



## Public Rights of Way - Management & Prioritisation of maintenance and access issues

1. Oxfordshire County Council, as the Highway Authority, is ultimately responsible for the protection and maintenance of most Public Rights of Way (PRoW) throughout Oxfordshire.
2. Over 2600 miles of PRoW exist across Oxfordshire, including Footpaths, Bridleways, Restricted Byways and Byways Open to All Traffic.
3. A PRoW Priority Caseload Approach (PCA) considering need and risk is required to better manage public expectations, make more efficient use of existing resources and to introduce a measured, objective approach to the management of Oxfordshire's rights of way.
4. The Oxfordshire Rights of Way Management Plan 2015-2025 is the statutory adopted overarching statement of policy relating to public rights of way. This policy supports that plan.

### Public Rights of Way Issue Prioritisation

#### **Policy: PCA1**

The majority of public rights of way issues reported to the County Council or identified through internal inspections will be prioritised or programmed by Area Officers after the issue has been assessed. This assessment may use supplied reports, photos, database records, and site visits to help in the determination and will normally consider one or more of the following factors where applicable:

- a. Overall level of hazard or actual risk that the issue (if a safety matter) represents.
- b. The degree of obstruction.
- c. The cause and likely duration of the issue.
- d. The character of the route, its normal use and the route's normal state of repair.
- e. The impact of the issue looking at the wider network.

These issues form part of the wider categorisation that is outlined in Policy PCA2 and 3 below.

5. The two factors of issue prioritisation and other workload demands are combined in the following table.

<b>Policy: PCA2</b>	
<b>Public Rights of Way Priority Categorisation</b>	
<b>Priority Category</b>	<b>Guideline circumstance</b>
<b>1</b>	<b>Public Safety Incident</b> – where an accident has occurred resulting in significant injury <b>Public Safety Issue</b> – with high likelihood of imminent accident resulting in significant injury
<b>2a</b>	<b>Lesser Safety Issue</b> – with possibility of accident resulting in injury
<b>2b</b>	<b>Priority Repeat Process</b> – higher priority maintenance task such as key route vegetation clearance that comes up each year or more regularly
<b>2c</b>	<b>Non-hazardous but significant or time-limited issue</b> – likely to completely obstruct access very soon or a major planning issue
<b>3</b>	<b>Lesser hazard/lesser significance issue</b> – affects a PRow but does not completely obstruct it or may not be time-limited
<b>4a</b>	<b>Area or bulk processing</b> – lower hazard or lower priority issue such as signing or furniture that can be packaged together with others
<b>4b</b>	<b>Repeat Process</b> – Lower priority maintenance task such as less frequent vegetation clearance that comes up regularly
<b>4c</b>	<b>Opportunity</b> – standalone improvement or minor repair issue
<b>5</b>	<b>No Action intended/Record update</b> – very minor issue

### Balancing Wider Public Rights of Way Operational Areas

6. Oxfordshire County Council commits significant resources to public rights of way maintenance and repair work such as bridge repair and replacement, vegetation clearance, surfacing and drainage, signing, as well as responding to large and small planning applications and liaising with and supporting community and volunteer groups, All of this work is part of officers' potential workload but all of these involve decisions being made about relative priorities
7. A balance has to be struck that enables the tackling of the highest priority workload issues as well as making time for lower priority work, especially that delivered by communities and volunteers where this doesn't limit highest priority action. This means that across the county a greater focus will normally be paid to the two highest priority categories 1 and 2a-c and may mean that there is less of a focus on area-based management areas. Priority derived caseloads will be kept under review.

