

Public Document Pack

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



www.caerphilly.gov.uk
www.caerffili.gov.uk

For all enquiries relating to this agenda please contact Rebecca Barrett
(Tel: 01443 864245 Email: barrerm@caerphilly.gov.uk)

Date: 24th October 2018

Dear Sir/Madam,

A meeting of the **Regeneration and Environment Scrutiny Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 30th October, 2018** at **5.30 pm** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working days, and a simultaneous translation will be provided if requested.

All Committee meetings are open to the Press and Public, observers and participants are asked to conduct themselves with respect and consideration for others. Please note that failure to do so will result in you being asked to leave the meetings and you may be escorted from the premises.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy'.

Christina Harrhy
INTERIM CHIEF EXECUTIVE

A G E N D A

	Pages	
1	To receive apologies for absence.	
2	Declarations of Interest.	

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers

A greener place Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



To approve and sign the following minutes: -

- 3 Regeneration and Environment Scrutiny Committee held on 18th September 2018. 1 - 10
- 4 Consideration of any matter referred to this Committee in accordance with the call-in procedure.
- 5 To receive a verbal report by the Cabinet Member(s).
- 6 Regeneration and Environment Scrutiny Committee Forward Work Programme. 11 - 28
- 7 To receive and consider the following Cabinet reports*: -
1. Strategy for the disposal of selected land with residential development potential - 3rd October 2018;
 2. Fields in Trust - Centenary Fields Programme - 3rd October 2018;
 3. Hafod-yr-ynys Air Quality Direction - 3rd October 2018;
 4. The Recovery of Flytipping Clean Up Costs - 17th October 2018.

** If a member of the Scrutiny Committee wishes for any of the above Cabinet reports to be brought forward for review at the meeting please contact Rebecca Barrett, 01443 864245, by 10.00 a.m. on Monday, 29th October 2018.*

- 8 To receive a Notice of Motion - Sport and Active Recreation Strategy (SARS) 2019-2029. 29 - 32

To receive and consider the following Scrutiny reports:-

- 9 Delivery Of "Street Scene" Services Within Caerphilly County Borough. 33 - 38
- 10 Review of Tourism/Town Centre Events Programme. 39 - 50
- 11 Future Lighting And Energy Saving Proposals. 51 - 62
- 12 Highway Maintenance Plan. 63 - 200

Circulation:

Councillors J. Bevan, D.T. Davies (Chair), C. Elsbury, Mrs C. Forehead (Vice Chair), R.W. Gough, A.G. Higgs, A. Hussey, S. Kent, Ms P. Leonard, J. Ridgewell, J. Scriven, G. Simmonds, A. Whitcombe, T.J. Williams, W. Williams and B. Zaplatynski

And Appropriate Officers

HOW WE WILL USE YOUR INFORMATION

Those individuals that attend committee meetings to speak/give evidence will be named in the minutes of that meeting, sometimes this will include their place of employment or business and opinions expressed. Minutes of Meetings including details of speakers will be publicly available to all via the Council website at www.caerphilly.gov.uk. except for discussions involving confidential or exempt items.

You have a number of rights in relation to your information, including the rights of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed. For further information on how we process your information and your rights please view the Full Committee Meetings Privacy Notice on our website <http://www.caerphilly.gov.uk/Committee/Privacy> or contact Legal Services by email griffd2@caerphilly.gov.uk or telephone 01443 863028.



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON
TUESDAY, 18TH SEPTEMBER 2018 AT 5.30 P.M.

PRESENT:

Councillor D.T. Davies - Chair

Councillors:

J. Bevan, C. Elsbury, R.W. Gough, S. Kent, Ms P. Leonard, J. Ridgewell, J. Scriven, G. Simmonds, T.J. Williams, W. Williams, B. Zaplatynski

Cabinet Members:

S. Morgan (Economy, Infrastructure, Sustainability and Wellbeing of Future Generations Champion)

Together with:

M.S. Williams (Interim Corporate Director of Communities), R. Hartshorn (Head of Public Protection, Community and Leisure Services), R. Kyte (Head of Regeneration and Planning), M. Lloyd (Head of Infrastructure), I. Raymond (Performance Management Officer), A. Davies (Energy and Water Assistant), L. Lane (Interim Deputy Monitoring Officer), C. Forbes-Thompson (Interim Head of Democratic Services) and R. Barrett (Committee Services Officer)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs C. Forehead (Vice-Chair), A.G. Higgs, A. Hussey and A. Whitcombe, together with Cabinet Members N. George (Neighbourhood Services) and Mrs E. Stenner (Environment and Public Protection).

2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

3. MINUTES - 26TH JUNE 2018

RESOLVED that the minutes of the Regeneration and Environment Scrutiny Committee meeting held on 26th June 2018 (minute nos. 1 - 10) be approved as a correct record and signed by the Chair.

4. CALL-IN PROCEDURE

There had been no matters referred to the Scrutiny Committee in accordance with the call-in procedure.

5. REPORT OF THE CABINET MEMBERS

The Scrutiny Committee noted the contents of the reports from Councillors N. George Mrs E. Stenner and S. Morgan, which provided an update on their respective portfolios, and had been circulated to Members in advance of the meeting.

In that Councillor Stenner (Cabinet Member for Environment and Public Protection) and Councillor George (Cabinet Member for Neighbourhood Services) had given their apologies for absence, their reports were noted without comment, and Members were asked to raise any queries with the relevant Cabinet Member at the next meeting of the Scrutiny Committee.

The report from Councillor S. Morgan (Deputy Leader and Cabinet Member for Economy, Infrastructure and Sustainability) provided an update on developments across Business Support and Funding, Community Regeneration, Tourism, Urban Renewal and Town Centre Management, the Engineering Projects Group, the Highway Operations Group, and Transportation Engineering Group.

A Member sought further information on the level of improvements works identified for Crescent Road car park and Dafydd Williams Park, and the Cabinet Member explained that an initial clean up exercise will be operated by Cadw. Further improvement works will be guided by the Caerphilly Basin Masterplan recently approved by Council.

Reference was made to Civil Parking Enforcement (CPE) and Members expressed concerns at the three-month gap between Gwent Police ceasing parking responsibilities at the end of December 2018 and the Council taking up these duties in April 2019. Officers confirmed that Gwent Police have been asked to reconsider the end date. It was also explained that the other Gwent authorities are examining whether they can align their CPE start dates in order to create a unified takeover in April 2019.

In response to a Member's query on progress made across the resurfacing programme, it was confirmed that 15 schemes have been completed for 2018/19, with the remainder being weather dependent, and that the resurfacing of Pwllypant roundabout is planned for November 2019. Clarification was also sought on further details of the breakfast meetings arranged for local businesses which will enable them to network and share information (with the first one taking place in Oakdale on 19th September and the second one taking place in Rhymney on 25th October) and the Cabinet Member confirmed that he would arrange to forward the specifics to the Member following the meeting.

The Cabinet Member was thanked for his report.

6. REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

Cath Forbes-Thompson (Interim Head of Democratic Services) presented the report, which outlined details of the Regeneration and Environment Scrutiny Committee Forward Work Programme (FWP) for the period September 2018 to June 2019. The FWP included all reports that were identified at the Scrutiny Committee meeting on 26th June 2018. Members were asked to consider the FWP alongside the Cabinet Work Programme as appended to the report and to suggest any changes.

Members noted the details of the special Scrutiny Committee meeting arranged for 8th November 2018 to consider the outcomes of the consultation on the draft Sport and Active Recreation Strategy. They also agreed that two reports (one on a Public Toilet Strategy, and the other on the Ystrad Mynach Masterplan) be added to the FWP for 11th December 2018.

Subject to the foregoing additions, it was unanimously agreed that the revised Forward Work Programme be published on the Council's website.

7. CABINET REPORTS

None of the Cabinet reports listed on the agenda had been called forward for discussion at the meeting.

REPORTS OF OFFICERS

Consideration was given to the following reports.

8. YEAR END PERFORMANCE REPORT FOR PUBLIC PROTECTION, COMMUNITY AND LEISURE SERVICES, INFRASTRUCTURE, AND PLANNING AND REGENERATION

Mark S. Williams (Interim Corporate Director - Communities) introduced the report, which provided Members with a performance update of the Communities Directorate. The report reviewed performance against objectives within each service area, highlighted the exceptions, and set out key objectives/priorities for the next twelve months, including any future challenges or risks and areas for improvement.

Overall, 2017/18 offered a generally positive year in terms of service performance. However, a number of future challenges have been identified, and action plans have been developed and captured in 2018/23 service plans. Balancing the demands of increasing legislation and rising public expectations against reducing budgets remains the biggest challenge across the service area. However, the service areas are well placed to respond to such challenges, but it must be recognised that reductions to some current service delivery standards over the next few years will be inevitable.

An update across each service area was then provided by the relevant Head of Service, who highlighted areas of note as set out in the report and responded to queries from Members in turn.

Infrastructure

Members noted improved performance levels across service request response rates and a decrease in third party insurance claims. Of the percentage of roads classed as in poor condition, there has been a slight increase across A roads, B roads are comparable with 2016/17, and there has been an improvement across C roads. There was a drop in performance across the time taken to repair street lamp failures, repair highway surface defects and carry out non-emergency repairs, but Members were reminded of the challenges produced by two major snow events and their after-effects on the highways network. The service area faced resource pressures during 2017/18, which will be improved going forward with new contract arrangements and changes to delivery methods. The implementation of Civil Parking Enforcement in 2019 will also present further challenges. Succession planning and recruitment has been identified as a future need and the service area has recently taken on a number of apprentices in this regard.

A Member referred to request response rates and in giving a recent example of a call he had logged, queried whether service requests made by Councillors are actioned more quickly than those reported by the general public. Officers explained that the target response time is 4 working days in regard to street lighting repairs regardless of who made the request and offered to investigate further to determine whether the Member's example was a coincidence.

Reference was made to the deterioration of the road surface at Ysbyty Ystrad Fawr junction, and Officers explained that an issue with the types of materials used had been identified and repairs have now been carried out. A Member queried future plans for the Velocity Patcher pothole repairer and Officers explained that they currently hire one in, which is mainly utilised to fix issues in more rural areas and they are purchasing one in the new year.

Members highlighted damage caused to kerbs by snowploughs during the snow events earlier in the year. Officers explained that this may be due to a new lighter design of kerb block which is more susceptible to damage, and that the service area is aware of these issues. A Member raised concerns regarding breaking or splintering of these blocks and it was confirmed that although no other reports have been received in this regard, this information will be passed to the Highways team. It was also suggested that the newer kerb surfaces can be slippery in cold weather and Officers explained that these have an anti-slip design but that this could be due to moisture or ice forming on the plastic surface.

Regeneration and Planning

Performance has been maintained across the Development Management Service with 88.35% of all planning applications determined within 8 weeks, and there has been a slight improvement in customer satisfaction. The Building Control Service vetted 83% of applications within 15 days, and whilst this level has dropped compared to 2016/17, a high turnaround was sustained despite a significant increase in full plan applications. The Strategic Planning Team delivered the Annual Monitoring Report by the WG deadline and successfully prepared the Council's new Regeneration Strategy and associated Caerphilly Basin Masterplan. A high number of business development and start up grants were awarded, resulting in employment opportunities, and the Business Funding and Support Team also supported a number of Community Regeneration/Benefit Fund projects. Occupancy rates for the industrial and office property portfolio have been maintained at over 95%, generating an income of £2.35m. The Council saw increases in the numbers visiting the county borough and to several of its main tourist attractions.

Future challenges for the service area include required savings of approximately £0.75m over the next four years, as well as a staffing restructure and budget realignment. Regional work in respect of the Strategic Development Plan is placing pressure on existing resources which may be difficult to sustain moving forward. The lack of a 5 year land supply continues to create challenges for the planning process. A review of the provision of business and town centre support will be a key consideration moving forward and the lettings process for business units will be reviewed to improve its efficiency. The current review of town centre events and tourism venues will identify and maximise income opportunities, and the Council's regeneration grants are also being reviewed with a mandate to refocus grant awards towards business support.

Discussion took place regarding occupancy rates across the Council's industrial portfolio and the staffing pressures which had resulted in delays to tenant turnover. Officers explained that the upcoming transfer of the lettings process to Corporate Property will allow dilapidation surveys in a more timely manner to expedite turnover. It was also noted that a new Tenant Liaison Officer has recently been appointed who will ensure that tenants are complying with the maintenance and repair requirements of their lease. Members also expressed a need to optimise match funding and project opportunities arising from the Cardiff Capital Region City Deal, and Officers confirmed that an update

on the work of the Regeneration Project Board in this regard would be presented to the next meeting of the Scrutiny Committee. A Member also suggested the use of a mobile unit as a mechanism to improve links with businesses, and Officers explained that they are targeting a number of areas to identify concerns and will be developing session dates around the county borough to encourage participation by local businesses.

In response to a Member's query, Officers summarised the impact on planning applications for strategic planning going forward arising from the disapplication of TAN 1, the considerations that still need to be taken into account (including the need to have regard for the current adopted Local Development Plan) and the consultation that is undertaken with other service areas in respect of matters such as infrastructure, education and leisure requirements.

Public Protection and Community & Leisure Services

Improvements across Public Protection in 2017/18 included improved communication and engagement with the licensed taxi trade and improvements to processes arising from safeguarding considerations. Trading Standards saw 15 cases brought to court which resulted in a number of fines and/or convictions. Future challenges include increasing capacity within the CCTV control room during periods of high demand and keeping ahead of the latest safeguarding requirements across the Licensing Service. The increase in on-line purchases continues to place further burdens on Trading Standards. Delivering satisfactory air quality across the county borough will continue to be a challenge, and progressing the Air Quality Action Plan at Hafodyrnyys is a priority for the Council.

Waste Collection Services are likely to exceed WG statutory targets for recycling (58%) for 2017/18, and have substantially reduced the level of collected waste going to landfill. The household survey shows that satisfaction levels have been maintained at a high level although there has been a dip in satisfaction across the board, but this had been anticipated due to specific changes to the way services are delivered. Building Cleaning Services has maintained contract levels and increased productivity levels, and recently won the APSE Award 2017 for most improved performer.

Future challenges include estimated savings of £4m over the next four years at a time when there are already financial budget pressures, particularly in relation to waste treatment and achieving future WG recycling targets. The service continues to face challenges relating to the quality of dry recycling waste, and a door stepping campaign recently took place to promote awareness of food waste recycling. Working Groups have been set up to explore opportunities for multi-functional service provision across Streetscene services and review all aspects of the waste service. High sickness levels are a concern and continue to challenge continuity of service delivery.

Across Sport and Leisure, Sports Development has seen participation figures increase this year by 4.2% to 87,042 people. There has been an increased focus upon Learn to Swim programmes and performance has improved, together with the number of free swim sessions for children aged 16 and under, whilst customer satisfaction levels remain high at 98%. Future challenges include achievement of the WG target of 91% for all children aged 11 being able to swim 25 metres by the year 2020, and delivering the Sport and Active Recreation Strategy over the next 10 years (which is currently out for consultation).

Across Green Space and Transport Services, the Council retained its Green Flag status for a number of its sites, over 1.3million people visited CCBC country parks despite the poor summer season and high satisfaction levels were recorded. Fleet Management have implemented a new managed service partnership and new software which provides enhanced data flow/intelligence to better manage the service. Future challenges include the impact of changing climate conditions on sports pitches, which has seen a year on year reduction on the number of outdoor sports facilities users. Countryside and Landscape Services are facing more financial and legislative burdens on the service

moving forward, particularly given the limited staff resources available to respond to large volumes of calls over the summer months.

Members commented on a drop in fixed penalty notices issued for dog fouling (23 compared to 48 in 2016/17). Officers explained that they rely on targeted patrols and information from Members and the public in order to identify the offenders, and that legal restrictions prevent them from carrying out covert operations in this regard. The Scrutiny Committee were reminded that the Public Space Protection Order introduced in 2017 places a number of requirements on the public in respect of dog fouling and dog control, including the need to carry a suitable pick-up receptacle at all times, however in respect of the introduction of restrictions on marked sports pitches Members were advised the restriction excluding dogs from all council owned marked sports/playing pitches on a seasonal basis were excluded from the PSPO introduced. This was to be reviewed after a period of 12 months and once the impact of the other provisions were established, together with the consideration be given to implementing an awareness raising campaign, in relation to sports pitches and responsible dog ownership. The Chair proposed that a request is now made to Cabinet to review the provisions of the PSPO.

In response to a Member's query, it was confirmed that the Authority employs one dog warden and that 5 enforcement staff and Community Safety Wardens (CSWs) are also trained to deal with littering, dog fouling and fly-tipping offences. Clarification was sought on the number of full-time enforcement Officers compared with 5 years ago. The Head of Service confirmed that he would arrange to forward this information to Members following the meeting but that no posts have been deleted and that any reductions to hours have arisen from flexible working requests from staff. A Member commented on the ratio of staff to the number of fixed penalty notices issued for dog fouling and expressed a need for improvements to be made in this regard. Officers outlined the limitations on resources given the wide range of other duties carried out by enforcement staff and CSWs, including dealing with littering and fly-tipping offences, carrying out foot patrols and attending public meetings. However, Members were advised that the service is open to improvements in this regard and are examining enforcement models used by other local authorities. A Member also praised the work of the Community Safety Warden within their ward.

Discussion took place regarding CCTV cameras and Officers confirmed that CCTV footage is made available to the police upon request. It was explained that sometimes cameras may be non-operational due to faults or maintenance work, but that local ward members will be informed if they are out of service for any significant period of time.

A Member sought an update in respect of the air quality situation at Hafodyrynys. It was noted that an information report on this matter had recently been circulated to the Scrutiny Committee and that a report on the Hafodyrynys Air Quality Direction is due to be considered by Cabinet on 3rd October 2018. The Council is required to report back in June 2019 on the final costing and preferred options and is currently liaising with residents and the Cabinet Member in this regard.

Reference was made to the use of leisure centres by primary schools and a Member asked that Officers write to him to confirm the position in relation to accommodating the school swimming lesson programme in the event of leisure centre closure(s).

A Member queried whether an increase in prosecutions for fly-tipping compared to the previous year might be due to the charges introduced at civic amenity sites, and also asked whether fly-tipping clean-up costs exceeds the income generated. Officers explained that the figure relates to number of prosecutions and should not be regarded as an indicator of the level of fly-tipping across the county borough. Clarification was also provided on the number of grass cuts this year and a Member commented on the number

of community facilities that had also received Green Flag awards but were not reflected in this report.

Having fully considered the report, the Scrutiny Committee noted its contents and the progress made against performance objectives within the Communities Directorate for 2017/18. Members thanked the Heads of Service for their updates and for responding to the queries raised during consideration of the report.

9. PUBLIC PROTECTION ENFORCEMENT, UNDERAGE SALES ACTIVITY AND CONSUMER ADVICE – 2017/18

Rob Hartshorn (Head of Public Protection, Community and Leisure Services) presented the report, which provided an overview of the formal enforcement activity undertaken by the Public Protection Division during 2017/18, including outcomes of investigations undertaken under the Regulation of Investigatory Powers Act (RIPA). The report also asked Members to consider the Council's CCTV surveillance camera system to ensure it remains necessary, proportionate and effective, to consider the enforcement programme in respect of underage tobacco and spray paint sales, and provided information on the nature of Consumer Advice complaints dealt with by Trading Standards.

The Scrutiny Committee were reminded of the role of the Public Protection division, which has a major role in protecting, promoting and improving the health, safety and economic wellbeing of communities. This role includes the enforcement of numerous statutes, many of which include criminal sanctions on those who infringe the law. In order to ensure a fair and consistent approach to enforcement responsibilities, the Public Protection division has an Enforcement Policy which requires an annual review of activity.

Members noted the information set out in the report and its appendix, which provided a broad picture of the range and number of formal enforcement actions initiated during 2017/18. The report detailed the Public Open Space CCTV system (comprising 156 cameras covering 28 town and village centres), the CCTV Control Room (which refers incidents and suspicious behaviour directly to the police for their action) and the instances where RIPA applications had been authorised for Trading Standards investigations during 2017/18 (with 3 of the 4 Directed Surveillance Authorisations granted during 2017/18 relating to underage test purchase operations).

The Scrutiny Committee were updated regarding underage sales complaints and the number of test purchases carried out by Trading Standards volunteers, the legislation and penalties applied in respect of underage sales, and details of consumer complaints received by Trading Standards during 2017/18. The majority of complaints about the supply of age-restricted products related to the sale of alcohol, and the importance of such reporting was emphasised in that it allows Officers to act upon intelligence, build a case against the premises and arrange test purchasing where needed. Members also noted the top products and services that were complained about to Trading Standards during 2017/18, with a total value of £2.013m and significant goods value across some categories, and which have resulted in several civil or criminal convictions.

A Member referred to recent advice he had received from Trading Standards in respect of consumer advice and asked that his thanks to the relevant staff be placed on record.

Clarification was sought on how Trading Standards deal with underage sales complaints. Officers outlined the strict criteria set out by RIPA legislation and the constraints this places on the Authority regarding the use of covert surveillance and test purchases. In addition, Trading Standards now utilise new intelligence-gathering exercises which allows them to issue preliminary warnings and advice to those premises suspected of underage sales. Members were also advised that the Council has recently undertaken a targeted

campaign within the main town centres in an effort to reduce instances of underage or proxy alcohol sales.

Having considered the contents of the report, Members noted the details of the annual review of Public Protection enforcement policy (including underage sales), the details of the Council's CCTV provision, and the activity in relation to Consumer Advice.

10. WELLBEING OBJECTIVE: CARBON MANAGEMENT - REDUCE OUR CARBON FOOTPRINT - ANNUAL REPORT - YEAR END 2017/18

Angela Davies (Energy and Water Assistant) presented the report, which highlighted key progress against Wellbeing Objective WO4 - Carbon Management: Reduce Our Carbon Footprint for the period April 2017 to March 2018. In line with the Carbon Reduction Strategy, the Wellbeing Objective focuses on 4 priorities to reduce emissions: Good Housekeeping, Invest to Save, Design and Asset Management, and Renewable Technology. Details of the actions taken against each of these priorities were outlined in the report and its appendix.

Officers highlighted the energy efficiency advice delivered to the Authority staff by way of school bulletins, intranet posts, bespoke advice to building managers, energy reporting to building managers, and training delivered to schools. The Authority has invested £112k across 11 projects through the Invest to Save Scheme that reduced carbon emissions by 61 tonnes per year, including a project at St Cenydd Comprehensive School that has resulted in estimated annual savings of £7137 and 27 tonnes of carbon.

With regards to asset management, Oakdale and Pontllanfraith Comprehensive Schools were replaced by Islwyn High school, which is providing net energy and carbon savings when compared to the two old schools. Annual carbon emissions in the region of 190 tonnes per year will also be saved via the leasing of the vacant Ty Dyffryn building. Across renewable energy technologies, photovoltaic (PV) solar panels have been installed at three sites, which have provided significant carbon savings, and small scale PV systems were also installed within 17 schools. Several electric vehicle charging points have been installed at corporate offices, and an electric powered van has been leased on a short term trial basis. Additionally, thirteen schools renewed their Eco School Green Flag award during 2017/18.

Overall, these projects and activities have resulted in significant energy, carbon and cost savings during 2017/18 and therefore Officers have judged this Wellbeing Objective as being "partially successful" at this time, given that two of the five measurable targets were not completed.

During the course of the debate, a Member referenced a grant for LED lighting received by a community centre and queried whether this is available for other locations. Clarification was also sought on the amount of energy produced by power-generated turbines. Officers confirmed that they would make enquiries following the meeting and respond to Members on these questions in due course.

Following consideration of the report and its appendix, Members noted the report contents and the progress made to date in meeting the actions set out against the Wellbeing Objective, and unanimously agreed with the Officer's judgement of "partially successful" for this objective during the period 2017/18.

Members thanked the Officers in attendance for their presentations and for responding to the queries raised during the course of the meeting.

The meeting closed at 7.34 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 30th October 2018, they were signed by the Chair.

CHAIR

This page is intentionally left blank



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 30TH OCTOBER 2018

**SUBJECT: REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE
FORWARD WORK PROGRAMME**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE
SERVICES**

1. PURPOSE OF REPORT

1.1 To report the Regeneration and Environment Scrutiny Committee Forward Work Programme.

2. SUMMARY

2.1 Forward Work Programmes are essential to ensure that Scrutiny Committee agendas reflect the strategic issues facing the Council and other priorities raised by Members, the public or stakeholders.

3. LINKS TO STRATEGY

3.1 The operation of scrutiny is required by the Local Government Act 2000 and subsequent Assembly legislation. The Forward Work Programmes contribute to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2016 by ensuring there is an effective scrutiny function and that council policies are scrutinised against the following goals:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

4. THE REPORT

4.1 The Regeneration and Environment Scrutiny Committee forward work programme includes all reports that were identified at the scrutiny committee meeting on 18th September 2018. The work programme outlines the reports planned for the period October 2018 to June 2019.

4.2 The forward work programme is made up of reports identified by officers and members and has been prioritised into three priority areas, priority 1, 2 or 3. Members are asked to consider the work programme alongside the cabinet work programme and suggest any changes before it is published on the council website. Scrutiny committee will review this work programme at every meeting going forward alongside any changes to the cabinet work programme or report requests.

4.3 The Regeneration and Environment Scrutiny Committee Forward Work Programme is attached at Appendix 1. The Cabinet Forward Work Programme is attached at Appendix 2.

5. WELL-BEING OF FUTURE GENERATIONS

5.1 This report contributes to the well-being goals as set out in links to strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in that by ensuring the scrutiny function is effective when reviewing services and policies and ensure it considers the wellbeing goals.

6. EQUALITIES IMPLICATIONS

6.1 There are no specific equalities implications arising as a result of this report.

7. FINANCIAL IMPLICATIONS

7.1 There are no specific financial implications arising as a result of this report.

8. PERSONNEL IMPLICATIONS

8.1 There are no specific personnel implications arising as a result of this report.

9. CONSULTATIONS

9.1 There are no consultation responses that have not been included in this report.

10. RECOMMENDATIONS

10.1 That Members consider any changes and agree the final forward work programme prior to publication.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To improve the operation of scrutiny.

12. STATUTORY POWER

12.1 The Local Government Act 2000.

Author: Rebecca Barrett, Committee Services Officer

Consultees: Catherine Forbes-Thompson, Interim Head of Democratic Services
Mark S. Williams, Interim Corporate Director of Communities
Robert Tranter, Head of Legal Services / Monitoring Officer

Appendices:

Appendix 1 Regeneration and Environment Scrutiny Committee Forward Work Programme.
Appendix 2 Cabinet Work Programme.

Regeneration & Environment Scrutiny Committee Forward Work Programme
APPENDIX 1

Regeneration & Environment Scrutiny Committee Forward Work Programme October 2018 to July 2019			
Meeting Date: 30th October 2018			
Subject	Purpose	Key Issues	Witnesses
Highway Maintenance Plan	To provide Scrutiny with information relating to the planned approach to highway maintenance following an update to the Approved Code of Practice.	The new Approved Code of Practice now considers and allows a risk based approach to the strategy adopted for highway maintenance. The authorities Highway Maintenance Plan has been reviewed and amended to take into account this new approach.	Marcus Lloyd Gareth Richards
Town Centre Events Programme	To provide Scrutiny Committee with information and seek views.	To provide Scrutiny Committee with information and seek views on a re-profiling of the Town Centre Events Programme	Rhian Kyte
Street Lighting Options	To outline proposals and provide scrutiny with options on energy savings and Carbon reductions	To provide key data on all lighting options and to seek views of scrutiny on the viability of proposals.	Marcus Lloyd
Street Scene Review (GM, Cleansing, Parks, Cemeteries) (P1)	To consider the Street Scene Review including the outcomes from the Cross Party Working Group.		Mike Headington Hayley Jones Rob Hartshorn

Meeting Date: 8th November 2018 (Special)			
Subject	Purpose	Key Issues	Witnesses
Sport and Active Recreation Strategy	To advise the Committee of the outcomes of the public consultation on the draft Sport and Active Recreation Strategy.	The Committee are asked to make recommendations to Cabinet in respect of the updated draft Strategy.	Jeff Reynolds Jared Lougher Rob Hartshorn

Meeting Date: 11th December 2018			
Subject	Purpose	Key Issues	Witnesses
Notice of Motion – Charges for Wheelie Bins	To examine the financial implications on a means tested approach towards the charging regime for replacement recycling bins.	The Committee are asked to provide views and recommendations in relation to the replacement/new issue bin policy	Rob Hartshorn Hayley Jones
Local Toilet Strategy	To consult the Committee on the Council's draft Local Toilet Strategy.	The Public Health (Wales) Act 2017 requires all Local Authorities in Wales to publish a Local Toilet Strategy by May 2019. The Committee are asked to provide their views on the Council's draft Strategy.	Rob Hartshorn Ceri Edwards.
Ystrad Mynach Masterplan	To provide Scrutiny with an opportunity to provide views on the Draft Masterplan prior to its consideration by Cabinet.	The report will be considered by Cabinet as a basis for public consultation in the new year. Thereafter the Council will be asked to approve the revised Masterplan as a basis for future Regeneration activity with the Ystrad Mynach Strategic Hub.	Rhian Kyte

Meeting Date: Special MTFP 18th December 2018			
Subject	Purpose	Key Issues	Witnesses
MTFP			

Meeting Date: 12th February 2019			
Subject	Purpose	Key Issues	Witnesses
Waste Review	To advise the Committee of the findings of the Waste Review Working Group.	The Committee are asked to provide views and recommendations in relation to the Council's waste services.	Rob Hartshorn Hayley Jones

Meeting Date: 26th March 2019			
Subject	Purpose	Key Issues	Witnesses

Meeting Date: 14th May 2019			
Subject	Purpose	Key Issues	Witnesses

Meeting Date: 25th June 2019			
Subject	Purpose	Key Issues	Witnesses

Regeneration & Environment Scrutiny Committee Forward Work Programme
APPENDIX 1

Date To Be Confirmed			
Subject	Purpose	Key Issues	Witnesses
Cardiff Capital Region and Regeneration Initiatives/ Targeted Regeneration Investment Programme (TRIP)	To consult on the Targeted Regeneration Investment Programme (TRIP) (formally Viable Vibrant Places) grant bid proposals.	The report will outline the Welsh Government TRIP funding criteria and submission timetable which currently waits to be published. It will detail the bid being made by CCBC for funding to engage the local community in a range of social, environmental and economic projects.	Awaiting for confirmation from WG. Anticipated the following officers will attend: Tina McMahon Jane Roberts-Waite Dave Whetter
Community Centres/ Community Hub Reviews			
Hafod-Yr-Ynys Air Quality Action Plan			Rob Hartshorn Maria Godfrey
Review Of Town Centre Management	To provide Scrutiny Committee with information and seek views.	To provide Scrutiny Committee with information and seek views on a proposed revision of the Council's current Town Centre Management model and	Rhian Kyte

(Key P1,2,3,4 – Priority 1,2,3 or 4)

This page is intentionally left blank

Cabinet Forward Work Programme (Presented to Cabinet and Scrutiny)

APPENDIX 2

31ST OCTOBER 2018	Key Issues	Author	Cabinet Member
Annual Improvements Report 2017/18.	The Annual Improvement Report (AIR) is a summary of the review work carried out by Wales Audit Office (WAO) during 2017/18. Individual reports will have been prepared throughout the year on specific matters but the AIR provides a collective summary. The AIR also includes the WAO's judgement on whether it believes that the Council is meeting its statutory requirements in relation to continuous improvement.	R. Roberts	Councillor B. Jones
Procurement of Digital Transformation Platform		L. Lucas	Councillor C. Gordon
Highways Maintenance Plan.	The new Approved Code of Practice now considers and allows a risk based approach to the strategy adopted for highway maintenance. The authorities Highway Maintenance Plan has been reviewed and amended to take into account this new approach.	M. Lloyd	Councillor S. Morgan

Page 33

14TH NOVEMBER 2018	Key Issues	Author	Cabinet Member
Draft Budget Proposals for 2019/20.	This report will seek Cabinet endorsement of draft budget proposals for the 2019/20 financial year based on the Provisional Local Government Financial Settlement. This will then allow for a period of consultation prior to consideration of final 2019/20 budget proposals by Cabinet and Council in February 2019.	N. Scammell	Councillor B. Jones
Draft Sport and Active Recreation Strategy 2019-29.	To seek Cabinet's endorsement of the Draft Sport and Leisure Strategy.	R. Hartshorn	Councillor N. George

28TH NOVEMBER 2018	Key Issues	Author	Cabinet Member
Whole Authority Mid-Year Revenue Budget Monitoring Report 2018/19.	The report will provide details of projected Whole-Authority revenue expenditure for the 2018/19 financial year along with details of any significant issues arising. The report will also update Cabinet on progress in delivering the approved savings for 2018/19.	N. Scammell	Councillor B. Jones
Future Lighting and Energy Saving Proposals.	To consider options available to achieve street lighting energy savings that could contribute to the Medium Term Financial Plan and mitigate energy cost increases.	M. Lloyd	Councillor S. Morgan

Cabinet Forward Work Programme (Presented to Cabinet and Scrutiny)

