

HEREFORDSHIRE PUBLIC REALM



Example of a Redi-weld Speed Cushion

The use of tarmac vertical calming features are reducing vehicle speeds by 4-5mph. With the further implementation of Redi-weld Speed Cushions, this is realising a further 2mph traffic speed reduction – used on Barrs Court Road resurfacing site.

Monthly Performance Report December 2018

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1 Executive Summary

The **Annual Plan for 2019/20** is currently in the process of being finalised, with a meeting planned for the end of January to review and agree budgets and plans for 2019/20.

The **Operational Performance Indicator** reporting is reflecting a dip in performance, with two indicators falling below the thresholds. The Gully Cleansing indicator failed due to the annual planned work not taking into consideration the annual leave period in December but was on track had this reduction in plan been implemented. This will be addressed going forward. The second indicator that fell below threshold was the Risk Management which happened as a result of not updating the risk system once the risk reviews had been done. This was an unfortunate oversight and will hopefully not be repeated. However, taking all the OPI's into consideration, we are meeting 92% for the period April – December 2018.

The **Winter Maintenance** season is progressing well with 22 runs completed in the season up until 31st December 2018. This run rate is below forecast due to the milder conditions over the Christmas period.

The run rate on **Highways Defects** remained steady during December which enabled gangs to complete all defects due over the Christmas period and into the first week of January prior to the Christmas break.

Major Projects

Hereford Transport Package (bypass)

Final arrangements being made for the consultation for the Active Travel Measures commencing on 28th Jan. Work on the bid for Homes England Funding (HIF) has continued. The next phase of design development work is continuing with the first draft of the EIA scoping report due in Feb.

SWTP (inc. SLR)

Public Inquiry: ten week Inspector's decision period ends 23rd January '19. The Preferred Contractor is likely to be notified later this month, with a view to commence construction Spring '19.

HCCI: High Town

Works completed for Residents and On Street Parking. Hightown works ongoing and due to be completed by the end of this financial year. Consultation for Eign Gate and Geoffrey Avenue underway. St Owen Street draft AD Report submitted to HC to approve TRO consultation.

HCCTP (inc. CLR)

Works ongoing; Hopton Road is completed.
Key Projects:

- Prior Street Contraflow Cycleway
- Widemarsh Brook Diversion and Attenuation pond
- ATM-Bus Strategy/ Transport Hub & Public Realm works

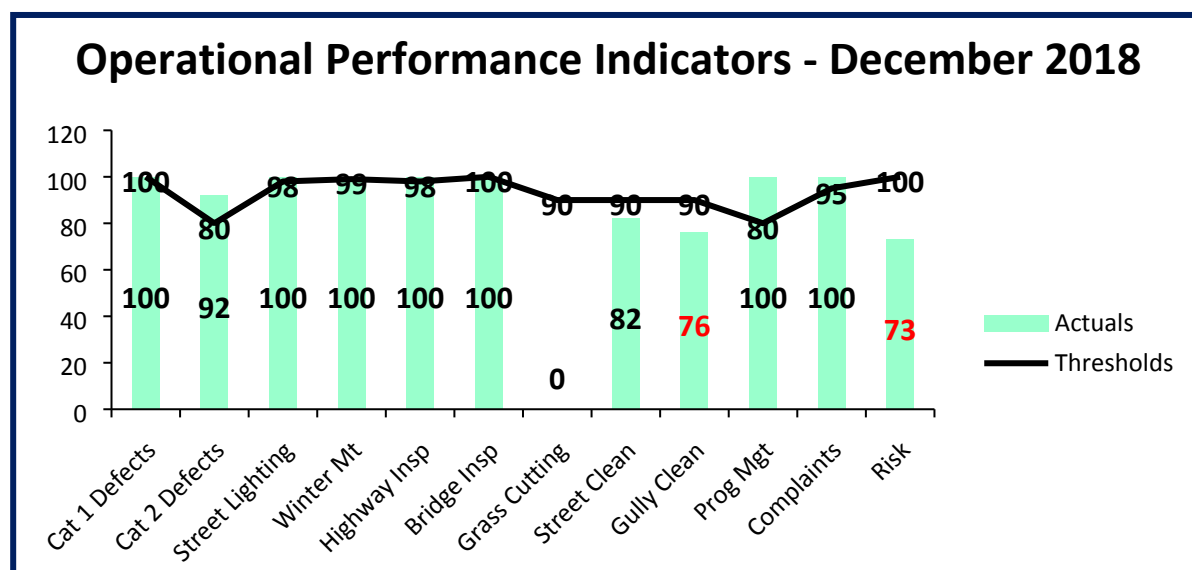
2 Performance indicators

2.1 Operational Indicator summary

	Indicator	Target	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Trend
1	Category 1 Defects	100%	100	100	100	100	100	100	100	100	100	100	99	100	↑
2	Category 2 Defects	80%	94	80	61	83	92	93	94	96	94	96	93	92	↓
3	Street Lighting Faults	98%	100	100	100	100	100	100	100	100	100	100	100	100	↔
4	Winter Maintenance	99%	100	100	100	100	-	-	-	-	-	100	100	100	↔
5	Highway Inspection	98%	100	100	100	100	100	100	100	100	100	100	100	100	↔
6	Bridge Inspection	100%	100	100	100	100	100	100	100	100	100	100	100	100	↔
7	Grass Cutting	90%	-	-	-	84	100	90	100	-	36	-	-	-	-
8	Street Cleansing	90%	93	97	83	92	91	80	87	94	92	100	96	*82	↓
9	Gully Cleansing	90%	100	100	77	82	91	97	97	91	96	100	92	76	↓
10	Programme Management	80%	100	100	100	94	95	100	100	100	100	100	100	100	↔
11	Complaint Handling	95%	100	100	100	100	100	100	100	100	100	100	100	100	↔
12	Risk	100%	100	100	100	100	100	100	100	100	100	100	100	73	↓
13	Major Projects Programme Management	100%										100	100	100	↔
14	Major Projects Deliverables	100%										100	100	100	↔

*Early Warning submitted and agreed

The Operational Performance Indicators continue to drive forward performance, meeting or exceeding 93% of our indicators thresholds over the period April – December.



3 Financial and Commercial Management

3.1 Forecast against budget

The 18/19 revenue forecast is under budget; revenue vacancies and other savings are providing invest to save opportunities and remaining revenue budget to be re-allocated.

Annual Plan	Original Budget	Revised Budget	Forecast Spend	CTD Spend	Revised Budget vs Forecast
LMO	521,932	521,932	513,534	355,445	8,398
Network Resilience	769,330	769,330	758,408	267,201	10,922
Community Development and Stakeholder In	757,561	757,561	612,047	401,412	145,514
Development Control & Devolved Services	147,000	0	0	0	0
Fleet Management	127,905	127,905	127,812	98,495	94
Parks, Open Spaces, Landscaping, Verges ar	1,343,366	1,343,366	1,350,155	1,049,310	-6,789
Managing Water on the Network	937,252	937,252	900,632	517,095	36,620
Network Management and Traffic	1,236	12,266	120,323	130,764	-108,057
Network Rehabilitation and Maintenance	202,503	202,503	194,157	137,689	8,346
PROW	329,029	329,029	329,029	196,580	-0
Street Cleansing	1,247,779	1,247,779	1,247,017	830,028	762
Street Lighting	119,107	119,107	135,366	108,392	-16,259
Structures Revenue	55,000	55,000	62,044	43,290	-7,044
TOTAL - Revenue Services	6,559,001	6,423,032	6,350,525	4,135,701	72,506

Our capital spend for the 18/19 year is currently forecast under budget, schemes have been identified to mitigate underspend and move some areas of budget to subsidise works

Annual Plan Capital (over 250k)	Original Budget	Budget	Forecast Spend	CTD Spend	Revised Budget vs Forecast
					Delta
LMO	1,910,486	1,910,486	1,874,995	1,297,789	35,491
Annex 3	12,605,276	16,970,276	16,523,798	11,497,003	446,477
Annex 4	756,250	756,250	343,175	142,554	413,075
Annex 7	994,196	1,444,196	1,244,772	612,624	199,424
Annex 8	682,835	682,835	535,974	384,273	146,860
Annex 9	291,679	291,679	261,990	160,410	29,690
Annex 10	2,756,214	2,756,214	2,756,214	1,884,443	0
Annex 11	60,034	60,034	62,529	62,529	(2,495)
Annex 13	207,426	218,926	173,755	86,597	45,172
Annex 14	1,055,603	1,055,603	1,127,754	759,289	(72,151)
TOTAL - Capital Work	21,320,000	26,146,500	24,904,957	16,887,512	1,241,543

3.2 Commercial Report

Business World

Business World is now the source of the data for SO's, EW's and CE's. Enhancements have been made to improve how the data is reported. BBLP receive a weekly download of the data stored in Business World; a reporting tool is being developed with HC for ease of viewing the data, this will add resilience of the data held. A report detailing the progress of the Target Cost schemes has been developed and issued; this will form the basis of the "Tracker Report".

Service Orders

164k requiring a Service Order (With HCCTP being 154k) as per December 2018 application for payment. BB working at risk profile has now been reduced but still continues to be an issue, until these outstanding SO items are closed out.

Annual Plan

Annual Plan budget variance report to be completed Jan 2019 in conjunction with HC. SWTP and HTP have outstanding CEs, note: for these 2no projects SO have now been issued up to March 2019.

Gainshare

Gainshare agreed 285k December 2018 for 2017/18 FY. Lessons learned is that Final Accounts per scheme shall be agreed through the FY to ensure smoother sign off of the next GAINSHARE for 2018/19. Thus impacting the admin burden at the end of the FY, also assisting approvals all documents to calculate the GAINSHARE now held in Business World (SO, Targets, EW, CEs)

3.3 Early Warnings (Last month's entries)

18/19	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals
Total	47	37	47	83	79	71	123	66	20				364

Live:	5	19	3	22	1	17	46	41	14				91
Closed	42	18	44	61	78	54	77	25	6				320
Overdue													
BBLP	0	1	1	4	0	7	2	0	3				18
HC	0	0	0	4	0	2	2	2	1				11
Total	0	1	1	8	0	9	4	2	4				29

3.4 Compensation Events

18/19	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals
Total	6	14	31	42	27	23	59	32	25				259
Open	2	10	12	15	2	19	49	22	23				152
Closed	4	4	19	27	29	3	10	10	1				107
Pending	0	7	8	12	4	0	33	10	0				70
Agreed	4	4	12	25	22	0	10	10	1				88
Rejected	0	0	1	7	3	0	5	3	2				21
Unagreed	2	3	3	4	1	0	11	9	1				29
Withdrawn	0	0	1	0	0	0	0	0	0				1
No Financial Effect	0	0	6	2	7	0	3	0	0				18
Overdue													
BBLP	0	0	3	2	6	0	2	0	0				13
HC	0	0	1	5	0	1	4	0	1				12
Total	0	0	4	7	6	1	6	0	1				25

3.5 Compensation Events (Financial) (Last month's entries)

2018/19	Total	Open	Closed	Agreed	Unagreed
Apr	£72,984.21	£33,257.19	£39,727.02	£39,727.02	£33,257.19
May	£13,760.27	£6,207.63	£7,552.64	£7,552.64	£6,207.63

Jun	£114,582.09	£51,498.46	£63,083.63	£63,083.63	£51,498.46
Jul	£1,490,571.67	-£84,410.76	£1,574,982.43	£1,574,982.43	-£84,410.76
Aug	£103,557.04	£59,110.54	£44,446.50	£44,446.50	£59,110.54
Sept	£21,553.49	£13,265.87	£8,287.62	£8,287.62	£13,265.87
Oct	£ 27,937.17	£ 19,527.56	£8,409.61	£8,409.61	£ 19,527.56
Nov	£ 30,634.75	£ 5,461.77	£14,029.41	£14,029.41	£16,605.34
Dec	£ 28,604.74	£ 5,686.78	£22,917.96	£22,917.96	£ 5,686.78
Totals	£1,904,185.43	£109,605.04	£1,783,436.82	£1,783,436.82	£120,748.61

3.6 Service Orders Issued - Last month's entries

2018/19	Current		Main Schemes not Commissioned but on Submitted -18 COSTD	
	No.	£'000s		
Service Orders Issued (Ordered)				
Annual Plan	114	33,219	HCCTP	154
Non Annual Plan	64	5,390	No SO	10
Totals	178	38,609	Totals	164
Main Schemes not Commissioned but on Submitted -18 COSTD				

3.7 S58 Claims (Claims received from third parties against the local authority)

(Claims received from third parties against the local authority)

There are 51 claims outstanding that relate to previous provider Amey. All of these are awaiting more information.

Claim Back log Monitoring – rolling monthly status

	Mar 18	April 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19
Claims Received in month	104	127	85	44	27	22	12	11	10	*16		
Responded to within 10 day timescale (acknowledgement, request for further information etc)	*	*	85	44	27	22	12	11	10	16		
Claims processed in month (letter issued confirming outcome)	*	*	3	7	2	2	2	4	4	5		
Overall total no of claims under investigation (regardless of month)	131	204	238	116	100	40	20	19	10	6		

received)												
Overall total no of claims outstanding (still to be actioned)	100	175	81	181	104	95	112	91	89	55		

- 16 claims have been received in December compared to 15 in December 2017 and 6 in December 2016. This reflects that the weather has been reasonable mild for this time of the year and so the roads haven't deteriorated more than usual.

3.1.1 Repudiation Summary

(The denial / rejection of a claim on the grounds of a section 58 defence) – rolling 12 month)

	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18
Received	58	79	104	127	85	44	27	22	12	11	10	16
Settled	0	1	4	10	10	1	0	2	1	0	0	0
Need Further Information	29	58	28	31	12	9	3	0	2	3	3	7
Repudiated	29	20	72	86	63	34	14	10	4	4	4	5

Amey Red Claims Payments

Total paid as of the end of last month that relate to the Highways was £1,372,859.12 of this; £0.00 was paid last month.

3.1.2 Liability Breakdown

Since the Balfour Beatty contract started, Gallagher Bassett has paid out a total of £320,005.85 over 241 claims, with £0.00 paid out last month over 0 claims.

Since 1st October 2014, Zurich has paid out a total of £16,885.30 over 60 claims, with £0 paid out last month over 0 claims.

Since 1st May 2015 (protocol change), £26,241.30 has been paid out over 94 claims, with £0.00 paid out last month over 0 claims.

Balfour Beatty insurers (AIG) have paid out a total of £70,787.00 over 6 claims, with £6,165.00 paid out last month over 1 claim.

Therefore, of the £39,453.01 paid out over claims last month, £0.00 over 0 claims was settled as the result of Balfour Beatty liability.

Hereford Council Insurers					
No	Insurance Co.	Total Settlement Costs	Total Claims Settled	Paid Out Last Month	Claims Settled Last Month
		£233.210.34	241	£0.00	0

1.	GB Balfour Beatty				
2.	Zurich Balfour Beatty	£13,921.98	28	£0.00	0
Balfour Beatty Insurers					
No	Insurance Co.	Total Settlement Costs	Total Claims Settled	Paid Out Last Month	Claims Settled Last Month
3.	BB Claims Handling	£26,241.30	94	£0.00	0
4.	AIG	£70,787.00	6	£6,165.00	1
Gallagher Bassett handled Herefordshire Council claims until October 2014. This also includes claims from the previous service provider (Amey).					
Zurich Insure Herefordshire Council from October 2014 until present.					
Balfour Beatty deal directly with small claims via the Regional Claims Handler, Kelly Jeynes, since the protocol change on the 1 st May 2015. AIG, Balfour Beatty insurers, cover personal injury and large damage claims, since the protocol changed on the 1 st May 2015.					

4 Risk

IRIS System Introduced

In anticipation of the implementation of Power BI Software, the Think Risk system has been replaced by a new system – IRIS.

Power BI is a business analytics service that facilitates analysis of data across systems, providing a more comprehensive insight into performance which enables better decision making. With the added capability of sharing across devices it is anticipated that this new software will enable a range of improvements to the BBLP contract. The software is currently being tested and customised to suit BB contracts with a view to implement across BBLP contracts as soon as the product is ready.

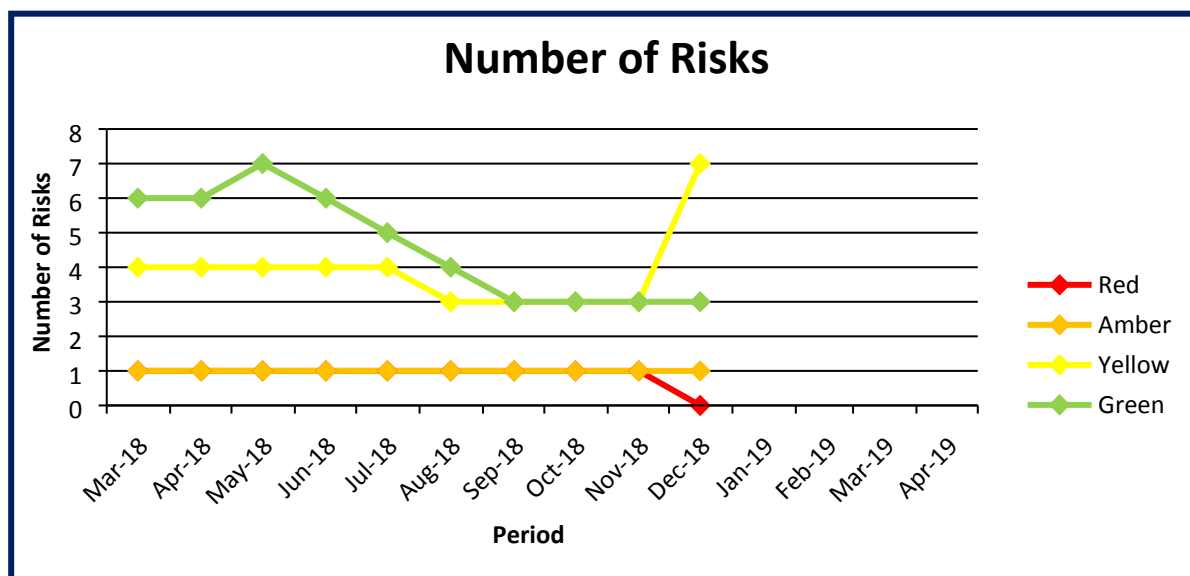
In anticipation of moving to Power BI a new risk monitoring system has been introduced moving from the previous Think Risk system to the new IRIS system. The IRIS system is designed specifically to report via Power BI and so, in the interim period before Power BI is implemented, an early warning has been raised to advise that there may be some reduction in our ability to report on risks.

