

Environment and Prosperity Scrutiny Committee

Agenda

Date: Tuesday, 24th July, 2012
Time: 2.00 pm
Venue: Committee Suite 1,2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**
2. **Minutes of Previous Meeting** (Pages 1 - 6)
3. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda

4. **Declarations of Party Whip**

To provide an opportunity for Members to declare the existence of a party whip in relation to any item on the agenda.

5. **Public Speaking Time/ Open Session**

A total period of 15 minutes is allocated for members of the public to make a statement(s) on any matter that falls within the remit of the Committee.

Individual members of the public may speak for up to 5 minutes, but the Chairman will decide how the period of time allocated for public speaking will be apportioned, where there are a number of speakers

For any apologies or requests for further information, or to give notice of a question to be asked by a member of the public

Contact: Katie Smith
Tel: 01270 686465
E-Mail: katie.smith@cheshireeast.gov.uk

6. **Highways Maintenance Update** (Pages 7 - 18)

To receive a report on the first six months of the new contact with Ringway Jacobs

7. **Street Lighting Strategy** (Pages 19 - 30)

To give consideration to a report on the Council's Street Lighting Strategy

8. **Street Naming Policy** (Pages 31 - 50)

To give consideration to the proposed Street Naming Policy

9. **Local Sustainable Transport Fund (LSTF)** (Pages 51 - 54)

To receive a presentation on funds received by the Council through the LSTF

10. **Work Programme** (Pages 55 - 60)

To give consideration to the Committee's Work Programme

11. **Forward Plan** (Pages 61 - 66)

To give consideration to the Forward Plan

CHESHIRE EAST COUNCIL**Minutes of a meeting of the Environment and Prosperity Scrutiny
Committee**

held on Tuesday, 26th June, 2012 at Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor W Livesley (Chairman)

Councillors D Brickhill, H Davenport, W S Davies, K Edwards, W Fitzgerald,
R Fletcher, P Hayes, S Hogben and P Hoyland

In Attendance

Councillors P Menlove – Portfolio Holder for Environmental Services
Councillor S Corcoran – Visiting Councillor

Officers

M Averil – Service Leader, Cheshire East Highways
P Davies – Highways and Transportation – Investment Manager
R Kemp – Waste Strategy Manager
C Simpson – Head of Development
R Skip – Waste and Recycling Manager

Apologies

Councillor D Stockton

9 MINUTES OF PREVIOUS MEETING**RESOLVED**

That the minutes of the meeting held on 24 April 2012 be approved as a correct record and signed by the Chairman.

On behalf of the Committee, the Chairman thanked the previous Chairman and Vice Chairman for all their hard work during the 2011/2012 Municipal Year.

10 DECLARATIONS OF INTEREST

There were no declarations of interest.

11 DECLARATIONS OF PARTY WHIP

There were declarations of Party Whip

12 PUBLIC SPEAKING TIME/ OPEN SESSION

There were no members of the public who wished to speak.

13 WORK PROGRAMME

Consideration was given to the work programme, it was agreed that a Task and Finish Group comprising of Councillors H Davenport, K Edwards, R Fletcher, P Hayes, P Hoyland and B Livesley, be established to investigate the current position with regard to waste and to determine a suitable way forward. It was also agreed that a Task and Finish Group comprising of Councillors H Davenport, S Davies, S Hogben and B Livesley, be established to review the Planning Enforcement Service. Both reviews would need to be completed by September/October 2012.

With regard to the Car Parking Task and Finish Group, the Chairman highlighted that in order to fit in with Cabinet deadlines, it may be necessary to bring forward the Environment and Prosperity Scrutiny Committee scheduled to be held on 18 September 2012.

RESOLVED

That the work programme be amended to reflect the issues highlighted above

14 FORWARD PLAN

Consideration was given to the forward plan. It was agreed that the report relating to the Future Operation of the Town Hall, Macclesfield, should be considered by the Environment and Prosperity Scrutiny Committee, at its meeting scheduled to be held on 24 July 2012.

RESOLVED

That a report on the Future Operation of the Town Hall, Macclesfield be added to the work programme for 24 July 2012.

15 CARBON MANAGEMENT PROGRAMME - ANNUAL REVIEW

Consideration was given to an update the Carbon Management Plan Annual Monitoring Report. The plan identified a range a projects to be developed to achieve a 25% reduction in energy consumption from the 2008/09 baseline, which would be equivalent to 51,037 tonnes of CO₂. If action was not taken to meet the target, it would cost the authority an estimated £13.2 million over the next 5 years.

Members noted that while the authority had done well over the past 3 years to reduce its carbon footprint, a number of quick wins had been achieved. Within the original plan, the identified projects did not account for all the savings needed, leaving a gap of 4.8%, or 2504 tCO₂. This gap would be likely to grow larger with time, therefore new projects needed to be developed.

It was noted that Children and Families had a paper going to schools on how to share responsibilities, proposing a 'pay as you go' model which would be ready for implementation on 1 April 2013. Members agreed that the Children and Families Scrutiny Committee should be made aware of this.

Members agreed that this issue should be closely monitored and an update report be received in 6 months time, highlighting what had been done to engage with schools to reduce to reduce their carbon footprints.

RESOLVED

1. That an update report including information on what had been done to reduce the carbon footprint in schools be received in 6 months time.
2. That the Children and Families Scrutiny Committee be informed of the work ongoing to reduce the carbon footprint in schools.
3. That Cabinet be recommended to:
 - Accept the figures presented as the Carbon Management Plan annual monitoring report 2011-12.
 - Support the proposal that additional resources would need to be made available to projects yet to be identified within the Plan in order to achieve the savings target set.

16 WASTE AND RECYCLING COLLECTION OVER CHRISTMAS PERIOD

The Committee received a report outlining the proposed arrangements for waste and recycling collections over the Christmas period for 2012/2013, based on lessons learned and experience from 2011/2012.

It was noted that the revised service would cost approximately £60,000, which was not currently in the base budget.

It was agreed that the revised arrangements should be emailed to Members in December 2012 and that rather than circulating a generic letter to all households; the Communications Team should formulate a letter specific to each household, ensuring that the information is as clear as possible.

It was also agreed that the arrangements should be reviewed in January/February 2013, to ensure that the objectives of the revised arrangements had been achieved.

RESOLVED

1. That Cabinet be recommended to approve the proposed arrangements for waste and recycling collections over the Christmas period for 2012/2013.
2. That in future, the resources required be included in the base budget.
3. That the revised arrangements be emailed to Members in December 2012 and that the Communications Team formulate a letter specific to each household, ensuring that the information is as clear as possible.

4. That the arrangements be reviewed in January/February 2013, to ensure that the objectives of the revised arrangements had been achieved.

17 HIGHWAYS MAINTENANCE UPDATE

M Averill, Service Leader, Cheshire East Highways, circulated a briefing paper informing the Committee that the new Highway Services Contract was let in June 2011 to Ringway Jacobs Ltd. The contract had a default duration of 5 years, extendable to 7 years dependent upon performance across a number of Key Service Indicators. The new partnership had been branded "Cheshire East Highways", with all vehicles etc. being branded in the same fashion. The contract would employ around 130 people, the majority of which transferred under the TUPE Regulations from the Borough Council and the old provider, BAM Nuttall.

It was agreed that this item would be deferred until the next meeting of the Committee, when an in-depth report would be presented covering:

- People
- Operations
- Members' briefings and stakeholder communications
- Wider communications
- Information Technology
- Performance Management & Governance
- Forward plan
- Major Projects
- Investment

M Averill encouraged Members to read the recent press statement relating to LED lighting and selective switch off trials for street lights on the Wilmslow bypass.

RESOLVED

That the Highways Maintenance Update be deferred until the next meeting of the Committee.

The meeting commenced at 2.00 pm and concluded at 3.30 pm

Councillor W Livesley (Chairman)

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CHESHIRE EAST COUNCIL

REPORT TO: Environment and Prosperity Scrutiny Committee

Date of Meeting:	26 June 2012
Report of:	John Nicholson – Strategic Director, Places and Organisational Capacity
Subject/Title:	Cheshire East Highways, Highway Maintenance Update
Portfolio Holder:	Cllr Rod Menlove

1.0 Report Summary

- 1.1 This report is an update on the progress made during the first six months of the Highways Services Contract. Ringway Jacobs (Cheshire East Highways) commenced the contract on 6th October 2012 and this update report reflects the progress made during this period.

2.0 Recommendation

- 2.1 For members to note the progress and offer comments on the service provision.

3.0 Reasons for Recommendation

- 3.1 A key driver for service change was customer engagement and quality of service provided. The report will summarise progress made whilst giving members the opportunity to comment on their own experiences of the service, highlighting improvements whilst giving them the opportunity to comment/identify future improvements to consider.

4.0 Wards Affected

- 4.1 All Wards are potentially affected by the proposal.

5.0 Local Ward Members

- 5.1 All Ward Members are potentially affected by the proposal.

6.0 Policy Implications including - Climate Change

- Health

- 6.1 The contract requires Cheshire East Highways (CEH) to carry out the Services in a manner that achieves greater value for money for the Council, year on year, by reducing costs and delivering the Services more efficiently whilst seeking to maximise the achievement of the Council's Strategic Objectives throughout the contract period. The Strategic Objectives include "limiting carbon emissions", over the Contract period and CEH will be required to demonstrate that they are achieving this. Additionally, and in support of this, CEH must also maximise the "achievement of the objectives set out in the Local Transport Plan". The local Transport Plan includes Priority Policies that work towards carbon reduction, through for example, minimising the future need to travel.
- 6.2 CEH has developed plans to reduce emissions through the use of carbon efficient vehicles and by reducing fuel use through route optimisation techniques. In addition, a significant investment has been made in developing a new energy efficient depot at Brunswick Wharf. From an operational perspective CEH is pursuing the use of energy saving technology for street lighting and energy saving tools and techniques for all of its operational activities.
- 6.3 Over the life of the contract CEH will maintain a record of achievement associated with Carbon reductions and will be benchmarked against outputs prior to the Contract start date.

7.0 Financial Implications (Authorised by the Director of Finance and Business Services)

- 7.1 The services included within the scope of works for the Highways Services Contract as core services are set out in Appendix 1 and have a current annual value of around £15 million per annum.
- 7.2 The contract will deliver savings in excess of £7 million over the contract period when compared to the former Highway Service costs. Budgets have already been adjusted to reflect the benefits secured from the appointment of Ringway Jacobs. To achieve this year on year efficiency savings of 3% per annum, associated with innovation and efficiency gains are included within the Contract. These gains are expected to reduce back-office costs, allowing a greater proportion of the annual budget provision to be re-invested back into the Highway Service. These savings will be generated without a reduction in existing service provision
- 7.3 During the first six months of operation, Cheshire East Highways managed to provide the revenue service, including winter operations, reactive and routine maintenance within the half year budget provision allocated for revenue activities (£4m with a recorded under spend of £34,000).

8.0 Legal implications (authorised by the Borough Solicitor)

- 8.1 The Council, as Highway and Street Lighting Authority for the Cheshire East area, has numerous powers and duties under the Highways Act 1980 to carry out maintenance, improvement and repair work on the highway network. None of the arrangements with CEH under the Highways Services Contract relieves the Council of those powers and duties. However, the Council is likely to have potential remedies against CEH in respect of many of its obligations if breach of any of these obligations results from the non-performance by the Contractor under the Highways Services Contract.
- 8.2 The Highways Services Contract sets out very clearly the statutory obligations of the Council which are delegated to CEH and the protocol for the discharge of other statutory obligations of the Council.
- 8.3 Any claims against the Council as Highway or Street Lighting Authority, even if they relate to matters within the proposed contract, will still remain the ultimate responsibility of the Council.

