Oxfordshire County Council

Performance Scrutiny Committee
Thursday, 7 November 2019

ADDENDA

8. **Highways Deep Dive Follow-up** (Pages 1 - 32)

These Annexes were missing from the Agenda Pack.

11.40

Report by the Director for Community Operations.

This report presents an update for Performance Scrutiny on the current position against the actions recommended. It was agreed when presented to Cabinet that officers would provide an update autumn 2019.

The Committee is RECOMMENDED to;
a)   **note the progress of the actions following the Highways 'Deep Dive'; and**
b)   **endorse the tasks identified in paragraph 29 as the remaining priorities.**

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Theme	Lead	Main Workstreams	Original Report Recommendation	Completed to Date	To Do
Member engagement	Sean Rooney	Highway Maintenance Programme Shaping & Influence HAMP Development and adoption	I. Ensure there is councillor input into the review of the Highways Asset Management Plan, and that this includes consideration of flexibility for local prioritisation. ii. Ask Cabinet to ensure there is a smarter process for developing a programme of work to utilise the additional capital investment in highways and that a robust capital governance process is in place to help shape this and improve risk management iii. Ensure officers consider the impact on public perception when developing a programme of work and improve opportunities for councillors to influence this based on local priorities. vi. Encourage officers to explore more innovative maintenance methods and tools.	The development of the HAMP is being supported by Hyperion, a consultant with industry expertise and reputation for delivery of key policy and development documents. A programme of delivery includes the documentation being reviewed and challenged by CAG and elected members. A timeline has been produced to deliver revised, approved version of the HAMP in the Autumn of this year. Elected members were asked to submit their suggestions for additional schemes for inclusion in the current year's programme. The list was assessed by asset and area teams to determine where the suggestions fitted onto the priority programme. A number of schemes have also been included in plans for 2019/20 programme and some for future year's programme. A specific budget line has been created to accommodate some of the works that has been identified through this process. A model of prioritisation has been produced to ensure that all aspects of need, including elected member requests, defects and customer needs, technical and safety are all considered in order to create a forward-looking programme. A series of collaborative working workshops have taken place to ensure that all works consider the impact on all programme of works to ensure joint working across the service is achieved where possible. Area and asset teams have been exploring different options for not only surfacing but also to consider different materials such as plastic kerbs and differing lining materials. An innovation register has been set up and is beginning to track the benefits of such ideas as low temp surfacing and introduction of differing fuel for vehicles. A trial utilising the Graphene as an additive is also planned for November 2019. This will be a long-term trial with Skanska and industry expertise including.	Final approval of the revised HAMP and supporting documentation. Finalise the prioritisation matrix for future programme to include elected member and customer needs. Contacts made with Cambridgeshire colleagues who are in similar position. Continue to work with Skanska and industry colleagues to explore further innovative techniques and processes. Collaborative working with LCRIG and industry will allow best practice and case studies to be shared and understood.
Communication	Sean Rooney	Publication of programme on website Better information at Locality meetings Greater Officer engagement with Parishes and local members	vii. Ask Cabinet to ensure an effective approach to publicly publishing and communicating the highways programme of work is in place. viii. Ask officers to develop a more robust process for informing councillors of local road improvements in their division, so that they can advise on works that need to be prioritised and support early communication with residents. ix. Ask officers to ensure all responses to highways enquiries / reports through Fix My Street include a named officer contact. x. Ensure direct points of contact are communicated and established for key stakeholders (e.g. town and parish councils) to ensure that local highway priorities can be followed up and dealt with more efficiently.	A programme of works has been developed for 2019/20. A GIS layer has been developed to include these sites to allow all to visualise where works will be undertaken. Some of the programmes (surface dressing) has been published and is available on the web. Work continues with Asset and asset information teams to make this available in a format that will be published on the web site. A five-year program for the major asset groups has been developed with a view to have it in place by Autumn 2019. A model of prioritisation has been produced to ensure that all aspects of need, including elected member requests, defects and customer needs, technical and safety are all considered in order to create a forward-looking programme. Front line officers to meet regularly with parish and town councillors. A performance indicator has been introduced for area teams to ensure we capture all contacts and ensure this is maintained through the year on a regular basis. Continued attendance at locality meetings by GM and Service Lead where needed. All elected members have been provided with a key contact fact sheet, basically a who does what with their contact details available. Open days have now been held at both Drayton and Eddington depot where parish, town and elected members were invited to attend. Good turnout and generally positive feedback received following the events.	Make the visibility of the programme and updated weekly whereabouts available on the web page and inform elected members on a regular basis of the works being completed in their area. Work with network management team to ensure not only utility works are published but also all OCC highways works. Work with IT colleagues to make web more friendly and full programme more accessible and informative. Working with Network management , collate programme and whereabouts information to provide weekly updates to members and parishes alike. Working with corporate colleagues in Governance and customer services, develop a more relevant approach and level of responses in terms of timeliness and quality , to make sure all responses meet the expectations of the Service Lead and AD.
Supervision and Contract Control	Sean Rooney / Steve Smith	Ensuring levels of supervision are within contract requirements Exploring opportunities for greater quality control within existing contract constraints New contract model considerations to enable greater direct supervision by OCC	vii. Ask Cabinet to ensure an effective approach to publicly publishing and communicating the highways programme of work is in place. viii. Ask officers to develop a more robust process for informing councillors of local road improvements in their division, so that they can advise on works that need to be prioritised and support early communication with residents. ix. Ask officers to ensure all responses to highways enquiries / reports through Fix My Street include a named officer contact.	Levels of supervision on the contract were reviewed against known requirements. Issues with supervision have been exacerbated in the past with programme uncertainty and so further work has begun in getting longer term visibility of works programme to enable a consistency of supervision levels throughout the year Reviews of processes for Walk, Talk and Build are being undertaken to ensure greater clarity in roles and responsibilities. Quality issues are now a regular agenda item on contract governance meetings and progress against remedial action against remediation of the works and ways of working to prevent future issues is a standing agenda item. Additional support has been brought into the contract team to lead on quality and compliance checking. Key areas of work will form the initial work on this and working with area and asset GM, further areas will be identified with a view to develop a further improvement action plan to improve quality and reporting processes through the service delivery.	The Skanska contract potentially has another 5 years remaining, if two further years extension are given. Improvement action plan following additional quality review work from Contract team will be developed. Resources allowing look to introduce additional, (or reallocated) resource to focus on the quality assurance aspect of the work required to check on the quality of works undertaken by the supply chain.
Increased Enforcement	Keith Stenning	Permitting Traffic Control Centre Development Enforcement	xi. Support the Council's ambition to become a Permitting Authority and request a report on the expected impact of this in mid-2019. xii. Support the development of a comprehensive out of hours traffic management provision to ensure effective management of the impact of major incidents and network failures at these times.	Cabinet approved the implementation of the Oxfordshire Permit Scheme in September 2019. DfT informed. Software (ICT) procurement has been completed for the new Permit "bolt-on" and development is in progress. We now operate two shift system week days (0630 to 1900 hours) and Saturdays (0900 to 1700 hours). Sundays are covered as and when special events take place. in December, Sundays will be covered as Saturdays in the run up to Christmas.	Implement Permitting scheme December 2019/February 2020. Recruitment of new staff started. Ensure strong Planning Conditions placed on developments to support improved enforcement. Consider if business case exists for increasing enforcement action and action to recover costs.

