

Highways and Transport Programme Entry – Volume II

Programme Criteria

August 2009

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Introduction

1 Programme Criteria

- 1.1 All Highways and Transport schemes, projects and initiatives should be identified through the agreed Highways and Transport Programmes. Every programme (with the exception of the Hertfordshire Highways Discretionary Programme) is required to demonstrate how it meets County Corporate Plan objectives and LTP2 targets. This is explained in more detail in Chapter 6 of the Programme Entry Guidance (Programme Entry – Volume I).
- 1.2 This document sets out the Criteria for each of the programmes including;
- What issues the programme will address
 - How the Works and Projects are Funded
 - How the Works and Projects are Planned and Programmed
 - The Criteria that is required to be met and how it is measured
 - How schemes and projects are selected
 - The Selection process and Criteria
 - Monitoring
 - Programme Lead Officer
- 1.3 The programmes listed in the contents page have been grouped according to the Highways and Transport Unit within which they sit. Any developments or changes to the programme criteria will be updated direct onto connect.
- 1.4 A more full explanation of the overall funding, planning, programming, selection and monitoring processes are set out in the Programme Entry Guidance (Programme Entry – Volume I).

Programme Entry Casualty Reduction Programme (LTP)

What Issues it may address

The casualty reduction programme addresses injury collisions and casualties in Hertfordshire through a mix of engineering, education and enforcement. Engineering programmes are restricted to non Highways Agency roads and education and enforcement activities are relevant for all roads in the county.

How the Works and Projects are Funded

- Safety engineering measures are funded through LTP capital and HCC revenue budgets as well as through developer contributions (Section 106).
- Education is revenue funded; cycle training and most driver and rider training is run from income charged to participants; income is also provided from partners.
- The Hertfordshire Safety Camera Partnership is funded through the Road Safety Capital Grant.
- The School Crossing Patrol Service is revenue funded.

How Works and Projects are Planned and Programmed

Collision and casualty data is run annually to provide the Hazardous Sites list used for site selection. Similar activity provides data for potential safety camera enforcement sites.

Requests for School Crossing Patrol sites are dealt with throughout the year.

Education programmes are data led and follow guidance / best practice. Planning is through the annual business planning cycle.

Criteria that is required to be met and how it is measured

There are very specific criteria for safety engineering and safety camera schemes.

School Crossing Patrol locations follow national guidance and are based on a pv^2 calculation.

Cycle training is available for all; driver rectification schemes are offered by the police to specific clients; child pedestrian skills training is focused in areas with a higher child pedestrian casualty history.

There are no current specific criteria for wider education and publicity programmes, other than they are run in response to known casualty data.

Measurement for engineering and safety cameras is through annual casualty and collision and other relevant data. There are local PIs for:

- School Crossing Patrols are measured by the number of vacant sites
- Cyclists trained
- Drivers and riders on courses

Changes in knowledge and attitude are tracked for other education and publicity programmes.

How Schemes and Projects are Selected

Selection is made through the LTP Casualty Reduction Target Delivery Group. The target lead officer is **Theresa Casbard** in the Road Safety Unit.

Selection Process and Criteria

All sites are ranked within the countywide hazardous sites **ranking list** report that is produced annually in July each year. Subject to finance available, the top 30 ranked sites are targeted for further investigation and entered into the IWP. Collision investigation reports are then prepared for each site using confidential data. The results of the studies are provided for members and the public as part of the consultation process but cannot provide details on individual collisions.

Strong links are made with the Safety Camera Partnership (SCP) for the speed related sites. Schemes are monitored for a period of at least 3 years after completion. The schemes seek to achieve a 40% reduction in recorded injury collisions from the before and after studies.

The County Council has a comprehensive programme of works and education, training and publicity, to deliver road safety measures. Safety Camera sites are identified in the summer, and are delivered on the ground the following financial year (funded by mainly revenue).

Safety education is carried out through the Service Planning process. The Road Safety Plan identifies strategic areas and so the programmes are developed to address these areas, funded by revenue money.

Monitoring

Submission of police data compiled by Herts Highways and reported in April / May for the preceding calendar year.

For each scheme a 3 year before and after study is also required to demonstrate the effect that the measures have had on achieving the target.

Programme Lead Officer

Theresa Casbard	Head of Road Safety Unit
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Programme Entry Congestion

What Issues it may address

The congestion programme addresses morning peak congestion on defined routes in six urban areas, peak period traffic flows in Watford, St Albans and Hatfield, and for measures which can make a significant difference to countywide traffic levels.

How the Works and Projects are Funded

The primary funding source is provided through Government LTP Capital Funding. Other sources of funding may also be used to complement the programme. These include developer's contributions (Sec 106), and contributions from third parties (e.g. district councils).

How Works and Projects are Planned and Programmed

Potential projects are primarily identified through the Urban Transport Plan process as the congestion and peak period traffic flow targets all relate to specific urban areas. In addition, each of the urban areas covered by the congestion target has its own congestion task group which seek to identify local solutions.

Criteria that is required to be met and how it is measured

Any schemes for the congestion will be assessed against the national indicator NI 167 Average vehicle journey time per mile during the morning peak on major inbound routes in the larger urban areas. For Hertfordshire these urban areas are defined as Watford, Hemel Hempstead, St Albans, Welwyn Garden City / Hatfield, Stevenage and Bishop's Stortford.

Peak period and area wide traffic mileage are measured against the targets set out in the Local Transport Plan. These targets are based on absolute traffic flows on an annual trajectory to March 2011.

How Schemes and Projects are Selected

The County Council has a statutory obligation to tackle congestion and the causes of congestion under the Traffic Management Act 2004.

Lists of schemes are for bidding by each of the Congestion Action Groups (Watford, St Albans, Hemel Hempstead, Stevenage, Bishop Stortford). These groups are lead and chaired by the **Hertfordshire Highways Network Management Group**. All schemes are subject to a business case submission.

Final selection of schemes is made by the **LTP Congestion Target Group**. The target lead officer is **Trevor Mason** in Transportation Planning and Policy.

Selection Process and Criteria

The baseline data for the congestion indicator has only recently been determined (September 2009) and therefore a target and selection process have yet to be developed.

Monitoring

All schemes selected by the programme will be subject to before and after monitoring. The NI 167 and LTP targets for peak period traffic and area wide traffic are reported annually through the LTP Annual Progress report and are subject to a risk analysis to determine the likelihood of meeting the March 2011 LTP targets.

Programme Lead Officer

Trevor Mason	Transport Planning and Policy Unit
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Programme Entry Accessibility

What Issues it may address

The programme is aimed at any issues which prevent people accessing key services such as employment, health and food shopping. It covers all sectors of the population, and is not restricted to those who have a physical mobility impairment. At present the programme is focussed on access to hospitals as this is a key area for improvement identified in the LTP Accessibility Strategy.

How the Works and Projects are Funded

The primary funding source is provided through Government LTP Capital Funding. Other sources of funding may also be used to complement the programme. These include developer's contributions (Sec 106), and contributions from third parties (e.g. district councils).

How Works and Projects are Planned and Programmed

Potential schemes will be identified through the urban transport plan process and through proposals from stakeholders. The delivery of schemes will be through a variety of mechanisms, including the voluntary sector. In many cases the funding will be used to provide a grant to a third party organisation.

Criteria that is required to be met and how it is measured

Schemes will primarily be assessed against the LTP and NI target which is "the percentage of people who find it difficult to travel to a local hospital". The target is to reduce this percentage from 29% in 2005/06 to 24% in 2010/11.

Access to other facilities such as employment, food shopping, GPs, leisure facilities etc can be considered, but these will take second priority to access to hospitals.

How Schemes and Projects are Selected

Schemes are selected by the Accessibility Target Delivery Group which comprises representatives from Herts Highways strategic client, Passenger Transport Unit, Transportation Planning and Policy Unit, NHS, Community Development Agency and other voluntary sector partners.

Selection Process and Criteria

Schemes are identified through urban transport plans, parish plans, countywide strategies and the Traffic and environmental Programme, and from suggestions from the voluntary sector partners.

Schemes are assessed against a standard criteria list which cover the impact on all LTP objectives as well as the specific accessibility issues. The assessment also takes into account capital and operating cost risk, other risks, and potential for other sources of funding.