9.0 Risk Management

- 9.1 The Highways Services Contract is based on CEH taking the lead in developing a rolling Annual Plan and Three Year Plan to meet the asset management needs of the Highway Network but also to address the Council's highways policy objectives. The Council has to sign off the Annual Plan via a Strategic Board comprising senior representatives of the Council and Ringway Jacobs (Cheshire East Highways). This ensures that the Annual Plan reflects the wider social need of Cheshire East as well as the strict asset management needs of the highways network. CEH takes the primary risk of delivery of each Annual Plan within the agreed target cost. The successful outcome of the Contract will depend on the parties working together as a genuine partnership focused on the needs of the Cheshire East ratepayer. Therefore, the on-going quality and effectiveness of the relationship between the Council and Contractor will determine the success of the Contract.

10.0 Background

- 10.1 Attached, as Appendix 2, is a short report that outlines the successes achieved to date. The report will be used as promotional literature over the next few months.
- 10.2 The success of the mobilisation period can be summarised by the simple fact that services continued to be delivered on day 1 of the contract, with our first call out being received at 08:30. The strength of the team was further demonstrated when a number of busy A roads on the outskirts of Nantwich were closed on day 2 following a serious fire in a local yard.
- 10.3 Winter did not see the extreme snowfall that had been experienced over the previous two years, it did however still prove challenging with over 70 precautionary treatments being carried out over the period. Our aim was to provide a service that was comparable to that provided in previous years, feedback received indicates that this was achieved.

- 10.4 The authority's budget was tight for the remaining 6 months of the financial year and this was acknowledged by both parties to the contract. Revenue budgets were delivered within the original allocation, a success for all involved.
- 10.5 During the first six months a good working relationship has been developed between both the Thin Client team and the Cheshire East Highways team. These relationships continue to develop and mature.
- 10.6 Performance of the contract is monitored via the performance framework that was developed during both the dialogue and mobilisation phases. The framework is split into three discrete areas:
- Key Strategic Indicators (KSI):- generally outcome related, these indicators focus on relationships and environmental issues. Success in the delivery of the KSIs will determine whether an extension of the contract is awarded.
 - Key Performance Indicators (KPI):- generally output based, these indicators focus on the delivery of the service on the ground. Success in the delivery of the KPIs will determine the level of profit to be paid to CEH. It is important to remember that CEH can only lose profit, it cannot exceed the cap agreed during the dialogue process.
 - Non-Scoring Performance Indicators:- these indicators measure the overall health of the contract and are focussed on day to day issues such as staff retention, accuracy of financial applications etc.
- 10.7 Performance monitoring is undertaken by the teams on a monthly basis. Our teams are learning rapidly the importance of the information that they present and the need to actively manage their respective teams to ensure that targets are delivered against.
- 10.8 Issues facing the contract revolve around the condition of the asset that has been inherited. It is acknowledged that our recent severe winters have taken a toll on the condition of the network and that the lack of capital investment in the Highway Network has contributed to a greater need for reactive type works.
- 10.9 Working with the Thin Client, CEH has developed a Highway Asset Recovery Plan that seeks to address the major problems facing the network. A number of investment scenarios have been developed that will allow the Council to make an informed decision on the amount of investment that can be afforded.

11.0 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

Name: Mark Averill

Designation: Service Leader, Cheshire East Highways

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Email: mark.averill@cheshireeasthighways.org

Appendix 1

Scope of Works – Core Activities

Highways Services:

1. General Management including control centre, emergency and out of hours response, statutory notices, legal claims investigation and support etc.
2. Asset management including safety inspections, surveys and planning;
3. Civil and structural Engineering - routine and reactive maintenance (including carriageway, footway, structural repairs and surfacing); capital schemes.
4. Traffic signals, street lighting and signs - routine and reactive maintenance; capital schemes.
5. Winter service including fleet management and contract management of rock salt provision and related monitoring services contracts.
6. Environmental services were added to the scope of the contract in March 2012.
7. Professional services (traffic engineering, bridge management and design, road safety engineering, design and project management and contract management services).

In addition, Cheshire East Council has been able to take advantage of the wider group activities that Ringway Jacobs can call upon. This has allowed for professional staff to be sourced to assist with the delivery of major projects.

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Cheshire East Highways Contract

Progress to Date

The Cheshire East Council Highways Services Contract was awarded to Ringway Jacobs Ltd in May 2012 and commenced on 6 October for a minimum of five years with a possible two year extension. This contract was the second of its kind in the country, bringing together the best of the public and private sector with the shared aim of delivering efficient highways services that meet the needs of the residents and road users of Cheshire East.



This briefing note is an update on progress made to date as we head towards the end of the first year of the contract.

Delivering Value for Money

One of the key objectives of the new contract is to deliver value for money to Cheshire East Council and, in turn, the tax payer of Cheshire East. This has been achieved by Ringway Jacobs, a private sector company, embedding itself into the heart of Cheshire East Council, bringing together the best of the private and public sectors. Ringway Jacobs delivers value for money by integrating the operations and delivery teams thereby eliminating non-value adding interfaces by, for example, reducing man marking as well as accessing the buying power from the wider shareholder businesses combined with rigorous commercial and technical processes.

Processes have been established to encourage all staff to operate in an efficient way. Ringway Jacobs' efficiency programme, Value Plus, encourages and rewards staff for generating ideas to identify cashable and non cashable efficiencies in the way we operate to ensure the service can either save money or put the money back into delivering the service.

Scope of the contract

The Highways Services contract includes the following functions:

- Routine, Cyclical and Planned Maintenance
- Design and Construction of Schemes
- Winter Maintenance
- Management of Streetworks including the Coordination of Utility companies
- Traffic Management
- Highway Verge Maintenance from March 2012



Mobilisation

As soon as the contract was awarded Ringway Jacobs moved into the Cheshire East Council offices in Brierley Street and began the mobilisation of the contract.



'One to one' meetings were held with every member of staff who had a right to transfer from the incumbent, BAM Nuttall, and the existing council employees. This resulted in over 150 employees having a designated time with the Ringway Jacobs corporate team to understand their existing roles and career aspirations. In addition, staff briefings were held to update on the progress of mobilisation. In excess of 50 vehicles were sourced and branded ready for 6 October whilst building and development work began at our super depot in Congleton. Brunswick Wharf was open for Day One operations and was formally opened in March this year, giving Cheshire East Council a presence in Congleton. This depot was under utilised up

until this point and required £0.5m of investment from Ringway Jacobs, at no cost to the council, to bring it up to the required standard. The depot includes new mess facilities, improved office space and purpose built storage buildings with wash down facilities for vehicles.

The plan for the first 6 months of the contract was developed in conjunction with the Strategic Client Team. Our plans covered areas such as our readiness to deliver the service on day one of the contract, winter and, importantly, how schemes that were carried over would be completed. Our plans were tested on day one with an emergency call out at 8:30am and further tested on day two by a major incident on the outskirts of Nantwich. A testing start, but successfully delivered by the teams.

Looking after our People

Looking after and developing the potential of our people is a key objective for Ringway Jacobs and Cheshire East Highways.

In October 2011, 114 members of staff transferred into Cheshire East Highways. The wider team is led by Mark Averill, Service Leader and his management team: Chris Shields, Pryce Evans and Gary Mallin.



As part of the mobilisation and contract start all members of staff received the relevant induction training, whether it be Health and Safety, the use of our systems, or an investment in an individual's personal development, including customer service training and other formal qualifications.

Whilst a supply chain is important to the contract, we are moving towards only using it for specialist work. For our routine work we are seeking to reduce the reliance on the supply chain and directly employ our own staff instead. We know from our experience elsewhere that this generates efficiencies and provides a consistent work force that has a vested interest in the area in which they work. The result will be a further eight operatives, all LGV qualified supplemented by the recruitment of four apprentices.



Our co-located offices now mean that we have our employees working in the same depots and offices as those they deal with on a day to day basis. For example, a street lighting engineer is now sitting with a street lighting works supervisor, allowing for closer and more efficient working.

We have inherited a workforce with a good operational culture. As with any TUPE arrangements, adjustments need to be made and cultures changed from their previous employer. This has meant some modernisation in the way the teams work. Through our investment in technology and training this has progressed well. We are pleased to report that, to date, we have not experienced any lost time through injury at work, nor have we had any significant Health and Safety incidents. The performance in relation to H&S is particularly important as one of Ringway Jacobs' main objectives is to treat the safety of employees as its top priority.

The addition of grass cutting responsibilities means that we are now able to build a more resilient work force which will, in times of need, be well placed to deliver further efficiencies in operational delivery across the contract. Our street lighting function is now delivered in an integrated fashion, meaning that the whole team sits and works together to develop programmes of work that the operative gangs can deliver. A key project of note is the approach that we have adopted that focuses on energy saving initiatives to generate both monetary and carbon savings for the council, wherever possible delivered whilst working on their routine maintenance programmes.

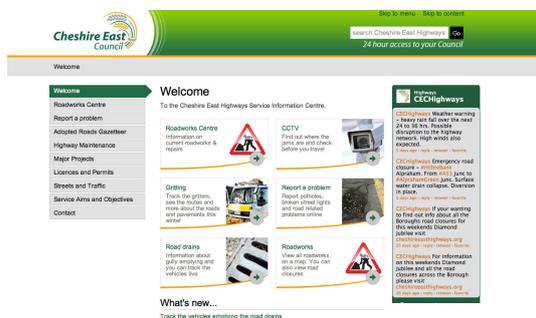


During the early stages of dialogue Ringway Jacobs recognised that Cheshire East Council already had a good winter service provision. Working with the teams we were able to deliver that same high level of service with minimal disruption to the network. In addition, a no cost trial of an alternative spreading technique was carried out on two routes in the north of the borough. Our investment provided two suitability equipped spreaders, at no cost to the council, to trial 'pre-wet' spreading. The trial is still being evaluated but early indications show it to be a success with improved effectiveness and less salt used. Ten five-year-old spreaders were purchased by Ringway Jacobs on behalf of Cheshire East Council, reducing the average age of the fleet considerably. By using our links to the shareholder companies these units were purchased below the list price and come ready equipped with pre-wet capability, delivering further potential savings should we decide to increase the number of routes that use the technique.

Engaging with Members and the community

Two all Member briefings were held during the early days of the contract and were attended by around 50% of Members. These briefings allowed us to introduce the new style of contract and have a lively discussion about priorities in Members' individual areas. Further briefings are planned for the near future to discuss our approach to street lighting, winter service and to offer further training on the use of the Cheshire East Highways' website to see where we are working and how to report faults.

We have appointed Local Highways Officers who align with each of the LAP areas so that Members and other community groups have one point of contact for all their highways issues in the area. These officers are familiar with all of the work that is both planned and on site for their area and are, in effect, the 'eyes and ears' of the service in their designated patches.



Wider communications is dealt with on a project by project basis. Our dedicated Communications Officer works closely with the Cheshire East Central Communications Team to develop plans and ensure the public is informed of key projects on the network. One of the key objectives of the team is to encourage self service for the seeking of information and receiving of communication through the Cheshire East Highways' website. Our communications team also provides regular updates on network

activity, this work being typified by our regular winter service updates and the work that was carried out as a part of the Olympic Torch Relay, by providing regular 'tweets' we help to ensure that the public can make informed decisions about their travel during extreme network conditions.

Significant investment in Information Technology has allowed Cheshire East Highways to deliver a much more effective and efficient service to the residents and road users of Cheshire East. This same technology has also allowed the public to be better informed about the work we do.

We have invested heavily in technology that brings together our use of hand held devices, vehicle tracking and works programming/ scheduling. Our solutions have been tailored to effectively communicate with the existing Cheshire East systems, namely Confirm. These new systems allow our teams to issue work remotely to crews and gives them the ability to re-deploy the most suitable crew should a high priority emergency job arise. Previously, gangs would have been working to paper systems and not necessarily deployed to the highest priority jobs. Our systems also allow us to manage the performance of the gangs, reduce their mileage and deploy the right resources to the right location more efficiently.