			xiii. Support the principle of a having greater focus on enforcement. xiv. Ask the Cabinet to instruct officers to explore a case for employing dedicated resource for enforcement across all Highways services/functions.	Collection of data related to; enforcement letters issued, success rate and works undertaken by third part, and volume and cost of when OCC intervenes and undertakes work. .	
Community Engagement	Hugh Potter	Monitoring & management of volunteer activity. Structured assessment of success and value for money of initiatives. Clear and simple Guidance Document to explain all options available.	xv. Ask the Director of Infrastructure Operations to ensure that a structured and robust approach to managing community engagement is in place.	Dedicated support recruited to increase capacity to support & develop this area Parish survey completed to guide priorities to follow up 35 FMS SU's trained & operational covering 23 parishes. A further 20+ Parish/Towns interested in taking up offer Revised OxTog2 documentation to outline scope of programme prepared with parishes/towns Enhanced record keeping and discipline to ensure performance management of initiatives can be carried out.	Undertake assessment of new activities under OxTog, in particular FMS Superusers. Planned for Feb19

Annex 2

Highways Asset Management Plan & Strategy

Introduction

1. Oxfordshire's current Highways Asset Management Plan (HAMP) 2014-1019, which sets the strategy on how the authority maintains its network expired this year and is due for review and update.

2. Previous plans have always been developed with Councillor input and this is good practice that should and will continue. For the review officers considered; Highways Deep Dive Report, the Level 3 requirements of the DfT Incentive Fund, any new relevant Policy and Strategy documents and the recommendations within the new Code of Practice: Well-managed highway infrastructure (2016).

3. As a result of the initial review officers changed the format and structure of the Asset Management Suite of documents:

   a) A new Asset Management Policy was endorsed by Members on the 11th September 2019 CAG.
   b) A new dedicated Asset Management Strategy (AMS) has been developed
   c) A new Highways Asset Management Plan (HAMP), which takes a more balanced approach to maintaining all assets, as opposed to focussing on carriageways
   d) Individual Life-cycle Plans (LCPs) for each asset developed to support the AMS and HAMP

4. Initial drafts of the HAMP and AMS were provided to internal stakeholders and presented to the Cabinet Advisory Group on the 11th September 2019 for review and comment. A number of comments were received from stakeholders and members with the key changes outlined below;

   • A stronger focus on cycling, walking and sustainable transport
   • Better links to the PROW Management Plan
   • Stronger emphasis on innovation
   • A reference to the authorities Climate Emergency's statement
   • Minor changes to text and language.
   • Identifying improvement actions to the way we manage specific assets, including cycleways

The Asset Management Suite of documents

5. Below is a summary of the new Asset Management documents and how they will be used in practice.

- Highways Asset Management Strategy

  The Highway Asset Management Strategy (AMS) sets out, at a high-level, how highway infrastructure asset management will be delivered in Oxfordshire to meet the long-term corporate goals and objectives of the Authority as detailed in the Local Transport Plan (currently LTP4).

- Highways Asset Management Plan

  The Highway Asset Management Plan (HAMP) details our approach and defines the targets to delivering the Asset Management Strategy over the next five years. It defines the process for managing and maintaining the county's highway infrastructure to deliver operational efficiencies and value for money in a risk-based approach. Our approach to asset management planning is based on two fundamental principles; determining Whole Life Cost (WLC) and risk-base. Where inventory data is insufficient to make an accurate estimation of WLC or risk, the HAMP outlines the required improvement actions needed to achieve this.

