



Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.
Telephone 01572 722577 Email governance@rutland.gov.uk

Meeting: CABINET

Date and Time: Tuesday, 21 August 2018 at 10.00 am

Venue: COUNCIL CHAMBER, CATMOSE

Governance Officer to contact: Natasha Taylor 01572 720991
email: governance@rutland.gov.uk

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A G E N D A

- 1) APOLOGIES FOR ABSENCE
- 2) ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF THE PAID SERVICE
- 3) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are required to declare any personal or prejudicial interests they may have and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

4) RECORD OF DECISIONS

To confirm the Record of Decisions made at the meeting of the Cabinet held on 31 July 2018.

5) ITEMS RAISED BY SCRUTINY

To receive items raised by members of scrutiny which have been submitted to the Leader (copied to Chief Executive and Democratic Services Officer) by

4.30 pm on Friday 17 August 2018.

REPORT OF THE CHIEF EXECUTIVE

6) PROGRESS UPDATE ON ST GEORGES BARRACKS

Report No. 138/2018
(Pages 5 - 10)

REPORT OF THE INTERIM STRATEGIC DIRECTOR FOR PLACES

7) INTEGRATED TRANSPORT CAPITAL PROGRAMME (KEY DECISION)

Report No. 141/2018
(Pages 11 - 32)

REPORT OF THE DIRECTOR FOR RESOURCES

8) QUARTER 1 FINANCE MANAGEMENT REPORT (KEY DECISION)

Report No. 135/2018
(Report to follow)

REPORT OF THE DIRECTOR FOR PEOPLE

9) EXCLUSION OF THE PRESS AND PUBLIC

Cabinet is recommended to determine whether the public and press be excluded from the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972, as amended, and in accordance with the Access to Information provisions of Procedure Rule 239, as the following item of business is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

10) IT PROJECT FUNDING (KEY DECISION)

Report No. 142/2018
(Report to follow)

11) ANY ITEMS OF URGENT BUSINESS

To receive items of urgent business which have previously been notified to the person presiding.

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MEMBERS OF THE CABINET: Mr O Hemsley Chairman

Mr G Brown

Mr R Foster

Mr A Walters

Mr D Wilby

Mrs L Stephenson

SCRUTINY COMMISSION:

Note: Scrutiny Members may attend Cabinet meetings but may only speak at the prior invitation of the person presiding at the meeting.

**ALL CHIEF OFFICERS
PUBLIC NOTICEBOARD AT CATMOSE
GOVERNANCE TEAM**

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CABINET

21 August 2018

PROGRESS UPDATE ON ST GEORGE'S BARRACKS

Report of the Chief Executive

Strategic Aim:	All	
Key Decision: No	Forward Plan Reference: FP19/0718	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Resources (other than Finance and Communications)	
Contact Officer(s):	Helen Briggs, Chief Executive	01572 758201 hbriggs@rutland.gov.uk
Ward Councillors	Normanton - Mr K Bool and Miss G Waller	

DECISION RECOMMENDATIONS

That Cabinet notes the progress update in respect of the St George's Barracks Project.

1 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to provide Cabinet with a progress report on the St George's Barracks project further to the report of March 2018.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The St George's Barracks project is a significant project for the County Council and the County as a whole. This report provides a summary of progress to date and an indication of the work which will be undertaken for the rest of 2018. It will include updates on:

- One Public Estate – St George's is a project within the Rutland One Public Estate Programme
- Housing Infrastructure Fund – RCC are developing a business case to support the project
- Master planning and viability
- The St George's Advisory Group
- The Local plan process
- The Officers Mess project

3 ONE PUBLIC ESTATE – ST GEORGE'S

- 3.1 Support continues from the Local Government Association (LGA) and the Cabinet Office through membership of the One Public Estate Programme. Support includes representation on our ROPE Board and advice on our projects including St George's.
- 3.2 Funding to date received to support the St George's project totals £187,500¹. £12,500 to support feasibility work and £175,000 to support master planning and associated activity.
- 3.3 Q1 return has been submitted on time.

4 HOUSING INFRASTRUCTURE FUND – ST GEORGE'S

- 4.1 The St George's Barracks project (incorporating the Officers Mess site) has been successful at the expression of interest stage for support from the Housing Infrastructure Fund (HIF). The next stage to secure financial support is the co-development of a business case. This will be done led by RCC with support from:

- Homes England
- ReGenco
- MOD
- Highways England
- Stakeholders on the St George's project

¹ A further £87,500 has been received for the Rutland Hub project

- 4.2 Work has already commenced on the business case and will accelerate over the Summer months. An inception meeting will take place with Homes England on 14th August 2018. It is currently anticipated that if Cabinet and Council support submission then it will be submitted on 3rd December 2018.
- 4.3 One of the elements of the HIF bid will be to determine sources of funding available to meet the costs of infrastructure. This may include the Council considering whether it may invest some of its own funding (or borrowing) to meet some elements of infrastructure or accelerate its development. Any decision in this regard will be made through Cabinet and Council in the normal way.
- 4.4 The HIF business case will be aligned to the St George's master plan and viability at all stages.