4.1 Risks raised on IRIS

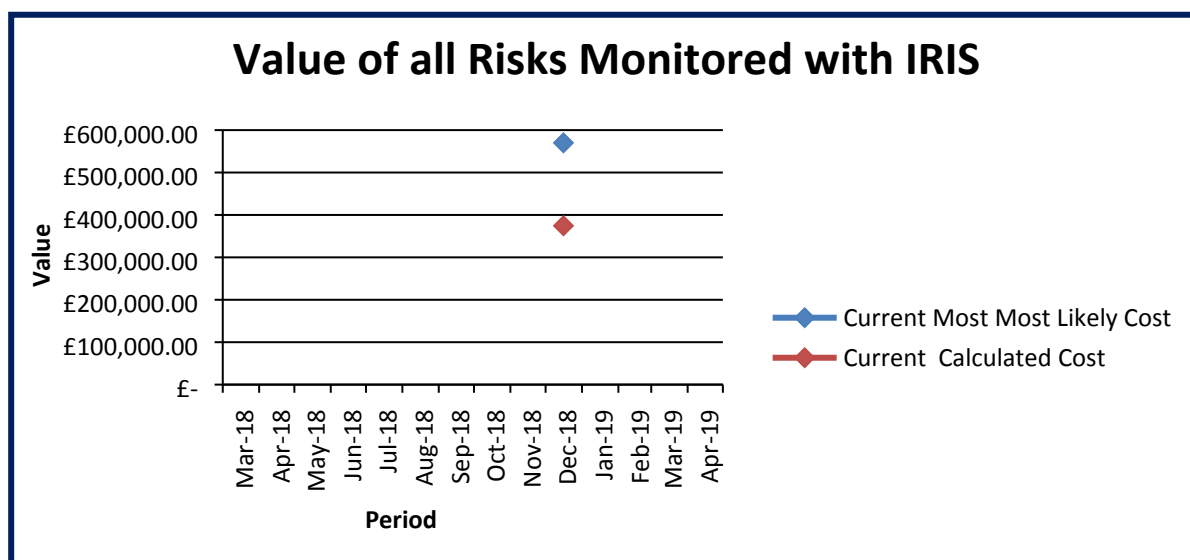
No	Business Area	Risk	Nov 18	Dec 18
1	Operations	Potential Ash dieback in the county.	Amber	Amber
2	Head Contract Register	Non-Compliance with Highway Maintenance Plan	Yellow	Yellow
3	Head Contract Register	Non-compliance with General data protection regulations	Amber	Yellow

4	Knowledge Centre	Negative perception of service	Yellow	Yellow
5	Knowledge Centre	Invalid TRO	Yellow	Yellow
6	Knowledge Centre	Unable to meet expectations in delivery of Community Commissioning Model (CCM)	Yellow	Yellow
7	Knowledge Centre	Lack of PROW Management expertise	Yellow	Yellow
8	Knowledge Centre	Introduction of Street Works Permitting	Yellow	Yellow
9	D&B	Installation by a third party contractor of fibre optic - Fastershire	Green	Green
10	Operations	Resources required to deal with emergencies	Green	Green
11	Operations	Impact of maintaining delivery of other services if incident response requirement is sustained	Green	Green

	1				5.Catastrophic	Impact
1					4.Major	
1		1			3.Significant	
1		1	3	2	2.Moderate	
					1.Minor	
1.Rare	2.Unlikely	3.Possible	4.Likely	5.Almost Certain		
Probability						



4.2 Value of Risks on ISIS



Most Likely	Calculated Risk (most likely to happen multiplied by probability for each individual risk)
£570,000.00	£374,500.00

4.3 Value of individual risks on IRIS

Business Area	Most Likely	Calculated Cost (most likely to happen multiplied by probability for each individual risk)
Knowledge Centre	£340,000	£280,000
Perception of the service is negatively impacted Stakeholders, members,	£0 x 60%	£0

	parishes, public Local media (including social media) and press generates negative view of performance and delivery - Customer perception of service delivery		
	The identification of a number of invalid TRO which required attention. - Increasing number of invalid TRO	£50,000 x 30%	£15,000
	Unable to meet expectations in delivery of Community Commissioning Model (CCM)	£0 x 60%	£0
	Lack of expertise to manage service and advise client	£40,000 x 100%	£40,000
	Decision to replace Noticing with Permitting for the management of street road works - decision to implement Permitting	£250,000 x 90%	£225,000
Head Contract		£160,000	£90,000
	Non Compliance with Highways Maintenance Plan	£60,000 x 50%	£30,000
	Data is held on behalf of HC which falls under data protections. new regulations to be introduced requires changes in the way data is held and managed. failure to identify data and make the necessary changes will result in breach and non-compliance - Non-compliance with General data protection regulations	£100,000 x 60%	£60,000
Design & Build		£50,000	£2,500
	Installation by a third party contractor of fibre optic in the highway network by slot cutting. - Fastershire	£50,000 x 5%	£2,500
Operations		£20,000	£2,000
	Resources required to deal with emergencies are not available (e.g. due to Winter Maintenance or Depot Closure), leading to reduction in level of resource available to attend an emergency. - Insufficient resource to deal with an emergency situation.	£0 x 0%	£0
	Impact of maintaining delivery of other services if incident response requirement is sustained leading to reduction in delivery of other services. - Prolonged Incident impacting upon delivery of normal services	£0 x 0%	30
	Herefordshire has recently had reports of Ash dieback in the county. Potential for increased number of tree falls on network. - Ash dieback	£20,000 x 10%	£2,000
Commercial		£0	£0

	No risks raised		
Totals		£570,000	£374,500

4.4 Register of Reviews

Register of Reviews	No of Risks	No of Risks Reviewed	No of Risks Not Reviewed	Performance %
Jan-18	23	23	0	100%
Feb-18	22	22	0	100%
Mar 18	12	12	0	100%
Apr 18	12	12	0	100%
May 18	12	12	0	100%
Jun 18	13	13	0	100%
Jul 18	12	12	0	100%
Aug 18	12	12	0	100%
Sep 18	11	11	0	100%
Oct 18	11	11	0	100%
Nov 18	11	11	0	100%
Dec 18	11	8	3	73%

4.5 Risk Registers

The IRIS system allows for raising Business Area Registers as opposed to just one full register as before with the Think Risk system. There are currently no risks raised under Commercial therefore there is no commercial risk register showing.



Head Contract
Register.xlsx



Knowledge Centre
Register.xlsx



D&B Register.xlsx



Operations
Register.xlsx

5 Business development and innovations

5.1 Quality Control

	Status	Commentary
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Applying BIM to Major Projects	Ongoing	This process is being trialled on the High Town Major Project with a view to adopting it across projects
Right First Time Checks	Process discussions ongoing	A 'Right First Time' initiative is to be implemented to ensure that all defect requests for action from Locality Steward investigations, include all the details necessary for the Highway Operatives who are responding and can get the work done right the first time e.g. have the right equipment, the right amount of materials and the right Traffic Management items.
Customer Service	Supervisor currently training new apprentice	The Customer Service Supervisor is focusing on training the new Apprentice Customer Services Assistant. Meeting being arranged with P&IM to put in place programme for checks
Quality Control Checking	On hold meantime	Updating the Confirm system to enable managers and supervisors to run reports that randomly select a percentage of jobs / works for them to do additional quality control checks on as time and resource allows. BBLP & HC meeting set up to scope out what would be appropriate across the contract and submit a funding request
Works Planning	Completed	<p>The Work Planning Team have implemented quality checks on confirm when operatives committing jobs. They have identified 396 errors which we corrected as part of this process. Errors include:</p> <ul style="list-style-type: none"> • No contract code • Missing or incorrect cost codes • Incorrect assets <p>These checks are implemented into business as usual going forward</p>
Defect Quality Checking	Completed	The Senior Locality Steward (Technical Lead) has reported on the findings of the quality control checks on the Locality Stewards to ensure that defects are raised appropriately and consistently across the team to the set HMP parameters. Relevant action being implemented
Performance against Plan	Completed	Full day event to be held in April to capture performance across all the Annual Plan annexes

5.2 Efficiencies

Efficiencies		
Team	Type of Efficiency	Efficiency
Design & Build	Reviewing costs for savings	Market tested the Widemarsh Brook design and Transport Package with Balfour Beatty's Strategic Designers, WSP, Mott MacDonald and Atkins, and did see cost savings.

5.3 Audits

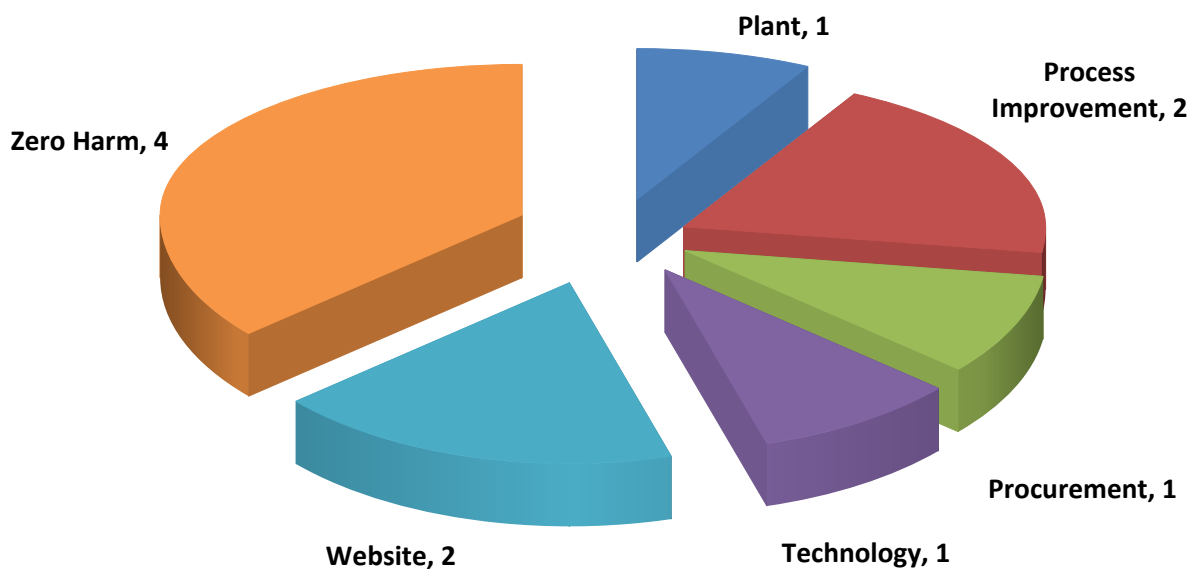
Audit	STAGE
Sector Schemes	Ongoing
Fleet Audit	Ongoing

OPI Audit 18/19 (April – September)	Completed
Street Lighting	Ongoing
Winter Impact on Defect Management	Ongoing
OPI 17/18	Completed
SPI 17/18	Completed

5.4 My Contribution Position Statement

New Ideas	1	
Live Projects	11	
Closed as delivered in month	4	
Closed as not completed in month	1	
Projects that are delivered conversion rate	52%	45 projects delivered 87 in total

PROJECTS (11)



Business Area	MyC Reference	Project	Nos
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Procurement	PROJ2386	Vehicle LED scrolling warning signs	1
Process Improvement	PROJ2537	On Site Document Access	1
	PROJ2184	TRO Review and Mapping	1
	PROJ2767	GDPR Data Cleanse Day	1
Technology	PROJ1955	Asset tags for plant small and large	1
Website	PROJ1557	Web chat	1
	PROJ2042	Automated web data transfer	1
Zero Harm	PROJ2538	Wellbeing/mental health drop in	1
	PROJ2765	Debrief procedure for emergency teams dealing with potentially traumatic incidents	1
	PROJ2769	Difficult Conversations Training	1
Plant	PROJ0909	Depot Weighbridge	1
Total			11

5.6 Vacancies

Job Title	Owner (Redacted)	NO of CV's	Rejected	Submitted to HR	Offered Stage	Appointed Stage
Projects Director		19	6	1	0	0
Design and Build Manager		12	4	0	0	0
Operations Manager (Herefordshire South)		17	6	4	0	0
Locality Liaison Coordinator		8	3	5	0	0
Business Support Coordinator		7	0	0	0	0
Total		63	19	10	0	0

6 Economic Regeneration and Skills

6.1 Subcontractor Spend (redacted)

18

[illegible]

Value applied is the cumulative value applied for since contract commencement in Sept 2013. This includes invoices paid and invoices awaiting payment

6.2 Skills academy

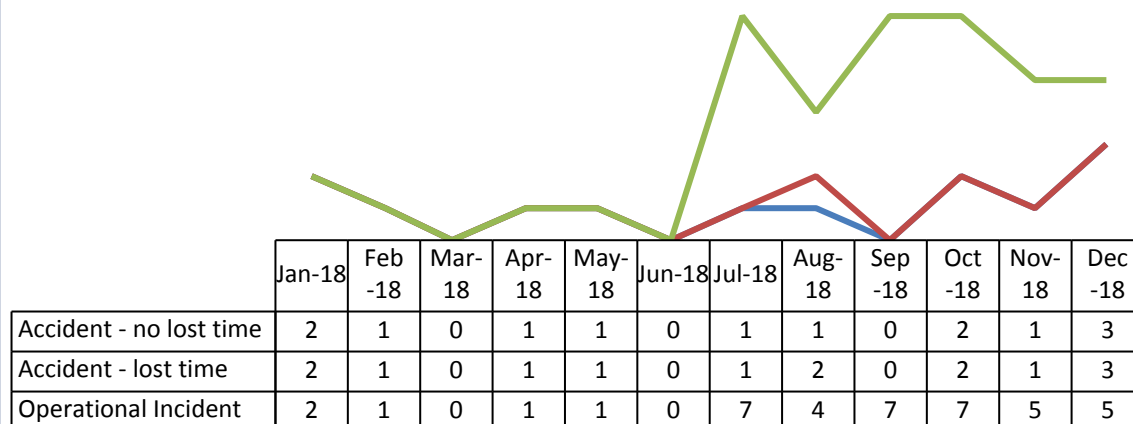
KPI	1st February	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	2018 Year 2 Target	Total Achieved to date Year 2	Left to Achieve Year 2
1													6	8	0
	1.16.1 Work	0	0	0	0	0	8	0	0	0	0	0			
	1.16.2 Work	0	0	0	0	0	0	0	0	0	0	0			
2													5	8	0
	2.16.1 Total	0	0	0	0	0	2	0	1	0	0	0			
	2.16.2 Total	1	0	0	0	0	0	0	0	0	0	0			
	2.16.3 Total	0	0	0	0	0	0	2	2	0	0	0			
3													5	6	0
	3.16.0 CCIA	0	2	0	1	0	0	0	1	1	1	0			
4													194	260	0
	4.16.1 Train	8	10	8	10	11	13	20	19	20	25	20			
	4.16.2 Train	4	5	4	5	2	0	4	16	16	20	20			
	4.16.3 Train	0	0	0	0	0	0	0	0	0	0	0			
5													21	52	0
	5.16.1 Qual	1	0	1	0	0	0	0	0	0	0	0			
	5.16.2 Qual	0	0	0	0	0	0	0	0	0	0	0			
	5.16.3 Qual	8	13	2	21	0	0	0	0	6	0	0			
	5.16.4 Qual	0	0	0	0	0	0	0	0	0	0	0			
6													3	3	0
	6.16.0 Train	3	0	0	0	0	0	0	0	0	0	0			
7	Zero unless we feel appropriate as we gather evidence												1	2	0
	7.16.0 Caus	1	1	0	0	0	0	0	0	0	0	0			

7 Health, Safety and Sustainability

7.1 HSE Incidents

Health & Safety Incidents	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Accident – no lost time	2	1	0	1	1	0	1	1	0	1	1	3	12
Accident – lost time	0	0	0	0	0	0	0	1	0	0	0	0	1
HIP0 Incident (High Potential Incident)	0	0	0	0	0	0	0	0	1	0	0	0	1
Operational Incident	0	0	0	0	0	0	6	2	7	5	4	2	26
Totals	2	1	0	1	1	0	7	4	8	6	5	5	40