**Policy: PCA3**

Some non-safety issues may warrant prioritised attention to maximise outputs and make the most of available finance, staff, volunteer or community resources. This may result in them being worked on with greater urgency. Examples of when this might occur include:

- When the issue is part of the same path or close by a higher priority issue receiving attention
- When the issue is part of work being funded and delivered by the landowner, volunteer group, parish council or community group
- When the issue is time limited e.g. planning application
- When the issue can benefit from external funding such as TOE2 or s106/CIL
- When action is linked to seasonal or cyclical issues – e.g. installing bridges outside of flood periods and arable cultivations, or cutting vegetation outside of bird nesting period
- When a likely rapid deterioration could be prevented by swift action
- When a sudden change of circumstances makes it possible to resolve a long-standing problem, e.g. minor misalignment

Reference & Supporting Documents

- [OCC Rights of Way Management Plan 2015-2025](#)
- [Delegated Decision by Cabinet member for Environment 24<sup>th</sup> November 2016](#)



## **Rights of Way Management Plan - Managing Motor Vehicles on Public Rights of Way Policy**

1. Oxfordshire County Council, as the Highway Authority, is ultimately responsible for the protection and maintenance of most public rights of way throughout Oxfordshire.
2. Public rights of way include Footpaths, Bridleways, Restricted Byways and Byways Open to All Traffic.
3. The Oxfordshire Rights of Way Management Plan 2015-2025 is the statutory adopted overarching statement of policy relating to public rights of way. This policy updates this plan.

### **Managing Motor Vehicles**

#### **Policy: MMVP1**

Oxfordshire County Council acknowledges the lawful right that road legal Motor Vehicle users have to use Byways Open to All Traffic (BOAT). OCC does not encourage this activity but will assert and protect rights by ensuring routes are managed for all users.

#### **Policy: MMVP2**

OCC recognises the vulnerability of walkers, horse riders and cyclists compared to motor vehicles on PRoW. OCC will therefore repair, maintain and improve PRoW to benefit these vulnerable users, ensuring access is maintained for lawful motor vehicles.

#### **Policy: MMVP3**

OCC acknowledges the existence of some private rights of access along PRoW and will work with land managers, to ensure this use does not interfere with the safe exercise of public rights.

#### **Policy: MMVP4**

OCC will work with landowners, occupiers and the Police to address security and land management issues connected to illegal use of motor vehicles on PRoW and will support preventative measures that reduce or remove such access taking place.

**Policy: MMVP5**

OCC will encourage responsible behaviour by providing signage on site, and by making guidance and restrictions information easily accessible on the website.

**Use of Traffic Regulation Orders (TROs) on Public Rights of Way**

**Policy: MMVP6**

Oxfordshire County Council will, at its discretion, act to control or prevent access by vehicles using seasonal or permanent restrictions where this access causes, or is likely to cause conflict with walkers, horse riders, or cyclists as vulnerable PRoW users, damage to the route, or to the character of the site or local environment, or where improvements are being developed to promote walking, cycling or horse-riding access.

**Policy: MMVP7**

Oxfordshire County Council will, at its discretion, consider other options which may include the use of Voluntary Restraint, seasonal restrictions or weight limits to see if the problems can be overcome without the imposition of a permanent year-round TRO.

**Policy: MMVP8**

Oxfordshire County Council will not rule out the immediate use of a Temporary TRO (TTRO) to restrict use of a PRoW where the safety of users is at imminent risk, or in circumstances where the extent of physical damage, or the likelihood of it, is so severe that a TTRO is necessary.

**Policy: MMVP9**

Oxfordshire County Council will support the use of TTRO's to allow statutory undertakers and others to carry out works that affect a PRoW including time for settlement of restoration works. Where possible an alternative route should be provided and maintained for the duration of the closure on land owned or under the control of the applicant.

## Explanation of terms

**Definitive Map:** The legal record of public rights of way. Oxfordshire County Council has a legal duty to keep this map under continuous review and to investigate applications to modify.

**Motor Vehicles:** Road legal and registered/insured mechanically or electrically propelled vehicles, including cars, 4x4s, motorcycles, quadricycles ('quad bikes'), tricycles, mini-motorbikes and mini motor scooters. This includes electric and hybrid variants but does not include qualifying registered 'invalid carriages' or qualifying electrically assisted bicycles

**Private Rights of Access:** Use of any land carrying a public right of way by farmers, landowners or those who hold private rights of access to property

**Public Rights of Way (PRoW):** Public footpaths, bridleways, restricted byways and byways open to all traffic ('BOAT's). BOATs are the only rights of way (often without a sealed surface) which the public have a legal right to use motor vehicles, although they are mainly used by walkers, riders, cyclists and carriage drivers.