APPENDIX 2

Local Toilet Strategy.	To seek Cabinet approval for the commencement of a Consultation.	R. Hartshorn/ C. Edwards	Councillor N. George
Wales Stalled Sites Fund and Self Build Fund (Plot shop)	To seek approval to progress work in consultation with the Interim Head of Property Services and the Chief Housing Officer on sites that have the potential to attract funding through the Self Build Fund. To agree the extent to which the Council will intervene in the market to de-risk such plots to make them attractive to SMEs and residents seeking to build their own home.	D. Lucas	Councillors S. Morgan/L. Phipps
Decriminalisation of Parking – Resourcing Report.	To seek Cabinet approval to progress recruitment of Civil Parking Enforcement (CPE) officers to ensure that the implementation of CPE meets the proposed 8th April 2019 go live date.	M. Lloyd	Councillor S. Morgan
Decriminalisation of Parking - Residents Parking Amendment Order 2018.	The report provides details for Cabinet consideration on the consultation feedback received to the proposals to implement residents parking permits in accordance with the councils approved policy.	M. Lloyd	Councillor S. Morgan

12TH DECEMBER 2018	Key Issues	Author	Cabinet Member
Council Tax Base 2019/20.	The report provides details of the Council Tax base for 2019/20 for tax setting purposes and the collection percentage to be applied.	N. Scammell	Councillor B. Jones
Homelessness Strategy	The report seeks Cabinet approval for implementation of the Strategy.	S. Couzens	Councillor L. Phipps
Bryn Brithdir, Oakdale Business Park - Renewal of CCBC and WG Joint Venture Agreement.	To seek approval for the terms of the Joint Venture agreement with WG in relation to allocation of rental income received by the Council for Units 1-4 Bryn Brithdir, Oakdale Business Park.	A. Bolter	Councillor S. Morgan
Lease Renewal 21 The Lawns, Rhymney.	To seek approval for the Council to enter into a new 10 year lease to Groundwork Caerphilly (trading as The Furniture Revival) for Unit 21 Lawn Industrial Estate, which comprises 13,103 sq ft, at an annual rental of £1 per annum.	A. Bolter	Councillor S. Morgan
Industrial and Office Property Portfolio - Proposed changes to Lettings Procedure.	To seek approval for proposed changes to the lettings procedure for the Council's industrial and office property portfolio.	A. Bolter	Councillor S. Morgan
SUDS Approval Body (SAB) – Service Level Agreements with Local Authorities.	The report seeks Cabinet approval for the Caerphilly's SAB team to establish service level agreements to allow work to be undertaken for other local authorities.	M. Lloyd	Councillor S. Morgan

Cabinet Forward Work Programme (Presented to Cabinet and Scrutiny)

APPENDIX 2

Proof of Residency at Household Waste Recycling Centres.	To obtain approval for restricting the use of the Council's Household Waste Recycling Centres to residents of Caerphilly county borough only by introducing a requirement for proof of residency.	R. Hartshorn	Councillor N. George
--	---	--------------	----------------------

16TH JANUARY 2019	Key Issues	Author	Cabinet Member
Ystrad Mynach Masterplan.	To agree the Draft Ystrad Mynach Masterplan as a basis for a six week public consultation exercise to gauge stake holders views on the draft proposals for the area.	R. Kyte	Councillor S. Morgan
Grants 18/19 Overview – Regeneration.	This Report provides an evaluation of the current Regeneration Department's grant schemes and seeks Cabinet approval to combine the grants into a single " Caerphilly Enterprise Fund " with a refocus towards offering improved support to start-up businesses, stimulating economic growth, filling identified supply chain voids and supporting job creation.	R. Kyte	Councillor S. Morgan
Business Improvement Plan		S. Harris	Councillor B. Jones
Integrated Grants - Children and Communities and Housing Support Grant.	To inform the Cabinet of the Welsh Government's Flexible Funding project and the subsequent decision made by Welsh Government to implement two integrated grants from 1st April 2019.	T. McMahon	Councillor S. Morgan

CABINET AS TRUSTEES OF BLACKWOOD MINERS' INSTITUTE – 16TH JANUARY 2019	Key Issues	Author	Cabinet Member
Annual Report and Statement of Accounts for 2017/20.		P. Hudson	Councillor S. Morgan

30TH JANUARY 2019	Key Issues	Author	Cabinet Member
Corporate Risk Register.	To provide an update of the Corporate Risk Register in accordance with the Council's Risk Management Strategy. The updated Corporate Risk Register (CRR) is presented to Audit Committee so there is opportunity for the Committee to satisfy itself that appropriate arrangements are in place for the council's risk management processes to be regularly and robustly monitored and scrutinised.	S Harris	Councillor B. Jones



Cabinet Forward Work Programme (Presented to Cabinet and Scrutiny)

APPENDIX 2

Update on Reserves.	To present details of the usable reserves held by the Authority and to outline proposals for the use of reserves in some areas.	N. Scammell	Councillor B. Jones
Housing Revenue Account Charges 2019/20.	To present details of proposed increases in rent charges for the 2019/20 financial year.	L. Allen	Councillor L. Phipps
WHQS – Final stages of the Programme.		S. Couzens	Councillor L. Phipps

13TH FEBRUARY 2019	Key Issues	Author	Cabinet Member
Budget Proposals 2019/20 and Medium-Term Financial Strategy 2019/2024.	This report will seek Cabinet endorsement of final budget proposals for the 2019/20 financial year prior to them being presented to Council on the 21st February 2019.	N. Scammell	Councillor B. Jones

27TH FEBRUARY 2019	Key Issues	Author	Cabinet Member
Bedwellty School Playing Fields.		M. Headington	Councillor S. Morgan

13TH MARCH 2019	Key Issues	Author	Cabinet Member
Future Childcare Solicitor Models.		R. Tranter	Councillor B. Jones

27TH MARCH 2019	Key Issues	Author	Cabinet Member

10TH APRIL 2019	Key Issues	Author	Cabinet Member

Cabinet Forward Work Programme (Presented to Cabinet and Scrutiny)

APPENDIX 2

CABINET AS TRUSTEES OF BLACKWOOD MINERS' INSTITUTE – 10TH APRIL 2019	Key Issues	Author	Cabinet Member

24TH APRIL 2019	Key Issues	Author	Cabinet Member

15TH MAY 2019	Key Issues	Author	Cabinet Member

29TH MAY 2019	Key Issues	Author	Cabinet Member

12TH JUNE 2019	Key Issues	Author	Cabinet Member

26TH JUNE 2019	Key Issues	Author	Cabinet Member



Cabinet Forward Work Programme (Presented to Cabinet and Scrutiny)

APPENDIX 2

10TH JULY 2019	Key Issues	Author	Cabinet Member

CABINET AS TRUSTEES OF BLACKWOOD MINERS' INSTITUTE – 10TH JULY 2018	Key Issues	Author	Cabinet Member

24TH JULY 2019	Key Issues	Author	Cabinet Member



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE - 30TH OCTOBER 2018

**SUBJECT: NOTICE OF MOTION - SPORT AND ACTIVE RECREATION STRATEGY
(SARS) 2019-2029**

REPORT BY: INTERIM CORPORATE DIRECTOR OF COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 The Scrutiny Committee is asked to consider the Notice of Motion as set out in Paragraph 4.1 of the Report, and make an appropriate recommendation.

2. SUMMARY

- 2.1 A Notice of Motion has been received from Councillor K. Etheridge and is supported by Councillors Mrs E.M. Aldworth, K. Dawson, A. Farina-Childs, R. Gough, S. Kent, G. Kirby, C.P. Mann, B. Owen and G. Simmonds.
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and in accordance with the Council's Rules of Procedure is now referred to this Scrutiny Committee for consideration.

3. LINKS TO STRATEGY

- 3.1 The procedural rules regarding a Notice of Motion are contained within the Council's Constitution as adopted in May 2002. The Council's Constitution sets out the framework for the decision making roles and responsibilities which will impact on future generations.

4. REPORT

- 4.1 Councillor Etheridge requests in his Notice of Motion that:-

"We the undersigned elected members call on the Regeneration and Environment Scrutiny Committee to make a recommendation to Cabinet which we understand will be discussed on 14th November 2018 that the whole strategy is referred to Full Council for debate and vote by all elected members in the interests of openness and transparency. We acknowledge the strength of feeling and the campaign against the proposals to rationalise leisure centres, a campaign which has achieved cross party support, support of 2 former MPs and the current MP within the Islwyn Parliamentary Constituency.

The ongoing petition currently contains 5000 signatures in respect of retaining sites at Cefn Forest and Blackwood, and currently lists a number of signatures from the following wards; Argoed, Penmaen, Pengam, Aberbargoed, Pontllanfraith, Ynysddu, Blackwood, New Tredegar, Abercarn, Newbridge, Risca East, Maesycwmmmer, Ystrad Mynach and Cefn Forest.

We ask the Committee to consider this motion and request should they agree to request that Cabinet refer the matter to Full Council”.

4.2 The following information is provided in relation to the motion.

4.3 The Committee should also note that the SARS will be the subject of a special meeting of the Regeneration and Environment Scrutiny Committee to be held on 8th November 2018, where the outcome of the consultation will be presented in order that the Committee can make a recommendation to Cabinet on adoption of the Strategy.

4.4 The Cabinet is able to make the decision on whether the SARS is adopted.

5. WELL-BEING OF FUTURE GENERATIONS

5.1 The Notice of Motion is consistent with the five ways of working as defined within the act as it complies with the rules and regulations of the Council’s Constitution which sets out a clear framework for how the Council operates in particular decision making responsibilities which will consider the positive and negative impacts on future generations, long term resilience, economic, environmental and social capital.

6. EQUALITIES IMPLICATIONS

6.1 There are no specific equalities implications that directly affect the Council arising from the report.

7. FINANCIAL IMPLICATIONS

7.1 There are no financial implications associated with this report.

8. PERSONNEL IMPLICATIONS

8.1 There are no personnel implications associated with this report.

9. CONSULTATIONS

9.1 There has been no consultation undertaken.

10. RECOMMENDATIONS

10.1 Members are asked to consider the Notice of Motion outlined in paragraph 4.1 above.

11. REASONS FOR THE RECOMMENDATION

11.1 In accordance with the Council’s Constitution.

12. STATUTORY POWER

12.1 Local Government Act 1972.

Author: Mark S. Williams, Interim Corporate Director of Communities

Appendices:
Appendix 1 Signed copy of Notice of Motion

Notice of Motion

To consider the under-mentioned Notice of Motion standing in the name of County Borough Councillor K. Etheridge and supported by the Councillors listed below.

We the undersigned elected members call on the Regeneration and Environment Scrutiny Committee to make a recommendation to Cabinet which we understand will be discussed on 14th November 2018 that the whole strategy is referred to Full Council for debate and vote by all elected members in the interests of openness and transparency. We acknowledge the strength of feeling and the campaign against the proposals to rationalise leisure centres, a campaign which has achieved cross party support, support of 2 former MPs and the current MP within the Islwyn Parliamentary Constituency.

The ongoing petition currently contains 5000 signatures in respect of retaining sites at Cefn Forest and Blackwood, and currently lists a number of signatures from the following wards; Argoed, Penmaen, Pengam, Aberbargoed, Pontllanfraith, Ynysddu, Blackwood, New Tredegar, Abercarn, Newbridge, Risca East, Maesycwmmwr, Ystrad Mynach and Cefn Forest.

We ask the Committee to consider this motion and request should they agree to request that Cabinet refer the matter to Full Council.

Councillor K. Etheridge *K. Etheridge*

Councillor K. Dawson *K. Dawson*

Councillor A. Farina-Childs *A. Farina-Childs*

Councillor R. Gough *R. Gough*

Councillor G. Kirby *G. Kirby*

Councillor C.P. Mann *C.P. Mann*

Councillor B. Owen *B. Owen*

Councillor G. Simmonds *G. Simmonds*

Councillor S. Kent *S. Kent*

Councillor E.M. Aldworth *E.M. Aldworth*

This page is intentionally left blank



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE - 30TH OCTOBER 2018

SUBJECT: DELIVERY OF "STREET SCENE" SERVICES WITHIN CAERPHILLY COUNTY BOROUGH

REPORT BY: INTERIM CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

1.1 To advise Members of the Regeneration and Environment Scrutiny Committee of the outcome of the Street Scene Working Group.

2. SUMMARY

2.1 On the 13th February 2018, a report was considered by the Regeneration and Environment Scrutiny Committee on the formation of a Scrutiny Working Group examining the current methods of service delivery for key services that affect the appearance of the Authority's streets, i.e. green space maintenance and cleansing.

2.2 Cross party representation was received comprising of the following Elected Members, Councillor Rob Gough (Chair), Councillor John Ridgewell, Councillor Walter Williams, Councillor Tom Williams and Councillor Adrian Hussey.

2.3 In total, four meetings of the group were held on the 19th April, 18th May, 23rd May and the 18th September.

2.4 The findings of the Working Group are detailed in the report for consideration by the full Committee.

3. LINKS TO STRATEGY

3.1 The Wellbeing of Future Generations (Wales) Act 2015 is about improving the social, economic, environmental and cultural wellbeing of Wales. It requires public bodies to think more about the long term, working with people and communities, looking to prevent problems and take a more joined up approach. This will create a Wales that we all want to live in, now and in the future.

The Act puts in place seven wellbeing goals:-

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh Language
- A globally responsible Wales.

The content of this report links to: a Prosperous Wales, a Resilient Wales, A Healthier Wales and a Globally Responsible Wales.

- 3.2 The Community & Leisure Services Divisional Service Plan contains objectives to meet a range of statutory and non-statutory targets. The plan also outlines the division's contribution to the Authority's Medium Term Financial Plan (MTFP).

4. THE REPORT

- 4.1 At the first group meeting, members received detailed presentations from the Green Spaces and Transport Service Manager and the Waste Strategy and Operations Manager on the way services are currently delivered within Caerphilly. Members were advised how each service area is structured, provided with details of budget, details of savings made as part of the Medium Term Financial Plan (MTFP) and an indication of savings requirements going forward. Members had the opportunity to scrutinise existing management structures and the way in which front line services are currently delivered to residents.

- 4.2 At the second meeting, Members received a detailed presentation from David Henrys who represented APSE (Association for Public Service Excellence). Mr. Henrys outlined the role of APSE, the definition of 'Street Scene' along with services which tend to be included and the pros and cons, potential cost savings and reflected upon a number of case studies where other Authorities (not necessarily neighbouring Authorities) have adopted the Street Scene approach. APSE also set out the categories of local Authorities who deliver street scene services via:-

- SS1 – fully integrated street scene service under the control of one distinct manager with combined duties of staff. Average population less than 138,000;
- SS2 – services work under one manager but continue to operate independently. Average population 153,000;
- SS3 – no street scene operation, series completely separate in terms of management and operation. Average population 289,000.

Caerphilly County Borough Council sits within the SS2 category, given that both waste management and green infrastructure maintenance sit within the Community & Leisure Services Division (reporting to one Head of Service) and have an extremely close working relationship.

- 4.3 Members had the opportunity to consider the pros and cons of integrated working and ask detailed questions of the independent advisor.
- 4.4 In the third meeting, Members discussed the cost of service provision, the resources deployed and MTFP savings achieved and potential effects on the 'street scene' going forward. Members made representations in particular to the lack of annual bedding, hanging baskets and floral displays, grass cutting frequencies and the cost of hiring sports pitches. Officers reminded Members that since 2012/13, there have been £1.1 million budget reductions from the Parks & Open Spaces budget to contribute to the Council's overall MTFP. Officers provided a detailed breakdown of the number of sports pitches across the county borough along with the overall cost of maintenance and income, it was highlighted that this element of the service was not achieving its income target set out within the Council's financial plan.
- 4.5 The working group were keen to look at the way in which some neighbouring Authorities were structured, in particular Rhondda Cynon Taff County Borough Council (RCTCBC). Officers spoke at length to the Parks and Countryside Manager at RCTCBC and fed back findings to the working group during the fourth meeting held on the 18th September. Some key points were that RCTCBC operate a Street Care department who are responsible for street

cleansing, grass cutting (on highways and housing land only), they have an 'overgrowth' team who deal with complaints relating to overgrown areas/footpaths etc. and they also undertake an element of weed spraying. The Parks and Countryside service sits within a different section/directorate and they maintain and manage both urban and country parks. Due to the large number of complaints regarding grass cutting within cemeteries, which was previously undertaken by 'Street Care', this has recently been brought back into the Parks and Countryside service. In terms of grass cutting frequencies, RCTCBC reduced from 12 to 6 during the growing season but due to the number of complaints from residents this was increased to 8 (Caerphilly's grass cutting frequency was reduced from 12 to 9 cuts during the growing season). In terms of hanging baskets, these were removed four years ago along with annual bedding, which is only now provided in their main urban parks. Within Caerphilly, hanging baskets are still provided within the principle town centres but are funded and managed by the respective Town Councils. Annual bedding was removed a number of years ago as part of the MTFP, however some of the beds were planted with herbaceous plants in order to retain an element of floral provision within the urban parks environment.

4.6 The Working Group made a number of observations and recommendations:-

- (1) Members considered that CCBC services are currently structured well to meet the service delivery needs of the county borough. Members also wished to acknowledge the great work that the Council workforce undertake.
- (2) Members commented that if grass cutting schedules (particularly around vision splays) are reviewed, consideration should be given to highway safety in the event that the frequency of cuts be reduced.
- (3) Members felt that there should be more pro-active enforcement regarding littering, dog fouling and fly tipping. Members were advised that financial penalties are currently set at the maximum limit and later this year Cabinet will be asked to consider approving civil steps to recover the full costs of clearing fly tipping etc. from the perpetrators. Members were reminded that in order to raise awareness the outcome of successful prosecutions are detailed in Newline and on the corporate website.
- (4) Members felt that an information bulletin should be sent advising them all of any changes to street scene service provision which would allow them to respond pro-actively to their constituents with any queries.
- (5) In relation to fly tipping, members felt that all staff within the Authority (irrespective of the service within which they are employed) should take responsibility for any items they see discarded. Each member of staff should take ownership and pride and become 'Street Scene Ambassadors' and either report things they see or to stop and dispose of the item(s). Whilst Members acknowledged the good work undertaken by staff, officers confirmed this approach could be reaffirmed with staff via Team Briefing and other communication channels.
- (6) Members requested that the frequency of litter bin emptying within town centres be reviewed particularly during events. Officers will discuss with the Marketing and Events team to agree a way forward.
- (7) In relation to highway weed spraying, members felt that the contractor should be monitored robustly to ensure their compliance with the contract conditions and that the operation is undertaken at the optimum time to ensure weeds are treated.
- (8) As the council faces greater financial constraints, Members felt that a fundamental service review may be required at a later point in time, which would detail the impact of financial savings that have been previously agreed as well as any future savings required and their effect on the appearance of the County Borough.

5. WELL-BEING OF FUTURE GENERATIONS

5.1 The delivery of “Street Scene” services makes a contribution across the seven well-being goals but in particular to the following four:

1. **A Prosperous Wales**: ensuring that the county borough is clean, green and well maintained, attracts inward investment and supports indigenous business.
2. **A Resilient Wales**: Effective management of our natural and built environment enables the County Borough to play its part in ensuring resilience to our changing climate and global demands for greater care of the environment and its habitats.
3. **A Healthier Wales**: Protecting and enhancing the natural environment can assist in encouraging our population to become more active by using the countryside for activity. There is significant evidence to support the view that undertaking an active lifestyle has positive impacts on mental and physical health and wellbeing.
4. **A Globally Responsible Wales**: Effective management of our natural environment ensures that we are prepared for the challenge of global demands and greater care of the environment and its habitats when dealing with the potential impacts of climate change.

6. EQUALITIES IMPLICATIONS

6.1 There are no equalities implications associated with this report.

7. FINANCIAL IMPLICATIONS

7.1 Further savings will be realised during the 2018/19 financial year following the integration of the Parks & Countryside service.

7.2 There are no other significant financial implications associated with this report.

8. PERSONNEL IMPLICATIONS

8.1 There are no personnel implications associated with this report.

9. CONSULTATIONS

9.1 This report reflects the views of the listed consultees.

10. RECOMMENDATIONS

10.1 The Working Group recommended that:-

- (1) If grass cutting schedules (particularly around vision splays) are reviewed, consideration is given to highway safety should the frequency of cuts be reduced.
- (2) There should be more pro-active enforcement regarding littering, dog fouling and fly tipping.
- (3) An information bulletin should be sent advising Members of any changes to service provision which would allow them to respond pro-actively to their constituents with any queries.

- (4) In relation to fly tipping, all staff within the Authority (irrespective of the service within which they are employed) should take responsibility for any items they see discarded.
- (5) The frequency of litter bin emptying within town centres should be reviewed particularly during events. Officers will discuss with the Marketing and Events team to agree a way forward.
- (6) The highway weed spraying contract should be monitored robustly to ensure compliance with the contract conditions and that the operation is undertaken at the optimum time to ensure weeds are treated.
- (7) Consideration be given to a further street scene update report being brought back to the Committee at some point in the future in the event that significant, further financial savings are required from these services.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To update Scrutiny Committee on the recommendations of the Street Scene Working Group.

12. STATUTORY POWER

- 12.1 Local Government Act, Environmental Protection Act and Highways Act.

Author: Mike Headington, Green Spaces & Transport Services Manager – headim@caerphilly.gov.uk

Consultees: Mark S. Williams, Interim Corporate Director Communities – willims@caerphilly.gov.uk
 Rob Hartshorn, Head of Public Protection, Community & Leisure Services – hartsr@caerphilly.gov.uk
 Hayley Jones, Waste Strategy & Operations Manager - joneshm1@caerphilly.gov.uk
 Councillor Nigel George, Cabinet Member for Neighbourhood Services – georgn@caerphilly.gov.uk
 Cllr Rob Gough – Chair of the Street Scene Working Group – goughrw@caerphilly.gov.uk
 Cllr John Ridgewell – member of the Street Scene Working Group – ridgej1@caerphilly.gov.uk
 Cllr Adrian Hussey – Member of the Street Scene Working Group – hussea@caerphilly.gov.uk
 Cllr Tom Williams – Member of the Street Scene Working Group – willit5@caerphilly.gov.uk
 Cllr Walter Williams – Member of the Street Scene Working Group – williw@caerphilly.gov.uk
 Jonathan Davies – Parks and Countryside Operations Manager – daviej27@caerphilly.gov.uk
 Philip Griffiths – Green Space Strategy and Cemeteries Manager – griffpm@caerphilly.gov.uk
 Rhodri Lloyd – Principal Waste Management Officer – lloydjr1@caerphilly.gov.uk
 Mark Miller – Principal Refuse and Cleansing Officer – millem@caerphilly.gov.uk

This page is intentionally left blank



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE - 30TH OCTOBER 2018

SUBJECT: REVIEW OF TOURISM/TOWN CENTRE EVENTS PROGRAMME

REPORT BY: INTERIM CORPORATE DIRECTOR OF COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To provide Scrutiny Committee with information and seek views on proposed options for future delivery and re-profiling of the tourism events programme.
- 1.2 For the Scrutiny Committee to make recommendation(s) for consideration by Cabinet as part of the 2019/20 budget process.

2. SUMMARY

- 2.1 The report provides information on the existing event programme organised and supported by the Destination & Events Team within the Council and proposes a number of options that can deliver against the requirements of the MTFP to reduce budgets.
- 2.2 In support of the Council's 'Unique Places' model of Town Centre Management, the Events programme has more recently focussed on delivering events, where practical, in the heart of our principal town centres at Caerphilly, Blackwood, Bargoed, Ystrad Mynach and Risca. This report is focussed on the 15 events delivered and supported through the 2018/19 Destination and Events service budget of £125,902, supplemented by an additional £12,000 from central funds to deliver the Bargoed Ice Rink.

3. LINKS TO STRATEGY

- 3.1 A number of events within the events programme support the delivery of Objective SQL4 of the Council's Regeneration Strategy 2018 – 2023, "A Foundation for Success".
- 3.2 Events feature as a tool to increase the number of visitors and visitor spend to the Valleys as part of Welsh Government's "Our Valleys, Our Future" delivery plan.
- 3.3 The Well-being of Future Generations (Wales) Act 2015 sets out seven Well-being Goals which aim to make a positive impact upon the social, economic, environmental or cultural well-being of the area or community concerned. This report aligns with the following Well-being Goals:
 - A prosperous Wales
 - A resilient Wales
 - A healthier Wales
 - A more equal Wales
 - A Wales of cohesive communities
 - A Wales of vibrant culture and thriving Welsh language
 - A globally responsible Wales.

3.4 Effective financial planning and the setting of a balanced budget also supports the above well-being goals. It is a requirement for the Council to set a balanced budget and in this regard, Caerphilly has just received its worst draft Welsh Government settlement since its inception in 1996. The review of the events programme is therefore one of a number of fundamental service reviews that will need to be undertaken if the Council is to set a balanced budget for 2019/20 and beyond.

4. THE REPORT

4.1.1 The Council has been running a varied and expanding events programme across different departments since its inception in 1996 as a tool to help meet its regeneration, leisure and tourism objectives. The events programme varies in size, nature and net expenditure and has evolved over time in terms of the profile and scale of the programme. Table 1 identifies the events organised and supported by the Destination & Events Team and their main funding sources.

4.1.2 The events programme is constantly evolving with some events thriving and growing, some stagnating and others that have reached a decline and are either in need of reviving or of cessation.

4.1.3 The events programme that is organised/supported by the Destination and Events Team includes 3 major events which are deemed to be of regional significance in terms of attracting tourism to the County Borough (The Big Cheese Summer event and The Caerphilly Medieval Winter Market, and Caerphilly Food Festival).

4.1.4 In terms of regional significance, the Big Cheese attracts between 50,000 and 100,000 visitors from a wider catchment area and has a social media reach of circa 500,000.

4.1.5 The Caerphilly Medieval Market attracts between 8,000 and 13,000 visitors to the town and will now be a joint event with CADW as a result of their recent announcements in relation to Caerphilly Castle investments with the aim of boosting the profile of the castle as a major Welsh Tourist attraction.

4.1.6 The 3rd regionally significant event is the Caerphilly Food Festival which is held in the Spring and attracts between 8,000 and 12,000 visitors to the town.

4.1.7 These 3 regionally significant events also support the fact that Caerphilly town has been designated as a strategic hub by the Welsh Government Valleys Taskforce and is currently the subject of a number of investment strategies.

4.1.8 In addition to these regionally significant tourism events, the Council's destination and events team currently organise/support 11 other events. These include:

- The Big Screen, Bargoed – April & September
- Bargoed Spring Fayre
- Blackwood Summer Festival
- Risca Summer Music in the park
- Ystrad Mynach Christmas Market
- Bargoed Christmas Market
- Risca Parade and Christmas Market
- Blackwood Christmas Market
- Caerphilly Lantern Parade
- Bargoed Ice Rink (funded by Bargoed Town Council and Central Finance Fund)
- St David's Day events in Bargoed, Caerphilly, Ystrad Mynach, Blackwood and Risca.

4.2 EVENT BENEFITS

4.2.1 The benefits of staging events are varied but the most significant are:

- Economic benefit through visitor and contractor spend
- Increased town centre footfall
- Attract visitors from outside the local area
- Advertising Equivalent spend (raising profile of destination)

There are many softer benefits that are less quantifiable such as:

- Presenting an area as an attractive location, adding life and interest and creating positive experiences for visitors
- Fostering community pride
- Value of PR
- Cost effective positive social media coverage and sharing
- Volunteering opportunities
- Community infrastructure improvements
- Participation in sporting / art / cultural activity
- Local stewarding employment opportunities

4.3 EVENT COSTS / RISKS

4.3.1 The financial costs of running existing events are indicated in Table 1. As with the benefits there are also unquantifiable costs associated with events such as the disruption to the local community, displacement of visitor spend in the local economy, etc.

Table 1 – Funding / cost of Events 2017/18

EVENT	FUNDING SOURCES			TOTAL
	CCBC	TOWN / COMMUNITY COUNCILS	FEE INCOME	EVENT COST
St David's Day – 5 town centres	£3,512	£0	£0	£3,512
% of total Funding	100%	0%	0%	100%
TOTAL	£3,512	£0	£0	£3,512
BARGOED				
Bargoed Big Screen (* 2)	£2,767	£2,000	£0	£4,767
% of total Funding	58%	42%	0%	100%
Bargoed Spring Fayre	£2,830	£1,400	£761	£4,991
% of total Funding	57%	28%	15%	100%
Bargoed Ice Rink ¹	£14,347	£10,000	£4,049	£28,396
% of total Funding	51%	35%	14%	100%
Bargoed Christmas Market	£3,968	£2,000	£1,395	£7,363
% of total Funding	54%	27%	19%	100%
TOTAL	£23,912	£15,400	£6,205	£45,517
BLACKWOOD				
Blackwood Summer Festival	£11,227	£750	£3,928	£15,900
% of total Funding	71%	5%	25%	100%
Blackwood Christmas Market	£8,982	£750	£4,328	£14,060
% of total Funding	64%	5%	31%	100%
TOTAL	£20,209	£1,500	£8,256	£29,965

¹ Funded from Central Finance Budget to support Community Match Funding events

CAERPHILLY				
Caerphilly Medieval Market ²	£15,860	£1,500	£21,389	£38,749
% of total Funding	41%	4%	55%	100%
Caerphilly Lantern Parade	£5,789 ³	£0	£0	£5,789
% of total Funding	100%	0%	0%	100%
Caerphilly Food Festival	£8,213	£1,000	£11,300	£20,513
% of total Funding	40%	5%	55%	100%
Caerphilly Big Cheese ⁴	£27,118	£0	£134,837	£161,955
% of total Funding	17%	0%	83%	100%
TOTAL	£56,980	£2,500	£167,526	£227,006
RISCA				
Risca Summer Music in the Park	£7,964	£0	£3,590	£11,554
% of total Funding	69%	0%	31%	100%
Risca Christmas Market	£5,570	£0	£1,285	£6,855
% of total Funding	81%	0%	19%	100%
TOTAL	£13,534	£0	£4,875	£18,409
YSTRAD MYNACH				
Ystrad Mynach Christmas Market	£1,565	£2,000	£2,504	£6,069
% of total Funding	26%	33%	41%	100%
TOTAL	£1,565	£2,000	£2,504	£6,069
MISC				
Miscellaneous events	£13,425	£0	£54	£13,479
% of total Funding	100%	0%	0%	100%
Miscellaneous equipment	£12,326	£0	£460	£12,786
% of total Funding	96%	0%	4%	100%
TOTAL	£25,751	£0	£514	£26,265
CUMULATIVE TOTAL	£145,463	£21,400	£189,880	£356,743

Event risks and non-financial costs are not easily quantifiable and can include the following:

- Traffic disruption through road closures;
- The cumulative impact of events in terms of multiple road closures on the local community;
- Disruption from infrastructure build;
- Reputational risk from negative impact;
- Security risks arising from current global climate;
- Health and Safety risk of accidents and incidents occurring on an event site;
- Potential ground re-instatement disrupting use of park venues.

4.4 EXTERNAL FACTORS

4.4.1 In recent years the Health & Safety Executive have started to apply the Construction Design & Management Regulations to the events industry. This has resulted in an additional work load and additional expertise requirements for a reduced in house delivery team.

4.4.2 Additional security and related traffic management costs have also been incurred at higher profile events as a consequence of current world affairs, with some events having Armed Response Police personnel dedicated to them.

² One day cancelled by snow, resulting in partial fee refunds

³ Includes workshop invoice miscoded to cost centre 2761

⁴ Significantly increased security related cost increases

4.5 EXTERNAL EVENTS

- 4.5.1 The Council has previously supported externally organised major events such as the Tour of Britain cycle race, Armed Forces Day, Proms in the Park and the Velothon Wales cycling event. There is a preference for external event organisers to request Caerphilly Town as an Event Location because of its iconic attraction in respect of the Castle and its easily accessible location.
- 4.5.2 At a local level, there is a desire to organise and manage the Traffic Management needed for the annual Armistice Parades in-house in order to support the community groups & Royal British Legion to de-risk this element of the event planning process that would involve identifying a budget that does not exist at the moment.
- 4.5.3 Whilst budget implications are a key driver for change, it is essential to provide a range of assessment criteria for establishing the events that the Council wants to organise in support of the Council's key objectives moving forward.

