legislation that applies to sports grounds safety enforcement and which should be read in conjunction with this policy are as follows –

Safety of Sports Grounds Act 1975 - 10B Enforcement - The duty of every local authority to enforce within their area the Act and regulations made under it and to arrange periodical inspection of designated sports grounds.

Fire Safety and Safety of Places of Sport Act 1997 - 25 Enforcement - It shall be the duty of every local authority to enforce within their area the provisions of this Act and of regulations made under it for designated grounds.

Detailed guidance on prohibition notices is contained in the DCMS Circular of 16 November 1995.

It is an offence for any responsible person, not merely the certificate holder, to contravene the terms and conditions of a safety certificate or a prohibition notice. The penalties for contraventions of the safety certificate are listed in section 12 of the 1975 Act and section 36 of the 1987 Act.

Further advice is contained in "Guide to Safety Certification of Sports Grounds" published by the Sports Grounds Safety Authority.

## **3. Purpose**

The Council seeks to ensure that in enforcement and regulation, the interests of the public are protected.

The purpose of this policy is to ensure that the law is applied in a fair, equitable and consistent manner and to guide officers into taking the appropriate action.

In general and where appropriate, consideration will be given to alternatives to prosecution, for example giving advice and assistance, or obtaining assurances about future conduct.

Before formal action is taken, officers will normally provide an opportunity to discuss the circumstances of the case and, if possible, resolve points of difference, unless immediate action is required (for example, in the interests of spectator safety, health and safety or to prevent evidence being destroyed.)

All decisions will be impartial and will not be influenced by race, politics, gender, sexual orientation, religious beliefs or any other belief or status of the alleged offender.

Officers will have due regard to the principles contained within the Enforcement Concordat and any other published and relevant guidance.

The Council will take into account the comments of any victim, injured party or other relevant person to establish:

- his or her views about the circumstances in which enforcement action is deemed appropriate; and
- the nature and extent of any harm or loss, and its significance relative to the individual circumstances.

East Sussex County Council is a public authority for the purposes of the Human Rights Act 1998. Officers will therefore apply the principles of the European Convention for the Protection of Human Rights and Fundamental Freedoms.

#### **4. Scope**

The sports grounds primarily covered by these arrangements are:

Arlington Raceway, Arlington

Devonshire Park, Eastbourne

Langney Sports Club, Priory Lane, Eastbourne

Pilot Field, Hastings

Plumpton Racecourse, Plumpton

The Dripping Pan, Lewes

The above sports grounds have Safety Certificates to regulated stands at the grounds issued under the Fire Safety and Safety of Places of Sport Act 1987.

Under the provisions of section 10B of the Safety of Sports Grounds Act 1975 the Council has the power to issue a prohibition notice to limit the capacity, or totally prohibit the admittance of spectators to any sports ground within East Sussex.

## 5. Delegated powers

The Council has delegated its powers for the enforcement of the Safety of Sports Grounds Act 1975 (as amended) and the Fire Safety and Safety of Places of Sport Act 1987 to:

The Assistant Director, Operations and Contract Management, Communities, Economy and Transport, Department.

## 6. Consistency

The Council will seek to ensure that enforcement is fairly applied by committing to the following principles of fairness:

**Proportionate** - Any action taken by the Council, to achieve compliance or to bring regulated entities to account for non-compliance, will be proportionate to the risk to public safety, or to the severity of non-compliance, which includes any actual or potential harm arising from the failure under the law. We will seek to minimise the costs of compliance by ensuring that any action we require is in proportion to the risk.

**Consistency** – There will be a consistent approach from the Council in relation to any advice given, enforcement action, prosecutions and in response to incidents and complaints. The Council will discuss and compare enforcement decisions and policies amongst our own officers and, where appropriate, with other authorities and enforcement bodies.

**Targeted** – By adopting a risk based system for prioritising regulatory action the Council aims to make sure, through targeting, that the direction of regulatory effort takes into account the level of risk and ensure action will be targeted at those situations that give rise to the more serious risks or the least well controlled risks.

**Transparent**– The Council will be open about how we set about our work and will provide information and advice in plain language. We will ensure we help those we regulate to understand the standards expected from them and the standards that they should expect from the local authority.

**Accountable** - The Council will be able to justify all enforcement decisions and be accountable for the efficiency, effectiveness and cost. Consultation and feedback opportunities are given to stakeholders.

## 7. Enforcement considerations

The Council's enforcement officers will consider a number of factors and questions before deciding when to act, these questions will include:

The seriousness of compliance failure i.e. could the offence lead to a serious risk of injury or has serious injury or death already occurred, if the problem is not rectified will it lead to a significant risk?

The degree of willfulness involved i.e. does the individual or organisation concerned appear to be willing to carry out the necessary action immediately or in a specified time frame or has the problem resulted from a deliberately ignoring conditions or the law?

The ground managements past performance and its current practice i.e. has the recommendations, is this a recurring problem, has the business had a previous high standard of practice?

The risks being controlled and there consequence – what type of risks are involved and will they have serious consequences that could affect the public?

Legal, official or professional guidance – Has all legislation and guidance been taken into consideration when taking a decision? Has the issue been referred to the local authority legal department for their consideration and interpretation?

## **8. Choices of enforcement action**

There are several courses of action open to the council's enforcement officers depending on the different circumstances that may be encountered or apply to the situation. The choices of enforcement action are:

- Informal Warning
- Reduction in Capacity
- Prohibition Notice
- Simple Caution
- Prosecution

The following gives a more detailed explanation of each of the enforcement options:

### **Informal warning**

Informal action includes offering advice, verbal warnings and requests for action, the use of letters/informal notices and reports.

Informal action is appropriate where:

- the act or omission is not serious;
- it can reasonably be expected that informal action will achieve compliance;
- confidence in the business management is reasonably high; and
- the consequences of non-compliance will not pose a significant risk to health, safety or the public.

An informal warning will be in the form of a written letter that clearly and in plain language will:

- contain all information necessary to ensure that the club/organisation knows what is required and why it is necessary;
- indicate the regulations contravened and the measures that will achieve compliance with the legal requirements and that other means of compliance may be chosen;
- where recommendations of good practice are included make it clear that they are not legal requirements; and
- set out the timescales for compliance.