**Traffic Regulation Order:** The Road Traffic Regulation Act 1984 gives highways authorities the powers to impose Traffic Regulation Orders (TROs). TROs may be permanent (all year round or for a defined part or parts of the year), experimental, seasonal or temporary. They may be used to control any type of traffic on any type of highway. The Act sets out the powers and describes the circumstances and criteria which have to be met.

## Reference & Supporting Documents

- [OCC Rights of Way Management Plan 2015-2025](#)



## A Tree Policy for Oxfordshire County Council

1. Oxfordshire County Council, as the Highway Authority, is responsible for ensuring the safe passage of highway users is maintained across the road network throughout Oxfordshire excluding motorways and trunk roads.
2. As the Local Highway Authority, the County Council is obliged to consider a whole range of public amenities provided by trees.
3. The following policy statements constitute Oxfordshire's Tree Policy and give clear unambiguous statements for officers to implement to ensure that the Council meets its duty of care, legal and health and safety obligations whilst not exposing itself to any undue liability. All agents, partners and contractors of the council will be required to comply with these policies.
4. The policies below have been collated into six areas:
  - a. Overarching Policy
  - b. Planting Policies
  - c. Maintenance Policies
  - d. Protection Policies
  - e. Subsidence Policies
  - f. Felling and Pruning Policies

### a) Overarching Policy

#### **Policy: TP1**

The Council will manage trees to ensure that it meets its legal responsibilities, e.g. duty of care, health and safety.

### b) Planting Policies

#### **Policy: TP2**

Planting on Council managed land should prioritise larger growing shade-providing trees scaling down to smaller ornamental trees where larger trees are not suitable. The Council will establish a diversity of species to mitigate against pests and disease that can threaten entire species. The Council will have final say on species selection.

#### **Policy: TP3**

To strive for the provision of space for planting trees on development sites, selecting species in accordance with **TP2**. This will include supporting Community Groups, Parish and Town Councils by enabling planting projects within the County Council's Highway.

c) Maintenance Policies

**Policy: TP4**

The Council will maintain all its trees ensuring works are to the most recent "British Standards for Tree Work" - BS 3998.

**Policy: TP5**

The Council will maintain highway trees on a cyclical basis based on risk to ensure its duty of care is maintained and that the Highway remains unobstructed.

**Policy: TP6**

When undertaking Highway or Utility works near to trees, all operatives must adhere to the guidelines as set out in the Department for Transport's 'Roots and Routes: Guidelines on Highways Works and Trees' and in conjunction with pertinent National Joint Utility Guidance documents.

d) Protection Policies

**Policy: TP7**

The Council will enforce and prosecute tree related contraventions and apply the maximum penalty within their powers. This will include seeking to recoup costs from other tree owners when undertaking works as an emergency or a Section 154 Notice.

**Policy: TP8**

The Council will seek compensation from any organisation responsible for significant damage to or removal of any council owned tree(s) to the value as calculated by Capital Asset Valuation of Amenity Trees (CAVAT).

**Policy: TP9**

On construction sites all work must be in accordance with the most recent version of BS 5837 "Trees in relation to design, demolition and construction. Recommendations" and that foundation details follow the recommendations of the National House Building Councils Standards Chapter 4.2 'Building near trees'.

**Policy: TP10**

In the processing of planning applications, to aim for retention of trees of high amenity/environmental value taking consideration of both their individual merit and their interaction as part of a group or broader landscape feature.



e) Subsidence Policy

**Policy: TP11**

In order to protect the Councils' interests and speed up the processing of claims, the Council will manage, and process subsidence claims for trees in accordance with the London Tree Officers Association Risk Limitation Strategy, as well as the Joint Mitigation Protocol.

f) Felling and Pruning Policies

**Policy: TP12**

We will only fell/remove trees for sound arboricultural reasons.

