

## **CABINET MEMBER FOR REGENERATION AND ENVIRONMENT**

**Venue: Town Hall,  
Moorgate Street,  
Rotherham. S60 2TH**

**Date: Monday, 6th June, 2011**

**Time: 10.30 a.m.**

### **A G E N D A**

1. To determine if the following matters are likely to be considered under the categories suggested, in accordance with Part 1 of Schedule 12A (as amended March 2006) to the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Minutes of a meeting of the Local Development Framework Members' Steering Group held on 15th April, 2011. (copy attached) (Pages 1 - 4)  
- to note the content of the minutes.
4. Minutes of a meeting of the Sustainability Partnership held on 18th May, 2011. (copy attached) (Pages 5 - 10)  
- to note the content of the minutes.
5. Representation on Outside Bodies/appointments to sub-groups/panels etc - 2011-2012 Municipal Year. (report attached) (Pages 11 - 14)  
- to consider nominations and appointments.
6. Enterprise Support in Rotherham. (report attached) (Pages 15 - 18)  
Simeon Leach, Economic Strategy Manager, to report.  
- to inform the Cabinet Member of the current situation with regard to enterprise support in the borough and to seek endorsement for exploring possible funding sources to continue provision of support post 2011, when the current ERDF project finishes.
7. Flood Risk Toolkit: Overcoming the Flood Risk Challenge in Rotherham Town Centre. (report attached) (Pages 19 - 22)  
Ryan Shepherd, Senior Planner, to report  
- to provide information on the Flood Risk Toolkit.
8. Rotherham Local Sites System - boundary corrections. (report attached) (Pages 23 - 26)  
Carolyn Barber, Ecology Development Officer, to report.  
- to seek approval of corrections made to the current series of local wildlife site boundaries.

9. A57 Worksop Road/Sheffield Road Improvement M1 Junction 31 to Todwick Crossroads. (report attached) (Pages 27 - 29)  
Ian Ashmore, Principal Traffic Officer, to report.
  - to detail the investigation into a petition received from Todwick Women's Institute requesting the provision of a right turn lane from the A57 into Goosecarr Lane, hence permitting a right turning facility to be incorporated within the proposed major highway improvement scheme.
10. Car parking Standards. (report attached) (Pages 30 - 35)  
Tom Finnegan-Smith, Transportation Unit Manager, to report.
  - to consider the need for revised car parking standards.
11. Local Transport Plan Integrated Transport Programme 2011/12. (report attached) (Pages 36 - 40)  
Andy Butler, Senior Engineer, to report.
  - to outline the proposed Local Transport Plan (LTP) Integrated Transport Programme for 2011/12.
12. Proposed New Pedestrian Refuges - various. (report attached) (Pages 41 - 45)  
Nigel Davey, Engineer, to report.
  - to seek approval to progress proposals to provide new pedestrian refuges at the following three identified locations within the borough:-
    - (i) A631 Rotherham Road, Maltby (see appendix A)
    - (ii) B6066 Rotherham Road, Catcliffe (see appendix B)
    - (iii) B6410 Woodhouse Green, Thurcroft (see appendix C)
13. Proposed pedestrian refuges - Worksop Road, Aston. (report attached) (Pages 46 - 48)  
Andy Butler, Senior Engineer, to report.
  - to seek Cabinet Member approval to provide a new pedestrian refuge adjacent to the Aston Joint Service Centre and to replace an existing Pelican crossing which no longer meets the criteria with a pedestrian refuge.
14. Proposal for Trial of part night switch off of street lighting. (report attached) (Pages 49 - 51)  
Allan Lewis, Engineer, to report.
  - to consider a proposal for a trial to switch off street lighting for part of the night at a set time to be conducted to help reduce energy costs.
15. Permit Scheme for Road and Street Works. (report attached) (Pages 52 - 72)  
Andy Rowley, Streetpride Streetworks Engineer/Ian Ashmore, Principal Traffic Officer, to report.
  - to report the outcome of the consultation for the introduction of a Permit Scheme for road and street works, and to seek authority to submit an application for a Permit Scheme on the busiest and most important traffic routes in the borough.

**Date of Next Meeting**  
**Wednesday, 22nd June, 2011**

**Members:**

**Councillor Smith, Cabinet Member for Regeneration and Environment**

**Councillor Walker, Senior Adviser**

**Councillor Tweed, Adviser**

**(Councillor Pickering, Chair, Planning Board;**

**Councillor Dodson, Vice-Chair, Planning Board**

**Councillor Whysall, Chair, Improving Places Select Commission**

**Councillor Falvey, Vice-Chair, Improving Places Select Commission)**

**ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP**  
**Friday, 15th April, 2011**

Present:- Councillor Smith (in the Chair); Councillors Pickering, Sharman and Whelbourn.

together with:-

Andy Duncan	Strategic Policy Team Leader
David Edwards	Area and Environmental Planning Team Leader
Dianne Hurst	Area Partnership Manager
Ken Macdonald	Solicitor, Legal Services
Bronwen Peace	Planning Manager
Tracey Seals	Sustainable Communities Manager (Interim)
Sumera Shabir	Legal Clerk
Helen Sleigh	Senior Planner
Ann Todd	Press and Public Relations Officer

**1. INTRODUCTIONS/APOLOGIES**

The Chairman welcomed everyone to the meeting.

Diane Hurst, Area Partnership Manager, was introduced.

Apologies for absence were received from:-

The Mayor, Councillor R. McNeely	Member of the Steering Group
Councillor J. Austen	Member of the Steering Group
Councillor B. Dodson	Member of the Steering Group
Councillor J. Doyle	Member of the Steering Group
Councillor I. St. John	Member of the Steering Group
Councillor S. Walker	Member of the Steering Group
Councillor J. Whysall	Member of the Steering Group
Councillor K. Wyatt	Member of the Steering Group

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH MARCH, 2011**

Consideration was given to the minutes of the previous meeting held on 18<sup>th</sup> March, 2011.

Resolved:- That the minutes of the previous meeting held on 18<sup>th</sup> March, 2011 be approved as a correct record.

**3. MATTERS ARISING**

There were no matters arising from the previous minutes not covered by the agenda items.

**4. DRAFT CORE STRATEGY**

Consideration was given to a report, presented by the Strategic Policy Team

Leader, which outlined the broad approach and content of the Draft Core Strategy.

It was reported that, subject to approval by the Cabinet, the Draft Core Strategy would be out for public consultation during summer 2011.

A brief summary of the background to the development of this document was given, and reference was made to the vision and objectives of the Strategy.

Reference was made to the anticipated abolition of regional strategies and the Council's proposal for a lower local housing target. Reference was also made to the employment land requirement over the plan period.

It was explained that the Draft Core Strategy contained a suite of 33 strategic policies grouped under four themes as follows:-

- Spatial strategy
- Sustainable communities
- Climate change
- New infrastructure

Also the Sites and Policies Document would be taken forward in tandem with the Draft Core Strategy during the public consultation.

Members present referred to:-

- the consultation process
- the housing target
- the timeline
- implications of the Localism Bill re: Greenfield/brownfield
- the importance of Members' briefings

Resolved:- (1) That insofar as this Steering Group is concerned the Draft Core Strategy be endorsed.

(2) That the Cabinet be recommended to approve the Draft Core Strategy for approval for public consultation.

## **5. LDF SITES ISSUES AND OPTIONS**

Consideration was given to a report presented by the Area & Environmental Planning Team Leader, supported by a PowerPoint presentation, in respect of the proposed Summer 2011 consultation on the Local Development Framework's Core Strategy Final Draft which will be accompanied by the Issues and Options version of the Sites and Policies Development Plan Document (DPD).

It was explained that it was the role of the Sites and Policies DPD to identify the actual location of new sites to meet the Borough's settlement targets for growth set out in the Core Strategy.

The report provided an outline of the consultation document.

### 3 ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP - 15/04/11

Further information was provided by the Senior Planner in respect of the consultation process, development of a community engagement action plan and timescale.

Members present referred to:-

- lessons learned from previous consultations
- the need to ensure elected members were fully briefed
- the Area Assembly network and role of the Co-ordinating Groups
- ensuring that the public had every means available to respond

Information in respect of the type of consultation and community engagement activities that have been planned over the summer months, and an outline of the type of events and activities proposed would be shared with the Cabinet.

Resolved:- That insofar as this Steering Group is concerned the proposed outline of the Sites and Policies Development Plan Document be supported with the full version being submitted to Cabinet for approval for consultation.

## 6. NEW CONSERVATION AREAS

Consideration was given to a report presented by the Area and Environmental Planning Team Leader, together with a PowerPoint presentation, detailing the Borough's current 26 existing Conservation Areas, and to the review (under the Planning (Listed Buildings and Conservation Areas) Act 1990) and ENV2.10 of the Unitary Development Plan which identified a potential 12 further settlements for designation as Conservation Areas.

A brief summary was given of the background to the compilation of the list of sites, and to the definition of sites. It was explained that the effect of the designation meant that any change must be carefully and sympathetically managed.

It was reported that it was intended to combine this process within the Local Development Framework's draft Sites and Policies Document for public consultation later this year.

Following appraisal the following sites were proposed for inclusion:-

Maltby (Church); Letwell; Stone; Firbeck; Ulley; Thrybergh; Upper Whiston; Morthen; Hooton Roberts; Throapham; Brookhouse: (all previously listed in the Unitary Development Plan).

However it was pointed out that sites at Chesterfield Canal (Turnerwood and Norwood) had not been put forward for inclusion as it was considered these were adequately protected as listed buildings.

Maps showing the proposed Conservation Areas were made available at the meeting.

It was explained that the consultation process would provide an opportunity for further sites to be suggested for designation as conservation areas.

Resolved:- (1) That the contents of the report be noted.

(2) That the Steering Group supports the proposed public consultation exercise on the potential designation of additional Conservation Areas, as part of the Local Development Framework Sites and Policies Issues and Options Document.

**7. ANY OTHER BUSINESS**

Joint Waste DPD

It was reported that this document which had been produced jointly with Barnsley and Doncaster MBCs was published on 11<sup>th</sup> April for a six week statutory consultation period during which representations on its soundness could be made.

Following the consultation the document would be submitted to the Secretary of State for examination later in 2011.

It was explained that Member briefing sessions were arranged for each area and prior to Cabinet.

**8. DATE, TIME AND VENUE OF NEXT MEETING**

Resolved:- That the next meeting of the Local Development Framework Members' Steering Group be held on FRIDAY, 17<sup>TH</sup> JUNE, 2011 at 10.00 a.m.  
- Town Hall, Moorgate Street, Rotherham.

**SUSTAINABILITY PARTNERSHIP  
Wednesday, 18th May, 2011**

**Attendees:-**

Councillor Smith (in the Chair); Councillor Pickering

together with:-

Martin Aizlewood	RFT
Carolyn Barber	Ecologist, RMBC
Dominic Beck	BRChamber (for Andrew Denniff)
Deborah Fellowes	Policy Manager, RMBC
Steve Hallsworth	Leisure Services Manager, RMBC
Sally Jenks	NHSR
Hugh Long	Projects, Customer Interface Officer, RMBC
David Rhodes	Environmental Property Manager, RMBC
Alice Rodgers	VAR
David Wilde	South Yorkshire Schools Climate Change Officer, Sheffield City Council

**69. APOLOGIES FOR ABSENCE**

Apologies for absence were received from:-

The Mayor, Councillor McNeely	
David Burton	Director of Streetpride
Andrew Denniff	BRChamber

**70. MINUTES OF THE PREVIOUS MEETING HELD ON 30TH MARCH, 2011**

The minutes of the previous meeting of the Sustainability Partnership held on 30<sup>th</sup> March, 2011, received and the contents noted.

**71. ANY MATTERS ARISING FROM THE PREVIOUS MINUTES**

There were no matters arising from the previous minutes not covered by the agenda items.

**72. SUSTAINABILITY PARTNERSHIP - TERMS OF REFERENCE**

Further to Minute No. 64 of the meeting held on 30<sup>th</sup> March, 2011, consideration was given to the Terms of Reference of the Partnership.

David Rhodes explained that partnership members had not been totally happy with the vision statement, and therefore two options had been compiled for discussion and decision:-

Option 1:- "We will make Rotherham a sustainable community, with a



good quality of life, a healthy environment, prosperous economy and inclusive society.”

Option 2:- “We will strive to make Rotherham a community that meets the needs of its citizens by creating a sustainable environment through partnership working.”

**It was agreed:-** That Option 1 be adopted as the “vision statement” for the Sustainability Partnership.

**73. ROTHERHAM'S ENVIRONMENT AND CLIMATE CHANGE STRATEGY AND ACTION PLAN 2011-2015 - DRAFT**

David Rhodes submitted a report which highlighted proposed changes following further consultation with partners.

The proposed changes had taken into account the various comments made at the previous meeting.

It was however pointed out that there were two additional comments:-

- (i) the need to identify proposed reporting links within the revised Local Strategic Partnership
- (ii) the Challenge of Climate Change – the need to specifically mention Carbon Reduction

Dominic Beck reported that there was a local procurement supply chain event being held on 31<sup>st</sup> May at Magna being promoted by JMI (Rotherham Community Football Stadium) and was open to local businesses. A further event was scheduled at the end of June.

**It was agreed:-** (1) That Deborah Fellowes would pursue this with the LSP and action comment (i) above.

(2) That David Rhodes ensures that Carbon Reduction is included in the strategy and action comment (ii) above.

(3) That Dominic Beck provides David Rhodes with the information regarding the procurement supply chain events for the Procurement Panel.

**74. BRIEFING NOTE: SCHOOL SUSTAINABILITY WORKSHOP MAY 11**

Hugh Long, spoke to a briefing note in respect of a workshop held on 11<sup>th</sup> May re: School Sustainability Workshop (promoted by the South Yorkshire Climate Change Project) which took place in the Walled garden centre at Clifton Park.

Reference was made to:-

- the opportunity for Rotherham schools to showcase their various initiatives promoting sustainability in schools.
- school that have signed up:-  
Aston C of E  
Abbey School  
Rudston Prep  
Brampton Cortonwood infants  
Treeton C of E  
Aston Fence  
Newman School  
Kilnhurst St Thomas
- number of schools that volunteered to present their successes in an informal manner.
- variety of 'experts' on hand to provide advice to schools on a number of topics e.g. waste minimisation, composting, recycling, energy, carbon foot printing and waste free lunches.
- how to produce useful and decorative items from waste aluminium cans e.g. keyrings.
- workshop provided free of charge by Community Casting

Members commented on:-

- Development of social enterprises
- Facilitated workshop by Rotherham based Casting Innovations Ltd – Recycling, education, schools, community etc. (offering a unique range of interactive recycling workshops, using aluminium and glass, that are completely mobile.  
[www.leejamesbrooks71475.rotherham.towntalk.co.uk](http://www.leejamesbrooks71475.rotherham.towntalk.co.uk))
- Engaging and inspiring children in recycling in an imaginative way
- Funding to concentrate on schools within the Dearne Valley to get them through ECO Schools
- Working with 10 schools outside of the Dearne to reduce CO2 emissions

#### 75. BRIEFING NOTE: WASTE PAPER RECYCLING IN SCHOOLS UPDATE MAY 11

Hugh Long presented a briefing note updating the Partnership about waste paper recycling in schools.

The following aspects were highlighted:-

- Growth of the waste paper recycling scheme in Rotherham's since its introduction in 2006.
- Last year over 119 tonnes of waste paper were collected from 90 schools.
- 77 schools have paper banks.
- 11 schools have a kerbside blue bag collection service.
- 2 schools now have trial 140 litre blue waste paper bins.

- The scheme is offered to schools at no cost.
- Waste management have trialled a new 140 litre blue waste paper container for the collection of waste paper from schools.
- This new container has proved successful and it is now being offered to schools that are on the kerbside blue bag collection service.
- The Waste Minimisation / recycling team will be visiting schools to develop the new scheme and also to promote recycling / waste minimisation advice.
- Developing our own in house waste paper recycling scheme for schools will mean that the Council can generate income from the recycling of waste paper, while still providing a free service to schools.
- Waste Management will look to gradually phase out the kerbside blue paper bag in schools and replace them with 140 blue bins.
- Once this is complete Waste Management will look to replace the paper banks in schools with a number of 140 litre blue bins.
- Waste management will also continue to offer the service free of charge to all schools in Rotherham.

Members commented on:-

- % of waste paper recycled in schools
- Excellence of Trinity Croft Primary school
- Informal league table
- Proposed visits to school to provide updates
- Pupils' concern about the amount of packaging from YPO

**It was agreed:-** That the issue of YPO packaging be followed up by David Rhodes.

## 76. ANY OTHER BUSINESS

The following issues were raised:-

### (i) Rotherham in Root

Dave Wilde reported that the feedback report on this project was being finalised. Consideration would be given on how to take this project forward.

It was reported that Rotherham in Root would be at the event at Clifton Park on 29<sup>th</sup> May to gather more information about what was going on in Rotherham re: growing your own food etc., and a way forward would be formulated.

### (ii) Urban Parks Bee Project

Carolyn Barber reported that the project had been established and delivered in conjunction with Greenspaces with £2,000 of funding from LABGI.

The Project had:-

- Planted 1500 crocuses, 500 bluebells, 500 wild daffodils, over 5 sites (Maltby Manor, Bradgate, Greasbrough, Ferham, and Greenlands parks)
- Planted 1 extra heavy standard Whitebeam, 1 extra heavy standard Rowan, 1 extra heavy standard Field Maple. A native hedge inc Hawthorne (200), Hazel (20), Guelder Rose (10) and Spindle (10). All planted on Maltby Manor Fields.
- Built 2 insect hotels, one in Greasbrough, the other in the school grounds at Anston Greenlands.
- Made and planted 16 underground bee nests, 8 in Ferham and 8 in Bradgate
- Sown 5 wildflower meadows with a cornfield annual mix and a bee mix over 4 sites (Bradgate x2, Greasbrough, Ferham and Greenlands). We had to spay and rotovate the areas prior to sowing.
- Planted 312 wildflower plug plants, Primrose (104), Red Campion (104), Cowslip (104)
- In total 362 children and 42 adults had been involved in the project.

It was reported that Donna Morton, Green Spaces Officer, undertook the vast majority of the delivery work and received very positive comments from teaching staff whilst on site. The children had benefitted from helping with all elements of the project, most of which fitted in with the National Curriculum.

Members of the Partnership commented on the terrific results of this project.

(iii) School Governors

It was pointed out that the majority of elected members were also school Governors. Reference was made to ways to encourage the remaining 43 schools to become involved in the waste paper recycling in schools.

**It was agreed:-** That Hugh Long would compile a paper for circulation to schools explaining the benefits.

(iv) Survey of Fruit Trees

Reference was made to fruit trees throughout the borough many of which were often ignored.

It was reported that there was no Council resource to do a survey.

(v) 2010 Rotherham Ltd

It was reported that 2010 Rotherham Ltd, in conjunction with Groundwork and staff at Clifton Park, was looking at a scheme to design gardens (currently not well tended) that were not purely ornamental i.e. including vegetables.

**77. DATE, TIME AND PLACE FOR THE NEXT MEETING**

It was agreed:- That the next meeting of the Sustainability Partnership be held on Wednesday, 20<sup>th</sup> July, 2011 at 2.00 p.m.

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Regeneration and Environment</b>
<b>2.</b>	<b>Date:</b>	<b>6th JUNE, 2011</b>
<b>3.</b>	<b>Title:</b>	<b>Appointments to Outside Bodies/Memberships of sub-groups/panels etc – 2011-2012 Municipal Year</b>
<b>4.</b>	<b>Directorate:</b>	<b>Chief Executive's</b>

### **5. Summary**

The purpose of this report is to consider appointments to outside bodies and membership of sub-groups/panels etc for the 2011-2012 Municipal Year, which fall within the Cabinet Member's portfolio.

### **6. Recommendation:-**

**That the Cabinet Member considers the required appointments and memberships as detailed in the Appendix to this report.**

## **7. Proposals and Details**

To ensure that the Council's interests are represented.

To ensure continuation of the Council's work and services.

To comply with legislation and Council strategies and policies.

To continue to work towards meeting regional and national targets.

## **8. Finance**

Costs associated with travel, subsistence and accommodation to be accommodated within existing budget.

## **9. Risks and Uncertainties**

Non-representation may result in the Council's interests not being upheld.

Possible impact on service delivery.

## **10. Policy and Performance Agenda Implications**

.Representation on outside bodies and the membership of working Committees and Panels will ensure Council policies are communicated and that the Council's performance is aligned with national, regional and local developments.