All these back office systems talk to our website, allowing the public to receive real-time information on where we are working and when jobs are completed. From the website the public can see where we are working on any given day, track our gritters online and report faults and monitor their progress. This open and very public approach has built confidence in the services delivered and has reduced calls into the contact centre significantly.

Monitoring Performance

In the early stages of mobilisation a robust performance monitoring framework was agreed to ensure Ringway Jacobs delivers against the key objectives of the council. 6 key strategic indicators will determine whether contract extensions are awarded and 19 key performance indicators will determine how much profit Ringway Jacobs will receive for delivering the services. Profit is capped and non-performance will only result in profit being lost. In addition, 14 non-scoring indicators give a feel for the health of the contract. These are monitored regularly through the Operations and Strategic Board. All performance indicators create the base of detailed business plans for every team.



£1M, projected, by suggesting an alternative design for the new rail overbridge. As the projects approach their key delivery dates we will be keeping the public informed and ensuring we deliver to budget and continue to drive out efficiencies.

Delivering Major Schemes

Capitalising on Ringway Jacobs' expertise, Cheshire East Highways has already been able to deliver against two major projects for the Borough since the start of the contract. The schemes are a £6m project to improve access to the Crewe Railway Station, due to be completed in November 2013, and a £26.5m project to deliver a new link road in Crewe, due to be completed in June 2015.

We have successfully project managed these two schemes on behalf of the Borough, working with key partners throughout. On Crewe Green Link Road our early involvement realised a saving of

At contract award, Ringway Jacobs invested £175,000 to move the existing UTMC to Delamere House from Backford Hall in Chester. The facility houses all of our UTMC equipment and has CCTV feeds from the control room in Macclesfield. The integration of the signals team has meant greater use of the room, allowing us to closely monitor traffic in and around the Borough.

Summary

Cheshire East Highways is pleased with the first few months of the contract. All of our systems are in place and staff have received all essential training.

Ringway Jacobs are pleased to serve the people of Cheshire East and feel that we are working towards the same aims and objectives of the council, working in a more efficient manner while improving service provision.



Key Contacts

Below is a list of helpful contact numbers and e-mail addresses for the delivery team. If you have any queries at all, please do not hesitate to contact us:

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CHESHIRE EAST COUNCIL

BRIEFING PAPER: : Environment and Prosperity Scrutiny Committee

Date of Meeting:**Report of:**

John Nicholson – Strategic Director, Places and Organisational Capacity

Subject/Title:

Street Lighting Strategy

Portfolio Holder:

Cllr. Rod Menlove - Environmental Services Portfolio Holder

1.0 Report Summary

- 1.1 This report outlines the strategy for the investment into street lighting within Cheshire East to deliver both energy and carbon savings.
- 1.2 This requires a significant change to the approach that is taken to the provision and operation and management of street lighting across the highway network.
- 1.3 Cheshire East Highways currently maintains approximately 38000 street lighting units across the Borough. The columns and lighting units are of a variable age and condition affecting the level of maintenance and efficiency of the lighting units.
- 1.4 This strategy does not address the condition of the street lighting asset due to the limitation of the funding.
- 1.5 There is no statutory duty to light the highway; the Highways Act 1980 empowers the authority to provide street lighting. Once lit there is a statutory duty to maintain lighting in a safe working condition.
- 1.6 The energy bill for street lighting within Cheshire East is approximately £1.6M per annum. The authority is committed to reducing the energy bill by approximately 40% by 2016 against a trend of increasing energy charges.
- 1.7 The authority is committed to reduce its carbon dioxide emissions by 25% by 2016. Street lighting is responsible for 14% of the Authorities CO₂ emissions, outputting some 7200 tonnes of CO₂ per annum

2.0 Recommendation

- 2.1 The strategy developed by Cheshire East Highways, that will deliver the savings required, is to be implemented across the whole network. The Borough is divided into 117 street lighting zones that include the traffic, town centre and residential areas.

- 2.2 This strategy should be adopted for the review of all existing street lighting and any new installations being adopted.
- 2.3 This strategy will follow a seven step process.
 - 2.3.1 The process will be applied across the zones to identify the appropriate operation for the street lighting.
 1. **Identify a zone to be assessed** - It is intended to try to assess all of the zones within the 2012 / 13 year. This will allow those zones not able to be funded in the 2012 / 13 financial year to be identified for future years and also the scale of savings to be assessed and required funding identified.
 2. Prepare a **Lighting Design Engineer's report** – This will apply the overarching strategy principles to identify what changes can be made to the zone. This will allow the energy and carbon savings to be estimated and the required funding identified.
 3. Determine that the **selected site** has no obvious site specific issues that will render the site inappropriate for lighting -adjustments. This will consider those elements outside of the lighting engineer's assessment including reference to the police specifically in residential areas where crime may be an issue.
 4. Prepare a **Road Safety Engineers Briefing** - to provide an assessment of the locations where street lighting has been provided and the changes that are being proposed. This assessment may make recommendations that change the proposed approach at some locations due to the accident history.
 5. Implement the **Communications plan** – this has been developed to ensure stakeholders are consulted.
 6. **Implementation** – this will be completed within the 2012 / 13 financial year. It is proposed that the strategic road network will be completed during the 2012 /13 financial year. The residential zones will be completed progressively with the final number to be completed in the 2012 / 13 financial year currently being established.
 7. **1st year review** – the initial implementation will not remove any of the assets from the network only change the operation. After 6 months of the revised operation correspondence, accident / crime data will be reviewed to confirm that the operation will be retained.

3.0 Reasons for Recommendation

- 3.1 To deliver the Council's energy and carbon reduction targets the changes identified have to be implemented as only a significant change in the operation will realise the level required.

4.0 Wards Affected

- 4.1 All Wards are affected by the strategy.
- 4.2 It is targeted to complete the implementation of the strategy across the Borough on the strategic traffic network within the 2012 /13 financial year.
- 4.3.1 Due to the volume of street lights in residential areas the implementation of the strategy and available funding will not see the completion of all areas in the 2012 /13 financial year. The assessment of these is planned in the 2012 /13 financial year to establish future programmed works.

5.0 Local Ward Members

- 5.1 All Ward Members are affected by the proposal.

6.0 Policy Implications including - Carbon reduction - Health

- 6.1 The Authority emitted some 51000Tonnes of CO₂ in 2008/2009, the baseline year adopted in the Cabinet approved report "Carbon Management Plan". Street lighting is responsible for approximately 14% of the total (7140t).

- 6.2 The Authority has agreed to reduce its emissions by 25% by 2016.

- 6.3 Street Lighting's contribution towards the corporate savings target of 25% is approximately 1800t. The approach being adopted and based on the budget provision allocated for 2012/13 will result in carbon emission reductions estimated at 1500t.

Equating to over 80% of the total Street Lighting target being achieved by the end of 2013 subject to the condition of the asset.

- 6.4 In addition to the savings achieved from Street Lighting, further reductions will also be secured from the Traffic Signal equipment upgrade to LED technology.

- 6.3 The strategy has a number of different options embedded within it; these options will be carefully selected to ensure that the safety and security of all users of the highway network are not adversely affected.

6.4 The current policy for Street Lighting has no facility within it to allow for differing operating and management regimes. It is proposed that the policy be amended to allow for a variety of switching regimes as well as the ability to dim lighting along routes at certain times. The technologies for allowing these are well proven.

6.5 The policy may identify locations or routes where the street lighting is no longer considered appropriate for retention. In these cases the lighting may be switched off and subsequently removed (subject to future funding).

7.0 Financial Implications (Authorised by the Director of Finance and Business Services)

7.1 £1.75M has been secured to implement and deliver the year one savings. The capital bid business case was made on the basis of the project being cost neutral over 7 years, with the savings made in electricity costs being reinvested by the Authority.

7.2 To deliver future years' savings additional investment will be required. Completion of the assessment of all of the zones within the 2012 / 13 year will allow future year spend profiles to be established.

8.0 Legal Implications (Authorised by the Borough Solicitor)

8.1 The Highways Act 1980, section 97(i) bestows a power upon the Authority to light the highway, it is not a statutory requirement. The same Act also gives the Authority the power to remove such equipment as and when it is deemed necessary, section 97(ii).

9.0 Risk Management

9.1 A separate risk register is attached as Appendix A.

10.0 Background and Options

10.1 Street lighting may have been previously installed on sections of historic highway where isolated incidents have occurred. The system of street lighting installed at these locations often has provided an over provision on the approaches to the local area.

10.2 New sections of highway, built pre 2010, have also been lit to a very high standard. The need to light being based on anecdotal evidence that shows that lit highways are safer than unlit highways.

10.3 The latest major highways project constructed in Cheshire East, the Alderley Edge Bypass, has street lighting only provided where the road meets the roundabouts at either end of the section; an approach endorsed by Cheshire East Highways.

- 10.4 Estate roads are mainly lit for footway illumination only and, where Cheshire East Council is the lighting authority, the Roads for Adoption guidance currently specifies that lighting will be provided.
- 10.6 Trials have been completed across the country that adopt a new approach to street lighting. This information has been researched and considered in determining the most appropriate strategy for Cheshire East.
- 10.7 A number of trials have now been completed within Cheshire East that include:-
- Part Night Trails in residential areas in Wilmslow
 - Dimming trial (40% reduction in the lighting level) on the Middlewich Road, Sandbach
 - Street light switch off and LED lighting trials on the A34 from the Borough boundary to the Alderley Edge Bypass.

These trials are being used to inform the proposed strategy.

- 10.5 It is proposed that a new policy be adopted that allows the authority to:
- Remove street lighting on sections of inter urban road that would no longer qualify for street lighting under this strategy.
 - To dim lights, after a set time, such that they are effectively at 50% power
 - To “part night” light residential areas
 - To alter the ambient lighting levels at which street lighting is switched to allow for a shorter burn time
 - Replace lanterns that need to be “on” at all times with energy efficient units such as LED or fluorescent lanterns.
 - To promote the use of energy efficient lanterns for all future developments and to ensure that these developments adopt the same switching regime that is promoted in the same locality. And in addition ensure that over provision is not made.
- 10.6 It is acknowledged that not all areas will be treated in the same manner. This will be data led and that close liaison with the Police will be required prior to altering any lighting regime within a residential area.
- 10.7 Two matrices are attached, as Appendix B, which will be used to assess how an area will be treated. The matrices are based on objective criteria to ensure that a consistent application of the policy can be achieved.
- 10.8 Approval of the approach is critical to being able to deliver the savings allowing as many changes to be implemented prior to the autumn / winter months.