These may include:

- Dead, dying or dangerous,
- Proven to be causing significant structural damage
- Considered by the Tree Service to be a species that should not be habitant in the location

Or:

- When removal is required as part of an agreed management programme or as a strategic improvement project.

**Policy: TP13**

The following reasons will not constitute grounds for the pruning or removal of trees by the Council:

- Interference with satellite dish or TV aerial reception
- Leaf fall
- Where the tree is perceived to be too large
- Obstruction of view or causing shade
- Mess caused by insects or birds
- Problems associated with fruit
- Problems associated with pollen
- Healthy mature trees will not be removed to create space to plant new trees
- Someone is willing to pay for the removal and replacement of a tree
- The perceived risk that it may cause subsidence in the future
- Causing disruption to pavements, kerbs, garden paths and walls. In these cases, engineering solutions will be sought.

Judicious minor pruning may be undertaken by the Council on the following grounds:

- Overhanging neighbour's land
- Excessive blockage of light
- To facilitate CCTV cameras

### **Service Aims**

1. Reduce the number of foreseeable tree failures across the highway network.
2. Reduce the overall number of insurance claims alleged to be related to trees.
3. We will respond to and investigate all tree related queries and incidents on the highway network.
4. Maintain the tree stock in a safe condition.
5. Maintain the tree stock to ensure maximum life cycles are achieved to enhance the environment and associated amenity.

### **Reference & Supporting Documents**

- BS 3998:2010 – Tree Work: Recommendations
- BS 5837:2012 – Trees in relation to design, demolition and construction
- Roots and Routes: Guidelines on Highways Works and Trees
- Joint Mitigation Protocol
- National House Building Councils Standards Chapter 4.2
- Risk Limitation Strategy
- Capital Asset Valuation of Amenity Trees (CAVAT)
- Oxfordshire Together (OxTog)



## Winter Service Policy

1. Oxfordshire County Council (OCC) is committed to providing a robust adverse weather service including responding to winter and other severe weather instances. The adverse weather service is provided by Oxfordshire County Council and its contracting partners, currently Skanska. The extent of the service provided will vary depending upon the severity and nature of adverse weather conditions and resource availability.
2. The statutory basis for winter service varies in different parts of the UK. In England and Wales Section 41 (1A) of the Highways Act 1980 was modified on 31st October 2003, by Section 111 of the Railways and Transport Act 2003. The first part of Section 41 reads

*“a) The authority who are for the time being the highway authority for a highway maintainable at the public expense are under a duty, subject to subsections (2) and (3) below, to maintain the highway.*

*b) (1) In particular, a highway authority is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.”*
3. The Winter Service Procedure will provide a framework for the production of the Winter Service element of the Adverse Weather Operational Plan which will operate annually during the winter period, normally between 1<sup>st</sup> November and 31<sup>st</sup> March.

### **Policy: WSP1**

The 'precautionary salting' of major routes through the County, which will include key transport hubs and routes that form the Resilient Network will take place in accordance with the criteria outlined in the winter procedure.

### **Policy: WSP2**

The removal of snow from major routes through the County, which will include key transport hubs and routes that form the Resilient Network, will take place dynamically and will continue until the above network is free of obstruction.

### **Policy: WSP3**

Pre- salting of Key footways and cycleways when snow is forecast will be carried out in line with the procedure to keep congestion, delays and incidents to a minimum.

### **Policy: WSP4**

Post Salting-During extreme conditions where the risk of incidents is higher, we will only salt footways and cycleways following reports of hazardous conditions.

**Policy: WSP5**

The removal of snow from key Town Centre pedestrian areas - some of which may be undertaken by the District Councils or Town Councils will only be undertaken within 24 – 48 hrs of snow falling, or resources are available.

4. We will work with and encourage Parish and Town Councils to take an active role in the provision of winter services.

**Policy: WSP6**

Oxfordshire County Council will work with Parish and Town Councils that wish to carry out their own Winter Service operations as part of helping communities to help themselves.