4.6 EVENT FOOTFALL

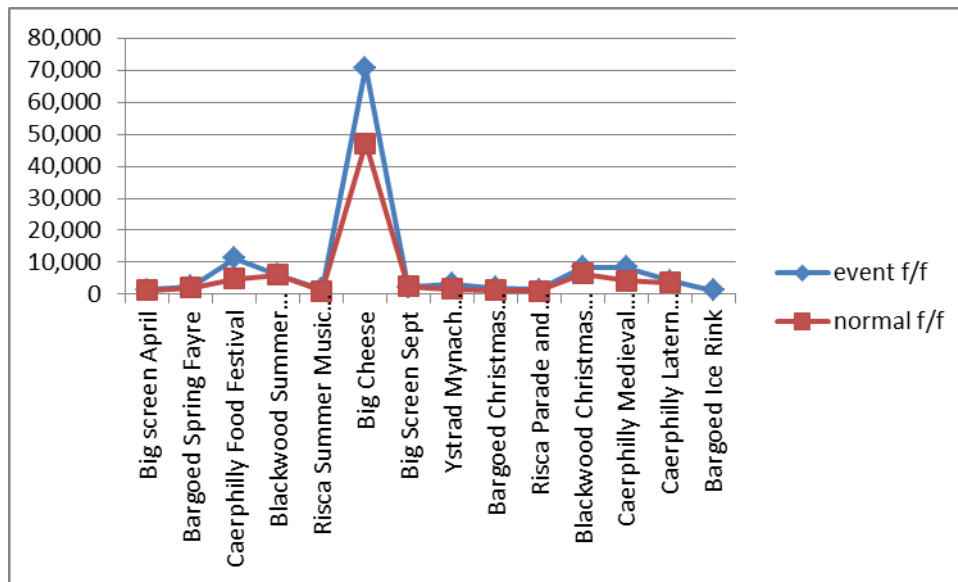
- 4.6.1 The events programme has grown organically over time and is focussed on generating additional town centre footfall, measured using the footfall counters that are located at strategic points within the town centres. The footfall during an event is then compared with a two week average for the time of year to provide a rudimentary indication of the impact of the event on the footfall in the town centre. This does have limitations, depending on the location of the camera and the layout of an event and its associated attractions within the town centre, relative to the location of the footfall camera.
- 4.6.2 The footfall information recorded in Table 2 is for the period 2017/18 and includes a number of proxy figures from previous years due to cameras being inactive at that time. Generally these figures are taken from one camera in each town. The exception to this is for The Big Cheese. The Big Cheese is not located within the town centre and it has three entry routes, two of which have footfall cameras. The Bargoed Ice Rink is a ticketed event and the figures recorded are for non-school admissions.

Table 2 – Event Footfall 2017

EVENTS 2017-18	EVENT FOOTFALL	NORMAL FOOTFALL	FOOTFALL IMPACT	ADDITIONAL VISITORS	
The Big Screen - April	1,568	1,256	25%	313	No information available for 2017 due to camera supplier change so 2015 information used.
Bargoed Spring Fayre	2,473	2,082	19%	392	
Caerphilly Food Festival	11,203	4,898	129%	6,306	Footfall Camera information not available for Lower Shopping Centre in 2016 & no information available for 2017 due to camera supplier change so 2015 information used.
Blackwood Summer Festival	6,069	6,042	0%	27	
Risca Summer Music in the park	1,645	1,094	50%	551	
The Big Cheese	70,721	47,216	50%	23,506	
The Big Screen - September	2,320	2,522	-8%	202	
Ystrad Mynach Christmas Market	3,325	1,593	109%	1,733	
Bargoed Christmas Market	2,054	1,332	54%	722	South Camera not in operation (used for previous events).
Risca Parade and Christmas Market	1,398	1,097	27%	302	
Blackwood Christmas Market	8,525	6,570	30%	1,955	
Caerphilly Medieval Market	8,468	4,305	97%	4,163	(1 day only - Sunday cancelled due to snow).
Caerphilly Lantern Parade	4,262	3,770	13%	492	
Bargoed Ice Rink (excluding school visits)	1,219	NA	NA	NA	Cancelled due to snow and ice
St David's Day	NA	NA	NA	NA	

It can be seen from Table 2 and Chart 1 that the biggest additional footfall is generated at the 3 regionally significant events (Big Cheese, Caerphilly Medieval Market and Caerphilly Food Festival) in absolute numerical terms.

Chart 1 - Uplift in event footfall 2017 compared to normal footfall



Although smaller in numerical terms, the percentage increase in footfall is significant for the Ystrad Mynach Christmas market event.

4.7 EVENT ATTRACTION

4.7.1 The events programme can effectively be split in terms of their event appeal into two categories:

- Regionally Significant Tourism events; and
- Community events.

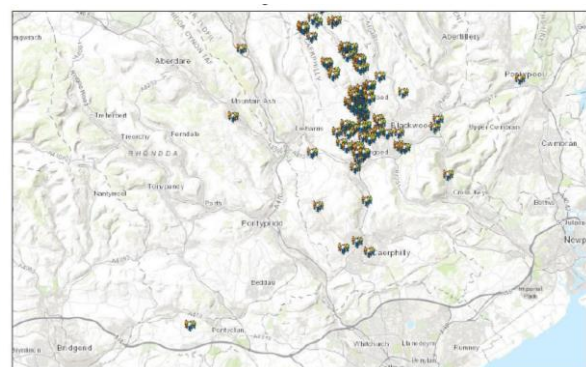
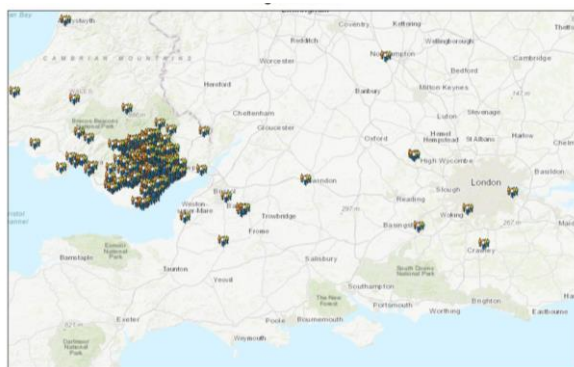
Events staged in Caerphilly town are generally regarded as regionally significant Tourism events, as supported by the footfall data and the visitor distance travelled, recognising the town's appeal as a visitor destination and the fact that external event organisers are naturally drawn to the staging of events here as a result of its iconic status due to the presence of the Castle.

4.7.2 Chart 2 shows the distance that visitors travel to visit the Big Cheese and evidences its wider appeal outside of the County Borough when compared to a Community event such as the Bargoed Christmas Market.

Chart 2 – Visitor catchment

Big Cheese

Bargoed Christmas Market



The Tourism events attract visitors from further afield and have a bigger audience reach in terms of social media.

Chart 2 shows the number of people on social media (Facebook) that have seen the event on Facebook.

Chart 3 Facebook 'Reach' for 2016 event programme



4.8 EVENT SUSTAINABILITY

4.8.1 In financial terms each event has a different income profile with funding originating from a number of sources. The greater the share of costs that can be generated by consumers, traders and sponsors i.e. commercial income, the more sustainable the event is as there is less reliance on public funding and can be seen from Table 1 above (para 4.3.1).

4.8.2 Table 1 shows the percentage of the total income provided by the Council. In percentage terms the most subsidised events from the Council's perspective when compared against other funding sources are the St David's Day event and the Caerphilly Lantern Parade and the least subsidised event is the Big Cheese in Caerphilly.

4.9 In order to meet the requirements of the MTFP, there are a number of actions that will need to be implemented to make the future events programme more affordable and sustainable as follows:

- Contribution from Town and Community Councils:**
 There is scope to ask Town and Community Councils that have events located within their town centres to contribute toward the financial staging of the events programme. Some local Councils already contribute to the events programme as per Table 1, for example, Bargoed Town Council contributed over £15,000 to the Council's event programme in 2017/18, almost six times as much as the next highest contributor.
- Cost reductions:** Event related costs can be reduced in certain areas such as entertainment costs, although this risks reducing the appeal of an event. Other areas of expenditure are increasing such as security and safety, especially at larger events such as The Big Cheese. This option should be explored in any event in order to ensure that the costs associated with each event are adding value to the event.
- Sponsorship:** Work with businesses to actively sponsor events. If this option is to be pursued the Council will need to ensure that the sponsors are suitable sponsors that do not conflict with the Corporate Policies and objectives of the Council.
- Alternative event delivery:** Work with town / community partners to support the delivery of an event as opposed to the Council being the main organiser. For example, Bargoed Town Council have taken a more active role in organising the Open Air cinema in the town, contracting the screen with an alternative supplier at greatly reduced rates and supported by event staff to arrange road closures etc. This option relies on finding suitable and willing partners with the resources to get involved in organising events.

- **Event programme rationalisation:** The events budget would be reduced by reducing the number of events that are held over multiple days. These events could be reduced or held on single days, in the same way that the fore runner for the Caerphilly Food Festival was the Caerphilly Flower Festival that ran over two days and now runs over a single day as a different event that attracts significant footfall to Caerphilly. Some events could be cancelled and the associated budget saved. Events that offer very little in the way of footfall additionality, event appeal, destination awareness and are therefore not considered to be sustainable are outlined in table 3 below.
- **Income Generation:** Income from fees and charges are at record levels, however, it is considered that they are currently set at the maximum rate achievable. Indeed at recent events, businesses have indicated that the fees and charges need to be reduced to ensure that existing participants can continue to attend events in the future.

4.10 The events programme has evolved to support the Council 'Unique Places' model of Town Centre Management by locating events within our town centres with the predominant aim of increasing footfall and awareness of our town centres for the benefit of stakeholders including the local and business communities.

From an economic benefit perspective our aim is to create **additional** footfall in a town centre when hosting an event that can be directly linked to the economic benefits derived from the event. Each of our principal town centres have footfall counters located within them and although they have limitations that can be affected by the layout of an event they are our best means of assessing and evaluating the success of an event in generating additionality.

When evaluating the overall success of an event we have taken into account the delivery cost of an event, visitor appeal, the economic benefit linked to the additional footfall created, the awareness and reach of an event using social media and the financial sustainability of the event which we have interpreted as the proportion of an event's funding that can be met by commercial revenue streams.

For example, when ranking the Big Cheese in terms of its event delivery cost it is the highest costed event that we run but it also creates the largest volume of additional footfall in the town even though the event is not located in the town centre. The Big Cheese also has the highest social media reach at just under half a million (Facebook), attracts visitors from a wider catchment area and generates over 80% of its funding from commercial revenues. Events based in Caerphilly town tend to generate the largest increase in footfall because of the town's profile, location, history and tourism appeal and subsequently they have the greatest economic impact and could be classed as "Regionally significant tourism" events.

A number of events such as the Caerphilly Lantern parade, and Bargoed Cinema events are very much based in the community and take place over a small duration of two hours or less and take place during the evening when the opportunities for event related expenditure are lower than daytime events over longer duration.

Generating significant additional footfall in our town centres through the events programme supports the Objectives of the Council's Regeneration Strategy, 'A Foundation for Success' which recognises the '*need to increase footfall and dwell time in town centres*' (SQL 7). In determining which events to support the Council could adopt 'criteria' for supporting events based on the key indicators of footfall uplift or additionality as outlined below:

PROPOSED CRITERIA FOR RATIONALISING THE SUPPORT FOR TOWN CENTRE EVENTS

- A. The Council will seek to have an equitable provision of one local community scale event per annum in each of its principal town centres.
- B. The Council will continue to support events that generate at least 30% uplift in footfall during the event;

- C. Where the uplift in footfall is below 30% the Council will no longer financially support the event. However, where resources allow, the destination and events team may be able to provide advice and guidance to the relevant town or Community Councils should they wish to fund and organise events outside those supported by the Council.

This will result in continued support for the 3 regionally significant tourism events in Caerphilly Town (Big Cheese, Caerphilly Food Festival and Caerphilly Medieval Market) as well as an equitable provision of community scale events in the other principal town centres (Blackwood, Bargoed, Ystrad Mynach and Risca). These include:

- Bargoed Christmas Market
- Blackwood Christmas Market
- Risca Summer Music in the Park
- Ystrad Mynach Christmas Market.

If these criteria were to be applied to the current events programme the following events would be supported / ceased.

Table 3 – Event footfall ranking by uplift % for 2017/18 excluding Regionally Significant Tourist Events

EVENTS 2017-18	FOOTFALL IMPACT	RETAIN	CEASE FUNDING
Ystrad Mynach Christmas Market	109%	✓	
Bargoed Christmas Market	54%	✓	
Risca Summer Music in the park	50%	✓	
Blackwood Christmas Market	30%	✓	
Risca Parade and Christmas Market	27%		✓
The Big Screen - April	25%		✓
Bargoed Spring Fayre	19%		✓
Caerphilly Lantern Parade	13%		✓
Blackwood Summer Festival	0%		✓
The Big Screen - September	-8%		✓
St David's Day	NA		✓
Bargoed Ice Rink (excluding school visits)	NA		☐

5. WELL-BEING OF FUTURE GENERATIONS

5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above in the following ways:

- *A healthier Wales* – visiting or participating in an event promotes physical exercise and encourages social interaction.
- *A more equal Wales* – events should strive to celebrate diversity and promote equal opportunity for all people regardless of their background or circumstances.
- *A Wales of cohesive communities* – relevant, accessible and well managed events are important to sustaining vibrant communities.
- *A Wales of vibrant culture and thriving Welsh language* – events such as St. David's Day can promote and reflect the cultural heritage of the area and places where the Welsh language can be used and promoted. The Council also supports the delivery of Welsh language and cultural events such as Filifest organised by Menter Caerffili.

- *A globally responsible Wales* – providing communities with access to local events can potentially reduce the necessity and frequency of vehicle use where events are placed in the local community and can be used to promote public transportation links.

6. EQUALITIES IMPLICATIONS

- 6.1 If the current events programme is to be reduced then further consideration will need to be given to the potential Equalities impacts.

7. FINANCIAL IMPLICATIONS

- 7.1 The Events budget is allocated as part of the annual revenue budget and has been cut in real terms successively since 2010 as part of the ongoing MTFP requirements. Income has reached record levels but there is a limit to how much more commercial and external income can be generated without further cutting back on the quality and appeal of an event.

If the recommendations are accepted in sections 10.1 to 10.3 then £47,494 could be saved from the events budget accepting that the unpredictable weather will always create a risk of under achievement of income for outdoor events where event admission is free. Alternatively, the option at recommendation 10.4 could save circa £94,000 if chosen. If the events programme was ceased in its entirety then the full events budget saving of £125,902 would be realised initially and additional staff savings would also follow.

- 7.2 Table 4 below outlines the Council's budget relating to events for 2018/19 which totals £137,902 and consists of £125,902 core event funding and £12,000 central funding for the Bargoed Ice Rink.
- 7.3 The £12,000 central funding for the Bargoed Ice Rink is being separately considered as part of further proposed MTFP savings.

Table 4 – Event budget for 2018/19

EVENT	BUDGET 2018/19
St David's Day – 5 town centres	£5,000
TOTAL	£5,000
BARGOED	
Bargoed Big Screen (* 2)	£5,000
Bargoed Spring Fayre	£3,500
Bargoed Ice Rink	£12,000
Bargoed Christmas Market	£4,500
TOTAL	£25,000
BLACKWOOD	
Blackwood Summer Festival	£10,000
Blackwood Christmas Market	£11,500
TOTAL	£21,500
CAERPHILLY	
Caerphilly Medieval Market	£12,000
Caerphilly Lantern Parade	£8,494
Caerphilly Food Festival	£11,000
Caerphilly Big Cheese	£19,147
TOTAL	£50,641

RISCA	
Risca Summer Music in the Park	£7,500
Risca Christmas Market	£4,500
TOTAL	£12,000
YSTRAD MYNACH	
Ystrad Mynach Christmas Market	£2,000
TOTAL	£2,000
MISC	
Miscellaneous events	£7,000
Miscellaneous equipment	£14,761
TOTAL	£21,761
CUMULATIVE TOTAL	£137,902⁵

8. PERSONNEL IMPLICATIONS

- 8.1 The events programme is delivered by two part time event officers with support from a number of part time events assistants. The increased role of safety in events and the external threats to the event programme coupled with a reduction in staff resource dedicated to event delivery in recent years has added to the workload burden on event staff and limited the scope for event development.

If the events programme is reduced this will aid the workload pressure on existing staff and depending on the level of reduction could result in either staff savings or a staff refocus on supporting events across the rest of the service area.

9. CONSULTATIONS

- 9.1 Officers attended a meeting of the Community Council Liaison Committee in July 2018 to discuss potential funding contributions for events across the county borough. A representative from Risca Town Council expressed support for a request for additional funding and a representative for Caerphilly Town Council expressed the view that Caerphilly were already fully committed to delivering a town council programme of events.

10. RECOMMENDATIONS

The Scrutiny Committee is asked to consider recommending one of 3 possible courses of action to Cabinet (set out in 10.1 to 10.3 below) having regard to section 3.4 of the report which outlines the pressures on the Authority's budget for 2019/20 and beyond.

- 10.1 That scrutiny recommends to continue to run the events set out in the "retain" column of table 3, along with the regional tourism events. This would lead to direct budget savings of circa £47,494 which would contribute to the MTFP. Also that the events team would continue to offer advice and guidance to Community/Town councils that wish to continue funding and running other events.
- 10.2 That the Scrutiny Committee recommends that all of the community events plus one of the regional tourism events are no longer provided. A total of £94,000 would be saved and could therefore contribute to the MTFP. Also that the events team would continue to offer advice and guidance to Community/Town councils that wish to continue funding and running other events.

⁵ Includes £12,000 centrally funded contribution to community match funding schemes

10.3 That the Scrutiny Committee recommends to cease the events programme in its entirety, apart from continuing to offer advice and guidance to Community/Town councils that wish to continue funding and running other events. This would contribute savings of £125,902 plus a level of staff costs to the MTFP.

10.4 Where the recommendation of the Scrutiny Committee is an accordance with 10.1 or 10.2 above, the relevant actions outlined in paragraph 4.9 of this report will also be implemented.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To contribute revenue budget savings in support of the Councils Medium Term Financial Plan.

12. STATUTORY POWER

12.1 Local Government Act 2000. This is a Cabinet function.

Author: Paul Hudson – Destination & Events Manager
Consultees: Councillor Sean Morgan, Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion
Andrew Highway, Town Centre Development Manager
Allan Dallimore, Team Leader - Urban Renewal & Conservation
Dave Roberts, Principal Group Accountant
Mike Eedy, Finance Manager
Sarah Kate Ackerman, Events Officer
Stacy Francis, Events Officer
Mark S Williams, Interim Corporate Director Communities
Robert J Tranter, Head of Legal Services / Monitoring Officer
Stephen Harris, Interim Head of Business Improvement Services
Nicole Scammell, Head of Corporate Finance & Section 151 Officer



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 30TH OCTOBER 2018

SUBJECT: FUTURE LIGHTING AND ENERGY SAVING PROPOSALS

REPORT BY: INTERIM CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

1.1 To provide members with an update on future lighting and energy saving proposals. Proposals have had to be amended following notification of energy price increases for 2017/18 being significantly higher than anticipated. Updated energy savings proposals are now included within the report for members' consideration and comment prior to reporting to consideration by Cabinet.

2. SUMMARY

2.1 Following the report presented to the Regeneration and Environment Scrutiny Committee on 15th May 2018, the authority was notified of significant unexpected energy price increases for 2018/19. The report had outlined the options available to achieve street lighting energy savings that could contribute to the Medium Term Financial Plan (MTFP) and mitigate energy cost increases and carbon reduction savings.

2.2 The Regeneration and Environment Scrutiny had previously unanimously recommended that Cabinet support their comments below in relation to the report dated 15 May 2018:-

- (i) The Phase 1 approach to progress a wholesale conversion of the street lighting stock to LED lanterns be implemented;
- (ii) The Phase 2 approach to extend part-night lighting on inter-urban routes to include connecting roads in towns and village not be supported, pending further specifics on the locations that would be affected;
- (iii) The Phase 3 approach to part night light the whole of the stock from midnight to 05.30am, with the exclusion of junctions, conflict areas, and major town centres, not be supported.

2.3 Following the presentation of the report, the Authority has now received their electricity supplier invoice for 2018/19, with the unit rate having significantly increased compared to 2017/18 (a total increase of 13.4%) which is greater than the cost originally anticipated. These increased charges will require additional funding of £165,000 from the Communities Directorate Infrastructure budget for which no allowance has been made.

2.4 This updated report outlines revised options available to achieve street lighting energy savings that could contribute to the Medium Term Financial Plan (MTFP). Information is provided on the progress made so far in achieving financial and carbon reduction savings in relation to street lighting and members are requested to again review and provide comments on future

street lighting energy savings options that can be considered prior to presentation to Cabinet.

- 2.5 Caerphilly County Borough Council (CCBC) has a current lighting stock of approximately 27,300 units some of which have already been subject to a number of energy saving measures:-
- Part night lighting, where 4844 lights are turned off between midnight and 05.30GMT on Inter Urban routes.
 - Dimming of 3974 lights by 50% reduction in power from 9pm each night.
 - LED bulbs retro fitted to 11521 units (including signs).
- 2.6 These energy saving measures account for annual savings in excess of £500k and carbon footprint reductions of 1950 tonnes of CO₂.
- 2.7 The report outlines further energy saving options to meet the requirements for the 2018-22 MTFP. These will in turn provide carbon reduction savings that will contribute to the authority's carbon reduction commitment.
- 2.8 The report also outlines the discontinuation of the manufacture of low pressure sodium (SOX) lanterns and the implications for the authority.
- 2.9 Due to the continued energy cost increases and the discontinuation with the manufacture of SOX lanterns "do nothing" is not an option that can be considered.

3. LINKS TO STRATEGY

- 3.1 This report links directly to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:
- A prosperous Wales
 - A resilient Wales
 - A healthier Wales
 - A more equal Wales
 - A Wales of cohesive communities, and
 - A globally responsible Wales
- 3.2 The street lighting energy savings will contribute to the authority's Well Being Objective 4: Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment.
- 3.3 There are further links to the Engineering Objectives:
- 3.3.1 To provide safe and efficient transport and land drainage infrastructure through quality service delivered by means of cost effective management, maintenance and improvement of the networks.
- 3.3.2 To develop engineering solutions and methods which have regard to the value of the natural and built environment and to the principle of sustainable development.
- 3.4 The report supports the Safer and Greener themes of the "Caerphilly Delivers" in the Single Integrated Plan.

4. THE REPORT

4.1 Background to Street Lighting

- 4.1.1 There is no statutory requirement on local authorities in the United Kingdom to provide public

lighting. The Highways Act 1980 (Sections 97 & 98) empowers local authorities to light roads, it does not place a duty to do so. Although Highway Authorities do have a duty of care to the road user, and an obligation to light obstructions on the highway, this does not imply a duty on the Highway Authority to keep all lighting operational. The Council has a statutory duty under the Highways Act to ensure the safe passage of the highway (as far as reasonably practicable) and this includes any lighting equipment placed on the highway.

- 4.1.2 While the profile of street lighting has changed in recent years, the stock has continually increased at an average of 110 units per annum which in turn reduces the impact of savings made. This increase is predominantly a result of adoption of new development sites.
- 4.1.3 Part of the Asset Management function of Highways Operations includes a maintenance role for all highway assets. The street lighting assets are recorded, monitored and maintained with a dedicated Street Lighting budget.
- 4.1.4 The street lighting budget allocation for 2017/18 was £1,704,000, which was inclusive of £1,228,000 energy costs. This has already seen a saving of £350,000 from 2016/17 budget to attain the MTFP target. This reduction in budget consists of £190,000 of energy savings and £160,000 from lighting maintenance.
- 4.1.5 A number of energy efficiency options have previously been implemented. During 2017/18 energy efficient lamps, dimming and part night lighting alterations achieved a 4.5% decrease in energy usage. The savings realised from these options were reversed due to a 12.4% rise in energy costs in 2017/18 resulting in a £40k increase in energy costs overall. . The 2018/19 energy unit rate rose to 13.6516 pence per kWh, a 13.4% increase over the 2017/18 rate. It appears that the overriding impact in terms of the increase is in relation to the non-energy costs set by government increasing, particularly Renewable Obligation / Contracts for Difference, Feed in Tariff and TNUoS charges. These charges are out of EDF's control, they merely collect the levies and pass them through to the customer. According to the information received, the energy proportion had decreased from 40.28% to 36.14%. This scenario is likely to continue and while the outlined proposals show projected savings, it should be noted the proposals should be viewed as a way of cost avoidance (against kWh consumption) as energy costs are likely to continue to rise which will have negative impacts on any proposed future saving options.

4.2 Energy costs

- 4.2.1 Energy costs are calculated by the energy provider using the updated asset register (provided on a monthly basis by CCBC Highways Operations). The register will give the quantum and type of lighting assets CCBC currently hold and the estimated burn hours per night.
- 4.2.2 Caerphilly's energy is sourced via Crown Commercial Services (CCS) and National Procurement Service (NPS) and street lighting energy consumption, which is in the region of 10million Kwh equating to 5525 tonnes of CO2 annually, this is only around a third of the energy that is used by the authority. This procurement arrangement covers all the energy required by Welsh local authorities.
- 4.2.3 During 2017/18 the Caerphilly CBC unmetered energy consumption amounted to payments of £1,233,474. Taking this as the base figure, the 13.4% increase will require an additional £165,285 to the Highway Operations budget to stand still.
- 4.2.4 This increase in energy costs has negatively impacted on the MTFP saving options of £190k already implemented in 2016/17.

4.3 Part night lighting

- 4.3.1 The existing street lighting stock in CCBC has already been subject to a part night lighting exercise with the majority of the inter-urban routes (connecting roads between towns and villages) now being switched to part night lighting (4844 units between midnight and 0530hrs).

4.3.2 Option 3 within Appendix 1 includes the wide spread introduction of part night lighting following LED conversion within all residential areas. While this may seem like a less attractive option, it would reflect a consistent approach to street lighting across the Authority while delivering annual savings of £939,840 and carbon reduction savings of 2836 tonnes. Part night lighting would operate between midnight and 0530 hours.

4.4 Alternatives to Part night Lighting

4.4.1 The switch off option is always an alternative although this has its own significant costs and consequences. It is assumed some 25% of street lights would need to be left operational (junctions, conflict areas and major town centres). Wholescale switch off for all lighting is included as Option 4 within Appendix 1.

4.4.2 Officers are of the view that the best option in relation to switching off lights would be to permanently switch off the existing Part night lighting on the authority's inter urban routes (Option 2) subject to the exemption of Safe Walking routes to school. This option could save £227k annually and can be implemented within 6 months with a payback in less than a year. In addition this will result in less LED replacement lanterns being purchased. Future removal of equipment and WPD energy service connections could cost some £2m to implement, with a payback period of approximately 8 years. Legal advice regarding removal of this equipment has been sought and whilst not necessarily requiring the wholesale removal of redundant equipment each site should be reviewed on an individual risk management basis.

4.4.3 Alternatively reductions in maintenance and energy can be achieved by converting all street lamps to LED (Option 1). At current energy prices savings of £693k can be achieved, however, the implementation costs are estimated to be in the order of £4.25m giving a payback period of approximately 7 years. This option could be reviewed as part of a possible Salix funding bid proposal. Salix provides interest-free Government funding to the public sector to improve their energy efficiency, reduce carbon emissions and lower energy bills. This option would also reduce the authority's carbon reduction commitment payment by approximately £40k.

4.4.4 There are also options to mix and match proposals if there was a desire to pursue this approach. Identified in the appendices are the most common and cost effective proposals to allow members to consider each option and its relative merits. These options are considered by officers to be the most viable for consideration.

4.4.5 Further research and monitoring work is being undertaken to review what future options are available in regard to greener alternatives such as solar power. Currently the costs are not viable. A typical solar powered lamp and column (all columns would need to be changed as they need to be able to accommodate battery storage) would cost approximately £3,500 to install and run against a traditional LED and column installation option which is £1,022. Alternative technologies will continue to be reviewed and monitored to identify at the earliest opportunity options to reduce energy consumption further.

4.4.6 The contract with the current street lighting maintenance contractor has been reviewed and all options identified can be progressed in accordance with our existing contractual relationship. Whichever option is eventually decided upon, officers will seek to confirm with the contractor the resource requirements in order to achieve the proposed delivery and payback requirements and wherever possible, seek to accelerate them.

4.4.7 Alternative partnership approaches with lamp manufacturers have been explored regarding installing and maintaining lamps based on life expectancy but those suppliers have indicated that they manufacture and supply only and do not undertake any form of maintenance, installation works or contract rental. However, these alternative partnership opportunities will actively be explored through our existing contractual framework.

4.5 Summary of Options

4.5.1 It should be noted that Philips Lighting have recently announced that due to falling demand they are to reduce production of Low Pressure Sodium (SOX) lamps from July 2019 with all

production to cease in July 2020. Sources within the lighting industry advise that stocks of these lamps are rapidly diminishing and future deliveries are not guaranteed. Based on previous CCBC use, our contractor holds approximately 12 months' supply of these lamps. Currently CCBC has 1779 SOX lanterns on main roads and 348 within residential areas, these lanterns are currently being replaced with LED alternatives as and when they become life expired.

4.5.2 If the proposal is supported to convert all street lighting to LED this would resolve the issue of having to consider prioritising replacement of the SOX lanterns when stocks become unavailable.

4.5.3 Highlighted below is Option 1 (as indicated in Appendix 1) which Members recommended as their preferred option at the Scrutiny meeting on 15th May 2018:

Options	Cost to Implement in £	Co2 Savings in Tonnes	Annual Financial and Energy Savings in KWh	Payback Period
Option 1 Convert all lanterns to LED	£4,250,000	2,094	5,082,727KWh and £693,873	84 Months

4.5.4 Given the 2018/19 energy price increase of 13.4% (equating to £165,000) and the likelihood of further significant increases in future years, coupled with the budget settlement pressures on the authority, it is recommended that Members further consider additional options in addition to Option 1 to contribute to the MTFP targets and cost avoidance measures that are necessary.

4.5.5 Highlighted below are Options 2, 3 and 4 from Appendix 1 for Members to consider:

Options	Cost to Implement in £	Co2 Savings in Tonnes	Annual Financial and Energy Savings in KWh	Payback Period
Option 2 Permanently switch of the existing part night lighting	£35,073	688	1,670,800kKWh and £227,300	8 Months
Option 3 Convert all lighting to LED and implement part-night lighting to all lighting except junctions and major town centres	£4,546,208	2,836	6,884,477KWh and £939,840	84 Months
Option 4 All lighting to be permanently switched off except junctions and major town centres	£163,184	3,166	7,684,498KWh and £1,049,756	12 Months

Although the full payback periods are quoted as 8, 12 or 84 months, the implementation would start realising a smaller level of savings earlier than this as a result of the phased introduction of part night lighting combined with LED installation and/or switch off.

5. WELL-BEING OF FUTURE GENERATIONS

5.1 This report contributes to the Well-being Goals as set out in paragraph 3.1. It is consistent in all of the five ways of working as defined within the sustainable development principle in the Act that it supports:

5.2 The options provide **long term** resourcing and asset management solutions of this specialised service and allows for more effective and predictable resource/ financial/carbon reduction commitments going forward.

- 5.3 The reduction in carbon emissions is a commitment to the **prevention** of the long term threat of climate change to which energy reduction plays a key role. Routine maintenance of the highway assets is also a central part of the CCBC **prevention** strategy, thus reducing the need for larger scale repair operations (with the associated safety risks) required for poorly maintained/ inspected assets.
- 5.4 A well maintained highway forms part of an overall strategy providing efficient **integration** of local roads to regional transport systems on which public transport, private users, cyclists and walking networks can operate.
- 5.5 **Collaboration** with the Energy team within Caerphilly ensures that the reductions achieved in carbon emissions through efficient street lighting strategies positively contributes to the authority's sustainability targets for carbon reduction.
- 5.6 Proposed options for energy and carbon savings may require an effective consultation exercise that would require the **involvement** of all relevant stakeholders within the authority depending on the preferred proposal.

6. EQUALITIES IMPLICATIONS

- 6.1 An Eqla screening has been completed in accordance with the Council's Equalities, Consultation and Monitoring Guidance and some potential for unlawful discrimination and/or low level or minor negative impact affecting one or more of the target equality groups have been identified. A full Eqla has been carried out and the summary and recommendations are included in the Equalities section of this report.
- 6.2 Dimming or switching off of street lights could have a significantly greater negative impact on people with certain types of visual impairment compared with the majority of the population. It may also affect people whose eyesight is diminishing along with other vulnerable groups such as the elderly and lone persons in terms of feelings of vulnerability and an increased fear of crime.
- 6.3 Lower energy alternatives to conventional lighting can also have a greater luminance and as a result could have a significantly greater positive impact on those groups mentioned above.

7. FINANCIAL IMPLICATIONS

- 7.1 Proposed financial savings options are detailed in Appendix 1, which deliver reductions in street lighting energy and street lighting maintenance expenditure to assist with the Council's Medium Term Financial Plan (MTFP) and provide cost avoidance.
- 7.2 Each option will require investment in order to release the savings towards the MTFP. The preferred financing option would be to progress a Salix funding bid for the preferred energy efficiency proposal. Salix is an interest free Government funding loan to the public sector to improve their energy efficiency, reduce carbon emissions and lower energy bills. To be eligible to be considered proposals need to demonstrate the ability to achieve pay back within 8 years. All options meet the required Salix criteria.
- 7.3 The current street lighting contract has provisions within it that allow innovation and changes to the street lighting stock to be made. Appropriate rates are also included within the contract that would allow the works to be efficiently procured.
- 7.4 The scenario outlined within the report is likely to continue and while the detailed proposals show projected savings, it should be noted the proposals should be viewed as a way of cost avoidance as energy costs are likely to continue to rise which will have negative impacts on any proposed future saving options.

7.5 Salix funding would be ring fenced and released to the authority in payment tranches as work progresses. Salix advise that the application is submitted as soon as possible to guarantee the funding.

8. PERSONNEL IMPLICATIONS

8.1 The proposals will not have any direct impact on CCBC personnel.

9. CONCLUSIONS

9.1 Officers views are that the most beneficial approach would be to progress a wholesale conversion of the street lighting stock to LED lanterns. This would meet the Salix funding requirements to achieve a pay back within 8 years and would be implemented over a time period of approximately 45 months and convert all residential lighting to part-night lighting as identified in Option 3.