## **11. Background Papers and Consultation**

***Appendix: List of outside bodies and sub-groups/panels***

Contact Name : Janet Cromack, Senior Democratic Services Officer

Ext: 22055

Email: [janet.cromack@rotherham.gov.uk](mailto:janet.cromack@rotherham.gov.uk)

**REPRESENTATIVES OF THE COUNCIL ON OUTSIDE BODIES – MUNICIPAL YEAR  
2011-2012**

**For determination by the Cabinet Member for Regeneration and Environment -  
Councillor Smith**

**ASSOCIATION OF PUBLIC SERVICE EXCELLENCE (APSE)**

- Cabinet Member, Regeneration and Environment, Councillor Smith

**CHESTERFIELD CANAL PARTNERSHIP**

Councillor Whysall

**DEARNE AND DOVE INTERNAL DRAINAGE BOARD**

Councillor Hodgkiss

**PLANNING AID COMMUNITY CHAMPION**

Vice-Chair, Planning Board - Councillor Dodson

**ROBIN HOOD AIRPORT CONSULTATIVE COMMITTEE**

Councillor Walker, Senior Adviser

Substitute:

**TRANS-PENNINE TRAIL**

Councillor Pickering, Chair, Planning Board (Substitute: Councillor Walker)

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**MEMBERSHIP OF PANELS/SUB-GROUPS ETC – 2011-2012 MUNICIPAL YEAR**

**RECYCLING GROUP**

Cabinet Member for Regeneration and Environment, Councillor Smith (Chair)

Senior Adviser, Regeneration and Environment, Councillor Walker

Cabinet Member for Town Centres, Councillor R. S. Russell

Senior Adviser for Town Centres, Councillor Ali

Adviser for Town Centres, Councillor Swift

Cabinet Member for Safe and Attractive Neighbourhoods, Councillor McNeely

Senior Adviser, Safe and Attractive Neighbourhoods, Councillor Goulty

Senior Adviser, Culture, Lifestyle, Sport and Tourism, Councillor Dalton

Chair, Improving Places Select Commission, Councillor Whysall

Councillor Nightingale, BDR Representative

**ROTHER VALLEY COUNTRY PARK MEMBERS STEERING GROUP**

Cabinet Member, Culture, Lifestyle, Sport & Tourism, Councillor Rushforth

Cabinet Member, Regeneration & Environment, Councillor G. Smith, (also Ward 6  
(Holderness))

Ward 6 (Holderness):- Councillors Pitchley and Jack

Ward 11 (Rother Vale):- Councillors Nightingale, R. S. Russell and Swift

Ward 18 (Wales):- Councillors Beck, Fenoughty and Whysall



**ROTHERHAM LOCAL DEVELOPMENT FRAMEWORTH MEMBERS' STEERING GROUP**

Cabinet Member for Regeneration and Environment (Chair), Councillor Smith  
 All other Cabinet Members  
 Senior Adviser, Regeneration and Environment, Councillor Walker  
 Chair, Planning Board, Councillor Pickering  
 Vice-Chair, Planning Board, Councillor Dodson  
 Chair, Overview and Scrutiny Management Board, Councillor Whelbourn  
 Chairs of the 4 Select Commissions  
 Ward Councillors (when required)

**SUSTAINABILITY PARTNERSHIP**

Cabinet Member, Regeneration and Environment (Chair), Councillor Smith  
 Cabinet Member for Safe and Attractive Neighbourhoods, Councillor McNeely  
 Chair, Planning Board, Councillor Pickering  
 One vacancy

**PARISH LIAISON COMMITTEE:- (General & Ad Hoc Meetings):-**

Cabinet Member, Regeneration and Environment (Chair), Councillor Smith  
 Senior Adviser, Regeneration and Environment, Councillor Walker  
 Chair, Planning Board, Councillor Pickering  
 Vice-Chair, Planning Board, Councillor Dodson  
 and as required:-  
 Cabinet Member for Culture, Lifestyle, Sport and Tourism, Councillor Rushforth  
 Cabinet Member for Town Centres, Councillor R. S. Russell

**TRANSPORT LIAISON PANEL:-**

The Leader, Councillor Stone  
 Deputy Leader, Councillor Akhtar  
 Cabinet Member for Regeneration and Environment & SYITA Representative - Councillor Smith (Chair),  
 SYITA Representative, Councillor R. S. Russell

And one member from each Ward as follows:-

Ward 1 – Burton	Ward 9 – Beaumont	Ward 18 – Whysall
Ward 2 – Wootton	Ward 10 – Whelbourn	Ward 19 – Atkin
Ward 3 – Buckley	Ward 11 – Swift	Ward 20 – Read
Ward 4 – Falvey	Ward 12 – Dodson	Ward 21 – Goulty
Ward 5 – Turner	Ward 13 – Sims	
Ward 6 – Pitchley	Ward 14 – vacancy	
Ward 7 – Hodgkiss	Ward 15 – Mannion	
Ward 8 – Barron	Ward 16 – License	
	Ward 17 – Pickering	

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Regeneration and Environment</b>
<b>2.</b>	<b>Date:</b>	<b>6<sup>th</sup> June 2011</b>
<b>3.</b>	<b>Title:</b>	<b>Enterprise Support in Rotherham</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Environment and Development Services</b>

**5. Summary**

This paper informs the Cabinet Member of the current situation with regard to enterprise support in the borough and to seek endorsement for exploring possible funding sources to continue provision of support post 2011, when the current ERDF project finishes.

**6. Recommendations**

- **To note the report.**
  - **Task the Regeneration Team in EDS, to lead on developing a potential Regional Growth Fund bid to extend the lifetime of the current project.**
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## 7. Proposals and Details

### Background

Rotherham has a history of good practice in the support of business starts and new businesses in their early years of operation. This support includes:-

- A network of RMBC Business Incubation Centres (BICs) at Magna, Dinnington, Moorgate Crofts and the Dearne Valley
- A Beacon Award for “Supporting New Businesses”
- Reigning Champion of the “Enterprising Britain” competition.
- UKBI National Champions (2005 and 2011)
- Rotherham Ready
- Rotherham Youth Enterprise

### Rotherham Enterprising Neighbourhoods

In order to build on this experience and to promote self-employment in the more deprived areas of the Borough, the Rotherham Enterprising Neighbourhoods project commenced in January 2009.

The project is a partnership between RMBC (RiDO & CYPS), VAR and Barnsley and Rotherham Chamber of Commerce. They each deliver a different strand of activity, although these are linked together to provide the best strategic impact. The various strands being:-

**Community Business Coaches (RMBC - RiDO):** Coaches focusing on working with people from the most deprived areas of the Borough, supporting them to set up their own businesses. Some cases studies of people assisted through this strand of the project are attached to the report as an appendix.

**Business Community Support Officers (Chamber):** Working with new businesses within the Borough, predominantly those 1-3 years old.

**Rotherham Ready (RMBC – CYPS):** Works with schools across the borough to embed enterprise learning by enabling teachers to identify and highlight enterprise skills in lessons taught under the current curriculum.

**Rotherham Youth Enterprise (RMBC – CYPS):** Provides support to young people aged 18 -30 to start their own businesses and to promote self-employment as a viable career option to those leaving fulltime education.

**Social Enterprise Support (VAR):** Provides support to people seeking to set up social enterprises within the borough and to existing social enterprises.

To the end of 2010, the project has delivered the following outputs against the agreed profile:-

Output	Profile to 31/12/10	Actual to 31/12/10	Variance
No. of new businesses created	59	292	233
No. of businesses created that are social enterprises	0	20	20

No. of new jobs created	175	243	68
No. of Jobs Safeguarded	100	336	236
No. of SME businesses assisted	204	193	-11
No. of social enterprises assisted	19	22	3
New jobs created for women	60	94	34
New jobs created for BAME	25	16	-9
New businesses created majority female owned	11	62	51
New business created majority BAME owned	5	10	5
Jobs safeguarded for women	19	136	117
Jobs safeguarded for BAME	12	109	97

### The way forward

With cuts being made across the public sector, the current level of business support is likely to reduce appreciably.

Business Link Yorkshire reduced its service from 1<sup>st</sup> April 2011. The majority of business advisers will leave and it will become predominantly an internet and phone portal.

The Enterprising Neighbourhoods project currently ends on 31<sup>st</sup> December 2011.

It is suggested that with ERDF funds still available; a bid is submitted to the Regional Growth Fund (RGF) for a 2-3 year extension of the existing project. The job and business creation potential evidenced in its lifetime to date should mean that it will have a reasonable chance of meeting the selection criteria for the RGF.

Any extension to the project would seek to continue and build on those parts of the existing activity that have been demonstrably successful. It would also seek to fill any gaps in provision that can be identified through consultation with partners and stakeholders.

### **8. Finance**

The total value of the Enterprising Neighbourhoods project is £6,608,865. This is split between ERDF (£3,568,785) and a variety of match funding (£3,040,080), which had already been defrayed prior to the project commencing.

Any bid to RGF would need to be for a minimum of £1million, meaning additional funding of £2million when this was matched with ERDF.

### **9. Risks and Uncertainties**

In the current economic climate the amount of available external funding has reduced significantly. Although there is additional ERDF available to support an extension to the

activity this would need matching by other “clean” sources of funding in roughly a 50/50 split.

Failure to secure match funding will mean the project ceasing at the end of 2011, or early 2012 if the money can be stretched until then. After this, any business support provision would have to be delivered by the market and the LEP have already stated that they would want this to be focused on potential high-growth sectors with the recipients paying market price for any support they receive. Therefore any activity of this typ will need to be funded and managed at a local level.

#### **10. Policy and Performance Agenda Implications**

The suite of enterprise support activities currently operating in the borough contribute to the following strategic priorities of the Community Strategy:-

- Promote innovation, enterprising behaviour, competitiveness and sustainability
- Promote business start ups, growth and inward investment
- Promote business growth and improved productivity by supporting employers to develop and train existing staff.
- Improve skill levels of the working age population.

#### **11. Background Papers and Consultation**

A copy of the Enterprising Neighbourhoods ERDF bid is available on request.

RMBC Finance have been consulted in the writing of this report.

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<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	Cabinet Member for Regeneration and Environment
<b>2.</b>	<b>Date:</b>	6 June 2011
<b>3.</b>	<b>Title:</b>	Flood Risk Toolkit: Overcoming the Flood Risk Challenge in Rotherham Town Centre
<b>4.</b>	<b>Programme Area:</b>	Forward Planning, Environment & Development Services

### **5. Summary**

This report provides information on the Flood Risk Toolkit which has been produced. Focused on Rotherham town centre and surrounding areas, it is intended to help developers and decision makers address planning policy flood risk requirements within the context of the Council's regeneration aspirations for Rotherham town centre. This report summarises the content and implications of the documents and how they will be taken forward.

### **6. Recommendations**

1. That Cabinet Member notes the content of this report and the Flood Risk Toolkit
2. That Cabinet Member endorse the use of the Flood Risk Toolkit in determining planning applications, making other planning decisions and as part of the evidence base for preparing the Local Development Framework

## 7. Proposals and Details

### Background

The Council, along with partners such as the Environment Agency, has invested significantly in responding to flood risk issues within Rotherham following the flood events in 2000 and 2007. Crucially this has resulted in the development of a community wide Rotherham Renaissance Flood Alleviation Scheme intended to reduce the threat of flood risk through the centre of Rotherham, which is a key focus for regeneration and Rotherham's Renaissance aspirations.

The Council is also producing its Local Development Framework which will set out the policies to guide new development in the future and allocate land for new development. The Flood Risk Toolkit will act as a vital piece of evidence base to inform the policies and content of the Local Development Framework.

The Council already provides guidance for developers when considering developing within the Town Centre and throughout the Borough of Rotherham. The document is known as Development Control Requirements for Flood Risk Assessments, and provides general guidance to developers. However the Flood Risk Toolkit, produced for the Council by consultants Jacobs, is intended to help address specific flood risk issues in and around Rotherham town centre. The toolkit includes:

- A 'how to guide' setting out how it can be used to assist developers when submitting planning applications (including a checklist which will provide a useful aid for developers and decision makers)
- A Level 2 Strategic Flood Risk Assessment for Rotherham town centre and surrounding areas. This is accompanied by a guide to the Sequential Approach required by Planning Policy Statement 25 (Development and Flood Risk).
- A Design Guide setting out technical specifications intended to ensure that new development of flood defence works meets the requirements of the Rotherham Regeneration Flood Alleviation Scheme.

Planning Policy Statement 25 (Development and Flood Risk) requires that local authorities prepare Strategic Flood Risk Assessments (SFRA) to inform planning decisions and contribute to the evidence base for preparing Local Development Frameworks, for example by guiding the allocation of land in order to limit flood risk to people and to new and existing properties. These documents consider a number of key questions: what may flood, how, where, when and how often. They also consider the likely extent of flooding.

Two documents have been produced in Rotherham; a Level 1 SFRA (in 2008) covering the whole borough, and a Level 2 SFRA for Rotherham town centre and surrounding areas.

The Level 1 SFRA recognised that parts of Rotherham town centre and surrounding areas contain areas of medium to high flood risk. However as the Borough's principal service centre and given its location at the heart of the urban area, it is a key development and regeneration area. In conjunction with the Environment Agency

significant investment has already gone into the community wide flood alleviation scheme, to address flood issues in these areas.

The Level 2 SFRA has been produced to help address these more specific challenges. It splits the study area into nine character zones and provides guidance on the acceptability of different types of uses, advises on applying the sequential and exception tests and addresses flood mitigation and resilience issues.

It recognises the flood risks present but acknowledges that continuing development is necessary for wider sustainable development and town centre regeneration reasons. It concludes that the flood risk and regeneration challenges within and adjacent to Rotherham Town Centre can be overcome through a pro-active and comprehensive strategy towards flood risk management. This will involve all parties working together from the outset to deliver the vision by managing flood risk.

The Toolkit it is intended to strengthen the planning links with the Rotherham Renaissance Flood Alleviation Scheme to reduce the risk of flooding in the Town Centre and provide greater certainty to support the regeneration and planning objectives for the Town Centre. It therefore also provides more practical assistance to developers when submitting planning applications.

It also recognises the importance of the Flood Alleviation Scheme to achieving Rotherham's Renaissance objectives. Phase 1 of the Scheme has been delivered, however the remainder is likely to be delivered incrementally as new development proceeds. Given this incremental approach the Toolkit contains a design guide which has set out how new flood risk management works should be designed to be compatible with the requirements of the Flood Alleviation Scheme, acknowledging that until the Scheme is completed (and to the parameters it has been designed to) the full benefits in terms of reduced threat of flood risk will not be realised.

### **Next Steps**

It is intended that the Flood Risk Toolkit will eventually be adopted as a Supplementary Planning Document. Until this can be achieved it is intended that it will be used as a best practice document. It is intended that it will be used to assist in the determination of planning applications which fall within the Flood Risk Toolkit area by the local Planning Authority, and by the Environment Agency in responding to planning application consultations. An update report will be taken to Planning Board to ensure that Members are aware of the Flood Risk Toolkit.

It will form part of the evidence base to inform production of the Local Development Framework, in particular the development of policies and the allocation of sites for new development. The Core Strategy, which is expected to be subject to further consultation in summer 2011, will include draft policies relating to flood risk in the Town Centre to support the delivery of the Town Centre Vision and to support the regeneration objectives for this area.

### **8. Finance**

This report has no direct financial implications for the Council. The Flood Risk Toolkit has been jointly funded by Forward Planning and RIDO, including ERDF funding through the Managing Adaptive Responses to changing flood risk (MARE) scheme.



In implementing the guidance in the Flood Risk Toolkit there may be financial implications for future developers in ensuring that flood risk is minimised and that appropriate design / mitigation measures are adopted.

### **9. Risks and Uncertainties**

Strategic Flood Risk Assessments are required as part of the LDF evidence base. They also help inform decision making for planning applications. In their absence there is a risk that the Core Strategy and Sites and Policies DPDs may be found unsound at examination. It is important that the content of the Flood Risk Toolkit documents is taken into account by decision makers to ensure that flood risk is not increased by new development and that appropriate mitigation measures are undertaken.

### **10. Policy and Performance Agenda Implications**

The Flood Risk Toolkit contributes positively towards the aims of Rotherham's Community Strategy and Rotherham's Renaissance aspirations. It contributes towards ensuring certainty for developers and decision makers, and in seeking to overcome flood risk challenges it supports investment within Rotherham town centre and its surrounding areas.

### **11. Background Papers and Consultation**

Flood Risk Toolkit:

<http://intranet.rotherhamconnect.com/C0/PlanningRegen/default.aspx>

Documents are within the 'Flood Risk Toolkit' folder of the document library.

Borough Wide Strategic Flood Risk Assessment:

[http://www.rotherham.gov.uk/downloads/856/local\\_development\\_framework](http://www.rotherham.gov.uk/downloads/856/local_development_framework)

Development Control Requirements for Flood Risk Assessments

[https://www.rotherham.gov.uk/downloads/file/3671/development\\_control\\_requirements\\_for\\_flood\\_risk\\_assessments](https://www.rotherham.gov.uk/downloads/file/3671/development_control_requirements_for_flood_risk_assessments)

Planning Policy Statement 25: Development and Flood Risk

<http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>

The Flood Risk Toolkit has been produced in conjunction with the Council's drainage, planning and regeneration programme areas, and in consultation with the Environment Agency.

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**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1. Meeting:</b>	<b>Cabinet Member for Regeneration and Environment</b>
<b>2. Date:</b>	<b>6 June 2011</b>
<b>3. Title:</b>	<b>Rotherham Local Site System – boundary corrections</b>
<b>4. Programme Area:</b>	<b>Environment and Development Services</b>

**5. Summary**

This report seeks approval of corrections made to the current series of Local Wildlife Site boundaries.

**6. Recommendations**

- That the corrected Local Wildlife Site boundaries be accepted;
- That approval is given to proceed with the integration of the corrected Local Wildlife Sites boundaries into the preparation of the Local Development Framework and in the determination of relevant planning applications.

## **Proposal and Details**

The 2010 series of Local Wildlife Site boundaries was accepted by Cabinet Member for Regeneration and Environment 24.01.2011 under minute G96. It has come to light that a number of the site boundaries had been drawn encompassing residential and / or agricultural buildings; this is contrary to the adopted Rotherham Local Wildlife Site System Framework which states:

*“The selection guidelines will not be applied to domestic or industrial (including agricultural) buildings, or to domestic gardens. Other artificial structures, for example, mine shafts, tunnels, bridges, historic monuments (except those that are also domestic dwellings), may, however, be considered for designation.”*

Corrections have been made to the relevant sites to exclude the buildings in line with the framework standards.

It is recommended that the corrected boundaries be accepted and that approval is given to proceed with the integration of the corrected Local Wildlife Sites boundaries into the preparation of the Local Development Framework and in the determination of relevant planning applications.

An update of the Local Wildlife Site series map is attached in Appendix One.

## **8. Finance**

The cost of the Local Wildlife Site correction work has been met by the EDS Forward Planning budget.

## **9. Risks and Uncertainties**

The operation of a Local Site System enables RMBC to demonstrate compliance with current legislation and planning policy including the need to have a robust evidence base. The Local Wildlife Site System, as approved, includes a responsibility for any additions and amendments to the site list to be reported annually to the Cabinet Member for Regeneration and Environment.

Where errors are identified in the evidence base it is appropriate to make corrections and follow the approved route for acceptance of the amendments. The approval for this amendment is sought now to enable the amended series of sites to be reflected in the preparation of the Local Development Framework.

## **10. Policy and Performance Agenda Implications**

Planning Policy Statement 12 (ODPM, 2008) states that areas of protection, such as nationally protected landscape and internationally, nationally and locally designated areas and sites, should be included on adopted proposals maps.

Planning Policy Statement 9 (ODPM 2005) states that 'sites of regional and local biodiversity and geological interest, which include Regionally Important Geological Sites, Local Nature Reserves and Local Sites, have a fundamental role to play in

meeting overall national biodiversity targets; contributing to the quality of life and the wellbeing of the community; and in supporting research and education. Criteria-based policies should be established in local development documents against which proposals for any development on, or affecting, such sites will be judged.'

Planning for Biodiversity and Geological conservation – A guide to Good Practice (ODPM 2005) states that local development frameworks should indicate the location of designated sites of importance for biodiversity and geodiversity, making clear distinctions between the hierarchy of international, national, regional and locally designated sites'.

The maintenance of a Local Site system and positive site management are essential elements of Local Area Agreement Indicator NI197 – 'Improved local biodiversity – active management of local sites'.