5. Further resource will be sought through Community Assistance and using individuals or organisations who have the capability and capacity to provide ancillary services that will support the activities of the council

**Policy: WSP7**

Oxfordshire County Council will work with local communities including farmers for additional resilience during times of extreme winter weather. Residents are encouraged to clear footpaths outside their properties, with no liabilities.

**Service Aims**

Oxfordshire County Council will undertake a risk-based approach to the winter service, with the following minimum levels of service:

- Pre-salt approximately 43% of the Highway network to reduce the risk of the formation of ice and hoar frost
- To pre-salt each route within a 3-hour timeframe
- Clear snow from the above networks as soon as conditions and resources permit
- Pre-salt the pre-define key footway and cycleway network pre-snow
- Clear snow from key footway and cycle network as soon as conditions and resources permit
- Ensure cross boundary agreements with neighbouring authorities are in place pre-season
- Liaison with parish and town councils with regard to salt stocks for community resilience pre-season

**Reference & Supporting Documents**

- [Winter Service Procedure](#)
- [Adverse Weather Incident Response](#)
- [Adverse Weather Operational Plan](#)
- [OCC Highways Asset Management Plan](#)

Review Date – May 2020



## Roadside Memorial Policy

1. Across the country there has been an increasing practice of placing tributes to victims of fatal road accidents or other incidents on the highway. The majority of these tributes are temporary and are not maintained for long by relatives and/ or friends of the deceased. However, a small number continue to be maintained and can cause safety concerns and maintenance problems.
2. The Highways Act 1980 contains no express provision to licence or permit memorials on the highway, however Highway Authorities do have powers (under Section 132 of the Highways Act 1980) to remove any unauthorised signs from the public highway if they are considered to be a potential hazard to highway users, a hazardous distraction or are obstructing the highway or visibility.
3. There is no national guidance, but many highway authorities have developed their own policies and procedures which take a range of approaches from allowing nothing but floral tributes and only for a few weeks after the accident, to others who are more flexible and are willing to consider permanent memorials in addition to short-term displays.

### **Policy: WSP1**

Memorials will only be allowed where they do not cause significant risk of driver distraction either due to their size or location or illumination

### **Policy: WSP2**

To ensure the safety of those who may wish to visit or maintain the memorial, memorials will not be allowed on carriageway central reservations, roundabout central islands and other road junctions as well as narrow verges and other locations that cannot be accessed safely.

### **Policy: WSP3**

Locations of memorials will not prevent or hinder legitimate passage along the highway by those unconnected with the deceased.

4. Other considerations

### **Policy: WSP4**

All memorial material that could interfere with routine maintenance such as grass-cutting, or which could be seen as increasing roadside clutter shall not be agreed to.

**Policy: WSP6**

Prior to agreeing any memorial, the Area Team will seek the views of the local County Councillor and Town/Parish Council.

**Policy: WSP7**

Small permanent memorials such as a low cross or plaque may be allowed. Should relatives/friends of the deceased wish to erect something larger (such as a memorial bench) they will be advised to contact the local Town/Parish Council to see if suitable arrangements can be made through them.

5. Removal of memorials will be dealt with in a sympathetic, sensitive and professional manner.

**Policy: WSP5**

No time limit will be set for the presence of memorials, either immediately following the fatality or at subsequent anniversaries or other significant date, however it is expected that those who place any material will remove it should it become unsightly or a hazard.

**Policy: WSP5**

If there are a high-level volume of complaints about the appearance or location of a temporary memorial, efforts will be made through TVP to contact the family prior to the removal of memorial material by OCC or its contractors. Any non-compostable material removed will be retained by the Area Team for 3 months after such time will be disposed of.

**Service Aims**

Oxfordshire County Council will undertake a sensitive approach to roadside memorials

- Keep the roadside verges clear of roadside memorials and other obstructions
- To ensure that roadside memorials do not create a hazard for highway users
- Remove unsightly or degraded roadside memorials
- Liaise with town Parish and District Councils regarding more permanent memorials

Reference & Supporting Documents

- [Roadside Memorials Procedure](#)



## Highway Structures Policy

1. Oxfordshire County Council, as the Highway Authority, is responsible for the provision and maintenance of highway structures assets on the road network throughout Oxfordshire excluding motorways and trunk roads.

