

Local Highway Improvement Initiative

Application Guidance Notes

2016 – 2017

Section	Contents	Page
1	Summary of the Local Highway Improvement Initiative	2
2	Preparing and submitting your application	2
3	Things to consider when applying	6
4	LHI area workshop dates	7
5	Assessment and scoring of applications	8
6	Allocation of funding	9
7	Timescales and deadlines	10
8	Other information	11
9	LHI scheme case studies	11

1.0 SUMMARY OF THE LOCAL HIGHWAY IMPROVEMENT INITIATIVE

Cambridgeshire County Council is keen to work with local communities to help deliver local improvements to their highways and streets. This initiative invites community groups to submit a proposal for funding from our Local Highway Improvement (LHI) fund and gives local people a real influence over highway improvements in their community.

Schemes are delivered on a jointly funded basis, with applicants able to apply for up to £10,000 from the County Council as a contribution to their scheme. The applicant is expected to provide a minimum contribution towards each project of at least 10% of the total scheme cost. This enables applicants to deliver minor improvements for as little as £500.

Applications could involve any highway measure or improvement that is considered to offer benefit to the local community. Examples of schemes that have been delivered through this initiative are included in section 9.0. Traffic calming, parking restrictions, speed limit changes and footway and pedestrian crossing improvements are some of the most common proposals that are delivered by this initiative.

Applications are accepted from any groups or organisations that represent the local community, such as parish or town councils and local community groups. The council strongly recommends that all applicants begin by contacting their parish council to discuss their proposal and to gain local support before proceeding with an application.

Due to the popularity of this initiative only one application per applicant will be assessed.

2.0 PREPARING AND SUBMITTING YOUR APPLICATION

All applications **must** be submitted using the form appended to this guidance document. All sections of the document must be completed and proposals cannot be received in any other format.

These sections are;

a) Objectives of your proposal

Applicants are asked to clearly identify their objectives in applying for funding. This should highlight in detail the highway issues that the applicant is aiming to resolve or improve, e.g. excessive traffic speeds, difficulties crossing or walking along the road or safety issues caused by parked vehicles etc. Any supporting statistics, such as accident data or speed surveys should also be referenced here. The County Council has an online interactive map containing the last five years of vehicle, pedestrian and cyclist accidents, which can be accessed using the following link;

<http://my.cambridgeshire.gov.uk/myCambridgeshire.aspx>

The applicants preferred type of solution can also be identified. However, it should be noted that until more detailed feasibility work is carried out, no guarantee can be given to the deliverability of this preferred solution.

Applicants should demonstrate that there is support for the scheme from local people, particularly those that would be directly affected by the proposal.

Applicants are also encouraged to contact the Local Projects team at the County Council to discuss their applications prior to submission, so that advice can be provided on the initial feasibility and estimated cost of potential solutions.

b) Cambridgeshire Police Comments

Any application that includes proposed changes to the Public Highway that will require Police enforcement, such as speed limit changes and parking restrictions, or involves physical traffic calming features, will need to incorporate comments from Cambridgeshire Police.

Derek Crosby, Traffic Management Officer for Cambridgeshire Police, should be informally consulted on the objectives of the application and his comments included in this section.

His contact details are as follows;

Derek Crosby - Traffic Management Officer
derek.crosby@cambs.pnn.police.uk
01480 422458

c) Financial Contributions

The maximum contribution from the County Council's LHI initiative towards each successful application is £10,000 and the applicant must contribute at least 10% of the total estimated cost of the project.

Applications will be looked upon more favourably where an applicant is able to offer a greater percentage contribution.

Example contribution calculation;

County Council LHI contribution applied for	=	£6,000 [Maximum £10,000]
Maximum Applicants contribution	=	£600 [Minimum of 10% of total]
<u>Total Estimated Project Cost</u>	<u>=</u>	<u>£6,600 [Total of above]</u>

The total cost of the project must also incorporate any additional maintenance charges for higher standards of design or on-going operating costs, such as energy costs or regular safety maintenance inspections of highway equipment.

