North Yorkshire County Council

Business and Environmental Services

Executive Members

23 October 2020

Creation of the General Highways Asset Management Plan and the removal of the Existing Highways Maintenance Plan

Report of the Assistant Director - Highways and Transportation

1.0 Purpose of Report

1.1 The General Highways Asset Management Plan is a newly created documents that will be included as part of the highways asset management framework. It is intended to be a catchall for those highways assets that do not yet have a separate asset management plan.

1.2 This document along with all of the existing asset plans in the framework will replace the Highways Maintenance Plan that, although created in 2006, is still considered a current document.

2.0 Background

2.1 The Highways Maintenance Plan (HMP) has been a valid document within the highways documentation set since its creation in 2006. It has served a purpose but it is now felt an appropriate time to replace it with a General Highway Asset Management Plan for the following reasons.

- The HMP is now 14 years old. During that time guidance and best practice has moved on where it not reflected in the document
- Large portions of the document have been superseded and replaced by the documents that go to make up the Highways Asset Management framework
- There are areas in the document that contain references to items that were felt were required to be developed at the time of publication but were ultimately not required
- It now has the potential to confuse our management standards as a result of the above

2.2 It was decided to instigate a review of the document in light of these problems. The review concluded that the best option was to create a new document called the General Highways Asset Management Plan (GHAMP), see Appendix A, that would be based on the following

- Those asset areas in the HMP where the information had been replaced by later documents would be removed
- Those remaining asset information details that did not yet have their own asset management documents would be updated and included in the new GHAMP
- The new GHAMP would include a summary of the existing asset management framework

2.3 As new asset management plans were created then the entries in the GHAMP would be removed until ultimately the GHAMP would become just a summary document as a point of entry into the highways asset management framework.

3.0 The General Highways Asset Management Plan

3.1 The document for review in this report is the new GHAMP that meets all of the criteria that were agreed in the review mentioned in section 2.0. The document summarises the current framework including details of all relevant and supporting documents. It also has a set of reviewed asset management details for those areas yet to have specific asset management plans.

3.2 The updated asset information have been reviewed in light of new guidance and trimmed and reworded where necessary.

4.0 Equalities Implications

4.1 The new document does not make any changes to the way in which highways and transportation delivers its service. This is simply a change to the way in which the delivery is documented.

4.2 A completed Equalities Impact Assessment Screening document has been created and signed off and is included in Appendix B.

5.0 Financial Implications

5.1 As this is a change only to the way in which the existing standards and delivery methods have been documented there are no financial implications.

5.2

6.0 Legal Implications

6.1 The GHAMP has been reviewed and agreed by the council's legal team.

7.0 Environmental implications

7.1 This proposal is a change in the way in which Highways and Transportation document a part of their service. There are no changes to the way in which the service is delivered and so no environmental impact.

8.0 Recommendation

8.1 It is recommended that Corporate Director of BES in consultation with the BES Executive members adopt the General Highways Asset Management Plan as part of the overall highways asset management framework.

8.2 In adopting the new plan they also agree to remove the 2006 Highways Maintenance Plan from the collection of highways documentation.

BARRIE MASON
Assistant Director, Highways and Transportation

Author of Report – Stephen Lilgert

Background papers: None

General Highways Asset Management Plan

Overview

North Yorkshire County Council's highways asset management framework represents a hierarchical collection of asset management documentation. It describes how the highways and transportation service will manage the many and varied assets that make up the highways infrastructure in North Yorkshire.

The diagram below shows the first three layers of the framework with the fourth layer which includes operational maintenance documents removed for brevity.

<table>
<tr><td colspan="10">Highway Asset Management Policy</td></tr>
<tr><td colspan="10">Highway Asset Management Strategy</td></tr>
<tr><td>Carriageway Infrastructure Asset Management Plan</td><td>Footway Infrastructure Asset Management Plan</td><td>Cycleway Infrastructure Asset Management Plan</td><td>Soft Landscaping and Trees Infrastructure Asset Management Plan</td><td>Safety Fencing and Barriers Infrastructure Asset Management Plan</td><td>Bridges and Structures Infrastructure Asset Management Plan</td><td>Road Lighting Infrastructure Asset Management Plan</td><td>Traffic Signals Infrastructure Asset Management Plan</td><td>Traffic Signs Infrastructure Asset Management Plan</td><td>Drainage Asset Management Plan</td></tr>
</table>

The highways asset management policy explains how the asset management framework will deliver the high level aims of the council while the strategy documents how the service will use effective asset management to deliver the aims of the policy.

Underpinning the framework are the individual asset management plans that provide operational details and standards for how the service will effectively manage the assets.

