

# Cambridgeshire County Council's

# Highway Policies and Standards

Revised November 2014

**Cambridgeshire County Council  
Highway Policies and Standards**

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## Introduction

This document sets out the policies that apply to the operation of the highway network in Cambridgeshire excluding the rights of way network, motorways and trunk roads. It forms part of the County Council's Highway Management document, which is divided into 3 volumes:

Volume 1 – Highway Policies and Standards

Volume 2 – Highway Infrastructure Asset Management Plan (HIAMP)

Volume 3 – Highway Enforcement

The Policies and Standards document has been drafted to contain policies that are necessary to:

- ensure safety
- comply with legislation
- manage the risk of litigation or claim
- protect the council's reputation
- encourage investment by third parties
- embrace the Localism agenda
- focus on local priorities

This is Cambridgeshire County Council's list of policies related to the operation of the highway. Whilst we have endeavoured to capture the majority of topics, the list is by no means exhaustive. Each policy provides a statement of intent and where appropriate links to the available supporting documentation, standard forms and guidance as appropriate.

### 1. **A-Boards**

A-Boards may require planning permission from your District or City Council. A-boards should be on private land off the Highway, or within the tables and chairs enclosure (subject to having a valid table and chair licence) to:

- Minimise clutter
- Support traffic management
- Promote safety
- Support local business

### 3. **Abandoned Vehicles on the highway**

Vehicles that are abandoned on the public highway are dealt with by the Environmental Health Department of the local District or City Council.

### 4. **Access Protection**

Access protection markings will normally only be permitted where the access has the necessary planning permissions (if required), a properly constructed footway crossing and dropped kerb and there is sufficient area of off-street parking available

appropriate to the length of marking requested. The property owner is expected to meet the cost of providing and maintaining any requested access protection marking.

Within locations where area wide parking controls are applied in line with county parking policy, existing access protection markings will be replaced by an 'at any time' waiting prohibition (double yellow lines) to facilitate parking enforcement, if required.

[http://www.cambridgeshire.gov.uk/download/downloads/id/82/access\\_protection\\_marking\\_application\\_form](http://www.cambridgeshire.gov.uk/download/downloads/id/82/access_protection_marking_application_form)

## **5. Banners on the Highway**

Banners over the highway must be licensed. Applications will be considered for events organised to provide effective publicity for local charitable, cultural and educational events. Consent will not be given to any banner containing direct commercial or sponsorship advertising.

All banner licences will be subject to the applicant providing a minimum public liability indemnity of £5,000,000. The applicant must also provide a method statement for the erection of the banner, an emergency contact whilst the banner is in place and agreement that the erector of the banner will meet all costs incurred by the Highway Authority should it need to attend to the banner.

Flags or Sails attached to lamp columns do not require a licence but must have the approval of Cambridgeshire County Council's Street Lighting service provider, who will ensure that the structure of the column is appropriate.

[www.cambridgeshire.gov.uk/download/downloads/id/79/highway\\_banner\\_application\\_form](http://www.cambridgeshire.gov.uk/download/downloads/id/79/highway_banner_application_form)

## **6. Bollards and Marker Posts**

Bollards and marker posts may be installed on the highway to prevent vehicle overrun of footways or to define changes in carriageway alignment at sites where there is evidence of a safety problem.

Highway Authority approval must be obtained in writing, please contact the local highway officer for advice and guidance in the first instance.

## **7. Commuted Sums**

Commuted sums will be paid to the council to support any increased cost of maintaining the adopted highway due to a development. Section 38(6) and 278(3) of the Highways Act 1980 provides the power to seek commuted sums from developers.

The council will require a commuted sum to cover the following adoptable items:

- where the materials chosen have a higher maintenance cost than those of conventional materials, this may include higher levels of street lighting than the standard specification;
- additional highway features only required due to the development; examples being structures and traffic signals;
- additional areas not required for the safe operation of the highway; an example would be trees or grassed areas beyond a required visibility splay;
- Sustainable Urban Drainage Systems (S.U.D.S.) and soakaways.

Where the existing network is modified due to 3<sup>rd</sup> party works a commuted sum will be payable by the 3<sup>rd</sup> party for any increase in maintaining the highway.

