

Environment Development and Transport Committee

Report title:	Highway Parish Partnership Schemes 2019/20
Date of meeting:	8 March 2019
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact The Parish Partnership programme delivers small highway improvements which are considered a priority by local communities and support Local Transport Plan (LTP) objectives. It is also covered by a “vital signs” performance indicator. In March 2017, EDT Committee agreed to continue the programme using £300,000 of the highway improvements budget to fund up to 50% of each bid, with consideration of increased contributions for parish councils with incomes below £2,000. Additionally, on 19 th January 2018 the committee agreed to boost this by £25,000 for the next 4-years utilising the £20m investment from our members	

Executive summary

This report sets out the proposed parish partnership programme for 2019/20 following analysis and review of the applications submitted.

Recommendations

That members:

- 1. Approve all bids listed in Appendix B for inclusion in the Parish Partnership Programme for 2019/20, including additional funding of £16,762**
- 2. Approve those in Appendix C for provisional inclusion pending the success of the bid to the Safety Camera Partnership.**

1. Background

- 1.1. The Parish Partnership Scheme began in September 2011, when Parish and Town Councils were invited to submit bids for local highway improvements, with the County Council initially funding up to 50% of bid costs. Funding is therefore targeted to meet needs identified at a local level and helps us to support and promote our role in enabling communities.
- 1.2. The programme has been well received by Parish/Town Councils and members and feedback has been very positive from communities. Key features are that it:
 - Delivers local priorities identified by local people
 - Draws in additional funding for small scale highway improvements
 - Helps communities have more of “a say”.

- 1.3. Invitation letters for 2019/20 bids were sent out in June 2018 with a closing date of 11 December 2018 (Appendix A), giving bidders good time to develop their proposals.

2. Funding

- 2.1. The Parish Partnership Programme was previously renewed on an annual basis. In March 2017 EDT Committee agreed to use £300,000 of the highway improvements budget to fund this. An additional £25,000 from the Council's £20m investment in Highways was agreed by committee in January 2018.
- 2.2. In previous years The Safety Camera Partnership (SCP) has agreed to contribute funding towards the SAM2 bids. In 2018/19 they contributed £86,000.

3. Bids submitted

- 3.1 136 bids were received for 2019/20. A short deadline extension was allowed for 3 bids.
- 3.4 We received 1 first time bid from a Parish (see paragraph 3.5) with precept (information supplied by the Parish Councils with their bids) below £2,000. Bid values fall within a narrow range of £550 to £3,100. Bidders are seeking NCC support of between 50% and 75%.

3.5

Parish	District	Precept	Scheme type	Comments
Thornage	North Norfolk	£1,530	Village Gateways	Parish seeking £1,158.80 towards a £3,476.40 scheme

- 3.6 Since 2018/19 the following approach has now been adopted to support bidders with annual income below £2,000:
- 75% County Council contribution
 - £5,000 maximum bid value
 - Offer available only once to any bidder.
- 3.7 This is considered to be an offer which is both reasonable to low-income bidders whilst still being equitable towards other bidders with moderate incomes. It will help encourage first-time bidders who may, if the scheme continues, subsequently wish to consider the alternative funding sources outlined on the NCC website. The total NCC contribution toward this bid would be £3,476.4 (compared with £2,317.6 had our contribution been 50%) which is also considered reasonable, and still allowing us to support all viable bids.

4. Assessment of Bids

- 4.1. Bids have been assessed through a combination of the following factors:
- Contribution to LTP objectives
 - Outcome for the local community
 - Value for money
 - Compliance with regulations

- 4.2. 136 bids were submitted and assessed, shown in the following table along with the value of these bids considered viable.