Governance

The asset management framework has a three tier structure of governance.

1. The policy and strategy documents, being high level are signed off by the full county council.
2. All asset management plans and most supporting documentation is signed by the Corporate Director of Business and Environmental services (BES) in consultation with the BES Executive members providing they are within the scope of policy and strategy identified above.
3. Operational documents along with the service plan are signed off by the Highways Heads of Service, but can be referred up to Corporate Director and Executive Members if appropriate.

Existing asset management plans

Complete asset management plans that have been signed off by the Corporate Director of BES in consultation with the BES executive members are as follows.

- Carriageway infrastructure asset management plan
- Road lighting infrastructure asset management plan
- Bridges and structures infrastructure asset management plan
- Traffic Signals infrastructure asset management plan

These plans are available on the North Yorkshire County Council website.

Supplementary information

In addition to the separate management plans and the asset information contained in this document, there are additional documents that serve to supplement the asset management framework.

Highway Safety Inspection Manual

This document was developed with the primary aim of providing operational guidance to those officers involved in undertaking highways safety inspections. From a highways asset point of view, it ensures a consistent countywide approach by utilising a formalised system that prescribes the frequency of inspections and the method of assessing, recording and responding to defects in the highway.

Highways asset information management plan

The framework approach recognises the importance of highways asset data to the effective delivery of the service and this document details the approach to effective management of the asset data.

Highways asset communications plan

Communication of this management of the network and ensuring that all stakeholders in the highways function are kept informed is a crucial part of the process. This plan outlines how we deliver communications around our management, maintenance and improvement of our highways assets.

Highways service plan

Performance management of the highway is a key role in the effective delivery of the service. Updated quarterly, the service plan provides such information across the whole of the highways service both strategic and operational. Asset performance is a key part of the plan and contributes data to the associated highways single score. The service plan feeds into the corporate performance management effort and a subset of the figures are reported quarterly to management board and the council executive.

Asset management plans in this document

The greater portion of this document contains asset management plans that were previously part of the 2006 document the Highways Maintenance Plan. All relevant information in these sections has been reviewed and brought up to date based on the latest legal, safety and management guidance available from a number of sources.

The plans in this document are considered current until such time as they are replaced by specific documents that fit into the framework. As a result, this document along with the current asset management plans mentioned above supersedes the Highways Maintenance Plan - 2006.

Asset management information contained in this document are as follows.

- Footways
- Cycleways
- Drainage systems
- Embankments and cuttings
- Soft landscaped areas and trees
- Scavenging and sweeping
- Fences and barriers

- Road markings and studs
- Traffic signs and bollards

As separate versions of these items are completed, approved and then added to the asset management framework then they will be removed from this document to ensure version control.

An update to the fences and barriers is currently in progress within the Asset Management and the Traffic Engineering teams. It is expected that this will be completed in Spring 2021.

Asset management documentation

The asset management information detailed below covers those highways areas that do not appear in separate asset management plans. It is current and has been reviewed before inclusion in this document.

It is the intention to replace the individual sections with complete stand-alone asset management plans which will cover one or more of the asset types. This is an ongoing process and as each plan is completed it, the asset types will be removed from this document.

Footways

The condition of footways can contribute to the core objectives as follows:

Safety

- nature, extent and location of surface defects
- nature and extent of kerb and edging defects

Serviceability

- nature and extent of surface defects
- extent of encroachment and weed growth
- the slipperiness of the surface
- the quality of the surface
- integrity of the network

Sustainability

- convenience and ease of use
- nature, extent and location of surface defects
- extent of damage by over-running and parking.

Investigatory levels are based on the standards, details and definitions held within the Rules and Parameters (RP) of the UKPMS.

The maintenance budget will be split into the category of footway. The only condition index applicable for footways is the Condition Index (CI) and it is this figure that will contribute to the prioritisation of the budget spend for the structural work.

For all categories of footways, the UK Pavement Management System rules and parameters threshold Level is set at a **CI of ≥ 25.** Above this level which is based on industry best practice the asset can be considered and prioritised for an appropriate type of planned intervention.

Maintenance of footways and footpaths is carried out under the two headings of:

- Resurfacing and Reconstruction (R & R)
- Basic maintenance.

Footway and Footpath Resurfacing and Reconstruction (R & R)

The Resurfacing and Reconstruction (R & R) programme is designed to meet the County Council's policy of promoting walking as an alternative to the use of motorised transport by the provision of a safe and convenient network of footways and footpaths in urban areas. The programme comprises schemes at specific sites where a defined need has been identified, with the objective of maintaining the structure and surface profile of the footway to allow the safe passage of pedestrians.