The table below shows the current charges for 2014/15 (reviewed annually):

	Item	Unit/Basis for calculation	Notes
1	Non-standard surface materials	m <sup>2</sup>	1 off replacement cost
2	Non-essential street furniture	Works cost	1 off replacement cost
3	Trees	Each £560	
4	Soakaways	Each £5,225	
5	SUDS	Works cost	
4	Shrub beds/grass/landscaping	20 years maintenance	
5	Intelligent Transport Systems (ITS) including traffic signal junctions/crossings and electronic signs	20 years maintenance plus one replacement of equipment	
6	Traffic calming	20 years maintenance plus one replacement of non-standard features	
7	Bridges, tunnels, subways, culverts, retaining walls, head walls, sign and signal gantries, geotextile engineered embankments, fords, causeways and cattle grids.	ADEPT guidance: (Committed sums for maintaining infrastructure assets)	Designed for a 120 year lifespan

## 8. Disabled Parking Bays

In residential areas, applications for disabled parking bays will only be considered where the following conditions exist:

- the applicant has no access to suitable off-road parking facilities
- the applicant holds a Blue disabled drivers badge
- the applicant is either the driver of the vehicle or the driver is resident at the same address as the applicant
- that a suitable location for the disabled bay can be found that is acceptable in terms of achieving a balance of parking provision
- that the application is supported by the local county councillor and the parish council (outside Cambridge)

If, for any reason, a disabled bay is no longer required in a particular street, it may be removed if:

- there is pressure for the space to be made available for other users; and
- its removal is supported by the parish council or in the case of streets in Cambridge, by local county councillor.

There are 2 different types of Disabled parking bay, these are the Advisory Disabled Bay and the Mandatory Disabled Bay the Highway Authority will assess each application to decide which bay is most appropriate.

[http://www.cambridgeshire.gov.uk/download/downloads/id/54/disabled\\_bay\\_application\\_form](http://www.cambridgeshire.gov.uk/download/downloads/id/54/disabled_bay_application_form)

## **9. Encroachment and obstruction**

Any allegation of an encroachment/obstruction onto/on a highway will be notified to the land owner requesting appropriate action to remove the encroachment.

## **10. Gating Orders**

Special extinguishment or diversion orders that remove the highway status of an alleyway, for crime prevention reasons should be made under the provisions of the CROW Act 2005 if a Secretary of State crime area designation can be achieved.

Temporary gating orders for crime or anti-social behaviour prevention reasons should be made under the Clean Neighbourhoods and Environment Act 2005.

*(Link to gating order requirements)*

## **11. Grit and Salt Bins**

All grit/salt bins will be provided by the City/Town/Parish Council and located, at the agreed location, by the relevant Highway Area office.

The bin will be filled and replenished when resources are available. CCC will replace/repair any bin that was not bought by the City/Town/Parish Council prior to 2009. However, before the bin is replaced, CCC will assess its usage and make a judgment if it is still required and if it is, CCC will provide one. Future repair/replacement will be the responsibility of the City/Town/Parish Council.

It will be the responsibility of the City/Town/Parish Council to repair/replace any bin they have purchased after 2009 and those that have been replaced by CCC as

detailed above. Requests that come in from a City/Town/Parish Council to position/fill bins on un-adopted roads will be considered only if the street is subject to a Section 38 agreement. The provision/filling/replenishment of the bin will be as described above. The positioning of the bin will be agreed by both the developer and CCC in order that the bin will not require repositioning on adoption.

## **12. Hanging Baskets**

Hanging baskets provided by third parties may be permitted on street lighting columns with the approval of Cambridgeshire County Council's Street Lighting service provider, who will ensure that the structure of the column is appropriate and that the baskets would not interfere with the safe and convenient passage of highway users. The installation and maintenance of hanging baskets must be the responsibility of the third party who must provide evidence of the necessary level of public liability indemnity insurance.

## **13. Heavy Commercial Vehicle (HCV) Access Restrictions**

The application of any environmental HCV restrictions will be considered and developed in accordance with the Council's HCV Management Strategy.

*(Link to be added when available)*

## **14. Highway Charges**

Charges are made for various elements of Network Management work and are displayed on the County Council website. These will be amended annually in line with the index associated with each charge.

## **15. Highway Scheme Funding**

### Third Party Funding of Highway features

Privately funded highway features may be installed on the public highway in the following circumstances:

- there is a safety problem which the proposed feature(s) would be expected to address;
- the proposed feature(s) could be installed safely (as demonstrated by a positive Safety Audit process);
- the provision of the proposed feature(s) would comply with current County Council policy;
- the proposed feature(s) are acceptable to the local community.

[http://www.cambridgeshire.gov.uk/site/scripts/google\\_results.aspx?q=guide+to+improving+the+highway](http://www.cambridgeshire.gov.uk/site/scripts/google_results.aspx?q=guide+to+improving+the+highway)

## Local Highway Improvements

To assist communities in improving their local highways, the County Council provides funds annually towards improvement projects. Communities can enter an application for this funding, which will be assessed by an advisory panel of County Councillors for each District Council area of Cambridgeshire. The panels will take into account the views of local Parish Councils, before making recommendations on allocating the funding, so applicants should make sure they can demonstrate local support for their project before applying.

