

Report to: **Lead Cabinet Member for Transport and Environment**
Date: **18 April 2016**
By: **Director of Communities, Economy and Transport**
Title of report: **Amendments to the Transport Asset Management Plan - Maintenance Management Policy Documents**
Purpose of report: **To seek agreement to the amendments of Chapters 2 and 5 of the Transport Asset Management Plan - Maintenance Management Policy Documents relating to Gully Cleaning and Guidance Notes for Inspectors**

RECOMMENDATION: The Lead Member is recommended to approve the proposed amendments to the current Highway Gully Cleansing policy and Inspections Guidance Document and note that the revised maintenance standards will have either a neutral or minimal impact on current levels of service delivery.

1. Background Information

1.1 This report informs the Lead Member of the review of the Transport Asset Management Plan - Maintenance Management Policy Document (TAMP-MMPD) which has been undertaken to identify the documents that require amendment before the new Highways Infrastructure Services Contract ('the Contract') commences on 1 May 2016.

1.2 East Sussex County Council's highway policies and maintenance standards have been developed and adopted by the County Council over the years to ensure compliance with the Highways Act 1980 and National Code of Practice. A new highway policy framework is currently in development to ensure that the management of all highway maintenance activities properly reflects national standards, corporate priorities, local transport policy and the new Highways Infrastructure Services Contract outcomes. The new framework will be provided during 2016/17; however, two areas of the current framework, the gully cleansing policy and guidance for safety inspections, require immediate updating to reflect the service outcomes required from the new contract.

2. Supporting Information

(a) Update to Chapter 2: Gully Cleansing Policy

2.1 The Contract includes the following objective relating to highway drainage maintenance: *"Allow all elements of the highway drainage system to work effectively and efficiently so that surface water is captured and discharged appropriately from the highway"*.

2.2 In order to meet this objective, the existing gully cleansing policy (extract in Appendix 1) has been amended (see Appendix 2) to reflect the first Service Year of the Contract (to include inspection / cleansing frequencies of 3, 6, 12 and 24 months dependent on recorded silt levels). The County Council's Highways Maintenance Contractor will then work with the County Council to develop a targeted Drainage Cleansing Plan for the remaining duration of the Contract.

2.3 A targeted approach to drainage maintenance, with a range of inspection / cleansing frequencies determined by the need of the asset, will allow for a more effective and proactive operational approach to maintaining highway drainage systems. This aligns with the new Contract outcomes for a total asset management based approach and is reflective of the recommendations made during a recent Scrutiny Review of Drainage Maintenance in East Sussex.

(b) Update to Chapter 5: Guidance Notes for Inspectors when Undertaking Safety Inspections – Defect Categories (extract in Appendix 3)

2.4 The Contract includes the following objective relating to highway asset inspections: *"Undertake inspections to maintain a safe and serviceable Area Network."* This includes Safety Inspections that identify

all defects likely to create danger to users and therefore require immediate or urgent action, and Service Inspections that identify all defects likely to compromise the serviceability and sustainability of an asset.

2.5 Defect category response timescales will now be recorded by an inspector under one of the following three categories:

- **Category 1 Defects (High)** – Attend, make safe or repair within 2 hours
- **Category 2 Defects (Medium)** – Attend, make safe or repair within 5 days
- **Category 3 Defects (Low)** – Attend, make safe or repair within 28 days
- **Observations** – These are non-intervention defects and will be collected by an inspector to help inform asset inventory and condition data and be used to plan longer term prioritisation of future maintenance works.

2.6 ESCC will continue to employ a maximum 28 day fix for all safety intervention defects which will enable the Highways Maintenance Contractor to provide a more substantial repair that removes the need for repeat visits. This method, made affordable within the lump sum payment mechanism of the Contract, will also support highway service outcomes to reduce the reactive nature of the service and continue with a more planned, asset management based approach, ensuring better value for money for customers and longer term improvement to the condition of the highway network.

