

EAST SUSSEX COUNTY COUNCIL

HIGHWAYS AND TRANSPORTATION COMMITTEE - POLICY SUMMARY

THE TRANSPORT POLICIES AND PROGRAMME [TPP]	PS1/2
<p data-bbox="177 461 405 495"><u>Purpose of Policy</u></p> <p data-bbox="177 495 1318 640">The County Council is required to prepare annually a statement setting out the Highways & 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 data-bbox="177 703 368 736"><u>Specific Policy</u></p> <p data-bbox="177 770 1318 848">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 data-bbox="177 882 1318 960">From the transportation and waste disposal objectives, defined in PS1/1, the Departmental Service Plan 1991 - 1994 defines transportation key priorities as follows:-</p> <div data-bbox="177 983 1318 1229"><p data-bbox="177 983 1318 1084">[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 data-bbox="177 1120 1318 1229">[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></div> <p data-bbox="1054 1263 1318 1296" style="text-align: right;">/Continued Overleaf</p>	
<p data-bbox="177 1328 440 1361"><u>Supporting Statement</u></p> <p data-bbox="177 1395 1318 1675">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 data-bbox="177 1715 576 1749"><u>References – Further Information</u></p> <p data-bbox="177 1749 1038 1883">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 data-bbox="1118 1715 1238 1783"><u>Date of Approval</u></p> <p data-bbox="1118 1816 1238 1850">Various</p>

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

LORRY PARKING AT TRANSPORT CAFES	PS4/22
<p><u>Purpose of Policy</u></p> <p>To express the Highway Authority's view on the development of, and possible financial assistance for lorry parking at transport cafes.</p>	
<p><u>Specific Policy</u></p> <ol style="list-style-type: none">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.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.3. No additional on-street parking facility will be approved or assisted at existing transport cafes on routes where lorry bans have been imposed.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.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.	
<p><u>Supporting Statement</u></p> <p>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.</p>	
<p><u>References – Further Information</u></p> <p>H&T Committee - 25 March 1975 Agenda Item 8</p>	<p><u>Date of Approval</u></p> <p>25.03.75</p>

EAST SUSSEX COUNTY COUNCIL

TRANSPORT AND ENVIRONMENT - POLICY SUMMARY

DIRECTIONS SIGNS FOR EVENTS IN RURAL AREAS	PS4/26
<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">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.b) Where a local event may be organised on an annual basis then the organisers are to be encouraged to provide printed signs.	
<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

PROVISION OF FIXED SAFETY CAMERAS	PS4/28
<u>Purpose of Policy</u> To set out the guidelines for the site selection of fixed speed cameras in East Sussex and apply a consistent standard across the county.	
<u>Specific Policies</u> Sites will only be considered for speed cameras if the following national guidelines are satisfied: <ol style="list-style-type: none">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.2. By analysis of the causation factors it must be demonstrated that speeding was a contributory factor in some or all of the collisions.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.4. At least 20% of the drivers must be exceeding the posted speed limit. (See Appendix A to this policy -Guidelines for site selection of fixed safety cameras)	
<u>Supporting Statement</u> 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.	
<u>References – Further Information</u> East Sussex County Council Speed Management Strategy Sussex Police - Speed Enforcement Standard Cabinet Committee – Agenda Item 11	<u>Date of Approval</u> 24.06.2003 24.06.2003

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 th percentile speed at approach to crash site	The 85 th 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

TRANSPORT ASSET MANAGEMENT PLAN MAINTENANCE MANUAL POLICY DOCUMENTS		PS 7/1
<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&E Committee on the 10 March 1998</i>		
<u>Supporting Statement</u> The Transport Asset Management Plan Maintenance Manual Policy Documents (TAMPMMPD) 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 TAMPMMPD 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> T&E Committee - 03 June 1997 Agenda Item 11 T&E Committee - 10 March 1998 Agenda Item 6 Lead Member Meeting – 26 March 2007 Agenda Item 6		<u>Date of Approval</u> 03.06.1997 10.03.1998 26.03.2007

**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
6 Guidance Notes on SCRIM and Skidding Resistance	TAMPMPD-06	April 2007
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