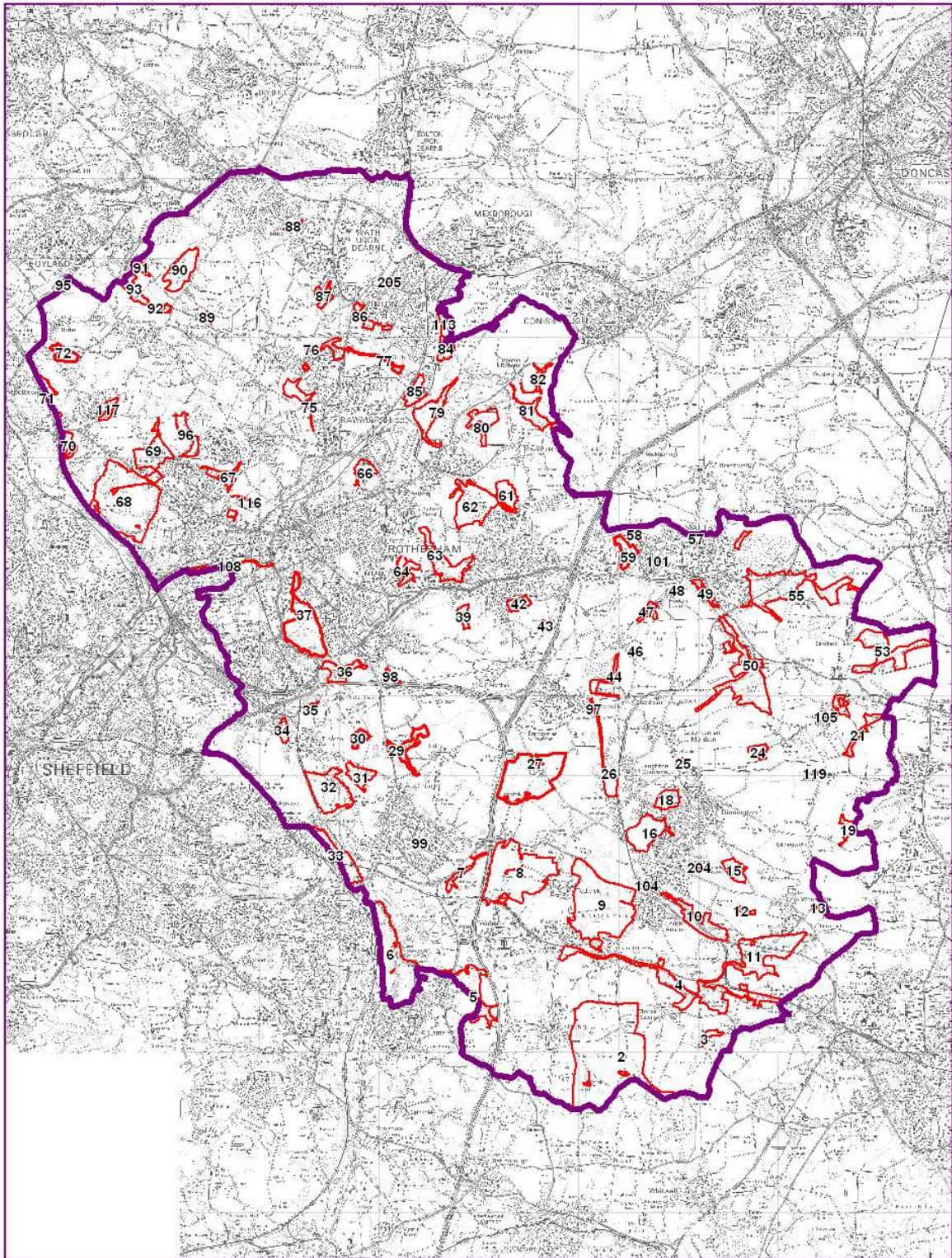
## 11. Background Papers and Consultation

- Baker Shepherd Gillespie - Ecological Consultants (April 2007)  
Rotherham Local Wildlife Site System:
  - Part 1: The Framework for Rotherham's Local Wildlife Site System,
  - Part 2: Site Selection Guidelines for Rotherham.
- Defra Local Sites – Guidance on their Identification, Selection and Management (February 2006)
- Former Cabinet Member for Economic and Regeneration and Development Services (5.4.2006) RMBC <http://moderngov.rotherham.gov.uk>
- Former Cabinet Member for Economic and Regeneration and Development Services (24.11.2008) RMBC <http://moderngov.rotherham.gov.uk>
- ODPM Planning Policy Statement 9 – Biodiversity and Geological Conservation (2005)
- ODPM Planning for Biodiversity and Geological Conservation – A guide to Good Practice (ODPM 2005)
- ODPM Planning Policy Statement 12 – Local Development Frameworks (2008)
- RMBC Cabinet (17.12.08) <http://moderngov.rotherham.gov.uk>
- The Natural Environment and Rural Communities (NERC) Act 2006  
CLG National Indicators for Local Authorities and Local Authority Partnerships
- RMBC Cabinet Member for Regeneration and Environment (24.01.2011)  
<http://moderngov.rotherham.gov.uk>

**Contact Names: Carolyn Barber, Ecology Development Officer 822462.**



Appendix One



Rotherham Local Wildlife Site Boundaries - 2011

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<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Regeneration and Environment</b>
<b>2.</b>	<b>Date:</b>	<b>6 June 2011</b>
<b>3.</b>	<b>Title:</b>	<b>A57 Worksop Road / Sheffield Road Improvement M1 Junction 31 to Todwick Crossroads Ward 18 Wales</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Environment and Development Services</b>

### **5. Summary**

The report details the investigation into a petition received from Todwick Women's Institute requesting the provision of a right turn lane from the A57 into Goosecarr Lane, hence permitting a right turning facility to be incorporated within the proposed major highway improvement scheme.

### **6. Recommendation**

- i) Cabinet Member does not accede to the request to incorporate a right turn facility into the A57 highway improvement scheme and the lead petitioner be informed of the decision.**
  - ii) Cabinet Member reaffirms the decision of 18 April 2011 to implement the scheme in accordance with the layout detailed in drawing number 122/A57(T).51A/DM7.**
-



## 7. Proposals and Details

The Todwick Women's Institute have submitted a petition in respect of a request to incorporate a right turn facility from the A57 to Goosecarr Lane into the proposals for the A57 Worksop Road / Sheffield Road M1 Junction 31 to Todwick Crossroads Highway Improvement scheme. The reasons for the request are as follows:

- A. Additional traffic flows on Kiveton Lane
- B. Accessibility to bus services on Goosecarr Lane
- C. Additional travel distances incurred by local residents

All of the above issues have been considered in detail during the scheme development; these and other issues raised by the local community have been assessed during the many years of the scheme development and consultation processes. Where appropriate and reasonably practicable, requests for amendments to the scheme through the consultation processes have been incorporated within the scheme.

Specifically, the details of the reasoning behind the request and responses are detailed below:

1. "Kiveton Lane is already a very busy road and an extra 3000 vehicles per day – some being very heavy lorries – passing our Junior and Infant School is totally unacceptable."

The alleged increase in traffic of 3000 vehicles per day is considered to be an exaggeration. The Council's assessment is that traffic flows on Kiveton Lane in a southerly direction only, would increase by approximately 3 vehicles per minute in the peak hour, and over the day the traffic volume would increase by around 1/3 of that alleged above. It should be remembered that this traffic is local traffic, and a corresponding reduction in traffic flow will occur on Goosecarr Lane and The Pastures, which is a similar standard of highway to Kiveton Lane. Northbound traffic patterns through Todwick Village remain unchanged and no through traffic on the A57 would be diverted into the Village. It should also be recognised that whilst the school entrance is on Kiveton Lane, the reality is that the school is situated almost on the corner of Kiveton Lane and The Pastures, with the school crossing patrol assisting children crossing on both arms of the junction; therefore the total volume of traffic around the junction in the centre of the village remains substantially unchanged.

2. "Bus routes still need to pick up / let off residents on Goosecarr Lane."

Discussions have been held with the South Yorkshire Passenger Transport Executive (SYPTe) throughout the scheme development and the accessibility to public transport remains to be deemed satisfactory. Bus services in a northerly direction would remain unchanged. In a southerly direction, there is currently one service per hour Monday to Saturday and no service on Sunday. This service would likely divert via Kiveton Lane. There are three bus stops affected, two on Gossecarr Lane, near to the terrace properties, and one on The Pastures, near to the junction with Kiveton Lane. To service the needs of public transport users on Goosecarr Lane, a bus stop will be provided on the A57, only a short walk away, and there would be a signalised crossing facility on the A57 to assist pedestrians. There is an existing bus stop on Kiveton Lane, near to the junction with The Pastures and users of public transport in this vicinity would utilise this facility. Other sections of

Goosecarr Lane are rural in nature and there are no existing bus stops due to little or no demand.

3. "Access into Goosecarr Lane is vital to prevent thousands of extra miles per year being done by residents getting to their homes with all the associated environmental issues that brings."

There are a few properties at the northern extremity of Goosecarr Lane, where access from the A57 west will require traffic to either travel to the new roundabout and U-turn or travel along Kiveton Lane and the Pastures. The majority of residential properties affected are situated off The Pastures; access to these properties would be via Kiveton Lane. It is expected that additional journey distances will not be significant; indeed the change in travel distance from the A57 / Goosecarr Lane junction to the Kiveton Lane / The Pastures junction travelling via the A57 and Kiveton Lane rather than via Goosecarr Lane is only 200m.

It is recognised that there will be a small amount of inconvenience incurred by some residents regarding access, particularly those on Goosecarr Lane, however, none of the petitioners appear to reside at any of these properties. It is considered that the overall benefits of the proposed highway scheme outweigh this inconvenience. The issues surrounding bus routes has been addressed, and what seems to be the primary issue of traffic around the school, when examined in detail, does not appear have the degree of significance as alleged by the petitioners.

## **8. Finance**

There are no financial considerations regarding the issues raised in this report.

## **9. Risks and Uncertainties**

None are identified within the context of this report.

## **10. Policy and Performance Agenda Implications**

The scheme is a named major highway improvement scheme in LTP2, LTP3 and the draft Sheffield City Region Transport Strategy and accords with the aims and objectives to assist the improved management of traffic, provide road safety benefits and support regeneration and economic growth. The improvement supports the aims and objectives of the Traffic Management Act 2004 in reducing congestion and improving the free and safe flow of traffic.

## **11. Background Papers and Consultation**

South Yorkshire Local Transport Plan 2006-2011.

South Yorkshire Local Transport Plan 2011 – 2015.

Sheffield City Region Transport Strategy 2011 – 2026.

Minute No G122 of Cabinet Member for Regeneration and Environment meeting of 18 April 2011.

Local Ward 18 Members

### **Contact Name:**

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**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Regeneration and Environment</b>
<b>2.</b>	<b>Date:</b>	<b>6 June 2011</b>
<b>3.</b>	<b>Title:</b>	<b>Car Parking Standards</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment and Development Service</b>

**5. Summary**

The car parking standards currently being used when assessing new development proposals were approved by the Council in August 2002 as interim measures. In view of the time that has passed since then, the parking issues that have arisen at some new developments and the recent change to Government policy, revised car parking standards are necessary.

**6. Recommendations**

**Cabinet Member resolves that:-**

- i) The attached car parking standards be adopted by the Council and incorporated into the LDF in due course.**

## **7. Proposals and Details**

On 3<sup>rd</sup> January 2011 the Transport Secretary announced the abolition of limits on car spaces for new homes. The revised Council standards now proposed are based on that change in Government policy as contained in Planning Policy Guidance 13 (as amended), Planning Policy Statement 3 (Housing) and Traffic Advisory Leaflet 5/95 (Parking for Disabled People). The major change to the Council's standards relate to residential parking where minimum rather than maximum standards will now apply. Empirical evidence indicates that levels of car ownership at some residential developments are not related to actual curtilage parking provision such that problems of indiscriminate on street parking can occur to the detriment of convenient access particularly by buses and emergency vehicles. Car parking at non residential developments will continue to be based on maximum standards, some of which are proposed to be slightly modified to accord more closely with Annex D of PPG 13. Accessible parking requirements (previously referred to as parking for the disabled) are updated.

## **8. Finance**

There are no direct financial implications.

## **9. Risks and Uncertainties**

The absence of maximum car parking standards which are consistent throughout the region involves the risk of developers seeking to locate in areas where local authority car parking requirements are less restrictive. Such "perverse" development would not accord with the Council's policies regarding the promotion of Rotherham's economic regeneration through sustainable development. Adopting minimum car parking standards at new residential developments could encourage more reliance on the use of the private car. However, in locations of good public transport accessibility or other available public car parking a residential development proposing a level of parking below the minimum standards may be appropriate and will be considered on its merits.

## **10. Policy and Performance Agenda Implications**

The proposed revisions to the Councils Parking Standards accord with the Sheffield City Region Transport Strategy 2011-2026, in particular policy J, which seeks to 'apply parking policies to promote efficient car use, while remaining sensitive to the vulnerability of urban economies.'

## **11. Background Papers and Consultation**

References : Planning Policy Guidance Note 13 (As amended January 2011)  
Planning Policy Statement 3 (Housing)  
Traffic Advisory Leaflet 5/95 (Parking for Disabled People)

**Contact Name:** Ian Ferguson, Highways Development Control Officer, ext 22965, email: [ian.ferguson@rotherham.gov.uk](mailto:ian.ferguson@rotherham.gov.uk)

**Environment &  
Development Services**

**PARKING STANDARDS**

**April 2011**

## Maximum Parking Standards

Use	Threshold	Gross floorspace unless otherwise stated
<b>A1</b> Food Retail	None	1 space per 14 sq m Plus accessible parking – see below
Non-Food Retail	None	1 space per 25 sq m Plus accessible parking – see below
<b>A2</b> Offices	None	1 space per 35 sq m Plus accessible parking – see below
<b>A3</b> Restaurants and cafes	None	1 space per 3 sq m (n.f.s.) of public area or 1 space per 3 seats Plus accessible parking – see below
<b>A4</b> Drinking establishmen ts	None	1 space per 3 sq m (n.f.s.) of public area or 1 space per 3 seats Plus accessible parking – see below
<b>A5</b> Takeaways	None	1 space per resident staff + 1 per 2 non resident staff
<b>B1</b> Business/ Offices	None	1 space per 30 sq m Plus accessible parking – see below  1 space per 50 sq m Plus accessible parking – see below
Light industry		
<b>B2</b>	None	1 space per 50 sq m Plus accessible parking – see below
<b>B8</b>	None	1 space per 200 sq m Plus accessible parking – see below
<b>C1</b> Hotels	None	1 space per bedroom  + public drinking/dining areas same as A3  Plus accessible parking – see below
<b>C2</b> Residential Institutions	None	1 space per 2 staff  + 1 space per 3 visitors  Plus accessible parking – see below
<b>C3</b> Dwellings	1 or 2 bedrooms	1 parking space per dwelling .
<b>Minimum Standards</b>	3 or 4 bedrooms	2 No. parking spaces per dwelling .
	Flats	1 parking space per flat plus 50% allocated for visitors.

		<p>The minimum internal floor area for a garage or car port to qualify as a parking space is 6.5m x 3m.</p> <p>Whilst the above are minimum requirements, consideration will be given to accepting fewer parking spaces if it can be demonstrated that the site is in the vicinity of good public transport links, public car parking, safe and convenient on street parking etc.</p>
<b>D1</b> Non Residential Institutions	None	<p>1 space per 2 staff + 1 space per 15 students Plus accessible parking – see below</p>
<b>D2</b> Assembly and Leisure  Cinemas and Conference Centres	None	<p>1 space per 22 sq m Plus accessible parking – see below</p> <p>1 space per 5 seats Plus accessible parking – see below</p>
Stadia	None	<p>1 space per 15 seats Plus accessible parking – see below</p>
Doctors, Dentists, Vets, etc.	None	<p>1 parking space per patient consulting</p> <p>1 parking space per patient waiting</p> <p>2 parking spaces per consulting room</p> <p>Plus accessible parking – see below</p>

**NB**

1. Accessible parking bays are required in addition to the above as follows;

Employees and visitors to business premises – Individual bays for each disabled employee plus 2 bays or 5% of total capacity (whichever greater.)

Shopping, recreation and leisure – 3 bays or 6% of total capacity (whichever greater).

Non residential institutions ,medical premises – 3 bays or 6% of total capacity (whichever greater)

Stadia – 1 bay per 300 seats.
2. A Travel Plan will be required whenever a Transportation Assessment (TA) is required, also in association with developments which involve the employment of more than 25 people or more than 50 visitors per day.
3. Parking bays to be 5 metres x 2.5 metres with a manoeuvring aisle of minimum width 6 metres unless echelon parking is proposed. Accessible parking bays should be a minimum of 3.6 metres wide or 2.4 metres wide with a 1.2 metres wide access/transfer area on at least one side of each parking space and at the same level as the space (or 6.6 metres long and at least 2.4 metres wide if in line spaces are provided).

4. The minimum length of a parking bay between the highway boundary and a garage door to be 6 metres.
5. Visitor parking on shared surface streets within new housing estates will be required in addition to curtilage parking on the ratio of 1 space per 4 dwellings..
6. For Stadia, sufficient coach parking / manoeuvring space will be required within the site for the maximum number of vehicles likely to serve the development at any one time.
7. In town centre and local shopping centre locations, car parking requirements for individual developments will be judged against the level of overall publicly available car parking space in the locality.
8. The above are **maximum** standards apart from C3 residential and accessible parking which are **minimum** standards .
9. Employee and student numbers refer to full time equivalents.
10. Long term and short term cycle parking should be provided in accordance with the Council's "Cycle Parking Guidelines for New Developments". All cycle parking should be within 30 metres of the entrance to the building and should be sited where they are under continuous observation while in use.

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Regeneration and Environment</b>
<b>2.</b>	<b>Date:</b>	<b>6 June 2011</b>
<b>3.</b>	<b>Title:</b>	<b>Local Transport Plan Integrated Transport Programme 2011/12</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment and Development Services</b>

### **5. Summary**

This report outlines the proposed Local Transport Plan (LTP) Integrated Transport Programme for 2011/12.

### **6. Recommendations**

**That Cabinet Member resolves to: -**

- (a) note the specific allocation for Integrated Transport for 2011/12 including the carry over from 2010/11.**
- (b) Agree the principle of the proposed programme as identified in Appendix A as the basis for detailed design and implementation during 2011/12**

## 7. Proposals and Details

My report to the Cabinet Member meeting on 10 January 2011 (minute number 92 refers) outlined the progress made on delivering Local Transport Plan 2 (LTP2) for 2006/11. The report also indicated a likely cut in Central Government funding for LTP3. The capital funding made available from Central Government for Integrated Transport, as part of LTP3, across South Yorkshire is:

	Final Allocations		Indicative Allocations	
	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
Integrated Transport	11,252	12,002	12,002	16,877

It can be seen that this funding is considerably less than, approximately 50%, that of previous years' allocations. Funding is granted to the South Yorkshire Integrated Transport Authority (ITA) and it collectively decides how this money is split between the partners; Barnsley, Doncaster, Rotherham, Sheffield and the South Yorkshire Passenger Transport Executive (SYPTTE). At the ITA meeting of the 12<sup>th</sup> May 2011 partners decided that funding would be allocated in a different way to previous years due to the reduced funding available. It resolved to adopt a 'whole programme approach' rather than separating funding into 50% South Yorkshire sub regional/strategic proposals and 50% for the 4 districts as a local programme. The principle of the whole programme approach is that an element of the funding would be still available for South Yorkshire sub regional activity the exact nature of this work is still to be determined. The remainder; £9,400,000, approximately 85%, is split between the partners using the previous accepted formula of 25% to the PTE and the remainder split between the district partners using population numbers in 2006 as its basis. This meant that Rotherham receives an allocation of **£1,366,000** to spend on both local and former strategically identified projects such as the A57 improvement. We will also work with the PTE on co-funded projects such as improvements at Mushroom roundabout to maximise the benefit derived from the funding.

We have also an identified carryover of funding of **£434,122** for local projects all of which is committed and a further **£59,584** of carry over from LTP2 strategic pot identified for public transport accessibility improvements on the A6021 between Broom Lane and Brecks roundabout which is on site and due to complete early June. This gives a total funding allocation for this year of **£1,859,706**.

Our indicative programme for 2011/12 is attached at Appendix A. This programme shows a balanced budget however at the meeting of the ITA on the 12<sup>th</sup> May it was agreed that partners should build in an element of 'over programming' to a value not exceeding 10%. This would allow partners to be able to deliver their funding allocation should other projects be delayed or not delivered for any reason. As with previous reports it is intended to provide Cabinet Member and advisors with quarterly updates on the programme with regards delivery and expenditure.

It can be seen that our programme of work is not as extensive as in previous years and the reduced budget does restrict scope to undertake additional work. The over programming allows us to manage delivery and it is intended to develop a 4 year programme of works for consideration by Cabinet Member and advisors.



The programme identifies funding of **£337,125** from other sources such as developer funding as part of the planning process. It also identifies funding of **£595,790** from the SYPTE for public transport investment projects and co funded projects such as the improvements currently on site at Mushroom roundabout.

The programme also identifies areas of work that could lead to future year projects such as studies of traffic flow at Great Eastern Way roundabout together with providing bus priority between the town centre and that roundabout. There are studies identified for the town centre and the roads leading into and around the town centre aimed at easing congestion and improving accessibility by all modes of travel.

The projects identified as local safety schemes will address, where possible, the sites where the greatest number of injury accidents have taken place; effectively a local worst first programme.

### **8. Finance**

The ITA has indicated that £1,366,000 is the minimum that Rotherham will receive as a direct award and that this could increase if the financial value of the sub regional projects is reduced. The carry over amounts from 2010/11 have been agreed both internally and externally where necessary and these funds are available to spend.

### **9. Risks and Uncertainties**

Due to the relative delay in agreeing how the LTP funds will be allocated in 2011/12 there is the potential for schemes not to be completed before financial year end. The ITA has agreed that districts can manage their own financial programmes and if necessary move funding from one identified area to another.

### **10. Policy and Performance Agenda Implications**

As a means to facilitate various ends, accessibility and high quality transport systems and infrastructure are vital if we are to achieve the aims of the Community Strategies and the Corporate Plan.