Health & Safety Incidents



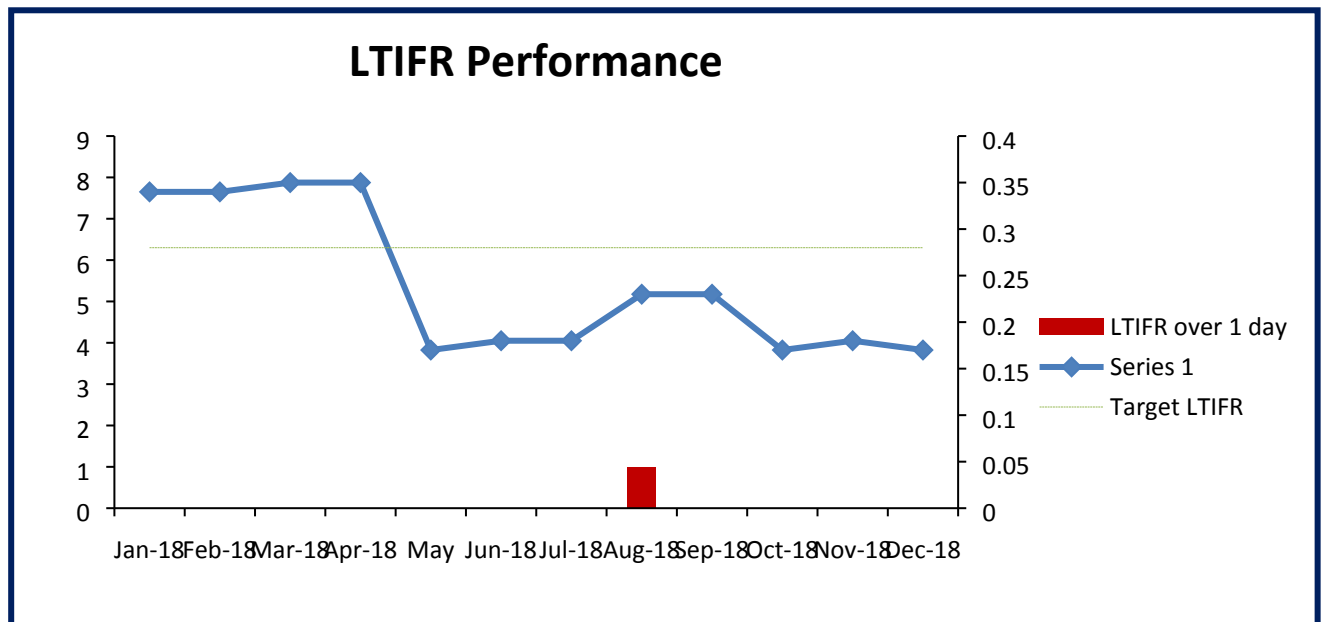
Incident Details

Incident	Accident (no lost time)	Accident (lost time)	High Potential Incidents	Operational Incident	Further action taken to prevent this happening in the future
Bin liner dropped out of bin and caught street cleansing operatives little toe, causing bruise.	✓				No further action required – operative was wearing boots but the protection doesn't cover the little toe.
Member of staff accidentally poured coffee over hand, as they were walking along the corridor to a meeting room. Received first aid treatment and was taken to hospital for assessment.	✓				Taken to A&E for assessment, burns dressing applied and bandaged. Visited hospital the following day to have the dressing taken off - no broken skin – no further action.
An employee from Taylor Lane skidded in his car and hit the perimeter fence in around the back yard.				✓	Insurance company has been informed – no further action.
A member of the Business Support team took a small patch of skin off the side of their hand, blood was drawn. This happened in a meeting room, the individuals skin became trapped on the chair as they sat down.	✓				Chair was checked, no root cause, no further action required.
Whilst unloading a pallet of slabs, the loadall forks scaped the bed of the delivery van, causing a small amount of damage. Lack of care from delivery company whilst loading vehicles.				✓	Discussed golden rules regarding unsafe acts with operative.

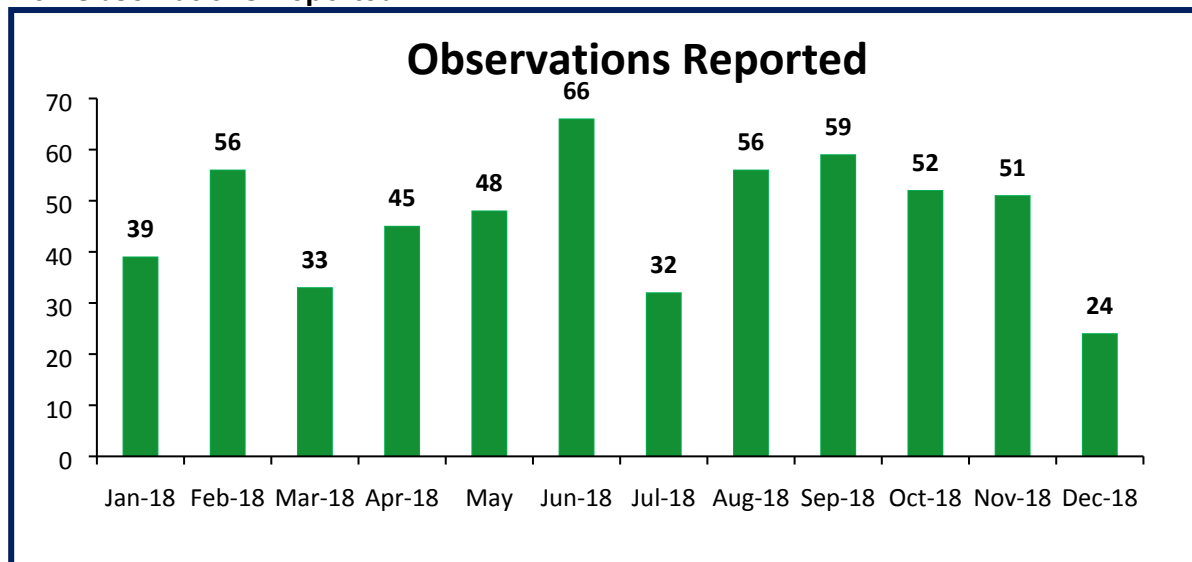
Company LTIFR Target 0.28	RIDDOR > 3 Days		Lost Time Accident (1-3 days)		Non Lost Time Accident		Service Strike	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD
BBLP	0	2	1	5	5	32	5	26
Herefordshire	0	0	0	1	1	10	0	0
Herefordshire			Month		YTD		MMA	
AFR >7 Days			0		0		0.00	
AFR >3 Days			0		0		0.00	
LTIFR			0		0.17		0.17	
Observations			24		554		n/a	
HIPO			0		1		n/a	
Inspections			13		318		n/a	

7.2 Incidents LTIFR Performance

LTIFR is the Lost time injury frequency – the number of lost hour injuries per 1m man hours



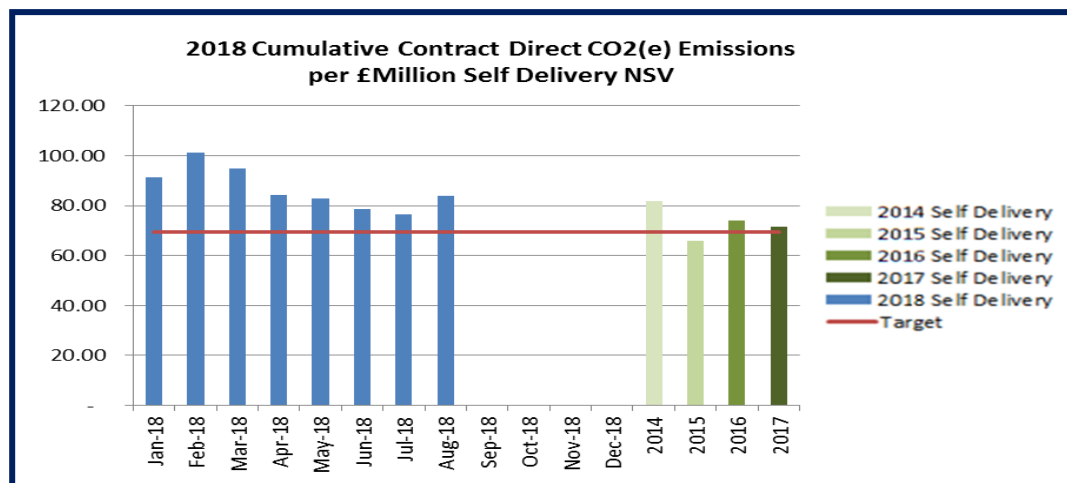
7.3 Observations Reported



7.4 Energy Usage (on hold meantime)

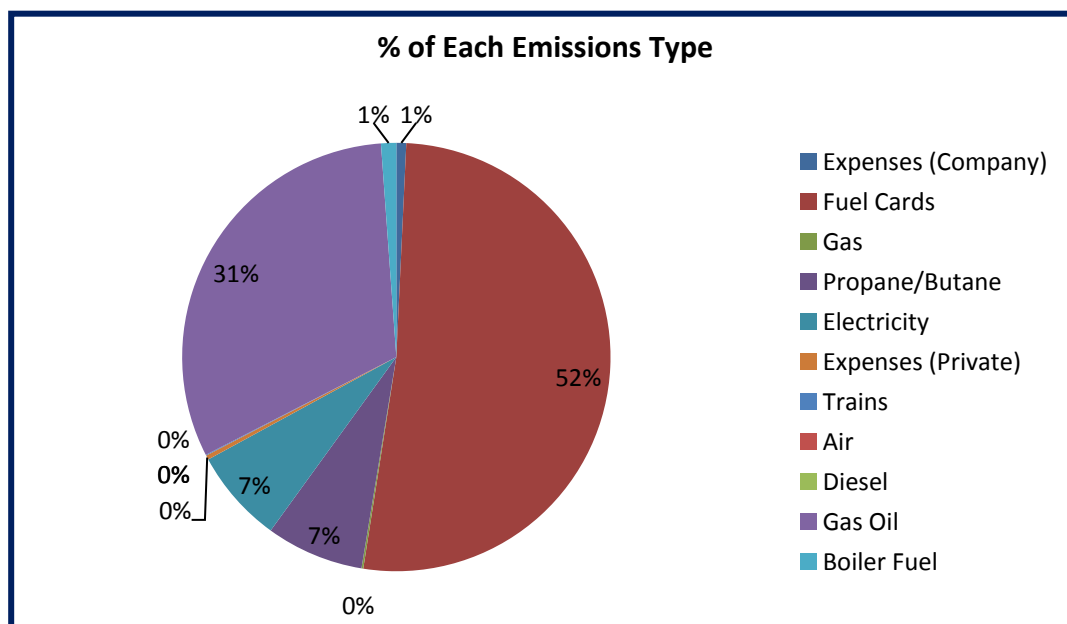
The move over to R12, the Sustainability Audit and issues with being able to report on mileage claims broken down to contract level has prevented updates since November and at that time the data was only available up to August 2018.

This is to be followed up mid-February when more details and hopefully a reinstatement of monthly reporting will start.



Direct emissions are based on self delivery turnover. This is used to see exactly how our actions are impacting emissions.

Emissions	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Expenses (Company)	0.39	0.52	0.43	0.34	1.28	1.90	0.47	1.87	-	-	-	-	5
Fuel Cards	63.59	58.93	86.15	54.63	63.76	59.33	60.12	55.16	-	-	-	-	386
Gas	0.19	0.20	0.31	0.05	0.01	0.57	-	0.00	-	-	-	-	1
Propane/Butane	8.90	3.91	11.29	6.93	8.77	9.10	12.31	10.30	-	-	-	-	49
Electricity	12.80	12.16	13.91	-	7.41	7.17	8.46	6.80	-	-	-	-	53
Expenses (Private)	0.50	0.59	0.62	0.53	0.18	0.40	0.04	0.32	-	-	-	-	3
Trains	0.15	-	0.08	0.19	0.06	0.01	0.08	0.02	-	-	-	-	0
Air	-	-	-	-	-	-	-	-	-	-	-	-	-
Diesel	-	-	-	-	-	-	-	-	-	-	-	-	-
Gas Oil	64.21	80.18	100.69	1.45	11.58	27.28	8.86	10.29	-	-	-	-	285
Boiler Fuel	-	2.54	-	8.59	-	-	-	-	-	-	-	-	11



This is used to focus on our emission reduction efforts on the top three fuel and/or energy sources and where we could make changes to further reduce how many litres of fuel, kgs of propane, electricity and gas we use on the contract.

Annex 1 - Network Resilience

Winter maintenance

Winter Maintenance	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Planned	405	465	469	15	-	-	-	-	-	90	120	120	1684
In time	405	465	469	15	-	-	-	-	-	90	120	120	1684
Performance	100%	100%	100%	100%	-	-	-	-	-	100%	100%	100%	

Annex 2 - Community Development & Stakeholder Management

Symonds Yat

Residents and business owners have been informed via letter of the planned work for Ferrie Lane in January 2019.

A meeting is planned in January between HC/BBLP and DCWW to establish results of the monitoring.

Storesbrook Bridge

Work to Storesbrook Bridge is planned to start on January 8th. No current issues.

Communications

- **Strategy Workshop**

A workshop to progress design of a joint BBLP and Herefordshire Council Public Realm Communications and Engagement Strategy took place in mid-November and outcomes were circulated for further feedback during December. 'Next steps' will be discussed at the Communications Cluster Group meeting on January 18 2019.

- **Proactive planned road, bridge and street work communications**

Work to deliver proactive communications and engagement in relation to planned road, bridge and street works continued during December. Such schemes are most often road closures, but other work can also cause significant disruption due to its duration, location, noise, or because it disrupts access to businesses or public buildings, most often schools.

We delivered additional communications to explain the reasons for such works and the diversion and mitigation arrangements being put in place (e.g. later start times near schools). We also communicated the benefits of council investment in roads and public spaces and illustrated the positive outcomes of work once complete.

Channels for delivering this additional information include stakeholder phone calls, personal visit(s) by staff to individuals or premises, additional emails, letters, social media notifications, media releases, leaflets or any combination of these. This is determined on a case-by-case basis.

The table below shows the number of occasions when more than statutory publicity has been delivered in relation to planned work in each of the past four months *via social media*. The proactive number and proactive percentage columns indicate when communication or engagement action was taken *without* waiting for a call, complaint or social media enquiry from a stakeholder or member of the public.

Communication and engagement in relation to planned work during December was delivered on an entirely proactive basis.

Month	Additional Comms	Proactive	Reactive	Proactive
September	22	20	2	91%
October	41	40	1	98%
November*	60	56	4	93%
December	47	47	0	100%

* November figure has also been updated from November's Performance Report to reflect full month.

We continue to review whether any additional communication or engagement support is required during schemes. We identify any communication or engagement best practice to implement for future schemes.

In addition to scheme information, eight proactive tweets were issued in relation to our Winter Safety campaign and Litter Innovation Trial activity. Our 4,000th Twitter message was published in early December.

- **Communications to support businesses and public venues during roadworks**

Specific work 'to identify options to further assist business premises and public venues affected by road closures' was requested by the Clive Hall. A new standard letter for businesses and residents was implemented in January 2019.

A report on the provision of additional road signage for businesses during closures has also been produced and will be considered by the Communications Cluster Group on January 18 2019. This may, if supported, lead to additional road signs on appropriate occasions.

- **Tweets, New Followers and Profile Visits (@HfdsStreets)**

The average number of Tweets per month between August and November 2018 was 101. The number of Tweets during December was 107.

The average number of new followers between April and July 2018 was 11 a month. The Communications Manager joined in August 2018. The average number of new monthly followers between August and November was 52 a month. There were 39 new followers in December 2018.

The average number of profile visits between April and July 2018 was 784 a month. The average between August and November was 4,373 a month. This is a 557% increase. The number of profile visits during December was 3,467.

- **Impressions (total potential views) and Sentiment (indication of positivity)**

The average number of impressions from @HfdsStreets between August and November 2018 was 83,702 a month. The number of impressions in December 2018 was 101k. Our total potential views (since August 2018) is 1.9million, or around 13,600 people a day on average.

Brand sentiment during December 2018 was 88% positive or neutral, up 2% compared to November.

- **Campaigns**

Road resurfacing campaign tweets between August and December 2018 reached a total potential audience of 900k. Our Winter Campaign tweets, between September and December 2018, reached a potential 143k people. Our Winter Campaign was also featured in Herefordshire Council's public magazine and e-magazine during December and our social media video had been viewed more than 3,200 times by the end of the year.

- **Major Project communications**

BBLP has commissioned work to develop strategic messaging for the Hereford Transport Plan (HTP) from an agency called Copper. This work will underpin communications and engagement activity in 2019 and beyond.

Hereford City centre improvements have continued to be publicised, most recently with communications to update businesses and residents before teams withdrew from Hightown for the Christmas and New Year period. Updates were sent to stakeholders and leaflets were hand-delivered to local shops to update them and thank them for their co-operation.

- **Project and Issue communications**




Working for Herefordshire



HIGH TOWN REFURBISHMENT - COMMERCIAL STREET PHASE

CHRISTMAS UPDATE

After six months of work, the refurbishment of Commercial Street is on track for completion in Spring 2019.

To ensure there is no disruption to the seasonal shopping period, the team will be withdrawing from Commercial Street for the month of December.

We will be back in the New Year to complete delivery of a new vibrant shopping area for residents and visitors.

On behalf of Herefordshire Council, Balfour Beatty Living Places, and the entire project team, we wish you all a safe, Merry Christmas and a Happy New Year.

If you have any questions about the project or would like further information please contact Balfour Beatty on 01432 261800, hightown@balfourbeatty.com or follow us @HfdsStreets.

Thank you for all your ongoing support!

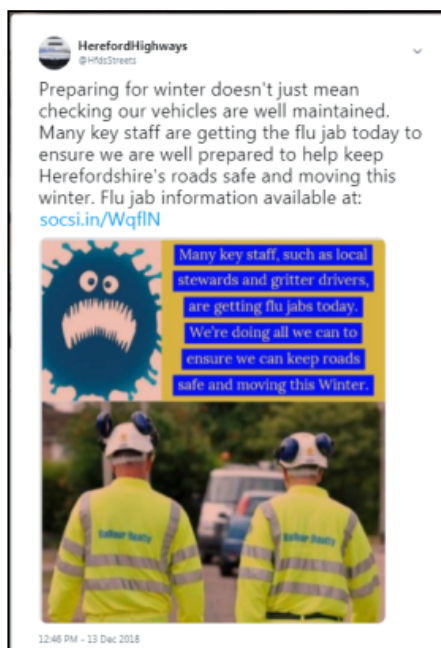
There are currently 32 projects and issues being managed or monitored by the Communications Manager and 10 speed limit reviews, which may become contentious. The projects and issues range in demand from Symonds Yat, Storesbrook Bridge, our winter campaign and on-going development of proactive Public Realm communications for 2019, all of which require significant support. Lower demand (lower risk) activity includes planned consultation and campaign activity and the routine progression and updating of schemes, as well as the day-to-day issue of information about road and bridge closures.

