

## ENVIRONMENT PDG

10 July 2018

### Roads and Footpaths Inspection and Maintenance Regime

**Cabinet Member:** Cllr Ray Stanley, Cabinet Member Housing and Property Services

**Responsible Officer:** Andrew Jarrett, Director of Finance, Assets and Resources

**Reason for Report:** To review and approve the regime for the inspection and maintenance of the Council's property as detailed in 1.3.

**RECOMMENDATION(S):** That the Council continue to inspect and maintain its roads, footways and car parks in accordance with the Devon County Council Highway Safety Inspection Manual as detailed in 4.0.

**Relationship to Corporate Plan:** Priority 5 - Corporate

**Financial Implications:** There is not a direct financial implication upon approval of this report, other than the risk of a potential accident claim and deterioration of condition leading to more significant unplanned works. It is therefore essential that a robust inspection regime is maintained. The 2018-19 budget for the inspection of roads and footpaths is £49k that includes 0.75 of an FTE. The expenditure for essential repairs in the previous financial year (2017-18) that excludes Capital projects was circa £27k. The Council spent £0 in insurance claims within the 2017-18 financial year.

**Legal Implications:** The Council must maintain an inspection record of its assets for public or communal use to an appropriate standard to mitigate risk of litigation.

**Risk Assessment:** A risk assessment is integral with the Devon County Council Highway Safety Inspection Manual. In addition to this the Property Services team complete site specific risk assessments.

**Equality Impact Assessment:** No specific assessment has been deemed necessary, but to ensure that Council facilities are accessible its assets must be appropriately maintained.

### 1.0 Introduction

- 1.1 The Council has previously operated a Highway Agency function on behalf of Devon County Council for the urban roads within Tiverton and Crediton. That Agency function obligated the Council to apply Devon County Council standards and policy to those roads. The Council applied the same standards to its own similar assets across the District. On the cessation of the Agency the application of those standards and policy continued. This report seeks to endorse that principle and approve the continuing inspection and maintenance of the Council's similar assets on the basis of the Devon County Council Highway Safety Inspection Manual.

- 1.2 The current Devon County Council Highway Safety Inspection Manual can be found attached to this report as Annex A.
- 1.3 The Council's assets in this regard are unadopted roads and footways on both our General Fund and HRA assets, including Council housing estates. This includes parking areas, garage forecourts, communal paths, walks, cycle ways, paths in parks and cemeteries, car parks, access roads to corporate property, shopping precincts and yards.

## 2.0 Safety inspections

- 2.1 Table 1 has been extracted from the Highway Safety Inspection Manual and the frequency of safety inspections assigned to each maintenance category has been detailed.

**Table 1**

<b>Safety Inspection Frequency</b>		
<b>Maintenance Category</b>		<b>Frequency</b>
3	National Primary Route	1 month
4	County Primary Route	1 month
5	Secondary County Route	1 month
6	Local distributor	6 month
7	Collector road	6 month
8	Minor collector road	annual
9	Service road	annual
10	Minor service road	annual
11	Minor lane	every 2 years
<b>Footway</b>		
F1	Primary walking route	1 month
F2	Secondary walking route	3 month
F3	Link footway	6 month
F4	Local access footway	annual
	Urban metalled PROW's	Every 3 years
<b>Cycleway</b>		
A	Part of carriageway	as carriageway
B	Remote from carriageway	6 month
C	Cycle trails	annual
<b>Park &amp; Ride Sites</b>		
P1	Park & Ride	1 month

2.2 Categories that are listed in Table 1 and are applicable to the Council are:

**2.2.1 Carriageway (including associated footway)**

- Minor collector road, service road and minor service road – annual
- Minor lane – every 2 years

**2.2.2 Footway**

- Link footway – 6 monthly
- Local access footway – annually

**2.2.3 Cycleway**

- Cycle trails – annually

**2.2.4 Park and Ride Sites – Car Parks**

- Paying and Permit Car Parks – monthly
- Amenity and HRA Estate car parks – 6 monthly

**3.0 Defect Investigatory Criteria**

3.1 The following is extracted from the Highway Safety Inspection Manual that the District refers to and will continue to following the approval of this report.

- The following defect descriptions are used to determine what defects within the highway networks requires investigation.
- The criteria has been developed using a mixture of best practice, risk assessment and benchmarking.
- Defects take into account policies of neighbouring highway authorities and where possible similar parameters have been adopted to ensure consistency

3.2 Defects are listed below and will be applied to the appropriate element of the highway regardless of position. A more detailed description of each defect and the position within the highway is provided defect by defect.

