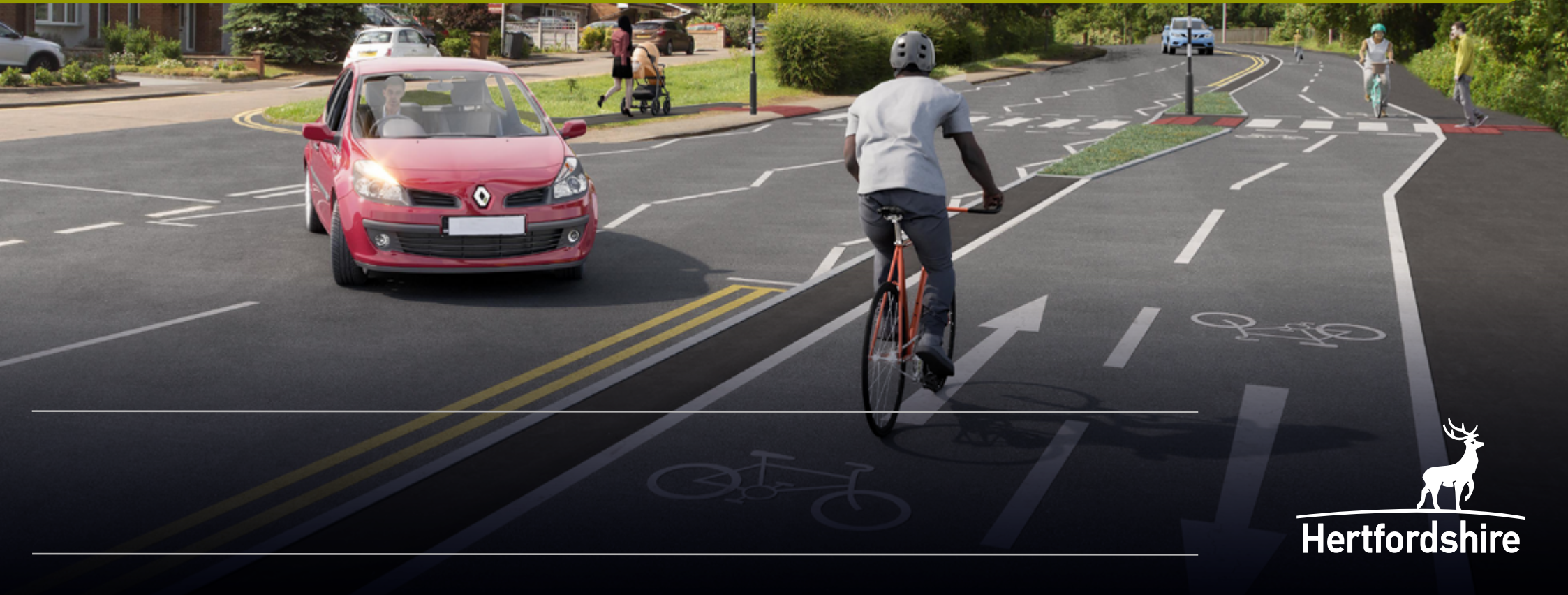


Place & Movement Planning and Design Guidance for Hertfordshire Part 1

Hertfordshire County Council Highways and Growth & Environment



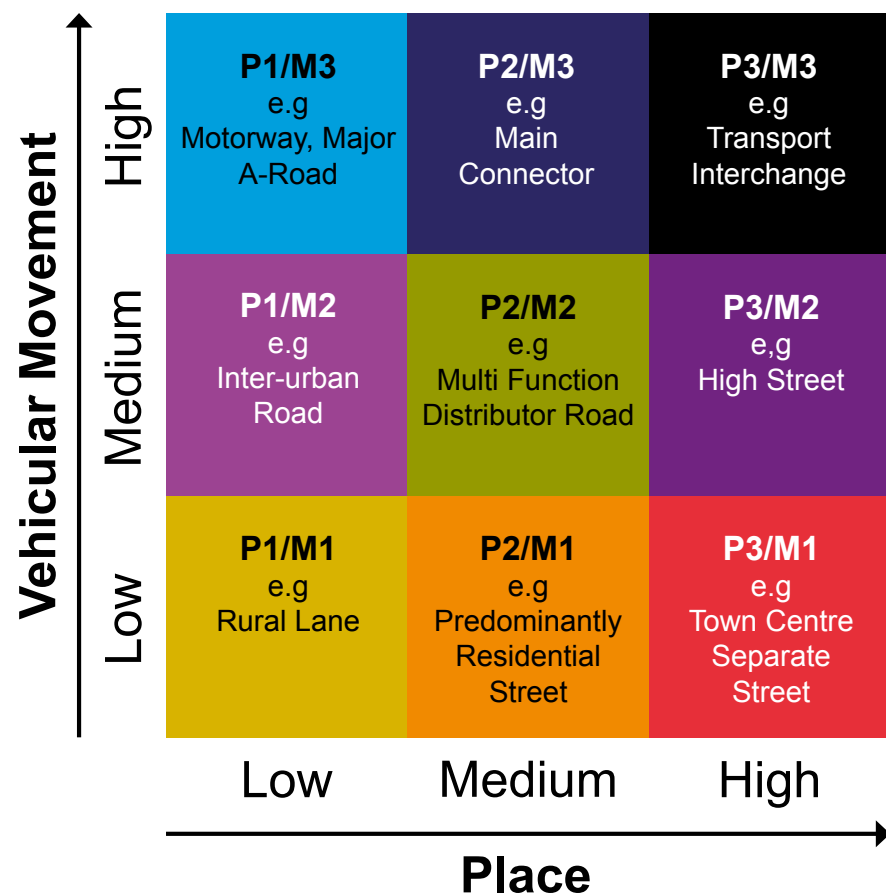
Chapter 1

Background & Scope

Contents

Introduction

- 1.1** Hertfordshire County Council (HCC) is the Strategic Transport and Highway Authority for Hertfordshire (except for the Strategic Road Network). HCC is also the Highways & Surveying Authority for Public Rights of Way.
- 1.2** This highway planning and design guidance sets out the framework of policy, advice and standards within which alterations and additions to the highway network in the County shall be planned and delivered.
- 1.3** This guidance is a local interpretation and articulation of national policies and guidelines aimed at delivering sustainable development appropriate for Hertfordshire in accordance with HCC's 4th Local Transport Plan's (LTP4) policies.
- 1.4** HCC is committed to supporting economic growth and enabling vibrant communities, whilst protecting the environment and addressing climate change.
- 1.5** In delivering sustainable and responsible growth it is essential that the built environment is safe, sympathetic to its surroundings, sustainable in its use of natural resources and supportive of active and healthy citizens.
- 1.6** The domination of roads by cars needs to be reduced in order to create places that serve the needs of all users.
- 1.7** Improvements to the highway network must be designed to follow a principle of sustainability and to support a policy of integrated transport that places walking and cycling at the top of the user hierarchy.
- 1.8** This overall approach aimed at enabling sustainable and responsible growth, through good development including supporting transport provision is captured by HCC as 'Place & Movement.'



1.9 All existing highways across the existing network in Hertfordshire have been assigned an appropriate category from the matrix and all new or improved highways will be assigned an appropriate character category.

The Tenets of Good Development

- 2.1** In designing new development, a primary aim should be to create a sense of 'local character' as this instils local ownership and sense of community.
- 2.2** Building at higher residential density means that the potential customer base for services (including passenger transport) is higher, improving their likelihood of success. It also reduces urban sprawl and allows more green space due to the efficient use of land. Higher density means the distances involved to reach services can be greatly reduced, thereby encouraging active travel.
- 2.3** Key destinations (employment, education, retail, leisure facilities) should be located close to where people live enabling easy walking and cycling. They should be carefully located throughout a development, rather than concentrated in one area leaving some residents without easy access to one land-use or another. Similarly, the close proximity of new development with linkages to existing facilities is also vital.
- 2.4** In considering the relationship between the trafficked highway, local landscape, the public and built realm, master planning should create a proposed environment in which vehicle speeds will be managed naturally within the resulting development or

scheme and, in doing so, the need for supplementary traffic calming features in new highways will be avoided.

- 2.5** Developments should be permeable for sustainable modes whilst the number of access points for the private car will generally be limited to a single point.
- 2.6** Whilst entirely car-free lifestyles are unlikely to become widespread in Hertfordshire in the near future, all developments should aim to be 'car light'.
- 2.7** In assessing a planning application HCC will consider the transport impact from the proposed provision and management of parking in and around the site, holistically and will recommend refusal to a planning application if the resulting transport impact from either over or under parking provision and / or management is not LTP4 policy compliant.
- 2.8** The guidance suggests that whilst it is reasonable to expect that many residents will choose to own cars, in the short term at least, and they should be able to drop off and pick up at their homes, that does not mean they need to park their cars immediately adjacent to them.
- 2.9** A key principle must be to design for the desired speed for the street or road, rather than to the speed limit.
- 2.10** The default speed restriction for the provision of new residential streets (P2/M1) and all P3 categories within the P&M matrix is 20mph and it may be appropriate to design for a lower speed.
- 2.11** HCC defines sustainable modes as passenger transport, micro-mobility and active modes, where active modes are considered to be walking, cycling, equestrianism, unpowered micro-mobility options (such as rollerblades, tricycles and scooters, wheelchairs) and power assisted micro-mobility options (such as adapted cycles).

A Fresh Approach

- 3.1** LTP4 sets a framework of transport policies that promotes a sustainable, balanced approach to people, place and movement which is future ready. All of this demands a fresh approach to the planning and designing of new and improved highways.
- 3.2** Key aims of this guidance are to:
- Foster more integrated thinking and an integrated approach to highway planning and design;
 - Enable Scheme Promoters and project managers to undertake as much self-help as possible, given officers will not be able to meet all the demand for providing advice in person;
 - Provide the right messages to the right people at the right stage within the scheme's lifecycle.
- 3.3** Traditionally, planning applications focused on road design requirements and provision for sustainable modes was a secondary consideration often leading to sustainable mode provision being compromised by land and budgetary constraints.
- 3.4** Planning for sustainable development needs to reverse this thinking, with sustainable modes being considered first, maximising opportunities for connecting to key destinations in a sustainable way before considering residual vehicle impacts so that resulting development is LTP4 compliant, without compromise.
- 3.5** Given that sustainable modes are given the highest priority within the hierarchy of provision through Policy 1 of LTP4 it is vital that provision for them is considered and demonstrated in sufficient detail within planning applications.
- 3.6** Similarly, strategies for earthworks and sustainable drainage need identifying at an early stage because they can significantly affect environmental impact and the 'red line'.
- 3.7** Whilst this new approach brings planning and design effort forward within the process, it should avoid subsequent costs of confrontation, re-designs and more expensive solutions needed to solve problems that could have been more easily solved earlier in the process.

A Team Approach

- 4.1** Some 20km of new highway is added to the network within the county each year, representing a substantial proportion of the total investment in transport infrastructure in Hertfordshire.
- 4.2** Therefore, if Hertfordshire's transport infrastructure is to exemplify Place & Movement then a large element of this must be achieved through the action of Scheme Promoters.
- 4.3** For this to be achieved in practice, scheme promoters and their designers, HCC, the district and borough councils, and all the other organisations and individuals with interests in development will need to work together.
- 4.4** This guidance is aimed at all new highway provision and improvements, not just those delivered as part of development and it covers the lifecycle from inception to adoption. Therefore, it is as relevant to staff, officers and designers in Hertfordshire's Highways Service as it is to third party Scheme Promoters.
- 4.5** The term Scheme Promoter has been adopted and applied throughout the document for simplicity, given that the Scheme Promoter has ultimate responsibility for their project. The guidance is also aimed at their professional advisors including architects, planners and highway engineers and thence their contractors and suppliers.
- 4.6** HCC is prepared to communicate directly with the Scheme Promoter's professional advisors and providers, once introduced to them, in order to provide advice, agreements and approvals as set out in this guidance document.
- 4.7** In most cases the authorities and organisations will be happy to participate in informal consultations. However, scheme promoters must recognise that this is done so on the basis that those bodies are not committing themselves in any way in advance of their formal consideration of the issues during the statutory planning process.
- 4.8** Where the scheme promoter requests pre-planning application advice from HCC's Highways Service including those with responsibility for Public Rights of Way, it is recommended that this should occur in joint consultation with the relevant Local Planning Authority (LPA) and with HCC as Lead Local Flood Authority (LLFA), because this will be more efficient and enable a more considered, integrated response.

- 4.9** Where consultations do not include the LPA or LLFA, the scheme promoter should be aware that HCC will normally make them aware that consultations have taken place and also communicate the nature of these consultations to them.
- 4.10** The Scheme Promoter should inform HCC Highways if they wish their consultations to remain confidential but note that the consultation advice may be limited by the lack of the wider context due to the uncertainty of the other parties' confirmed, albeit informal views.

Document Structure

- 5.1** The document is structured to provide relevant guidance to scheme promoters and their teams, pitched at the right level of detail for the appropriate stages of a project's lifecycle, namely:
- **Part 1: Setting the Scene & the Development Management Process in Hertfordshire.** This part sets out what processes a Scheme Promoter and their Project Manager needs to scope out, programme and undertake to deliver a successful end to end process.
 - **Part 2: The Hertfordshire Vision - What Good Development looks like.** This part sets out Hertfordshire's vision and key policy statements to inform and influence site validation and master planning prior to entering pre-application discussions.
 - **Part 3: Pre-Planning Design Requirements.** This part sets out what the general designer needs to consider when preparing a planning application.
 - **Part 4: Implementation.** This part sets out what specialist designers need to know when preparing final design and contract documents and what contractors need to know when constructing the scheme and preparing for adoption.

5.2 In order to support Scheme Promoters in balancing the various demands of LTP4 Policy key strands which bring together multiple policy requirements have been developed and woven through each of the various design stages.

5.3 There is a golden thread from high level policy through to detailed standards and specifications for key strands including:

- **Place & Movement:** Place and Movement sets the bases within the new guidance for deciding which activities should be prioritised and where the balance of provision should lie. Collectively, they will help identify appropriate highway provision at the master planning stage. The guidance also includes design menu cards that will help designers select the appropriate design speeds, features and design standards for each P&M category;
- **Sustainability including Health and Future Ready:**
The vision is to create and maintain roads in Hertfordshire in a sustainable and balanced way, enhancing the natural environment and creating opportunities for Hertfordshire's communities. The highways network shall actively support healthier, cleaner and more active travel, and be resistant and flexible to changes to future technological, societal, resource and climate-based trends;

- **Asset Management:** An understanding of the life cycle of assets, the selection of features and materials that HCC is prepared to adopt and maintain will influence master planning, planning application preparation, detailed design (right up to and including end of life transition), approval mechanisms, and the adoption strategy.

Policy Compliance

- 6.1** Whilst HCC is not the Planning Authority (other than for its self-promoted schemes and mineral extraction projects), HCC holds a number of statutory roles and uses them to support the Local Planning Authorities in securing good development.
- 6.2** HCC can do this by ensuring that associated transport proposals complement and integrate well with the land-use proposals.
- 6.3** All projects promoted by HCC shall conform to all of the policies set out in this document.
- 6.4** Schemes promoted by third parties shall conform to the policies for which HCC has statutory responsibilities in its roles as:
- Highways, Transport & Surveying Authority
 - Waste & Minerals Authority
 - Lead Local Flood Authority
 - Public Health body.
- 6.5** It is strongly recommended that third party Scheme Promoters develop schemes that conform to all of the policies set out in this document.
- 6.6** HCC has introduced a scheme of LTP4 Compliance Testing to be undertaken throughout a scheme's lifecycle, which should ensure that the right decisions are made at the right time to deliver good development and, also in doing so help get things right, first time.
- 6.7** The LTP4 Compliance Testing Regime embraces and absorbs other compliance testing regimes, such as Equality Impact Assessments, Health Impact Assessments and Environmental Impact Assessments, so that a test does not have to be duplicated. The aim is that results of relevant tests can be packaged up and presented to the relevant overseeing bodies for the various impact assessments, as appropriate.
- 6.8** It is good practice for scheme promoters to undertake compliance testing throughout their scheme's preparation lifecycle to demonstrate compliance to themselves.

- 6.9** Snapshot evidence of compliance testing will be sought from scheme promoters and considered by HCC at the gateways associated with Site Validation, Master Planning, submission of Planning Application and assessing the suitability of proposals to be covered by Section Agreements for third party schemes.
- 6.10** Similarly, evidence of compliance shall be demonstrated at the project gateways for HCC promoted schemes.

Standards, Requirements and Advice

- 7.1** The required standards in this guidance are drawn from national publications and local experience. They represent what HCC considers to be the appropriate standards having balanced factors such as safety, the needs of competing modes, whole life costing, sustainability and local heritage.
- 7.2** The guidance does not repeat the national standards and guidance HCC is adopting, but signposts them when they are to be applied unaltered.
- 7.3** HCC requires Scheme Promoters to follow the advice provided throughout this guide, unless they can demonstrate that a better or more appropriate solution exists.
- 7.4** The guidance includes a formal Departures from Standards process.
- 7.5** Design standards must be complied with for highways that are to be offered for adoption by the Highway Authority under Section 38 of the Highways Act.

Innovation & Continuous Improvement Adoption Strategy

- 8.1** The formulation of this design guide is an iterative process and it is intended to be a living document.
- 8.2** Whilst great effort has been made to achieve a good balance between the issues under consideration, it is accepted that design processes and construction technologies are continually changing.
- 8.3** If a reader discovers an anomaly, inappropriate design standard or unforeseen effects of implementing the advice given then HCC would like to be informed. This way, it is hoped that the guide will evolve and remain current and topical.
- 8.4** Scheme Promoters are encouraged to investigate and consider the use of innovative design solutions and specifications using additional, alternative recycled materials, albeit HCC will need to fully satisfy itself as to their suitability and a controlled application will need to be agreed.
- 8.5** HCC is also keen to work collaboratively with Scheme Promoters within the transport technology revolution exploring Intelligent Transport System initiatives, data sharing, alternative power provision, Mobility-As-A-Service and transport ticketing initiatives.
- 9.1** HCC, as Highway Authority for all highways that are not on the Strategic Road Network within Hertfordshire, is responsible for the adoption and subsequent maintenance of new highways.
- 9.2** Once a highway is adopted by HCC it becomes a 'highway maintainable at public expense'.
In order to achieve this, HCC will need to be satisfied that any areas that are to be adopted are:
- of significant utility and wider public benefit; &
 - have been constructed in accordance with the approved details and in compliance with the specification of works and materials.
- 9.3** Strict affordability constraints dictate that HCC can only maintain its highways at a 'safe and operational' level unless they are within Areas of High Place Importance. In turn this approach controls the selection of features and materials that HCC is prepared to adopt and maintain.
- 9.4** Given its aspirations to promote its 'Place & Movement' objectives, which sometimes suggests the need for quality streetscape, HCC is happy to discuss with Scheme Promoters

innovative arrangements for the provision, maintenance and operation of the streetscape for new strategic settlements or the regeneration of strategic sites.

- 9.5** However, this will be conditional on that the arrangements will be at no extra cost to HCC over the whole life of the assets when compared to the costs of a scheme conforming to the requirements set out in this guidance and that they create no extra carbon impact.
- 9.6** The interface between adopted and non-adopted highway and the long-term stewardship of the resulting public and private realm are strategic issues, which can influence the shape and feel of the development significantly. As such early discussions between the scheme promoter and HCC as Highway Authority are strongly recommended.

Charges and Fees

- 10.1** HCC offers chargeable pre-application advice on transport matters prior to the submission of a planning application to the Local Planning Authority. HCC also charges for the assessment of works that affect the highway in other ways, such as supporting, tunnelling under or spanning over it. This work is chargeable as it is outside the Highway Authority's statutory role as a consultee to planning applications.
- 10.2** When Scheme Promoters propose to make changes to the public highway, HCC, as the highway authority recovers the cost of work associated with preparing:
- Section 106 (S106) legal agreements under The Town and Country Planning Act 1990
 - Section 278 works agreements under The Highways Act 1980
 - Section 38 adoption agreements under The Highways Act 1980
- 10.3** HCC collects S106 contributions from scheme promoters to fulfil planning obligations such as the design and construction of transport infrastructure, or for support to sustainable transport that help mitigate the impact of development. HCC

publishes a Guide to Developer Infrastructure Contributions which provides developers with an overview of planning obligations we may seek as part of the planning process.

- 10.4** Funding for mitigation measures may also be secured by HCC through a Community Infrastructure Levy (CIL) which is a charge that can be levied by the Local Planning Authorities on new development in their area.
- 10.5** HCC has presented the LPAs with proposed schemes and measures necessary to mitigate the impacts of developments identified within their Local Plans for potential funding through S106 or CIL. Detailed negotiations between the Scheme Promoter, the LPA and HCC are held as and when developments come forward.
- 10.6** Associated with Section 278 Highway Works and Section 38 Adoption Agreements, the highway authority also collects commuted sums as compensation for taking on the future maintenance of non-standard highway assets and improvements plus other fees associated with licences described in more detail below.
- 10.7** HCC's charges and fees are set out in Part 1; Chapter 15 of this document to provide transparency, consistency and manage expectations from the outset and, in doing so may influence strategic planning and design decisions including viability calculations.

Chapter 2

Areas of Responsibility and Contacts

Contents

Introduction

- 1.1** This chapter describes the areas of responsibility and interest of the main public authorities and organisations that may have either statutory or consultative input to the layout and design of new developments in Hertfordshire.

Department for Transport

- 2.1** The Department for Transport (DfT) is responsible for transport networks in England on behalf of the Government.
- 2.2** The DfT sets the national policy and procedural frameworks relating to transport which are subsequently implemented by Local Authorities and Executive Agencies, at a regional and local level.
- 2.3** The DfT does not generally become directly involved in the management of new developments, although there are ways in which it influences development patterns, for instance through coordination with The Planning Inspectorate, that determines planning appeals.

National Highways

- 3.1** National Highways (NH) is an Executive Agency of the DfT, responsible for the Strategic Road Network (SRN) in England, which consists of motorways and trunk roads.
- 3.2** Where developments or new highway schemes are likely to have an impact on the SRN, LPA's must consult NH to protect the interests of the SRN. This will include any significant scheme on the HCC Major Road Network (MRN).
- 3.3** The NH has powers to direct the placement of planning conditions as part of any consent or prevent the granting of planning consent where development proposals have a material impact on the SRN with regard to road safety or congestion.
- 3.4** In Hertfordshire, the following roads are under the jurisdiction of National Highways:
- M1 motorway;
 - M25 motorway;
 - A1(M) motorway;
 - A1;
 - A405 between M1 junction 6 and M25 junction 21a; &
 - A414 (previously M10) between the M1 and Park Street Roundabout.

Hertfordshire County Council – General Responsibilities

- 4.1** Hertfordshire County Council (HCC) is the Highway Authority responsible for all public highways in Hertfordshire which do not form part of the SRN; this includes all-purpose highways (usually open to all modes) and Public Rights of Way (like footpaths or bridleways, which are restricted to specific modes). HCC also holds statutory responsibilities as:
- Strategic Transport Authority
 - Local Traffic Authority
 - Waste & Minerals Authority
 - Lead Local Flood Authority
 - Public Health body.
- 4.2** HCC is also the Planning Authority, responsible for determining County Matter planning applications (mineral extraction and waste disposal applications) and certain proposals for development by HCC, including transport projects promoted by HCC.
- 4.3** HCC maintains the Rights of Way Definitive Map & Statement, Rights of Way Improvement Plan, Minerals Local Plan, Waste Local Plan for Hertfordshire and has published Health & Wellbeing Planning Guidance.
- 4.4** The plans, policies and strategies of HCC related to transport are set out in detail in Local Transport Plan 4 (LTP4) and supporting documents. LTP4 sets the framework of transport policies that promotes that sustainable, balanced approach to people, place and movement which is future ready. This is covered in more detail in Part 2; Chapter 2: Policies.
- 4.5** Local Planning Authorities (LPAs) consult HCC on all planning applications that have a transport or accessibility impact associated with third party development applications and take HCC's views into account when considering those planning applications.
- 4.6** HCC does not have the power to direct refusal of a planning application that is determined by an LPA or to direct the imposition of conditions. However, HCC can advise that an application be refused, that certain conditions be imposed or that appropriate planning obligations are required.
- 4.7** HCC has a number of statutory responsibilities that will both influence its response to planning applications and the requirements imposed directly on the Scheme Promoter.

- 4.8** HCC will rigorously compliance test all projects that have a direct or indirect transport or accessibility impact against LTP4 policies and those policies arising from its statutory responsibilities at key stages of the project's lifecycle.
- 4.9** The compliance testing regime is described in Part 1 Chapter 4: LTP4 Compliance.

HCC – Highway Authority

- 5.1** Additions and improvements to the highway network must be designed to follow a principle of sustainability and to support a policy of integrated transport that places walking and cycling at the top of the user hierarchy.
- 5.2** HCC, as Highway Authority, has a number of detailed statutory duties under the Road Traffic Act 1988 Sections 38 and 39. The main duties are:
- In constructing new roads, must take such measures as appear to the authority to be appropriate to reduce the possibilities of such collisions when the roads come into use, Sec.39 (3c);
 - Prepare and carry out a programme of measures designed to promote road safety, Sec 39 (2);
 - Carry out studies into collisions arising out of the use of vehicles on roads or parts of roads, other than trunk roads, within their area, Sec 39 (3a);
 - In light of those studies, take such measures as appear to the authority to be appropriate to prevent such accidents, Sec 39 (3b);

5.3 The Road Traffic Act also enables the promotion of road safety by disseminating information or advice relating to the use of roads.

5.4 HCC has a duty under Section 41(1) of the Highways Act 1980 to maintain the highways for which we are responsible. In practical terms, allowing for other sections of the Act, case law and established good practice, this duty can be summarised as a requirement to inspect, maintain and repair the assets so as keep the fabric of those highways in sufficiently good repair so that the physical condition is safe for ordinary traffic to pass at all seasons of the year. In practical terms this means:

- A system of condition and safety inspections leading to
- Responsive and reactive works to ensure safety and serviceability and
- Planned works to maintain and renew assets
- This is all delivered through an asset management approach which seeks to ensure that the long-term outcomes are as efficient, effective and sustainable as possible, both financially and in terms of carbon impact.
- For this reason, the design and specification of new works can be crucial since it can limit the future choices available when managing and maintaining these assets in the future.

- It is therefore important to ensure that design choices consider long term sustainable management of the assets, rather than focusing on short term cost savings or expediency.

5.5 HCC, as Highway Authority, is responsible for many of the structures, such as bridges and retaining walls, associated with our highways. However, not all structures carrying, crossing or adjacent to HCC highways are owned and managed by the authority; many are owned by other public bodies such as Network Rail, National Highways and the Canal and Rivers' Trust. There are also private structures within, adjacent to or within supporting distance of the highway which are managed by private bodies (for instance a retaining wall installed to allow a basement-level in a building next to a highway). HCC has a role in approving such structures to ensure the safety and integrity of the highway but would not normally adopt or manage them.

5.6 Under the provisions of the Traffic Management Act 2004, HCC has a Network Management duty which it discharges through the Traffic Manager and in doing so undertakes:

- The issuing of permits and licences to undertake operations on the highway.

- The role of Street Works Co-ordinator under the provisions of the New Roads & Street Works Act (NRSWA) co-ordinating the work of utility companies, HCC's own roadworks and the work of third parties (such as scheme promoters) within the highway and on the rights of way network.

5.7 Further details of Network Management requirements can be found in Part 1, Chapter 12: Network Management

HCC – Passenger Transport

- 6.1** HCC co-ordinates home to school transport including special needs and mainstream, transport to day centres, and provides Herts Dial-a-Ride service.
- 6.2** 95% of the bus network is run commercially by private bus companies with service levels, timetables, routeing, fares set by operators. However, it is of note that TFL plays a big role in passenger transport inside the M25, so this has a positive impact in Watford Borough and Three Rivers District.
- 6.3** The Intalink Enhanced Partnership is the mechanism through which HCC works with bus operators to improve the commercial bus network in line with the objectives in the Intalink Bus Strategy and HCC Bus Service Improvement Plan.
- 6.4** HCC is responsible for marketing/publicity, infrastructure provision, contract management and associated enforcement and liaison with community transport providers and the NHS.
- 6.5** The Enhanced Partnership has involved HCC taking on some of the powers of the Traffic Commissioner in relation to registration of services and monitoring of punctuality and reliability.

- 6.6 HCC provides financial support to bus services deemed socially necessary as required by the Local Transport Act and determined through Value for Money criteria set out in the Appendix A of the Intalink Bus Strategy.
- 6.7 Responsibility for responding to and having input into transport strategies, Local Plan or similar documents, and planning applications from a passenger transport perspective has transferred to Highways. The Integrated Transport Unit's future role will be to concentrate on the operational aspects of passenger transport provision within the county.

HCC - Lead Local Flood Authority

- 7.1 As the Lead Local Flood Authority (LLFA) HCC is the regulatory body for construction in, and maintenance of flow in all ordinary watercourses in Hertfordshire, except for the small area of the county north of Hitchin (Ickleford & Pirton), which is covered by the Bedfordshire and Ivel Internal Drainage Board (IDB)).
- 7.2 Ordinary watercourses are deemed to be all rivers, streams and all ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers vested with utilities) and passages, through which water flows that are not classified as Main River by the Environment Agency.
- 7.3 To view all ordinary watercourses in Hertfordshire, please refer to HCC's online Ordinary Watercourse Map. Please note that there may be some ordinary watercourses, for example ditches, which are not shown on the map. If unsure, please contact Officers using the details below.
- 7.4 Please contact **ordinarywatercourses@hertfordshire.gov.uk** or send by post to:
 Ordinary Watercourses
 Hertfordshire County Council, Postal Point CHN215
 County Hall, Hertford, SG13 8DN

District & Borough Councils

- 8.1** There are ten district and borough councils in Hertfordshire. They are responsible for the delivery of a number of services to the local community. Details including area covered and contact information is given at <https://www.hertfordshire.gov.uk/about-the-council/how-the-council-works/district-and-borough-councils.aspx>
- 8.2** Each district and borough council acts as the Local Planning Authority (LPA) responsible for determining the majority of planning applications.
- 8.3** One of the key responsibilities of the LPA is to develop and maintain a Local Plan, which sets out in detail the planning context within which planning applications will be considered.
- 8.4** The borough and district councils are responsible for the Civil Parking Enforcement (CPE) of parking controls on the public highway. They also implement and operate Controlled Parking Zones including residents' parking schemes which operate on the public highway.
- 8.5** HCC delegates to the district and borough councils, by way of an agency agreement, powers to:
- Promote, determine and implement Traffic Regulation Orders under the Road Traffic Regulation Act 1984 for parking management; and
 - Enforce parking controls under the Roads and Traffic Regulations Act 1991.
 - Environmental Management regarding highway verge and tree management and maintenance (e.g. grass cutting, weed control, trees, hedges, shrubs) - All district and borough councils except for Three Rivers DC. Also, East Herts DC and Hertsmere BC do not undertake highway tree management and maintenance.
 - Highway Improvements (Broxbourne BC, Stevenage BC and Watford BC)
- 8.6** Broxbourne Borough Council has entered into Agency Agreements with HCC to act on its behalf in Highway Authority matters, including the management of development construction, excluding S278 agreements. Dacorum Borough Council has an agency for Public Rights of Way
- 8.7** No Agency Agreement exists in relation to highway structures, therefore all issues relating to highway structures must be dealt with via HCC, except for structures supporting Rights of Way in the boroughs of Broxbourne and Dacorum.

Environmental Services

- 8.8** District and borough councils are responsible under various Acts of Parliament for the provision of a number of environmental services within their areas. These include: -
- Environmental health, including matters relating to air quality and noise;
 - Street cleansing;
 - Household waste collection;
 - Dealing with fly tipping;
 - Maintaining public parks, grounds and leisure areas.
- 8.9** The provision of effective environmental services is an important contribution to the maintenance of environments that provide a sense of place, encourage active travel and contribute positively to public health and social wellbeing. Scheme Promoters are encouraged to develop proposals that help minimise anti-social activities and enable the relevant district or borough council to deliver their environmental services effectively and efficiently, but in doing so, also consult HCC regarding the nature and location of supporting features that will either be within the highway or will affect highway operation.

Environment Agency

- 9.1** The Environment Agency has various statutory responsibilities and powers relating to providing advice, establishing standards and regulating activities, which have an effect on land, air and water. In relation to developments and planning matters the significant interests lie in the following: -
- Regulating controlled waste treatment and disposal;
 - Preserving and improving the quality of rivers and groundwater;
 - Flood defence;
 - Conserving the water environment;
 - Regulating the management and remediation of certain contaminated sites.
- 9.2** The degree to which the Environment Agency needs to become involved in the planning, design or construction of any development or highway scheme will vary according to the location, nature and scale of the development.

Health and Safety Executive

- 10.1** The Health and Safety at Work etc Act 1974 established the principle that those who create risk are best placed to manage it.
- 10.2** The Health and Safety Executive (HSE) is the national regulatory body responsible for promoting better health and safety at work within Great Britain.

Hertfordshire Constabulary

- 11.1** The Hertfordshire Constabulary is the single force responsible for all police activity within Hertfordshire. In addition to their policing role, Hertfordshire Constabulary hold a number of other highway-related responsibilities, including:
- A joint responsibility (with local authorities and other key partners) under the Crime and Disorder Act 1998, to take account of community safety and anti-social behaviour in all aspects of their work. They do this through Crime and Disorder Reduction Partnerships;
 - To promote community safety by providing advice to scheme designers and promoters through the Hertfordshire Constabulary Crime Prevention Design Advisors (CPDA);
 - The enforcement of road traffic law, including traffic management and as such should be consulted in relation to all road schemes on or directly affecting the public highway, to ensure they are operable in practice.

Other Emergency Services

- 12.1** The Hertfordshire Fire & Rescue Service and the East of England Ambulance Service should also be consulted on highway and road layout design changes.

Mains Service Providers

- 13.1** There are numerous utility companies who hold statutory powers and responsibilities in relation to the supply of different services including water, gas, electricity, telecommunications, waste water disposal etc.
- 13.2** The responsibility for liaison with these utility companies rests with the scheme designer or promoter. The details of the areas of interest of utility companies can be obtained from HCC.
- 13.3** The Street Works UK (SWUK) represents the main Utilities' interest in street works and related matters. Members include the Water UK, BT, Energy Networks Association, Virgin Media and National Grid among others. The SWUK promotes best practice through national guidelines.
- 13.4** The British Pipeline Agency (BPA) manages, operates and maintains the UKOP (United Kingdom Oil Pipeline) network, a high pressure oil pipeline which is present in certain areas of the County. The Agency should be consulted along with the utility companies.

Canal & River Trust

14.1 The Canal & River Trust is a charity responsible for safeguarding waterways, including the maintenance and control of canals, rivers, reservoirs and docks in England and Wales. They own and manage some bridges and other structures adjacent to the public highway.

14.2 In Hertfordshire these include the navigable River Stort, the Lee Navigation and the Grand Union Canal. Many Public Rights of Way exist alongside watercourses managed by the Trust.

Network Rail

15.1 Network Rail is an Executive Agency of the DfT. It owns and runs rail infrastructure within the UK. Railway level crossings are critical points on the road, rail and Rights of Way networks. Network Rail should be consulted when changes to all modes of traffic flow, highway design or the Rights of Way network are proposed in the vicinity of level crossings. They also own and manage some bridges and other structures adjacent to the public highway.

Train Operating Companies

16.1 Train Operating Companies (TOCs) provide rail services and manage railway stations and forecourt areas.

16.2 The TOCs operate under franchise agreements and are therefore subject to change.

Bus Companies

17.1 There are numerous private companies that operate bus services in Hertfordshire.

17.2 In the majority of cases, bus services are provided on a commercial 'supply & demand' basis which is subject to change.

17.3 Consultation relating to bus services and infrastructure should be undertaken with HCC (see above).

Main Contacts

18.1 Website addresses for the main organisations are given below.

These websites hold the most recent contact details for the organisations concerned. Main telephone numbers of these organisations are also given.

18.2 In the first instance where new development is concerned, scheme promoter and designers should contact the Local Planning Authority for the district or Borough within which the proposed development would take place.

Organisation	Website
Department for Transport	www.dft.gov.uk
National Highways	https://nationalhighways.co.uk
Active Travel England	Active Travel England - GOV.UK (www.gov.uk)
Hertfordshire County Council	https://www.hertfordshire.gov.uk/
Broxbourne Borough Council	www.broxbourne.gov.uk
Dacorum Borough Council	www.dacorum.gov.uk
East Herts District Council	www.eastherts.gov.uk
Hertsmere Borough Council	www.hertsmere.gov.uk

Organisation	Website
North Hertfordshire District Council	www.north-herts.gov.uk
St Albans City & District Council	www.stalbans.gov.uk
Stevenage Borough Council	www.stevenage.gov.uk
Three Rivers District Council	www.threerivers.gov.uk
Watford Borough Council	www.watford.gov.uk
Welwyn Hatfield Borough Council	www.welhat.gov.uk
Environment Agency	www.environment-agency.gov.uk
Health and Safety Executive	http://www.hse.gov.uk/
Hertfordshire Environmental Records Centre	http://www.hercinfo.org.uk/
Hertfordshire Constabulary	www.herts.police.uk
Hertfordshire Fire and Rescue Service	https://www.hertfordshire.gov.uk/services/Fire-and-rescue/
East of England Ambulance Service	www.eastamb.nhs.uk

Mains Service Providers

Organisation	Website
Details of statutory undertakers in particular areas can be obtained from Hertfordshire Highways NRSWA	NRSWA.stats@hertfordshire.gov.uk
Street Works UK (SWAUK)	http://streetworks.org.uk
Information on statutory undertakers is available from their national representative body.	
British Pipeline Agency (BPA)	www.bpa.co.uk
Canal & River Trust	https://canalrivertrust.org.uk/
OFWAT regulator of the water sector in England and Wales	https://www.ofwat.gov.uk/

Train Operating Companies (TOCs)

Organisation	Website
A number of different TOCs provide passenger rail services within Hertfordshire. Their details can be obtained from the Intalink website.	www.intalink.org.uk
Rail Delivery Group	https://www.raildeliverygroup.com/
Network Rail	www.networkrail.co.uk

Bus Companies

Organisation	Website
Bus companies in Hertfordshire	www.intalink.org.uk
London Buses	https://tfl.gov.uk/modes/buses/
Transport for London (TfL)	https://tfl.gov.uk/

Chapter 3

The Scheme Promotion and Development Management Process

Contents

Introduction

- 1.1** Hertfordshire County Council (HCC) is the Strategic Transport and Highways Authority for Hertfordshire for all but the Strategic Road Network.
- 1.2** HCC is responsible for the construction, maintenance and repair of its own highways and for ensuring compliance of policy, design and construction of third party promoted infrastructure that impacts on highways and transport within Hertfordshire.
- 1.3** This Chapter summarises the processes, procedures and legal framework that Scheme Promoters should follow to enable the successful and efficient delivery of schemes and developments that are compliant with HCC's Local Transport Plan 4 (LTP4) policies.
- 1.4** Scheme Promoters are required to comply with all the requirements for LTP4 Compliance testing and submit the necessary evidence for all schemes and developments for consideration by HCC. However, it should be noted that the requirements are proportionate to the scale of the proposed scheme or development and its likely impact.
- 1.5** HCC shall not promote any of its own projects that are non-compliant with LTP4 and shall also object to third party planning applications that are non-compliant, without formally agreed Departures from Standards.
- 1.6** *HCC shall not adopt any highway that fails LTP4 compliance testing or the standards set out in this Place & Movement Planning design guidance.*
- 1.7** Scheme Promoters should familiarise themselves with the remaining chapters in Part 1 of this Place & Movement Planning Design Guide for more detailed requirements within the overall development management and scheme promotion processes.
- 1.8** In particular, it should be noted that the identification of the potential for Departures from Standards and appropriate mitigation measures should start at the Master Planning Stage, with reviews completed at each of the LTP4 Policy Compliance gateways.
- 1.9** It should also be noted that the Scheme Promoter is responsible for all aspects of their works within their development and on the Public Highway including Public Rights of Way, from the design through to supervising construction and ensuring that the works are completed to HCC's satisfaction.

Key Project Stages

2.1 The Diagram on pages 35 - 37 show the relationship between the Parts of this Place & Movement Design Guidance, LTP4 Compliance Testing Gateways and the standardised project stages and gateways for:

- DfT Major Projects Business Cases
- HCC Medium Sized and Major Capital Projects included within the LTP4 Delivery Plan
- Minor schemes HCC Integrated Transport Projects within the Integrated Works Programme
- Third party promoted developments and their associated transport improvements

2.2 Snapshot evidence of compliance to LTP4 will be sought from Scheme Promoters and considered by HCC at the relevant project stages associated with each gateway in accordance with Part 1; Chapter 4.

Project Type Place & Movement Planning and Design Guide Part 2				
DfT Local Majors	Strategic Outline Business Case Preparation	Strategic Outline Business Case Approval	Outline Business Case Preparation	Outline Business Case
HCC LTP Delivery Plan Transport Projects	Stage 1: Initiation	Gateway 1: Inception	Stage 2: Option Testing	Gateway 2: Feasibility
	Test/confirm scheme strategies against published policies, identifying constraints and risk assumptions	Policy context in place. Options in place for testing. Include scheme within LTP Delivery Plan	Identify preferred option for scope, nature, route	Preferred option Approved
HCC ITP Schemes	Stage 0	Stage 1 - Study/Feasibility		
	Project Validation	Stage 1a Commissioning	Stage 1b Feasibility	Stage 1c Approvals
Developments	Site Validation	Site complies with published policies. Constraints and risk assumptions identified.	Master Planning	Movement corridors, proposed land use zones and sustainability strategies demonstrate good development P&M Categories agreed
LTP4 Compliance Testing Gateways		Test 1: Validation Understanding Place & Movement		Test 2A: Master Plan - Preferred Option

Project Type Place & Movement Planning and Design Guide Part 3				
Business Case Preparation				
HCC LTP Delivery Plan Transport Projects	Stage 3: Initiation	Gateway 3: Project Approval	Stage 4: Design	Gateway 4: Conditional Approval
	Outline Design to 1:1250 & Consultation	Cabinet decision to seek powers. DfT Programme Entry	Design to 1:5000 & Statutory Approval Process	Planning Permission granted. SoS decision on CPO. Stewardship Agreed.
HCC ITP Schemes	Stage 2 - WCS Design Functions			
	Stage 2b - Outline Design			Confirmed in IWP
Developments	Pre-Planning			Policy Compliant Planning Application
LTP4 Compliance Testing Gateways	Test 2B: Outline Planning - Committed Option (if applicable)			Test 3: Full Planning - Detailed Scheme Proposal

Project Type Place & Movement Planning and Design Guide Part 4							
Business Case Preparation			Full Business Case				
HCC LTP Delivery Plan Transport Projects	Stage 5: Contract Preparation	Gateway 5a: HCC Funding Approval	Stage 5b: Procurement	Gateway 5b: Final Approval	Stage 6: Delivery	Gateway 6: Delivery	Stage 7: Maintain & Operate
	Final Design & Cost Estimate	Decision to proceed to tender	Final Appraisal. Tenders returned and assessed.	DfT & HCC Funding Approval. Contract Award	Construction	Adoption	
HCC ITP Schemes	IWP Delivery Phase						
	Stage 2c - Final Design	Sponsor Approval to Proceed	Stage 3a - Procurement	Stage 3a - Contract Award	Stage 4 - Mobilisation & Construction	Stage 5 & 6 - Post Works Activities & Project Closure	
Developments	Technical Approvals	Section Agreements Prepared		Construction		Adoption	
LTP4 Compliance Testing Gateways		Test 4: Approval - Final Design & Section Agreements				Test 5: Post Construction - Lessons Learned	

Site Validation & Master Planning

- 3.1** Scheme Promoters should familiarise themselves with all the Chapters in Part 2 of this Planning & Design Guidance whilst undertaking the Site Validation & Master Planning stages of the process.
- 3.2** HCC welcomes early discussion of transportation aspects of proposals with prospective Scheme Promoters as stated in Part 1; Chapter 1: Background & Scope and in accordance with the HCC 'Protocol for Pre-Application Advice.3.3. By seeking transport advice from as early as the site validation or master planning stages, Scheme Promoters will be able to work collaboratively with the County Council to solve problems, enhance sustainability, improve the Place & Movement outcomes, quality of designs and provide more certainty for stakeholders.
- 3.4** It is strongly recommended that Scheme Promoters agree Place and Movement Categories with Hertfordshire County Council and any potential need for departures from standards at the Master Planning stage, during early pre-application discussions.
- 3.5** HCC, as Highway Authority is responsible for the management and maintenance of all new, non-SRN highways that are adopted within Hertfordshire. Once a highway is adopted by HCC it becomes a 'highway maintainable at public expense.'
- 3.6** Not all highways are adopted by HCC as discussed in HCC's approach to Highway adoption set out in Part 1; Chapter 16: Adoption & Stewardship Principles.
- 3.7** In a new, large development, it is likely that new highways will be constructed to provide access within the development and to connect to the existing highway network.
- 3.8** These streets will be deemed to be private unless and until the owner of the land (usually the Scheme Promoter) has entered into an agreement for adoption by HCC (or the Borough of Broxbourne Council (BBC) where there is an agency agreement enabling BBC to arrange the adoption on HCC's behalf) on their completion.
- 3.9** There are various ways in which highways can be adopted as publicly maintainable highway.

Legal Framework

- I. Legal Agreements made under Section 38 of the Highways Act 1980 are the most common methods of achieving road adoption. These agreements are mostly used where roads are planned by developers on new residential or commercial developments.
- II. An Agreement under the terms of Section 38 of the Highways Act 1980 is made between the owner/developer and the Hertfordshire County Council. The agreement sets out a clear process to achieve road adoption. Road adoption will be finalised upon issue of Certificate of Maintenance. Detailed guidance on current Section 38 procedures is available on the HCC website at: -

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#roadadoption>
- III. The adoption of existing roads is usually achieved under Section 37 of the Highways Act.
- IV. In other circumstances adoption is also achieved under Section 278 of the Highway Act where there is dedication within the legal agreement.
- V. For the creation of Active Travel Links (non-motorised routes) as a Public Right of Way, HCC has power under Section 25 (s25) of the Highways Act to enter into agreements with landowners (Creation Agreements) for their dedication and power under Section 26 (s26) through publication of public path creation orders. (Creation Orders).
- VI. For the creation of Sustainable Travel Links HCC may use Section 25 or 26 or adopt a highway under Section 38 that is complemented by a Traffic Regulation Order that restricts its usage to certain vehicles and / or usage.

- 3.10** The interface between adopted and non- adopted highway and the long-term stewardship of the resulting public and private realm are strategic issues, which can influence the shape and feel of the development significantly. As such early discussions between the scheme promoter and HCC as Highway Authority are strongly recommended, particularly as HCC will only consider adoption of highways that are LTP4 compliant.
- 3.11** For some development proposals, it may be necessary to make alterations to the existing public highway including Public Rights of Way, also known as 'off-site' highway works. As soon as Scheme Promoters are aware that works to the existing highway will be required, they should, in the first instance, inform the relevant LPA, who will facilitate engagement with HCC.