Monitoring

For each scheme a before and after study is required to demonstrate the effect that the measures have had on achieving the target.

The overall success against the target is measured by annual survey of the Hertfordshire population.

Programme Lead Officer

Trevor Mason	Transport Planning and Policy Unit
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Programme Entry Mode Share Journeys to School (LTP)

What Issues it may address

Any issues that prevent or discourage pupils from using sustainable transport on their journey to school.

How the Works and Projects are Funded

The primary funding source is provided through **Government LTP Capital Funding**. Other sources of funding can be used to complement the programme. These include developer's contributions (Sec 106), Grants (eg Sustrans Links to Schools) and contributions from third parties (eg district councils).

How Works and Projects are Planned and Programmed

The Mode Share Journeys to School target is delivered primarily through the Integrated Transport Projects, countywide **Safer Routes to School Programme (SRTS)**. It forms part of the suite of **shorter term plans** delivered through Hertfordshire Highways **Integrated Works Programme (IWP)**.

This programme sits within the Transport Programmes and Strategies Group (TPS) in Hertfordshire Highways and is delivered as an Integrated Transport Project (ITP).

This programme is supported by a number of other measures including, road safety education, cycling training and promotions such as Walk to School week.

Criteria that is required to be met and how it is measured

The criteria for Mode Share Journeys to School is based on the Local Transport Plan (LTP) performance indicator '**increase percentage of pupils who travel to school using sustainable modes of transport**'.

The target has been set to increase the percentage of pupils who travel to school using sustainable modes from 57.5% in 2005/06 to 60% in 2010/11.

Sustainable Modes are defined as all modes other than the car (eg cycling, walking, bus).

How Schemes and Projects are Selected

Schemes and Initiatives are selected by the **LTP Target Delivery Group** which for this target is School Travel Action Group (STAG). The target lead officer for Mode Share Journeys to School is **Lynda Clarke** in the Transport Planning and Policy Unit.

All schemes are considered against common criteria related to how they effectively and efficiently deliver the LTP target.

The main programme will be Safer Routes to School (SRTS) which has a record of before and after data relating to its effectiveness. The lead officer for the SRTS Programme is **Andrew Freeman** in Transport Programmes and Strategies Group in Hertfordshire Highways.

Other types of schemes and initiatives will be assessed on their likely relative performance against SRTS schemes. If they can demonstrate they can provide

greater benefit they will be selected for the target programme. The remaining funds will then be allocated to the SRTS programme for which there is a detailed selection process as set out below.

Safer Routes to School Programme Selection Process and Criteria

A Safer Routes to School countywide ranking list has been developed. It includes all Local Educational Authority (LEA) maintained and independent schools (approx 600) in Hertfordshire are included in the ranking process.

The schools are ranked according to:-

- **Accident data** – analysed by mode and journey type
- **Commitment** – involvement in initiatives such as walking buses, walk to school week, pedestrian skills training, cycle training.
- **School Travel Plan** – existence and level.
- **Potential to increase sustainable travel**– data analysed to provide information on number of pupils and number of other schools within one mile. Current mode of travel from school census.
- **History** Whether the school has been included in a SRTS scheme in previous years.

The ranking list is updated in the Spring of each year following the annual submission and approval of new School Travel Plans, the mode share information from the school census and the latest data relating to school involvement in walk to School week, walking buses and road safety training.

Following the ranking process each year between 30 to 50 schools are presented to the School Travel Action Group (STAG) for assessment.

Consideration is given to:-

- potential to convert to sustainable modes
- ease of clustering with neighbouring schools
- commitment previously demonstrated by the school to:
 - promoting sustainable transport
 - involvement in initiatives & road safety training.
- potential to provide engineering or other measures

Consideration is also given to try to ensure a fair selection of schools across districts and to include schools that by nature of their location or type may not appear in the top sector of the ranking list. Rural schools and secondary schools may often fall into this category.

Schools that have not been worked with in previous SRTS schemes are given priority but schools involved in the past may be revisited if circumstances have changed or additional works may encourage a modal change to journeys to school.

Schools are invited to participate in the SRTS programme but may (and have in the past) declined for various reasons.

Participating schools undertake to provide meeting facilities and representation at forum meetings that identify and discuss barriers to sustainable travel, potential measures and outline proposals. Invitations are extended to Police, local members, staff, governors and pupils.

Where possible schools in close proximity are clustered to facilitate joint forums and

economies of scale.

SRTS Small Works Programme

In some circumstances there may be minimal work required or possible to effect modal shift (ie just provision of cycle storage or minor waiting restrictions or small on site works etc).

In this situation discussions would take place between the School Travel Adviser, Head Teacher and Hertfordshire Highways design team with reference to the School Travel Plan to identify minor works which would then be designed and implemented normally within a quicker timescale.

Monitoring

Countywide and annual monitoring is in place through the National school census process and supplemented by the County Councils own 'hands up' and parent school surveys.

For each scheme and initiative a before and after study is also required to demonstrate the effect the measures have had on achieving the target.

Progress against the target is reported to the Highways and Transport Panel on an annual basis and is included in the LTP Annual Progress Report. The results are also included in the Environment Balanced Score Card.

Lynda Clarke	Transport Planning and Policy Unit
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Programme Entry TravelWise

What Issues it may address

The TravelWise programme is aimed at promoting sustainable transport, and therefore covers initiatives and publicity activities that encourage the use of walking, cycling, public transport and car sharing.

How the Works and Projects are Funded

TravelWise is funded from County Council revenue. As this limited, funding is also sought from third parties by pump-priming projects or seeking government grants for particular initiatives.

How Works and Projects are Planned and Programmed

Projects are considered with district councils and other stakeholders through the TravelWise steering group. Much of the budget is spend on on-going projects such as Walk to School or hertsliftshare.

A future emphasis will be on embedding TravelWise promotion within the development of transport schemes e.g. cycleways to ensure that maximum use is made of these facilities from the day of opening.

Criteria that is required to be met and how it is measured

All initiatives funded through TravelWise must be able to demonstrate that they will increase the use of sustainable transport.

How Schemes and Projects are Selected

Schemes and initiatives are selected by the TravelWise steering group, consisting of the county and district councils, other public sector bodies and business interests.

Selection Process and Criteria

There is no formal process for the selection of schemes and initiatives. The main considerations are the ability to affect modal shift to sustainable transport and the ability to attract match funding or other contributions from third parties.

Monitoring

All schemes are monitored for their impact on increasing sustainable transport, although the nature of the initiatives is often such that this is difficult to isolate from other factors.

The TravelWise programme contributes to the following performance indicators:

- Percentage of modal split in highway traffic in urban areas (percentage of road travellers using modes other than the car)
- NI 167 – Congestion – average journey time per mile during the morning peak
- Change in area wide traffic mileage (LTP)
- Cycling trips (LTP) Growth index from 2004/05 = 100

Programme Lead Officer

Lilian Goldberg	Transport Planning and Policy Unit
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Programme Entry Cycling Programme (LTP)

What Issues it may address

The cycling programmes key aim is to increase the level of cycling within the county in line with the LTP2 Cycling target and delivering the Councils Cycling Strategy.

How the Works and Projects are Funded

The primary funding source is provided through **Government LTP Capital Funding**. Other sources of funding can be used to complement the programme. These include developer's contributions (Sec 106), Grants (eg Sustrans and Cycling England) and contributions from third parties (eg district councils).

How Works and Projects are Planned and Programmed

The Cycling Trips target is delivered primarily through the Integrated Transport Projects, **Countywide Cycling Programme**. It forms part of the suite of **shorter term plans** delivered through Hertfordshire Highways **Integrated Works Programme (IWP)**.

This programme sits within the Transport Programmes and Strategies Group (TPS) in Hertfordshire Highways and is delivered as an Integrated Transport Project (ITP).

This programme is aided by a number of other measures including, Accessibility, Casualty Reduction, Mode Share Journeys to School, cycling training and the Travelwise promotions such as Bike week.

Other programmes support the cycling trips programme by ensuring the needs of cyclists are considered and changes implemented where feasible via the non motorised user audit process.

Criteria that is required to be met and how it is measured

The criteria for the Cycling Programme is based on the Local Transport Plan (LTP) performance indicator '**increase percentage of cycling trips across the authority**'.

