

Community Networks Highways Scheme Briefing Note – April 2018

Introduction

Cornwall Council is committed to [Strengthening Community Networks](#) and for Community Network Panels (CNPs) to have a greater influence in local and major transport schemes. Community Network Panels are already being briefed by Highways Managers on highways maintenance and Panels will be the local key point of contact for engagement and consultation in the development and delivery of major capital transport schemes in or affecting their Community Network Area (CNA). The Community Networks Highways Scheme budget is being provided from April 2018 to progress the top, approved priorities for local highway improvement schemes.

Key points are:

- I. The establishment of an annual "Community Network Highways Budget" of £1m per annum from the Integrated Transport Block of the Local Transport Plan budget of £4m per annum. In the first year, this will be allocated equally between CNAs i.e. £50,000 each, with £50,000 in reserve.
- II. The Council centrally funding, from existing budgets, an annual Traffic Regulation Order (TRO) consultation for each CNA. This will enable improved coordination and economies of scale for TROs across Cornwall, and allow approved proposals from CNPs to be implemented.
- III. Panels will review the current list of member-sponsored transport schemes; priority issues will be nominated through an Expression of Interest form and technical advice provided from officers about potential solutions.
- IV. Each Panel will make a recommendation to Cornwall Council on which schemes should be progressed within their "CN Highways Budget", supplemented by any available additional funding (e.g. S106 funding) and match-funding from local councils.
- V. Monitoring reports being given to Panels on the progress of approved schemes, from formal consultation to scheme completion.
- VI. The scheme is planned for four years. CNPs having the opportunity to roll their budgets forward to fund more costly schemes in future years if that was their priority, although consideration will need to be given to capacity and scheduling of works for delivery.

Process (see also Flow chart in Appendix 1) Stage 1: Review of historic local schemes

(Timescale: 3 months commencing April 2018)

1.1 Each Community Network Panel (CNP) will be asked to review the historic list of proposed local schemes for its Community Network Area (CNA). New issues can be considered in addition to those on the list. Top priority issues will be captured on an expression of interest form submitted by CNP members, without determining the solution. These will be considered together by the whole CNP to create a programme of highway improvements for the area which will have maximum benefit for all. To be eligible for funding, schemes must support highway improvements that meet Connecting Cornwall (Local Transport Plan) objectives:

Tackling climate change



- 1 Reduce reliance on fossil fuels and support the introduction of low carbon technologies.
- 2 Support communities to live locally and reduce the need to travel.
- 3 Adapt and improve the transport network to ensure resilience to climate change.

Supporting economic prosperity



- 4 Improve connectivity of Cornwall to the rest of the world.
- 5 Ensure a resilient and reliable transport system for people, goods and services.
- 6 Support the vitality and integrity of our town centres and rural communities.

Respecting and enhancing the environment



- 7 Make the most of opportunities to protect and enhance the environment.
- 8 Minimise the use of natural resources and minimise waste.
- 9 Provide sustainable access to Cornwall's environment.

Encouraging healthy active lifestyles



- 10 Improve the health of our communities through provision for active travel.
- 11 Increase awareness and an understanding of the health benefits of walking and cycling.

Supporting community safety and individual wellbeing



- 12 Improve road safety.
- 13 Increase public confidence in a safer transport network.
- 14 Reduce noise and air quality impacts.

Supporting equality of opportunity



- 15 Improve access to employment, education, healthcare and leisure.
- 16 Improve access to public transport.
- 17 Encourage community participation in shaping and delivering transport services.

1.2 Examples would include proposals to deliver the following outcomes: road safety, encourage walking and cycling and use of public transport, improved connectivity and access, reduce noise and air pollution. Solutions will be identified by Highways officers and could include improved signage, yellow lines, cycle schemes, pedestrian crossings, drop kerbs, junction improvements, the purchase of vehicle activated speeding signs, grants to local speedwatch groups. Improvements to any part of the highway network would qualify (i.e. A, B, C and U class roads).

NB: Items that are outside the scope of the scheme: Highway maintenance and urgent safety works (provided for via separate, core budgets).

1.3 Each Community Network Area will have one Traffic Regulation Order (TRO) consultation paid for per year in addition to their budget, but this will not cover design work or the costs of delivery. Residents parking schemes cannot be considered due to scale/cost; this TRO will cover minor schemes which will deliver community type benefits and have the support of the CNPs. Highways officers will advise when reviewing issues, whether the proposed solution requires a TRO. A separate guidance note about TROs is available (Appendix 2).

1.4 Members of the public can put forward schemes through their Cornwall Councillor or the relevant town and parish council. These would be considered alongside other schemes in the local area.

Stage 2: Feedback and Prioritisation

(Timescale: 3 months. This will allow Panels a few meetings to work through the process, engage with T&PCs and, if necessary, neighbouring CNPs)

2.1 For this stage of the process, CNPs may wish to consider setting up a small task and finish group which should include the Highways Manager and the Community Link Officer (CLO). This could speed up the process and allow for meetings with neighbouring CNPs.