3. Legal Implications

3.1 These changes will provide additional clarity for service delivery and liabilities that will be managed by the new contractor with no reduction in service level. As the new Highways Maintenance Contractor builds upon records of gully performance it will mean that those gullies prone to filling and blocking will be emptied more frequently, thereby reducing the risk of highway flooding and providing a more efficient and cost effective service.

3.2 There are no proposed changes to the size of the road or footway defects recorded and repaired within the new Highway Asset Inspection Guidance document (see Appendix 4). Indeed, by including additional observation categories, the service has been enhanced to provide a regime that now fully supports an asset management approach and is set out within a practical and reasonable framework of risk assessment. It is also worth noting that the new Highways Maintenance Contractor will be taking on the risk of third party claims.

4. Conclusion and Reason for Recommendation

4.1 The Transport Asset Management Plan - Maintenance Manual Policy Document (TAMP-MMPD) has been reviewed in line with the new Contract, which is due to formally commence on 1 May 2016.

4.2 Both the Gully Cleansing Policy and Inspections Guidance Document have been identified as requiring immediate amendment so that they fully align with the Contract outcomes and Works Specification documents (which form part of the Contract).

4.3 The Lead Member is therefore recommended to approve the proposed amendments to the current Highway Gully Cleansing policy and Inspections Guidance Document to ensure a clear and consistent approach to inspection defects and gully cleaning frequencies.

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LOCAL MEMBERS.

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BACKGROUND DOCUMENTS

- Scrutiny Review of Highway Drainage in East Sussex - 16 March 2016
- Amendment to the Highway Maintenance Policy (Gully cleaning) approved by the Lead Cabinet Member for Transport and Environment -18 April 2011
- Amendment to the reactive maintenance repair timescales for highway defects approved by the Lead Cabinet Member for Transport and Environment - 10 December 2012

Appendix 1: Extract from Lead Member report dated 18 April 2011

Targeted Approach to Gully Cleansing

Cyclical cleaning of the Gullies and Linear Drainage Channels in order to ***ensure the free passage of water at all times.***

- All gullies to be inspected no less than once per Contract Year
- Where gully is over 50% silted and/ or has a blocked outlet it is cleaned fully to the base of the gully pot.
- In addition the connection will be jetted up to 5m.
- If a gully is less than 50% silted and 'visually' operational the crew will inspect the gully, record the inspection and move to the next.
- Provision of emergency response to areas of standing water where criteria has not been met

Appendix 2: Proposed Highway Drainage Maintenance Policy

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

Highway Drainage Maintenance Policy

Purpose of Policy

East Sussex County Council (ESCC) recognises the vital role played by the local highway network. ESCC considers maintenance of the highway drainage system, including but not limited to: drains, linear drainage systems, gullies, chambers, catchpits, soakaways, outfalls associated pipework, ditches and grips, as a means of ensuring the drainage asset continues to function as intended. In carrying out this maintenance, ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes, namely:

- Council Priorities:**
- Driving economic growth
 - Keeping vulnerable people safe
 - Helping people help themselves; and
 - Making best use of resources

Local Transport Plan Vision: *'To make East Sussex a prosperous county where an effective, well managed transport infrastructure, and improved travel choices help businesses to thrive and deliver better access to jobs and services, safer, healthier, sustainable and inclusive communities and a high quality environment.'*

- East Sussex Highway Service Outcomes:**
- Improved Network Condition (principal requirement);
 - Improve asset condition;
 - Promote economic growth;
 - Reduce the level of third party claims;
 - Provide value for money;
 - Promote local engagement; and
 - Improve customer satisfaction

Policy Statement

ESCC is committed to ensuring that it has the best highway network for the investment available. A targeted approach to the maintenance of drainage assets will ensure that surface water on the highway is captured and discharged appropriately. Drainage assets will be inspected and cleansed using a risk based and targeted approach as determined by recorded silt levels. This approach will be applied to whole sections of road, rather than individual assets, ensuring maximum operational efficiency and effectiveness.