There were a total of 57 projects and issues 'closed' from a communications perspective between August and December 2018. Of these, communications was delivered proactively in relation to 30 matters (53%) and reactively in relation to 27 (47%).

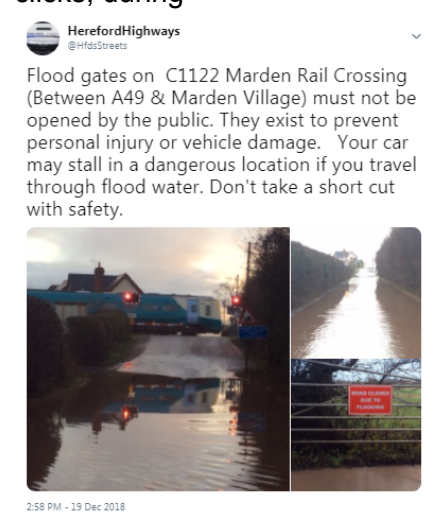
• Top Posts

Our top five posts, measured by December all related to proactive communications about our Winter Campaign or Litter Innovation Trial. With winter, we were also able to link to council health 'self-help' key messages, including flu jabs (first right).

Our top three posts, measured by reach, during December were a warning about opening flood gates, which reached 30K people (far right), a weather warning (27K) and an explanation of delays in completing crossroad resurfacing schemes (17K).



clicks, during



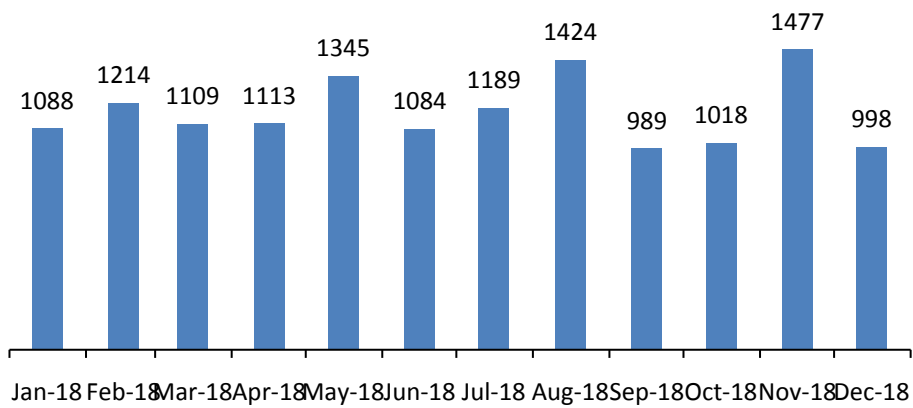
• Media

Three media releases were issued in December, in relation to Commercial Street refurbishment progress, Herefordshire Council's 'Herefordshire Now' publication (featuring Winter Safety) and the Litter Innovation Trial.











Locality Steward Performance

Highway Inspections	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Planned	1088	1214	1109	1113	1345	1084	1189	1424	989	1018	1477	1002	14049
In time	1088	1214	1109	1113	1345	1084	1189	1424	989	1018	1477	998	14045
Performance	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	











Highway Inspections Carried Out



Category 1 Defects raised by Locality Stewards

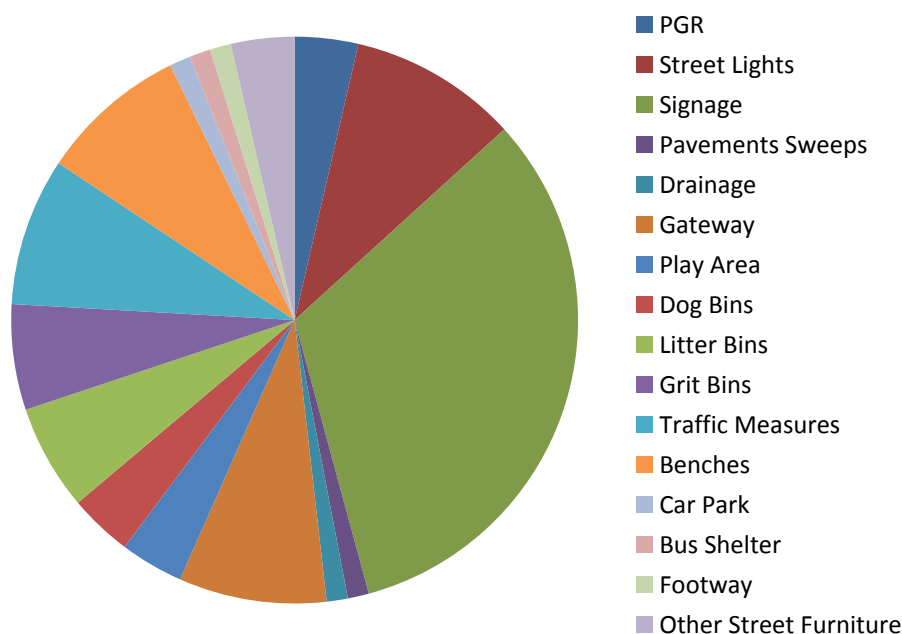
	Locality	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Totals	Short Term Trend
AR03	Hereford	63	33	54	109	53	40	26	33	28	36	31	36	542	
AR02	Golden Valley	73	56	87	99	34	6	10	8	6	11	37	33	460	
AR01	Bromyard	26	28	59	45	20	7	8	3	7	11	16	12	242	
AR07	Mortimer	47	24	35	20	5	4	2	3	3	3	7	16	169	
AR08	Ross-on-Wye	28	9	27	14	19	28	4	8	6	1	12	9	165	
AR04	Kington	33	14	29	20	12	4	4	5	4	2	6	7	140	
AR06	Leominster	20	9	21	29	4	7	11	3	0	10	5	7	126	
AR05	Ledbury	12	16	28	14	12	5	5	5	7	4	3	7	118	
AR09	Weobley	24	5	22	14	1	6	2	3	3	4	2	12	98	
Totals		326	194	362	364	160	107	72	71	64	82	119	139	2,060	

Category 2 Defects raised by Locality Stewards

	Locality	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Totals	Short Term Trend
AR03	Hereford	427	750	539	765	684	680	615	695	319	488	411	405	6,778	
AR02	Golden Valley	378	562	610	757	788	225	320	558	332	259	396	264	5,449	
AR01	Bromyard	263	277	580	531	445	357	204	227	187	269	529	317	4,186	
AR08	Ross-on-Wye	317	366	349	689	807	290	154	247	105	327	344	179	4,174	
AR05	Ledbury	148	339	304	711	662	156	262	433	180	369	454	117	4,135	
AR04	Kington	449	420	361	582	164	223	141	301	240	391	326	202	3,800	
AR07	Mortimer	511	325	200	370	256	167	334	482	367	258	190	80	3,540	
AR06	Leominster	391	334	237	282	405	285	155	255	116	195	161	104	2,920	
AR09	Weobley	527	266	200	145	170	191	129	151	143	233	308	169	2,632	
Totals		3,411	3,639	3,380	4,832	4,381	2,574	2,314	3,349	1,989	2,789	3,119	1,837	37,614	

Community Commissioning

The number of projects within the commissioning model has now increased to 86. Of these, 12 have now been completed and 34 have been archived.



Project Stages

Stage 1 - Is the request feasible/suitable?	18
Stage 2 - Sent to commercial for quote	5
Stage 3 - Quote sent to HC for approval	2
Stage 4 - Quote sent to parish	7
Stage 5 - Quote accepted, desktop work to proceed	3
Stage 6 - Install asset or undertake survey	4
Stage 7 – Works completed	12

Not Proceeding: *There are various reasons for an enquiry not proceeding such as:*

- *where the enquiry has been deemed not suitable*
- *where the community have not identified the level of funds required to carry out the work*
- *where the work is more suited to service delivery via the Lengthsman/ P3 scheme*
- *where the work was dependent on the landowner's agreement*

Projects completed:	12
Projects not proceeding:	34
Total number of projects:	86
Total value of completed projects:	£8,923.78
Total value of invoices paid:	£7,555.59
Total value of outstanding invoices:	£6,262.80
Total value of invoices for HC approval:	£379.96
Total value of quoted works:	£36,274.33
Total value of active projects:	£59,396.46
Total value of projects not proceeding:	£25,442.75
Total scheme value:	£87,473.03

Requests in December:

Four requests have been made in December. This includes one request for a signalised pedestrian crossing, one request to replace a vandalised litter bin, one request for a street lighting project, and one request for play equipment.

The Community Commissioning Traffic Engineering and Village Gateway Schemes are documented in Annex 9.

P3 Parish Paths Partnership

The P3 scheme is the parish paths partnership between Herefordshire Council and County Parishes that enable parishes to use government grants to deliver local projects to maintain public rights of way.

The accumulated amount spent by Parishes:

Month	Materials	Grant
Jul 18	£1,644.00	£509.81
Aug 18	£1,812.55	£1,302.74
Sep 18	£4,923.00	£2,502.76
Oct 18	£5,360.00	£3,470.09
Nov 18	£5,360.00	£5,153.80
Dec 18	7,054.00	£5,153.80

Parishes continue to question why Herefordshire Council will be reducing the grant contribution to zero from the 1st April 2019. Documents such as the expression of interest forms have not yet been sent out to parishes to identify how many will continue with the scheme when the grant contribution is reduced, however these will be sent out shortly.

Customer interactions

Litter picks	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Loaned	2	2	22	15	4	14	8	5	3	3	5	0	83
Returned	2	2	22	15	4	14	8	5	3	3	5	0	83

Instances	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Complaints due to be completed in month	6	6	7	8	6	7	4	3	8	4	6	4	69
Complaints Resolved in time	6	6	7	8	6	7	4	3	8	4	6	4	69
Complaint Performance	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Compliments	5	10	15	8	8	11	8	10	10	14	7	1	107
Total Requests for Services	1929	1488	1697	1467	1157	1013	1023	1016	1000	1206	1026	840	14862
Via Phone	1166 (60%)	904 (61%)	870 (51%)	857 (58%)	791 (68%)	794 (78%)	812 (79%)	807 (79%)	791 (79%)	940 (78%)	688 (67%)	464 (55%)	9884
Via Web	763 (40%)	584 (39%)	827 (49%)	610 (42%)	366 (32%)	219 (22%)	211 (21%)	209 (21%)	209 (21%)	266 (22%)	274 (27%)	305 (36%)	4843
*Via App									44 (4%)	70 (6%)	64 (6%)	71 (9%)	249
Calls taken	1611	1525	1756	1560	1343	1307	1406	1156	1181	1351	1122	729	16047
FOI Received	6	12	13	13	16	4	11	15	10	16	5	5	126
FOI Outstanding	1	2	7	1	4	7	0	1	3	0	2	0	

*New reporting application came into force from September 2018

Instances	Dec 18	Dec 17	Dec 16	Dec 15
Complaints	4	3	3	7
Compliments	1	16	8	62
Total Requests for Services	804	700	463	571
Requests for Services via phone	428 (53%)	276	124	135
Requests for Services via website	305 (38%)			
Requests for Services via app	71 (9%)			
Calls taken	729	1132	740	705

Compliments

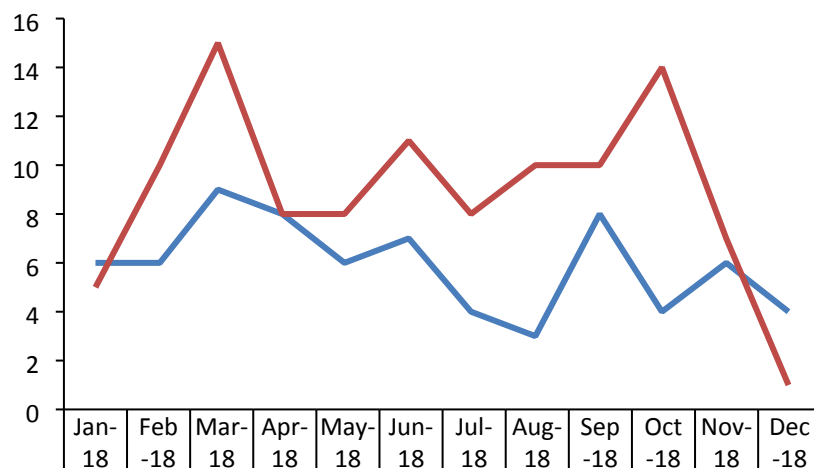
Compliments	Reference Nos	Brief detail of compliment
1	11064206	On behalf of Hereford Triathlon Club I'd like to say a huge thank you to you and all of the staff at Balfour Beatty for allowing us to use the car park once again

Complaint

Complaints	Confirm Reference	HC Reference	Brief detail of complaint	Action taken
1	11063995	IAT-017489	Complaint regarding lack of action in relation to a block gulley, which is causing property to flood.	Letter issued advising that we have spoken to both the LS for the area and the Drainage Supervisor and the gullies in the area have been jetted and the connections proved and that a neighbour of the complainant had requested a site meeting at which he witnessed water being flushed through the gullies with no problem or blockage. The complainant was advised to approach either Welsh Water or another independent body to have the water tested as the problem may be coming from another source.
2	11063740	IAT-017398	Complaint about land at the side of the complainant's property where there are overgrown trees and bushes and the appearance of rats.	Letter issued advising that we are unable to clear shrubbery and vegetation from the side of the complainant's property as it is not causing a safety issue to highway users. The letter also noted that we do not carry out any form of pest control.
3	11064202	IAT-017523	Complaint in relation to condition of byway Ferrie Lane / Washings Lane and that due to the C1257 being closed cars are being forced to use the byway which isn't suitable for levels of use.	Symonds Yat response letter issued

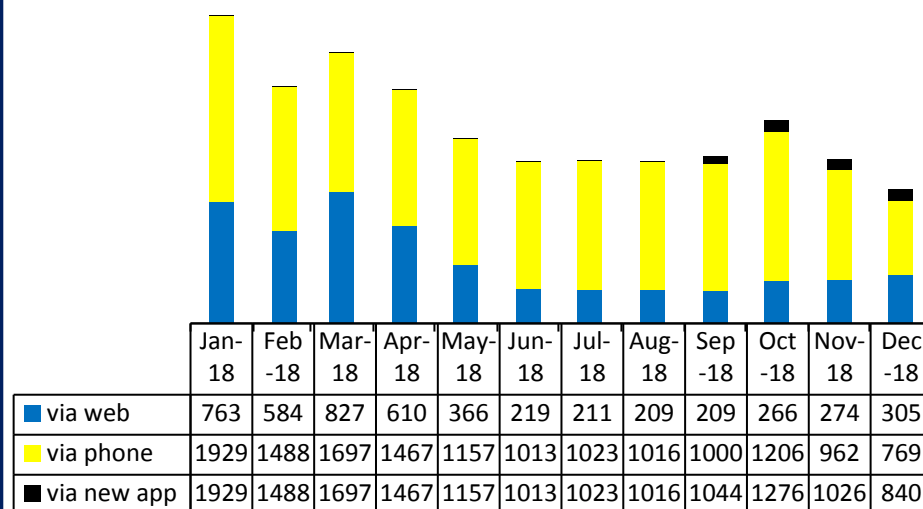
4	11063741	IAT-07412	Complaint about facing another winter where only half the lights on the Victoria footbridge work	Letter issued advising that our inspections to date have established that the fault with the street lights on Victoria bridge is likely to be in the junction box which is fitted below the deck of the bridge near the mid span. To enable access to the junction box the bridge will need to be closed for a period of time (1-2 weeks possibly) and a scaffold erected. Currently we plan to conjoin this erection of scaffolding with a full inspection of the bridge structure which is due to take place in 2019.
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Compliments & Complaints



Complaints	6	6	9	8	6	7	4	3	8	4	6	4
Compliments	5	10	15	8	8	11	8	10	10	14	7	1

Request for Services Breakdown



Service Requests

Service Type	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total
Arboriculture	93	30	27	38	83	175	144	140	104	105	60	22	1021
Asset Management / Programme	1	0	0	0	0	0	0	0	0	0	0	0	1
Bridges & Structures	0	0	0	0	0	1	0	3	1	1	0	1	7
Burial Service	25	13	28	17	14	14	21	20	16	19	14	6	207
Cycleways	0	0	0	0	0	0	0	0	0	0	0	0	0
Drainage / Gullies	149	66	164	146	110	62	48	85	54	56	55	85	1080
Freedom Of Information	6	12	13	13	16	17	11	15	10	16	5	5	139
HC Web Reports Generic	3	9	5	13	6	0	1	4	11	10	6	2	70
High Profile Response	3	1	4	0	1	5	6	4	0	1	7	0	32
Footway Condition	12	19	8	12	12	7	16	17	17	12	10	5	147
Highway Condition	92	84	65	114	94	70	53	49	54	82	78	58	893
Highway Maintenance Other	169	126	125	101	139	155	129	156	98	100	119	71	1488
Highway General Maintenance	0	0	0	0	1	0	0	0	0	0	0	0	1
Mud on Highway	12	6	7	11	2	2	0	8	1	10	11	16	86
Potholes	926	740	955	652	288	160	134	110	94	101	151	197	4508
Road Markings - Defective	8	15	9	11	10	7	8	9	10	11	6	11	115
Grit Bins	41	60	51	2	3	1	0	5	4	16	13	32	228
Sign Collection	10	5	13	8	9	4	2	4	6	1	2	5	69
Highway Improvement	15	13	9	10	11	10	10	14	14	13	14	5	138
Highway Incident / Emergency	2	1	8	3	4	1	4	2	2	3	3	1	34
Highway Obstructions	4	6	11	12	9	14	11	9	10	18	11	3	118
Highway Urgents	6	5	3	10	3	5	5	4	8	6	4	4	63
Insurance - RED Claims	32	25	16	45	47	57	100	104	24	18	10	7	485
Out Of Hours (Standby)	0	0	0	0	0	1	0	8	0	0	0	0	9
Parks & Open Spaces	0	0	1	1	6	13	6	2	5	1	0	1	36
Playground Maintenance	0	0	0	3	1	2	2	2	1	1	0	0	12
PROW - Enforcement	42	55	26	56	65	41	46	37	26	47	29	12	482
PROW - Maintenance	55	47	37	57	61	48	64	47	33	71	54	38	612
PROW - Notices/Searches/Map	2	4	2	3	0	2	4	5	5	2	4	5	38
Abandoned Vehicle	0	4	2	1	2	5	2	1	1	2	4	1	25
Fly Tipping	118	76	67	65	66	54	53	65	41	59	51	35	750
Litter	72	50	38	61	62	50	99	49	59	64	27	19	650
Needles	1	0	2	2	4	2	3	1	4	5	4	1	29
Sweeping	8	5	4	2	6	7	5	3	10	13	17	9	89
Graffiti	5	4	4	0	3	0	2	11	2	2	5	12	50
Street Lighting	1	0	1	1	0	1	0	0	0	0	1	0	5

Street Works & Enforcement	21	15	9	6	18	23	34	23	24	26	19	14	232
Traffic Management	21	10	10	9	11	9	15	8	13	28	32	22	188
Traffic Signal Maintenance	0	0	0	0	0	0	0	0	1	0	0	0	1
Traffic Signals	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	243	292	206	135	876
Total	1955	1506	1724	1485	1167	1025	1038	1024	1006	1212	1032	840	15014

Annex 3 - End to End Network Improvement

HEREFORD TRANSPORT PACKAGE

- Continued development of the design on the preferred route and ATMs following the cabinet decision in July.
- Final arrangements being made for the consultation for the Active Travel Measures commencing on 28th Jan.
- Phase 1 of the Ground Investigation works was completed in December with Phase 2 works planned for the New Year using specially laid tracks to access over difficult ground conditions.
- S35 application still being discussed with DfT with a view to establishing the planning route to for the scheme.
- Work on the bid for Homes England Funding (HIF) has continued with HC, BBLP and WSP all providing input. Bid submission planned for 01st March.
- The red-line boundary for the scheme has been developed and updated and has been used to discuss mitigation proposals with stakeholders including Natural England.

