
To: **Dartford JTB September 2019**

Main Portfolio Area: Highways, Transportation and Waste

By: Andrew Loosemore, Head of Highway Asset Management

Subject: **Management of Utility Companies and Associated Works**

Classification: **For Information**

Summary: This report provides details of Kent County Council's highways street works function, how it works to co-ordinate street works, including utilities and other highway contractors with the aim of keeping the network flowing and Kent moving.

1. Introduction

1.1 Kent County Council operate a Permit Scheme, with Lane Rental, to manage all works taking place on the highway. As defined by the HAUC (*Highway Authorities and Utilities Committee*) (UK) National Guidance – Operation of permit Schemes:

A Permit is a means of requesting space to carry out work on the highway either as a statutory undertaker or as a highway authority (collectively known as work promoters). It provides details of location, type of work, duration, extent of highway to be occupied, traffic management required, any mitigation measures to be undertaken and any necessary conditions associated with the works. This information, in a standard form, is submitted as a permit application to the permit authority to assess, co-ordinate and grant, request a modification, or refuse. Permits therefore provide permit authorities with a tool to fulfil their network management duty.

2. Planned and Emergency works

2.1 There are two types of permits that can be granted; immediate (emergency) and planned works. The difference between immediate (emergency) works and planned works is that an immediate activity has already started when an application is received, while planned works are applied for in advance.

2.2 With planned works there is the time to review and coordinate the timing of the works to avoid conflicts and ensure that conditions are in place to minimise disruption as much as possible.

2.3 When emergency works are required then KCC must react to these circumstances, imposing conditions on the permit and reviewing options to delay nearby planned works where this would be of benefit in reducing congestion.

3. Coordination and Permit Conditions

3.1 Coordination of works and the conditions required are two key elements involved in the permitting process. When applications for working on the highway are received KCC Street works Co-ordinators will review permits for accuracy and conditions. The timing of planned works can be co-ordinated to ensure that they do not conflict with other activities on the

highway network. The traffic sensitivity of the location and whether it is part of the Kent Lane Rental Scheme can also be considered so that the disruption is minimized.

- 3.2 The proposed traffic management would be reviewed and if needed mitigation conditions would be implemented to prevent traffic flows being impeded. The duration of the works will be considered to ensure that it is a reasonable period to allow works to be completed.
- 3.3 When an Immediate works application is received, consideration will be given to whether a planned activity will need to be delayed until the emergency works have been completed, or if it is possible for any works in progress, to be cleared or have additional conditions added to alleviate any clashes. As the works are already in progress KCC cannot refuse this type of application but can still challenge the duration to reduce days of disruption if possible.
- 3.4 The range of condition types available are; Date Constraints, Time Constraints, Out of Hours Work, Material and Plant Storage, Road Occupation Dimensions, Traffic Space Dimensions, Road Closure, Light Signals and Shuttle Working, Traffic Management Changes, Work Methodology, Consultation; and Publicity, Environmental and Local.

4. Public Engagement

- 4.1 It is the Works Promoters responsibility to carry out consultation ahead of any Major works. KCC expect them to contact businesses, residents, bus companies and Parish Councils affected. They should erect advanced warning signs two weeks ahead of any planned road closure and they may also do this for sites with significant traffic management. As part of the Temporary Traffic Regulation Order process, interested parties are notified ahead of the works.
- 4.2 It is possible for KCC to impose requirements for Consultation and Publicity as a condition of the permit and delay commencement until the required consultations have taken place.
- 4.3 During any works there must be an information board displayed on site, with details of the contractor carrying out the works, the utility company and an emergency contact number. Displaying the correct permit number is also a requirement.

5 Monitoring and Inspections

- 5.1 KCC Street works Inspectors carry out several inspections at various stages of works. Cat A for Works in Progress, Cat B for works completed up to 6 months old and Cat C for reinstatements nearing the end of their guarantee.
- 5.2 While the works are in progress, they will carry out inspections to ensure;
 - The site is set up safely in accordance with the Code of Practice for Safety at Street Works and Road Works.
 - The excavation and activity in the works area are safe.
 - Reinstatements are being carried out in compliance with the Specification for the Reinstatement of Openings in the Highway (SROH).
 - Permit conditions are being met.
 - They will also record whether the works are progressing at a reasonable speed (are there operatives on site).
- 5.3 Once works have been completed the reinstatement will be guaranteed by the works promoter for 2 years where the reinstatement depth is <1.5m or 3 years when the depth is >1.5m. If the reinstatement fails to meet the requirements of the SROH then the works promoter must return to carry out remedial works at their own expense.
- 5.4 The Code of Practice for Inspections allows Highway Authorities to use their Streetworks Register to select a random sample of utility works for inspection, at the various stages. The level of this sample is set at 10% of permits in each of the 3 age categories, (10% Cat A + 10% Cat B + 10% Cat C). The cost of these sample inspections is recharged to the utilities.

5.5 KCC carries out additional inspections, some randomly selected, others in response to reports from the other KCC teams and the public, so the total number of inspections that are carried out is not limited by the sample size.

6. Recommendation

6.1 Members of the Board are asked to note the contents of this report

Future Meeting if applicable:	Date:
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Contact Officer:	Daniel Leslie, Street Works Manager West Kent
Reporting to:	Richard Emmett, Highway Manager West Kent

Appendices

<i>Appendix 1</i>	<i>Links for further information on Roadworks</i>
<i>Appendix 2</i>	<i>Timing for Applications</i>

Appendix 1

For information of current and future works www.roadworks.org
 For information about Kent Permit Scheme and Kent Lane Rental www.kent.gov.uk
 For information on A2 Bean and Ebbsfleet junction improvements
<https://highwaysengland.co.uk/projects/a2-bean-and-ebbsfleet-junction-improvements/>

Appendix 2

Timing as set out in the *Statutory Guidance for Highway Authority Permit Schemes*;

Activity Type	Minimum permit application periods ahead of proposed start date
Major	3 months (Provisional Advanced Authorisation) followed by application at 10 days
Standard	10 days
Minor	3 days
Immediate	2 hours after works commence (by 10am next working day if works started out of hours)