### **Reduction in capacity**

Reducing the capacity of all, or part of, a sports ground is a formal action which would be appropriate in the following situations:

- if an incident suggests that the management of a sports ground is performing poorly; or
- if the Council's inspecting personnel identify any deficiencies in the fabric, equipment, records or management systems, which the authority has not already taken into account when accepting or calculating the permitted capacity.

Any new capacity should be properly calculated having regard to the change in circumstances and the procedures to be followed will be the same as during the routine annual review of the safety certificate. Ground management should be invited to submit its proposed revised (P) or (S) factor, but the Council reserve the right to overrule this if appropriate.

When reducing a capacity, it is important that officers act reasonably and in accordance with due process, not least because the certificate holder has a right of appeal against any reduction in capacity; and a formal amendment to the safety certificate is issued.

Once the remedial measures or improvements have been implemented consideration should be given to restoring the original capacity.

### **Prohibition notice**

Unlike the other provisions of the 1975 and 1987 Acts, the power to issue a prohibition notice applies to all sports grounds, as defined in section 17 of the 1975 Act, including those that are neither designated nor contain a regulated stand.

Section 10B of the 1975 Act empowers the Council to issue a prohibition notice in respect of all or part of any sports ground if it considers that “the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious, that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the sports ground or that part of the sports ground ought to be prohibited or restricted”. A prohibition notice is therefore a measure of last resort and should only be used where an amendment of the safety certificate (where issued) is not considered an effective way of dealing with the risk(s).

When issuing a prohibition notice consideration should be given as to whether the risk to spectators is or may be imminent and if so the notice should take effect as soon as it is served. In all other cases it should come into force at the end of the period specified in the notice.

A prohibition notice must specify:

- the nature of the risk to spectators; and
- the number of spectators that may be admitted to the sports ground, or any part of the sports ground, until appropriate steps have been taken to address those risks.

The notice may also include directions as to the steps which will have to be taken to reduce the risk to a reasonable level.

Under the Environment and Safety Information Act 1988 the local authority is required to keep a register of any prohibition notices that it has issued.

### **Simple cautions (formerly known as formal cautions)**

A simple caution should only be issued for offences where there is no imminent risk or where the offence is readily admitted and immediate action has removed the imminent risk. A caution can be used to:

- deal quickly and simply with less serious offenders;
- to divert them from unnecessary appearance in the criminal courts, and
- to reduce the chances of their re-offending

A record of the caution is required to be kept on the Council’s computer system.

If the offender commits a further offence, the caution may influence our decision to take a prosecution.

Simple cautions should not be used as an alternative to prosecutions where insufficient evidence is available. Officers should be prepared to prosecute where an individual or business refuses to accept a simple caution.

More information can be found in Home Office Circular 016/2008 – “Simple Cautioning Adult Offenders”

## **Prosecution**

The decision to prosecute is very significant and must be related to risk. In general, it should be reserved for those who:

- blatantly disregard the law;
- refuse to implement basic legal requirements and who put the public at risk.

Factors to consider are:

- The seriousness of the offence, including the seriousness of the result of the offence.
- The previous history of the defendant/organisation.
- Availability, co-operation and reliability of witnesses.
- The willingness of persons involved to put matters right.
- The probable public benefit and importance of the case.
- Whether other action e.g. prohibition notices would be more effective (It may be appropriate in some circumstances to serve a prohibition notice as well as to prosecute if the risk to employees or the public remains high).
- Any explanation offered by the defendant/organisation.

Before deciding to proceed with a prosecution officers must be satisfied that there is relevant, admissible, substantial and reliable evidence that the offence has been committed by the defendant and that there is a realistic prospect of conviction. Any prosecutions should be brought without delay.

## **9. Appeals**

Appeals against a reduction in capacity imposed by way of an amendment to a safety certificate or against a prohibition notice are to a Magistrates Court. Where an appeal is made against an amendment to a safety certificate the amendment cannot take effect until the appeal is heard. However, in the case of an appeal against a prohibition notice any reduction in capacity remains in place until the appeal is heard.

## **10. Penalties**

It is an offence for any responsible person, not merely the certificate holder, to contravene the terms and conditions of a safety certificate or a prohibition notice. These offences and associated penalties, along with the defences of absence of consent and due diligence, are listed in section 12 of the Safety of Sports Grounds Act 1975 and section 36 of the Fire Safety and Safety of Places of Sport Act 1987.

## **11. Suitably trained and competent staff**

Individual officers who undertake enforcement duties under the 1975 and 1987 Acts will be suitably trained and qualified to ensure their competency.

The Council will ensure that:

- duties are specified in job descriptions and experience is built-up over time with provision made in individual appraisal for monitoring progress;
- all advisers have professional qualifications, experience in other sectors and are on continuous professional development cycles as well a regular participation in sports grounds work; and

## **12. Revisions to this Document and Review**

This policy and procedures will be reviewed at intervals not exceeding 12 months and amended at any stage to reflect any changes that may occur in operation procedure or to current legislation.

Following any amendment, a complete replacement will be distributed.

Prepared by: B Simpson, S & P Stadia Consultants

Approved by:

Date of Issue:

Date of last review:

Reviewed by:

**Report to:** Lead Member for Transport and Environment

**Date of meeting:** 16 October 2017

**By:** Director of Communities, Economy and Transport

**Title:** Guidance for Parking at New Residential Developments

**Purpose:** To seek approval for the updated “Guidance for Parking at New Residential Development” to be adopted policy for developers and their agents.

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**RECOMMENDATION:** The Lead Member is recommended to approve the use of the revised “Guidance for Parking at New Residential Development” as a policy document of the Highway Authority in the assessment of car parking provision at new residential development proposals in East Sussex.

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## 1 Background Information

1.1. The current Guidance for Parking at New Residential Developments (Appendix 1) was approved by Lead Member in August 2012. This guidance took into account the Government’s decision in January 2011 to remove the requirement for maximum parking standards. The Government concluded that the previous parking policy has directly resulted in an increased level of on-street parking consequently causing congestion and potential hazards for pedestrians.

1.2. The emphasis remained on local planning and highway authorities setting parking standards for their areas. It is recognised that due consideration should be given to local circumstances, accessibility and local car ownership levels when determining parking requirements.