9.2 The LED conversion would meet the Salix funding requirements. If part night lighting of all residential areas was also considered this could be funded by an 'invest to save' business case which, would have a pay back period of approximately 1 year.

10. CONSULTATIONS

10.1 All comments received from consultees have been taken into consideration and are included in the report.

10.2 A wider consultation process may need to be considered before the implementation of any of the listed street lighting proposals is progressed.

11. RECOMMENDATIONS

11.1 Members are requested to review the options identified within the report and appendices along with the conclusions highlighted in paragraphs 9.1 and 9.2 and provide comments on the proposals for Cabinet to consider.

12. REASONS FOR THE RECOMMENDATIONS

12.1 To allow Cabinet to understand Scrutiny committee views whilst considering their preferred option to achieve street lighting energy and carbon savings to assist in meeting the required MTFP savings and carbon reduction commitment targets.

13. STATUTORY POWER

13.1 Highways Act 1980.

Author: Marcus Lloyd, Head of Infrastructure, ext. 6549
lloydm1@caerphilly.gov.uk

Consultees: Cllr. Sean Morgan – Cabinet Member for Economy, Infrastructure, Sustainability and Wellbeing of Future Generations Champion
Cllr. Tudor Davies – Chair of Regeneration and Environment Scrutiny Committee
Cllr. Christine Forehead – Vice Chair of Regeneration and Environment Scrutiny Committee
Christina HARRY – Interim Chief Executive

Mark S. Williams – Acting Corporate Director of Communities
Liz Lucas – Head of Customer and Digital Services
Stephen Harris – Interim Head of Business Improvement
Nicole Scammell - Head of Corporate Finance and S151 Officer
Robert Tranter – Head of Legal Services and Monitoring Officer
Lisa Lane – Interim Monitoring Officer
Richard Crane - Principal Solicitor
Marcus Lloyd - Head of Infrastructure
Mike Eedy – Finance Manager
Shaun Watkins – Principal Personnel Manager
Anwen Cullinane – Senior Policy Officer – Equalities and Welsh Language
Tom Llewelyn - Senior Engineer
Paul Rossiter – Energy and Water Officer
Sue Ruddock – Insurance and Risk Manager
Tracey Minett – Senior Insurance & Risk Manager

Background Papers:

Highways Act 1980

Part Night Lighting and Future Energy Saving Proposals – Regeneration and Environment Scrutiny Committee – 8th December 2015

Future Lighting and Energy Saving Proposals – Regeneration and Environment Scrutiny Committee – 15th May 2018

Appendices:

Appendix 1 Street lighting options 2018/19

Street lighting options August 2018

To meet the challenges of carbon reduction commitments and reducing budgets within Highways street lighting, the following options have been compiled for consideration. The options are not exhaustive but illustrate some of the energy saving measures available and a mix and match approach where a partial use of some or all of these measures may also be considered.

Despite a 4.5% reduction in kWh through the use of energy efficient equipment, The 2018/19 energy unit rate rose to 13.6516 pence per kWh, a 13.4% increase over the 2017/18 rate of 12.0386 which in itself was a 12.4 % rise over 2016/17. It appears that the overriding impact in terms of the increase is in relation to the 'non-energy' costs set by government being increased, particularly Renewable Obligation / Contracts for Difference, and TNUoS charges. These charges are out of EDF's control, they merely collect the levies and pass them through to the relevant government body and National Grid. According to the information received from the energy proportion had decreased from 40.28% to 36.14%.

During 2017/18 the Caerphilly CBC unmetered energy consumption amounted to payments of £1,233,474. Taking this as the base figure, the 13.4% increase will require an additional £165,285 to the Highway Operations budget to stand still.

All savings are based on the current energy rate of 13.6516 pence per kilowatt hour, the known lamp wattages and the estimated numbers of units affected. The number of street lights identified in each of the options is likely to alter following detailed surveys and risk assessments that determine the items of inventory that must remain in lighting at high risk traffic and pedestrian conflict areas.

Indicated monetary savings relate only to the reduction in kilowatt hours and not from any reduction in equipment maintenance and testing. Additional costs will be incurred when the removal of lighting equipment and Western Power Distribution service connections are required 12 months following any permanent decommissioning.

Should lighting be decommissioned on roads where a speed limit of 50 mph or above exists there will be a requirement to install cats eye type lane markers. No allowance has been made for time or resources in identifying suitable items of inventory for conversion or for mandatory illuminated traffic signs to remain lit following any permanent disconnection of street lighting.

Assumptions made:

Options 2 through 4 require lighting to be extinguished for either part of or the whole period of darkness. A working assumption has been made that in areas affected by these proposals 25% of the inventory will need to remain switched on to maintain Highway safety at high risk traffic and pedestrian conflict areas.

A 12 week delivery of equipment required for any works.

100 lanterns or 200 photocells/disconnections to be carried out per week.

40 units per Western Power disconnection on inter urban routes to be carried out per week.

The column removal costs are £400.00 per column.

WPD disconnection charges are £160.00 per column. Wood pole equipment removal costs are £125.00 per pole.

OPTIONS

1: Convert all lanterns to LED

Number of units affected	17,011	
Cost to implement	£4,250,000	
Co2 savings in Tonnes	2,094	
Energy savings in kWh	5,082,727	
Annual savings in £	£693,873	Allowing for the procurement and installation, the total energy savings per annum will not be realised until after 45 months have elapsed. Payback period will therefore be 84 months.

Note: Should Option 2 be supported, followed by Option 1, the figures in Option 1 would need to be pro rata.

2: Switch off the existing part night lighting with the exception of 370 units on known safe walking routes to schools

Number of units affected	4474	
Cost to implement	£35,073	
Co2 savings in Tonnes	688	
Energy savings in kWh	1,670,800	
Annual savings in £	£227,930	Allowing for decommissioning, the energy savings per annum will not be fully realised until after 6 months have elapsed. Payback period will therefore be 8 months.

Future removal costs for these items of equipment circa £1,782,600 with potential WPD disconnection costs circa £23,000

3: Convert all lighting to LED and implement part-night lighting to all lighting except junctions and major town centres

Number of units affected	15891	
Cost to implement	£4,546,208	
Co2 savings in Tonnes	742	
Energy savings in kWh	6,884,477	
Annual savings in £	£939,840	Allowing for the procurement and installation, the total energy savings per annum will not be realised until after 45 months have elapsed. Full payback period will therefore be 84 months.

4: All lighting to be permanently switched off except junctions and major town centres

Number of units affected	20735	
Cost to implement	£163,184	
Co2 savings in Tonnes	3166	
Energy savings in kWh	7,684,498	
Annual savings in £	£1,049,056	Allowing for the decommissioning, the total energy savings per annum will not be realised until after 26 months have elapsed. Payback period will therefore be 12 months.
		Potential future column removal costs circa £2,520,000
		Potential future WPD disconnection costs circa £1,250,000
		Potential future wood pole bracket removal costs circa £787,500

Although the full payback periods are quoted as 8, 12 or 84 months, the implementation would start realising a smaller level of savings earlier than this as a result of the phased introduction of part night lighting combined with LED installation and/or switch off.

This page is intentionally left blank



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE - 30TH OCTOBER 2018

SUBJECT: HIGHWAY MAINTENANCE PLAN

REPORT BY: INTERIM CORPORATE DIRECTOR OF COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To seek scrutiny members views on the new Highway Maintenance Plan (HMP) prior to presentation to Cabinet for consideration for implementation.

2. SUMMARY

- 2.1 The extensive duties that arise from the Highways Act 1980 need to have a fully documented and approved maintenance plan and approach. The Act forms a legal basis for management of the highway, claims and litigation. The risks arising from this function are likely to escalate as highway maintenance budgets come under increased pressure through budget reductions.
- 2.2 In October 2016 the UK Roads and Liaison Group published a Code of Practice on 'Well-Managed Highway Infrastructure' which although not mandatory, is evidence of good practice.
- 2.3 The implementation date for the new Code of Practice is October 2018 where Highway Authority's should have reviewed their procedures, policies and practices in line with the codes recommendations.
- 2.4 Authorities must exercise their own judgement on this Code of Practice, but if they have not followed relevant guidance contained in the Code then they will be expected to give good reasons why they have departed from it.
- 2.5 The Highway Maintenance Plan (HMP) provides an overarching document for Carriageways, Footways, Street Lighting and Structures. It sets out the processes and procedures to inspect, report, undertake necessary actions and record the works carried out on the carriageway and footway asset. It also forms the basis of the Council's legal defence against insurance claims, both with personal injury and property/vehicular damage, made on the highway.
- 2.6 The HMP has been developed taking into consideration the recommendations of the new Code of Practice.

3. LINKS TO STRATEGY

- 3.1 This report links directly to the Well-being goals within the Well-being of Future Generations Act (Wales) 2015:
- A prosperous Wales
 - A resilient Wales

- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities, and
- A globally responsible Wales

3.2 The report links to the Council's Well Being Objective 4 – Promoting a modern, integrated and sustainable transport system that increases opportunity and prosperity, by improving accessibility and managing the transport network thus enabling individuals to move freely around Caerphilly.

3.3 There are further links to the Engineering Objectives:

3.3.1 To promote safe and efficient transport and land drainage infrastructure through quality service delivered by means of cost effective management, maintenance and improvement of the networks.

3.3.2 To develop engineering solutions and methods which have regard to the value of the natural and built environment and to the principle of sustainable development.

4. THE REPORT

4.1 The highways infrastructure provides access to businesses and the wider authority and region, as well as shaping the character of an area and adding to the social and well-being and quality of life in a community. Experience during the recent severe weather events has highlighted the significant cost to the economy and social life when parts of the infrastructure become inaccessible or defective.

4.2 'Well-Managed Highway Infrastructure: A Code of Practice, 2016' supersedes the previous codes 'Well-Maintained Highways', 'Well-lit Highways' and 'Management of Highways Structure'. The Highway Maintenance Plan (HMP) is based upon the new code of practice and the principles of a "risk based approach".

4.3 The HMP (Appendix 1) recognises Caerphilly County Borough Council should adopt a risk based approach in accordance with local needs, priorities, affordability and sustainability in line with the new Code of Practice.

4.4 The whole risk-based approach to highway infrastructure maintenance is based on an understanding of the local highway network, the risks and their significance.

4.5 Caerphilly Council's resources, both operational and financial, are inevitably finite. This reinforces the need for a risk-based approach to the inspection, identification and repair of defects as well as the longer term maintenance strategies.

4.6 In order to comply with the new Code of Practice and to provide a consistent approach, an all Wales Guidance was developed by consultants, on behalf of CSSW (County Surveyors Society Wales). This guidance provides a reference source and practical approaches on best practice in the management of highway liability risk exposure. In particular, this guidance provides tools, methods and advice on how to apply the principles of risk management and a risk based approach to highway liability claims. It further provides reasoning and a method of recording how the Council maintains, inspects and manages the councils Highway Assets.

4.7 The HMP contains details, policies and procedures used by the Council to operate, inspect, record and maintain the Highway asset along with the need for network resilience.

4.8 The underlying legal framework and the way we work largely remains unchanged, as this is ultimately governed by the Highways Act 1980.

- 4.9 The fundamental changes in approach are as follows:
- 4.9.1 Risk assessments, which sit within Highways, have been developed to justify the way we work. It is these risk assessments that allow us to defend why we do things. The risk assessments are based upon CSSW guidelines that were developed collaboratively by all 22 Welsh authorities.
- 4.9.2 The HMP now also contains management details of Street Lighting infrastructure and Structural assets (walls, culverts and bridges) that were previously excluded.
- 4.10 As part of this process, the whole of the highway network has been assessed in line with the new Code of Practice. The code gives guidance in relation to the hierarchy status of the road but local knowledge allows officers to consider the relevant local experiences and data in their risk based assessment approach. The network is approximately 1150km in length and is split into approximately 4700 sections for inspection. All these sections of the network have been assessed. The proposed changes to the network categorisation are listed in Appendix 2.
- 4.11 Further work is currently ongoing with CSS Wales to try and gain a consistent All Wales guidance in relation to the intervention criteria identified in Appendix 3. The All Wales guidance is likely to recommend intervention criteria that will be different to our current practice. At present indications are that the Caerphilly criteria will be more stringent than a proposed All Wales approach. The recommendation is that we should retain our existing intervention criteria to ensure that we can demonstrate a robust inspection and intervention criteria for any insurance related claims.
- 4.12 Defect repair timeframes are currently identified as 2 hrs or 24 hrs for emergencies and 28 days for all other defects. The CSSW guidance is likely to recommend that the repair timeframes for an All Wales approach would be the inspection frequency or 90 days, whichever is the lesser for all non-emergency defects. Caerphilly officers agree with minimum timeframe of the inspection frequency but disagree with the maximum duration of 90 days. The current timeframe that Caerphilly works to for non-emergency defects is 28 days (which is the most frequent inspection timeframe). It is proposed that a relaxation of the challenging 28 days target be considered. Officers' recommendations are that a maximum intervention timeframe be set at 42 days for non-emergency defects.

Defect	Current Repair Timeframe	Proposed Repair Timeframe
Emergency	2 hrs or 24 hrs	2 hrs or 24 hrs
Non-Emergency	28 days	28 days for monthly inspections 42 days for all other inspections

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 This report contributes to the Well-being Goals as set out in paragraph 3.1. It is consistent in all of the five ways of working as defined within the sustainable development principle in the Act that it supports:
- 5.1.1 **Long-term** - The HMP provides long term resourcing and asset management solutions of this specialised service and allows for more effective and predictable resource/financial/carbon reduction commitments going forward.
- 5.1.2 **Integration** - A well maintained highway forms part of an overall strategy providing efficient integration of local roads to regional transport systems.
- 5.1.3 **Involvement** – In development of the document input has been received from Risk and Insurance Management and Legal Services to ensure that the approach proposed has a robust legal standing, is compliant with relevant legislation and can be fully relied upon as the authorities defence for any possible claims/litigation.

- 5.1.4 **Collaboration** – The HMP is based upon a collaborative approach in which all 22 Welsh authorities were consulted. It not only brings internal departments together to deliver effective maintenance regimes across the authority over the medium and long term, but also promotes discussion and agreement with neighbouring authorities on cross border issues to ensure network users’ needs are considered.
- 5.1.5 **Prevention** - The inspection regimes detailed will ensure the assets are regularly maintained and safe for use. Inspections will also provide early intervention data to allow future maintenance programmes to be developed thus preventing unnecessary deterioration of the network and timely proactive responses allowing a more efficient use of finite budgets.

6. EQUALITIES IMPLICATIONS

- 6.1 An EIA screening has been completed in accordance with the Council’s Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified, therefore a full EIA has not been carried out.
- 6.2 The Road Maintenance Manual will benefit the vulnerable, young and elderly, by ensuring the infrastructure on which other services depend (including emergency services), remains robust throughout the year.

7. FINANCIAL IMPLICATIONS

- 7.1 The Highway Operations budget currently funds this statutory provision/service. The value of the current budget is £7,532,365.
- 7.2 The expenditure of this budget is regularly reviewed, as it represents (along with Winter Maintenance) the most responsive, mandatory part of the service and is subject to the day-to-day incidents and unexpected circumstances. So far, with careful financial accounting and managing these variable factors, the Highway Operations budget has been balanced at financial year end.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no direct personnel implications from this report.

9. CONSULTATIONS

- 9.1 All comments received have been taken into consideration and are included in the report.

10. RECOMMENDATIONS

- 10.1 For Scrutiny Members to comment on the content of the HMP, considering the key issues of adopting a risk based approach in accordance with new Code of Practice prior to presentation to Cabinet for consideration and to support the use of this methodology for future highway maintenance activities.
- 10.2 It is recommended that members support the changes already identified for the network inspection as highlighted in Appendix 2.
- 10.3 It is further recommended that members support the proposal identified in 4.12 to amend the timeframe for repair of non-emergency defects. The timeframe for repair of emergency defects is proposed to remain unchanged.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 The proposed Highway Maintenance Plan has been developed in accordance with the new Code of Practice 'Well-Managed Highway Infrastructure' and should be adopted by Highway Authorities as best practice guidance.

12. STATUTORY POWER

- 12.1 Highway Act 1980.
- 12.2 Flooding & Water Management Act 2010.
- 12.3 Well-being of Future Generations (Wales) Act 2015.

Author: Gareth Richards – Highways Maintenance Manager

Consultees: Cllr. Sean. Morgan –Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability & Wellbeing of Future Generations Champion
Cllr D T Davies – Chair of Regeneration and Environmental Scrutiny Committee
Cllr Mrs C Forehead – Vice Chair of Regeneration and Environmental Scrutiny Committee
Mark S Williams - Interim Director – Communities
Marcus Lloyd – Head of Infrastructure
Mark Williams - Head of Performance & Property Services
Robert Tranter – Head of Legal Services/Monitoring Officer
Stephen Harris – Interim Head of Business Improvement
Nicolle Scammell – Head of Corporate Finance and S151 Officer
Rob Hartshorn – Head of Public Protection
Mike Eedy – Finance Manager
Shaun Watkins – Principal Personnel Manager
Anwen Cullinane – Senior Policy Officer – Equalities and Welsh Language
Chris Adams – Acting Highways Operations Group Manager
Andrew Southcombe - Finance Manager (Corporate Services)
Sue Ruddock – Insurance and Risk Manager
Tracey Minett – Senior Insurance & Risk Manager

Background Papers:

Well-Managed Highway Infrastructure - A Code of Practice October 2016

Appendices:

Appendix 1 Highway Maintenance Plan
Appendix 2 ACOP Hierarchy Reviews 2018
Appendix 3 Defect Intervention Levels

This page is intentionally left blank



Highway Maintenance Plan 2018

Caerphilly County Borough Council Highway Maintenance Plan

For further information on this document please contact:

Gareth Richards
 Highways Maintenance Manager
 CCBC Highway Operations Group
 Highways House
 Penmaen Rd Industrial Est
 Blackwood
 NP12 2DY

Revision	Last updated	Page(s)	Revision Description
1	21.01.2015		Gavin Barry (Draft)
2	15.07.2016		GP Review
3	2/8/16		GR Review
4	01.07.18		GB/ GR Review

Distribution

Holder	Role
Marcus Lloyd	Head of Infrastructure
Chris Adams	Acting Highways Operations Group Manager
Gareth Richards	Highways Maintenance Manager
Gavin Barry	Highways Maintenance Engineer
Nicola Tiley	Highways Inspector
Darren Jones (D12)	Highways Inspector
David Haines	Highways Inspector
Sue Morgan	Highways Inspector
Paul Roberts	Highways Inspector
Darren Bilton	Highways Inspector
Darren Jones	Highways Inspector
Joe Williams	Acting Principal Engineer (Capital Works)
Richard Crane	Legal
Sue Ruddock	Risk & Insurance
John Cumper	IT and Data Support

Contents

PART 1	Background and policy information	
1.1	Purpose and scope	8
1.2	Risk Based Approach (RBA)	11
1.3	Sustainability	12
1.4	Asset Management	13
1.4.1	Future Demands	13
1.4.2	Community and Partnership	14
1.5	Legal Requirements	15
1.5.1	Duty of Care	16
1.5.2	Health and Safety	16
1.5.3	Best Value	16
1.5.4	Utility Companies	16
1.5.5	Reference to Existing Policies	16
1.6	Network Hierarchy	18
1.6.1	Resilient Network	21
1.7	Bridges and Structures	22
1.7.1	Inventory	22
1.7.2	Quality of Inventory Held	23
1.7.3	Asset Register	23
1.7.4	Budget Allocation	23
1.7.5	Customer Consultation	23
1.7.6	Utility Activity	23
1.7.7	Programme Coordination	24
1.7.8	Public Consultation Prior to Works	24
1.7.9	Network Rail	24
1.7.10	Public Rights of Way	24
1.7.11	Third party Claims	24
1.7.12	Third Party Recharge	24
1.7.13	Environmental Considerations	24
1.7.14	Network Availability Considerations	25
1.7.15	Abnormal Loads	25
1.7.16	Technical Enquiries	25
1.7.17	Scour	25
1.7.18	Policies	25
1.7.19	Inspections	25
1.7.20	General Inspections	26
1.7.21	Principal Inspections	26
1.7.22	Construction Options	26
1.7.23	Emergency Incident Response	27
1.7.24	Routine Maintenance	27
1.7.24.1	Physical Processes	27
1.7.24.2	Management Processes	28
1.7.25	Planned Maintenance	30
1.7.25.1	Physical Processes	30
1.7.26	Management Processes	30

1.7.27	Works Delivery	32
1.7.28	Performance Measurement	32
1.8	Street Lighting	33
1.8.1	Legislation and Good Practice	33
1.8.2	Street Lighting Asset	33
1.8.3	Cable Networks	34
1.8.4	Energy	34
1.8.5	Carbon Reduction	34
1.8.6	Street Lighting Staff	35
1.8.7	Street Lighting Contractor	35
1.8.8	Maintenance and Fault Repair	35
1.8.9	CCBC Key Performance Indicators	36
1.8.10	Other Party Involvement	37
1.8.11	Adoption of New Street Lighting	38
1.8.12	Requests for the provision of additional St Lighting	39
1.8.13	Banners and Decorations	39
1.9	Condition Standards	40
1.10	Performance	42

PART 2 Inspection Procedures

2.1	Introduction overview of the process of highway inspections	44
2.2	Roles and Responsibilities	44
2.3	Record Keeping and Data managing	48
2.4	Summary of Highway Inspections	50
2.5	Defect risk assessment process (safety inspections)	54
2.5.1	Risk Identification	54
2.5.2	Risk assessments	56
2.5.3	Risk management	57
2.6	Highway Safety inspections	58
2.6.1	Introduction	58
2.6.2	Inspection mode	58
2.6.3	Inspection coverage	59
2.6.4	Frequencies	59
2.6.5	Inspection programme	60
2.6.6	Response times	60
2.6.7	Follow-up action	61
2.6.8	Record Keeping and Data Management	61
2.7	Highway Condition/Service Inspections	62
2.7.1	Introduction	62
2.7.2	Inspection frequencies	62
2.7.3	Changes to Inspection frequencies	62
2.7.4	Inspection programme	62
2.7.5	Items for inspection	64
2.7.6	Response times	64
2.7.7	Follow up action	64
2.7.8	Record keeping and date management	64

2.7.9	Inspections for Network integrity	64
2.7.10	Inspections for regulatory purposes	65
2.8	Inspection Method	66
2.8.1	Safety Inspection	66
2.8.2	Service Inspection	66
2.8.3	Condition Assessment	66
2.8.4	Training and development of Highway Inspectors	66
2.8.5	Safe Working Practices	67
2.8.6	Data Management	70
2.9	Inspection Procedures	71
2.9.1	Data Protection	71
2.9.2	Section Information	71
2.9.3	Sections with no identified defects	72
2.9.4	Location of defects	72
2.9.5	Activity Codes	72
2.9.6	Formal Notifications	73
2.9.7	Coding response times	74
2.9.8	Material	74
2.9.9	Measuring flags, small element paving and blocks	74
2.9.10	Programming and works	74
2.9.11	Remedial Works	74
2.9.12	Procedure following Inspection	74
2.9.13	The Client and Contractors responsibility	74
2.9.14	Statutory undertaker apparatus	75
2.9.15	Normal working hours	76
2.9.16	Outside normal working Hours	76
2.9.17	Emergency situation reporting	77
PART 3	Inspection guidance	80
PART 4	Appendix	116
Appendix A	Customer Care Service Procedure	
Appendix B	Inspections of accident/ Third party claims	
Appendix C	Personal Injury Accident Analysis	
Appendix D	Inspections of disused tips	
Appendix E	Treatment Codes	
Appendix F	Inspector's Areas / Wards	
Appendix G	Nature Conservation and Biodiversity	
Appendix H	Legislation and Statutory Acts	
Appendix I	Network Hierarchy (revised in-line with RBA WMHI 2015)	
Appendix J	Sample Letters/ notices	
Appendix K	Well Managed Highway Infrastructure 2015	
Appendix L	CCBC Out of Hours (Duty Officer) Manual 2015	

Preface

Caerphilly County Borough Council's (CCBC) **Highway Maintenance Plan** (HMP) records how the Council manages and maintains its roads and assets.

This manual promotes the adoption of an integrated asset management approach to make the highway safer for all users and to provide a reference text to all staff within the Highway Operations Group. It is also a useful medium and communication to other departments and stakeholders, moreover it will be a standard issue document to all new Highway employees.

To meet the overriding objective of making the highway safer for all users, a risk management approach is used to assess defects and prioritise treatments, in line with the approved code of practice (ACoP) for Highway maintenance 'Well-Managed Highway Infrastructure' (Appendix I). The manual explains the reasons for implementing the risk management approach in terms of best practice.

<http://www.ukroadsliaisongroup.org/download.cfm/docid/4F93BA10-D3B0-4222-827A8C48401B26AC>

The Codes of practice are founded upon the principles of best value and emphasise the use of an asset management approach to highway maintenance. The Highway Maintenance Plan sits alongside the Highway Asset Management Plan, which details the mechanisms that will be deployed as we work towards attaining the Council's objectives as expressed in its corporate strategic plan 2018-2023. This will be through planned performance against the lifecycle plans for all major components of the highway asset. Including:

- Carriageways
- Structures
- Drainage
- Footways and Cycleways (inc PROW)
- Street Lighting and Traffic Signals

The HMP sets out this risk based approach, which will be embedded in every-day decision making. During the development of this plan this approach, along with the referenced guidance material, has been used to set standards for undertaking inspections and maintenance. However for certain standards, where noted, it is intended that these standards are to evolve as the maintenance service environment changes and further understanding of risks arises.

The HMP is split into four parts.

- Part 1 explains the background and policy for the highway inspection process.
- Part 2 provides guidance on how inspections should be carried out.
- Part 3 of the manual provides photographic and written guidance for Council highway inspectors to help assess highway defects. The final section

- Part 4 of the manual is the appendices for the 'Highways Code of Practice' and standard letter templates.

PART 1 Background and policy information

1.1 Purpose and Scope

The Highways Maintenance Plan (HMP) details the policies and standards, and where appropriate, the processes that will be utilised to manage and maintain the Council's roads and assets. The highway network is by far the single most valuable asset in the control of the Council, with an estimated replacement value of £2 billion (in excess of 1,200km of publicly maintained highways, 32,000 gullies and approximately 27,000 street lights). The extent, and hence value of this asset, is expanding constantly through new development and improvements to the existing infrastructure.

Caerphilly's highway asset will vary over time as a result of development, improvements and stopping up processes. Highway maintenance is a wide ranging function that covers the following general activities:

- Reactive maintenance – addressing actionable defects and deficiencies that are causing a hazard to highway users.
- Routine maintenance – undertaking consistent and/or cyclical functions to preserve assets in a safe and serviceable condition, wherever possible avoiding the need for reactive maintenance by enhancing the value or life of the asset as part of a whole system of works.
- Programmed maintenance – planned interventions (usually on a more significant scale) that are designed through our asset management processes as works that will enhance the value or life of the highway asset.
- Regulatory functions – requiring or enabling others to undertake works or other activities in, on or around the highway in accord with the Council's statutory functions.
- Winter Service – precautionary salting and the clearance of snow and ice.
- Other emergencies – providing a planned emergency response to events that cause a significant hazard to highway users or threaten the integrity of the highway.

The establishment of an effective regime of inspection, assessment and recording is central to effective and efficient highway maintenance and key to addressing the fundamental objectives of highway maintenance strategy, these being:

- Network Safety
- Network Serviceability
- Network Sustainability
- Network Hierarchy

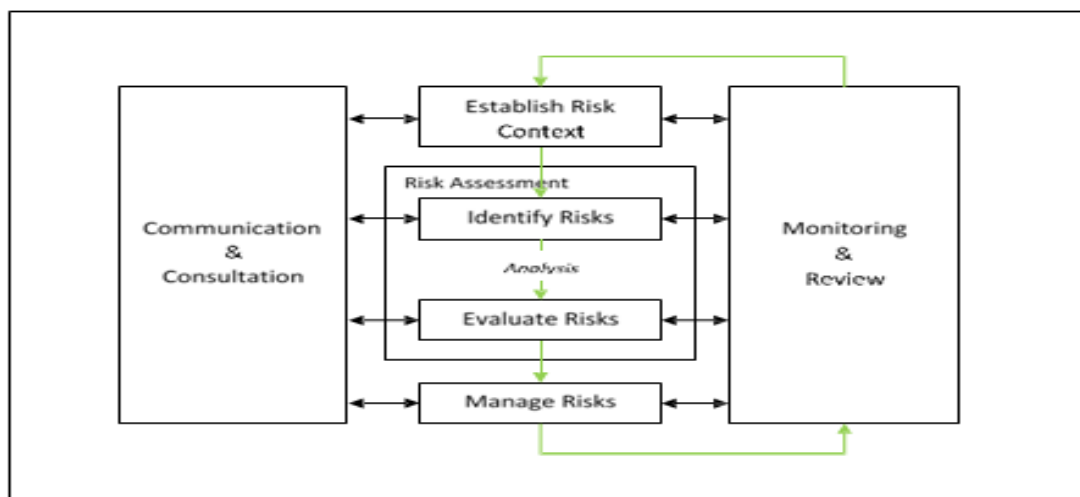
Aligned with the Inspection Policy will be the development and inclusion of a detailed asset management approach as set out in the UKRLG asset

management guidance documentation

(<http://www.ukroadsliaisongroup.org/download.cfm/docid/5C49F48E-1CE0-477F-933ACBFA169AF8CB>).

Asset management is widely accepted as a means to deliver a more efficient and effective approach to management of highway infrastructure assets through longer term planning and ensuring that levels of service are defined and achievable for available budgets. It supports making the case for funding, for better communication with stakeholders, and facilitates a greater understanding of the contribution highway infrastructure assets make to economic growth and social well-being of local communities. Caerphilly’s Highway Asset Management Plan is held at Highway Operations Group.

Caerphilly CBC has adopted a risk-based approach and a risk management regime for all aspects of highway maintenance. This includes but is not limited to investment, setting levels of service, operations, including safety and condition inspections, and determining repair priorities and planned maintenance programmes. Our the policy document is set against a backdrop of a clear and comprehensive understanding and assessment of the likelihood of asset failure and the ramifications



An Example of a Risk Management Process

This HMP defines the characteristics of the inspection regimes, including the hierarchy, frequency of inspection, items to be recorded and nature of response. They are all set within the context of the County Borough Council’s Corporate Plan and maintenance strategy.

<http://sc-aptken1/KENTICO/getattachment/ab780120-3a2b-47f9-bff0-f383462fbb98/Corporate-Plan-2018-23.aspx>

The manual has also been developed with the following specific objectives in mind;

- To ensure network safety and best value through the application of a defined auditable inspection strategy
- To assist in providing a high-quality, responsive highway maintenance service to our customers
- To follow current best practice by implementing a risk-based defect assessment process
- To provide clearly documented inspection guidance for highway inspection personnel at all levels

By providing guidance to personnel involved in undertaking highway safety inspections, it is the intention that they can carry out their duties with consistency and to clear, recognised and understood criteria. This guidance identifies how defects are prioritised and how an appropriate response is determined. It forms part of the training programme for new inspectors and is also an aide-memoir to established inspectors.

The HMP can also be used as a guide to non-professionals to explain the highway inspections process in a clear, unambiguous way.

As this manual will form the basis of our S41 and S58 defence under the HA 1980, the document pays particular attention to the inspection process and internal mechanisms and in Section 2 goes into greater detail on the following:

- *Safety Inspections*

Safety inspections are carried out at regular frequencies that are set to reflect the level of use and importance of the road or footway. These inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network or the wider community.

- *Service Inspections*

Service inspections are more detailed inspections of particular highway features and are designed to ensure that they meet serviceability requirements. The scale and scope of these inspections will reflect the Authorities policy objectives; support their asset management objectives and maintenance planning.

- *Ad-hoc Inspections*

These are undertaken via complaints from members of the public or other internal departments and are in addition to any defects that are noticed whilst carrying out routine duties. All are recorded within our data management system, Mayrise.

1.2 Risk Based Approach

The HMP details our risk based approach (RBA) to highway maintenance activities, in line with latest industry practices.

The purpose of RBA within the HMP ensures a consistent application of a decision making process to:

- Correctly evaluate the risk posed to highway users by all defects or deficiencies in the
- Highway asset;
- Prioritise resources so that the risk is managed effectively;
- Ensure the efficient use of available resources;
- Understand performance and address any gaps in resources or performance;
- Ensure value for money; and,
- Enable monitoring of outcomes.

The principle of a risk based approach is to assess the likelihood of injury or damage as a result of any defectiveness and the consequences of that event should it occur. Decisions will be informed by data and knowledge derived from the analysis of previous maintenance activities, such as highway safety inspections.

The consequences of defects in the highway can include:

- Damage or injury to highway users, their property and the resultant claims for damages;
- Safety hazards resulting in risk to the community
- Disruption to traffic
- Accessibility being compromised
- The devaluing of places
- Dissatisfaction
- Economic disruption to businesses

Prescriptive intervention levels for defects are used within this plan, but based on the on the Risk Based Approach, discretion is utilised. A set intervention criteria can sometimes be wasteful of resources with defects that present a low risk often being measured and then repaired ahead of smaller defects that by virtue of their location, may cause a greater hazard. A risk based approach utilises the expertise and experience of the inspector to correctly and consistently evaluate defects in accordance with the guidance established in this plan. Expertise and consistency of inspectors is ensured by training to industry recognised standards and regular comparative inspections.