Specific Policies

1. All highway drainage assets to be inspected no less than once every twenty-four months.
2. Where the gully or catchpit is silted and/or has a blocked outlet, it will be cleaned fully to the base of the gully / catchpit and the connection jetted up to 5 metres.
3. Drainage assets to be GPS mapped and condition noted including silt levels before and after inspection.
4. Provision of an emergency response to reports of blocked drainage assets or standing water.

Supporting Information

Highway Asset Management – Drainage Strategy 2015-2018

The drainage strategy identifies the need to define the highway drainage asset in East Sussex in order to deliver an efficient and effective service into the future.

Further Information:

Approved by Lead Member for Transport & Environment

Date of Approval:

Appendix 3: Extract from Chapter 5 Transport Asset Management Plan - Maintenance Management Policy Documents (TAMP-MMPD) as amended by Lead Member on 10 December 2012

GUIDANCE NOTES FOR INSPECTORS WHEN UNDERTAKING SAFETY INSPECTIONS

TAMPMPD-05

The four types of defect which can be recorded by an inspector are:-

Category 1 defects which constitute a real hazard to public safety that are responded to in the following manner:-

Category 1a - emergency works: action required within 2 hours to make safe
These defects must not be left unless signed and protected.

Category 1b - emergency works: action required within 5 days to make safe
These defects must not be left unless signed and protected.

Category 2 or 3 defects that are below the standards for Category 1 defects but which may deteriorate to those levels before the next Inspection is undertaken. These include all defects to be included within the planned maintenance works programme

Category 2 - Planned works: action required within 6 months or by time of next inspection, whichever is the sooner, dependent upon the requirements of the Traffic Management Act.

Category 3 - Planned works: action required within 12 months or by time of next inspection, whichever is the sooner, dependent upon the requirements of the Traffic Management Act.

Observations that are non-intervention defects. They allow the inspector to assess the general street scene and programme repairs when other repairs are being carried out in the vicinity.

Highways and Infrastructure Services Contract 2016-23

East Sussex Highways Highway Asset Inspection Guidance Document

Document History:

Date	Document Version	Document Revision History	Document Author / Reviser
March 2016	1.2		Rebecca Newby Highways Funding & Development Project Manager

1. OBJECTIVES

As a highway authority we have a statutory duty under section 41 of the Highways Act 1980 to keep the network available and safer for our customers. We are also permitted under Section 58 of the Highways Act 1980 to use a “special defence” in respect of action against us, to show that we have kept the highway in reasonable repair.

The Highway Inspection regime has been developed in accordance with the recommendations contained in the Well-maintained Highways – A Code of Practice for Highway Maintenance Management (July 2005). Our regime is set out within a practical and reasonable framework of risk assessment and inspection frequency, which takes account of all road users, including those who are most vulnerable.

Our main objectives are:

- To locate and identify defects on the highway and where appropriate, adjacent to the highway and to prioritise its repair.
- To assess the potential risks of damage and / or injury to highway users that may result from these defects.
- To ensure that appropriate measures are put in place to manage, eliminate and minimise risk.
- To ensure that those measures are effective in eliminating, or at least minimizing the risk.

In practice, making safe, signing and/or repairs should be carried out within the designated time constraints, in order that, so as far as is reasonably practicable, the condition of the highway is what a reasonable person would expect to find.

2. IDENTIFICATION OF DEFECTS

The table below sets out the various defects to be identified in a safety and service inspection. The defects are arranged in groups according to the element of the highway in which they occur. The list is not exhaustive and persons carrying out the safety inspections are requested to record any defect that might create a hazard to users of the highway.