SOUTH WYE TRANSPORT PACKAGE (Including South Link Road)

- PI closed 13.11.18 with inspectors report anticipated within 10 weeks, SoS decision to follow within 10 weeks. 1No statutory objection (Kitcheners) & 20No Non statutory remained at close of PI. Final business case submission programmed 04/19
- Land Acquisition–Finalisation of Agreements with all landowner's pending minor amendments to enable signing of contracts. Negotiations with Kitcheners ongoing. Advance purchase of Watkins A49 land complete.
- Procurement –Tender evaluation report complete, preferred contractor notification Jan 19.
- Construction Programme – Public Inquiry impact on construction commencement with anticipated start Spring 2019. Early engagement (12/18) with utility companies for procurement of materials in advance of diversion works will require spend in advance of confirmation of funding.
- GCN works programmed Spring 2019 in advance of construction. Archaeological works commenced end Nov 18 for 7 weeks.
- Holme Lacy Road- concept design prepared which considered inspiration study commissioned by Civic Society. Stakeholder consultation Feb19.

HEREFORD CITY CENTRE TRANSPORT PACKAGE: CITY LINK ROAD

- Opened to traffic on 17th December.
- Barrs Court Junction works completed Alun Griffiths currently undertaking snagging works and are due to leave site early February.
- TRO's Draft Objections report issued by WSP for review by BBLP.
- Final report to follow for Cabinet Member approval by end of January.

Widemarsh Brook Diversion and Attenuation pond:

- Pre-planning advice sought for the 2 preferred options (Gabion RW & Gabion/reinforced Earth hybrid RW).
- Planners preferred Hybrid Option and this will be taken forward to detailed design and planning.
- Awaiting confirmation from planners on specific planning requirements.
- Temporary drainage works are being delivered in Police Training ground to ensure area/drainage of road is safe in advance of final solution.
- Additional brook crossing (culvert or bridge) into development plot may be considered once preferred RW option is decided.

ATM- Bus Strategy/Transport Hub & Public Realm Works:

- Baseline report issued to HC for comments.
- Bus strategy target completion March 2018.
- Transport Hub and Public Realm works will commence on completion of Bus Strategy.

HEREFORD CITY CENTRE IMPROVEMENTS: HIGH TOWN

- **Traffic Signals:** 28 Day Fault Free Period prior to Signals being taken into maintenance continues to be problematic.
- **CLR TROs:** TRO's currently with HC Legal for sealing prior to Notice of Making.
- **Prior Street Contraflow Cycleway:** HE support proposals for a cul-de-sac on Prior Street. BBLP developing a proposal to take forward to detailed design
- **Hopton Road One Way:** Works completed
- **Widemarsh Brook Diversion and Attenuation pond:** Option 4 (Gabion/Reinforced Earth Hybrid) selected for detailed design.
- Following external tender exercise, consultants Mott MacDonald are being appointed to undertake the project.
- **ATM- Bus Strategy/Transport Hub & Public Realm Works** –Outline design of Transport Hub has been tendered externally to demonstrate value for money. Following the tender appraisal WSP are being appointed to undertake the project.

Annex 4 - Development control**Section 38 Agreements**

Where a planning application involves a new estate road, developers are required to design them to standards approved by HC. Following the granting of planning permission and before commencing construction on site, developers are required to enter into an agreement and supply a bond covering the full cost of the road construction under Section 38 of The Highways Act 1980.

IN SCOPE

- Supervision and inspection

- Street lighting design, supervision and inspection
- Roadworks supervision
- Structures supervision & Approval in Principle

Where a planning application involves a new estate road, developers are required to design them to standards approved by HC. Following the granting of planning permission and before commencing construction on site, developers are required to enter into an agreement and supply a bond covering the full cost of the road construction under Section 38 of The Highways Act 1980.

IN SCOPE

- Supervision and inspection
- Street lighting design, supervision and inspection
- Roadworks supervision
- Structures supervision & Approval in Principle

Table 1- Section 38 / S278 Supervision

Section 38/278 Inspections	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18
No. Sites Mid Build	45	25	25	25	25	27	30	31	33	35	37	38
No. Sites Built but not yet adopted	19	18	18	18	18	18	18	18	25	25	25	19
No. Sites which may progress over the next 12 months	20	21	21	21	21	19	16	16	22	22	20	25

Type*	Scheme	Proposal Submitted	Service Order received/Status	Value
SL	Leadon Way- Ledbury	Yes	Complete	£3,028.26
SL	Gadbridge Road, Weobley	Yes	Complete	£497.09
SL	Weston Under Penyard	Yes	Complete	£347.02
TA	Three Crosses	Yes	Complete	£1,657.96
SL	Holmer West Phase 2 Link Road	Yes	Complete	£1,757.39
SL	Holmer East	Yes	Yes- Underway	£479.76
SL	S38 Hereford Medical Centre	No	To be submitted	tbc

*: TA- Technical Audit, AIP- Structural Approval in Principle, SL- Street Lighting Design

Section 278 Agreements

Where a development requires work to be carried out within the boundaries of the existing highway and HC is satisfied that the works will be of benefit to the public, an agreement will need to be completed between the developer and Herefordshire Council under Section 278 of The Highways Act 1980. These works could incorporate items such as traffic calming, new roundabouts, traffic signals or other junction improvements. Under the provisions of Section 278, the developer can:

- Be appointed as the Authority's Agent to carry out the works at their own expense in which case the agreement must be supported by a bond.

- Contribute towards the future maintenance of the completed works with a commuted sum.

IN SCOPE

- Provision of design services for works agreed under S278 – see Annex 3 for details of this provision.
- Highway design, supervision and inspection
- Street lighting design, supervision and inspection
- Design checks (from Approval in Principle to Technical Approval)
- Progression of scheme related TROs (ref. Annex 9)
- Supervision to provide quality assurance

NOT IN SCOPE

- Negotiation of agreements with developers

Section 106 Agreements

Under Section 106 of the Town and Country Planning Act 1990 a developer can enter into a planning agreement to provide financial contributions towards highway works and improvements required as a result of the new development.

IN SCOPE

- Provision of design and build services for works agreed under S106 – see Annex 3 for details of this provision.
- Provision of scheme costs.

NOT IN SCOPE

Negotiation of agreements with developers

Table 2 - S106 live scheme table

Scheme	S106 Contribution	Stage/ Order Value	Comments April 2018
Holmer & Shelwick (inc Attwood Lane)	Combined £707,517.00	Design (£75,208.77)	Public consultation completed. Responses to be collated to take forward preferred schemes of works.
Whitbourne	£29,335.27	Design (£3,440.20)	Ward Member and Parish provided guidance on preferred package. Construction target cost to be finalised and submitted upon agreement of works and method of delivery (use of commissioning model).
Brookmill Close (Drainage)	£28,004.01	Scoping/ Investigation	Scheme carried over into 2018-19. Stakeholder engagement continuing after preparation of options report.
Haywood Lane	£78,394.00	Design	Construction target cost submitted. Funds reallocated to deliver scheme in New Year
Pomona Place	£55,415.58	Design	Works completed
Former Rosswyn Hotel	£12,711.00	Design	Alternative design under review following Town Council input.
Broomy Hill	£30,000.00	Design	Design works underway. Target cost submitted for provision of layby. Revised priority to undertake speed survey and assess condition of Vehicle Activated Speed signs.
Little Dewchurch	£15,000.00	Design	Design works underway. Construction target cost and concept scheme to be submitted.

Credenhill (Taste for Adventure)	£15,000	Completed	Works undertaken for extension of 30mph along A480.
Whithouse Farm, Kingstone	£74,433.85	Construction and further Design	Initial works completed early December. Previous scheme reviewed and new scoping exercise undertaken including meeting with Ward Member.
Shobdon	£15,265.21	Design	Proposal for signal installation submitted after design and ducting works undertaken.
Former Whitecross School, Hereford	£143,881.10	Design	Design works to finalise construction package underway.
Southbank Road, Hereford	£24,080	Design	Proposal submitted to take forward design works of local improvements to footway and crossing points.
Maesyderi and other sites in Kington	£162,000	Design	Proposal prepared but placed on hold until Parish Council review preferred options to take forward
Bishops Frome, Haulage Yard	£1,900	Commissioning Model	Parish using funds to install new village gateway signage
Wellington (Parsonage Farm/Church House Farm)	£46,950	Design	Met with Town Council. Initial proposal submitted with ongoing dialogue to determine other preferred schemes to take forward.
Ross-On-Wye (various)	£48,500	Design	On hold pending possible market town study in FY19-20
Newport Street, Cusop	£6,681.00	Scoping	Request for lining and signing works to be undertaken. Proposal being formulated.
Land to the south of Martindale/ Croftmead & St Marys Farm, Kingsland	£72,624.00	Design	Construction target cost and scheme to be submitted.
St Marys School Lugwardine	£3,649.06 (proposal)	Design	Footpath and visibility improvements to school entrance. Design underway with expected construction February half term.
Englands Gate, Bodenham	£103,461.7	Scoping/Design	Footpath feasibility from development to village centre underway
Other Sites	Scheme proposals to be developed throughout the year to accord with the list of schemes in the Annex. Preparation of list for FY 19-20 submitted to Contract officer for review.		

Annex 5 - Fleet management

Servicing

Hereford Council Vehicles	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Light commercial vehicles due for service	7	4	6	0	4	4	4	8	1	2	3	2	
Light commercial vehicles serviced	6	4	6	0	3	4	4	8	1	2	3	2	43
Heavy Goods vehicles due for service	6	11	8	7	0	1	0	0	2	2	2	0	
Heavy Goods vehicles serviced	6	10	8	7	0	1	0	0	2	2	2	0	38
Heavy Goods vehicles due for inspection	17	11	8	11	1	1	1	1	3	3	6	12	
Heavy Goods vehicles inspected	17	10	8	11	1	1	1	1	3	3	6	12	74
BBLP Vehicles													
Light commercial vehicles due for service	0	0	2	7	0	0	0	6	6	2	4	1	
Light commercial vehicles serviced	0	0	2	7	0	0	0	6	6	2	4	1	

Heavy Goods vehicles due for service	5	6	12	9	5	7	7	6	5	5	8	0	
Heavy Goods vehicles serviced	5	6	12	9	5	7	7	6	5	5	8	0	

Inspections

BBLP Vehicles													
	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Totals
Heavy Goods Vehicles Inspected	19	11	19	13	14	13	20	13	11	11	14	15	173
Heavy Goods Vehicles with minor faults referred for repair	0	0	0	0	2	0	0	4	0	1	0	23	30
Heavy goods Vehicles with major faults referred for repair	0	0	0	0	0	0	3	1	0	0	0	0	4

Hereford Council Licensed Taxi Testing

Taxis	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Totals
No of taxis tested	40	28	31	22	36	21	26	43	36	35	36	26	380
No of taxis passing first time	35	19	23	11	21	13	18	30	17	23	22	13	245
Performance	87.5%	68%	71%	50%	58%	62%	69%	70%	47%	66%	61%	50%	
No of taxis retested				9	13	7	6	9	17	12	14	12	99

Accidents

Nos	Accident details	HC or BBLP Vehicle	Registration	Type of vehicle
1.	FM vehicle, DS18KCJ, hit by third party vehicle in traffic que, third party fault	BBLP	DS18KCJ	Panel van

Vehicle and Plant Damage

Month	No of vehicle accidents	HCC driver at fault	Balfour Beatty driver at fault	Third Party fault
Jan 18	1	0	1	0
Feb 18	1	0	1	0
Mar 18	1	0	1	0
	1	0	1	0

Apr 18				
May 18	1	0	0	1
Jun 18	0	0	0	0
Jul 17	2	0	1	0
Aug 18	2	0	1	2
Sep 18	1	0	1	0
Oct 18	0	0	0	0
Nov 18	1	0	1	0
Dec 18	1	0	0	1
Totals				

Vehicle and Plant Damage Costs

		Cost		Funded by BBLP or HC	
Balfour Beatty Plant and Vehicle Damage		1	427.60	BBLP	
HCC Plant and vehicle Damage		-	0	0	
1	Back pack Blower stolen and replaced. Cost above				

Annex 6 - Parks and open spaces, landscaping, verges and trees

Balfour Beatty Living Places manage Herefordshire's Parks, Open Spaces, landscaping, verges and trees to ensure the Public Realm is accessible, safe, clean and well-maintained. Core grounds maintenance related services include:

- Grass Cutting and Maintenance
- Sports Pitch Maintenance
- Arboriculture Maintenance(including tree surveys)
- Chemical Applications
- Bereavement Services (Cemeteries Maintenance and Grave Digging)
- Playgrounds

Grounds Maintenance Annual Programme of Activity

Annual Grounds Maintenance Programme	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

High Amenity Cuts												
Amenity Grass Cuts												
Verge Cuts												
Visibility Fencing & Vis-splaying												
Tree/Branch clearance												
Hedge Cuts												

High Amenity Cuts

Amenity cuts cover box mowing, which is mowing to a higher specification that is generally needed and includes children's play areas and the Cathedral in Hereford, and the remaining grass areas in Herefordshire.

Amenity Grass Cuts

The timing of grass cutting is important, particularly the first cut of the growing season if undertaken too early then grass height is likely to be low and if too late can lead to additional effort to cut the grass and results in larger quantities of cut grass on the ground. The timing of the first cut also impacts on the timing of subsequent cuts and therefore the delivery programme. With this in mind the weather forecasts are reviewed and feedback from staff and operatives is taken into account to achieve the optimum timing of the first cut. Schedules will be amended accordingly to reflect potential changes to the start of the cutting programme.

Verge Cuts

Two verge cuts and strimming per year are programmed to take place between April and September to ensure safety on the highways network. Regular review meetings will be held between BBLP and verge contractors to monitor progress of the programme. Verge cuts tend to be up to one metre cut from the edge of the verge.

Grass Cutting	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Planned	-	-	-	628	628	628	628	-	511	-	-	-	3023
In time	-	-	-	528	628	565	628	-	185	-	-	-	2534
Performance	-	-	-	84%	100%	90%	100%	-	36%	-	-	-	

Visibility fencing & Vis-splays

Visibility fencing is where a fence needs to have the vegetation cut back to improve visibility as cars come up to junctions and, in the same way, vis-splays are where the verge needs to be cut back. This is important to maintain to ensure good through visibility for road users.

As and where required, the landlord's approval is sought. Where there are no safety concerns, the Grounds Maintenance Supervisor works with HC and the Locality Stewards to identify any sites where visibility fencing may not be required to be maintained.

Hedge Cuts

The programme of hedge cuts runs from October to February due to birds nesting from March to September. If there is a safety issue or some urgent need to trim a hedge during the months March to September it is necessary to undertake a bird nesting survey of the hedge which determines actions that need to be taken in order to cut back the hedge. The last hedge survey undertaken was in Oak Crescent, Holme Lacy Road, next to St Martins Church as there was a safety concern of vehicles coming out at the junction and seeing clearly enough. These surveys are taken place only when there is sufficient risk to justify disturbing wildlife.

Tree/branch clearance

The reactive maintenance element of the grounds maintenance service increases with severe weather, and assets such as trees can be affected, falling on the highway or having the potential to do so. In this event the operatives use their training to use grounds maintenance equipment to cater for this situation.

General safety inspections are undertaken by Locality Stewards with the knowledge and training to identify risks to pedestrians and road users from trees.

Tree Surveys

Herefordshire has approximately 26,000 trees, 15,000 of which are in Hereford with the rest distributed around the county. Tree surveys are carried out every five years and within the five year period, should a tree be identified as being a potential danger to the public and/or road users, further assessments can be made.

Annex 7 - Managing Water on the Network

Asset Management of public realm Highway and Land Drainage Assets that are the responsibility of HC and providing services supporting HC as a Lead Local Flood Authority. This includes:

Highway Drainage

- A risk-based approach to inspection, cyclical and preventative maintenance of highway drainage assets accordance with the HMP and Well Managed Highways.