1.3. The National Planning Policy Framework (NPPF) echoes these sentiments. Paragraph 39 states, “If setting local parking standards for residential and non-residential development, local planning authorities should take into account:

- the accessibility of the development;
- the type, mix and use of development;
- the availability of and opportunities for public transport;
- local car ownership levels; and
- an overall need to reduce the use of high-emission vehicles”

1.4. The County Council developed a calculation tool in 2012 that used Census Ward Data to allow site specific determination of predicted parking demand (Appendix 2). Users enter the following data into the tool to generate the required parking standard: 1) the location (ward) 2) dwelling type (house or flat) 3) size (number of bedrooms) and 4) the way parking is provided (allocated or unallocated).

1.5. The current guidance and calculation tool uses the 2001 Census data to understand the differing levels of car ownership and therefore parking demand across the county. The 2011 Census Data has since been released and the calculation tool updated to take account of the more up to date car ownership data.

## 2 Supporting Information

2.1. Assessing residential development proposals and determining an appropriate level of car parking provision is an integral part of the planning system and is a key consideration for the County Council as Highway Authority in assessing the transport impacts of development. Use of this guidance will allow developers and officers to ascertain an optimum level of car parking provision based on ward specific car ownership data. This is important as poor parking design can lead to problems that can be detrimental to pedestrian and road safety.

2.2. With the release of the 2011 Census data the patterns of car ownership remained broadly similar but were slightly higher. Also it was noted that the tenure of residential properties played a more significant factor in car ownership levels in certain areas, but not across the entire county.

2.3. The figures in the parking calculator have therefore been updated to reflect the 2011 Census data. The tenure (Affordable or Market housing) of the proposed dwellings is also now required to ensure the likely parking demand calculated is as accurate as possible.

2.4. The guidance also recognises that it is equally important to determine the appropriate type of space being provided (i.e. location, design, control and management) as this greatly influences the effectiveness of provision.

2.5. To ensure that the level of parking for a given development functions as intended, it is essential that parking spaces, car ports and garages are large enough to comfortably accommodate vehicles. Each car parking space should have the minimum dimensions as set out in the guidance. The Highway Authority will be clear in consultation responses to the Local Planning Authorities that any space that does not meet these dimensions will not count towards the overall parking provision.

2.6. The use of garages by residents for parking, even if they are of sufficient size, is limited. Research nationally has indicated that only 19% - 45% of garages are used for parking vehicles. In East Sussex, 33% of garages are used for parking, based on surveys that were carried out. 42% of respondents identified providing additional storage as the main use of their garage. The main stated reasons for garages not being used for parking were, insufficient storage in the home (47%) and the garage being too small (40%).

2.7. For these reasons parking on new developments is best provided on driveways, car ports or parking bays.

2.8. Where garages are proposed they will need to meet the minimum dimensions set out in the guidance and even then will only count as 1/3rd space each due to their limited use for parking purposes. This means where three garages are proposed, the Highway Authority will only count them as one parking space in the overall parking requirement.

2.9. The Local Planning Authorities were consulted on the draft guidance and those who provided comments (Wealden DC, Rother DC and Hastings BC) were generally happy with the proposed changes and reasons for them.

### **3 Conclusion and Reasons for Recommendations**

3.1. Assessing car and cycle parking provision for new residential development is one key aspect of assessing planning applications. This guidance document has been developed based on the most up to date East Sussex specific car ownership ward data available to reflect the different characteristics that occur at District level. The Calculation Tool has been designed to offer developers a user friendly method to ascertain the optimum car / cycle parking provision whilst not compromising road safety for all road users.

3.2. Ensuring that only appropriately sized parking spaces and 1/3 of garages will count towards the required parking provision will also help to reduce parking problems in new residential developments, which can be detrimental to pedestrian and road safety.

3.3 The Lead Member is therefore recommended to approve the use of the revised "Guidance for Parking at New Residential Development" (Appendix 1) as a policy document of the Highway Authority in the assessment of car parking provision at new residential development proposals in East Sussex.

RUPERT CLUBB

Director of Communities, Economy and Transport

Contact Officer: Mark Weston

Tel. No. 01273 482242

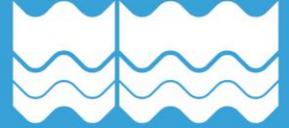
Email: [mark.weston@eastsussex.gov.uk](mailto:mark.weston@eastsussex.gov.uk)

#### LOCAL MEMBERS

All

#### BACKGROUND DOCUMENTS

None



# Guidance for Parking at New Residential Development

Transport Development Control  
October 2017



# Guidance for Parking at New Residential Developments

## Introduction

The purpose of this document is to give the Local Planning Authorities specific, evidence based parking guidelines to enable them to apply local factors and characteristics when formulating parking provision at new residential development. It is considered that this Guidance will offer a flexible approach to defining optimum levels of car parking provision. This guidance has been updated to include data from the 2011 Census.

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- 1 Background
- 2 The Optimum Approach for East Sussex
- 3 Layout & Design Issues
- 4 Parking Space Dimensions
- 5 Garages
- 6 Cycle Parking
- 7 The Calculation Tool - User Guide
- 8 Reduced Parking Provision
- 9 Car Parking Capacity Surveys

## Background

The provision of the right amount and type of parking is key in helping to deliver successful and sustainable developments. A lack of suitable parking can often cause concern and distress in a local community. Pavement parking, obstruction of driveways and damage to soft landscaping and footways are just some examples of what can occur as a result of parking problems. In some cases, emergency or refuse vehicles are unable to pass as a result of obstructive parking.

In January 2011, the Government removed maximum parking standards at new residential development. The Government concluded that previous policies have directly resulted in an increased level of on-street parking consequently causing congestion and potential hazards for pedestrians and drivers.

While the emphasis remains on local planning and highway authorities to set parking standards for their areas, it is recognised that due consideration should be given to local circumstances, accessibility and local car ownership levels.

The National Planning Policy Framework (NPPF) echoes these sentiments with paragraph 39 stating, “If setting local parking standards for residential and non-residential development, local planning authorities should take into account:

- the accessibility of the development;
- the type, mix and use of development;
- the availability of and opportunities for public transport;
- local car ownership levels; and
- an overall need to reduce the use of high-emission vehicles”

Residential Car Parking Research (May 2007), a report published by the Department for Communities and Local Government identified that car ownership levels can vary greatly depending on these factors:

- Location of development
- Size of dwelling
- Type of tenure (private or affordable)
- How parking is to be provided (e.g. allocated/on plot, or unallocated)
- The type of dwelling (e.g. house or flat)

The report also identifies the 2001 Census data as a starting point to try to understand local levels of car ownership. Now the 2011 Census data has been published this Guidance and associated Parking Calculator have been updated. Additional detail on parking space dimensions and advice of carrying out on street parking surveys has also been included.