- Life-cycle Plans

  Life-cycle plans (LCPs) set out the particulars of an asset grouping; average age, condition, maintenance costs and uses this information to determine whole-life maintenance options. LCPs are a key input in the collaborative planning process, which are used to determine; maintenance priorities, highway budgets, asset condition targets and to develop the forward programme.

The Collaborative Planning Process

6. As part of Oxfordshire's new approach to delivering its Asset Management Strategy, we propose a series of Member and Officer workshops, as detailed below, which will aim to balance the objectives of the Asset Plan alongside the needs of members, parishes/town and local community groups.

- **Initial Member Consultation workshop**
  A forum for officers to consult with members on the new Asset Management approach and capture member needs and priorities.

  Outcome: Officers to agree with members; maintenance priorities and agree governance.

- **Asset Strategy Workshop (Escape Room Session)**
  Workshop with officers to consider member priorities alongside LCPs and asset data to determine: budgets, service levels and resource requirements

Outcome: Set future years budgets (2021-2026), Service levels and Asset Targets. Officers will then have to ensure that their programmes meet the outcomes and objectives set in this and the previous Member workshop

- **Programme Development Workshop (Escape Room Session) Purpose**

  Workshop to ensure asset programmes meet the outcomes and objectives set in previous workshops, compare programmes (asset, improvement and growth) to identify opportunities for collaborative working, in terms of delivery. Officers will need to Identify risks, highlight lessons learnt and identify key stakeholders.

  Outcome: A set of factors and considerations to apply to the forward programme. Officers will have to rework their programmes based upon this outcome to present to members.

- **Member review and sign-off of the Asset Maintenance Prioritised (Locality Meetings)**

  To give members a final opportunity to review, comment and make recommendations to amend the forward programme.

  Output: A programme which has been prioritised to meet the objectives set out in the HAMP and meets member needs/priorities.

7. An update on progress of the documents will be provided to the Transport Cabinet Advisory Group on 14th November 2019, before wider member engagement takes place with the aim to take to February Cabinet for adoption.

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OXFORDSHIRE
COUNTY COUNCIL

Oxfordshire Together

Giving communities control over local services

A different way of delivering highway services with Town & Parish Councils & Community Groups

Oxfordshire County Council puts residents and communities at the heart of everything we do and our approach to supporting thriving communities must be as diverse as they are. It is important that we continually seek to improve what we do and how we do it, embracing new opportunities and ways of working.

At Oxfordshire County Council, we are looking to refresh and broaden our approach to community-led highway & transport services through the Oxfordshire Together (OXTOG) initiative. We recognise that Town & Parish Councils and Community Groups are at the heart of local communities and know their local priorities and needs best, which is why we have based our content on the outcomes of our recent survey.

As part of this, we have been working with local groups, parish and town councils – individually or in clusters – to understand what their community priorities are and how we can enable and support better delivery of these. We appreciate each locality is different and not all want to be involved, but we have put together the following guidance to explain what may be possible for local communities to do or do more of directly and help empower communities to have greater control and influence over the work within their area. The responsibility of the county council and the services it delivers will not change, this is about providing opportunities for delivering differently, should there be interest in doing so, that better reflects local needs potential enables more to be done.

Where do I start…?

**Do you want to work with your neighbours or go it alone?**

Some local councils are focussing on their individual area, while others are working together with neighbouring places to form a cluster, spreading the work and the cost between them. If you are a small parish and want to do more talk to your neighbours, they may well be in the same position as you.

What can I do?

Following on from consulting with our Town and Parish Council's we have identified the following key areas that they would like to focus on, read our "How-To-Guides" to learn more.

- Vegetation clearing
- Sign cleaning
- Public Rights of Way maintenance & inspection
- School crossing patrols
- Grass cutting
- Salt bin management
- Service notices for overhanging vegetation and blocked ditches
- Ordering highway repair works (FMS SuperUser)
- Community transport
- Minor improvement works

Please note Works on the live carriageway (open to traffic) should only be carried out by contractors who hold the necessary qualifications. Volunteers should not carry out works on the live carriageway.
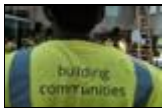
How To: Cutback Vegetation — DPS03

Basic Equipment Required

Personal Protective Equipment (PPE) (equipment provided by OCC.)	Traffic Management (equipment provided by OCC)	Suggested Tools (not provided by OCC)	Insurance (provided by appointing body – OCC, CAG, Town/Parish Council)
• Hi-Vis Jacket • Gloves • Safety Glasses	• 2 x cones	• Secateurs • Shears • Trowel • Shovel	• £10m public liability

What needs doing?

Where vegetation is obscuring pavements or other areas of public highway, this should be removed to ensure pedestrians and vehicles can navigate safely. This could be grass verge encroaching onto footways or cycleways, or it could be hedges and other overhanging vegetation e.g. ivy.

Health & Safety Standards

1. All works should be carried out from ground level and from the roadside verge or footway.
2. Vegetation should only be cut back from unclassified roads with speed limit of 30mph or less.
3. PPE to be worn.