Developing an Outline Planning Application

- 4.1** It is expected that an Outline Planning Application will be based on the Master Plan prepared from the guidance set out in the chapters in Part 2 of this Planning & Design Guide.
- 4.2** Whilst HCC is not a Local Planning Authority (other than for minerals and waste matters and for its self-promoted service-related schemes), HCC holds a number of statutory roles and uses them to support the LPAs as a statutory consultee in securing sustainable and responsible development.
- 4.3** HCC does this by advising the LPAs on those matters for which it has statutory roles and responsibilities to help ensure that associated transport and Public Rights of Way proposals complement and integrate well with the land-use proposals.

Legal Framework

- I.** Scheme Promoters apply for permission to develop land to the relevant District or Borough Council in Hertfordshire, who are the Local Planning Authorities (LPAs), as required by Section 62 of the Town and Country Planning Act 1990.
- II.** In accordance with Article 10 of the Town and Country Planning (General Development Procedure) Order 1995, if the application includes the “...formation, laying out or alteration of any means of access to a highway” the LPA is required to consult HCC as the Local Highway Authority. Other categories of development as defined in this article also require consultation with HCC, as well as other bodies.

- 4.4** The LPA formal consultation period with HCC is generally 21 days (subject to adequacy of information). The time period may vary with different LPA requirements.
- 4.5** HCC will assess LTP4 Compliance of all submitted planning applications

4.6 To allow HCC to ensure that an Outline Planning Application is capable of being translated into a feasible, LTP4 Policy Compliant development the Scheme Promoter shall provide the following with any Outline Planning Application:

- A location plan showing the key trip attracting destinations which will highlight the vehicular and non-vehicular connections that need to be made or enhanced between those locations and the site including Public Rights of Way
- A Transport Assessment or Statement as described in Part 1 Chapter 5: General requirements for Transport Assessments identifying strategic transport impacts and mitigation measures
- A plan at a scale of at least 1:2,500 for the Master Plan showing:
 - Proposed movement corridors indicating the proposed Place & Movement Category allocations with limits of horizontal deviation
 - Locations and the nature of proposed connections to the existing vehicular and non-vehicular highways and transport networks
 - Proposed Transport Hubs including their nature, scale and proposed stewardship model
- Existing and proposed Public Rights of Way including their current and proposed status (Footpath, Bridleway, Restricted Byway)
- Proposed land use zones
- Evidence of agreed departures from standards and associated mitigation measures
- The Outline Drainage & Flood Management Strategy in accordance with Part 1, Chapter 11: Drainage & Flood Management Compliance Testing & Approvals Process.
- Outline Earthworks Strategy, as detailed in Part 3, Chapter 12: Planning for Earthworks
- Indicative Adoption Strategy and stewardship models set out in an outline Whole Life Management Plan indicating broad principles of who is going to own the various vehicular and non-vehicular highways and transport assets, who is going to maintain and manage them and how they are going to be funded
- Identification of the need for any structures that will affect a vehicular or non-vehicular highway, railway or waterway.

Developing a Full Planning Application to seek Design Approval in Principle from HCC

- 5.1** Scheme Promoters should familiarise themselves with the content and requirements set out in all of the Part 3 Chapters of this Planning & Design Guidance whilst preparing a Full Planning Application.
- 5.2** The requirement for detailed transport mitigation measures, including improvements to the existing highway and their in-principle design will be determined in conjunction with the Transport Assessment or Statement as described in Part 1; Chapter 5: Transport Assessments.

Legal Framework

- I.** When it is considered that a development will have significant impacts on the local area that cannot be moderated by means of conditions to a planning decision, a Section 106 or 'S106' agreement under the Town and Country Planning Act 1990 is drawn up.
- II.** The scheme promoter will need to prove title to the land which will be subject to the Section 106 agreement.
- III.** Such agreements are the main instrument for placing restrictions on a scheme promoter, often requiring them to minimise the impact of development on the local area or community and to undertake measures which will bring benefit.
- IV.** S106 agreements allow Hertfordshire's District and Borough Councils, as Local Planning Authorities (LPAs) to enter into legally binding agreements (planning obligations) with landowners and developers to secure the construction of transport infrastructure and/or financial contributions to mitigate the impact of a development proposal.

5.3 Financial contributions under S106 and the Community Infrastructure Levy (CIL) are discussed in more detail within Part 1; Chapter 15: Charges & Fees

5.4 The scheme promoter shall demonstrate to the satisfaction of HCC that the proposed works to existing highway can be delivered on land which is either within the highway or within the control of the scheme promoter and delivered to the standards within this Place & Movement Planning and Design Guidance

5.5 To allow HCC to agree the proposals for the existing highway and those to create new, adoptable highways at a sufficient level of detail for inclusion within a subsequent legal agreement, the Scheme Promoter shall provide the following for a Full Planning Application:

- A plan at a scale of at least 1:500 (preferably 1:200 at junctions) showing:
 - The general LTP4 policy compliant layout for active travel, sustainable travel and other motor vehicle provision indicating the proposed Place & Movement Category allocations.
 - Proposed junction types, including the users that need to be provided for and their relative priorities

- Proposals for parking provision for all modes
- The proposed highway boundary
- Existing and proposed Public Rights of Way including current and proposed status, proposed modifications and legal tools for achieving such
- Sufficient levels to enable the need for cuttings, embankments, retaining walls etc to be established and to demonstrate vertical alignments for all highway users will be policy compliant.
- Proposed structures (to gain early understanding of structural form, headrooms etc required).
- Where appropriate, turning circles or vehicle tracking simulation printouts indicating the capability of roads to accommodate the turning movements of the main types of vehicles expected to use each road section
- Evidence of agreed departures from standards and associated mitigation measures
- A Stage 1 Road Safety Audit report carried out in accordance with GG119 or the provision of the necessary information for HCC to undertake the audit if one is required. A simple access which does not require a Section 38 or Section 278 agreement is unlikely to require a Road Safety Audit.

- Proposed Adoption Strategy and stewardship models in a draft Whole Life Management Plan indicating what legal mechanisms are proposed to create any new highways, who is going to own the various highways and transport assets, who is going to maintain and manage them and how they are going to be funded.
- Air Quality Report as described in Part 2 Chapter 3: Sustainability
- Health Impact Assessment for large developments over 100 units
- Climate Change Adaption & Resilience Report as described in Part 2; Chapter 3: Sustainability
- The Transport Assessment or Statement as described in Part 1; Chapter 4: General requirements for Transport Assessments including parking surveys and Healthy Streets Assessments as appropriate
- Ecology & Landscape Strategy as described in Part 2; Chapter 3: Sustainability
- Local Character & Heritage Plan that sets out the Public Realm Strategy in accordance with Part 3; Chapter 2: Public Realm
- Any impacts on existing Public Rights of Ways and proposed mitigation measures as discussed in Part 3; Chapter 6: Rights of Way
- The proposed highways boundary and fencing strategy in accordance with Part 3 Chapter 11: Planning for Highway Boundaries
- The Earthworks Strategy, as detailed in Part 3 Chapter 12: Planning for Earthworks
- Demonstration that any proposed structures are feasible and LTP4 compliant in accordance with the requirements of Part 3 Chapter 14: Planning for Structures
- Evidence that the potential needs for Road Restraint Systems (RRS) has been considered in accordance with Part 3 Chapter 15: Planning for Road Restraint Systems. The nature and type of any RRS shall be proposed for approval
- Confirmation of which locations on existing, or proposed new highway are likely to require unattended camera enforcement for bus lane, gate or moving traffic contraventions

- The Drainage & Flood Management Strategy as detailed in Part 1 Chapter 11: Drainage & Flood Management: Compliance Testing & Approvals Process and Part 3 Chapter 16: Planning for Road Drainage & Flood Prevention
 - The proposed illumination strategy scheme together with any intentions to use Special Design Apparatus in accordance with Part 3, Chapter 17: Planning for Street Lighting & Illuminated Signs
 - The emerging Signage Strategy Plan in accordance with Part 3 Chapter 18: Planning for Signs and Road Markings – Paragraph 2.11
 - Demonstration that any alterations to Utility Company equipment above and below ground and their impact on the existing, or future highway have been considered.
- 5.6** In assessing the Scheme Promoter's submission HCC will assess:
- LTP4 policy compliance
 - The feasibility of delivering the final design within the proposed planning permission's 'red line'
 - The likelihood of the detailed design meeting HCC's standards
- Suitability of the proposed adoption strategy and stewardship models
- 5.7** Works to existing highway may be dependent on Traffic Regulation Orders (TROs) and the statutory process for consultation, publishing, advertising and determining such Orders is likely to take a minimum of 12-18 weeks and could vary significantly subject to the consultation process. This timeframe does not allow for the resolution of objections.
- 5.8** Pre-application discussions should assist all parties in taking TRO requirements and procedures into account. More information on TRO processes is given in Part 1, Chapter 13: Traffic Regulation Orders.
- 5.9** Once HCC is satisfied that the submitted proposals are LTP4 compliant and feasible HCC will notify the LPA that they are Approved in Principle
- 5.10** The LPA, will confirm whether it is minded to grant permission for the development, subject to the inclusion of the agreed off site works in a Section 106 agreement. Alternatively, it will grant permission subject to a Grampian condition as described in 6.3 below.
- 5.11** Once the Section 106 Agreement is concluded, and the terms of the planning permission been agreed and the design been Approved in Principle, the LPA will issue the decision notice.

Preparing for Technical Approvals

- 6.1** Scheme Promoters should familiarise themselves with the content and requirements set out in all of the Part 4 Chapters of this Place & Movement Design Guidance whilst preparing proposals for the Technical Approvals needed to secure legal agreements with HCC.
- 6.2** When it has been established that works to the existing highway (off-site highway works) are a pre-requisite to the acceptability of the development to HCC and the LPA has granted planning permission for the development, HCC will require the Scheme Promoter to enter into a legally binding agreement to ensure that the required works on the Public Highway meet HCC's requirements.
- 6.3** Even if the streets within a new development are expected to be private streets there will most likely be a need to undertake works to the existing highway to make access to the development, and potentially the need to deliver vehicular and non-vehicular highways and transport mitigation measures, all of which require legal agreements with HCC.

Legal Framework

- I. Works (other than vehicle crossovers for householders) can be delivered using two different legal agreements, Section 278 of the Highway Act, and Section 106 of The Town and Country Planning Act 1990.
- II. HCC will deliver the associated highways and transport mitigation measures, where a Section 106 agreement requires financial contributions.
- III. Section 106 agreements are often linked to, or combined with, Section 278 agreements. Provision may be made within a Section 106 agreement requiring the Scheme Promoter to enter into a separate Section 278 agreement with HCC to enable the Scheme Promoter to deliver those works on existing highway.
- IV. Section 278 Highways Act enables developers (Scheme Promoters) to undertake works on the existing highways and may contain such provision as to the dedication as a highway of any road. The dedicated road extents of adoption should provide significant public utility.
- V. The LPA may grant planning consent with a condition (known as a Grampian condition) requiring the offsite highway works to be completed before a defined event (e.g. before commencement of the development or prior to first occupation of the completed development). If this approach is taken, the scheme promoter will then be required to enter into a Section 278 agreement with HCC before any work on site can commence to satisfy such a condition.
- VI. The construction of vehicle crossovers for householders (domestic clients) are enabled through Section 184 of The Highways Act 1980 via a separate application process on HCC's website.
- VII. If a third party proposes to only carry out drainage works under the surface of the Public Highway, then a Section 50 NRSWA Licence should be applied for, as it is more appropriate than a Section 278 agreement.
- VIII. The granting of outline or detailed planning permission or approval of reserved matters DOES NOT constitute permission to close or divert any Public Right of Way. This must be dealt with through an order under s247/257 of the Town and Country Planning Act 1990 or orders under the Highways Act 1980. (Entering into such processes can be time consuming and do not guarantee success; early engagement with the Surveying Authority is encouraged)

- 6.4** Whilst Hertfordshire County Council may undertake the works covered within a S278 Agreement, its usual preference is for the Scheme Promoter and their contractor(s) to undertake the works to the existing highway.
- 6.5** It is recommended that all third parties wanting to carry out works in the Highway seek appropriate legal advice or assistance.
- 6.6** The Scheme Promoter is required to seek and gain Technical Approval from HCC for all proposed works to the existing highway and works to create highways that are to be adopted by HCC under S38, or made via Section 25, which is typically undertaken in a two-stage process.
- 6.7** Technical Approval is undertaken in two stages to enable an initial check and feedback to be made before the final design is prepared ready for capturing within the legal agreements. A Stage 2 Road Safety Audit would normally be carried out between the in-principle and detailed design acceptance.
- 6.8** The Scheme Promoter shall complete an application form for Technical Approval and submit the proposals to HCC together with the Agreements Application & Processing fees (See Paragraphs 11 & 12) of Part 1 Chapter 8: Charges & Fees.
- 6.9** HCC will assess the scope, scale and basic sufficiency of the submission and, subject to its sufficiency provide a cost estimate for the Processing Fees in accordance with the Agreements Application & Processing fees (See Paragraphs 13) of Part 1 Chapter 8: Charges & Fees.
- 6.10** The overall process generally takes 10-16 weeks and may well be significantly exceeded, dependent on the scale and scope of works, quality of the design and requirement for re-submissions.

Technical Approvals: Stage 1 Requirements

- 7.1** Design drawings shall be prepared at an appropriate scale, fully dimensioned in metric units with scale bars to allow them to be read if not reproduced at 100% magnification and submitted electronically in PDF and current AutoCAD formats.
- 7.2** Street lighting and electrical drawings, Lighting Design Reality files should be supplied in RTMA (Real-Time Metric Access) file format.
- 7.3** Reports, specifications and schedules shall be in Microsoft Word or Excel format, as appropriate.
- 7.4** HCC reserves the right to request that paper copies are sent to an agreed address.
- 7.5** Stage 1 of the Technical Approvals process is aimed at confirming:
 - Continued LTP4 Compliance
 - Conformance to the granted Planning Consent and any special conditions
 - How any reserved matters regarding highways and transport can be discharged.
 - The final agreement for the extent of proposed highway boundaries, adoption and long-term stewardship arrangements
 - Any further potential departures from standards, or previously proposed strategies to those submitted for the Approval in Principle
 - Any requirements for Design Review Panels to resolve problems
 - Feedback from consultations with other stakeholders, such as the emergency services.
- 7.6** The Scheme Promoter shall complete an application form and submit to HCC alongside the Agreements Application & Processing fees (See Paragraphs 11 & 12) of Part 1; Chapter 15: Charges & Fees):
 - A copy of the Detailed Planning Consent, the accompanying approved drawings and the supporting strategies and plans set out in paragraph 5.5 above
 - Copies of HCC's Approved in Principle drawings if different from those finally submitted and approved by the LPA

- The proposed detail design drawings and supporting documents
- Evidence of agreed departures from standards and associated mitigation measures plus any further requests for Departures from Standards (in accordance with Part 1; Chapter 8: Departures from Standards) or previously proposed strategies, including requests for a Design Review
- Any Construction Logistics Plan that may have been requested by the LPA.

7.7 The drawings for the detailed design should clearly indicate the following details:

The extent of the site covered by the planning consent edged in a thick red line.

The scheme promoter's total site ownership, edged in a thick red line with crosses, if different to the extent of the planning consent

- Existing highway boundaries in a thick black dashed line
- Public Rights of Way
- Site location and all accesses (at 1:1,250 or 1:2,500)
- The horizontal and vertical geometry (presented as cross

sections at 1:500 horizontal, 1:50 vertical with gradient levels at 10m intervals – 5m intervals on vertical curves) for Active Travel Links, Sustainable Travel Links, Transport Hubs, road carriageway, footway, cycleway, cycle track and Public Rights of Way layouts, including:

- Proposed highway boundaries and boundary treatments in accordance with Part 4; Chapter 14: Highway Boundaries
- Cross-section locations and contours if appropriate
- Service access strips
- Verges
- Proposed accesses
- Visibility splays and sight lines in thin pink dashed lines
- Plot boundaries and building positions including garages
- Traffic calming and speed control features
- Vehicle crossings
- Parking spaces
- Trees, planting and soft landscaping areas
- Public realm hard landscaping areas
- Falls or gradients in turning spaces and on private drives should also be indicated.

- The category of highway (Active Travel Links, Sustainable Travel Links, Public Right of Way status, cycle track, major access, minor access, shared space etc) together with their Place & Movement designation for each section of the highway layout;
- Where appropriate, turning circles or vehicle tracking simulation printouts indicating the capability of roads to accommodate the turning movements of the main types of vehicles expected to use each road section shall be submitted;
- Long sections, showing existing and proposed levels, gradients, vertical curves, transitions, drainage pipe runs and access chambers;
- The Drainage Report showing layouts for highway drainage and flood management infrastructure and drawings as necessary to detail features such as pipes & bedding classifications, soakaways, swales etc; pipe bedding classifications should also be included. The drawings should be accompanied by supporting calculations and approval certifications, all in accordance with the Drainage & Flood Management Compliance Testing & Approvals Process. Highway drainage shall carry surface water from the highway only. If other water enters the system, it should not be adopted as a highway drain and must be submitted to the Sewerage Company;
- Cross-sections as may be necessary to indicate how areas of cut and fill are balanced or dealt with in accordance with the Earthworks strategy and Part 4 Chapter 11: Designing for Earthworks including any proposals and specifications for contamination remediation, materials recycling and stabilisation;
- Typical cross-sections showing pavement specifications, gradients, kerb details, etc including supporting design calculations;
- The specification (Appendices 4/1 and 4/2) and drawings for any Road Restraint Systems in accordance with the Part 4; Chapter 14: Road Restraint Systems;
- Proposals for passive provision for the installation of unattended camera enforcement sites;
- Street lighting and illuminated sign proposals in accordance with the agreed illumination strategy and Part 4; Chapter 16: Street Lighting & Illuminated Signs;
- Signing and road markings in accordance with the Signage Strategy Plan and Part 4; Chapter 17: Non-illuminated Traffic Signs & Road Markings;

- Soft and Hard Landscaping including street furniture in accordance with the Ecology & Landscape Strategy, Local Character & Heritage Plan and Part 4; Chapter 9: Designing Soft & Hard Landscaping;
 - Structures including supporting calculations and certification in accordance with Part 1; Chapter 10: Technical Approval for Structures and Part 4; Chapter 13: Designing Structures;
 - Traffic Signals in accordance with Part 4; Chapter 18: Traffic Signals;
 - Any special requirements laid down by the LPA, for example in relation to the use of particular materials or construction elements in Conservation Areas, or SSSI;
 - Details of any alterations to Utility Company equipment above and below ground and agreements made;
 - Requirements for Traffic Regulation Orders, Public Path Diversions or Highway Stopping Up Orders.
- 7.8** The Scheme Promoter shall submit their proposed Whole Life Management Plan indicating who is going to own the various highways and transport assets, who is going to maintain and manage them and how they are going to be funded.
- 7.9** The Scheme Promoter shall provide evidence that the designers have identified foreseeable health and safety risks and eliminated them through the design, or if not reasonably practicable, taken steps to reduce or control them. The design submission should include evidence that designers have complied with their duties under Construction (Design and Management) Regulations to ensure that hazards/risks to persons involved in the construction, operation, maintenance or demolition of a project are eliminated or reduced. Appropriate drawings should include information about residual health and safety risks.
- 7.10** A Stage 2 Road Safety Audit may be undertaken by the Scheme Promoter in accordance with GG119 and the report submitted to HCC, or alternatively undertaken by HCC as detailed in Part 1, Chapter 9: Design Checks and Safety Audits.
- 7.11** Any alterations resulting from the design checking process and/or recommendations from the Stage 2 Road Safety Audit will be referred to the scheme promoter or their designer for alteration to the design drawings to be made and re-submitted.
- 7.12** The District or Borough Council shall be consulted on areas of open space, landscape and general amenity.

7.13 After checking by HCC, drawings will be returned to the Scheme Promoter indicating:

- Any areas of non-compliance to LTP4 policies or standards to be addressed
- Confirmation of any outstanding Road Safety Stage 2 requirements that need to be addressed
- The area HCC is prepared to adopt
- Confirmation of the required Traffic Regulation Orders
- Confirmation of any amendments required to the submitted Construction Logistics Plan, or requirements for a draft Construction Management Plan.

Technical Approvals: Stage 2 Requirements

- 8.1** The scheme promoter shall (unless otherwise advised by HCC) submit an electronic copy of the updated and amended Stage 1 documentation demonstrating the points raised have been addressed.
- 8.2** The plan(s) shall be coloured as follows in readiness for capture within the legal agreements:

Feature	Colour
Boundary of the site covered by the planning consent	Thick solid red edging
Boundary of scheme promoter's ownership	Thick red edging with crosses
Carriageway	Light Grey
Cycleway / cycle tracks	Orange
Footways	Dark Grey
Footway crossing	Dark Grey
Highway grassed areas (verges etc.)	Dull Green
Street lighting columns	Yellow circle
Road signs	Red circle / blue cross
Highway drainage	Thin light blue
Public foul sewer	Thick dark orange dashed
Public surface water sewer	Thick dark orange
Public open space & amenity areas	Green hatched
Highway easement for future maintenance	Orange hatched
Extent of highway works	Edged thick green
Land to be dedicated	Edged thick dark blue
Land to be stopped up	Hatched black
Visibility Splays	Edged thin dashed pink
Public Rights of Way;	
Footpath	Purple
Bridleway	Green
Restricted Byway	Red
Byway Open to All Traffic	Brown

8.3 The Construction Management Plan (if required) for development and agreement with HCC should be started during Stage 2 ready for completion in conjunction with the Scheme Promoter's contractor, prior to start of construction.

8.4 The plan should meet Construction Logistics & Community Safety standards (See www.CLOCS.org.uk) and could typically include:

- The content of the Construction Logistics Plan, if required by the LPA
- Any other special conditions imposed by the planning authority, such as environmental protection, noise and vibration limits
- Temporary ecology protection and mitigation measures
- Key activities that HCC may want to be particularly present to witness such as structural foundations, test panels and the introduction of complex traffic management
- Air Quality Management proposals, such as the control of dust, and use of low emission plant & vehicles
- Measures to avoid or control mud on the roads
- Approved Routes to Site for delivery and works vehicles including waiting areas and delivery times
- Temporary Traffic Management arrangements
- Topsoil management proposals
- Before & After survey requirements including photographs or CCTV for asset condition, such as carriageways, footways, verges and highway drains
- A schedule of the required permits and licences including road space occupation, structures on the highway, utilities connections, storage of materials on highway, skips, scaffoldings and hoardings
- Parking management plans for site staff, particularly to avoid verge damage, or the removal of parking amenity to local residents and traders
- Site staff code of conduct
- A plan for communications with HCC, the local community, local councillors and the media
- A plan for managing safe access for users of Public Rights of Way network across the site

8.5 At the developer's request and where HCC thinks it reasonable, a site may be divided into a number of phases or stages. A Section 38 adoption agreement can then be completed for each phase of the site before work commences on the buildings in that stage as long as that phase operates in isolation. For example, it has turning heads provided towards the end of adoptable carriageways.

Construction Phase

- 9.1** Following the issue of the decision notice by the LPA and subject to all other relevant planning conditions having been discharged and once all details have been approved in writing and inspection fees paid (as required by the Section 106 and/or Section 278 Agreement) works may commence on site, subject to the appropriate notice being given to HCC, as stipulated in the Agreement.
- 9.2** This notice period is variable (3 or 10 or 90 days) in accordance with the Traffic Management Act 2004 (TMA). Notice periods for works on highway structures may be different.
- 9.3** Work can only commence on the highway with the agreement of HCC. HCC has powers to stop works where agreement has not been given. Scheme promoters should be aware that failure to meet any of the above requirements before commencing works on the highway will lead to action being taken to stop the works.
- 9.4** Safeguards will be incorporated into the S278 Agreement to ensure the works are to the satisfaction of HCC and that their duties and obligations regarding the Public Highway are protected.

- 9.5** Where Temporary Traffic Regulation Orders are required for Public Rights of Way, to enable the development phase, these will only be available for a period of no more than 6 months except with Secretary of State (SoS) approval.
- 9.6** Work must be undertaken by an accredited contractor, and HCC reserves the right to prevent under performing contractors from working on their network.
- 9.7** The Construction Management Plan started during the Approvals phase (if required) should be completed prior to construction including the following additional items:
- The proposed site governance structure
 - Construction (Design & Management) arrangements
 - Completion of the arrangements set out in the draft Schedule of Permits and Licences
 - The liaison arrangements with HCC
 - Any final HCC inspection requirements.
- 9.8** Regardless of whether there is a formal Construction Management Plan in place, or not, all Scheme Promoters and their contractors are expected to be 'good neighbours' and consider how they are to address the points raised in Paragraph 8.4 above.
- 9.9** For works on the highway, it will be a requirement to provide the main service connections, including sewers, up to the final site boundary with the highway prior to laying of new highway construction layers. These works can be undertaken under a Section 50 Licence of New Roads and Street Works Act 1991 or be included in the S278 scope of work.

Adoption of New Roads

10.1 Prior to completion of the works the Scheme Promoter shall agree with HCC the programme for LTP4 Compliance Test 5 which typically includes:

- I. A Stage 3 Safety Audit to identify whether there are any legacy road safety issues that need to be addressed.
- II. A Healthy Streets Assessment to identify whether the new streets have created the desired environment that promotes health and active travel.
- III. An assessment of movement patterns captured by Vivacity sensors and the like.
- IV. A review of the monitoring at those sites identified for potential unattended camera enforcement so as to establish whether the enforcement needs to be introduced, or not.

10.2 The Stage 3 Safety Audit in accordance with GG119 shall be carried out and any remedial action undertaken at the Scheme Promoter's expense.

10.3 The results and conclusions from the remaining (II to IV) elements of Test 5 shall enable HCC to introduce local mitigations financed by any retained 'Monitoring & Manage' fund to help achieve the desired outcomes.

10.4 'As-Built' drawings should be supplied in AutoCAD .dxf or .dwg format, and a copy of the Health & Safety File should be supplied in Microsoft Word format. The 'As-Built' DXF files should have attributes tables affixed to each new highway asset. The linear and point attributes required by HCC are defined in the Highway Asset Information (HAI) Data Specification.

10.5 Scheme Promoters shall furnish HCC with any spare, non-standard ITS or traffic signals equipment for future maintenance purposes on adoption as required by HCC.

10.6 Following completion of construction to standards and the expiry of a maintenance period (normally a year), HCC will carry out a final inspection and if satisfactory, thereafter maintain the road and the developer will be absolved from any further liability for maintenance.

10.7 Within 3 months of completing each Public Right of Way (PRoW) enhancement and before available for public use there will be a certificate of completion report provided to the Highways Authority responsible for the Rights of Way. If the condition of the PRoW is deemed acceptable a Certificate of Completion will be issued by the Highway Authority. Following a period of 1 year throughout which the developer will retain responsibility for maintenance of the PRoW concerned a maintenance report will be submitted. If, on inspection, the condition of the PRoW continues to be deemed acceptable a Certificate of Maintenance will be issued by the Highway Authority.

Adoption of Existing Private Streets

- 11.1** For existing private streets, the most common process for the adoption, is through Section 37 of the Highway Act.
- 11.2** The County Council may adopt such streets providing they meet HCC's current standards and are in a satisfactory condition for adoption. More detail on this is given in Part 1 Chapter 16: Adoption and Stewardship Principles.
- 11.3** Street Lighting shall be converted to LED and CMS control and signs de-illuminated, for example.
- 11.4** Any works required to bring a highway up to adoptable standard are the responsibility of the Scheme Promoter and shall be at no cost to HCC.
- 11.5** The Scheme Promoter shall submit the original As-Built drawings, if available, supplemented by:
 - Any photographic evidence of the original and construction works carried out
 - Photographs, details and drawings of any improvement works undertaken

- Confirmation of pavement construction through coring to confirm the different layers, layer depths, voids in the layer, the condition of the layer and the materials involved including binder type, aggregate size & type.
- Onsite PAK tests for coal tar
- CCTV surveys of and supporting analysis and calculations for drainage assets
- Electrical Safety Certificates for existing, or new assets
- Inventory data based on a full survey of all highway assets as per the HCC Highways Asset
- Information Data Specification as described in the HCC Highways Asset Information Process and Guidance Manual.

11.6 HCC may require a Stage 3 and/or 4 Safety Audit to be undertaken and any remedial action undertaken at the Scheme Promoter's expense. This covered in Part 1 Chapter 9: Design Checks and Safety Audits.

Chapter 4

LTP4 Compliance

Contents

Introduction

- 1.1** HCC is committed to supporting economic growth and enabling vibrant communities, whilst protecting the environment and addressing climate change.
- 1.2** In delivering sustainable and responsible growth it is essential that the built environment is safe, sympathetic to its surroundings, sustainable in its use of natural and other resources and supportive of active and healthy citizens.
- 1.3** The domination of roads by cars needs to be reduced to create places that serve the needs of all users.
- 1.4** Additions and improvements to the highway network must be designed to follow the principles of sustainability, and to support a policy of integrated transport that places walking and cycling at the top of the user hierarchy.
- 1.5** LTP4 sets the framework of transport policies that promotes a sustainable and balanced approach to people, place and movement which is future ready and resilient and adaptable to change. All of this demands a fresh approach to the planning and designing of new and improved highways, and the way we travel.
- 1.6** Traditionally, development sites and their associated transport proposals could come forward based on flawed principles. Commonly, this resulted in planning applications focusing heavily on road design requirements, leaving the provision for sustainable modes to be fitted within ('bolted on to') the planning approval's 'red line' and within budget as best as possible much later in the process, which often resulted in sub-optimal solutions.
- 1.7** Planning for sustainable development needs full and proportionate consideration from the earliest planning stage and thereafter throughout the design process if the resulting development is to keep within the red line and be LTP4 compliant, without compromise.
- 1.8** As sustainable modes are given the highest priority within the hierarchy of provision through Policy 1 of LTP4 it is vital that provision for them is considered and demonstrated from the outset.
- 1.9** In order to support Scheme Promoters in balancing the various demands of LTP4 Policies, key strands or themes that bring together the multiple policy requirements have been developed and woven into each of the various design stages.

1.10 This guidance aims to maintain a golden thread - from high level policy through to detailed standards and specifications - for the following key strands:

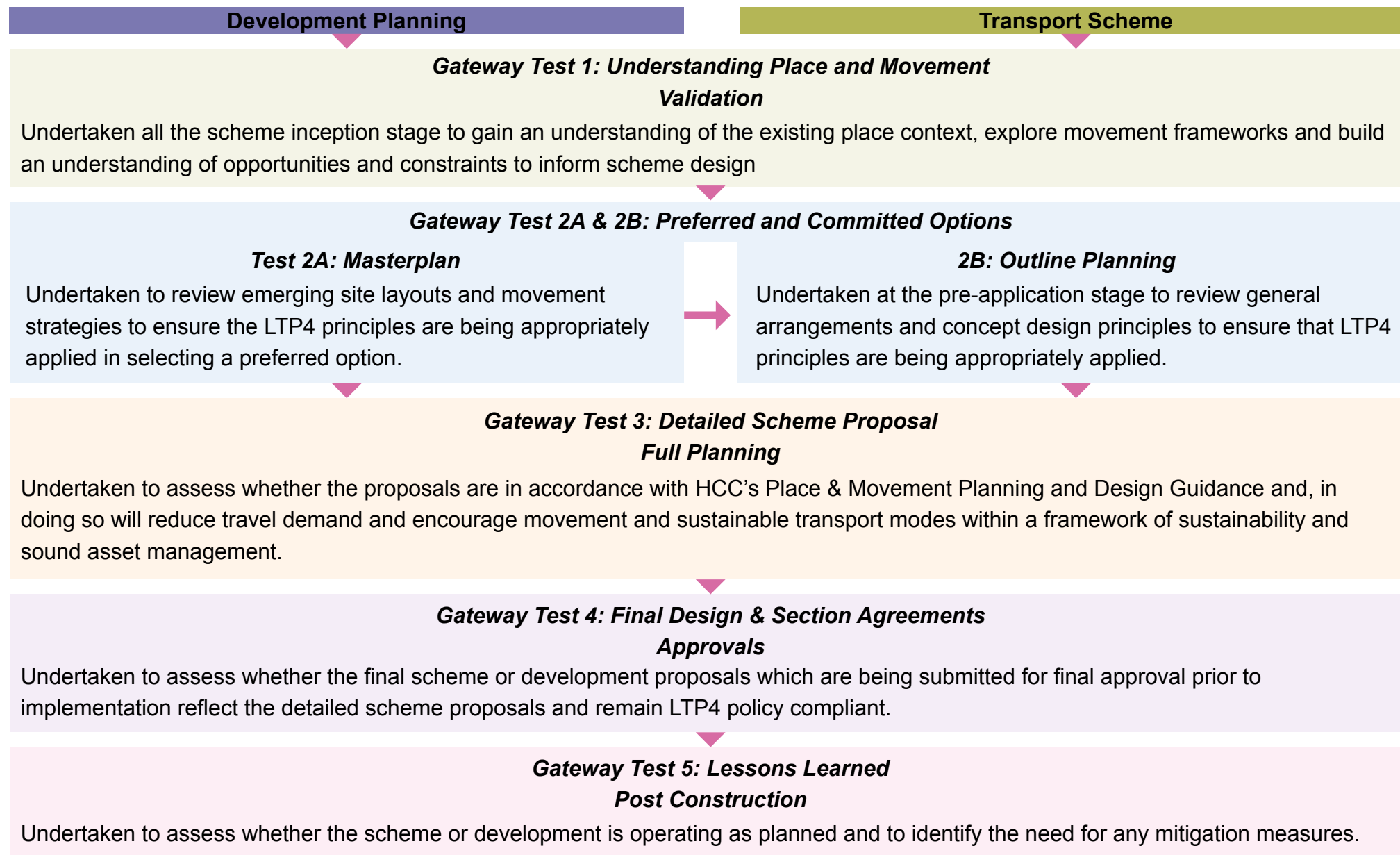
- **Place & Movement:** Place and Movement (P&M) provides the bases within the new guidance for deciding which activities should be prioritised and where the balance of provision should lie. Collectively, they will help identify appropriate highway provision at the master planning stage. The guidance also includes design menu cards that will help designers select the appropriate design speeds, features and design standards for each P&M category.
- **Sustainability including Health and Future Ready:** The vision is to create and maintain roads in Hertfordshire in a sustainable and balanced way, enhancing the natural environment and creating opportunities for Hertfordshire's communities. The highways network shall actively support healthier, cleaner and more active travel, and be resilient and flexible to changes to future technological, societal, resource and climate-based trends.
- **Asset Management:** An understanding of the life cycle of assets, and the selection of features and materials that HCC is prepared to adopt and maintain, will influence master planning, planning application preparation, detailed design

(right up to and including end of life transition), approval mechanisms and the adoption strategy.



1.11 This guidance introduces a rigorous scheme of LTP4 Policy Compliance Testing using a purpose-built Compliance Toolkit aimed at all developments and transport proposals. The toolkit is flexibly designed to be proportionate: recognising scale and likely impacts.

When should the Tool be used The Tool is to be applied from the initial stages of the planning process, from site identification through to operation. The Tool is split into a series of Tests comprising separate sets of appraisal questions for each gateway.



- 1.12** The Compliance Toolkit includes assessment frameworks (see Appendix A to this chapter) to appraise responses to template questionnaires and supporting documentation submitted at key stages throughout a scheme's lifecycle. In doing so, this helps ensure that the right decisions are made at the right time to deliver good development and, also helps get things right, first time to avoid abortive effort.
- 1.13** To maximise efficiency and effectiveness scheme promoters should undertake compliance testing throughout their scheme's preparation lifecycle to demonstrate compliance to themselves before submitting to HCC.

Scope

- 2.1** The LTP4 Compliance Testing scheme embraces and absorbs other nationally recognised compliance testing regimes, such as Equality Impact Assessments, Health Impact Assessments and Environmental Impact Assessments; in this, the Compliance Test does not seek to duplicate other assessments that may otherwise be required.
- 2.2** The aim is that results of relevant tests can be packaged up and presented to the relevant overseeing bodies for the various impact assessments, as appropriate.
- 2.3** Whilst HCC is not a Local Planning Authority (other than for minerals and waste matters and for its self-promoted service-related schemes), HCC holds a number of statutory roles and uses them to support the Local Planning Authorities in securing good development.
- 2.4** HCC can do this by ensuring that associated transport proposals complement and integrate well with the land-use proposals.
- 2.5** The policy compliance testing considers the combined impact of land use and movement on key highways and transport related sustainability themes linked to LTP4 Policies including:

- **Air Quality (Policy 19 & 20)**
- Energy & Carbon (Policies 7 & 19)
- **Health** (Policies 6, 7 & 8)
- **Water Quality and Flooding** (Policy 5, 14 & 21)
- Resource Management (Policy 21)
- Climate Adaptation and Resilience (Policy 14)
- Noise & Vibration (Policy 21)
- Biodiversity (Policy 21)
- Green Landscape (Policy 21)
- Local Character and Heritage (Policies 5 & 21)
- **Highway User Impacts** (Policies 1, 4,5,7,8,9,12,13,15 & 16)
- **Future Ready** (Policy 5h)
- **Safety** (Policies 15,17 & 18)
- **Equality and accessibility** (Policy 6)

2.6 HCC requires full compliance testing for all projects that it is the planning authority for and, for all projects promoted by HCC. All projects promoted by HCC **shall** conform to all of the policies set out in this document and provide evidence of compliance through testing the themes above.

2.7 Schemes promoted by third parties **shall** conform to the policies for which HCC has statutory responsibilities in its roles as:

- Highway & Transport Authority
- Waste & Minerals Authority
- Lead Local Flood Authority
- Public Health body.

2.8 The policies emboldened above are those that can be considered to be within HCC's direct interest, having those statutory responsibilities.

2.9 As HCC is not the Local Planning Authority (LPA) for all planning matters in the county, it cannot demand compliance testing from third parties of any planning policy areas that are not the direct responsibility of HCC, so those policy tests are strongly recommended for planning application purposes, but not mandatory.

- 2.10** It is strongly recommended that third party Scheme Promoters design proposals that conform to all of the policies set out in this document and provide evidence to demonstrate compliance at all stages of the development process.
- 2.11** Scheme Promoters should note that the local environmental factors captured by LTP4 are key to the success of promoting active travel and are therefore of material consideration by HCC in the appraisal of the highways and transport aspects of schemes and developments.
- 2.12** *HCC shall not adopt any highway that fails LTP4 Compliance testing or the standards set out in this Planning & Design Planning Guidance.*

LTP4 Compliance Testing Gateways

- 3.1** For development schemes snapshot evidence of compliance testing will be sought from Scheme Promoters and considered by HCC at the relevant project stages associated with each gateway.
- 3.2** Similarly, evidence of compliance shall be demonstrated at the project gateways for HCC promoted schemes.
- 3.3** It is good practice for scheme promoters to undertake compliance testing at intermediate points between gateways to help keep themselves on track.
- 3.4** The table below shows the relationship between the Parts of this Place & Movement Planning & Design Guidance (P&MPDG), LTP4 Compliance Testing Gateways and the standardised project stages and gateways for:
- DfT Major Projects Business Cases
 - HCC Medium Sized and Major Capital Projects included within the LTP4 Delivery Plan
 - Minor schemes HCC Integrated Transport Projects within the Integrated Works Programme
 - Developments

3.5 The LTP4 Compliance Tests, described in more detail in later sections of this chapter, are at the following Gateway stages of the scheme or development promotion process:

Test 1: Validation Gateway – Understanding Place & Movement

Test 2A: Master Plan Gateway – Preferred Option

Test 2A: Outline Planning Gateway – Committed Option

Test 3: Full Planning Gateway - Detailed Scheme Proposal

Test 4: Approvals Gateway – Final Design & Section Agreements

Test 5: Post Construction - Lessons Learned

3.6 At the outset, LTP4 compliance testing process validates the fundamental suitability of a development site or transport scheme, to set the context for Master Planning. In doing so, it highlights the opportunities and issues that need to be overcome for the site or scheme.

3.7 At this important project initiation stage, which is tested by the Validation Gateway Test, it should be demonstrated how the site or scheme will connect to key trip attracting destinations by walking, cycling and passenger transport, being mindful of distances to these destinations and the enhancements that may be required between the site and such locations. The distance will influence the type of travel modes that need to be maximised.

3.8 As sustainable modes are given the highest priority within the hierarchy of provision through Policy 1 of LTP4 it is fundamental that policy compliant provision for them is fully demonstrated by the time planning applications are submitted.

3.9 Similarly, strategies for earthworks, bio-diversity net gain and sustainable drainage need to demonstrate compliance at the planning application stage because they can significantly affect environmental impact and the planning 'red line'.

3.10 Continuity of policy compliance between the planning approval and the final scheme design is particularly important, because there can often be changes in personnel and / or time lags between the two, during which the golden threads could otherwise be lost.

- 3.11** The preparation of Section Agreements for developments, the approval to Seek Tenders for HCC major capital projects and the Sponsor Approval to Proceed with HCC's ITP projects are all Gateways that require a final compliance check before commitment to implementation. This check will again help ensure that the golden threads are maintained.
- 3.12** Appraisal of the submissions for compliance testing takes the form of a **Red**, **Amber**, **Green** (RAG) rating.
- 3.13** In undertaking the LTP4 Compliance checks HCC highways officers shall be appraising the impacts of the highways and transport related aspects of the proposals against all LTP4 policies.
- 3.14** On identifying potentially **Amber** or **Red** ratings for aspects in planning policy areas that are not the direct responsibility of the Highway Authority they shall escalate the matter to the appropriate authority for local planning, waste & minerals, health and local flooding.

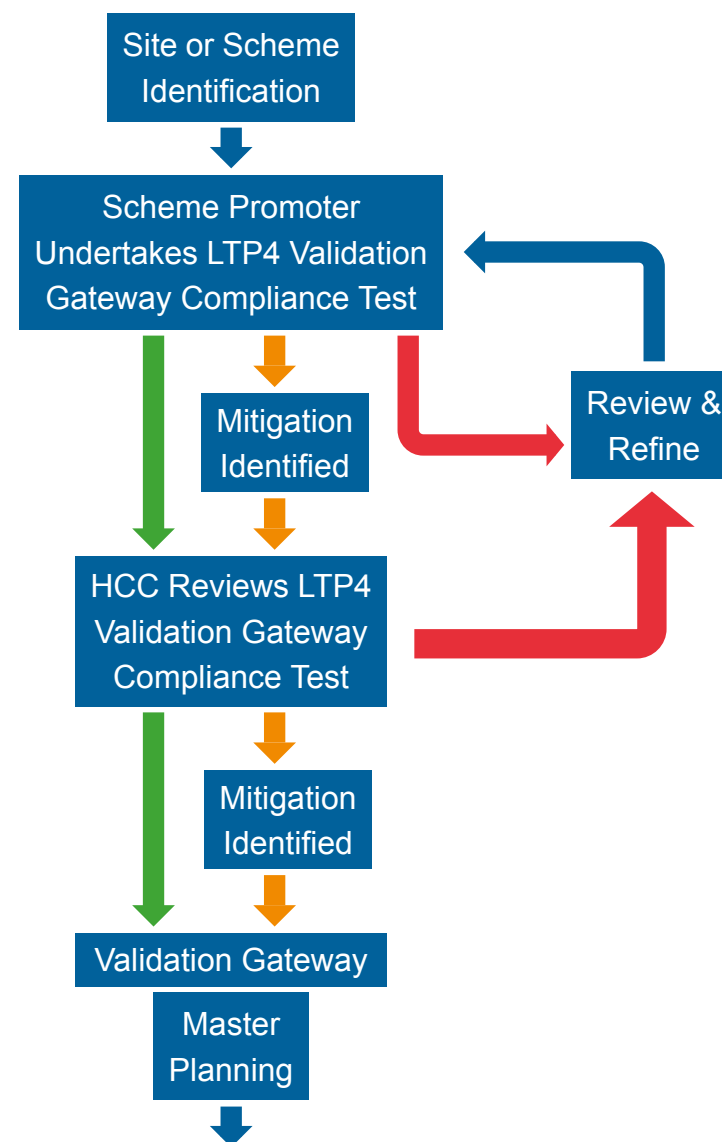
Project Type Place & Movement Planning and Design Guide Part 2				
DfT Local Majors	SOBC Preparation	SOBC Approval	OBC Preparation	OBC
HCC LTP Delivery Plan Transport Projects	Stage 1: Initiation	Gateway 1: Inception	Stage 2: Option Testing	Gateway 2: Feasibility
	Test/confirm scheme strategies against published policies, identifying constraints and risk assumptions	Policy context in place. Options in place for testing. Include scheme within LTP Delivery Plan	Identify preferred option for scope, nature, route	Preferred option Approved
HCC ITP Schemes	Stage 0	Stage 1 - Study/Feasibility		
	Project Validation	Stage 1a Commissioning	Stage 1b Feasibility	Stage 1c Approvals
Developments	Site Validation	Site complies with published policies. Constraints and risk assumptions identified.	Master Planning	Movement corridors, proposed land use zones and sustainability strategies demonstrate good development P&M Categories agreed
LTP4 Compliance Testing Gateways		Test 1: Validation Understanding Place & Movement		Test 2A: Master Plan - Preferred Option

Project Type Place & Movement Planning and Design Guide Part 3				
Business Case Preparation				
HCC LTP Delivery Plan Transport Projects	Stage 3: Initiation	Gateway 3: Project Approval	Stage 4: Design	Gateway 4: Conditional Approval
	Outline Design to 1:1250 & Consultation	Cabinet decision to seek powers. DfT Programme Entry	Design to 1:5000 & Statutory Approval Process	Planning Permission granted. SoS decision on CPO. Stewardship Agreed.
HCC ITP Schemes	Stage 2 - WCS Design Functions			
	Stage 2b - Outline Design			Confirmed in IWP
Developments	Pre-Planning			Policy Compliant Planning Application
LTP4 Compliance Testing Gateways	Test 2B: Outline Planning - Committed Option (if applicable)			Test 3: Full Planning - Detailed Scheme Proposal

Project Type Place & Movement Planning and Design Guide Part 4							
Business Case Preparation			FBS				
HCC LTP Delivery Plan Transport Projects	Stage 5: Contract Preparation	Gateway 5a: HCC Funding Approval	Stage 5b: Procurement	Gateway 5b: Final Approval	Stage 6: Delivery	Gateway 6: Delivery	Stage 7: Maintain & Operate
	Final Design & Cost Estimate	Decision to proceed to tender	Final Appraisal. Tenders returned and assessed.	DfT & HCC Funding Approval. Contract Award	Construction	Adoption	
HCC ITP Schemes	IWP Delivery Phase						
	Stage 2c - Final Design	Sponsor Approval to Proceed	Stage 3a - Procurement	Stage 3a - Contract Award	Stage 4 - Mobilisation & Construction	Stage 5 & 6 - Post Works Activities & Project Closure	
Developments	Technical Approvals	Section Agreements Prepared		Construction		Adoption	
LTP4 Compliance Testing Gateways		Test 4: Approval - Final Design & Section Agreements				Test 5: Post Construction - Lessons Learned	

Stage 1: Validation Gateway Compliance Tests

- 4.1** The aim of testing LTP4 compliance at the Validation Gateway stage is to assess, within the context of sustainable transport and sustainable transport infrastructure, the fundamental suitability of a development site or transport scheme for its intended use at that location, whilst understanding the opportunities and issues that need to be overcome for that site or scheme.
- 4.2** LTP4 compliance at the Validation Gateway stage should be demonstrated by the successful completion of the Validation Gateway Compliance Test questionnaire by the Scheme Promoter and as assessed by HCC. The template questionnaire is contained within Appendix A to this chapter.