5 MASTER PLANNING AND VIABILITY

- 5.1 Following the recent consultation process work on the next version of the master plan is on-going. This will reflect the feedback from the consultation and the detailed work being undertaken in relation to viability and the HIF business case.
- 5.2 The final draft master plan and the HIF Business Case will be presented to Cabinet and Council at the same time based on the following timetable:

Scrutiny/Cabinet / Council	Date
Growth, Infrastructure & Resources Scrutiny Panel	Date to be confirmed with Chair September / October 2018
Cabinet	30 th October 2018
Council	26 th November 2018

6 ST GEORGE'S ADVISORY GROUP

- 6.1 The first meeting of the newly created St George's Advisory Group took place on 23rd July. Terms of Reference are in place along with agreed membership and a standard agenda. It is proposed that the Group will meet monthly and as and when required to achieve timescales for the project. Membership is representative of the communities most affected and the wider Rutland geography.
- 6.2 This Group will prove invaluable in contributing to the project going forward and acting as a voice supporting the delivery of a project that is right for Rutland.

7 THE LOCAL PLAN PROCESS

- 7.1 Cabinet received a report on the Local Plan process and St George's on 31st July 2018 (after the writing and publication of this report).
- 7.2 A verbal update will be provided at the meeting of the outcomes of consideration of that report.

8 THE OFFICERS MESS PROJECT

- 8.1 Work on the Officers Mess site continues in line with the programme. Currently work is being progressed on initial concepts for the site, viability and work with a sub group of the St George's advisory group to work on this specific aspect of the overall project.
- 8.2 Work is also on-going to incorporate the site within the Local Plan process.

9 CONSULTATION

- 9.1 Non statutory consultation in relation to the High Level Master Plan for St George's has now finished. The analysis of the responses and all of the responses have been shared and are available on our web site.
- 9.2 The St George's Advisory Group will also support on-going engagement with Parish Council's and the sub group work on the Officers Mess.
- 9.3 There is significant engagement on-going with the local business community, the education sector and a wider stakeholder group including utilities, neighbouring councils and developers

10 ALTERNATIVE OPTIONS

- 10.1 This is a progress report so this element is not relevant.

11 FINANCIAL IMPLICATIONS

- 11.1 There are no direct financial implications arising from this report.
- 11.2 Expenditure to date on the St George's project has been fully funded (other than Officer time) by the One Public Estate Programme or contributions from the MOD
- 11.3 The Officers Mess report was the subject of a Report 54/2018 to Cabinet on 20th March 2018 which identified in detail the financial implications.

12 LEGAL AND GOVERNANCE CONSIDERATIONS

- 12.1 There are no legal or governance implications arising directly from this report.

13 EQUALITY IMPACT ASSESSMENT

- 13.1 Not relevant for a progress report.

14 COMMUNITY SAFETY IMPLICATIONS

- 14.1 None

15 HEALTH AND WELLBEING IMPLICATIONS

- 15.1 None

16 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

16.1 Progress on the project is in line with the programme.

17 BACKGROUND PAPERS

17.1 None

18 APPENDICES

18.1 None

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CABINET

21 August 2018

ADDENDUM - PROGRESS UPDATE ON ST GEORGE'S BARRACKS

Report of the Chief Executive

Strategic Aim:	All	
Key Decision: Yes	Forward Plan Reference: FP19/0718	
Exempt Information	Yes. Appendix A is marked as "Not For Publication" because they contain exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Resources (other than Finance and Communications)	
Contact Officer(s):	Helen Briggs, Chief Executive Phillip Horsfield, Deputy Director: Corporate Governance	01572 758201 hbriggs@rutland.gov.uk 01572 758154 phorsfield@rutland.gov.uk
Ward Councillors	Normanton - Mr K Bool and Miss G Waller	

DECISION RECOMMENDATIONS

That Cabinet:

Authorises the Chief Executive in consultation with the Leader and Director of Resources to allocate funding received from the Ministry of Defence for the St George's project to the relevant budget to defray the cost of work undertaken by RegenCo.

1. Approves the Schedule of Outcomes set out in the supporting document
2. Delegates authority to the Chief Executive in consultation with the Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism, & Economic Development and Resources (other than Finance and Communications), the Ministry of Defence Lead and the Director of Resources to agree costs with Regenco subject to these not exceeding the budget allocated.

3. Delegates authority to the Chief Executive in consultation with the Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism, & Economic Development and Resources (other than Finance and Communications), the Ministry of Defence Lead and the Director of Resources to agree changes to the Schedule of Outcomes subject to such costs remaining within the budget allocated.