Method Statement

1. Carry out Risk Assessment & take a 'before' photo. Set up warning cones if required.
2. Cut back any vegetation, using hand tools only, on land that forms part of the public highway. No privately-owned hedges, etc. to be trimmed.
3. Record location/date/description of any work done and take 'after' photo.
4. No cutback work to take place alongside unclassified roads over 30mph. Report these on Fix My Street.
5. Agreement by consent on A&B roads. Please contact volunteercoordinationteam@Oxfordshire.gov.uk
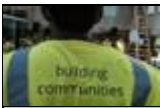
How To: Control Weeds

Basic Equipment Required

Personal Protective Equipment (PPE) (equipment provided by O.C.C.)	Traffic Management (equipment provided by O.C.C.)	Suggested Tools (not provided by O.C.C.)	Insurance (provided by appointing body – OCC, CAG, Town/Parish Council)
• Hi-Vis Jacket • Gloves • Safety Glasses	• 2 x cones	• Shovel • Broom • Hoe • Wheelbarrow	• £10m public liability

What needs doing?

Weeds can get a hold at the back of footways, against walls or in the channel line against kerbs. If left, they can break up the footway or carriageway surface. Manually removing them is a good option.

Health & Safety Standards

1. All works should be carried out from ground level and from the roadside verge.
2. Weeds should only be cleared on footways, and kerbside weeds on 30mph, or less, unclassified roads.
3. PPE to be worn.

Method Statement

1. Carry out Risk Assessment & take 'before' photo. Set up warning cones if required.
2. Cut and scrape weeds, leaves and soil build up.
3. Sweep surface clean & dispose of arisings in agreed way, e.g. home composting, local allotments, garden waste bin
4. Record location/date/description of any work done and take 'after' photo.
5. No work is to be carried out in the road, if this is required it should be reported on Fix My Street.
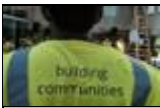
How To: Clean signs   DPS12

Basic Equipment Required

Personal Protective Equipment (PPE) (equipment provided by O.C.C.)	Traffic Management (equipment provided by O.C.C.)	Suggested Tools (not provided by O.C.C.)	Insurance (provided by appointing body – OCC, CAG, Town/Parish Council)
• Hi-Vis Jacket • Rubber Gloves • Safety Glasses	• 2 x cones	• Telescopic Cleaning Set • Pressurised Sprayer 5ltr • Secateurs (optional)	• £10m public liability

What needs doing?

Over time dirt, moss or algae can build up on road signs making them unsightly or even obscured. Signs MUST be cleaned if they become illegible to motorists. It is helpful to clean them before this happens.

Health & Safety Standards

1. All sign cleaning works should be carried out from ground level and from the roadside verge.
2. Signs should only be cleaned alongside unclassified roads with speed limit of 30mph or less.
3. PPE to be worn

Method Statement

1. Carry out Risk Assessment & take 'before' photo. Set up warning cones if required.
2. Wash sign faces from top down with a biodegradable detergent or clean water only, using sponge, cloths or mops.
3. Do not use ladder, use telescopic cleaning set if required.
4. Dispose of used water via a suitable waste water system.
5. Record location/date/description of any work done and take 'after' photo.
6. If necessary, cut back any vegetation using hand tools only e.g. secateurs
7. Defective signs alongside A & B roads, or unclassified roads over 30mph, should be reported on Fix My Street.

	How To: Maintain Public Rights of Way	DPS06

Basic Equipment Required

Personal Protective Equipment (PPE) (not provided by O.C.C.) • Boots (waterproof) • Gloves • Safety Glasses	Suggested Tools (not provided by O.C.C.) • Secateurs • Maps/GPS • Digital Camera	Insurance (provided by appointing body – OCC, CAG, Town/Parish Council) • £10m public liability

What needs doing?

We work with the local Ramblers to support the network of excellent Parish Path Wardens who check local paths and undertake minor work with hand tools. Find out more on the Ramblers' website www.ramblers-oxon.org.uk/footprotect/parish-path-wardens

Health & Safety Standards

1. Volunteers appointed as Parish Path Wardens receive training from the Ramblers and O.C.C. Countryside Access Team.
2. There are detailed guidelines and supplementary information available to PPWs from the Ramblers' website.
3. PPWs are encouraged to contact their Parish/Town Council to let them know of their existence and the important role they undertake in helping to maintain the public right of way network.

Method Statement

1. If a local council would like to get involved in Public Rights of Way work, the first step is to contact the Ramblers' Coordinator (details on website above) to find out if your parish/town already has a PPW.
2. If there is a PPW you can be put in touch with them and work with them.
3. If there is a vacancy for a PPW in your area, the next step is to find someone suitable for the role.
4. Contact the Ramblers' Coordinator again, with the name of your prospective PPW and start their training.

How To: Provide a School Crossing Patrol Officer   DPS08

Please Note – This service only needs to be included within a local council's devolved services if there are schools that do not meet the criteria to have a crossing patrol, and the local council and school wish to provide one at their own cost.

Basic Equipment Required
Equipment provided by O.C.C., paid for by town/parish council or school

Personal Protective Equipment (PPE)	Basic Tools	Insurance (provided by Parish/Town Council)
• Full Hi-Vis • Gloves • Hat	• Stop Sign (lollipop) • Required Road Signs	• £10m public liability

Sites Meeting the Criteria

We have approximately 25 school crossing patrol officers ('lollipop' men and women) working around the county. They help to provide a safe crossing point for children on their way to and from school. New sites are assessed according to the national School Crossing Patrol Guidelines revised 2015. Subject to funding availability, sites that meet the minimum criteria will be supported by O.C.C.