The target has been set to increase the percentage of cycling levels within the county by 11% between 2005/6 and 2010/11. A set monitoring programme has been put in place to measure this and currently the target has been exceeded.

How Schemes and Projects are Selected

Schemes are identified through Urban Transport plans, Parish Plans, Countywide Strategies and the Traffic and Environment (T&E) Programme (to cover areas without plans).

Once schemes are identified in a Plan they are entered into the Countywide Cycling Ranking List that is used to aid in the selection of schemes that are most likely to achieve a modal shift to cycling.

Selection Process and Criteria

Schemes and Initiatives are selected by the **LTP Cycling Target Delivery Group**. The target lead officer for Cycling Trips is **David Burt** in the Transport Programmes and Strategies Group.

The Cycling Target Delivery group has been established to ensure a holistic approach to the cycling programme and is representative of officers who deliver the various programmes across different units within the authority. The target group is also responsible for the County Cycling Strategy.

All schemes are considered against common criteria related to how they effectively and efficiently deliver the LTP target.

The main programme will be the Countywide Cycling Schemes Programme which has a record of before and after data relating to its effectiveness. The lead officer for the Cycling Programme is **David Burt** in Transport Programmes and Strategies Group in Hertfordshire Highways.

The Cycling target group has developed a countywide ranking list. All cycling infrastructure schemes are ranked on a number of criteria based on attractors, detractors, potential users and other considerations. Factors within the ranking list include hilliness (average height increase of ascending slopes per km), speed limit of majority of route, total accidents per km within a 400m cordon, cycling accidents per km within a 400m cordon, distance to railway station, distance to shops, sqm of service properties per km within a 400m cordon, sqm of business properties per km within a 400m cordon, number of residential properties per km within a 400m cordon, number of school pupils (11+ years old) per km within a 400m cordon, missing link in local cycle network, part of proposed National Cycle Network.

These ranking lists are run and analysed annually, from which the highest ranking schemes and initiatives are selected.

Small Works Programme

Small works schemes such as cycle parking and softer measures are selected separately. These schemes and initiatives will be assessed on their likely relative performance against Countywide Cycling schemes programme. If they can demonstrate they can provide greater benefit they will be selected for the target programme.

Monitoring

Countywide annual monitoring is in place through the Cycling Monitoring Strategy.

For each scheme a before and after study is also required to demonstrate the effect that the measures have had on achieving the target.

Progress against the target is reported to the Highways and Transport Panel on an annual basis and is included in the LTP Annual Progress Report.

Programme Lead Officer

David Burt	Hertshighways, Transport Programmes and Strategies Group
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Programme Entry Speed Compliance (LTP)

What Issues it may address

Increasing compliance with 30mph speed limits which have been prioritised for action by the Speed Management Target Development Group. Minimum requirements will be:

- The **environment** must be suitable for a 30mph speed limit
- Recorded 85th percentile vehicle speeds on weekdays must be at least 35mph (following ACPO threshold speeds).

How the Works and Projects are Funded

The primary funding source is provided through **Government LTP Capital Funding**. Other sources of funding can be used to complement the programme. These include developer's contributions (Sec 106), and contributions from third parties (eg district councils).

How Works and Projects are Planned and Programmed

The Speed Compliance target is delivered primarily through Integrated Transport Projects via Hertfordshire Highways throughout the County. It forms part of the suite of **shorter term plans** delivered through Hertfordshire Highways **Integrated Works Programme (IWP)**.

This programme sits within the Transport Programmes and Strategies Group (TPS) in Hertfordshire Highways and is delivered as an Integrated Transport Project (ITP).

Other organisations, for example the police authority, can apply for funding if it can be demonstrated that the criteria can be met.

Criteria that is required to be met and how it is measured

The criteria for Speed Compliance is based on the Local Transport Plan (LTP) performance indicator '**increase level of compliance of weekday traffic with 30mph speed limit.**'

The target has been set to increase the percentage level of compliance of weekday traffic with 30mph speed limit from 56% in 2005/06 to 60% in 2010/11.

How Schemes and Projects are Selected

Schemes and Initiatives are selected by the **LTP Target Delivery Group** which for this target is the Speed Management Group. The target lead officer for Speed Compliance is **Ian Thompson** in the Transport, Programmes and Strategies Unit.

All schemes are considered against common criteria related to how they effectively and efficiently deliver the LTP target.

Speed Compliance Selection Process and Criteria

The Speed Management Strategy Review adopted November 2009 sets out the criteria that has to be considered. This includes:

- **Mean and 85th percentile speeds** – These need to be above ACPO

Threshold Speeds

- **Accident data** – Analysed by mode and causation
- **Environment** – A brief assessment of the appropriateness of the environment for the scheme being considered

Speed Compliance Small Works Programme

In some circumstances there may be minimal work required or possible to increase speed compliance (eg. Vehicle Activated Sign). A small budget will be allocated towards schemes such as these.

Monitoring

For each scheme and initiative a before and after study is required to demonstrate the effect the measures have had on achieving the target.

Progress against the target is reported to the Highways and Transport Panel on an annual basis and is included in the LTP Annual Progress Report. The results are also included in the Environment Balanced Score Card.

Programme Lead Officer

Ian Thompson	Hertshighways, Transport Programmes and Strategies Group
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Programme Entry Quality of Life

What Issues it may address

Quality Of Life schemes could include improvements to streetscape, pedestrian priority, energy efficiency initiatives or CO2 reduction schemes.

How the Works and Projects are Funded

The primary funding source is provided through **Government LTP Capital Funding**. Other sources of funding can be used to complement the programme. These include developer's contributions (Sec 106), and contributions from third parties (eg district councils).

How Works and Projects are Planned and Programmed

The Quality of life target is delivered primarily through Integrated Transport Projects via Hertfordshire Highways throughout the County. It forms part of the suite of **shorter term plans** delivered through Hertfordshire Highways **Integrated Works Programme** (IWP).

This programme sits within the Transport Programmes and Strategies Group (TPS) in Hertfordshire Highways and is delivered as an Integrated Transport Project (ITP).

Criteria that is required to be met and how it is measured

The criteria for Quality of Life is based on the Local Transport Plan (LTP) performance indicator:

The quality of life (Q of L) target should be used to provide improvements that may otherwise not be directly tackled by the other targets within LTP 2. The works should form complementary work packages in addition to other schemes and initiatives or may sometimes stand alone as individual pieces of work where a clear case can be made.

How Schemes and Projects are Selected

Any scheme requiring Q of L funding will need to demonstrate clearly how it contributes to one or more of the key priorities, these are:

- Sustainable communities
- the quality of public spaces and streetscape
- conservation and biodiversity
- community safety
- public health
- noise
- climate

Subject to the confirmation of scheme funding by the main target groups, schemes that require additional Quality of life funding will be directed to the Q of L target group for consideration.

Programme Selection Process and Criteria

Schemes are identified through urban transport plans, parish plans, countywide strategies and the T & E programme. They may either be complementary to existing schemes or in some cases stand alone.

Schemes that are most likely to provide a wider benefit to a significant number of residents are more likely to be prioritised over those with a limited group of users.

Monitoring

For each scheme and initiative a before and after study is required to demonstrate the effect the measures have had on achieving the target.

Progress against the target is reported to the Highways and Transport Panel on an annual basis and is included in the LTP Annual Progress Report.

Programme Lead Officer

Rupert Thacker	Hertshighways, Transport Programmes and Strategies Group
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Programme Entry Traffic and Environment (T&E) Programme

What Issues it may address

The T and E process is used to inform the Target development groups for each of the targets listed that are identified targets within the HCC LTP 2 document.

How the Works and Projects are Funded

Traffic and Environment does not have a direct funding source. Funding is dependent on being able to demonstrate how the criteria in other Highways and Transport programmes can be met, where it is appropriate.

How Works and Projects are Planned and Programmed

Traffic and Environment is delivered primarily through Integrated Transport Projects via Hertfordshire Highways throughout the County. It forms part of the suite of **shorter term plans** delivered through Hertfordshire Highways **Integrated Works Programme (IWP)**.