Carry out the service in line with the 2012 Highways Maintenance Efficiency Programme (HMEP) Guidance on the management of highway drainage assets.

Land Drainage

- Discharge HC's responsibilities under the Land Drainage Act in consenting and enforcing but to also manage and deliver the programme of rehabilitation, maintenance

and improvement works on HC's land drainage assets, including culverts, grills and watercourses.

- Working with the local water authorities, Environment Agency (EA), Parish Councils and land owners to ensure the most effective management of surface water systems and drainage in Herefordshire.

Flood Risk Management

- Under delegated responsibilities, act on behalf of HC in their role as LLFA
- Selectively, undertake studies to enable funding grants to be accessed for Flood Risk reduction works.
- Carry out investigations of flooding incidents, in accordance with agreed quality plans that use a risk based approach to determining the need for investigations.
- Provision of drainage/flooding technical advice regarding planning applications.

Minor Planning Applications (responded within 21 days)	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Totals
Received	42	59	58	31	35	55	66	43	35	70	55	60	609
In Time	26	36	48	27	33	43	57	35	31	58	44	36	474
Out of Time	16	23	10	4	2	12	9	8	4	12	11	24	135
Performance	62%	61%	83%	87%	94%	78%	86%	81%	89%	83%	80%	60%	

Major Planning Applications are not included in the above as they are out of BBLP control and dependent on developers.

Drainage Enquiries (City & South)	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Enquiries closed in month	18	44	10	26	16	32	20	49	37	16	29	21	318
Outstanding enquiries	17	12	18	15	29	17	9	2	6	12	14	26	
Enquiries closed YTD	18	62	72	98	114	146	166	215	252	268	297	318	
Number of inspections carried out in month	8	1	11	0	0	1	23	0	5	0	0	0	49
Outstanding inspections for year	12	11	0	60	60	83	56	58	53	53	53	53	

Drainage Enquiries (North)	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Enquiries closed in month	14	8	3	7	19	4	7	22	12	25	11	6	138
Outstanding enquiries	14	17	23	27	20	23	21	17	20	8	10	20	
Enquiries closed YTD	14	22	25	32	51	55	62	84	96	121	132	138	
Number of inspections carried out in month	20	7	7	0	0	0	21	28	24	16	13	0	136
Outstanding inspections for year	14	7	0	71	71	96	94	88	64	48	46	46	

Gully Cleansing	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Planned	722	688	791	756	792	792	756	828	792	756	862	792	9327
Planned (In time)	722	700	610	621	722	771	737	757	763	832	792	602	8629
Additional cleanses	0	12	0	0	0	0	0	0	0	76	0	0	88
Performance	100%	100%	77%	82%	91%	97%	97%	91%	96%	100%	92%	76%	

The annual programme for Gully Cleansing was not adjusted to take into consideration of operatives having a weeks leave over the Christmas period and an early warning should have been raised. Had the plan been amended then the likely threshold would have been circa 590 and shows that we were on target to meet the threshold but for the leave.

Annex 8 - Asset Management

This service carries out the asset management approach as detailed in Herefordshire's Transport Asset Management Plan. In line with this, the strategic management and maintenance of highway infrastructure assets will focus on the lifecycle (cradle to grave) approach for the five main asset groups:

- Carriageways
- Highway Bridges and Safety Barriers
- Footways and Cycle ways
- Highway and Flood risk Drainage
- Street Lighting and Traffic Signals

Specific Activities Undertaken as Part of This Service:

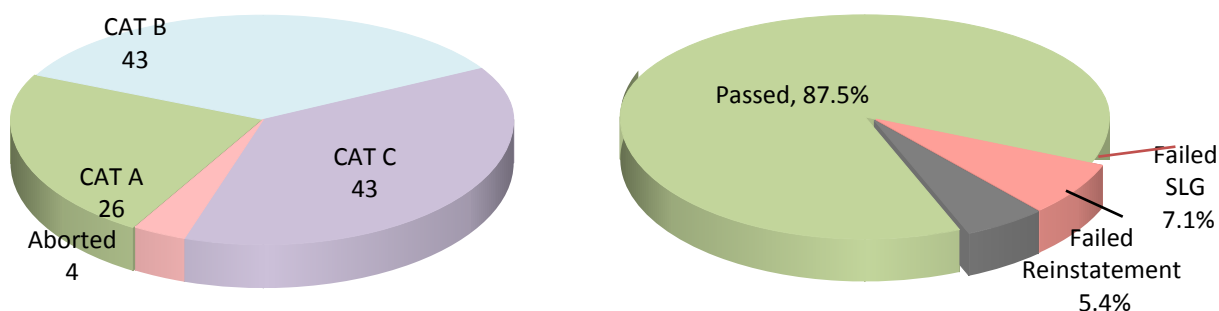
- Inspections to understand and measure the condition of the assets
- Assessment of maintenance requirements and approaches based on deterioration and Lifecycle Planning.
- Preparing additional funding bids
- Tracking and monitoring of Network Risk
- Prioritisation of resources within an asset group and across the asset groups based on agreed factors, which are based on national guidance and local policy
- Control of new assets joining the network and disposal of assets at the end of their useful life.

ASSM Highways Enquiries	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18
Outstanding Enquiries	163	199	216	256	304	326	301	353	374	395	440	483
Resolved in month	18	6	0	23	2	2	45	0	0	0	0	0

Annex 9 - Network Management & Traffic

1 NRSWA – Streetworks Report

To monitor the performance of statutory utility works 116 random inspections were attended to during the month of December, the breakdown & results of these were as follows :



The on-going annual performance figures for the financial year to day for each Promoter are as follows:

Defect Type :		National Grid	BT	Western Power	Severn Trent	Welsh Water	Wales & West	Gigaclear
Signing Lighting & Guarding		14.3%	8.8%	25.0%	0.0%	33.8%	0.0%	14.6%
(N° Defects)		6	10	11	0	52	0	7
Reinstatements		12.7%	4.8%	7.7%	12.5%	8.0%	0.0%	35.6%
(N° Defects)		8	14	4	1	26	0	26

The total number of streetworks notices received for the month was 1948 with 772 individual sets of works being undertaken. The following table is a breakdown of notices by promoter by month for the current fiscal year :

Month	National Grid Gas	BT Openreach	Western Power	Severn Trent Water	Welsh Water	Wales & West Utilities	Gigaclear	BBLP	Other
December	135	355	149	33	631	20	195	399	31
November	173	407	195	12	982	31	231	374	81
October	109	502	207	14	899	23	212	338	53
September	99	354	130	24	770	27	255	109	54
August	109	410	149	11	944	3	319	130	21
July	87	436	186	25	1091	8	305	348	38
June	60	378	161	26	934	0	178	298	32
May	104	471	235	30	1100	31	135	432	40
April	97	342	176	19	944	21	47	348	30

Other reportable stats by month for the current fiscal year are :

	N° Days Network Occupied	Overrun Days (included)	Private Licences (s50)	S81 Notices Raised	Traffic Signals Deployed
December	1127	2	0	4	72
November	1479	4	7	13	140
October	1540	48	2	42	138
September	1380	19	1	32	120
August	1404	30	6	34	130
July	1597	10	1	15	138
June	1325	41	8	12	141
May	1493	36	2	16	134
April	1880	37	5	14	147

2. Traffic Regulation Orders

TRO Annual Plan Programme - Prioritised requests primarily from Parish Councils and Local Members.

	Location(s)	Scheme Type & Notes	Next Stage	Expected Completion Date
1	Gorsley School,	Speed Limits: Initial assessments and report with recommendation for no change to the speed limit was discussed in the Cabinet Members Briefing on 21 March 2017. The report was remitted to the Traffic Management Team for further consideration and assessment of alternative options.	Assessment at Gorsley School has commenced.	Mar 2019
2	Winforton East and West	Objections have been received in response to NoP – Objection Report submitted June 2018.	Winforton – Objection Report Decision Notice	July 2019
3	Broad Oak & Garway	Sign works completed week commencing 2 Dec 2018		Broad Oak and Garway – Completed Dec 2018
4	Much Birch School	Waiting Restrictions: Scheme Completed investigations into consequential effect has commenced	Completed	Feb 2019
5	Trumpet Cross to Prestons Cross	Speed Limit: Report recommending no change to speed limit submitted to H.C 23 Jan 2018	Decision Notice	Dec 2018

	Location(s)	Scheme Type & Notes	Next Stage	Expected Completion Date
6	A44 Monkland Inc Pleck lane	Speed Limit: NoP closed on 22 nd June 2018 - subsequent objections/comments received – Objection Report sent 3 rd October 2018	Objection Report October 2018	Mar 2019
7	Bredwardine Bridge	. Notice of Making being progressed.	Notice of Making	Mar 2019
8	Cowleigh Road Storridge	Speed Limit: Close of NoP closed 8 th June 2018 no objections received – Works issued 25 th July 2018, Notice of Making to be progressed in line with works programmed date of 7 th February 2019	Notice of Making Nov 2018	Feb 2019
9	Llangua	Speed Limit: Notice of Making and sign works being progressed	Notice of Making	Mar 2019
10	Gloucester Road Ross on Wye	Waiting Restrictions: Objection report submitted and Decision Notice to proceed issued. Notice of Making being progressed	Notice of Making	Mar 2019
11	A44 Bromyard	Speed Limit: Further consideration being given to the report in conjunction with other engineering measured	Decision Notice	Feb 2019
12	Central Avenue Hereford	Waiting Restrictions: On hold pending further discussions regarding the wider issue of residents parking schemes	Discuss wider Policy	
13	Leintwardine	Speed Limit: Close of NoP was 22 nd June 2018 no objections received – Notice of Making and sign works ordered	Notice of Making Jan 2019	Feb 2019
14	Whitchurch	Speed Limit: Sign works completed Dec 2018		Dec 2018
15	Whitchurch	Waiting Restrictions: Notice of Making and lining works to be arranged	Notice of making	Mar 2019
16	Picadilly area Kington	Weight Restriction: Engineering measures – USFHGV under consideration. Linked to Kington Weight Limit Scheme which is awaiting Decision.	Kington Decision	Mar 2019
17	Wigmore	Speed Limit: Works completed		Dec 2018
18	Hampton Bishop	Speed Limit: Close of NoP closed on Friday 8 June 2018 no objections received – Notice of Making and sign works being progressed	Notice of Making August 2018	Mar 2019
19	Bridge Sollars to Madley	Weight Restriction: Additional USFHGV signage installed October 2018	Complete	Oct 2018
20	Lucton	Speed Limit: Report submitted 11 June 2018. Notice of Proposal placed 1 st November 2018	Notice of Making	Mar 2019
21	Kington Town	Weight Restriction: Amended report submitted 13 June 2018	Decision Notice	Nov 2018

	Location(s)	Scheme Type & Notes	Next Stage	Expected Completion Date
22	Brampton Abbots	Speed Limit require meeting with PC to sort out signs locations	Revised Briefing Note	Feb 2019
23	Brampton Abbots	Waiting Restrictions AD Report in progress	AD Report	Feb 2019
24	Bridstow Slip Road	Considering dropping proposals following initial consultations.	Scheme Closed	Aug 2018
25	Broad Street, Ross	Taxi Waiting Restrictions – Scope of scheme extended to include review of other bay – Notice of Proposal being prepared	NoP Jan 19	Mar 2019
26	Mordiford – Dormington	Speed Limit – Police views obtained. P.C objections received – consideration being given to alternative scheme	Revised Briefing Report	March 2019
27	Mordiford Village	Speed Limit – Consultation complete – no objections – Report to be compiled and submitted	AD Report Feb 2019	June 2019
28	Cobnash	Speed Limit	Revised Briefing Report	March 2019
29	Falcon Lane	Weight Restriction- Report recommending no further action submitted 8 Oct 2018	Decision Notice	March 2019
30	Holme Lacy causeway	Speed Limit	Revised Briefing Report	Feb 2019
31	Merrivale Lane	Waiting Restrictions – HC Report submitted 14 th Nov 2018	Decision	Mar 2019
32	Steens Bridge	Speed Limit	Revised AD Report	March 2019
33	Titely	Speed Limit – Report recommending no change to speed limit be submitted but with a recommendation for warning sign improvements		
34	Parkway	Speed Limit – HC Report sent 11 th December 2018	Decision	March 2019
35	Ross on Wye	Weight Restriction. Issue around Wilton lane raised with HGV access on and off A40. Agreed temporary signage with HC and HE	Briefing Report	Sept 2019

Developer Funded Schemes

A number of TRO schemes arising from new development and funded by the developer are being considered.

	Location(s)	Scheme Type & Notes	Next Stage	Expected Completion Date
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	Location(s)	Scheme Type & Notes	Next Stage	Expected Completion Date
1	Kingsland	Speed Limit – Await Decision Notice to leave 40 mph speed limit as is.	Decision Notice	Mar 2019
2	Porthouse Farm Bromyard	Extension of 30 mph speed limit: No objections to Notice of Proposal – awaiting H.C liaison with developer regarding potential sign installation date for Notice of Making	Notice of Making	Mar 2019
3	A417 Leadon Way	40 mph speed limit: Objections to Notice of Proposal received – meeting took place at Rugby Club on 4/12/18 – further consideration being given to speed limit arrangement	Objection Report	May 2019
4	A40 Three Crosses Ross on Wye	40 mph speed limit: Report submitted 14 Sept 2018. New derestriction order being progressed	Derestriction consultation	June 2019

Traffic Engineering Schemes

Discussion is ongoing regarding schemes in the following locations:

Ref	Location(s)	Scheme Type & Notes	Community Commissioning Scheme / Potential Scheme
17-03-TE	A449 The Southend & Worcester Rd, Ledbury	Various traffic engineering measures	
17-05-TE	B4361 Luston	Various traffic engineering measures	
17-06-TE	Cobnash/Kingsland	HGV direction signing & traffic island	
17-08-TE	Marden	Various traffic engineering measures	
17-19-TE	Mansell Gamage	Review of speed limit signing/lining/gateway	CC
17-20-TE	Bircher	Review of speed limit signing/lining	CC
17-23-TE	B4352 Eaton Bishop	Review signing & lining at junction	CC
17-25-TE	C1148 Stokes Bridge to Stoke Edith	Review of warning signs and lines	CC
18-02-TE	A449 Much Marcle	Speed limit signs enhancements	CC
18-03-TE	B4399 Holme Lacy	Tractor warning signs	CC
18-04-TE	C1292 Mordiford	Parking management lining by school - Complete	

18-05-TE	Gravel Ln & Saffron's Cross junction, Bodenham	HGV direction signing (S&A)	
18-06-TE	B4221 Gorsley	Review of speed limit & warning signs/lines	CC
18-09-TE	A4110 Aymestrey	Various traffic engineering measures	CC
18-10-TE	A44 Bredenbury	Various traffic engineering measures	CC
18-1-TE	A4110 Wigmore	Lining and plastic bolt-down build out near shops and access to Brook Farm	CC
18-12-TE	Bakers Lane, Hereford	Issues around pedestrians crossing to/from Trinity Primary School	CC
18-13-TE	A438 Handmore Cross, Staunton-on-Wye	Concerns raised regarding the crossroads.	CC
18-16-TE	A465 Stoke Lacy	Concerns with overtaking lane on the A465 through Stoke Lacy on the approach to the crossroads junction with the C1117 and Sandpits Road	CC
18-17-TE	Wye St & Wilton Rd, Ross-on-Wye	Concerns raised regarding junction	CC
18-18-TE	B4224 Fownhope	Various traffic engineering measures	CC
18-19-TE	B4350 Newport Rd, Cusop	Various traffic engineering measures	CC
18-20-TE	A417 Parkway	Review of existing speed limit signs	CC
18-21-TE	A466 Welsh Newton	Junction warning signs	CC

Village Gateway Schemes

Schemes that install gateway features as well as other minor traffic calming measures at the entrance to settlements.

Discussions are ongoing regarding potential schemes in:

Ref	Location	Community Commissioning Scheme
17-02-TE	Aymestrey	
17-05-TE	Luston	
17-16-TE	Mordiford	CC
17-17-TE	Orleton	CC
17-19-TE	Mansell Gamage	CC
18-01-TE	Bodenham	CC

18-18-TE	Fownhope	CC
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Speed Indicator Devices (SIDs)

Speed Indicator Devices (SIDs) are temporary vehicle activated signs which use radar to detect and display vehicle speeds. The SIDs programme is a community based and funded initiative to address concerns about speeding in villages and built up areas.

3 SID units deployed in December
Multiple parishes want contact regarding SIDs following on from the survey carried out

Traffic Surveys

Surveys may be requested for development, monitoring or traffic management purposes. Surveys are normally commissioned out to an external provider.

0 Traffic surveys in December

H bars

2 enquiries, 1 application paid in December

Disabled Parking Bays

Advisory markings that reserve parking for people with significant mobility issues

2 enquiries, 0 applications received in December

Tourist Signs

Brown signs, normally funded by the site owner, to direct visitors to recognised tourist attractions.

Two new requests being progressed

Events

17 Event days on public open space – including set up and break-down. These were comprised the standing sessions for football training at Grandstand Park and the re-enactment training at Bishops Meadow. The only other event was a Christmas Event on the Central Avenue area public open space. There were 11 event days that we were aware of on the highway. These were for various Christmas Events and Markets, together with closures for 5 Boxing Day Hunt meets. There was also a Santa charity run. Road closure applications are now being received for events in 2019. There were 6 event days that we were aware of for larger events taking place

off the highway, but likely to impact upon the highway. These comprised various Christmas fairs and events. Community engagement – the only community engagement request during December was for assistance to Hereford Triathlon Club for their cross-country event with car parking.