4.3 Appraisal of the responses to the questionnaire takes the form of a **Red**, **Amber**, **Green** (RAG) rating, which should help support the Scheme Promoter in taking an iterative approach, as necessary, to identify a feasible proposal that has the prospect of evolving to a LTP4 compliant Master Plan.

4.4 The flow chart depicts the potentially iterative approach. In essence:

Red = *Stop and Rethink*

Amber = *Mitigate and Turn to Green*

Green = *Go Ahead*

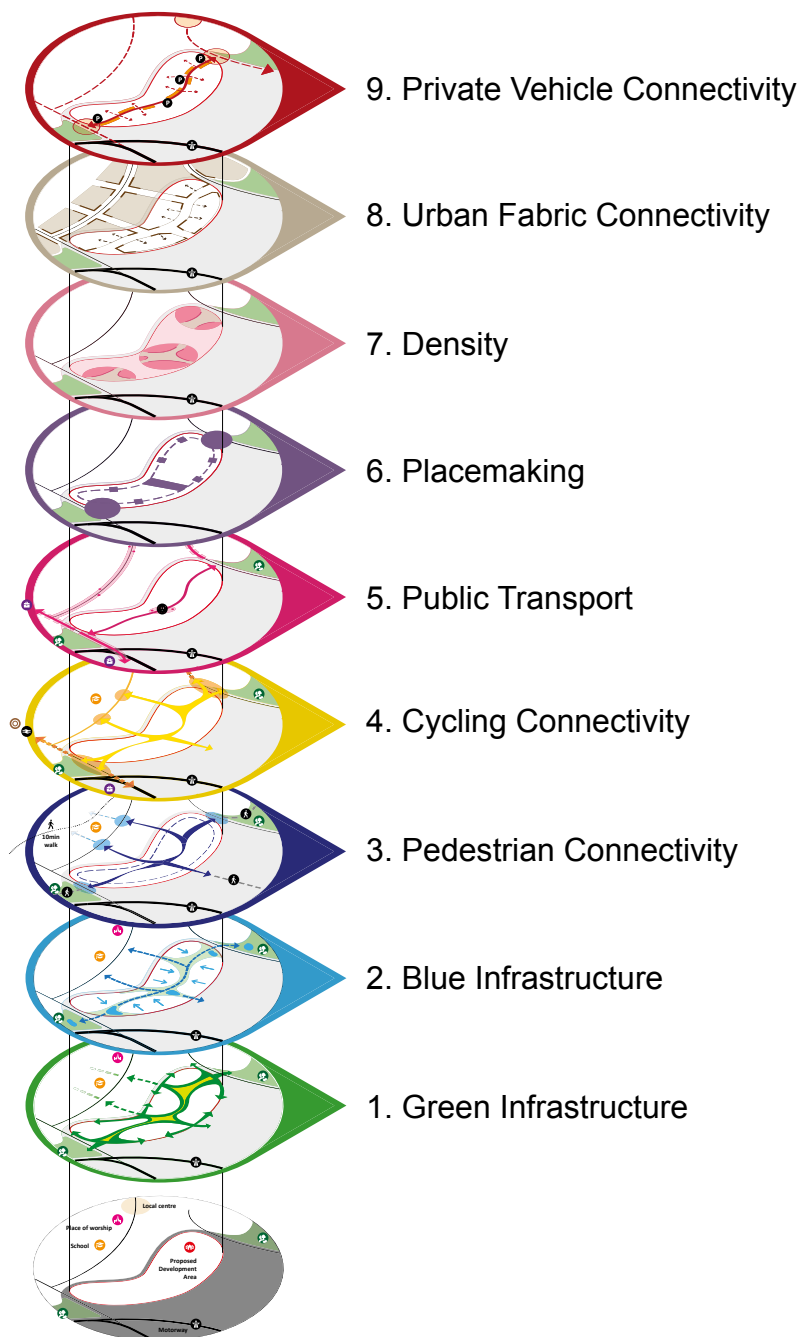
4.5 An 'Ecology & Landscape Strategy' and 'Local Character & Heritage Plan' initiated at the Site or Scheme Validation stage should demonstrate suitable consideration of the local green infrastructure, local character and heritage opportunities or constraints. The conclusions should be summarised within the response to Part E of the LTP4 Validation Gateway Compliance Test questionnaire.

4.6 For the blue infrastructure, the first stage of the Drainage & Flood Management Strategy should demonstrate appropriate consideration of:

- Anecdotal information on existing flood risk including flood history
- Location of existing water courses
- The risk of pollution

4.7 The conclusions should be summarised within the response to Part E of the LTP4 Validation Gateway Compliance Test questionnaire.

4.8 Responses to Part B of the LTP4 Validation Gateway Compliance Test questionnaire should demonstrate how the site or scheme is connected or will connect to key trip attracting destinations by walking, cycling and passenger transport, being mindful of distances to these destinations and the enhancements that may be required between the site and such locations. The distance will influence the type of travel modes that need to be maximised.



4.9 Cycle connections should achieve a Cycling Level of Service (CLoS) score of at least 70% and no critical fails. See Appendix A of LTN 1/20 Cycle Infrastructure Design.

4.10 The validation exercise should also identify and assess the local topography and existing transport network to establish whether:

- Any barriers that will need to be crossed by structures can be done so feasibly.
- The proposed movement corridors are suitable (or can be made suitable) for walking, cycling and equestrians.
- Existing parking provisions and the potential strategic impacts on that provision from the proposed scheme or site can be mitigated feasibly.
- The risks and opportunities associated with the geometry of the links and junctions on the existing network are identified and risks can be mitigated.

4.11 The conclusions should be summarised within the response to Part D of the LTP4 Validation Gateway Compliance Test questionnaire.

4.12 Scheme Promoters should also consider commissioning a Healthy Streets assessment at the Validation stage to complement the LTP4 Validation Gateway Compliance Test to identify the gaps, risks, opportunities on existing streets which are being identified for retrofitted improvement.

4.13 The following table summarises the requirements for LTP4 compliance at the validation stage associated with the wider sustainability themes described in Part 2 Chapter 3 that underpin this overall P&MPDG.

Energy and carbon: Policies 9 & 17

Major & Minor schemes

(e.g. Integrated Transport Projects where HCC is both the promoter and LPA)

- Site (and site selection) criteria that will facilitate low carbon transport and transport infrastructure have been established and articulated.
- Existing or planned future sources of low carbon energy to which the scheme could link have been established.
- Evidence is contained within response to Validation Gateway Compliance questionnaire: C1.

Strategic / local plan developments

- Site (and site selection) criteria that will facilitate low carbon transport and transport infrastructure have been established and articulated.
- Evidence is contained within response to Validation Gateway Compliance questionnaire: C1.

Smaller developments

- No requirements

Sustainable resource management: Policy 21

Major & Minor schemes, Strategic / local plan developments

- Site (and selection) criteria that will help minimise material consumption and waste production / disposal across the associated transport and transport infrastructure lifecycle have been established and articulated.
- Evidence is referenced within response to Part E of the Validation Gateway Compliance questionnaire.

Smaller developments

- No requirements

Climate adaptation and resilience: Policy 14

Major & Minor schemes, Strategic / local plan developments

- Receipt and assessment of climate data (for example, as extracted from the Met Office UKCP18 database, at a 25km² resolution) for the Hertfordshire region, for the predicted lifetime of a proposed development has been acknowledged by the Scheme Promoter.
- Evidence is referenced within response to Part E of the Validation Gateway Compliance questionnaire.

Smaller developments

- No requirements

Biodiversity: Policy 21

Major & Minor schemes, Strategic / local plan developments

- Evidence that the Scheme Promoter has worked with ecological expertise to establish spatial and early planning ideas for achievement of biodiversity net gain on all major, minor and strategic highways and transport works.
- HCC has been engaged regarding large scale tree planting and other established biodiversity schemes, to identify opportunities to contribute to conservation priorities both on and off-site by creating habitat and creating/ strengthening wildlife corridors. The role of these schemes in carbon sequestration has been set out.
- Evidence is referenced within response to Part E of the Validation Gateway Compliance questionnaire.

Smaller developments

- Opportunities for preserving and enhancing vegetation and wildlife corridors, through planting schemes have been considered and presented.
- Evidence is referenced within response to Part E of the Validation Gateway Compliance questionnaire.

Air quality: Policy 19

Major schemes

- The feasibility of whether the instigation of a Clean Air Zone within strategic movement network boundaries has been considered, and any actions required to achieve that has been identified.
- The location of planned movement network developments has (in the first instance) been sited away from receptors and users vulnerable to air quality impacts, particularly schools, nurseries and care homes
- The proposals demonstrate how the scheme can drive an uptake in sustainable travel
- Evidence is contained within response to Validation Gateway Compliance questionnaire: C2.

Minor schemes

(e.g. Integrated Transport Projects where HCC is both the promoter and LPA)

- The proposals identify how receptors and users vulnerable to air quality impacts, particularly schools, nurseries and care homes can be better protected.

- The proposals demonstrate how the scheme can drive an uptake in sustainable travel
- Evidence is contained within response to Validation Gateway Compliance questionnaire: C2.

Strategic / local plan developments

- The proposals identify how receptors and users vulnerable to air quality impacts, particularly schools, nurseries and care homes can be better protected.
- The proposals demonstrate how the scheme can drive an uptake in sustainable travel
- Evidence is contained within response to Validation Gateway Compliance questionnaire: C2.

Smaller developments

- No requirements

Historic environment: Policy 21

Major & Minor schemes, Strategic / local plan developments

- Proposals demonstrate how collaboration with historic environment specialists to promote active travel has been achieved and the feasibility of a proposed development with respect to cultural heritage has been documented.
- Evidence in the 'Local Character & Heritage Plan' is referenced within response to Part E of the Validation Gateway Compliance questionnaire.

Smaller developments

- Clarification statement has been made as to whether the transport infrastructure will be within a conservation area or affected by the listed status of local properties or remains.
- Evidence is referenced within response to Part E of the Validation Gateway Compliance questionnaire.

Noise and vibration: Policy 21

Major schemes

- Proposals identify how the location of planned movement network developments has (in the first instance) been sited away from noise and vibration sensitive receptors and users, particularly schools, nurseries and care homes.
- Proposals consider whether mitigation for any significant adverse effects is likely to be feasible.
- Evidence is contained within response to Validation Gateway Compliance questionnaire: C3.

Minor schemes, Strategic / local plan developments

- Proposals identify how the location of planned movement network developments has (in the first instance) been sited away from noise and vibration sensitive receptors and users, particularly schools, nurseries and care homes.
- Evidence is contained within response to Validation Gateway Compliance questionnaire: C3.

Smaller developments

- No requirements unless significant adverse environmental effects have been identified.
- Evidence is contained within response to Validation Gateway Compliance questionnaire: C3.

Health and wellbeing: Policies 6, 7 & 8

Major & Minor schemes, Strategic / local plan developments

- Proposals demonstrate how a development provides new, and/or ties into existing, infrastructure that accommodates cycling, walking, equestrianism and other modes of more active travel and for recreation
- Safety and ease of access/use has been demonstrated as the primary considerations for designing active travel movement networks
- Evidence is contained within response to Validation Gateway Compliance questionnaire: C3.

Smaller developments

- No requirements

Future ready: Policy 5h

Major & Minor schemes

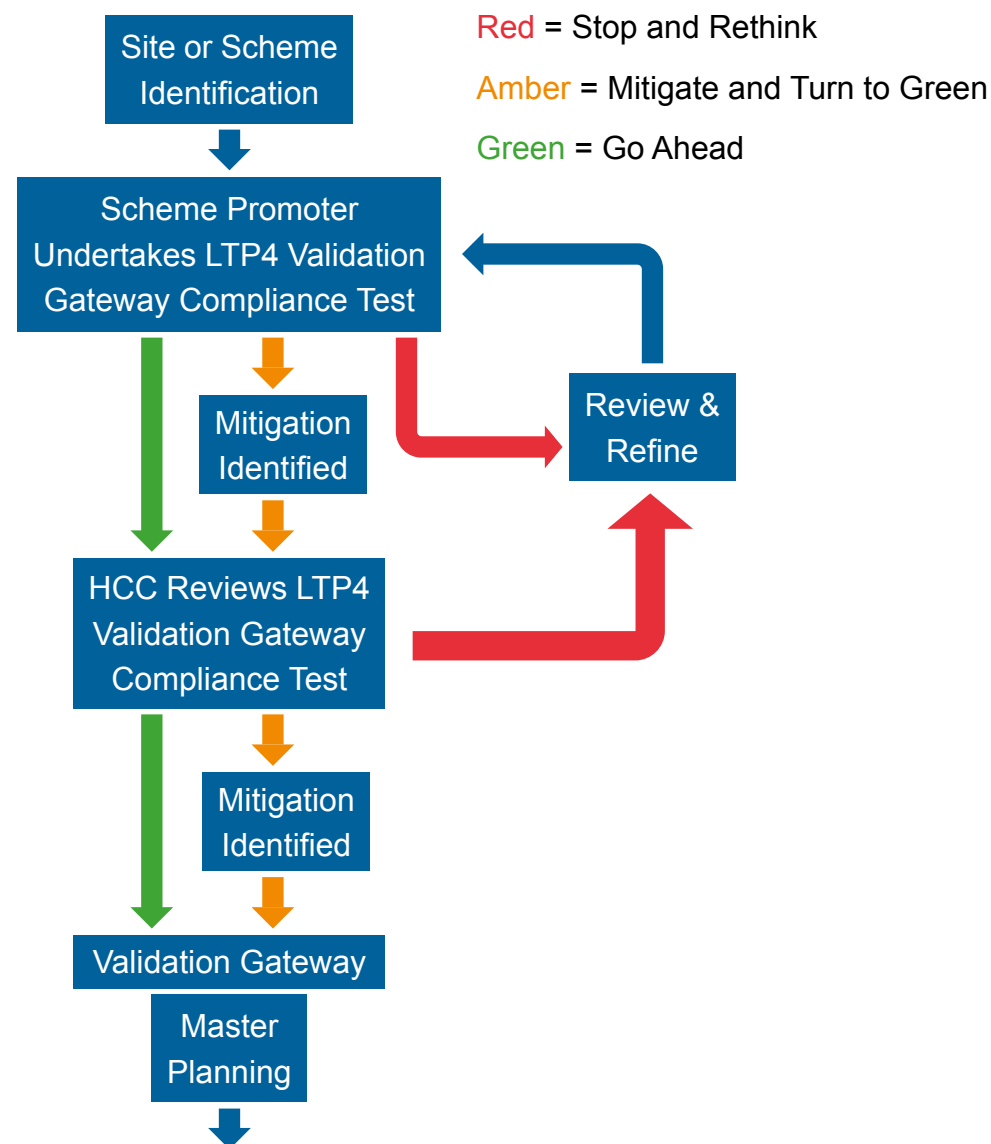
- The potential for current and future transit-led development / internalisation and how a preferred solution takes this into account are recorded.
- Evidence is referenced within response to Part D of the Validation Gateway Compliance questionnaire.
- Strategic / local plan developments Current and future links to developments, and how a preferred solution takes this into account are captured and recorded.
- Evidence is referenced within response to Part D of the Validation Gateway Compliance questionnaire.

Small developments

- No further requirements

Stage 2A: Master Plan Gateway Compliance Tests

- 5.1** The aim of testing LTP4 compliance at the master plan stage is to assess whether the proposals reduce travel demand and encourage movement by sustainable transport modes both within the site and to local destinations including passenger transport facilities for longer journeys, all set in a sustainability framework.
- 5.2** LTP4 compliance at the Master Plan Gateway stage should be demonstrated by the successful completion of the Master Plan Gateway Compliance test questionnaire by the Scheme Promoter and as assessed by HCC.
- 5.3** The template questionnaire for developments is contained in Appendix B to this chapter and the template questionnaire for transport schemes is contained in Appendix C.
- 5.4** Appraisal of the responses to the questionnaire takes the form of a Red, Amber, Green (RAG) rating, which should help support the Scheme Promoter in taking an iterative approach, as necessary, to identify a feasible proposal that will lead to a LTP4 compliant planning application.



- 5.5** The flow chart depicts the potentially iterative approach. In essence:
- 5.6** To achieve LTP4 compliance, the vision for the local landscape as set out in the emerging 'Ecology & Landscape Strategy' and 'Local Character & Heritage Plan', conceptual plans and artist impressions, shall demonstrate how collectively the built environment, gardens, driveways, paths, fences, gates, verges, open spaces, SuDs features, paving materials, street furniture, trees and shrubs will combine to help achieve the desired outcomes of active travel and benefits to physical and mental health and in doing so:
- Reflect local character to enhance links between urban and rural connectivity
 - Promote a green infrastructure led approach that fully integrates a network throughout the development
 - Ensure an integrated approach with blue infrastructure provision
 - Safeguard space provision for generous walking and cycling networks
 - Promote connectivity to surrounding green spaces and existing street green infrastructure
 - Contribute to the target of a 20% increase in green and blue habitats and spaces, across Hertfordshire, by 2030.
- 5.7** The proposals should be referenced within the response to Part 4 / 5 of the LTP4 Master Plan Gateway Compliance Test questionnaire.
- 5.8** The second stage of the Drainage & Flood Management Strategy shall demonstrate feasibility having identified site constraints and opportunities considering:
- Land availability;
 - The permeability of the ground;
 - The level of the water table;
 - The quality of the ground water;
 - Exceedance
 - The implications on landscape character & treatment
- 5.9** The conclusions should be referenced within the response to Part 4 / 5 of the Master Plan Gateway Compliance Test questionnaire.
- 5.10** The outline Earthworks Strategy shall demonstrate an understanding of the existing geology, groundwater levels and quality and the potential presence of contaminated land and sets out proposed strategies for resource management optimisation, contamination remediation, materials recycling and any stabilisation. The conclusions should be referenced within the response to Part 4 / 5 of the Master Plan Gateway Compliance Test questionnaire.

5.11 Completion of the Master Plan Gateway Compliance Test questionnaire by the Scheme Promoter and as assessed by HCC shall demonstrate consideration of the following:

- Conceptually that key destinations are close to where people live with an effective network strategy for active travel on a terrain that is suitable for walking, cycling and equestrians.
- In particular cycle routes within the site will be able to achieve a Cycling Level of Service (CLOs) score of at least 70% and no critical fails
- High-frequency, reliable passenger transport provision including supporting infrastructure
- Transport Hubs of appropriate scale and scope
- Future proofing for demand responsive bus services & autonomous vehicles
- Making cycle parking / storage and charging provision for all residential units, transport nodes or interchanges and at key destinations.
- Car-free/low car development at appropriate locations near to rail stations and local passenger transport nodes,

with careful management of car parking that relates to the provision of walking, cycling and passenger transport facilities

- Restraining car park levels off-street and through parking restrictions on specific roads
- Opportunities for communal parking areas with limited on street / driveway provision
- Payment for residential parking space separate to housing
- Future proofing for demand responsive services & autonomous vehicles
- Mitigations for the surrounding highway network and local destinations
- Principles of operational parking management

5.12 The proposals shall also demonstrate conceptually that the geometric highway design for all modes can be accommodated within the proposed planning 'red-line' avoiding the provision of unnecessary structures.

5.13 The scale and nature of necessary proposed structures on or adjacent to the existing or proposed highway shall be acceptable to HCC.

- 5.14** Co-ordinated consideration of highway illumination, highway alignment, landscape design and materials specifications shall demonstrate that the whole life costs of the overall highway provision will be minimised in support of Policy 22: Asset Management.
- 5.15** The conceptual material palettes shall meet the relevant Place & Movement category designations, reflecting local character and heritage, whilst keeping the future maintenance liability to a minimum.
- 5.16** The degree of dependence of the proposed scheme or development on Intelligent Transport Systems (ITS) to achieve LTP4 compliance shall be identified and assessed for feasibility.
- 5.17** The following table summarises the requirements for LTP4 compliance at the master planning stage associated with the wider sustainability themes described in Part 2; Chapter 3 that underpin this overall P&MPDG.

Energy and carbon: Policies 9 & 17

Major & Minor schemes

(e.g. Integrated Transport Projects where HCC is both the promoter and LPA) **Strategic / local plan developments**

- A qualitative (or where it is agreed to be of value, quantitative) assessment of carbon (including impact hotspots) impacts associated with proposed transport provision and transport infrastructure has been undertaken.
- Specific opportunities and commitments to reduce carbon through, for example, low and zero carbon technologies have been identified and recorded.
- Evidence is referenced within response to the Master Plan Gateway Compliance questionnaire.

Smaller developments

- No requirements.

Sustainable resource management: Policy 21

Major & Minor schemes, Strategic / local plan developments

- The potential for material savings that can be achieved through lean and other good engineering measures has been proposed qualitatively and where possible quantitatively for the transport infrastructure.
- Evidence is referenced within response to the Master Plan Gateway Compliance questionnaire.

Smaller developments

- A qualitative assessment of key material and waste impacts has been undertaken
- Specific opportunities to reduce material consumption and waste generation have been identified and recorded.
- Evidence is referenced within response to the Master Plan Gateway Compliance questionnaire.

Climate adaptation and resilience: Policy 14

Major & Minor schemes, Strategic / local plan developments

- The vulnerability of schemes (and component elements, therein) to projected changes in climate is identified and appropriate adaptation is incorporated.
- Flood management solutions are prioritised at the top of the drainage hierarchy
- Evidence is referenced within response to the Master Plan Gateway Compliance questionnaire.

Smaller developments

- No requirements.

Biodiversity: Policy 21

Major & Minor schemes, Strategic / local plan developments

- Evidence that the Scheme Promoter has worked with ecological expertise to establish spatial and early planning ideas for achievement of biodiversity net gain on all major, minor and strategic works.
- HCC has been engaged regarding large scale tree planting and other established biodiversity schemes, to identify opportunities to contribute to conservation priorities both on and off-site by creating habitat and creating/ strengthening wildlife corridors. The role of these schemes in carbon sequestration has been set out.
- Evidence is referenced within response to the Master Plan Gateway Compliance questionnaire.

Smaller developments

- Opportunities for preserving and enhancing vegetation and wildlife corridors, through planting schemes have been considered and presented.
- Evidence is referenced within response to the Master Plan Gateway Compliance questionnaire.

Air quality: Policy19

Major schemes

- The feasibility of whether the instigation of a Clean Air Zone within strategic movement network boundaries has been considered, and any actions required to achieve that has been identified.
- The location of the planned movement network has been sited away from receptors and users vulnerable to air quality impacts, particularly schools, nurseries and care homes.
- The proposals demonstrate how the scheme can drive an uptake in sustainable travel.
- Evidence is contained within response to the Master Plan Gateway Compliance questionnaire.

Minor schemes

(e.g. Integrated Transport Projects where HCC is both the promoter and LPA)

- The proposals identify how receptors and users vulnerable to air quality impacts, particularly schools, nurseries and care homes can be better protected.
- The proposals demonstrate how the scheme can drive an uptake in sustainable travel.

- Evidence is contained within response to the Master Plan Gateway Compliance questionnaire.

Strategic / local plan developments

- The proposals identify how receptors and users vulnerable to air quality impacts, particularly schools, nurseries and care homes can be better protected.
- The proposals demonstrate how the scheme can drive an uptake in sustainable travel.
- Evidence is contained within response to the Master Plan Gateway Compliance questionnaire.

Smaller developments

- No requirements.

Historic environment: Policy 21

Major & Minor schemes, Strategic / local plan developments

- The proposals demonstrate how collaboration with historic environment specialists has been achieved to help ensure that informed decisions have been made in respect of risk, constraints and opportunities. How the historic environment information has been used to help define the highways and transport proposals within the master plan is documented.
- Evidence in the 'Local Character & Heritage Plan' is referenced response to the Master Plan Gateway Compliance questionnaire.

Smaller developments

- Clarification has been made as to whether the transport infrastructure will be within a conservation area or affected by listed status of local properties or remains. If so, strategies for mitigation have been identified.
- Evidence is referenced within response to the Master Plan Gateway Compliance questionnaire.

Noise and vibration: Policy 21

Major schemes

- Proposals identify how the location of planned movement network developments has (in the first instance) been sited away from noise and vibration sensitive receptors and users, particularly schools, nurseries and care homes.
- Proposals consider whether mitigation for any significant adverse effects is likely to be feasible.
- Evidence is contained or referenced within response to the Master Plan Gateway Compliance questionnaire.

Minor schemes, Strategic / local plan developments

- Proposals identify how the location of planned movement network developments has (in the first instance) been sited away from noise and vibration sensitive receptors and users, particularly schools, nurseries and care homes.
- Evidence is contained or referenced within response to the Master Plan Gateway Compliance questionnaire.

Smaller developments

- No requirements unless significant adverse environmental effects have been identified.
- Evidence is contained or referenced within response to the Master Plan Gateway Compliance questionnaire.

Health and wellbeing: Policies 6, 7 & 8

Major & Minor schemes, Strategic / local plan developments

- Proposals demonstrate how a development provides new, and/or ties into existing, infrastructure that accommodates cycling, walking, equestrianism and other modes of more active travel and for recreation.
- Safety and ease of access/use has been demonstrated as the primary considerations for designing active travel movement networks.
- Evidence is contained within response to the Master Plan Gateway Compliance questionnaire.

Smaller developments

- No requirements.

Future ready: Policy 5h

Major & Minor schemes,

- The potential for current and future transit-led development / internalisation and how a preferred solution takes this into account are recorded.
- Evidence is referenced within response to the Master Plan Gateway Compliance questionnaire.

Strategic / local plan developments

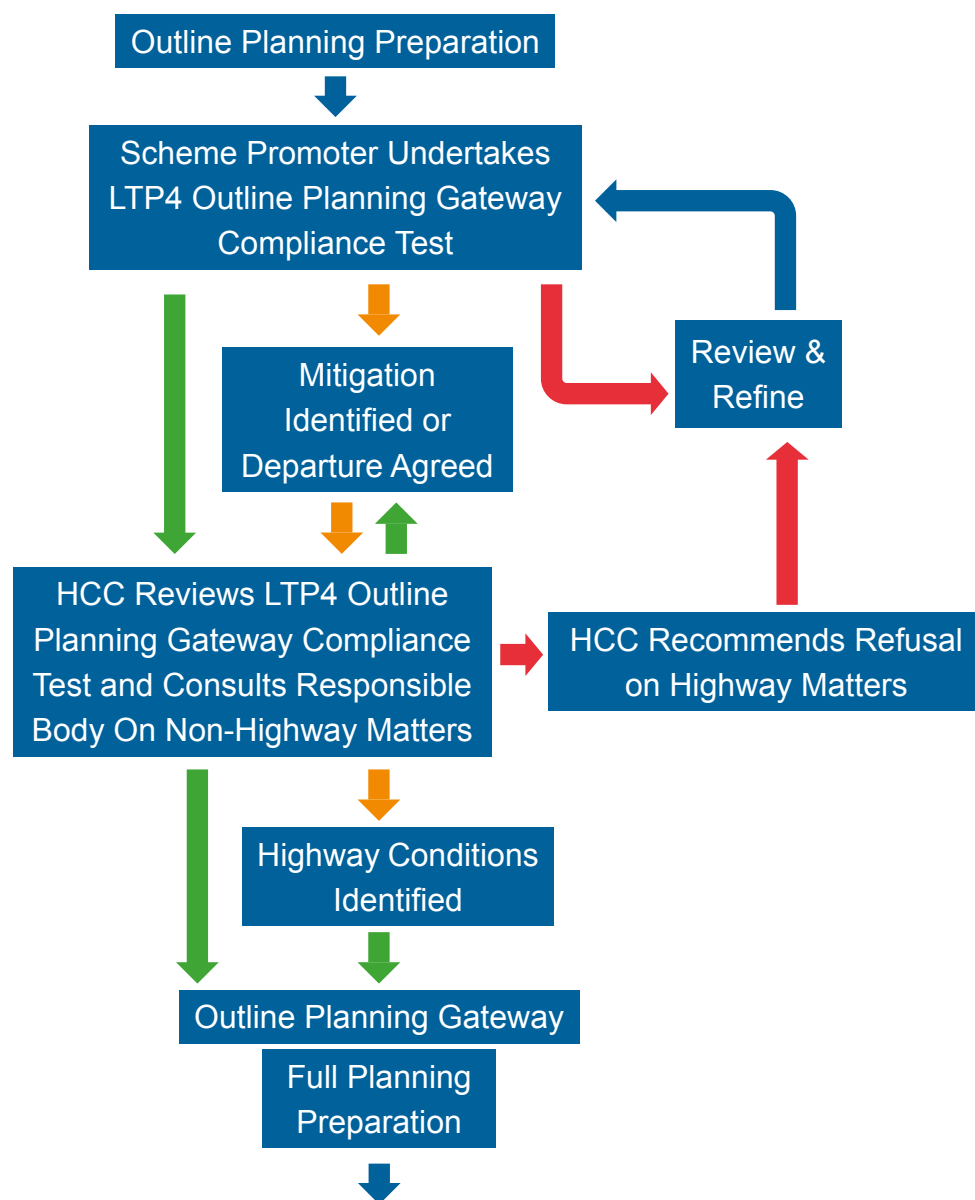
- Current and future links to developments, and how a preferred solution takes this into account are captured and recorded.
- Evidence is referenced within response to the Master Plan Gateway Compliance questionnaire.

Small developments

- No further requirements.

Stage 2B: Outline Planning Gateway Compliance Tests

- 6.1** An outline planning application should represent a formalisation of the master plan, demonstrating how the proposals encourage movement by sustainable transport modes and reduced travel demand.
- 6.2** The aim of testing LTP4 compliance at the outline planning plan stage is to assess whether the proposals reduce travel demand and encourage movement by sustainable transport modes both within the site and to local destinations including passenger transport facilities for longer journeys, all set in a sustainability framework.
- 6.3** LTP4 compliance at the Outline Planning Gateway stage should be demonstrated by the submission of the required documents described below, including successful completion of the Outline Planning Gateway Compliance test questionnaire by the Scheme Promoter and as assessed by HCC.
- 6.4** The template questionnaire required for the Outline Planning Gateway for developments is contained within Appendix B to this chapter and the template questionnaire for transport schemes is contained in Appendix C. They are based on the same templates as those required at the Master Planning Stage.
- 6.5** It is expected that any issues rated red or amber within the Master Plan Compliance Test will have been addressed within the resulting outline planning application and that further scheme detail will have been developed in accordance with this P&MPDG.



6.6 Appraisal of the documents and responses to the questionnaire takes the form of a **Red, Amber, Green** (RAG) rating.

- A red rating will result in HCC recommending refusal to the outline planning application
- An amber rating will indicate that the submission could be LTP4 compliant and recommendation for refusal will be withheld providing additional mitigation measures are included
- A green rating will indicate HCC's confirmation of LTP4 compliance.

6.7 To achieve LTP4 compliance, the vision for the local landscape as set out in the 'Ecology & Landscape Strategy' and 'Local Character & Heritage Plan', conceptual plans and artist impressions, shall demonstrate how collectively the built environment, gardens, driveways, paths, fences, gates, verges, open space, SuDS features, paving materials, street furniture, trees and shrubs will combine to help achieve the desired outcomes of active travel and benefits to physical and mental health and in doing so:

- Reflect local character to enhance links between urban and rural connectivity

- Promote a green infrastructure led approach that fully integrates a network throughout the development
- Ensure an integrated approach with blue infrastructure provision
- Safeguard space provision for generous walking and cycling networks
- Promote connectivity to surrounding green spaces and existing street green infrastructure
- Contribute to the target of a 20% increase in green and blue habitats and spaces, across Hertfordshire, by 2030.

The proposals should be referenced within the response to the LTP4 Outline Planning Compliance Test questionnaire.

6.8 The Outline Planning Application should include the Second stage Drainage & Flood Management Strategy including:

- A report setting out site flood and drainage constraints and opportunities
- An outline strategy and 'SuDS Statement' demonstrating alignment to HCC SuDS Policies contained in HCC's Local Flood Risk Management Strategy 2 (2019-29) and conformance to HCC LLFA 'Summary Guidance for Developers' for the Outline Planning stage.

The strategy and SuDS Statement should be referenced within the response to the Master Plan Gateway Compliance Test questionnaire.

6.9 The proposed movement network strategy and accompanying narrative demonstrates that the strategy will support LTP4 Policy 1 giving precedence to the needs of those walking and cycling and that it can be developed into a network that will be safe and accessible to all, as tested by the responses to the questionnaire. In particular:

- The proposals at 1:2500 scale show that key destinations are close to where people live with an effective network for active travel.
- Cycle routes within the site will be able to achieve a Cycling Level of Service (CLOs) score of at least 70% and no critical fails
- The strategy includes commitments for the provision of rest, shade, shelter and places of interest
- The proposed location of the site or scheme supported by associated parking strategies encourages movement by sustainable transport modes and reduced travel demand.

6.10 The proposals shall also commit to proportionate:

- High-frequency, reliable passenger transport provision including supporting infrastructure
- Transport Hubs of appropriate scale and scope
- Future proofing for demand responsive bus services & autonomous vehicles

6.11 The proposals at 1:2500 scale shall demonstrate that the geometric highway design is in accordance with the appropriate P&M categories for all modes, as tested by the questionnaire and can be accommodated within the proposed planning 'red-line.'

6.12 The proposals shall not include unnecessary structures within or affecting the proposed highway and the scale and nature of the necessary structures shall be acceptable to HCC.

6.13 The scale and nature of proposed connections to the existing highway network will be tested by the response to the questionnaire.

6.14 In support of Policies 17, 18 and 21 the proposed illumination strategy shall demonstrate minimised energy consumption and carbon impact, light pollution, street clutter and operational costs, whilst continuing to support the local economy,

maintaining safety and accessibility and preventing crime and disorder.

6.15 The outline Whole Life Management Plan (WLMP) should set out an indicative adoption strategy and stewardship models including broad principles of who is going to own the various highways and transport assets, who is going to maintain and manage them and how they are going to be funded compliant with Policies 5c and 22. The WLMP should be referenced within the response to the questionnaire.

6.16 The proposals also commit to materials appropriate to the relevant Place & Movement category designations, reflecting local character and heritage, whilst keeping the future maintenance liability to a minimum demonstrating compliance with Policies 21 and 22.

6.17 The feasibility of demand management, travel plans and proposed Intelligent Transport Systems (ITS) to achieve LTP4 compliance shall be demonstrated within the responses to the questionnaire.

6.18 The following table summarises the requirements for LTP4 compliance at the Outline Planning stage associated with the wider sustainability themes described in Part 2; Chapter 3 that underpin this overall P&MPDG.

Energy and carbon: Policies 9 & 17

Major & Minor schemes

(e.g. Integrated Transport Projects where HCC is both the promoter and LPA)

Strategic / local plan developments

- The carbon emissions associated with the proposed transport and transport infrastructure have been re-baselined, if fundamental changes to the development have been instructed
- The HCC Highways Carbon Calculator has been used in combination with PAS2080 Carbon Management in Infrastructure, to baseline and quantifiably demonstrate reductions in GHGs from planned movement network developments and (where agreed) their operation and maintenance
- The detail of and/or performance specification of opportunities that have been committed to and will reduce carbon has been communicated
- Carbon information (low carbon solutions approved, expected % emissions reduction to be achieved) in contractor tenders has been incorporated.

- Evidence is referenced within response to the Outline Planning Gateway Compliance questionnaire.

Smaller developments

- Information on the carbon credentials of materials and other technologies to be used for the transport and transport infrastructure and the potential savings are recorded
- Where agreed with HCC the HCC Highways Carbon Calculator has been used in combination with PAS2080 Carbon Management in Infrastructure to quantify savings to be achieved
- Evidence is referenced within response to the Outline Planning Gateway Compliance questionnaire.

Sustainable resource management: Policy 21

Major & Minor schemes, Strategic / local plan developments

- Material savings associated with the highways and transport infrastructure through lean and other good engineering measures are forecasted.
- The volume of construction, demolition and excavation (CDE) arisings to be generated have been forecasted.
- Approaches to CDE management in accordance with the Waste Hierarchy / Proximity Principle have been set out
- Any materials or waste carbon offsetting has been selected in accordance with schemes verified by The Gold Standard and The Verified Carbon Standard.
- Evidence is referenced within response to the Outline Planning Gateway Compliance questionnaire

Smaller developments

- Information on sustainability credentials of materials and other technologies used for highways and transport infrastructure, and potential savings has been recorded.
- Evidence is referenced within response to the Outline Planning Gateway Compliance questionnaire.

Climate adaptation and resilience: Policy 14

Major & Minor schemes

- Proportionate measures to manage systemic (interdependent) climate risks have been proposed for all major works (or where there is agreed to be clear justification on projects comprising minor works)
- A climate change risk assessment on the highways and transport elements of a development has been completed.
- A Climate Change Adaptation and Resilience Report shows how the location, scale and specifications of a development on the movement network, have been designed cognisant of climate change.
- Flood management solutions have been placed at the top of the drainage hierarchy

Strategic / local plan developments

- A Climate Change Adaptation and Resilience Report risk assessment shows how the findings have informed the location, scale and specifications on the movement network.
- Flood management solutions have been placed at the top of the drainage hierarchy

Smaller developments

- Flood management solutions have been placed at the top of the drainage hierarchy

Biodiversity: Policy 21

Major & Minor schemes, Strategic / local plan developments

- The baseline value of biodiversity within the footprint of the proposed highway and transport infrastructure, using the latest version of Defra's Biodiversity Metric has been calculated.
- The expected biodiversity value of the proposed highway and transport infrastructure including any off-site planting planned as part of offsetting has been calculated.
- The landscape vision within the Ecology & Landscape Strategy demonstrates how the proposals will contribute to the target of a 20% increase in green and blue habitats and spaces, across Hertfordshire, by 2030.
- The Ecology & Landscape Strategy contributes to the target of a 20% increase in green and blue habitats and spaces, across Hertfordshire, by 2030.
- Evidence is referenced within response to the Outline Planning Gateway Compliance questionnaire.

Smaller developments

- Opportunities for preserving and enhancing vegetation and wildlife corridors, through planting schemes have been considered and presented.
- Evidence is referenced within response to the Outline Planning Gateway Compliance questionnaire.

Air quality: Policy19

Major schemes, Strategic / local plan developments

- Proportionate modelling has demonstrated that impacts from a movement network (particularly on Air Quality Management Areas, AQMA) will not be worsened and – where possible – improved.
- The proposals identify how receptors and users vulnerable to air quality impacts, particularly schools, nurseries and care homes, can be better protected.
- The infrastructure and operational management regimen support the use of low emission vehicles.
- Where parking facilities are to be provided as part of a movement network development there is a commitment to include charging facilities for low emission vehicles.
- Evidence is contained within response to the Outline Planning Gateway Compliance questionnaire.

Minor schemes

(e.g. Integrated Transport Projects where HCC is both the promoter and LPA)

- The proposals identify how receptors and users vulnerable to air quality impacts, particularly schools, nurseries and care homes can be better protected.

- The proposals demonstrate how the scheme can drive an uptake in sustainable travel
- Evidence is contained within response to the Outline Planning Gateway Compliance questionnaire.

Smaller developments

- No requirements

Historic environment: Policy 21

Major & Minor schemes, Strategic / local plan developments

- The proposals demonstrate how collaboration with historic environment specialists has been achieved to help ensure that informed decisions have been made in respect of risk, constraints and opportunities. How historic environment information has been used to help define the outline Planning application is documented.
- The need for and timing of any site-based investigation in advance of full-planning, has been identified
- Evidence in the Local Character & Heritage Plan is referenced within the response to the Outline Planning Gateway Compliance questionnaire.

Smaller developments

- Clarification has been made as to whether the transport infrastructure will be within a conservation area or affected by listed status of local properties or remains. If so, strategies for mitigation have been identified.
- Evidence is referenced within response to the Outline Planning Gateway Compliance questionnaire.

Noise and vibration: Policy 21

Major schemes, Minor schemes, Strategic / local plan developments

- Proposals identify how the location of planned movement network developments has been sited away from noise and vibration sensitive receptors and users, particularly schools, nurseries and care homes.
- There is a clear strategy for minimising harmful noise and vibration through design and specification.
- Evidence is contained or referenced within response to the Outline Planning Gateway Compliance questionnaire.

Smaller developments

- No requirements unless significant adverse environmental effects have been identified.
- Evidence is contained or referenced within response to the Outline Planning Gateway Compliance questionnaire.

Health and wellbeing: Policies 6, 7 & 8

Major & Minor schemes, Strategic / local plan developments

- The proposals demonstrate specific enhancement measures for:
 - active travel / recreation
 - catering for the needs of children and people of limited mobility and visual impairment
 - the use of active and passive safety design features
 - providing public spaces for contemplation and social engagement (reducing loneliness),
 - increasing enjoyment of, and access to, the countryside for a range of users.
- Evidence is contained within response to the Outline Planning Gateway Compliance questionnaire.

Smaller developments

- No requirements

Future ready: Policy 5h

Major & Minor schemes, Strategic / local plan developments

- The proposals show how flexibility has been incorporated into a design, to accommodate future links, assets or technologies to the scheme, and to support the ability of users to 'work from everywhere'
- Evidence is referenced within response to the Outline Planning Gateway Compliance questionnaire.

Smaller developments

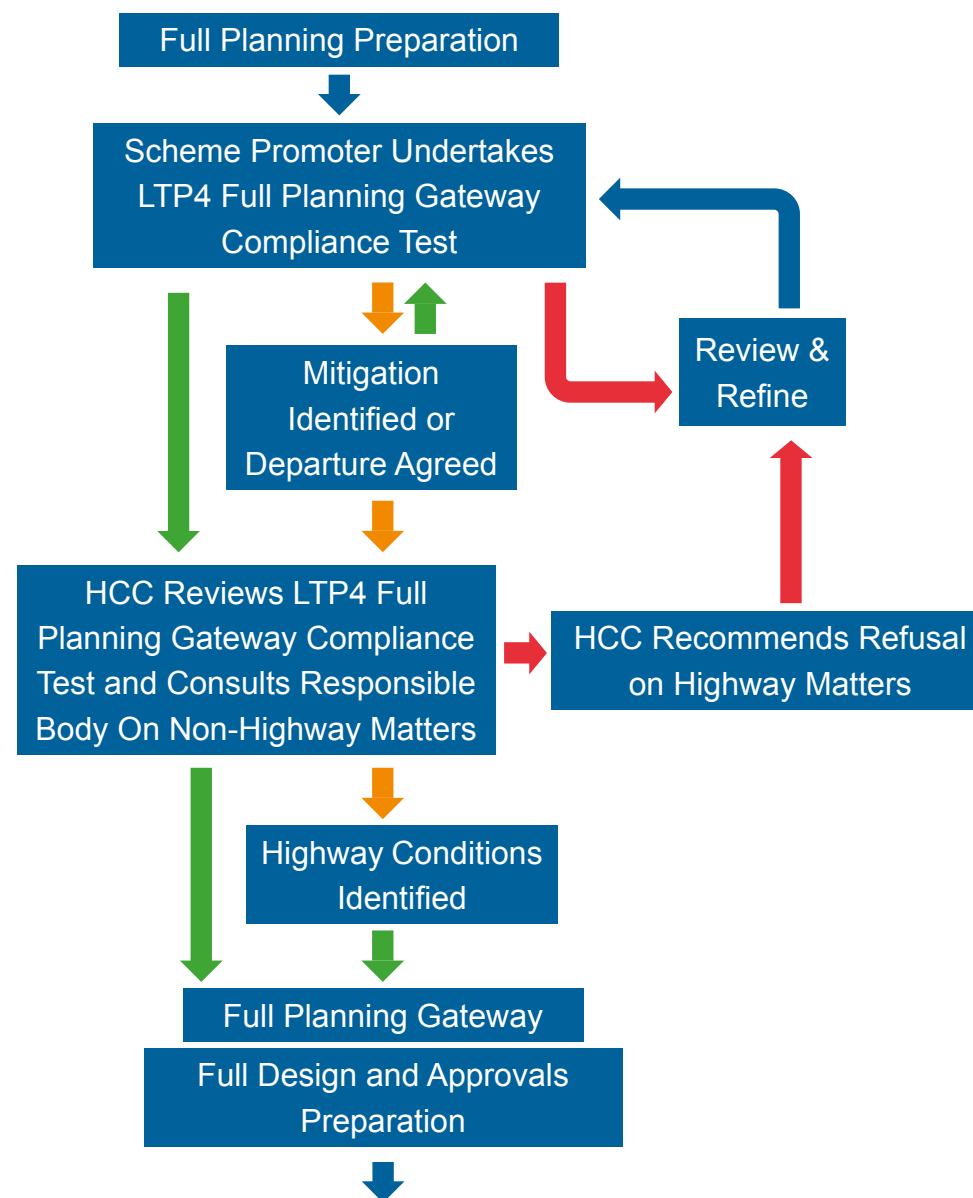
- No further requirements

Stage 3A: Full Planning Compliance Gateway Tests

- 7.1 A full planning application should represent a formalisation of the master plan and outline planning application, with an enhanced level of detail that demonstrates how the proposals encourage movement by sustainable transport modes and reduced travel demand.
- 7.2 The aim of testing LTP4 compliance at the full planning plan stage is to assess whether the proposals reduce travel demand and encourage movement by sustainable transport modes both within the site and to local destinations including passenger transport facilities for longer journeys all set in a sustainability framework.
- 7.3 The required level of detail should enable the Scheme Promoter and HCC to establish that a LTP4 compliant final design can be achieved within the proposed planning permission's 'red line' and the proposed highways and transport infrastructure's long-term stewardship will be sustainable.
- 7.4 LTP compliance at the Full Planning Gateway stage should be

demonstrated by the submission of the required documents described below including successful completion of the Full Planning Gateway test questionnaire by the Scheme Promoter and as assessed by HCC.

- 7.5** The template questionnaire required for the Outline Planning Gateway is contained in Appendix C to this chapter.
- 7.6** Appraisal of the documents and responses to the questionnaire takes the form of a **Red, Amber, Green** (RAG) rating.
- A red rating will result in HCC recommending refusal to the outline planning application.
 - An amber rating will indicate that the submission could be LTP4 compliant and recommendation for refusal will be withheld providing additional mitigation measures are agreed and committed to. In many cases it is possible to rethink and redesign an aspect of a scheme to achieve a better outcome; however, there may be circumstances where amber ratings are unavoidable due to circumstances beyond the control of the Scheme Promoter or HCC, in which case a Departure from Standards may be considered acceptable by a HCC Design Review Panel.
 - A green rating will indicate HCC's confirmation of LTP4 compliance.