Criteria that is required to be met and how it is measured

The criteria for Quality of Life is based on the Local Transport Plan (LTP) performance indicator:

The quality of life (Q of L) target should be used to provide improvements that may otherwise not be directly tackled by the other targets within LTP 2. The works should form complementary work packages in addition to other schemes and initiatives or may sometimes stand alone as individual pieces of work where a clear case can be made.

How Schemes and Projects are Selected

The T and E process is as follows:

1. Concerns are collated by the area office teams through Service First, Councillor information or HJMP petitions.
2. Each concern is considered against the target requirements and additional supporting information or knowledge by the Assistant District Manager. Eg the police may be consulted for their views of the issues raised. If it believed that the problem is real and warrants further investigation against the target criteria the following steps need to be followed
3. The area office should carryout the required work either by commissioning the DT through the District Managers Budget or carryout the assessment themselves where possible.
4. If the concern is in line with the Targets requirements it should be ranked using the applicable Targets ranking formula if one is available. For example Speed Compliance.
5. If a road is to receive consideration for measures in accordance with the Speed Compliance target, speeds need to be above 35mph 85th% ile speed. Data would be required to be gathered and the case proven against the

criteria. See the Speed Management Strategy document.

If the concern does not meet the target criteria it will not be funded from the LTP budgets.

6. The DM are contacted annually by the target leads for the most recent ranked list for their target. The top ranked scheme for each district is then taken to the Target Development Group.
7. The Target Group then considers all schemes put forward including those put forward from Urban Transport Plans and Parish Plans for their relevant target.
8. Schemes are prioritised by the Target group and funding bids confirmed.
9. Schemes that do not get put forward from the area based lists or that are not successful when the target group prioritise schemes remain on the list which should be used to help inform the development and updates of Urban Transport Plan and parish Plans and for future rounds of T and E selection.

Programme Selection Process and Criteria

As above

Monitoring

For each scheme and initiative a before and after study is required to demonstrate the effect the measures have had on achieving the target.

Progress against the target is reported to the Highways and Transport Panel on an annual basis and is included in the LTP Annual Progress Report.

Programme Lead Officer

Rupert Thacker

Hertshighways, Transport Programmes and Strategies Group

Programme Entry Rural Programme

What Issues it may address

The Rural Programme develops transportation schemes, projects and services in rural areas and helps to deliver the following objectives in the Local Transport Plan.

Congestion. Obtain the best use of the existing network through effective design, maintenance and management.

Accessibility. To provide a transport system which provides access to employment, shopping, education, leisure and health facilities for all, especially those without a car and those with impaired mobility.

Environmental. To mitigate the effect of the transport system on the built and natural environment and on personal health.

To raise awareness and encourage use of more sustainable modes of transport through effective promotion, publicity, information and education.

Other. To reduce the need for the movement of people and goods through integrated land use planning, the promotion of sustainable distribution and the use of telecommunications.

How the Works and Projects are Funded

The primary funding source is provided through **Government LTP Capital Funding**. Other sources of funding can be used to complement the programme. These include developer's contributions (Sec 106), Grants (eg Sustrans national cycle network) and contributions from third parties (eg District Councils).

How Works and Projects are Planned and Programmed

The Rural Programme may identify several targets for delivery, such as speed reduction or improved accessibility. The targets are delivered primarily through the Integrated Transport Projects, countywide **Rural Programme**. It forms part of the suite of **shorter term plans** delivered through Hertfordshire Highways **Integrated Works Programme (IWP)**.

This programme sits within the Transport Programmes and Strategies Group (TPS) in Hertfordshire Highways and is delivered as an Integrated Transport Project (ITP).

This programme is supported by a number of other measures including, road safety, rights of way and passenger transport improvements.

Criteria that is required to be met and how it is measured

Each Parish Plan within the Rural Programme can deliver a suite of improvements based upon criteria within the Local Transport Plan where Performance Indicators need to be achieved. Schemes that do not meet LTP objectives can not be implemented.

How Schemes and Projects are Selected

Parish Councils are selected to participate in the Rural Programme from a ranked list which is compiled and regularly updated. Once Selected the Parish Councils progress with the development of a Parish Plan to address highway issues.

All potential candidates for inclusion in the programme are considered against common criteria related to how they can effectively and efficiently deliver the LTP target.

The lead officer for the Rural Programme is **Mark Fell** in Transport Programmes and Strategies Group in Hertfordshire Highways.

Rural Programme Selection Process and Criteria

A Rural Ranking list has been developed. It includes all Parish Councils in Hertfordshire.

The Parish areas are ranked according to:-

- **Accident data** – analysed by mode and journey type
- **Commitment** – involvement in initiatives such as Parish Paths Partnership, development of Parish Environmental Plan. Parish Transport Group activity.
- **Parish Plan** – existence and level.
- **Parish School** – participation in school travel planning.
- **History** Whether the Parish have been included in previous traffic or transportation schemes.

Following the ranking process each year between 3 to 4 Parishes are analysed in more detail.

Consideration is given to:-

- Commitment previously demonstrated by the Parish to:
 - promoting sustainable transport
 - involvement in initiatives.
- Potential to provide engineering or other measures

Villages that have not been worked with in previous schemes are given priority but villages involved in the past may be revisited if circumstances have changed.

Monitoring

For each scheme and initiative a before and after study is also required to demonstrate the effect the measures have had on achieving the target.

Progress against the target is reported to the Highways and Transport Panel on an annual basis and is included in the LTP Annual Progress Report.

Programme Lead Officer

Mark Fell	Hertshighways, Transport Programmes and Strategies Group
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Programme Entry High Friction Surfacing Refurbishment

What Issues it may address

Replacement of worn out areas of high friction surfacing to increase the skid resistance, assisting with the reduction of accidents.

How the Works and Projects are Funded

The primary funding source is provided through **Government LTP Capital Funding**.

How Works and Projects are Planned and Programmed

A Countywide inspection of High Friction Surfacing sites implemented as part of Safety Engineering Schemes in the past is undertaken. Each site is ranked on the condition of the carriageway, both the surfacing course and underlying surface. Where works are identified on site as forming a part of a site requiring carriageway maintenance as part of the Integrated Works Programme (IWP), these sites are combined.

This programme sits within the Transport Programmes and Strategies Group (TPS) in Hertfordshire Highways and is delivered as an Integrated Transport Project (ITP).

Criteria that is required to be met and how it is measured

Visual inspections of the sites identifies those in the worst condition. These sites are ranked using a combination of traffic volumes, accident history and the carriageway condition.

How Schemes and Projects are Selected

The schemes are all delivering carriageway maintenance based upon a previous programme of delivery for Safety Engineering works.

The amount of projects is limited to just a few schemes each year due to the availability of budgets. Currently a ranked list in excess of 200 sites is utilised. Where possible the delivery of schemes is carried out in conjunction with other IWP schemes on the network.

Programme Lead Officer

Mark Fell	Hertshighways, Transport Programmes and Strategies Group
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Programme Entry Street Lighting Refurbishment

What Issues it may address

There is a need discharge the County Council's statutory duty under the Highways Act, 1980 to maintain the public highway in a safe condition, thus ensuring the safe and efficient movement of people and goods in line with the hierarchy.

The majority of lighting columns are beyond their intended design life and in need of replacement. In most areas the level of lighting does not meet the current European and British Standards. The old equipment is also less energy efficient than the modern equivalent.

Effective street lighting has the potential to enhance the night-time environment, deter criminal activity, reduce fear of crime, and prevent road accidents. On the other hand, street lighting is responsible for a significant carbon footprint due to high energy consumption. Old and outdated designs can also create light pollution and detract from the surrounding environment during the daylight.

Street Lighting Refurbishment schemes bring old and inefficient lighting up to today's standards and target inefficient systems, they contribute directly to the Condition of well-being and for reducing carbon emissions.

The reduction of crime and the reduction in fear of crime through improved lighting benefits all our residents. Providing a safer and more comfortable environment will give people, such as the elderly, children etc, confidence and independence to use the streets after dark themselves – this supports the conditions of wellbeing for Maximising independent living and also ensuring safe neighbourhoods.

How the Works and Projects are Funded

The primary funding source is provided through **Government LTP Capital Funding**. Other sources of funding can be used to complement the programme. These include contributions from third parties (eg District Councils).

