

---

**From: David Brazier, Cabinet Member – Cabinet Member for Transport & Environment  
John Burr - Director of Highways & Transportation**

**To: Environment, Highways & Waste Cabinet Committee**

**Date: 21 January 2014**

**Subject: Suggested changes for procuring highways works through the proposed Combined Members Grant**

Classification: **Unrestricted**

**Summary:** As a result of the proposed amalgamation of Member grants and the need to improve the cost effectiveness of the highway element of the combined fund, this paper outlines proposed changes to the highway element of the new combined fund.

**Recommendations:** That the Committee notes and comments on the recommendations set out in the report.

## **1. Introduction**

- 1.1 A paper was presented to the Environment, Highways and Waste Cabinet Committee on 13<sup>th</sup> December 2013 outlining proposals to amalgamate the existing Member discretionary funds into a combined fund of £25k per member which can be spent on both community and highway projects. As a result of the proposed amalgamation and the desire to improve the efficiency and cost effectiveness of the highway element of the fund this paper outlines proposed changes to the highway element of the new combined fund.

## **2. Suggested Changes**

### **2.1 Number of Applications allowed before fees apply**

Currently there is no bespoke budget for the funding of staff time required to process, design and implement highway schemes funded via the Members Fund. Currently staff time is paid for by top slicing the Members Highway Fund by 15% and charging Members fees if they submit more than four applications. With the new amalgamated fund there will be no top slicing for funding staff therefore a fee will need to be added to each application (Suggested fees are included in Appendix C). Also, to ensure that the demand for design services does not exceed the available resources it is proposed that the number of highway applications a member can submit before additional fees apply is reduced from 4 to 2.

**Recommendation A**

Members are allowed to commit an unrestricted number of applications for works from the fixed price list (Appendix A), within their available budget, but may only submit 2 applications for all other works before additional design fees apply.

**2.2 Application windows for certain types of seasonal works**

Some highway schemes are best delivered during certain times of the year for various reasons. An example would be micro-surfacing, which should only be delivered between April and November; the process cannot be carried out in extremely low temperatures or during heavy rain as this will lead to the surface failing. Tree planting should be carried out between November and March in order to increase the tree's chances of survival.

Such schemes will be identified to members and applications for these works should be submitted during the specific application window if the Member wishes the works to be carried out in that financial year. Applications outside of the set windows can still be received but the programming of these schemes will be discussed with the Member to ensure the works are carried out during the most appropriate conditions. It may be that the works will need to be carried out the following financial year. Commitment of funds to these schemes in the financial year will allow the funds to be rolled into the following financial year. Rolling of a scheme into the next financial year will incur an annual cost increase which will be added to the scheme cost.

**Recommendation B**

Specific types of seasonal works will be given an application window which Members must meet if they wish for the works to be carried out in the same financial year.

**2.3 Pre-approved Fixed Price Schemes**

To speed up the processing of applications and give members cost certainty a list of pre-approved fixed price schemes has been put together and a draft is included in Appendix A. It should be noted this list is for guidance only at this stage as the final details will need to be approved if this proposal is accepted. These types of works are intended to assist members in managing their combined fund with confidence, deliver simple highway schemes with standard materials which are available "off the shelf". These less complex schemes require less officer involvement and can generally be delivered quickly throughout the year.

Pre-approved means that no further approval will be required for applications for works on this list so MHF1 and MHF3 approvals will no longer be required speeding up the overall process. Members will also have cost certainty when submitting an application using the fixed price list. The list will be constantly reviewed and any other schemes which can be delivered this way will be added. All works costs will be subject to an annual increase on 1<sup>st</sup> April each year and

a revised list will be issued to all members. The current on-line system will be adapted to make ordering these types of works much easier.

**Recommendation C**

A list of Pre-approved Fixed Price Schemes, which is regularly reviewed, be adopted for use by Members

**2.4 Pre-approved Fixed Price Schemes**

A list of other pre-approved schemes has been put together and a draft is included in Appendix B as guidance but these will not be fixed price. This list includes more complex schemes which require bespoke design and/or consultation. MHF 1 applications will not need to be pre-approved by the Director of Highways and Transportation but can be processed straight away by officers speeding up the current process. Members will still need to approve the final costs for these schemes in the current way via the MHF3 form.

This list will be constantly reviewed and any other schemes which can be delivered in this way will be added. The costs provided are an indicative and are not FIXED price. Some items on this list include seasonal works as highlighted in 2.2 and application windows have been set accordingly.

**Recommendation D**

A list of Pre-approved Non-Fixed Price Schemes, which is regularly reviewed, be adopted for use by Members.

**2.5 All other applications**

Any applications for highway schemes or projects which are not on the pre-approved fixed or non-fixed price list, including contributions to third parties, will be subject to the current process of requiring approval by the Director for Highways and Transportation. If the Director does not approve the application as it does not meet the criteria for the fund or national or local regulations, applications will be passed to the Cabinet Member for Highways and Waste for a final decision.