Sites Not Meeting the Criteria

Sites not meeting the minimum criteria as recommended within the guidelines, where the school/parish wish to support their own School Crossing Patrol themselves, will be subject to site visits/audits for which there will be charges. Please contact the volunteercoordinationteam@oxfordshire.gov.uk for further information.

Health & Safety Standards

1. Correct PPE must be worn & stop signs used.
2. Road signs must conform to the School Crossing Patrol Sign (England & Wales) Regulation 2006.
3. It is a requirement that O.C.C. trains and audits non-criteria sites.

The Power of Volunteers

When you want to do more within your communities utilising volunteers can often be a powerful way to achieve your goals. There are a number of ways models to work with volunteers within your community, some examples listed below:-

Community Action Groups (CAGs)

Voluntary Car Scheme – Wantage Transport Service

Wantage Transport Service covers Wantage, Grove and the surrounding villages driving clients to Day Centres, surgeries, hospitals, shops and to visit friends. 60 volunteer drivers transported over 6,000 people nearly 100,000 miles in and around the Vale of White Horse.

Volunteering with OCC

If volunteering with the County Council then we will ask you to complete an agreement form which sets out what we are comfortable for you to do, where and how. We will also assess your competence based on the activity.

We currently have 21 volunteers in parishes across the county for FixMyStreet SuperUsers which allows volunteers to assess and request certain repairs (potholes, drains, flooding as a result of blockages, etc.) directly to our maintenance contractors. Volunteers are trained by our Highways Inspectors and provided with PPE and equipment as required.

An example of such an agreement can be found here.

Volunteering with your local Town & Parish Council

Other than being a volunteer for FixMyStreet Superusers, we would expect you to volunteer on behalf of the Parish or Town Council if they are utilising these initiatives. Requirements will vary across them. The list of parishes actively involved in OXTOG please see [here](#).

Volunteering via an independent body

There are some independent groups that you can volunteer through such as the Chiltern Society or Ramblers Association.

The South Chilterns Path Maintenance Volunteers (SCPMV), part of the Chiltern Society's Rights of Way Group, was established in 2004 to help improve access to the rights of way in South Oxfordshire, and to add value to the work already being undertaken by the County Council and its Task Team.

In 2018…
- ❖ 27 gates installed – and a zigzag!
- ❖ 18,175 metres of path and 38 fallen trees cleared
- ❖ 40 waymark posts
- ❖ 1,628 hours on site
- ❖ Over 7,000 volunteer hours across the county

A number of communities, especially the larger rural parishes with small populations, struggle to find the volunteers available to assist with community projects.

There are, several organisations that can assist with providing volunteers and we are already working with a number of them. You can make contact with these organisations directly or we are happy to facilitate this for you.

- **Oxfordshire Volunteers** | One County. One Website. Hundreds of volunteering opportunities!

- **Oxfordshire Community and Voluntary Action** (OCVA) aim to help individuals help others by supporting and empowering volunteers, networks, partnerships and non-profit organisations big and small.

  They run a free Funding Advice Service for voluntary and community organisations and can help you find sources of funding, give advice about writing grant applications and are happy to review any application forms or letters you have written. They also produce the Guide to Funding Opportunities in Oxfordshire which covers a range of statutory and non-statutory sources of funding available to Oxfordshire groups. OCVA produces a monthly funding newsletter for members.

  Find out more about OCVA's services and other organisations that can give support when you are developing a project and looking for funding.

- **Community First Oxfordshire** can offer advice and support in specific areas such as village shops, community halls, rural transport, community planning and rural housing.

Community Action Groups

What is the CAG Project?

The Community Action Group (CAG) Project consists of over 60 groups across Oxfordshire organising events and projects to take action on issues including waste, transport, food, energy, biodiversity and social justice.

Established in 2001, CAG Oxfordshire is the largest local network of community sustainability groups in the UK. A CAG Network in Devon was set-up in 2016 and there are exciting developments underway to spread the model nationwide.

What can the CAG Project offer you?

The CAG Project has an Oxford based staff team that provide free day-to-day support to the network members including:

- Advice, expertise and mentoring to set up and maintain groups and develop projects, events and activities.
- Insurance cover for network activities.
- Access to CAG funding for special projects[1] and support sourcing external funds for larger projects.
- Press, media and communications coordination via our communication channels including Key newsletter, the Weekly Update, our website, Facebook and Twitter.
- Training, skill sharing and networking events and opportunities.
- Access and contact with a network of other CAGs including networking and collaborative activities and meetings.
- Access to the ResourceCIT, a Government recognised data collection and monitoring portal, in order to report on and evidence our collective impact.
- Access to a large bank of materials and resources.

- Signposting to other organisations and bodies for advice and partnerships building.
- Facilitating work with local and national government.

[1] *The Special Projects Grant is a fund which is administered by CAG Project staff and the CAG Network Forum. It is available to all CAGs within the network in order to deliver "special" projects, events or activities which they may not be able to self-fund otherwise. CAGs will be invited to apply for funds by submitting an application. Funds awarded will be subject to consideration and approval by the Network Forum, our consultancy group. Forms and guidelines for grants are available from the CAG website and the CAG support team.*

Is becoming a CAG member right for you?