2.2 Highways Managers will review the expression of interest forms provided by the CNPs. The quantity of schemes needs to be manageable, therefore a target of 1 per parish/ Cornwall Councillor in the CNA (i.e. one per voting organisation/ member) is suggested and should come from prioritisation at a parish and CNA level. They will prepare a schedule setting out brief comments on the listed schemes, covering issues including estimated cost, deliverability, match with LTP objectives, and any policy, strategy, legal or other implications. Indicative costs are included in Appendix 3. Each scheme will be scored using the following criteria from the Local Transport Plan:

LTP Criteria	Description	Score (1-5)
Cost and value for money	How much will it cost? Is there any match funding?	score high for low cost/high value for money
Deliverability	Is it legal? Is it safe? Is it feasible?	Score higher for easier to deliver

	Is it within the highway or on land controlled by Cornwall Council (i.e. land take not required)?	
Performance against goals	See page 33 of Local Transport Plan (www.cornwall.gov.uk/connectingcornwall) How does scheme deliver against 6 goals/17 objectives?	Score higher for greater match against goals
Scale of impact	Who benefits? (e.g. local residents, wider community, vulnerable users, visitors to the area, local school users etc.) Can this be quantified?	Score higher for larger impact
Quality of supporting evidence	What evidence exists to show the need for this scheme? (e.g. traffic data, accident data, speed data, surveys)	Score higher for stronger supporting evidence
		TOTAL SCORE

2.3 The schedule will also indicate if the listed schemes have any relationship with any existing or planned schemes (within the LTP programme, or arising from Section 106 funding or other funding streams) and if there is any potential to link schemes together and/or bring them forward early.

2.4 The schedule will be presented to each CNP for final prioritisation. CNPs will discuss the schedule and conduct any consultations with Town & Parish Councils in their CNP as they deem appropriate (e.g. during the meetings and/or by correspondence as necessary). Highways Managers will attend CNP meeting when final prioritisation is to be presented to provide technical advice and answer any questions (this should be linked to the regular Highways visits to CNPs).

2.5 Each CNP will then make a recommendation as to which schemes should be progressed as top priorities within the available funding and be taken to full design and formal consultation stage. Where it wishes to recommend a scheme as a top priority, it will provide brief reasons setting out the business case for this.

2.7 Funding may comprise:

- The Community Network Highway Budget for the CNA. A CNP may carry forward funds to fund more costly schemes in later years if that is its priority.
- Any additional funding identified in S106 or larger LTP schemes
- Match-funding. CNPs may invite Town & Parish Councils to consider if they wish to offer match-funding to any schemes within their parishes

Stage 3: Evaluation and Approval

(Timescale: 3 months).

3.1 Officers will prepare a draft report, for each CNA, setting out the CNP's recommendations. This will include a project brief for each scheme, together with the Highways officer's evaluation and comments.

3.2 The report will then be submitted to Senior Officers in accordance with Cornwall Council's approved procedures for decision-making. The CNP will be informed of the outcome.

Stage 4: Design, Consultation and Delivery

(Timescale: This is dependent on each scheme, and the number of schemes being dealt with at any one time by the Cormac delivery team)

4.1 The project briefs for each scheme will be used to commission Cormac to design, consult on and deliver each scheme, including preparation of a Community Impact Assessment. CNPs will be consulted on design and cost changes that may arise.

4.2 Consultation on a Traffic Regulation Order (TRO) for the CNA will also take place at this stage. The results of consultation about the TRO, and the CNPs proposed schemes will be shared with CNPs. This may result in changes to nominated schemes and CNPs may have to revise their priority schemes as a result.

4.3 The CNP and officers will need to work together to keep the list of schemes under review – this could be a role of the task and finish group:

- They may need to remove or amend schemes, following consultation or design.
- Funding might come forward that allow top priority schemes to be brought forward earlier than planned or other, unfunded schemes, to be delivered
- In both cases, this might release funding that enables additional schemes to be recommended to the Portfolio Holder as top priorities.

Stage 5: Monitoring

5.1 A monitoring report will be submitted to CNPs on the top priority schemes on a six-monthly basis, setting out progress from formal consultation to scheme completion, as appropriate. This should be linked to regular 6 monthly visits of Highways Managers to CNPs.

Notes:

- 1 CNPs are encouraged to reach a consensus view at all stages they are involved in the process. In the event that a vote is required, there should be one vote per parish and one vote per Cornwall Councillor. CLOs will liaise with CNPs if this is not already clear in their terms of reference.
- 2 Where there is a lack of consensus, including the local Cornwall Councillor or officers, this will be highlighted in the report, with a summary of the representations made relating to each proposal. The Portfolio Holder for Transport will make any final decision in these circumstances.
- 3 This briefing note and particularly the timescales are for guidance only. If all CNPs work to the same timescale, there will be significant resource issues within Cormac in dealing with 19 packages and 19 TROs at the same time with resulting time delays. Phasing over four years is therefore encouraged.
- 4 Enforcement can commence once the necessary lines and signs are in place. If the area of new restriction falls into an existing priority enforcement route, it will be included in regular patrols by Civil Enforcement Officers. However if the restrictions are in a location that are patrolled on an ad-hoc basis or in an area that does not have visits, it is very unlikely the area would receive regular patrols at present. There are some changes proposed regarding Civil Enforcement Officer regular patrols with regard to car parks. If implemented, this may allow reassignment of patrols to the more rural areas that require enforcement. In addition, parish councils can supplement civil enforcement in their parish with a service level agreement.
- 5 The full Local Transport Plan budget is allocated through an Implementation Plan. An information sheet is available which explains this further.