1.3 Sustainability

Sustainability is a key part of the Council’s vision. The delivery of highway maintenance is undertaken in accordance with good environmental management procedures so as to minimise environmental impacts and sustain Caerphilly’s biodiversity and character. The impact of the highway infrastructure maintenance activities when considering whole life carbon costs, should be taken into account when determining appropriate interventions, materials and treatments.

In the selection of materials, and treatment, their environmental impact is considered. We aim to maximise the environmental contribution and sustain the County’s biodiversity, character and heritage by the adoption of good environmental management procedures in highway maintenance works.

When determining the balance between structural, preventative and reactive maintenance, the principle that prevention is better than the cure is adopted.

We take advantage of locally sourced, and recycled materials, as well as environmentally friendly methods to promote value and innovation, and to drive continuous improvement. In each case departures from the approved standards will only take place following an assessment of risk, and with approval of senior leaders. Caerphilly has engaged with industry providers in order to establish effective sustainable treatment modes and in collaboration with contractors, the extensive use of Cold Applied Ultra Thin Surfacing CAUTs as part of our planned surface treatment works is utilised throughout our Network.

As such this Highway Maintenance Plan focuses, as part of a whole system of works described by this plan and the HAMP, on a methodology and means of maintaining the network to meet the challenges of safety, serviceability and sustainability, in order to provide best value for the Council and local community, by considering:

Safety	Serviceability	Sustainability
Complying with Stat obligations	Ensuring availability	Minimising cost over time
Meeting end users needs for safety and reliability	Achieving integrity	Maximising value to the community
	Maintaining reliability and maintaining. Enhancing condition	Maximising environmental contribution
The character of the area		
Current and desired future usage		

In addition, Caerphilly follows the template for sustainable transport and focuses keenly on the inclusion of walking and cycling as set out in the ‘Active

Travel Wales Act 2013'. This sets out the agenda to implement and sustain an active Nation.

1.4 Asset Management

As part of Caerphilly's effective Highway asset management, the Local Transport plan sets the authority's asset management and strategy approach.

Asset management is a strategic approach that identifies the optimal allocation of resources for the management, operation and preservation of the asset.

Within our Asset Management Plans Caerphilly have developed lifecycle plans for major assets and identify how we intend to record specific information relating to their condition. Within set financial parameters that information will be best used via planned interventions a process to preserve, maintain and enhance the Highway Infrastructure. The following factors will influence each decision under these principles

- Risk based approach
- Corporate aims and objectives
- Network Priorities
- Policy and legislative documentation
- Agreed levels of Service

Lifecycle planning as part of the asset management approach will target programmed maintenance and cost effective treatment options. Consequently, options for the areas of our infrastructure requiring intervention will be driven by data, promoting best practice as the assets degrade. Treatment options at the correct intervals Cesate further deterioration and provide for effective planned maintenance. Right treatment at the right time.

1.4.1 Future Demands

Climate change increases the likelihood of extreme weather events and a general trend towards wetter winters and drier summers, resulting in an adverse impact to our infrastructure. This is addressed in our Winter Maintenance Plan document and the resilience consideration.

Population growth is a global concern that has local threats. With the national avg 0.8% growth and expectancy that the population will surpass 70million by 2026, the pressures placed on an already deteriorating infrastructure will be significant. Caerphilly's expected growth patterns will rise approximately 0.22%, slightly below the National average and has surpassed 180,000 in 2018.

1.4.2 Communication and Partnership

Stakeholder engagement, good communication and internal liaison are well established principles within CCBC. Participation with partners in making key strategic decisions when setting requirements or relay key site specific information around performance are actively encouraged. All Social media platforms are utilised to create and actively encourage external evaluation and positive participation with members of the public, commercial partners and members alike.

Consultation and coordination with utilities, Integrated Passenger Transport, Operators, and Emergency Services will be undertaken as part-of the operational process when managing the Highway

When considering the strategic network and in order to provide the level of resilient Network required, consultation with neighbouring authorities provides valuable input in to the operational obligations placed on both authorities. This is a critical function to ensure a consistent approach throughout the development of the Highways Infrastructure policies

CCBC actively engages with other bodies where cross border arrangements need to be considered, ranging from structures through to the hierarchical needs of a specific point on the Network. Service agreements for all aspects of maintenance are considered continuously as the network develops.

All cross border partners that directly impact the management and resilience of our Network are listed below and hierarchy definitions have been discussed with them:

- Blaenau Gwent CBC
- Merthyr Tydfil CBC
- Torfaen CBC
- Rhondda Cynon Taff CBC
- Cardiff City Council
- Newport CBC

Additionally Officers sit on boards at local and National levels to ensure (CSSW, CCRD) Caerphilly's strategic policies and practices are at the forefront within our sector and aligned with our partners.

1.5 Legal Requirements

The Highways Act 1980 sets out the main duties of highway authorities in England and Wales. In particular, Section 41 imposes a duty to maintain highways maintainable at public expense, and almost all claims against authorities relating to highway functions arise from the alleged breach of this section. A full list of the legislation and statutory functions are listed within appendix H.

Caerphilly County Borough Council undertake safety inspections in accordance with the principles of the most current Code of Practice 'Well-Managed Highway Infrastructure - Code of Practice for Highway Maintenance' in order that, where necessary, Caerphilly are able to support a defence under Section 58 of the Highways Act 1980. This requires that a court shall have regard to 'whether the highway authority knew or could reasonably be expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway'.

This defence is dependent upon there being in place adequate policies and procedures to maintain the highway, that the policies and procedures were being enacted, and that there was no prior knowledge of "the defect" before the incident date. Caerphilly County Borough Council carry out inspections on a systematic basis-and will defend claims in court on the basis that it has made a reasonable effort to locate and rectify defects. In order to meet this requirement Caerphilly County Borough Council will consider the following:

- An assessment of network, network users interface and risk.
- The regime of safety inspections and record keeping
- The manner in which complaints and accidents statistics are recorded and dealt with
- The response times for carrying out repairs, along with a system for recording and analysing the efficiency and effectiveness of the repair.

In establishing reliability of records, the level of training provided to inspectors is relevant, and qualifications are recorded, including corroboration on when and where they were trained and retrained.

In defending an action, the highway authority will need to establish that it has acted reasonably, by the production of adequate documentation and evidence. This will include:

- Inspection records - maintenance management systems
- Reliability of records – inspectors need to be trained as to what constitutes a defect. Inspector's qualifications also need to be recorded as well as updates.

This is particularly important in the case of network safety, where information may be crucial in respect of legal proceedings. It is important to recognise,

however, that all information recorded, even if not primarily intended for network safety purposes, may have consequential implications for safety and may therefore be relevant to legal proceedings. It is also important to recognise that, following the introduction of the Freedom of Information Act 2000, all records are potentially available for public inspection and reference.

1.5.1 Duty of Care

CCBC recognises that there are a number of specific duties and powers that apply to the effective management of a Highway and our duty of care to the users and communities. This duty to ensure that the Highway is fit for purpose and recognising this obligation when applying to policy, priority, programming and implementation of Highway works

1.5.2 Health and Safety

CCBC acknowledges the statutory function in relation to Health and Safety under the Health and Safety at Work act 1974 and CDM 2015 regulations to undertake all Highway related work in a safe manner. Staff involved in the planning and management and delivery of works have undergone industry approved training in accordance with City and Guilds scheme 6033, to ensure works are planned and undertaken in a safe way.

<http://www.legislation.gov.uk/ukpga/1974/37/contents>
<http://www.hse.gov.uk/construction/cdm/2015/index.htm>

1.5.3 Best Value

The Local Government Act 2000 provides for the general duty of best value and CCBC aims to improve and maintain local services in terms of cost and quality through self analysis and benchmarking via Key Performance Indicators

1.5.4 Utility Companies

All statutory Undertakers have powers and obligations when working within the Highway and this is regulated by the New Roads and Streetworks Act 1991 and TM Act 2004. To ensure that all works are implemented to the correct standards whilst minimising disruption to Highway users. Notifications which are input into the Mayrise system can be viewed on:

<https://caerphilly.roadworks.org/>

1.5.5 References to existing Policy and Guidance Documents

The guidance given in this Highway Inspections Manual is to be read in conjunction with the following Caerphilly Council policy and guidance documents and linked to the authority's corporate objectives set out in Table 1.

Table 1 Summary of existing policy and guidance documents

Plan Name	Description
Divisional Service Improvement Plans	Outlines key areas and objectives within the service area, providing strategic aims of the department.
Grounds Maintenance Plan	Provides information on areas that are maintained periodically, highlighting treatment frequency as well as plans pinpointing extent of ownership
Highway Asset Management Plan	A plan for management, preservation and enhancement of the highway asset base to deliver prescribed levels of service and meet the needs of current and future customers
Technical Data Surveys	Provides technical analysis of the highway asset (such as SCRIM, Skid resistance etc.). Information provided is then used in detailed assessments of the network.
CRM Manual	Plan outlining how CCBC (Caerphilly County Borough Council) deals with customer interaction and the recording of 'service requests'
Highway Tree Policy	This document explains CCBC responsibilities, strategy and policy in respect to the Highway Tree Policy.
At Risk Culvert List	Highlights 'at risk culverts' throughout the authority that require routine maintenance and their hierarchy of threat level.
Winter Maintenance Policy	This document explains CCBC responsibilities, strategy and policy in respect to the management of the highway infrastructure network through a defined winter maintenance period.
Management of Highway Structures	This document explains CCBC responsibilities, strategy and policy in respect to the Management of Highway Structures
Out of Hours Duty Officer Manual	CCBC operates 24hr emergency callout operation throughout the whole year. This document outlines the procedures, hierarchy and control measures that have to be followed when dealing with an emergency, outside normal working hours
Advertising Goods on the Highway	Application for the placement of and A-Frame or similar within the Highway. Details are located centrally within HOG.
Café Culture	CCBC Café application and guidelines for commercial partners considering the licensing of tables and chairs within the Highway. Located centrally within HOG.
CCBC Corporate Plan including WBFQ objectives 2018-23	http://sc-aptken1/KENTICO/getattachment/ab780120-3a2b-47f9-bff0-f383462fbb98/Corporate-Plan-2018-23.aspx

(All documents can be located at O:\HOG\Maintenance\Highway Maintenance Plan)

1.6 Network Hierarchy

A network hierarchy is used to classify the maintenance network on the basis of the volume and composition of traffic using it. The hierarchy also takes into account the risk assessment and the role of the particular section of the carriageway, footway or cycleway in the network. Factors considered when determining classification includes current and anticipated use, resilience, local and socio economic factors (Industry, schools, hospitals etc), as well as the desirability of continuity and of a consistent approach to all sustainable modes of transport.

The hierarchy is the foundation of a coherent, consistent and auditable maintenance management plan and is fundamental in determining policy priorities. It is the link between maintenance policy and implementation and is used to assist in determining standards for maintenance and new construction.

Network hierarchies are annually reviewed in-line with CSSW guidance to reflect changes in network characteristics and use, so that maintenance policies, practices and standards reflect the actual current use of the network.

The aim of the road hierarchy is to:

- Allow structured programmes of inspections to be developed and statutory duties to be fulfilled
- Allow decisions to be made accounting for the importance of the road within the network
- Set policies and standards according to the importance of the road within the network.

It is the intention to use the road hierarchy as a key indicator of the standard of repair required to keep the road in reasonable condition having regard to its function and the volume of traffic using it.

Caerphilly Council's highway network classifications can be seen in the tables 2 to 4 below and are set-out in accordance with the latest code of practice for 'Well Maintained Highways'.

Table 2 Carriageway hierarchy

Category	Type of Road General	Description
Motorway	Limited access - motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.
Strategic Route	Trunk and some Principal 'A' class roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
Main Distributor	Major Urban Network and Inter-Primary Links. Short - medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.
Secondary Distributor	B and C class roads and some unclassified urban routes carrying bus, HGV and local traffic with frontage access and frequent junctions	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On- street parking is generally unrestricted except for safety reasons. In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network.
Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In urban areas these are residential or industrial interconnecting roads with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic.
Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.
Minor road	Little used roads serving very limited numbers of properties.	Locally defined roads.

(for consideration: character and volume of traffic; Usage; Strategic route; Designation; accidents; diversionary route; special characteristic; access to schools/ hospitals; vulnerable users and Special events)

Table 3 Footway hierarchy

(For consideration: character and volume of traffic; Usage; Strategic route; Designation; accidents; diversionary route; special characteristic; access to schools/ hospitals; vulnerable users and Special events)

Category	Hierarchy Description	Description
1(a)	<i>Prestige Area</i>	<i>Very busy areas of towns and cities with high public space and street scene contribution</i>
1	<i>Primary Walking Route</i>	<i>Busy urban shopping and business areas and main pedestrian routes</i>
2	<i>Secondary Walking Route</i>	<i>Medium usage routes through local areas feeding into primary routes, local shopping centres etc.</i>
3	<i>Link Footway</i>	<i>Linking local access footways through urban areas and busy rural footways.</i>
4	<i>Local Access Footway</i>	<i>Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.</i>

Table 4 Cycleway hierarchy

Category	Description
<i>A</i>	<i>Cycle lane-forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access)</i>
<i>B</i>	<i>Cycletrack, a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.</i>
<i>C</i>	<i>Cycle provision on carriageway, other than a marked cycle lane or marked cycle provision where cycle flows are significant</i>
<i>D</i>	<i>Cycle trails, leisure routes through open spaces. These are not necessarily the responsibility of the highway authority, but may be maintained by an authority under powers or duties</i>

1.6.1 Resilient Network

The authority has identified the key strategic network, that forms the basis of its resilient network (aligned with its core WM Plan). These will receive priority through maintenance and other key service delivery areas, in order to maintain economic activity and access to key services. Throughout the coordination and upon determining these key links, businesses, Community groups and other stakeholders have been considered.

The Caerphilly County Borough Council aims to provide a winter service which, as far as possible, facilitates the safe movement of traffic and keeps to a minimum delays and accidents caused by adverse winter weather conditions. In practice this is achieved by taking precautionary measures to pre-salt pre-defined routes, taking account of weather forecast and local observations. The response also aims to, as far as practicable; ensure access to essential Council premises, residential accommodation for older people, education establishments, hospitals, doctor's surgeries, town centres, major bus stations and emergency services.

Priority is primarily given to the 'A' and 'B' roads the authorities core transportation network so that the continuation of access to goods and services is maintained, as best it can in the prevailing circumstances (inc some bus routes). The primary objective is to achieve the precautionary application of salt to specified elements of the network prior to the predicted time for the onset of sub-zero conditions.

During severe and/or prolonged sub-zero/snowfall conditions causing the risk of formation of ice or significant accumulations of snow throughout the Network, consideration is also given to those non principal classified routes and unclassified routes which are deemed to be of significant importance having regard to the number of vehicles carried during the morning/evening peak times on those routes which link a substantial community to a priority route. Actual locations will depend to an extent on particular weather conditions at the time and will be determined based on available information by the Highway Operations Group Manager / Designated Representative / Winter Emergencies Officer. These routes will be considered for treatment where practical, following completion of the priority routes.

To ensure network resilience, there may be times during the winter period where decisions may need to be made to reduce salting of routes. To a key strategic network should conditions dictate. Consultation will be undertaken with senior officers should this instance be necessary prior to implementation.

It is recommended that this HMP needs to be reviewed alongside the Council's Out of Hours (Duty Officer) Manual. This will ensure that a full understanding of the operational context is understood for emergency situations.

<O:\HOG\Maintenance\Winter Maintenance\plan 18-19\Winter Plan 18-19.doc>

As part of our stakeholder engagement, collaboration between Network Rail and CCBC has identified all areas of interface between road and rail within the boundary limits.

All abnormal loads are strategically planned and coordinated throughout the Borough to minimize conflict and potential disruption. Within CCBC we have officers who coordinate these transportation plans in collaboration with abnormal load officer for Monmouth CBC (MCBC manage the movements)

1.7 Bridges and Structures

As part of our integrated Asset Management Approach, all structures that form part of the Network have their significant interested assessed and placed accordingly within the hierarchy. Factors considered include

- Position in the Highway
- Type of route
- Type of asset (bridge , culvert, tunnel etc)
- Critical asset
- Historical structures
- Local Factors

The structures asset consists of the following:

- Road Bridges
- Footbridges
- Retaining Walls
- Culverts
- Subways

1.7.1 Inventory

There is an inventory of assets which is kept in the Asset Management System (AMX).

1.7.2 Quality of Inventory Held

50% of inventory is validated every year by virtue of undertaking general inspections every two years on each structure.

Data is validated through reviewing inventory when updating inspection records.

General Inspections are undertaken in accordance with relevant standards – see 1.7.20.

1.7.3 Asset Register

The Asset Register is held in the Asset Management System (AMX).

1.7.4 Budget Allocation

The process for allocating the structures budget is as follows:

- Maintenance needs are identified during inspection
- A bid is raised with respect to the structure to quantify cost of the maintenance.
- Bid is scored based on 9 parameters which prioritise the maintenance.

The 9 parameters are:

- Safety management – Number of people at risk
- Safety management – Level of injury
- Safety management – Probability of risk occurring
- Time management – Cost penalties
- Time management – Time and risk to public
- Time management – Age of bid
- Customer management – Aesthetics
- Customer management – Number of people affected
- Customer management – Public interest

Consideration of the Bridge Condition Indices (BCI) is also reviewed to determine whether essential maintenance is required.

1.7.5 Customer Consultation

The following surveys provide the customers perception of the asset:

- 2 yearly house-hold survey

1.7.6 Utility Activity

Utility activity information is available from the Network Management Section, Highways Operations Group. The New Roads and Works Street Act provide the requirements of the Utility Companies. Notifications which are input into the Mayrise system can be viewed on : <https://caerphilly.roadworks.org/>

1.7.7 Programme Co-ordination

The Principal Engineer of the Structures Section is responsible for ensuring an integrated approach in undertaking works on highway infrastructure assets / structures.

The Principal Engineer provides programme information to the Engineering Projects Manager to assist overall programme co-ordination once every two weeks.

1.7.8 Public Consultation Prior to Works

Public consultation is undertaken on a scheme by scheme basis dependent on the level of disruption expected. Forms of public consultation include:

- Social Media (notices on CCBC Website / CCBC Facebook etc)
- Inform Ward Councillors (usually by email describing planned works)
- Letter drops to residents

1.7.9 Network Rail

The Authority, when working on or in the vicinity of rail infrastructure undertakes on an individual basis with direct consultation with Network Rail.

1.7.10 Public Right of Way Structures Maintenance

The Authority Public Right of Way Section is consulted when assessing, prioritising and working on or in the vicinity of structures located on public rights of way.

1.7.11 Third Party Claims

Third party claims information is dealt with by Insurance and Risk Management Section, Ty Penallta.

1.7.12 Third Party Recharge

The procedure used by the authority to obtain payment for damage to assets by third parties.

Third party recharges are sought by Insurance and Risk Management Section the remuneration of which is undertaken by Corporate Services via sundry debtor.

1.7.13 Environmental Considerations

Information on Sites of Special Scientific Interest (SSSI) and Special Areas of Conservation (SAC) are recorded within the Authority's QGIS database (Post GIS NRW Layer).

CCBC Ecology are consulted regarding the investigation relating to the possible presence of protected animals and associated habitat.

CCBC Planning are consulted regarding matters relating to invasive plant species.

1.7.14 Network Availability Considerations

Aspects relating to network availability considerations including streets with engineering difficulty, existing or proposed roadworks, sensitive traffic routes etc are documented in Mayrise, which is the Authority's chosen highway management system.

1.7.15 Abnormal Loads

Caerphilly County Borough Council has a service level agreement with Monmouthshire CBC (MCBC) for the management of proposed abnormal load movements within the Caerphilly County Borough Council area. All requests for abnormal loads movements are managed by MCBC. In the event of uncertainty with respect to a proposed abnormal load movement, MCBC liaise for comment with the CCBC Principal Engineer.

1.7.16 Technical Approvals

The Principal Engineer for the Structures Department acts as the Technical Approval Authority for the approval of structures designed by, on behalf of and to be adopted by the Authority. Submission of Technical Approval information is submitted in accordance with Design Manual for Roads and Bridges publication BD2/12 "Technical Approval of Highway Structures".

1.7.17 Scour

Areas of scour are identified during General Inspection of river bridge or assets associated with a watercourse. Assets at risk of scour are scored in accordance with Design Manual for Roads and Bridges publication BD97/12 "The Assessment of Scour and Other Hydraulic Actions at Highway Structures" using the scour spreadsheet created that has been produced by EXP consulting in association with the CSSW Structures Workshops.

1.7.18 Policies

The policies associated with the structures asset have been approved by the Council Members

1.7.19 Inspections

The inspection of CCBC Highway Assets / structures are undertaken in accordance with the following publications:

- CSS Guidance Note on Bridge Condition Indicators

- Code of Practice for Management of Highway Structures
- Well-Managed Highway Infrastructure
- Inspection Manual for Highway Structures Vol 1 and 2
- BD63/17 Inspection of Highway Structures

The procedure for undertaking the inspections of highway structures, including creating the inspection programme, recording the data obtained and entered into the asset management system AMX is documented in CCBC Engineering Projects Group QA procedure PRM07.

1.7.20 General Inspections

General inspections are undertaken on all structures once every two years.

General inspections are undertaken in accordance with Design and Manual for Roads and Bridges publication BD63/17 “Inspection of Highway Structures” and other relevant documents (see 4.1.19)

General Inspection Records are kept in the AMX database (subsequent to Feb 2018 and the bridge data records (prior to Feb 2018).

Information from the general inspections is stored in the Asset Management System.

1.7.21 Principal Inspections

Principal inspections are undertaken on all structure every six years, where appropriate.

Principal inspections are undertaken in accordance with Design and Manual for Roads and Bridges publication BD63/17 “Inspection of Highway Structures”

Some of the requirements including access for the inspection are undertaken by outside contractors.

Details of the contractual arrangement are undertaken on an individual scheme basis.

Structural testing information, where undertaken, is stored within the Asset Management System / bridge data records.

1.7.22 Construction / Asset Adoption

The procedure used to ensure that any assets transferred to the authority’s ownership meet the required technical specifications.

The following processes need to be undertaken prior to the Council taking ownership of a structure. All information and forms for asset acquisition are located within the Asset Management System / bridge data records.

- a. Onsite inspection to ensure the quality of the structure meets the council standards. An Asset Acquisition Form is used for this process.
- b. Obtain all information relating to the structure including as-built drawings and compliance certificates. A checklist contains all required information and location for storage. This checklist must be completed and is kept with the Asset Acquisition Records in the within the Asset Management System / bridge data records.

1.7.23 Emergency Incident Response

Incidents generated via contact centre which are deemed an emergency are raised via the Mayrise system and inspection / interpretation of the incident must be undertaken with 24 hours.

Out of hours responses are dealt with in accordance with the CCBC out of hours manual.

1.7.24 Routine Maintenance

1.7.24.1 Physical Processes

The following types of faults following specific work instructions are undertaken as Routine Maintenance.

Work Type	Work Instruction
Graffiti	Undertaken by Graham Owen Team / Cleansing
Repointing	Highway Structures Maintenance Term Service contract
Brickwork Repairs	Highway Structures Maintenance Term Service contract
Handrail Repairs	Highway Structures Maintenance Term Service contract
Parapets	Highway Structures Maintenance Term Service contract
Protective coatings Repairs	Highway Structures Maintenance Term Service contract
Expansion joint replacement	Highway Structures Maintenance Term Service contract
Vehicle Collisions	Highway Structures Maintenance Term Service contract

1.7.24.2 Management Processes

The following process details the management aspects of treating a fault.

1. Routine Maintenance Fault Identification

Routine Maintenance faults are identified during structural inspections, notification by Councillors or members of the public and other Council staff

All faults are entered into the fault module of the Asset Management System by the Asset Management Database Technician

The minimum information required for all faults is:

- Location
- Structure ID
- Fault Type
- Type of person who identified defect eg. Structural Inspector, Highway Inspectors, Customer or Council Member

2. Funding Scheme Prioritisation

The procedure used to rank the individual schemes to ensure that the allocated investment is achieving the authority's objectives.

- Maintenance needs are identified during inspection
- Bid is raised for cost of the maintenance.
- A brief description and cost of maintenance is entered for each asset. 9 parameters are used to prioritise the maintenance along with the BCI score.

3. Option Assessment

The procedure used to identify the appropriate maintenance solution when there is more than one practical alternative for addressing the maintenance need.

The Routine Maintenance Programme is maintained by the staff of the structures section.

A risk rating is allocated to each identified fault by the member of staff recording the particular maintenance aspect.

The structures with faults are listed in order of risk (ie. high risk to low risk) creating the Risk Rated Routine Maintenance Programme.

The first draft of the programme is confirmed when the routine maintenance budget is approved. The highest rated schemes from the Risk Rated Routine Maintenance Programme to the value of the routine

maintenance budget become the first Draft Routine Maintenance Programme.

The first Draft Routine Maintenance Programme is sent to the Principal Engineer of the structures section. Information required for each highway structure is:

- Structure Name
- Structure ID
- Location
- Description of Routine Maintenance
- Cost of Work

All this information should be provided in an Excel Spreadsheet.

The Principal Engineer of the structures section is responsible for approving Planned Maintenance Programme.

4. Management Processes – Pre Physical Works

The following process details the management aspects of completing the structures routine maintenance once approved. These will be completed by the appointed project supervisor.

1. Each structure is allocated an estimated timeframe for the completion of the physical works. This information will be provided to the Street Works Team.
2. Complete design process to identify material quantities and estimated costs are stored within a unique scheme file.
3. Apply for all permits following instructions located in unique scheme file.
4. Recalculate the total cost of the Routine Maintenance Programme and compare with approved budget.
 - a. If the approved budget is less than the cost of the estimated budget structures, will need to be removed from the Routine Maintenance Programme. Ideally the removed structures should be the lowest rated from the Risk Rated Routine Maintenance Programme.
 - b. If the approved budget is more than the cost of the estimated budget structures, will need to be added to the Routine Maintenance Programme. Structures added to the programme should always be the next highest rated from the Risk Rated Routine Maintenance Programme.

Structures routine maintenance is completed by an outside contractor. Acquiring a Contractor is undertaken by competitive tender in accordance with CCBC standing orders for contracts.

5. Post Work Process

On completion of the work the Structures Maintenance Team Leader will record for each structure repaired the following:

- i. Structure Name
Structure ID
Location of completed work
- ii. Details of Repair
 - a. Repair Type
- iii. Date Repair Completed
- iv. Financial details of work
 - a. Quantity of hours
 - b. Cost of materials
 - c. Vehicles used for work

All information will be entered into the Asset Management System by the Asset Management Database Technician

1.7.25 Planned Maintenance

1.7.25.1 Physical Processes

The following types of faults following specific work instructions are undertaken as Planned Maintenance.

Work Type	Work Instruction
Graffiti	Undertaken by Graham Owen Team / Cleansing
Repointing	Highway Structures Maintenance Term Service contract
Brickwork Repairs	Highway Structures Maintenance Term Service contract
Handrail Repairs	Highway Structures Maintenance Term Service contract
Parapets	Highway Structures Maintenance Term Service contract
Protective coatings Repairs	Highway Structures Maintenance Term Service contract
Expansion joint replacement	Highway Structures Maintenance Term Service contract
Vehicle Collisions	Highway Structures Maintenance Term Service contract

1.7.26 Management Processes

The following process details the management aspects of treating a fault.

1. Planned Maintenance Fault Identification
Planned Maintenance faults are identified by the structural inspectors, customers and other Council staff

All faults are entered into the fault module of the Asset Management System by the Asset Management Database Technician

The minimum information required for all faults is:

- Location
- Structure ID
- Fault Type
- Type of person who identified defect eg. Structural Inspector, Customer or Council Member

2. Planned Maintenance Programme Development

The Planned Maintenance Programme is created by the Principal Engineer of the structures section.

A risk rating is allocated to each identified fault by the member of staff recording the particular maintenance aspect.

The structures with faults are listed in order of risk (ie. high risk to low risk) creating the Risk Rated Planned Maintenance Programme.

The first draft of the programme is confirmed when the planned maintenance budget is approved. The highest rated schemes from the Risk Rated Planned Maintenance Programme to the value of the planned maintenance budget become the first Draft Planned Maintenance Programme.

The first Draft Planned Maintenance Programme is sent to the Roads Department Manager. Information required for each highway structure is:

- Structure Name
- Structure ID
- Location
- Description of Planned Maintenance
- Cost of Work

All this information should be provided in an Excel Spreadsheet.

3. The Principal Engineer of the structures section is responsible for approving Planned Maintenance Programme.

4. Management Processes – Pre Physical Works

The following process details the management aspects of completing the structures planned maintenance once approved. These will be completed by the appointed project supervisor.

1. Each highway structure is allocated an estimated timeframe for the completion of the physical works. This information will be provided to the Street Works Team situated within Highway Operations Group.
5. Complete design process to identify material quantities and estimated costs are stored within a unique scheme file.

2. Apply for all permits following instructions located in unique scheme file.
3. Recalculate the total cost of the Planned Maintenance Programme and compare with approved budget.
 - a. If the approved budget is less than the cost of the estimated budget structures, will need to be removed from the Planned Maintenance Programme. Ideally the removed structures should be the lowest rated from the Risk Rated Routine Maintenance Programme.
 - b. If the approved budget is more than the cost of the estimated budget structures, will need to be added to the Planned Maintenance Programme. Structures added to the programme should always be the next highest rated from the Risk Rated Planned Maintenance Programme.

Structures planned maintenance is completed by an outside contractor. Acquiring a Contractor is undertaken by competitive tender in accordance with CCBC standing orders for contracts.

Post Work Process

On completion of the work the Structures Maintenance Team Leader will record for each highway structure repaired the following:

- i. Structure Name
Structure ID
Location of completed work
- ii. Details of Repair
 - a. Repair Type
- iii. Date Repair Completed
- iv. Financial details of work
 - a. Quantity of hours
 - b. Cost of materials
 - c. Vehicles used for work

All information will be entered into the Asset Management System by the Asset Management Database Technician

1.7.27 Works Delivery

The process for managing the delivery of works is in shown in the EPG QA procedures manual.

1.7.28 Performance Measurement

This section describes the management process for the structures performance measures. It describes the following:

- Process for how they are recorded
- How each performance measure is calculated

- Where the performance measure is stored
- Where and when the performance measure is reported

Performance measure (KPI's) are recorded via Mayrise target dates, APSE return, Fynnon.

1.8 Street Lighting

1.8.1 Legislation and Good Practice

There is no statutory requirement on local authorities in the United Kingdom to provide Public lighting. In England and Wales, *the Highways Act 1980* empowers a Highway Authority to provide lighting for any highway or proposed highway under their responsibility. Highway Authorities have a duty of care to the road user, but this does not imply any duty on the Highway Authority to keep the street lighting operational.

Though excluded from *The Clean Neighbourhoods and Environment Act 2005*, obtrusive light from the street lighting system will be limited as practicable by the use of full cut off lanterns and suitable photometry. Baffles and shields to further minimise unwanted lighting overspill, will be installed following receipt of full payment covering the work from the individual making the request. Whilst providing a generally welcome benefit, the street lighting system is not installed to provide security lighting or lighting for the access or egress into properties.

Caerphilly County Borough Council will, subject to monetary restraints, endeavour to provide after dark lighting where it is deemed necessary for the safe passage of highway users, to all adopted highways other than rear access lanes, public rights of way and areas subject to the street lights affected by the existing *Reduction in Operating Hours policy*¹ by adhering to the principles herein.

1.8.2 Street lighting Asset

The street lighting asset comprises approximately 27,000 street lights, plus 4000 illuminated signs, 400 bollards (mostly non illuminated rebound bollards) plus feeder pillars and a cabling network. There are approximately 4000 street lights mounted on wooden poles, where the pole is owned by and the responsibility of Western Power Distribution (WPD). There are areas where WPD are removing poles to reduce costs and improve their infrastructure. Where the poles support only street lighting cables, it may not always be viable to reinstate them when the poles are removed.

The street lighting and illuminated traffic sign inventory will be stored within dedicated software designed for public lighting systems, currently 2016 Mayrise. This comprehensive package will include equipment inventory, work

instructions and monitoring, scheduling of cyclical activities, digital mapping and financial control.

Regular updating of the asset system is essential for both maintenance duties and to provide accurate payments to the energy provider.

The energy returns and hours of burning are verified by a photo cell array located within Caerphilly County Borough (CCBC).

The CCBC street lighting asset base includes items inherited from the four predecessor authorities including some of significant age (well beyond their design life).

1.8.3 Cable Networks

The cable network is provided and maintained by Western Power Distribution (WPD), so faults arising with the external energy supply are their responsibility.

Some areas of the street lighting asset are energised via a separate street lighting cable network beyond the extent of the WPD network. To reduce future liabilities associated with the maintenance of these cables, wherever possible, the Street lighting Engineer will specify individual lighting connections direct off the WPD network.