Element	Defect
Carriageway	Potholes Loose material (to include debris, spillages or contamination) Regulatory markings faded and worn Ironwork, missing, broken, tilted, sunken or projecting Displaced road studs Edge damage on unkerbed roads Unevenness due to rutting, humps, corrugations
Kerbing	Loose, tilted, projecting
Footways	Pre-formed unit paving rocking, trips or missing Potholes General surface defects – trips, bumps, depressions etc. Ironwork, broken, tilted, rocking, missing or projecting
Furniture **	Rails, barriers, safety fencing, fences, posts - excessive defects Road signs and signals - excessive defects Unlawful signs – safety hazard
Trees and Vegetation	On the highway – diseased, dead, dangerous all or part about to fall Off highway – safety hazard
Verges*	Surface defects Ironwork / covers, broken, missing or projecting
No defects	No relevant defects found
External defect	Third party, statutory undertaker defect

* Verges primarily consist of soft soil / material and will also contain natural undulations, depressions, ditches, shrubs, branches, tree stumps and the like.

They cannot be maintained to the same specifications and standards as the metalled carriageway.

** For a large number of street furniture elements some form of prefabrication would be required to achieve a permanent repair which may not be possible within 28 days. Under these circumstances the defect would be made safe until a permanent repair was possible.

Safety Intervention Levels

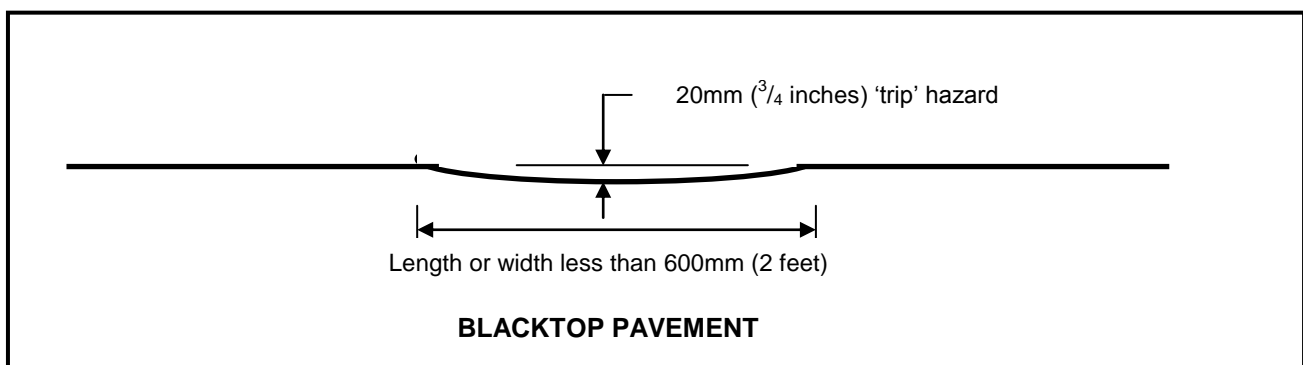
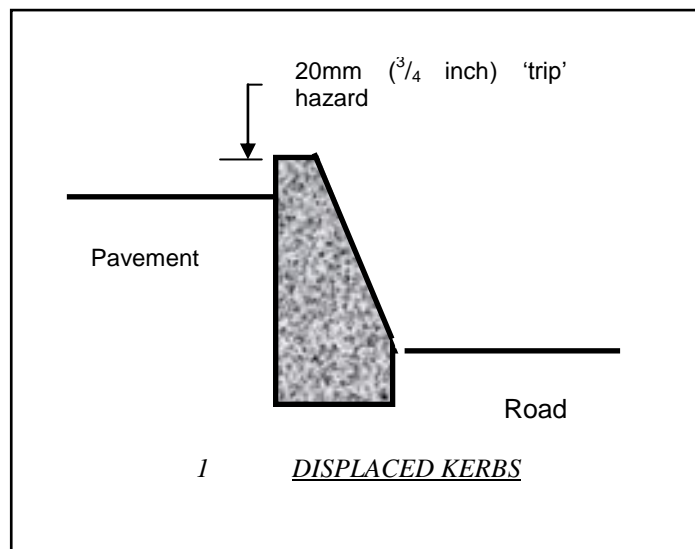
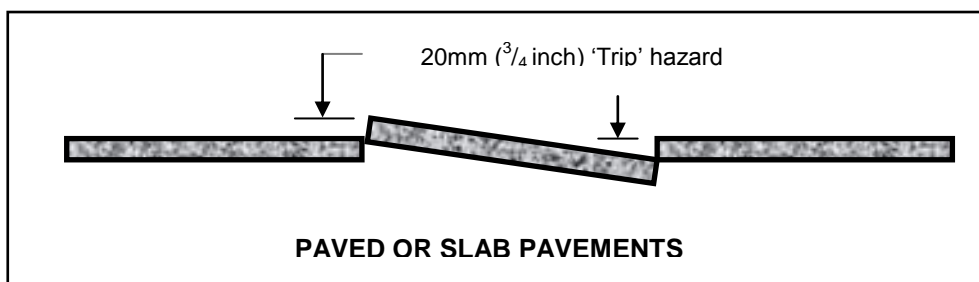
Carriageway:	(any defect in the carriageway, causing in a change in level, resulting from raised or sunken ironwork, pothole, failed surface)
High: Cat 1	Greater than 100mm and at least 300mm wide in all directions
Medium: Cat 2	Greater than 60mm and less than 99mm deep and at least 300mm in all directions
Low: Cat 3	Greater than 40mm and less than 59mm deep and at least 300mm in all directions