The guide overleaf gives an indication of the typical costs of various highway improvements and highlights those that may lead to additional maintenance liabilities or may not be adopted by the County Council.

Again it is strongly recommended that highways officers are contacted to discuss this part of the application prior to submission, to ensure it is as accurate as possible at application stage.

Local Highway Improvement Initiative

Indicative Cost of Solutions

Last updated 13th July 2015

Feature	Indicative Cost	Comment
Raised crossing point (6.5m carriageway, 3m plateau)	£10,000 - £12,000	Assumes no additional street lighting required.
Pair of asphalt speed cushions	£5,000	Assumes no additional street lighting required, no kerb build outs.
Pair of rubberised speed cushions	£3,500	
Speed cushion scheme (asphalt) (4x pairs)	£17,250	
Raised junction table	£15,000 - £20,000	Assumes no additional lighting required.
Priority give way traffic island (1.5m wide, including cycle bypass)	£5,000	Priority sign requires illumination where <50m from a lighting column, (cost increase). speed cushion in running lane +£2,000. Assumes no additional street lighting required.
Pedestrian refuge/traffic island (2m wide, 4m long)	£5,000	Assumes new tactile paving on both sides of carriageway but does not include illumination.
Carriageway build outs (1m wide)	£2,000 - £3,000	
Mini roundabout	£35,000	Indicative, may vary significantly dependent on changes required to adjoining road alignments. Additional street lighting may be required.
Mobile Interactive flashing sign	£2,500 - £4,000	Must be owned and operated by the applicant. Posts erected by CCC.
Zebra crossing	£15,000 - £25,000	Additional street lighting required may increase cost significantly.
Puffin/toucan crossing	£60,000 - £90,000	Higher cost if wide road necessitates traffic island. Additional street lighting required may increase cost significantly. Considerable maintenance required, quotation on request.
Traffic warning/regulatory signs	£400	Assumes sign & supplementary. Plate on 1x new post
Directional signs	£500 - £2,000	Dependent on size of sign & posts required.
Signal controlled junction	£150,000 - £650,000	Dependent on number of approaches, street lighting requirements etc. Considerable maintenance required, quotation on request.
Footway (50m length, 2m width)	£9,000-£12,000	Dependent on kerb/edging and drainage requirements.
Pedestrian barriers	£300	Price per 2m panel length.
Street lighting	£2,000	Per street lighting column, including connection (dependent on location of nearest UK Power Networks service, extra cabling can increase cost). £1500 commuted sum per column is also required at point of installation.
Change/extension of speed limit (inclusive of traffic regulation order costs)	£2,500 - £5,000	Dependent on number of signs required, based on length of speed limit proposed and number of adjoining junctions and lighting requirements for signs. New terminal signs on a trunk/principal road must be illuminated, this will increase cost.
Parking/waiting restrictions	£1,200 - £3,000	Sign requirements are dependent on type of restriction and may increase cost.
Install new kerbing (per 20m length)	£1,500- £2,000	For replacement of existing add £250 per 20m length for removal/disposal of existing
New drainage gully	£750	Includes connection to an existing drain
Pedestrian crossing point	£1,500	Includes tactile paving, assumes no central island required.
Install new bollard	£500	Approx. per bollard, dependent on bollard type.
30mph road marking roundel	£100	

Please Note:

1. These are indicative costs only. Until detailed design work is carried out, no guarantee can be given as to the deliverability or cost of individual solutions.
2. Traffic calming measures may lead to required improvements to the standard of street lighting, which may significantly increase the cost of solutions.

The next section of the application form asks applicants to demonstrate how their proposal fulfils the aims of the LHI initiative, based on the four key categories listed below. These categories will be scored by the Member Advisory Panels, to prioritise which applications are recommended to receive funding. Further information on the scoring process can be found in section 5.0

d) *Persistent Problem*

Evidence that the problem has persisted for some time and the degree to which these ongoing difficulties will be addressed by the proposal should be fully detailed in this section. A description of any measures that have been implemented in the past with limited success should also be included.

e) *Road Safety*

Applicants should identify the road safety aspects of their proposal, the hazards that currently exist and how the proposal could contribute to their reduction, or general improvement of road safety.