Scheme Types	No	£ Original bids	£ Assessed bids	£ NCC Contribution	£ Parish Contribution
20mph Wig Wags	6	£36,068	£36,068	£18,034	£18,034.00
Access	1	£35,650	£35,650	£17,825	£17,825.00
Bus Shelter	18	£124,926	£124,926	£62,463	£62,463.23
Crossing Point	2	£65,000	£50,000	£25,000	£25,000.00
Drainage	2	£25,000	£25,000	£12,500	£12,500.00
Footway	4	£43,930	£43,930	£21,965	£21,965.00
Guard Rail	1	£11,200	£11,200	£5,600	£5,600.00
Hardstanding	1	£2,700	£2,700	£1,350	£1,350.00
Junction Improvement	1	£5,755	£5,755	£2,877	£2,877.50
Kerbing	7	£61,214	£61,214	£30,607	£30,607.00
Kissing Gate/Bridge	1	£10,000	£10,000	£5,000	£5,000.00
Lining	2	£1,070	£1,070	£535	£535.00
Posts	5	£8,126	£8,126	£4,063	£4,063.00
PROW	1	£2,640	£2,640	£1,320	£1,320.00
SAM2	33	£105,748	£105,748	£52,874	£52,874.00
Signs	9	£13,730	£13,480	£6,740	£6,740.00
Surfacing	1	£5,302	£5,302	£2,650	£2,650.98
Traffic Calming	2	£16,499	£16,499	£8,249	£8,249.50
Traffic Counter	1	£400	£400	£200	£200.00
Trod	10	£62,321	£62,321	£31,160	£31,160.50
VAS	3	£34,744	£34,744	£17,371	£17,371.90
Verge Works	1	£2,000	£2,000	£1,000	£1,000.00
Village Gateways	23	£127,905	£127,905	£63,952	£63,952.68
Village Signs	1	£2,595	£2,595	£1,297	£1,297
	136	£804,524	£789,273	£394,637	£394,637

- 4.3. The most popular bids have been for:

1. SAM2 (mobile VAS units which flash vehicle speed as a reminder to the driver). Subsequently owned/maintained by the Parish Council (33)
2. Village Gateways (23)
3. Bus Shelters (18)
4. Footway and Trods - a simplified, lower cost alternative to footways (often constructed using recycled road surface material) (14)

- 4.4. Over the last four years, the implementation of trods has enabled 29 footway requests to be removed from the County Council's footway database.

- 4.5. 6 bids for "part-time advisory 20mph Speed Limits with flashing school warning lights outside Schools" were submitted (4 in 2018/19) amounting to £36,068, helping promote safety at schools.

- 4.6. Of the 136 bids, 133 were considered viable bids. The total value of these bids is £789,274, making the required County Council contribution £394,637.

- 4.7. The 3 sites not taken forward included one which can be consumed within an existing improvement scheme (Norwich), one withdrawn (Clenchwarton), and

one which did not comply with traffic sign regulations (Horstead).

- 4.8. The non-SAM2 bids would require a total of £341,762 to be supported by the County Council. Our planned budget was £325,000, being made up from £300,000 LTP integrated transport fund and £25,000 from the Council's £20m investment in Highways.
- 4.9. It is proposed that the additional funding of £16,762 is drawn from the County Council's £20m investment to enable all those 100 schemes in Appendix B to be supported. First time bidders are shaded yellow.
- 4.10. In previous years The Safety Camera Partnership (SCP) has agreed to contribute funding towards the SAM2 bids.
- 4.11. We have submitted a bid to the SCP for a further £52,874 in 2019-20 to support the 33 SAM2 requests with a total cost of £105,748. This will be discussed at the Operational Group meeting of the SCP on 11 February 2019. This meeting will consider which bids can be taken to the main board of the SCP in late March, when the level of any available funding will be confirmed.
- 4.12. This emphasises the important role that the Parish Partnership Programme can have in assisting the SCP in casualty reduction initiatives.
- 4.13. It is proposed to provisionally include the SAM2 bids in the parish partnership programme pending the success of the bid to the Safety Camera Partnership. These are shown in Appendix C. First time bidders are shaded yellow.
- 4.14. The number of bids received over the past six years by Parish is mapped in Appendix C, showing a reasonable distribution across Norfolk
- 4.15. The number and value of bids submitted over the past six years by District is shown in Appendix D. This indicates a reasonable spread of bids in relation to the size of each District, although the number (22) and value (£116,593) of bids within the Great Yarmouth Borough Council area continues to be comparatively low.