### **Policy: HSP1**

Oxfordshire County Council will accurately define and record location and condition of the Highway Structure Assets.

2. The Highways Act 1980 empowers highway authorities to construct and maintain highway structures required for the provision and support of the highway.
3. This policy encompasses the Oxfordshire County Council's role, responsibilities and duties with respect to the provision and maintenance of the county's highway structures assets.
4. Oxfordshire County Council seeks to proactively maintain the highway structures asset to ensure that they can safely carry highway traffic whilst minimising whole life costs and disruption, in a sustainable and environmentally friendly manner.

### **Policy: HSP2**

Oxfordshire County Council will provide safe and efficiently maintenance of highway structures to help ensure safe passage to users of the highway network, without unduly restricting commercial vehicles.

### **Policy: HSP3**

Oxfordshire County Council will make safe any defects to the carriageway surfacing over a highway structure and accident damage to bridge parapets identified as a safety defect following any inspection or incident within the timescales indicated within the Safety Inspection Policy. The authority will seek to recover any costs incurred due to third party damages/ maintenance carried out by the Council.

### **Policy: HSP4**

Oxfordshire County Council will manage the safety of its own, jointly-owned and privately-owned highway structures supporting the highway, on a risk assessment basis, within the resources and reasonably obtainable information available and will prioritise investigations and works to those structures posing the highest potential health and safety risks considering the potential impacts on the highway network.

5. Oxfordshire County Council is the owner of nationally important historic highway structures, such as New Bridge and many listed structures and protects these valuable heritage and tourist assets.

**Policy: HSP5**

Oxfordshire County Council will protect its highway structures heritage assets in a responsible manner.

6. Oxfordshire County Council is a statutory consultee in the movement of abnormally heavy vehicles across the county, which is vital to our economy and is managed to help enable safe passage without undue damage to our structures and heritage assets.

**Policy: HSP6**

Oxfordshire County Council will undertake the duties of a statutory consultee with regard the movement of abnormally heavy vehicles across its structures

7. Oxfordshire County Council is a statutory consultee with regard outside parties carrying out works within the vicinity of our highway assets and shall ensure that works by others, such as utility companies, which have a statutory right to put their apparatus within the highway does not damage our assets.
8. Oxfordshire County Council is technical approval authority for outside parties such as developers wishing to construct highway structures, to ensure that they are designed, constructed and maintained in a safe manner for public use and when they intend for the County Council to adopt and maintain them that they can be done so in a cost-effective manner.

**Policy: HSP7**

Oxfordshire County Council will perform its statutory duties as technical approval authority for highway structures and ensure that new structures are designed, constructed and maintained to support the highway network and safety of its users.

**Service Aims**

1. We will carry out regular inspections of highway structures, to help ensure their safety and efficient maintenance to minimise their costs and maximise their utility.
2. We will make safe and rectify safety defects in a timely manner without causing undue disruption to the highway network.
3. We will carry out our statutory duties to ensure that outside parties, do not damage our highway structures, or create new highway structures which could compromise the safe of the public or unduly increase the costs of maintaining our assets.

**Reference & Supporting Documents**

- Highway Structures Procedure
- [Highway Safety Inspection Policy](#)
- [OCC Highways Asset Management Plan](#)

Review Date – Nov 2020





## Highway Safety Inspections

1. Oxfordshire County Council; in its capacity as the local Highway Authority, has statutory duties that both directly and indirectly place an obligation on maintenance of the highway.
2. The County Council's Highway Safety Inspection regime forms a part of a system of maintenance and safeguarding to ensure the safe and expeditious passage of all road users.
3. Safety inspections will take into consideration all aspects of the highway including carriageways, footways and principle rights of way.