How Works and Projects are Planned and Programmed

Hertfordshire County Council maintains 135,000 lighting units, 17% are manufactured from concrete, 2% from cast iron, 15% aluminium and the remaining 89,000 are steel. A sample test of 8,000 columns identified that 772 columns had suffered corrosion of more than 50% of the cross section in one or more structurally critical locations. Columns in this condition present a significant risk of collapse.

Many of the lighting units in the towns are now older than 40 years and have reached the end of their useful life. Recently failed concrete columns have been found to be 55 years old. Often whole housing estates from the 1960's will have similar age columns.

Columns with high risk of failure are removed at once if their condition is sufficiently poor. A temporary replacement is sometimes used until the permanent column is available.

The refurbishment of Hertfordshire's street lighting has a core strategy which takes a holistic approach in order to maximise the benefits of improvements and ensures that quality of light, reduction in light pollution, energy reduction, assistance to the

reduction of crime and disorder and priority for high use routes are all taken into account.

How Schemes and Projects are Selected

All columns are visually inspected and those showing signs of corrosion are subjected to a regime of structural testing. The columns with the highest risk danger associated with their structural failure are replaced by modern equivalents, where possible utilising the existing column locations.

Programme Lead Officer

Mark Fell	Hertshighways, Transport Programmes and Strategies Group
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Programme Entry Traffic Signal Refurbishment

What Issues it may address

To ensure the longevity of traffic signal assets across the County and to meet the requirements of the TMA act and Hertfordshire LTP targets

How the Works and Projects are Funded

The primary funding source is provided through **Government LTP Capital Funding**. Other sources of funding can be used to complement the programme. These include developer's contributions (Sec 106) and contributions from third parties (eg district councils).

How Works and Projects are Planned and Programmed

The Traffic Management Act 2004 (TMA) states that a local traffic authority (LTA) must ensure the "expeditious movement of traffic". If this does not happen satisfactorily, the government has powers to take over the function of the LTA. Traffic within the TMA include almost all road users, including; pedestrians, cyclist, cars, buses and commercial vehicles

This programme sits within the Transport Programmes and Strategies Group (TPS) in Hertfordshire Highways.

Criteria that is required to be met and how it is measured

Schemes and Initiatives are selected using a forward works programme that lists traffic signal sites that are classified by the age, reliability and strategic locations of the assets.

All schemes are considered against common criteria related to how they effectively and efficiently deliver the LTP & TMA targets.

How Schemes and Projects are Selected

The main programme will be Traffic Signal Refurbishment which has a record of before and after data relating to its effectiveness. The lead officer for the Traffic Signal Refurbishment Programme is **Nabeel Sattar** in the Transport Programmes and Strategies Group (TPS) in Hertfordshire Highways.

Other types of schemes and initiatives will be assessed on their likely relative performance against Refurbishment schemes. If they can demonstrate they can provide greater benefit they will be selected for the target programme.

Traffic Signal Refurbishment Programme Selection Process and Criteria

Traffic Signal assets are assessed against various criteria and take into account the requirements of the TMA & LTP guidelines. In addition Hertfordshire County Council has an Intelligent Transport Strategy which incorporates all aspects of highway technology in order to co-ordinate the best use of the transport systems available.

The sites will be assessed against the following criteria:

- **ITS Strategy** – how does it fit into the County strategy

- **Age** – current guidelines state that traffic signal equipment should be refurbishment following a 15yr lifetime
- **Urban Areas** – population benefit.
- **LTP Guidelines**
- **Reliability** – the current rate of faults for each site.

Monitoring

For each scheme and initiative a before and after study is also required to demonstrate the effect the measures have had on achieving the target.

Progress against the target is reported to the Highways and Transport Panel on an annual basis and is included in the LTP Annual Progress Report.

Programme Lead Officer

Nabeel Sattar	Hertshighways, Transport Programmes and Strategies Group
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Programme Entry Carriageway Maintenance Programmes

What Issues it may address

To provide and maintain carriageways that deliver the desired levels of service over the long-term and meet the current and future needs of users as effectively as possible.

How the Works and Projects are funded

The primary funding sources are:

- HCC Capital
- former LTP Capital Funding (in practice this is now unsupported borrowing and so is effectively HCC Capital)

These capital funds support the full range of carriageway programmes.

In addition there are sometimes one-off or project-specific funding streams for instance:

- DfT detrunking grant – to pay for specific legacy maintenance on recently detrunked roads (2009/10 and 2010/11)
- DfT asset management reward funding – reward funding assigned by HCC Members to support the repair of winter damaged roads in 2009/10

These funds are generally targeted on specific schemes or projects, depending on the nature of the funding.

How Works and Projects are Planned and Programmed

Planned maintenance works are delivered through the Hertfordshire Highways Integrated Works Programme currently on a 2-year design and build cycle with scheme design work starting the year prior to build.

The Forward Works Programme includes an indicative programme of carriageway works up to 5 years into future in order to provide the opportunity to find synergies with other programmes.

This programme sits within the Transport Programmes and Strategies Group (TPS) in Hertfordshire Highways and is delivered and owned by the Asset management and Maintenance Team.

Minor and reactive maintenance activities on carriageways (such as response to potholes etc) are managed separately through the Cat 1 and 2 processes.

Criteria that is required to be met and how it is measured

The carriageway programmes support three sets of LTP targets which are measured by means of three nationally recognised indicators (2 NIs and one former BVPI)

Principal Road (A road) carriageway condition – NI 68 (was BV223)

Non-principal classified (B&C road) carriageway condition – NI69 (was BV224a)

Unclassified (U road) carriageway condition – (was BV224b)

The current HCC targets for these indicators, which have been revised since the start of LTP2, are given below, along with performance to date. In each case a low

number represents a better condition and therefore a result at or below the target level indicates success.

	05/06	06/07	07/08		08/09		09/10	
	Result	Result	Target	Result	Target	Result	Target	Result
NI 168 A roads	8%	8%	8%	4%	6%	6%	6%	<i>due</i>
NI 169 B&C Roads	14%	14%	12%	7%	9%	9%	9%	<i>spring</i>
(BV 224b) U roads	19%	14%	12%	12%	14%	13%	14%	<i>2010</i>

How Schemes and Projects are selected

The carriageway programmes are put together in the first instance through the use of an innovative and nationally recognised computer deterioration model.

Inputs such as current condition, road construction, traffic and reactive faults are fed in to the model, which predicts future deterioration and suggests the best option in terms of treatment and timing for each road section. From these it then produces an optimised programme including the most efficient schemes – that is to say those that will deliver the greatest benefit from the available budget.

This initial draft is then considered and refined by our engineers and presented to the local Joint member Panels for their comments before a final draft programme is produced for adoption by cabinet through the IWP process.

Programme Selection Process and Criteria

Using the process outlined above, schemes are initially selected based on long-term efficiency, the objective being to ensure that the selected programme makes the greatest long-term contribution to the objectives possible within the allocated resources.

Schemes are not selected based simply on how bad the road is but rather on a benefit/cost analysis so that the programme maximises long-term benefits gained while minimising the costs.

The refining process helps to find synergies and ensure that the schemes suggested by the model are practicable and appropriate and the JMP process helps to ensure that the needs of local communities are considered.

Monitoring

Programmes are monitored against the targets given above at a programme (rather than scheme) level. All relevant projects contribute to their appropriate indicator, the impact of individual maintenance projects on the indicators is not quantified directly but the contribution they make is considered by the model during the selection process and the relevant improvement in condition following works is considered as part of the following run of the model.

Programme Lead Officer

Chris Allen Smith	Hertshighways, Transport Programmes and Strategies Group
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Programme Entry Footway Maintenance Programmes

What Issues it may address

To provide and maintain footways that deliver the desired levels of service over the long-term and meet the current and future needs of users as effectively as possible.

How the Works and Projects are funded

The primary funding sources are:

- HCC Capital
- former LTP Capital Funding (in practice this is now unsupported borrowing and so is effectively HCC Capital)

These capital funds support the full range of footway programmes.

How Works and Projects are Planned and Programmed

Planned maintenance works are delivered through the Hertfordshire Highways Integrated Works Programme currently on a 2-year design and build cycle with scheme design work starting the year prior to build.

The Forward Works Programme includes an indicative programme of footway works up to 5 years into future in order to provide the opportunity to find synergies with other programmes.