5. Further development

- 5.1. "Parish partnerships" is also one of the Councils "vital signs" indicators, supporting community-based working.

6. Financial Implications

- 6.1. The allocation of funding to the Parish Partnerships programme was approved by members as part of setting the Highways capital programme. The bids from parishes recommended to be taken forward are within the available funding.
- 6.2. It is proposed that the additional funding of £16,762 is drawn from the County Council's £20m investment to enable all those 100 schemes in Appendix B to be supported.

7. Issues, risks and innovation

- 7.1. No specific risks arising from the parish partnership programme.
- 7.2. The SCP may not choose to financially support the 33 SAM2 bid we have made for funding in 2019-20.

Background Papers

1. [Report](#) on “Highways Capital Programme 2019/20/21 and Transport Asset Management Plan” to EDT 18 January 2019
2. [Report](#) on “Highways Capital Programme for 2018/19/20 and Transport Asset Management Plan” to EDT 19th January 2018 (Page 85 onwards)
3. [Report](#) on “Highway Parish Partnership Programme- unparished wards” to EDT 8th July 2016, item 17
4. [Report](#) on “Highway Parish Partnership Schemes 2017-18” to EDT 17th March 2017, item 9

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, e.g. equality impact assessment, please get in touch with:

Officer name: Kevin Townly

Tel No.: 01603 222627

Email address: kevin.townly@norfolk.gov.uk



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

APPENDIX A: Letter to Parish/Town Councils inviting bids (June 2018)

From the Chairman of the County Council's Environment, Development & Transport Committee

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last seven years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2019/20. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has again provisionally allocated £325,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 7 December 2018. If you need any advice in developing your ideas, especially around the practicalities and cost estimates, please consult your local Highway Engineers based at your local Area Office.

Once all bids have been received we will assess them and inform you of our decision in March 2019 following approval by the ETD committee.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council wards. Such wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.

- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes, and would be owned and maintained by the Parish/Town Council**
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council trialed these in 2008/9, and generally had a favourable community response, with some moderate reductions in average speeds during peak times. Whilst the County Council supports the aspiration to have part-time 20mph speed limits outside each school in Norfolk, to do this would cost in the region of £3,750,000.

“Keep Clear” carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school), however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order it would have to be wholly funded by the Parish or the Local Member.

New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**

Schemes can be within or off the highway provided they are linked to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. Any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

What schemes will not be considered?

- Bids for minor traffic management changes such as speed limits or waiting restrictions or any Traffic Regulation Order will not qualify.
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway

What information should you include in your bid?

- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme

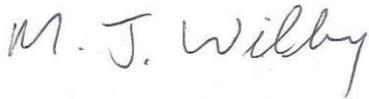
- Who, and how many people will benefit.
- How it supports the objectives of the Local Transport Plan.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby

Chairman of Environment, Development and Transport Committee

APPENDIX B: Individual viable bids (excluding SAM2's), in Member order

Parish	Member	Scheme Type	Value of Works
Tharston and Hapton	Alison Thomas	Bus Shelter	£4,043
Wacton	Alison Thomas	PROW	£2,640
Thornham	Andrew Jamieson	Village Gateways	£10,000
Blofield	Andrew Proctor	Village Gateways	£20,500
Drayton	Anthony Adams	Verge Works	£2,000
Felthorpe	Anthony Adams	Trod	£16,000
Bunwell	Beverley Spratt	VAS	£6,270
Lyng	Bill Borrett	Bus Shelter	£8,000
North Elmham	Bill Borrett	Surfacing	£5,302
Sparham	Bill Borrett	Bus Shelter	£5,000
Swanton Morley	Bill Borrett	Kerbing	£7,000
Wimbotsham	Brian Long	Trod	£2,700
Wimbotsham	Brian Long	Trod	£3,000
Norwich - Mile Cross	Christine Rumsby	Crossing Point	£50,000
Watton	Claire Bowes	20mph Wig Wags	£3,000
Spixworth	Daniel Roper	Bus Shelter	£5,000
Cringleford	David Bills	Traffic Calming	£9,499
Hetherset	David Bills	Village Signs	£2,595
Hetherset	David Bills	Traffic Calming	£7,000
Brampton	David Harrison	Village Gateways	£3,538
Burgh and Tuttington	David Harrison	Village Gateways	£14,000
Burgh and Tuttington	David Harrison	Kerbing	£900
Bacton	Ed Maxfield	Drainage	£10,000
Garvestone	Edward Connolly	Village Gateways	£3,754
Great Ellingham	Edward Connolly	Signs	£2,800
Yaxham	Edward Connolly	Bus Shelter	£9,178
Yaxham	Edward Connolly	Village Gateways	£4,010
Gimingham	Edward Maxfield	Signs	£450
Overstrand	Edward Maxfield	Bus Shelter	£4,257
Trimingham	Edward Maxfield	Trod	£7,500
Trunch	Edward Maxfield	Village Gateways	£1,820
Mundford	Fabian Eagle	Footway	£9,000
Weeting	Fabian Eagle	Village Gateways	£5,000
Norwich - Crome	George Nobbs	Drainage	£15,000
Leziate	Graham Middleton	20mph Wig Wags	£6,834
Marham	Graham Middleton	Footway	£3,930