If you have a project idea or a collection of like-minded people, we can support you to set up a new community group. Or if you are an existing community group or project, you could join our network and become part of a larger movement.

To join the network your group, organisation or project should:
- Subscribe to the CAG Network's aims and principles as outlined in our terms of reference (found online here).
- Be based in Oxfordshire.
- Be community-led, outward facing and open to all.
- Be actively focused on creating practical solutions to climate change and issues including waste, transport, food, energy, biodiversity and social justice.
- Not engage in proactive lobbying or party-political activity.
- Be willing to actively participate in and contribute to the wider network activity.

What are the next steps?

If you think becoming part of the CAG Network is right for your group, The CAG Project staff are here to help you navigate your way through the process. Please arrange a meeting or chat over the phone by contacting the CAG Project staff: info@cagoxfordshire.org.uk or 07903037290.

Community Transport

What is community transport?

Community transport is part of the voluntary sector and plays a key role in filling gaps in service where public transport is not available and provides a lifeline in both rural and urban areas. It offers safe, accessible, cost-effective, flexible transport run by the community for the community.

The Community Transport Team aim to work with the local community to understand local transport needs and design a solution in a non-profit-making, coproduction or social enterprise way. This can involve a mixture of volunteers and paid staff.

There are many types of community transport including:

- Car clubs
- Community minibuses
- Dial-a-ride
- Lift share
- Taxi share
- Voluntary car schemes

How do I get started?

If you have identified a local transport need in your community, Oxfordshire County Council with Oxfordshire First have created a [Local Transport Toolkit](#), this self-help guide can help to identify a practical solution and used to tackle local transport problems within your community.

This sounds great, but what about the funding!

The biggest concern raised through our survey was that communities had wanted to do more but didn't have the resources or funding available. Here's some key info on current funding available.

If it is a service we operate and fund that you wish to undertake, such as grass cutting, then we will devolve funding as well as the responsibility. If it is an activity that is not funded or currently undertaken by the county, such as sign cleaning, that you wish to undertake then we will support in terms of authority, some equipment and advice.

Formal Funding/grant opportunities via Oxfordshire County Council

➢ Councillor Priority Fund

In February 2018, Council agreed to set aside £945,000 in 2018/19 and 2019/20 for a Councillor Priority Fund. This is part of our commitment to supporting local communities across Oxfordshire, building on last year's Communities Fund and the successes and lessons learnt of administering that fund.

The Councillor Priority Fund will run across two financial years and will be at the discretion of individual councillors to award. Please ensure you have read the guidance notes (pdf format, 331Kb) and can meet the criteria before submitting to your local councillor.

Please contact your local County Councillor to gain support for your proposal and for further information.

Contact us
For further information regarding the grant scheme and application process please contact us
https://www.oxfordshire.gov.uk/residents/community-and-living/funding-and-grants

➢ Precept Increase

Parish and town councils can raise a precept (a local rate) which is collected by the district council as part of the council tax. Parish and town councils play an important role in the local community and are a vital link to district and county councils and other agencies on local issues.

➢ District/Local funding opportunities

➢ SODC http://www.southoxon.gov.uk/services-and-advice/community-advice-and-support/grants-and-community-loans
➢ Vale of the White Horse http://www.whitehorsedc.gov.uk/services-and-advice/community-advice-and-support/grants
➢ WODC – https://www.westoxon.gov.uk/residents/leisure/community-leisure-grants/
➢ Cherwell – https://www.cherwell.gov.uk/info/118/communities/290/community-grants
➢ City – https://www.oxford.gov.uk/info/20044/grants

➢ Community Infrastructure Levy (CIL)

The Community Infrastructure Levy (CIL) is changing how developer contributions for new developments are secured. Until a CIL is adopted contributions will still be secured via a S106 agreement. Once a CIL is adopted contributions will be secured by a combination of CIL and scaled back S106 agreement.

CIL is currently only in operation within 3 of the 5 district councils across Oxfordshire. However, within these areas District Councils are required to pass a proportion (15-25%) of CIL monies to parish and town councils from developments that take place in their areas.

If you are based in one of these districts and have or will have CIL monies in the near future, please see below for further information: -

Oxford City Council   https://www.oxford.gov.uk/CIL
South Oxfordshire District Council   http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/delivering-infrastructure/community-infr-2

Vale of the White Horse District Council   http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/delivering-infrastructure/community-infras

➢ **S106 Funding**

As above, in the districts where CIL does not operate, developer contributions are secured via a S106. Direct monies are not issued by the Town or Parish Council but that doesn't mean that we don't want to hear from you. Understanding local priorities is key to securing effective contributions so please contact developer.funding@Oxfordshire.gov.uk to let us know what these are.

Further information at a district level is available here:-

Cherwell District Council   https://www.oxford.gov.uk/CIL
West Oxfordshire District Council   http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/delivering-infrastructure/community-infr-2

➢ National Funding Opportunities

Awards for All England gives groups an easy way to get small Lottery grants of between £300 and £10,000. The fund aims to support projects which address the issues, needs and aspirations of local communities and people. It will fund a wide range of community projects aimed at developing skills, improving health, revitalising the local environment and enabling people to become more active citizens

Reaching Communities England is for projects that help people and communities most in need. Grants are available from £10,000 upwards and funding can last for up to five years. If you think you need more than £500,000 you must call before you apply to discuss why you believe a larger project is appropriate. There is no upper limit for total project costs. The scheme can fund salaries, running costs, a contribution towards core costs and equipment. It can also fund up to £100,000 for land, buildings or refurbishment capital costs.