### **16. Horses on the Highway**

If a horse/s is straying on the highway this should be reported to the police. If there is no danger of the horse getting on to the road but the horse is clearly sick, distressed or injured it should be reported to the RSPCA.

### **17. Indemnity for Highway Works**

Any work the highway authority authorises on the county road network by a third party, other than a public utility or their agents, will be conditional on the third party demonstrating that it has in place public liability indemnity up to a minimum value of £5m for each and every potential claim.

### **18. Kerbing**

Kerbing, subject to approval in writing from the County Council, may be provided in the following circumstances:

- As part of a Transport Delivery Plan project;
- Where required to protect pedestrians from vehicular over run of footway areas;
- To assist with drainage;
- To support the edge of the carriageway.

### **19. Memorials and Floral Tributes on the Highway**

#### General

Any ban on the placing of road side tributes following fatal accidents would be difficult to enforce and potentially insensitive. In recognition of a possible need for bereaved relatives to visit the scene of an accident as part of the grieving process, any request from the police for traffic management support during any site visit for the purposes of placing a tribute will be treated sensitively and will be provided free of charge.

#### Floral Tributes

Any floral tributes left at the site should be allowed to remain for a period of not less than 14 days, but generally not more than 30 days. The relevant District Highways Manager should arrange for collection and disposal at the end of the period. Sensitivity must be shown, with the bereaved being given the option of receiving any non-floral tributes which may be placed along with flowers.



### Roadside Memorials

Roadside memorials, including 'green' memorials such as shrubs and bulb planting, should be discouraged as a matter of principle to address the potential safety risks associated with repeat visits. While some memorials may be very discreet and in allocation where they will not create any problem, the majority of situations will have some form of potential hazard. Any decision to remove any roadside memorial must be communicated to the bereaved through the Police Family Liaison Officer.

## **20. Mirrors on the Highway**

Traffic mirrors within the highway boundaries constitute traffic signs, and as such require special authorisation by the Department for Transport.

Mirrors placed on the highway can cause other highway users to be dazzled by headlight or sun reflection. The judgements made about the speed and distance of approaching traffic can be distorted when using a mirror. For these reasons the County Council will not approve the installation of mirrors on the public highway. If a mirror placed on the public highway is considered a hazard or is the subject of a complaint, it will be removed without notice and placed in storage for retrieval by the owner for a 2 week period before being recycled or disposed of.

The exception to this is the authorised use of Trixi mirrors at signalised junctions, as part of cycle safety improvements. They are installed onto the traffic signals and are designed to give drivers of large vehicles better visibility of cyclists at junctions.

Mirrors erected on private land may require planning approval which should be sought from the relevant District Council.

## **21. Mud on the Highway**

To report mud on roads in the county, contact Cambridgeshire constabulary on 101 who will assess the situation.

Prior to any activity likely to bring mud onto the highway, warning signs should be set up in both directions. However, signs in themselves do not prevent liability for accidents that occur. The placement of warning signs when no effort is being made to clean the road will not be permitted.

## **22. Parking**

Parking controls will be introduced to regulate on-street, residential, Coach and Taxi parking, to assist the flow of traffic or to manage demand and achieve the efficient and fair use of the often limited space that is available for parking.

Parking controls should be developed on an area wide basis to ensure that the transfer of parking problems into neighbouring streets is minimised.

*(Link to be added when available)*

## 23. Pedestrian Crossings

Requests for pedestrian crossing facilities (Puffin, Toucan and Zebra) will be considered and assessed in line with national guidance and local factors. Any requests must have the support of the local member.

Please contact The Policy and Regulation Team for advice and guidance in the first instance.

*(Link to be added when available)*

## 24. Pedestrian Dropped Kerbs

Where dropped kerbs are provided to help those with mobility problems, wheelchair users and people with pushchairs they shall be set flush with the carriageway channel level. Tactile paving must be provided at all dropped kerbs where pedestrians can be expected to cross.

Kerbs will be dropped to provide pedestrian crossings during planned footway maintenance to help wheelchair users and people with pushchairs.

If you feel that a pedestrian crossing is needed please contact [highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk) and one of our officers will meet with local disabled groups to assess the location and, if a crossing is needed, it will be included in future maintenance work.