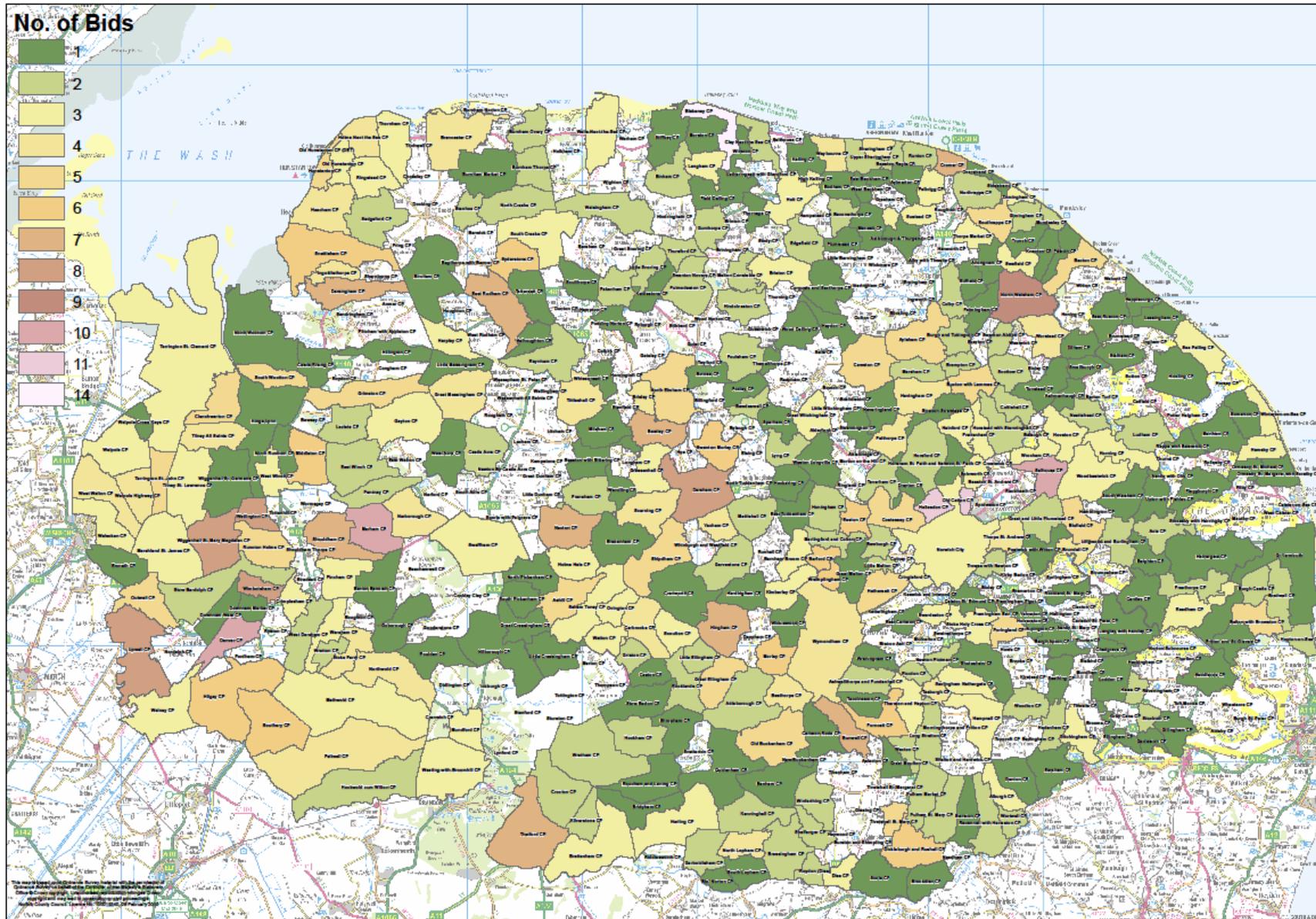
Parish	Member	Scheme Type	Value of Works
Marham	Graham Middleton	Trod	£3,725
Middleton	Graham Middleton	Bus Shelter	£3,900
Cawston	Greg Peck	Hardstanding	£2,700
Heydon	Greg Peck	Signs	£1,000
Themelthorpe	Greg Peck	Village Gateways	£8,000
Wood Dalling	Greg Peck	Signs	£1,000
Downham West	Harry Humphrey	VAS	£6,300
Welney	Harry Humphrey	Village Gateways	£2,000
Martham	Haydn Thirtle	Village Gateways	£6,000
Great and Little Plumstead	Ian Mackie	Footway	£20,000
Thorpe St Andrew	John Fisher & Ian Mackie	Bus Shelter	£14,557
Aldborough	John Timewell	Bus shelter	£7,561
Worstead	John Timewell	Posts	£1,750
North Walsham	John Timewell/Eric Seward	Kerbing	£10,000
Sheringham	Judy Oliver	Bus Shelter	£4,969
Norwich - Sewell	Julie Brociek-Coulton	Crossing Point	£15,000
Old Catton	Karen Vincent	Posts	£280
South Creake	M Chenery	Village Gateways	£1,455
Easton	Margaret Dewsbury	20mph Wig Wags	£6,834
Kimberley	Margaret Dewsbury	Traffic Counter	£400
Gillingham	Margaret Stone	Bus shelter	£3,370
Stockton	Margaret Stone	VAS	£22,174
Binham	Marie Strong	Village Gateways	£2,600
Blakeney	Marie Strong	Kerbing	£3,600
Blakeney	Marie Strong	Posts	£1,470
Blakeney	Marie Strong	Posts	£1,426
Langham	Marie Strong	Village Gateways	£6,228
Thornage	Marie Strong	Village Gateways	£4,635
Beetley	Mark Kiddle-Morris	Trod	£12,000
Denver	Martin Storey	Kerbing	£11,200
Denver	Martin Storey	Guard Rail	£11,200
Feltwell	Martin Storey	Bus Shelter	£5,000
Hilgay	Martin Storey	Lining	£200