The Heritage Lottery Fund supports a range of project types, as long as they make a lasting difference for heritage, people and communities.

https://www.oxfordshire.gov.uk/residents/community-and-living/funding-and-grants

Informal Funding Available

➢ Parish funded support grant
Please contact you traffic schemes officer for further information. Lee Turner (South), Mike Wasley (North).

➢ Local fundraising

Generally, it is easier to raise money for one-offs such as a specific piece of work and tangible items (like equipment) than it is to get money for regular running costs, such as salaries and utility bills.

Fundraising events can be great ways of raising (usually) smaller amounts of money, and provide an opportunity to promote your group. They are also an opportunity to include other key members of the community and get them involved with the project.

A registered charity can fundraise from the general public, although permission may be required. If your group raises funds this way it should follow best practice and be careful to conduct all fundraising activities honesty, openly and within the law.

You should:
- Obtain permission, where necessary
- Word publicity clearly and carefully
- Remember to use your charity number on all posters, fliers and letters
- Keep careful financial records

Recommended reading - <u>The Charity Commission CC20 - Charities and Fundraising</u>

<u>Easyfundraising</u> is a way to raise money for good causes such as schools, charities, sports clubs, religious groups, community groups and more, simply by shopping online. Shop with over 2,700 <u>top retailers</u>, and choose from over <u>55,000 good causes</u>.

Minor Improvement Works

The scope for us to provide all the traffic schemes which communities would like is limited by funding restrictions and demonstration of need against other similar priorities, with the focus being on high priority safety schemes.

If you are able to identify funding locally then we will support delivery of the schemes providing it aligns with the councils Local Transport Plan. There are three potential three options available for you in terms of design and construction
 - OCC
 - Trusted
 - Non-trusted

If you have funding available and would like to discuss options further please contact our traffic schemes team.

Traffic Calming

Traffic calming is one of the most requested and asked for pieces of work requested by Town and Parishes and often, as above, there is not funding available at a County level for these works.

It is often easy to gain support to reduce traffic speeds in an area, but much more difficult to establish the types of measure accepted locally. If you are able to build that consensus through local discussions, you will be in a much stronger position to promote your scheme.

Discussion with the traffic scheme officer for your area and your Local Councillor is important at an early stage if such a consensus emerges. This will ensure that your eventual proposal is practical, legal and above all safe.

Types of Traffic Calming

N.B. The costs below are to be used as a guide to the costs associated with the scheme and include design and consultation costings.

Estimated Cost

20mph Speed Limits

Lowering speed limits alone may not have the desired effect. Currently, the Government advises that 20mph speed limits should be self enforcing. Thus it is often necessary to install traffic calming measures to ensure that speeds are no greater than 24mph.

£7,000 - 12,500 plus traffic calming

Road Humps (sleeping policemen)

Road humps are used to stop people speeding up rather than slow them down. They need to be accompanied by slowing features at each end of a run of humps. They are suitable for residential areas but are not acceptable on bus routes. Effectiveness decreases as spacing increases, 150m maximum. Cost per hump about

£4,250

Speed Cushions

Raised rectangular areas. There can be one, two or three, depending on the width of the road. Like humps they are most suitable for built up areas and need slowing features. They do not slow speeds to the same extent as humps but do give emergency vehicles and buses a smoother ride. Cost per pair of cushions about

£4,250

Speed Tables
£10,000 each

Similar to road humps but longer and with a flattened top, sometimes used to give pedestrians a level crossing between footways. They can also be used throughout a junction. Especially useful where there are a lot of pedestrians. If they are long enough, they provide a smoother ride for buses than humps. Often used in conjunction with humps.

Road Width Restrictions/Build Outs
£7,000 per buildout

Localised widening or construction of footway can narrow the road and slow traffic. They reduce crossing distance and improve visibility for pedestrians crossing the road. Placed alternately they provide chicanes. Roads can be narrowed to such an extent that only single file traffic is allowed. They can also be used to provide sheltered parking. Suitable for use in urban or rural locations, as initial slowing features and as part of gateway features. Single lane build outs are not suitable for roads with high traffic flows.

Lane Width Restrictions
£7,000 - 32,000

Narrowing lanes, using traffic islands and/or road markings can give the impression of a more confined road and results in reduced speeds. If a road is narrowed special attention must be given to the needs of cyclists.

Gateways/Entry Points
£7,000 -21,000

Speed limit signs on yellow background indicating a gateway Identified by road markings, build outs, coloured surfacing and/or signs indicating that the driver is entering an area where road conditions change, for example entering an urban

area or a change of speed limit. Most effective on those drivers that only use the road occasionally.

Rumble Strips and Dragon's Teeth

£4,250 - 5,500

Often used as part of gateway schemes. Rumble strips are a change in the road surface which alert the driver by a change in the sound and feel of the car. Dragon's teeth provide a visual change and narrowing of the road. They are suitable for village entry points. Because rumble strips generate noise they can be unpopular with residents.

Pedestrian Crossings

£20,000 - 51,000

Zebra and pelican or puffin crossings may encourage more people to walk by improving safety and reducing delays crossing busy roads. They can be provided where there is a concentrated crossing movement, however there does need to be adequate visibility.