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

**PROCEDURE FOR
DEALING WITH
PUBLIC LIABILITY
CLAIMS**



CHAPTER SEVEN

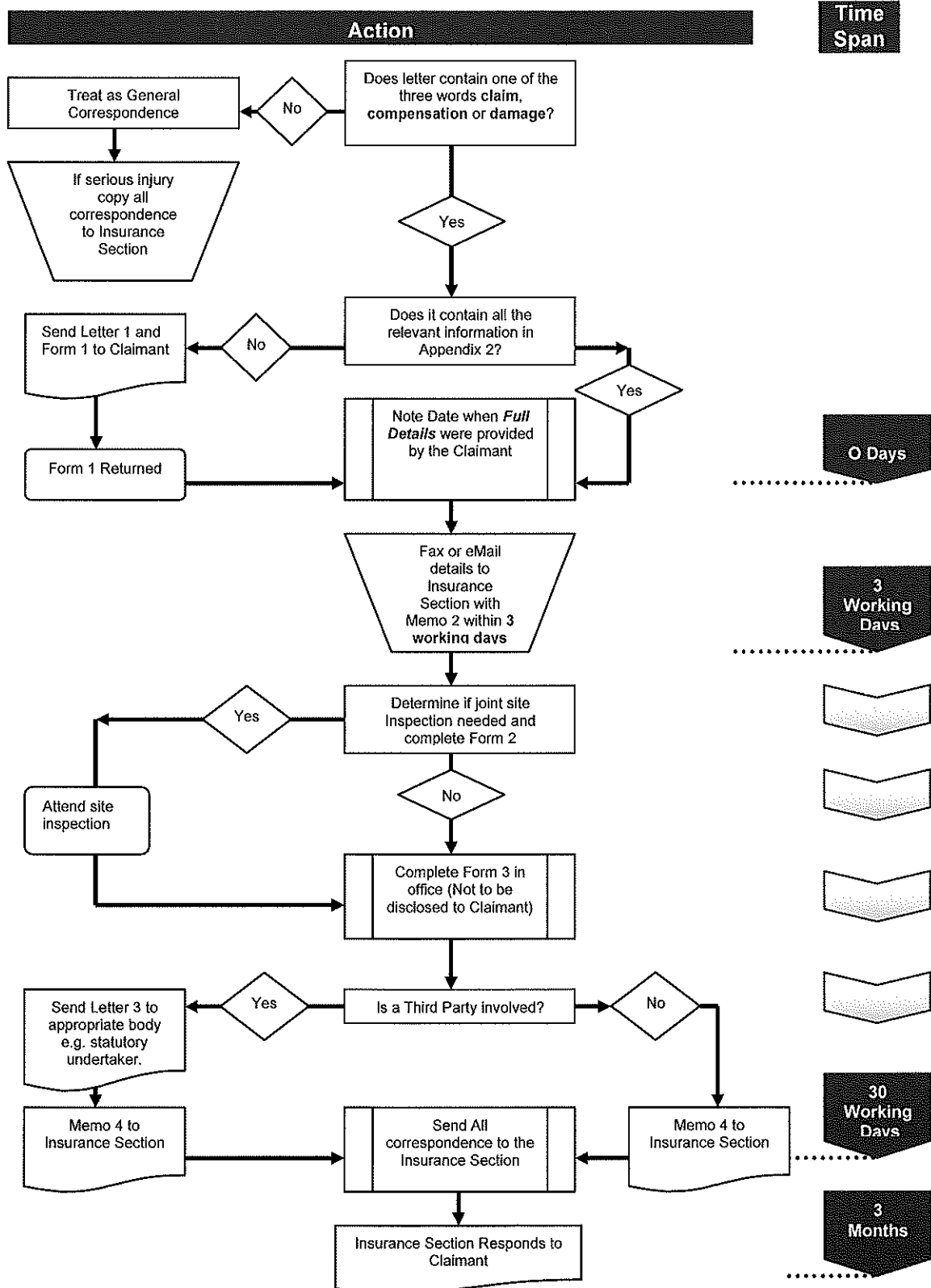
INTRODUCTION

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



**PROCEDURE FOR DEALING WITH PUBLIC LIABILITY
CLAIMS**

TAMPMPD-07

Appendix 1

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*

**PROCEDURE FOR DEALING WITH PUBLIC LIABILITY
CLAIMS**

TAMPMPD-07

Appendix 1

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

INCIDENT REPORT FORM

FORM 1



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 _____

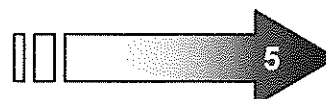
Description of
Incident _____

Sketch of area (if possible)

Please Turn Over ➡

TAMPMPD-07

Issue Date: April 2007



**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 _____

**PROCEDURE FOR DEALING WITH PUBLIC LIABILITY
CLAIMS**

TAMPMPD-07

Appendix 1

FORM 2

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.