### **11. Background Papers and Consultation**

South Yorkshire Local Transport Plan 20011-15

Local Transport Plan Capital Programme 2010/11 progress report to Cabinet Member for Regeneration and Development on 10 January 2011 (Minute number 92 refers)

### **Contact Name:**

Andrew Butler, Senior Traffic Engineer, Planning and Transportation, extension 2968, [andy.butler@rotherham.gov.uk](mailto:andy.butler@rotherham.gov.uk)

**APPENDIX A - Proposed Integrated Transport Programme**

DFT CATEGORIES	Description	RMBC LTP Budget	Other funding	PTE Contribution
<b>Bus Priority and Access Improvement Schemes</b>				
<b>Rotherham - Dearne (South) Key Route</b>				
Rawmarsh Hill crossing upgrade , carry over from 10/11	access to bus	40,000		
Great Eastern Way/Taylor's Lane roundabout, desk top study	bus priority measures	10,000		
A633 bus priority from interchange to Taylor's lane, desk top study	bus priority measures	10,000		
<b>Rotherham Central Core - Thrybergh Ext Key Route</b>				
Mushroom roundabout	full signalisation	200,000		350,000
Fitzwilliam Road widening, carry over from 10/11	capacity improvement		100,000	60,000
Wellgate/Hollowgate junction improvement, inc signal maintenance	bus journey time improvement	38,622		
Oldgate Lane junction improvement	bus priority			
Chantry Bridge bus priority past train station inc toucans on A630	bus priority & pedestrian crossing			
Other bus projects				170,000
<b>Sub Total</b>		<b>298,622</b>	<b>100,000</b>	<b>580,000</b>
<b>Local Safety Schemes</b>				
<b>Carry over from 10/11</b>				
M18/A631 junction, Hellaby		23,000		
A633 Chain Bar roundabout		10,000		
A6022 Church St/Station Rd/Bridge St, Swinton		5,000		
B6089 Stubbin Road		5,000		
Middle Lane safety and accessibility improvements	accessibility improvements	100,000		
Dinnington Road/Gildingwells Road junction, Woodsetts	junction treatment	55,000		
<b>New schemes 11/12</b>				
Woorygoose Lane junction with Greystones Road	Juntion improvement	21,000		
A634 Blyth Road, Maltby (Muglet Lane to Stone)	route treatment	8,000		
A6022 Church St/Station Rd/Bridge St, Swinton	route treatment	14,000		
B6067 Wood Lane/Treeton Lane (High Hazels Road to A618)	route treatment	50,000		
Additional portable VAS for use at community concern sites	VAS	5,000		
A633, Parkgate/Rawmarsh (Taylor's Lane r/bout to Kilnhurst Road)	Refer to bus projects	50,000		
A629 Upper Wortley Road (Scholes Lane to Old Wortley Road)	route treatment	5,000		
West St/Biscay Way/Doncaster Rd (Melton High St to Gore Hill Cl)	route treatment	35,000		
<b>Accident Investigation Studies for 2011/12</b>				
Route and hotspot studies	AIP studies	40,000		
<b>Sub Total</b>		<b>426,000</b>	<b>0</b>	<b>0</b>
<b>Traffic Management</b>				
School Keep Clear enforcement - roll out to other parts of the borough	TRO	30,000		
Stag roundabout, carry over scheme from 10/11	Zebra crossings	100,000		
Wickersley Road between Brecks and Stag bus stop improvements,	Bus stop and access improvements	59,584		
Permit cycling in Clifton Park etc	Revocation of bylaw?	5,000		
Worrygoose roundabout - operation	Study	7,500		
Rotherway roundabout - operation	Study	7,500		
Broom Road outside Rudston school	Public consult and detail design	10,000		
Southern Orbital Route	Feasibility study/modelling	10,000		
Town centre micro simulation traffic model	Modelling	5,000		
Town centre movement masterplan (RCAT works, cycling through town centre, reversal of town centre ped one way, bus gate on Doncaster Road etc.)	Traffic management and package of TRO	10,000	10,000	
<b>Demand Management Measures</b>				
Masbrough residents/controlled parking	Ties in with new office and football ground. Feasibility/ Consultation/ Implementation		5,125	
Wellgate North and South Resident Parking - carry over from 10/11	Waiting restrictions	5,000		
Wath town centre and adjacent areas residents/controlled/disabled parking	Feasibility/Consultation	10,000		
<b>Sub Total</b>		<b>259,584</b>	<b>15,125</b>	<b>0</b>

**APPENDIX A - Proposed Integrated Transport Programme**

DFT CATEGORIES	Description	RMBC LTP Budget	Other funding	PTE Contribution
<b>Accessibility improvements</b>				
Todwick Road Dinnington	Accessibility Improvements		65,000	
Flash Lane Bramley	Footway Crossing	3,000	2,000	
Worksop Road Aston ped refuge to replace pelican	Pedestrian island / S278	15,000	35,000	
Outgang Lane Laughton Common	Zebra crossing	45,000		
Fitzwilliam Street, Swinton	Accessibility Improvements	20,000		
Rotherham Road Catcliffe	Pedestrian Island	20,000		
Main Street TC Zebra crossing (developer funded)	Zebra crossing		60,000	
A631 Rotherham Road Maltby. Pedestrian refuge.	Pedestrian Island	20,000		
Woodhouse Green, Thurgroft	Pedestrian Island	20,000		
Doncaster Road East Dene phase 3	Zebra crossing and access improvements	10,000		
Aston Comp improvements pedestrian crossing	Carriageway width reduction	10,000		
A629 Thorpe Hesley Upper Wortley Road- Outside school	Puffin crossing	10,000		
Contribution from traffic signal maintenance	Amendments to existing crossings		60,000	
LSTF bid		10,000		
<b>Sub Total</b>		<b>183,000</b>	<b>222,000</b>	<b>0</b>
<b>Smarter choices</b>				
Sustainable travel event at Rotherham Show	Publicity	5,000		
Update/repair to virtual bike	Publicity	500		
Refresh borough cycle map and promote	Publicity	20,000		
RCAT secure parking	Cycle lockers/parking	1,000		
Car Share/Journey time signs	publicity	10,000		
Cycle promotion	initiative	15,000		
Waverley Travel Plan Support		5,000		
Car Share Database support		2,000		
Adult cycle training		2,000		
School Travel Pilot		20,000		
Map Movies Update	Publicity	5,000		
<b>Miscellaneous</b>				
SY Air Quality Monitoring	Contribution		20,000	
Monitoring	Data collection	25,000		
<b>Sub Total</b>		<b>110,500</b>	<b>0</b>	<b>0</b>
<b>Major Schemes</b>				
A57(T) M1 to Todwick Crossroads	Major Scheme	282,000		
Waverley Link Road	Major Scheme	300,000		
BRT North MSBC development	Development fees			15,790
<b>Sub Total</b>		<b>582,000</b>	<b>0</b>	<b>15,790</b>
<b>PROGRAMME TOTALS</b>		<b>1,859,706</b>	<b>357,125</b>	<b>595,790</b>
<b>SETTLEMENTS Includes any carry over amounts</b>		<b>1,859,706</b>	<b>357,125</b>	<b>595,790</b>
<b>REVISED AVAILABLE FUNDING</b>	Check	<b>0</b>	<b>0</b>	<b>0</b>

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Regeneration and Environment</b>
<b>2.</b>	<b>Date:</b>	<b>6<sup>th</sup> June 2011</b>
<b>3.</b>	<b>Title:</b>	<b>Proposed New Pedestrian Refuges Various Locations; Ward 3 Brinsworth and Catcliffe Ward 9 Maltby, Ward 11 Rother Vale,</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment and Development Services</b>

**5. Summary**

To seek approval from the Cabinet Member to progress proposals to provide new pedestrian refuge's at three identified locations within the borough.

**6. Recommendations**

**Cabinet Member is asked to resolve that**

- 1. Authority be given for the outline design and consultation to be carried out; and**
- 2. Subject to receiving no objections to the proposals then the scheme be designed and implemented.**
- 3. Note that the scheme is to be funded from the Local Transport Plan 3 Integrated Transport programme 2011 /12.**

## **7. Proposals and Details**

In view of the limited budget that is available from the Local Transport Plan (LTP) Integrated Transport Programme 2011/12, early investigations have been carried out to determine which scheme proposals can be designed and implemented from within the Connectivity Block (walking and cycling) of this years allocated budget.

Specifically, three locations have been identified where it is both desirable and feasible to construct a pedestrian refuge –

A631 Rotherham Road, Maltby (see appendix A)

B6066 Rotherham Road, Catcliffe (see appendix B)

B6410 Woodhouse Green, Thurcroft (see appendix C)

In view of the need to ensure that these schemes are progressed, this report seeks approval for their implementation in principle so that the detail design of each pedestrian refuge can then start with immediate effect. Subject to no objections being received during the relevant consultation periods implementation would commence at the earliest opportunity.

## **8. Finance**

It is estimated that the works will cost approximately £35,000 for each pedestrian refuge with funding being available from the LTP3 Integrated Transport programme 2011 /12.

## **9. Risks and Uncertainties**

Statutory Undertakers apparatus will require investigation and this may affect the overall scheme costs should any diversions be required. Furthermore any objections received as a result of the consultation exercise that cannot be resolved will require reporting to a future Cabinet Member meeting which will delay construction on site.

## **10. Policy and Performance Agenda Implications**

The proposed scheme is in line with the Councils' objectives of achieving safer roads and encouraging walking and also accords with the Equalities Policy.

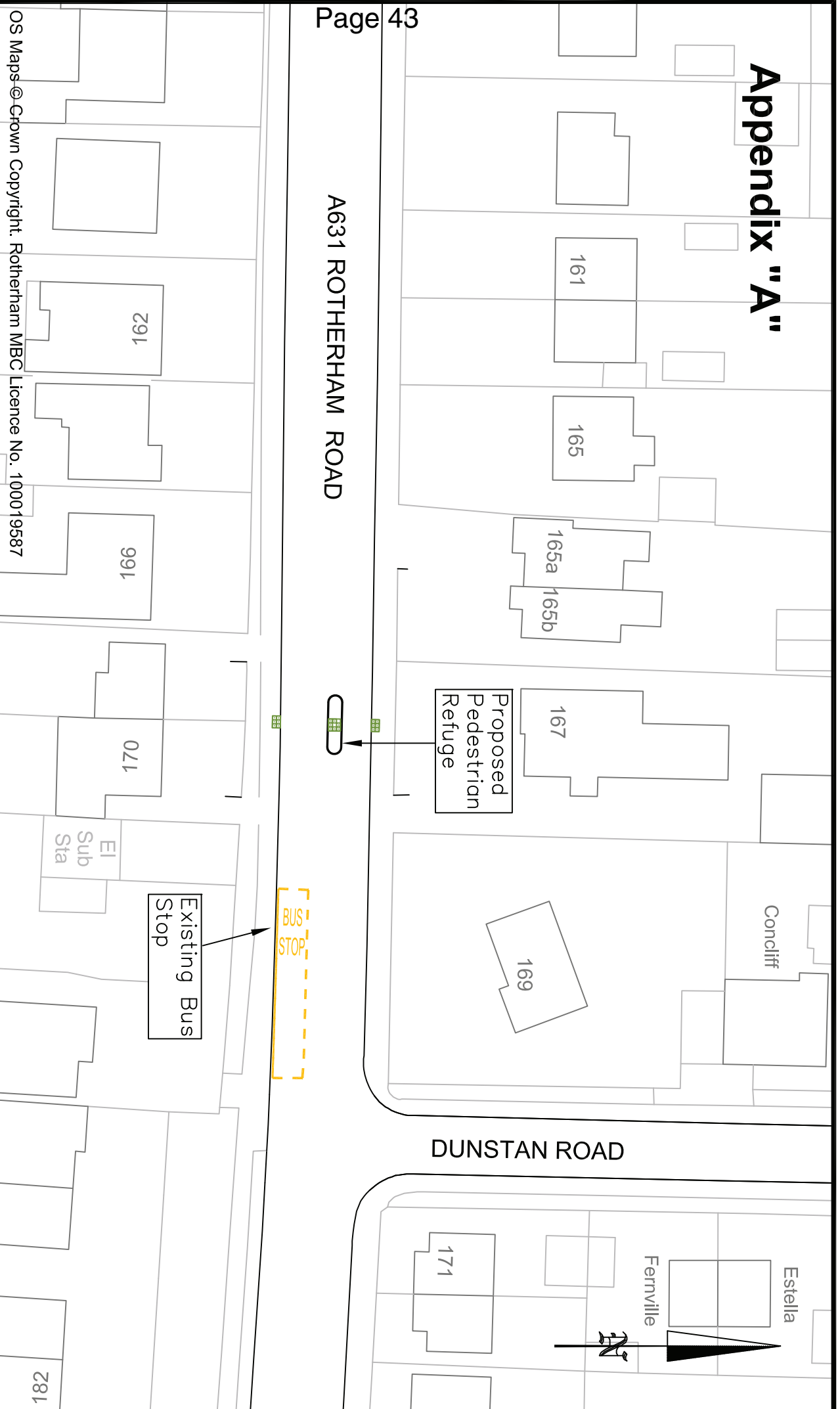
## **11. Background Papers and Consultation**

Consultation with the Emergency Services, Ward Members, Parish Council and residential frontages affected by the proposals will be undertaken.

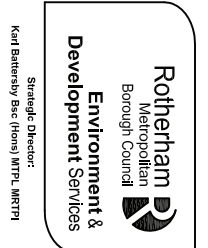
**Contact Name :** *Nigel Davey, Engineer, Ext 22380*  
*nigel.davey@rotherham.gov.uk*

# Appendix "A"

A631 ROTHERHAM ROAD



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Rotherham Metropolitan Borough Council  
Environment & Development Services  
Bailey House, Rawmarsh Road,  
Rotherham S60 1TD

Client:

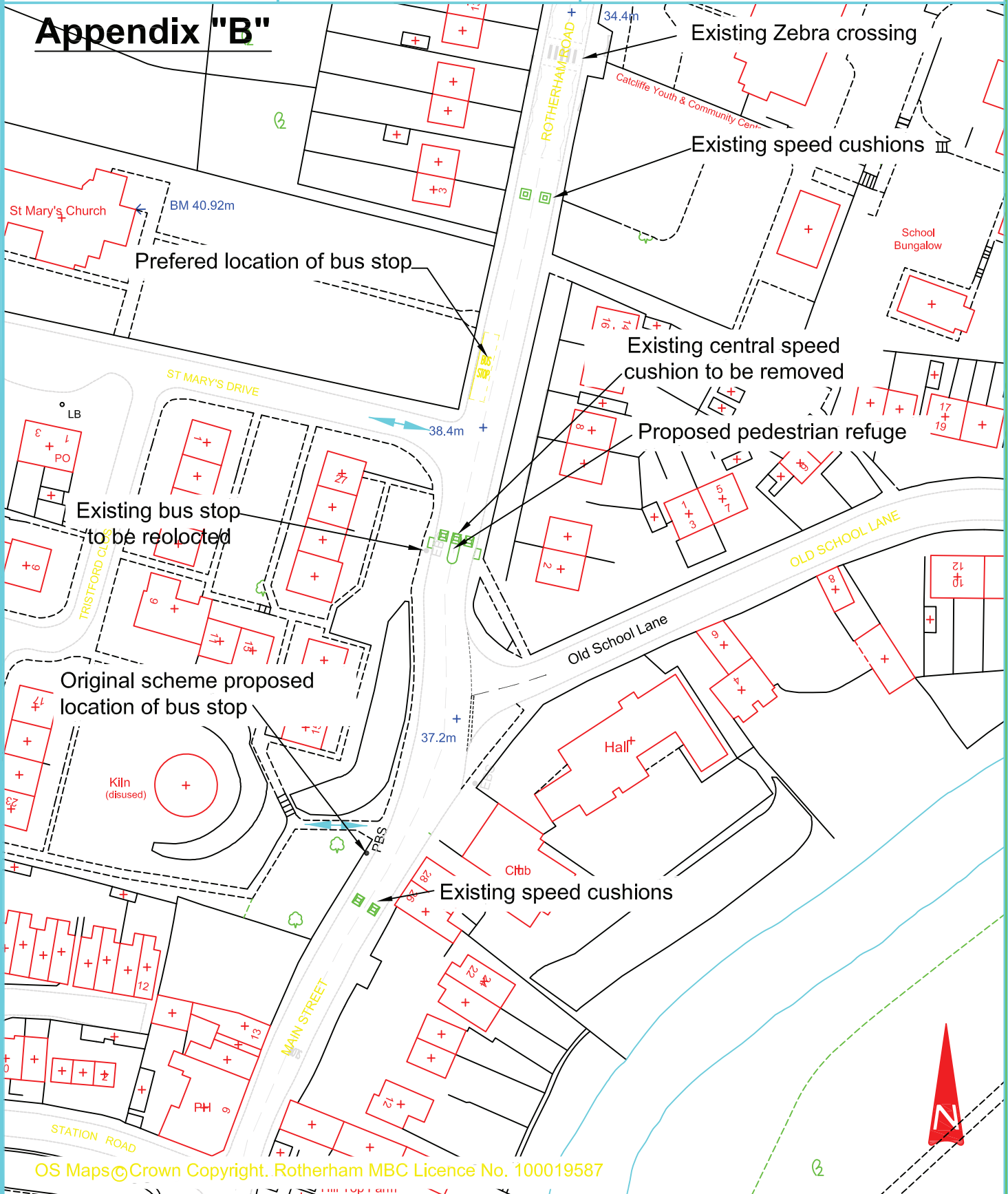
Title		Proposed Refuge. A631 Rotherham Road, Maltby.	
Dwg. No.	126/17/TT152	Scales (if A4)	1:500
Drawn	AS	Date	17 05 10
		Chd. by	ND



Rotherham Metropolitan Borough Council  
Environment & Development Services  
Bailey House, Rawmarsh Road,  
Rotherham S60 1TD

Client:

# Appendix "B"



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Title Proposed pedestrian refuge - Rotherham Road, Catcliffe

Dwg. No. 126/17/TT120

Scales (If A4) 1:1000

Drawn S.Q.

Date 07/10

Chd. by

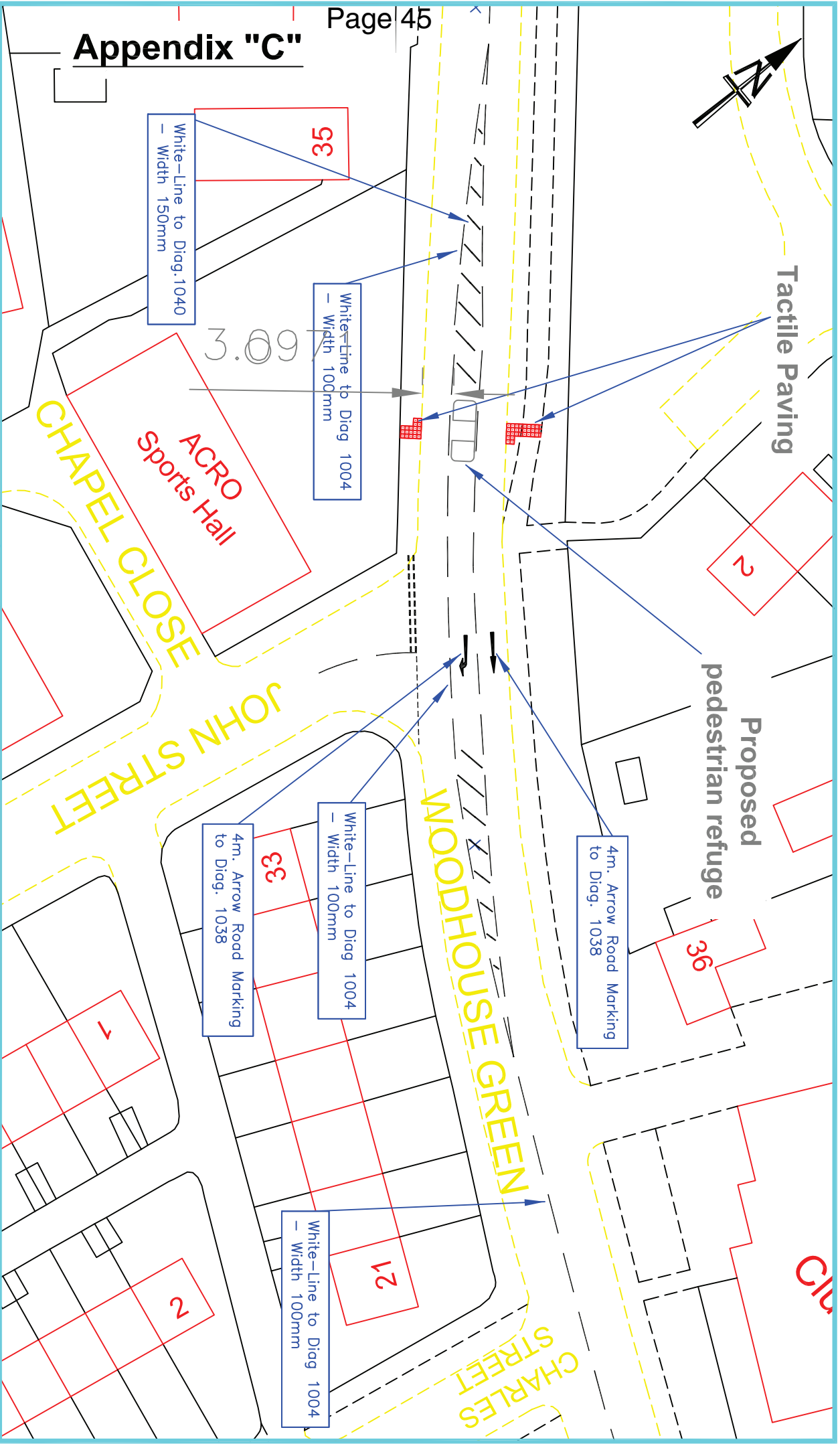


# Appendix "C"



Tactile Paving

Proposed pedestrian refuge



**Rotherham** Metropolitan Borough Council  
Environment & Development Services

Strategic Director:  
Karl Entwistley Bsc (Hons) MTRPL MTRPA

Rotherham Metropolitan Borough Council  
Environment & Development Services  
Bailey House, Rawmarsh Road,  
Rotherham S60 1TD

Client:

Title

Proposed pedestrian refuge  
Woodhouse Green, Thurcroft

Dwg. No. 126/17/TT125

Scales (if A4) 1:500

Drawn S. Q.