1 PURPOSE OF THE REPORT

- 1.1 This report is an addendum to the main report on the agenda and deals with the allocation of resources provided from the Ministry of Defence (MOD) and the partnership working between the Ministry of Defence, Rutland County Council and Regenco.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The MOD working with the Council have released significant initial funding in order to ensure that proposals can be developed in relation to the St Georges site. The County Council continues to work with them and be a conduit for the funding to ensure that the strongest possible local voice is heard in shaping the final outcome and the best use is made of the mix of project funding including grant funding via the One Public Estate programme.
- 2.2 The County Council and MOD have also partnered with East Hampshire District Council through Regenco in order to ensure that the best possible public sector expertise is brought to bear in this project.
- 2.3 The MOD have now committed to provide additional funding detailed in the Schedule of works This will ensure that further work can be done in relation to the feasibility, viability and sustainability of the project.
- 2.4 The MOD and the County Council are proposing to use the funds allocated in order to recompense Regenco (East Hampshire District Council) for the time that they spend assisting us on the project. It is recognised that there is a need to ensure that public money is being used in a way that achieves value for money and as a consequence the proposals from Regenco will be checked by the MOD against similar projects that they have undertaken as a part of their estates reorganisation.
- 2.5 The Partners will also produce a schedule of expected outcomes to ensure that members, through the Project Group, will be able to hold the partners to account and monitor progress.

3 ALTERNATIVE OPTIONS

- 3.1 The Council could choose to run an external procurement process to recruit private sector advisors. This is not felt to be necessary at this stage as additional costs would be incurred in private advisors 'reading in' to the project and in the meetings necessary to bring new advisors up to date with work already completed. It is also felt that owing to the fact that the MOD are able to perform a value for money exercise against previous similar projects we are able to ensure that good value is being received for public funds.

4 FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from this report.
- 4.2 Expenditure to date on the St George's project has been fully funded (other than Officer time) by the One Public Estate Programme or contributions from the MOD

5 LEGAL AND GOVERNANCE CONSIDERATIONS

- 5.1 Regulation 12(7) of the Public Contracts Regulation 2015 states that:

“a contract concluded exclusively between two or more contracting authorities shall fall outside the scope of Part 2 of the PCR 2015 where all of the following conditions are fulfilled:

- a. The contract establishes or implements a co-operation between the participating contracting authorities with the aim of ensuring that public services they have to perform are provided with a view to achieving objectives they have in common.
- b. The implementation of that co-operation is governed solely by considerations relating to the public interest.
- c. The participating contracting authorities perform on the open market less than 20% of the activities concerned by the co-operation.”

- 5.2 Regenco is the name used for a section of East Hampshire District Council. The purpose of the unit is to share its expertise in delivering projects such as this one that including housing development and securing funding to assist in this delivery. This is based on the public duty that all authorities have to engage positively in the planning process that is set out in the NPPF together with the requirement to deliver homes.
- 5.3 There were a number of options for delivery including potential secondments agreements for key staff etc. It was felt that this mechanism would provide the best access to the skills required in order to move the project forward while ensuring that East Hampshire were in a position where they could share their skills without having a negative impact on their organisation.
- 5.4 Finally it is very clear that this project would not be capable of failing the final test. The scale of the Housing market is such even with the involvement of the Ministry of Defence there is no possibility that we will account for 20% of the market.
- 5.5 As a consequence the contract falls outside of the scope of part 2 of the PCR 2015 and therefore is not required to follow the processes set out therein.

6 EQUALITY IMPACT ASSESSMENT

- 6.1 Not relevant for a progress report.

7 COMMUNITY SAFETY IMPLICATIONS

7.1 None

8 HEALTH AND WELLBEING IMPLICATIONS

8.1 None

9 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

9.1 Progress on the project is in line with the programme.

10 BACKGROUND PAPERS

10.1 None

11 APPENDICES

11.1 Appendix A: Schedule

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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CABINET

21 August 2018

INTEGRATED TRANSPORT CAPITAL PROGRAMME

Report of the Strategic Director for Places

Strategic Aim:	Sustainable Growth	
Key Decision: Yes	Forward Plan Reference: FP/190917	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mrs L Stephenson, Portfolio Holder for Culture & Leisure, Highways & Transportation and Communications	
Contact Officer(s):	Steve Ingram, Strategic Director for Places	Telephone 01572 758868 email singram@rutland.gov.uk
	Dave Pye, Senior Transport Manager, Places	Telephone 01572 758229 email dpye@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet, in relation to the Integrated Transport Capital Fund 2018/19:

1. Approved the 2018/19 budget proposal described in Section 6 of this report.
2. Delegates authority to the Strategic Director for Places, in consultation with the Cabinet Member with portfolio for Culture and Leisure, Highways & Transportation and Communications, to authorise use of the funding, up to £785,000.00, for the purposes described in this report.
3. Requires a future annual report from Officers, which outlines the progress in the previous year, current budget position, and proposals for the budget of the coming year.

That Cabinet, in relation to the proposed administrative changes proposed in Appendix B of this report:

4. Endorses the rationale detailed in the report on how the Council should be considering requests for service.

5. Authorises the Strategic Director for Places, in consultation with the Cabinet Member with portfolio for Culture and Leisure, Highways & Transportation and Communications to create the 'Highways and Transport Working Group', adopting the terms of reference described in this report.