NOTE: At all formalised, pedestrian crossing points and 'on carriageway' cycleway, Footway intervention levels shall be used.

Footway:	(any defect in the footway or designated cycleway, causing in a change in level, resulting from raised or sunken ironwork, pothole, failed surface, displaced paving, kerb)
High: Cat 1	Greater than 40mm deep and at least 200mm wide in all directions
Medium: Cat 2	Greater than 30mm and less than 39mm deep and at least 200mm in all directions
Low: Cat 3	Greater than 20mm and less than 29mm deep and at least 200mm in all directions

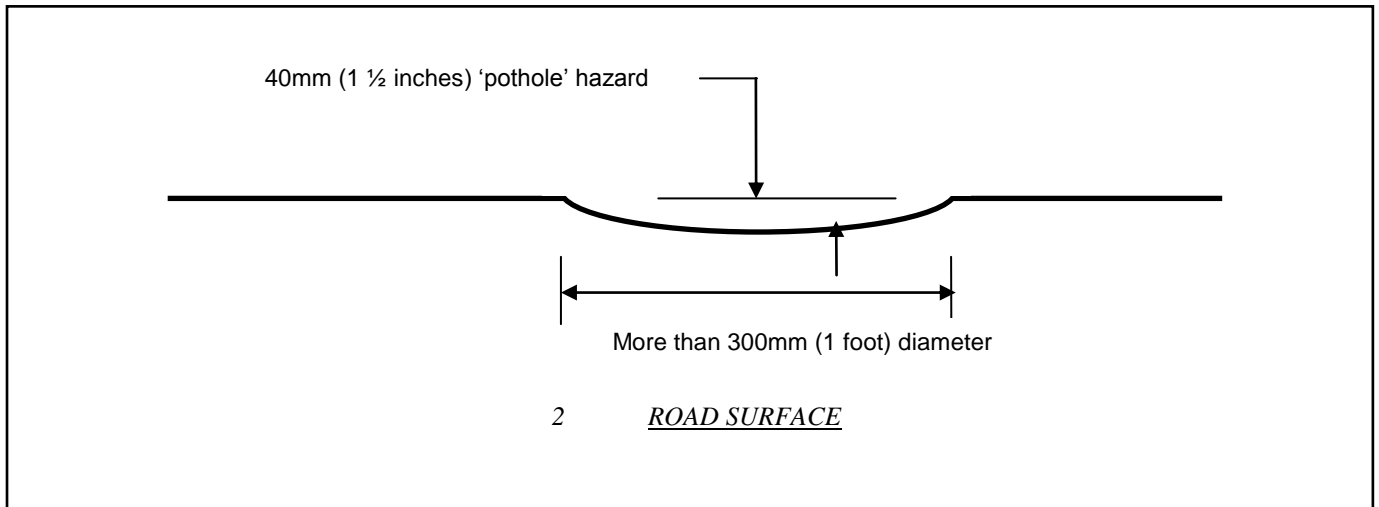
Pavements, Kerbs & Blacktop / Tarmac Pavements

In defined Primary and Secondary Walking routes where the adopted inspection frequency is the same, repairs will be carried out when a 'trip' hazard of 20mm ($\frac{3}{4}$ inch) is either found through our regular safety inspections or where the fault is reported to us by members of the public. For blacktop or tarmac pavements the 'trip' hazard is defined as 20mm ($\frac{3}{4}$ inch) or more in depth and less than 600mm (2 feet) in width or length.