f) *Community Improvement*

Proposals are expected to create improvements for the local community, from either a social or economic perspective, or both. An explanation of how the proposal achieves this should be included. Evidence that the proposal is supported by the local community is also required, along with the level of consultation that has already been carried out. The degree to which the proposal addresses something felt to be very important locally.

g) *Added Value*

This new category should be used to highlight any other particular benefits of the proposal such as;

- Collaboration between organisations in submitting an application.
- Applicants providing funding contributions in excess of the minimum 10% and in proportion to their annual precept, if the applicant is a Parish or Town Council
- Evidence that the applicant has pursued alternative options to solve the issue, such as Community Speed Watch for speeding related issues.
- Evidence of significant local and/or member support.

3.0 THINGS TO CONSIDER WHEN APPLYING

Requirements that must be fulfilled;

Virtually all highway measures that the County Council provides can also be funded by a community. However, there are certain conditions that must be met:

- The proposal has to be safe, to ensure that the travelling public are not endangered. In some instances sites that are suggested for highway measures, such as pedestrian crossing points, are not appropriate and would not satisfy safety requirements.
- All proposals that affect the layout of the highway must also be subjected to an independent three stage road safety audit.
- Proposals also need to satisfy any legal requirements and highway policies that the council has for a range of highway measures, to ensure that it acts with equity and fairness.
- Current highway policies and standards can be found on our website using the following link;
- http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies/4

Responsibility for any maintenance liabilities;

Where improvements are proposed to be constructed to County Council standards, long-term maintenance will become the responsibility of the County Council.

However, any on-going operating costs, such as electricity for street lights or regular routine safety equipment maintenance inspections, will need to be met by the applying group. The table in section 2 of this document highlights the highway measures that require additional maintenance funding, along with indicative costs.

It is recognised that communities may want to adopt a higher standard of design, such as incorporating special materials or features to enhance the local environment.

We are happy to work with applicants who wish to adopt this approach, provided they are prepared to take responsibility for the additional maintenance liability. The LHI Member Panels will be presented with any implications of adopting a higher design standard as part of the technical appraisal process, which is explained further in section 5.0 of this document.

Advertising of legal traffic regulation orders;

Applicants often request the introduction of parking controls (yellow lines) or other highway restrictions through the making of a traffic regulation order. As there is a legal process involved which allows for objections to be made, there is no guarantee that the order will be approved.

Irrespective of whether the order is approved, the costs associated with the legal process would have to be met. The timing of the formal advertisement will be programmed to minimise costs by combining advertisements which may result in some delay. It is expected that those requesting a traffic regulation order would demonstrate that they have undertaken appropriate informal local consultation to assess support for the proposed measure prior to commencing the legal process.

4.0 LHI AREA WORKSHOP DATES

Your Local Projects Team are always available to advise on any aspect of this initiative and can be contacted on 0345 045 5212 or by email local.projects@cambridgeshire.gov.uk

However, specific workshops will also be held as part of **highways depot open days** that are planned in each area, to give applicants an opportunity to speak with highways officers in person and discuss ideas or proposed applications in detail. These will be held in the following locations on the dates and times shown below.

To **request a time slot** please email local.projects@cambridgeshire.gov.uk

Schedule of workshops;

Location	Area	Date	Time slot
Huntingdon Highways Depot Stanton Way Huntingdon PE29 6PY	Huntingdonshire	Tuesday 1 st September	14:00 – 16:00 16:00 – 18:00 18:00 – 20:00
Mill Road Depot (City Council) Mill Rd Cambridge CB1 2AZ	Cambridge City	Tuesday 8 th September	14:00 – 16:00 16:00 – 18:00 18:00 – 20:00
Witchford Highways Depot Stirling Way Witchford CB6 3NR	East Cambridgeshire	Monday 14 th September	14:00 – 16:00 16:00 – 18:00 18:00 – 20:00
Hereward Hall County Road March PE15 8NE	Fenland	Tuesday 15 th September	14:00 – 16:00 16:00 – 18:00 18:00 – 20:00
Whittlesford Highways Depot Station Road Whittlesford CB22 4NL	South Cambridgeshire	Thursday 17 th September	14:00 – 16:00 16:00 – 18:00 18:00 – 20:00

5.0 ASSESSMENT AND SCORING OF APPLICATIONS

The assessment and scoring of applications is split into two stages.