### **Policy: HSI1**

The County Council will take an evidence led and risk/ needs-based approach to the inspection of the highway and the categorisation/ remediation of defects identified.

### **Policy: HSI2**

Highway inspections will be undertaken on both a routine planned basis, as well as being reactive; where necessary, in response to reports from members of the public, Fix My Street Superusers, the Police, and other stakeholders.

### **Policy: HSI3**

The method and frequency of inspecting the highway will be commensurate with the type and frequency of user expected, its position in the network hierarchy, and locally significant characteristics.

### **Policy: HSI4**

Any repairs identified through the inspection process will be dealt with in line with the procedures, taking into consideration the road type and location of the identified defect.

### **Policy: HSI6**

Without prejudice, the highway inspection regime will have particular regard to vulnerable users, more sustainable modes of transportation, and the environment.

**Service Aims:**

1. The network is maintained in a condition that is safe, serviceable and resilient.
2. The network is maintained in a condition that supports the delivery of the Intended Outcomes of the County Council.

**Reference & Supporting Documents**

- Highway Safety Inspections Procedure

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## Commuted Sum Policy

1. This policy aims to improve understanding of commuted sums secured by Oxfordshire County Council.
2. This document relates to Oxfordshire County Council's Policy of commuted sums only.
3. This policy does not include the commuted sum calculation or rates.
4. Oxfordshire County Council will secure future maintenance for highway assets introduced or altered by developer works.
5. The requirement for commuted sums will be assessed for each site prior to the drafting of Section 278 and Section 38 Agreements.

### Policy: CSP1

Section 278 and Section 38 of the Highways Act 1980 enables a highway authority to seek commuted sums from developers. Oxfordshire County Council will apply a consistent approach to securing commuted sums for future maintenance for all Section 278's and Section 38's within Oxfordshire.

### Policy: CSP2

Oxfordshire County Council will aim to improve developers understanding of commuted sums including when they are applied, why and when they are paid, by this policy and associated procedure document.

### Policy: CSP3

Oxfordshire County Council will require developers to pay a commuted sum towards maintenance of highway assets that would not be required save for the development.

### Service Aims

1. Create transparency of commuted sum process and improve developers understanding.
2. Consistently secure commuted sums for all Section 278's and Section 38's within Oxfordshire.
3. To secure adequate money from developers to maintain new or altered highway assets.
4. Request betterment or whole life extension to highway assets, if it is the interest of future maintenance.

## Reference & Supporting Documents

- Commuted Sum Procedure
- Street Design Guide
- Highways Act 1980 - section 278 (3) and section 38 (6)
- The Bridge Management Code - section 4.8.9

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## Asset Management Policy

1. Oxfordshire County Council, as the Highway Authority, is ultimately responsible for the maintenance of all carriageway, footway, verges, trees, structures (with the exception of structures/embankments maintained by third parties e.g. network rail), electrical, drainage, signs and lines within the Highways Boundary throughout Oxfordshire excluding motorways and trunk roads.
2. Oxfordshire is committed to making the best use of its budgets and advocates an asset management approach for the maintenance of its highway network, in order to help deliver the best long-term outcomes for local communities.
3. A well-maintained highway network is key to the future economic prosperity and the quality of life of its residents, as stated in our Corporate Vision that there will be “Thriving communities for everyone in Oxfordshire”.
4. This policy encompasses the Oxfordshire County Council’s corporate vision and objectives and is also informed by the Local Transport Plan.
5. This policy does not cover private roads, third party structures or embankments adjacent to or supporting the highway, property/building assets maintained by Oxfordshire County or civil enforcement within the highway boundary.

### **Policy: AMP1**

Oxfordshire County Council We will develop and operate a formalised asset management approach in line with industry best practice to ensure the optimal use and direction of the County Council’s resources in maintaining the local road network and assets for the benefit of current and future users.

### **Policy: AMP2**

Oxfordshire County Council will adopt a whole life cost approach to maintaining the local road network that, as far as practicable within available budgets, reflects both the structural need of the assets, the strategic importance of the route and local priorities

### **Policy: AMP3**

Oxfordshire County Council will prioritise available resources for maintenance interventions and treatment choices using a risk-based approach taking account of the safety and needs of different user-groups, network hierarchy and levels of use, network condition, customer expectations, environmental impact, and the implications of approved and anticipated developments.