Road or Carriageway

On Strategic Routes, Main and Secondary Distributors where the adopted inspection frequency is the same. Repairs will be carried out where a 'pothole' hazard of 40mm (1 ½ inches) or more in depth and with an equivalent diameter of 300mm or over, is either found through our regular safety inspections or where the fault is reported to us by members of the public.



The following is a schedule of defects to be identified during safety inspections:-

- Missing warning and regulatory signs.
- Missing ironwork covers or gratings.
- Damaged safety fences/barriers impeding the highway or footway.
- Damaged signs / street furniture which overhang the highway or footway and which are likely to collapse.
- Loose road studs
- Cracks in footways / cycleways wider than 25mm (1 inch) and longer than 300mm (1 foot).

3. INSPECTION FREQUENCIES

Categories of Inspection

Inspections can be considered under the following two categories:

Safety Inspection – Inspections to identify all defects likely to create danger to users or the wider community, and therefore requiring immediate or urgent action.

Service Inspection - Inspections to identify all defects likely to compromise serviceability and sustainability.

Safety Inspection Frequency

Inspection frequencies have been determined according to the network hierarchy for both roads (carriageway) and footways based on the Well-maintained Highways – A code of Practice for Highway Maintenance, and are set out in the tables below.

Feature	Description	Network Hierarchy	Frequency
Roads	Motorway	1	N/A
	Strategic Route	2	Once a month
	Main Distributor	3(a)	Once a month
	Secondary Distributor	3(b)	Once a month
	Local Roads	4a	Once every 6 months
	Local Access Roads – Urban	4b	Once every 6 months
	Local Access Roads - Rural	4b	Once a year
Footways	Prestige Walking Routes	1(a)	Once a month
	Primary Walking Routes	1	Once a month
	Secondary Walking Routes	2	Once every 3 months
	Link Footways	3	Once every 3 months
	Local Access Footways	4	Once a year
Cycle Route	Cycle Lane	A	As contiguous road
	Cycle Gap	A	As contiguous road
	Cycle Track	B	Once every 6 months
	Shared Cycle / Pedestrian Paths	B	As contiguous footway
	Cycle Trails	C	Once a year

Service Inspection Frequency

Other inspection regimes

Service Inspections to identify all defects likely to compromise serviceability and sustainability shall be carried out on the features listed in the table below; such inspections may be carried out as part of respective general maintenance regimes for each feature, if applicable. Nevertheless, the highway inspector is expected to note and report a potential hazard found during a service inspection.

Service Inspection Frequency and Requirements

Feature	Description	Network Hierarchy	Frequency
Highway Trees	All highway trees within and adjoining the highways should be inspected for dangerous conditions once every two years. The inspection shall be planned that it will alternate between when the trees are dormant and in full growth.		Once every 2 years
Safety Barriers, Pedestrian Guardrails and Small Retaining Walls			
Safety Barriers	Safety barriers and pedestrian guardrails and small retaining walls visually inspected when required.	N/A	No less than 2 year intervals
Road Markings and Road Studs			
Road markings	Cycle Lane Cycle Gap Cycle Track Shared Cycle / Pedestrian Paths Cycle Trails	A A B B C	No less than 2 year intervals
Road studs	Road studs scouted for reflectivity	In accordance with road hierarchy & safety sites	Once a year prior to Autumn / Winter at night

4. RESPONSE CATEGORIES

Category Defects Timescales

Any safety defect identified on the Highway that exceeds the Safety Intervention Level(s) identified in section 2 of this guidance document shall be responded to under one of the following three categories:

Category 1 Defects (High) - Attend, make safe or repair within 2 hours

- Those that require prompt attention because they represent an immediate and imminent hazard or because there is a risk of short term structural deterioration. Category 1 defects should be permanently corrected (if reasonably practicable), temporarily corrected or made safe at the time of inspection.
- Permanent repairs should be carried out within 28 days of defect identification.