STAGE 1 - Technical Appraisal

This appraisal, carried out by highway officers, will assess four technical areas associated with the application and each assigned a traffic light based rating [red,amber,green]. These areas are;

- ***Risks to Delivery***
Any foreseen issues associated with the proposal will be highlighted in this category, such as the potential for objections to traffic regulation orders, the risk of objections from directly affected residents or any engineering feasibility issues that make the proposal difficult to deliver and within the budget available. Any land ownership issues or the need for legal agreements will also be raised, along with the viability of delivery within the programme year.
- ***Effectiveness***
An assessment of the effectiveness of the proposed solution or the options that are available, with regard to the highway issue being raised by the applicant. For example, proposing a priority gateway feature on a road with limited opposing traffic flow would not be regarded as an effective traffic calming feature.
- ***Road Safety***
An initial response from the road safety team, highlighting any potential issues with the proposal, along with its contribution to improving road safety.
- ***Maintenance***
The maintenance implications of the proposal will be fully outlined, particularly if any special materials or on-going operational requirements are included in the proposal. Whether the applicant is providing maintenance funding or taking ownership on completion will also be highlighted.

The estimated cost of the proposal will be reviewed, with a view to recommending a revised contribution as necessary. If this leads to the need for an increase in the applicants' contribution, then agreement will be required from the applicant if the application is to be considered as part of the next stage.

STAGE 2 – Member Advisory Panels

Advisory panels have been created for each district council area across Cambridgeshire. Panels outside Cambridge City are made up of County Councillors based on current political proportionality and agreed by the Highways & Community Infrastructure Committee.

The panel for Cambridge City is appointed by the Cambridge Joint Area Committee. Membership of the panels for 2016/17 is yet to be confirmed.

All completed application forms and any accompanying information are provided to panel members, along with the technical appraisal carried out from the stage 1 assessment. The panel then meet to jointly review and score each application in the four LHI category areas detailed in section 2(d-g). A maximum score of 5 may be awarded for each category area and scores are awarded as follows;

Score 0	Fails to deliver any improvement
Score 1	Delivers negligible improvement
Score 2	Delivers limited improvement
Score 3	Delivers some improvement
Score 4	Delivers substantial improvement
Score 5	Delivers exceptional improvement

Each applicant will be invited to attend the panel meeting to support their application, highlighting the benefits that it may provide, within a three minute time allocation. The panel may also wish to ask the applicant further questions about their application.

If the applicant, or their nominated representative, is not able to attend, then a written representation can be presented to the panel in their absence.

The average score per category across all panel members is used to calculate the overall average score for each application. Panel members are not permitted to score applications in their own division. The applications for each district area are prioritised in score order and an LHI contribution for each scheme is allocated in accordance with panel recommendations.

The member advisory panels will meet in December 2015 and January 2016. The dates, times and locations of panel meetings will be confirmed by the end of September 2015.

6.0 ALLOCATION OF FUNDING

The prioritised list of schemes for each district area is presented to the Highways and Community Infrastructure Committee, where it is recommended for approval, prior to the start of the financial year in which the funding is available. The schemes that can be funded within the budget available for each district area are also highlighted.