Date Aug-10

Chd. by



<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Regeneration and Environment Matters</b>
<b>2.</b>	<b>Date:</b>	<b>6<sup>th</sup> June 2011</b>
<b>3.</b>	<b>Title:</b>	<b>Proposed pedestrian refuges – Worksop Road, Aston</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment and Development Services</b>

**5. Summary**

To seek Cabinet Member approval to provide a new pedestrian refuge adjacent to the Aston Joint Service Centre and to replace an existing Pelican crossing which no longer meets the criteria with a pedestrian refuge.

**6. Recommendations**

**Cabinet Member is asked to resolve that**

- i. Authority be given for the construction of a pedestrian refuge adjacent to the Aston Joint Service Centre as shown on Appendix A**
- ii. That the objectors be informed accordingly**
- iii. Note that the scheme is to be funded by a Developer contribution and from the Local Transport Plan 3 Integrated Transport programme 2011 /12**
- iv. Authority be given for preliminary design and consultations to be undertaken, to replace the existing Pelican crossing with a pedestrian refuge near Wesley Avenue**
- v. Note that the scheme is to be funded from the Local Transport Plan 3 Integrated Transport programme 2011 /12 and savings from the traffic signal maintenance budget**

## **7. Proposals and Details**

Cabinet Member will recall that consideration was previously given to a report, presented by the Senior Engineer, relating to receipt of an objection to the proposed pedestrian refuge on Worksop Road near its junction with Manvers Road. Cabinet Member referred to his visit to this location and drew attention to the narrowness of the footway and potential difficulties for anyone using a wheelchair or pushchair. A further investigation was requested (Minute 91 of 10/11/2011 refers)

Further consideration has been given to an alternative location adjacent to The Beeches, which was previously rejected due to residents' concerns about displaced parking and access an egress to The Beeches. A further investigation has determined that a refuge can be accommodated near here but closer to Eden Grove. This repositioning will mitigate the concerns which were raised about a pedestrian refuge in this location.

It is therefore recommended that a pedestrian refuge should be constructed at the location shown on drawing No 126/17/TT151 in appendix A

Consideration has also been given to the existing Pelican Crossing on Worksop Road near Wesley Avenue. The crossing has been in existence for a number of years and the equipment is near the end of its life, and is in urgent need of replacement.

In accordance with Minute 140 of 26/03/2010, a survey was undertaken which established that the crossing was not frequently used and no longer meets the agreed criteria for a controlled crossing. In view of the reduction in budgets and the urgent need to replace the crossing equipment, it is proposed that the Pelican crossing be removed and replaced by a pedestrian refuge. The costs of this would be met by the savings in the traffic signal maintenance budget

## **8. Finance**

It is estimated that the total works will cost approximately £50,000 with funding being available from the a Developer contribution (£15,000), Local Transport Plan 3 Integrated Transport Authority allocation programme 2011 /12 (£15,000), and savings made from the traffic signal maintenance budget (£20,000).

## **9. Risks and Uncertainties**

Statutory Undertakers apparatus will require investigation and this may affect the overall scheme costs should any apparatus diversions be required.

## **10. Policy and Performance Agenda Implications**

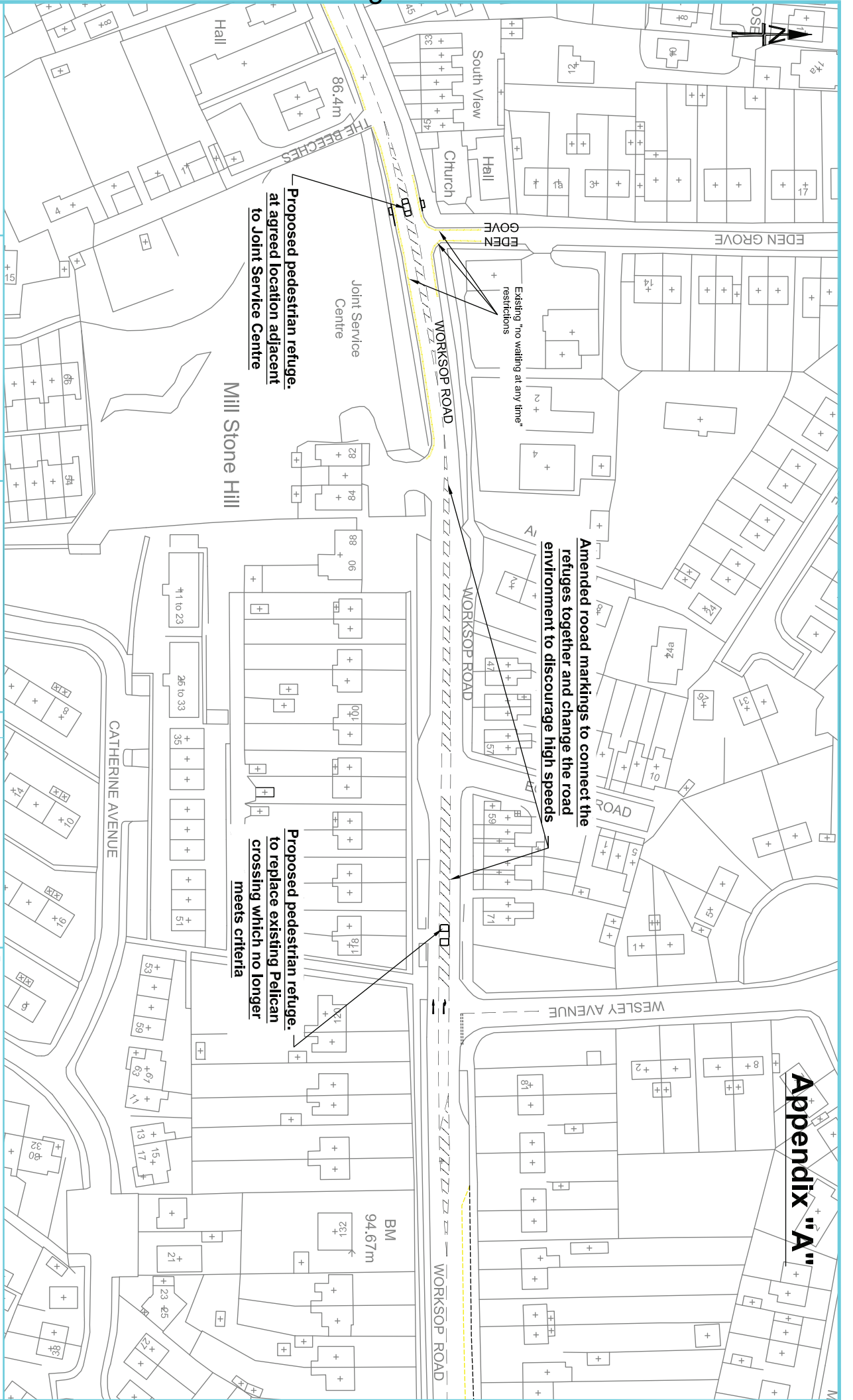
The proposed scheme is in line with the Councils' main themes of Alive, Safe and Achieving and also accords with the Equalities Policy.

## **11. Background Papers and Consultation**

Consultation with the Emergency Services, Ward Members, Parish Council and residential frontages affected by the proposals will be undertaken. Minute No 140 of 16/03/2010. Minute No91 of 10 /01/2011

**Contact Name :** *Simon Quarta, Assistant Engineer, Ext 54491*  
[Simon.Quarta@rotherham.gov.uk](mailto:Simon.Quarta@rotherham.gov.uk)

Appendix "A"



**Rotherham Metropolitan Borough Council**  
 Environment & Development Services

Strategic Director:  
 Karl Bamurray (see memo) (MFL, MFLRM)

Rotherham Metropolitan Borough Council  
 Environment & Development Services  
 Bailey House, Rawmarsh Road,  
 Rotherham S60 1TD

Client:

Rev.	Description

Title  
**Proposed pedestrian refuges  
 Workshop Road, Aston**

Dwg. No. 126/17/TT151  
 Date May 2011  
 Rev. S.Q.  
 Scales (if any) 1:1000  
 Cnd. by

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

1.	<b>Meeting:</b>	<b>Cabinet Member for Regeneration and Development Services</b>
2.	<b>Date:</b>	<b>6<sup>th</sup> June 2011</b>
3.	<b>Title:</b>	<b>Proposal for Trial of part night switch off of street lighting.</b>
4.	<b>Directorate:</b>	<b>Environment and Development Services</b>

**5. Summary**

The report proposes that a trial to switch off street lighting for part of the night at a set time be conducted to help reduce energy costs.

**6. Recommendations**

**That Cabinet Member for Regeneration and Development Services approves the trial for switching off street lights on the site outlined in this report.**

---

## **7. Proposals and Details**

As part of the street lighting strategy within Rotherham, new technology, products and initiatives are monitored and advantage taken, whenever possible, to reduce the environmental impact of street lighting. In addition, the Council has set a savings target of £35,000 from the street lighting energy budget in 2011/12 to be achieved by switching off selected street lights for part of the night.

In addition to saving energy costs, the effect of the proposal would be to:

- Reduce energy consumption and CO<sub>2</sub> emissions; and
- Extend the life of the lamp.

The proposed site for the trial is on Aston Way at Swallownest between Fence roundabout and Chesterfield Road roundabout. There is no footpath along this stretch of highway and therefore should be no pedestrian footfall, however there is a lay-by on this section of Aston Way which will remain lit throughout this trial.

A road safety audit of the highway has been carried out and the police and the council's legal department will be consulted prior to the initiation of the trial.

It is intended to install a central management system to control the lighting during this trial. If there are any objections or problems during the trial this system is flexible and can revert the lighting back to normal operation. It is also intended to fit signs at the extents of the scheme to inform the public that a trial switch off at set times is to be implemented.

The effect of switching off the lighting between midnight and 6 a.m. will reduce power consumption to zero at that part of the night and on these units will mean a saving in monetary terms of around £25 per unit per annum.

The trial will be monitored and stakeholders consulted on its effect with a view to using the knowledge gained to select other routes where energy consumption can be reduced.

## **8. Finance**

Fitting of the control gear to allow a trial of part night switch off will be accommodated within the capital funds available for the asset replacement and upgrade of street lighting equipment through Local Transport Plan funding.

## **9. Risks and Uncertainties**

There is a risk of public dissatisfaction which may arise from part night switching off of street lighting.

There are associated risks identified in the safety audit, although there are mitigating circumstances as the installation is to be done on a trial basis.

## **10. Policy and Performance Agenda Implications**

Part night switch off of street lighting supports the following Corporate Plan themes:

**Sustainable Development** – by reducing energy and CO<sub>2</sub> emissions.

## **11. Background Papers and Consultation**

Liaison with other Local Authorities that have carried out trials of part night switch off.

Sustainable energy action plan.

## **12 Contact Name:**

Allan Lewis. Principal Lighting Engineer  
01709 823069  
Allan.lewis@rotherham.gov.uk

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Regeneration and Environment</b>
<b>2.</b>	<b>Date:</b>	<b>6 June 2011</b>
<b>3.</b>	<b>Title:</b>	<b>Traffic Management Act 2004 – Permits to Work in the Highway; All Wards</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Environment and Development Services</b>

**5. Summary**

To report the outcome of the consultation for the introduction of a Permit Scheme for road and street works, and to seek authority to submit an application for a Permit Scheme on the busiest and most important traffic routes in the borough.

**6. Recommendations**

- 1. The outcome of the Statutory Consultation be noted**
- 2. Cabinet Member authorises an application be made to the secretary of State for Transport to implement a permit scheme in Rotherham**

## 7. Proposals and Details

Part 3 of the Traffic Management Act 2004 came in to effect in 2007, and allows for the introduction of a Permit Scheme to enable the better management of work activities on the highway. In particular it aims to improve the ability of local authorities to control and coordinate utility company's street works and its own highway works in order to minimise disruption and congestion.

The scheme provides for a change from the 'notification system' of the New Roads and Street Works Act 1991. Instead of utility companies notifying the Council about their intention to carry out street works in the borough, they would be required to book road space and time on the highway through a permit, as would the Council for its own works. The Council would choose to grant a permit, apply conditions to a permit or decline permission to work within the highway.

A permit scheme offers a powerful tool for local authorities to co-ordinate and control road and street works, and events. Schemes have recently been introduced in London, Kent, and Northamptonshire. Many local authorities are now actively developing schemes and a national group has been formed to provide advice and support.

The Yorkshire and Humberside Traffic Managers Group convened a working group, the Yorkshire Permit Planning Group (YPPG) to look at the feasibility of providing a permit scheme in the region. Their recommendation was to develop a 'common' permit scheme, which has the same standard provisions when managing works, and targets the main road network throughout the region.

Any authority wishing to introduce a permit scheme is required to apply to the Secretary of State for Transport for approval. An application would not be approved unless it provides a business case that demonstrates that the benefits to the travelling public outweigh the costs of implementing the scheme. The consultants WSP have prepared a cost / benefit analysis for six of the Yorkshire Authorities, i.e. all 4 South Yorkshire Authorities, Leeds and Kirklees. The report shows a positive cost / benefit ratio for Rotherham and each of the other authorities, which includes wider benefits such as reduced financial losses to business, and environmental impact.

In addition to the benefits in terms of reducing disruption on the local road network, local authorities can make a charge for the permit. Utility companies along with other authorities such as the SYPTTE would have to pay but there would only be 'shadow charging' for an authorities own works. The cost of a permit is set at a level to enable us to recover the cost of managing the scheme, and the income that we would legitimately recover from the fees should meet any additional costs to the Authority.

Key tasks include the assessment of traffic management layouts, proposed works durations, reinstatement provision, encouraging multi agency coordination, and where necessary consultation.

The YPPG, including officers from Rotherham, invited over 300 consultees (statutory and local) to comment on the Common Permit Scheme between December 2010 and March 2011 for a period of 12 weeks. There have been 186 responses of which 18 were positive, 151 were neutral and 17 were against the scheme received from interested parties such as South Yorkshire Police, South and West Yorkshire PTE's, and bus companies. The feedback received and the responses made are attached as Appendix A to this report.



Many of the 151 neutral responses, the majority of which were from utilities, were seeking points of clarification in the scheme documentation or permit scheme procedures. The 17 negative responses were primarily received from utility companies not wishing to carry out the few additional tasks that a permit scheme requires. It is the view of the YPPG that no valid reason for not implementing a permit scheme was raised.

Should the scheme be approved, the Yorkshire Permit Planning Group will work with these organisations during the implementation phase, to provide a smooth transition from the current street works noticing arrangements, to the successful launch of the permit scheme. The results of the consultation also highlighted the need to undertake minor amendments to the permit scheme documentation, which has been completed.

The YPPG has developed and updated a project timeline as work on the common permit scheme has progressed. There are factors such as the availability of a Government Minister to sign the final Order that may influence the implementation date. It is anticipated that Rotherham could make an application to implement a Permit Scheme no earlier than September 2011. The DfT require approximately 30 weeks to approve applications, and therefore the earliest that a Permit Scheme would be implemented should be around mid April 2012.

### **8. Finance**

The Department for Transport (DfT) permit fee calculation matrix includes a validation check to determine the number of officers required to work on permit applications and permit conditions vetting for the authority. The additional staff required for processing the permit applications for utility works and works promoted by other authorities will be funded from the permit fees. Permit applications for the councils own works will be processed by the current staff resource. Costs involved in setting up the permit scheme will be recouped from the permit charge income.

To effectively manage the additional tasks of a permit scheme, the DfT permit fee calculation matrix has estimated that an additional 1.6 full time equivalents (FTEs) at salary band H will be required. These FTEs will be self funded by the permit fee income for fulfilling the required tasks through permit application assessments.

### **9. Risks and Uncertainties**

The potential exists for utility companies to allocate their resources to focus only on authorities that have adopted a permit scheme. Subsequently, there is a risk of poor coordination and planning of works on Rotherham's highway network, should a permit scheme not be introduced here. Without the income generated from a permit scheme, the Authority would be both under resourced and under-legislated to drive positive change within utility companies.

Every local authority has a duty under the Traffic Management Act 2004 to manage the traffic on the network in the most effective way. A Permit Scheme would demonstrate that a local authority is taking steps to achieve this. A cost / benefit analysis has been completed which showed it would be appropriate to proceed with a Permit Scheme application. However, where an authority is failing in this duty, intervention can be considered by the DfT. In extreme cases this would potentially lead to the government appointing a traffic director to take over responsibilities for traffic authority operations and guide the Council out of any crisis.

There is a low risk that the Permit Scheme may fail to deliver the predicted benefits outlined in the scheme document and, consequently, there is a slight possibility that the scheme may have to be abandoned or amended. Should the scheme be abandoned, then all works would then be coordinated through the existing notification system, which affords limited powers in dealing with the Council's own works. Other authorities such as Kent have undertaken a preliminary evaluation of their scheme and are reporting very encouraging early results. A recent letter from Norman Baker (MP), Parliamentary Under-Secretary of State for Transport encourages other local Authorities to pursue Permit Schemes.

## **10. Policy and Performance Agenda Implications**

The scheme is in line with objectives set out in the South Yorkshire Local Transport Plan 3, where specific note is made regarding the benefits of introducing a permit scheme. The scheme accords with Traffic Management Act 2004 in that it will give greater control over roadworks on the busiest and most important traffic routes in the borough. This will reduce delays and congestion, resulting in reduced carbon emissions and improved air quality. In addition, the proposal supports the clean streets and safer and well maintained roads objectives in seeking an improved environment.

## **11. Background Papers and Consultation**

New Roads and Street Works Act 1991.

Traffic Management Act 2004.

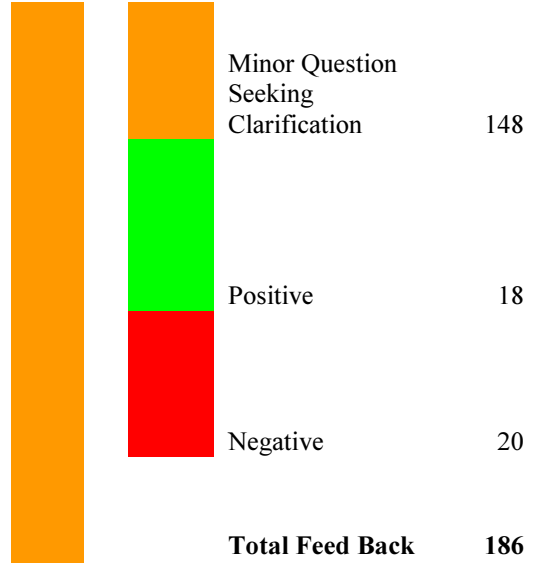
Local Transport Plan 2011 – 2015.