1 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to seek Cabinet approval of the proposed budget allocation for the Integrated Transport Capital Fund 2018/19.
- 1.2 To seek Cabinet approval for the Council to adopt a new, streamlined approach to considering requests for service, and responding to complaints and concerns raised in relation to highways and transport, as described in Appendix B of this report.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 Integrated Transport funding is provided to all highway authorities by the Department for Transport. The funding is not ring-fenced, but the Department for Transport does state that it is provided to enable the Council to fulfil the following statutory duties; -
- Deliver the programme of works and policies set down within the Local Transport Plan (LTP) (this is a statutory document required by the Transport Act 2000); and
 - Carry out studies into accidents arising out of the use of vehicles on the highway and take appropriate measures to prevent such accidents (Road Traffic Act 1988).
- 2.2 This report sets out the current budget position, the 2018/19 grant provision from the Department for Transport and the proposed 2018/19 Budget Allocation. Details of this can be found in Section 6 of this report.
- 2.3 A number of schemes were identified for progression in the 2017/18 budget, and several have since been added to the list. Due to delays in the process, many of these have yet to be completed. A list of schemes and the current status is included in Appendix A of this report, those which it is unlikely will be progressed in 2018/19 are noted and will be further considered for the next budget.
- 2.4 Each year, an audit of the Accident Database is undertaken, considering accidents which have occurred in the previous three years. Where clusters of three or more accidents are highlighted within 50 metres, they are noted and consideration is given to whether interventions are required.
- 2.5 The council has a statutory obligation to further assess accident causes in these locations and, where appropriate, take action to address the risks.
- 2.6 The 2018/19 audit returned no accident cluster sites to be taken forward, though it should be noted some schemes from the 2017/18 review are yet to be delivered.
- 2.7 The Integrated Transport fund is administered by the Transport Policy Officer, ensuring compliance with the funding rules, and providing advice to relevant officers when developing proposals to be progressed.

Requests for Service

- 2.8 The Council receives requests for service and concerns, relating to highways, traffic management, parking and road safety from residents, businesses,

Councillors and Members of Parliament. At present, these requests are primarily considered through the process associated with the allocation of Integrated Transport Capital funds, a copy of this process is included in Appendix C of this report.

- 2.9 A review undertaken between Officers highlighted several issues with the existing arrangements, these are; -
- a) Requests are initially screened by Parish Councils, reliance on resources there to gather information from the initiator and prepare a proposal for RCC on a long, detailed application form. This risks creating a delay between a concern being raised, and the opportunity for RCC to act immediately on potentially serious matters
 - b) The criteria for consideration is not focussed on relevant legislation, regulations and best practice, instead decisions are made based on whether funding is available through government grants
 - c) Extended delays between a request being submitted by a Parish Council, RCC consideration and delivery of a scheme. This delay often frustrates Parish Council and initiators who have a reasonable expectation of an expeditious response
 - d) Lack of process for updating on progress, or providing a final decision on whether action will be taken.

- 2.10 It is proposed that a new process be introduced, which would address these concerns and provide a consistent and transparent approach moving forward.

The objectives of this proposal are:

- i) Ensure the Council is effectively operating in line with relevant legislation, regulations and best practice
- ii) Providing an improved, customer focussed service, ensuring a consistent and transparent approach.

3 PROPOSED INTEGRATED TRANSPORT 2018/19 BUDGET ALLOCATION

3.1 Element A – Small Road Safety Schemes

In 2017/18 Cabinet approved an annual budget of up to £20,000 for small road safety schemes. £5,000 from the 2017/18 budget has been brought forward, it is proposed £15,000 be allocated in the 2018/19 budget.

For a scheme to qualify for this element of the fund, the proposal must be related to improving road safety and the total cost must be no more than £5,000.

3.2 Element B – Public Rights of Way

Some of the improvement works planned in the 2017/18 budget allocation have yet to be completed, £34,000 has been carried forward into 2018/19, it is proposed to allocate a further £25,000 to be used in schemes which improve accessibility on public rights of way.

3.3 Element C – Council Identified Schemes – Lyndon Top Cycleway

Since 1998, the Council has been investigating the opportunity to construct an off-road cycleway on the stretch of land between the Rutland Water Garden Nursery (along the C8326 Lyndon Road, Manton) and the Lyndon junction. This section of cycleway is the only remaining part of the route around Rutland Water that requires users to negotiate a national speed limit, single lane carriageway, without adequate protection. Completing this route would provide significant improvements to safety.

To undertake the works, the Council will need to purchase land, however, to date it has not been possible to come to an agreement with the landowner. It is increasingly likely the Council may need to use compulsory purchase powers to complete the scheme, this was approved by Cabinet on 20th November 2012.

An assessment has already been carried out, it is anticipated the scheme will cost no more than £70,000 to deliver, this included land acquisition and construction costs.

3.4 Element C – Council Identified Schemes – In House Specialist Fleet Replacement Programme

In 2015, the Council expanded its own in house specialist vehicle fleet, in order to provide a flexible transport solution for those with special educational needs (SEN), children looked after (CLA), Adult Social Care (ASC) and mainstream education transport.

The scheme has proven a success and has reduced the overall cost of transport and provided an improved, accessible and customer focussed service to users.

Analysis of costs prior to expanding the in house operation suggests in 2017/18, the Council would have incurred additional costs of circa £150,000 if these operations were conducted using private operators and individually tendering for each service user.