Works are separately planned and costed and can include all work on existing kerbs and footways together with consequent works to verges and drainage systems. Replacement kerbing should be included only if it is associated with footways. New kerbing, reconstruction, overlay, resurfacing and surface dressing should be excluded as they are covered as part of the Carriageway Asset Management Plan.

Works associated with bridges and structures, and other public rights of way such as footpaths, bridleways and byways should be excluded.

Schemes for inclusion in the R & R programme will be decided on a priority basis taking account of the condition. A three year rolling programme will be maintained with an annual review taking place each year. The annual review will provide opportunities for local priorities to be amended. In addition, new schemes will be added to the programme thus maintaining a full three-year programme.

In determining priorities for footway maintenance, it is important to ensure that opportunities are taken to aid social inclusion particularly improving accessibility for older and disabled people and also the use of prams and push chairs. This may include the provision of dropped kerbs in suitable locations or textured paving adjacent to crossing points.

Although ensuring the safety of footways for users is a priority, in some cases the presence of roadside trees may complicate the provision of footway surface regularity. There are two specific documents on the management of existing and new trees in the highway. These cover the impact across the highway infrastructure. For further detail, refer to the following protocols.

- Management of existing highway trees v1
- Trees within new developments in the highway v1

The radical treatment or complete tree removal necessary to ensure surface regularity may not be possible or desirable and reduced standards of surface regularity may be a more acceptable and sustainable outcome.

Surface treatments, which are a separate category in carriageway maintenance, are included in R & R in the case of footways.

Footway and Footpath Basic Maintenance

Basic maintenance comprises minor reactive works on existing footways alongside roads or independent footpaths, and includes associated consequential works to existing kerbs and verges. Needs are assessed through the regular highway inspection regime, local knowledge and reports

from the public. Highway safety is maintained by undertaking continual programmes of patching and minor repairs and to prevent damage to the footway by ingress of water and ice.

The objective is to maintain the integrity of footways and footpaths for safe use by the public.

Types of defects to be recorded and investigatory levels listed in the Highways Safety Inspection Manual, but particular consideration should be given to:

- Defective kerbs giving rise to a hazard or placing the integrity of the highway at risk
- Dangerously rocking flagstones
- Cracks or gaps between flagstones
- Projections including manhole frames, boxes and other such ironware
- Isolated potholes
- Depressions and bumps
- Slippery surfaces
- Longitudinal cracking of kerbs, channels or setts
- Badly aligned or tilted kerbs, channels or setts
- Generally disintegrated kerbs, channels or setts
- Sunken kerbs, channels or setts.

The standard for patching is to be in accordance with the principles laid out in the New Roads and Street Works Act 1991 Specification for the Reinstatement of Openings in the Highway. Maintenance requirements for unsurfaced footpaths and public rights of way are not covered in this Highway Maintenance Plan.

Cycleways

The condition of cycleways can contribute to the core objectives as follows:

Safety

- nature, extent and location of surface defects
- nature and extent of kerb and edging defects

Serviceability

- nature and extent of surface defects
- extent of encroachment and weed growth
- the slipperiness of the surface
- the quality of the surface
- integrity of the network

Sustainability

- convenience and integrity of the network
- nature, extent and location of surface defects
- extent of damage by over-running and parking.

Investigatory levels are based on the standards, details and definitions held within the Rules and Parameters (RP) of the UKPMS.

The maintenance budget will be split into the category of cycleway. The only condition indicator applicable for cycleways is the Condition Index (CI) and it is this figure that will contribute to the budget spend for the structural work.

For all categories of cycleway, the UK Pavement Management System rules and parameters threshold Level is set at a **CI of ≥ 25.** Above this level, which is based on industry best practice, the asset can be considered and prioritised for an appropriate type of planned intervention.

Maintenance of cycleways and cycletracks is carried out under the two headings of:

- Resurfacing and Reconstruction
- Basic maintenance.

Cycleways Resurfacing and Reconstruction

Definitions, policies, objectives and programmes are the same as for footways above. Network integrity is a particularly important consideration where cycle routes are segregated for part of their length but intermittently re-join the carriageway, and in these circumstances a reasonably consistent standard of maintenance should be provided and attention paid to carriageway edge condition in the unsegregated sections.

Cycleways Basic Maintenance

Definitions, policies, objectives, programmes and investigatory levels are the same as for footways above.

Highways drainage systems

The condition of highway drainage systems can contribute to the core objectives as follows:

- Safety - accumulation of water on carriageways, footways and cycleways
- Serviceability - accumulation of water on carriageways, footways and cycleways
- Sustainability - polluted effluent from clearing of highway drainage affecting watercourses
    - Inadequate drainage of the highway structure will reduce effective life and increase maintenance liability.
    - Authorities have a duty to prevent nuisance to adjoining landowners by flooding and should also work with others in the wider community to minimise the future risk of flooding.