	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Highway Enforcements	2	7	3	0	0	0	0	0	0	0	0	0	12
Drop Kerb apps rec'd	14	10	9	10	12	10	10	13	14	13	14	5	134
Skip Permission	12	4	10	16	15	14	26	23	19	11	18	5	173
Scaffold Permission	9	8	15	14	13	16	18	10	14	10	16	4	147
Abnormal Load Communications	93	118	107	76	110	130	122	134	167	138	139	108	1442

Income Generated £	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Skip Permission	400	125	275	525	425	500	825	725	550	425	675	775	6225
Scaffold Permission	880	960	1280	1280	1200	1760	1600	800	1120	1040	1440	320	13680
Dropped Kerbs	1950	1375	775	1550	1500	1650	1650	1525	1550	1875	2150	775	18325

Highway enforcement

This includes cases where enforcement action has been pursued, for example hedges that need cutting and obstruction on the highway such as verge marker stones.

1. Panniers Lane, Bromyard. A new development is alleged to have encroached onto the highway. Encroachment has been confirmed and the occupiers have been advised. Ongoing liaison with Herefordshire Council and occupiers to agree resolution. *Update - A letter has now been sent to the occupiers offering a resolution that avoids more formal enforcement action.*
2. The owner of a new development adjacent to the C1203 at Longtown has erected a boundary wall on the highway. The wall has not been removed in response to a formal written request. *Update - A notice under Section 143 Highways Act 1980 requiring removal of the wall has been served on the person responsible.*
3. A letter sent last month to the occupiers of a property in Station Road, Credenhill, requesting that a hedge overhanging the footway is cut back (Section 154, Highways Act 1980) has resulted in the required works being carried out.
4. A statutory notice under Section 154 Highways Act 1980 served last month on a landowner in Thornbury, Bromyard, requiring a damaged tree branch overhanging the U65014 to be removed has resulted in the required works being carried out.

New issues

1. A letter has been sent to the occupiers of a property adjacent to the C1060 at Hatfield where planting has taken place in a highway verge. They have been requested to either remove the plants or apply for a cultivation licence.

Skips and Scaffolds

Under S139 and S140 of the Highways Act 1980, permission is required to place a skip on the highway. Permission is also required under S169 of the Highways Act 1980 to place a scaffold on the highway.

The number of skips and scaffolds was very low. The skip income was a great deal more than would have been expected due to a couple of long-term skips being renewed.

As a comparison, we issued 30 fewer scaffold licences in 2018 compared to 2017 and 14 fewer skip licences.

Dropped Kerbs

Under S184 of The Highways Act 1980 permission is required to construct a vehicular or pedestrian crossing onto the highway.

The number of dropped kerbs reduced to 5, with 4 notifications from people intending to carry out construction. There was a total of 135 people applying for a dropped kerb in 2018 as a whole. This is only 2 less than hundred and 37 people who applied in 2017.

Abnormal Loads

Under the Road Vehicles (Authorisation of Special Types) Order 2003, any vehicle which exceeds 44 tonnes in weight, or exceeds various widths or lengths, has to give notice to the Bridge and Road authority prior to travelling. This enables the highway authority to direct vehicles away from routes that may not be suitable from either a structural or geometry viewpoint.

The number of abnormal load applications this month has dropped to just over the hundred mark. A great many hauliers were forwarding their annual indemnity insurance 2019.

Other Licencing

Nothing to report.

Annex 10 - Network Rehabilitation and Maintenance

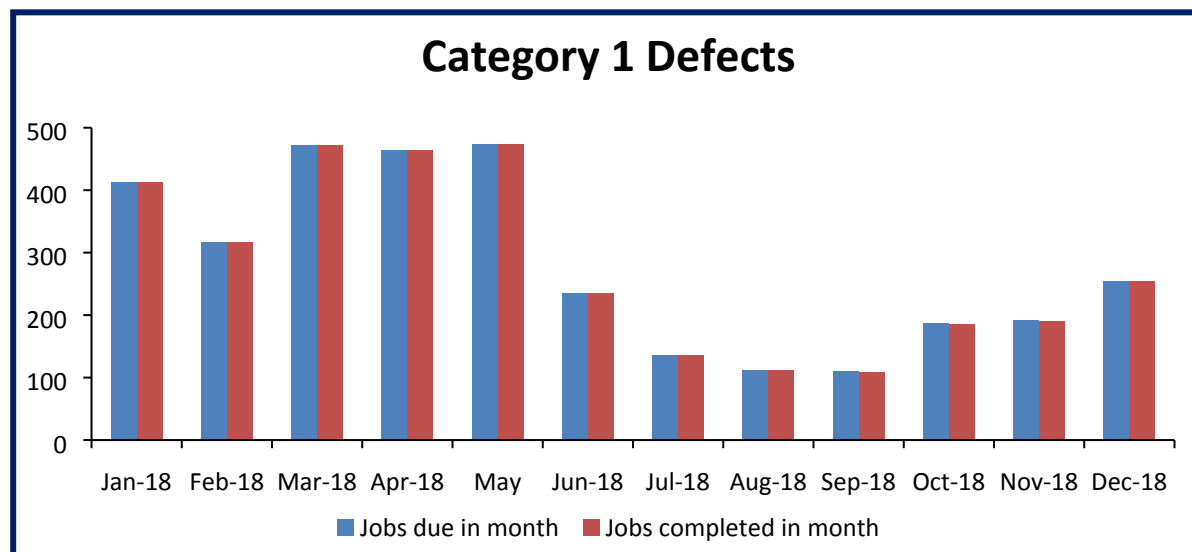
Category 1 Defects

Category 1 defects are emergency works needed to be carried out within a set period. Category 1a has a timescale to be addressed by the end of the following day and Category 1b has a timescale of 7 days. These incidents are classed as being a possible danger to the public.

Category 1 Defects	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Jobs by month entered	412	317	472	464	473	234	135	111	110	186	191	254	3359
Jobs Completed within Target	412	317	472	464	473	234	135	111	108	185	190	254	3359
Made Safe	0	0	0	0	0	0	0	0	2	1	0	0	0
Performance	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	

There were 3 jobs that required further investigation this month:

1. 41180968 – after investigation it was established that this job was closed as a duplications as 2 Locality Stewards had raised jobs for the same work – one job taken off the total due in the month
2. 41183437 – checking the audit trail established that the case closure date was incorrect – case updated to reconcile with the audit trail and had met the required timescale for completion – pass – one job added to the total completed on time.
3. 41182610 – after investigation it was established that this was raised as a Category 1 job for work to be done to a tree. This should not have been raised as a Category 1 defect – one taken off the total due in the month.

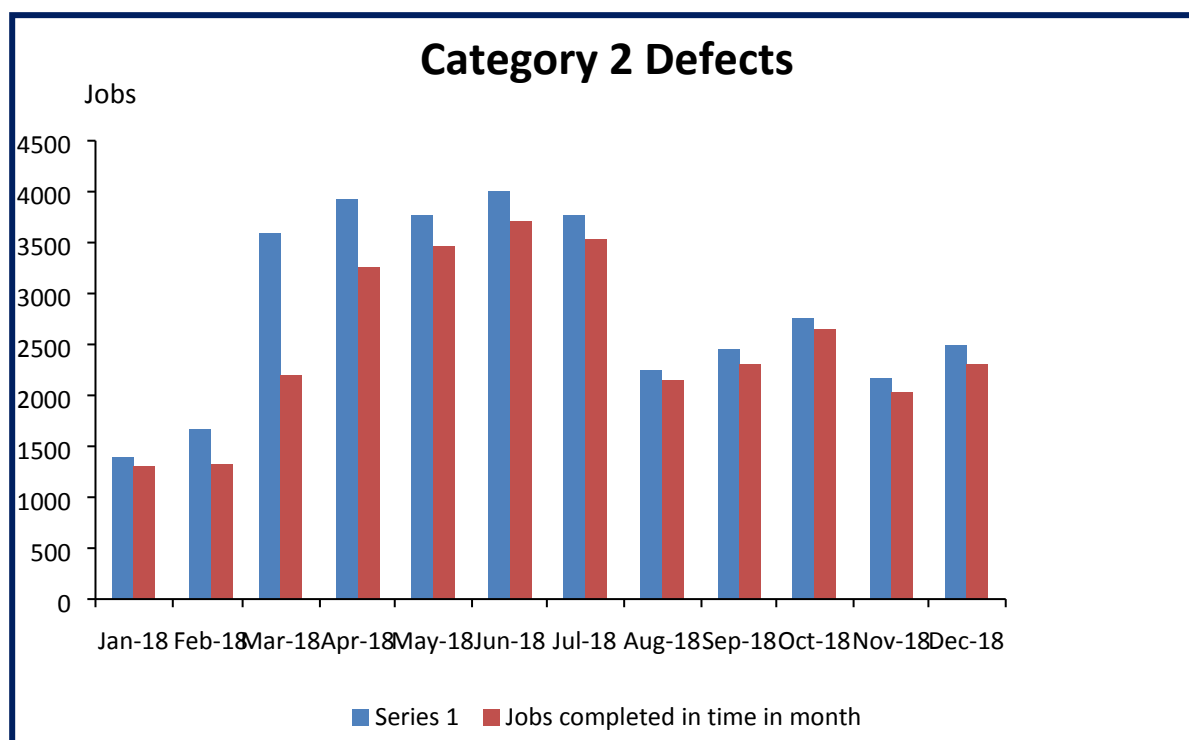


Category 2 Defects

Category 2 defects are works needed to be carried out within a set period. Category 2a has a timescale to be addressed of 28 days and Category 2b has a timescale of 2 months. These incidents are classed as being defects that need repair but of less urgency.

Category 2 Defects		Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Jobs by month entered	Category 2a	1465	1755	2069	2279	1710	1235	905	1430	857	1189	1175	758	16827
	Category 2b	1818	1882	1229	2472	2565	1241	1169	1721	988	1388	1543	978	18994
	Category 2c	1	0	3	4	0	1	3	30	31	15	58	22	168
	Total	3284	3637	3301	4755	4275	2477	2077	3181	1876	2592	2776	1758	35989
Jobs completed this month	Category 2a	685	1206	1590	2742	1881	1575	1278	1254	1035	1039	1163	972	16420
	Category 2b	537	873	1913	2002	2025	1743	2616	1373	1106	1293	1378	1202	18061
	Category 2c	11	30	1	64	5	1	2	8	4	1	5	4	136
	Total	1233	2109	3504	4808	3911	3319	3896	2635	2145	2333	2546	2178	34617
Jobs Due this Month	Category 2a	441	1302	1771	2052	2545	1526	1199	1008	1282	1033	1180	1113	16452
	Category 2b	949	361	1820	1876	1223	2472	2565	1237	1169	1721	988	1382	17763
	Total	1390	1663	3591	3928	3768	3998	3764	2245	2451	2754	2168	2495	34215

Jobs due this month & completed in target	Category 2a	391	1006	1092	1580	2316	1376	1061	954	1157	976	1095	1014	14018
	Category 2b	912	319	1101	1672	1144	2330	2472	1197	1143	1669	930	1289	16178
	Total	1303	1325	2193	3252	3460	3706	3533	2151	2300	2645	2025	2303	30196
Performance	Contract Threshold 80%	94%	80%	61%	83%	92%	93%	94%	96%	94%	96%	93%	92%	
Number of Cat2 awaiting completion	Category 2a	982	1609	2153	1553	1490	1081	615	838	746	935	840	650	13492
	Category 2b	1968	2886	2263	2674	3306	2745	1225	1534	1360	1440	1707	1493	24601
	Category 2c	410	381	372	322	316	319	319	300	339	537	590	600	4805
	Total	3360	4876	4788	4549	5112	4145	2159	2672	2445	2912	3137	2743	42898
Number of Cat2 awaiting completion over the SLA	Category 2a	91	251	532	288	274	303	287	201	177	204	233	289	3130
	Category 2b	98	113	414	212	169	207	221	151	130	160	150	148	2173
	Total	189	364	946	500	443	510	508	352	307	364	1175	437	6095



Velocity Jet Patching	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Total
Defect Repairs	0	3741	0										3741
Additional defect repairs due to milder weather	n/a	3741	0										3741
Total overall	13732	17473	17473										

Length of Road *Surfaced	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Metres	0	140	258	5426	6215	8009	1165	10971	10282	6838	4087	8312	61673

*Surfacing is where the existing road covering is planned off and a new surface is added

Road	Location	Length (m)
A417	Grit Farm	336
A417	Bullocks Bridge	795
A438	Stoke Edith Crossroads	272
	<i>Sub-Total</i>	1404
B4224	From Falcon Lane to Cross in Hand	388
B4347	Abbey Dore	370
B4348	Alma Cottage Bend	64
	<i>Sub-Total</i>	823
C1193	Preston on Wye to C1196	832
C1206	From C1205 to Crossway	348
C1206	From B4348 Vowchurch to Slough Bridge Area 1	131
C1206	From B4348 Vowchurch to Slough Bridge Area 2/3/4	771
C1209	B4347 to Meardy Farm Track	344
C1213	Ewyas Harold village	155
C1213	Mill Lane towards Ewyas Harold	241
C1213	Cwymbologe - Wern Dou	383
C1250	Llangarron	484
C1320	Old School Lane Hereford	339
	<i>Sub-Total</i>	4029
U73416	Winnal Comman Lane	419
U74209	Tremorithic Road	883
U74417	Ball Cross	412
U75234	Nant Y Bar	301
U75403	From B4348 Vowchurch to Slough Bridge Area 1	41
	<i>Sub-Total</i>	2057
	Total	8312

Surface Dressing (metres)

*Surface Dressing	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Metres	0	0	0	0	0	0	0	16103	19185	0	0	0	35288

*Surface dressing is adding a thin layer to the existing road

Area of defects repaired (square metres)

Area of Defects Repaired	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18
Square Metres	1424.22	2090.91	3325.46	28450.65	3609.02	5564.59
Area of Defects Repaired	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18
Square Metres	3114.79	3275.4	3249.41	1857.78	2208.16	1820.62
Total metres	59991					
Total Miles	37					

Highway network improvements - Scheme works – surfacing

Programme Management	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18
Planned	26	34	33	17	21	12	23	23	57	20	12	15
In time	26	34	33	16	20	12	23	23	57	20	12	14
Performance	100%	100%	100%	94%	95%	100%	100%	100%	100%	100%	100%	93%
Early Warning												
1.	2018-03-37-04		C1196 Rose Cottage to Cornerstone delay to surfacing works									

WORKS	ON TIME (Y/N) (starting within 5 working days from date of original program)	EW in place	PERFORMANCE %	EW DETAIL
Surfacing/Pot Hole Patching	3		No of works commenced in time + no of early warnings / no of works x 100	
B,C,& D Road Works Bid	11	1		C1196 Madley not done due to being advised ancient monument in c/w HC notified and agreed not to continue until location found.
Surface Dressing	0			
Totals	14	1		

Performance			93%	
Threshold			80%	

Annex 11 - Public Rights of Way

Legal Orders & Notices

Parish	Path No	Action
Eye	EX13	Confirmation
Bishopstone and Masell Lacy	Mod	Making
Marden	MR45	Confirmation

Orders	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Diversion Order Made	0	1	1	1	2	1	2	2	1	0	2	1	14
Diversion Order Confirmed	3	0	1	1	2	0	2	1	0	2	0	1	13
Definitive Map Modification Order Made	0	1	2	1	0	1	1	0	0	0	0	1	7
Definitive Map Modification Order Confirmed	0	1	0	0	1	0	0	1	1	1	0	0	5
Total	3	3	4	3	5	2	5	4	2	3	2	3	39

Enforcement/Maintenance

Visits / Inspections	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
S 131 Highways Act – removal of waymarker posts	0	0	0	1	0	0	0	0	0	0	0	0	1
S 131A Highways Act – disturbance of surface	0	1	0	0	0	0	0	0	0	1	0	0	2
S 134 Highways Act - ploughing	0	0	0	0	0	2	1	0	0	1	1	2	7
S 137 Highways Act - obstruction	5	14	27	32	26	24	23	21	18	15	23	11	239
S 137A Highways Act - crops	1	1	1	0	0	5	16	6	4	2	2	2	40

Visits / Inspections	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
S 146 Highways Act – duty to maintain	36	19	1	0	4	8	4	0	2	20	3	8	105
S 148 Highways Act – deposit on highway – nuisance	0	0	0	0	0	0	0	0	0	0	0	0	0
S 149 Highways Act – barbed wire on structure	0	1	0	1	0	0	0	0	0	0	0	0	2
S 150 Highways Act – obstruction by fallen tree	7	0	0	0	0	0	0	0	0	0	0	0	7
S 154 Highways Act – overgrown vegetation	0	5	0	1	2	3	3	3	0	2	4	0	23
S 165 Highways Act – dangerous land adjoining street	0	0	0	0	0	0	0	1	0	0	0	0	1
S 57 National Parks & Access to the Countryside Act – misleading sign	0	0	1	0	1	1	0	0	0	2	0	0	5
S 27 Countryside Act 1968 – duty to signpost	0	38	17	14	0	0	1	0	2	0	0	1	73
S 2 Animals Act 1971	0	0	1	0	0	0	1	0	0	0	1	0	3
TOTAL	49	79	48	49	33	43	49	31	26	43	34	24	508

Enforcement action/jobs raised

Actions	Jan 18	Feb 18	Mar 18	Apr 18	May 18	June 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Works passed to landowner with advice regarding duty under S146 Highways Act (maintenance of stile/gate)	12	1	0	1	7	3	3	0	0	11	6	3	47
Verbal advice	4	4	8	3	4	5	6	0	5	7	4	3	53
Written advice	2	1	1	3	2	1	0	0	0	2	3	0	15
First stage enforcement letter requiring action to avoid consideration of enforcement by notice/prosecution	7	8	7	8	5	15	17	2	5	3	5	5	87
	0	0	0	0	0	0	0	0	0	0	0	0	0

Statutory Notice													
Use of common law power	2	0	1	1	0	0	1	2	1	1	2	0	11
Letter to landowner with regard to long term obstruction	1	0	1	1	0	0	0	1	0	2	1	1	8
Jobs raised	25	10	6	1	2	2	0	4	2	2	0	19	73
TOTAL	53	24	24	18	20	26	27	9	13	28	21	31	294

Notices Served on Council

Type of Notice	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Section 130A Highways Act 1980	0	0	0	0	0	0	0	0	0	0	0	0	0
Section 56 Highways Act 1980	0	0	0	0	0	0	0	2	0	0	0	0	2
TOTAL	0	0	0	0	0	0	0	2	0	0	0	0	2

Section 56 Highways Act 1980 – anyone who believes a highway is out of repair may serve a notice on the highway authority requiring them to state whether they admit that it is a highway and that they are responsible for maintaining it.