Parish	Member	Scheme Type	Value of Works
Southery	Martin Storey	Bus Shelter	£7,800
Stoke Ferry	Martin Storey	Village Gateways	£2,432
Redenhall with Harleston	Martin Wilby	Access	£35,650
Bircham	Michael Chenery	Village Gateways	£5,525
East Rudham	Michael Chenery	Lining	£870
Harpley	Michael Chenery	Village Gateways	£672
Stanhoe	Michael Chenery	Village Gateways	£4,364
Hoveton	Nigel Dixon	Signs	£1,130
Scottow	Nigel Dixon	20mph Wig Wags	£6,834
Dereham	Phillip Duigan / William Richmond	20mph Wig Wags	£9,000
Dereham	Phillip Duigan / William Richmond	Signs	£6,000
Dereham	Phillip Duigan / William Richmond	Trod	£6,000
Hickling	Richard Price	Village Gateways	£4,222
Hemsby	Ron Hanton	Village Gateways	£10,000
Tilney All Saints	Sandra Squire	Bus Shelter	£8,000
West Walton	Sanrda Squire	20mph Wig Wags	£3,566
Holt	Sarah Butikofer	Kerbing	£5,114
Holt	Sarah Butikofer	Bus Shelter	£6,035
Hellesdon	Shelagh Gurney	Bus Shelter	£14,308
Grimston	Simon Eyre	Bus Shelter	£5,902
Roydon	Simon Eyre	Trod	£1,278
South Wootton	Simon Eyre	Bus Shelter	£8,047
South Wootton	Simon Eyre	Trod	£2,700
Brettenham	Stephen Askew	Trod	£7,418
Ingoldisthorpe	Stuart Dark	Junction Improvement	£5,755
Snettisham	Stuart Dark	Kissing Gate/Bridge	£10,000
Cromer	Tim Adams	Kerbing	£23,400
Southrepps	Tim Adams	Village Gateways	£3,850
Tattersett	Tom FitzPatrick	Village Gateways	£3,300
Salhouse	Tom Garrod	Signs	£500
Salhouse	Tom Garrod	Posts	£3,200
Salhouse	Tom Garrod	Footway	£11,000
Poringland	Vic Thomson	Signs	£600

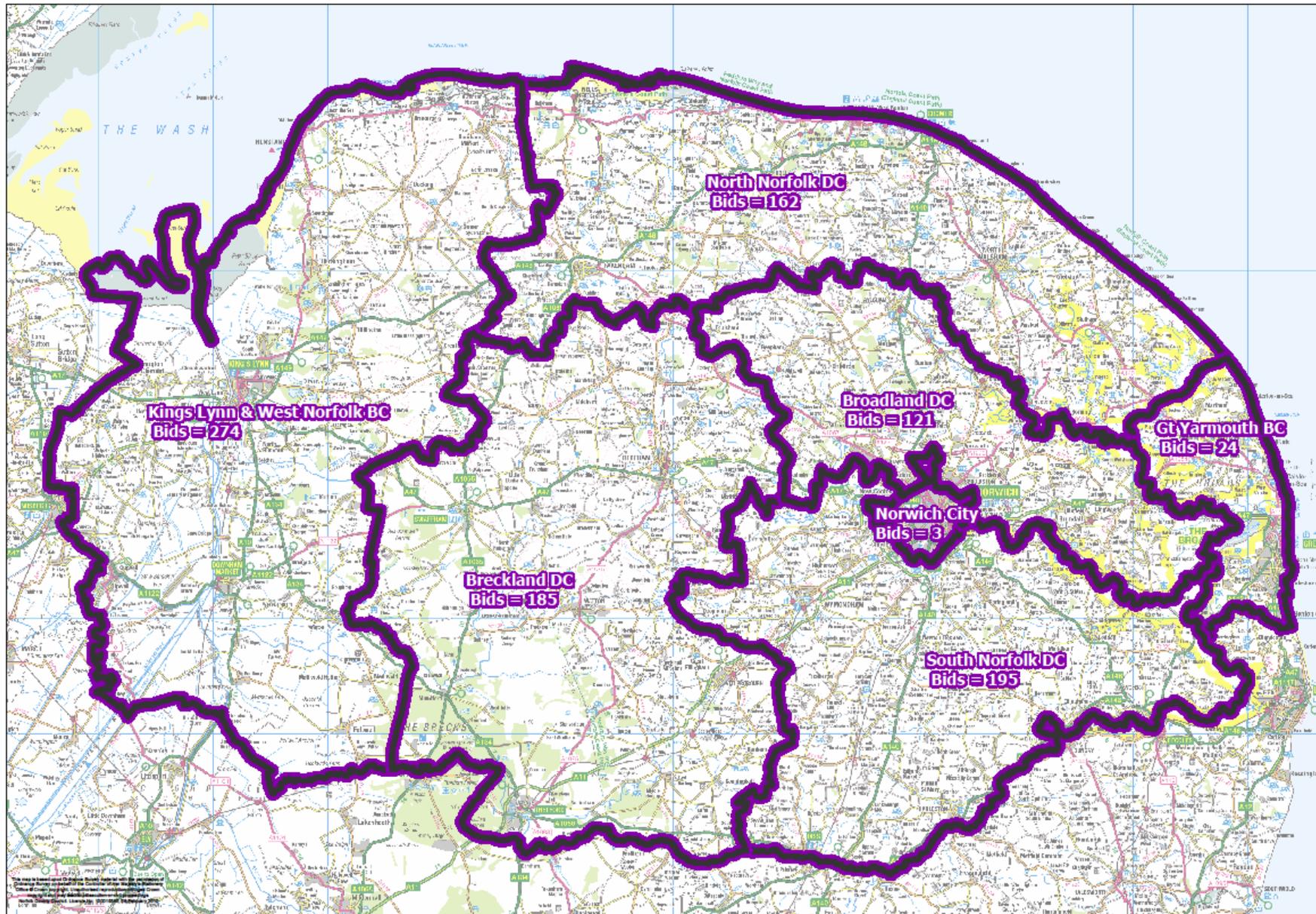
**APPENDIX C: Individual viable SAM2 bids, in Member order
(Subject to funding bid to Safety Camera Partnership).**