Highway drainage systems fall into the main headings of:

- culverts
- grips and ditches
- piped drainage
- pumps.

Under these headings there are two distinct categories of drainage system maintenance and drainage cleaning/cleansing.

Drainage system maintenance comprises:

- maintenance and replacement of existing carriageway drainage systems

- replacement and realignment of kerbs for drainage purposes
- maintenance and replacement of culverts and structures up to a diameter of 1.5m or a span of 1.5m (culverts and structures exceeding these measurements fall within the scope of the bridges team and their associated Highways Structures Asset Management Plan)
- all drainage works not included in reconstruction, overlay, resurfacing or surface dressing
- maintenance to pumps and sumps is carried out by specialist contractors.

The objectives of drainage system maintenance are to maintain the structural integrity of existing drainage systems to prevent accumulations of water on the carriageway, to prevent the ingress of water into the pavement structure and to maintain the highway in a safe condition for road users and pedestrians.

The Highway Gully Cleansing policy describes the cyclical maintenance of the gulley infrastructure throughout the county. The risk based approach mirrors the safety, serviceability and sustainability core objectives. The policy recognises the need for a reactive service to exist to assist in the management of highways drainage however mandates that this is a part of a whole process feeding back into the cyclical maintenance.

Any reactive maintenance is decided on a needs based approach assessed by the regular inspection of the highway, local knowledge and reports from the public.

In regard to safety, types of defects to be recorded and investigatory levels are included in the Highways Safety Inspection Manual. Culverts under roads and manholes should be inspected for structural damage or deterioration and cleaned when required. Piped drainage, soakaways and associated systems should be checked and flushed during service inspections and cleared when required.

Where a drainage system exists, it should be capable of removing water from the carriageway as it reaches a gully or grip. Where this is not the case and cleaning or jetting does not affect an improvement, the necessary remedial action should be taken as soon as possible.

For ironware comprising covers, gratings, frames and boxes set in carriageways the following condition standards apply. Manhole covers and boxes should be installed to a tolerance of +/- 5mm to the surrounding level. Gully frames and gratings should be installed level or not exceeding 10mm lower than the surrounding carriageway. When boxes, frames and covers are found to be greater than 20mm lower than the surrounding carriageway they should be re-set.

Drainage cleaning/cleansing comprises:

The testing, rodding and jetting of the highway drainage system. This includes drains, gullies, piped ditches, grips, carriageway drainage on structures and drainage of subways. The cleaning of drainage installed outside the highway boundary under licence or easement should be included.

The cleaning of gullies and catchpits or manholes which are the responsibility of the highway authority. As a guide, this is all surface water drainage the sole purpose of which is to remove water from the highway; however, this is not always the case. If in addition the drainage system carries roof water or water from private properties, that system is the responsibility of other authorities. In these cases, the highway authority is responsible for the gully and gully connections only.

The maintenance of ditches and grips through the removal of silt, vegetation growth and damage to allow free passage of water from the highway. The maintenance should be confined to those ditches which are the responsibility of the highway authority (in the main, ditches are the responsibility of the adjoining landowner). Section 100 of the Highway Act 1980 empowers authorities to keep open ditches on land adjoining the highway.

The objectives of drainage cleaning/cleansing are to prevent water penetrating the foundations of carriageways and footways, to remove detritus from gullies or catchpits to ensure the rapid removal of water from the road surface, to maintain free flow conditions in all open channels and grips and to maintain self-cleansing flows in the drainage pipes, catchpits and outfalls.

The policy is to carry out the required amount of drainage cleansing and cleaning commensurate with the objectives and needs. They are assessed through routine highway inspections, awareness of frequent flooding at a particular location, reports of drainage defects from gully maintenance operatives and complaints of malfunction. Types of defects to be recorded and investigatory levels are included in the Highways Safety Inspection Manual.

Grip clearing should be commenced after the last grass cut of the year and completed if possible before the onset of winter. Kerb offlets can sometimes be neglected and should be jetted as necessary to ensure efficient working.

Areas at risk of flooding should be identified and recorded within the Highway Asset Management System. Inspection of these sites will form part of the safety inspection regime. Supplementary checks should be undertaken during periods of heavy rainfall as resources allow.

Gullies are cleansed according to their associated schedule, which is based on the age of the gully, the location. Non-functioning or damaged gullies are recorded by the contractor and reported to the client for further investigation and remedy.