This guidance document for East Sussex supports the suggested methodology and is in accordance with National Planning Policy Framework and has been updated with the 2011 Census data.

## The optimum approach for East Sussex

It is important to understand the characteristics of East Sussex before identifying appropriate parking standards. East Sussex consists of three Districts (Lewes, Rother and Wealden) and two Boroughs (Eastbourne and Hastings). Parts of Lewes, Wealden and Eastbourne are also covered by the South Downs National Park Authority and this guidance is equally applicable to proposals within this area.

While the two Boroughs could be classed as urban, the three Districts are predominantly rural with urban settlements located throughout.

Therefore it is clear that the advice specified in the National Planning Policy Framework needs to be carefully considered for each individual Local Authority. In order to create a robust evidence base East Sussex County Council commissioned both site surveys and household questionnaires in 2011.

A number of site surveys were undertaken to assess the current parking trends of new residential developments across East Sussex. The aim of conducting these site surveys was to give an indication of how effective the overall site layout was and to ascertain the existing level of car parking, both on and off street.

Household questionnaires were delivered in November 2011 to approximately 8000 properties built between 2001 and 2010 with a response rate of approximately 29% achieved. The responses have been used as part of the evidence base that has helped determine aspects of this guidance document.

As highlighted in the document Residential Car Parking Research (May 2007), the use of the 2001 Census data is considered appropriate as a starting point for estimating levels of car ownership. Full Census 2001 car ownership was originally analysed as part of the study.

The data showed that in East Sussex, car ownership levels were influenced by dwelling size, type and tenure and that different levels of car ownership were apparent in each of the districts and boroughs.

In comparing Census 2001 car ownership with the 2011 surveys it was shown that 2011 survey car ownership was significantly higher than the 2001 Census data and as expected houses have higher car ownership than flats. The data also identifies that affordable dwellings have lower car ownership rates compared with private dwellings, however, the gap is closing indicating that tenure may not be as significant a factor in setting local parking standards within East Sussex.

With the release of the 2011 Census data the patterns of car ownership remained broadly similar but were slightly higher. Also it was noted that tenure played a more significant factor in car ownership levels in certain areas, but not across the entire county.

The figures in the parking calculator have therefore been updated to reflect the 2011 Census data. The tenure (Affordable or Market housing) of the proposed dwellings is also now required to ensure the likely parking demand calculated is as accurate as possible.

## Layout & Design of Parking

Determining the appropriate level of overall provision will help establish whether the optimum number of parking spaces can be provided. However, the type of spaces being provided (i.e. location, design, control and management) greatly influences the effectiveness of provision. Poor layout can lead to problems that can be detrimental to pedestrian and road safety such as parking on footways and in turning areas.

A lack of visitor or unallocated parking can have an adverse effect on residential roads. The perceived success of residential parking can often be determined by the design. Under-utilised on-site parking areas and congested on-street parking would indicate that the parking design was not effective.

With regard to the type of space provided, designers are faced with a number of options that include allocated spaces, un-allocated spaces, on-street, garages, car-ports, driveway parking, tandem parking and parking courtyards.

Car parking also needs to be designed with security in mind. Therefore, parking for each dwelling is often best located on plot, preferably at the front or side of the dwelling where it can be overlooked by the owner. Parking provided off plot should be provided as close as is practicable to the property it will be serving and should be overlooked to encourage its use.

Tandem parking is unlikely to be utilised to its potential, especially if both cars are in regular use. Acceptance of this by designers may require additional provision of un-allocated parking spaces.

Courtyard parking, especially when at the rear of properties is often not used, results in additional on-street parking and should therefore be avoided. It is therefore imperative that parking courtyards where they are considered are overlooked and/or secured and would normally include at most 10 spaces, in which case they may be acceptable. They will also need to be accompanied by on-street parking capacity.

Where possible echelon parking (i.e. parking spaces at an angle) should be considered due to the manoeuvring benefits within limited spaces and the lack of turning space required.

Parking provision should be appropriate to the location, based on local ward data, tenure and not be detrimental to road safety and should not create additional pressure on existing streets that cannot be mitigated. Parking should not be over generous as this will be an inefficient use of land.

Manual for Streets refers to a multitude of documents on parking design. 'Car Parking: What Works Where' by English Partnership is a toolkit that examines parking treatments and their effectiveness.

This report highlights the current design setting of providing rear parking courts that remove the parking from property frontages.

Although this has left streets for the free movement of vehicles it has reduced garden sizes which are now used for parking, created streets that have little activity and reduced street width as residents who cannot see their vehicles in rear parking courts due to poor design choose to park on the street, often inappropriately. Developments should be flexible in how parking is provided balancing between on-street and on-plot.

In new developments it is preferable if on-street parking bays can be incorporated into the overall width of the street i.e. the adopted highway, demarcated by paving, planting and trees. The use of delineated parking bays using different materials and texture of road surfacing can add to the overall design of the new housing.

Where a residential development parking layout is incorporating on-street parking or general on-street parking is to be relied upon, the street must be wide enough to accommodate parking without compromising access by emergency/waste collection vehicles and must not impair visibility at junctions or on bends. The street must be wide enough to accommodate two lanes of traffic and the on street parking space/layby.

Designers are also encouraged to designate convenient storage areas for refuse and recycling bins to help prevent the loss of parking areas at any new development.

A copy of the Manual for Streets is available by following the link below.

<https://www.gov.uk/government/publications/manual-for-streets>

## **Disabled Parking Spaces**

Provision of Disabled Parking Bays should be considered during the design stage. While the majority of larger dwellings will have adequate on-site parking available, it may be necessary to include unallocated Disabled Parking Bays for flatted developments.

Disabled parking provision should be provided in accordance with guidance contained with Manual for Streets.

## **Powered Two Wheeler Parking**

Provision of Motorcycle parking provision should be provided in accordance with guidance contained with Manual for Streets.

In general Motorcyclists prefer to park close to their destination in a secure, overlooked location. In most residential situations motorcyclists will be able to use car parking spaces or garages.

## Parking Space Dimensions

To ensure that the level of parking for a given development functions as intended, it is essential that parking spaces, car ports and garages are large enough to comfortably accommodate vehicles.