Appendix A – Consultation Feedback and Responses

**Contact Name** : *Andrew Rowley, Street Works and Coordination Engineer,*

# Appendix A

No.	Feed Back Type	Authority	Document Section	Feedback	Response
1	Question	All	1.3.4 Measurement of Objectives	Bullet 2 and 3 – “when technology becomes available” – the lack of technology undermines demonstration of the delivery of the objective. How will this be demonstrated in the interim?	The permit Scheme is designed to run for many years and provision has been made to allow it to develop as the technology becomes available. In the interim other measures will be used.
2	Question	All	1.3.4 Measurement of Objectives	Final Bullet – Please clarify, the statement does not make sense, particularly the context of the final sentence	The aim of the scheme is to provide the best possible service to all users, in reducing the disruption, protecting the infrastructure etc, the competency of officers administering the scheme and of works promoters in submitting permit applications. The bullet point will be re-written to ensure clarity.
3	Question	All	1.4.5 (2) Registerable activities	Please confirm whether a permit is required for the following activities: Simultaneous opening and closing lids if undertaken at a non traffic sensitive time On-going longer term activities such as venting	If the works do not involve the use of any form of temporary traffic control as defined in the Code of Practice for Safety at Street Works and Road Works, and/or require a TTRO, or reduce the number of lanes available on a carriageway of three or more lanes then no permit will be required.
4	Question	All	1.4.6 (3) Non Registerable activities	Please justify why the Fire Service are able to carry out routine maintenance (testing) of their apparatus without a permit at non traffic sensitive times, yet this opportunity is not extended to Utilities under similar circumstances?	See the answer to 1.4.5 (2) above. The statement in 1.4.6 (3) is to include the Fire Service. This statement is also included in the HAUC(UK) Code of Practice for Permits.
5	Question	All	1.4.6 Section 50 licence holders	How will the Permit Scheme affect Section 50 licence applicants as their activities are equally as intrusive and should be subject to the same obligations and conditions as Utility works?	Section 50 works are a registerable activity, however in order to clarify this the document will be amended to insert a second paragraph in section 1.4.4 of the document :- ‘‘Works to be undertaken under Section 50 of NRASWA on a street covered by this permit scheme will require appropriate permit(s), which will be obtained by the street authority, on behalf of the licence holder.’’
6	Question	All	2.4.1 Principles of Coordination	Bullet 3, “...those empowered to take decisions” – this is an obligation Utilities are unable to meet. Decision makers are unlikely to be in a position to attend coordination meetings, however competent representatives will continue to attend, take away actions and feed back appropriately. Utilities request this section by rephrased accordingly	This is an existing requirement, under 2.2.2 of the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and related matters which states that ‘...The key principles of effective co-ordination are regular input and attendance of relevant people (those empowered to take decisions) at co-ordination meetings;’ This requirement is also included in the HAUC(UK) Code of Practice for Permits.
7	Question	All	2.4.2 YHAUC	This section seems irrelevant, and should be removed from the permit document	This section of the document reflects the HAUC(UK) Code of Practice for Permits in suggesting that regional HAUC meetings are part of both the performance management and permit dispute process.
8	Question	All	2.6.3 Entering Information into the Register – FPI’s	What does, “..Promoters should send forward planning information about works electronically in accordance with the current Technical Specification for EToN” mean?.....are FPI’s mandatory? Utilities believe this has been superseded by the YHAUC agreement to communicate long term coordination using the Appendix E spreadsheet.	This section has been included to ensure compliance with the HAUC(UK) Code of Practice for Permits. FPI’s should be used, via EToN, to complement the long term Appendix E spreadsheet but aren’t a mandatory requirement or a replacement.
9	Question	All	3.4.1 Access to Register	How will undertakers and partners access the register?	Undertakers will access the permit register through the individual Permit Authorities public website. Address details and user instructions will be made available to undertakers and other interested parties should the Yorkshire Common Permit Scheme be implemented.
10	Question	All	3.4.1 Access to Register	Will undertakers have access to the full content of the permits register? (as specified in 3.3)	Work promoters will have access to all current and proposed works on the permit register. ASD information will be available to Works Promoters via the NSG.
11	Question	All	3.4.1 Access to Register	What back up process and systems will be made available in the event of unplanned down-time to facilitate access to the register?	Each Permit Authority’s IT systems have resilience and Business Continuity Plans in place.
12	Question	All	3.4.1 Access to Register	Please provide details of the back up process requested as above and a proposed service level agreement relating to restoration of service	Each Permit Authority will contact Utilities individually regarding unplanned down time and access to the register.



13	Question	All	4.2 Testing	How and who will be testing access to the permits register?	The permit register utilises an amended version of the Street Works Register. The Street Works Register is currently available to view via the councils' public websites. As part of the implementation plan testing of the permit transmissions will take place between utility and authority systems.
14	Question	All	4.2 Testing	It is requested that a minimum of one calendar month advance testing (across all Utility EToN systems)	Communication testing will be built into the Permit Scheme implementation plan.
15	Question	All	4.4.1 (k) Information for the ASD – Vulnerable Road Users	Could the inclusion of information relating to Vulnerable Road Users as part of ASD break data protection laws relating to individuals private information? Please clarify what information would be made available and to what benefit.	Permit Authorities will be responsible for ensuring any information held as ASD complies with the Data Protection Act. Information held about establishments or known issues at particular locations will not contain details of any individuals
16	Question	All	5.7 Early notification of Immediate Works	Utilities request clarification on the process for dealing with early notification of immediate works commenced out of hours (please clarify process and contact numbers)	This section is included primarily to future-proof the scheme. If streets are designated within the ASD, the Permit Authority will provide contact details and suitably trained staff to discuss the proposed works with the work promoter, particularly in relation to traffic management and works methodology.
17	Question	All	5.8.11 Speed limits	Will the road speed limits be available on the NSG for all Permit Streets from the date of implementation? If not please advise how and where Utilities will be able to access this information.	It is the intention of Permit Authority to hold speed restriction data as ASD. If data is not available at the commencement of the scheme the relevant speed limit can be obtained by contacting the permit authority or by inspecting the site.
18	Question	All	6.3 Permit Administration	Please clarify the meaning of, “suitably qualified team of people” – what qualifications and/or experience will individuals have?	Senior managers will ensure that all officers administering the Permit Scheme are suitably trained and qualified.
19	Question	All	6.7 Applications to Interested Parties	What proof of consultation with interested parties will be required, particularly those who do not have access to electronic systems. Does “electronic systems” relate to EToN or a wider interpretation such as email?	The Permit Authority trusts that if a Work Promoter states that it has consulted an interested party it has done so. The Work Promoter can agree an appropriate means of communication with specific interested parties. Should an interested party later complain that it has not been consulted the Work Promoter will be offered the opportunity to demonstrate compliance with the relevant permit condition.
20	Question	All	6.8.1 Additional Information Appendix 1	Utilities request the rewording of final paragraph, “...information that can not be passed via EToN <u>should</u> be sent....using the additional information form referenced in Appendix 1” to read “can be” not “should”. Utilities believe the specific use of the additional information form should be an option, not a requirement.	Agreed, the document will be amended. However all the additional information specified within appendix K must be included in the submission. For consistency it is recommended that the format shown in Appendix K is used.
21	Question	All	6.8.1 Additional Information that can not be processed via EToN	Please clarify how each authority would like to receive attachments such as traffic management plans, drawings indicating works footprint etc. Please also specify the format of drawings i.e. GIS maps and any destination email addresses to be used.	Electronic methods should be used. If EToN attachments are not available at the commencement of the scheme, it is suggested that PDF attachments via e-mail would be appropriate for plans/drawings. For consistency it is recommended that the format shown in Appendix K is used. All contact details will be included in Appendix C.
22	Question	All	6.8.1 Additional Information that can not be processed via EToN	Please clarify whether separate plans and attachments are required for each street as part of a Major Works scheme or could the overall high level area plan be provided instead (which is usually discussed in advance of the works taking place)	Working footprint drawings could be submitted as one high level area plan. Detailed Traffic Management Plans would be submitted per section of street where required, for clarity.
23	Question	All	6.8.5 Immediate Activities Vulnerable Streets	Utilities request clarification on the process for dealing with early notification of immediate on vulnerable streets identified and begun out of hours (please clarify process and contact numbers). How will the logged phone call and unique reference number process be managed out of hours?	Please refer to response to Q.16 above
24	Question	All	6.8.5 Immediate Activities Vulnerable Streets	Where would the unique reference number (given following the logged call on identification of Immediate Works on vulnerable streets) be annotated within the Permit Application in EToN?	Please refer to response to Q.16 above

25	Question	All	6.8.10 Depth - wording	Utilities request rewording of second sentence first paragraph, “While this <u>might</u> be expressed..” to say “may be expressed...”	The HAUC(UK) Code of Practice for Permits uses “might” in ref. 10.14.7 Page 67.
26	Question	All	6.8.10 Depth – use of Appendix 1	Utilities believe the specific use of the additional information form should be an option, not a requirement	Please refer to response to Q. 20 above
27	Question	All	6.10.11 Contact Person	Utilities request that the paragraph relating to contact person be amended to include the option of providing a department name or role as an alternative to a specific individuals name (which may not be appropriate or manageable)	This requirement is taken from the HAUC(UK) Code of Practice for Permits.
28	Question	All	6.10.12 Early Starts – YHAUC Procedure	Not all Utilities or Street Authorities are in agreement with the YHAUC Early Starts Procedure, how would this be managed as part of the Permit Scheme?	Any reference to the YHAUC Early Start Procedure will be removed from the document.
29	Question	All	7.3 Issuing Permits and Response Time	Utilities request a reduction in the application for permit response times from 2 to 1 day for the following activities: Minor Works Notices, Immediate Notices, Variations	Authorities will endeavour to respond back on all permit applications as quickly as possible. The response times in 7.3 of the document show maximum values and any failure to respond to an application within these targets will mean that the permit is deemed granted. Unrealistic response targets would result in a high proportion of deemed permits which would result in a reduction of the quality of the service provided.
30	Question	All	7.4 Conditions	What <u>local</u> conditions is each authority considering? The local conditions are required be defined and articulated within the permit document to ensure consistency of application.	The framework is set out in the paragraphs following 7.4. There are currently no other ‘local’ conditions in this common scheme, for reasons of consistency.
31	Question	All	8.2.4 Applying for a variation	Please define “electronically”...does this mean by EToN or by wider interpretation such as email? Also the process conflicts with the YHAUC Revised Duration Estimates process.	In this context, electronically means via EToN, The YHAUC revised duration process will be superseded by the procedures outlined in the Permit scheme document.
32	Question	All	8.2.4 (Applying for a variation) Revised Duration Estimates	When agreeing a variation involving an extension in estimated end dates, will this also result an increase in the reasonable period accordingly?	YES
33	Question	All	8.2.5 (a) Multiple Excavations – further excavations new location	“....the promoter must telephone xx council with the new location”. Please confirm the telephone number to be used (including out of hours) and how the telephone call will be recorded (i.e. logged?). What proof will there be that a call has been made?	Well-established systems are in place for interaction between Street Authorities and Utility Companies with both sides providing call log numbers. The system will be extended to the Permits Scheme. Refer to Appendix C.
34	Question	All	8.2.5 Multiple Excavations – openings for simultaneous or ongoing activities	Please refer to number 3 above relating to 1.4.5 (2)...8.2.5 first paragraph, third sentence states, “A series of excavations or <u>openings</u> have to be made from where the symptoms are apparent to trace the point of the fault”. Please distinguish between simultaneous lid lifting (which may not be Registerable if done outside of traffic sensitive times and do not meet the other Registerable criteria) and ongoing lid lifting activities such as venting.	Lid lifting (which may not be Registerable if done outside of traffic sensitive times, and does not meet the other Registerable criteria) means lifting and replacing lids a few moments later. On-going lid lifting activities such as venting mean leaving lids off for a period longer than a few minutes. This section is unchanged from the HAUC(UK) Code of Practice for Permits.
35	Question	All	9 Conflict with Other Legislation and Legal Liability	2 <sup>nd</sup> Paragraph – “xxx council, as Permit Authority will be responsible for resolving the issue with the other body or bodies concerned, e.g. Environmental Health Officials, and amending the permit conditions accordingly”..... Please clarify the process and service level agreements by which issues will be resolved with all bodies including the HSE, OFGEM, OFWAT, OFCOM, DWI and other equivalent regulatory bodies?	Each case will be resolved in a professional manner by the Permit Authority, working with the body concerned and the Works Promoter to achieve a solution within the appropriate legal and permits framework.
36	Question	All	11.3 Waived and Reduced Fees	Please define “working space”.....does this mean the same excavation, or within the same works footprint?	“Working Space” means the same works footprint, not occupying any road space outside the original works: It can also be applied to works using the same lane or road closure.

37	Question	All	14.9 Application of Money by XX council (Fixed Penalty Notices)	Please clarify how the Permit Authorities intend to demonstrate that the cost of operating the FPN scheme will be removed from the income received.	The cost of operating an FPN system is not included in the Permit Fee calculation.
38	Question	All	15.1.1 Road Closures and Traffic Restrictions - Procedure	Utilities request one consistent advance notice period required in order to process our request for a Temporary Traffic Regulation Order (planned works) – please clarify the common lead in period required/	If a TTRO is required, the promoter should notify the traffic authority at least three months in advance.
39	Question	All	15.4 Vehicles Parking at Street & Road Works	Utilities request clarification of the purpose of this statement?	This statement is taken from the HAUC(UK) Code of Practice for Permits.
40	Question	All	15.7.1 Disruption Effects Score	The Permit Scheme advocates the use of a calculation in Appendix H which is reliant on the provision of traffic flow data. Utilities consider this to be an important evaluation tool and needs to be available at the commencement of the Permit Scheme, therefore clarification on how traffic flow data will be made available is required.	The DES is mentioned in Section 6.10.5 as a means of illustrating an activity where it is significant in terms of potential disruption due to its position and size. It was not anticipated that the DES would be used for the majority of Permit Applications and, so where it was considered that a DES would be of value, the Permit Authority would provide the Works Promoter with such traffic flow information as is available.
41	Question	All	15.7.1 Disruption Effects Score	Would failure to provide traffic flow data, as prescribed in the calculation in Appendix H, compromise the objectives of the permit scheme? Utilities consider it would	Please refer to Q.40 above
42	Question	All	16.2.1 Key Parity Measures 1, - include number of deemed applications	Utilities request the definition of measure 1 be amended as follows, “The number of permit and permit variation applications received, the number granted, <u>the number deemed</u> and the number refused”	Whilst the Permit Planning Group agree that this is a reasonable request, the KPI is a mandatory requirement specified in the HAUC(UK) Code of Practice for Permits and therefore cannot be amended.
43	Question	All	16.2.1 Additional KPM request	“The number of instances of promoters working without a permit or in breach of permit conditions (to include activities by undertakers and the highway authority) broken down by promoter”	Compilation of the data would be reliant on information from on-site checks, which would not provide complete information. Therefore, this information could not be used as a KPM.
44	Question	All	16.3 KPM review frequency	Utilities request monthly production and publication of the Key Parity Measures. This needs to be stipulated within the Permit Scheme document.	In order to keep the permit scheme costs to a minimum it is felt that quarterly production of KPM’s is sufficient. This also matches the current cycle of NRSWA compliance performance reporting arrangements.
45	Question	All	16.3.1.1 Tangible Benefits - 1 “Minimising delay and reducing disruption to road users from street and road work activity”	Please clarify how the permit authorities intend to demonstrate the benefit claimed in the interim, until technology becomes available.	The Permit Scheme is being developed to operate over many years, so it is appropriate to include measures which will be developed during the life of the scheme. Initially, a manual record will be kept of instances where co-ordinated working has resulted in a reduction of ‘highway occupancy days’ achieved due to the additional resource which the permit scheme will make available to the authority.
46	Question	All	16.3.1.1 Tangible Benefits - 1 “Minimising delay and reducing disruption to road users	Does failure to demonstrate the benefit claimed undermine the scheme objectives? Please provide justification.	The regular scheme reviews will highlight the need to address any shortfall in data required to demonstrate whether claimed benefits have been achieved.



			from street and road work activity”		
47	Question	All	16.3.1.1 Tangible Benefits - 2 “Reduction in remedial measures”	Please define “apparatus damage”.	Instances where the owner of any apparatus has to attend to repair their equipment after action by another Works Promoter, including when damage is discovered after the event.
48	Question	All	16.3.1.1 Tangible Benefits - 2 “Reduction in remedial measures”	Please clarify how you will gather data relating to apparatus damage?	From reports by Works Promoters
49	Question	All	16.3.1.1 Tangible Benefits - 3 “Improved compliance with the Safety at Street Works”	Please clarify how the Permit Scheme will improve on site compliance?	The measures are set out in the scheme document. Works promoters will need to fully plan their operations in order to specify permit conditions in their applications. Improved site compliance will result from a greater ‘involvement’ in these requirements.
50	Question	All	16.3.1.1 Tangible Benefits - 3 “Improved compliance with the Safety at Street Works”	Why is only Cat A inspection failures to be measured and not all signing lighting and guarding failures?	Sample A inspection failures are an established, agreed means of measuring performance. The Utility Companies will be welcomed if they wish to seek improvements to the way they work and how the scheme is operated.
51	Question	All	16.3.1 Additional Tangible Benefit request	“A reduction in the number of complaints received” This will be measured across all promoters and compared with benchmark data gathered at the commencement of the permit scheme.	The Permit Authorities were mindful of the advice provided by DfT in the Permit Scheme decision Making and Development Guidance. This recommends not setting too many additional objectives which could lead to a scheme design that loses focus.
52	Question	All	Appendix J Table 3 Permit Fees	Please justify the cost of a variation, also if Sheffield is able to propose variations for Major Works as £20 and £10 for others, how can the remaining authorities justify their rate for all works?	The remaining Permit Authorities have followed the DfT Permit Fee Guidance in establishing the variation fee. The Fee reflects the actual anticipated costs involved in administering the Permit Variations. The Sheffield figure, in particular, will be subject to review
53	Question	All	Appendix K Additional Information Form	Utilities believe the use of Appendix K is unnecessary as all the information contained within the document would be detailed in the Provisional Advance Authorisation or Permit Application and or associated supplementary file attachments	See response to Q.20
54	Question	All	Glossary – “Day”	Although the glossary does state the meaning as, “a working day unless otherwise specified” the permit scheme document refers to calendar days in some parts and working days in others. Utilities request one common day format (working or calendar) to avoid confusion.	Both terminologies are relevant and required to differentiate separate circumstances.
55	Question	All	Glossary “Opening (the street)”	Formatting issue, this should be in bold text.	The document will be amended

56	Question	All	General Comments Clash between Customer Service and compliance with the Permit Scheme	Utility organisations provide essential services to both domestic and commercial customers which reside in Yorkshire. These services come at a cost to the customer and it is important that utilities and local authorities are able to demonstrate value for money. In the current economical climate the potential of increasing customer bills as a result of additional costs associated with permit fees and the operation of a permit scheme is of major concern. In respect of value for money, customers expect Utilities to be responsive to service requests. A lack of response leads to dissatisfaction and customer complaints. Utilities operate standards of service schemes, generally agreed with the regulator, and there is concern that the Permit Scheme will further inhibit Utilities from meeting these standards.	The aim of the permit scheme is to minimise the disruption caused by works in the street. An essential part of this is effective planning and execution of works. The scheme will encourage behaviours which provide a better service to direct and indirect customers alike.
57	Question	All	General The need for a Permit Scheme	By advocating the need for a Permit Scheme, do Council Members acknowledge this means that congestion is a problem in each of their permit authority areas? Please justify.	Permit schemes are designed to reduce the disruption caused by works in the Highway. All the Councils in the scheme appointed an independent specialist transportation consultant specialist to analyse the extent of disruption due to works and evaluate the benefits which would accrue from a permits scheme. All schemes will be subject to Council Member approval prior to implementation.
58	Question	All	General The need for a Permit Scheme	By advocating the need for a Permit Scheme, do Council Members acknowledge that attempts to coordinate works and manage disruption have failed under existing legislation? Please justify.	Permit schemes will improve on existing co-ordination arrangements.
59	Question	All	General The need for a Permit Scheme	Have all controls and options available in order to coordinate works and minimise disruption under current legislation been exhausted? Please justify.	The Authorities involved in the permit scheme do use all the existing controls in a reasonable manner. The permit scheme further enhances the controls available to reduce disruption and encourages active participation.
60	Question	All	General Permit Authority own works and impact on ratepayers	How will the cost of Permit Authority's own works be funded and what will be the impact on ratepayers' bills? Please justify.	Internal re-organisations will allow processing of the Authority's own works within existing resources
61	Question	All	General Invoicing	Utilities request invoices per works order not by monthly activities as some elements of the overall costs will be paid by customers, contractors or by the Utility. Delays in processing these payments may result in monthly accounts being placed on hold for the sake of one works which may be in dispute. In order to facilitate the speedy and efficient processing of payments, invoicing by works reference will be required.	The National Permit forum is examining this issue and the Yorkshire Permit scheme will follow its guidance.
62	Question	All	General NTS Footpaths linked to TS Streets	Please clarify - for works in a footpath (highway for the use solely of pedestrians) which is not traffic sensitive in itself but which is linked to one or more traffic sensitive streets - would a permit be required? The presumption is that the footpath would have a USRN.	The footpath should have a USRN. It would only require a permit if it was designated as a Traffic Sensitive Street (TSS). It is unlikely that such a footpath would be designated TSS because of its link to another TSS. It is possible particularly in the city centre that a highway dedicated for the sole use of pedestrians could be designated as a TSS due to the high volume of pedestrians. The question assumes that there is no footprint of the works on a Permit Street, if that is the case then a notice will be required rather than a permit. However, if works vehicles, spoil, signing and guarding are occupying space on the Permit Street, then a permit is appropriate.
63	Question	All	Section 50 licences	Please could you confirm how will the permit schemes work in relation to S50 licences? A number of developers currently carry out works under this and our new supplies department have asked for clarification. Will the permit become part of the S50 licence process but with the appropriate additional cost incurred? Clearly they wont have access to ETon either ?	Section 50 works are a registerable activity, however in order to clarify this the document will be amended to insert a second paragraph in section 1.4.4 of the document :- "Works to be undertaken under Section 50 of NRASWA on a street covered by this permit scheme will require appropriate permit's), which ill be obtained by the street authority, on behalf of the licence holder."
64	Question	All	All	Er, haven't we been here before?	This is a fundamental change in the way street works are administered.