Priority is given to inspecting and cleansing sections of system which pose a high risk of flooding or disruption to the network. During all drainage investigation records of the system must be compiled and added to the inventory.

Gullies should be over filled when emptied to ensure that they are clear. If not, the unit should be recorded for jetting. No more than 50mm of material should remain in the unit before it is recharged with clean water.

The frequency of cleansing of oil interceptors will depend on their design and location and will need particular consideration on a site specific basis. Material arising from all road drainage emptying and cleansing operations has potential implications for pollution and should be disposed of correctly in accordance with the Environment Agency requirements.

Embankments and cuttings

The condition of embankments and cuttings can contribute to the core objectives

as follows:

- **Safety** - risk of loose material falling to injure users or damage facility
- **Serviceability** - risk of damage or service interruption
- **Sustainability** - damage or loss of habitat

- interruption or pollution of watercourse
- extent of damage and reduced life.

Maintenance of embankments and cuttings covers the repair of earth slips and the provision of any necessary associated drainage and new retaining systems. Anchors, walls, soil stabilisation and similar works should be included. The objective is to maintain cuttings and embankments in a safe condition and to provide or maintain associated drainage systems to ensure stability.

The policy is to undertake any necessary minor works to ensure that existing earthworks continue to fulfil their function and to assess more major works for inclusion in the highways capital programme. Needs are assessed through regular inspection of the highway, local knowledge and reports from the public.

The Critical Infrastructure Network Plan has information on those embankments that are subject to significant slippage on major routes and are as a consequence subject to geotechnical monitoring. Issues with such sites are treated as category 1 defects while other sites are subject to the remedies set out in the Highway Safety Inspection Manual.

Soft landscaped areas and trees

The condition of soft landscaped areas and trees can contribute to the core objectives as follows:

- **Safety** - obstruction to user visibility and legibility of traffic signs
  - falling branches from trees
  - leaf fall from trees causing slippery surface
  - root growth affecting surface regularity
- **Serviceability** - potential for service interruption
  - quality of user experience
- **Sustainability** - landscape conservation
  - mitigation of climate change effects support for habitat and biodiversity
  - problems of root growth for surface, structure and highway drainage.

Maintenance of soft landscaped areas and trees covers urban grass cutting, rural grass cutting, highway tree and hedge maintenance, weed control and other verge maintenance.

Grass Cutting Standards

The grass in North Yorkshire which the County Council is responsible for maintaining is split into two categories:

- Urban Grass (subject to a speed limit of 40mph or less)
- Rural Grass (subject to a speed limit of more than 40mph)

Each of these categories have different frequencies and types of cut in a given year as their use requires we treat them differently.

<u>Urban Grass – Roads with a speed limit of 40mph or less</u>

5 cuts per season

Extents:

- Highway junctions for visibility (all road categories)
- Event/hazard warning signs (as required)
- Remote Footways where it does fall within a swathe cut. Grass shall be cut to 0.5m on both sides of the footway.

This function if performed by North Yorkshire County Council will only do as described. However, local Parish/Town/District/Borough Councils may wish to undertake more extensive and frequent cuts for amenity purposes in their areas and so are given the option to perform this function for themselves but with a contribution from NYCC. That contribution only accounts for what would have been cut if North Yorkshire were doing the work.

Rural Grass - Roads with a speed limit over 40mph

2 cuts per season

Extents:

- Highway junctions for visibility (all road categories)
- Forward overtaking sight distance visibility on all road categories as required
- Event/hazard warning signs (as required)
- Longitudinal Swathe along the carriageway edge (cut a minimum of 2.4m to a maximum of 3m) on category 2, 3a and 3b roads.
- Remote footways which do not fall within a swathe cut to a width of 0.5m on both sides of the footway

This function is fully carried out by North Yorkshire County Council.

Tree and hedge maintenance covers the management of foliage within or immediately adjoining the highway. The main functions are pruning, pollarding and the removal of dangerous overgrowth, branches, roots or trees presenting a hazard to road users, pedestrians and adjoining property.

The objectives include the Highways Authority's duty under S96 of the Highways Act 1980 to prevent all planting hindering the reasonable use of the highway or to be a nuisance to owners or occupiers of land adjacent to the highway and to prevent damage to adjacent property by tree and hedge growth, prevent danger to the public by tree and hedge growth, maintain safe passage to highway users and prevent obstruction of signs by foliage.

The policy is to examine all trees, shrubs and hedges within or adjoining the highway on an annual basis to establish if they are in a potentially dangerous condition and to take any remedial action necessary; need assessment being based on historical information as no comprehensive inventory exists.