This programme sits within the Transport Programmes and Strategies Group (TPS) in Hertfordshire Highways and is delivered and owned by the Asset management and Maintenance Team.

Minor and reactive maintenance activities on footways (such as response to trips etc) are managed separately through the Cat 1 and 2 processes.

Criteria that is required to be met and how it is measured

The footway programmes support LTP footway condition target which is measured by means of a nationally recognised indicator (BVPI 187)

The current HCC targets for this indicator, which have been revised since the start of LTP2, are given below, along with performance to date. In each case a low number represents a better condition and therefore a result at or below the target level indicates success.

		05/06	06/07	07/08		08/09		09/10	
		Result	Result	Target	Result	Target	Result	Target	Result
(BV 187)	footways	36%	29%	33%	27%	33%	24%	33%	<i>Due spring 2010</i>

It should be noted, however, that this indicator only measures the performance of the busiest footways (about 15% of the network) while the footway programmes cover the maintenance of all footways and cycle tracks.

How Schemes and Projects are selected

The footway programmes are put together in the first instance through bids from the engineers in the Herts Highways local teams using local knowledge.

These bids are ranked and assessed centrally to produce a countywide programme of the most needed schemes.

This initial draft is then presented to the local Joint member Panels for their comments before a final draft programme is produced for adoption by cabinet through the IWP process.

Programme Selection Process and Criteria

Using the process outlined above, schemes are initially selected based on:

- Current condition (how bad is it now?)
- Footway hierarchy (how many people use it?)
- Treatment type (can it be repaired with a cheap treatment now saving money later?)

The sites that offer the best potential balance of these factors for the available money are included within the programme.

The programme includes a balance of repairs to defective footways and preventative maintenance on those that are starting to deteriorate in order to deliver long-term efficiency, the objective being to ensure that the selected programme makes the greatest long-term contribution to the objectives possible within the allocated resources.

The refining process helps to find synergies and ensure that the schemes suggested by the model are practicable and appropriate and the JMP process helps to ensure that the needs of local communities are considered.

Monitoring

Programmes are monitored against the target given above at a programme (rather than scheme) level. All relevant projects contribute to the indicator, the impact of individual maintenance projects on the indicators is not quantified directly but the contribution they make is considered by the model during the selection process and the relevant improvement in condition following works is considered as part of the following run of the model.

Programme Lead Officer

Chris Allen Smith	Hertshighways, Transport Programmes and Strategies Group
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Programme Entry Drainage Maintenance Programmes

What Issues it may address

To provide and maintain a drainage system that deliver the desired levels of service (including network availability) over the long-term and meet the current and future needs of users as effectively as possible while protecting other assets from damage.

How the Works and Projects are funded

The primary funding source is HCC Capital which supports the full range of drainage programmes.

How Works and Projects are Planned and Programmed

Planned maintenance works are delivered through the Hertfordshire Highways Integrated Works Programme currently on a 2-year design and build cycle with scheme design work starting the year prior to build.

The Forward Works Programme includes an indicative programme of drainage works up to 5 years into future in order to provide the opportunity to find synergies with other programmes.

This programme sits within the Transport Programmes and Strategies Group (TPS) in Hertfordshire Highways and is delivered and owned by the Asset management and Maintenance Team.

Minor and reactive maintenance activities on drainages (such as response to flooding or blocked gullies etc) are managed separately through the Cat 1 and 2 processes.

Criteria that is required to be met and how it is measured

The drainage programmes do not directly support LTP targets. However, an efficient and fit-for-purpose drainage system is essential to allow the free movement of all users on the network (thus contributing indirectly to reduced congestion and improved accessibility and air quality).

Conversely frequent and repeat flooding in the network causes damage to other assets, especially carriageways, so well maintained drainage is essential to support the delivery of the carriageway condition targets.

How Schemes and Projects are selected

The drainage programmes are put together in the first instance through bids from the engineers in the Herts Highways local teams using local knowledge to highlight known problems that need to be investigated and resolved.

These bids are ranked and assessed centrally to produce a countywide programme of the most needed schemes.

This initial draft is then presented to the local Joint member Panels for their comments before a final draft programme is produced for adoption by cabinet through the IWP process.

Programme Selection Process and Criteria

Using the process outlined above, schemes are initially selected based on:

- Frequency of flooding
- Severity of flooding
- Whether/how badly vehicles are impeded
- Whether/how badly pedestrians are impeded
- The hierarchy of the road
- The hierarchy of the footway
- Whether the problem causes damage to the highway
- Whether the problem threatens a watercourse
- Whether the problem floods private property and
- The likely scale and cost of a solution

Sites are ranked in order of severity and a benefit/cost analysis applied to create a programme that offers the greatest benefits for the available money.

The programme includes repairs or replacement of failed drainage infrastructure as well as the provision of new or improved drainage systems to alleviate problems.

Monitoring

Since there are no LTP targets tied specifically to this programme, there is no target-level monitoring; the drainage contribution to other targets is hard to precisely quantify. The schemes themselves are monitored however in order to ensure that they have delivered the intended results and to inform future programme choices and efficiencies.

Programme Lead Officer

Chris Allen Smith	Hertshighways, Transport Programmes and Strategies Group
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Programme Entry

Maintenance of Bridges & Structures

What Issues it may address

To provide highway structures that deliver the agreed network levels of service (in conjunction with other highway assets) to the public in the most cost effective manner.

How the Works and Projects are funded

The primary funding source is provided through **Government LTP Capital Funding** for programmed maintenance/improvement activities. A secondary **HCC revenue budget allocation** is used for routine activities such as inspections and managing abnormal loads.

Other sources of funding can be used to complement the programme. These include developer's contributions (Sec 106), Grants (e.g. DfT grant for national programmes of improvement to major routes) and contributions from third parties (e.g. Network Rail).

How Works and Projects are Planned and Programmed

Planned maintenance/improvement works are delivered through the Hertfordshire Highways **Integrated Works Programme** currently on a 2-year design and build cycle. The Forward Works Programme historically has been developed from risk-based priority ranking required works. We are currently migrating to an Asset Management based process.

This programme sits within the Transport Programmes and Strategies Group (TPS) in Hertfordshire Highways and is delivered and owned by the Asset management and Maintenance Team.

Minor maintenance activities (such as response to RTA's) are managed through CAT0, 1, 2 processes.

Criteria that is required to be met and how it is measured

Bridge maintenance/improvement activities meet the following LTP objectives: **Safety** – protection of road users from hazards around bridge structures (e.g. preventing or mitigating the effects of going through bridge parapets) to reduce occurrence of severe injury. **Congestion** – Effective, planned bridge maintenance maximises the capacity and availability of the bridges to road users and minimises required, disruptive intervention (e.g. bridge closures) to the network. **Accessibility** - Bridges are essential links in the highway network. Their effective maintenance allows personal mobility (including those without cars) and contributes towards improving commerce and industry links.

How Schemes and Projects are selected

A process of routine inspection identifies deterioration and defects and required major maintenance interventions are prioritised against agreed service levels (e.g. Bridge Strengthening). Required replacement of wearing bridge elements such as surfacing, bearings and joints are also identified by routine inspection. Where possible maintenance activities are combined to reduce network impacts.

Programme Selection Process and Criteria

A rolling programme of general and principal bridge inspections is carried out. Data collected is converted to a Bridge Condition Indicator score. Inspection data (including identified defects and photographs) is stored in Herts Highways' Bridge Management System database. The BMS is then interrogated to support Engineering processes, Asset Management Planning and Maintenance Planning and Management.

Monitoring

Planned Works are delivered through the IWP and monitored with Herts Highways IWP processes. Revenue works are less predictable and spends are monitored throughout the year. Prioritising essential/non-essential works as budget allows.

Changes in the BCI score are monitored through the bridge management system. The process of selecting work is continually updated as new inspection data and completed works are added.

Programme Entry Intelligent Transport Systems

What Issues it may address

ITS can contribute to reducing congestion, improving capacity, reducing delay or remove the need to build new infrastructure, at relatively low cost compared to many of the alternatives.

Examples of Intelligent Transport Systems range from the simple traffic light or pelican crossing, through to systems that manage traffic throughout a town or guide motorists to car parks where spaces are available. Intelligent Transport Systems can provide priority at traffic lights for emergency vehicles or buses, they can tell you if your bus or train is on time and can help you to plan a journey or avoid delays.