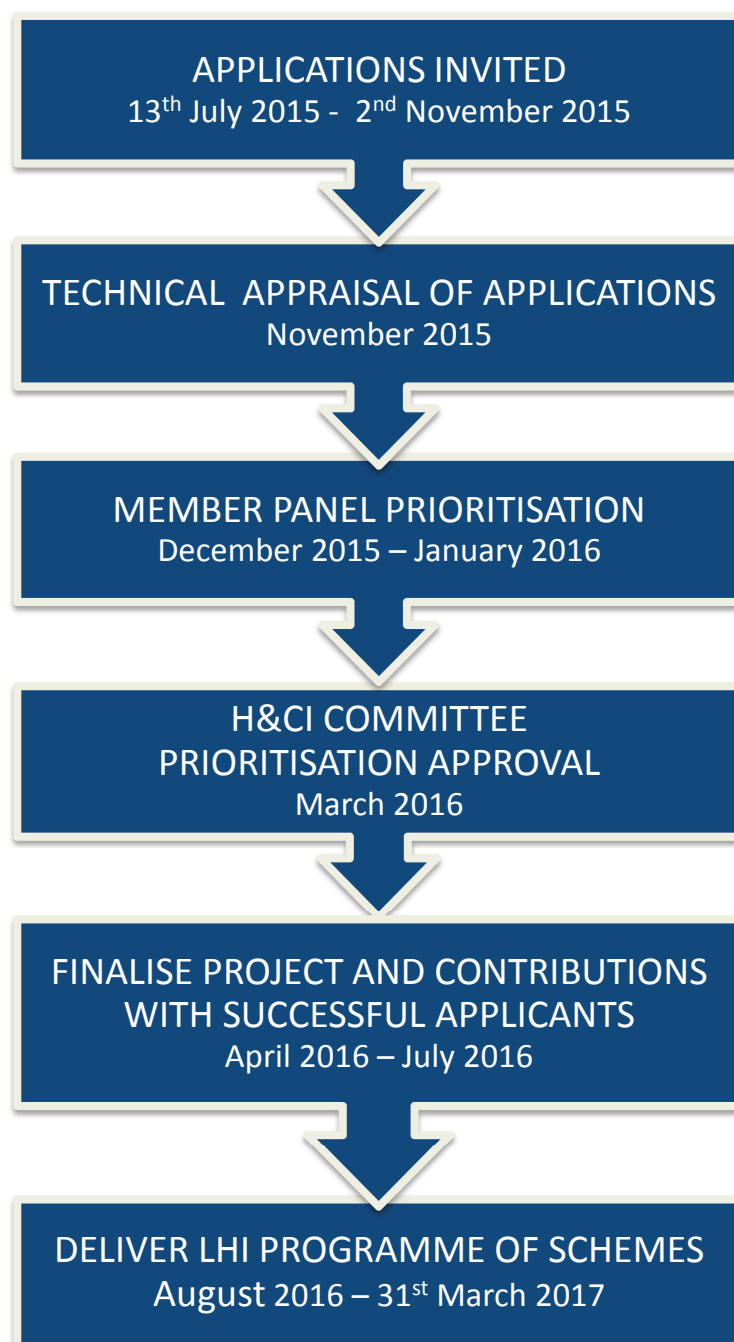
All applicants are subsequently notified of the Committee decision.

Written agreement from the applicant, confirming the final agreed proposal and provision of the necessary third party contribution is then **required within 4 months** of the award of LHI funding. Highways officers will work with applicants throughout this period to finalise the proposed measures.

Should issues arise during this period, which either makes the proposal no longer viable or agreement in writing cannot be reached with the applicant, then highways officers will **reallocate the awarded funding to the next prioritised application** for that particular district area, in consultation with the County Councillor for that division or ward. This ensures that as many schemes as possible are delivered within the programme year, as funding cannot be carried forward to future years.

7.0 TIMESCALES AND DEADLINES

The timescales associated with the LHI process can be summarised as follows;



The Local Highways Improvement Initiative capital budget cannot be carried forward to the following financial year. It is therefore vital that applicants agree final project proposals and contributions in a timely manner, to reduce the risk of schemes not being delivered and awarded funding lost.

8.0 OTHER INFORMATION

- Applicants are encouraged to complete their application form in typed, electronic format. If this is not possible, please contact us for assistance.
- Applicants are asked to complete all relevant sections of the form rather than attaching reports. This enables a fair assessment of your application.
- All applications will be acknowledged by post or email within 5 days of receipt. If you do not receive an acknowledgement you should call 0345 045 5212 to check that your application has been received.
- Successful applicants must confirm in writing their agreement to pay the required level of financial contribution before orders are placed for works.
- Applicants will be invoiced for their contribution on completion of the works.
- Contributions from applicants cannot be spread over multiple financial years.