Trees are important for visual amenity and nature conservation reasons and should be retained and protected wherever possible. Pruning or felling of trees can be the subject of significant local concern, and should only be done with specialist advice and support. Where concern is expressed about a tree on or affecting the highway, the matter shall be referred to the Horticultural Team at County Hall, who will determine the appropriate course of action and arrange for all necessary works to be undertaken.

Types of defects to be considered for treatment on safety grounds are included in the Highways Safety Inspection manual.

In regard to trees and shrubs owned by the highway authority, works should be undertaken at the correct time of year where appropriate, due consideration given to Tree Preservation Orders if applicable and specialist horticultural advice sought if required. Particular care should be given to privately owned trees where the owner and occupier should be warned of any danger and given notice to take the necessary action.

Subject to failing to take action, S154 of the Highways Act 1980 empowers authorities to deal with hedges, trees and shrubs growing on adjacent land which overhang the highway and to recharge the reasonable costs of this action.

Where trees are protected by a Tree Preservation Order, the Local Planning Authority will be consulted and if necessary an application for consent to do the work must be submitted and approved.

Currently, resources prevent inspections of every tree adjoining the highway within the County. Inspectors will receive training to assist them in assessing the condition of trees to identifying those posing a hazard as part of the safety inspection regime. The Highways Safety Inspection Manual has further information.

The trimming of seasonal growth of hedges on rural roads which are the responsibility of the highway authority should be given consideration, particularly where sight lines and road signs may be obscured. Where there are special requirements in visibility areas or across central reserves, cutting should be undertaken when required. Owners of private hedges should be requested to adopt similar standards.

In regard to shrubberies which are the responsibility of the highway authority, consideration should be given to pruning for visibility purposes once they are established.

Any action taken must be in accordance with the requirements of the EC Nesting Birds Directive and the Wildlife and Countryside Act 1981 in regard to protection for birds and their nests. Any trimming should, as far as possible, be done in late winter to avoid the bird nesting season and to allow birds and mammals the maximum opportunity to take advantage of any fruits and seeds present.

Weed control covers the routine spraying of kerbed roads and footways to prevent weed damage to kerbs, channels and paved areas.

The objectives are to prevent the growth and establishment of noxious and other weeds and to prevent damage to footways by the growth of weeds. All weed spraying should be carried out using approved pesticides in accordance with the Control of Pesticides Regulations 1986. For all highway operations, a non-residual contact herbicide must be used and currently the only weed killer which conforms to the Health & Safety Commission's Code of Practice and with the Environment Agency's requirements is glyphosate.

The policy is for the contractor to apply one application of glyphosate with additional treatments if required and need assessment is based on historical information as no comprehensive inventory exists.

Spraying should only be undertaken when favourable spraying conditions exist. Sprays can also be used to eliminate weeds and control growth around posts carrying signs, along guard rails, along the edges of kerbs, growth of grass on the strip adjoining the edge of the carriageway and on central reservations. Further legislation is contained in the Ragwort Control Act 2003. The use should be the minimum compatible with the required results.

The Weeds Act 1959 requires authorities to take action to prevent growth of injurious weeds growing within the highway. The prescribed injurious weeds are:

- ragwort
- broad leaved dock
- curled dock
- creeping thistle
- spear thistle.

Reference shall be made to the Code of Practice on how to prevent the spread of Ragwort, June 2004, published by DEFRA to apply best practice principles including risk assessment priorities. Specialist advice should be sought to deal with these weeds.

In North Yorkshire, ragwort is a significant problem and must be pulled and removed. However, highway inspectors should be able to identify all noxious weeds as well as Japanese Knot Weed and Giant Hog Weed.

Other verge maintenance covers routine operations that may be required to keep the highway verge, central reservations and cutting and embankment slopes in a safe and tidy condition.

The objective is to preserve the width of the carriageway, footway or cycleway and the policy is to undertake the minimum amount of works necessary commensurate with the objective.

The main activity under this heading is siding (the edge maintenance of carriageways, footways and cycleways) which may be necessary to prevent encroachment of grass and vegetation resulting in the reduction of effective width.

As a guide, siding can be considered under the following circumstances:

- rural roads – only minimum of siding to be carried out on carriageways e.g. prior to surface dressing or renewal of edge markings
- urban roads – siding of carriageway not normally required
- footways – siding carried out to maintain width of footway
- cycleways – siding carried out to maintain width of cycleway.

Where landscaped areas exist and are maintained by the Council, they will be inspected on an annual basis.

Scavenging and sweeping

Scavenging and sweeping relates to the sweeping, cleaning and collection of litter and debris necessary for the preservation of the carriageway and traffic safety and covers the previous categories of carriageways, footways, cycleways, highway drainage systems, embankments and cuttings, and landscaped areas and trees.