Opportunities to utilise the fleet to support other operations are being considered, though it is the case that vehicles are reaching the end of their useful life, and capital investment is required. It is anticipated some of this cost could be recovered by selling on the existing fleet, an estimate has been included in the table below, though it should be noted it may take longer than anticipated to sell, and the value could vary.

Cabinet could elect to not replace the specialist fleet using Grant funding, though this would add significant pressure to the revenue budget. An opportunity to utilise s106 funding has been explored but found not to be suitable.

The following replacement programme has been developed with the service manager, ensuring the phasing does not impact on service operations.

5 Year Capital Investment Plan	2018/19	2019/20	2020/21	2021/22	2022/23
Purchase 4 vehicles for shared use between Home to School Transport and Brightways Services	£135,000				
Replacement of 2 oldest Iveco minibuses		£70,000			
Replacement of Ford Transit minibus			£35,000		

Replacement of 2 Fiat Ducatto minibuses with high value mileage, and replacement of Citroen minibus				£80,000	
Replacement of 2 Fiat Ducatto minibuses with highest mileage.					£70,000
Total 2018/19 Capital Fund	£135,000				
Total Capital Fund (5 Year Plan)					£390,000
Anticipated resale value					£66,000

3.5 Element D – Construction Budget

In 2017/18, Cabinet approved delegated powers to the Strategic Director for Places, the aim was to provide Officers powers to deliver schemes without the need to return for approval multiple times.

To further this, it is proposed that a construction budget of £540,000 be approved. This budget has been calculated on the assumption that all previously approved schemes, those currently undergoing feasibility studies and new schemes are to be delivered. A list of the schemes is included in Appendix A of this report.

If approved, the Senior Manager for Highways will develop a construction timetable for those schemes already approved, and the Highways & Transport Working Group will begin consideration of the remaining schemes.

4 CONSULTATION

- 4.1 The schemes proposed for construction in 2018/19 have already undergone consultation, a statutory period will also be observed where traffic restrictions are to be implemented, giving any person an opportunity to make representations for or against a scheme.
- 4.2 Schemes to be deferred to the Highways and Transport Working Group will undergo stakeholder and statutory consultation as described in the Appendix B of this report.

5 ALTERNATIVE OPTIONS

- 5.1 Cabinet Members could direct Officers to submit individual reports for approval of schemes, though this would severely impact the ability to implement in a reasonable timescale, this could impact on the ability to attract future funding if existing allocations are not utilised.

6 FINANCIAL IMPLICATIONS

- 6.1 The following table outlines the current budget position, and the proposed 2018/19 allocation proposal.

Total Fund	
Available Balance (as at 1 st April 2018)	£944,583.00
2018/19 Grant Allocation	£458,000.00
Total Funds Available	£1,402,583.00
2018/19 Budget Proposal	
Element A: Small Road Safety Schemes	£15,000.00
Element B: Public Rights of Way	£25,000.00
Element C: Council Identified Schemes - Lyndon Top Cycleway (£70,000.00) - In House Specialist Fleet Replacement Programme (£135,000.00)	£205,000.00
Element D: Construction Budget	£540,000.00
Total 2018/19 Budget	£785,000.00
Remaining Funds	£617,583.00

7 LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 The Road Traffic Regulation Act 1984, and associated regulations, set out the requirements for implementing restrictions, crossing points and other speed management infrastructure on the public highway.
- 7.2 The Traffic Management Act 2004 places a specific duty on Traffic Authorities in respect of managing the road network, 'the Network Management Duty'. This sets out a specific duty for local authorities to ensure expeditious movement of traffic on the network.
- 7.3 The delegations in the agreement will mean that the powers are in place to ensure that the Council is able to lawfully deal with requests.

8 DATA PROTECTION IMPLICATIONS

- 8.1 A Data Protection Impact Assessments (DPIA) has been completed. No adverse or other significant risks/issues were found. A copy of the DPIA can be obtained from (report contact person's details)

9 EQUALITY IMPACT ASSESSMENT

- 9.1 An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found. A copy of the EqIA can be obtained from the Contact Officer.

10 COMMUNITY SAFETY IMPLICATIONS

- 10.1 The report is intended to assist the Council in delivering Priority 4 of the Community Safety Strategy 2017 – 2020.

11 HEALTH AND WELLBEING IMPLICATIONS

- 11.1 Some schemes will encourage walking and cycling, which in turn has the potential to improve health.
- 11.2 A number of the schemes being considered could improve wellbeing due to improvements that tackle both perceived and actual speeding and traffic problems, as well as improving the public realm.

12 ORGANISATIONAL IMPLICATIONS

- 12.1 Procurement Implications
- 12.2 Procurement activities will be led by the Senior Manager for Highways in line with existing arrangements.

13 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

In relation to the Integrated Transport Capital Fund 2018/19:

- 13.1 Delegating authority to the Strategic Director for Places will provide for an expeditious process which can deliver schemes in a timely manner.
- 13.2 Alternative options described in this report add risk to delivering schemes and future funding.