- 7.7** To achieve LTP4 compliance, the landscape proposals set out in the 'Ecology & Landscape Strategy' the 'Local Character & Heritage Plan' and the submitted plans will conserve and enhance the functionality and sense of place, to improve and create enhanced connectivity for all users and habitats, ensuring the inter-relationships between related sustainability themes are addressed and promoted. The associated plans should demonstrate that the scale, scope and nature of landscaping provision can be accommodated within the Planning 'red-line'.
- 7.8** The 'Ecology & Landscape' section included within the draft 'Whole Life Management Plan' needs to set out the proposed responsibilities for creating, owning, maintaining and funding the landscape and habitats within, or adjacent to the adoptable highway demonstrating compliance with Policy 22.
- 7.9** The proposed Earthworks demonstrates that sustainable resource management action has been taken to eliminate or practicably reduce waste, to keep materials in high value applications, and (where appropriate) has encouraged the 'sharing' of materials between projects and organisations. Where materials are not to be shared, the strategy maximises the quantity of excavated material retained within the site while maintaining or creating a sympathetic local landscape.
- 7.10** The proposed network supports LTP4 Policy 1: Transport User Hierarchy giving precedence to the needs of those walking and cycling over motor vehicles. The plans at 1:500 scale and accompanying narrative demonstrate compliance with the P&MPDG and as assessed by the first Healthy Herts test.
- 7.11** The proposed provision for active travel will be safe and accessible to all and meets the five core design principles of:
- Safety (including perception of safety)
 - Directness
 - Coherence
 - Comfort
 - Attractiveness
- 7.12** In particular:
- Acceptable gradients for the intended provision for walking, cycling and equestrians can be achieved
 - Cycle routes within the site achieve Cycling Level of Service (CLoS) score of at least 70% and no critical fails
 - Cycle routes provide a consistent CLoS (i.e. not less than 5% below the average % score) along their whole length

- Junctions feature no cycle turning movements that are red-scored under the Junction Assessment Tool (JAT)
- There is provision of places for rest, shade, shelter and places of interest
- No new development, or highway improvement should necessitate the provision of a new school crossing patrol

7.13 The planning application also includes proportionate:

- High-frequency, reliable passenger transport provision including supporting infrastructure
- Transport Hubs of appropriate scale and scope
- Future proofing for demand responsive bus services & autonomous vehicles

7.14 The proposed location of the site or scheme supported by associated parking provision and management proposals demonstrates encouragement of movement by sustainable transport modes and reduced travel demand as proposed within the masterplan. The scale, scope and nature of parking provision can be accommodated within the Planning 'red-line'.

7.15 The draft 'Whole Life Management Plan' sets out the proposed responsibilities for creating, owning, operating, maintaining and

funding parking provision within, or adjacent to the adoptable highway.

7.16 The Drainage Strategy and accompanying SuDS Statement covers the whole site, aligns to HCC's LLFA 'Summary Guidance for Developers' and demonstrates how the highway and adjacent land will be managed to enable the resultant impact on the drainage of the public highway to be considered including the preferred types of drainage features, any attenuation features, any pumping requirements and proposals for outfalls for both on and off-highway. The submission should demonstrate that the scale, scope and nature of earthworks and drainage provision can be accommodated within the Planning 'red-line' and the draft Whole Life Management Plan identifies adoption and long-term stewardship proposals.

7.17 The proposals at 1:500 scale show policy compliant geometric highway design for all trafficked and non-trafficked areas for the appropriate P&M categories accommodated within the planning 'red-line' and proposed highway boundaries, avoiding the provision of unnecessary structures, traffic calming features and road restraint systems. Junction and crossing selection are in accordance with the P&MPDG.

7.18 Consideration of hazards and hazard mitigation is demonstrated in support of Policy 17: Road Safety

- 7.19** The proposed illumination strategy demonstrates minimised energy consumption and carbon impact, light pollution, street clutter and operational costs, whilst continuing to support the local economy, maintaining safety and accessibility and preventing crime and disorder.
- 7.20** The proposals commit to materials appropriate to the relevant Place & Movement category designations, reflecting local character and heritage, whilst keeping the future maintenance liability to a minimum.
- 7.21** The emerging Signage Strategy Plan (SSP) will encourage active travel modes in support of LTP4 Policy 1: Transport User Hierarchy, Policy 6: Accessibility, Policy 7: Active Travel – Walking and Policy 8: Active Travel – Cycling by committing to ensure that local routes and destinations for them are appropriately way-marked. Signage is proposed to encourage HGVs to use the Primary Route Network in accordance with Policy 16: Freight and Logistics, where relevant.

Energy and carbon: Policies 9 & 17

Major & Minor schemes

(e.g. Integrated Transport Projects where HCC is both the promoter and LPA)

Strategic / local plan developments

- The carbon emissions associated with the proposed transport and transport infrastructure have been re-baselined, if fundamental changes to the development have been instructed
- The HCC Highways Carbon Calculator has been used in combination with PAS2080 Carbon Management in Infrastructure, to baseline and quantifiably demonstrate reductions in Green House Gases from planned movement network developments and (where agreed) their operation and maintenance
- The detail of and/or performance specification of opportunities that have been committed to and will reduce carbon has been communicated
- Carbon information (low carbon solutions approved, expected %age emissions reduction to be achieved) in contractor tenders has been incorporated.
- Evidence is referenced within response to the Full Planning Gateway Compliance questionnaire.

Smaller developments

- Information on the carbon credentials of materials and other technologies to be used for the transport and transport infrastructure and the potential savings are recorded
- Where agreed with HCC the HCC Highways Carbon Calculator has been used in combination with PAS2080 Carbon Management in Infrastructure to quantify savings to be achieved
- Evidence is referenced within response to the Full Planning Gateway Compliance questionnaire.

Sustainable resource management: Policy 21

Major & Minor schemes, Strategic / local plan developments

- Material savings associated with the highways and transport infrastructure through lean and other good engineering measures are forecasted.
- The volume of construction, demolition and excavation (CDE) arisings to be generated have been forecasted.
- Approaches to CDE management in accordance with the Waste Hierarchy Proximity Principle have been set out
- Any materials or waste carbon offsetting has been selected in accordance with schemes verified by The Gold Standard and The Verified Carbon Standard.
- Evidence is referenced within response to the Full Planning Gateway Compliance questionnaire

Smaller developments

- Information on sustainability credentials of materials and other technologies used for highways and transport infrastructure, and potential savings has been recorded.
- Evidence is referenced within response to the Full Planning Gateway Compliance questionnaire.

Climate adaptation and resilience: Policy 14

Major & Minor schemes

- Proportionate measures to manage systemic (interdependent) climate risks have been proposed for all major works (or where there is agreed to be clear justification on projects comprising minor works)
- A climate change risk assessment on the highways and transport elements of a development has been completed.
- A Climate Change Adaptation and Resilience Report shows how the location, scale and specifications of a development on the movement network, have been designed cognisant of climate change.
- Flood management solutions have been placed at the top of the drainage hierarchy

Strategic / local plan developments

- A Climate Change Adaptation and Resilience Report risk assessment shows how the findings have informed the location, scale and specifications on the movement network.
- Flood management solutions have been placed at the top of the drainage hierarchy.

Smaller developments

- Flood management solutions have been placed at the top of the drainage hierarchy

Biodiversity: Policy 21

Major & Minor schemes, Strategic / local plan developments

- The baseline value of biodiversity within the footprint of the proposed highway and transport infrastructure, using the latest version of Defra's Biodiversity Metric has been calculated.
- The expected biodiversity value of the proposed highway and transport infrastructure including any off-site planting planned as part of offsetting has been calculated.
- The landscape vision within the Ecology & Landscape Strategy demonstrates how the proposals will contribute to the target of a 20% increase in green and blue habitats and spaces, across Hertfordshire, by 2030.
- The Ecology & Landscape Strategy contributes to the target of a 20% increase in green and blue habitats and spaces, across Hertfordshire, by 2030.
- The design of proposals reflects the LTP Transport User Hierarchy and encourage movement by active travel modes and reduced travel demand.
- In accordance with the Hertfordshire Pollinator Strategy, the proposals demonstrably contribute to the target of a 20% increase in green and blue habitats and spaces, across Hertfordshire, by 2030.

- Evidence is referenced within response to the Full Planning Gateway Compliance questionnaire.

Smaller developments

- Opportunities for preserving and enhancing vegetation and wildlife corridors, through planting schemes have been considered and presented.
- Evidence is referenced within response to the Full Planning Gateway Compliance questionnaire.

Air quality: Policy19

Major schemes, Strategic / local plan developments

- Proportionate modelling has demonstrated that impacts from a movement network (particularly on Air Quality Management Areas, AQMA) will not be worsened and – where possible – improved.
- The proposals identify how receptors and users vulnerable to air quality impacts, particularly schools, nurseries and care homes can be better protected.
- The infrastructure and operational management regimen support the use of low emission vehicles.
- Where parking facilities are to be provided as part of a movement network development there is a commitment to include charging facilities for low emission vehicles.
- Evidence is contained within response to the Full Planning Gateway Compliance questionnaire.

Minor schemes

(e.g. Integrated Transport Projects where HCC is both the promoter and LPA)

- The proposals identify how receptors and users vulnerable to air quality impacts, particularly schools, nurseries and care homes can be better protected.
- The proposals demonstrate how the scheme can drive an uptake in sustainable travel.
- Evidence is contained within response to the Full Planning Gateway Compliance questionnaire.

Smaller developments

- No requirements

Historic environment: Policy 21**Major & Minor schemes, Strategic / local plan developments**

- The proposals demonstrate how collaboration with historic environment specialists has been achieved to help ensure that informed decisions have been made in respect of risk, constraints and opportunities. How historic environment information has been used to help define the outline Planning application is documented.
- The need for and timing of any site-based investigation in advance of full-planning, has been identified
- The proposals preserve and enhance the understanding and enjoyment of both the tangible and intangible aspects of Hertfordshire's heritage and archaeology
- The structures will complement the local historic and built environment
- Evidence in the 'Local Character & Heritage Plan' is referenced within the response to the Full Planning Gateway Compliance questionnaire.

Smaller developments

- Clarification has been made as to whether the transport infrastructure will be within a conservation area or affected by listed status of local properties or remains. If so, strategies for mitigation have been identified.
- Evidence is referenced within response to the Full Planning Gateway Compliance questionnaire.

Noise and vibration: Policy 21

Major schemes, Minor schemes, Strategic / local plan developments

- Proposals identify how the location of planned movement network developments has been sited away from noise and vibration sensitive receptors and users, particularly schools, nurseries and care homes.
- There is a clear strategy for minimising harmful noise and vibration through design and specification.
- Evidence is contained or referenced within response to the Full Planning Gateway Compliance questionnaire.

Smaller developments

- No requirements unless significant adverse environmental effects have been identified.
- Evidence is contained or referenced within response to the Full Planning Gateway Compliance questionnaire.

Health and wellbeing: Policies 6, 7 & 8

Major & Minor schemes, Strategic / local plan developments

- The proposals demonstrate specific enhancement measures for:
 - active travel and recreation
 - catering for the needs of children and people of limited mobility and visual impairment
 - the use of active and passive safety design features
 - providing public spaces for contemplation and social engagement (reducing loneliness)
 - increasing enjoyment of, and access to, the countryside for a range of users.
- Evidence is contained within response to the Full Planning Gateway Compliance questionnaire.

Smaller developments

- No requirements

Future ready: Policy 5h

Major & Minor schemes, Strategic / local plan developments

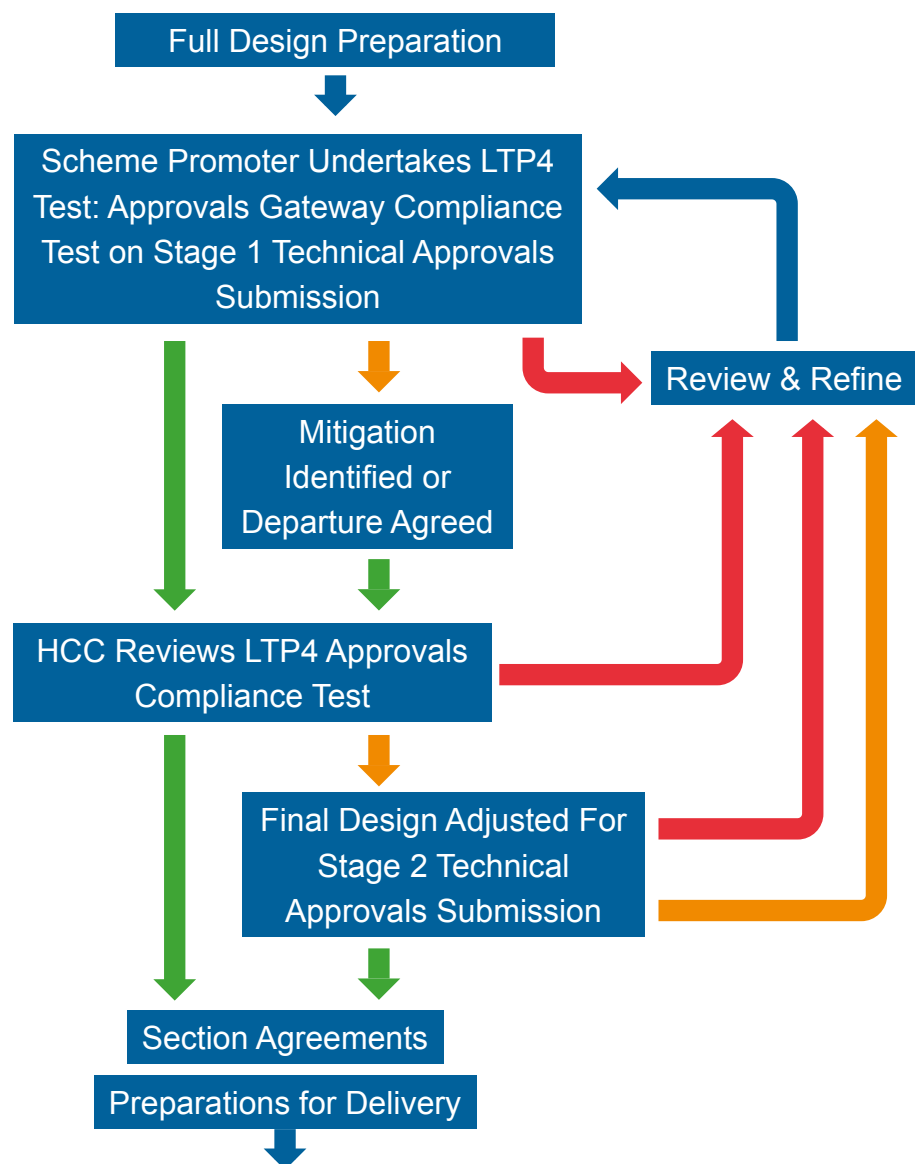
- The proposals show how flexibility has been incorporated into a design, to accommodate future links, assets or technologies to the scheme, and to support the ability of users to 'work from everywhere'.
- Evidence is referenced within response to the Full Planning Gateway Compliance questionnaire.

Small developments

- No further requirements

Approvals Compliance Gateway Tests

- 8.1** The purpose of Test 4 is to assess whether the final scheme or development proposals which are being submitted for final approval prior to implementation reflect the detailed scheme proposals assessed successfully by Compliance Test 3, reflect the conditions of any planning approval, discharge any reserved matters and in doing so remain LTP4 policy compliant.
- 8.2** The Scheme Promoter is required to seek and gain Technical Approval from HCC for all proposed works to the existing highway and works to create highways that are to be adopted by HCC under Section 38, or made via Section 25, which is typically undertaken in a two staged process as described in P&MPDG Part 1, Chapter 3: The Scheme Promotion and Development Management Process.
- 8.3** Technical Approval is undertaken in two stages to enable an initial check and feedback to be made before the final design is prepared ready for capturing within the legal agreements. LTP4 compliance testing is a key feature of the checking and approvals process.
- 8.4** Compliance Test 4 directly appraises the Technical Approvals Stage 1 submission documents (see P&MPDG Part 1, Chapter 3: The Scheme Promotion and Development Management Process).
- 8.5** It is strongly recommended that Scheme Promoters structure and present their supporting documents with the LTP4 Compliance Test assessment questions in mind, ensuring that all points are addressed and making appraisal straight forward.
- 8.6** To undertake Test 4, the Test 3 results need to be on hand alongside the proposals that were tested. Test 4 should only be completed if Test 3 has been undertaken and the current proposals have addressed the Amber rated issues. If the proposals were not tested or they have deviated from Test 3 (other than to address Amber issues) then Test 3 should be undertaken before starting Test 4.



8.7 Appraisal of the documents and responses to the questionnaire takes the form of a **Red**, **Amber**, **Green** (RAG) rating.

- A red rating will generally indicate that design proposals have deviated significantly from the proposals agreed at Test 3 and / or there are significant errors, omissions or logic failures that require the proposals to be renegotiated and / or changes to be made to proposed designs and specifications
- An amber rating will indicate that the submission has not generally deviated from the proposals agreed at Test 3, but there are minor errors, omissions or logic failures that can be rectified when resubmitting the final version for Stage 2 Technical Approval
- A green rating will indicate HCC's confirmation of LTP4 compliance such that developer proposals can be captured within Section Agreements and HCC projects can proceed to procurement.

8.8 As previously stated, HCC shall not adopt any highway that fails LTP4 Compliance testing or the standards set out in this Planning & Design Guidance.

Lessons Learned Compliance Gateway Tests

9.1 The main aims of Test 5, undertaken by HCC are to:

- Assess whether the completed scheme or development is delivering the planned outcomes
- Help identify whether there should be revisions to enable improved outcomes
- Provide lessons learned to contribute to continuous improvement

9.2 Test 5 is made of up to four key elements:

- A Stage 3 Safety Audit to identify whether there are any legacy road safety issues that need to be addressed.
- A Healthy Streets Assessment to identify whether the new streets have created the desired environment that promotes health and active travel.
- Assessment of movement patterns captured by Vivacity sensors and the like.
- Assessment of monitoring at sites identified at the planning stages for potential unattended camera enforcement to establish whether the introduction of enforcement is required.

9.3 The results and conclusions from Test 5 shall enable HCC to:

- Introduce local mitigations financed by any retained 'Monitoring & Manage' fund to help achieve the desired outcomes;
- Introduce improvements to this P&MPDG.

HCC - Equality Impact Assessment (EqIA) Requirements

10.1 In common with other public sector organisations HCC carries out mandatory Equality Impact Assessments on its services to comply with the Equality Act 2010.

10.2 Scheme Promoters shall consult HCC as to whether an EqIA for their proposals will need to be developed for the Master Plan Gateway and subsequent Gateways and, if so, establish what contribution to completing the EqIA each party is to make.

10.3 HCC's EqIA template and associated instructions are contained in Appendix D below.

Appendix A

LTP4 Compliance: Stage 1: Validation Gateway Compliance Test

Introduction

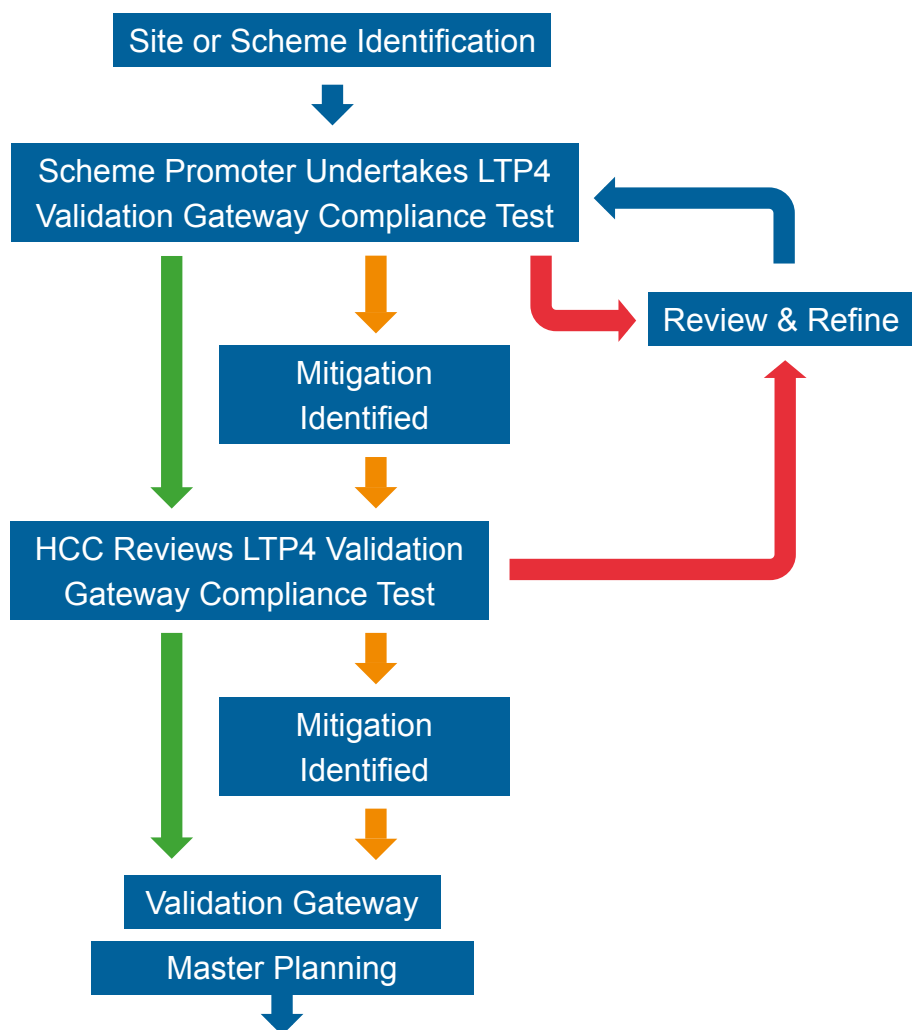
1.1 The purpose of the Validation Gateway Compliance Test questionnaire is to provide the:

- **Scheme promoter(s)** with an efficient tool to produce a proportionate and relevant scheme place and movement opportunities and constraints evidence base at the earliest stage of the project. The tool is also to help guide and inform the subsequent design development process in accordance with Local Transport Plan 4 (LTP4) policy requirements and expectations.
- **County Council** with relevant site appraisal information on the existing place and movement context of the study area in order to provide initial advice to the scheme promoters on how the strategic LTP4 Policy outcomes should be considered and applied within the schemes study area.

1.2 This Validation Gateway Compliance questionnaire should be completed and submitted alongside supporting documentation to the county council at the earliest stage of the project inception (prior to scheme design development) once the site

location, place context, movement and healthy community opportunities and constraints are understood.

- 1.3** By responding to the specific questions within the questionnaire and undertaking a self-assessment using the **LTP4 Compliance Toolkit** (See Appendix A), the scheme promoter should demonstrate to HCC council how the scheme's location, existing place and movement context and approach to minimising environmental impacts will be applied in accordance with Policies 1, 2, 5 and 21 of the LTP4.
- 1.4** Including summaries or sign posting to submitted supporting plans and documents within Part D and E of the questionnaire shall demonstrate compliance with the remaining LTP4 policies.
- 1.5** It is recommended that Scheme Promoters take an iterative approach using the Place & Movement Planning and Design Guide (P&MPDG), the questionnaire and the LTP Compliance Toolkit to optimise their proposals prior to making their submission to HCC for review.



- 1.6** Following submission of the questionnaire, HCC will review the evidence and provide a **Red, Amber, Green** (RAG) appraisal of the response including the identification of key strategic LTP4 compliance risks and opportunities, to assist the promoter in designing a compliant scheme.

LTP4 Compliance Test Outcomes

2.1 The following outcomes will be achieved by completing the LTP4 Validation Gateway Compliance Test process:

- The scheme promoter and county council will have established a shared understanding of the **place** context that will be impacted by the scheme to ensure at the earliest project stage that any relevant natural and built environmental issues and opportunities are identified;
- The scheme promoter and county council will have established a shared understanding of the existing and future **movement** desire lines to ensure at the earliest project stage that any relevant movement and neighbourhood integration issues and opportunities are identified; and
- The scheme promoter will receive a RAG appraisal of the submitted place and movement evidence and a written summary of the key risks and opportunities that need to be considered in subsequent discussions, decision-making and design development in order to achieve an LTP4 compliant scheme.

The County Council's Role

3.1 The county council's role in the LTP4 Validation Gateway Compliance Test process is to:

- Review the questionnaire response and associated information and provide opportunities and constraints feedback, benchmarking the scheme against LTP4 policy and the Place & Movement Planning and Design Guidance (P&MPDG); and
- Support the scheme promoter by advising on how LTP4 policies and P&MPDG should be interpreted and applied to the scheme.

LTP4 Validation Gateway Compliance Test: Scheme Promoter Submission Requirements

4.1 The matrices below summarise the mandatory and recommended submission requirements:

Mandatory Submission Requirements for Development Schemes

Development size	Small	Medium	Large and Strategic
Completed Test Questionnaire	✓	✓	✓
Site Location Plan (identifying the site boundary and surrounding land-uses within at least 1 mile travel distance from the scheme)	✓	✓	✓
Site access plan (showing multi-modal links to surrounding transport network)	✓	✓	✓
Ecology and Landscape Strategy		Recommended	✓
Local Character & Heritage Plan	Statement only required	✓	✓
Drainage & Flood Management Strategy		Recommended	✓
Study Area Plan (showing site in relation to relevant scheme key trip attractors)	Optional	✓	✓
Movement Framework (showing main active travel desire line opportunities and constraints)		✓	✓
Public Transport Information (map bus stops/rail stations if applicable)		✓	✓
Map showing site in relation to existing Air Quality Management Areas (if relevant)		✓	✓
Study Area Plan showing location of sensitive receptors (schools, nurseries and car homes) if relevant.		✓	✓

Mandatory Submission Requirements for Infrastructure Schemes

Scheme size	Minor	Major
Completed Test Questionnaire	✓	✓
Site Location Plan (identifying the site boundary and surrounding land-uses within at least 1 mile travel distance from the scheme)	✓	✓
Site access plan (showing multi-modal links to surrounding transport network)		
Ecology & Landscape Strategy	✓	✓
Local Character & Heritage Plan	✓	✓
Drainage & Flood Management Strategy	✓	✓
Study Area Plan (showing site in relation to relevant scheme key trip attractors)	✓	✓
Movement Framework (showing main active travel desire line opportunities and constraints)	Optional	✓
Public Transport Information (map bus stops/rail stations if applicable)	Optional	✓
Map showing site in relation to existing Air Quality Management Areas (if relevant) ¹	✓	✓
Study Area Plan showing location of sensitive receptors (schools, nurseries and car homes) if relevant.	✓	✓

¹ <https://uk-air.defra.gov.uk/aqma/maps/>

Stage 1: LTP4 Validation Gateway Compliance Test - QUESTIONNAIRE

Scheme Name:

Scheme Location (Address): Provide a scheme address and location plan

Local Authority Borough or District:

Test 1 Contact Name:

Email address and Telephone No:

Part A: Scheme Description and Site Location

The county council, through the LTP4 Policy 2 encourages the location of new development in areas served by, or with the potential to be served by, high quality passenger transport facilities so they can form a real alternative to the car, and where key services can be accessed by walking and cycling. Transport scheme proposals should be included within the LTP Delivery Plan or should have the potential to provide new or enhanced infrastructure that encourages increased and safer use of sustainable transport modes.

The purpose of this section is to provide information to the county council on the location and scheme proposals.

Please complete the section below:

Scheme Promoter Submission Requirements - **Site Location Plan**

A1: Location and Scheme Description: Please describe the scheme location, current site uses and details of the proposed scheme.

Part B: Place, Movement and Connectivity

Place Context

An LTP4 Policy 1 compliant scheme supports the creation of a built environment that reflects the county council's travel user hierarchy by reducing the need to travel and encouraging greater and safer use of walking and cycling as a first priority. Following which the scheme should enable public transport access, support powered two-wheeler modes and finally accommodate residual vehicle movements.

The purpose of this section is to provide the county council with information on the surrounding land-use context and local trip attractors relevant to future users of the scheme to gain an understanding of the opportunities for greater and safer use of sustainable transport modes.

Please complete the section below:

Scheme Promoter Submission Requirements	Yes/No
Site Location Plan (identifying the site boundary and surrounding land-uses within at least 1 mile travel distance from the scheme)	
Study Area Plan (showing site in relation to relevant scheme key trip attractors)	

B1: Site Context: Please describe the surrounding context of the site (town centre, suburban, industrial, rural etc) and how the proposals complement the surrounding land uses

B2: Walkable Neighbourhoods: Please identify relevant key trip attractors (shops, schools, healthcare, employment, retail centres, public open space) located within 1 mile of the scheme location

B3: Integrated Neighbourhoods: Please identify relevant key trip attractors (retail centres, railway stations, secondary schools) that are located within the wider scheme study area

Movement and Connectivity

An LTP4 compliant scheme (Policy 1 and 2) will provide safe and attractive active travel and public transport connectivity to relevant key local trip attractors. In order to understand the constraints and opportunities in achieving an LTP4 compliant scheme, the scheme promoter needs to identify to the county council the key active travel desire lines and existing public transport service provision that will inform the development of a well-integrated scheme with the surrounding movement networks.

The purpose of this section is to demonstrate to the county council how the scheme will respond to relevant existing and future walking and cycling desire lines and demonstrate how the existing public transport accessibility has been considered at the earliest stages of the scheme development.

Please complete the section below:

Scheme Promoter Submission Requirements	Yes/No
Movement Framework (showing main active travel desire line opportunities and constraints)	
Study Area Plan (showing site in relation to relevant scheme key trip attractors)	
Public Transport Information (map bus stops/rail stations if applicable)	

B4 Integrated Neighbourhoods: Please describe the relevant existing and future active travel (walking/cycling) desire lines and key connections to local trip attractors in the vicinity of the scheme and the wider area? Identify the key constraints and opportunities that the scheme needs to address and/or maximise to integrate with the surrounding neighbourhood and indicate potential barrier to mobility impaired transport network users

B5: Public Transport: Please summarise the current provision of public transport and the location of bus stops and rail stations within the vicinity of the scheme

OPTIONAL QUESTION (DEVELOPMENT ONLY)

An LTP4 compliant development scheme will demonstrate compliance with principles set in Policy 5, Development Management. The proposed development location and design proposals will reflect the LTP Transport User Hierarchy, access arrangements will be safe and suitable for all people, and new accesses onto primary and main distributor roads will only be considered where special circumstances can be demonstrated in favour of the proposals.

Please complete the section below:

Scheme Promoter Submission Requirements	Yes/No
Movement Framework (showing main active travel desire line opportunities and constraints)	
Study Area Plan (showing site in relation to relevant scheme key trip attractors)	
Site access plan (showing multi-modal links to surrounding transport network)	

B6 LTP Transport User Hierarchy: Please describe the proposed development movement framework with emphasis given to how the scheme will encourage movement by sustainable travel modes

B7: Access: Please describe how the proposed development will provide safe and suitable access by all modes and state if a new access or accesses are required from a primary and/or main distributor road along with the reasons why an alternative access strategy cannot be achieved

Part C: Healthy and Vibrant Communities

The county council seeks to ensure the impacts of traffic and transport infrastructure on the natural, built and historical environments are minimised by protecting and enhancing the quality of public spaces, minimising highway infrastructure visual intrusion, minimising light pollution and noise (Policy 21).

To achieve an LTP4 Policy 19 and 20 compliant scheme, proposals must demonstrate that the opportunities for travel by sustainable modes have been maximised and where applicable, the uptake of Ultra Low Emission/Electric Vehicles shall be supported, and the scheme should be aiming to reduce emissions from scheme operations.

County council infrastructure schemes should minimise and or mitigate the adverse physical impact on the landscape and environment and try to secure significant environmental gains (Policy 21).

The purpose of this section is to demonstrate to the county council what consideration (at the earliest stages of the scheme development) has been given to minimising harmful vehicle emissions, maximising scheme user health and wellbeing benefits and identify whether there is a potential for significant air quality impact that will need to be addressed.

Please complete the section below:

C1: Carbon Emissions: Outline how the transport scheme/ development will contribute towards achieving the UK's net-zero Greenhouse emissions target by 2050. Outline the hard and soft measures/approaches that will be considered during the design development stages, including measures to reduce the need to travel, maximise walking, cycling and public transport, support low-emission and electric vehicle use and efficient freight/ delivery movements

C2: Air Quality (Policy 20): Please identify if the scheme is located within, or likely to have an impact on, an existing AQMA and/or sensitive receptors (including schools, nurseries and care home). If the scheme is located in an AQMA or likely to have an impact on sensitive receptors, please set out what measures will be considered to mitigate the impact. Examples of appropriate measures that should be considered as part of the early design development process include:

Electric vehicle charge provision;
Car club provision;
Micro mobility/bike share schemes;
Quantity of vehicle parking provision/charging regime and parking restrictions;
Mixed-use development, high speed broadband, homeworking facilities to minimise travel demand
Scheme designed to prioritise walking, cycling and public transport;
School Streets;

Provision secure/safe cycle parking facilities
Sensitive receptors set back from the roadside/away from busy roads
Travel Planning
Low/Zero-Emission fleet strategy
Clear Air/Low/Zero Emission Zones
Freight consolidation
Provision of new/enhanced public transport provision
Mobility Hubs

C3: Health and Wellbeing: Sum up how the scheme will contribute towards achieving vibrant, healthy and inclusive communities where people choose to walk, cycle and use public transport? At this early development stage please sum up your approach to ensuring health and wellbeing outcomes are considered, including any key barriers/constraints that need to be addressed and how the scheme design will consider features that support healthy streets (places for social interaction, play, green and blue infrastructure, SuDS, shelter and shade, street safety and street design approach).

Part D: Summary of Key Constraints and Opportunities

Summary: Overall please summarise the key relevant place and movement constraints and opportunities and how these will be used to inform the development of the scheme and associated mitigation strategies

Part E: Additional Information (if required)

Response: Please use this box to provide any additional information that is relevant to this initial LTP4 Test1 compliance appraisal. Include summary of constraints and opportunities as identified in the Ecology & Landscape Strategy, Local Character & Heritage Plan and Drainage & Flood Management Strategy

Appendix B

LTP4 Compliance: Stage 2A Master Plan & Stage 2B Outline Planning Gateway Compliance Tests for Developments

Introduction

1.1 The purpose of both the Master Plan & Outline Planning Gateway Compliance Test questionnaires for developments are to provide the:

- **Scheme promoter(s)** with an efficient tool to provide a proportionate and relevant evidence base on how appropriate **place** and **movement** measures have been integrated into the early development design process in line with LTP4 policy requirements and expectations; and
- **County Council** with relevant scheme place, movement and development layout evidence to undertake a LTP4 Policy compliance appraisal early in the scheme design and planning stages.

1.2 The aim of testing LTP4 compliance at the master plan stage is to assess whether the proposals reduce travel demand and encourage movement by sustainable transport modes both within the site and to local destinations including passenger

transport facilities for longer journeys, all set in a sustainability framework.

1.3 By completing the **Master Plan Gateway Compliance** questionnaire and undertaking a self-assessment using the **LTP4 Compliance Toolkit** (see Appendix A), the scheme promoter should demonstrate to HCC how the scheme's location, accessibility, connectivity with the surrounding movement networks and key trip attractors and initial masterplan layout will adhere to and help the county council in delivering the LTP4 policy requirements.

1.4 The information required to be submitted can be provided within a Transport Assessment Scoping Note, with the questionnaire signposting to the relevant sections of the pre-application submission.

1.5 Including summaries or signposting to submitted supporting plans and documents within Parts 3 and 4 of the questionnaire shall demonstrate compliance with the remaining LTP4 policies.

- 1.6** The **Master Plan Gateway Compliance** questionnaire should be completed and submitted to the county council once the Scheme Promoter is satisfied that the relevant place and movement issues are understood, the development design process has been initiated and appropriate measures and mitigation strategies have been considered in line with LTP4 policy requirements.
- 1.7** It is recommended that Scheme Promoters take an iterative approach using the Place & Movement Planning and Design Guide (P&MPDG), the questionnaire and the LTP Compliance Appraisal Toolkit to optimise their proposals prior to making their submission to HCC for review.
- 1.8** Following submission of the questionnaire, HCC will review the evidence and provide their **Red, Amber, Green** (RAG) appraisal of the response including the identification of key LTP4 compliance risks and opportunities and signposting to relevant guidance within the Place & Movement Planning and Design Guide (P&MPDG), to further assist the promoter in developing a compliant scheme.
- 1.9** It is expected that any issues rated red or amber within the Master Plan Compliance Test will be addressed when formulating the resulting outline planning application and that further scheme detail will have been developed in accordance with this P&MPDG.
- 1.10** The questionnaire completion process is rerun for the Outline Planning application, with the Scheme Promoter again undertaking a self-assessment using the **LTP4 Compliance Toolkit**.
- 1.11** Appraisal of the documents and responses to the Outline Planning Gateway Compliance questionnaire takes the form of a Red, Amber, Green (RAG) rating.
- A red rating will result in HCC recommending refusal to the outline planning application
 - An amber rating will indicate that the submission could be LTP4 compliant and recommendation for refusal will be withheld providing additional mitigation measures are included
 - A green rating will indicate HCC's confirmation of LTP4 compliance.
- 1.12** It is therefore recommended that the Scheme Promoter uses the PMPDG, the questionnaire and the LTP Compliance Toolkit to satisfy themselves that their proposals will be compliant before submission.

Stage 2A Master Plan & Stage 2B Outline Planning Gateway Compliance: Outcomes

2.1 The following outcomes will be achieved by completing the LTP4 Test 2 Compliance process:

- The scheme promoter and county council will have established a shared understanding of the place and movement context of the development, including how the existing and future movement networks can be integrated with the existing and proposed land-uses and the appropriate design measures/strategies that should be integrated into the development design process.
- The scheme promoter and county council will have established a shared understanding of the emerging site layout (land-uses and street hierarchy) and the design-led measures that should be considered to ensure positive placemaking will be achieved in line with LTP4 and P&MPDG requirements.
- At the Master Plan Gateway stage the scheme promoter will receive a RAG appraisal of the submitted place, movement and scheme layout evidence and a written summary of the key risks and opportunities that need to be considered in subsequent discussions, decision-making and design development in order to achieve an LTP4 compliant scheme.
- An evidenced response to the Outline Planning application, based on LTP4 Compliance from HCC, as Highway Authority.

The County Council's Role

3.1 The county council's role in the LTP4 Test 2 Compliance process is to:

- Review the questionnaire response, site layout, movement framework and associated information and provide opportunities and constraints feedback, benchmarking the scheme against LTP4 policy and P&MPDG; and
- Support the scheme promoter by providing feedback on how the identified LTP4 policy compliance risks and opportunities and P&MPDG should be interpreted and applied to the scheme design development prior to the planning submission.

Master Plan & Outline Planning Gateway Compliance: Scheme Promoter Submission Requirements

4.1 The matrix below summarises the Master Plan & Outline Planning Gateway Compliance mandatory and optional submission requirements.

Mandatory Submission Requirements for Development Schemes:

Size of development	Small	Medium	Large and Strategic
Completed Test Questionnaire	✓	✓	✓
Site Location Plan (identifying the site boundary and surrounding key trip attractors within at least 1 mile travel distance from the scheme)	✓	✓	✓
Site Masterplan (identifying land-uses, street hierarchy, movement framework and site access points)	✓	✓	✓
Key trip attractor checklist (see Part 1)	✓	✓	✓
Site access plan (showing multi-modal links to surrounding transport network)	✓	✓	✓
Ecology & Landscape Strategy		Recommended	
Local Character & Heritage Plan	Statement only Required	✓	✓
Drainage & Flood Management Strategy		✓	✓
Site and Surrounding Area Movement Framework (showing key existing and future walking and cycling travel desire lines within 1 and 5 miles of the site)		✓	✓

Size of development	Small	Medium	Large and Strategic
Plan(s) highlighting locations where walk and cycle improvements will be required between the site and key trip attractors	Optional	✓	✓
Typical plans, proposed street typologies		Optional	✓
Environmental and built environment opportunity and constraints plans (air quality and sensitive receptors)		✓	✓
Plan(s) demonstrating how the site will integrate with the surrounding land-uses, walking, cycling, public rights of way and public transport networks		✓	✓
Initial site passenger transport strategy		✓	✓
Initial site walking and cycling strategy		✓	✓
Initial site car and cycle parking strategy		✓	✓

LTP4 Stage 2A Master Plan & Stage 2B Outline Planning Gateway Compliance Test for Developments - QUESTIONNAIRE

LTP4 Test Questionnaire for Developments
Master Plan Gateway Compliance Test /
Outline Planning Gateway Compliance Stage

Scheme Name:

Scheme Location (Address): Provide a
scheme address and location plan

Local Authority Borough or District:

Contact Name:

Email address and Telephone No:

Part 1: Place Context

A1: SCHEME DESCRIPTION AND SITE LOCATION

The purpose of this section is to provide information to the county council on the site location and scheme proposals.

Please complete the section below:

Scheme Promoter Submission Requirements - Site Location Plan

A1: Location and Scheme Description: Please describe the scheme location, current site uses and details of the proposed scheme

B1: PLACE, MOVEMENT AND CONNECTIVITY

An LTP4 (Policy 2) compliant development is located in an area which facilitates access by walking, cycling and public transport. The site will ideally be located in an area served by, or with the potential to be served by high quality passenger transport and where key local services can be accessed by walking, cycling and people with impaired mobility (Policy 6).

An LTP4 (Policy 1,5 and 6) compliant development is a scheme that provides appropriate infrastructure that delivers the LTP Transport User Hierarchy for site attracted trips (reduces the need to travel, enables walking and cycling for local trips to key trip attractors, enables public transport access for local and key trip attractor trips, supports powered two wheeler modes and finally accommodates residual vehicle movements) and addresses barriers to accessibility for people with impaired mobility.

The purpose of this section is to provide evidence to the county council the proposals are in a location that is or has the potential to form a sustainable development by encouraging travel behaviour that will reflect the LTP Transport User Hierarchy (Policy 1 & 5) and support inclusive mobility (Policy 6).

Site Location and Neighbourhood Connectivity Scheme Promoter Submission Requirements	Submitted (Yes/No)
Movement framework showing existing and future pedestrian desire lines to key trip attractors within 1 mile of the site	
Movement framework showing existing and future cyclist desire lines to key trip attractors within 5 miles of the site	
Plan(s) identifying locations where improvements will be required to maximise local walk and cycle movements between the site and key trip attractors	
Plan(s) showing how the site will integrate with the surrounding walking, cycling public rights of way and public transport networks	
Key trip attractor checklist (page 130)	

Please complete the checklist below

B1.1: How many of these key trip attractors are within the indicated distances or will be provided within the development?

Land-Use	Not Relevant ¹	Provided in the scheme	800m or less (1/2 mile)	Over 1600m (1 mile)	Comment
Local or Town Centre					
Railway Station					
Employment Centre					
Secondary School					
Bus Stop (with a minimum service frequency of one bus every 30 mins on a weekday)					
Primary School					
Signed Cycle Route					
Public Open Space/ Leisure Centre					

¹Not all listed key trip attractors will be relevant to every scheme, for example proximity to a secondary school is not relevant to an employment development.

Please complete the questions below:

B1.2/B1.4: Walkable Neighbourhoods: Sum-up how the development will integrate with the surrounding pedestrian networks to provide a well-connected and inclusive network to key local trip attractors within 1 mile of the site

B1.3/B1.4: Integrated Neighbourhoods: Sum-up how the development will integrate with the surrounding cycle networks to provide a well-connected network to key local trip attractors within 5 miles of the site

B1.5/B1.6: Existing Constraints and Opportunities: Summarise any existing barriers or gaps in the surrounding movement networks that need to be addressed to ensure trips attracted to and from the development and key local trip attractors can be undertaken by walking, cycling, public transport and people with impaired mobility. Please indicate how these will be resolved

B1.7: Public Transport: Summarise the location and frequency of existing public transport services and how the existing provision has been considered at an early stage in the scheme development

C1: Healthy and Vibrant Communities

An LTP4 compliant development through its layout design and associated transport infrastructure will minimise its impact on the natural, built and historic environments (Policy 21), including the impact of poor Air Quality on human health (Policy 19), noise and vibration.

To achieve an LTP4 compliant scheme applicants will need to demonstrate that appropriate design and mitigation measures have been integrated into the development to address any identified air quality, noise and vibration issues and potential unacceptable impacts on existing sensitive receptors.

The purpose of this section is to provide evidence to the county council that early in the design process, relevant existing sensitive receptors and air quality, noise and vibration issues have been identified and the site design and mitigation measures are being developed to address the issues.

Please complete the questions below:

C1.1: Sensitive Receptors: Please identify if the scheme will increase vehicle movements directly past existing sensitive receptors (care homes, primary school, play spaces) and the mitigation strategy, including the measures that will be considered to minimise vehicle flows and maximise access to sensitive receptors by walking, cycling and public transport

C1.2: Air Quality: If your scheme is located within or likely to have a negative impact on an existing AQMA, please identify what measures will be considered during the development design process. Examples of appropriate measures include

- Electric vehicle charge provision;
- Car club provision;
- Micro mobility/bike share schemes;
- Quantity of vehicle parking provision/charging regime and parking restrictions;
- Mixed-use development, high speed broadband, homeworking facilities to minimise travel demand
- Scheme designed to prioritise walking, cycling and public transport;
- School Streets;
- Provision secure/safe cycle parking facilities
- Sensitive receptors set back from the roadside/away from busy roads
- Travel Planning
- Low/Zero-Emission fleet strategy
- Clear Air/Low/Zero Emission Zones
- Freight consolidation
- Provision of new/enhanced public transport provision
- Mobility Hubs

Part 2 Site Layout

B2: PLACE, MOVEMENT AND CONNECTIVITY

Please complete this section if a site masterplan is available for submission to the county council for pre-application review. Where a masterplan is not available, please complete as many sections below as possible, setting out how the development of the masterplan will consider the LTP4 policy requirements.

SITE LAYOUT AND ACCESS PROPOSALS

An LTP4 compliant development is a scheme (Policy 5) that provides safe and suitable access for all modes of travel, integrates an appropriate mix of land-uses and measures that reduce the need to travel, and delivers a layout that prioritises walking, cycling and public transport use in accordance with the LTP4 Transport User Hierarchy (Policy 1). Where applicable, an LTP4 compliant development will also commit to implementation and monitoring a Travel Plan as part of the planning process (Policy 3 and 5), which will include appropriate and site-specific physical infrastructure and behaviour change measures.

The purpose of this section is to provide evidence to the county council that the initial site masterplan access, layout and land-use proposals include measures that appropriately reflect the LTP Transport User Hierarchy and Development Management policies (Policy 1 & 5) and commitments will be made to implementing and monitoring Travel Planning measures (Policy 3).

SITE LAYOUT AND ACCESS PROPOSALS

Please complete the section below:

Scheme Promoter Submission Requirements	Yes/No
Site masterplan showing access locations by mode, street hierarchy and movement framework	
Initial site walking and cycling strategy	
Initial site public transport strategy	
Site access plan (showing multi-modal links to surrounding transport network)	

B2.1: Site Access: Please summarise the site access proposals by mode, demonstrating how safe access can be achieved and how the LTP4 transport user hierarchy has been applied. If access from a primary and/or main distributor road is required, please specify how this is intended to be provided and why an alternative access strategy cannot be achieved.