The objective is to preserve the amenity of highway land and the policy is to undertake the minimum works necessary commensurate with the objective. Need assessment is based on historical data, complaints and observations of the Area Manager.

Particular attention should be paid to the requirements of litter and debris removal prior to grass cutting as detailed under Soft Landscaped Areas and Trees in 7.7 above. Sweeping, cleaning and collection operations relating to public health, amenity or environmental requirements are not covered in this Maintenance Plan as they are the responsibility of the District Authorities pursuant to the Environmental Protection Act 1990.

Fencing and barriers

The condition of fences and barriers (whether for safety or boundary purposes) can contribute to the core objectives as follows:

- **Safety -** integrity and location of safety fencing for vehicles and pedestrians
    - risk of livestock disrupting traffic
- **Serviceability** - risk of livestock disrupting traffic
- **Sustainability** - appearance and condition of fencing.

Fencing and barriers comprise safety fencing, pedestrian guard rails, and where the highway authority is responsible, boundary fencing, walls and anti-dazzle screens.

The objective of maintaining fences and barriers is to preserve the items in a sufficiently sound and structural condition fit for purpose and not be a danger to road users and pedestrians.

The policy is to undertake any necessary minor repairs to ensure that existing fencing and barriers continue to fulfil their function and to assess more major works for inclusion in the highways capital programme. Needs are assessed by the regular inspection of the highway, local knowledge and reports from the public. Pedestrian barriers will be visually inspected during safety inspections.

Types of defects to be considered for treatment on safety grounds are included in the Highway Safety Inspection manual.

All fences and barriers, whether for safety or general purposes are important features and their overall appearance is an environmental consideration. They should therefore be cleaned and painted as and when necessary. In respect of safety fences, when provided with chevron markings, these should be dealt with in accordance with the cleaning regime for traffic signs.

Road markings and studs

The condition of road markings and studs can contribute to the core objectives as follows:

- **Safety** - route delineation in darkness and bad weather
    - potential for damage and injury with loose studs
    - traffic control
- **Serviceability** - ease of use in darkness and bad weather
- **Sustainability** - support of sustainable transport modes
    - edge delineation to reduce edge damage
    - movement of wheel tracking to reduce localised damage.

This category comprises the maintenance and replacement of existing road markings and studs and includes the cleaning, repair or replacement of other road markings such as stone or metal bollards to restrict access which are not included in other categories. Road markings and studs at traffic signals and pelican crossings are also included in this category.

Any work associated with reconstruction, overlay and resurfacing should be excluded as they form part of those schemes.

The objective of road markings and studs is to define carriageway lanes and edges together with warning, parking, waiting and other restrictions in a manner clearly visible by day and night.

The policy is to ensure that the objective is achieved by renewal or replacement as necessary and needs are assessed by:

- reports of defective lines and studs from highway inspections
- complaints of defective lines from members of the public and the Police
- replacement of lines and studs as a result of carriageway structural repairs
- identification of defective or missing road studs upon completion of winter service operations.

Worn or missing lining and studs will be identified during safety inspections, however, an inspection for reflective conspicuity will be undertaken on all lining and studs in non-illuminated areas as part of the service inspection. Programming of this inspection should coincide with checks for traffic signs and bollards and be undertaken in advance of winter to allow time for any remedial work to be carried out.

The standards for markings and studs are as follows:

- road markings – to be renewed on main roads when approximately 30% of the area becomes ineffective or worn away
- lines and studs – to be replaced after surfacing or surface dressing works.

During resurfacing works, 'No Road Markings' boards should be displayed until all markings have been replaced. Types of defects to be considered for treatment on safety grounds are included in the Highways Safety Inspection Manual

All mandatory markings existing before surface dressing should either be masked during treatment or replaced as soon as reasonably practicable after the completion of work. If it is not possible to restore immediately in permanent materials, temporary markings should be used at sites where their absence is likely to give rise to dangerous conditions.

Reflective studs which are either missing or have become defective should be replaced individually or by a bulk change depending on the individual highway circumstances. The aim should be for a minimum 90% of the studs to be reflective prior to the winter period. Displaced or loose road studs likely to cause a hazard are included in the Highways Safety Inspection Manual.

The Highways Safety Inspection Manual contains details of the intervention levels and priorities for deterioration in the road markings.

Traffic signs and bollards

The condition of traffic signs and bollards can contribute to the core objectives as follows:

- **Safety** - identification of risk to users
    - separation of potential traffic conflicts
- **Serviceability** - contributes to ease of use
    - contributes to network integrity
- **Sustainability** - support of sustainable transport modes
    - contribution to local economy
    - heavy traffic routing can optimise maintenance.