11.0 Access to Information

11.1 The background papers relating to this report can be inspected by contacting the report writer:

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Designation: Programme and Commercial Manager
Tel No: 01270 685879
Email: pryce.evans@cheshireeasthighways.org

PROJECT RISK EVALUATION

where IMPACT OF RISK x LIKELIHOOD OF RISK OCCURRING = DEGREE OF RISK

Rating	IMPACT				Severity/Health/Environmental (SHE)	Commercial
	Reputational (Rep)	Programme (P/B)	Programme (SHE)	Programme (Com)		
5	-Threat to business survival and company credibility -Catastrophic impact on share price, city losses faith in plc company	-Budget overrun which impacts on client's business -Programme overrun resulting in penalties above termination threshold -Client/Business stakeholder interests severely damaged	-Multiple fatality -Major environmental incident involving threat to public health or safety -Criminal liability			> £1m
4	-Threat to future trading and core Client/Business objectives -Significant impact on share price	-Significant and non-recoverable impacts in budget spend -Programme overrun resulting in penalties and additional client audits	-Worker/Public fatality -Environmental incident leading to breach -Criminal liability and compensation costs			£100k - £1m
3	-Client dissatisfaction and damage to stakeholder relationships -Negative effect on share price	-Minor and recoverable budgetary fluctuations -Minor and recoverable programme overrun that impacts critical path	-Major injury to worker or third party -Operation likely to cause damage, complaint or nuisance			£10k - £100k
2	-Client and stakeholder relationships strained -Some negative reporting in city on plc company	-Minor budgetary fluctuations within allowance given by client -Minor delays not impacting on critical path	-Minor injury to worker or third party -Environmental impact requiring management response to recover			£1k - £10k
1	-Negligible impact	-Negligible impact	-Negligible impact			<£1,000

LIKELIHOOD		Impact (max rating)	DEGREE OF RISK				
5	4		5	10	15	20	25
5	Almost Certain (>70%)	II	5	10	15	20	25
4	Probable (50-70%)		4	8	12	16	20
3	Possible (30-50%)		3	6	9	12	15
2	Unlikely (10-30%)		2	4	6	8	10
1	Negligible (<10%)		1	2	3	4	5

Degree of Risk	Risk Level
1 to 4	Trivial
5 to 8	Tolerable
9 to 12	Substantial
13 to 25	Unacceptable

PROJECT RISK ASSESSMENT

Client: Cheshire East Highways
 Contract: Street Lighting Energy Reduction
 Provider: Cheshire East Highways (CEH)

No.	Risk	Consequence	Assessment before Mitigation					Risk Mitigation Measure	Owner	Assessment after Mitigation					Comments (Include details of costings included to cover risk mitigation measure)		
			Impact				Likelihood			Impact				Likelihood			
			Rep	P/B	SHE	Com				Rep	P/B	SHE	Com				
1	If the Public react negatively to large scale roll out of part night lighting	Then Public pressure and negative press leads to a political decision to change approach with impact that £2m cannot be used in timescales to reduce energy	5	4	2	2	4	20	Therefore ensure cabinet are informed of the proposals and that they support the approach. Develop communication strategy building on the trials. Inform and consult with wards/members over the proposals. Incorporate feedback. Promote enhancement work in town centres		2	2	1	2	2	4	
2	If Energy Supplier re-structures tariff as a result of lower energy consumption at off-peak times.	Then Energy and Carbon Savings are achieved but Cost Savings are not.	3	4	1	2	4	16	Therefore model the changes in overall load and timings. Enter into early discussions with Energy Supplier to ascertain likely scenarios and agree a new framework.		2	2	1	2	3	6	If the consumption reduces by more than the 15% tolerance allowed there may be a charge by Npower, as any purchased volumes would need to be sold back to the wholesale market. We cannot estimate what this charge would be as it is completely dependent on the portfolio and market price at the time it is sold. If Npower are notified of likely reductions this charge may be avoided. However, the notification would need to fit into the timescales for agreeing our portfolio volumes. We agree the portfolio volumes in November/December each year for the following financial year. The portfolio shape is then extracted, which gives us a profile of consumption for all our consolidated volumes (volumes which fit into a flat profile of baseload or peak) we then have to trade the residual volumes (volumes which don't fit into a flat profile) on the wholesale market. It is difficult to predict how a reduction in street lighting may affect the portfolio shape, but believe it would reduce the amount of baseload volumes and increase the peak volumes (which is typically more expensive to buy). By reducing volumes between 00:00 and 05:00 which is the cheapest Use of System Charges, this means that Npower will under-recover the charges, as the profile/costs are based on the previous year's consumption, this means that Npower may charge you a penalty, or include any under recovery in the following years charges.
3	If Energy Suppliers seek to maintain present Income Stream.	Then Cost Savings resulting from reduced energy consumption are not achieved.	3	4	1	2	4	16	Therefore ensure Energy Supplier has minimal opportunity to impose penalties by ensuring that:- Inventory is accurate, PECU array is accurate, Part-Night photo cells are proven to perform accurately and that there is a testing regime in place as they are installed and operated and that Capacitors are tested and replaced to provide acceptable power factor.		2	2	1	2	3	6	
4	If a traffic accident or crime causes the proposals to be criticised leading to a claim.	Then bad press, scheme abandoned, claim against Council, reduced energy savings	4	2	4	2	2	8	Therefore Risk Assess all proposals to demonstrate safety is not compromised and crime is not adversely affected. Develop a clear strategy and work within the agreed framework. Ensure site surveys of all proposals to tailor the scheme. Consider if Safety Audits required. Review white lining / hazard signing prior to removing lighting.		2	1	2	1	2	4	
5	If the up front development and design works delay commencement of works on site	Then Spend profile will not be met and loss of funds for 2012/13	2	4	1	3	3	12	Therefore develop robust design and implementation plan. Work in packages (wards) to enable design to continue as works are ongoing.		1	2	1	2	2	4	
6	If future works to improve the asset condition resulting in re work.	Criticised for not completing as part of project	4	3	2	2	3	12	Therefore ensure that short term strategy (2012/13) is compatible with medium and longer term strategy to address asset condition.		2	2	2	2	1	9	
7	If opportunities are missed to combine Routine Maintenance activities with the Energy Reduction programme	Repeat visits and repeated costs	3	1	1	2	3	9	Therefore ensure Implementation Plan is modelled around the Routine Maintenance Cycles for the Borough		1	1	1	1	1	1	
8	If opportunity is missed to introduce lighting improvements	Then Cost savings and quality improvements not maximised	3	1	1	2	3	9	Therefore ensure Implementation Plan is modelled around the Routine Maintenance Cycles for the Borough		1	1	1	1	1	1	
9	If opportunities are missed to optimise routine maintenance budgets in conjunction with this Plan	Then ongoing Cost saving opportunities are not maximised	3	1	1	2	3	9	Therefore Revise bulk lamp change cycles to reflect longer lamp life achieved through part-night operation.		1	1	1	1	1	1	
10	If Dimming is expected to be part of the Energy Reduction strategy	Then recognise that Per-unit cost of dimming equipment is relatively high and payback period is relatively long	1	3	1	3	4	12	Therefore early modelling of options, refine strategy and only implement where other aspects have precedence (e.g. T-Centres/ high traffic routes)		1	1	1	2	2	4	
11	If existing 15ft conc coils with 35w SOX TE lanterns are not dealt with	Then possibility of this equipment disintegrating causing injury and/or damage	1	1	2	4	5	20	Therefore identify numbers involved and identify further funding for long-term Replacement Plan		1	1	1	2	2	4	
12	If existing luminaries fitted miniature or NEMA socket units	Then identification is necessary, column-by-column, for ordering equipment.	1	1	1	2	5	10	Therefore this may require full survey unless this data is available in SBS Confirm.		1	1	1	1	3	9	If info is not available, site visit and confirmation HAS to be carried out. Alternatively, Drip-feed Order equal quantities of both types, keep both types on-stock in Maintenance vehicles, install as appropriate at each column.
13	If the Implementation Plan meets with resistance/influence	Then ensure Plan aligns with a logical, economical rationale that can be defended.	1	3	1	4	5	20	Therefore explain Implementation Plan within Report. Roll-out to be in conjunction with planned cyclic activities to maximise efficiencies.		1	1	1	1	1	1	
14	If we do not implement an Energy Reduction Strategy	Then CEH will fail to deliver on it's contribution towards the overall Carbon Reduction requirements applicable to the Borough	5	2	1	5	1	5	Therefore ensure that a positive message and can-do approach is maintained. Ensure that CEH receive full buy-in from Elected Members		1	1	1	1	1	1	
15	If we prioritise Traffic Route Zones	Potential to affect the roll out of strategy in residential area due to budget constraint	3	1	1	2	2	6	Establish cost profiles to manage in budget to achieve targets		1	1	1	1	2	2	Reprofile of savings. Include as many Residential Zones as possible in year 1 to deliver saving.
16	If we encounter spurious data in the inventory relating to duplications and omissions.	Potential issues that affect accuracy of energy payment	2	3	1	2	5	15	Therefore RJ to be made aware of details and implement parallel review/amend activity		1	2	1	2	4	8	Corrections must be done as and when anomalies are found.

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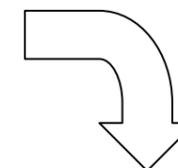
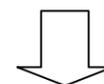
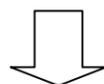
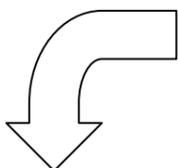
Appendix B

Energy Saving Options Assessment

Option	Political	Economical	Social	Technical
Switch off lighting (proposed or some traffic routes)	Saves energy and carbon but removes a street lighting service in total. Could be a negative reaction from residents close to the routes and a positive reaction from the dark sky supporters.	Total energy saving, very quick return on investment, lower lamp wattages means lower per-unit energy savings	Creates a dark environment in urban areas which will be uncomfortable and could risk increased crime / accidents etc.	Simple and instant. Can be reverted at minimal cost in the short term. Equipment will quickly deteriorate if not operated. Risk of accident rate increasing.
Remove Lighting (proposed or some traffic routes)	Removes asset and any future liability / costs for maintenance and or replacement. Unlikely to be acceptable in most areas.	Higher costs than switch off or part night lighting. In the longer term this will bring the biggest savings.	Creates a dark environment in urban areas which will be uncomfortable and could risk increased crime / accidents etc.	Could only be reverted at significant cost. Risk of accident rate increasing.
Part-night lighting (proposed for residential)	Saves energy and reduces carbon. Could be a backlash from residents.	High savings in carbon and energy achieved for low investment.	Lighting only operated part night when there is low footfall and exemptions account for high risk areas where lighting will be replaced with white light subject to affordability.	Simple exchange of photo-cells, quick implementation, effective use of capital impacts across larger area. Can be reverted at same cost. BS standard not impacted as lighting either off or on.
White light lantern swap using fluorescent and or LED (proposed for some residential and key traffic route junctions)	Saves energy and reduces carbon. White light will provide the perception of improved lighting.	Greater capital investment per unit so can only be used within affordable limits. Will provide maintenance savings.	Public perceive an improvement so may be a win win if used in more deprived / higher crime areas etc.	Straightforward luminaire swap. Can also incorporate part night and/or trimming. Reduction in light levels but lighting is a white light
Re-lamping existing SON lanterns with white light Streetwise CMH (applicable to residential and traffic routes)	Saves energy and reduces carbon. White light will provide the perception of improved lighting.	Less cost than new lanterns and will provide maintenance savings.	Public perceive an improvement	Can only be implemented on certain luminaires, detailed investigations of existing equipment required.
Dimming (proposed for urban traffic routes and town centres)	Saves energy and reduces carbon. Unlikely to be noticeable to residents.	Long return on investment due to relatively high capital costs and limited savings compared to part night.	Very little impact	CMS with compatible gear or new gear and local dimming controls
Trimming (all lighting)	Very little impact	Reasonable return on investment	very little impact	Simple exchange of photo-cells, quick implementation, can be incorporated with part-night cells.