**Policy: AMP4**

Oxfordshire County Council will develop long-term, sustainable, rolling programmes of work to ensure greater value for money by allowing investment decisions to support strategic priorities and provide better coordination with other work programmes and projects; Use the most cost-effective maintenance treatments at the right time to maximise the life of the asset and deliver value for money.

**Policy: AMP5**

Oxfordshire County Council’s approach to asset management will help us to support our Corporate Priorities:

Thriving communities

- We will engage with local communities to ensure the delivery of a highway service that reflects local needs, and enables Town and Parish Councils to contribute to the enhancement of their locality
- We will deliver improvements in facilities used by those who walk and cycle, thus encouraging these active modes of transport

Thriving people

- We will provide a highway environment that is easy for the old and young to use in a safe manner
- We will take a “risk-based” approach to infrastructure management to ensure that, within available budgets, treatments will be more effectively directed to optimise the condition of the network in ways that help people to live independent lives

Thriving economy

- We will ensure that the maintenance and improvement of existing transport links is carried out in ways that support the local economy
- Our asset management approach will ensure that we are able to make better informed strategic decisions to ensure that we make best use of available resources
- We will be delivering an efficient transport network, in good condition, where disruption and delay is kept to a minimum and where journey times are reliable

**Service Aims**

1. Improve, or maintain, the overall condition of the as set out within Oxfordshire’s Highway’s Asset Management Plan & Strategy.
2. Secure funding to improve the condition of all assets
3. Improve Customer Satisfaction in relation to Highways Maintenance
4. Reduce the whole life cost of maintaining assets.
5. Oxfordshire County Council will adopt a continuous improvement approach to asset management policies and practices.

**Reference & Supporting Documents**

- Highways Asset Maintenance Strategy
- Highways Asset Management Plan
- Asset Life-cycle Plans
- Oxfordshire’s Local Transport Plan (LTP4)

Review Date – May 2019



## Highway Related Information Policy

1. Oxfordshire County Council, as the Highway Authority, holds extensive data on many factors surrounding the highway and related activity.
2. This document sets out the key policies defining how the council uses that data to create information to support effective management of the highway, highway-related assets, and the usage of the highway.
3. The strategic approach to implementing these policies on data is explained in [the Highway Information Strategy 2019](#).

### **Policy: HIP1**

No item of data should be held in more than one database or file. Wherever practically possible, any currently duplicated data points should be removed and referenced back to the single definitive source.

### **Policy: HIP2**

All new systems or modification of existing systems should link to and enhance current data sets without duplicating them.

### **Policy: HIP3**

The council's Infrastructure Information Management team (IIM) will carry out an annual audit on all data sets to ensure only useful data is being maintained.

4. For the purposes of this document a 'system' is *one or more related software applications and their associated data sets that help the Council manage a function or set of assets*.

### **Policy: HIP4**

A complete and current list of Internal and External Data Customers will be maintained. A system's recorded stakeholders will be consulted on before any proposed significant changes are carried out.

### **Policy: HIP5**

Any opportunity to automate the flow of data will be considered and adopted if deemed advantageous.

**Policy: HIP6**

Wherever practical – data systems should not provide functionality that is already available in the council's core ICT applications.

**Service Aims**

1. This document distinguishes between *data* – the raw quantitative readings of some measure – and *information* – the interpreted version of data upon which effective evidence-based decisions can be made.
2. The council seeks to support its decision makers by providing the highest quality and dependable information in a timely manner.
3. It aims to provide officers with the best possible digital tools to facilitate their work and the training and support to realise the full potential of those tools.

**Reference & Supporting Documents**

- [Highways Information Strategy 2019](#)
- [OCC Highways Asset Management Plan](#)
- [Government Digital Service standard](#)
- [Government Technology Code of Practice](#)

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