In relation to the proposed administrative changes proposed in Appendix B of this report:

- 13.3 The creation of a working group will provide an opportunity for a wider group of stakeholders to give their professional input at the earliest possible point. It is anticipated this will help develop proposals which are fit for purpose.
- 13.4 The working group will publish its meeting notes, ensuring a transparent process, and allowing initiators to find more detail on how a recommendation or decision has been reached, providing a more accountable and customer focussed service.
- 13.5 Where schemes are recommended for delivery, but funding is not immediately available, it is possible for RCC to retain scheme proposals for future grant funding opportunities.

14 BACKGROUND PAPERS

- 14.1 There are no additional background papers.

15 APPENDICES

- 15.1 Appendix A – Schemes
- 15.2 Appendix B – Requests for Service (Proposed New Process)

15.3 Appendix C – Current Process (Application Forms)

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

Appendix A - Schemes

Schemes to be constructed in 2018/19

Scheme	Status	Action
Small Road Safety Scheme - Springback Way, Uppingham - one Way system and parking bays	Design and consultation ongoing	Delivery in 2018/19
Accident Cluster Site - Caldecott junction Gt Easton Rd	Waiting for construction, expected within 6 months	Delivery in 2018/19
Accident Cluster Site -Wireless Hill roundabout, South Luffenham	Design and consultation ongoing	Delivery in 2018/19
Accident Cluster Site - Speed calming and pedestrian crossing - Cottesmore	Design and consultation ongoing	Delivery in 2018/19
Accident cluster site - A606, Barnsdale	Feasibility study completed, no action required	None
Accident cluster site - B1081 Old Great North Road, Tickencote	Feasibility study completed, design work ongoing	Delivery in 2018/19
Accident cluster site - C7314 Corner of Ashwell Road/ Whissendine Road, Ashwell	Waiting for construction, expected within 6 months	Delivery in 2018/19
Accident cluster site - C7316 Burley Way, Langham	Feasibility study completed, no action required	None
Knossington Road and Main Road, Braunston Concern regarding speeding.	Feasibility study in progress	Waiting outcome of feasibility study, expected 2018/19
Barrowden Concern regarding speeding	Feasibility study in progress	Waiting outcome of feasibility study, expected 2018/19
Knossington Road, Braunston Concern regarding speeding.	Feasibility study in progress	Waiting outcome of feasibility study, expected 2018/19
A6121, South Luffenham Concern regarding speed of traffic entering and exiting village at both sides.	Waiting for construction, expected within 6 months	Delivery in 2018/19

A6121, South Luffenham Speed and volume of traffic in village and lack of safe pedestrian crossing point.	Feasibility study in progress	Waiting outcome of feasibility study, expected 2018/19
A47, Wireless Hill, South Luffenham Unnecessary HGV traffic traversing the A6121 through S. Luffenham.	Feasibility study in progress	Waiting outcome of feasibility study, expected 2018/19
Pinfold Lane, South Luffenham Concern regarding driver and pedestrian safety in negotiating the narrow lane and bridge on a blind bend with no pavements.	Feasibility study in progress	Waiting outcome of feasibility study, expected 2018/19
Main Street, Barleythorpe Speed of traffic passing through village.	Awaiting feasibility study	Waiting outcome of feasibility study, expected 2018/19
Coach Road, Exton Concern that parked cars are obscuring visibility for vehicles travelling on this stretch of road and disrupting the flow of traffic. Also concern that pedestrians are crossing a busy road to access the public right of way.	Awaiting feasibility study	Waiting outcome of feasibility study, expected 2018/19

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Schemes to be deferred to the Highways and Transport Working Group for further consideration

Scheme	Progress
Oakham Town Centre improvements	Scrutiny Task and Finish group under way.
Roundabout crossing - A47, Uppingham	No related accidents recorded since the initial feasibility study.
Accident cluster site - Orange St, Uppingham	No further accidents recorded since initial feasibility study.
Pedestrian crossing - Cold Overton Rd, Oakham	No related accidents recorded since the initial feasibility study.
High Friction Surfacing - A606	Three accidents have occurred on this stretch of road in the last 3 years – however there is no correlation between these.

	A skid resistance policy is due to be developed during 2018/19. Once approved, this scheme will be reviewed in line with the policy.
Pedestrian crossing - Barleythorpe Rd, Oakham	Further feasibility assessment to be undertaken in accordance with LTN 1/95. Construction cost estimate (if engineering works recommended) – circa £50,000.
SID - Teigh Road, Ashwell	Funding for traffic calming available through planning application APP/2017/0358. Parish Council to determine if they wish to spend these funds on a speed indicator display.
Eastern entrance of village, Little Casterton	Speeding
Junction of Main Street and Pond Lane, Greetham	Narrow pavement
The cross roads on Grantham Lane, Empingham	Safety concerns
Cow Lane, Whissendine	Narrow lane with no 'pull ins'
A47 through Glaston	Speeding
Juncture with Fosse Lane, Thistleton Road and Main Street, Thistleton	Speeding
Along the A606 through Langham	Concerns regarding safety and isolation due to traffic volume and speed.
Uppingham Road, Caldecott (r1*)	Lack of crossing place.
A606/ Audit Hall Road, Empingham (r1*)	Lack of crossing place.
Seaton Road Roundabout, Uppingham (r1*)	Concern regarding safety of existing roundabout design.
Edith Weston Road, North Luffenham (r1*)	Additional pedestrian link requested.
Main Road, Little Casterton	Lack of footway.
Braunston to Oakham	Lack of cycleway/footway connection (application re submitted). Concern for safety and social isolation.
Wood Lane cross road (Greetham) to Stretton	Lack of cycleway/footway connection (application re submitted). Concern for safety and social isolation.