Category 2 Defects (Medium) - Attend, make safe or repair within 5 days

- Those which, following an inspection, are deemed not to represent an immediate hazard or risk of short term structural deterioration. Such defects may have safety implications, although of a far lesser significance than Category 1 defects, but are more likely to have serviceability or sustainability implications.
- These defects are not required to be urgently rectified, yet should be permanently / temporary corrected or made safe within 5 days, or at the time of inspection, if reasonably practicable.
- Permanent repairs should be carried out within 28 days of defect identification.

Category 3 Defects (Low) - Attend, make safe or repair within 28 days

- Those which, following a risk assessment, are deemed not to represent an immediate hazard or risk of short term structural deterioration. Such defects may have safety implications, although of a far lesser significance than Category 1 defects, but are more likely to have serviceability or sustainability implications. These defects are not required to be urgently rectified, yet should be permanently / temporary corrected or made safe at the time of inspection, if reasonably practicable.
- Permanent repairs should be carried out within 28 days.

Table 1: Risk Intervention Table

		Inspection Frequency (Monthly, 3 Monthly, 6 Monthly or Yearly)
Defect Classification	HIGH Cat 1	Response (Cat 1) Attend, make safe or repair within <u>2 hours</u>
	MEDIUM Cat 2	Response (Cat 2) Attend, make safe or repair within <u>5 days</u>
	LOW Cat 3	Response (Cat 3) Attend, make safe or repair within <u>28 days</u>

Note: All intervention level defects are to be actioned and rectified within a maximum of 28 days.

Observations – Those that are non-intervention defects and will be collected by an inspector to help inform asset inventory and condition data and be used to plan longer term prioritisation of future maintenance works.

Response Times for General Maintenance

Street Lighting & Traffic Signals		
Street Lighting & Traffic Signals	Repairs for Cat 1 defects and Emergency Responses.	2 Hours
	Faults involving the replacements of components of apparatus.	10 Days
	Faults requiring the replacement of a complete unit of apparatus, including those made safe as emergency faults.	10 Days
	Faults requiring the replacement of illuminated mandatory traffic signs and illuminated traffic bollards, including those made safe as emergency faults.	1 Day
	Faults requiring the removal of graffiti and / or any unauthorised attachments from apparatus	5 Days
	Faults involving rectification of non-operating Belisha beacons and school crossing flashing signs (wig wags)	1 Days
	Replacement of a complete unit of apparatus	20 Days
Intelligent Transport (ITS) Systems		
ITS Systems	Priority 1 – Emergency / Serious Faults	2 Hours
	Priority 2- Urgent Faults	4 Hours
	Priority 3 – Non-Urgent Faults	16 Hours
	If permanent repair cannot be made at the first visit, full repair of Priority 1, 2 and 3 faults must be completed within 7 days.	7 Days
Structures Response Times		
Structures	Newhaven Swing Bridge Additional	30 Mins
	Cuifail Tunnel Additional	2 Hours

5. ADDITIONAL INFORMATION ON INSPECTION AND RESPONSE ARRANGEMENTS

Other inspection information

The inspector is expected to carry out the highway safety inspection in reference to the intervention matrix contained within Appendix 1, but is also expected to note and report any potential highway hazard found during any other routine service inspection. The response time, if different from categories 1, 2 & 3 are set out within the Works Information.

Days are based on calendar days and weekends are included within calendar days.

Defects reported by the public

Enquiries by the public will be reviewed within 10 working days and actioned where necessary, in accordance with the above response categories.

Inspection Records

All repairs shall be recorded and details retained for a minimum of 6 years.