1.8.4 Energy

Energy procurement is administered by the Caerphilly Energy and Water Conservation Team and sourced via the South Wales Purchasing Consortium and Crown Procurement Service. The energy charge is derived from two distinct items - the energy from the supplier and the charge for the use of the energy network from the District Network Operator.

Energy costs are determined with a copy of the street lighting inventory being provided monthly (in electronic format) to the appointed meter administrator who, utilising data from the CCBC owned array, calculates the unmetered energy payment and this information is then passed to the energy supplier to raise the corrected invoices.

Steps are being taken to reduce energy in the Borough, this street lighting section is continually researching innovative ways to improve the asset, whilst reducing energy consumption. Selected equipment has and will be trialled for the suitability of its future potential usage.

1.8.5 Carbon reduction

CCBC Street Lighting Team will endeavour to comply with the *CCBC Carbon Reduction Strategy*³.

1.8.6 CCBC Street Lighting Staff

CCBC Network Management street lighting staff are and should be trained, competent with the structure maintained at a level so that this *Street Lighting Strategy* can be adhered. Minimum staffing levels are considered to be:

Street lighting Engineer
Street lighting Technician (*2)
Shared Admin support

1.8.7 Street Lighting Contractor

CCBC employs an external contractor to undertake maintenance of the street lighting asset. Contract award followed the relevant National and European compliance and adherence with CCBC Procurement procedures.

The existing street Lighting Maintenance contract, awarded in December 2015, engages Centre Great Ltd for 5 years with an option to extend up to a further 5 years.

The Street Lighting Contractor has remote access to the Mayrise system portal, installed in the contractor's office, to both manage incoming instructions and upgrade the inventory with the repair detail of each works instruction.

1.8.8 Maintenance and fault repair

Elements of a public street lighting system require inspection and maintenance to ensure it is safe, operates correctly and provides continued performance throughout its service life. To this end all units will be subject to cyclical visual, electrical and structural inspection so complying, as close as practicable, to the recommendations of *Well-lit Highways Code of practice for Highway Lighting Management*.

All new or replacement equipment will be of energy efficient design, utilising proven technology and light sources and complying, as practicable, to the recommendations of *BS EN 13201 2003 Road lighting*, *BS 5489 2013 Code of practice for the design of road lighting* and the latest edition of the *Caerphilly County Borough Council Specification for Street Lighting*².

Where street lighting apparatus has been inherited in areas contrary to this policy, their future provision will be reviewed as the equipment becomes defective.

Street lighting maintenance operatives will remove foliage only where it encroaches directly over the lantern or prevents access to the column door. Orders will be served on the appropriate Landowner where vegetative encroachment on streetlights is on private land. All other maintenance of vegetation and tree overgrowth is within the remit of CCBC Park Services.

1.8.9 Performance

CCBC Key Performance Indicators (KPIs)

Following receipt of a Service Request to repair a defective item of street lighting equipment, a works instruction is raised electronically and this is forwarded to the Contractor for attention. Key Performance Indicators for these works are:

Attend individual street lighting and illuminated traffic sign faults within 4 working days following the report of a defect.

Attend street lighting and illuminated traffic sign section faults within 1 working day following the report of a defect.

Attend emergency street lighting and illuminated traffic sign faults within 2 working hours following the report of a defect.

Following first attendance by the Contractor and their subsequent report that the works require replacement of the complete item of equipment, a second instruction to cover this additional work will be provided and the Contractor has a further 8 days in which to complete this work, subject to the availability of the equipment.

The District Network Operator (Western Power Distribution) fault attendance is determined by a national service level agreement and is currently 25 days for individual repair or 20 days for multiple units.

Electrical inspection of the asset is required once every six years and 17% of the equipment will be tested annually. The asset specification is also validated during this inspection with all test results and items of equipment recorded accordingly.

Structural inspection of the asset is recommended for each column at 12 years from the date of first installation with future frequency of inspections subject to the condition report.

After dark patrol of the entire street lighting inventory will be undertaken at least once in every 4 weekly period with repair instructions issued accordingly.

Contractor Key Performance Indicators (KPIs)

The following Key Performance Indicator (KPI) are set out in the street lighting contract in order to measure the performance of specific activities/ requirements that are deemed to be critical to the success of the street lighting contract :

No	Description	Criteria	Frequency of measurement	Target performance	Acceptable Performance
1	Time taken to attend a reported fault affecting a single unit	4 days	Reported Quarterly	100%	98%
2	Time taken to attend a reported fault affecting 2 or more units	1 day	Reported Quarterly	100%	98%
3	Time taken to rectify non routine faults following receipt of a repair instruction	8 days	Reported Quarterly	100%	98%
4	Number of repeat visits	All	Reported Quarterly	100%	95%
5	Compliance with CoP for Safety at Street and Road Services and/ or works	All	Reported Quarterly	100%	100%
6	Electronic Data Gathering	All	Reported Quarterly	100%	99%

1.8.10 Other Party Involvement

CCBC will resolve anomaly issues on a number of levels;

- **Cross Boundary**

Where street lighting apparatus crosses local boundaries, the Street Lighting Engineer will come to agreement with neighbouring Local Authorities (LAs) to

limit, where possible and subject to cable arrangements, responsibility to official boundaries.

- **Business**

Where CCBC managed street lighting is found to be installed outside the adopted highway on commercial property, the Street Lighting Engineer will place notices giving 1 month notification of disconnection. All liability for future maintenance and energy payments transfers to the property owner.

- **Housing Association**

Where CCBC managed street lighting is found to be installed outside the adopted highway on property owned and managed by an external Housing Association, the Street Lighting Engineer will place notices giving 1 month notification of disconnection. All liability for future maintenance and energy payments transfers to the Housing Association.

- **Private roads**

Where CCBC maintained street lighting exists on non adopted highway serving residential private estates, CCBC will continue to keep the equipment operational, as long as the apparatus is deemed viable by the Street Lighting Engineer. Should any apparatus not be viable, it will be dismantled and permanently removed.

- **Rear Lanes**

Where CCBC maintained Street lighting exists in rear lanes, CCBC will continue to keep the equipment operational, as long as the apparatus is deemed viable by the Street Lighting Engineer. Should any apparatus not be viable, it will be dismantled and permanently removed.

- **Rights of Way and non-specific areas**

Where CCBC managed street lighting is not located on the adopted highway, but managed by other internal departments such as Housing, charges will be allocated to the appropriate directorate. Where ownership cannot be determined, the Street Lighting Engineer will place notices giving 1 month notification of disconnection and permanent removal.

1.8.11 Adoption of new street lighting installations

All new installations and unmetered energy connections must adhere to the guidance provided within the latest edition of the *Caerphilly County Borough Council specification for Street Lighting*². Following notification of formal adoption, the street lighting inventory will be updated.

The energy and maintenance of future street lighting assets remains the responsibility of the developer until adoption.

1.8.12 Requests for the provision of additional Street lighting

All requests for additional street lighting on the adopted Highway must be made in writing and be accompanied with evidence of a demonstrable requirement for the provision of the lighting. Following consideration of the request, a scheme will be developed, costed and placed onto the Register of similar requests. This process is limited by finances, so although a need is identified it will not be actioned until the funds are made available. Should additional third party funding accompany the successful request, the installation can proceed and the new equipment added to the street lighting asset for ongoing future maintenance.

Requests for additional street lighting on areas managed by CCBC, but falling outside of the adopted Highway, will only be considered when fully funded by the requesting department who will remain liable for all future maintenance and energy payments.

1.8.13 Banners and Decorations

Advertisement banners and other forms of decoration will only be permitted with express approval from the Street Lighting Engineer. All requests will be reviewed on an individual basis and the suitability of the support equipment assessed. Further guidance will be sought from the Traffic Management section and other relevant Authorities based on risk and legal implications. No new catenary cables will be attached to any street lighting column at any time. Where permission is approved for the erection of the equipment, this must be accompanied with a signed agreement indemnifying the Authority from any incidents associated with this equipment together with an approved £10M insurance liability certificate. Any attachment that requires electricity for its operation and before installation, Network Management is to receive a current electrical test certificate and confirmation that a contract has been entered into for the payment of the unmetered energy consumed.

1.9 Condition Standards

This section outlines how different highway features contribute to the core objectives of safety, serviceability and sustainability. The table below shows how each element of the highway contributes to these core objectives (list is not exhaustive).

Table 5 Inventory items and their contribution to strategic objectives

Inventory Item	Safety	Serviceability	Sustainability
Carriageway	Nature, extent and location of surface defects; Nature and extent of edge defects; Nature and extent of surface skidding resistance.	Nature and extent of surface defects;	Nature and extent of surface defects; Nature and extent of carriageway deflection.
Footways	Nature, extent and location of surface defects; Nature and extent of kerb and edging defects.	Nature and extent of surface defects; Extent of encroachment and weed growth; The slipperiness of the surface; The quality of the surface; Integrity of the network.	Convenience and ease of use; Nature extent and location of surface defects; Extent of damage by over-running and parking.
Cycle Routes and Safe routes to schools	Nature, extent and location of surface defects; Nature and extent of kerb and edging defects.	Nature and extent of surface defects; Extent of encroachment and weed growth; The slipperiness of the surface; The quality of the surface;	Convenience and integrity of the network; Nature extent and location of surface defects; Extent of damage by over-running and parking.

Inventory Item	Safety	Serviceability	Sustainability
		Integrity of the network.	
Drainage	Accumulation of water on carriageways, footways and cycle routes.	Accumulation of water on carriageways, footways and cycle routes.	<p>Polluted effluent from highway drainage should not be directed into watercourses</p> <p>Authorities have a duty to prevent flooding, work with others to minimise the future risk of flooding</p> <p>Inadequate drainage will reduce effective life of carriageway or footway asset and increase maintenance liability.</p>
Embankments and Cuttings	Risk of loose material falling to injure users or damage facility.	Risk of damage or service interruption.	<p>Damage or loss of habitat;</p> <p>Interruption or pollution of watercourse;</p> <p>Extent of damage and reduced life.</p>
Landscaped areas and Trees	<p>Obstruction to user visibility and legibility of traffic signs;</p> <p>Falling branches from trees;</p> <p>Root growth affecting surface regularity.</p>	<p>Potential for service interruption;</p> <p>Quality of user experience.</p>	<p>Landscape conservation;</p> <p>Mitigation of climate change effects;</p> <p>Support for habitat and biodiversity;</p> <p>Problems of root growth for surface, structure and highway drainage</p>
Fences, Barriers and Highway safety restraints	Integrity and location of safety fencing for vehicles and pedestrians.	<p>Risk of livestock disrupting traffic.</p> <p>Service interruption and essential for highway safety</p>	Appearance and condition of fencing.
Signs and	Identification of	Contributes to	Support of sustainable

Inventory Item	Safety	Serviceability	Sustainability
Bollards	risk to users; Separation of potential traffic conflicts.	ease of use; Contributes to network integrity	transport mode; Contribution to local economy; Heavy traffic routing can optimise maintenance.
Road Markings and Studs	Route delineation in darkness and poor weather; Potential for damage and injury if loose.	Ease of use in darkness and bad weather;	Support of sustainable transport modes; Edge delineation to reduce edge damage; Movement of wheel tracking to reduce localised damage.
Traffic signals and crossings	Separation of potential traffic conflicts; Key safety contributor for vulnerable road users.	Contributes to ease of use and efficiency; Contributes to network integrity.	Support of sustainable transport modes; Support for local economy.

1.10 Performance Monitoring and Improvement

Performance indicators are monitored and reviewed to assess current performance and identify a programme of improvement. The review programme is set out in Table 7 (Defect Intervention levels, page 55). The review should be undertaken using a risk management approach and introduce changes to ensure that the Health and Safety, Environmental, Political and Financial risks both to users and the Authority are managed effectively. The changes made are then measured, and improvements assessed and future targets set to ensure continual improvement.

Caerphilly County Borough Council monitors key aspects of data in relation to the Highway Inspection process. Monthly reviews are undertaken to ensure that KPI's monitored and resources allocated accordingly.

The effective performance management requires data driven analysis that reproduces the operational practices. Ffynon provides scoring mechanisms that allow for comparative costs of asset performance, i.e how the asset is fulfilling it's function. Monthly Highway Operational Group reports record

performance across the service area and focuses on bench-marking against local and national providers.

Caerphilly reports through the national APSE Grp in relation to annual Highway performance review and continuously sets performance figures in – line with national drivers.

PART 2 Inspection Procedures

2.1 Introduction and Overview of the process of highway inspections

Caerphilly County Borough Council undertakes regular inspections of its entire adopted highway network.

Figure 2 (pg 49) describes the process for inspection, assessment and evaluation of defects, both during routine “safety” or ad-hoc inspections and those reported by third parties, or otherwise generated during the operations of the council.

It should be noted that all inspections are undertaken as visual inspections only with no physical actions undertaken during the preliminary visit.

The Council’s inspection process is informed by training and risk assessment principles, both in determining the frequency of inspections and in determining the type and speed of response to a defect.

2.2 Roles and responsibilities in delivering highway inspections

Within Caerphilly County Borough Council’s Highway Operations Group, the main responsibility for maintenance of the Highway asset resides with the Highways Maintenance Manager. For this function his staff consists of the Highways Maintenance Engineer, Highway Maintenance Technician and 7 Highway Inspectors who patrol and govern the authority’s asset.

The inspectors are supervised by the Highways Maintenance Engineer, who in turn reports to the Highways Maintenance Manager. The following roles are outlined below:

Highways Maintenance Manager

This role ensures compliance with both The Highways Act 1980, in particular, Section 41 and the 'Well-Maintained Highways - Code of Practice for Highway Maintenance'.

Highways Maintenance Engineer

This role covers the daily supervision of the Highway Inspectors and provides an interface between the client and the contractor, ensuring that the inspections schedules are maintained and that all works are compliant.

Highways Technician

To support the Highway Maintenance Engineer and act as the link between NCS (in-house contractor)/ external contractors and the Highway Maintenance function within the Group. Inspecting and assessing work lots, then rectifying any identified works defects.

Highways Inspectors (seven)

This primary function of this role is to police the highway network and to carry out periodic inspections of the authority's highway asset. All relevant data that is collected on site, either from scheduled inspections or ad-hoc visits is saved electronically via 'Mayrise'.

In addition, they are responsible for dealing with matters relating to the control of use of the highway, in terms of:

- Approving the issue of licences for skips,
- Vehicles for sale (causing an obstruction)
- Contractors working on the highway (including section 171)
- All emergencies that may arise that affect the highway on a 'round the clock' basis

The Highway Inspector accepts responsibility for the accuracy of the information recorded whilst undertaking safety inspections. In certain circumstances, this person may be called into a Court of Law to substantiate their recordings or actions.

The highway network is divided into seven separate areas (ref to Figure 1, page 46) of Inspection Areas). These areas have been assessed on their geography, the length of network and the number of service requests generated for that particular area. Based on this information an informed decision has been made to determine the geographical limits of an Inspectors area ensuring that adequate resources are available. This assessment allows each inspector has sufficient time to perform the appropriate inspections per annum, as set out in the Network Hierarchy.

Within the highway maintenance department monthly or quarterly meetings are held between the operational staff. This ensures that any dynamic changes to the highway or amendments to the existing asset (new adoptions etc) are discussed and recorded.

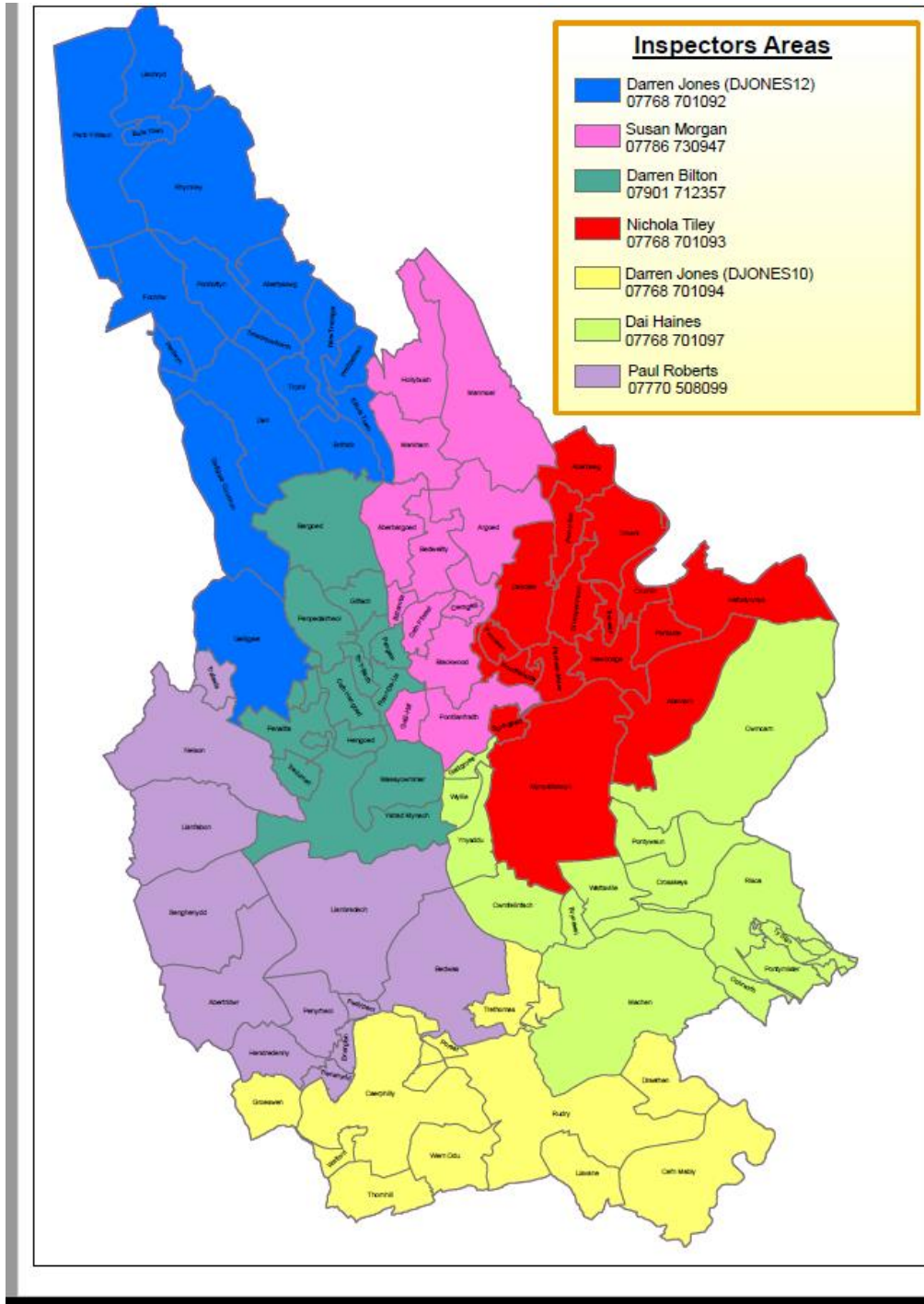
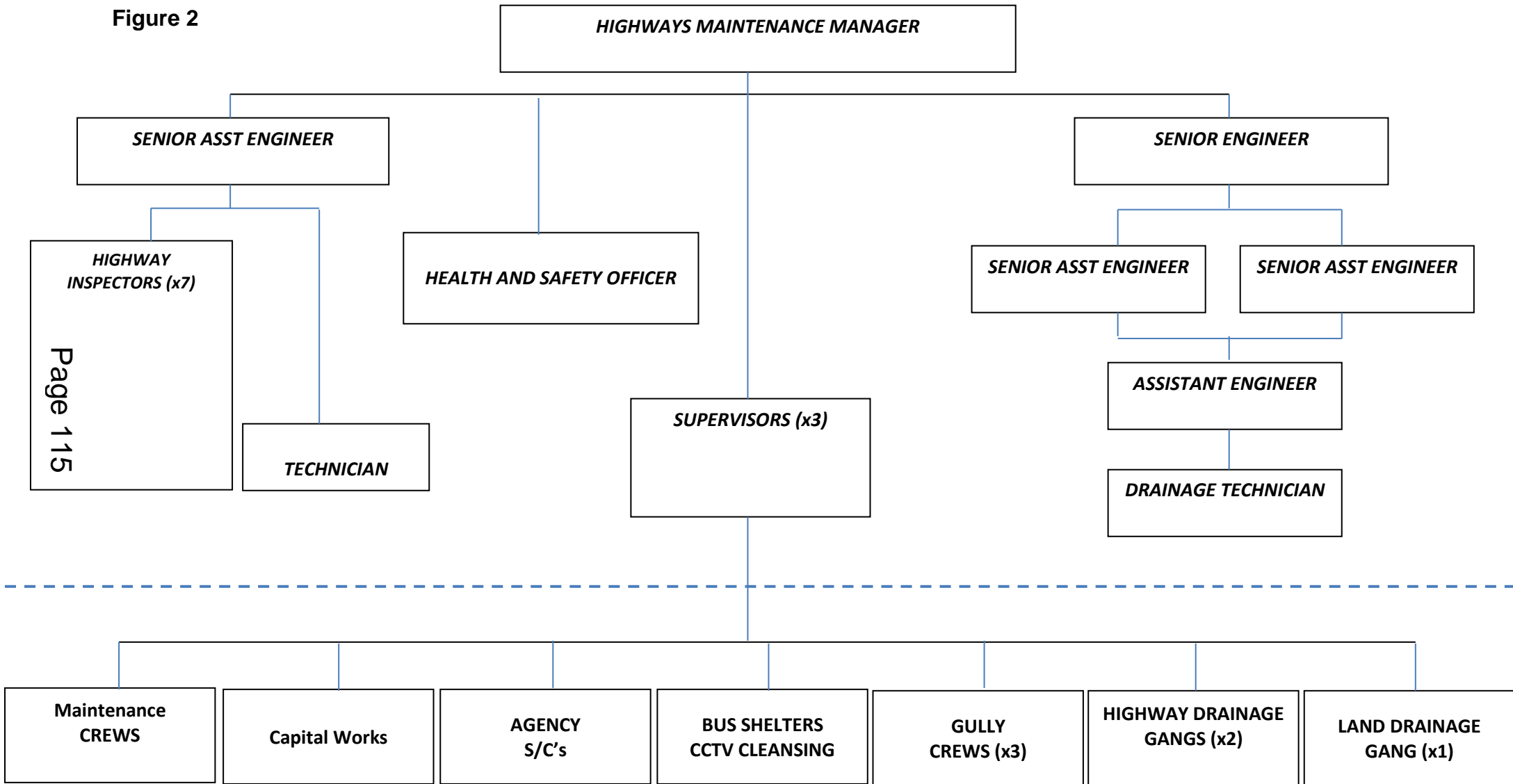


Figure 1 Inspection Areas

The following organisational structure (Figure 2) shows how highway inspections are resourced:

Figure 2



2.3 Record keeping and data managing

All information obtained from the highway safety inspections, together with the nature of the response, including all nil returns shall be recorded consistently. The information obtained will be able to be reviewed independently and in conjunction with other survey information. Highway Inspection returns are recorded within Mayrise.

Each inspection must be recorded against the relevant unique street section number. Additional information relating to the overall condition of both the footway and carriageway should be observed during each inspection. This information is utilised for both identifying potential treatments for future planned works and to update to the asset management register.

The Mayrise system makes provision for recording service requests, complaints, reports or information from users and other third parties. These may require immediate action, special inspection, or influence future inspection or monitoring arrangements (refer to Appendix A for further details).

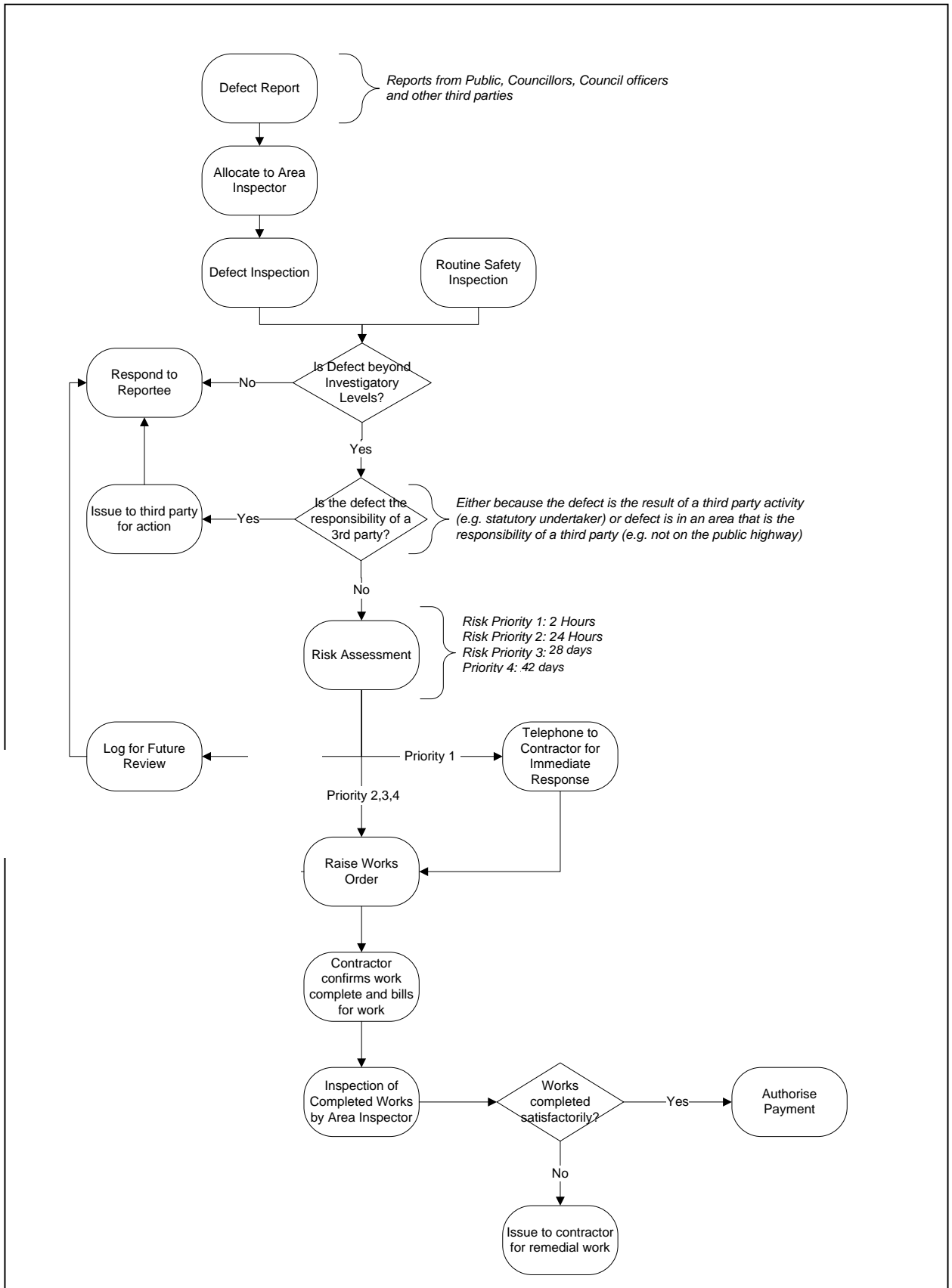


Figure 3 Overview of the process of highway inspections

2.4 Summary of Highway inspections

Table 6 Summary of inspection types and procedures

Inspection type	Asset Description (Coverage)	Survey methodology	Data recording methodology	Defects and Investigatory Levels (degree of deficiency)	Inspection frequency and guidance to be used **	Nature of response (times and procedure etc)
Safety Inspections						
Carriageway	Carriageways, Pedestrian crossings, Surfacing, Kerbing Ironwork, Drainage Road markings, Signs, bollards, lights, signals, Safety fencing and barriers, trees and vegetation	Driven/Walked	Electronically Logged until return to office base, where information is saved electronically into Mayrise	Refer to Table 10	Variable according to category. Refer to Table 10 in part 2	Risk Matrix - Tables 11 and 12
Footway	Pedestrian crossings Surfacing, Kerbing Ironwork, drainage, markings, signs, bollards, lights, barriers, trees and vegetation	Walked	Electronically Logged Electronically Logged until return to office base, where information is saved electronically into Mayrise	Refer to Table 10	Variable according to category. Refer to Table 10 in Part 2	Risk Matrix - Table 12
Cycleway	Pedestrian crossings Surfacing, Kerbing Ironwork, drainage, markings, signs, bollards, lights, barriers, trees and vegetation	Walked/ Cycled	Electronically Logged until return to office base, where information is saved electronically into Mayrise	Refer to Table 10	Variable according to category. Refer to Table 10 in Part 2	Risk Matrix - Table 12
Service Inspections (including Detailed Inspection)						
Structural Maintenance	Bridges, Structures	Driven/Walked	Electronically	Visual inspection only	Variable according to	Refer to structures

Inspection type	Asset Description (Coverage)	Survey methodology	Data recording methodology	Defects and Investigatory Levels (degree of deficiency)	Inspection frequency and guidance to be used **	Nature of response (times and procedure etc)
			<i>Logged until return to office base, where information is saved electronically into Mayrise</i>	<i>and refer to Structures department</i>	<i>category. Refer to Table 10 in Part 2</i>	<i>department</i>
<i>Structures</i>	<i>Bridges, Structures, Retaining Wall Inspections, Safety Barrier - Routine Structural Inspection</i>	<i>Driven/Walked</i>	<i>Electronically Logged until return to office base, where information is saved electronically into Mayrise</i>	<i>Visual inspection only and refer to Structures department</i>	<i>Variable according to category. Refer to Table 10 in Part 2</i>	<i>Refer to structures department</i>
<i>Bridge Assessment (and Strengthening)</i>	<i>As above</i>	<i>Driven/Walked</i>	<i>Electronically Logged until return to office base, where information is saved electronically into Mayrise</i>	<i>Visual inspection only and refer to Structures department</i>	<i>Variable according to category. Refer to Table 10 in Part 2</i>	<i>Refer to structures department</i>
<i>Tips (disused mines and quarries)</i>	<i>Stability of disused tips</i>	<i>Walked</i>	<i>Manually recorded</i>	<i>Refer to Tips Inspection Manual</i>	<i>Refer to Tips Inspection Manual</i>	<i>Refer to Tips Inspection Manual</i>
<i>Street lighting and Illuminated Traffic Signs equipment</i>	<i>Streetlights, feeder pillars</i>	<i>Walked/ Driven</i>	<i>Electronically Logged until return to office base, where information is saved electronically into Mayrise</i>	<i>Refer to Street Lighting Department</i>	<i>Refer to Street Lighting Department</i>	<i>Refer to Street Lighting Department</i>
<i>Highway Drainage</i>	<i>Condition assessment for gullies</i>	<i>Walked</i>	<i>Electronically Logged until</i>	<i>Refer to drainage section</i>	<i>Refer to drainage section</i>	<i>Refer to drainage section</i>

Inspection type	Asset Description (Coverage)	Survey methodology	Data recording methodology	Defects and Investigatory Levels (degree of deficiency)	Inspection frequency and guidance to be used **	Nature of response (times and procedure etc)
			<i>return to office base, where information is saved electronically into Mayrise</i>			
<i>Land Drainage</i>	<i>Culverts</i>	<i>Walked/ Driven</i>	<i>Electronically Logged until return to office base, where information is saved electronically into Mayrise</i>	<i>Refer to Land drainage Department</i>	<i>In line with inspection schedule, Ad hoc basis and via service requests</i>	
<i>Street works inspections</i>	<i>Statutory undertakers (utility) defect</i>	<i>Walked/ Driven</i>	<i>Electronically Logged until return to office base, where information is saved electronically into Mayrise</i>	<i>Refer to NRSWA department</i>	<i>In line with inspection schedule, Ad hoc basis and via service requests</i>	
<i>Condition assessment surveys</i>	<i>Skid resistance, CVI, DVI</i>	<i>Walked/ Driven, Visual only</i>	<i>Electronically Logged until return to office base, where information is saved electronically into Mayrise</i>	<i>Record as per inspections and refer to Highways Engineer</i>	<i>In line with inspection schedule</i>	
<i>Inspections for Network Integrity (relating to operational efficiency)</i>	<i>Traffic signs or markings</i>	<i>Walked/ Driven</i>	<i>Electronically Logged until return to office base, where information is</i>	<i>If signs are obscured or damaged, action as necessary</i>	<i>In line with inspection schedule</i>	

Inspection type	Asset Description (Coverage)	Survey methodology	Data recording methodology	Defects and Investigatory Levels (degree of deficiency)	Inspection frequency and guidance to be used **	Nature of response (times and procedure etc)
			<i>saved electronically into Mayrise</i>			
<i>Inspections for Regulatory Purposes (regulation and enforcement activities)</i>	<i>All assets within the Highway</i>	<i>Walked/ Driven</i>	<i>Electronically Logged until return to office base, where information is saved electronically into Mayrise</i>	<i>Varies depending on action/ notice served</i>	<i>Undertaken as part of routine inspections, on a ad-hoc basis and via service requests</i>	<i>Refer to table</i>
<i>'Ad-hoc' inspections</i>	<i>Carriageways, Pedestrian crossings, Surfacing, Kerbing Ironwork, Drainage Road markings, Signs, bollards, lights, signals, Safety fencing and barriers, Trees and vegetation</i>	<i>Walked/ Driven</i>	<i>Electronically Logged until return to office base, where information is saved electronically into Mayrise</i>	<i>Refer to table 10</i>	<i>Adhoc basis not routine</i>	<i>Refer to table</i>
<i>Inspection of 'requests for service'</i>	<i>All assets within Highway</i>	<i>As required</i>	<i>Electronically Logged until return to office base, where information is saved electronically into Mayrise</i>	<i>Refer to table 10</i>	<i>Adhoc basis not routine</i>	<i>Refer to table</i>

2.5 Defect risk assessment process (Safety Inspections)

Our Risk Based Approach to defect categorisation and repair timescales, enable the cost effective repairs proportionate to the level of risk presented to the user. The Highway inspections procedure has been developed using a risk assessment process in order to provide a practical but robust approach to managing the risks identified. The inspection regime should take account of the potential risks to all road users:

1. Risk Identification, where a defect is identified as a potential risk
2. Risk Evaluation, where the nature and degree of risk is assessed based upon the likelihood of an incident resulting from a defect and the impact of that incident, should it arise
3. The selection of a response appropriate to the assessed level of risk

2.5.1 Risk identification

Any item with a defect level which corresponds to, or is in excess of the defect intervention level adopted by the Council is to be assessed for likely risk.