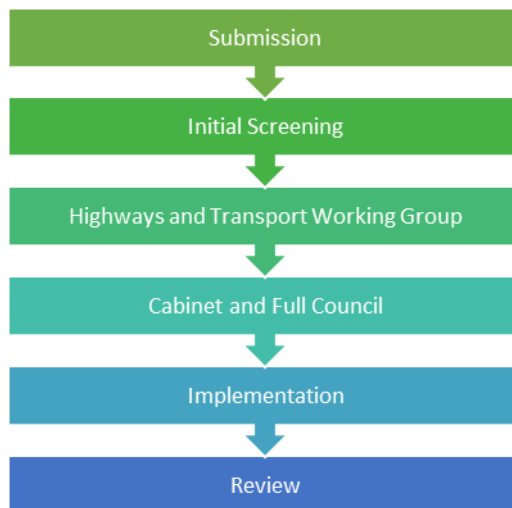
From the Ashwell Road junction, along Market Overton Road and Mill Lane, Cottesmore

Lack of cycleway/footway connection.

Appendix B

REQUESTS FOR SERVICE - PROCESS

The process for receiving, consideration, implementation and review of actions in relation to highways and transport proposed as follows; -



Submission

Requests for Service received by RCC via; -

- a) Parish or Town Council (where no Council is in operation, individual applications will be accepted)
- b) Rutland Access Group
- c) County councillor
- d) Member of Parliament
- e) Representative of the Emergency Services

The existing application form is included in Appendix C of this report, this will be updated and a digital version created, to ensure all relevant information is properly captured, before issuing this, the Parish Councils will be consulted. This form should then be submitted via email or post to the Senior Manager for Highways.

Initial Screening

The Senior Manager for Highways holds a statutory duty under the Traffic Management Act 2004, as 'Network Manager', consideration must be given to any changes to the road network which could have an impact on the expeditious movement of traffic.

An initial assessment of any application will be undertaken by the Senior Manager for Highways, where appropriate, investigations and surveys may be undertaken to determine the extent of an issue.

Once this work has been undertaken, and an outline proposal has been developed, it will be submitted to the Highways and Transport Working Group for consideration.

Highways and Transport Working Group

To support the Senior Manager for Highways in considering applications, developing proposed schemes, seeking guidance from stakeholders and the emergency services, and ultimately providing a recommendation on a way forward, the new Highways and Transport Working Group is to be formed, replacing any similar groups.

The following terms of reference are designed to ensure appropriate attendance, and a detailed account of the purpose of the group and its remit.

Terms of Reference

a) Membership

Members

- i. Portfolio Holder(s) for Highways and Transport
- ii. Director, Places
- iii. Senior Manager for Highways
- iv. Senior Manager for Transport
- v. Police, Fire, Ambulance representatives

Support

Service Managers, as required (Parking Services, Public Transport, Transport Policy, Finance etc)
Business Support Team

b) Meeting and Reporting

The group will meet as and when required to do so. Following each meeting, a summary or information report will be published, where approval for funding is required, or where proposals are considered significant enough to warrant a decision from Cabinet, an appropriate report will be submitted, along with detailed recommendations from the group.

c) Role of the Working Group

- i. To review the initial assessment made by the Senior Manager for Highways, agreeing to a) refer back for further investigation, b) support initial assessment and recommend feasibility study or, c) close the request and provide the initiator a detailed explanation for the decision
- ii. To implement or oversee the follow through to action decisions that have been taken at a Council or Cabinet meeting
- iii. To make recommendations as to the work programme or priorities for issues relating to highways, traffic management, parking or road safety to Council or Cabinet
- iv. To support the Senior Manager for Highways in responding to, or providing justification for recommendations made by the group, this may include but not be limited to a meeting on site
- v. To ensure recommendations are in line with the relevant legislation and are within the powers and duties of the Council
- vi. Once a recommendation has been made, to consider and support efforts to secure funding to implement a proposed scheme.

d) Authority

As a group, there is no delegated authority for making decisions, but it is recognised that this working group will form the recommendations that are brought to Council and Cabinet meetings, via an appropriate representative. In most decisions, it is anticipated recommendations will be taken forward on the recommendation of the group where delegated authority already rests with the Strategic Director for Places, in consultation with the Portfolio Holder.

Cabinet and Council

Where a decision is required from Cabinet, a report will be submitted as required by the constitution. It may be the case that a lack of available funding options mean a decision is made that a proposed scheme should be implemented, but a decision on the funding stream is deferred. In this circumstance, a record will be maintained for use in grant fund applications and for consideration in planning for future internal budget considerations.