Parish	Member	Scheme Type	Value of Works
West Winch	Alexandra Kemp	SAM2	£3,350
Hempnall	Alison Thomas	SAM2	£3,150
Long Stratton	Alison Thomas	SAM2	£3,550
Burnham Market	Andrew Jamieson	SAM2	£3,624
Hillington	Stuart Dark	SAM2	£3400
Holme-next-the-Sea	Andrew Jamieson	SAM2	£450
Hunstanton	Andrew Jamieson	SAM2	£3,676
Langley with Hardly	Barry Stone	SAM2	£3,250
Loddon	Barry Stone	SAM2	£3,646
Seething	Barry Stone	SAM2	£3,356
Freethorpe	Brian Iles	SAM2	£3,417
Caston	Claire Bowes	SAM2	£2,800
Griston	Claire Bowes	SAM2	£3,150
Stratton Strawless	Daniel Roper	SAM2	£3,100
Bradenham	Edward Connolly	SAM2	£6,188
Rocklands	Edward Connolly	SAM2	£4,350
Yaxham	Edward Connolly	SAM2	£3,150
Swafield	Edward Maxfield	SAM2	£3,396
Weston Longville	Greg Peck	SAM2	£3,848
Barford	Margaret Dewsbury	SAM2	£3,350
Marlingford and Colton	Margaret Dewsbury	SAM2	£3,200
Geldeston	Margaret Stone	SAM2	£3,200
Ashmanhaugh	Nigel Dixon	SAM2	£3,670
Lessingham	Richard Price	SAM2	£4,000
Walpole Cross Keys	Sandra Squire	SAM2	£3,428
Fulmodeston	Steffan Aquarone	SAM2	£3,139
Blo' Norton	Stephen Askew	SAM2	£3,667
Old Buckenham	Stephen Askew	SAM2	£3,250
Roudham and Larling	Steve Askew	SAM2	£3,368
Thorpe Market	Tim Adams	SAM2	£250
Raynham	Tom Fitzpatrick	SAM2	£3,400
Wroxham	Tom Garrod	SAM2	£2,975

APPENDIX D: Cumulative bids by Parish (February 2019)



APPENDIX E: Cumulative bids and bid value by District (February 2019)



Number of Parish Partnership Bids to NCC per District, as of 5th February 2019