Each car parking space should have the minimum dimensions as set out below. **Any space that does not meet these dimensions will not count towards the overall parking provision.**

- Parking Space – 5m x 2.5m  
(A minimum additional 0.5m will need to be added to either or both dimensions where the space is adjacent to a wall(s) or fence(s). Spaces in front of garages must be a minimum of 6m long to maintain access to the garage)
- Disabled Parking Space - 5m x 3.6m
- Car Ports – 5m x 2.8m

## Garages

Garages are often not used for parking vehicles for a number of reasons including

- Garages increasingly being used for the storage of other possessions
- Modern cars are too long and wide to fit into older garages
- Modern cars are more reliable, more resistant to rust and more secure, meaning people believe it is safe and practical to leave them outside
- An increase in multi-car households which means there is not enough garage space for every vehicle
- Garages being converted into extra accommodation
- Perceived as inconvenient

Research nationally has indicated that only 19% - 45% of garages are used for parking vehicles.

In East Sussex, 33% of garages are used for parking, based on surveys that were carried out in 2011. 42% of respondents identified providing additional storage as the main use of their garage.

The main stated reasons for garages not being used for parking were, insufficient storage in the home (47%) and the garage being too small (40%).

**For these reasons parking on new developments is best provided on driveways, car ports or allocated parking bays.**

**Where garages are proposed they will need to meet the minimum dimensions set out below and even then will only count as 1/3<sup>rd</sup> space each due to their limited use. This means for every 3 garages to be provided, they will only count as 1 parking space towards the overall parking requirement.**

Where garages are still provided they should be constructed to the following minimum internal dimensions:

- Garages – 6m x 3m or 7m x 3m, if to be used for cycle parking  
(Any garage must be positioned a minimum of 6m from the highway so there is sufficient space for a car to park in front, access to the garage is maintained and to stop cars parked in front of garage from creating an obstruction on the highway)

## Cycle Parking

Safe and secure cycle storage facilities are equally important at new development as cycling has the potential to replace short car journeys. Requirements need to take account of the location, size and type of dwelling. The recommended levels of cycle provision can be found in the table below. The storage provided will need to be safe, secure and covered.

Dwelling Type	Number of Bedrooms	Cycle Provision per Unit
Flat	1 & 2	0.5 spaces if communal 1 space if individual
Flat	3 or more	1 space
House	1 & 2	2 spaces
House	3 or more	2 spaces

## Electric Vehicles

Road transport is responsible for the vast majority the UK's domestic transport emissions. The Government considers that low emission and plug-in vehicles offer the potential to reduce those emissions and thereby assist in delivering climate change targets, whilst still allowing people the mobility that they want and need.

The Government is committed to growing the market for plug-in vehicles in the UK and proposes to ban the sale of petrol and diesel vehicles from 2040. It is recognised that safe, convenient and cost-effective recharging infrastructure is necessary to realise the potential environmental, economic and energy benefits.

The NPPF states that developments should be located and designed where practical to incorporate facilities for charging plug-in and other ultra-low emission vehicles.

Recharging at home, at night, will be the most convenient and practical option for drivers. It will maximise the environmental and economic benefits of plug-in vehicles by using cheaper off peak, lower carbon night-time electricity generation and will make the best use of available electricity supply capacity.

The Council encourages developers to include charging facilities for electric vehicles at all properties with off-street parking in accordance with current standards and codes of practise as and when they become available. Charging points should also be considered for other parking areas.

## The Calculation Tool

A calculation tool has been developed that uses Census Ward data and allows site specific determination of predicted parking demand by entering data including the location (ward) dwelling type (house or flat) size (number of bedrooms) and the way parking is provided (allocated or unallocated). Expected levels of car ownership and demand will be calculated using Census 2001 ward data adjusted using 2011 household survey data. Corrected data will take account of expected growth to 2026 using TEMPro data.

The tool automatically calculates an estimate for the unallocated parking demand and demand for visitors. By altering the allocation of parking the influence on the total parking demand is automatically updated so that the right balance of parking can be determined so that it is an efficient use of land.

Visitor parking demands are generally clustered at evenings and weekends. Often some residents themselves are visiting and therefore by providing unallocated parking spaces, a balance can be met.

If there is additional demand generated by visitors and parking is solely allocated then on-street parking will exacerbate. Studies by Noble and Jenks have shown that the demand for residents is 1 for every 5 dwellings (20%). If more than 50% of parking is allocated at a development then this additional demand should be added. The tool will automatically add this demand.

The tool will provide the appropriate level of parking provision and should be used as a guide. Some flexibility should be applied in determining the actual provision at developments a guide of +/- 5% should be appropriate but will depend on the location and be under discretion of officers and be supported with justification.

## User Guide

The East Sussex Residential Parking Demand Calculator has been designed to calculate the number of parking spaces required at new residential development on a site specific basis. The calculator predicts levels of car ownership using information about the location (ward), tenure, unit type, size and the number of allocated spaces. This guidance aims to inform users about how to use the calculator.

The user is only required to enter data into the columns with the marked blue arrows only.

## Opening the Tool

When opening the calculator, click "Enable Macros" as these play an important role in calculating parking demand.

Before inputting any information into the spreadsheet, the user should click the "Reset" button on the summary worksheet.

## Ward Information

The calculator uses information about car ownership in wards to calculate levels of car ownership on a site-specific basis. You must know the ward in which the development is located in order to use the tool. To find the appropriate ward it may be necessary to refer to the following link and input postcode or search on Map viewer.

<http://www.neighbourhood.statistics.gov.uk/dissemination/>

A map showing the wards in East Sussex is available using the following link or by copying the URL into your internet browser:

<http://www.eastsussex.gov.uk/community/local/factsandfigures/mapsusedforstatistics/default.htm>

If you know the postcode for the site, the ward finder can be used by inputting the postcode **without** a space between the characters.

For every development, the user should specify three wards:

Ward 1 – the ward in which the development is located

Ward 2 & 3 – either i) the two nearest wards (other than ward 1), or ii) two nearby wards where the existing housing stock is similar to the proposed development

## Unit Type

The user should specify whether the units are flats or houses.

## Tenure

The user should specify whether the units are private or affordable.

## Dwelling Size

The user should specify how many bedrooms rooms the units will have as this figure will be the basis for the tool to calculate appropriate parking standards. This measurement of dwelling size has been used because the number of bedrooms is a coarse measure of dwelling size and significant variation in car ownership has been found between dwellings with the same number of bedrooms.