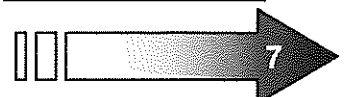
IMPORTANT Indicate by an arrow the precise location of the alleged defect and the direction in which the person was travelling. Indicate the views of the photographs. All photographs should be listed on second page

Please Turn Over ➡

FORM 2

TAMPMPD-07

Issue Date: April 2007



**PROCEDURE FOR DEALING WITH PUBLIC LIABILITY
CLAIMS**

TAMPMPD-07

Appendix 1

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 _____

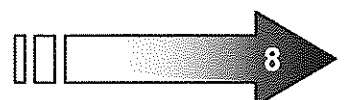
CROSS SECTION PLAN Show any measured distances which will help to identify the precise location

Signed _____
for East Sussex County Council

Signed _____
for claimant

TAMPMPD-07

Issue Date: April 2007



**PROCEDURE FOR DEALING WITH PUBLIC LIABILITY
CLAIMS**

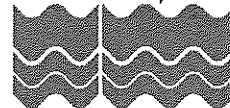
TAMPMPD-07

Appendix 1

REPORT ON ALLEGED DEFECTS

FORM 3

East Sussex
County Council



eastsussex.gov.uk

(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 _____

TAMPMPD-07

Issue Date: April 2007

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:	CLAIMANT'S FULL NAME CLAIMANT'S FULL ADDRESS CLAIMANT'S DATE OF BIRTH CLAIMANT'S NATIONAL INSURANCE EMPLOYER'S CLOCK OR WORK NUMBER 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) Full Date of Accident Place of accident must be significantly	CLAIMANT'S FULL NAME CLAIMANT'S FULL ADDRESS CLAIMANT'S DATE OF BIRTH OR AGE Full Date of Accident Place of accident must be significantly detailed
	The circumstances of the accident are:-	
	Brief outline and nature of defect. The reason we are alleging fault is:- Simple explanation e.g.. defective machine,	Brief outline and nature of defect.
	A description of any injuries should follows:-	
	Brief description of injuries if applicable 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). Occupation Dates of absence We are obtaining a police report and will let you have a copy of the same upon your undertaking to meet half the fee. 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.	Brief description of injuries if applicable

**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.

Where there is a highway safety issue, such as at roundabouts or complex junctions with high traffic conflict then the provision of street lighting should be provided to the minimum level recommended by the relevant Standard and should be limited to the minimum area of carriageway necessary for road safety. It should be fully assessed and evaluated as part of an overall Environmental Review of the need for street lighting in consultation with the Planning and Environmental section of the Transport and Environment department. When assessing the impact of street lighting consideration should be given to providing lower lighting levels, the use of controlled luminaires (i.e. full cut off luminaires), and more appropriately designed equipment.

Zone E3 – Urban Locations

Urban locations are those as defined in the Structure Plan. Generally within an urban location all highways should be lit in accordance with the relevant standard applicable to the type and category of the highway. These categories are (see also **TAMPMPD-01**): -

- a) Primary routes.
- b) Main distributors.
- c) Secondary distributors,
- d) Local Access Roads
- e) Local Roads.

Category a), b) c) are classified as traffic routes and should be lit accordingly. Luminaires should be well controlled and the glare restricted in accordance with the appropriate Index Class in the relevant Standards.

Category d) and e) are considered as residential and should be lit accordingly. Luminaires should be well controlled and the glare restricted in accordance with appropriate Index Class in the relevant Standards.

Where street lighting of footpaths and cycle tracks is proposed with high night-time use that are remote from an adjacent highway or properties and an alternative lit route exists, regard should be given to whether it is safe to attract people to an isolated area by the provision of lighting.

In conservation areas, and areas of environmental merit or distinction, a white light source should be considered and the use of high-pressure sodium (SON) is preferred as a minimum. Painted steel or cast iron columns may also be used. Where funds cannot be provided to meet the higher standard of equipment in conservation areas the local planning authority should be notified, to determine if they wish to meet the additional costs of installing equipment to a different specification and its subsequent maintenance. The local planning authority is responsible for notifying the highway authority of which sites in their area they consider worthy of special treatment.

Pedestrian Crossings

Where new pedestrian crossings are to be installed in a Zone E3 environment, then the night-time use of the crossing should be assessed. If the usage is found to be high then consideration should be given to the provision of direct illumination of the crossing. Lighting should be provided over the full extent of the crossing and a white light source should be used. High-pressure sodium lighting should be specified as a minimum.

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 luminaires 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 luminaires.
- 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**



eastsussex.gov.uk

Date Assessed.....

TOWN/AREA	STREET NAME	ROAD NO

Crime Prevention/Fear of Crime:	
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
Rating A	

Road Safety:	
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
Rating B	

Environmental:	
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
Rating C	

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

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

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