- Pothole
- Standing/running water
- Embankment or bank slips
- Spillages
- Obstructions
- Overriding
- Defective high friction surface
- Dangerous or obstructing trees
- Obscured visibility and overgrown hedges and bushes
- Defective road markings
- Defective ironwork
- Defective cattlegrids
- Defective overhead cables
- Defective road markings

- Missing pre-formed modules
- Obstructions – materials, goods, equipment and signs
- Cracks and gaps
- Abrupt level differences/trip
- Rocking flag
- Damaged road restraint systems
- Defective boundary fences
- Streetlights, illuminated or Variable Message Traffic Signs & Illuminated Bollards
- Defective road signs
- Defective traffic signals
- Damaged steps
- Damaged handrails
- Defective escape lanes /arrester beds
- Cracking/Defective surfacing joints
- Defective traffic calming features
- Damaged kerb
- Depression and humps

- 3.3 Principle defects applicable to the Council include Pothole (and definition)
- Carriageway (and car parks)– 40mm deep and 300mm in any horizontal direction
  - Footway – 20mm deep and 50mm in any horizontal direction

#### 4.0 Safety Inspection Regime

- 4.1 The following is extracted from the Highway Safety Inspection manual, the safety inspection regime uses a risk assessment process as recommended in the NCoP to determine the degree of risk a defect which meets as investigation criterion impacts upon highway users. The result of this assessment defines an appropriate response from immediate to no further action and is detailed in Table 2 below.

**Table 2 Risk Matrix**

<b>RISK MATRIX</b>						
		<b>PROBABILITY / LIKELIHOOD OF INTERACTION WITH HIGHWAY USER</b>				
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
<b>Impact</b>	None (1)	1	2	3	4	5
	Negligible (2)	2	4	6	8	10
	Minor (3)	3	6	9	12	15
	Moderate (4)	4	8	12	16	20
	Serious (5)	5	10	15	20	25

Category 4 (Low Risk) Consider an appropriate response including no further action/monitor	Category (Medium Risk) Repair within 28 days	Category 2 (High Risk) Make Safe or repair within 7 days	Category 1 Make safe or repair end of next working day
--	--	--	--

Note:

**Defects identified that pose a threat to life are considered an emergency and to be responded to, normally within 2 hours and made safe or repaired urgently.**

## 5.0 Existing Arrangements

5.1 Personnel involved in safety inspections are trained and their names retained on a National Register. Property Services recognise the importance of an inspection regime and assign 0.75 of a F.T.E to providing this service across the General Fund and HRA estate. Inspection and any remedial action records retained for evidential purposes and are completed on site by the inspector in a hard copy format; this is converted to soft copy by the business support team that can be used in evidence in the event of a claim being submitted to the Council. The Property Services team have identified that the Access database for Roads and Footpaths is out of date and no longer supported. This work will be included and prioritised within the project planner for the Group Managers Team. We also plan to update the reporting system so that inspections can be completed in 'real time' and defects acted on promptly.

## 6.0 Financial information.

6.1 Financial information taken from the 2018-19 budgets includes the following:

- Direct costs- £28k
- Officer allocation -£22k
- Sinking fund provisions for car park resurfacing - £67k
- Sinking fund provisions for footpaths in and around cemeteries and parks and open spaces- £50k.
- Sinking fund for Tiverton bus station- £16k

6.2 The Property Services unit plan to tender the contract for repairs to our footpaths and roadways so that Key Performance Indicators can be introduced as well as demonstrating value for money. Reaction to any defects found is based on risk assessment of likelihood of incident and its impact using the following categories:

- At Category 1 – Make safe or repair by end the next working day
- At Category 2 – Make safe or repair within 7 days
- At Category 3 – Repair within 28 days
- At Category 4 – Monitor

## **7.0 Summary**

- 7.1 The inspection and maintenance of Council assets is essential for public safety and longevity of the asset. A reduction in standard will impact on asset quality, quality of life for residents, supports decent homes requirements, attractiveness for visitors and Council reputation. It is also essential that a standard and policy is adopted to protect the Councils position should a claim be made against it in this regard. Continuing to adopt the Devon County Council Highway Safety Inspection Manual ensures a consistency across the District.

**Contact for more Information:** Andrew Busby, Group Manager Corporate Property & Commercial Assets - 01884 234948 (abusby@middevon.gov.uk).

**Circulation of the Report:** Leadership Team, Cabinet member