B2.2: Reducing the need to travel: Taking into consideration the neighbourhood context in Part 1, summarise the facilities (including community leisure/play spaces) that will be provided within the development.

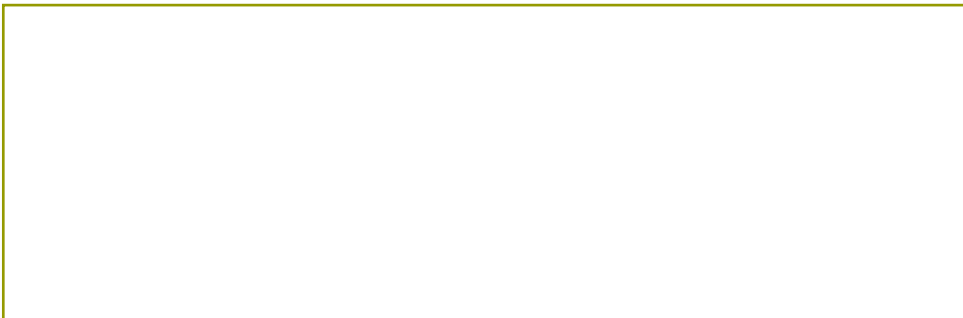
B2.3: Site Layout: Summarise how appropriate street typologies aligned with the design principles set out in RIH have been applied, and how they collectively form a legible hierarchy providing an attractive and well-connected layout that prioritises walking, cycling and public transport over private car use? An LTP4 compliant layout is a scheme that is highly permeable (minimal cul-de-sacs) with direct and prioritised access by walking, cycling and public transport.

B2.4: Sensitive Receptors: Please identify if the scheme includes sensitive receptors (care homes, primary school, play spaces) and the measures that will be put in place to minimise vehicle movements and maximise access to these land-uses by walking, cycling and public transport.

B2.5: Servicing and Emergency Vehicles: Sum up how servicing and emergency vehicle access will be accommodated without dominating the layout.



B2.6: Public Transport Accessibility: Taking into consideration the public transport response in Part 1, if appropriate to the site, summarise the public transport strategy/approach for the site that will enable all users to have easy and direct access the attractive public transport.



B2.7: Travel Plans and Behaviour Change: If applicable, summarise the developer's commitment to Travel Planning (Travel Plan Statement, Travel Plan, Framework Travel Plan) and if available the hard (physical infrastructure) and soft (behaviour) change measures that will be considered during the design development process.



Parking Strategy

An LTP4 compliant development is a scheme (Policy 5 and 8) that provides an appropriate cycle and vehicle parking strategy that reflects the sites accessibility by sustainable modes, the proposed mix of land-uses and existing and future site users including the provision of facilities to support the transition to electric vehicles.

An LTP4 compliant layout for cycle and car parking will reflect the LTP4 Transport User Hierarchy (Policy 1) and PMPDG Guidance, ensuring that parking provision is well integrated and does not over-dominated the site layout.

The purpose of this section is to provide evidence to the county council on the site approach to cycle and car parking and if available at this stage, provide evidence on the number, type, location and design of the proposed parking provision.

DESIGN DETAILS: PARKING

Please complete the section below:

Scheme Promoter Submission Requirements	Yes/No
Site hierarchy cross-sections	
Initial Car and cycle parking strategy/standards	

B2.8: Cycle Parking: Summarise how inclusive short (visitor) and long stay cycle parking needs will be met across the development, setting out the number, types and locations cycle parking will be provided.

B2.9: Car Parking: Where car parking is to be provided, summarise the site short (visitor) and long stay car parking strategy and the proposed car parking numbers, taking into consideration the development accessibility, type and mix of land-uses, the availability of public transport and the need to provide adequate provision for electric vehicle charging.

B2.9: EV Car Parking: To enable the transition to electric vehicles please summarise the active and passive infrastructure provision (number and charging types) that will be provided within the development.

B2.10: Integrated Parking: Sum up how the car parking needs will be well integrated into the site in a variety of ways so that cars do not over-dominate the streetscape and provide future flexibility to support the shift to electric vehicles and potential longer term shift to shared ownership models.

C2: Healthy and Vibrant Communities

An LTP4 compliant development is a scheme that delivers ‘streets for all’, providing street typologies (Policy 5) that provide an appropriate balance between movement and place functions, provide infrastructure that prioritises walking, cycling and public transport use and maximises the social and environmental benefits (Policy 21) of the development.

The purpose of this section is to provide evidence to the county council on how the scheme will deliver a built environment that will encourage the greater use of active travel modes and deliver healthy streets and sustainable infrastructure that will support vibrant communities.

DESIGN DETAILS: STREET TYPOLOGIES

Please complete the section below:

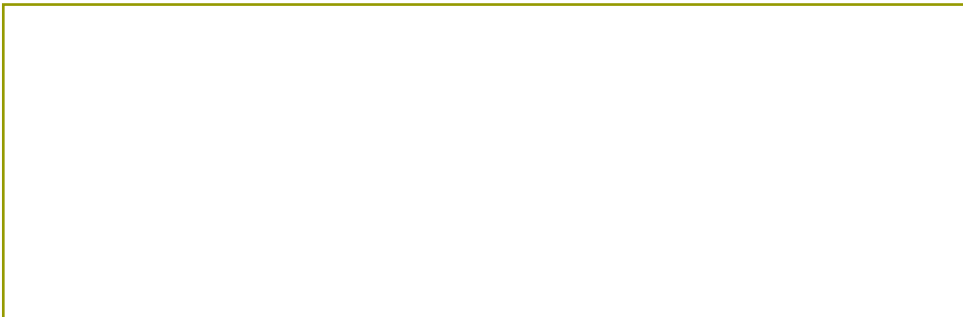
Scheme Promoter Submission Requirements	Yes/No
Drawing indicating walking and cycle routes from typical destination (residential unit, office, shop, etc) to street network (internal and/or external to the site)	
Site hierarchy cross-sections – showing infrastructure standards by mode, parking types, healthy streets features (shade, rest and social spaces)	
Street cross sections/plans showing integrated landscaping, tree planting and SuDS features	

C2.1: Crossings: Summarise how the internal crossing points are located on key desire lines within the development and how they will be designed to be suitable for the street hierarchy.

C2.2: Junctions types and arrangements: Summarise the internal junction arrangements and how their design will prioritise movements by walking and cycling.



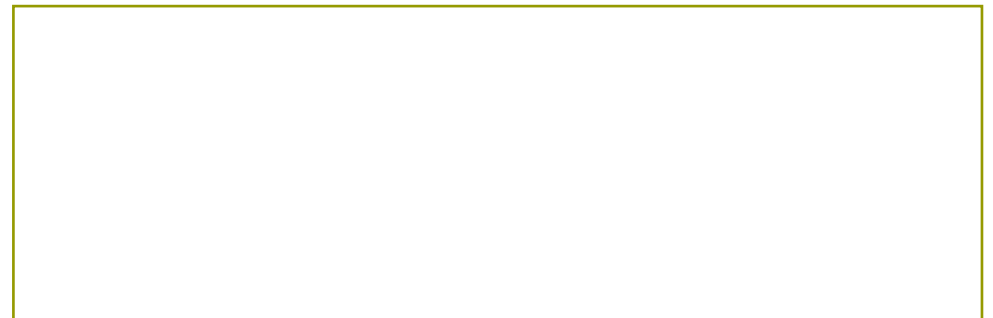
C2.3: Appropriate Traffic Speed: Summarise how driver behaviour will be influenced to create a low traffic speed environment within the development.



C2.4: Streets for People: Summarise how the healthy streets principles have been or will be incorporated into the street design, including but not limited to protection from noise and vibration, the provision of shade and shelter and places to rest and socially interact.



C2.6: Sustainable Streets: Summarise the soft landscaping strategy and/or the existing and proposed tree planting, and SuDS features that will be integrated into the street typologies.



Part 3: Overall Summary of the Development

Proposals

Summary: Overall summarise the proposals, focusing on how the scheme location, layout and movement strategy will deliver a sustainable development in accordance with the LTP4 transport user hierarchy, development and environmental policy requirements.

Part 4: Additional Information (if required)

Response: Please use this box to provide any additional information that is relevant to this LTP4 compliance assessment. Signpost or include summary of conclusions from Ecology & Landscape Strategy; Local Character & Heritage Plan and Drainage & Flood Management Strategy.

Appendix C

LTP4 Compliance: Stage 2A Master Plan & Stage 2B Outline Planning Gateway Compliance Tests for Transport Schemes

Introduction

1.1 The purpose of both the Master Plan & Outline Planning Gateway Compliance Test questionnaires for transport schemes are to provide the:

- Scheme promoter(s) with an efficient tool to provide a proportionate and relevant evidence base on how appropriate place and movement measures have been integrated into the early transport project optioneering process in line with LTP4 policy requirements and expectations; and
- County Council with relevant scheme evidence to undertake a LTP4 Policy compliance appraisal early in the scheme optioneering and design development process.

1.2 The aim of testing LTP4 compliance at the master plan stage is to assess whether the proposals reduce travel demand and encourage movement by sustainable transport modes set in a sustainability framework.

1.3 By completing the **Master Plan Gateway Compliance** questionnaire and undertaking a self-assessment using the **LTP4 Compliance Toolkit** (see Appendix A), the scheme promoter should demonstrate to HCC how the scheme's functionality and its location, accessibility, connectivity with the surrounding movement networks and key trip attractors and initial masterplan layout will adhere to and help the county council in delivering the LTP4 policy requirements.

1.4 The information required to be submitted can be provided within a Transport Assessment Scoping Note, with the questionnaire signposting to the relevant sections of the submission.

1.5 Including summaries or signposting to submitted supporting plans and documents within Parts 4 and 5 of the questionnaire shall demonstrate compliance with the remaining LTP4 policies.

- 1.6** The Master Plan Gateway Compliance questionnaire should be completed and submitted to the county council once the Scheme Promoter is satisfied that the relevant place and movement issues are understood, the development design process has been initiated and appropriate measures and mitigation strategies have been considered in line with LTP 4 policy requirements.
- 1.7** It is recommended that Scheme Promoters take an iterative approach using the Place & Movement Planning and Design Guide (PMPDG), the questionnaire and the LTP Compliance Toolkit to optimise their proposals prior to making their submission to HCC for review.
- 1.8** Following submission of the **Master Plan Gateway Compliance** questionnaire and the Scheme Promoter's **Red, Amber, Green** (RAG), HCC will review evidence and provide their Red, Amber, Green (RAG) appraisal of the response including the identification of key LTP4 compliance risks and opportunities and signposting to relevant guidance within the Place & Movement Planning and Design Guide (PMPDG), to assist the promoter in developing a compliant scheme.
- 1.9** It is expected that any issues rated red or amber within the Master Plan Compliance Test will be addressed when formulating the resulting outline planning application and that further scheme detail will have been developed in accordance with this PMPDG.
- 1.10** The questionnaire completion process is rerun for the **Outline Planning** application, with the Scheme Promoter again undertaking a self-assessment using the **LTP4 Compliance Toolkit**.
- 1.11** Appraisal of the documents and responses to the Outline Planning Gateway Compliance questionnaire takes the form of a **Red, Amber, Green** (RAG) rating.
- A red rating will result in HCC recommending refusal to the outline planning application
 - An amber rating will indicate that the submission could be LTP4 compliant and recommendation for refusal will be withheld providing additional mitigation measures are included
 - A green rating will indicate HCC's confirmation of LTP4 compliance.
- 1.12** It is therefore recommended that the Scheme Promoter uses the PMPDG, the questionnaire and the LTP Compliance Toolkit to satisfy themselves that their proposals will be compliant before submission.

Master Plan & Outline Planning Gateway Compliance: Outcomes

- 2.1** The following outcomes will be achieved by completing the LTP4 Test 2 Compliance process:
- The scheme promoter and county council will have established a shared understanding of the policy context of the transport project;
 - The scheme promoter and county council will have established a shared understanding of the emerging preferred option and measures that should be considered to ensure a policy compliant scheme will be achieved in line with LTP4 and PMPDG requirements; and
 - At the Master Plan Gateway stage the scheme promoter will receive a RAG appraisal of the submitted place, movement and scheme layout evidence and a written summary of the key risks and opportunities that need to be considered in subsequent discussions, decision-making and design development in order to achieve an LTP4 compliant scheme.
 - An evidenced response to the Outline Planning application, based on LTP4 Compliance from the HCC, as Highway Authority.

The County Council's Role

- 3.1** The county council's role in the LTP4 Compliance process is to:
- Review the questionnaire response and scheme information submitted and provide opportunities and constraints feedback, benchmarking the scheme against LTP4 policy and PMPDG; and
 - Support the scheme promoter by providing feedback on how the identified LTP4 policy compliance risks and opportunities and P&MPDG should be interpreted and applied to the scheme optioneering prior to further design development.

Master Plan & Outline Planning Gateway Compliance: Scheme Promoter Submission Requirements

- 4.1** The matrix below summarises the mandatory and optional submission requirements.
- 4.2** These requirements can be supplied with a completed questionnaire or the required evidence can be provided separately.

Mandatory Submission Requirements for Transport Schemes:

Scale of Scheme	Small	Medium	Large/ Strategic
Completed Test Questionnaire	✓	✓	✓
Site Location Plan (identifying the scheme location and surrounding key trip attractors within at least 1 mile travel distance from the scheme)	✓	✓	✓
Conceptual scheme design and rationale	✓	✓	✓
Ecology & Landscape Strategy	Statement only Required	✓	✓
Local Character & Heritage Plan	Statement only Required	✓	✓
Drainage & Flood Management Strategy	✓	✓	✓
Transport scheme and Surrounding Area Movement Framework (showing relevant existing and future pedestrian and cycle desire lines)	✓	✓	✓
Public transport plans showing existing/proposed public transport routes (if relevant)	Optional	✓	✓
Scheme layout plans/proposed street typologies	Optional	Optional	✓
Environmental and built environment opportunity and constraints plans (Noise Action Planning Important Areas, Flood Zones, Public Rights of Way, Air Quality Management Area's, Landscape and Heritage features)	Optional	✓	✓
Planned housing, employment and transport scheme developments within the scheme study area	Optional	✓	✓
Collision history (if relevant)	Optional	✓	✓

LTP4 Master Plan & Outline Planning Gateway Compliance Test for Transport Schemes - QUESTIONNAIRE

LTP4 Test Questionnaire for Transport Schemes Master Plan Gateway Compliance Test / Outline Planning Gateway Compliance Stage

Scheme Name:

Scheme Location (Address): Provide a scheme address and location plan

Local Authority Borough or District:

Contact Name:

Email address and Telephone No:

Part 1: Place Context

Scheme Description and Site Location

The purpose of this section is to provide information to the county council on the location and scheme proposals.

Location and Scheme Description: Please outline the transport scheme proposals, its objectives and the issues it is seeking to solve

Is this Scheme identified within an adopted Infrastructure Delivery Plan?

Local Transport Plan 4	Yes/No
Growth and Transport Plan	
Local Cycling and Walking Improvement Plan	
Other (please state).	

Part 2: Place, Movement and Connectivity

LTP4 Policies 1 and 2 encourage the creation of built environments and access to existing and planned new developments that prioritise people, active travel and public transport over vehicle use. An LTP4 compliant transport infrastructure scheme should firstly encourage greater and safer use of sustainable transport modes (walking, cycling and public transport) to access key services followed lastly by accommodating residual private vehicle movements.

The purpose of this section is to provide evidence to the county council that the transport infrastructure scheme proposals have appropriately considered the LTP4 User Hierarchy (Policy 1) and will result in the creation of a built environment that encourages greater and safer use of sustainable transport modes to access existing and proposed developments and key services (Policy 2).

PLACE, MOVEMENT AND CONNECTIVITY

Please complete the section below:

Supporting Evidence	Yes/No
Site location plan showing relevant scheme key trip attractors	
Movement framework showing relevant scheme key walking and cycling desire lines	
Plan showing relevant existing/proposed public transport services	
Plan(s) showing how the scheme will integrate with the relevant existing walking, cycling public rights of way and public transport networks	
Plan showing relevant planned developments and committed transport schemes	
Transport scheme concept designs	

Policy 1: Transport User Hierarchy:

- Opportunities to reduce travel demand or need to travel
- Pedestrian and cyclists
- Passenger transport
- Powered two wheeler and motor vehicles
- Other motor vehicle users

Please sum up how the LTP4 user hierarchy has been applied to the optioneering/design development process.

Points to consider include:

- How does the scheme design appropriately reflect the LTP4 user hierarchy, taking into consideration the scheme users, desire lines and place context?
- How does the scheme deliver/support or impact on existing/proposed movements by public transport?
- How does the scheme accommodate residual vehicle movements?
- Will the scheme design encourage greater and safer use of sustainable modes of travel?

Policy 2: Land-use planning:

- High quality passenger transport facilities
- Walking and cycling to key services
- The scheme facilitates growth delivery
- The scheme relieves motor vehicle capacity issues

If relevant, please sum up how the scheme will encourage the location of new development to be more sustainable.

Points to consider include:

- Is the scheme required to facilitate and/or support Local Plan allocated development?
- Will the scheme enhance the developments accessibility by high quality passenger transport?
- Will the scheme enhance the developments accessibility to key services by walking and cycling?

Future proofing transport schemes is important to cater for growth, improve travel demand management (Policy 4), implement resilient schemes (Policy 13 and 14) and implement behaviour change initiatives to maximise the potential to achieve modal shift (Policy 3).

The purpose of this section is to provide evidence to the county council that the transport infrastructure scheme proposals have

appropriately considered the need for traffic demand management (Policy 4), will be resilient to future changes in travel demand (Policies 13) and will be supported by appropriate behaviour change initiatives (Policy 3).

Please complete the boxes below:

Policy 3: Travel Plans & Behaviour Planning

- Partnership working – smarter choices
- Travel Plans
- Marketing and Behaviour change initiatives

If relevant, please sum up if travel planning, marketing and/or behavioural change initiatives will be implemented to maximise the potential for modal shift.

Points to consider include:

- Does the scheme deliver more sustainable school links?
- Has the scheme been identified in a Travel Plan?
- What marketing or other behavioural change initiatives will be considered to maximise modal shift (newsletters, website, YouTube videos, press release etc)

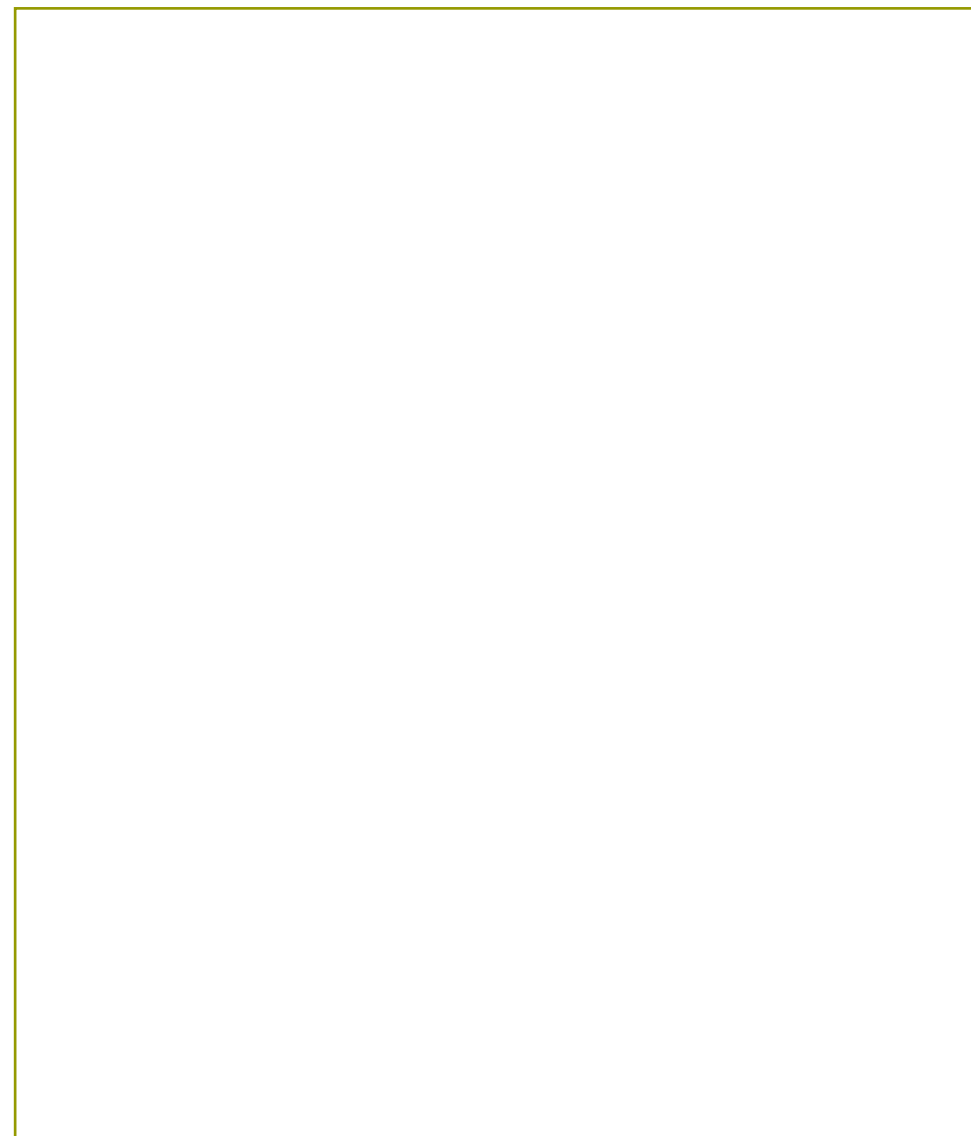
Policy 4: Demand Management:

- Parking restrictions
- Parking demand
- Reallocation of road space
- Restricting traffic movements

If relevant to the scheme, please sum up the approach to vehicle demand management has been applied to the optioneering/design development process.

Points to consider include:

- What changes are required to vehicle parking provision and controls?
- What changes are required to waiting and loading restrictions?
- Is reallocation of road space and/or vehicle access controls required to enhance walking, cycling and public transport use?



Policy 13: New Roads and Junctions:

- Transport User Hierarchy
- Accommodate existing and future travel demand

Please summarise how the scheme will accommodate existing and future travel demand.

Points to consider:

- Are proposed pedestrian and cycle routes of sufficient width?
- Are existing and future traffic growth impacts likely to be mitigated to an acceptable level?
- Has space been safeguarded to provide additional capacity in the future?
- Will the design accord with the RiH design guidance?

LTP4 Policy 6 states that the county council will seek to increase the ease with which people, particularly disadvantaged groups can access key services. Having identified the key trip attractors within 1 mile of the scheme and within the wider area, it is important to demonstrate how the proposed scheme will be inclusive and meet the accessibility needs of all people to key services.

Please complete the box below:

Policy 6: Accessibility

- Working in partnership with key stakeholders
- Providing resources for buses and other transport services
- Addressing barriers to accessibility
- Facilitating open data initiatives and travel information provision
- Supporting shared mobility

Please sum up how the scheme will support inclusive access to key services and how this requirement has been applied to the optioneering/design development process.

Points to consider include:

- Does the scheme provide community transport and/or shared mobility solution?
- Has the walking and cycling infrastructure been designed to be fully inclusive to all potential users?
- Are public transport accessibility improvements proposed?
- Are existing barriers to accessibility for people with impaired mobility been addressed?

The county council has adopted through LTP4 mode specific policies (7,8, 9, 10, 11 and 16) setting the objectives and vision when delivering new schemes in line with LTP4. How does the scheme respond to the county council specific policies?

The purpose of this section is to provide evidence to the county council that the transport infrastructure scheme proposals have appropriately considered the relevant mode specific LTP4 policies in the design process.

Please complete the boxes below:

Policy 7: Active Travel -Walking

- Pedestrian priority over vehicles measures
- Safer pedestrian infrastructure provision
- Pedestrian priority networks planning and provision
- Support walking for recreational enjoyment
- Right of Way Improvement Plan (comment how it is considered)

If relevant, please sum up how the scheme will encourage and promote walking.

Points to consider include:

- How does the design prioritise and facilitate increased levels of walking?
- Does the scheme support the creation of a wider network of pedestrian routes?
- Does the scheme provide safer access to key services?
- Does the scheme support access to and/or improve a public rights of way?

Policy 8: Active Travel Cycling

- Cycle infrastructure provision
- Cyclists priority over vehicles
- Cycle training
- Bikeability and support to promotion campaigns
- Secure cycle parking provision

If relevant, please sum up how the scheme will encourage and promote cycling.

Points to consider include:

- How does the design prioritise and facilitate increased levels of cycling?
- Does the scheme support the creation of a wider network of cycle routes?
- Does the scheme provide safer access to key services?
- Have opportunities for the inclusion of secure cycle parking been identified?
- Are the proposals consistent with LTN 01/20?

Policy 9: Buses

- Bus infrastructure provision
- Infrastructure maintenance
- Bus Services Act 2017 (comment how it is considered)
- Procure and review services
- Work with partners
- Smart ticketing, information systems
- Campaign and promote buses

If relevant, please sum up how the scheme will promote and support bus services.

Points to consider include:

- Does the scheme deliver high quality infrastructure that support existing and/or proposed services?
- Have existing facilities been reviewed and identified if they require improvement?
- Will the scheme negatively impact on bus reliability and accessibility?
- Have bus multi-modal interchange facilities been considered?

Policy 10: Rail

- Improve services working with partners
- Improve attractiveness of rail travel working with partners
- Support Community Rail Partnerships (comment how it is considered)
- Rail Strategy Plan (comment how it is considered)

If relevant, please sum up how the scheme will promote and support rail use.

Points to consider include:

- Does the scheme improve sustainable transport access to an existing station?
- Does the scheme improve/upgrade the station facilities?
- Has stakeholder engagement taken place with the rail industry?
- Has the HCC rail strategy objectives been reviewed?

Policy 11: Airports

- Improvement to surface access to Luton and Stansted
- Facilitate mode shift for passengers and staff

If relevant, please sum up how the scheme will provide surface access improvements to Luton or Stanstead Airport:

Points to consider include:

- Does the scheme improve sustainable transport access to Luton or Stansted airports?
- Does the scheme improve/upgrade the airport facilities?
- Has stakeholder engagement taken place with the airport operators?

Policy 16: Freight and Logistics

- Encourage HGV's to use the primary road network
- Modal shift from road-bourne freight;
- Improved HGV provision;
- Access management

If relevant, please sum up how the scheme will manage the movement of freight in a way that is appropriate to the place context.

Points to consider include:

- Does the existing movement/volumes of HGV and LGV's compromise the safety and attractiveness of movements by sustainable modes?
- Are HGV/LGV movements having a negative impact on the natural environment and/or quality of life for residents?
- Does the scheme design need to include measures to manage HGV/LGV access?

Part 3: Healthy and Vibrant Communities

The county council has adopted through LTP4 policies (15, 17 and 18) the objectives and vision for improving the safety and security of Hertfordshire's transport system. The purpose of this section is to provide evidence to the county council that the transport infrastructure scheme proposals will improve the safe operation of the transport network.

HEALTH AND VIBRANT COMMUNITIES

Please complete the section below:

Supporting Evidence	Yes/No
Accident data	
Environmental and built environment opportunity and constraints plans	

Policy 15: Speed Management

- Speed Management Strategy (comment how it is considered)
- Speed appropriate to environment and other road users.

If relevant, please sum up how the scheme design process has considered how achieving appropriate traffic speeds to ensure an appropriate environment would be achieved.

Points to consider include:

- Do existing speed limits need to be changed?
- Are traffic speed control measures required?
- Is traffic speed resulting in a significant environmental impact on air quality and noise for sensitive receptors?
- Are traffic speeds deterring travel by sustainable modes?

Policy 17: Road Safety

- Hertfordshire Road Safety Partnership (comment how it is considered)
- Safe-System (comment how it is considered)
- Data led analysis supporting scheme safety

If relevant, please sum up how the scheme would improve safety on the county's roads.

Points to consider include:

- Have you identified all the relevant safety issues and how have they been addressed?
- Are there local road safety issues?
- Have stakeholders been engaged?

Policy 18: Transport Safety and Security

- Safety and security perception
- Impacts on active and passenger transport

If relevant, please sum up how the scheme will improve the perception of safety and security of Hertfordshire's transport system:

Points to consider include:

- How have the user's perception of safety been considered?
- Lighting and vegetation been requirements and maintenance?
- Potential for anti-social behaviour to negatively impact on the scheme/designed out?

The county council will seek to reduce environmental impacts of transport schemes and to that end the LTP4 Policies 14, 19, 20, 21, 22 set specific criteria for schemes' contribution to reduce emissions, reduce air quality and environmental impact and manage the infrastructure assets. The purpose of this section is to provide evidence to the county council that the transport infrastructure scheme proposals will minimise their impacts on the built and natural environment.

Please complete the section below:

Supporting Evidence	Yes/No
Environmental and built environment opportunity and constraints plans	

Policy 19: emissions Reduction and Policy 20: Air Quality

- Promoting sustainable transport
- Support ULVEs take up
- Emission reductions
- Clean Air Zones
- AQMA monitoring
- Air Quality Strategic Plan (comment how it is considered)

Please sum up how the scheme will reduce levels of harmful vehicle emissions and reduce the impact of poor air quality on human health.

Points to consider include:

- Will the scheme encourage modal shift to walking, cycling and public transport?
- Does the scheme support the uptake of ULEV's?
- Does the scheme reduce congestion?

Policy 14: Climate Change Network Resilience and 21: Environment

- How is climate change likely affect the scheme construction, maintenance and operation?
- Are traffic impacts minimised?
- Are public spaces protected and enhanced?

Please sum up how the scheme has considered the risks from a changing climate and sought to minimise its impact on the built and natural environment.

Points to consider include:

- How has the potential impacts of increased temperatures, more extreme rainfall events and flooding been considered in the scheme design, maintenance and operation?
- How have/will impacts on the built/historic environment be minimised?
- How have/will environmental gains be achieved?
- Have SuDS and green infrastructure (street trees) opportunities been maximised?
- Have healthy streets principles been adopted and appropriately applied?

Part 4: Overall Summary of the Scheme Proposals

Summary: Overall summarise the proposals, focusing on how the scheme design/design approach will deliver a LTP4 compliant scheme

Part 5: Additional Information (if required)

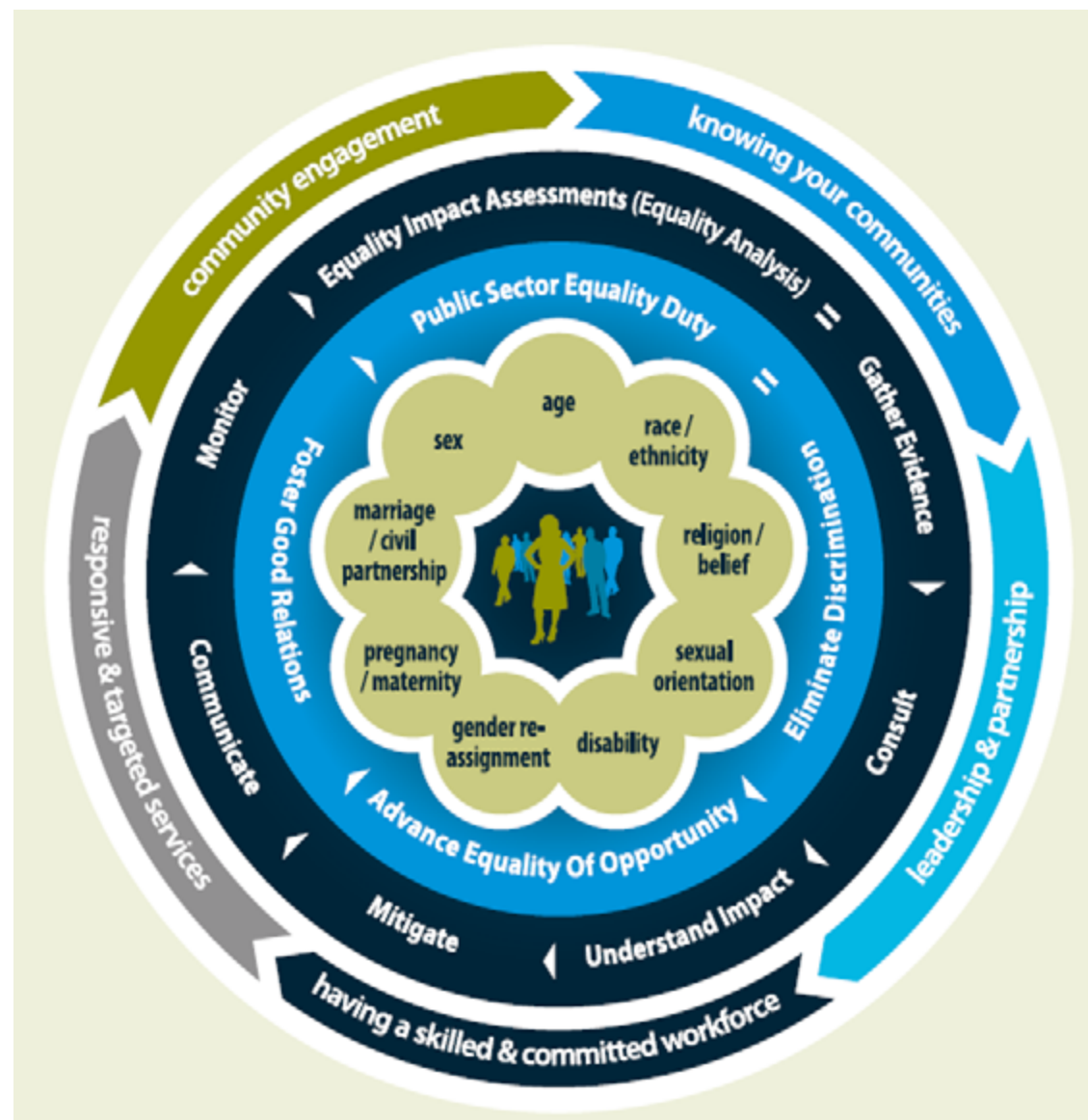
Response: Please use this box to provide any additional information that is relevant to this LTP4 compliance assessment

Appendix D

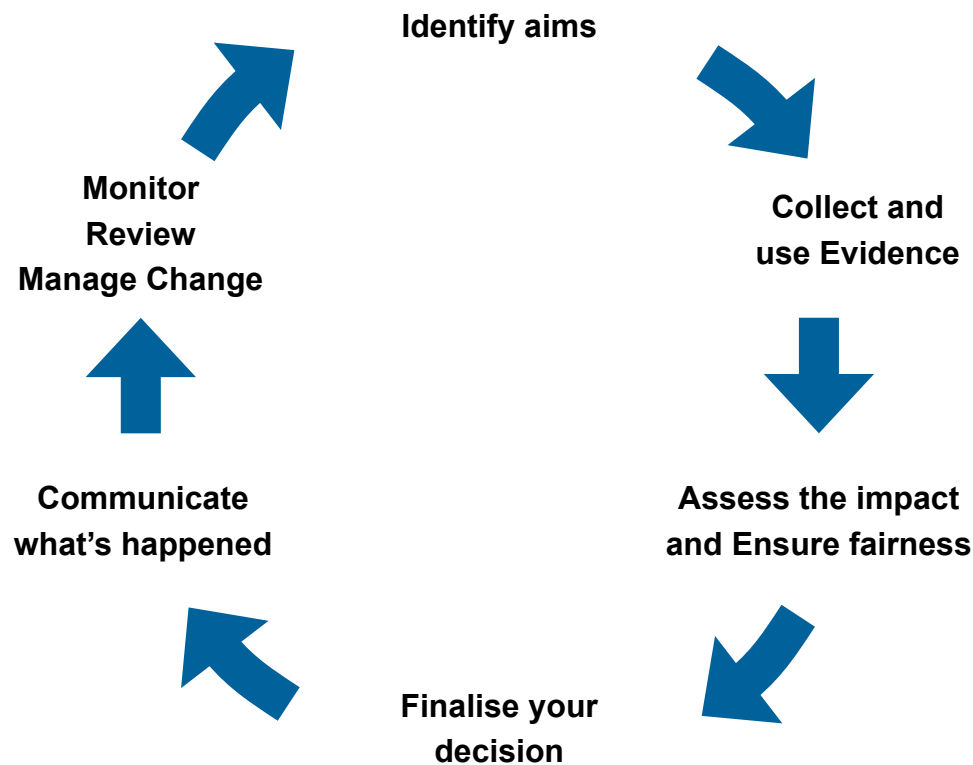
Equality Impact Assessment (EqIA) Template

EqIAs make services better for everyone and support value for money by getting services right first time.

EqIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then create an action plan to get the best outcomes for staff and service users. They analyse how all our work as a council might impact differently on different groups protected from discrimination by the Equality Act 2010. They help us make good decisions and evidence how we have reached them.



An EqlA needs to be completed **as a project starts** to identify and consider possible differential impacts on people and their lives, inform project planning and, where appropriate, identify mitigating actions. It must be completed before any decisions are made or policy agreed so that the EqlA **informs that decision or policy**. It is also a live document; you should review and update it along with your project plan throughout.



Identify Aims

What are you trying to achieve with the policy, service or function?

Collect and use evidence

What existing data do you have? Any gaps? Are you using partners effectively? Local and national evidence?

Assess the impact and Ensure fairness

Who are the users? Who else could or should be? How could they benefit? Who else might be affected?

Finalise your decision

Do you need to consult further? Can you explain how the decision was reached? How will you record your decision-making?

Communicate what has happened

Do the users know? Have you told partners? Have you addressed consultation issues?

Monitor, Review, Manage change

Does the service, policy or function do what you intended?

Full guidance notes to help you are embedded in this form – see the End Notes or hover the mouse over the numbered notes.

1. Who is completing the EqlA and why is it being done?

Title of service / proposal / project / strategy / procurement you are assessing ⁵	
Names of those involved in completing the EqlA	
Head of Service or Business Manager	
Team/Department	
Lead officer contact details	

Focus of EqIA – what are you assessing?

What are the aims of the service, proposal, project? What outcomes do you want to achieve? What are the reasons for the proposal or change? Do you need to reference/consider any related projects?

Stakeholders

Who will be affected? Which protected characteristics (**see end-notes 11-20**) is it most relevant to? Consider the public, service users, partners, staff, Members, etc

2. List of data sources used for this EqlA

(include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, EqlAs from other projects or other local authorities, etc.)

A range of useful local data on our communities can be found on Herts Insight and on the Equalities Hub

Title and brief description (of data, research or engagement – include hyperlinks if available)	Date	Gaps in data Consider any gaps you need to address and add any relevant actions to the action plan in Section 4.

Protected characteristic group	What do you know⁷ ? What do people tell you⁸? Summary of data and feedback about service users and the wider community/ public • Who uses the service? • Who doesn't and why? • Feedback/complaints? • Any differences in outcomes? Why?	What does this mean – what are the potential impacts of the proposal(s)⁹? - Consider positive and negative impacts - On service users / the public - AND, where relevant, staff* * if your proposals relate mainly to a staff restructure or reorganisation, you should use the template here	What can you do¹⁰? What reasonable mitigations to reduce or avoid the impact can you propose? How will you communicate/engage or provide services differently to create a 'level playing field' – e.g. consultation materials in easy read or hold targeted engagement events If there is no current way of mitigating any negative impacts, clearly state that here and consider other actions you could take in the action plan in section 4.
Age ¹¹			
Disability ¹²			
Gender reassignment ¹³			
Pregnancy and maternity ¹⁴			
Race ¹⁵			
Religion or belief ¹⁶			
Sex/Gender ¹⁷			

Protected characteristic group	What do you know⁷ ? What do people tell you⁸? Summary of data and feedback about service users and the wider community/ public • Who uses the service? • Who doesn't and why? • Feedback/complaints? • Any differences in outcomes? Why?	What does this mean – what are the potential impacts of the proposal(s) ⁹? - Consider positive and negative impacts - On service users / the public - AND, where relevant, staff* * if your proposals relate mainly to a staff restructure or reorganisation, you should use the template here	What can you do¹⁰? What reasonable mitigations to reduce or avoid the impact can you propose? How will you communicate/engage or provide services differently to create a 'level playing field' – e.g. consultation materials in easy read or hold targeted engagement events If there is no current way of mitigating any negative impacts, clearly state that here and consider other actions you could take in the action plan in section 4.
Sexual orientation ¹⁸			
Marriage and civil partnership ¹⁹			
Carers ²⁰			
Other relevant groups ²¹ Consider if there is a potential impact (positive or negative) on areas such as health and wellbeing, crime and disorder, Armed Forces community.			

Opportunity to advance equality of opportunity and/or foster good relations²²

Conclusion of your analysis and assessment - select one of the outcomes below²³ and summarise why you have selected i, ii, iii or iv; what you think the most important impacts are; and the key actions you will take.

OUTCOME AND NEXT STEPS	SUMMARY
i. No equality impacts identified - No major change required to proposal	
ii. Minimal equality impacts identified - Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate) - Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality - No major change required to proposal	

OUTCOME AND NEXT STEPS	SUMMARY
iii. Potential equality impacts identified - Take 'mitigating action' to change the original policy/proposal, remove barriers or better advance equality - Set out clear actions in the action plan in section 4.	
iv. Major equality impacts identified - The adverse effects are not justified, cannot be mitigated or show unlawful discrimination - You must stop and remove the policy [you should consult with Legal Services] - Ensure decision makers understand the equality impact	

4. Prioritised Action Plan

Impact identified and group(s) affected	Action planned Include actions relating to: • mitigation measures • getting further research • getting further data/consultation	Expected outcome	Measure of success	Lead officer and timeframe

nb These actions must now be transferred to service or business plans and monitored/reviewed to ensure they achieve the outcomes identified.

This EqlA has been signed off by:

Lead Equality Impact Assessment officer:

Date:

Head of Service or Business Manager:

Date:

Review date:

Guidance end-notes

^[1] The following principles explain what we must do to fulfil our duties under the Equality Act when considering the effect of existing and new policies/ practices/services on equality. They must all be met or the EqIA (and any decision based on it) may be open to challenge:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately
- **Timeliness:** the duty applies at the time of considering proposals and before a final decision is taken
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and influence the process.
- **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
- **No delegation:** the council is responsible for ensuring that anyone who provides services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review:** the equality duty is a continuing duty – it continues after proposals are implemented/reviewed.
- **Proper Record Keeping:** we must keep records of the process and the impacts identified.

^[2] Our duties in the Equality Act 2010

HCC has a legal duty under this Act to show that we have identified and considered the impact and potential impact of our activities on all people with ‘protected characteristics’ (see end notes 11-20 for details of the nine-protected characteristics). This applies to policies, services (including commissioned services), and our employees. **If you are creating an ‘arms-length’ company**, seek advice from the Equality Team or Legal.

We use this template to do this and evidence our consideration. **You must give ‘due regard’ (pay conscious attention) to the need to:**

- **Avoid, reduce or minimise negative impact:** if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately.
- **Promote equality of opportunity:** by
 - Removing or minimising disadvantages suffered by equality groups
 - Taking steps to meet the needs of equality groups
 - Encouraging equality groups to participate in public life or any other activity where participation is disproportionately low
 - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- **Foster good relations between people who share a protected characteristic and those who don’t:** e.g. by promoting understanding.

^[3] **EqlAs should always be proportionate to:**

- The size of the service or scope of the policy/strategy
- The resources involved
- The size of the likely impact – e.g. the numbers of people affected and their vulnerability

The greater the potential adverse impact of the proposal(s) on a protected group (e.g. disabled people) and the more vulnerable the group is, the more thorough and demanding the process required by the Act will be. Unless they contain sensitive personal/ employee data – EqlAs are public documents. They are published with Cabinet and Panel papers and public consultations and are available on request.

^[4] **Who completes the EqlA:** The person who is making the decision or advising the decision-maker about a policy. It is better to do this as a team, with people involved who understand the implementation of the policy.

^[5] **Title of EqlA:** This should clearly explain what service / policy / strategy / change you are assessing.

^[6] **Focus of EqlA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any

acronyms in full first time. Also explain if there is a particular focus to your equality analysis:

- What are the main aims or purpose of the policy, practice, service or function? How does it fit with other services?
- What outcomes do you want to achieve, why and for whom? e.g. what do you want to provide, what will change/improve?
- Which aspects are most important to equality and should be the focus of your attention?
- You should state all teams/organisations involved in implementing, carrying out or delivering the policy, practice or service
- What are the reason(s) for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

^[7] **Data & Information:** Your EqlA needs to be informed by data. You should consider the following:

- What data relevant to the impact on protected groups is available? (is there an existing EqlA?, local service data, national data, community data, similar proposal in another local authority).
- What further evidence is needed and how can you get it? (e.g. further research or engagement with the affected groups).

- What do you know from service/local data about needs, access and outcomes? Focus on each characteristic in turn.
- What might any local demographic changes or trends mean for the service or function? Also consider national data if appropriate
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any group(s)?
- Is the service having a positive or negative effect on particular people or groups in the community?

[8] What have people told you about the service, function, area?

- Use service user feedback, complaints, audits, and/or the results of specific consultation/engagement
- Are there patterns or differences in what people from different groups tell you?
- Remember, you must engage/consult appropriately and in an inclusive way with those likely to be affected to fulfil the equality duty.
- You can read HCC's Consultation and Engagement toolkits for full advice on this
- For practical tips and advice on consulting with people from protected groups, see this 'How-to' guide

[9] Impact: Your EqIA must consider fully and properly actual and potential impacts against each protected characteristic:

- The equality duty does not stop changes but means we must fully consider and address the anticipated impacts on people.
- Be accurate and transparent, but also realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific where you can so decision-makers have a concrete sense of potential effects.
- Questions to ask when assessing whether and how the proposals impact on service users, staff and the wider community:
 - o Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
 - o Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
 - o Does the project relate to an area with known inequalities (where national evidence or previous research is available)?
 - o If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - o If there is negative differential impact, how can you minimise that while considering your overall aims?

- o Do the effects amount to unlawful discrimination? If so, the plan must be modified.
- o Does it relate to an area where equality objectives have been set by HCC in our Equality Strategy?

^[10] **Consider actions relating to the following:**

- That specifically address the impacts you've identified and show how they will remove, reduce or avoid any negative impacts
- Explain clearly what any mitigating measures are, and the extent to which you think they will reduce / remove the adverse effect
- Will you need to communicate or provide services in different ways for different groups in order to create a "level playing field"?
- State how you can maximise any positive impacts or advance equality of opportunity.
- If you do not have sufficient equality information, state how you can fill the gaps.

^[11] **Age:** People of all ages, but consider in particular children and young people, older people and carers, looked after children and young people leaving care. Also consider working age people.

^[12] **Disability:** When looking at disability, consideration should be given to people with different types of impairments: physical

(including mobility), learning, aural or sensory (including hearing and vision impairment), visible and non-visible impairment.

Consideration should also be given to: people with HIV, people with mental health needs and people with drug and alcohol problems. People with conditions such as diabetes and cancer and some other health conditions also have protection under the Equality Act 2010.