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1. Prepare Borough-wide "Master" drawing c/w Zone Identifiers
2. Identify and plot on Borough-wide drawing all Major (Lit) Traffic Routes – shape files
3. Break down the Borough into Working Areas (based on Bulk Change & Clean programme Zones and plot on Master Drawing
4. Prepare Area drawing(s) for each Working Area using GIS shape file data provided
5. Production Line as per running order
6. Production process adapted to suit Traffic Route and RZ drawing requirements



RESIDENTIAL ROADS & INDUSTRIAL ESTATES

Change residential areas to part night between midnight and 5.30 with exceptions changed to low energy fluorescent luminaires. Process detailed below:

1. Identify residential streets and Industrial streets
2. Note CCTV Camera locations
3. Identify and note Traffic Calmed streets
4. Identify and note Ped Xings / Subways
5. Identify and note Remote Footpaths / Alleyways
6. Identify and note "fear of crime" areas – consider graffiti, vandalism, anti-social evidence
7. Identify and note key junctions [give way signs]
8. Identify and note high night footfall / high night vehicle access areas

Document potential Exemption areas and clearly note logic

Include proposals for Low Energy Fluorescent luminaires on the design drawings and schedules

Identify Part Night Lighting areas on the design drawings and schedules

RURAL LIT TRAFFIC ROUTES

Lighting that is situated on inter urban and rural traffic routes will be switched off unless identified for exemption. It is anticipated that Rural traffic Routes will have fewer exemptions. Assessment criteria is stated below:

As part of survey, identify and note columns that will be proposed for switch off. Lighting will be proposed for switch off when it satisfies the following criteria:

1. There are very few houses/businesses/amenities that have vehicular access to the road
2. There are no schools or high traffic generating venues that have direct access/egress onto the traffic route
3. There are no traffic signalled junctions
4. There are no heavily used pedestrian crossings (with a refuge beacon), zebra crossings, speed humps, speed control chicanes or the like
5. There are no roundabouts

Document potential Exemption areas and clearly note logic

Develop drawings and schedule identifying proposals for switch off and dimming

URBAN LIT TRAFFIC ROUTES

Lighting that is situated on inter urban and rural traffic routes will be switched off unless identified for exemption. It is anticipated that Urban traffic Routes will be largely exempt.

Additional urban assessment criteria is noted below:

1. Where lighting is retained identify major junctions and/ or any areas where significant TM costs are likely or access is very difficult and propose LED lighting. Note LED replacement lighting must be designed to meet the CEC lighting standards – likely to be BS5489
2. Consider dimming of existing lighting in all other areas but exempt any areas where traffic flows remain high at night, accidents are higher than average.

Document potential Exemption areas and clearly note logic

Include proposals for LED and Dimming on the design drawings and schedules

TOWN CENTRE MAIN STREETS

Lighting in town centres will be dimmed when traffic flow and footfall drop significantly. Lighting will be upgraded to white light in high footfall shopping and tourist areas where not already a white light source

1. Identify and note main shopping/social streets
2. Identify and note "fear of crime" areas – consider graffiti, vandalism, anti-social evidence Plot CCTV Camera locations
3. Consider Traffic / Night activity Data, evaluate least-flow periods
4. Review timings for Dimming
5. Identify and note Action/Exemption areas/locations

Document potential Exemption areas and clearly note logic

Include proposals for LED and Dimming on the design drawings and schedules

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CHESHIRE EAST COUNCIL

REPORT TO: ENVIRONMENT & PROSPERITY SCRUTINY COMMITTEE

Date of Meeting: 24th July 2012
Report of: Neil Morgan
Subject/Title: Proposal for the adoption of a revised Street Naming and Numbering Policy for Cheshire East Council

1.0 Report Summary

- 1.1 Cheshire East Council has a legal responsibility to ensure that streets are named and properties are named and/or numbered. Prior to local government reorganisation this function was carried out by the former councils under different legislation, some of which has been difficult to identify; as a result, it is necessary for the Council to formalise its view as to which legislation it wishes to apply. It is also necessary to adopt a clearly defined policy in relation to the provision of the service in order to ensure clarity and to assist with the delivery of an efficient and consistent service.
- 1.2 This report provides information about the proposed adoption of legislation in relation to street naming and about the adoption of a new Street Naming and Numbering policy. The draft policy governs the provision of the Street Naming and Numbering service and has been based upon best practice guidance - "Data Entry Conventions and Best practice for the National Land and Property Gazetteer" as recently published by the Improvement and Development Agency (I&DeA) via Geoplace.
- 1.3 This report invites the Environment & Prosperity Scrutiny Committee to consider the draft policy in relation to the Street Naming and Numbering service for Cheshire East Council and to formulate comments for consideration by the Cabinet Member for Environment when he is asked to formally determine the policy.

2.0 Decision Requested

- 2.1 The Environment & Prosperity Scrutiny Committee is requested to:
 - 2.1.1 consider the draft Street Naming and Numbering policy at Appendix A to the report; and
 - 2.1.2 formulate any comments in relation to the draft policy which the Committee would wish to be taken into consideration by the Cabinet Member for Environment when he is requested to formally determine the policy.

3.0 Reasons for Recommendations

- 3.1 Place matters, and knowing where that place is allows us to provide a better service for our customers. As more and more systems rely on some form of location database it becomes evermore important to have confidence in our address holding. The service is supported by statutory legislation which not only provides guidelines for correct addressing methodology but also gives the power to impose penalties if recommendations are ignored.
- 3.2 Address data is made available to the Royal Mail who provide the postcode and post town information. It is also supplied to the emergency services with the Emergency Services having agreed to adopt AddressBase, which is derived from the NLPG as their address database from 2011.
- 3.3 The Street Naming and Numbering Service is currently delivered by two Street Naming and Numbering officers. As well as providing this statutory service they also help maintain the Local Land and Property Gazetteer (LLPG) under the direction of the LLPG Custodian ensuring all address intelligence gathered is available to Cheshire East systems which use address data from the LLPG. This is an obligation placed on all local councils through the Public Sector Mapping Agreement.
- 3.4 In order to support the delivery of an effective Address Management service it is vital that an appropriate Street Naming and Numbering policy is implemented to provide a clearly defined good practice framework for the delivery of the Street Naming and Numbering service.

4.0 Wards Affected

- 4.1 All

5.0 Local Ward Members

- 5.1 All

6.0 Policy Implications including - Climate change and Health

- 6.1 The report requests that the Scrutiny Committee considers a draft policy in relation to the Street Naming and Numbering functions.

7.0 Financial Implications (Authorised by the Borough Treasurer)

- 7.1 The Council's LLPG Gazetteer Management System are currently used to manage the Street Naming and Numbering process. The cost of controlling, managing and dealing with paper and e-applications can be met from within existing resources.
- 7.2 It is essential that a new policy is implemented to facilitate the effective delivery of the Street Naming and Numbering Service and the attendant benefits realised from a well-run, proactive service. It is also possible to make administrative charges to applicants in many cases. Although this should not be seen as a financing mechanism it emphasises the value of the service to the applicant while potentially covering basic costs.

8.0 Legal Implications (Authorised by the Borough Solicitor)

- 8.1 Cheshire East Council has the legal responsibility to ensure that streets are named and properties numbered. The relevant legislation for street naming and numbering is contained within various provisions under;
- the Town Improvement Clauses Act 1847;
 - the Public Health Acts 1875 to 1925;
 - the Public Health Act Amendment Act 1907; and
 - the Cheshire County Council Act 1980

- 8.2 Section 11 of the Cheshire County Council Act 1980 continues to apply post local government re-organisation in relation to the allocation by the Council to buildings in a street of such numbers as it thinks fit.

- 8.3 There are a number of different pieces of adoptive legislation which may be utilised in relation to street naming functions. On 16th April 2012 the Cabinet Member for Environmental Services resolved to express the intention to pass a resolution to adopt the following legislative provisions:

- (i) section 17 of the Public Health Act 1925;
- (ii) section 21 of the Public Health Acts Amendment Act 1907; and
- (iii) section 19 of the Public Health Act 1925

Section 17 of the Public Health Act 1925 allows a notice proposing a street name to be served on a council. Where the council object, it is unlawful for the street sign to be erected until the objection is either withdrawn by the council or overruled on appeal to the Magistrates' court. Any person acting in contravention is liable to a maximum penalty of £200 on conviction.

Section 21 of the Public Health Acts Amendment Act 1907 provides for the alteration of a street name with the consent of two-thirds of the ratepayers/council tax payers living in the street. It also gives power to mark the altered street name and there are offences for any person who obliterates, defaces, obscures, removes, or alters any such name.

Section 19 of the Public Health Act 1925 requires a council to mark (and renew/alter) the name of every street in a conspicuous position. It also provides for the prosecution of any person who pulls down such an inscription or erects a different name or places any advertisement within 12 inches of a street nameplate.

- 8.4 As a part of the adoption process, the Council is required to provide public notice of its intention to pass the resolution in a local newspaper for two consecutive weeks. It must also serve such notice, no later than the date on which the notice is first published in the newspaper, on every parish council or community council affected. Following the publication of the requisite notice the Cabinet Member for Environment will be requested to make a further decision to both confirm the adoption of the legislation and to adopt a policy in relation to the street naming and numbering function.

9.0 Risk Management

- 9.1 The Council will need to agree to adopt the relevant legislation to support the Street Naming and Numbering service. It is essential that the service adheres to performance management guidelines in providing addresses for internal use as well as the Royal Mail and the emergency services.

10.0 Background and Options

- 10.1 Further to the decision of the Cabinet Member in relation to the intended adoption of legislation in relation to street naming, the purpose of this report is to submit to the Scrutiny Committee the draft policy in relation to the allocation, management and use of all addresses used by the authority and in particular, for new developments and conversions. This includes the allocation of street names, changes to property names and the addition of new names.
- 10.2 An immediate benefit of setting up a corporately recognised reference address database is that anyone within the organisation can gain value from using it. Integrating the master address database with other internal systems avoids duplication of data and maintenance. Establishing a single corporate address gazetteer reduces the 'cost of ownership' of multiple gazetteers, while merging gazetteers can bring financial and other benefits by discovering properties known by one department but completely unknown to another.
- 10.3 All Local Authorities are required to develop a Local Land and Property Gazetteer (LLPG) which is a definitive master list of all land and property addresses within the Authority. This forms part of the National Land and Property Gazetteer (NLPG). The LLPG will be the definitive master address list for all services to use and will have live links to all other major systems, namely Electoral Registration, Finance, Planning, Environmental Health, Neighbourhood Services and Customer Relationship Management.
- 10.4 It is important to recognise that there is one definitive address that is used by all services when contacting residents and businesses, and for customer use via the web site. A definitive and single address system will enable all information about a property or piece of land to be retrieved from all the Council's back office systems (as above) and enable a joined up response to customer enquiries. All requests for addresses will therefore be directed to the LLPG Custodian, at Cheshire East Council who will liaise, as appropriate, with the SNN Officers.
- 10.5 The policy seeks to provide fair and accurate advice regarding street naming and numbering with a clear methodology and methods of appeal should the Council's decision not suit the applicant.
- 10.6 Following the publication of the requisite notice the Cabinet Member for Environment will be requested to make a further decision to both confirm the adoption of the legislation and to adopt a policy in relation to the street naming and numbering function. The final policy, as approved, will be published on the authority's website and by any other method appropriate for bringing it to the attention of those who require guidance in the activities described in the document both within Cheshire East Council and in the public domain.

11.0 Access to Information

- 11.1 The background papers relating to this report can be inspected by contacting the report writer:

Data Entry Conventions and Best practice for the National Land and Property Gazetteer” published by the Improvement and Development Agency (I&DeA) via Geoplace. <http://www.iahub.net/docs/1325605982013.pdf>

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Appendices:

Appendix A – Glossary of terms

Appendix B – Street Naming and Numbering Policy

Appendix A

General glossary of terms in relation to address management:

DEC	Data Entry Convention
ECM	Enterprise Content Management
I&DeA	Improvement and Development Agency
LLPG	Local Land and Property Gazetteer
LSG	Local Street Gazetteer
PSMA	Public Sector Mapping Agreement
NLPG	National Land and Property Gazetteer
NSG	National Street Gazetteer
SNN	Street Naming and Numbering



Street Naming and Numbering Policy

Service owner:	<i>Places and Organisational Development</i>
Policy owner:	<i>John Nicholson, Strategic Director of Places and Organisational Capacity.</i>
Status:	<i>Draft v0.4</i>
Date:	<i>24th July 2012</i>
Consultation:	<i>No</i>
Revision/review/renew date:	<i>24th July 2013</i>
Key words:	<i>Street Naming and Numbering, SNN, Local Land and Property Gazetteer, Local Street Gazetteer, LSG, Address Management.</i>
Links:	www.nlpg.org.uk

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1. Executive summary

This Street Naming and Numbering Policy defines the approach Cheshire East Council will take to ensure that all properties within the Borough are accurately addressed (Local Land and Property Gazetteer) and all streets are appropriately named (Local Street Gazetteer), in accordance with the adopted legislation and best practice data entry conventions as defined by the nationally responsible body, Geoplace.