## 25. Planters, Litter Bins, Seats and Cycle Stands

Planters, litter bins, seats and cycle stands may be permitted on the public highway as part of works to enhance or improve the environment, maintenance or the operation of the highway provided they do not interfere with the safe or convenient passage of highway users or the maintenance of the highway. Where provided by third parties they will be subject to the policy on third party funding of highway features although the need for a commuted sum may be substituted by a suitable maintenance agreement and as such will be considered on a case by case basis.

## 26. Religious Symbols on the Highway

Religious symbols on the public highway will only be permitted upon application, provided the applicants:

- Can demonstrate the symbol is to be displayed in connection with an event in their religion's calendar;
- Can demonstrate that the religion in question has a recognised place of worship within the city, town or village that the symbol was to be placed;
- Submit an acceptable method statement for the erection of the symbol;
- Provide and maintain appropriate fencing around the symbol for the duration of its display, if required for the safety of the public or to protect the symbol;

- Can demonstrate that they have suitable public indemnity insurance.

Religious symbols would only be permitted on the public highway where they would not adversely affect the passage or safety of other highway users. For the purpose of this policy, Christmas trees are considered a religious symbol.

## **27. Road Markings and Studs**

When undertaking resurfacing works and routine maintenance works road markings and studs will be reviewed to ensure that they are used in the most effective manner and applied consistently as per the Department for Transport (DfT) guidelines across Cambridgeshire.

Road markings such as (but not limited to) bus stops, 'School Keep Clear', 'Keep Clear', access protection markings, pedestrian crossings, disabled/parking bays and stop lines must be assessed for suitability by the Policy and Regulation team before installation.

Operational details can be viewed via the attached link:

*(Link to be added when available)*

## **28. Roadside Trees**

Trees close to roads need to be managed to make sure that they do not cause danger to people, vehicles, and neighbouring properties. The County Council is responsible for the management of trees growing on highway land. That means trees on public roads and pathways and generally (but not always) the verges beside them.

We do not manage trees on private property and private roads – the land owner or occupier is responsible for these trees. We deal with:

- Dead, damaged or diseased trees likely to cause injury or damage;
- Trees that impede or obscure safe use of the road;
- Trees causing damage or likely to cause damage to property.

## **29. School Flashing Amber Lamps**

Flashing amber lamp units are permitted at school sites where either the 85<sup>th</sup>ile approach speed to the crossing point is in excess of 36mph or the advance visibility of the crossing point is less than 100 metres.

At sites which do not meet the speed or visibility criteria specified above the provision of flashing amber lamps will be permitted if the installation, operational and maintenance costs are met by a third party.

### 30. Speed Limits

New speed limits or alterations to existing limits will be considered and assessed in line with the National guidance and local factors. Any requests must have the support of the local member and Cambridgeshire Police's Traffic Management Officer.

Please contact The Policy and Regulation Team for advice and guidance in the first instance.

*(Link to be added when available)*

### 31. Stopping up of a Highway

When considering applications to stop up a highway or part of a highway the following conditions will be considered:

- That the highway is no longer necessary or;
- That the highway can be diverted so as to make it nearer or more appropriate for public need.

The applicant is expected to meet all the legal costs incurred in this process, regardless of whether the application for stopping up is approved by a Magistrates' Court and an engineering fee to cover the costs associated with technical vetting and Court attendance (see Highway Charges). Consultation will be undertaken with the relevant parish council and local county councillor.

[Stopping up of a highway.docx](#)

### 32. Street Traders

A licence is required to become a street trader. Licences are issued by the local District or City Council.

### 33. Tables and Chairs

The Highways Act 1980 regulates tables and chairs permits. You will need a permit if you would like to place tables and chairs on the public highway. You may also need to get planning permission. Contact your local Planning Department for more details.

For Highways Tables & Chairs Application Forms and Guidance Notes and terms and conditions, please click on the relevant link below:

[http://www.cambridgeshire.gov.uk/info/20081/roads\\_and\\_pathways/109/highways\\_licences\\_and\\_permits](http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/109/highways_licences_and_permits)

#### **34. Temporary Road Closures**

- Temporary road closure orders may be made to facilitate:
- Events taking place on the highway (see [cambridgeshire.gov.uk/info/20081/roads\\_and\\_pathways/109/highways\\_licences\\_and\\_permits](http://cambridgeshire.gov.uk/info/20081/roads_and_pathways/109/highways_licences_and_permits))
- Highway works by a statutory undertaker / public utility
- Highway works by a third party to facilitate new development
- Improvement or maintenance of the highway network

Temporary road closures may not last for more than 18 months unless approval of the Secretary of State is granted.

Temporary closure orders for third parties and statutory undertakers / public utilities will be subject to a charge (see Highway Charges).