^[13] **Gender Reassignment:** In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected. Consider transgender people, transsexual people and transvestites.

^[14] **Pregnancy and Maternity:** When looking at pregnancy and maternity, consider pregnant women, breastfeeding mothers, part-time workers, women with caring responsibilities, women who are lone parents and parents on low incomes, women on maternity leave and Keeping in Touch days.

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^[21] **Other relevant groups:** You should consider the impact on our service users in other related areas, such as health and wellbeing, crime and disorder (e.g. people experiencing domestic abuse), community relations and socio-economic status (e.g. homelessness

or low incomes). If the proposal is likely to have an impact on service users in these areas, HCC Public Health and the County Community Safety Unit may be able to help. Also consider whether your policy or decision will impact current or former Armed Forces personnel living and working in Hertfordshire. The Council is committed to the Hertfordshire Community Covenant, a commitment from public and private organisations in the county to support the active and retired Armed Forces community.

^[22] **Equality of opportunity and good relations:** summarise anything that will have a potential positive impact over and above the work of your project – e.g. engaging with the community may help raise awareness and community understanding of the needs of certain groups.

^[23] **Conclusion**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Also explain what positive impacts will result from the actions and how you can make the most of these.
- Make it clear if a change is needed to the proposal itself. Is further engagement, research or monitoring needed?
- Make it clear if, as a result of the analysis, the policy/proposal should be stopped.

²⁴ **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give ‘due regard’ to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

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⁴⁷ Conclusion

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- Make it clear if a change is needed to the proposal itself. Is further engagement, research or monitoring needed?
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Chapter 5

Transport Assessments

Contents

Introduction

- 1.1** Any development with a potential impact on the transport network must be assessed to establish whether the access arrangements and transport impacts are acceptable.
- 1.2** The level of technical work required depends on the type, scale and location of the development. Design and Access Statements are required for most developments and these may be sufficient on their own for smaller developments, which are expected to have minimal impact on the transport network and are away from sensitive areas. For most developments however a supporting Transport Statement or Transport Assessment will also be required. Further guidance on the required levels of assessment is given in section 1.3 below.
- 1.3** New development should consider the access and movement requirements of users in line with the transport user hierarchy in Local Transport Plan 4 (LTP4). It is crucial that the access needs of pedestrians, cyclists and public transport users are considered above those of private car users to ensure developments are pleasant and convenient places for all users to live in and/or visit and contribute towards Hertfordshire's commitment for net zero carbon by 2050. Further guidance on master-planning developments can be found in Part 2 of this document.

Responsibilities

- 2.1** The County Council as Highway Authority is responsible for assessing the impacts of new development on the transport network, agreeing suitable levels of infrastructure, determining whether the residual impact of the development is compliant with Policy as assessed through the LTP4 compliance test and making recommendations to the Local Planning Authority as to whether the impact of the development can be sufficiently mitigated.
- 2.2** Paragraphs 39 to 46 of the National Planning Policy Framework (2021) stress the importance and benefits of early engagement with local authorities. HCC strongly supports this, and it is recommended that applicants engage with the County Council at the earliest possible stage to agree the level and scope of assessment required before detailed technical work is undertaken. HCC operates separate pre-application processes for its roles as Highway Authority, Rights of Way and Lead Local Flood Authority.
- 2.3** Discussion topics with developers at the pre-application stage will include:
 - General discussion of the developer's plans from a transport impact perspective (especially a proposed development's

likely impact on safety and on the transport network, for different modes). Guidance on any initial designs can be provided (for example if a design element looks undeliverable this could be raised early on before detailed designs are developed).

- The requirement to identify measures to maximise mode share by sustainable modes and only consider highway measures to deal with residual traffic flows.
- Checking proposals are consistent with Local Plans, National policies, and other relevant guidance.
- Informing developers of relevant schemes already identified in the area in local area-based strategy documents.
- Informing developers of which transport-specific documents should be submitted with the planning application (indicating the need for a Transport Assessment or Statement, Travel Plan, Road Safety Audit, Design and Access Statement, etc).
- Initial discussion of data and modelling requirements.
- Introducing the likely obligations, conditions or agreements (Section 106), and funding contributions (Commuted Sums for maintenance & CIL, where applicable) that might be expected in order to get development approved.

- Any other highways-specific agreements that might be needed should also be raised at this stage (e.g. Section 278 Agreement if work in the existing highway is required, or Section 38 Agreement if any new roads being constructed will be offered for adoption by HCC).
- Potential air quality issues, especially if air quality impacts are expected to be substantial or the proposed development site is near an Air Quality Management Area (AQMA).
- A site visit is often recommended at pre-application stages, or later in the process, to allow the Highway case officer to obtain information needed to formulate their response.

2.4 Key information to be provided at the start of a pre-application stage should include:

- Site location plan with site boundary shown with the site's local plan allocation reference (where applicable) and the name attributed to the development
- Site layout plans of the proposed development
- Confirmation of the function and scale of the development
- Confirmation of the existing use of the site, including planning application history where appropriate

- Evidence that the LTP compliance test has been conducted, where applicable
- Highway's data relevant to the development such as active travel data, traffic counts, collision data. HCC has created Town Evidence Packs containing this data. These can be purchased by developers

- 2.5** The Council will provide a limited service of guidance free of charge. The cost of providing more detailed dialogue and written responses, possibly requiring the attendance of meetings, site visits, etc will be recovered from the developer so as not to fall to a general cost to the wider community, as current statutory planning fees do not cover the cost of pre-application advice given by the highway authority.
- 2.6** Further details on the pre-application process and charging can be found at <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#preapplication>.

Levels of Assessment

- 3.1** The DfT's Guidance on Transport Assessment (2007) was revoked in 2014. The indicative thresholds in Appendix B of this document are still useful to give an initial steer on the level of assessment required, however, this should primarily be established and agreed with HCC through positive and early pre-application discussions, based on local knowledge/conditions and the specifics of the proposed development. Paragraph 113 of National Planning Policy Framework (2021) is also relevant.

Design and Access Statement

- 4.1** Following discussion with HCC, if it is determined that the development is small scale, will have minimal impacts on the transport network and is in a location which aligns with LTP4 policies, then highway matters can usually be adequately considered in a Design and Access Statement (DAS).
- 4.2** The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013 outlines when a Design and Access Statement is needed, but it is advised that applicants first seek advice from the relevant Planning Authority as to what exactly is required in this respect. Generally, a DAS without the need for a Transport Statement is appropriate for small scale developments easily accessed by existing cycling, walking and public transport routes and requiring simple dropped kerbs/bell-mouth access arrangements or the modification of existing access arrangements.
- 4.3** The DAS should include the following:
- A plan showing the location of the development, its scale and its local context;
 - An identification of key destinations in the vicinity of the development (e.g. schools, community facilities and transport hubs);
 - Information on how cyclists, pedestrians and public transport users can access the site directly and conveniently. The DAS should also highlight if equestrians are expected nearby;
 - Information on how the access points for residual vehicular traffic for the development have been chosen;
 - Demonstration of how everyone can move through the place on equal terms regardless of age, mobility, ethnicity or social grouping; &
 - Identification of the number and location of parking spaces (including cycle, electric vehicle & visitor parking). The statement will be expected to demonstrate that alternatives to providing individual car parking spaces have been considered. More on this is given in Part 3 Chapter 7: Planning Parking.

Transport Statement

- 5.1** Following discussion with HCC, if it is determined that a development is of a modest scale has relatively small transport implications and is broadly in line with our transport policy then a Transport Statement would be appropriate.
- 5.2** A Transport Statement should set out the transport issues relating to the site of the proposed development, covering both existing conditions and details of the proposed development.
- 5.3** An example of a development where a Transport Statement could apply would be a development of less than 80 dwellings, requiring a new access involving alterations to the existing road layout which is away from sensitive locations (such as congestion hotspots or AQMAs).
- 5.4** Further guidance on the types of development likely to trigger the need for a Transport Statement and the type of information typically contained within them can be found at:
<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>.
- 5.5** In addition to the standard information listed in the government guidance, in Hertfordshire our LTP4 policies prioritise access by walking, cycling and public transport over the private car and we require evidence that opportunities for access to the development by sustainable modes has been fully considered. In order to achieve this the following information will be required:
- Identification of key Origin/Destination points including retail, leisure education and, employment sites within a 20-minute cycle or walk and plotting them in relation to the site. Potential walking and cycling routes to key destinations should be identified and this information should be used as the basis to develop a transport strategy which favours getting people to those locations by sustainable means.
 - Bus stops and bus routes within the vicinity of the development should be identified along with walking routes to them.
- 5.6** The Transport Statement should identify the trip generation and likely distribution (by all modes) and the expected number of residual vehicle trips.

- 5.7** Information on site accesses, including layout plans and visibility splays will also be required. This should also show how pedestrians and cyclists are safely accommodated at these vehicle accesses. Agreed designs will be subject to a Stage 1 Road Safety Audit.
- 5.8** The Hertfordshire Speed Management Strategy states that speed limits should be set which are appropriate to the surrounding environment. The physical design of new residential developments should naturally encourage motorists to drive at 20mph or less, with reinforcement by signage in predominantly residential areas and outside schools and other community facilities. Further guidance on the layouts of roads and road widths to help achieve this is given in Part 2; Chapter 5.

Place and Movement Healthy Streets

- 6.1** Hertfordshire have classified its road network into 9 place and movement categories as set out in Part 2 Chapter 5.
- 6.2** The place and movement function and the Healthy Street function of the surrounding road network should be reviewed as part of the development assessment work. Any vehicle access arrangements from the development should be designed as per the toolkit for that particular category. For example, accesses for developments joining a network with a higher place function should follow the principles set out in Part 3 Chapter 9: Planning Highway Junctions and avoid the use of wide bell-mouths.

Transport Assessment

- 7.1** A Transport Assessment (TA) is a document that summarises comprehensive and systematic processes that sets out transport issues relating to a proposed development. It should identify the measures needed to improve accessibility for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport as well as any mitigation measures to deal with the impacts of the residual vehicle trips.
- 7.2** Transport Assessments are required for larger scale developments and those where the LTP4 compliance matrix assessment has identified a number of potential key issues in relation to access or the impact of the site. They are therefore likely to be required for smaller sites in locations with poor existing access by non-car modes and / or locations close to sensitive parts of the transport network (e.g. congestion hotspots, Air Quality Management Areas).
- 7.3** Larger sites allocated in Local Plans will have already had an initial LTP4 matrix assessment undertaken which will have flagged up issues at the Local Plan stage. The Transport Assessment will be expected to demonstrate how these have been addressed through either site design or the development of mitigation measures.
- 7.4** Further guidance on the content of Transport Assessments is given at <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>
- 7.5** In Hertfordshire our LTP4 policies prioritise access by walking, cycling and public transport and developers will be required to demonstrate how they have considered access to the site by sustainable modes and identified design and mitigation measures aimed at maximising the mode share by sustainable transport.
- 7.6.** It is strongly recommended that a Transport Assessment Scoping Note is provided setting out the technical work to be undertaken and that this is discussed and agreed with the Local Highway Authority before the detailed technical work begins.
- 7.7** As with Transport Statements, HCC require the identification of key origins and destinations associated with the development including retail, leisure education and employment sites with mapping of isochrones showing cycle and walking access times. The TA should identify gaps in the networks and any issues with onward connections. An example of good practice

is the Active Travel Zone methodology developed by TfL. Further details can be found at <http://content.tfl.gov.uk/atz-assessment-instructions.pdf>.

- 7.8** Analysis of injury collision records in the vicinity of the site should be undertaken to ascertain if there are any existing issues with road users (including pedestrians and cyclists) in the vicinity of the site.
- 7.9** Consideration should also be given to maximise the opportunity to get to key destinations by public transport. Assessment of the existing bus services should be undertaken by the scheme promoter. A minimum service provision level of 4 buses per hour peak / 2 buses per hour off peak (06:30 to 22:00) is considered as appropriate for most development with the walking distance to bus stops being no longer than 400m.
- 7.10** Other data sources should be considered when forming a transport assessment. Data such as active travel data, traffic data, congestion data, along with other methods to record trip distribution and generation. HCC has created Town Evidence Packs which contain some of this additional data. These can be bought by developers.
- 7.11** The Transport Assessment should identify the trip generation and likely distribution (by all modes) and the expected number

of residual vehicle trips. Trip generation should be based on the most relevant and latest information available and may include the TRICS database or survey data from equivalent sites. HCC is unlikely to accept data gathered during the 2020-2022 Covid 19 pandemic. However, survey data may be accepted during and after this period if an appropriate multiplication factor is applied to bring it in line with pre-pandemic levels. For more information on this contact the assigned Development Management Officer, who will in turn contact HCC's Transport Planning Data team.

- 7.12** Modelling will be required for a development if the development meets or exceed the following thresholds
 - Contains 250 or more residential dwellings
 - Will consist of 1,000 or more jobs
 - If the development is close to
 - An identified congestion hotspot
 - An Air Quality Management Area
 - A known collision hotspot
 - Modelling may also be required if the proposed development has 2 or more access points

- 7.13** Due to the nature of the current modelling suite, modelling will entail assessing the residual impact of vehicle trips and will not be the sole mechanism to identify what mitigation measures are required. The modelling can support developers with their planning application but should be in line with the requirement of the LTP. Often prior to any modelling the DM officer may establish and agree trip rates, distribution and other modelling parameters along with appropriate LTP compliant mitigation
- 7.14** Modelling will most likely include a test within the COMET model suite but may in some circumstances include other types of model such as Paramics, Vissim and localised junction modelling.
- 7.15** The likely requirements for modelling should be discussed at the scoping stage, this is to be decided by the DM officer based on guidance from HCC's Transport Planning Data Team.
- 7.16** HCC are exploring new means of modelling, in line with Government Guidance. It is likely that in the future a new COMET model suite will be developed that enables the authority to better assess the impact of a development on active travel and therefore it is likely that the methodology noted above will change. For example, HCC may use future modelling to determine what mitigation is required.
- 7.17** Further details on the models available including FAQs, indicative costs, timescales and the commissioning process can be found at www.hertfordshire.gov.uk/transportmodelling.
- 7.18** Modelling work should take into account the impact of other committed developments and be used to identify the likely routing of residual vehicle trips from the developments. This information should be used as a further check to whether these movements could be facilitated by improvements in sustainable transport links.
- 7.19** For the residual vehicle trips, the TA should highlight locations where increases in traffic flow are expected. In some places additional delay and queuing for vehicles may be deemed acceptable as a means of further encouraging mode shift towards sustainable transport. In other locations air quality issues, the risk of adverse impacts on bus services, safety or on junctions critical to the functioning of the highway network may necessitate the further investigation of off-site highway mitigation measures.
- 7.20** Information on site accesses and wider highway works to deal with the residual vehicle trips, including layout plans and visibility splays will also be required. This should also show how pedestrians and cyclists are safely accommodated at

these vehicle accesses and will be subject to a Stage 1 Road Safety Audit.

- 7.21** The design of the site and its accesses should take account of Neighbouring uses and the amenity and character of the surrounding area. This should include an assessment of the existing functional classification of the nearby road network. In Hertfordshire the road network has been classified into one of 9 place and movement categories. The Local Highway Authority will share information on this in early discussions. Further information on this approach can be found in Part 2; Chapter 5
- 7.22** The place and movement function of the surrounding road network should be reviewed as part of the TA work. Any vehicle access arrangements from the development should be designed as per the toolkit for that particular category. For example, accesses for developments joining a network with a higher place function should follow the principles set out in Part 3; Chapter 9 and avoid the use of wide bell-mouths.
- 7.23** The Hertfordshire Speed Management Strategy states that speed limits should be set which are appropriate to the surrounding environment. The physical design of new residential developments should naturally encourage motorists to drive at 20mph or less with reinforcement by signage in

predominantly residential areas and outside schools and other community facilities. Further guidance on the layouts of roads and road widths to help achieve this is given in Part 3; Chapter 13.

- 7.24** The TA should include a description of the parking strategy for the development including provision of safe, secure and convenient cycle parking and a consideration of how parking can be used as a tool to discourage individual car trips.
- 7.25** For sites within existing urban areas a review of parking within 200m of the development which are easily accessible by foot maybe required in the form of a Parking Survey and Assessment (PSA). Further details are given in Part 1 Chapter 6: Parking Assessment.
- 7.26** In most cases where a TA is needed, HCC will require an agreed Travel Plan (TP) with clearly defined targets and monitoring proposals. HCC will generally seek to secure this through a planning obligation under Section 106 of the Town and Country Planning Act. In some cases, and generally for Travel Plan Statements (more suitable for modest developments of 10-79 dwellings), these can be secured by planning Condition.

- 7.27** General guidance on the preparation of the Travel Plans is available at <http://planningguidance.planningportal.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/travel-plans/>
- 7.28** Hertfordshire's specific guidance on the preparation of the Travel Plans can be found at: <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#travelplans>.
- 7.29** Targets may be set for non-car use in new development and developers may be encouraged to make a commitment to these through the planning process, generally by means of planning obligations under Section 106 of the Town and Country Planning Act (Section 3, Chapter 1: Legal Aspects). For example, scheme promoters may be requested to contribute towards measures such as discounted travel and promotional materials in addition to improvements to bus services or infrastructure improvements in order to assist in the promotion of the use of bus services.
- 7.30** Any obligations related to the Travel Plan, and their implications for giving planning permission, should be set out explicitly.

Chapter 6

Parking Assessment

Contents

Introduction

- 1.1** Parking is a key tool influencing demand management which is at the top of Hertfordshire's Local Transport Plan 4 Transport User Hierarchy and therefore, Hertfordshire County Council has developed guidance around its expectations in terms of the provision and design of parking areas for both vehicles and cycles.
- 1.2** In Hertfordshire the 10 borough and district councils are responsible for setting parking standards as part of their local planning function. This is done under an agency agreement with HCC.
- 1.3** A consideration of parking provision and management shall be included in Transport Assessments (or Transport Statements in the case of smaller developments) and in School Transport Statements (for educational developments where there is likely to be an increase in pupil numbers).
- 1.4** If the overproviding or underproviding of parking could trigger an adverse impact on the local transport network that is non-compliant with LTP 4 policies, HCC as Highway Authority could recommend refusal.
- 1.5** Parking provision is usually expressed in terms of 'spaces' and includes parking for cycles, powered two wheelers, commercial vehicles and coaches and also includes car parking in the form of car-ports and undercroft parking as well as parking courts.

Responsibilities

- 2.1** In Hertfordshire's two tiers of local government the borough and district councils are the Local Planning Authorities (LPAs), which have the responsibility for setting and agreeing parking standards for new developments as part of their planning policies. In doing so they consult the Highway Authority.
- 2.2** The County Council is the Highway Authority and, in limited circumstances, exercises its powers to implement on-street parking controls to ensure a safe and operational highway. In promoting these controls such as junction protection, it consults with the relevant borough and district councils.
- 2.3** The County Council currently delegates most parking management functions to the borough and district councils, so that they can manage public on and off-street parking holistically.
- 2.4** As such the borough and district councils:
- Promote and implement all other on-street parking control schemes currently under delegated powers, subject to consultation with the Highway Authority.
 - Are responsible for the management, operation and maintenance of Local Authority car parks and, through delegated powers, on-street parking controls.
 - Have delegated responsibility for parking enforcement where there are on-street parking controls.

Parking as a demand management tool for new developments

- 3.1** Parking needs and provision shall be considered in line with the LTP4 user hierarchy outlined in Policy 1.
- 3.2** The availability of convenient car parking at a destination is a key factor encouraging people to make journeys by car and therefore the control and design of parking areas shall be considered as part of the toolkit for demand management.
- 3.3** Scheme promoters should consider the appropriate number and location of car parking spaces to avoid over provision of parking resulting in car dominated development. This shall apply to new developments as well as extensions and changes in use.
- 3.4** Consideration should be given to emerging new technologies and more innovative measures to reduce the need to provide individual parking spaces during the master planning stage as set out in Part 2; Chapter 4.
- 3.5** Developments near to other attractors such as rail stations, leisure or commercial areas may suffer from overspill parking. If this is likely, then consideration should be given to some form of parking control during working hours to discourage inappropriate parking. Advice on Traffic Regulation Orders is given in Part 1; Chapter 13.

Assessing Parking Impacts

- 4.1** Where developments are to be located within an urban area (rather than on a greenfield site), it is important to understand the combined parking capacity available locally, on-street and through the development's proposed off-street parking to establish whether there will be a resulting over provision, or under provision of vehicle parking available to the development.
- 4.2** Over provision of car parking opportunity is likely to facilitate unsustainable traffic growth, whilst under provision can introduce highway safety risks or significantly impede the free flow of traffic either of which can lead to a 'severe' impact (National Planning Policy Framework).
- 4.3** The Transport Assessment shall include a review of parking controls in the surrounding area and identify whether there is a need for additional measures to prevent overspill parking onto surrounding streets. This review should apply to roads within 200m (500m in the case of commercial/employment development proposals) of the development which are easily accessible by foot and include a Parking Survey and Assessment (PSA). A survey may be based on the industry standard Lambeth style parking survey.
- 4.4** Garages can only be considered in parking calculations where the internal dimensions are adequate to park a vehicle alongside other normal uses for this space, including cycle storage. Further explanation on this can be found in Part 4; Chapter 6.

Scoping the Parking Survey

- 5.1** Residential developments often have peak parking requirements in evenings and at weekends, but equally during the daytime people may use alternative methods of transport and leave vehicles parked near their house, therefore surveys should be carried out at a range of times during the traditional peak, evening and weekends.
- 5.2** Before surveys are undertaken agreement should be reached with the Highway Authority as to the timing and extent of the survey.
- 5.3** The scheme promotor shall provide a plan at scale 1:1250 showing the full extent of the survey area and its relationship to the application site and with an appropriate key which details;
- Areas where there are no parking restrictions
 - Areas of Residents' Parking (identifying times of operation)
 - Controlled areas through Traffic Regulation Orders (yellow lines)
 - Marked bays for blue badge holders
 - Other forms of allotted use (loading bays, parking courts for specific residences, bus bays, taxi ranks etc.)

Reporting Survey Results

- 6.1** The following details should be included within the report;
- Total number of potential parking spaces (5.5m (6.0m if parallel) x 2.4m) including kerbside spaces, allocated spaces, blue badge holder bays, parking courts, residential off-street spaces, etc.
 - The general characteristics of the area (i.e. residential/ commercial mix) including any significant generators of on street parking or underused off street parking
 - Current level of parking stress expressed as a percentage
 - Total number of residential properties or area of commercial usage etc. of the proposed development and total number of spaces that should be provided according to the standards and the number actually proposed by the developer
 - Projected level of parking stress.

6.2 For surveys presented as part of garage site redevelopments the following additional material should also be provided:

- Information regarding garage use i.e. parking/non parking/ unknown (any that are unknown should be treated as being used for parking)
- Number of cars accommodated informally on any unmarked areas (all would need to be replaced like for like if lost)
- Information on where the owners of occupied garages live. If they are in the immediate area there will be a concentration of displaced parking whereas it will be more dispersed if they live further afield
- All surveys should be presented along with a complete photographic record taken at the time of the survey.

Assessing the Results

- 7.1** It may be found that some locations give parking stress levels of over 100%. This is because small vehicles may need less space than the 5.5m parking standards. In this instance additional vehicles could be accommodated.
- 7.2** The results, including any increase in the parking stress percentages, will be assessed as part of the Transport Assessment, Transport Statement or School Transport Statement process as appropriate. The Councils will also take into account the impact of any recently approved schemes in the locality when determining the acceptability of the proposed development.

Provision of parking for commercial vehicles and coaches

- 8.1** Commercial vehicles are those which move goods to or from premises. The scheme promoter shall analyse the requirements of their development in terms of the numbers, and types of commercial vehicles visiting their premises, and should demonstrate to the Local Planning Authority (LPA) that any development includes sufficient provision to meet normal requirements for loading, unloading and turning.

Chapter 7

Health & Safety

Contents

Introduction

- 1.1** Health and Safety procedures for HCC schemes are contained on the Highways Intranet via Health Safety and Wellbeing and Highways Information Management System (HiMS) and available to HCC staff and their contract partners. Scheme Promoters and their advisers are advised to read HCC's Health & Safety Policy.
- 1.2** For construction projects directly commissioned by HCC, HCC will hold the legal duties of the Client in accordance with the requirements of the Construction (Design and Management) Regulations 2015 (CDM).
- 1.3** For construction projects promoted by third parties (not HCC), the Scheme Promoter is alerted to the fact that the construction of buildings and associated highway and services infrastructure is deemed to be 'Construction Work' and therefore falls within the scope of CDM. Construction work is likely to include invasive investigation and surveys.
- 1.4** The Scheme Promoter will hold the legal duties of the Client under CDM and failure to comply with these duties is a criminal offence and can lead to unlimited fines or imprisonment. The Scheme Promoter is advised to obtain the services of professional advisors to ensure that the various requirements of CDM Regulations are met.

Design

- 2.1** Even though HCC may make suggestions in relation to highway proposals to mitigate the impact of development at the pre-planning and planning application stage, the Scheme Promoter as the CDM Client will be responsible for making suitable arrangements for managing the project so that health, safety and welfare is secured including the appointment of Designers (including a Principal Designer if required).

Construction

3.1 In relation to any development works that are to be carried out on existing highways or are carried out on those parts of the development that are to be adopted by HCC, (where the works are subject to the CDM Regulations), then the scheme promoter shall be the only Client for the purposes of the CDM Regulations and HCC will require the Scheme Promoter to enter into an agreement that:

- The Scheme Promoter is elected as client under Regulation 4(8);
- The Scheme Promoter formalises the above declaration and agrees to fulfil client duties through a signed declaration;
- The Scheme Promoter must confirm to HCC, before the start of the construction phase, that Pre-Construction Information has been developed in accordance with Appendix 2 and the Principal Contractor has prepared a Construction Phase Plan in accordance with Appendix 3;
- Requires the Scheme Promoter to prepare an appropriately developed Health and Safety File in accordance with Appendix 4 within 1 month of the works completion and deliver it to HCC as per Regulation 4(7).

Chapter 8

Standards & Departures

Contents

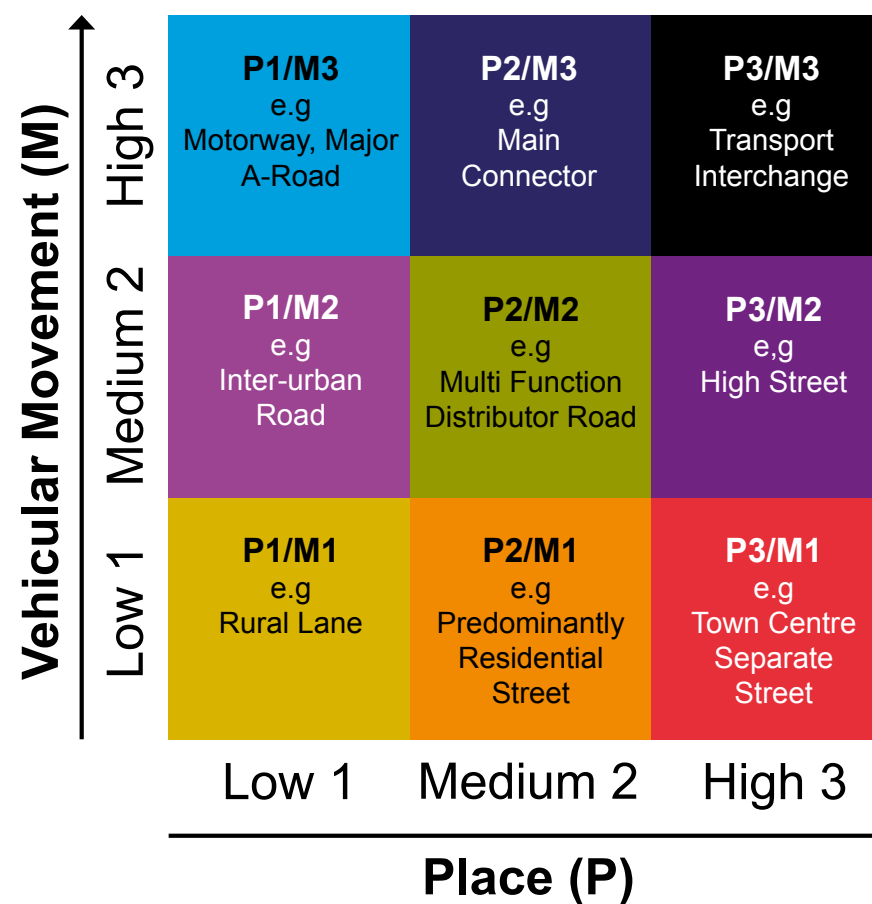
Introduction

1.1 Hertfordshire County Council (HCC) takes a balanced approach to highways design considering:

- The relative priority of users defined by Hertfordshire's Local Transport Plan
- Environmental impact
- Buildability
- Safety
- Whole life-costs

1.2 Some streets have a predominantly movement function (e.g. there are high volumes of vehicle movements on the Primary Road Network) whilst others are places that people want to visit (i.e. they have a predominantly 'place' function such as High Streets and Town Squares) but the majority have a broader range of functions, some of which may be in conflict.

1.3 To reflect those different functionalities HCC has developed this 'Place and Movement' matrix:



- 1.4** *Part 3 of this Guidance sets out standards appropriate for the different categories within that matrix, which must always form the starting point for design.*
- 1.5** The applicability of national standards on Hertfordshire County Council's Highway network is at the discretion of HCC.
- 1.6** These standards are a local articulation of national standards, which have been selected and adjusted where appropriate to meet Hertfordshire's Local Transport Plan and other strategies' objectives.
- 1.7** *Requirements set out in this guide take precedence in situations where this guide differs from other standards.*

For example, if DMRB lays out a standard road width 7.3m for a 30mph road and this guidance has a different requirement then this guidance takes precedence regardless of whether other elements of the standard are applicable elsewhere or have been applied in the past.

Application of Standards

- 2.1** In this guidance the following terminology for requirements is used:

Statement: Must

Requirement:

Reflects a requirement set out in legislation.

In general HCC will be unable to change these requirements and therefore a designer must abide by them. In a limited number of cases e.g. Traffic Signs, the legislation can be altered through a process direct with Department for Transport.

Statement: Shall

Requirement:

Defines the requirements of Hertfordshire County Council.

Where designers cannot meet these standards the Departure from Standard process shall be used. For standards prepared by others (e.g. DMRB) HCC is the Overseeing Organisation for works undertaken solely on HCC's network and is the determining body for departures from standards.

Statement: Should**Requirement:**

Represents recommendations to be followed.

While these decisions do not need to be documented as departures from standard, the designer should consider whether there are potential Construction (Design & Management) implications of not following the recommended standard. If so, then decision, reasoning and consequences should be documented in the project risk register.

2.2 It should be noted that some of the older standards referenced by this guidance indicate design flexibilities by 'black boxes' or specific colouring. A different convention has been adopted for newer standards, where terminology has been introduced such as 'must'; 'shall' and 'should'. This may vary and designers should check that they understand the convention for each standard they are using.

2.3 HCC's standards are defined at three levels as follows:

Standard: Recommended**Requirement:**

Scheme Promoters shall aim to adopt these standards, wherever feasible, as their use are most likely to contribute positively to the objectives of LTP4 and good development.

Standard: Acceptable Limits**Requirement:**

Whilst it is acceptable for Scheme Promoters to use these standards, their use should be limited and the impact on LTP4 compliance shall be considered in detail. The use of this category should be documented through the Technical Review process.

Standard: Absolute Limits: Departure from Standards**Requirement:**

Absolute Limits are sometimes referred to as absolute minimum in various national standards, but they constitute a Departure from Standard within Hertfordshire.

If there is no alternative solution but to adopt a standard below the Acceptable Limits, then a Departure from Standard shall be sought from HCC.

Departures below the Absolute Limit will not be accepted.

2.4 Designing new facilities below Acceptable Limits will result in a poor standard of provision. As such, the scheme promoter should submit the scheme proposal to a Design Review Panel so that the overall objectives of the scheme can be reviewed, and potential alternative solutions can be discussed.

Departure from Standard Principles

- 3.1** The designer may feel that they cannot comply with the identified ‘design standard’ due to the site constraints or that compliance will lead to an inappropriate solution.

HCC will consider allowing a departure if the designer can clearly show a satisfactory need for it through the departures process and can demonstrate that risks can be mitigated appropriately.

- 3.2** The following trigger the departure process:

- In older standards the designer is unable to comply with a black box item;
- Designer is unable to comply with a “Should” requirement;
- Specific process which requires a documented risk-based decision process e.g. the use of Traffic Mirrors.

- 3.3** If those preparing designs are unsure whether something constitutes a Departure from Standard in Hertfordshire then advice should be sought from the relevant Head of Profession within Hertfordshire’s Highways service.

- 3.4** HCC will look at situations on a case-by-case basis and apply standards proportionally where the risk for doing so can be justified and are acceptable.

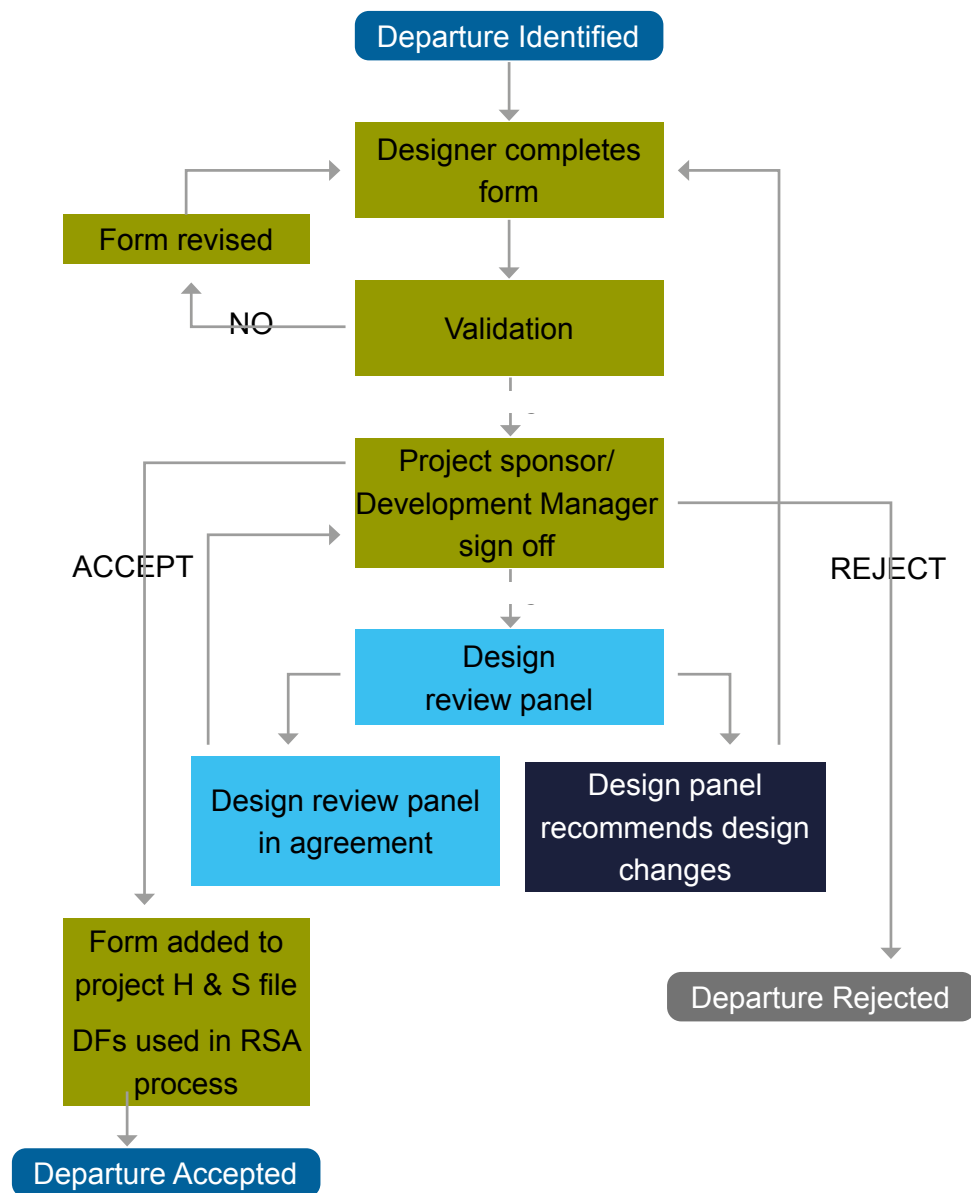
For example, if the visibility for vehicles leaving a new access is obscured by a bridge parapet that is impractical to move then a departure would be progressed. The process would document the reduced visibility alongside compensation measures to mitigate the effects, such as measures to slow traffic on approaches to the access. These could be warning signs and proportionate traffic calming. The process also considers and documents reasonable alternatives.

- 3.5** It is the project promoter’s responsibility to apply to HCC for a ‘departure’ and to provide any supporting information necessary to justify a departure, its compensations and demonstrate why alternative solutions within Standards cannot be used.
- 3.6** HCC is not obliged to accept a request for a ‘departure’ from ‘design standards’ but may do so should it feel that it is justified given all the circumstances and that it will lead to an acceptable outcome.

- 3.7** Consideration and validation of a departure request will be undertaken by the relevant Head(s) of Profession or their nominated substitutes and will check that proportionate compensations are identified.
- 3.8** HCC is also able to reflect on departures and consider whether standards should be changed if requests to depart are frequent. This is an important part of maintaining and reviewing standards.
- 3.9** Assumptions regarding the acceptability of departures can have a significant impact on schemes or *developments and as such, developers in particular are requested to seek early guidance from HCC, via Pre-application advice before seeking planning permission, so that an “in principle” agreement can be made.*

Departure from Standard Process

- 4.1** The identification of the potential for Departures from Standards and appropriate mitigation measures should start at the Master Planning Stage, with reviews completed at each of the LTP4 Policy Compliance gateways.
- 4.2** For projects promoted in Hertfordshire's Highways service the process for seeking departures from standards is described within HIMS Operating Procedures (9.7.5.4) and uses form WCS-D-F054.
- 4.3** External Scheme Promoters should include all formal requests for departures within their Section 38 or 278 document submission. If the need for a Departure from Standard becomes apparent during the Design Review process, then a formal request for departure(s) with all supporting information should be submitted as soon as practicable.



Design Review Panel process

- 5.1** The Design Review Panel process in Highways is a collaborative problem-solving process using meetings with Hertfordshire's Heads of Profession(s) to help identify ways forward, particularly where:
- Demonstration of LTP4 Compliance becomes a challenge
 - There are site constraints and technical design compromises may need to be made
 - The Scheme Promoter is looking to introduce innovation.
- 5.2** Design Review Panels are held for projects promoted in Hertfordshire's Highways service in accordance with the process found in HIMS Operating Procedures WCS-D-171.
- 5.3** Generally, this service is provided to external Scheme Promoters in a similar way to pre-application advice, or work under a Planning Performance Agreement (PPA). It is necessary when a design is considered unacceptable or undeliverable, such as when a design failed LTP4 Policy Compliance and/or received LPA/Highway Authority support. Alternatively, a developer may just want this form of enhanced Pre-app service to develop a higher quality place for all travel modes or introduce innovation.

Departures from Standard & Road Safety Audit

- 6.1** The Road Safety Audit process requires that Departures are identified before applying for a Stage 2 Road Safety Audit. An agreed departure informs Safety Auditors that the Designer and HCC has accepted the risk for what otherwise would be a non-compliant design.

Chapter 9

Areas of Responsibility and Contacts

Contents

Introduction

- 1.1** Design checking and Road Safety Audits are important parts of a highway or development scheme design process. Neither can substitute for the other and therefore both are needed at various stages of the design process as laid out in the following sections. They cannot be combined and shall not be undertaken by the same individuals.
- 1.2** This chapter covers the principles of technical checking and Road Safety Audits. Specific requirements regarding technical approval of Development Management and Highways Structures processes are covered in Part 1 Chapter 3 and Part 1 and Chapter 10 respectively.
- 1.3** Technical checks: check the proposals against technical standards, legislation and policy using experienced technical checkers from a design background.
Road Safety Audit (RSA): is an independent review of how the proposals may affect the safety of highway users, which identifies measures that should be considered to improve road safety and reduce the likelihood of personal injury collisions using experienced road safety auditors with road safety engineering experience.
- 1.4** The RSA process may not raise any safety issues with the proposed design; however, this does not automatically demonstrate compliance with technical standards, and it is important that the design is technically checked to ensure compliance with legislation, standards, and policy.
- 1.5** The reverse applies too, that even though a projects design may be following all appropriate technical standards this does not mean that it will be safe, and it will need to be subject to independent road safety audit.

Design Checks

2.1 In general, technical checking should be proportionate to the complexity of the scheme. The requirements would normally be set out in a design organisations quality management system and would be evidenced by notation on drawings or calculations.

For internal HCC schemes the individual project level of technical checking is set out in a project plan and is split into two processes and summarised below. Further detail (for internal projects) can be found in the WCS Operating Procedures available from the Highways Information Management System (HIMS).

2.2 Verification

Verification is essentially a detailed 'check' to detect and correct errors, omissions and technical deficiencies. All outputs (e.g., drawings, calculations, reports, contract documents, specifications, utility searches etc) shall be verified before being provided for use by others within the project team or delivered to anyone outside the HCC project team. That is, all outputs must be checked and approved.

The key procedures are outlined below:

- Identify and record the principal outputs (e.g., drawings, reports, calculations, utility searches etc.) in the Project Plan;
- Agree project output verification levels or methods, and record in Project Plan;
- Confirm where/how evidence of verification will be recorded for electronically issued documents, e.g., signed original, signed issue sheet, e-mail or other;
- During all project activities team members must self-check their own work;
- Check key project outputs before issue and record errors on check copy;
- Confirm corrective action. Record verification on Project Verification Record, on individual documents or in accordance with the project's agreed arrangements.
- Review project output and record 'approval to issue' if satisfactory.

2.3 Technical Review

The aim of a Technical Review is to ensure that:

- Project methodology is appropriate and robust
- Best practice is being followed, that is, the processes for project delivery are cost effective, and appropriate skills/ resources are being used
- Value is being added to HCC customers (through an appropriate mix of innovation and tested technical solutions being applied) and to the Highways Service (through improved efficiency in the way the work is undertaken)
- Project risks are identified and managed, and risk exposure reduced
- The impact of any change to the original brief / scope of work has been taken into account
- Solutions are sound and meet the Project Sponsor's expectations
- Departures from Standards are both justifiable and adequately documented (see Part 1, Chapter 8)
- Risks associated with innovations used on the project are shared, problems understood, ideas challenged, and outputs improved

For internal HCC projects both Verification and Technical Review are required to be complete before a Road Safety Audit can proceed.

Verification and Technical Review are the two halves of successful technical checks.

Technical Review and Verification

A Technical Review is

- Forward looking
- Used to set and maintain the right course for the project
- About project wide risks for the HCC
- Useful to confirm the scope matches the programme and project plan
- Helpful in finding innovation

Technical Reviews maximise the chance of success from the start of the project by confirming the **team direction**.

Verification is

- Backward looking
- Used to check you have developed a sound technical solution
- Used to check reports are well written, conclusions are sound and that you have done everything you have set out to do

Verification minimises mistakes as you go and helps maintain the quality of your **project deliverables**.

2.4 Revision numbers

Drawings or documents submitted for technical review or RSA shall be uniquely referenceable using drawing revision letter or numbers. Any revisions to those documents after submission for review or audit shall be clearly identifiable and a new unique reference affixed to the drawing or document.

In the context of technical review and RSA the use of 'draft' status to do incremental updates without a new reference is unacceptable.

2.5 Twin tracking

For internal HCC schemes, technical checking and Safety Audit shall not be run simultaneously. They are consecutive processes with a technical check preceding the RSA. This is to avoid the situation where design changes as a result of technical checking would not be subject to RSA if undertaken in parallel.

2.6 Works by others

- 2.7** If works are being undertaken on HCC's network on behalf of the authority. e.g., Section 278 (S278) / Section 38 (S38) developer works or through an Agency Agreement then HCC requires works to be designed and built to achieve its standards and policies.

- 2.8** While HCC understands that designers may follow differing practices to reach the same construction goal, it is mindful that having project gateways where HCC comments on a third-party design during the design process in stages is the most cost-effective way to avoid late changes due to misunderstandings in the process.

- 2.9** The minimum expectation is for third party schemes or developments to receive comments from HCC at preliminary design (before planning application or legal consultation undertaken) and detailed design (before construction). This would allow technical oversight prior to RSA Stage 1 and RSA Stage 2 respectively.

2.10 S38/S278 design checks

The requirements for checks are set out in Part 1 Chapter 3: Development Management Process.

2.11 Agency Agreement checks

The requirements for checking are setting out individual agreements and where agreement is required from HCC "in principle" checks will be undertaken by HCC or its nominated checkers. This would not replace due diligence checks by the appointed designer but seek to highlight HCC specific requirements where there are differences to national standards.

2.12 Construction (Design & Management) implications

Where checking is undertaken it should be completed by someone aware of designer duties as set out in the Construction (Design & Management) Regulations. This is so that comments made are mindful of the implications of providing instructions or requesting changes. Where concerns are raised these should be flagged with the project's Principal Designer so that they can be resolved.

Road Safety Audit

- 3.1 Hertfordshire County Council has its own team of Safety Auditors/ Engineers who work within the Highway Safety Team. They undertake all internally promoted projects Road Safety Audits (RSAs) and a large proportion of the development led RSAs. When RSA's are undertaken by external audit teams the development management implementation team have the option to pass these reports along with any designer responses through to the Highway Safety Team for a Road Safety Review.
- 3.2 The standards followed for RSA in Hertfordshire are generally in line with DMRB GG119.
- 3.3 It is recognised that not all projects promoted on the highway will need to be subject to the full road safety audit process. For these circumstances an exemption report, which outlines the rationale behind this, is required to be completed and signed off by a suitably trained and experienced member of HCC staff. The Highway Safety Team can offer guidance on the appropriate level of road safety input for your project. At present we offer up Tuesday mornings to collaborate with internal HCC colleagues and to answer queries that may arise.

Stages of Road Safety Audit

The mandatory stages are:

- **Stage 1:** Completion of preliminary design.
- **Stage 2:** Completion of detailed design (for 3rd party schemes this will be all documents submitted for in-principle acceptance)
- **Combined Stage 1/2:** As per the requirements for stage 2 above, usually where no previous road safety audits have been undertaken on a project or where the design has changed significantly.
- **Optional Interim Stage 3:** Completion of construction, pre-opening of works to highway users. These are generally only undertaken for major highway works.
(Note: HCC Highway Safety Team will liaise with the Project Sponsor when these may be required).
- **Stage 3:** Completion of construction, post opening to highway users carried out within 4 months of completion* (requested within 1 month, completed within 4 months).
- **Optional Stage 4:** Monitoring report; between 12 months and 16 months. These are undertaken if specific issues arise post implementation, or in exceptional circumstances

where a Stage 3 Road Safety Audit has not been undertaken.

- * For Development Management projects the target date starts after road-space expires.

For HCC Integrated Works Programme (IWP) and member funded Highway Locality projects the target date starts after the 4b finish date (logged on the HCC internal project management database).