9.0 LHI SCHEME CASE STUDIES

Overleaf are some examples of schemes that have been funded by the Local Highway Improvement Initiative over the past few years.

CASE STUDY

LOCAL HIGHWAY IMPROVEMENT PROJECT



High Street, Abbotsley Footway Access Improvement

PROJECT DETAILS

- Delivered in 2014/15
- Applicant – Abbotsley Parish Council
- Issue raised – safe access to village hall
- Delivered by County Council Highways Team
- Access improvement
- LHI County Council Contribution; £10,000
- Applicant contribution; £1,000
- Total cost; £11,000

This scheme involved access improvements to the village hall on High Street, Abbotsley. No footway existed on the village hall side, where a steep highway verge also meant that all pedestrians had to walk along the carriageway to a set of steps that led directly into the carriageway. Wheelchair users also had to use the vehicular entrance which had poor visibility when entering or exiting, due to concrete retaining walls on either side.

The solution was to re-grade the existing grass verge and construct new brick retaining walls to enable construction of a new footway along the verge. This included modification of the concrete retaining walls at the vehicular entrance, to improve visibility, and provision of a pedestrian crossing point to allow pedestrians using the opposite footway to cross to the new section.

CASE STUDY

LOCAL HIGHWAY IMPROVEMENT PROJECT



High Street, Ashley Pedestrian Crossing Improvement

PROJECT DETAILS

- Delivered in 2014/15
- Applicant – Ashley Parish Council
- Issue raised – safe crossing for elderly
- Delivered by County Council Highways Team
- Traffic calming & crossing improvement
- LHI County Council Contribution; £10,000
- Applicant contribution; £5,000
- Total cost; £15,000

The applicant originally applied for the installation of a zebra crossing in this location. The main aim was to provide assistance for the elderly crossing the road throughout the day to access bus stops and local shops. It was also hoped that such a feature would subsequently reduce vehicle speeds.

However, once accessed it was soon established that a zebra crossing would be much more hazardous in this location; due to the extremely low level of demand from pedestrians crossing, which over time influences driver behaviour to ignore the crossing.

A built out feature was therefore proposed instead, which incorporated a crossing point. This reduced the crossing width for the elderly by a third, increased visibility for pedestrians, highlighted the pedestrians to approaching drivers and reduced vehicle speeds.

CASE STUDY

LOCAL HIGHWAY IMPROVEMENT PROJECT



Wertheim Way, Huntingdon New Zebra Crossing

PROJECT DETAILS

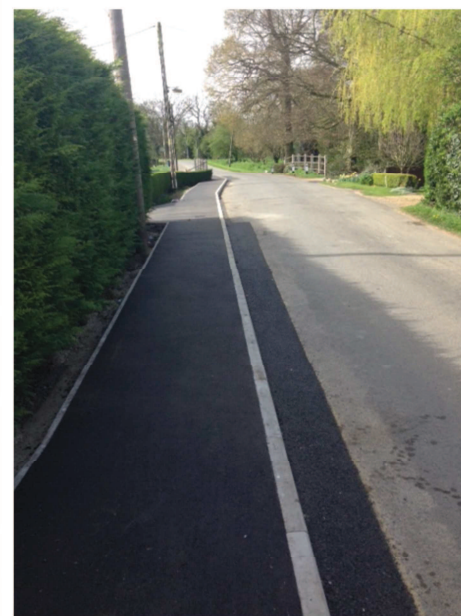
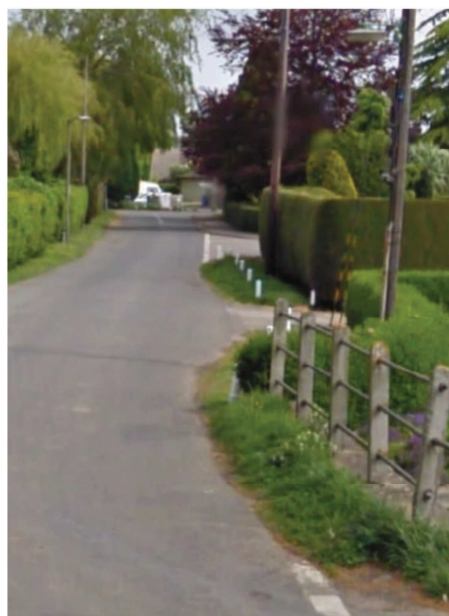
- Delivered in 2014/15
- Applicants – Stukeley Meadows Primary School & Huntingdon Town Council
- Issue raised – safer access to local facilities
- Delivered by County Council Highways Team
- Road safety/community access improvement
- LHI County Council Contribution; £6,350
- Applicant contribution; £3,150
- Total cost; £9,500