[www.cambridgeshire.gov.uk/download/downloads/id/2589/temporary\\_road\\_closures\\_application\\_form](http://www.cambridgeshire.gov.uk/download/downloads/id/2589/temporary_road_closures_application_form)

#### **35. Tourist Signing**

The white-on-brown tourist road signs have long been recognised as important since they offer the tourist some guarantee as to the quality of an attraction.

A tourist attraction is defined as 'a permanently established destination or facility that attracts, or is used by, visitors to an area and which is open to the public without prior booking during its normal opening hours'.

Please contact The IHMC and Events Team for advice and guidance in the first instance.

Please see the County Councils Tourism Signing Policy:

[http://www.cambridgeshire.gov.uk/download/downloads/id/430/tourist\\_signing\\_policy\\_form](http://www.cambridgeshire.gov.uk/download/downloads/id/430/tourist_signing_policy_form)

Application form:

[http://www.cambridgeshire.gov.uk/download/downloads/id/429/tourist\\_signing\\_application\\_form](http://www.cambridgeshire.gov.uk/download/downloads/id/429/tourist_signing_application_form)

#### **36. Traffic Calming**

Traffic calming schemes may consist of a combination of various traffic calming features, designed to reduce and manage the speed of vehicles and improve road safety. The design of schemes should accord with current Department for Transport standards and take into account all relevant guidance and advice.

#### **37. Traffic Regulation Orders**

Traffic regulation orders must comply with County Council policies subject to Elected Member decision via the Committee process.

The process for introducing traffic regulation orders shall be in accordance with the current Government procedure regulations.

The informal consultation process will identify who is likely to be affected by a proposal and we will ask those individuals/groups to provide feedback on draft plans.

We may use this process to help shape the proposal that will later go out for formal consultation.

The formal advertisement of a draft traffic regulation order will be undertaken by the Policy and Regulation Team.

### **38. Traffic Signals**

Traffic signals may be provided to:

- reduce accidents;
- improve conditions for pedestrians (in particular vulnerable users), cyclists and public transport;
- balance conflicting access demands;
- manage vehicle flow.

New installations will be designed in accordance with current relevant standards, taking into account all relevant guidance. New installations shall incorporate pedestrian and cycle facilities as far as is reasonably practicable.

### **39. Traffic Signs**

All directional, warning and information traffic signs will be designed in accordance with the current Traffic Signs Regulations and General Directions (TSRDG) and other national guidelines issued by the Department for Transport. The use of non-prescribed signs must be authorised by the Department for Transport.

Please contact The Policy and Regulation Team for advice and guidance in the first instance.

### **40. Vehicle Activated Signs (VAS)**

VAS signs will only be permitted at accident cluster sites where there is a record of personal injury accidents for which excessive speed is considered to be a contributory factor and the site falls within the Association of Chief Police Officers criteria.

Without a recognised speed problem there is little benefit in reinforcing the speed limit.

Where a VAS is installed on the highway the sponsor must also provide funding for a commuted sum to cover its future maintenance, usually we limit this to 25 years.

If a VAS sign is adopted by the Highway Authority it will be maintained throughout its working life. Replacement due to failure and not being economical to repair will need to be third party funded.

To reduce the funds required by communities we are promoting in place of main operated units, the use of Moveable Vehicle Activated Signs (MVAS) which removes the need for solar panels or expensive mains power supplies. The sponsor would need to recharge the battery every 4 weeks and pay the manufacturer a small annual service charge. These signs are both cheaper than the traditional ones and we are currently not requiring a commuted sum to be paid.

#### **41. Vehicle Access**

A dropped kerb may be used to provide access for vehicles to a property. If you would like a dropped kerb for vehicle access you need to put in an application to the County Council and if successful, arrange and pay for the construction.

To make an application (charges current for 2014/15 and subject to annual review):

- contact your local planning authority;
- gain planning permission or a written statement that you do not need planning permission;
- call 0345 045 5212 and apply for a dropped crossing. Please note that a fee of £171.11 is payable at this point;
- if your application is approved you will need to employ a contractor to carry out the work. If your application is not approved you will receive a refund of £105.55;
- complete a booking road space form.

[http://www.cambridgeshire.gov.uk/download/downloads/id/93/dropped\\_kerb\\_specification\\_and\\_procedure](http://www.cambridgeshire.gov.uk/download/downloads/id/93/dropped_kerb_specification_and_procedure)

#### **42. Vehicles for Sale on the Highway**

Vehicles offered for sale on the public highway should be reported to the District Council for enforcement under the Neighbourhoods and Environment Act.