Briefing for Road Safety Audit

We are aware that road safety audit can be seen as just another one of the many processes that need to be completed within the life of a projects design and delivery. The experience that we have is that the briefing of road safety audits is by far the most important element in the whole process and must be given the appropriate attention.

We understand that scheme promoters are keen to progress with their projects but often fall into a number of traps which actually create delays which are hopefully avoidable. The common ones are outlined below:

A) The incorrect stage of road safety audit is requested and undertaken by an external road safety audit team - this raises the scheme promoters hopes that they are more progressed than they actually are. We have seen examples of stage 2 road safety audits being undertaken for traffic signal junction proposals with no traffic signal design information. When this project comes into our service a repeat stage 2 will be required which will consider all of the design information that has been submitted for technical approval. This can lead to frustration from scheme promoters as they may have been led to believe their project was much more progressed than it is.

B) Phasing of large projects is not clearly established and outlined within the road safety audit brief. This can lead to partial infrastructure being delivered which can lead to unanticipated consequences for highway users.

C) Road safety audit teams will not make assumptions, if information is not supplied as part of the request for service there is a chance that additional safety issues will be identified due to a lack of information - this wastes time for all parties involved in the project. Designers often fail to understand that the audit team may be seeing the information provided for the very first, this is likely due to the designer being so involved in the design that they assume that everyone else will have the same level of project knowledge.

D) Responses to previous stages of Road Safety Audit have not had actions to be taken agreed and signed off by the appropriate HCC project sponsor. This often leads to safety problems and recommendations being repeated in successive stages of audit.

Issuing of Road Safety Audit

For internal HCC projects the documents will be issued through to the project sponsor and designer.

For development management projects, the document will be issued to the HCC project sponsor and the development management implementation team. They will collaboratively review the contents and agree on the elements which they wish to be actioned and mitigated. Once this has been agreed, engagement with the developer can commence. We have had numerous situations where the road safety audit document has been issued directly to all parties. Unfortunately, this has resulted in wasted time and effort spent by the developer and their designers attempting to mitigate identified safety issues that the HCC project sponsor did not wish to act on.

Road Safety Guidance

7.1 The key differences between a Road Safety Audit and Road Safety Guidance* are that:

- The reporting and documenting requirements for RSG are less onerous and therefore it should be confirmed and documented with the HCC Project Sponsor, that this is the appropriate process to adopt. See Section 8 of this document for more information.
- * Road Safety Guidance is the new name for Road Safety Advice.

7.2 Road Safety Guidance can include and/or be preceded by dialogue with the designer/design team. It is an analysis of the road safety implications of a project and requires that: -

- It is conducted by a Road Safety Audit Team Leader who should visit the site and consider the road safety implications of the project. However, if they can demonstrate recent detailed knowledge of the site, a site visit is not compulsory. It is not acceptable to use tools such as Google Street View in isolation as a substitute for visiting the site.
- The Road Safety Audit Team Leader will prepare a written document that describes the matters they consider the

Project Sponsor and designer need to take into account before the project proceeds to the next stage of its development.

- The Road Safety Audit Team Leader will prepare a written document that describes the matters they consider the Project Sponsor and designer need to take into account before the project proceeds to the next stage of its development.

7.3 If at any point it is considered by the HCC Highway Safety Team that a different level of Road Safety Audit is more appropriate for the project, this shall be referred back to the HCC Project Sponsor or Principal Designer to action.

Road Safety Review

8.1 Road Safety Review is the process of considering the suitability of a design and/or a completed Road Safety Audit of a project from an HCC perspective. The purpose of the review is to enable the HCC Project Sponsor to make an informed decision as to whether mitigations proposed to resolve safety issues are suitable/ appropriate/ required.

Road Safety Reviews will only be carried out within HCC, by an HCC Road Safety Audit Team Leader. The road safety review document is for internal use only and not to be issued outside of the HCC environment.

8.2 Road Safety Review involves one of two processes.

Project with a Road Safety Audit

To get the most benefit from this process it is desirable for the review to be undertaken soon after the audit has been completed.

For all projects HCC must be satisfied that:

- The recommendations are acceptable to HCC.
- The level of audit undertaken is appropriate and that all necessary documents have been included within the Road Safety Audit. e.g., a proposal for a new traffic signal junction that has had a Stage 2 Road Safety Audit undertaken without any of the traffic signal design drawings/ phasings would not be acceptable.

The reviewer is essentially acting as an advisor to the Project Sponsor. Among other things, the reviewer may recommend that the Project Sponsor:

- Accepts or rejects recommendations in the Road Safety Audit
- Commissions a different stage or repeat Road Safety Audit.

Information required when requesting this type of Road Safety Review:

- Completed Road Safety Audit
- Scheme drawings which formed part of the completed Road Safety Audit
- Road Safety Audit Response form with designer's comments

Revised scheme drawings (if applicable).

Project without Road Safety Audit

At the very preliminary stages of a project's development, the Project Sponsor may not have commissioned any form of Road Safety Audit; as such HCC may conduct a Road Safety Review of the project to determine whether there are:

- Fundamental road safety concerns that need to be examined further by the Project Sponsor
- Road safety issues associated with the submitted design that needs to be addressed by the project team

Information required when requesting this type of Road Safety Review

- Scheme drawings and an overview of the proposals and objectives of the scheme.

Parties Involved in Road Safety Audit

11.1 Overseeing Organisation

For the Hertfordshire highway network, except Trunk Roads, the Overseeing Organisation is Hertfordshire County Council. In the case of developer-led or third-party organisation promoted schemes, the highway or road authority responsible for the highway network affected by the proposed Highway Improvement Scheme.

11.2 Director

For the Hertfordshire highway network, the role is fulfilled by the Executive Director of Growth & Environment (or their equivalent successor or their nominee).

11.3 Project Sponsor

For the Hertfordshire highway network there will be projects delivered by both HCC and external parties. For all projects the HCC Project Sponsor will be responsible for:

- Ensuring documentation complies with the requirements of GG119 except for the items listed above;
- Determining the level, frequency and need to repeat Road Safety Audits for each stage of the project;
- Commissioning and briefing the audit team;

- Considering the findings described in the Road Safety Audit report;
- Preparing a Response Report for any recommendations the Project Sponsor proposes to reject and obtaining the written decision of the Director (or nominee);
- Ensuring that agreed recommendations are implemented within the design of the project as it develops or constructed on site within 12 months of being identified;
- Ensuring that the proposed road safety audit team is competent to fulfil the team roles.

11.4 Third Party Organisations

Organisations such as a developer, a developer's consultant, a local authority, Statutory Undertaker or other private organisation that could be promoting a Highway Improvement Scheme on the Overseeing Organisation's highway network.

11.5 Road Safety Audit Team

The audit team members shall comply with the GG119 guidance for the following roles:

- Road Safety Audit Team Leader
- Road Safety Audit Team Member
- Road Safety Audit Observer

Figure 1

	Road Safety Audit	Road Safety Guidance	Road Safety Review
Team Leader	✓	✓	HCC Audit Team Leader
Team Member (accompanied by Team Leader)	✓	✗	✗
Observer (Accompanied by Team Leader and Team Member)	✓	✗	✗

Highway Safety background

- 12.1** The safety of the travelling public is one of the highest priorities of any highway authority. Hertfordshire has on average over 2000 personal injury collisions a year. High level details are available in the Hertfordshire Road Casualty Facts document which can found by searching on www.hertfordshire.gov.uk
- 12.2** The Department for Transport (DfT) estimates that the average value of prevention per personal injury collision to the community is approximately £100,000 (DfT Webtag Table A 4.1.4). The estimated total cost to Hertfordshire is around £200 million each year. Collisions also impact on the operation of the highway network adding significantly to congestion and the reliability of journey times.
- 12.3** Understanding the cause of any collision is fundamental to establish if there are any interventions that could be appropriate. In recent years, Hertfordshire County Council (HCC) has invested significant funds in the investigation and treatment of existing locations with high numbers of personal injury collisions. A very high priority is placed on ensuring that improvements or additions to the highway network do not introduce new safety problems for road users.
- 12.4** The Road Traffic Act 1988 (amended by the Road Traffic Act 1991), placed a statutory responsibility for road safety on highway authorities. The Act requires local authorities to “prepare and carry out a programme of measures designed to promote road safety”, and enables “contributions to be made towards the cost of measures for promoting road safety taken by other authorities or bodies”.
- 12.5** To achieve the policies as set out in LTP4 Policy 17 Road Safety the authority applies the principles of casualty reduction and casualty prevention. Casualty reduction seeks to reduce a known casualty problem and casualty prevention seeks to intervene before personal injury collisions occur.
- 12.6** HCC aims to reduce the incidences of projects that may lead to increases in personal injury collisions and casualties. One of the main preventative methods used to achieve this is Road Safety Audit.

Safety Cameras

- 13.1** The Hertfordshire Safety Camera Partnership (HSCP) manages the provision, maintenance and deployment of all safety cameras. The HSCP consists of Hertfordshire County Council, Hertfordshire Constabulary, National Highways and the Magistrate service.
- Stringent criteria are used for the selection of sites, based on police Stats 19 casualty data over a three-calendar year period, with emphasis being placed on the number of people Killed and Seriously Injured (KSI), speed data is also another key factor. The criteria vary for static (inclusive of average systems), mobile and red-light enforcement cameras. Other measures must be considered as part of the selection process before safety cameras are chosen as the final option at any given location. Details of these criteria can be found within HCC's Speed Management Strategy document which can be found by searching on www.hertfordshire.gov.uk furthermore locations of existing Safety Cameras can also be found there.
- 13.2** If you are planning to work near a Safety Camera please contact highwaysafety@hertfordshire.gov.uk

Personal Injury Collision Data

- 14.1** Any change to the highway network should not create an increased risk of casualty or collision. Scheme promoters or designers must know and understand any relevant collision history that relates to the proposal and be able to demonstrate how their proposal might affect locations with known collision issues. A collision study, road safety audit or both will help with this. Scheme promoters or designers should also be aware (and be able to demonstrate) if the proposed scheme is at or close to a site deemed as hazardous by HCC.
- 14.2** Collisions must be analysed by suitably trained and qualified staff that have completed the RoSPA Accident Investigation and Prevention Course and ideally be in a position which means that they regularly review personal injury collision data. For personal injury collision data please contact tpdata@hertfordshire.gov.uk
- 14.3** To check if a location you are planning to work near is close to a hazardous site, please contact highwaysafety@hertfordshire.gov.uk

Chapter 10

Technical Approval for Structures

Contents



Introduction

- 1.1** Hertfordshire County Council (HCC) is responsible for the construction, maintenance and repair of its own highway structures and for overseeing compliance of design, construction and maintenance works to third party-owned structures that span, support or otherwise affect Hertfordshire's network, which includes all public highways other than Trunk Roads.
- 1.2** HCC is the Technical Approval Authority (TAA) for Hertfordshire's highway structures, and for other structures that carry, support or otherwise affect Hertfordshire's Highways.
- 1.3** For structures affecting railways, waterways or the Strategic Road Network (SRN), additional technical approval may be required from a third party.
- 1.4** Initial queries regarding potential impacts on structures or requirements for new structures should be directed to Hertfordshire's Development Management team, who will co-ordinate the response and engage the Bridges and Structures Team as appropriate. Pre-application advice and post-application technical approval is chargeable in accordance with arrangements described in Part 1; Chapter 15: Charges and Fees.
- 1.5** Structures carrying, supporting, spanning or adjacent to a Public Highway require technical approval in accordance with DRMB's standard CG300 Technical Approval of Highways Structures, published by National Highways and available by reference to their website.
- 1.6** In addition to gaining specific technical approvals for structures, Scheme Promoters shall also demonstrate LTP4 Policy Compliance at the Planning Application stage as set out in Part 3; Chapter 14: Planning Structures.
- 1.7** Detailed design, specification and construction requirements are set out in Part 4; Chapter 13: Designing & Constructing Structures.

Structures requiring Technical Approval

- 2.1** Section 3 of CG300 details highway structures requiring Technical Approval and includes all structures that could affect the highway. Scheme Promoters should note that the Technical Approval process is required for minor structures including retaining walls, culverts, noise barriers, lighting columns, communications and other masts, gantries, and drainage structures as well as for more significant structures such as bridges. Reference should be made to CG300 Section 3.3 for more detail of the requirements for specific cases.
- 2.2** By agreement (under Section 38, 278, etc.) new highway structures may be adopted by HCC for future ownership and maintenance. Non-adoptable structures which the highway depends upon will require technical approval but will not be owned or maintained by HCC.
- 2.3** Private structures built in private land that are not signed appropriately or securely fenced off to avoid public use may be subject to technical approval.
- 2.4** Temporary works, such as excavations adjacent to the highway, could cause structural damage or instability to the highway and may be subject to technical approval. Refer to CG300 for further guidance.



Procedure - planning

- 3.1** Scheme Promoters should establish whether the need for structures can be avoided during Master Planning, before the planning permission's 'red-line' is set and they then become a necessity. The Scheme Promoter should consult HCC in the event that structures affecting the highway may be required.
- 3.2** Following consultation with HCC, the Outline Planning Application should identify the need for and, nature of, any structures that will affect a highway, railway or waterway. Outline planning application shall include outline details of the proposed structures including headroom and clearances, materials, foundations, lighting, proposed ground investigations.
- 3.3** As part of the Full Planning Application the Scheme Promoter shall submit sufficient information to demonstrate that any proposed structures are feasible and LTP4 compliant in accordance with the requirements of Part 3 Chapter 14: Planning for Structures. This is likely to include generally arrangement drawings and anticipated foundation types.
- 3.4** Technical Approval is undertaken in four stages following planning approval, as detailed in the following paragraphs.
- 3.5** HCC may, at its discretion, use its appointed service provider under the Client Support Term Contract or successor contract in these activities.

Approval in Principle

- 4.1** The AIP provides an initial check to ensure that all the requirements of the Highway Authority are accommodated by the design proposal. The Scheme promoter shall submit the Approval In Principle in accordance with Part 1, Chapter 10: Technical Approval for Structures and Part 4 Chapter 13: Designing Structures.
- 4.2** Where there is significant geotechnical risk, the geotechnical investigation and design is to follow the procedures in CD 622 Management of Geotechnical Risk
- 4.3** Any Departures from Standard, or proposals to use design standards outside the DMRB, are to be included within the AIP. Where required by HCC a formal DfS submission should be made in accordance with CG 300.
- 4.4** During the design stage the AIP may need to be updated if any significant changes to the design principles are proposed. The Scheme Sponsor shall submit an updated AIP for approval. An Addendum to the AIP may be acceptable if the changes are minor.
- 4.5** Details of requirements for technical approval submission can be found in CG300 and its associated appendices. In addition, HCC requires the technical approval submission to include: -
- 1:1,250 scale location map and OS grid reference of the proposed structure;
 - Details of how safety for pedestrians, cyclists, equestrians and other road users will be maintained including suicide prevention measures where appropriate;
 - Considerations of sustainability in accordance with Part 2; Chapter 3: Sustainability, particularly regarding carbon reduction, sustainable resource management, biodiversity, historic environment, resilience to climate change and future-proofing for planned changes in transport technologies.
 - Details of how future maintenance has been minimised;
 - Details of how impacts of vandalism have been minimised;
 - Specific details of how connections will be made to existing or new drainage systems including levels and capacity calculations to accompany the proposals for water management as required by CG300.
- 4.6** Scheme promoters are also reminded of their duties for health and safety including 'The Construction (Design and Management) Regulations'.

Design and Check Certification.

- 5.1** On completion of the design and check the Scheme promoter shall submit Design and Check certification in accordance with Part 1, Chapter 10: Technical Approval for Structures and Part 4 Chapter 13: Designing Structures including drawings for construction and design calculations.
- 5.2** Construction work must not begin until all approvals and legal agreements are in place including TAA acceptance of Design and Check Certificates. During construction the TAA or their representative may visit the site to witness key activities or inspect the works in general. Such visits should be allowed for in the project programme.

Construction Compliance Certification

- 6.1** On completion of construction the Scheme Promotor shall submit Construction Compliance documentation in accordance with Part 1, Chapter 10: Technical Approval for Structures and Part 4 Chapter 13: Designing Structures. It should be noted that adoption will be dependent upon receipt of an electronic copy of the Health & Safety File and any Operation and Maintenance Manuals, as well as as-built drawings and technical approval documentation, which should all be to agreed data standards (see Part 4; Chapter 13; Paragraph 2.7).

Acceptance and Adoption

- 7.1** The general procedures and requirements for adoption are described in Part 1 Chapter 21.
- 7.2** An Acceptance Inspection will be carried out in accordance with CS 451. This will be a joint inspection with representatives from the TAA, the Scheme Promoter and his Contractor. Where adoption has been agreed this will not take place until Acceptance has been completed.

Financial

- 8.1** HCC will seek to recover costs incurred during the technical approval process as set out in Part 1; Chapter 15: Charges and Fees.
- 8.2** Where agreement is made for adoption of structures by HCC a Commuted Sum will be paid to HCC to cover the costs of future inspection, maintenance and renewal work in accordance with Part 1; Chapter 15: Charges and Fees.
- 8.3** For standard structures, the Commuted Sum will generally be equal to 20% of the final construction costs which are to be agreed with HCC and is payable before the end of the maintenance period.
- 8.4** For unusual or complex structures the Commuted Sum will be agreed on an individual basis following the principles in 'Commuted Sums For The Relief Of Maintenance And Reconstruction Of Bridges (ADEPT August 2017)'.
- 8.5** Structures spanning or otherwise affecting Network Rail assets, and structures requiring special provisions will be considered on an individual basis and may attract higher Commuted Sums.

Chapter 11

Drainage & Flood Management

Compliance Testing & Approvals Process

Contents

Introduction

1.1 Compliance shall be demonstrated through the development and approval at key stages of a Drainage & Flood Management Strategy followed by the approval of the detailed design within the section Agreements and by final Adoption.

1.2 HCC's key policies relevant to the Drainage & Flood Management Strategy are:

- **Policy 1: Transport User Hierarchy** To support the creation of built environments that encourage greater and safer use of sustainable transport modes
- **LTP Policy 14: Climate Change Network Resilience:** The county council, as part of its response to climate change adaptation, will design, construct, maintain and operate all infrastructure in the light of the risk from a changing climate. The same principles will be applied to infrastructure provided by other organisations including developers.
- **LTP Policy 21: Environment:** The county council will seek to:
 - Ensure the impacts of traffic and transport infrastructure on the natural, built and historic environment are minimised.

- Protect and enhance the quality of public spaces both in urban and rural areas.
- Minimise the visual intrusion of highways infrastructure in order to reduce street clutter.
- Minimise and or mitigate the adverse physical impact on the landscape and environment and will try to secure significant and demonstrable environmental gains.

- **LTP Policy 22 Asset Management:** The county council will seek value for money for all transport assets and minimise future maintenance liabilities as far as possible
- HCC's Local Flood Risk Management Strategy 2 (2019-29)

1.3 In particular, solutions will need to demonstrate that:

- Flood and groundwater will be managed to protect highway assets and to minimise nuisance, damage or health and safety hazards.
- Pollution & contamination will be controlled and mitigated.

- The quality of public space and local landscape will be protected and enhanced, thereby encouraging active travel.
 - Environmental mitigation or net gains for biodiversity, habitats and natural landscape will be achieved, contributing to the target of a 20% increase in green and blue habitats and spaces, across Hertfordshire.
 - Whole life costs are optimised and fundable.
- 1.4** It should be noted that HCC will only adopt the highway drainage systems that only manage surface water that falls onto the adoptable area.
- 1.5** HCC will use the Drainage & Flood Management Checklist (included in Appendix A to this chapter) in reviewing proposals contained in the various stages of the scheme's Drainage & Flood Management Strategy and the final Drainage Design Report.

Site Validation

- 2.1** The appropriateness of the development of a site or promotion of a scheme should be validated within the Preliminary Drainage & Flood Management Strategy by consideration of:
- Anecdotal information on existing flood risk including flood history
 - Location of existing water courses
 - The risk of pollution

Master Planning & Outline Planning Application

3.1 Guidance for the Master Planning Stage can be found in Part 2 Chapter 4: Master Planning and Part 2 Chapter 6: Planning for Maintenance and Operation.

3.2 Preparation of the Master Plan should be influenced by the Outline Drainage & Flood Management Strategy which is the identification of site constraints and opportunities considering:

- Land availability
- The permeability of the ground
- Groundwater level and flow
- The quality of the ground water
- Exceedance flows
- Nature of existing soils
- Local habitats and biodiversity
- The implications on landscape character & treatment

3.3 Any Outline Planning Application should include the Outline Drainage & Flood Management Strategy that includes:

- A report setting out the site constraints and the opportunities sufficiently developed to demonstrate that a viable and compliant drainage and flood management regime can be achieved.
- A 'SuDS Statement' demonstrating alignment to HCC SuDS Policies contained in HCC's Local Flood Risk Management Strategy 2 (2019-29) and conformance to HCC LLFA 'Summary Guidance for Developers' for the Outline Planning stage.
- An outline Whole Life Management Plan setting out broad principles on who is going to own the proposed drainage assets, who is going to maintain and manage them and how they are going to be funded.

Full Planning Application

- 4.1** Guidance on planning for highways drainage and flood management can be found in Part 3; Chapter 16.
- 4.2** The Drainage & Flood Management Strategy should be submitted at the time of the planning application (or at least to have been undertaken and demonstrated to HCC for permitted development) for consideration by HCC as the Highway Authority.
- 4.3** The proposed Strategy should cover the whole site demonstrating how the highway and adjacent land will be managed for drainage to enable the resultant impact on the drainage of the public highway to be considered. This will need to clearly identify the drainage infrastructure of other stakeholders such as Thames Water, Affinity Water, National Highways etc
- 4.4** The Strategy should include the preferred types of drainage features and their potential contribution to enhancing local habitats and biodiversity, any attenuation features, any pumping requirements and proposals for outfalls for both on and off-highway having considered the factors influencing the Master Plan in more detail. It should also identify adoption and long-term stewardship proposals.
- 4.5** A 'SuDS Statement' should be included to demonstrate how and where the Strategy aligns with the HCC SuDS Policies contained in HCC's Local Flood Risk Management Strategy 2 (2019-29).
- 4.6** The Strategy and its SuDS Statement should align to HCC's LLFA 'Summary Guidance for Developers'.
- 4.7** The Strategy should also include:
 - Evidence that on-site disposal has been considered including allowing for the impacts of future developments (driveways / patios / extensions / basements / studios and the like)
 - Calculations of capacity of existing water courses shown within an independent report
 - Identification of all required consents to discharge proposed highway drainage to groundwater or discharge to regional water sewers, main rivers and ordinary water courses supported by evidence of agreements in principle from the relevant regulatory bodies
 - Pollution Risk Assessments & Flood Risk Assessment

for both 3.3% and 1% event aligned with Policy 16 of the Local Flood Risk Management Strategy 2 (2019-29) and demonstration of how the risks are to be mitigated as these may impact the highway

- Any requirements for wayleaves and, or connections to existing public highway drainage including any Culvert proposals in full detail
- Locations of soakaways for proposed public highway drainage informed by associated geological survey
- Management of on-site drainage outside of private dwellings and properties adjacent to the proposed public highway

4.8 It is acceptable for the Scheme Promoter to submit the documentation they have prepared for LLFA approval purposes, providing that all of the requirements within this Section 4 are covered and are highlighted for ease of reference.

Section Agreements

- 5.1** Guidance for detailed design, specification and construction can be found in Part 4 Chapter 15: Designing Highway Drainage and Flood Prevention.
- 5.2** In preparing for the Section Agreements, Scheme Promoters shall submit a Drainage Design Report that demonstrates compliance with the Drainage & Flood Management Strategy and includes:
- Design criteria – return period, climate change allowance and discharge rates
 - Design for attenuation, exceedance and flood risk
 - Design decisions determining component/product selection
 - Consideration of groundwater including soakaway filtration test results
 - Demonstration of design for environment and water quality
 - Demonstration of carbon reduction
 - Design Risk Register

- Full detailed engineering drawings for on-highway SuDS measures, flood mitigation and management measures and any proposed structures affecting ordinary watercourses
- Independent certification that the drainage and flood management design is fit for purpose, complying with both Highway Authority and Local Planning Authority requirements

5.3 The Approvals version of the Whole Life Management Plan shall include:

- Provide confirmation of permission to connect discharge point/s into open watercourses or sewer networks for highway drainage purposes
- Feasible and compliant drainage and flood management proposals for each phase of a large development that is to be delivered in stages
- Detailed arrangements asset by asset for who is going to own the various drainage assets, who is going to maintain and manage them and how they are going to be funded for inclusion within the Section Agreements
- Identification who will be overseeing the governance of the drainage and flood management stewardships

Construction Phase

6.1 The Scheme Promoter shall provide HCC with:

- The Works Information (for NEC contracts)
- A schedule setting out HCC and Scheme Promoter's combined requirements for testing and certifications
- Construction (Design and Management) Regulations 2015 (CDM 2015) notifications, appointments, production of Pre-Construction Information and Construction Phase Plan for Section 278 Works.

6.2 The Scheme promoter shall give 5 working days advanced notice of any buried SuDS features or drainage structures before they are due to be covered over to enable HCC to inspect those features, if they so wish.

Adoption Requirements

7.1 The Scheme Promoter shall provide:

- The Health & Safety File (part related to adopted highway drainage)
- Copies of survey reports, drawings and independent certification as set out in Sections 19 and 20 of Part 4, Chapter 15: Designing for Drainage & Flood Prevention
- Highway Asset data aligning with HCC's Highway Asset Information (HIA) Data Specification.
- The final, Adoption version of the Whole Life Management Plan including:
 - Copies of any legal agreements, such as wayleaves allowing future maintenance of unadopted drainage
 - Information on the maintenance requirements for the as-built assets
 - Maintenance access arrangements
- Evidence that clear details of ownership and management of the drainage and flood management infrastructure have been captured on plan and made available to prospective property purchasers.

Appendix A

Drainage & Flood Prevention Design Checklist

Information	Description	Yes/ No
Site description	Information on topography, discharge location(s), watercourses, flood risk, geology/permeability and groundwater depth	
Applicable drainage design criteria based on identification of P&M Category	- Return period(s) - Climate change allowance	
Types of drainage network(s) required	- Highway, - Perimeter, - Groundwater;	
Surface water discharge locations	- Infiltration to the ground - Discharge to watercourse - Discharge to a surface water sewer	
Flow rate(s)	- As applicable: - Greenfield run-off rate - Infiltration rate - Existing discharge rate(s) - Proposed discharge rates	

Information	Description	Yes/ No
Attenuation and exceedance requirements	• Volume and type of attenuation • Details of exceedance routes and storage	
Primary components of proposed drainage network		
Calculations	• Evidence of design calculations and/or hydraulic modelling; • Key parameters and assumptions should be clearly recorded.	
HCC Requirements	• Have HCC specific drainage requirements been followed?	
Drainage Drawings and Schedules	• Drainage Arrangement Drawing • Standard Details • Pipe and Chamber Schedules	
Environment Considerations and Benefits		
Carbon Reduction Measures and Opportunities		
Maintenance Plan	• Including access details where applicable.	
Health and Safety	• Evidence of ERIC principles; Elimination, Reduction, Isolation and Control, applied to designing out risk; • Are residual risks recorded on a Risk Register and marked on drawings?	

Information	Description	Yes/ No
Surveys	Topographic	
	Condition	
	Connectivity	
	Inventory	
	GPR	
	Groundwater	
	Ground Investigation	
	Infiltration / Soakaway	
	Other	

Chapter 12

Network Management Requirements

Contents

Introduction

- 1.1** This Chapter describes how the statutory rights to carry out works by undertakers and Hertfordshire County Council, as Highway Authority are balanced with the right of road users to expect the minimum disruption from works.
- 1.2** The County Council's Traffic Manager ensures compliance with the network management duties of the Traffic Management Act 2004 by following the guidance contained in the original government publication Network Management Duty Guidance.
- 1.3** The Network Management Duty (NMD) is a statutory duty which governs the Highway Authority to ensure the expeditious movement of goods and traffic on the network. The Highway Authority must therefore consider and appropriately respond to the impact of any activities that are causing or have the potential to cause congestion or disruption to the expeditious movement of traffic. Delivering accessibility; offering improved transport choices and reliable journey times; better air quality and improved alternative transport.
- 1.4** The term 'traffic' in the context of NMD refers to motorised and non-motorised users of the highway. This includes but is not limited to pedestrians, cyclists, equestrians and vehicles.
- 1.5** Everyone involved in highway works shall take account of the needs of all road users at all stages in the planning and execution of works in the street whether they are pedestrians, equestrians, cyclists, those of limited mobility or drivers.
- 1.6** This will have implications for the timing, method and scheduling of works, which must be considered and planned for.
- 1.7** It is inevitable that works in the street will affect road users, as well as nearby residential and business premises, to some extent.

Designing Highway Schemes

- 2.1** Scheme promoters must consult the Network Management Team (NMT) at the earliest opportunity on any proposals that will change traffic patterns or makes a permanent change to how the network operates.
- 2.2** The NMT shall consider those changes in the context of LTP4 Policy 1: Transport User Hierarchy (see Part 2, Chapter 2, Paragraph 2.5). In other words, consideration should first be given to making provision for people using active travel modes before those in cars.
- 2.3** Planning should take account of development and community plans for the area and, where possible, should make provision for future developments so as to avoid additional major works later to upgrade the infrastructure.
- 2.4** Works should be designed for long-term durability to reduce the need for repeat network occupation for further works in subsequent years.
- 2.5** Designs should enable both construction and future maintenance to be carried out in ways that minimise disruption for all highway users and the public, e.g. by locating new apparatus in highway verges.

Early Preparation and Forward Planning of Roadworks

- 3.1** Works within the Highway are an 'advert' for both the company working on the street and the organisation for which the work is being done. Early preparation and forward planning pays large dividends by reducing disruption and inconvenience to highway users at the construction stage and careful design can reduce the need for subsequent intervention.
- 3.2** Through early planning:
 - Different options can be considered for carrying out the work safely but with minimum disruption. Forward plans can be refined in discussion with HCC and, if appropriate, with the contractor; more detailed and more complete information can then be provided for coordinating works across the network;
 - Discussions can take place with the local community, so that their interests can be taken into account and plans adjusted accordingly. This is particularly important where work is likely to be widespread or to last a long time;
 - The impact on other stakeholders can be identified, so that they can be consulted and mitigation measures incorporated;

- Actions required by other parties, e.g. in relation to parking, can be identified in good time so that works will not be delayed by last minute problems;
- Information on other organisations' apparatus can be collected and taken into account, reducing the risk of accidents and disruption caused by damaging that apparatus;
- A site check can be made to confirm that the plans are practical;
- All parties can focus on minimising disruption and look at innovative ways of working by engaging with suppliers and contractors to review and improve working practices, preferably in ways that produce benefits for them as well as for the public.

Forward Works Programmes

- 4.1** Forward planning information on long-term programmes from all works promoters helps to co-ordinate works and timings and identify opportunities for collaborative working.
- 4.2** Works promoters should give information about road or street works in their long-term programme, including those works in their annual operating programme and three- or five-year rolling programmes. This might include mains replacement programmes or reconstruction of main roads, which will be planned several years ahead.

Permits to work in the Highway

- 5.1** HCC issues 'permits to work in the highway' through the East of England Permit Scheme to ensure works are co-ordinated, controlled and recorded. These permits are required in addition to any entitlements to undertake works secured through Section Agreements with HCC under the Highways Act.
- 5.2** Works promoters should familiarise themselves with the requirements of the permitting scheme at an early stage and, in particular, the advanced noticing periods for the different categories of works. This is described on the HCC website at the East of England Permit Scheme page.

Licences & Approvals

- 6.1** HCC has a statutory duty under Section 130 of the Highways Act to assert and protect the rights of the public to the use and enjoyment of, and prevent so far as possible, the unauthorised stopping up of, encroachment or obstruction of, any part of the Public Highway.
- 6.2** As such, many features and activities within the highway require prior approval from HCC, which is given through the granting of a licence or other approval. These include:
 - a.** A-Boards
 - b.** Licence to Film
 - c.** Materials or Equipment on the highway
 - d.** Hoardings
 - e.** Mobile Crane usage
 - f.** Oversailing the public highway (eg tower crane)
 - g.** Planting
 - h.** Scaffolding
 - i.** Signs & EV Charge Points
 - j.** Skips

k. Street Cafés

l. Excavations

m. Temporary Bus Stop closures

n. Road Closures

6.2 When planning the scale and nature of public realm promoters should discuss with HCC the potential acceptability of A-Boards, street cafés, planting and hoardings.

6.3 Further details and licence applications can be found at:
<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/business-licences/business-licences.aspx>

Managing Road Space

7.1 The Network Management Team (NMT) needs to ensure that works are carried out within appropriate and agreed timescales, given the congestion and disruption they cause.

7.2 In assessing permit and licence applications NMT considers all aspects of the proposed works alongside other influences that may affect all highway users which include:

- Consideration being first given to making provision for people walking and cycling before those in cars;
- The normal day to day running of the network, including managing its own works and other activities on the road, as well as those of utilities providers and others;
- Managing where appropriate those users moving about on the network;
- Contingency plans to allow a rapid response to accidents and emergencies, taking account of the relative importance of different roads to the various road users;
- Regular or one off “events” such as carnivals, street markets, sporting fixtures and seasonal weather conditions;

- The road network capacity;
- The scope for collaborative working arrangements, including trench and duct sharing, between undertakers and the street authority;
- The optimum timing of works from all aspects;
- The effect on traffic; in particular the need for temporary traffic restrictions or prohibitions;
- Appropriate techniques and arrangements - particularly at difficult road junctions and pinch points;
- The working arrangements required in protected traffic sensitive streets, and streets with special engineering difficulties;
- The effect of skip and scaffold licences, any known special events and other licences or consents issued in respect of affected streets under the Highways Act 1980;
- Developments for which planning permission has been granted on streets affected by the works.

Restricted Working

- 8.1** HCC has designated certain streets (or part of a street) as 'traffic sensitive' because unrestricted work will create unacceptable delays and disruption to highway users at specified times of the day. HCC may impose working times and conditions for works on these streets. These restrictions can be at certain times of the day, days of the week or days of the year.
- 8.2** It is sometimes necessary to carry out construction related activities overnight. This may be to provide a safer working environment for construction personnel, where the traffic management required to carry out the works would not be allowed during the normal working day, to minimise the impact of congestion to the travelling public, or where restrictions have been placed by other authorities i.e. railway possessions, etc.
- 8.3** Where it is proposed or necessary through other restrictions to carry out construction works overnight or at any time between 9:00pm and 7:00am the works promoter must consult and agree the works and timings, etc. It is important that works promoters seek the early involvement of the NMT to discuss their works proposals, including traffic management and road space availability and booking.

- 8.4** The works promoter will need to provide details of the activities proposed including noise levels, working hours, traffic management arrangements, an accurate programme of the works and operations proposed, and an explanation of why the works need to be carried out at night.
- 8.5** It is the responsibility of the NMT to agree to overnight works and to detail any restrictions that may need to be imposed.

Works Publicity

- 9.1** HCC may require a works promoter to consult and communicate with all appropriate organisations and take appropriate action as a result of any consultation. They may be expected to carry out works publicity for any type of works in any location in order to publicise the works to Members, key stakeholders, local residents and the travelling public.
- 9.2** All Major Works packages should identify their publicity 'strategy' as part of the original design package.
- 9.3** Unless agreed otherwise by the NMT, a scheme letter or leaflet should be produced for all Major works.
- 9.4** Scheme sign boards must be provided at all Major Works sites to advise the travelling public of the intended works. These should be placed at least two weeks prior to works commencing, however with agreement of the NMT the absolute minimum period of advanced warning to the travelling public of the start of any scheme shall be 1 week.
- 9.5** The above requirements may also be required for standard minor and immediate works as defined by the Regulations.
- 9.6** Having reviewed the proposed works and likely impacts on surrounding properties and the network, the NMT will provide guidance on the appropriate level of consultation that the works promoter must carry out with other interested parties.

Operational Traffic Management

- 10.1** Works on the Highway must be undertaken without undue delay. Where a site is not fully occupied valid reasons must be provided. Wherever practical the highway must be returned to normal use during any hiatus in works.
- 10.2** Effective traffic management is key to minimising the congestion and safety impact of a scheme. Consideration should first be given to making provision for people walking and cycling before those in cars. Road closures and traffic control should be considered to be a last resort and their need must be proven and will be assessed on minimising overall disruption and safety. All traffic management must comply with Chapter 8 of the TSM and Safety at Street Works and Road Works.
- 10.3** If there are occasions where traffic management is left in place with no works apparent on site, the works promoter may be required to provide information boards to inform the public as to why the Traffic Management is in place.
- 10.4** HCC expects the promoter of any scheme to share road closures and traffic management with other schemes or works that may be scheduled for the same time and location.

Parking of Works Vehicles

- 11.1** When assessing the impact of a scheme the parking of works vehicles must be taken into account. This is a particular problem for works which would otherwise take place entirely within the footway but for the presence of a works vehicle.
- 11.2** If a vehicle is parked adjacent to the works, in a place which vehicles could not normally use, then it must be part of the works site and must be signed and guarded appropriately. The works are then not wholly confined to the footway but encroach onto the carriageway. Noticing must reflect this.
- 11.3** The Traffic Regulation Order imposing parking restrictions on a particular street should already contain an exemption allowing works to take place in parking bays. Works promoters should check whether any further dispensation is required well before the works are due to start.
- 11.4** A works vehicle may be parked in a works site provided that it is necessary for carrying out those works. A vehicle entirely within the coned-off area of the site may require a larger coned-off area than would otherwise be the case and this will inevitably add to the disruption that the works will cause.

11.5 A works vehicle may be parked outside a works site provided that it obeys the parking rules that apply to any other vehicle in that street. Outside the works site, the vehicle has no special status and no exemption from parking enforcement.

Traffic Management Plans

- 12.1** A Traffic Management Plan is to be submitted to the NMT as part of the Construction Management Plan for all Major Works proposed on the Strategic Road Network (SRN), or for other works on request from the NMT.
- 12.2** The purpose of a Traffic Management Plan is to identify the risks to traffic and pedestrian safety, and congestion that may arise through highway works, and mitigate them as far as possible.
- 12.3** The Traffic Management Plan shall describe:
- a. Scheme overview;
 - b. Contact details;
 - c. Construction method;
 - d. Works schedule and programme;
 - e. Traffic management measures;
 - f. Collaborative working and diversionary works;
 - g. Consultation and communication;
 - h. Impact on bus routes;

- i. Advance warning, press releases, and responses to enquiries;
- j. HCC restrictions;
- k. Other works and events;
- l. Night-time working;
- m. Formal Notification of Works under the New Roads & Street Works Act (NRSWA);
- n. Working on a strategic diversion route;
- o. Continual plan review and daily management;
- p. Handover processes.

Temporary Traffic Control

- 13.1** Any works requiring temporary traffic control as defined in the **Code of Practice for Safety at Street Works and Road Works A Code of Practice** must have the agreement of the NMT.
- 13.2** Hertfordshire County Council has a statutory responsibility under the **Traffic Signs Regulation and General Directions 2016**, the **Traffic Signs Manual** and the **Safety at Street Works and Road Works Code of Practice**, for granting approval where the use of portable traffic signals or other temporary traffic management measures are required at Street Works and Road Works sites.
- 13.3** All work promoters carrying out works on the County's highway network should complete and submit the relevant notification or application document when they wish to operate portable traffic signals.
- 13.4** Applications will only be accepted if they are completed by the Street Works Licence Holder, or the Principal Agent or Contractor appointed to carry out the works.
- 13.5** Approval is granted for traffic management operations by the NMT through the Permitting Scheme process.

- 13.6** To operate traffic management operations without approval is considered to be illegal and may result in the works being suspended and further action being sanctioned.
- 13.7** Licence application forms and guidance notes can be obtained from NMT or online at **www.hertfordshire.gov.uk**

Utility Contractors' Works

- 14.1** All works carried out by or on behalf of Utilities is to be carried out in accordance with:
- **NRSA 1991** and the **Traffic Management Act 2004**
 - **Specification for the Reinstatement of Openings in Highways**, DfT code of practice, 2020, published by HMSO, ISBN 0-11-551143-1
 - **Code of Practice for Street Works Inspections**, DfT code of practice, 2023, published by HMSO, ISBN 0-11-551148-2
 - **Measures Necessary Where Apparatus Is Affected By Major Works (Diversionary Works)**, DfT code of practice, 1992, published by HMSO, ISBN 0-11-551149-0

Chapter 13

Traffic Regulation Orders

Contents

Introduction

- 1.1** Highway Authorities in England are empowered under the Road Traffic Regulation Act 1984 and all subordinate legislation to make Traffic Regulation Orders (TROs) to regulate the movement and parking of vehicles and to regulate pedestrian movement on all Highways including Public Rights of Way.
- 1.2** Powers are also provided to make Speed Limit Orders (SLOs).
- 1.3** The procedures for how TROs are implemented are controlled by The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and TTRO's by The Road Traffic (Temporary Restrictions) Procedure Regulations 1992.
- 1.4** It should be noted that the Road Traffic Regulation Act also imposes specific constraints on Highway Authorities and other local authorities regarding the justifications for a TRO. A proposal that does not meet the criteria set out within the Road Traffic Regulation Act will not be promoted.

Types of Orders

- 2.1** Orders relating to traffic are divided into 5 main categories, albeit each category is subject to differing procedures and regulatory requirements:
 - Permanent TROs (PTROs)
 - Temporary TROs (TTROs)
 - Experimental TROs (ETROs)
 - Speed Limit Orders (SLOs)
 - Parking Place TRO's (PPO's)
- 2.2** A Permanent Traffic Regulation Order (PTRO) is used to implement permanent restrictions such as waiting restrictions, prohibitions of turning movements, weight, width and height restrictions, pedestrian zones, controlled parking zones, etc. but not speed limits.
- 2.3** Temporary Restrictions may be imposed through a Temporary Traffic Regulation Order (TTRO) under specific criteria as set out in the Road Traffic (Temporary Restrictions) Procedure Regulations 1992.

- 2.4** In the main, TTROs are associated with enabling works on the highway to be undertaken safely.
- 2.5** A TTRO may implement any restriction that is allowable under a PTRO for up to a maximum of 18 months (or 6 months if affecting a Public Right of Way) unless specifically extended by the Secretary of State in specific extraordinary circumstances for up to a further 6 months.
- 2.6** The effect on the public from the imposition of TTROs may be severe and therefore serious consideration must be given to alternative ways of achieving the objective if possible.
- 2.7** Experimental TROs are used under specific circumstances where HCC seeks to introduce and evaluate an experimental traffic scheme. Any restriction allowable as a PTRO under Section 1 Road Traffic Regulation Act 1984 (i.e. anything other than speed limits or parking places) may be introduced experimentally.
- 2.8** Speed Limit Orders are made under Sections 82-84 Road Traffic Regulation Act 1984 used to introduce speed limits and make or remove restricted road status (30mph) on street lit roads.
- 2.9** A temporary SLO can last up to a maximum period of 18 months.
- 2.10** PPO's are made under Section 32-35 Road Traffic Regulation Act 1984 and are used to introduce, limited waiting bays, loading bays, disabled persons parking bays etc.

Application of Permanent Traffic Regulation Orders

3.1 A PTRO, PPO or an ETRO (as appropriate) is required in all cases where restrictions are to be imposed on the movement or parking of vehicles or movement of cycles, equestrians and/or pedestrians.

3.2 This includes but is not limited to the following prohibitions:

- Prohibition of any specified class or type of vehicle / road;
- Prohibition of all vehicles except non-mechanically propelled vehicles being pushed by pedestrians, including Play Streets;
- Pedestrian zones (excluding all vehicles except pedestrians);
- Motor vehicles prohibited;
- Motor vehicles except solo motorcycles prohibited;
- Solo motorcycles prohibited;
- Prohibition on weight of goods vehicles (either for environmental reasons or to protect a structure);
- Articulated or track-laying vehicles prohibited;
- Horse-drawn vehicles prohibited;
- Ridden or accompanied horses prohibited;
- Towed caravans prohibited;
- Vehicles carrying explosives prohibited;
- Pedestrians prohibited;
- Prohibition on weight of vehicles crossing a bridge or other structure;
- Prohibition on width of vehicles (either for environmental reasons or if a width restriction feature has been created);
- Prohibition on length of vehicles;
- Prohibition on height of vehicles (either for environmental reasons or if a height restriction exists);
- Prohibition of riding pedal cycles;
- Prohibition of buses.

3.3 Permitting only certain vehicle movements or types (thereby prohibiting others):

- Routes for use by buses only or buses and pedal cycles only (taxis can be included);
- Routes for use by tramcars only;
- Routes for use by pedal cycles only (recommended routes on a main carriageway do not need a TRO);
- Routes for use by pedal cycles and pedestrians only;
- Routes for use by pedal cycles and pedestrians only using two separately marked ways (e.g. footway with a line along its route to provide for pedestrians and cyclists on separate sides);
- With-flow or contra-flow bus lane which may also be used by cyclists and taxis;
- Contra flow cycle lane;
- Permitted right or left turn only;
- Cycle Track Orders.

3.4 Prohibition or restriction on vehicle movements:

- Restriction on turning right or left;
- Restriction on U-turns;
- Width or height and weight limits;
- No entry;
- One way roads;
- No overtaking.

3.5 Controls of waiting, loading and/ or stopping in specified locations and/ or at specific times of day or days of week:

- Prohibition on waiting on verge and/ or footway;
- Prohibition on waiting and / or loading and unloading in a pedestrian zone;
- Prohibition on waiting;
- Prohibition on loading and unloading;
- Restrictions on length of waiting and return period;
- Prohibition on waiting by goods vehicles and/ or buses over a certain weight;

- Providing for an off-highway loading area where waiting restrictions apply;
 - No stopping on a main carriageway (includes on-slip and off-slip roads and acceleration and deceleration splays of the main roads included, but not adjoining verges) – 24-hour rural clearway;
 - No stopping on entrance markings (outside schools, fire stations, etc.);
 - No stopping in lay-by except in emergency;
 - No stopping except picking up or setting down passengers, during certain periods – urban clearway;
 - Prohibition on stopping other than exempted vehicles e.g. taxis;
 - Prohibition on waiting other than exempted vehicles e.g. taxis;
 - Prohibition on specified traffic using verge in mown or ornamental condition;
 - Parking places reserved for permit holders, residents' permits, business permits, car club, voucher parking, etc.;
 - Reserving part of the carriageway for loading and unloading (e.g. loading bay);
 - Parking places reserved for disabled (blue) badge holders;
 - Pay and Display ticket-regulated parking place;
 - Limited waiting with the display or a disc or ticket in a parking zone;
 - Controlled parking zones (parking permits, etc. or lorry ban);
 - Permitting parking partially or wholly on the verge or footway;
 - Parking places for specified types of vehicle e.g. goods vehicles, cars, etc.
- 3.6** Restrictions on vehicle speed – SLOs only:
- Maximum speed limits – including 20mph zones;
 - Minimum speed limits.
- 3.7** Many of the above PTROs can apply at all times or during certain time periods. Furthermore, certain exemptions may be applied for example to allow for access or to exempt specific vehicle types e.g. buses.