Habitable rooms include all living rooms, bedrooms and kitchens, but **not** bathrooms, WCs or circulation space. If the number of bedrooms is known, but the number of habitable rooms is not then the following conversion should be used until this information is available. Similar if the number of bedrooms have not been specified then the comparison between bedrooms and habitable will be used.

The bedroom – habitable conversion table is shown below:

## Allocated Parking

The user should specify how many parking spaces will be specifically allocated to individual units.

Allocated spaces include numbered parking bays, driveways, garages and parking barns.

## Description of Totals

The totals provided by the spreadsheet reflect the expected needs of the development and should be considered in the design of the development.

The following list of cells corresponds to cells in the Residential Parking Demand Calculator.

### Cell J36

The input total number of allocated spaces (will depend on the design of the development)

### Cell L36

The calculated number of unallocated spaces (in addition to those which are being allocated) required to accommodate residents of the development

## Bedroom – Habitable Room Conversion

### Flats

Studio = 1 room

1 bed = 2 rooms (1 bedroom, 1 kitchen/living room)

2 bed = 3 rooms (2 bedrooms, 1 kitchen/living room)

3 bed = 4 rooms (3 bedrooms, 1 kitchen/living room)

4 bed = 5 rooms (4 bedrooms, 1 kitchen/living room)

### Houses

1 bed = 3 rooms (1 bedroom, 1 kitchen, 1 living room)

2 bed = 4 rooms (2 bedrooms, 1 kitchen, 1 living room)

3 bed = 5 rooms (3 bedrooms, 1 kitchen, 1 living room)

4 bed = 6 rooms (4 bedrooms, 1 kitchen, 1 living room)

5 bed = 7 rooms (5 bedrooms, 1 kitchen, 1 living room)

### Cell N36

The calculated total number of unallocated spaces which would be required to accommodate visitors to the development (will remain zero if less than 50% of spaces are allocated to residents)

### Cell O36

The calculated expected level of demand for parking at the development.

## Reduced Parking Provision

In some circumstances, it may be appropriate to provide some flexibility in the application of parking requirements where robust evidence demonstrates that this is appropriate. This does not mean that standards will be relaxed in every case nor will any case set a precedent for lower parking provision.

While any reduction will need to be clearly and robustly demonstrated at the design stage, there are mitigation measures that could be provided to help achieve lower levels of parking such as:

- High levels of accessibility  
(i.e. the site is located within appropriate walking distance to a bus and train services to allow the use of non-car modes to travel to local amenities and facilities/commuting)
- Travel Plans  
(i.e. a travel plan is submitted with realistic targets aimed at reducing car ownership levels)
- Car Clubs  
(i.e. access to a vehicle that can be shared by residents of the development, as well as a designated parking bay at a convenient and accessible location to help promote the use)

Where a reduced parking provision is proposed then it will usually be necessary for the applicant to demonstrate that there is sufficient freely available on street parking to cater for the increased demand. This would be expected to be through a Car Parking Capacity Survey carried out in accordance with the details below.

Where a reduction in parking provision is proposed, we would expect the proponent to discuss this with the Highway Authority in advance of submitting a formal planning application.

### **Car Parking Capacity Surveys**

A car parking capacity survey should be carried out and submitted as part of any application as set out below, to ensure that they are robust and that information is of a consistent standard, therefore providing a reliable basis for decision making.

They should be agreed with the County Council at the scoping stage for transport statements and assessments and are expected to be carried out only when it is reasonably expected that parking will take place on existing streets, and should follow calculation of the expected levels of car ownership and consideration of how this parking can be provided.

Surveys are expected to be reported in the form of a short summary report which may form part of a transport statement or assessment.

The geographical area which should be surveyed (survey area) should be proportionate to the impact of the development – determined as the number of vehicles that are expected to park on-street in the surrounding area. The survey area should include sufficient available space to accommodate the number of vehicles expected to be owned by residents of the site and their visitors. This can be determined using the East Sussex County Council Residential Car Parking Demand Calculator.

The survey area is expected to centre on the development site and should include the area's most likely to be used for parking by those living in, or visiting the site, and will therefore need to have regard for site access arrangements.

Surveys should be carried out when usage of available parking space is at its greatest (i.e. peak time) in the survey area. This may include early morning surveys to assess the amount of overnight parking in the area. The duration of the survey will be dependent on the likely impact of the development and whether or not there are existing pressures on parking space in the area. A development which is likely to have a large impact on on-street parking in an area where available space is already well used or insufficient to meet existing demands, would be expected to carry out an extensive survey throughout the day.

A car parking capacity survey should take the form of a beat survey (or similar alternative) where an enumerator walks a planned route at regular intervals recording registration plate details of the parked vehicles. The enumerator should record sufficient information to provide the following information in a summary report:

- The rate of turnover of vehicles on each street expressed as a number of vehicles leaving/arriving per hour
- The number of vehicles parked on each street
- An estimate of the parking capacity of each street and a brief explanation of how this was calculated

If the development is located within a Controlled Parking Zone, the summary report should also provide details of the existing resident permit take-up and/or any waiting lists. This information can be obtained from the East Sussex County Council Parking Team at [parking.escc@eastsussex.gov.uk](mailto:parking.escc@eastsussex.gov.uk)

A summary report of car parking capacity surveys should be accompanied by:

- A map displaying the geographical area surveyed at a suitable scale for interpretation
- Details of the dates and times of day when survey(s) were undertaken
- Details of parking restrictions (Traffic Regulation Orders) which apply in the survey area.

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**EAST SUSSEX COUNTY COUNCIL CAR OWNERSHIP PARKING DEMAND TOOL**

Ward 1

District

Ward 2

District

Ward 3

District

Ward Tempo Factor 2011-2026

District Tempo Factor 2011-2026

STAGE 1

Please input the ward name for your development location by double clicking in the box or click box and use the drop down menu to the right of the box. The spreadsheet will automatically show the District and Ward of this location. If the ward is not known please refer to <http://www.neighbourhood.statistics.gov.uk/dissemination/> and input postcode or search on Map viewer. Where Census data contains small samples for certain sized dwellings this is highlighted in red if <20, and green if <50 in the Total Demand column. In such cases, other wards should be selected to achieve a higher sample size, the tool allows for 3 wards. If there is still a low sample then the tool will automatically choose district/borough data.