The basis for the identification of risk in relation to highway defects is the use of “intervention” levels. These are set out in the table below, and are intended to be a guide for inspectors, who will also exercise their discretion in identifying defects that present risks, particularly where not included below:

Table 7 Defect Intervention levels

Safety Defect Rating System

CATEGORY	INSPECTION INTERVAL	DEFECTS - DEFINITION
CARRIAGEWAYS	(SAFETY)	TRIPPING HAZARDS
2. Strategic Routes ('A' Roads) 3(a). Main Distributor ('B' Roads)	3 Months	40mm
3(b). Secondary Distributor 4(a). Link Roads 4(b). Local Access Roads/Rear Lanes	6 Months	50mm
FOOTWAYS/CYCLEWAYS		TRIPPING HAZARDS (Inc. protrusions)
1&1a. Prestige & Primary Walking Zones	1 Month	20mm
2. Secondary Walking Route		
3. Link Footway and Cycleways remote from carriageway 4. Local Access Footway	6 Months	40mm
C. Cycle Trails	1 Year	40mm
GENERAL – other 'emergency' safety defects (not exhaustive)		
<ul style="list-style-type: none"> ● Missing covers – manholes, inspection chambers, gullies, stop taps etc.; ● Lighting columns/illuminated signs – missing door/exposed electrical cables; ● Unsafe roadwork's sites; ● Recently damaged safety barrier systems; ● Traffic Signals – complete failure; ● Missing slabs/kerbs; ● Obstructions including major c/way flooding 		

2.5.2 Risk assessment

The key to selecting the appropriate action for a defect is the risk assessment process. All defects that reach the investigatory level should be evaluated for their significance and the likelihood of injury or damage to a highway user.

Having identified a defect that presents a potential risk, a structured process of assessing the defect in-line with Caerphilly Councils intervention ensues. This considers the probability of the defect resulting in an incident and, should an incident arise, the potential level of impact.

Table 8 Risk assessment matrix

Probability \ Impact	Very low	Low	Medium	High
Negligible	1	3	3	4
Low	2	4	6	8
Moderate	3	6	9	12
High	4	8	12	16
Priority	Priority 4	Priority 3	Priority 2	Priority 1

Inspectors assess the risk probability on a scale of 1 to 4 as follows:

1. 0-6 Very Low – No action
2. 8-9 Low – standard 28 day works instruction
3. 12 Medium – 24hr Emergency Response
4. 16 High – 2hr Emergency Response

The probability is a reflection of the likelihood of a user (i.e. pedestrian, cyclist or vehicle) encountering the risk, and as such, the inspector will need to take into account the following:

- The amount of vehicular or pedestrian flow
- The network hierarchy
- The defect location within the street
- The likelihood of further deterioration

The impact is quantified by assessing the extent of damage likely to be caused should the risk become an incident. As the impact is likely to increase with increasing speed, the amount of pedestrian or vehicular traffic and type of road, are clearly important considerations in the assessment, as is hierarchy, as a reflection of the type of pedestrian or vehicular traffic likely to encounter the defect. Having assessed and categorised, an appropriate response is determined.

Table 9 Priority and Response times

Priority	Response
Priority 1	2 Hours
Priority 2	24 Hour Response
Priority 3	28 Day Response
Priority 4	42 Day Response (Veh Xing)

When assessing each defect and the subsequent response time, the inspector may consider the following (this list is indicative and does not include every factor):

- The depth, surface area or other degree of deficiency of the defect or obstruction
- The volume, characteristic and speed of traffic
- The location of the defect relative to highway features such as junctions and bends
- The location of the defect relative to the positioning of users, especially vulnerable users, such as in traffic lanes or wheel tracks
- The nature of interaction with other defects
- Forecast weather conditions, especially potential for freezing or surface water

2.5.3 Risk management

Risk management can be defined as:

“The process of identifying significant risks to achieve an authority’s strategic and operational objectives, evaluating the potential consequences and determining and implementing the most effective way of controlling and monitoring them”

Risk management is an essential tool for asset management and is a requirement of the CoP (Code of Practice). It informs the development of safety inspection regimes contributes to the establishment of levels of service and determines priorities, hierarchies, programmes and procurement strategies.

In relation to highway inspections, risk management principles can be applied to:

1. Determine the frequency of inspections for particular sections of road, footway and cycle track.
2. Determine the guidance for inspectors set out in this document as to investigation levels for defects in particular circumstances.
3. Determine whether defects and incidents encountered during inspections present a risk to users of the roads or to the integrity and future performance of the road
4. Determine an appropriate response to a defect or incident.

2.6 Highway Safety Inspections

2.6.1 Introduction

Safety inspections are carried out at regular frequencies that vary in accordance with the level of use and importance of the road or footway. They are designed to identify all defects likely to create danger or serious inconvenience to users of the network or the wider community. The risk of danger is assessed on site and an appropriate priority response identified.

Caerphilly County Borough Council has set its own standards for the frequency of its highway safety inspections. These take into account National guidelines for the definition of highway type, hierarchy and inspection frequencies issued in the latest Code of Practice for maintenance management, 'Well Managed Highway Infrastructure'.

2.6.2 Inspection mode

Driven inspections should always be undertaken by two people in a slow moving vehicle in both directions, with one person driving and the other carrying out the inspection. The driver does not actively record defects as they are expected to manoeuvre the vehicle on a safe passage.

The vehicle used for the driven inspection has to be equipped with a roof mounted high intensity beacon, reflective markings and a first aid kit. Traffic sensitive routes should be inspected outside of the main peak flow periods.

Walked inspections are undertaken alone. If the section of network being assessed only has a footway on one side then the inspector is able to survey both the footway and carriageway simultaneously. If there is a footway on either side of the carriageway then an inspection has to be undertaken in both directions.

Cycled inspections of the cycle network can be inspected individually and undertaken on a bicycle. Cycleways that form part of the highway will be inspected as part of the scheduled highway inspection.

2.6.3 Inspection Coverage

The following is an example of items that should be given due consideration whilst undertaking a routine highway inspection:

- Debris, spillage or other contamination on pavement surfaces
- Overhead Wires that are damaged or low
- Displaced road studs
- Defective street furniture (lights, benches, bollards etc)
- Unstable embankments or cutting
- Overhanging vegetation both in the footway and carriageway
- Standing or discharging water
- Damaged safety fencing, parapet fencing or pedestrian guardrail
- NRSWA (New Roads and Street Works Act 1991) defects (utility apparatus etc.)
- Dirty or obscured traffic signs
- Trees with loose limbs or that appear unstable
- Unauthorised signs
- Abrupt level difference in running surface
- Potholes, cracks or gaps in the running surface
- Loss of skid resistance on network (SRV)
- Broken or displaced kerbs
- Blocked drains
- Damaged or missing ironwork (gullies, manhole covers etc)

(This list is not comprehensive, it is just an illustration)

If there is any uncertainty over any potential hazard then the Highways Inspector should seek guidance from their line manager. The overriding issue is to ensure the safe passage of highway users.

2.6.4 Frequencies

Frequencies for safety inspections of individual network sections are based upon a consideration of the category within the road, footway or cycle track network hierarchy. The default inspection frequencies are set out in table 7 (page 55), and a full inventory of all Caerphilly County Borough Council including intended inspection frequency can be referred to in Appendix I.

A review of hierarchies and inspection frequencies will take place on an annual basis to assess whether changes are required and whether an inspection frequency in excess of that determined by the road, footway and cycle route would be more appropriate. Such enhancements (on a temporary or permanent basis) are recorded within Mayrise and will be based upon an assessment of risk, taking into account:

- Traffic use, characteristics and trends (for example, if future levels of traffic significantly higher than that suggested by the hierarchy are likely to occur on a section, perhaps as the result of development works);
- Incident and inspection history (for example, if a section has exceptional levels of accidents [See Appendix C] or repeated occurrences of defects);
- Characteristics of adjoining network elements (for example, where a section joins a trunk road);
- Wider policy or operational considerations.

Where there is uncertainty about the category to be applied an on-site ‘reality check’ will be undertaken, and inspectors will report any instances where, having carried out an inspection it would be appropriate to carry out inspections more frequently.

2.6.5 Inspection programme

The inspection programme is arranged in such a way as to distribute the anticipated defect repair workload evenly across the County. Concentration of inspections in any single area are avoided to eliminate large amounts of work falling on single areas, with the consequent risk of repair response times being exceeded

It is important that the inspection frequency regime is adhered to. The Section 58 defence is highly dependant on regular inspections and every effort must be made to keep to the programme. In the event that the inspection frequency is not maintained, then efforts must be made to ensure that the inspection regime of streets in the higher part of the hierarchy are protected as these streets by definition, present a greater risk to the public and thus expose the Council to greater risk from claims.

2.6.6 Response times

Each defect has a specific response time associated with it, depending on the degree of deficiency. The response times are as follows:

Table 9 Response times

Priority	Response
Priority 1	2 Hours
Priority 2	24 Hour Response
Priority 3	28 Day Response
Priority 4	42 Day Response (Veh Xing)

Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements should be made for a special inspection regime to ensure the continued integrity of the signing or repair is maintained, until a permanent repair is made.

2.6.7 Follow-up action

There will be certain defects that upon being made safe will require the Highways Inspector to notify other engineering personnel within Street lighting, Dangerous structures, NRSWA etc. It is they who will then decide upon the appropriate course of action. The standard response time is shown as 28 days although in practice the prioritisation of remedial works will be determined by the individual Highway Engineer, Street Works Inspector or Street Lighting Engineer as necessary.

2.6.8 Record keeping and data management

Where a defect has been 'made safe', by coning, temporary reinstatement etc., then it is important that the follow-up permanent repair is initiated and included in the recording system.

2.7 Condition/ Service Inspections (planned maintenance)

2.7.1 Introduction

The service inspection regime is designed to ensure that the network meets the needs of the users by providing more detailed inspections of particular highway elements to ensure that they meet the requirements for serviceability.

Service Inspections comprise of a more detailed inspection, tailored to identify issues that may have an effect on the reliability, comfort or quality.

These inspections are undertaken in conjunction with safety inspections and follow the same frequency.

2.7.2 Inspection Frequencies

Refer to 'safety Inspection' frequency table (Table 7, page 55)

2.7.3 Changes to inspection frequencies

Service Inspection frequencies are to be reviewed annually.

2.7.4 Inspection Programme

The Inspection programme has been developed utilising CCBC core maintenance policies that address maintenance and historical approved codes of practice. Regular meeting are convened to review the core data sets for all policies and procedures, to ensure a consistent and thorough approach to highway inspections.

In addition to the safety inspections, several modes of data collection are used to provide reports on the sustainability, serviceability and existing condition of the Highway network, such as

- SCRIMM
- SCANNER
- Condition Surveys (visual)
- CVI
- DVI
- FNS
- GDR (financial depreciation)

Condition surveys are undertaken in-line with the safety inspection and their primary function is to identify deficiencies within the highway infrastructure.

In addition there should be at least one overall carriageway condition inspection each year so as to assess the overall deterioration of each road. The purpose of this minimum annual condition inspection is to provide input

into the development of the asset management-led programmes of future work with a particular focus on prioritised preventative maintenance opportunities.

This information and data from the other modes of asset assessment provide Caerphilly with their Planned Maintenance scheme Identification

The Planned Maintenance List is the responsibility of the Construction Team Principal Engineer and are derived from the following

Schemes are identified from the following sources

- SCANNER – The UKPMS (United Kingdom Pavement Management System) provides a report detailing all the sections of road with red and amber levels of condition.
- The Construction Team Principal Engineer inspects each section identified by UKPMS. The inspector decides what action is required and notes it on the report. Planned Maintenance Schemes are added to the Planned Maintenance Identified Scheme List
- SCRIM – The UKPMS would provide a report detailing all the sections of road where the skid resistance value was less than the assigned Investigatory Level. Note: the assigned Investigatory Levels are documented Sections which require Planned Maintenance are added to the Planned Maintenance Identified Scheme List.
- Highway Inspectors – Highway Inspectors may recommend that the best treatment for one or a group of more than one safety defect is a planned maintenance treatment (CVI/ DVI plus condition/ service insp)
- Requests – Council Members contact the council about carriageway defects raised by their constituents. Customers – Customers contact the council about carriageway defects. The Highway Inspector is responsible for inspecting and evaluating the imperfections. The sections of Network with greater volume of surface imperfections, will be inserted into the Planned Maintenance Identified Scheme List.

The following actions are completed by the Highway Inspectors. All schemes on the Planned Maintenance Identified Scheme List are rated using the following prioritisation matrix

Condition	Priority	Risk Level
1 - Good	1 - Rear lane	1 - Low
2 - Fair	2 - Rural	2 - 1 year re-assessment
3 - Moderate	3 - Unc	3 - 6 month re-assessment
4 - Worn	4 - B Road	4 - Action needed soon
5 - Poor	5 - A Road	5 - High

2.7.5 Items for inspection

Service inspections should incorporate the elements of safety inspections as detailed above and supplemented by requirements for serviceability. The range of inspection types to be carried out can be seen in *Table 6 Summary of inspection types and procedures (page 50)*.

2.7.6 Response times

All defects identified during the Service Inspections, that are not deemed Safety Defects, should be incorporated within a Planned Maintenance Programme with priorities assessed by reference to approved standards, relative priorities and available budget, and priorities should conform to the policies and objectives specified in the Caerphilly Asset Management Plan (See Policies and documents).

2.7.7 Follow-up action

Certain defects will require notification to highways or street lighting personnel who will then decide upon the appropriate course of action. The standard response time is shown as 28 days, although in practice the prioritisation of remedial works will be determined by the individual Highway Inspector, Street Works Inspector or Street Lighting Engineer as necessary. It is intended that client staff, which are responsible for downloading defects from the Mayrise system, carry out this notification.

2.7.8 Record keeping and data management

If an inspector has undertaken some temporary action during a Service Inspection then it is important that the follow-up permanent repair is initiated and included within Mayrise..

2.7.9 Inspections for network integrity

Inspections for network integrity are to be undertaken at a frequency of 12 months as these relate to operational efficiency rather than the individual elements of the network, although they routinely coincide with the Safety Inspection frequency for CCBC highway network.

Typical items that reflect operational efficiency include:

- Traffic signs or markings may be poorly sited or the legend may be either incorrect, confusing or not reflect current priorities
- Traffic signs or markings may be obsolete or redundant and affect street clutter
- Facilities for walking, cycling or public transport might be discontinuous or poorly defined and opportunities for installation of dropped kerbs or textured paving should be taken

- Opportunities might be taken to modify layout as part of future maintenance schemes.

2.7.10 Inspections for regulatory purposes

In addition to the maintenance of the highway infrastructure, the highway maintenance service also comprises regulation and enforcement activities. The most significant of these involves responsibilities and requirements under the New Road and Street Works Act (NRSWA) 1991. These provisions together with the associated Codes of Practice and Standards are not covered in this manual.

Other important regulatory duties include (list is not exhaustive):

- Dealing with encroachment on the highway
- Dealing with illegal and unauthorised signs
- Licensing skips, hoardings, temporary closures and other authorised occupation of the highway
- Enabling the enforcement of street parking regulations (CPE)
- Scaffolding
- Debris and overgrowth
- Vehicle Crossing applications
- S171 Applications
- Highway Adoption (S58 works)

2.8 Inspection Method

2.8.1 Safety Inspection

These are designed to identify all defects meeting intervention criteria that could potentially create danger or serious inconvenience to users of the network. The risk of danger is assessed on site and the defect is then categorised for the appropriate response.

2.8.2 Service Inspection

Service inspections are a more thorough inspection, which are tailored to the requirements of a particular highway related element. This allows an informed decision to be made regarding the serviceability of that section.

Service inspections fall into two categories; Network Integrity and Regulatory. Network Integrity inspections focus on Street lighting and road markings, whereas the Regulatory Inspections are aimed at:

- New Developments - Section 38 of the Highways act 1980
Inspections of these sites are subject to Section 38 adoption agreements (Highway Planning) and typically take place from inception to completion as well as prior to adoption. Highway inspectors routinely concentrate on the pre adoption inspection.
- New Roads and Street Works Act (NRSWA)

In addition information recorded, forms an integral part of the HAMP (Highway Asset Management Plan) for the authority when creating an inventory

2.8.3 Condition Assessment

Condition surveys (CVI & DVI) are intended to identify deficiencies within the highway infrastructure which, if untreated, are likely to adversely affect its longevity and levels of serviceability.

The surveys provide information on the mode and severity of deterioration, which is used to determine the appropriate maintenance treatments.

All forms of survey data utilised to measure the condition of the highway asset in order to provide assessments on overall performance, KPI's (Key Performance Indicators), maintenance requirements and to determine planned, maintenance programmes.

2.8.4 Training and Development of inspectors

In accordance with Caerphilly CBC policies and guidelines all Inspectors are assessed via a 'performance development review', which is undertaken

annually. The review is conducted between the Inspector and nominated line manager, with the intention of meeting the following objectives:

- Identifying training needs
- Assisting the individual to self appraise and set targets
- Provides a platform for the Inspectors to feed back to the line manager regarding any concerns or queries that they may have

Safety inspections are to be undertaken through a risk assessment procedure. Consequently the training of all highway inspection personnel in the risk management regime is an essential pre-requisite before such inspections can be undertaken.

Under the provisions of the Health and Safety at Work Act (1974) and Construction Design and Management Regulations (2015), it is important that all operatives undertake comprehensive Site Safety training specific to their duties.

A vital component of inspections is to ensure that inspectors are able to undertake their duties consistently, accurately and within the current guidelines and standards. The County Borough Council offers training for inspectors on a regular basis and will ensure appropriate refresher courses are also offered.

The training will include coverage of the following areas, but may also include other subjects when appropriate:

- Inspector training and accreditation
- Site Safety Training
- Lone working briefing
- Dynamic Risk assessment training
- Induction and briefing
- Introduction to risk management
- Workshops on risk assessments
- Insurance requirements for third party claims

It is the aim of Caerphilly CBC that all inspectors will be trained in accordance with City and Guilds scheme 6033.

2.8.5 Safe working practices

All Inspectors are trained to carryout dynamic risk assessments whilst undertaking safety inspections. This empowers the Inspector to assess their environment and act accordingly. At no point in time should the inspector act in a manner that may affect their wellbeing or the welfare of others.

Information on both the Dynamic RA and lone-working policy together with other safe systems of work can be located at Highways Operations Group offices. Below is an illustration of the SSOW and training undertaken:

SSOW-GEN-INSP 1	Inspection of Street & Road Works
SSOW-GEN-INSP 2	Traffic Light Signal Adjustment
SSOW-GEN-INSP 3	School Crossing Patrols
SSOW-GEN-INSP 4	Measuring Work – Live Carriageways
SSOW-GEN-INSP 5	Inspection of Construction Developments
SSOW-GEN-INSP 6	Use of Ladders
SSOW-GEN-INSP 7	Culvert Inspections
SSOW-GEN-INSP 8	Car Park Monitoring
SSOW-GEN-INSP 9	Driving on Authority Business
SSOW-GEN-INSP 10	Bridge Inspections
SSOW-GEN-INSP 11	Working in Excavations
SSOW-GEN-INSP 12	Inspection of Bus Stop Services
SSOW-GEN-INSP 13	Canal Inspections
SSOW-GEN-INSP 14	Driving on NCS Business
SSOW-GEN-INSP 15	Topographical Surveys
SSOW-GEN-INSP 16	Manual Handling Long Objects
SSOW-GEN-INSP 17	Moderately Heavy Loads
SSOW-GEN-INSP 18	Ladders Pre-Use Checks
SSOW-GEN-INSP 19	Lifting Manholes Covers
SSOW-GEN-INSP 20	Work in Wet Weather
SSOW-GEN-INSP 21	Inspections of Mines-Tips and Quarries
SSOW-GEN-INSP 22	Working in Water
SSOW-GEN-INSP 23	Working Near Water
SSOW-GEN-INSP 24	Driving in Adverse Conditions
SSOW-GEN-INSP 25	Inspections in Vehicles and on Foot
SSOW-GEN-INSP 26	Confined Spaces Emergency Plan
SSOW-GEN-INSP 27	Confined Space-Deep Manholes- High Risk
SSOW-GEN-INSP 28	Lone Working – Remote Locations- Mines & Tips
SSOW-GEN-INSP 29	Lone Working
SSOW-GEN-INSP 30	Wetlands- Work-Ponds-Streams Rivers etc.
SSOW-GEN-INSP 31	Safety at Street & Road Works
SSOW-GEN-INSP 32	Signing of Roadworks
SSOW-GEN-INSP 33	Work on Highways 1 Signing and Guarding
SSOW NEW REF	ACTIVITY
SSOW-GEN-INSP 34	Syringes- Hypodermic Needles

SSOW-GEN-INSP 35	Emergency Procedure LPG Gas Cylinders
SSOW-GEN-INSP 36	Dispensing & Storage of Petrol & Diesel
SSOW-GEN-INSP 37	Work on Small Repairs and Patching
SSOW-GEN-INSP 38	Working with Sewage
SSOW-GEN-INSP 39	Bodily Fluids Removal of Blood
SSOW-GEN-INSP 40	Working with Hazardous Substances
SSOW-GEN-INSP 41	Prevention of Bridge Strikes
SSOW-GEN-INSP 42	Footway De-Icing Spraying Inspectors

2.8.6 Data Management

The Mayrise system makes provision for recording service requests, complaints, reports or information from users and other third parties. These may require immediate action, special inspection, or influence future inspection or monitoring arrangements (refer to Appendix A for typical example).

All information obtained from inspections, together with the nature of any response made by the inspector, including nil returns, is recorded.

2.9 Inspection Procedures

2.9.1 Data Capture

All defects that meet intervention levels are to be recorded whilst on site and retained for auditing purposes . All information will be retained within Mayrise.

CCBC utilise remote hand held devices to enable the inspectors to capture and store defect information whilst on site.

2.9.2 Section Information

At the start of each section the following data must be recorded.

Table 10 Section Information Data

Section Information data	Description
USRN	10 character alphanumeric character combination of the district code the road number and the link number.
Section Description	Up to 80 alphanumeric characters
Reverse Direction	Is the inspection to be carried out in the reverse direction? (Y/N)
Inspector/s	Inspector's initials, up to 3 alphanumeric characters. If two inspectors carry out an inspection, then both of the initials should be entered.
Inspection Type	Type of inspection. Safety will automatically be recorded
Initiation	NRW (normal walking), NRD (normal driven)
Weather	Fine, Rain, Snow or Fog
Road Condition	Dry, Wet, Snow or Ice

2.9.2 Defect Details

Table 11 Defect Details

Location	Required – a text description of the location of the defect up to 40 alphanumeric characters
Identity code	ID code on lighting columns signs bollards etc.
Diagram number	road traffic sign diagram number if required
Inventory item code	2 character inventory item code
Modifiable code	Modifiable code list, including the client's highway maintenance, street works and street lighting sections
Special instructions	Special instructions free text, up to 255 characters
Defects	4 alphanumeric character defect code as listed elsewhere
Response	Defect priority 1 2 3 as listed elsewhere
Action	Action recommended or taken by the inspector
Record action	A 40 character action text to fully describe the repairs recommended for the defects found
Date and Time	Are automatically recorded from the DCD calendar/clock
Comments	240 character free text – notebook type entry

2.9.3 Sections with no identified defects

Sections that have been inspected but have no defects must be recorded as such electronically.

2.9.4 Locations of defects

In addition to recording the location of the defect in terms of coordinates, a text based description such as outside No 32 or adjacent to lamp column No 7. Alternatively a distance measurement can be given from a junction of significant landmark. All defects are marked in highly visible yellow paint.

2.9.5 Activity codes

A code is used to record the defective asset. These are as follows:

Defect Code	Defect Type Description
CCSC	C/W Spalling/Cracking (Concrete)
CCVS	C/W Vertical Step at Joint (Concrete)
CEDT	C/W Edge Deterioration
CMCR	C/W Major Cracking/Loss of Material
COTH	C/W Other
CPOT	C/W Pothole/Loss of Material
CSTW	C/W Standing Water / Seepage
CTRF	C/W Trench Failure
CUNE	C/W Uneven Surface
CWTR	C/W Wheel Track Rutting
DBLK	Gully / MH / Catchpit silted
DCBK	Culvert inlet / outlet blockage
DCMS	Missing cover / manhole / gully etc
DDIF	High / Low Cover / MH / Gully etc.
DDSD	Drainage ditch silted
DDUS	Damaged / US Cover / Grating
DOTH	Drainage: Other
FBCR	Corroded/Rotten Post
FBDM	Damaged Fencing/Guardrail/Barrier
FBMS	Missing Fencing/Guardrail/Barrier
FBOT	Fencing: Other
FCRK	F/W Cracked Flag / Slab or Block
FMIS	F/W Missing Flagstone/Slab/Blockwork
FOTH	F/W Other
FPOT	F/W Pothole / Loss of Material
FROC	F/W Uneven or Rocking Flag/Slab/Block
FSTW	F/W Standing water / Seepage
FTFL	F/W Trench Failure

FUNE	F/W Uneven Surface > 20mm
KDAM	KBS/EGS/CH Damaged
KLOR	KBS/EGS/CH Loose / Rocking
KMIS	KBS/EGS/CH Missing
KOTH	KBS/EGS/CH Other
KPRO	KBS/EGS/CH Projection > 20mm
NRSW	Statutory Undertakers Defect
RMOT	RD MARKS Other
RMWR	RD MARKS Wear
TALN	Sign/snp misalignment
TDAM	Sign / Street name plate damaged / US
TDRT	Dirty/graffitti to sign/snp
TMIS	TR SIGN/SNP Missing
TOTH	TR SIGN/SNP Other
TPOS	TR SIGN/SNP Defective post
TVEG	Sign/snp obscured by vegetation

2.9.6 Formal Notifications

Whilst undertaking the safety inspection an officer may detect a number of highway related discrepancies that require additional action. Instances of such normally require the inspector to formally serve notice on a person/ homeowner or business for performing an illegal highway activity that contravenes the 'Highways Act 1980'.

The following are an example (not exhaustive) of formal highway notifications to be used as the highway custodian to ensure safe passage for members of the public and can be found in the appendices;

SECTION 154	TREES/HEDGES/ OVERHANGING THE PUBLIC HIGHWAY
SECTIONS 143 & 149	OBSTRUCTION OF THE HIGHWAY
SECTION 184	CONSTRUCTION OF VEHICULAR CROSSING
SECTION 184	ILLEGAL CROSSING OF THE HIGHWAY
SECTIONS 148 & 149	DEPOSIT OF MUD/REFUSE/EFFLUENT/MATERIAL ON COUNTY HIGHWAY
SECTION 180	DEFECTIVE CELLAR COVERING IN FOOTWAY
SECTION 163	WATER FLOWING ONTO THE HIGHWAY
SECTION 165	REPAIR OF WALL IN YOUR OWNERSHIP

In addition with the implementation of CPE to aid with enforcement of 'Traffic Regulation Orders', the Police should be utilised to discharge their duties to remove obstructions within the Highway.

2.9.7 Coding response times

The inspector is to code the response times in accordance with the risk assessed Priorities Section 2.5.2 (Page 56)

2.9.8 Material

The inspector should make every effort to describe the material in which the defect occurs. If the pavement is of blacktop material and the inspector is not sure of the exact type then he should record it as blacktop. If unsure of the material specification seek guidance from your line manager.

2.9.9 Measuring flags, small element paving and blocks

Precast concrete paving can be found in a variety of styles and sizes, therefore an on site measurement and photograph would be beneficial. This should ensure that the correct specification of paving is being replaced

2.9.10 Programming and works

All instructed works are programmed to be completed within the agreed timescales in accordance with the defect priority categorisation 1–3 (ref to table 9, page 57).

2.9.11 Remedial works

Remedial works may be instructed if a defect has failed or been completed to an unsatisfactory standard. This should be recorded in the first instance on your inspection records and escalated to your line manager so a prompt or satisfactory outcome is obtained.

2.9.12 Procedure following inspection

Refer to the flow chart, Figure 3 (Pg 49).

2.9.13 The client and works contractor's responsibility

Highway Operations Group undertake all repairs in a safe and timely manner within the specified target date range. During the periods where external contractors supplement our activities, they adhere to the agreed contract details and best working practices.

2.9.14 Statutory undertaker apparatus

All defects should be reported to the NRSWA personnel, which in turn report the defect to the relevant statutory body under section 81 of the 'New Roads & Streetworks Act 1991'.

Statutory undertakers have a legal right to excavate in the highway to install, maintain and remove their apparatus. Section 50 of the Act also permits private builders to install, maintain or remove private apparatus such as sewers and drains in the highway under licence. The builder or person granted a 'Street Works Licence' becomes an 'undertaker' for the purposes of the NRSWA and therefore attracts the relevant duties and responsibilities imposed by the Act and associated secondary legislation and codes of practice.

Reinstatement of the highway is the responsibility of the statutory undertaker. The role of the County Council is to monitor all statutory and non-statutory performance, but not to supervise the whole works.

The Highway Authority has a duty to inspect statutory undertakers' works at 3 stages

- During Excavation
- 6 months post completion
- 3 months preceding the end of the maintenance period

If remedial action is not carried out within a specified timeframe then the Highway Authority may take it upon them to repair the defective apparatus and recharge the owner.

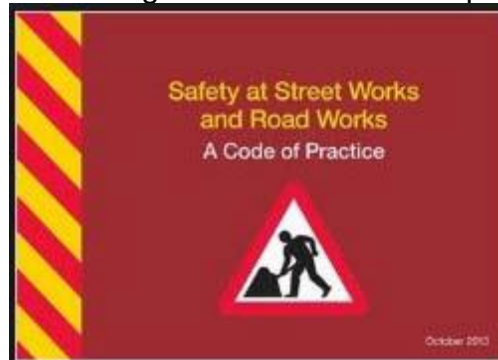
The legal duty for the provision of a safe highway still resides with the local highway authority, notwithstanding any other duties imposed upon statutory undertakers.

The Traffic Management Act 2004 (TMA) impacts upon how the County Council co-ordinates works. As a result, the County Council has appointed a 'TMA noticing officer', whose role is to oversee the co-ordination of all works within the highway to minimise inconvenience to road users. To facilitate co-ordination and inspection, works are and will be notified in advance to the County Council under a formal notice system. The amount of notice required will vary dependent on the type of work and location. The County Council has powers to designate certain streets to restrict the working hours or to require special procedures or materials to be used, for instance in conservation areas.

Sample inspection, for which a fee is recoverable from the relevant undertaker, ensures work complies with national standards. Target levels of inspections are set as internal targets to help ensure that inspections are representative and fee income is maximised.

The performance of each undertaker and their contractors is monitored and recorded. Section 74 of NRSWA imposes financial penalties on undertakers who fail to comply with the requirements of the NRSWA.

Signing and guarding of works should comply with the 'Safety at Street Works and Road Works – A Code of Practice'. Undertakers are required to implement the 'Code of Practice of the Reinstatement of Openings'. There are other codes of practice covering co-ordination and inspections.



The performance standards which apply to the execution of the works themselves are set down in regulations and codes of practice. These are normally determined nationally and the County Council cannot impose more onerous standards or grant relaxations. Performance issues can be raised with individual undertakers

In cases of persistent or extreme failure by a statutory undertaker to comply with legislation, the County Council has powers to prosecute.

2.9.15 Normal working hours

During normal working hours the main point of contact for emergencies is the Customer First department Contact Number: 01495 866533 The core working hours for staff in the Operations Section who are the main point of contact are:

8 a.m. to 5 p.m. Monday to Thursday inclusive and 8 a.m. to 4.30 p.m. on Fridays.

2.9.16 Outside normal working hours

The Out of Hours contact number for the Authority as a whole is 01443 875500.

Outside normal office hours from Monday to Friday and for 24 hours a day on weekends and bank holidays the County Borough Council operates a client side 'standby' system. The 'standby' system has been designed to enable direct contact to be made with a County Borough Council officer at any time outside normal working hours in order to deal with any highway emergency. The 'standby' system is operated using a rota for duty officer service. Staff availability during statutory holiday periods is planned and the information circulated to senior management.