Section 130A Highways Act 1980 – relates to footpaths, bridleways, restricted byways and byways open to all traffic, and allows anyone to serve a notice on the highway authority requesting them to remove certain obstructions.

Maintenance & Improvement

57 enquiries were raised in December, however none of these were classed as a hazard.

(A hazard is defined as a defect that is considered likely to cause serious injury or death to a user of the right of way.)

PROW hazards	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Reported	1	0	0	0	0	0	1	0	1	0	0	0	3
In time	1	0	0	0	0	0	1	0	1	0	0	0	3
%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

PROW Defect Types	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Totals
Urgent/hazard	1	0	0	0									1
Bridge/ditch crossing	3	7	3	2									15
Prow furniture request by landowner (style, gate etc)	2	1	2	3									8
P3	4	4	3	2									13
PROW general maintenance	7	12	19	16									54
PROW signposts	9	24	26	15									74
PROW waymarking	2	9	4	5									20
Steps/handrails/safety barrier	0	2	0	0									2
Urgent/hazard	1	0	0	0									1
Vegetation/upgrowth	4	13	4	2									23
Animals/livestock	0	2	2	0									4
Misleading signs	0	1	0	0									1
Wilfull obstruction	0	16	15	6									37
Temporary Closures	0	2	4	5									11
Ploughing and Cropping	0	0	2	1									3
Other enforcement issue	0	2	4	0									6
Totals	33	121	88	57									299

Rights of Way Capital Programme 2018-19

	Scheme	Current Position
1	Bosbury BZ25 Replacement Footbidge	Completed
2	Kingsland KL26 Replacement Footbridge	Completed
3	Tedstone Delamere TD6 Replacement Footbridge	Completed
4	Winslow WN10 / Norton NT11 Repairs to brick-arch bridge	Completed
5	Whitbourne WR25 Surface Dressing works	Deferred to next year's programme

6	Offa's Dyke National Trail Contribution towards major repairs	In progress
7	2019-20 Bridge programme design and preparation	Planned for late 2018

Planning & Development

Herefordshire Council Planning Services request the PROW Team to review planning applications that they consider may impact on a Public Right of Way. Where a significant impact is identified the PROW team will provide a comment in response and may object to the application or seek amendments.

Planning Applications reviewed	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
No. reviewed	57	50	46	36	50	45	40	20	47	37	42	26	496
No. commented	12	17	12	15	4	16	8	5	10	11	11	12	133

Annex 12 - Street Cleansing

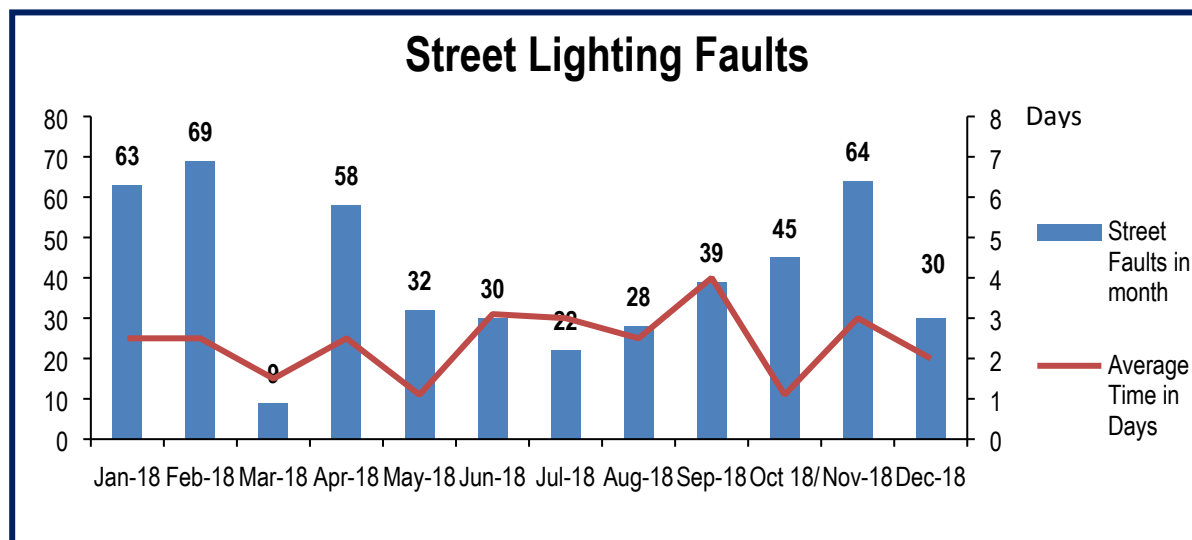
Street Cleansing	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Planned	1491	1129	1158	1462	1533	1782	1528	1692	1999	1303	1567	1790	18434
In time	1384	1102	996	1340	1395	1425	1336	1583	1834	1129	1511	1473	16508
Additional	0	0	0	0	0	0	0	0	0	174	0	0	174
Performance	93%	97%	83%	92%	91%	80%	87%	94%	92%	100%	96%	82%	
Early Warning Reference Nos													
1.	2018-12-01-13	Early warning submitted and acknowledged - Original programme did not take into account the planned revised schedules as usually undertaken during the Christmas Break.											

Annex 13 - Street lighting

Street Lighting Maintenance

Street Lighting Faults	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Faults	63	69	9	58	32	30	22	28	39	45	64	30	489

In time	63	69	9	58	32	30	22	28	39	45	64	30	489
Average Time to Repair - days	2.5	2.5	1.5	2.5	1.1	3.1	3.0	2.5	4	1.1	3	2	
Performance	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Maintenance Tests	102	45	448	95	562	90	30	297	53	471	36	189	2418

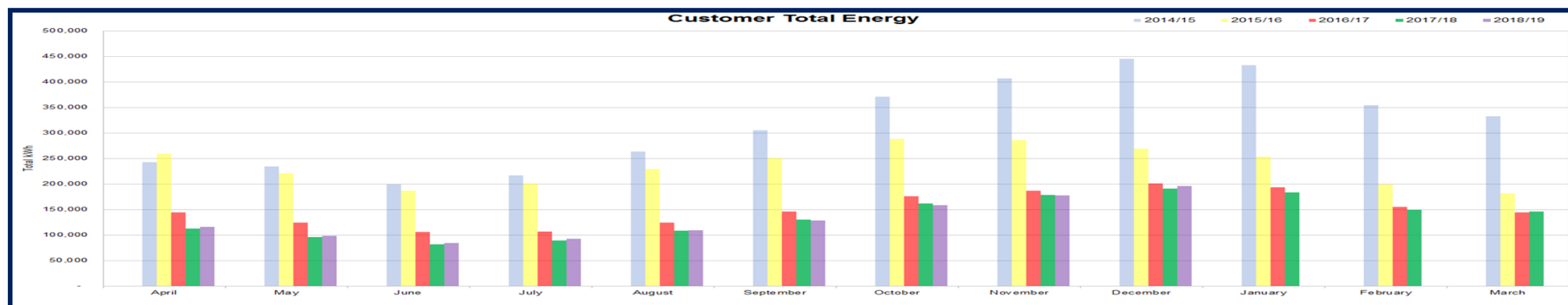


Fault Types	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Accident	0	0	0	0	1	0	0	1	0	1	0	0	3
Belisha Beacon Out	0	2	0	0	0	0	0	0	0	0	0	0	2
Bollard Out of Light	0	0	0	0	0	0	0	0	0	0	4	0	4
Bollard Shel Missing	5	0	1	1	0	0	0	2	0	0	0	1	10
Burning 24hrs	12	14	4	6	7	5	4	3	14	13	4	1	87
Burning Dim	0	0	1	0	0	0	1	0	0	2	2	3	9
Check Luminaire Angle	0	0	0	0	0	0	0	0	0	0	2	1	3
Damaged Cut Out	0	0	0	0	0	0	0	0	0	0	0	0	0
Damaged Light Sign	0	0	0	0	0	0	0	0	0	0	0	0	0
Door Off	1	1	0	2	4	0	2	0	3	2	2	0	17
Faulty Earth Connection	0	0	0	28	0	0	0	0	0	0	0	0	28
Lamp Out	45	20	8	14	16	19	14	20	21	25	42	21	265

Lantern Damaged	0	2	0	1	0	3	1	0	0	1	1	0	9
Lantern Flashing	0	0	0	2	0	1	0	1	0	1	0	2	7
Lantern Missing	0	0	0	1	0	0	0	0	0	0	0	0	1
Reconnect	0	0	0	0	0	0	0	0	0	0	0	0	0
Renew Bracket	0	0	0	0	1	0	0	0	0	0	0	0	1
Replace Lantern	0	0	0	0	0	0	0	0	0	0	6	0	6
Service Failure	19	30	0	0	0	0	0	0	0	0	0	0	49
Shade Hanging	0	0	0	0	0	0	0	0	0	0	0	0	0
Tree Trim	0	0	0	0	0	0	0	0	0	0	0	1	1
Undefined Fault	9	1	1	3	3	2	0	1	1	0	1	0	22
Totals	91	70	15	58	32	30	22	28	39	45	64	30	524

Street Lighting Energy Consumption

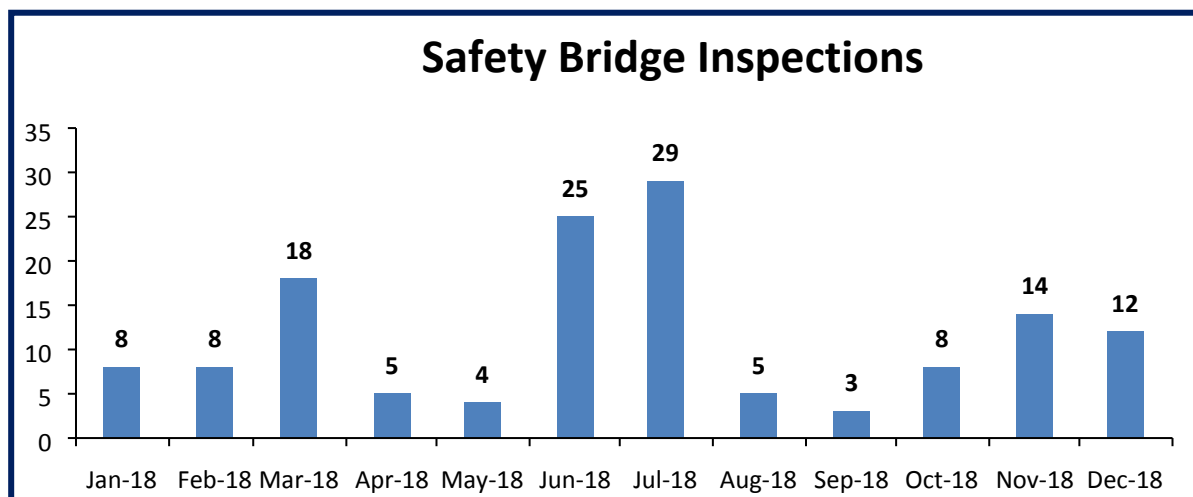
Year	Units	Yr to Date	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
2018/19	kWh	1,161,913	115,979	98,876	84,008	92,892	109,703	128,149	158,810	177,252	196,244			
2017/18	kWh	1,628,940	113,018	96,000	81,594	89,613	108,737	130,452	161,481	178,175	190,968	183,882	149,328	145,692
2016/17	kWh	1,807,139	144,503	123,926	106,376	106,444	124,173	146,070	175,368	186,784	200,744	193,424	154,758	144,569
2015/16	kWh	2,827,959	259,727	220,647	186,974	201,208	229,649	251,378	288,351	285,950	269,445	253,363	199,248	182,019
2014/15	kWh	3,804,924	242,636	234,407	199,104	216,889	263,612	305,197	371,412	406,879	445,341	432,593	353,979	332,875
%			+3%	+3%	+3%	+4%	+2%	-2%	-2%	-1%				



Annex 14 – Structures

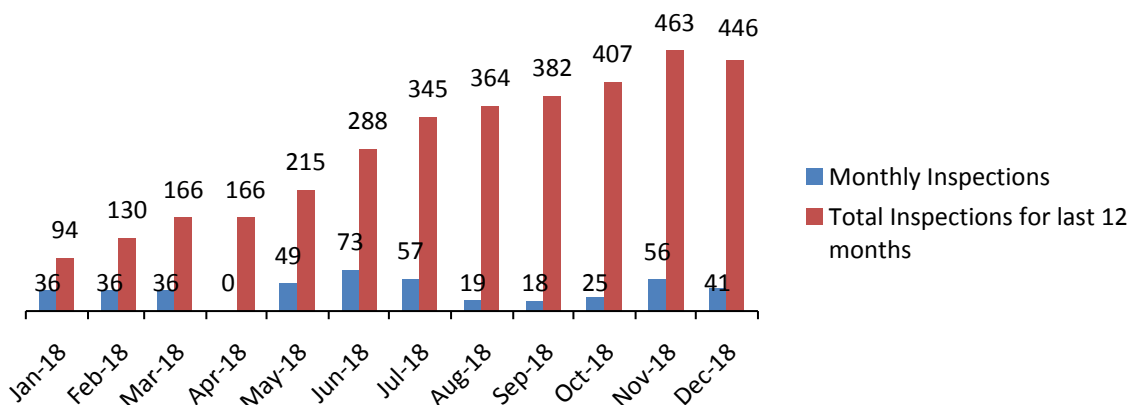
December is a short month with the one week shutdown for Christmas, Good news was that the repairs to Lugwardine Bridge on the A438 Hereford to Ledbury Road were completed the week before Christmas allowing the temporary Traffic signals to be removed in time for the holiday period. The protective covering will remain on the wall to allow the repairs to fully cure and shelter it from the winter weather. Inspections progressed well

Bridge Safety Inspections	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Planned	8	8	18	5	4	25	29	5	3	8	14	12	136
In time	8	8	18	5	4	25	29	5	3	8	14	12	136
Performance	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	



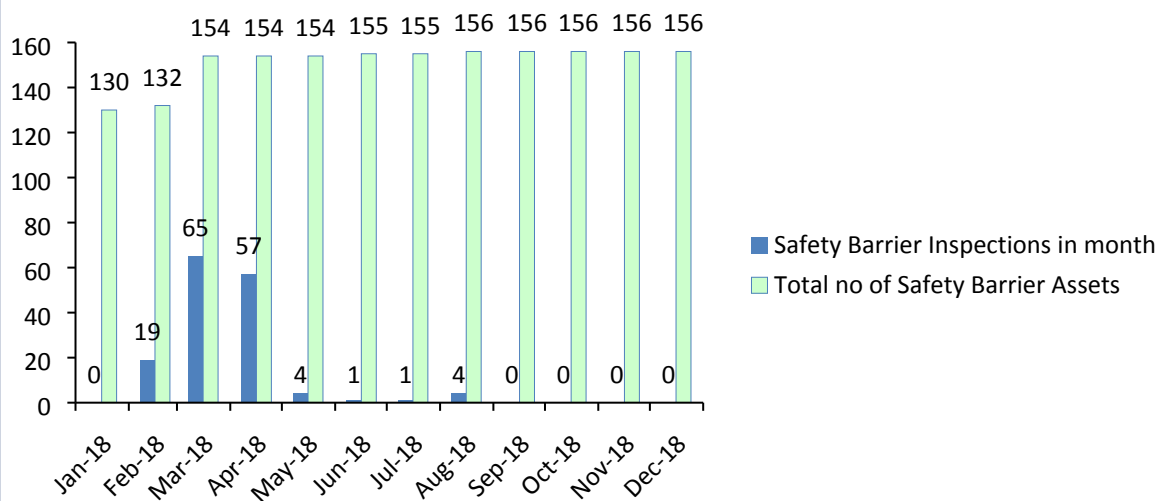
General Inspections	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total
Bridge Inspections carried out	36	36	36	0	49	73	57	19	18	25	56	41	446
Total no of Inspections	36	72	108	108	157	230	287	306	324	349	405	446	

General Bridge Inspections



Safety Barrier Inspections	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 17	Nov 17	Dec 17	Total
No carried out	0	19	65	57	4	1	1	4	0	0	0	0	151
No of barriers	130	132	154	154	154	155	155	156	156	156	156	156	

Safety Barrier Inspections



There is not a set programme for safety barrier inspections.

At a meeting with Network Rail the investigation works for the proposed new safety barrier along the A438 by the railway line at Bush Pitch near Ledbury, were discussed. Network Rail will be confirm if they can move the boundary fence away from the road to allow space for a barrier to be installed and a topographic survey to confirm levels for the proposed widening of the verge which will be required for the Safety Barrier to be constructed.

Safety Barrier Inspections

May 18	Site visit to A438 Bush Bank Ledbury with Network Rail for new barrier.
Jun 18	One new barrier identified as missing from the Asset Register at St Devereux Bridge by the Railway line by inspectors when they were inspecting the Bridge.
Jul 18	Inspected the new barrier installed on the B4220 at Linton.
Aug 18	Inspected newly found barrier at Kilpeck and added it to the register
Sep 18	Nothing to report
Oct 18	No barrier inspection were carried out this month, but target costs are being put together for the planned maintenance works
Nov 18	Reviewing planned works that can be completed in year.
Dec 18	Meeting Network Rails concerning proposed barrier along A438 Bush Pitch