The Parking Demand to East Sussex County Council Guidance. The tool uses the Tempro predicted development parking standard but a guidance on car ownership. For more guidance document developmentcontrol

**STAGE 2**

Please input the unit type, number of bedrooms, number of units of that type and number of allocated parking spaces

DEVELOPMENT MIX						ALLOCATED PARKING	PARKING DEMAND					
Ref.	Unit Type	Tenure	Habitable Rooms (Per Unit)	Bedrooms (Per Unit)	No. of Units (Total)	Spaces (Per Unit)	Allocated No.	Unallocated for Residents		Unallocated for Visitors		Total Demand
								per unit	Total	per unit	Total	
A												
B												
C												
D												
E												
F												
G												
H												
I												
J												
K												
L												
M												
N												
O												
P												
Q												
R												
S												
<b>Total</b>												

**Total Parking Demand for Development**

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<b>Report to:</b>	<b>Lead Cabinet Member for Transport and Environment</b>
<b>Date of meeting:</b>	<b>16 October 2017</b>
<b>By:</b>	<b>Director of Communities, Economy and Transport</b>
<b>Title:</b>	<b>Road Safety Audit Policy for Developments</b>
<b>Purpose:</b>	<b>To seek approval for the “Road Safety Audit Policy for Developments” to be adopted policy for developers and their agents.</b>

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**RECOMMENDATION:** The Lead Member is recommended to approve the use of the “Road Safety Audit Policy for Developments” as a policy document of the highway authority for assessing the safety implications of development proposals in East Sussex.

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## **1 Background Information**

1.1. Road Safety Audit is the independent, systematic assessment of a highway improvement/alteration scheme to identify safety hazards, recommend mitigating action and record subsequent responses to those recommendations.

1.2. Currently not all planning applications that, in the opinion of East Sussex County Council, require a Road Safety Audit are submitted with one, which can lead to delays in the planning process. Occasionally, developers/applicants have also resisted providing a Road Safety Audit at the planning stage as currently there is not a requirement to do so. This policy will address the matter.

1.3. The objective of the Road Safety Audit Policy for Developments (Appendix 1) is to ensure that the road safety implications of all highway schemes supporting development, including those subject to future adoption by the County Council, are fully considered for all users of the highway. It is also necessary to fully consider risks to those working on the highway, and to ensure that proposals are compliant with current statutory regulations. The Road Safety Audit Policy will help to minimise safety risks on the highways of East Sussex for all users.

1.4. This Policy sets out the County Council's procedure for the consideration of developer proposals requiring the support of a Road Safety Audit.

1.5. This Policy highlights the importance of the safety audit process in support of a planning application and identifies when an audit is required and the process involved.

1.6. This Policy will only apply to roads under the control of the County Council and will not relate to works being proposed on roads under the responsibility of Highways England.

## **2 Supporting Information**

2.1. This Policy supports national guidance in the Design Manual for Roads and Bridges (Volume 5, section 2 HD 19/15) and is required to preserve the safety of all road users using the public highway. The County Council requires the procedures set out in the current national guidance to be followed subject to the departures set out in the policy.

2.2. Road Safety Audits will be required for all ‘major’ planning applications that include any of the following:

- Alteration to an existing highway
- Intensification of use of an existing access. Intensification is generally defined as 50 or more additional vehicle movements per day. However it is recommended that clarification is sought from the County Council where a proposal involves the intensification of an existing access as other issues such as collision data, visibility and geometry would need to be considered.

- Formation of a new access,
- Off-site highway improvements,
- New residential estate roads where a through route is created, where a bus route is created or where the road serves access to a school or other major community or retail facility.
- For all other planning applications that include proposals that do not meet recognised standards.

(‘major’ applications are defined as: residential development of 10 units or more or 0.5 ha or more when the numbers are unknown; and commercial development of 1,000 sq.m. or more or 1 ha or more)

2.3. Once the Policy has been approved, we will request that Local Planning Authorities (who have been consulted on this Policy but have not commented) include the need for a Road Safety Audit on relevant applications in their Local Validation List. Such lists stipulate supporting documentation required for different types of planning application. Planning Authorities may decide not to validate a ‘major’ planning application if a Road Safety Audit is required, in accordance with the policy, but is not provided.

2.4. Road Safety Audits will not normally be required, for minor applications, if guidance set out in Manual for Streets or Design Manual for Roads & Bridges is achieved. However, the County Council will reserve the right to request a Road Safety Audit on any size proposal where it considers there to be potential safety issues that need to be assessed.

2.5. It will be the responsibility of the developer to commission an independent audit team to consider the safety implications affecting their scheme. The County Council will require all Road Safety Audit teams to include at least one team member who has an industry recognised accreditation or qualification.

### **3 Conclusion and Reasons for Recommendations**

3.1 Assessing road safety implications of a planning application for a development is a key aspect of considering planning applications. This policy document has been developed based on the latest national guidance regarding Road Safety Audits to ensure that, where appropriate, suitable Road Safety Audits are provided as part of the planning application. This will allow any safety implications to be fully assessed before any planning consent is granted. This will help to reduce safety risks on the highways of East Sussex for all those who use them.

3.2 The Lead Member is therefore recommended to approve the use of the “Road Safety Audit Policy for Developments” (Appendix 1) as a policy document of the highway authority for assessing the safety implications of development proposals in East Sussex.

RUPERT CLUBB  
Director of Communities, Economy and Transport

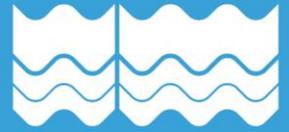
Contact Officer: Mark Weston  
Tel. No. 01273 482242  
Email: [mark.weston@eastsussex.gov.uk](mailto:mark.weston@eastsussex.gov.uk)

#### LOCAL MEMBERS

All

#### BACKGROUND DOCUMENTS

None



# Road Safety Audit Policy For Developments

Transport Development Control  
October 2017



INVESTORS  
IN PEOPLE



# Road Safety Audit Policy for Developments

## Guidance for Scheme Promoters

### Introduction

Road Safety Audit is the independent, systematic assessment of a highway improvement scheme to identify hazards, recommend mitigating action and record subsequent responses to those recommendations. This Policy sets out the County Council's procedure for the consideration of developer proposals requiring the support of a Road Safety Audit. This Policy supports national guidance and is required to preserve the safety of all road users using the public highway. East Sussex County Council requires the procedures set out in the current national guidance to be followed subject to the departures set out in this policy. This Policy highlights the importance of the safety audit process in support of a planning application and identifies when an audit is required and the process involved. This Policy will not relate to works being proposed on Trunk Roads or those falling under the responsibility of Highways England.