65	Question	All	All	Isn't this what NRSWA was supposed to achieve?	Permit schemes were introduced under the Traffic Management Act because of deficiencies in the current NRSWA legislation.
66	Question	All	All	What hope do we have of the Permit system working?	The scheme has been designed in accordance with DfT guidelines, Permit Schemes are in operation in other areas and have exceeded stated benefits.
67	Question	All	All	Will there be any independent monitoring of the personnel involved in administering the scheme?	The scheme has been designed to be open and transparent with the key aim of ensuring parity between promoters.
68	Question	All	All	What if it doesn't work?	There are mechanisms in the regulations for a permit scheme to be reviewed / amended / ended.
69	Question	All	All	How much has this lot cost?	This question is not relevant to the consultation process.
70	Question	All	All	What will its anticipated cost benefit be?	Significant positive benefit cost ratios have been estimated for each authority.
71	Question	All	All	Will its cost benefit performance be measured?	Each scheme will be measured against its stated objectives.
72	Comment	All	All	Until I see any improvement in the way that LA's operate, I will remain of the opinion that this is nothing more than an exercise to keep LA staff.	
73	Question	Leeds CC	Appendix A	Intrigued to see Tulip Street and Beza Road included. Together these form a cul de sac off Beza Street. Neither currently have any traffic sensitive status.	These streets are included in the scheme because they are designated as road reinstatement category 2. The reinstatement category is derived from the numbers of commercial vehicles using a street.
74	Comment	All	Permit to dig up roads	I hope that anyone digging up our roads will be monitored as to the state of the re-surfacing after the work is completed. Not just as the time of completion but up to a minimum of six months after they have finished.	Current legislation allows us to inspect works during a grantee period of two / three years and this will continue under a permit scheme.
75	Comment	Rotherham MBC	Non-specific	The Anston Parish Council (Metropolitan Borough of Rotherham) passed a resolution on the 17th January 2011 supporting the proposed Permit Scheme.	
76	Comment	Kirklees MBC	Non-specific	CONSULTATION ON THE PROPOSAL TO OPERATE A COMMON PERMIT SCHEME IN PARTS OF THE YORKSHIRE REGION AS PER YOUR LETTER 15/12/10 Feedback : PLEASE NOTE THE COMMENTS BELOW COME FROM MELTHAM TOWN COUNCIL'S PLANNING COMMITTEE, (within Kirklees local authority). The Committee feel that the proposed scheme is a good way of improving the present situation in that criteria can be included to control how and when the work is done and this should also allow co-ordination between utility companies so to ensure minimum disruption for road users.	
77	Comment	All	General	As a Bus Operator involved in operating services through several districts, it would be very beneficial that before granting permits consideration could be given to work being carried out on roads that travel through neighbouring districts as schemes on arterial bus routes can adversely affect bus punctuality. I would support the initiative	whilst the scheme does not make specific provision for this the permit group recommend that further work should be undertaken through the local transport plan process to develop closer integration between adjacent districts and the bus routing information systems.
78	Comment	Leeds CC	1 & 7 plus overall comments	Clifford Parish Council wish to make the following comments: 1. The council believe that there is no need to impose an additional layer of regulations 2. Parish Council should be notified direct, & in plenty of time, if anyone obtains a permit for works inside the parish 3.It would be useful if future consultations included a summary to make it easier to review 4. Please let Clifford Parish Council know if any changes are made the document following this consultation	Comments (1) and (3) have been noted. (2). The permit scheme would not change the notification requirements specified in the Town and Parish Council Charter. (4). Consultees will be informed at the end of the consultation period of any major changes in the proposed scheme.
79	Question	All	General	Why is there no sight of previously submitted questions	The YPPG meets regularly to discuss all the feedback that has been left and where appropriate provide a response, information is then uploaded to the data room as soon as possible.

80	Comment	All	Permit to Work	If a utility company applies for a Permit to Work then other utilities( etc) should be contacted to request a planned work investigation. Notice should be given to these other companies that subsequent work will not be allowed within a given period (1 year). This should co-ordinate activities, minimise duplicated delays and allow utilities to share the cost of reinstatement. A similar scheme should also be implemented when Councils undertake re-surfacing (e.g. PFI schemes) with even greater periods of non-disturbance issued to utilities. e.g. 3 years. I also suggest a stricter clerk of works scheme is introduced in order to ensure a quality re-instatement is undertaken. Contactors should guarantee their work for a minimum of 3 years. Hopefully this will reduce the number of pot holes.	Experience from schemes currently in operation has shown that the permit scheme will further strengthen existing works coordination arrangements and encourage collaboration. Restrictions are currently applied up to a period of five years, however certain types of works are exempt for example water leak or new gas services. One of the scheme objectives is to protect the structure of the street the scheme is designed to encourage a right first time approach to reinstatements
81	Comment	Doncaster	General Feedback	I agree to the principle of the permit scheme. However, it is important that training is provided for relevant staff on the principles and procedures required. 1.4.4 Application for a permit within 2 hours of an emergency will not always be possible, for example weekends, evenings and mornings. 5.7 The control room is not staffed, not all traffic signals can be controlled centrally and there is no guarantee of resources being available to respond. 5.8.9/10/11 Where does this information come from?	The information that will populate the streetworks register will be gathered from various internal sources during the permit scheme's implementation phase. Permit applications for immediate activities outside of normal working hours should be made as soon as reasonably practicable.
82	Question	All	6.10.12 - Early Starts	Does the consideration of waiving the fee for an early start apply to all permits or just the PAA / Permit follow up example quoted. If it applies to all, this does not drive improvement in works planning and the variation fee should apply in all cases. Suggest this be re-worded.	The document will be amended to make it clear that the waiving of the variation fee applies only to the PAA example.
83	Comment	All	7.4.5 Consultation and Publicity	We need to ensure that any additional consultation/ publicity suggested for a proposed works is within reason and agreed between both parties i.e the local authority as well as works promoter.	Authorities will exercise reasonableness in stipulating this permit condition.
84	Comment	All	2.4.3 Co-ordination	Attendance at local co-ordination meetings should only be necessary if there is a potential clash with works and the local authority specifically request attendance to discuss any issues.	This is an existing requirement, under 2.2.2 of the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and related matters which states that '... The key principles of effective co-ordination are regular input and attendance of relevant people (those empowered to take decisions) at co-ordination meetings;' This requirement is also included in the HAUC(UK) Code of Practice for Permits.
85	Question	All	11.2 Fee Levels	Clarification please - does this mean that although a Transport Authority is required to apply for a Permit they are not required to pay permit fees or is this applicable to a highway authority only?	A Transport Authority will require a permit and a fee will be payable
86	Comment	Rotherham MBC	15.2 Working Near Rail Tracks and Tramways	Should para 15.2 not be 15.3?	The Rotherham document will be amended
87	Comment	All	Annex G1 ADVICE OF INTENDED WORKS AT OR NEAR A RAILWAY LEVEL CROSSING	Please note the form illustrated in Annex G1 has changed since the release of the NRSWA CoP 3rd Edition revised August 2009. Please contact your regional Network Rail HAUC representative in order to obtain the most up to date version of the form so that it can be included in the final version of your permit schemes.	Noted. Permit scheme document to be amended
88	Comment	All	Annex G2 ADVICE OF INTENDED WORKS AT OR NEAR A RAILWAY LEVEL CROSSING	Please note the contact details for Network Rails Asset Protection Team have changed since the release of NRSWA CoP 3rd Edition revised August 2009. Please contact your regional Network Rail HAUC representative in order to obtain this updated information so that it can be included in your final permit schemes.	Noted. Permit scheme document to be amended

89	Comment	All	Appendix A coverage of permit scheme	Could you please advise what percentage of your network will be covered by the permit scheme	The extent of coverage will vary between Authorities. See Appendix A
90	Question	All	Regarding the response to the first question on S50 licences 1.4.4	Thank you for the response stating a new paragraph will be inserted. How will the fees be managed, will this be an additional cost on top of the existing S50 fee (presuming there is one)?	The fee for a Section 50 licence will include the Permit fee. Current arrangements for granting a S50 licence already include Permit-type activities and, so, it is not anticipated that S50 licence fees will vary significantly from those currently being charged.
91	Comment	All	All	In general terms SYP take no adverse view on the implementation of the CPS in its proposed form and in fact welcome the conditions and bringing parity to works within the highway. Our only concern would be that those responsible for highway works may focus main efforts towards meeting the rigorous demands of the scheme to avoid incurring penalties to the detriment of other works on non designated streets.	For works on non-Permit streets, NRSWA noticing requirements will still be in effect. Authorities will still have responsibilities and duties for works on non-permit streets..
92	Question	All	1.4.3 – Exclusions from the Scheme	Streets specified as reinstatement categories 3 or 4 which are not designated as traffic-sensitive. Will permits and / or permit fees apply to works on traffic-sensitive streets even if the works take place out of designated traffic-sensitive times?	The Permit Scheme will not apply to Cat. 3 or 4 streets that are not Traffic-Sensitive. A permit will be required for all registerable works on permit streets irrespective of the timing of the works
93	Comment	All	6.10.6 – Technique to be used from Underground Activities	Information regarding works technique should be sent to the Permit Authority via the additional information form Appendix I. Until this facility is made available through EToN. NJUG believes that trench information could be sent via an EToN note field rather than a separate form.	With regard to the use of the Additional Information Form in Appendix K, please see the answers to Q20 and Q21
94	Comment	All	6.10.7 – Traffic Management and Traffic Regulation Orders	NJUG suggests that approval for simple shuttle working signals should be given within the permit approval timescales.	Experience has shown that the disruption caused by temporary traffic signals necessitates a minimum 7 day period of notice in order to give adequate publicity to the travelling public for planned activities.
95	Comment	All	7.1.2 – Grounds for Refusal	Barnsley Metropolitan Borough Council as Permit Authority recognises that legitimate activities cannot be refused, however Barnsley Metropolitan Borough Council will refuse a permit application if elements of the proposed activity are not acceptable. Following this sentence, NJUG suggests that the following be added: ‘Grounds for refusal must relate to the types of condition listed in Permit Regulation 10(2) and may not relate to any other matter.’	Agreed - document to be amended
96	Comment	All	7.1.7 – Location of Activity	In relation to the installation of new apparatus - it will be used to require existing apparatus to be moved. There appears to be a “not” missing from this sentence, in which case NJUG suggests it should read: ‘In relation to the installation of new apparatus - it will not be used to require existing apparatus to be moved.’	Agreed - document to be amended
97	Comment	All	7.4.6 – Environmental Conditions	In addition to the conditions set out above the following conditions may also be applied to a permit and should be considered by the activity promoter when submitting an application. Following this sentence, NJUG suggests that the following be added: ‘Any environmental conditions imposed will be with the express consent of those responsible for such matters within the local authority.’	The document will be formatted to make this section clearer. The following sentence will be added to the end of the first paragraph of 7.4.6. ‘Any environmental conditions imposed will be with the express consent of those responsible for such matters within the local authority area.’
98	Comments	All	General	NJUG is delighted to have been invited to respond to the consultation to operate a common permit scheme in the Yorkshire Region, and hope that the below comments provide constructive feedback on the content of the scheme. NJUG hopes that the comments above assist the Yorkshire Region in finalising its common permit scheme and is more than happy to assist in any further development of the scheme.	

99	Question	All	amendments and additions to the ASD in preparation for the permit scheme go live Feedback	the permit documents refer in various places to ASD information which Utilities are encouraged to use as part of the planning process. Please confirm when the ASD additions (such as speed limits, permit street designation and vulnerables and all relevant information) will be available. Assuming the go live date 1 Oct 2011, Utilities will require the up to date ASD information for the September 2011 release. Please confirm the ASD will be up to date with all the additions at this stage.	Permit Authorities will endeavour to ensure that the information contained within the ASD is as accurate and up-to-date as is reasonably practicable.
100	Comment	All	General	Cable & Wireless Worldwide is pleased to respond to the Yorkshire Common Permit Scheme Consultation and our comments follow below.	
101	Comment	All	Yorkshire Common Permit Scheme - Cable & Wireless Worldwide Response	We do not believe it is necessary to burden Promoters with the additional costs a Permit Scheme brings. The TMA 2004, which came into force in April 2008, introduced changes to the Notice and Fixed Penalty Notice requirements to tighten up procedures. The Yorkshire Permit Planning Group has been working towards development of a Permit Scheme since that time and as a result largely ignored the improvement of all Promoters in favour of political expedience. However, we are pleased that promoters working on behalf of the Local Authorities will also be included in the Permit Scheme as this will give Permit Authorities more control of all works in the highway which will allow you to measure the effectiveness of the Scheme against it's objectives. Equally we are pleased that activities on Category 3 & 4 streets which are not traffic sensitive are not subject to Permits.	
102	Question	All	General	In terms of the need for a Permit Scheme, the Highway Authorities and their Council Members have accepted that congestion is a real problem and causing concern. This must mean that all other co-ordination and management measures under the present legislation have failed to improve our daily lives. Is this really true?	The Authorities involved in the permit scheme do use all the existing controls in a reasonable manner. The permit scheme further enhances the controls available to reduce disruption and encourages active participation.
103	Question	All	General	Without a baseline figure on disruption (as the technology to measure this is not yet available) how will the Scheme be able to compare current and future trends in order to assess value for money?	Please see responses to Q.45 and Q.46 above
104	Comment	All	General	Cable & Wireless Worldwide's business is to provide service to high value customers. We want to ensure that if the Permit Scheme goes ahead, it accommodates customer service provision and will not give unfair advantage to other telecoms providers who have apparatus outside the customers' premises. The overall cost and time of provision of a service, including the Permit Fee and the time delay because of the Permit application, may result in Cable & Wireless Worldwide losing an order, which is a real concern to us and our shareholders.	In drafting the legislation, the Government will have considered the implications as outlined.
105	Question	All	1.3.4	Measures of the Objectives – to demonstrate parity, a process to calculate average journey times and average lane occupancy would need to be available now and not “when the technology is available”, otherwise one of the objectives of the scheme will be flawed. The final bullet point is unclear in its meaning. Presumably you are referring to promoters other than undertakers/contractors who hold NRSWA Accreditation. What procedures do you require to assess our activity impact on road users?	The permit scheme is designed to run for many years and provision has been made to allow it to develop as the technology becomes available. In the interim other measures will be used. With regard to the final bullet point, please see the answer to Q2. With regard to your impact on road users, this information is expected to be contained in the Permit application, supported as required by additional information via the use of the Appendix K template and, if appropriate, by the use of DES.
106	Question	All	1.4.5 (2)	We accept a Permit will apply to a street which has 24 hour Traffic sensitivity. However, should it be chargeable when the work has a short duration, e.g. raising and lowering chamber covers, tracing a fault or similar activity out of hours activity, where there is no effect and movement of traffic?	It cannot be assumed that works executed out of hours will not have an effect on traffic. If works do not fall within the definition of "non-registerable activities", as set out in 1.4.5, than a Permit would be required.
107	Comment	All	2.6.3	Forward planning information, when appropriate, should be sent by the accepted National Co-ordination schedule as Appendix E of the Co-ordination Code.	See response to Q.8

108	Question	All	3.4.1	Access to Register – how will this be managed to give access to promoters and their supply chains; what systems are in place to: restrict personal information, back-up and restoration time from unplanned events?	See responses to Q.9-12
109	Question	All	4 Street Gazetteer and ASD	Will a testing process be available before implementation to ensure systems are compatible?	See response to Q.13
110	Comment	All	4.4.1(k) - Information for ASD – Other features of the street	we would expect the information to be complete to aid our planning of the works. For instance, where there's a street with a tram system, school or hospital. This information should be referenced.	Permit Authorities will endeavour to ensure that the information contained within the ASD is as accurate and up-to-date as is reasonably practicable.
111	Comment	All	5.7 – Immediate Activities on streets sensitive to disruption	Immediate Activities on streets sensitive to disruption – we require clear lines of communication, time scales and contact numbers to allow us to put procedures in place operationally.	This section is included primarily to future-proof the scheme. If streets are designated within the ASD, the Permit Authority will provide contact details and suitably trained staff to discuss the proposed works with the work promoter, particularly in relation to traffic management and works methodology.
112	Question	All	6.8.1 – Appendix I (Labelled Appendix K in the document)	this is not mandatory. We would ask the Permit Authority, how information which cannot be passed through EToN, e.g. TM plans to be sent and received and what level of detail is expected?	Agreed, the document will be amended. However all the additional information specified within appendix K must be included in the submission. For consistency it is recommended that the format shown in Appendix K is used.
113	Comment	All	6.10.11 Contact Person	this may mean a department rather than specific person.	This requirement is taken from the HAUC(UK) Code of Practice for Permits.
114	Comment	All	6.10.12	The Yorkshire HAUC Early start procedure may not meet the needs of companies with operations throughout the UK and the Co-ordination Code should apply in terms of any Early Start agreements.	Any reference to the YHAUC Early Start Procedure will be removed from the document.
115	Question	All	7.4 - Conditions	There are eight Standard Conditions but there is little space on Permit Application for details. How will the Permit Conditions be mapped on the Permit Application to ensure that the level of detail is adequate for the Authority to a Grant a Permit and to ensure that the level of detail is still available on site?	Please see section 6.8 of the Permit document. This issue is also being reviewed by the National Permit forum and its guidance will be followed.
116	Question	All		Will standard conditions be a drop down box on EToN systems?	This is a matter for individual suppliers and the EToN Developers Group.
117	Question	All		How will local conditions be managed within the EToN system?	The information can be supplied by the use of the form shown in Appendix K or via the description field in an EToN transmission as appropriate
118	Question	All	8.2.4	How do promoters apply for a variation? Is this within EToN Permits or by other electronic means?	In this context, electronically means via EToN, The YHAUC revised duration process will be superseded by the procedures outlined in the Permit scheme document.
119	Question	All	11.3 – Waived and Reduced	this is to be applauded, however please define the “working space” and “joint strategy”. Does a joint strategy include following the same line, one promoter after the other, for instance. How will this work in practice?	With regard to "working space", please see the answer to Q36. With regard to "joint working strategy", this could mean either works promoters working at the same time or sequentially to an agreed timetable. This will work in practice where the strategy is agreed in advance between the Permit authority and the relevant works promoters.
120	Question	All	14.9 – Application of money received	Please define how the Authorities demonstrate that FPN costs are reasonable and that the money received can be segregated from the overall costs of the Permit Scheme.	See response to Q.37
121	Comment	All	15 - TRRO's	we would like to see one common lead-in time for processing Orders within the Yorkshire Permit Scheme area for Temporary Orders, rather than individual timings, for operational simplicity. We would expect this to be a “One Stop Shop” in terms of engagement and agreement. Equally if there are dispensations for parking bays, the information must be available to us readily.	See response to Q.38



122	Question	All	15.7.1 – The Disruption Effect Score (referred to as Appendix H) -	Daily Traffic Flow information sourced from the Highway Authorities must be available to make this workable. How will this data be made available?	The DES is mentioned in Section 6.10.5 as a means of illustrating an activity where it is significant in terms of potential disruption due to its position and size. It was not anticipated that the DES would be used for the majority of Permit Applications and, so where it was considered that a DES would be of value, the Permit Authority would provide the Works Promoter with such traffic flow information as is available.
123	Comment	All	Glossary – Day	NRSWA defines DAY as the “Working Day” and this must be adhered to. When working out with “Working Days” this must be stated within the Permit Application and Permit itself.	
124	Comment	All		FPN’s refers to Calendar Days for the purposes of giving and receiving of a FPN.	
125	Comment	All	Invoices –	We would require that invoices refer to works reference numbers so that we can reconcile each account easily. Monthly invoices would advantageous.	The National Permit forum is examining this issue and the Yorkshire Permit scheme will follow its guidance.
126	Comment	All	All	I would like to express general support for the scheme and appreciate that it will assist in stronger communication and coordination of works on the highway network in South Yorkshire and links into West Yorkshire. It is a positive step in South Yorkshire's ability to manage its network and enable important works to be carried out whilst minimising the adverse temporary impact on all transport and in particular buses. SYPTE	
127	Comment	Leeds CC	All	Metro (WTPTE)welcomes the opportunity to provide feedback on the proposed scheme for Leeds and Kirklees Districts and supports the principle as being consistent with the approach set ou in the draft Third Local Transport Plan. Metro is a public body that provides and maintains transport Infrastructure (bus stops/shelters)on the public highway.Metro activities are very minor on average work will take approximately 2-3 hours to complete for the installation of a bus stop pole as such the level of proposed charges will outweigh the actual value of works. Metro believes that there should be a mechanism by which the permit scheme is cost neutral to Metro and does not impose an additional burden on the taxpayer. Metro understands that this reflects the approach that will be adopted for the releveant highway authority. Metro would be happy to engage in further dialogue about the nature of this mechanism.	With regard to Permit schemes being "cost neutral", the HAUC(UK) Code of Practice for Permits provides that fees must be reviewed closely to ensure that the overall income from fees does not exceed the prescribed costs of operating the scheme. The budget for the works described is held by the West Yorkshire PTE and, as such, that operator has to provide the funding for all aspects of their work, including the costs of administration of the Permit Scheme. The Permit Network in each authority area covers the busiest and potentially most congested part of the highway network and tends to coincide with much of the bus operation network. Even short duration works can cause significant disruption on the busier parts of the network and, in the case of PTE type works, can cause significant delays to bus operations. It is essential, therefore, that these works are properly coordinated and controlled; there will be an administrative cost to this necessary part of the Permit Scheme operation. These costs can only be met by the budget holder and works promoter.
128	Question	All	1.3.4 Measurement of Objectives.	The key objective of the scheme is to minimise delay and reduce disruption to road users arising from road and street works activities. What information will be published to establish baseline congestion and disruption figures before the scheme is introduced, and those measured after introduction so that it can be clearly demonstrated if the scheme has met its Key Objective?	In developing the scheme, each Authority has undertaken a comprehensive analysis of the disruption caused by Street Works activity. This information will be submitted as part of the application process to the Secretary of State. A post scheme evaluation will be undertaken at an appropriate time.
129	Question	All	1.3.3 Scheme Objectives.	What information and KPI’s will be published to demonstrate that parity has been applied between Utilities and Authorities?	Section 16.2.1 sets out the KPIs that will be reported under the Permit scheme and, as set out in 16.2, these will apply to all works promoters.
130	Comment	All	Section 5.6	Section 5.6 states that the Authority will “... review its designations regularly”. What will the maximum time period between reviews?	There is currently no maximum (or minimum) time period for reviews under this section. It is not appropriate to set a timescale for reviews as these will be dependent on changing circumstances within each Permit Authority's road network.
131	Question	All	3.3	Is it the intention for each Authority to fully comply with the Code of Practice in relation to providing information under the provisions of S58?	Yes
132	Question	All	Section 5.4.2 (Section 1.4.2 refers also	Can we be assured that there is a robust process in place to ensure that the Traffic sensitive designation is appropriate after any changes to the criteria?	Yes
133	Question	All	Section 1.4.5	Will a Permit be required the opening of a footway of a Permit street (“venting”)?	Please see response to Q. 3
134	Question	All	5.7	Can each Authority provide details of those streets requiring Early Notification of Immediate Activities?	Please see response to Q. 16