Accurate address data is fundamental to the provision of key services within Cheshire East. As well as supporting local service delivery Cheshire East Council has a statutory obligation to maintain the Local Land and Property Gazetteer and the Local Street Gazetteer. As part of the Public Sector Mapping Agreement (PSMA) and the associated Data Cooperation Agreement (DCA) the authority is required to supply regular updates to Geoplace and Ordnance Survey to support the creation and maintenance of the National Address Database (AddressBase). AddressBase is the definitive source of address data used by all key public sector service organisations.

2. Introduction

2.1 *Purpose, aims and vision*

The purpose of this policy is to confirm the legislation adopted by Cheshire East Council in support of the authority's statutory duty to provide a Street Naming and Numbering service and maintain the Local Land and Property Gazetteer and the Local Street Gazetteer. Additionally it defines the activities and approaches that will be adopted by Cheshire East Council to ensure the implementation of a best practice Street Naming and Numbering service.

Accurate address data is essential in supporting the delivery of key council services. Council Tax, Elections, Children's and Adult's services, Highways, Planning, Customer services all require accurate address data to support their operational and strategic activities. The provision and use of accurate and consistent address data across all council services enables joined up service delivery and the analysis of service coverage and effectiveness based upon location.

This policy by confirming the legislation adopted by Cheshire East Council clarifies the obligations and powers possessed by the authority, avoiding confusion and enabling the delivery of an appropriate and consistent service to internal and external customers. The definition of the primary activities and good practice approaches to be undertaken as part of the Street Naming and Numbering service will enable the creation of standardised processes and procedures to ensure the delivery of a quality service to all customers.

2.2 *Policy context*

Cheshire East Council has a need to rationalise and clarify the legislation in relation to Street Naming and Numbering and implement an unambiguous policy to facilitate the delivery of an efficient and effective service that meets best practice standards. The adoption of the proposed legislation and the implementation of this policy will provide clarity concerning the

implementation and delivery of the service and provide the basis for a cost effective and quality service.

The importance of place and understanding local service delivery has been identified as key mechanism in ensuring a better service for our customers. As more and more systems rely on some form of location database it becomes ever more important to have confidence in our address data. The Street Naming and Numbering service is supported by statutory legislation which not only provides guidelines for correct addressing methodology but also gives the power to impose penalties if required.

Significant changes have taken place at a national level regarding the management and collection of address data. A new organisation, Geoplace, has been created which alongside the Ordnance Survey is supporting the creation of a national address database – AddressBase. This national address database will be derived from each local authority's Local Land and Property Gazetteer (LLPG). To ensure data is accurate and comprehensive Geoplace and Ordnance Survey have implemented new contracts (Public Sector Mapping Agreement and Data Cooperation Agreement) to ensure all local authorities maintain and improve the quality of the data they hold within their LLPG databases in line with an agreed annual improvement schedule.

3. Policy details

3.1 Policy option appraisals

The implementation of the Street Naming and Numbering policy will mitigate risk to Cheshire East council in a number of ways, it will:

- Clarify the authority's powers and obligations with regard to Street Naming and Numbering
- Enable the authority to meet its targets with regard to address data quality and so avoid potential negative financial implications
- Help to ensure a high quality and consistent service and so avoid loss of reputation

3.2 Evidence base for policy options

Option 1: Adopt the Proposed Legislation and Good Practice Guidelines as defined in the new Policy

Cheshire East Council currently has an unclear policy relating to Street Naming and Numbering, the legislation still in place from the legacy authorities is potentially conflicting. This is leading to confusion and issues in delivering a consistent and high quality Street Naming and Numbering service to the public. Following a review of the legislation it has been proposed that the legislation detailed in the body of this Policy will be adopted by Cheshire East council to support the effective delivery of the Street Naming and Numbering service. Additionally best practice principles as defined in: "Data Entry Conventions and Best Practice for the National Land and Property Gazetteer DEC-NLPG Version 3.2 December 2011- A Reference Manual" will be adopted to ensure that a consistent high level of service is provided in line with acknowledged national good practice and in support

of our obligations under the Public Sector Mapping Agreement and the Data Cooperation Agreement.

Option 2: Do nothing

Doing nothing would present Cheshire East council with an increased level of risk. The current issues and confusion surrounding the Street Naming and Numbering service would perpetuate. The development of improved processes and procedures would be hampered leading to a further potential degradation in service and data quality. Additionally Cheshire East Council would find it difficult to meet its contractual agreements defined under the Public Sector Mapping Agreement and the Data Cooperation Agreement to maintain the Local Land and Property Gazetteer. Not meeting the agreed targets defined in the annual improvement schedule risks the removal of Public Sector Mapping Agreement status, under which Cheshire East council currently receives all Ordnance Survey mapping products for free (A commercial contract to licence the data from OS would cost in the region of £100,000) as well as the possibility of having the Local Land and Property Gazetteer database taken over by Geoplace and maintained on the authorities behalf, for a fee to be determined by Geoplace.

3.3 Policy recommendations

The recommended option is option 1: To adopt the legislation and good practice guidelines as defined in this policy document.

3.4 Policy statement

- 3.4.1 Cheshire East Borough Council ('the Council') has statutory powers relating to the naming and numbering of streets within its administrative area. The Council uses sections 17 and 19 of the Public Health Act 1925 together with section 21 of the Public Health Act Amendment Act 1907 for the purpose of naming streets, and section 11 of the Cheshire County Council Act 1980 in relation to the numbering of properties. Further details of the legislative provisions are set out in paragraph 4 below.
- 3.4.2 Anyone seeking an address change, or the creation of an address for a new property, must apply to the Council in writing following the procedures outlined in this policy. The Council has the power to approve or reject proposed street names submitted by developers or the general public, or prescribe its own addressing schemes
- 3.4.3 Proposals for street names from developers and the public are welcome for consideration. However it is recommended that more than one suggestion is put forward in case the primary suggestion fails to comply with the guidelines in this policy. It is advantageous for all suggestions for street and building names to reflect the local area or have a connection with Cheshire East, where possible and where it avoids duplication. If suggestions conform to this Policy on Street Naming and Numbering and, for street names, do not meet with an objection from the Town/Parish Councils, the new address will be formally allocated and all relevant bodies will be notified.

- 3.4.4 Where street names have been established without reference to the Council, the Council has the authority, with the consent of two-thirds of the ratepayers in the street, to alter the name of a street, under section 21 of the Public Health Acts Amendment Act 1907.
- 3.4.5 To aid the emergency services, the Council will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed from that street will be officially addressed to include that street name and also where appropriate, new addresses are numbered.
- 3.4.6 In addition to complying with appropriate legislation, this policy is compliant, at the time of implementation, with the document “**Data Entry Conventions and Best Practice for the National Land and Property Gazetteer DEC-NLPG Version 3.2 December 2011 A Reference Manual**” produced by the Geoplace and available from the National Land and Property Gazetteer custodians at www.nlpg.org.uk.
- 3.4.7 This policy will be reviewed periodically and updated in line with regional national and guidance.

13 Applicable Legislation

4.1 Section 17 of the Public Health Act 1925:

Allows a notice proposing a street name to be served on the Council by a person proposing to name the street. The Council may object to the proposed name within one month of receipt of the notice. It is unlawful for a street sign to be erected until (a) the expiry of one month after notice of the proposed name has been served on the Council; and (b) if the Council has objected to the proposed name, the objection is either withdrawn by the council or overruled on appeal to the Magistrates’ Court. Any person acting in contravention is liable to a maximum penalty of £200 on conviction.

4.2 Section 21 of the Public Health Act Amendment Act 1907:

Provides that the Council may, with the consent of two-thirds in number of the ratepayers, and persons, who are liable to pay an amount in respect of council tax, in any street, alter the name of such street or any part of such street. It also gives the Council power to mark the altered street name.

The section also provides that it is an offence for any person, wilfully and without the consent of the local authority, to ‘obliterate, deface, obscure, remove or alter’ any such name. Any person acting in contravention is liable to a maximum penalty of £200 on conviction.

4.3 Section 19 of the Public Health Act 1925:

Provides that the Council shall mark (and from time to time renew or alter) the name of every street in a conspicuous position.

The section also provides that it is an offence for any person to pull down such an inscription, to erect a different name, or to place any notice or advertisement within 12 inches of a street name marked in accordance with section 19. Any person acting in contravention is liable to a maximum penalty of £200 on conviction.

4.4 **Section 11 of the Cheshire County Council Act 1980:**

Provides for the allocation by the Council to buildings in a street of such numbers as the Council thinks fit, and allows the service of a notice requiring the owner/occupier of a building to mark the number in a manner which is legible from the street. The owner/occupier is required to maintain the mark so that it remains legible from the street and to keep the view of the mark unobstructed to such extent as is practicable.

The Council may also alter numbers under this section and the same requirements on the owner/occupier will apply. The Council may require a building to be marked with some identification other than a number. Again, the same requirements as to maintenance and unobstructed view on the owner/occupier will apply. Any owner/occupier who fails to comply with a notice served or contravenes the requirements relating to maintenance of the mark is guilty of an offence, and liable on summary conviction to a £50 fine. The Cheshire County Council Act continues to apply post local government re-organisation.

5 **Naming Streets**

5.1 New street names

5.1.1 As detailed above, section 17 of the Public Health Act 1925 requires notice of a proposed street name to be sent to the Council. The Council has the power to object to any proposed street name, and may do so within one month of receipt of the notice of the proposed name. The Council also has the responsibility, under section 19 of the Public Health Act 1925 to ensure that street name plates are displayed.

5.1.2 Property developers and local residents may suggest names for new streets. Any such suggestions must be submitted, in writing, to the Street Naming and Numbering Officer (at the address below) for consideration against the Council's criteria (set out in paragraph 4). If a suggestion does not meet the requirements of the naming guidelines, the Council will, by notice served in writing, formally object to the proposed name. The person proposing the name has the right to appeal against the objection within twenty-one days.

5.1.3 In cases where the proposed name does meet the street naming guidelines, consultation in relation to the proposed street name will take place with the relevant Ward Councillors and the Town/Parish Council. The Ward Councillors or Town/Parish Council may either confirm their support for a suggested name or may object to it and offer their own alternatives. Any alternative suggestion will be checked to ensure that it meets the accepted naming criteria. Once a suitable suggestion from the Ward and Parish councillors has been selected by the Street Naming and Numbering Officer, agreement will be sought with the developer.

5.1.4 Where a street is created as all or part of a new development, all costs for the erection of new street name plates will be paid for by the property developer. There is a specification for the plates and their locations and the Council should be contacted for advice.

Maintenance of street name plates becomes the responsibility of the Council only once the developer has left the site and the street has been adopted.

- 5.1.5 No street name plate is allowed to be erected until the street name has been confirmed in writing by Cheshire East Council. NB section 17 – not lawful to set up an inscription until the expiration of one month from the date the notice has been sent to the Council or where objection made, the objection is withdrawn or overruled on appeal.

5.2 Alteration of street names

- 5.2.1 The changing of a street name shall be avoided, unless there is specific and sufficient reason to do so. This may come in the form of a new development in the street, or a request from the emergency services. The Council will pursue alternative solutions and only change the name as a last resort. In the event that the street name needs to be changed the following steps shall be taken:

- (i) consultation takes place with all affected rate-payers and council tax payers and the appropriate Ward and Parish Councillors. Two-thirds of the of the ratepayers, and persons who are liable to pay an amount in respect of council tax, in any street, must be provide consent in order for the proposed change to proceed;
- (ii) a report, with evidence of the ratepayers' and council tax payers' approval, shall be made to the Strategic Director - Places, requesting a decision to instigate the change.