### Contents

- 1 Objective
- 2 When a Road Safety Audit required
- 3 Process
- 4 Planning Stage
- 5 Highway Agreement Stage
- 6 Departures from HD 19/15

## 1. Objective

The objective of this Policy is to ensure that the road safety implications of all Highway Schemes supporting development, including those subject to future adoption by the County Council, are fully considered for all users of the highway, as well as those working on the highway, and to ensure that proposals are compliant with current statutory regulations.

This will help to reduce safety risks on the highways of East Sussex for all those who use them.

## 2. When a Road Safety Audit is required

For all 'major' planning applications that include any of the following:

- Alteration to an existing highway,
- Intensification of use of an existing access. Intensification is generally defined as 50 or more additional vehicle movements per day. However it is recommended that clarification is sought from the County Council where a proposal involves the intensification of an existing access as other issues such as collision data, visibility and geometry would need to be considered.
- Formation of a new access,
- Off-site highway improvements,
- New residential estate roads where a through route is created, where a bus route is created or where the road serves access to a school or other major community or retail facility.
- For all other planning applications that include proposals that do not meet recognised standards.

('major' applications are defined as residential development of 10 units or more or 0.5 ha or more when the numbers are unknown and commercial development of 1,000 sq.m. or more or 1 ha or more);

The need for a road safety audit will be assessed and determined by East Sussex County Council officers. Of particular interest will be visibility, geometry and junction location.

Road Safety Audits will not normally be required, for minor applications, if guidance set out in Manual for Streets or Design Manual for Roads & Bridges is achieved, however, East Sussex County Council reserves the right to request a road safety audit on any sized proposal where it considers there to be potential safety issues that need to be assessed.

Road Safety Audits must be undertaken in compliance with HD 19/15, Road Safety Audit subject to the departures set out in this policy.

### 3. Process

In order to ensure that the safety audit process does not delay the overall planning process, developers will be required, when submitting a 'major' planning application to the Planning Authorities, to support the planning application with a Stage 1 Road Safety Audit. This Audit can result in amendments being made to the proposed development and hence the need for it to be undertaken at this stage.

For planning applications other than 'major' applications the Planning Authority will consult East Sussex County Council who will indicate if a Road Safety Audit is required. Often the need for a Road Safety Audit will be identified through pre-application consultation and therefore we strongly encourage prospective applicants to engage with the County Council at this stage.

It will be the responsibility of the developer to commission an independent audit team to consider the safety implications affecting their scheme. The County Council will require all Road Safety Audit teams to include at least one team member who has one, or more, of the following industry recognised accreditation or qualification:

- Be an IHE Registered Road Safety Auditor, entitled to use the designatory letters RegRSA(IHE)  
or
- Be a Fellow or Member of the IHT Society of Road Safety Auditors, entitled to use the letters MSoRSA or FSoRSA  
or
- Be a holder of a Highways Agency Approved Certificate of Competency for Road Safety Audit.

It is expected that in the majority of cases schemes will be amended to accommodate the recommendations of the road safety audit. A signed 'Road Safety Audit Response Report' should be produced by the design team and submitted to the County Council detailing how the recommendations of the audit have been addressed.

If the Safety Audit raises problems that are not to be addressed through amendments to the scheme, an 'Exception Report' will be produced by the design team and submitted to the County Council with the final road safety audit. The 'Exception Report' will identify why the recommendations of the road safety audit have not been accepted and the scheme amended accordingly. The 'Exception Report' will be considered and if acceptable will be approved and signed by East Sussex County Council. Where East Sussex County Council is not prepared to sign off an 'Exception Report' the design will need to be amended to remove the identified safety problem.

All schemes requiring a Road Safety Audit will require a Stage 1 (completion of preliminary design), 2 (completion of detailed design) and 3 (completion of construction) audit.

A stage 4 road safety audit will not always be required but will be a requirement of the highway agreement where the following criteria are met:

- A new junction is being created onto the Strategic Road Network, where there is a collision record.
- A new link road is constructed which will form part of the Strategic Road Network.
- Where a departure or departures from standards are agreed through the design process and there is a need to monitor a schemes operation.
- If a significant problem arises during the year after the scheme is completed.
- or if otherwise required by East Sussex County Council

The audit should be carried out as close as possible to the end of the normal one year maintenance period. Its timing could be dictated by the availability of one whole years' worth of accident records from Sussex Police.

#### **4. Planning Stage**

Planning Authorities may decide not to register a 'major' planning application if a Safety Audit is required, in accordance with the policy, but is not provided.

If Stage 1 Road Safety Audit issues are not satisfactorily addressed, or if a stage 1 Road Safety Audit is not submitted in accordance with current national guidance and the departures identified in this policy, when required, East Sussex County Council will recommend that the planning application be refused.

#### **5. Highway Agreement Stage**

The County Council will not register applications for highway agreements where a stage 2 road safety audit, is required, but has not been submitted in accordance with current national guidance and the departures identified in this policy.

## 6. Departures from HD 19/15

### Stage 4 Road Safety Audit

- Not all schemes will receive a stage 4 Road Safety Audit. Some schemes are considered to have too minor an effect upon road users to warrant monitoring their safety performance. The decision to conduct a stage 4 Road Safety Audit will be agreed with the County Council in the stage 3 Road Safety Audit Report.
- The Developer will arrange for evidence led collision monitoring where a stage 4 road safety audit is required in the highway agreement.
- Road safety audit collision reports shall be prepared using 12 months of personal injury collision data from the time the Highway Improvement scheme became operational.

### Road Safety Audit Brief

- The format of the illustrative road safety audit brief at Annex E of HD19/15 shall be used when commissioning safety audits. This avoids the need for briefs to be submitted to the County Council for approval.

### Road Safety Audit Reports

- East Sussex County Council requires the final Road Safety Audit Report to be submitted. The Road Safety Audit Team is to submit draft Road Safety Audit Report to the Design Team.

### Road Safety Audit Response Report

- East Sussex County Council requires the final Road Safety Audit Response Report to be submitted. The design team do not need to send a draft Road Safety Audit Response Report.

### Documentation

- The finalised Road Safety Audit Report, Audit Response Report and Exception Report do not need to be sent to Highways England.