**2.6 Applications to support bus services**

The current criteria for the three pre-existing Member grant schemes which will be amalgamated with the Highways Members Fund stipulates that projects for which KCC has withdrawn funding in the past are not eligible for Member grants. If this rule were to be adopted as part of the new amalgamated grant, applications to support KCC funded bus services which have been identified to be cut would not be allowed. Any applications to fund trial services will be subject to a set of rules in order to ensure that correct contractual requirements, payment processing and performance monitoring can be put in place. Trials which will span financial years will need to be fully funded.

### **Recommendation E**

Applications to support existing bus services which have been identified to be cut will not be funded in the new amalgamated scheme. Trial services must be fully funded and must meet contractual requirements.

## **2.7 Cancellation fees**

In the past up to a quarter of all submitted applications have been cancelled following a significant amount of design work already being carried out on the application. This has resulted in many wasted hours of specialist design resource being taken away from delivering other Members Highway Fund work. It is therefore proposed that any application which is cancelled after design work has been undertaken will be subject to a nominal cancellation fee of £300. Officers will be available to assist members in identifying viable highway schemes and projects to assist in avoiding abortive works. The suggested nominal fee of £300 equates to approximately 8.5 hours of officer time.

### **Recommendation F**

Applications which are cancelled after design work has been undertaken will be subject to a nominal cancellation fee of £300.

## **3. Recommendations**

That the Committee notes and comments on the recommendations set out in the report.

## **4. Background Documents**

Report to 13<sup>th</sup> December 2013 Environment, Highways & Waste Cabinet Committee

Subject: New Combined Member Grant Scheme      Decision No: 13/00088

## **5. Contact details**

**Name:** Andrew Corcoran  
**Title:** Traffic Schemes & Member Highway Fund Manager  
**Tel No:** 01233 648302  
**Email:** andy.corcoran@kent.gov.uk

## Appendix A – Pre-approved FIXED price schemes.

NOTE: COSTS ARE INDICATIVE ONLY

Scheme Type		Works Description (Details to be provided in a brochure)	Cost	Processing fee	Application window
(A)Fixed Price works  Walk, Talk and Build	1.	Single dropped kerb pedestrian ramp no tactile paving	£505	£300 per scheme	<b>April 1<sup>st</sup> to 31<sup>st</sup> January</b>
	2.	Pair of dropped kerbs with no tactile paving	£1,300		
	3.	Single dropped kerb with tactile paving	£1,105		
	4.	Pair of dropped kerbs with tactile paving	£2,850		
	5.	1.5m long (can be cut on site) wooden bollard	£190 each		
	6.	Standard 600mm triangular warning sign on 76mm post unlit (needs safety check by engineer included in the cost)	£200		
	7.	SLOW markings	£100		
	8.	Gang Hire	£375 per day Labour Gang only  £675 per day with materials and power tools	£50 per scheme	
	9.	Installation of HGV signs (with red bar)	£200	£300	
	10.	Installation of a salt bin	£350	£50 each site	
	11.	Installation of new bus stop post, flag and timetable	£650		
	12.	Vehicle crossover	£2,800	£200	
	13.	Traffic count	£500	£100	
	14.	Pot hole repair	£75	£50	
	15.	Refreshing white lining	£400 0.5 day rate  £750 Day	£300 per scheme	

		rate		
	16.	Dog bone marking	£250	£150
	17.	Footway 20mm overlay	£12 m2	£300
	18.	New footway construction	£27 per m2	£300
	19.	Installation of standard cycle parking stand	£150	£300
	20.	Painting of street furniture	£65 per item	£50
	20.	Public Right of way resurfacing with loose material	£12 per m2	£300
	21.	Standard 3 bay bus shelter including base preparation	£6,500	£300
	22.	Standard 4 bay bus shelter including base preparation	£8,500	£300
	23.	Standard type planter	£600	£50
Fixed Price Investigations		Standard Investigations		All year
	24.	In service safety assessment (carried out by a Road Safety Auditor)	£300	
	25.	Road Safety audit – stages 1, 2, and 3	£300	
	26.	Site assessment pre-application	£150	
	27.	Attending a day time meeting with stakeholders pre-application	£150	