6 **Street Naming Guidelines**

- 6.1 The Street Naming and Numbering Officer will use the following guidelines when determining whether a new street name is acceptable. Property developers, members of the public, Ward Councillors and Town/Parish should take account of these guidelines in relation to any names they wish to suggest to the Council.
- (a) The Council will endeavour to promote names with a local or historic significance to the area. However, it is not sufficient cause to object to a name if it fails to meet this criterion.
 - (b) Names with a common theme are encouraged on large developments, preferably with a local or historic connection. Two developments with the same theme within the Borough shall be avoided.
 - (c) Any street name that promotes a company, service or product will not be allowed. Names based on a developer's trading name are seen as advertising and are not acceptable. An exception to this may be made for a company that no longer exists, if used solely in a historical context and the claim of advertising cannot be made.
 - (d) Naming a street after a living person is not permitted, in order to avoid offence either by inclusion or exclusion of an individual name. The only exception to this can be where the development is an affordable housing project. Only in this case, the name of a long serving councillor or ex-councillor may be used in recognition of their service. This may only apply where the councillor has ten years of continuous service, the suggestion meets with the approval of the full council and all other criteria within this policy are met.

- (e) New street names shall not duplicate any name already in use within the same locality, town or post town or a town or post town within a neighbouring SNN authority's administrative area.
- (f) Distinctions by suffix within the same or adjoining area are to be avoided, e.g. Butterworth Drive and Butterworth Road.
- (g) Street names with phonetically similar names are also to be avoided, e.g. Willows Avenue and Winnows Avenue.
- (h) Street names that may be considered or construed as obscene, racist or which would contravene any aspect of the council's equal opportunities policies will not be acceptable.
- (i) Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.
- (j) New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- (k) New street names shall not end in "s" where it can be construed as either a possessive or plural, neither shall they commence with the word "The".
- (l) All punctuation, including apostrophes, shall be avoided.
- (m) Words of more than three syllables and the use of more than two words (excluding the thoroughfare type) shall be avoided.
- (n) Street names are unacceptable if they are likely to cause spelling difficulties, as these may lead to confusion in an emergency situation or result in demands for a change of address for occupiers.

7 Numbering (or naming) of properties

7.1 As set out above, the Council has the powers under section 11 of the Cheshire County Council Act 1980 relating to the numbering (or naming) of buildings within its administrative area and the marking of such numbers (or names). When exercising its powers under section 11, the Council will take into consideration the numbering guidelines set out at paragraph 8 below.

7.2 When making a request for a plot or development to be numbered, a developer must provide either in hard copy or electronically, the following information:

- Planning Application Number – Street Naming and Numbering can only be administered subject to approved planning, without this no address will be allocated.
- Plans clearly showing plot numbers, location in relation to existing land and property, and

the placement of front doors or primary access on each plot.

- Internal layout plans, if appropriate, for development that is sub-divided at unit or floor level.
- Building Regulation Number, once available, to indicate that work has commenced.

7.3 New properties in an existing unnumbered street will require a property name. For an infill development of two or more properties accessed by a private drive, if deemed appropriate by the Council, the Council will agree with the developer the name of a property group, e.g. 1 - 4 Berryfields, Wilmslow.

7.4 The owner/occupier of a building must ensure that the mark indicating the number of the building is maintained in such a way that it remains legible from the street and must keep the view of the mark from the street unobstructed to such extent as it practicable.

8 Numbering Guidelines

- (a) All buildings in a new property development shall be numbered rather than named. Exceptions may apply in existing streets where no numbering scheme exists.
- (b) Buildings in new streets shall be numbered with odd numbers on the left hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.
- (c) Consecutive numbering may be used in a cul-de-sac or in a situation where there is no scope for future development in the street.
- (d) The number of a property will be allocated to the street onto which the front door faces. If the front door provides no direct access from that street, an exception may be made.
- (e) Numbers should remain in sequence and there shall be no exclusion of any number due to superstition or personal preference.
- (f) Flats and units shall be given individual numbers where possible; the sequence of the numbering depends on access to front doors of individual premises.
- (g) When a numbered property is converted to flats, the flats should be numbered, e.g. Flat 1, 20 High Street. A numbering scheme such as Flat A/Flat B or First Floor Flat shall be avoided. The same shall apply for units, apartments and other forms of property sub-division.
- (h) If a block of flats is built in the middle of a numbered street and cannot be integrated into the current numbering of that street, a name will be given to the block and the flats numbered internally, e.g. 1 Fiddlers House, Crewe Road.
- (i) When new properties are built on an existing street and there are no available numbers to

use whilst retaining the current sequence, a letter shall be used as a suffix, e.g. 15a.

- (j) New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.
- (k) A business name shall not take the place of a number or a building name.
- (l) Private garages and buildings used for housing vehicles and similar purposes will not be numbered.
- (m) A piece of land, e.g. a farmer's field, cannot be given an official address, only property on that piece of land can have a conventional address for the purposes of delivering mail and services.
- (n) On a street without numbers, a name will be allocated to new property.

9 Responsibility for Property Addressing

9.1 All elements of an address, with the exception of postcode and post town, will be defined by the Council. The numbers and names assigned to property and the official names assigned to streets are the Intellectual Property of the authority.

9.2 Allocation of postcodes is managed by the Royal Mail and must be confirmed by them. The Council may undertake this process on the applicant's behalf and inform the applicant and other interested parties. The authority reserves the right to complete a Street Naming and Numbering application without the provision of postcode or post town information. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of the Royal Mail. The Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

10 Charging for the Street Naming and Numbering Service

Service	Charge
Naming of a new road	TBC
Renaming of an existing road (where requested by developers / residents)	TBC
Alteration of road name for unoccupied street	TBC
Naming of a dwelling	TBC
Renaming of an existing dwelling	TBC
Numbering of individual dwelling	TBC
Numbering of a new development (including flats and apartments)	TBC
Renumbering individual dwelling (including flats and apartments)	TBC
Renumbering scheme for occupied dwellings	TBC
Addressing of a new industrial zone	TBC
Numbering / renumbering of industrial units	TBC
Naming / renaming of an industrial building	TBC
Changes to development after initial notification	TBC
Confirmation of postal address for solicitors or conveyancers	TBC

11. Equality Impact Assessment and Strategic Environmental Assessment

Equality Impact Assessment

The Equality Impact Assessment form has been completed and can be viewed here:

[EIA](#)

Strategic Environmental Assessment (if applicable)

Not applicable.

12. Performance and evaluation

12.1 *Monitoring and evaluation*

The successful implementation of the policy will be measured against the targets defined in the annual improvement schedule.

12.2 *Review*

The policy will be reviewed on an annual basis by the Local Land and Property Gazetteer custodian.

13. Consultation

Parish and Town councils will be consulted on the proposed policy adoption.

14. Implementation and action plan

TBA

12. Further information

Contacts

General enquiries regarding Street Naming and Numbering issues should be directed to:

Street Naming & Numbering Officer
Cheshire East Council
Municipal Building
Earle Street

Crewe
CW1 2BJ
Tel: 01270 537488
E-mail: addressmanagement@cheshireeast.gov.uk

Enquiries regarding street nameplates: stuart.bateman@cheshireeast.gov.uk

Applications for Street Naming and Numbering can be made online at www.cheshireeast.gov.uk or by correspondence to the address or e-mail above.

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CHESHIRE EAST COUNCIL

REPORT TO: ENVIRONMENT AND PROSPERITY SCRUTINY COMMITTEE

Date of Meeting: 24 July 2012

Report of: Strategic Director, Places and Organisational Capacity

Subject/Title: Local Sustainable Transport Fund

Portfolio Holder: Cllr Rod Menlove, Environmental Services

1.0 Report Summary

- 1.1 This report presents the Committee with information relating to the Council's successful bid for Local Sustainable Transport Fund funding.

2.0 Decision Requested

- 2.1 The Committee is asked to note the details contained in the bid summary attached, and the uses to which the funding agreement with the Department for Transport commits us to.

3.0 Reasons for Recommendations

- 3.1 The Council submitted a bid for funding to the Department for Transport for £3.509m from the Local Sustainable Transport Fund. The Council has been notified that the bid was successful. As part of the agreement for funding, the Council will be expected to achieve certain targets and outcomes to demonstrate the effective use of the funding, and that our expenditure is in accordance with the submitted bid.

4.0 Wards Affected

- 4.1 Crewe North, Crewe East, Crewe South, and Willaston and Rope.

5.0 Local Ward Members

- 5.1 See 4.1 above

6.0 Policy Implications including – Carbon Reduction - Health

6.1 A significant element of the rationale behind the LSTF is that councils will be expected to use the funding to promote more sustainable forms of transport. Hence, there are direct impacts on carbon reduction, and these are incorporated into the bid (and consequent agreement). It is anticipated that if all targets are achieved, up to 8,000 tonnes of carbon emissions would be avoided.

6.2 The accepted bid is in accordance with the Council's adopted third Local Transport Plan.

7.0 Financial Implications (Authorised by the Director of Finance and Business Services)

7.1 The funding profile of the grant offer is set out in section A7 and Table 8.1 in Appendix G of the bid application. Cost and benefits are noted in Table 11.1 of Appendix G.

8.0 Legal Implications (Authorised by the Borough Solicitor)

8.1 The Council is required to formally accept the offer of grant funding from the DfT. There are no other legal implications.

9.0 Risk Management

9.1 There are no substantial risks attached to this project.

10.0 Background and Options

10.1 The Department for Transport has set up a fund to support local sustainable transport projects. The fund – valued at £560m over four years – is used to support local authority transport schemes. There are two key aims to the fund:

- To promote jobs and employment growth
- To promote sustainable travel (such as walking, cycling and public transport)

10.2 The funding was allocated via a competitive bidding process, with authorities choosing to either bid for major schemes (up to £50m capital and revenue funding) or minor schemes (up to £5m capital and revenue funding). The minor scheme application process was split into two streams, an initial tranche for authorities with "bud ready" schemes, and a second, larger, tranche for schemes that required more preparation prior to application.

10.3 Cheshire East Council submitted an expression of interest for a minor

scheme bid in the second tranche application round. A formal bid document was then created setting out the Council's aspirations. A copy of the bid document is available electronically and has been provided to the committee via email. It contains full details of the bid, the targets we have agreed to achieve, and the costs, benefits and long term legacy. It has targeted Crewe, since the town has the highest potential for growth and the highest levels of economic inactivity, with barriers to growth and employment caused partly by transport issues.