The Out of Hours (Duty Officer) Manual contains details of the procedure for the order of call outs that duty officers should follow (Appendix L)

2.9.17 Emergency Situation Reporting

During periods when road conditions (significant/ inclement weather.) are affecting the free and safe passage of vehicles and pedestrians, emergency situation reports are prepared and distributed.

Incidents that require reporting will generally relate to road closures and flooding of property but other significant incidents will also need to be reported. There is a need to be particularly sensitive/alert to media interest in such situations, particularly if serious injury or fatalities have occurred. Situation reports are intended to be brief, accurate and additional information should be provided as necessary whilst the emergency conditions prevail. Out of hours reports should be made directly to the appropriate level of management (and escalated in due course) Customer Services Manager/Operations Engineer by telephone and email. In instances where land lines and email are inoperative mobile phones are to be used for communication. The procedure for emergency situation reporting is as described below. Observance of this formalised procedure will ensure that information is precisely relayed to those people and organisations that require it in a timely fashion and minimises multiple requests for such information.

The Highway Operation Group manager or designated representative is the designated person for gathering the information in order that a single clear point of contact is available for other departments and organisations that need to use such information. Operations personnel may assist in gathering information where appropriate.

A report should be compiled by the Highway Operations Group manager or designated representative and sent via email to the following personnel:

- CEO and Communications manager
- Director of Technical Services
- Head of Infrastructure
- Principal Traffic Engineer
- Street Lighting Manager
- Customer Care Officer
- Communications Officer
- Emergency Planning Officer

And any other relevant, or affected parties.


Please refer to the 'Out of Hours Manual' (Appendix K) for a more detailed plan of dealing with emergency situations outside of normal working hours.

PART 3 Inspection Guidance

The example defects shown in this section are for guidance only. The inspector may assess risks from first principles with the benefit of local knowledge and this could result in a different risk factor from that contained in the register. In such cases the inspector must record the reasons for the variation.


The response times shown in the following tables are to be used as a guide and are applicable under 'normal' conditions. The risk matrix (table 8) in Part 2 of this manual is to be used by safety inspectors to assess all defects with particular attention paid to those that may not present such a significant risk to the public and the response time is to be adjusted accordingly.


All assessments will be made on site via a visual inspection and not made by reference to photographs.

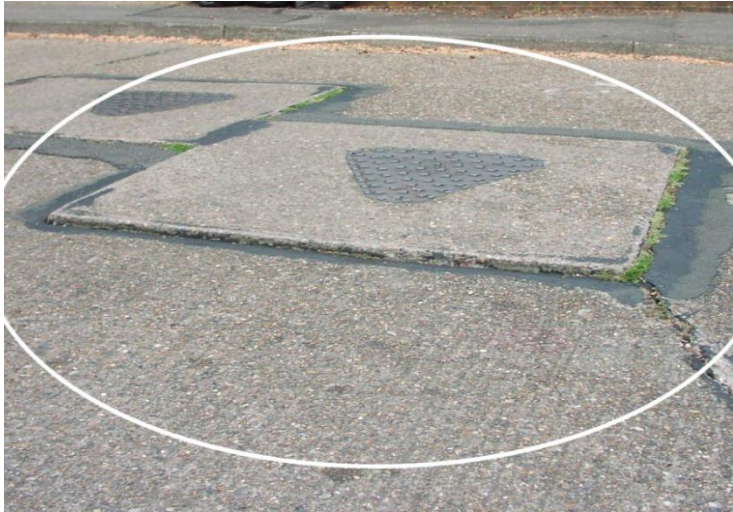
Asset & defect	Photograph	Indicative Response
<p>CARRIAGEWAY</p> <p>Detritus: Accumulation of dirt, stone, gravel or other material</p>		<p>Make safe with the appropriate traffic management and arrange for its removal</p>

Asset & defect	Photograph	Indicative Response
<p>CARRIAGEWAY</p> <p>Debris: Debris on the hard shoulder or carriageway that could damage a vehicle or cause road users to take avoiding action.</p>		<p>Make safe with the appropriate traffic management and arrange for its removal</p>

Asset & defect	Photograph	Response
<p>CARRIAGEWAY</p> <p>Flooding: Where standing water projects into the carriageway by 0.5m or where there is an excessive flow of water across the carriageway.</p>		<p>Erect flood warning signs in both directions</p> <p>Report to Highway Drainage Engineer</p>


Asset & defect	Photograph	Response
<p>CARRIAGEWAY</p> <p>Worn Surface: Road looks smooth and fatted up, such is a risk of skidding for the road user</p>		<p>Install appropriate traffic management warning of reduced traction</p> <p>Monitor and instigate repairs if necessary</p>





Asset & defect	Photograph	Response
<p>CARRIAGEWAY</p> <p>Significant Rutting: Wheel track rutting of 20mm or greater which extends for a length greater than 10m</p>		<p>Instigate repairs if defects are at intervention levels</p> <p>Report to Senior engineer for resurfacing</p>


Asset & defect	Photograph	Response
<p>CARRIAGEWAY</p> <p>Stepping at Concrete Joint: Difference in level between adjacent concrete bays, exceeding defect intervention level</p>		<p>Instigate repairs if in excess of intervention limits</p>


Asset & defect	Photograph	Response
<p>CARRIAGEWAY</p> <p>Spalling in concrete: Deep spalling exceeding defect intervention criteria</p>		<p>Instigate repairs if in excess of intervention limits</p>


Asset & defect	Photograph	Response
<p>CARRIAGEWAY</p> <p>Difference in Level: Difference in level between the carriageway and ironwork exceeding defect intervention criteria</p>		<p>Determine ownership, check with NRSWA officers</p> <p>Instigate repairs if in excess of intervention limits</p>


Asset & defect	Photograph	Response
<p>CARRIAGEWAY</p> <p>Pothole: Exceeding intervention criteria</p>		<p>Instigate repairs if in excess of intervention limits</p>

Asset & defect	Photograph	Response
<p>Fixed Traffic lights / Pedestrian crossings / Loops and Links</p> <p>Accident Damage: Bent/leaning columns or posts, which project into, or may fall onto the carriageway.</p> <p>Damage to cabinets that exposes wiring/internal equipment.</p> <p>Traffic signals out of sequence</p> <p>Exposed traffic sensors in carriageway</p>	   	<p>Refer to appropriate department; Traffic management</p> <p>If creating an immediate hazard to highway users then action appropriately by cordoning off the area and appropriate traffic management</p>

Asset & defect	Photograph	Response
<p>COMMUNICATIONS EQUIPMENT</p> <p>Electrical Condition: Exposed wiring or other electrical fault likely to pose a hazard</p>		<p>Report to NRSWA officer.</p> <p>If posing an immediate danger to highway users then remain on site until qualified personnel arrive to resolve</p>

Asset & defect	Photograph	Response
<p>CULVERTS</p> <p>Flooding: Indications that flooding of the highway or any private property is imminent.</p>		<p>Refer to the drainage engineer to assess if severe weather culvert cleansing is required</p>


Asset & defect	Photograph	Response
<p>EMBANKMENTS & CUTTINGS</p> <p>Slippage: Any earth slip that threatens to obstruct any part of the carriageway or footway or endanger lighting or communications equipment.</p>		<p>Utilise appropriate Traffic management to protect the highway user from potential areas of conflict</p> <p>Refer to the structures engineer for them to assess</p>

Asset & defect	Photograph	Response
<p>FENCES, BARRIERS & GUARDRAILS</p> <p>Structural Condition: Corrosion, rot or other serious defect likely to affect the structural integrity of the fence, barrier or pedestrian guardrail.</p>		<p>Remove any barriers / fence panels or pedestrian guardrails that may be affecting the highway, if it is safe to do so.</p> <p>Identify ownership</p> <p>Instigate repairs if required</p>


Asset & defect	Photograph	Response
<p>FENCES, BARRIERS & GUARDRAILS</p> <p>Accident Damage: Accident damage that:</p> <ul style="list-style-type: none"> -Compromises the protection previously offered to steep slopes or water hazards. -could potentially allow livestock to escape onto the highway. -leaves components projecting into the carriageway or footway. -creates gaps that would enable pedestrians to cross the road in inadvisable locations. 		<p>As pg 55</p>

Asset & defect	Photograph	Response
<p>FILTER DRAINS</p> <p>Difference in level: Where filter material has been displaced and resulted in a difference in level from the carriageway or hard shoulder to the filter drain of 200mm or more.</p> <p>Displaced material: Filter material displaced onto the carriageway or hard shoulder if severity equal to or greater than “Detritus” defect.</p>		<p>Make safe and initiate the appropriate repairs.</p> <p>If required speak to the land drainage engineer</p>




Asset & defect	Photograph	Response
<p>FOOTWAYS & CYCLETRACKS</p> <p>Rocking/Uneven Slabs: Rocking, uneven or missing slabs resulting in a trip hazard that exceeds intervention criteria.</p>	 <p>The photograph shows a concrete footway with several slabs that are uneven and appear to be rocking. The slabs are set in a dark, possibly asphalt, base. The footway is bordered by a brick wall and a metal fence in the background.</p>	<p>Assess the site and instigate repairs where defects exceed intervention criteria</p>



Asset & defect	Photograph	Response
<p>FOOTWAYS & CYCLETRACKS</p> <p>Difference in Level: Difference in level between the footway and any trench, repair or ironwork that exceeds intervention criteria</p>		<p>If defect meets intervention criteria then action the replacement / renewal of the damaged section of footway</p>


Asset & defect	Photograph	Response
<p>FOOTWAYS & CYCLETRACKS</p> <p>Pothole: A pothole is a sharp edged depression anywhere in a footway where part or all of the surface layers have been removed that meets intervention levels.</p>		<p>Instigate repairs if defects are at intervention levels</p>


Asset & defect	Photograph	Response
<p>FOOTWAYS & CYCLETRACKS</p> <p>Standing water: Where standing water deeper than 50mm obstructs the footway to such an extent that pedestrians are likely to step off the footway to pass.</p>		<p>Close the footway and install appropriate signs advising pedestrians of the hazard.</p>


Asset & defect	Photograph	Response
<p>FOOTWAYS & CYCLETRACKS</p> <p>Depressions: Depressions caused by vehicle over-run or settlement resulting in a hazard to pedestrians if exceeding intervention criteria</p>		<p>Instigate the necessary repairs if defect intervention limits are met</p>


Asset & defect	Photograph	Response
<p>HEDGES, TREES & GRASSED AREAS Obscure Visibility: Where grass or growth obscures visibility signs or the visibility to regulatory or mandatory signs.</p> <p>Dead or Leaning: Trees or hedges that appear dead, or have dead/damaged limbs that could fall onto the highway or are projecting into the carriageway or footway.</p> <p>Clearance: Trees with less than 5.2m clearance above the carriageway or 2.5m clearance above the footway</p>	  	<p>If defect poses an imminent to the highway user then this will be treated as an emergency.</p> <p>Refer to Grounds maintenance department for their attention</p>



Asset & defect	Photograph	Response
<p>KERBS & CHANNELS</p> <p>Dislodged, Misaligned, Missing or Rocking: Dislodged or misaligned kerbs that project into the carriageway or hard shoulder which are likely to impede water flow or potentially damage vehicle tyres. Displaced, misaligned or rocking kerbs that could present a hazard to pedestrians crossing the road if exceeding defect intervention criteria.</p>	 	<p>Instigate repairs as required if exceeding intervention levels</p>


Asset & defect	Photograph	Response
<p>ROAD LIGHTING & ILLUMINATED SIGNS</p> <p>Accident Damage: Columns or posts projecting into the carriageway or footway. Damaged columns, arm lanterns or posts that may fall onto the carriageway, footway or private land. Damage to cabinets that exposes wiring/internal equipment.</p>		<p>If posing an imminent danger to the highway user ten remain on site until experienced personnel arrive.</p> <p>Refer to the street lighting department</p>


Asset & defect	Photograph	Response
<p>ROAD LIGHTING & ILLUMINATED SIGNS</p> <p>Electrical condition: Exposed wiring or other electrical fault</p> <p>Structural condition: Missing or unsecured doors on columns or feeder pillars (excluding central reserve). Insecure lanterns or arms. Any indications of instability of columns or other equipment.</p>		<p>If posing an imminent danger to the highway user ten remain on site until experienced personnel arrive.</p> <p>Refer to the street lighting department</p>


Asset & defect	Photograph	Response
<p>ROAD LIGHTING & ILLUMINATED SIGNS</p> <p>Outages: Any lamp outage (single or multiple) considered to present a safety hazard e.g. at a pedestrian crossing. Outage of lamp at regulatory or mandatory signs.</p>		<p>Refer to the street lighting department</p>


Asset & defect	Photograph	Response
<p>ROAD MARKINGS White line marking on strategic and main distributor roads of high safety risk or with a relevant accident record should be renewed when they are no longer adequate for their intended purpose</p> <p>Missing or significantly worn: Missing markings or markings significantly worn to such an extent that less than 70% of the marking remains.</p>		<p>If intervention criteria is met then refer to the Capital maintenance works section</p>


Asset & defect	Photograph	Response
<p>ROAD STUDS</p> <p>Loose: Road studs which appear to be loose in their rebates</p> <p>Missing: 25% loss on straight or large radius curves or 10% loss on bends where road studs are required to maintain the legality of prohibitory road markings.</p>	 	<p>Assess and instigate repairs as required</p>


Safety Defects					
Asset & defect	Photograph	Probability	Impact	Risk Factor	Response
<p>SAFETY FENCES</p> <p>Structural condition: Corrosion or other serious defects likely to affect the structural integrity of the safety fence. Accident Damage Two or more posts bent or disconnected from the safety fence rails. A single bent post if facing oncoming traffic. Rails encroaching into the carriageway or footway.</p>					<p>If the defect is posing an imminent danger to the highway user then utilise the appropriate traffic management to make the area safe.</p> <p>Refer to the relevant asset manager</p>

Safety Defects					
Asset & defect	Photograph	Probability	Impact	Risk Factor	Response
<p>SIGNS & BOLLARDS</p> <p>Accident damage: Sign or post projecting into the carriageway or footway. Damaged post or partly detached sign face that may fall onto the carriageway, footway or private land.</p>					<p>Assess and instigate the necessary repairs</p>

Safety Defects					
Asset & defect	Photograph	Probability	Impact	Risk Factor	Response
<p>SIGNS & BOLLARDS</p> <p>Obscured: Regulatory or mandatory signs obscured by growth or any other obstacle.</p>	 <p>The photograph shows a road sign on a blue metal post. The sign is partially obscured by a diagonal metal bar that crosses in front of it. The background shows a road with a guardrail and some greenery.</p>				<p>Assess and action appropriately by removing the obstruction</p>

Safety Defects					
Asset & defect	Photograph	Probability	Impact	Risk Factor	Response
<p>SIGNS & BOLLARDS</p> <p>Structural condition: Corrosion of the posts likely to cause the sign to collapse. Corrosion, loose or missing fixings that may allow the sign to become detached from the posts.</p>					<p>Assess onsite and instigate repairs accordingly</p>

Safety Defects					
Asset & defect	Photograph	Probability	Impact	Risk Factor	Response
<p>IGNS & BOLLARDS</p> <p>Missing: Missing regulatory or mandatory signs. Missing traffic cylinders at central reserve crossings.</p>					<p>Generally damaged or exposed electrical components will be made safe as an emergency and reported to the Street Lighting Team for permanent repair</p>

Safety Defects					
Asset & defect	Photograph	Probability	Impact	Risk Factor	Response
<p>SIGNS & BOLLARDS</p> <p>Legibility: Graffiti, posters or other defects, which reduce the legibility of regulatory or mandatory signs.</p>					<p>Remove whatever is obscuring the sign where possible and instigate the necessary repairs</p>

PART 4

Appendices

Appendix A	Customer Care Service Procedure
Appendix B	Inspections of accident/ Third party claims
Appendix C	Personal Injury Accident Analysis
Appendix D	Inspections of disused tips
Appendix E	Treatment Codes
Appendix F	Inspector's Areas / Wards
Appendix G	Nature Conservation and Biodiversity
Appendix H	Legislation and Statutory Acts
Appendix I	Network Hierarchy (revised in-line with RBA WMHI 2015)
Appendix J	Sample Letters/ notices
Appendix K	Well Managed Highway Infrastructure 2015
Appendix L	CCBC Out of Hours (Duty Officer) Manual 2015

ACOP HIERARCHY REVIEWS 2018

USRN	Road Name	Asset Number (Road, Footway, Structure etc.))	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47501016	CARNO STREET RHYMNEY	B4257 - Carriageway	A1/03	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47500650	BEDWELLY ROAD ABERBARGOED	B4511 - Carriageway	A1/14	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47501812	GROES-FAEN TERRACE BARGOED	C611 - Carriageway	A1/16	Link Road	Link Road	Traffic Count less than Link Road parameters. Road to remain as Link Road
47501395	CWMSYFIOG ROAD ABERBARGOED	A4049 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501397	CWMSYFIOG ROAD ELLIOT'S TOWN	A4049 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501538	FACTORY ROAD TO GWAELODYBRITHD BARGOED	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501538	FACTORY ROAD TO GWAELODYBRITHD BARGOED	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501539	GWAELODYBRITHDIR CEMETERY TO C BRITHDIR	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route

USRN	Road Name	Asset Number (Road, Footway, Structure etc.))	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47501539	GWAELODYBRITHDIR CEMETERY TO C BRITHDIR	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501539	GWAELODYBRITHDIR CEMETERY TO C BRITHDIR	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501661	GELLIGAER ROAD GELLIGAER	B4254 - Carriageway	A1/CL	Secondary Distributor	Secondary Distributor	Traffic Count less than Road parameters. Road to remain as Secondary Distributor
47502112	HIGH STREET TROEDRHIWFUWCH	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503067	PONTLOTTYN LINK ROAD BUTE TOWN RHYMNEY	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503068	PONTLOTTYN LINK ROAD LLECHRYD	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503070	PONTLOTTYN LINK ROAD RHYMNEY	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503070	PONTLOTTYN LINK ROAD RHYMNEY	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503070	PONTLOTTYN LINK ROAD RHYMNEY	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503070	PONTLOTTYN LINK ROAD RHYMNEY	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503070	PONTLOTTYN LINK ROAD RHYMNEY	A469 - Carriageway	A1/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route

USRN	Road Name	Asset Number (Road, Footway, Structure etc.))	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47502322	LIBANUS ROAD BLACKWOOD	B4254 - Carriageway	A2/08	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47502582	MONTCLAIRE AVENUE BLACKWOOD	B4254 - Carriageway	A2/08	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47502147	HIGHFIELDS WAY BLACKWOOD	B4254 - Carriageway	A2/09	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47504139	YARD COAL RISE OAKDALE BUSINESS PARK OAKDALE	B4251 - Carriageway	A2/19	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47504971	OAKDALE BUSINESS PARK LINK ROA BLACKWOOD	B4251 - Carriageway	A2/19	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47501392	TREDEGAR ROAD BLACKWOOD	A4048 - Carriageway	A2/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501392	TREDEGAR ROAD BLACKWOOD	A4048 - Carriageway	A2/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501392	TREDEGAR ROAD BLACKWOOD	A4048 - Carriageway	A2/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47500520	ABERNANT ROAD MARKHAM	B4511 - Carriageway	A2/CL	Secondary Distributor	Secondary Distributor	Traffic Count less than Road parameters. Road to remain as Secondary Distributor
47502672	NEW ROAD GELLI-HAF PONTLLANFRAITH	A4049 - Carriageway	A2/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route

USRN	Road Name	Asset Number (Road, Footway, Structure etc.))	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47502705	NEWPORT ROAD PONTLLANFRAITH	B4251 - Carriageway	A2/CL	Secondary Distributor	Secondary Distributor	Traffic Count less than Road parameters. Road to remain as Secondary Distributor
47502705	NEWPORT ROAD PONTLLANFRAITH	B4251 - Carriageway	A2/CL	Secondary Distributor	Secondary Distributor	Traffic Count less than Road parameters. Road to remain as Secondary Distributor
47502705	NEWPORT ROAD PONTLLANFRAITH	B4251 - Carriageway	A2/CL	Secondary Distributor	Secondary Distributor	Traffic Count less than Road parameters. Road to remain as Secondary Distributor
47500846	BRYN ROUNDABOUT PONTLLANFRAITH	A4049 - Carriageway	A2/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47504983	PENALLTA LINK ROAD PENALLTA	U - Carriageway	A3/03	Local Access Road	Link Road	Traffic Count greater than parameters. Road changed to Link Road
47501648	GELLI-GAER COMMON ROAD BARGOED	U - Carriageway	A3/17	Local Access Road	Link Road	Traffic Count greater than parameters. Road changed to Link Road
47501649	GELLI-GAER COMMON ROAD GELLIGAER COMMON	U - Carriageway	A3/17	Local Access Road	Link Road	Traffic Count greater than parameters. Road changed to Link Road
47501932	HEOL ADAM GELLIGAER	U - Carriageway	A3/17	Local Access Road	Link Road	Traffic Count greater than parameters. Road changed to Link Road
47503799	MOUNTAIN ROAD BARGOED	U - Carriageway	A3/17	Local Access Road	Link Road	Traffic Count greater than parameters. Road changed to Link Road
47503838	WIMBOURNE TERRACE GELLIGAER	U - Carriageway	A3/17	Local Access Road	Link Road	Traffic Count greater than parameters. Road changed to Link Road
47503950	MOUNTAIN ROAD FOCHRIW TO GELLI PENTWYN	U - Carriageway	A3/17	Local Access Road	Link Road	Traffic Count greater than parameters. Road changed to Link Road
47503951	MOUNTAIN ROAD FOCHRIW TO GELLI DERI	U - Carriageway	A3/17	Local Access Road	Link Road	Traffic Count greater than parameters. Road changed to Link Road

USRN	Road Name	Asset Number (Road, Footway, Structure etc.))	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47503953	MOUNTAIN ROAD FOCHRIW TO GELLI GELLIGAER COMMON	U - Carriageway	A3/17	Local Access Road	Link Road	Traffic Count greater than parameters. Road changed to Link Road
47503560	UPPER TRELYN FLEUR- DE-LIS	B4254 - Carriageway	A3/19	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47501379	CWM-DU ROUNDABOUT YSTRAD MYNACH	A469 - Carriageway	A3/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501380	CWM-DU TO TWYN- SHON-IFAN YSTRAD MYNACH	A469 - Carriageway	A3/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501380	CWM-DU TO TWYN- SHON-IFAN YSTRAD MYNACH	A469 - Carriageway	A3/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47502667	NEW ROAD CEFN HENGOED	A469 - Carriageway	A3/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47502674	NEW ROAD HENGOED	A469 - Carriageway	A3/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47502677	NEW ROAD TIR-Y-BERTH	A469 - Carriageway	A3/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47502679	NEW ROAD YSTRAD MYNACH	A469 - Carriageway	A3/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503721	VICTORIA ROAD FLEUR- DE-LIS	B4252 - Carriageway	A3/CL	Secondary Distributor	Secondary Distributor	Traffic Count less than Road parameters. Road to remain as Secondary Distributor
47505221	ANGEL WAY GLAN-Y- NANT	A469 - Carriageway	A3/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route

USRN	Road Name	Asset Number (Road, Footway, Structure etc.))	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47505287	ANGEL WAY BARGOED	A469 - Carriageway	A3/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47505294	ANGEL WAY GILFACH	A469 - Carriageway	A3/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501261	COMMERCIAL STREET PENGAM	B4252 - Carriageway	A3/CL	Secondary Distributor	Secondary Distributor	Traffic Count less than Road parameters. Road to remain as Secondary Distributor
47502087	HIGH STREET ABERCARN	B4591 - Carriageway	A4/02	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47500510	ABERCARN TO CHAPEL OF EASE ABERCARN	B4591 - Carriageway	A4/02	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47501246	COMMERCIAL ROAD ABERCARN	B4591 - Carriageway	A4/02	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47504971	OAKDALE BUSINESS PARK LINK ROAD BLACKWOOD	B4251 - Carriageway	A4/12	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47501364	KENDON ROAD TO COUNTY BOUNDARY CRUMLIN	A467 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501868	HAFOD-YR-YNYS ROAD CRUMLIN	A472 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501870	HAFOD-YR-YNYS ROAD HAFODYRYNYS	A472 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route

USRN	Road Name	Asset Number (Road, Footway, Structure etc.))	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47501871	HAFOD-YR-YNYS TO COUNTY BOUNDA HAFODYRYNYS	A472 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47500503	MAIN ROAD TO PRINCE OF WALES I ABERCARN	A467 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47502754	OAKDALE TERRACE PENMAEN OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47502876	PARK VIEW BUNGALOWS PENMAEN OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47502899	PENRHIW TERRACE ABERCARN	U - Carriageway	A4/CL	Local Access Road	Local Access Road	Currently inspected 3 monthly. Road to remain as Local Access Road - Moved to 6 monthly inspection
47502900	PENRHIW TERRACE OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47502900	PENRHIW TERRACE OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47502900	PENRHIW TERRACE OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47502972	PENMAEN ROAD PONTLLANFRAITH	C690 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47503004	PENTWYNMAWR ROUNDAABOUT TO CELY NEWBRIDGE	A472 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route

USRN	Road Name	Asset Number (Road, Footway, Structure etc.))	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47503005	PENTWYNMAWR ROUNDAABOUT TO CELY PENTWYN-MAWR	A472 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503007	PENTWYNMAWR ROUNDAABOUT SPRINGFIELD PONTLLANFRAITH	A472 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503008	PENTWYNMAWR ROUNDAABOUT TO GELL GELLIGROES PONTLLANFRAITH	A472 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503009	PENTWYNMAWR ROUNDAABOUT TO GELL SPRINGFIELD PONTLLANFRAITH	A472 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503433	SYR DAFYDD AVENUE OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47503625	TY BRACHTY TERRACE TO CLOS PEN CROESPENMAEN	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47503862	WOODFIELD TERRACE WOODFIELDSDIE PONTLLANFRAITH	U - Carriageway	A4/CL	Local Access Road	Local Access Road	Currently inspected 3 monthly. Road to remain as Local Access Road - Moved to 6 monthly inspection
47504173	CHURCH VIEW WOODFIELDSDIE PONTLLANFRAITH	U - Carriageway	A4/CL	Local Access Road	Local Access Road	Currently inspected 3 monthly. Road to remain as Local Access Road - Moved to 6 monthly inspection

USRN	Road Name	Asset Number (Road, Footway, Structure etc.))	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47504173	CHURCH VIEW WOODFIELD SIDE PONTLLANFRAITH	U - Carriageway	A4/CL	Local Access Road	Local Access Road	Currently inspected 3 monthly. Road to remain as Local Access Road - Moved to 6 monthly inspection
47504183	CROSS OAK COTTAGES PENMAEN OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47504184	PENMAEN VILLAS PENMAEN OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47504989	IVY PLACE OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47504989	IVY PLACE OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47505226	CENTRAL AVENUE TO GROVESIDE RO	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47509237	PEN-RHIW VILLAS OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47509238	IVY BUSH COTTAGES OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47509238	IVY BUSH COTTAGES OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47500821	BRYNHOWARD TERRACE OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47501067	CELYNEN TO PENTWYNMAWR NEWBRIDGE	A472 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route

USRN	Road Name	Asset Number (Road, Footway, Structure etc.))	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47501068	CELYNEN TO PENTWYNMAWR PENTWYN-MAWR	A472 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501071	CELYNEN ROUNDABOUT NEWBRIDGE	A467 - Carriageway	A4/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501076	CENTRAL AVENUE OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47501076	CENTRAL AVENUE OAKDALE	C680 - Carriageway	A4/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47500632	BARTLETT STREET CAERPHILLY	B4623 - Carriageway	A5/04	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47503813	WHITE STREET CAERPHILLY	B4623 - Carriageway	A5/04	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47501169	CLIFTON STREET CAERPHILLY	B4623 - Carriageway	A5/06	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47502618	MOUNTAIN ROAD THORNHILL CAERPHILLY	A469 - Carriageway	A5/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503757	WATFORD ROAD WATFORD CAERPHILLY	C605 - Carriageway	A5/CL	Link Road	Link Road	Traffic Count more than Road parameters. Road to remain on 3 monthly inspection due to traffic volume

USRN	Road Name	Asset Number (Road, Footway, Structure etc.))	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47503979	WATFORD ROAD THORNHILL CAERPHILLY	A469 - Carriageway	A5/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47502699	NEWPORT ROAD CWMCARN	B4591 - Carriageway	A6/06	Secondary Distributor	Secondary Distributor	Currently inspected 6 monthly. Road to remain as Secondary Distributor - Moved to 3 monthly inspection
47501693	GLADSTONE STREET CROSSKEYS	C347 - Carriageway	A6/CL	Link Road	Link Road	Currently inspected 3 monthly. Road to remain as Link Road - Moved to 6 monthly inspection
47502227	ISLWYN ROAD WATTSVILLE	B4251 - Carriageway	A6/CL	Secondary Distributor	Secondary Distributor	Traffic Count less than Road parameters. Road to remain as Secondary Distributor
47503781	WESLEY HILL MACHEN	A468 - Carriageway	A6/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47503901	YNYSDDU TO GELLIGROES YNYSDDU	B4251 - Carriageway	A6/CL	Secondary Distributor	Secondary Distributor	Traffic Count less than Road parameters. Road to remain as Secondary Distributor
47501106	CHATHAM MACHEN	A468 - Carriageway	A6/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501250	COMMERCIAL ROAD MACHEN	A468 - Carriageway	A6/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47501911	HENDREDENNY DRIVE HENDREDENNY CAERPHILLY	U - Carriageway	A7/13	Local Access Road	Local Access Road	Traffic Count more than Road parameters. Road to remain as Local Access Road
47509050	MAFON ROAD NELSON	A472 - Carriageway	A7/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47500963	CAERPHILLY ROAD ABERTRIDWR	B4263 - Carriageway	A7/CL	Secondary Distributor	Secondary Distributor	Traffic Count less than Road parameters. Road to remain as Secondary Distributor
47500970	CAERPHILLY ROAD TREDOMEN	A472 - Carriageway	A7/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route

USRN	Road Name	Asset Number (Road, Footway, Structure etc.)	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47500979	CAERPHILLY ROAD TO PONTYPRIDD NELSON	A472 - Carriageway	A7/CL	Strategic Route	Strategic Route	Traffic Count less than Road parameters. Road to remain as Strategic Route
47504150	ABERTYSSWG ROAD RHYMNEY	Footway	A1/PW	Primary Footway (Town Centre)	Secondary Footway (Outside Public Facilities)	Outside small school. Moved to 3 monthly inspection
47501598	FOCHR IW ROAD PONTLOTTYN	Footway	A1/SW	Footway Outside Public Facilities (Secondary Footway)	Link Footway	Link between estates. Moved to 6 monthly inspection
47503736	WALTER STREET ABERTYSSWG	Footway	A1/SW	Footway Outside Public Facilities (Secondary Footway)	Link Footway	Link between estates. Moved to 6 monthly inspection
47502091	HIGH STREET BLACKWOOD	Footway	A2/07	Local Access Footway	Primary Footway (Town Centre)	High pedestrian use. Moved to monthly inspection
47502091	HIGH STREET BLACKWOOD	Footway	A2/08	Local Access Footway	Primary Footway (Town Centre)	High pedestrian use. Moved to monthly inspection

USRN	Road Name	Asset Number (Road, Footway, Structure etc.)	Section Number	Existing Hierarchy	Proposed Hierarchy	Reason for Changed Hierarchy
47502091	HIGH STREET BLACKWOOD	Footway	A2/CL	Local Access Footway	Primary Footway (Town Centre)	High pedestrian use. Moved to monthly inspection
47501268	COMMERCIAL STREET YSTRAD MYNACH	Footway	A3/01	Local Access Footway	Primary Footway (Town Centre)	High pedestrian use. Moved to monthly inspection
47500647	NELSON BUS STATION NELSON	Footway	A7/03	Local Access Footway	Secondary Footway (Outside Public Facilities)	Bus Station. Moved to 3 monthly inspection

This page is intentionally left blank

Defect Intervention Levels

Safety Defect Rating System

CATEGORY	INSPECTION INTERVAL	DEFECTS - DEFINITION
CARRIAGEWAYS	(SAFETY)	TRIPPING HAZARDS
2. Strategic Routes ('A' Roads) 3(a). Main Distributor ('B' Roads)	3 Months	40mm
3(b). Secondary Distributor 4(a). Link Roads 4(b). Local Access Roads/Rear Lanes	6 Months	50mm
FOOTWAYS/CYCLEWAYS		TRIPPING HAZARDS (Inc. protrusions)
1&1a. Prestige & Primary Walking Zones 2. Secondary Walking Route	1 Month	20mm
3. Link Footway and Cycleways remote from carriageway 4. Local Access Footway	6 Months	40mm
C. Cycle Trails	1 Year	40mm
GENERAL – other 'emergency' safety defects (not exhaustive)		
<ul style="list-style-type: none"> ● Missing covers – manholes, inspection chambers, gullies, stop taps etc.; ● Lighting columns/illuminated signs – missing door/exposed electrical cables; ● Unsafe roadwork's sites; ● Recently damaged safety barrier systems; ● Traffic Signals – complete failure; ● Missing slabs/kerbs; ■ Obstructions including major c/way flooding 		

This page is intentionally left blank