- 3.8** Promoters of TROs should refer to the current Traffic Signs Regulations and General Directions (TSRGD) to confirm how TROs can be varied.
- 3.9** Details of PTROs in force on Rights of Way in Hertfordshire are given at:
https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/countryside-access/rights-of-way/current-rights-of-was.aspx#DynamicJumpMenuManager_1_Anchor_2

Obtaining an Order

- 4.1** Enquiries concerning the obtaining of any type of TRO should in the first instance be made with the relevant Development Management team member, Highway Locality Manager, or Network Management team via the email contact form at https://www.hertfordshire.gov.uk/ufs/ONLINE_CONTACT_BETA.eb?SERVICE_PARAM=highways&ebd=0&ebz=1_1649839763993 or by calling **0300 123 4047**. Members of the public seeking restrictions should make their request to their local County Councillor in the first instance.
- 4.2** All applications must be supported by appropriate documentation including plans, confirmation, statement of reasons and evidence that consultation has been carried out.
- 4.3** The supporting statement of reasons is particularly important given that the justification meets the criteria set out within the Road Traffic Regulation Act, which can be summarised as:
- (a) for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising
 - (b) for preventing damage to the road or to any building on or near the road

- (c) for facilitating the passage on the road or any other road of any class of traffic (including pedestrians)
- (d) for preventing the use of the road by vehicular traffic of a kind which, or its use by vehicular traffic in a manner which, is unsuitable having regard to the existing character of the road or adjoining property
- (e) (without prejudice to the generality of paragraph (d) above) for preserving the character of the road in a case where it is especially suitable for use by persons on horseback or on foot
- (f) for preserving or improving the amenities of the area through which the road runs
- (g) for any of the purposes specified in paragraphs (a) to (c) of subsection (1) of section 87 of the Environment Act 1995 (air quality).

TRO & SLO Processes

5.1 In Hertfordshire the general procedures are as follows:

5.2 PTROs / SLOs / PPO's

- Consultation
- Submission of Application
- Drafting of legal documents
- Publication of Press Notice number 1
- Objection period (min 21 days)
- Consideration of objections
- Implementation of Works
- Sealing of TRO/ SLO
- Publication of Press Notice number 2
- Order comes into effect

5.3 The overall Statutory TRO process takes approximately 16-18 weeks minimum, but in all circumstances must be completed within 2 years of publication of Press Notice number 1. There are a number of variables that influence the process taking longer:

- Consultation has no legal time frame attached to it and can lead to changes being required that necessitate further consultation before Submission of Application.
- The resolution of Objections received can lead to changes being required that may necessitate an amendment or modification notice to be published followed by a further objection period (minimum 21 days).
- Objections to certain restrictions can lead to the requirement for a public inquiry to be held. Details of these can be found in 'The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996'.
- Delays to the implementation of works for reasons such as bad weather or gaining permits for work can lead to a delay to implementation. The implementation of works must tie in with the date the Orders comes into effect. A minimum of 4 weeks' notice is required by the Highway Authority to complete publication and sealing/ making of PTRO's. No

works associated with PTRO's may be implemented until the full TRO process has been complete.

5.4 ETROs

- Consultation
- Submission of Application
- Drafting of legal documents
- Implementation of Works
- Sealing of ETRO
- Publication of Press Notice
- Order comes into effect
- Objection period 1st 6 months

5.5 At 18 months the Order is either made permanent and the latter stages of the PTRO process above instigated or the experiment ceases and the ETRO is dropped and all works associated with the ETRO must be removed and the highway restored to previous status.

5.6 TTROs

- Consultation with the police
- Consultation with relevant Hertfordshire Network Manager
- Consultation with directly affected residents/businesses/organisations
- Submission of application
- Drafting of legal documents
- Publication of Press Notice #1
- Sealing of TTRO
- Publication of Press Notice #2
- Order comes into effect

5.7 The process to obtain a TTRO takes a minimum of 8 weeks from the date of receipt by HCC of a correctly completed application.

Road Humps & Pedestrian Crossings

- 6.1** Although traffic calming features and pedestrian crossings do not require TROs, the implementation of these features is regulated and requires public notices and consultation. The process followed is similar to that of TROs. Standalone pedestrian crossings (not on raised features) have a slightly simplified process (see Para.6.3 below). Informal crossing points and pedestrian phases of signalised junctions do not follow the TRO process.
- 6.2** The procedure for implementation of road humps, speed cushions, junction tables and all types of pedestrian or shared use crossings is contained within the HCC's internal TRO Guidelines Manual. The main steps are:
- Consultation
 - Submission of Application
 - Drafting of legal documents
 - Publication of Press Notice number 1
 - Objection period (minimum 21 days)
 - Consideration of objections
 - Implementation of Works

6.3 The procedure for implementation of standalone crossings is contained within the HCC's internal TRO Guidelines manual. The main steps are:

- Consultation
- Submission of Application
- Drafting of legal documents
- Site notices erected on site
- Consideration of responses received
- Implementation of Works

Enquiries concerning the implementation of these features should in the first instance be sent to the relevant Network Management team, Development Management team, or Highway Locality Manager via:

https://www.hertfordshire.gov.uk/ufs/ONLINE_CONTACT_BETA.eb?SERVICE_PARAM=highways&ebd=0&ebz=1_1649839763993
or by calling **0300 123 4047**.

6.4 All applications must be supported by appropriate including plans, confirmation, statement of reasons and evidence that consultation has been carried out.

Gating and Public Spaces Protection Orders

7.1 Traditional powers to promote Gating Orders have been replaced by Public Spaces Protection Orders made under the Anti-Social Behaviour Crime and Policing Act 2014.

7.2 A public spaces protection order is an order lasting no more than 3 years that identifies the public place and prohibits specified things being done in the restricted area and/or requires specified things to be done by persons carrying on specified activities in that area. Failure to comply with a Public Spaces protection order is an offence.

7.3 Consideration of PSPO's must be referred to HCC Legal Team for advice and procedures.

Orders for Closing Roads for Special Events

- 8.1** Occasionally restrictions are required to be implemented in circumstances that do not fall within the remit of the Road Traffic Regulation Act, for example Road Closure to permit an event to take place on the highway.
- 8.2** In these instances advice should be sought at least 6 months prior to the event from the relevant Hertfordshire Network Management Team or the appropriate Borough or District Council within the area in which the event falls.
- 8.3** Orders for such events can be considered where appropriate under the Special Events Act or Town Police Clauses Act. However, it should be understood that there are stringent restrictions imposed on Highway and Local Authorities as to when these powers may be used.
- 8.4** More information is available in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996, the Road Traffic Regulation Act 1984 and the Highways Act 1980. Copies of these are available on the Office of Public Sector Information website at <http://www.legislation.gov.uk>

Chapter 14

Utilities

Contents

Introduction

- 1.1** This chapter highlights the need for due consideration of utility services through the lifecycle of a development.

Planning

- 2.1** In the early stages of developing site layouts, full consideration must be given to the provision and disposition of the essential main services (electricity, gas, sewage disposal, telecoms and water etc) that will be needed to support the planned use.
- 2.2** The scheme promoter should not underestimate the complexity of meeting the specific needs of the various Statutory Undertakers, in providing mains services within the site layouts. They are advised to submit a Stats Request form to HCC Highways whose New Roads & Street Works (NRSWA) team will then provide details of utilities in the vicinity.
- 2.3** Scheme promoter and designers are advised that the preliminary planning of mains services provision must be carried out prior to the planning application stage. Planning Authorities can then be assured that adequate provision has been made for mains services within the layout and the Highways Authority can be assured that the services can be accommodated safely, without compromising the needs of all highway users.

- 2.4** Provision to be considered may include areas for electricity sub-stations, gas governors, regulators or valves, service strips, etc. that may prove difficult to accommodate at a later stage. Landscape proposals may also be constrained by the expected mains service layouts.
- 2.5** When considering service provision for development, a balance needs to be struck between the overall scheme design, the needs of highway users, the needs of users and occupiers of the development, the minimisation of disruption caused by future maintenance access requirements and the needs of service providers. To this end, all parties need to work together to ensure service provision is an integrated part of the initial design process.
- 2.6** The provision of utility services shall enable adequate access for operational and maintenance purposes and, in particular, not lead to compromises to the safe and easy access for pedestrians, equestrians and cyclists.
- 2.7** Scheme promoters will be expected to follow the guidance set out in Volume 2: Street Works UK Guidelines On The Positioning Of Underground Utilities Apparatus For New Development Sites (Issue 4) which gives advice on preliminary enquiry arrangements.

Routes, Location & Timing

- 3.1** When works to place a service under a highway (carriageway, footway or footpath) prospectively maintainable at public expense are carried out, the provider of the service shall comply with the requirements of NRSWA 91.

Chapter 15

Charges & Fees

Contents

Introduction

- 1.1** This chapter describes the fees and charges for Development Management services in Hertfordshire and for the mitigation of the impact from development.
- 1.2** The costs described in this chapter are recovered from developers in order to cover Hertfordshire County Council's (HCC) costs and liabilities to ensure that the cost of works undertaken on the highway is borne by the developer and not by the Highway Authority holding the public purse.
- 1.3** The recoverable amounts are either based on:
 - Time charges based on the direct costs of HCC staff and its consultants, plus their direct and indirect overheads.
 - Fixed charges derived from an analysis of trend cost data.
- 1.4** When developers and other third parties propose to make changes to the public highway Hertfordshire County Council (HCC), as the highway authority recovers the cost of work associated with preparing:
 - Section 106 legal agreements under The Town and Country Planning Act 1990
 - Section 278 works agreements under The Highways Act 1980
 - Section 38 adoption agreements under The Highways Act 1980
 - Structures Approvals in Principle.
- 1.5** HCC also offers chargeable pre-application advice on transport matters including structures prior to the submission of a planning application to the Local Planning Authority (LPA). This work is chargeable as it is outside the Highways Authority's statutory role as a consultee to planning applications.
- 1.6** HCC collects Section 106 (S106) contributions from scheme promoters to fulfil planning obligations such as the design and construction of transport infrastructure, or for support to sustainable transport that help mitigate the impact of development.
- 1.7** Funding for mitigation measures may also be secured by HCC through a Community Infrastructure Levy which is a charge that can be levied by the Local Planning Authorities on new development in their area.

- 1.8** HCC has presented the LPAs with proposed schemes and measures necessary to mitigate the impacts of developments identified within their Local Plans for potential funding through S106 or Community Infrastructure Levy (CIL). Detailed negotiations between the scheme promoter and the LPA are then held as and when developments come forward.
- 1.9** Associated with Section 278 Highway Works and Section 38 Adoption Agreements, HCC also collects commuted sums for future maintenance of non-standard highway assets and improvements plus other fees associated with licences described in more detail below.
- 1.10** Cash deposits, or paper bonds, are used as security to protect HCC in the event that the developer fails to carry out the obligated works described in the relevant legal agreement. These are held until the work required by the Agreement is completed to HCC's satisfaction.
- 1.11** The fees and charges described within this chapter are generally applied in the sequence that they are set out.
- 1.12** Broxbourne Borough Council acts as HCC's agents for some activities associated with Section Agreements as described elsewhere in this chapter and collects fees directly to cover its costs.

Pre-application Advice

- 2.1** The various levels of advice and a menu of services on offer, such as meetings with key specialists are described in the 'Protocol for Charging for Pre-Application Advice'.
- 2.2** The level of resource required to provide pre-application advice varies according to the scale and complexity of the proposals being put forward. In recognition of this, five categories (A-E) are used to define the scale and complexity of new development and its transport impact. Charges are then levied in line with the relevant category, as assessed, following receipt of the application, and a review of the complexity and the transport accesses.
- 2.3** Scheme Promoters can select the elements of pre-application advice they require. The cost of each element reflects the amount of time involved.
- 2.4** No charge is made for advice relating to the extension of an individual residential property. With the exception of private schools and academies, no charge is made for charitable and public sector non-profit making proposals. It should be noted that Local Planning Authorities, County Rights of Way, and the Lead Local Flood Authority also charge for their advice independently. Charges are available on enquiry.

- 2.5** For strategic sites, HCC welcomes being given the opportunity to have early discussions on being party to a Planning Performance Agreement (PPA). More information about HCC's approach to these can be found at Planning obligations and developer infrastructure contributions | Hertfordshire County Council.

Town Evidence Packs and Developer Evidence Packs

- 3.1** Town Evidence Packs have been created to help understand local movement, interactions and characteristics around a specific town as Stage One of five in preparing Growth & Transport Plans. They can help Scheme Promoters with pre-application work and can support decision making and funding opportunities.
- 3.2** Evidence Packs have been created for the majority of Hertfordshire towns and include information on origin and destination movements, trip patterns by mode of transport, journey times, congestion, demographics, economics and collision data.
- 3.3** Scheme promoters, or their consultants, have the option to purchase an Evidence Pack containing relevant data collected by Hertfordshire County Council.

Traffic Data Charges

- 4.1** HCC charges a minimum fee, followed by additional fees which vary depending on the data sets requested.
- 4.2** Charges vary depending on the quantity and complexity of data sets required. More details are available on the HCC website at: **www.hertfordshire.gov.uk/transportdata**

Collision Data Charges

- 5.1** A minimum charge per unit (junction or link) for the first dataset is applied. For this charge 5 years' worth of collision data sorted by severity is supplied.
- 5.2** The following can also be provided for an additional cost:
 - Associated GIS mapping plot;
 - Non-confidential data for an additional unit (junction or link);
 - Confidential data per unit (Note: this data will only be made available to appropriate users who have signed up to approved procedures for the use of detailed collision data).
- 5.3** More details are available on the HCC website at: **www.hertfordshire.gov.uk/transportdata**

Transport Modelling Costs

- 6.1** HCC encourages scheme promoters to use pre-existent models where possible.
- 6.2** HCC has developed a number of transport models for Local Planning Authorities and Scheme Promoters to use as a common forecasting tool for all transport processes.
- 6.3** COMET is a multimodal transport model, developed using Department for Transport WebTAG guidance. It is able to predict changes in travel demand for vehicles, buses and rail. It currently covers all A, B, main C roads and some key 'rat runs' in residential areas. Zoning is based on census MSOA areas.
- 6.4** Local Planning Authorities and Scheme Promoters can request bespoke option tests of COMET, which are undertaken by consultants under HCC's Transport, Infrastructure & Planning Services Framework Contract.
- 6.5** The cost of a scenario test varies depending on the size and complexity of the area along with any network changes and mitigation measures that require coding.
- 6.6** More detail on model availability, timescales, costs and other FAQs are on the HCC website at:
www.hertfordshire.gov.uk/transportmodelling

Extent of Highway & Land Charges Enquiries

- 7.1** The Highway Boundaries & Land Charges Team will carry out a check and prepare a digitised extent of highway plan for Scheme Promoters. They will also provide responses to questions of Conveyance 29 searches for the following fees: -

Type of request	Fee from 1 April 2023
CON29R (Questions 2.1-5, 3.2, 3.4, 3.6, 3.7e)	£20 +VAT
CON290 (Question 22)	£22 +VAT
Copy of a common land or village green register	£10
Common land or village green standard search	£22 +VAT
Extent of highway information	£46 for a single residential property, for large areas an estimate will be provided.
Copy of Section 38 or 278 or 106 agreement	£38 per agreement

- 7.2** Details of how to contact the team and the services they provide are available at: <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/changes-to-your-road/extent-of-highways.aspx>

Planning Obligations

- 8.1** Section 106 (S106) and Community Infrastructure Levy (CIL) financial contributions are sought from scheme promoters in accordance with the National Planning Policy Framework (NPPF) and CIL Regulations.
- 8.2** These contributions enable HCC to mitigate against the creation of new transport problems, or the exacerbation of existing transport problems resulting from a development that cannot be mitigated directly by the promoter of that development.
- 8.3** Both HCC and the Local Planning Authorities (LPAs) are collecting authorities for S106 within Hertfordshire.
- 8.4** The LPAs are the collecting authorities for CIL and they should be consulted on the scope and charging schedules for CIL schemes within their area.
- 8.5** HCC presents the LPAs with proposed schemes and measures necessary to mitigate the impacts of developments identified within their Local Plans for potential funding through S106 or CIL.

- 8.6** In turn, the LPAs produce an Infrastructure Funding Statement which set out the infrastructure projects or types of infrastructure that the authority intends to fund, either wholly or partly, by the levy or planning obligations, though this will not dictate how funds must be spent and in turn collected.
- 8.7** Detailed negotiations between the scheme promoter and the LPA are held as and when developments come forward.
- 8.8** Typically sums are secured for identified infrastructure improvement schemes or other transport related measures, such as bus service enhancements.
- 8.9** In exceptional circumstances a S106 contribution may be accepted in lieu of the full residential vehicle parking standard (or in the case of destination developments in lieu of on-site vehicle parking spaces) if it can be clearly demonstrated that additional measures will lead to fewer vehicles linked to the development.
- 8.10** HCC's Guide to Developer Infrastructure Contributions gives more detailed information. This guidance provides information on HCC's approach and justification for planning obligations and gives model template Section 106 documents.

Departures from Standards and Design Reviews

- 9.1** A Scheme Promoter may consider that they cannot comply with the identified design standards set out in this guidance due to the site constraints or that compliance will lead to an inappropriate solution.
- 9.2** HCC will consider allowing a departure if the designer can clearly show a satisfactory need for it through the departures process and can demonstrate that risks can be mitigated appropriately.
- 9.3** The Design Review Panel process in Highways is a collaborative problem-solving process using Hertfordshire's Heads of Profession to help identify ways forward. It can also be used to review the principles of a departure from standard.
- 9.4** The fees will be based on the time charges.

Stopping-up Application Fees

- 10.1** An Officer assessment of a proposal to stop-up part of the Public Highway costs £450. It includes a highways officer assessing the application, inspecting the site, advising scheme promoters on the process and completing a technical plan. Legal proceedings range from £3,500 to £5,500 and include administration costs and travel expenses.
- 10.2** More details are available on the HCC website at:
<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/changes-to-your-road/stopping-up-the-highway.aspx>

Agreements Application Fee

- 11.1** When a Section 38 (adoption of new corridors and associated highway assets) or 278 (improvements to the existing highway) application is submitted, an accompanying Application Fee fixed currently at £750 will be required.
- 11.2** This fee covers officer time to review the application, including checking that the appropriate documentation has been submitted, reviewing the Planning Decision Notice, an initial site inspection, and preparing a fee estimate for time processing the full implementation.

Administration Fee

12.1 A fixed administration fee is also charged to cover costs of support staff. The current charges are as follows:

Minor works Section 278 (minor alterations to the highway, such as construction of vehicle crossovers for development)	£250
Section 278 (all other Section 278 works)	£1,000
Section 38 adoption (except Broxbourne Agency)	£1,500

Processing Fees

13.1 Processing fees cover officer time reviewing and approving the scheme design subject to the Section Agreements.

13.2 The basic service includes the carrying out of design checks, undertaking site inspections, instructing solicitors as well as correspondence and meeting with developers, their consultants and contractors.

13.3 The bulk of this work is undertaken and managed by Highway Engineers. For specialist areas of engineering, design checking, factory & site inspection and commissioning is undertaken by those Engineers who have skills and knowledge in that field. The most common specialist fields are: bridges and other structures; noise assessment & mitigation; street lighting; traffic signals & ITS, SuDS and road safety.

13.4 An estimate of all the works described above is requested from the developer in advance of any work being carried out. This is set out in a 'Fee Estimate' letter together with the assumptions made to derive the estimate, and the method for payment.

13.5 A bespoke fee estimate based on time charges is created for every application dependent on the scale and complexity of the work.

- 13.6** Scheme promoters are required to cover any additional cost resulting from any additional time spent on the application, which is charged at the same hourly rates, plus any annual inflationary change.
- 13.7** The only exception to HCC preparing the Fee Estimate, is for Section 38 applications in the Borough of Broxbourne, for which HCC's Agents, Broxbourne Council provide estimates to third parties as they administer the S38 process.
- 13.8** It is in the Scheme Promoter's interest to ensure quality designs are submitted in the first instance, as the number of submissions is directly related to the fees charged. Revised Fee Estimates are only likely if the quality of the submissions leads to more than the average number of Design Reviews, or files remain open and reviewed for longer than two years.
- 13.9** A summary of the work undertaken in each of the stages described in the fee estimate is shown below: -

Legal Support

Engineer's time for liaison with HCC solicitors to draft the Agreement.

Design Checking

Checking the design; any time required for specialist staff to check their aspects of the design and reviewing safety audit

conclusions including any project management activities during this phase.

Site Monitoring

Undertaking site monitoring, attending any site meetings and carrying out any other work during the construction phase up to the issue of the Certificate of Completion, including any project management activities during this phase.

Reviewing the Contractor's documentation (including Health & Safety documents) and reviewing the Road-space application and construction & route management plan.

Maintenance Period Monitoring

Work carried out during the maintenance period (until the closure of the scheme), including any time required to undertake site inspections, reviewing a Stage 3 Road Safety Audit (if needed), including any project management activities during this phase.

Road Safety Audits

- 14.1** The cost of the Stage 2 Safety Audit shall be met by the Scheme Promoter.
- 14.2** HCC Highways offers Road Safety Audit services with fees from £1,600.
- 14.3** HCC will provide an estimate of the costs involved based on the initial information provided if requested to provide that service.
- 14.4** Payment of these costs will be required in advance. Under or over provision will be paid to the appropriate party upon determination of the final cost.
- 14.5** Any alteration to the works as a result of a Stage 3 audit shall be carried out by the scheme promoter at their own expense.
- 14.6** A separate, agreed sum shall be set aside by way of a bond to cover the likely costs of such work. This sum will be stipulated in the legal agreement.

Traffic Regulation Orders

- 15.1** Traffic Regulation Orders (TRO) can only be promoted by HCC as the Highway Authority, or by its Agents.
- 15.2** HCC's TRO Team process and promotes TROs and all costs are recovered from the Scheme Promoter.
- 15.3** As a guide, the cost of a Traffic Regulation Order is £4,500 - £7,000, however many factors can increase or even decrease scheme specific / tailored estimates to promote and advertise.

Legal Fees

- 16.1** In addition to highway officer time, the cost of HCC's solicitors is recovered from scheme promoters.
- 16.2** For 'minor Section 278 Works' applications, this is a fixed fee of £1,100 to cover 10 hours of work. Additional time is charged at an hourly rate.
- 16.3** For all other application types (Section 38 & major 278), a cost undertaking is obtained by HCC's solicitors from the scheme promoter and the hourly cost of the solicitors' time is recovered from the Scheme Promoter.

Cash Deposits or Paper Bonds

- 17.1** A cash deposit, or paper bond, is held to protect HCC. In the event that the Scheme Promoter fails to complete the works to the Council's satisfaction, the funds can be used to complete the outstanding work.
- 17.2** At the completion of the Section 38 or 278 Agreement the cash deposit (or bond) taken from the Scheme Promoter is equivalent to the cost of the works covered by the Agreement plus 10% contingency. The value is provided by the Scheme Promoter and verified by highway officers.
- 17.3** In place of a cash deposit, the Scheme Promoter may elect to provide a paper bond (surety) instead (usually when the value is high) from an approved provider.
- 17.4** If, and when the works are completed to the satisfaction of the Council, the cash deposit is returned in part at the completion of the work, with the remainder of the cash deposit returned at the end of the maintenance period, usually one year, or as stipulated in the legal agreement.

Creation of Right of Way

- 18.1** Fees for the creation of a Right of Way for officer and solicitor time are approximately £1,080 – £3,420.
- 18.2** The current advert fee is £689, or £1,214 if advertised twice.
- 18.3** More details are available on HCC's website at: <https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/countryside-access/rights-of-way/applications-and-how-to-make-them/application-fees.aspx>

Compensation for Reduction in Tree Amenity

- 19.1** In the event that any highway trees either need to be removed or pruned to enable Scheme Promoters to undertake their activities, HCC shall recover costs and compensation for the loss of tree canopy. The method of tree valuation used by HCC is Capital Asset Value for Amenity Trees (CAVAT) which provides an estimate of the value of each tree. The full CAVAT score will be used to calculate value of trees removed and where trees are pruned, the difference between the original CAVAT value and the lower value will be regarded as the loss in value.
- 19.2** The planting of a single new tree to replace a removed mature tree is not comparable so the CAVAT value allows for planting of more trees to offset the immediate loss of tree canopy. Compensation secured from Scheme Promoters will be used to invest in the planting of new landscaping and for the ongoing crown management of those trees retained but pruned.

Permit Scheme

- 20.1** HCC issues 'permits to work within the highway' through the East of England Permit Scheme to ensure works are co-ordinated, controlled and recorded. These permits are required in addition to any entitlements to undertake works secured through Section Agreements with HCC or Borough of Broxbourne under the Highways Act.
- 20.2** Details of the scheme can be found in Part 1; Chapter 12: Network Management Requirements and at:
<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/permit-scheme/east-of-england-permit-scheme.aspx>

Licences & Approvals

- 21.1** HCC has a statutory duty under Section 130 of the Highways Act to assert and protect the rights of the public to the use and enjoyment of, and prevent so far as possible, the unauthorised stopping up of, encroachment or obstruction of, any part of the Public Highway.
- 21.2** As such, many features and activities within the highway require prior approval from HCC, which is given through the granting of a licence or other approval which attract charges.
- 21.3** More details can be found in Part 1; Chapter 12: Network Management Requirements and on the HCC website at:
<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/business-licences/business-licences.aspx>

Temporary Traffic Regulation Orders

22.1 Temporary Traffic Regulation Orders (TTROs) are made for planned works on a road, and valid for 18 months. If they affect a Public Right of Way they only last for 6 months.

22.2 For more details of charges see the Temporary Traffic Regulation Order Guidance Notes and <https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/countryside-access/rights-of-way/applications-and-how-to-make-them/application-fees.aspx>

Commuted Sums for Maintenance

23.1 When HCC takes on assets from other owners, it incurs maintenance costs for the life of those assets, as well as replacement costs at the end of their useful life.

23.2 HCC will seek commuted sums from scheme promoters as compensation for taking on the future maintenance responsibility for newly created non-standard and special highway assets. These assets can be generalised into these categories: -

- Enhanced surfacing and modular paving (on P3 category roads);
- Extra-over areas not required for highway purposes;
- Hydro-brakes, flow control devices, interceptors, and combined kerb & drainage systems;
- SuDS;
- Landscaping;
- Structures;
- Enhanced lighting, bollards and signage;

- Zebra crossings, traffic signal installations and variable message signs;
- Public transport infrastructure on adoptable developments; &
- Fencing and street furniture

23.3 HCC will typically, although not invariably, secure them through legal agreements made with scheme promoters and landowners under Sections 38 and 278 of the Highways Act 1980.

23.4 Section 38 of the Highways Act, which enables HCC to achieve agreement with a scheme promoter for the construction, laying out and adoption of a new street, states that agreements for adoption S38(6):

“...may contain such provision as to the dedication as a highway of any road or way to which the agreement relates, the bearing of the expenses of the construction, maintenance or improvement of any highway, road, bridge or viaduct to which the agreement relates and any other relevant matters that the authority making the agreement thinks fit.”

23.5 Section 278 of the Highways Act provides for the making of payments to HCC by the scheme promoter in respect of the maintenance of the works to which the agreement relates. Section 278(3) states:

“The agreement may also provide for the making to the highway authority of payments in respect of the maintenance of the works to which the agreement relates and may contain such incidental and consequential provisions as appear to the highway authority to be necessary or expedient for the purposes of the agreement.”

23.6 Commuted Sums to cover 30 years of future maintenance, except for structures which is 60 years, are scheduled below:

Extra-over Areas

Material or feature: Extra-over areas not required for highway purposes (Project Engineer to determine)

Unit: Sq. m

Operation: 1 weedkilling & sweep per year, 1/3rd replacement at year 29

Cost per cycle (£): 51.10

Roads

Material or feature

Granite setts to road hump, roundabout & speed control bend overrun areas

Unit Sq. m

Operation

Replacement of individual blocks or kerbs at years 14 & 28

Cost per cycle (£) 376.06

Drainage

Material or feature: Permeable Paving Blocks (10% replacement at Years 10 & 20) small areas on certain road types

Unit: Sq. m

Operation: Weedkilling, cleansing, part replacement

Cost per cycle (£): 51.78

Material or feature: Swales

Unit: Sq. m

Operation: Cutting, weedkilling & cleansing

Cost per cycle (£): 40.56

Material or feature: Filter Drains / Infiltration Trenches

Unit: Sq. m

Operation: Weedkilling, cleansing & re-stoning / replacement

Cost per cycle (£): 48.88

Material or feature: Other Sustainable Urban Drainage Systems (SuDS) or non-standard elements

Unit: Site-specific calculation

Operation:

Cost per cycle (£): Contact HCC

Material or feature: Hydrobrake (evidence of replacement timescale required from developer)

Unit: Item

Operation: Maintenance - £26.48 cleanse every 2 years - replaced at year 29

Cost per cycle (£): 2,890.84

Material or feature: Soakaway

Unit: Item

Operation: Inspection, £70.80 cleanse every 2 years, re-stoning / replacement at year 29

Cost per cycle (£): 7,418.39

Material or feature: Crate Soakaway (up to 2m deep)

Unit: Sq. m

Operation: Inspection, jet every 2 years & rejuvenate at year 29

Cost per cycle (£): 460.81

Material or feature: Petrol & Oil Interceptors

Unit: Item

Operation: Inspection, specialised cleansing, disposal of contaminated waste, maintenance

Cost per cycle (£): 9,258.81

Material or feature: Combined kerb & drainage systems - 'beany blocks

Unit: Linear metre

Operation: Maintenance (enhanced cleansing regime required - every 8 months)

Cost per cycle (£): 192.48

Safety Features

Material or feature: Anti Dazzle Fencing (GRP)

Unit: Linear metre

Operation: Annual cleanse, inspection & 25% replacement over 15 years

Cost per cycle (£): 171.33

Material or feature: Safety Barrier

Unit: Linear metre

Operation: Maintenance & final 30% replacement

Cost per cycle (£): 39.29

Pavements (footways, cycleways & cycle-tracks)

Material or feature: Non-standard Surface Dressing (note - in excess of footway rate)

Unit: Sq. m

Operation: Re-applying at years 14 & 28

Cost per cycle (£): 67.14

Street Lighting (All columns must conform to HCC requirements under BSEN40, however embellishment kits are allowed to be attached to columns)

Material or feature: Non-standard Lanterns and/or painted columns

Unit: Site specific calculation

Operation: General maintenance, lantern changes, overhaul of switch gear & column repaint where appropriate

Cost per cycle (£): Contact Street Lighting team at Ringway on streetlightingdesign.herts@ringway.co.uk

Traffic Signals & Controlled Crossings

Material or feature: Zebra crossing (15 years)

Unit: per pair of Beacons

Operation: Cost of energy & maintenance (ensure surface course has high PSV to eliminate need for high friction surfacing)

Cost per cycle (£): 4,645.25

Material or feature: Other signalised junctions & crossings

Unit: Site specific calculation

Operation: Inspection costs, general maintenance, energy consumption & communications costs

Cost per cycle (£): Contact Chris Gladwyn of Ringway ITS on 01992 658390

Public Transport (ONLY UPON DEVELOPMENT)

Material or feature: Bus Shelters - Wooden Framed - standard 2 bay enclosed shelter

Unit: Item

Operation: Cleansing, maintenance & cost of energy

Cost per cycle (£): 6,260.92

Material or feature: Bus Shelters - metal framed 2 bay

Unit: Item

Operation: Cleansing, maintenance & 1 replacement at Year 29

Cost per cycle (£): 18,293.20

Material or feature: Bus Shelters - metal framed 3 bay

Unit: Item

Operation: Cleansing, maintenance & 1 replacement at Year 29

Cost per cycle (£): 21,374.60

Note: Bus shelter maintenance funding to be passed onto those who are maintaining feature which may be the town or parish council

Structures

Material or feature: Bridge, culvert, tunnel, retaining wall, headwall, high mast or barrier, gantry, canopy, basement, drainage or water attenuation structure

Unit: Standard construction type = 20% of construction cost. Site specific calculation for non-standard or complex cases

Operation: Inspection, general maintenance, replacement, energy consumption & communications costs for 60 years

Cost per cycle (£): Contact relevant project Structures Engineer on 01992 658312

Signs or Bollards

Material or feature: Extra-over or enhancements upon standard sign or bollard

Unit: Item

Operation: Cleansing, maintenance & 1 replacement at year 29

Cost per cycle (£): 1386.74

Fencing

Material or feature: Knee rail, or timber post & 3 rail fencing

Unit: Linear metre

Operation: Replacement at year 29

Cost per cycle (£): 167.60

Trees, Planting

Material or feature: Tree in soft landscaping:

Unit: Item

Operation: General maintenance

Cost per cycle (£): 359.23

Material or feature: Tree with grills, pit or watering system, generally in hard landscaping

Unit: Item

Operation: General maintenance & 1 replacement of grills

Cost per cycle (£): 762.59

Material or feature: Tree with grills, pit or watering system, generally in hard landscaping

Unit: Item

Operation: General maintenance & 1 replacement of grills

Cost per cycle (£): 762.59

Material or feature: Shrub/ground cover planting (Landscaping) or plantation screening

Unit: Sq. m

Operation: General maintenance, £38.73 per year

Cost per cycle (£): 1154.88

Material or feature: Hedges

Unit: Linear metre

Operation: General maintenance, £10.53 per year

Cost per cycle (£): 1314.13

Street Furniture

Material or feature: Enhanced cycle racks, street art if not licenced, etc.

Unit: Site specific calculation

Operation: Cleansing, maintenance & replacement

Cost per cycle (£): Contact relevant Project Engineer

Material or feature: Grit Bins.

Unit: Item

Operation: £96.21 of grit per year & replacement at year 29

Cost per cycle (£): 3,237.96

23.7 For a new development which is to be adopted by HCC under a Section 38 agreement as highway maintainable at public expense, all commuted sums as specified in the agreement must be paid to HCC prior to issue of the 'Certificate of Maintenance'. This is generally one year after the issue of a 'Certificate of Completion' by HCC's Executive Director of Growth & Environment, their equivalent successor or their agent.

23.8 In the case of off-site works (i.e. on an existing highway adjacent or connected to a development site) subject to a Section 278 agreement, commuted sums included as covenants in the agreement must be paid to HCC upon the issue of the 'Certificate of Completion' by HCC's Director of Growth & Environment Directorate. their equivalent successor or their agent.

23.9 Scheme Promoters shall furnish HCC with any spare, non-standardised ITS or traffic signals equipment for future maintenance purposes on adoption as required by HCC.

Update of Asset Information

- 24.1** To maintain its asset databases, HCC requires 'as-built' information in the format defined in Part 1; Chapter 3; Paragraph 10.4 This is the standard for submitting new asset information in electronic format which can then be added to HCC's inventory.
- 24.2** If this information is not received at the time defined in the agreement or contract, HCC reserves the right to charge fees to cover the costs associated with the collection and input of new asset information.
- 24.3** HCC's term contractor will undertake this work which will be charged by HCC to the scheme promoter at £230 per km plus indexation.
- 23.4** Smaller sites with multiple assets will need to be assessed on a case-by-case basis.

Monitoring & Manage Fund

- 25.1** HCC may require the Scheme Promoter to provide a 'Monitoring & Manage' fund as a condition to enable it to monitor the effectiveness of the overall scheme in delivering the transport outcomes that were originally agreed once it is operational and to introduce local mitigations to help achieve those originally proposed outcomes.
- 25.2** Where it is envisaged that camera enforcement of bus lanes, bus gates or moving traffic contraventions will be necessary to achieve the desired environmental and traffic management outcomes, provision of surveys and £49,000 plus inflation per pair of cameras at each site shall be made by the Scheme Promoter. This will cover the cost of supply and installation of cameras arranged by HCC but excludes the costs of the required pre-installation monitoring. No ongoing camera operational costs will be charged to the Scheme Promoter.

Chapter 16

Adoption Stewardship Principles

Contents

Introduction

- 1.1** Once a highway is adopted by HCC it becomes a 'highway maintainable at public expense'. HCC, as Highway Authority, is responsible for the management and maintenance of all new, non-Strategic Road Network (SRN) highways that are adopted within Hertfordshire.
- 1.2** In a new, large development, it is likely that new highways will be constructed to provide access within the development and to connect to the existing highway network.
- 1.3** These streets will be deemed to be private unless and until the owner of the land (usually the Scheme Promoter) has entered into an agreement for adoption by HCC (or the Borough of Broxbourne Council (BBC) where there is an agency agreement enabling BBC to arrange the adoption on HCC's behalf) on their completion.
- 1.4** The process for adoption and the associated legal mechanisms are discussed in Part 1, Chapter 3: The Scheme Promotion and Development Management Process
- 1.5** This Chapter discusses the principles of what HCC is prepared to adopt and the need for ongoing stewardship.
- 1.6** The principles of what HCC is prepared to adopt, operate and maintain equally apply to roads, streets and Active Travel Links
- 1.7** Strict affordability constraints dictate that HCC can only maintain its highways at a 'safe and operational' level unless they are within Areas of High Place Importance. In turn this approach controls the selection of features and materials that HCC is prepared to adopt and maintain.
- 1.8** Given its aspirations to promote its 'Place & Movement' objectives, which sometimes suggests the need for quality street scape, HCC is happy to discuss with Scheme Promoters innovative arrangements for the provision, maintenance and operation of the streetscape for new strategic settlements or the regeneration of strategic sites.
- 1.9** However, this will be conditional on that the arrangements will be at no nett extra cost to HCC over the whole life of the assets when compared to the costs of a scheme conforming to the requirements set out in this guidance and that they create no extra carbon impact.

1.10 The interface between adopted and non-adopted highway and the long-term stewardship of the resulting public and private realm are strategic issues, which can influence the shape and feel of the development significantly. As such early discussions between the scheme promoter and HCC as Highway Authority are strongly recommended.

1.11 The nature and proposed status of roads, streets and Active Travel Links associated with a development should be discussed with HCC at the Master Planning Stage and captured in increasing levels of detail within the:

- Outline Whole Life Management Plan submitted with the Outline Planning Application
- Draft Whole Life Management Plan submitted with the Full Planning Application
- The final Whole Life Management Plan submitted for inclusion in the legal agreements

1.12 The Whole Life Management Plan captures the proposed adoption strategy and stewardship models, indicating who is going to own the various highways and transport assets, including structures, who is going to maintain and manage them and how they are going to be funded.

1.13 When HCC takes on assets from other owners, it incurs

maintenance costs for the life of those assets, as well as replacement costs at the end of their useful life.

1.14 HCC will seek commuted sums from scheme promoters as compensation for taking on the future maintenance responsibility for newly created non-standard and special highway assets. These assets can be generalised into the following categories: -

- Enhanced surfacing and modular paving (in P3);
- Extra-over areas not required for highway purposes;
- Hydro-brakes, Interceptors, and combined kerb & drainage systems;
- SuDS;
- Landscaping;
- Structures;
- Enhanced lighting, bollards and signage;
- Zebra crossings, traffic signal installations and variable message signs;
- Public transport infrastructure upon adoptable developments
- Fencing and street furniture

1.15 Further details of commuted sums including a schedule of charges are set out in Part 1, Chapter 15: Charges and Fees.

What HCC is Prepared to Adopt

- 2.1** Once a highway is adopted by HCC it becomes 'highway maintainable at public expense'. In order to achieve this, HCC will need to be satisfied that any highways or areas that are to be adopted are of significant public utility and have been constructed in accordance with the approved details and in compliance with the specifications of works and materials.
- 2.2** The following criteria will need to be satisfied for adoption by HCC of new and existing highways:
- The road provides wider, significant public utility than access to property. In this context utility has the meaning of usefulness including public access to facilities, mains servicing, emergency access, environmental services etc);
 - The road shall be designed and constructed in line with LTP 4 policy and constructed to an adoptable standard in accordance with this Guidance;
 - The highway must be offered for adoption by the owner of the highway (often the Scheme Promoter).
- 2.3** HCC will not adopt any highway that fails LTP4 Compliance testing or the standards set out in this Place & Movement Planning Design Guidance.
- 2.4** When considering whether to adopt a highway, HCC considers whether the highway will have sufficient public utility to ensure that the council does not take on liabilities that it is not prepared for and which are not in the general public interest.
- 2.5** HCC is interested in adopting the following corridors: -
- Footways, cycleways and Active Travel Links that connect new and existing facilities;
 - Sustainable Travel Links;
 - Roads or streets that provide routes to schools, health centres, local centres, and similar attractions;
 - Alternative routes supplementing the existing network, such as bypasses or relief roads;
 - Roads or streets that serve 25 or more dwellings;
 - Roads to high-rise buildings of more than 11m from ground level to eaves height.
- 2.6** On developments that have no through routes, only the main access road will be considered for adoption.

- 2.7** Residential access roads, roads serving underground car parks, roads supported by structures or roads taking the form of a short cul-de-sac with no wider highway benefit are unlikely to be considered for adoption.
- 2.8** Commercial and industrial roads will only be considered for adoption if the premises served are in at least two freehold ownerships and where there is a clear benefit to the general public or in the interests of creating an improved highway network or better management of traffic.
- 2.9** The three-dimensional extent of proposed highway and associated highway rights shall be clarified in each legal agreement made between HCC and the freeholder.
- 2.10** Whilst proposed adoptions will be considered on a case-by-case basis, HCC's typical approach is that it will seek highway rights:
- As deep as the underside of assets (structures, earthworks and pipes) required to support or drain the highway;
 - As high as required for the safe passage of all potential highway traffic, the maintenance of highway assets and the provision of new highway assets.

Motorised and Non-motorised Traffic Areas

- 3.1** Adopted carriageways, footways, footpaths and cycle tracks must be connected to another part of the highway maintained at the public expense.
- 3.2** Areas which will normally be adopted are:
- Carriageway and associated footways or cycle tracks;
 - Parking areas, lay-bys, passing bays and bus lay-bys contiguous with carriageway;
 - Footways, footpaths and cycle tracks where they are the primary front access to houses or are an essential part of the highway system relating to the movement of pedestrians and cyclists. Thus, individual paths to houses will be excluded but footpaths linking sites of significant public use (e.g. public car park, leisure facility or hall) to a public highway will normally be included;
 - Footpaths which are on the line of previously existing public footpaths (as shown on the definitive map) or which are a legal diversion thereof.
- 3.3** HCC may also consider adopting the motorised and non-motorised traffic areas of Transport Interchanges.

Drainage & Flood Management Features

- 4.1** HCC will adopt highway drains, manholes, gullies and other pipework, ditches, headwalls and SuDS features such as soakaways, swales and filter drains which are provided ***solely for the purpose of draining the adoptable highway.***
- 4.2** If the feature to be adopted lies outside of an adoptable area, but within an area subject to an easement in perpetuity for maintenance of the relevant feature or structure, the benefit of the easement is to be transferred to HCC upon adoption.
- 4.3** The Scheme Promoter shall contact the Sewerage Undertaker or the district or borough council acting as agent to the Sewerage Utility Company, in connection with the adoption of sewers other than highway drains. This will include combined sewers (draining both foul and surface water) and surface water sewers draining rainwater from buildings, driveways, private parking areas etc. Adoption agreements for such sewers are made under Section 104 of the Water Industry Act.

Structures

- 5.1** HCC will adopt structures carrying the highway or forming an essential part of the highway drainage system.
- 5.2** In certain instances, HCC will adopt structures such as retaining walls required to support the highway where the site is unavoidably constrained but not when they are proposed to merely maximise the developable area.
- 5.3** Structures facilitating underground car parks, basements and the like will also not be adopted.
- 5.4** Where Public Rights of Ways are concerned, if a bridge/structure is for facilitating private vehicular rights/use coincident with a public footpath, bridleway or restricted byway, HCC will not adopt that bridge/structure. In certain instances, HCC may contribute to the ongoing maintenance of such structures, in proportion to the public use of the shared route, in accordance with RoW Policy and where agreed in advance.

Hard and Soft Landscaping

- 6.1** Landscape areas will normally be adopted if they are required for highway purposes.
- 6.2** Typically, such areas may include:
- Buffer strips between carriageway and footway or cycle track
 - Margins between carriageway, footway or cycle track and highway boundary
 - Landscaped areas within visibility splays at bends and junctions
 - Landscape areas within service strips
- 6.3** The approach to adoption and long-term stewardship of additional areas required to support the promotion of Active Travel such as areas for shade, rest and shelter should be discussed and agreed with HCC through the Whole Life Management Plan production process.
- 6.4** Amenity landscape having no highway function may also be considered for adoption by HCC if offered up with a commuted sum payment based on maintaining the area for the life of the development.

Sub-Soil

- 7.1** In adopting a highway HCC takes highway rights and is responsible for the maintenance of the top 'two spits', but does not usually own (have title to) the subsoil.
- 7.2** The existing landowner shall remain responsible for the quality, stability and integrity of the subsoil supporting the highway.

Overhanging Features

- 8.1** In particular circumstances, in shared surface developments, the highway surface may abut structures.
- 8.2** In such cases a dedicator of land as highway may be permitted to retain a right to overhang the highway with certain structures.
- 8.3** These may include windowsills, window boxes, down pipes, eaves of buildings and gutters (provided the vertical clearance is a minimum of 5.3m within 1m horizontally of where any vehicle may be expected, and 2.1m vertically when more than 1m from such a point).
- 8.4** Projections with less vertical clearances may be acceptable provided they are adequately protected from any impact through the use of planters, bollards or raised edges placed at ground level.
- 8.5** Headroom to bridges over the highway should be a minimum of 5.7 metres.
- 8.6** The maintenance and protection of any private structure or projection existing at the time of adoption will remain the responsibility of the owner at that time.
- 8.7** The addition of any projections or structures to a building abutting a highway will constitute an unlawful obstruction of that highway unless specifically licensed by HCC.

Street Lighting & Signing

- 9.1** HCC will adopt street lighting and signs other than street name plates which are the responsibility of the district or borough councils as street naming and numbering authority.

Stewardship of Unadopted Areas

- 10.1** The scheme promoter shall provide or arrange for the long-term maintenance of all unadopted highways including landscape amenity areas, verges and open space through a management company or similar arrangement.
- 10.2** Section 9 of the Open Spaces Act 1906 enables amenity areas to be maintained by the district or borough council and thus the scheme promoter should contact the district or borough council in connection with possible transfer, (subject to payment of a commuted sum for future maintenance) of open space not included within the adoptable highway.

Future Proofing

- 11.1** It should be noted that, not all roads are suitable for, nor do all residents or developers wish or require, their roads to receive adoption into the highway to be maintained at public expense.
- 11.2** LPAs are likely to consider the standards within the submitted planning applications put forward for roads that are not to be adopted.
- 11.3** Such Private Streets are likely to form part of the pattern of the development and will need to incorporate similar features (mains servicing, emergency access, environmental services etc) as adopted highways.
- 11.4** It is therefore strongly recommended that roads which are originally aimed to be designated as Private Streets are designed and constructed to the same standards that are set out for roads that are to be dedicated as Highway. Such an approach is likely to make any adoption at a later stage easier, should this be sought.