Pedestrian Refuges

£15,000

Refuges allow pedestrians to cross one stream of traffic at a time. They are useful where the concentration and number of pedestrians is fairly low. By narrowing the road, they reduce speeds, but the road needs to be wide enough to allow for a suitable refuge and the safe passage of vehicles and cycles.

Roundabouts

£10,000 - 210,000

Equal priority in all directions can slow traffic. Ideally, there needs to be a reasonably large flow on all arms for this to be effective. Roundabouts can make some turns easier which can lead to rat-running. They can be expensive and also need works to slow traffic down on the approach to the roundabout. Mini-roundabouts take up less space but need to be in street lit areas.

One Way Roads

£9,250

One-way streets control the circulation of traffic but can lead to faster speeds as there is no opposing flow. Traffic can increase on other roads so there needs to be a suitable route for traffic travelling in the other direction. One-way streets can attract new traffic so overall traffic may not decrease.

Severed Roads

£9,250

Road blocked off by bollards. These provide the ultimate deterrent to rat running. They can prove unpopular with residents as they sometimes cause long diversions and increase traffic on other roads. Emergency access and the needs of services like refuse collection need to be taken into account.

Parking Restrictions

£4,800 - £15,000

Yellow parking restriction signify carefully used these can help to manage traffic (i.e. Protected Parking Bays). Double yellow lines maintain traffic flows in urban areas. Time restricted parking allows access to facilities within towns/villages and alleviates the problems associated with long term parking. Can be unpopular with residents and businesses. Parking problems can transfer to other roads.

Signs

Signs alone have a minimal impact on traffic speeds but they are relatively inexpensive. They are often used with other traffic calming features.

From £500 / sign

Interactive Signs

These detect the speed of oncoming traffic using a radar device. If a set threshold is exceeded, a sign indicating a specific hazard or speed limit is triggered. They can be temporary or permanent.

£9,500 for permanent

Footways

Pedestrian safety and comfort can be enhanced by providing or improving footways on the pedestrian network. The introduction of a missing footway link may encourage more people to walk. The highway needs to be wide enough to allow for a suitable footway and safe passage of traffic. The provision of dropped kerbs and tactile surfacing may also be appropriate.

Footway can affect parking and can be unpopular with residents & businesses and can be expensive if utility services or street lighting are affected.

£8,000 - £20,000

Advantages and disadvantages of each type of scheme

Measure	Cost	Effectiveness - speed reduction	Effectiveness - traffic reduction	Improved Safety	Increased Noise	Visual Intrusion	Discomfort/ Inconvenience	Increased pollution	Street lights required	Possible detriment elsewhere	Acceptable to buses	Acceptable to cycles	Rural	Urban
Lowering speed limits	Medium	Low	Low	Low	None	Medium	None	None	No	None	Yes	Yes	Yes	Yes
Road humps	Medium (depending on length of road)	High	High	High	High at hump	Medium	High at hump	Decrease if traffic reduced	Usually	Medium (displaced traffic)	No	Careful design needed	No	Yes
Speed cushions	Medium (depending on length of road)	Medium - high	Medium	Medium	Medium at cushion	Medium	Medium	Decrease if traffic reduced	Usually	Medium (displaced traffic)	Yes	Yes	No	Yes
Speed tables	High	High	Medium	High	Medium	Medium	Medium	Decrease if traffic reduced	Usually	Medium (displaced traffic)	Yes	Careful design needed	No	Yes
Lane width restrictions (paint only)	Low	Low	Low	Low	None	Medium	None	None	No	Low	Yes	Careful design needed	Yes	Yes
Gateways/Entry points	Medium	Medium	Low	Medium	None	Medium	None	None	No	Low	Yes	Careful design needed	Yes	Yes
Rumble strips, Dragons teeth	Low	Low	Low	Low	Medium	High	Low	None	No	Low	Yes	Yes	Yes	No
Pedestrian crossings Zebras / Pelicans/ Puffins/ Toucans	High	Medium	Low	Depends on traffic and pedestrian flows	Medium	High	None	None	Yes	Low	Yes	Yes	No	Yes
One way roads	Medium	Often increases	Variable	Low, sometimes negative	Variable	Low	Low - High	Some due to increased mileage	No	High	Not always	Contra-flow lanes possible	Yes	Yes
Cuttways	Medium	Medium	Low	High	None	Low	None	None	No	Low	Yes	Yes	Yes	Yes
Pedestrian refuges	Medium	Medium	Low	Medium	None	Medium	None	None	No	None	Yes	Careful design needed	Yes	Yes
Road width restrictions/ build outs	Medium	Medium	Low	Medium	Medium	Medium	None	Decrease if traffic reduced	Preferred	Low	Yes	Careful design needed	Yes	Yes
Roundabouts	High	Medium	Low	Medium	None	Medium	None	None	Yes	Low	Yes	Careful design needed	Yes (mini roundabouts no)	Yes
Severed roads	Medium	Medium - High	High	High	Decrease	Medium	Low- High	Some due to increased mileage	No	High	Not always	Cycle access can be maintained	Yes	Yes
Parking restrictions	Medium	Low	Low	Low	None	Medium	Medium	None	No	Medium	Yes	Yes	Yes	Yes
Interactive signs	High	High at camera, low either side.	Low	High	None	High	None	None	No	None	Yes	Yes	Yes	Yes
Signs	Low	Low	Low	Low	None	High	Low	None	No	None	Yes	Yes	Yes	Yes