This category comprises the cleaning of all signs and bollards, the repair and replacement of existing non-illuminated signs, posts and bollards and the replacement of sign faces on externally lit signs. The provision of new equipment and facilities is excluded.

The objectives are to keep traffic signs legible and visible at all times, as far as possible, in relation to the road use and traffic speeds and to identify and remove obsolete signs and posts.

Needs are assessed through routine highway inspections, reports of defective signs from cleaning operatives and defect reports from members of the public. The policy is to clean, repair, replace or remove as necessary. Details are provided in the Highways Safety Inspection Manual.

Particular attention should be addressed to:

- matters affecting the legality of important warning or regulatory signs
- damage, deterioration or vandalism to signs and bollards leaving either the sign or situation to which it applies in a dangerous condition
- missing traffic cylinders across gaps in central reserve fencing at emergency crossing points.

The speed of permanent repair will depend on the degree of danger ascertained through a risk assessment, but important warning and regulatory signs should be replaced as a matter of urgency.

Inspections will include a night survey. At the time of the inspection, the signs will also be checked for accuracy and whether they reflect current route priorities. During service inspections, brackets, bolts and fittings should be tightened and adjusted. Painting of supports and frames should be undertaken as required but not exceeding ten year intervals.

Additional standards in respect of illuminated signs and bollards include optical inspection and cleaning together with the inspection of sign supports every two years and lamp changing at regular intervals to coincide with service inspections and cleaning.

Future developments

As mentioned at the beginning of this document, the majority of the content of the General Highways Asset Management Plan is intended to be a temporary. As the complete Highways Infrastructure Asset Management framework is populated with specific plans for all asset types then the associated documentation in this document will be removed.

Longer term the document will become a “stopping-off” place which summarises the framework and highlight administrative and version information of the following.

- Strategic asset management documents
- Individual asset management plans
- Additional support documents
- Supplementary documentation

Ownership and management of this document will be within the highways asset management team and they will be responsible for the updates when additional or revised information is available. The process for replacing asset information within this document with a specific asset management plan will also include the removal of its associated information in here.

October 2020

Highways and Transportation

Initial equality impact assessment screening form **This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.**	
Directorate	BES
Service area	Highways and Transportation
Proposal being screened	This screening document is for the creation of the General Highways Asset Management Plan. A document created to replace the current Highways Maintenance Plan
Officer(s) carrying out screening	Stephen Lilgert
What are you proposing to do?	Replace the 2006 document, the Highways Maintenance Plan with a newly created General Highways Asset Management Plan.
Why are you proposing this? What are the desired outcomes?	The existing Highways Maintenance Plan contains material that is • Now out of date • Has content that has been replicated elsewhere, most notably the individual asset management plans and • In a number of cases no longer reflects the council's service delivery methods. After a review of the plan it was decided to create a new general asset management plan that would act as a summary document to the existing asset management framework. Since the framework does not contain plans for every asset type then these would be retained from the Highways Maintenance Plan but be reviewed and brought date based on current guidance. The result will be a current document that contains only valid information with no duplication.
Does the proposal involve a significant commitment or removal of resources? Please give details.	This proposal is a change in the way in which the highways and transportation documents its service delivery. There are no changes to any resources
Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC's additional agreed characteristics As part of this assessment, please consider the following questions: • To what extent is this service used by particular groups of people with protected characteristics?	

- Does the proposal relate to functions that previous consultation has identified as important?
- Do different groups have different needs or experiences in the area the proposal relates to?

If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your Equality rep for advice if you are in any doubt.

Protected characteristic	**Potential for adverse impact**		**Don't know/No info available**
	Yes	**No**	
Age		X	
Disability		X	
Sex		X	
Race		X	
Sexual orientation		X	
Gender reassignment		X	
Religion or belief		X	
Pregnancy or maternity		X	
Marriage or civil partnership		X	
NYCC additional characteristics			
People in rural areas		X	
People on a low income		X	
Carer (unpaid family or friend)		X	

Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	There are no changes to the service delivery, only the way in which it is documented and so there are no impacts on any persons with protected characteristics.			
Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	There are no changes to the service delivery, only the way in which it is documented and so there are no impacts on any persons with protected characteristics.			
Decision (Please tick one option)	EIA not relevant or proportionate:	✓	Continue to full EIA:	
Reason for decision	There are no changes to the service delivery, only the way in which it is documented and so there are no impacts on any persons with protected characteristics.			
Signed (Assistant Director or equivalent)	Barrie Mason			
Date	8th October 2020			