135	Comment	All	6.8.1 and 6.10.6	Due to the volumes of Permits likely to be involved, we do not believe that Appendix K is workable. We believe a suitable alternative would be to include any additional information in the Notice Text. (NB – Appendix K is incorrectly referenced as Appendix I in the body of the report).	Please see response to Q. 20. However, if sufficient information can be supplied within the permit application text to allow the Permit Authority to undertake a reasonable assessment of the proposal then the use of the form shown at Appendix K will not be required.
136	Comment	All	6.10.11	There is no current method of providing multiple contact details to include both daytime and out-of-hours contacts – our working practices do not allow for a single individual to be the nominated contact 24/7 through the duration of a work activity, and it may be that a generic contact would be provided for out-of-hours.	This requirement is taken from the HAUC(UK) Code of Practice for Permits.
137	Question	All	6.10.3	Does the “Workspace” include advance warning signs including signs that may be on “the approach” streets which may not be included in the Permit?	Such signs would not be included in the dimensions of the space taken up by the activity in the street. However details of their location would be required to fully assess the traffic management of the permit application.
138	Question	All	6.12.4 third paragraph	Where an activity is interrupted at the instigation of the Authority and a Variation / further Permit is required to complete the activity, will these be issued at zero cost? Also, will the details (numbers) of the Variation / further Permit be made available at the time?	Section 11.3 sets out the circumstances in which a fee would be waived. Section 11.4 provides that no fee to vary or replace a permit where the Permit authority varies a permit through no fault of the works promoter. The numbering of the variation will conform to that set out in the ETON Technical Specification.
139	Comment	All	7	Our assumption is that, in the context of the permit scheme the “working day” will remain as 08:00 – 16:30. Please confirm if this assumption is correct.	Working day is as defined in Section 98(2) of NRSWA
140	Question	All	6.11	Error corrections are currently requested via ETON. Our assumption is that, under a Permit scheme, a contact at the Authority will be available to discuss the details by ‘phone. Please confirm if this assumption is correct.	Where it is appropriate for the initial discussion to be via telephone, this is correct.
141	Comment	All	7.3 Table 1	We believe that the response time for Minor and Immediate works including variations should be reduced to 1 day having consideration for the short notice periods of these activities.	Please see response to Q. 29
142	Comment	All	Section 7.4.6 (and more generally as an overall principle)	Any Permit conditions imposed should not conflict with other conditions or restrictions imposed or enforced by another section in the Authority.	It is expected that any special requirements, imposed by any other section of the Authority will be included by the promoter in their application.
143	Comment	All	7.1.7 first bullet point	We believe that the word “not” has been accidentally omitted; i.e. the bullet should read “In relation to the installation of new apparatus – it will not be used to require existing apparatus to be moved”.	Agreed. Please see response to Q. 96
144	Comment	All	6.10.8 first line	We believe that the word “best” should either be removed or replaced with the word “reasonable”.	This requirement is taken from the HAUC(UK) Code of Practice for Permits.
145	Comment	All	7.12	Our assumption is that the grounds for refusal can only relate to conditions specific to the relevant Permit application. Please confirm if this assumption is correct.	Please see response to Q. 95
146	Question	All	8.2.3 and Section 11	How will a frequent Works Promoter (e.g. a utility) be advised of and invoiced for fees? At what frequency will these be provided? What information will be provided to allow reconciliation of the invoice to individual permits, and to allow for alignment of related PAAs, Permits and Variations?	Invoicing arrangements will be discussed as part of the implementation plan of the Permit Scheme.
147	Comment	All	8.2.5 (specifically sub-paragraphs a and c).	For a Utility operating an Emergency Service we believe that these proposals are not practical. Consideration could be given to a contact for each 50m band, but to bring in this requirement for every additional excavation carried out in each band is unreasonable and, we believe, unworkable.	This requirement is taken from the HAUC(UK) Code of Practice for Permits.
148	Comment	All	11.3	Please clarify whether, to qualify for waived fees, if the agreement can be made after the PAA has been submitted. If this is the case, will the PAA fee also be waived?	Agreements for workspace sharing or joint working can be made after a PAA has been submitted. However, if the Permit authority has already granted the PAA then that fee is still chargeable as the authority has already incurred costs in considering and granting the application.

149	Comment	All	9 fourth paragraph.	Please provide clarification of the scope, purpose and limits of this paragraph.	The clause is similar to those found in many agreements and contracts. Any disagreement will have to be resolved through the dispute resolution procedure.
150	Comment	All	12.7 & 12.9	We believe that references to NRSWA Section 74(SC) should read NRSWA Section 74 (5C).	Agreed, the document will be amended.
151	Question	All	12.5	We understand that, in cases where it is not initially possible to reach agreement on a “Reasonable Period” and the Authority imposes a period shorter than that requested, it will be necessary (should a longer period be agreed following discussion or dispute resolution) for a Permit Variation to be applied for. In these cases, we believe that the Variation should not attract a charge. Please confirm if this assumption is correct.	The fee for a Permit variation would be charged but would then be subject to the outcome of the dispute resolution process as set out in section 10.3.
152	Question	All	16.3.1.1	Will the information provided for “tangible benefits” include data and figures for the Authority’s works also?	Yes
153	Question	All	16	How will information relating to the impact of the Permit scheme be collected and disseminated? Please clarify the means and frequency of information relating to performance (KPIs), including those relating to the performance of the Highway Authority.	The Permit Scheme is being developed to operate over many years, so it is appropriate to include measures which will be developed during the life of the scheme. Information will be sent out in line with the current YHAUC Summary of Performance reporting, and will be taken from the Permit Register, where available, otherwise alternative arrangements will be made to obtain information. Performance measurement will apply equally to all promoters' works, as set out in 16.2.
154	Comment	All	15.7	do not believe that this section is practicable and, with the information available to us, we are not able to operate within this requirement. We would request that this section is removed or revisited.	This requirement is taken from the HAUC(UK) Code of Practice for Permits
155	Question	All	6.3.1.1. Benefit claimed 2	How will “... the number of reported apparatus damages caused by the activity promoter” be established?	Please see response to Q. 48
156	Comment	All	General	On behalf of the Highways Agency, I fully support the common permit scheme, as I believe it will bring benefits to all the authorities participating and more importantly it will benefit all road users in those local authority areas where it is introduced. One of the particular benefits for the Highways Agency will be the requirements imposed on the statutory undertakers will be more in line with our own requirements and will make it easier for us to get the statutory undertakers to comply.	
157	Comment	All	General	National Grid is pleased to be invited to comment on the Yorkshire Common Permit Scheme (YCPS) and after careful analysis of the document the following comments and areas for further clarification have been identified.	
158	Comment	All	General	It was noted that each Street Authority has produced a separate copy of the scheme, all of which slightly differ in presentation. On further investigation it was identified that there was no difference in the contents of the scheme documentation apart from the differing Permit fee’s matrix for each authority. Thought should be given to scoping a single document with the differing fees matrix as an appendix. This would have a practical benefit for promoters such as National Grid who work in several of the authority areas within YCPS and would alleviate the need to refer to several documents.	The Department for Transport require a separate Scheme for each authority unless part of a 'Joint' Scheme operated by one administrative organisation on behalf of more than one Highway Authority.
159	Comment	All	General	In respect to the matter of the permits fees, it was of interest to National Grid to understand how the authority specific fees’ have been derived as there was no cost benefit analysis available with the documentation to explain the differing fees.	Permit Authorities have followed the DfT Permit Fee guidance in calculating their permit fees, and are required to have them certified as part of a submission to the Secretary of State to operate a permit scheme.



160	Comment	All	General	Appendix A contains a list of streets that are included in the scheme. National Grid welcomes the inclusion of such information but would welcome clarification on the process to be followed if the street information changes from that published in the document. The potential for change from the published list must be high and as such would recommend that the future listing be published on a website to help stop any possible errors with old data.	Section 4.2 sets out the process for the identification of Permit Streets. This applies to streets so designated at the start of the scheme and also to new streets included in the scheme. The information will be available in the authority's Gazetteer, which will be updated and available for download in accordance with current guidelines. The list of streets was included in the consultation document for information purposes. It will not be included in the final version.
161	Question	All	1.4.3.	National Grid was pleased to see that the Scheme only applies to 0, 1, 2 and Traffic Sensitive (T/S) routes. Clarity is required for work undertaken within the T/S area but at a non-traffic sensitive time – what applies and can EToN facilitate/differentiate between requirements?	Any registerable works undertaken at any time in a Permit Street require a Permit.
162	Question	All	2.4.3.	Clarity is sought as to what information will be shared at the regular performance meetings. Does this relate to the KPI's discussed within the document? Does this fall in line with those proposed at the National Permit Forum?	The performance meetings will review a promoter's performance in relation to compliance with all aspects of the Permit scheme, and so would include any information relevant to that discussion, including KPM's.
163	Question	All	2.6.3	The sending of forward planning information via EToN is a non-mandatory requirement as per the EToN technical specification. Whilst National Grid agrees that data should be easily transferable the impact on the promoters' administration costs and processes must be taken into consideration. If this process is to be followed National Grid would ask that a full trial and costs benefit analysis is carried out before this is included in the scheme.	Please see response to Q. 8
164	Comment	All	4.2	The Northamptonshire Permit Scheme 'switch' for the transfer of noticing authority to permit authority was handled very successfully between all promoters and Northamptonshire. We would recommend that authorities within YCPS contact Northamptonshire to discuss the best practice.	YPPG notes your comments and is in contact with other organisation operating, or operating under, Permit schemes, to look at what can be learned in order to establish "good practice" methods of working.
165	Comment	All	5.2.3	Consideration should be given to statutory undertakers' legislative obligations regarding both Emergency works and customer requests for new supplies due to our obligations under our operating licence.	The regulations regarding protected streets has allowed for such considerations.
166	Question	All	5.7	Will the streets requiring early notification by phone be identified on the ASD/NSG ?	Yes. Please see response to Q. 16
167	Question	All	6.1.2	How does the Permitting Authority propose to attach conditions that are not mandatory within the scheme i.e. Local conditions?	It is expected that works promoters will take account of any special local circumstances and include appropriate proposals in their permit application.
168	Question	All	6.5	The EToN technical specification stamps the Permit / Notice when a connection has been made between web services and the batch file has left the promoters system rather than when a Permit Authority receives the batch file. How will YCPS deal with those files that fail to load onto the YCPS EToN systems but which can be clearly demonstrated to have left the promoters systems?	Issues of transmission/receipt will be dealt with in accordance with the EToN specification.
169	Question	All	6.7	How would a promoter identify a Section 50 license holder undertaking works as they are exempt from the Permit Legislation? It is a duty of the Permitting Authority to co-ordinate works and respond accordingly to each promoter of impending works where that promoter does not have access or use the Eton system.	Information on S50 licences granted for Permit Streets will be entered by the Permit authority onto the Permit Register.
170	Question	All	6.8.5 Definition -	Clarification is sought on the permitting process required to reinstate supplies after an emergency repair has been completed. Once a supply has been isolated the Emergency would effectively end – would further works (restoration of supply etc) require an additional permit even though the works would normally be completed within 24 hours within the same excavation? This could subject the works promoter to double permit costs which would be unreasonable.	This section includes a definition of "severable works", which sets out that immediate works shall consist only of a repair to end the emergency or restore the service. If the works are severable, then a new permit application is required.

171	Comment	All	6.9	This section requires further clarification and should include that a breach of permit duration will result in an FPN and any breach of prescribed period will result in section 74.	Section 12 sets out the circumstances in which S74 charges would apply; section 14 sets out the framework for the giving of FPNs.
172	Question	All	6.10.3	How do the authorities wish to receive the dimensions of the space taken up by the activity in the street?	Electronic methods should be used. If EToN attachments are not available at the commencement of the scheme, it is suggested that PDF attachments via e-mail would be appropriate for plans/drawings and dimensions. For consistency it is recommended that the format shown in Appendix K is used.
173	Comment	All	6.10.6	(Additional information form is appendix k not I)	Accepted
174	Question	All	6.10.6	With regards to the 'Additional Information form' that has been proposed; This information should be included in the systemised process for permits to minimise the bureaucratic and administrative burden. Reviewing other permit schemes may assist to see how they have circumvented this issue. The assumption within the YCPS document is that this is only to be used until EToN is upgraded to include the new fields. Have YCPS authorities been given information that the Technical Specification for EToN will be changed in the near future? How do the Permitting Authorities propose to receive this form e-mail, attachment fax etc?	Electronic methods should be used. If EToN attachments are not available at the commencement of the scheme, it is suggested that PDF attachments via e-mail would be appropriate for plans/drawings. For consistency it is recommended that the format shown in Appendix K is used. The YCPS Authorities have not been given information regarding future changes to the EToN specification, however these matters are being discussed at the National Permit Forum
175	Question	All	6.12.4	(Please note grammatical error) 'Doncaster Borough Council (or other YCPS authority) decides the <u>road</u> (should read excavation) is to be closed and returned to full traffic use' What is the position of YCPS on road plating and excavation to allow full traffic use whilst (for example) specialist plant is arranged? Would YCPS authorities allow an extension to the reasonable period and the permit end date to facilitate the re-opening of the road although the excavations remain open?	Agreed, document will be amended to 'excavation'. Although not directly relevant to the Permit scheme consultation, with regard to the question about the use of road plates, authorities operating the Permit scheme are likely to look favourably on any suitable arrangements that allow a road to be re-opened to traffic.
176	Question	All	7.1.3	Reference to stopping immediate activities until the issues are resolved should be removed. Would the authorities within YCPS accept liabilities for works that may endanger life or property if work has stopped due to a Permit dispute?	The reference in this section to stopping immediate works contains a conditional "may", indicating that stopping works would depend upon the particular circumstances and the state of progress of the works. This section is taken from the HAUC(UK) Code of Practice for Permits.
177	Comment	All	7.1.6	Clarification and a documented/detailed reason would be requested to identify how the Permit Authority could deem that the work could be completed in a more speedily fashion.	Permit Authorities have experience of the rates of progress which is reasonable on works activities and discussions will be held with the promoter on a case-by-case basis. This section is taken from the HAUC (UK) Code of Practice for Permits.
178	Question	All	8.2.2	Further details are required as to how the mechanism for overrunning permits and overrunning prescribed period will work with the EToN technical spec. We do not see two dates within EToN. How will the YCPS authorities be communicating the overrun? How will the Authority determine which date is being used as the end date? Permit or Prescribed?	The "prescribed period" for all Permit activities is two working days - see 12.4. A Permit application will contain the duration for the works - see 6.10.4 - which will become the "reasonable period". A promoter wanting to extend the duration of a works would submit a Permit variation - see 8.2.1 - which, if agreed by the Permit authority, would set a new end date for the "reasonable period". If works overrun the agreed "reasonable period" then S74 overrun charges apply.
179	Comment	All	11.6	Without the cost benefit analysis it is hard to understand how the permit fees have been derived to cover administration costs only. Clarification is required.	Please see response to Q. 120
180	Comment	All	13.4	This section states that standard conditions will be posted on (YCPS) website. Please note that all 'standard conditions' should be included in the scheme documentation as is the case with other such Permit Schemes. The standard conditions attached to Permits have the greatest impact on promoters and our ability to give constructive consultation on this scheme is greatly impaired if we do not have early sight of such conditions.	This item relates to the period between immediate works starting on site and the permit application being processed. The "standard conditions" are not contained in the Permit scheme document because: (a) authorities intending to operate the Permit scheme would want to consult with works promoters about the conditions, and (b) if they were in the document it would make it difficult to amend or revise them without having to change the Permit scheme. Having them on the website allows for consultation on development and flexibility of use in light of experience of use.

181	Comment	All	6.10.12 Early Starts	As a national company we need to follow a single approach and will therefore follow the early start procedure as per the NRSWA CoP para 8.3.9 whereby the works promoter submits a notice with the proposed start and finish dates required.	Any reference to the YHAUC Early Start Procedure will be removed from the document.
182	Comment	All	14.5.2 Non electronic FPN's	Network Rail will only receive FPN's via post sent to the Group Company Secretary, Kings Place, 90 York Way, London, N1 9AG. Network Rail takes seriously any situation that incurs any form of penalty. Network Rail is also a national company with a significant geographical spread. It is therefore appropriate that we follow the good business governance by having legally enforceable penalties go to a single point of entry and that the point is our Legal Services function.	Works promoters' preferences for receiving FPNs should be included in their ODD (Operational District Data file), and Permit Authorities will give FPNs in the form requested, unless electronic transmission is the preferred option, but is not possible.
183	Comment	All	Strategic considerations	South Yorkshire Passenger Transport Executive (SYPTE) welcomes and supports the scheme as proposed within the Barnsley, Doncaster, Rotherham and Sheffield districts as a further means of minimising the potential disruption to traffic from street works in these areas. Roads are recognised in the emerging Sheffield City Region Transport Strategy (SCRTS) as being an important part of the transport system, with a vital role in supporting the local economy. Reducing congestion and delays on the key regional roads is identified as a strategic challenge within the SCRTS and this proposed scheme should play a significant part in addressing the achievement of this challenge.	
184	Comment	All	Status of Passenger Transport Executives	The Yorkshire Joint Authorities Group has agreed the status of Passenger Transport Executives as Transport Authorities under the National Roads and Streetworks Act and it has confirmed this status with respect to any proposed permitting scheme.	
185	Comment	All	Operational considerations	SYPTE acts as a works promoter for the on-street operations that it manages and controls as part of its role e.g. the management and development of the stop, shelter and the public transport information facility network in South Yorkshire. If the proposed scheme goes forward, permits will be sought for all relevant works that are promoted by SYPTE. Integrated Transport Authorities are responsible for producing and co-ordinating Local Transport Plans (LTPs) within metropolitan areas. It is these LTPs that provide the funding for local delivery and the maintenance of transport infrastructure on-street, the funding going to Districts or PTEs as appropriate. In this, the PTEs are in effect acting on behalf of the Highway Authorities and it would not be appropriate for the PTEs to be charged Permit Fees for their works on-street. Accordingly, SYPTE will not expect to be charged Permit Fees and as a result for there not to be any resulting cost to local taxpayers.	A fundamental part of the operation of this Permit Scheme is that the funding of the administration of permits for works by promoters other than the Highway Authorities themselves must be met from the fee income from the promoters of those works. The South Yorkshire Passenger Transport Executive holds the budget for all works carried out by that organisation and as such meets all costs associated with those works. The costs associated with the approval of permits for any SYPTE works on the Permit network cannot be met from the Highway Authority revenue budgets and will be an appropriate charge against the promoter who holds the budget for these works, i.e. the South Yorkshire PTE
186	Comment	All	General	First carry over 75 million passenger journeys every year across Sheffield, Rotherham & Doncaster. Punctuality and reliability are the key drivers of customer satisfaction and we welcome all initiatives that help us to deliver our timetabled service to our customers both to keep and grow passengers but also in respect of our obligations to the Traffic Commissioner. Our bus journeys do become delayed by road-works particularly when there is a lack of co-ordination or when works fail to follow the programme we have been given. We therefore welcome the measures in the Yorkshire Common Permit Scheme which should reduce the impact of highway works on our ability to provide punctual reliable bus services on the network.	