10.4 The Committee's attention is drawn to the main elements of the bid, which is entitled "Growing Smarter Travel Choices in Crewe":

- **Theme 1 : Access to employment, apprenticeships, skills and training**
- **New town bus service**
This would serve areas of relatively high unemployment and provide a fast, frequent service to main areas of employment
- **Incentives**
Launch incentives to attract car users to use the new service are anticipated
- **Bus priority and urban traffic control measures**
Improvement to bus priority infrastructure will make public transport more attractive by making journey times faster and more reliable
- **Subsidised bus tickets**
Our bid partners (such as the Department for Work and Pensions and Crewe Chamber of Commerce) have identified barriers to employment resulting from high up-front costs of transport. Incentives are anticipated to help particularly anyone who is classed as long term unemployed
- **Wheels – 2 – work scheme**
Schemes such as scooter and cycle loan are aimed particularly at younger unemployed people and people pursuing courses of further education and apprenticeships
- **Business travel-planning support and advice**
Through better engagement of employers and employees, detailed and bespoke travel planning advice will reduce usage of private motor cars for journeys that can be undertaken through other modes of transport

- **Theme 2 : Links to the Railway Station**
- **Station travel plan**
There is a substantial programme of investment either underway or in the pipeline for Crewe Railway Station. As these plans become a reality, a detailed travel plan will help integrate all modes of transport into the railway station
- **Active travel infrastructure**
Better facilities for cyclists, pedestrians etc
- **Signage, wayfinding, and information**

Surveys have shown that a lack of signage is a barrier to active travel, as well as being uncondusive to visitors. In addition, better information (eg bus service information) would promote public transport usage

- **Theme 3 : Travel awareness, marketing and communications**
- **Promotional campaigns, web portals etc**
In order to promote active travel, use of public transport, etc, better promotion and marketing is required. In addition, contacts with business, commerce, and other employers would be used as a conduit for encouraging sustainable travel modes, and to promote employment opportunities
- **Personal travel planning advice and support**
- **Real-time travel information**
The council has previously trailed real time information. It was successful, and the funding would be used to ensure as many routes in Crewe as possible would benefit for further roll-out.
- **Travel signage and facilities**

11.0 Access to Information

Local Sustainable Transport Fund, Full Application (available electronically, provided to Committee members via email)

CHESHIRE EAST COUNCIL

REPORT TO: ENVIRONMENT AND PROSPERITY SCRUTINY COMMITTEE

Date of Meeting: 24 July 2012
Report of: Borough Solicitor
Subject/Title: Work Programme update

1.0 Report Summary

- 1.1 To review items in the 2012 Work Programme, to consider the efficacy of existing items listed in the schedule attached, together with any other items suggested by Committee Members.

2.0 Recommendations

- 2.1 That the work programme be received and noted.

3.0 Reasons for Recommendations

- 3.1 It is good practice to agree and review the Work Programme to enable effective management of the Committee's business.

4.0 Wards Affected

- 4.1 All

5.0 Local Ward Members

- 5.1 Not applicable.

6.0 Policy Implications including - Climate change - Health

- 6.1 Not known at this stage.

7.0 Financial Implications for Transition Costs

- 7.1 None identified at the moment.

8.0 Legal Implications (Authorised by the Borough Solicitor)

- 8.1 None.

9.0 Risk Management

9.1 There are no identifiable risks.

10.0 Background and Options

10.1 In reviewing the work programme, Members must pay close attention to the Corporate Plan and Sustainable Communities Strategy.

10.2 The schedule attached, has been updated in line with the Committees recommendations on 26 June 2012. Following this meeting the document will be updated so that all the appropriate targets will be included within the schedule.

10.3 In reviewing the work programme, Members must have regard to the general criteria which should be applied to all potential items, including Task and Finish reviews, when considering whether any Scrutiny activity is appropriate. Matters should be assessed against the following criteria:

- Does the issue fall within a corporate priority
- Is the issue of key interest to the public
- Does the matter relate to a poor or declining performing service for which there is no obvious explanation
- Is there a pattern of budgetary overspends
- Is it a matter raised by external audit management letters and or audit reports?
- Is there a high level of dissatisfaction with the service

10.4 If during the assessment process any of the following emerge, then the topic should be rejected:

- The topic is already being addressed elsewhere
- The matter is subjudice
- Scrutiny cannot add value or is unlikely to be able to conclude an investigation within the specified timescale

11.0 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

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Environment and Prosperity Scrutiny Committee Work Programme – 13 July 2012

Issue	Description /Comments	Officer	Suggested by	Portfolio	Corporate Priority	Current Position	Date
Highways Maintenance Update	To receive a report on the first six months of the new contract	Mark Averill	Chairman	Environmental Services Cllr Menlove	Ensure a sustainable future	On Target	24 July 2012
Street Lighting Strategy	To give consideration to a report on Council's Street Lighting Strategy	Kevin Melling	Officer	Environmental Services Cllr Menlove	Ensure a sustainable future	On Target	24 July 2012
Street Naming	To give consideration to the proposed policy	Neil Morgan	Officer	Environmental Services Cllr Menlove	Ensure a sustainable future	On target	24 July 2012
Local Sustainable Transport Fund	To receive a presentation on funds received through LSTF	Chris Williams	Chairman	Environmental Services Cllr Menlove	Nurture strong communities	On Target	24 July 2012
Future Operation of Macclesfield Town Hall	To give consideration to the future running and preferred operating model for the town hall	Caroline Simpson	Committee	Prosperity and Economic Dev Cllr Macrae	Ensure a sustainable future	Deferred from 24 July 2012	TBC
Transport Consultation Evaluation	To consider the evaluation of the transport consultation	C Williams Jenny Marston	Committee	Environmental Services Cllr Menlove	Nurture strong communities	Awaiting statistical analysis	18 September 2012
High Speed Two (HS2)	To receive a briefing on the current status of HS2 in Cheshire East	Andrew Ross	Committee	Prosperity and Economic Dev Cllr Macrae	Ensure a sustainable future	Waiting for Officer confirmation	18 September 2012
Alfresco Licensing Update	To consider a report on the 12 month review inc. income and costs	Mark Averill	Committee	Environmental Services Cllr Menlove	Nurture strong communities	On Target	18 September 2012
Pre Planning Application Service	To receive an update	A Fisher	Committee	Communities Cllr Bailey	Nurture strong communities	On target	18 September 2012

Environment and Prosperity Scrutiny Committee Work Programme – 13 July 2012

Visitor Economy Strategy	To consider an update on the visitor economy of Cheshire East	Richard Milkins	Portfolio Holder	Prosperity and Regeneration Cllr Macrae	Ensure a sustainable future	On Target	18 September 2012
Corporate Landlord Model (6 month performance summary)	To receive a 6 monthly performance summary	Caroline Simpson	Officer	Prosperity and Economic Dev Cllr Macrae	Ensure a sustainable future	On Target	15 October 2012
Carbon Management Programme – Annual Review	To receive an update on the programme including work undertaken to reduce the carbon footprint of schools	Caroline Simpson	Committee	Environmental Services Cllr Menlove	Ensure a sustainable future	On Target	18 December 2012
Christmas Bin Collections	To ensure the revised collection service was effective and cost efficient	Ray Skip	Committee	Environmental Services Cllr Menlove	Nurture strong communities	On Target	22 January 2012

Task and Finish Groups

Car Parking – To be completed by September 2012

Planning Enforcement – To be completed by September/October 2012

Waste – To be completed by September/October 2012

Possible Items to Monitor or consider at future Meetings

- **Environment – Cllr Menlove**
- Community Transport Review – Suspended
- Local Sustainable Transport Fund
- Waste Needs Assessment/Recycling (informing Local Plan process)
- Household Waste Recovery Centres, Glass Bring Banks, Waste Procurement Strategy and Anaerobic Digesters

Environment and Prosperity Scrutiny Committee Work Programme – 13 July 2012

- Crematoria
- **Development Management and Building Control – Cllr Bailey**
- Review of the Interim Planning Policy on the Release of Housing Land
- Development Management Transformation Project – Possible update on outstanding work
- National Planning Policy Framework – potential briefing

Dates of Future Committee Meetings

24 July 2012, 18 September 2012, 16 October 2012, 20 November 2012, 18 December 2012, 22 January 2013, 19 February 2013, 19 March 2013 and April 23 2013.

Dates of Future Cabinet Meetings

20 August 2012, 17 September 2012, 15 October 2012, 12 November 2012, 10 December 2012, 7 January 2013, 4 February 2013, 4 March 2013, 2 April 2013 and 29 April 2013.

Dates of Future Council Meetings

11 October 2012, 13 December 2012, 21 February 2013 and 18 April 2013.

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FORWARD PLAN 1 AUGUST 2012 - 30 NOVEMBER 2012

This Plan sets out the key decisions which the Executive expect to take over the next four months. The Plan is rolled forward every month. It will next be published in mid August and will then contain all key decisions expected to be taken between 1 September and 31 December 2012. Key decisions are defined in the Councils Constitution.

Reports relevant to key decisions, and any listed background documents may be viewed at any of the Councils Offices/Information Centres 6 days before the decision is to be made. Copies of, or extracts from these documents may be obtained on the payment of a reasonable fee from the following address:-

Democratic Services Team
Cheshire East Council ,
c/o Westfields, Middlewich Road, Sandbach Cheshire CW11 1HZ
Telephone: 01270 686463

However, it is not possible to make available for viewing or to supply copies of reports or documents, the publication of which is restricted due to confidentiality of the information contained.

A decision notice for each key decision is published within 6 days of it having been made. This is open for public inspection on the Council's Website, Council Information Centres and Council Offices.

The law and the Council's Constitution provides for urgent key decisions to be made. A decision notice will be published for these in exactly the same way.

Forward Plan 1 August 2012 to 30 November 2012

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	Relevant Scrutiny Committee	How to make representation to the decision made
CE11/12-21 Cheshire Homechoice - Allocation Policy Review	To approve the allocation policy for adoption.	Cabinet	20 Aug 2012	Partner housing providers, Homechoice officers, housing benefits, Police and community safety, tenants and residents.	Environment and Prosperity 21st February 2012	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE11/12-29 Crewe Green Link Road - Confirmation of CPO	To approve the serving of the necessary Orders to begin the compulsory purchase of land to deliver this scheme.	Cabinet	20 Aug 2012	Affected land owners and developers.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE11/12-30 Strategic Tenancy Strategy	In accordance with the Localism Act to publish a Tenancy Strategy setting out the broad objectives to be taken into consideration by Social Landlords when producing their own policies, and on the granting and reissuing of tenancies.	Cabinet	20 Aug 2012	Registered Providers and their Board Members, Stakeholders. Further guidance awaited from DCLG.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	Relevant Scrutiny Committee	How to make representation to the decision made
CE11/12-44 Review of the Interim Planning Policy on the Release of Housing Land	To approve and to recommend to Council the interim planning policy on the release of housing land.	Cabinet, Council	20 Aug 2012	With housing stakeholders, Parish Councils, Housing Market Partnership and the Local Plan database using the website, post and email.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE12/13-10 Review of Recycle Bank Sites	To review the number and type of banks provided in the light of reduced demand and improved kerbside service.	Cabinet	20 Aug 2012	To include notice to premises such as Pubs, Clubs and Hotels where collections are currently made.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE12/13-12 Affordable Housing Programme Phase 2	To approve the inclusion of identified land assets in phase 2 of the programme, and to grant permission to incorporate some open market housing into identified sites in the Crewe area.	Cabinet	20 Aug 2012	Through the Homes and Communities Agency at weekly group meetings.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	Relevant Scrutiny Committee	How to make representation to the decision made
CE12/13-13 Flexible, Public and Community Transport	To consider the results of public consultation on the Council's support for public transport and to consider proposals to deliver savings in the Business Plan 2012-15.	Cabinet	20 Aug 2012	Extensive public consultation, at key service centres and online, including with town and parish councils, community and voluntary sector groups and public transport operators.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE12/13-11 Congleton Transport and Economic Development Strategy	To authorise work to establish a range of options for measures to reduce congestion, support economic growth, and improve the strategic connectivity of Congleton.	Cabinet	17 Sep 2012	tba	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE11/12-45 Cheshire East Local Plan Core Strategy	To approve and to recommend to Council the publication draft of the Cheshire East Core Strategy.	Cabinet, Council	12 Nov 2012	With housing, business and environment stakeholders, infrastructure providers, Parish Councils and local communities through the website, email post and general publicity.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	Relevant Scrutiny Committee	How to make representation to the decision made
CE11/12-41 Future Operation of the Old Town Hall, Macclesfield	To decide upon the future running and preferred operating model for the Old Town Hall.	Cabinet	7 Jan 2013	With Macclesfield Charter Trustees and Macclesfield Forum.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)

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