How the Works and Projects are funded

The primary funding source is provided through government LTP Capital Funding. Other sources of funding may also be used to complement the programme. These include developers contributions.

How Works and Projects are Planned and Programmed

A site by site deployment plan which will link to the IWP process is currently being developed.

Criteria that is required to be met and how it is measured

Modern Urban Traffic Management and Control (UTMC) systems reduce congestion by increasing junction capacity and coordinating traffic lights over a wide area to keep traffic moving. UTMC can also prioritise particular types of vehicles and, for example, allow emergency vehicles to reach their destination quickly and safely or help late running buses to make up time. ITS can help improve access by making the road and passenger transport networks easier to use, informing people about the best way of making their journey and by providing more reliable journey times. This will be achieved through route planning, better management of traffic and improved information about the state of the network. ITS contributes to safer roads by giving people better information and helping them make better choices. When an incident occurs ITS assists in their management and helps minimise their effects.

How Schemes and Projects are selected

Sites are selected in line with bus priority, key interchanges, critical routes and priority network.

Selection Process and Criteria

Currently being developed within the deployment plan.

Monitoring

Monitoring will be developed via Urban Traffic Control, Common Data Base, Traffic Control Centre projects.

Programme Lead Officer

Derek Twigg	Herts Highways, Network Management Strategies Group
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Programme Entry Other programmes – Discretionary (Highway Joint Member Panels)

What Issues it may address

A discretionary budget is allocated to each of the ten Highway Joint Member Panels (HJMPs) in Hertfordshire to be used at the discretion of the Panel, to respond to local and community priorities on highway related areas of work within the borough or district served by the Panel,

How the Works and Projects are funded

Funds are provided each year for the HJMPs to use on local projects and schemes. The funding source is made up of mainly County Capital funding. The amount is set as a part of Hertfordshire Highways annual budget setting process and endorsed by the Highways & Transport Panel and Cabinet each year.

The discretionary funding is managed and reported by the District Manager, as lead officer for the HJMP.

The discretionary fund is used to “pump prime” opportunities for delivering work which may be partly funded from S106, District Council and Third Party contributions.

How Works and Projects are Planned and Programmed

This programme is administered within the Highways Management Group (HMG) and by the District Manager in Hertfordshire Highways and is delivered as a part of the area team’s local programme of works.

This area of work differs from the majority of the IWP main work programmes which are aimed at meeting targets in the Local Transport Plan. There are no specific targets set for Discretionary works which allows Panels greater flexibility to satisfy local demands that can’t be accommodated in any other work programme. However, these work programmes can also include schemes that contribute to meeting LTP targets. The main objectives are to accommodate local priorities specified by the Panel:

- which cannot be accommodated within the other target driven programmes (IWP/FWP),
- are a priority for the panel and cannot be funded from another source within the desired timescales,
- are small to medium scale works which can be accommodated within the size of the budget.

Area teams will collate and assess members requests for schemes and works and suggest and provide guidance on suitable work programmes for the Panel to consider. Area staff will highlight the way in which works can contribute to LTP targets or complement other IWP schemes or initiatives. All proposals put forward must not be contrary to HCC policies or the wider aims of the LTP.

These work programmes will be developed in advance of the year intended for implementation. Officers will submit a draft work programme for a particular financial year at the preceding January Panel meeting for the Panels to endorse.

Projects which require the use of the design team to develop improvement schemes

will follow the same two year delivery timescale as all other IWP work programmes having a preparation year and delivery year. Other projects, generally maintenance or joint initiatives with borough / district which are specified and managed by SMT area staff can usually be delivered within a single year.

Criteria that is required to be met and how it is measured

There are no specific target criteria to be met. The success of work programmes will be judged by the HJMP on the effectiveness of works to address local issues,

How Schemes and Projects are selected

Each HJMP in consultation with the District Manager will determine a method for selecting local schemes that has the support of the HJMP. These will generally take into account the following factors to determine the importance of a request:

- Importance of local issue politically / level of public support
- Highway safety
- Highway condition and defects
- Pedestrian accessibility
- T&E ranking list position or area team technical advice
- Potential for joint working with borough / district (joint funding)

As these work programmes are at member's discretion the role of officers is to provide guidance and support and ensure the suitability of the work programmes developed. The priorities are ultimately determined by the HJMP.

Selection Process and Criteria

At each HJMP meeting the District Manager will provide a report on the Discretionary programme covering the current year's delivery and the development of future year's programmes. New member and officer requests for schemes / works and supporting information will be provided for the HJMP to consider. For each request the information provided is generally as follows:

- Local issue, impact on highway and severity of problem
- Supporting information - accident history, traffic flows, T&E data, feasibility report, etc.
- Other delivery options (IWP main work programmes, S106, etc.)
- Proposed scheme / works, likely benefits, likely cost

The HJMP will determine if the request is a priority to be included on the list of discretionary works and what level of importance it is assigned. At the end of the year a confirmed list of schemes will be agreed taking the most important requests that fit within the budget allocation for the following year. Any remaining schemes on the list will be carried over for future consideration.

Monitoring

This is dependent upon the nature of the works being carried out. Monitoring of discretionary programmes is largely qualitative and assesses the relative levels of satisfaction from the HJMP over the delivery of local schemes and effectiveness of scheme works to resolve local issues. This may rely on feedback from the community or its representatives. For certain schemes target objectives are

established against which the schemes are monitored and reported to the panel. There may be an opportunity to develop this into a formal monitoring regime, reported to the HJMP as a part of the regular performance monitoring report, if this is the direction that the HJMP wish to go.

Programme Lead Officer

Bob Hall	Herts highways, Highways Management Group
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Programme Entry Super Cat 2 Maintenance Programme

What Issues it may address

Repair of road, footway and drainage defects.
Compliments Asset Management approach, picking up political and locally sensitive sites and technically justified needs that are not identified or prioritised by the modelling approach.

Alignment with user's needs and localism agenda.

Targeted Cat 1 reduction programme.

Utilises local intelligence and knowledge of the network and its condition to target remedial works.

How the Works and Projects are funded

Primary source of funding is provided through LTP Capital Funding. Opportunities are taken to coordinate the works with complementary works promoted by third parties and additional funding secured.

How Works and Projects are Planned and Programmed

Works are identified, prioritised and delivered through the Cat 2 process. Monthly meetings in the area offices coordinate, plan and agree and monitor composite work programmes.

The works may comprise:

Carriageway remedial works particularly on Roundabouts and sites where there has been repeat unplanned maintenance (Cat 1's).

Programmes of, sometimes proprietary, treatments or repair works of a similar nature at many sites. .e.g. Repair of damaged Drains, overband sealing

Some of the worst first sites where these are politically or locally sensitive and technically and financially justified.

The programme is dynamic, avoiding sites identified in the Local Road and Forward Works Maintenance programme. The Super cat 2 programme is compiled and communicated to the local members via the Highway Joint Member Panel. The work is planned, programmed and delivered, normally during the summer months.

Criteria that is required to be met and how it is measured

In accordance with the Cat 2 process and Super Cat 2 maintenance guidance Revised operating guidance being reviewed.

Based on evidence of need:

- Statutory duty to keep highway safe.
- National / local standards of maintenance
- HCC corporate themes,
- Asset management principles
- Network Management
- Value for money and users needs

How Schemes and Projects are Selected

In accordance with the Cat 2 process and Super Cat 2 maintenance guidance.

Selection Process and Criteria

Check against other work programmes- IWP, FWP, S106, S278, stats, districts, and other third party works to avoid conflict, and actively seek opportunities for coordination, integration of works and cost sharing
Check on historic evidence of need: repeat Cat1's and Customer Service Requests, local knowledge, safety inspection reports, Insurance claim reports members casework and feedback
Spend on works, not design and consultation-Minimal Design Team involvement.
Spread funding across districts and areas
Lock in current and previous investment- e.g.fund Surface dressing.
Assess TM requirements and coordination.
The cost of works at individual sites should not exceed £30k, without justification.