## Appendix B – Pre-approved NON - FIXED price schemes.

NOTE: COSTS ARE INDICATIVE ONLY

Scheme Type	Works Description	Investigation fee (from matrix C) (* may be included)	Programme window	Application window	Typical works costs (fees are additional)	Average timescales
<b>Surfacing schemes</b>						
1.	Surface dressing	13	May to August	April - June	£4 per m2	14 weeks
2.	High Friction Surfacing (except as part of a scheme)	13	April to November	April to September	£32 per m2	14 weeks
3.	Micro surfacing	13	April to November	April to September	£8 per m2	14 weeks
4.	Full depth carriageway construction	13	May to September	April to July	£27 per m2	14 weeks
<b>Street Lighting schemes</b>						
5.	Up grading of existing zebra crossing beacons to internally lit columns and beacons	13	All year	April to January	£2,000	16 weeks
6.	New LED beacon for existing zebra beacon	13	All year	April to January	£500	8 weeks
7.	Shield for zebra beacon	13	All year	April to January	£600	8 weeks
8.	Installation of a lit sign	11 & 13	All year	April to January	£900	10 weeks
9.	Removal and disconnection of a street light	13	All year	April to January	£550	12 weeks
<b>Traffic Schemes</b>						
10.	Installation of traffic calming CONSULTATION MANDATORY	10 & (16,17 or 18) * 19	All Year	April to January	£3,500 per set of cushions or full width road hump)	20 weeks
11.	Installation of a highway mirror	13,23	All Year	April to January	£1,200	8 weeks
12.	Installation of a traffic build out CONSULTATION MANDATORY	13 (16,17 or 18) *19	All Year	April to January	£3,100	20 weeks
13.	Installation of	15	All Year	April to	£4,500	20 weeks

		a traffic or pedestrian island			January		
	14.	Installation of a vehicle activated sign	14, *23	All Year	April to January	£5,000 to £8,000	20 weeks
	15.	Installation of a zebra crossing	9 & (16,17 or 18)*19	April to November	April to August	£14,000	20 weeks
	16.	Installation of a pelican crossing	9 & (16,17 or 18) *19	April to November	April to August	£46,000	30 weeks
	17.	Installation of a new weight limit or other movement restriction or alterations to an existing order TRO REQUIRED	4 & 5 *(16,17 or 18)*19	All Year	April to January	£4,200	20 weeks
	18.	Installation of a new speed limit or changes to an existing speed limit TRO REQUIRED	1 & 2 8(16,17 or 18) *19	April to January	April to August	£5,700 non lit £7,500 lit (requirements for lit A roads)	18 weeks
	19.	Bus service trials (does not include supporting existing services )	21	All Year	All Year	Varies	Varies
	20.	Small highway improvements (non TRO) includes gateways, non-lit signing and lining schemes and minor construction works	13, *7,*11,*12 *23	April to January	April to January	Varies	Varies
	21.	Large highway improvements (non TRO) includes junction improvements , roundabout works, cycle route designs, structural works etc.	15, *7,*11,*12 *(16,17 or 18) *19	April to January	April to November	Varies	Varies
<b>Tree and Planting Schemes</b>							
	21.	Installation of a new tree	13	April to September	November to March	£450 - £1,500	6 to 8 weeks
	22.	Removal of a	13	April to	All Year	£90-£1,600	6 – 8

		tree (dependant on size)		January			weeks
	23.	Stump grinding	13	April to January	All Year	£50 - £300	6 – 8 weeks

## Appendix C – Proposed fees

NOTE: COSTS ARE INDICATIVE ONLY

(C) Standard Fee Matrix		Processing Fee	3 <sup>rd</sup> Party Costs	Total Costs
1.	Investigation / design of a speed limit	£1,000	£500 traffic count	£1,500
2.	Speed Limit Traffic Regulation Order	£660	£200 adverts	£860
3.	Investigation / Design of Changes or new parking restrictions	£1,000		£1,000
4.	Investigation / Design of a weight restriction	£1,000	£500 traffic count	£1,500
5.	Weight Restriction Traffic Regulation Order	£1000	£200 adverts	£1200
6.	Parking Traffic Regulation Order	£660	£200 adverts	£860
7.	Traffic Survey	£100	£500 Count	£600
8.	Report for JTB following a TRO consultation	£350		£350
9.	Feasibility study into a pedestrian Crossing	£1,000	£300 Stage 1 safety audit £500 Traffic Count £1,000 Pedestrian Count £100 notice advert	£2,900
10.	Feasibility study into traffic calming	£1,500	£300 Stage 1 safety audit £500 traffic count £200 adverts for notices	£2,500
11.	Sign design	£60 per sign		£60 per sign
12.	Line Design scheme only	£420		£420
13.	Site visit and small scheme preparation	£500 per scheme		£500
14.	Interactive sign investigation	£245	£500 traffic count	£745
15.	Highway changes and improvements	£2,000 per scheme	£900 stage 1,2 and 3 safety audit	£2,900
16.	Scheme Consultation Up to 30 residents and statutory consultees including site notices and analysis	£1,000		£1,000
17.	More than 30 residents up to	£1,225		£1,225

	50 residents			
18.	Over 50 residents	£1,925		£1,925
19.	JTB Report following consultation	£350		£350
20.	Contributions Administration fee	£100		£100
21.	Bus service administration fee	£100		£100
22.	Non design site meetings with stakeholders	£150		£150
23.	Safety Audit stage 1, 2 and 3	£300 each		£300 each