Wertheim Way forms a loop, both ends joining Stukeley Road, whilst it is not a through route, it serves numerous cul-de-sac's along its entire length. Parking in the area is also an issue and vulnerable road users have to interact with vehicular traffic at peak times.

The proposal involved in the installation of a zebra crossing on an existing road hump. The road hump incorporated an uncontrolled crossing point, linking two paths crossing Stukeley Meadows, serving residents of the area as a route to the primary school and nearby shops. As the zebra was to be located on a road hump, and following discussions with the Road Safety Team, substantial savings were made by not needing to lay high friction surfacing on the approach to the crossing. All road markings in the area were also refreshed at the same time and the street lighting upgraded.

CASE STUDY

LOCAL HIGHWAY IMPROVEMENT PROJECT



Cattle Dyke, Gorefield New Footway Extension

PROJECT DETAILS

- Delivered in 2015/16
- Applicant – Gorefield Parish Council
- Issue raised – lack of footway provision
- Delivered by County Council Highways Team
- Community access improvement
- LHI County Council Contribution; £7,710
- Applicant contribution; £860
- Total cost; £8,570

Cattle Dyke in Gorefield had a missing link in its footway, from its junction with Back Road, over the bridge to its junction with St Pauls Close, approximately 45m in length.

The parish council highlighted the need for a safe route for pedestrians, particularly those walking to and from the local school and local facilities.

A new section of kerbed footway has been constructed over the bridge and along to St Pauls Close, utilising both the verge and some of the existing carriageway width. A new section of railing was also provided to maintain safety at the bridge.

CASE STUDY

LOCAL HIGHWAY IMPROVEMENT PROJECT



Cowbridge Hall Rd, Little Downham Passing Places

PROJECT DETAILS

- Delivered in 2013/14
- Applicant – Little Downham Parish Council
- Issue raised – Lack of formal passing places
- Delivered by County Council Highways Team
- Road Safety improvement
- LHI County Council Contribution; £10,000
- Applicant contribution; £1,000
- Total cost; £11,000

Cowbridge Hall Road is a minor link road in an agricultural area. There were two existing unofficial passing places that were below standard. This meant that passing vehicles used them at their own risk and they were a constant maintenance issue for the Highways team.

The parish council requested that these were upgraded and improved. Feasibility confirmed that both could be completed within budget.

Both were not only able to be upgraded to official highways specification, but were both increased in size to ensure that the largest of vehicles could pass safely.

CASE STUDY

LOCAL HIGHWAY IMPROVEMENT PROJECT



High St – Rusts Lane, Alconbury Minor Junction Improvement

PROJECT DETAILS

- Delivered in 2014/15
- Applicant – Alconbury Parish Council
- Issue raised – safety at junction
- Delivered by County Council Highways Team
- Road Safety improvement
- LHI County Council Contribution; £400
- Applicant contribution; N/A
- Total cost; £400

The applicant proposed to change the existing GIVE WAY to a STOP. The reason being that when approaching the junction from the North, visibility was extremely poor when pulling on to High Street. This is not helped by the fact that this route, albeit rural with light demand, takes 75% of turning movements.

Whilst new STOP signs require state approval, this was granted in principal during early communications. However the preferred solution was to improve visibility by bringing the give way lines further out into the junction, effectively gaining an extra 1.2m and an additional 15-20m of forward visibility for vehicles along the High St.

This was achieved at low cost, further aided by being delivered in conjunction with other County Council works in the locality.