Monitoring

Site selection and progress reported to HJMP.
Client Maintenance Group monitor overall countywide programmes
LRM team notified of programme and treatments. for monitoring and modelling of asset and investment against NI 168, 169, BV224b, BV 187
Mori – perception of residents on highway condition
Current processes for Cat 2 and Super Cat 2 works being updated to align with Scheme project management systems, PMnet
Cash limited budgets monitored monthly
Cat 1 defects- Expenditure, numbers, clusters , repeats, reviewed monthly.

Programme Lead Officer

Bob Hall	Hertshighways, Highways Management Group
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Programme Entry Bus Patronage Programme (LTP)

What Issues it may address

Any issues relating to improvements in bus punctuality, traveller information and user satisfaction of the bus services provided by HCC.

How the Works and Projects are Funded

The primary funding source is provided through Government LTP Capital Funding. Other sources of funding are also used to complement the programme. These include developer's contributions (Sec 106), Grants (eg Kickstart) and contributions from third parties (eg district councils).

How Works and Projects are Planned and Programmed

The infrastructure requirements for improving the bus patronage target is mainly planned by PTU Infrastructure team and are delivered through Hertfordshire Highways Integrated Works Programme (IWP).
AVL and real time schemes are developed within the Intelligent Transport Strategy and therefore also appear through the integrated works programme.
Marketing and publicity developments are managed within PTU in association with the Countywide Intalink group.

Criteria that is required to be met and how it is measured

The criteria for increasing bus patronage are based on National and Local Transport Plan (LTP) performance indicators. These are :

National Indicators

N177

"Total number of passenger journeys (in millions) made annually on local buses within Hertfordshire "

N178

"Percentage of buses leaving terminus within acceptable timeframe"

Local Transport Plan Indicators

There are two key LTP Indicators used to measure PTU Performance
Local Transport Plan PI (2-08) "to increase the percentage of passenger transport users satisfied with the standard of PT services" and the LTP PI 2-18: "To increase the percentage of PT users satisfied with the standard of PT information".

How Schemes and Projects are Selected

All schemes are considered against the common criteria related to how they effectively and efficiently deliver the LTP target.

The majority of infrastructure schemes and Initiatives are developed/selected by a group of key PTU managers in conjunction with the Herts Highways officers.

Publicity and marketing schemes are developed/selected in conjunction with the Intalink group.

Selection Process and Criteria

A ranking list has been developed to cover the main aspects of developing bus

patronage This includes publicity, infrastructure and bus operations.
The schemes are ranked according to:-

- Contribution to Performance Indicators
- Support to bus network
- Positive relationship with bus strategy
- Positive relationship with current bus infrastructure
- Positive relationship with Intalink strategy
- Encourage integration between sustainable travel modes
- Improves accessibility to bus infrastructure both geographically and physically.

Monitoring

For infrastructure schemes delivered by Herts Highways these are monitored via the monthly IWP process

For those outside of HH but within the LTP capital spend, these are using the monthly PTU revenue spend monitor. This budget process includes quarterly meetings/reporting with key PTU managers.

Overall budget monitoring for schemes both within and outside of the LTP capital process are part of the normal monthly cycle of budget reports and spend profile for all areas of LTP spend.

Programme Lead Officer

John Sykes	Passenger Transport Unit
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Programme Entry Rights of Way (LTP)

What Issues it may address

Any issues that prevent or discourage use of the RoW network for both sustainable transport journeys and recreation / leisure use, i.e:

- Improvement of existing links in the RoW network above and beyond HCC's statutory duties for maintenance, to provide better routes and/or cater for more user groups.
- Development of new routes to bridge missing links in the RoW network between existing routes and create a more joined-up network serving priority destinations such as services and linking residential areas to work sites and to countryside areas for leisure trips.

How the Works and Projects are Funded

County Revenue
County Capital
LTP Capital
Any relevant s106 contributions

How Works and Projects are Planned and Programmed

The Capital programme for the RoW network is based on the results of: the ongoing condition survey; the RoW Improvement Plan consultation; complaints and reports from users and reactive responses to legal notices; as well as items identified by officers in the course of their duties, where these have identified that there is a need for investment to cover repairs and maintenance to bring the network up to the required legal standard. The types of works involved include repair and replacement of bridges, repair of founderous surfaces, drainage works, construction of new routes added to the network and the opening-up of routes for people with limited mobility. Where bridges are missing or need replacing these take priority over surfacing, as they have major liability issues and prevent access.

Officers prioritise their own annual work programmes in accordance with the RoW Good Practice Guide criteria below. Each job is either tendered for or quoted for (if under the tender thresholds) on a case by case basis with officers using a list of contractors to undertake works across the county. Officers submit annual bids for priority 1, 2 or 3 schemes at an annual planning meeting, which is held to approve area work programmes in advance of the following financial year.

Criteria that is required to be met and how it is measured

Officers prioritise schemes in accordance with the RoW Good Practice Guide criteria of; public safety, levels of use and/or demand, and the usefulness of the link in the wider network. Schemes are also assessed on their relevance to the Rights of Way Improvement plan and improvement to DDA issues.

Safety & levels of use are assessed by on-site observations and surveys levels of communications from users and local knowledge.

Levels of demand are assessed by local knowledge, levels of communications from users and evidence gathered during the RoW Improvement Plan public consultation. The usefulness of the link in the wider network is assessed by local knowledge, communications from users, map based assessments and evidence gathered during the RoW Improvement Plan public consultation.

How Schemes and Projects are Selected

The RoW database & GIS data are used to produce a list of all the routes' condition and a list of reports received from the public. Officers apply the priorities to these, as well as on-site observations and surveys, local knowledge, map based assessments and evidence gathered during the RoW Improvement Plan public consultation, to produce a list of works which provide the best network improvements and cost-benefits. This is done in Nov / Dec, to bid for funding in January, which is confirmed once the final budget is known in late February. The annual list is produced and the top priority routes are taken through the tender or quotes process, for delivery in the following financial year.

Selection Process and Criteria

1. Develop a range of routes that cater for the needs of people with limited mobility and visual impairment.
2. Develop the network from significant public transport connections.
3. Reduce the number of unnecessary physical barriers on the network.
4. Promote Hertfordshire's countryside to residents and visitors.
5. Develop appropriate, well-maintained links into the countryside for use by local people.
6. Create and develop off-road routes linking communities with places of work, schools and other local facilities.
7. Extend the network currently available to cyclists and horse-riders.
8. Help people wishing to improve or maintain their health by developing a range of circular off road routes.
9. Ensure that opportunities to protect, extend and enhance the off road network are included in proposals for new developments.
10. Where the off road network is affected by busy transport routes, work to ensure that appropriate measures are taken to improve the safety and attractiveness of the routes for users.
11. Address problems of fly tipping, litter and dog-fouling in partnership with appropriate local and regional agencies.
12. Identify and address potential demand for access to the countryside amongst those who currently do not use the network.

Achieving improvement. The RoWIP has tried to establish a clear framework for achieving improvement and this approach will be applied in the development of schemes:

- a. Improve quality and condition of routes to meet need and demand.
- b. Improving the information available on the network and promoting access opportunities to a range of users.
- c. Changing the status of existing routes to create new capacity to meet need and demand.
- d. Negotiating with landowners and property interests to create new routes through legal orders or agreements.

Establishing investment priorities. Given the potential funding available it is unlikely that all needs and demands will be addressed and priorities will need to be determined to ensure greatest public benefit. Schemes will be developed against the following set of criteria:

- a. Meets policy objectives and delivers a range of public benefits.
- b. Addresses the needs and demands of specific groups, i.e. limited mobility or vision, people from different ethnic backgrounds etc.
- c. Increases the level of use where appropriate.

- d. Ease of development i.e. has a status that allows for multi-use.
- e. Ease of access, i.e. close to population centres.
- f. Provides a missing link in the network that enables the creation of a circular route or completes a linear route etc.
- g. Removal of barriers to access i.e. improves surfacing, removes structures such as stiles or makes them more access friendly.
- h. Proximity to services and facilities i.e. car park, toilets etc.
- i. Cost i.e. achievable within existing budgets or joint partnerships.

Monitoring

Progress against the target is reported to the LTP Target Delivery Group on a quarterly basis and is included in the LTP Annual Progress Report.

Programme Lead Officer

Richard Cuthbert	Rights of Way
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