

ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting	Tuesday 14 th January 2020
Report Subject	The Installation of Vehicular Crossings on the Public Highway
Cabinet Member	Deputy Leader and Cabinet Member (Streetscene & Transportation)
Report Author	Chief Officer (Streetscene and Transportation)
Type of Report	Operational

EXECUTIVE SUMMARY

Vehicular crossings are required to facilitate access and egress to and from a property onto the Highway Network, without causing damage to the vehicle or the footway. Most properties in the County have existing crossing points and the Council, as Highway Authority, are responsible for maintaining the facility. The Council however regularly receives requests for additional or new access points and a policy for the installation of new Vehicular Crossings has been previously approved by Cabinet.

Environment Overview & Scrutiny Committee requested details of the processes associated with the installation of vehicular crossings on the Highway Network.

RECOMMENDATIONS

1	That Scrutiny note the process for installing a vehicular crossings on the Highway Network.
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REPORT DETAILS

1.00	Background
1.01	Vehicular crossings are required to facilitate the access and egress to and from a property, preventing damage to vehicles and the footway. In certain cases the formation of a crossing may require planning permission, dependent on the category of the road. Under section 184 of the Highways Act 1980 it is an offence to drive over a highway footway where there is no formed access.

1.02	<p>Most properties in the County have existing vehicular crossing points and the Council, as Highway Authority, are responsible for their maintenance. The Council however regularly receives requests for additional or new access points and a policy for the installation of new Vehicular Crossings has been previously been approved by Cabinet.</p>
1.03	<p>Residents can apply to lower the kerb outside their property and install a vehicular access to their property from the adopted highway network, which will be constructed to an agreed specification and at the cost of the applicant. Details of the processes associated with the installation of vehicular crossings are detailed in Appendix 1.</p>
1.04	<p>The initial applications are processed by the Planning Service, Development Control Team, who will initially determine if planning approval is required for the installation. Consideration is given as to whether other accommodation works are required, such as the creation of a hard standings, the erection of retaining walls, gates and fences and the removal of a hedge row or tree. If the property is a Listed Building or within a designated Conversation Area, where there are additional controls over development, contact should be made with the Council's Planning service in the first instance and before the application is submitted. If the property is a Council owned property, permission will also be required to make alterations to the curtilage of the plot. The applicant must seek approval from Flintshire County Councils Housing and Asset Management Department before applying to lower the kerb.</p> <p>The application fee is £200, which covers both the associated administrative tasks and any visits to site, but does not cover the cost of constructing the new access.</p> <p>Once approved the applicant will receive details of the specification for the new crossing which will ensure the completed facility complies with nationally agreed standards of construction.</p>
1.05	<p>The construction of a crossing shall be carried out at the applicant's expense and to the satisfaction of the Council as Highway Authority. A crossing for a single width driveway will normally include the placement of three flat kerbs, plus two transition taper kerbs. If there is no alternative other than to create a double width vehicle crossing, this should be restricted to a maximum of six lowered kerbs plus tapers. Parking guidelines specify the size of a standard residential parking space (2.4m X 6.0m), vehicular crossings will not be authorized unless this facilitates access to a standard, useable space in accordance with these guidelines.</p> <p>In creating an access there may be the need to make alterations to existing utility apparatus and/or highway features. This includes amendments to traffic orders, and the relocation of street lighting or utility equipment, such as gas and water pipes. The costs associated with this is the responsibility of the applicant.</p> <p>Where there is less than two full height kerbs which can be retained between the formation of a new crossing and an existing crossing point, the new crossing should be extended to meet the adjacent lowered kerb. Where an existing vehicular crossing is being replaced by a crossing at a</p>

	different location, the redundant crossing must be returned to a full height kerb, with the footway reinstated.
1.06	<p>Works on the public highway can only be undertaken by a competent contractor. The Council does not hold a list of approved contractors, however a list of locally accredited contractors will be supplied, if requested by the applicant. Previously there has been a reluctance from the Council to undertake works of this nature, with Streetscene resources focused towards core service delivery. This current approach is under review, and the Streetscene and Transportation Service Delivery team will provide quotes for works of this nature if requested to do so. As part of the application process the applicant must provide evidence that their appointed contractor has the following documentation;</p> <ul style="list-style-type: none"> • Public liability insurance to the sum of £5m – Valid both during the application, and during the dates of the proposed works. • Accredited Supervisor and Operative to the requirements of the Codes of Practice under The New Roads and Street Works Act 1991 – This qualification ensures competency in relation to the excavation and reinstatement of the highway, and the installation of the temporary traffic management requirements. <p>The subsequent amendments to the highway must be guaranteed for a period of two years. During this maintenance period any claims arising from the works will be the responsibility of the applicant and their contractor. After the guarantee period the Council to resume responsibility for the section of highway.</p>
1.07	Following a successful application, the applicant will be required to notify Streetscene and Transportation. The Road Space Team will agree a date the works can take place, considering other highway activities in the area. The Streetscene Area Coordinator will visit the location of the works during the period of construction to undertake safety and compliance checks and ensure the works are being carried out in accordance with the Council's specification.

2.00	RESOURCE IMPLICATIONS
2.01	The application fee is sufficient to recover the costs of the approval by staff within the Planning Development Control Team

3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT
3.01	Each location is assessed prior to approval being provided to construct the facility.

4.00	CONSULTATIONS REQUIRED / CARRIED OUT
4.01	None.

5.00	APPENDICES
5.01	Appendix 1 - Installation of Vehicular Crossings Policy

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None.

7.00	CONTACT OFFICER DETAILS
7.01	Contact Officer: Stephen Jones Telephone: 01352 704700 E-mail: stephen.o.jones@flintshire.gov.uk

8.00	GLOSSARY OF TERMS
8.01	None.