Implementation

Once a decision has been made to implement a scheme, the Senior Manager for Highways will develop the construction timetable and implement, reporting back to the working group and the initiator on progress.

Review

It is essential that reviews are undertaken after an appropriate 'settling in' period, likely not more than 6 months after changes are introduced, these will be considered at an appropriate Working Group meeting.

CONSULTATION

In addition to the statutory consultations associated with implementing any traffic restrictions, it is proposed that fixed points be identified where initiators should expect an update on progress

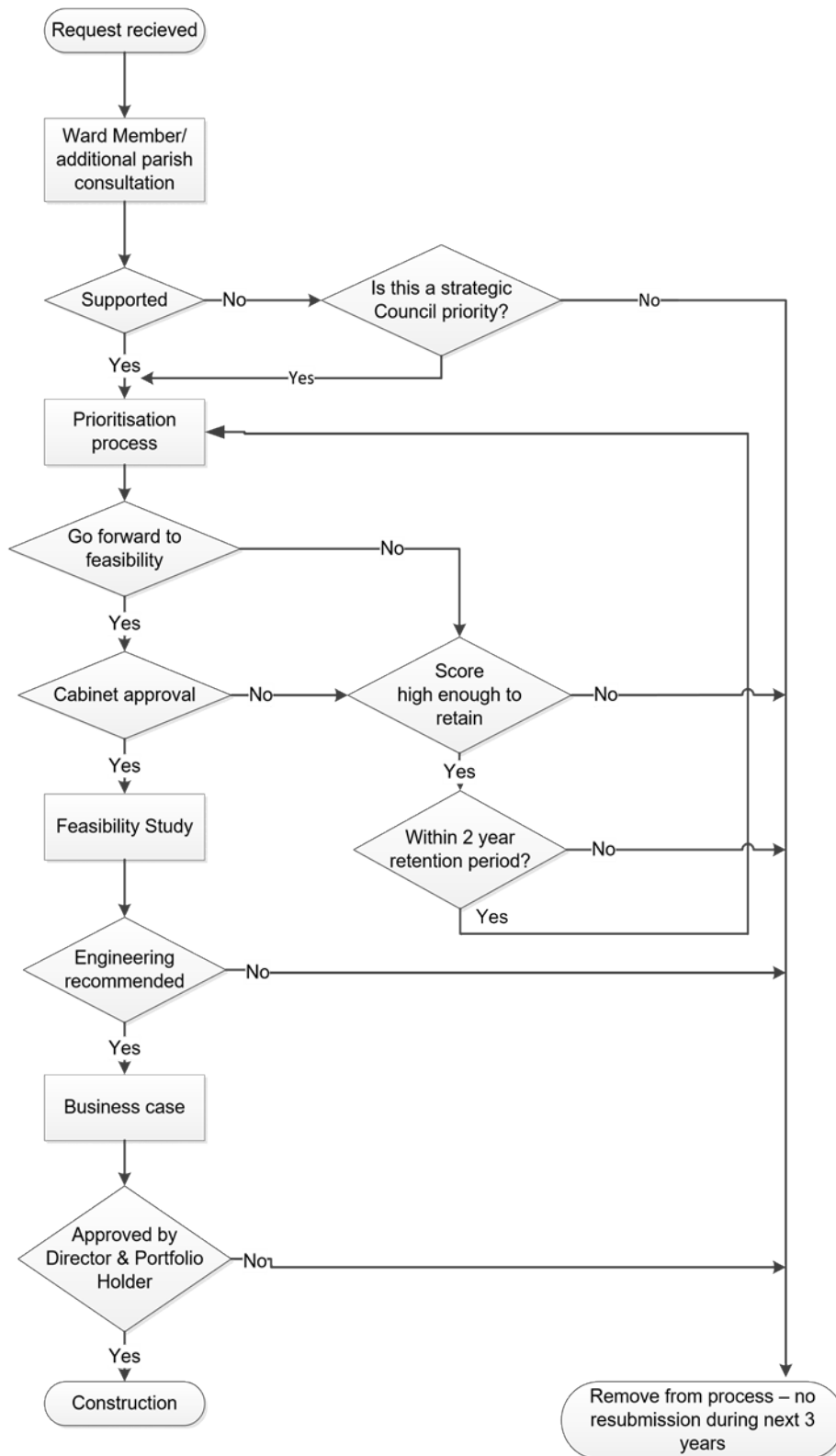
1. Response to initiator to confirm receipt.
2. Output from Highways and Transport Working Group
3. Output from Cabinet or Council
4. Statutory Consultation
5. Review as appropriate

FINANCIAL IMPLICATIONS

It is not proposed the Highways and Transport Working Group has any specific delegated authority to authorise spend, instead the group will make recommendations to the Strategic Director for Places who holds delegated authority in certain circumstances or to Cabinet where further funding requests are to be made.

Appendix C – Application Forms

Existing Process



Existing Application Form



Highways and Transport Requests for Service

Residents living in locations without a parish council or parish meeting are able to submit a request using this form. However, the resident submitting the request must be on the electoral register for the parish in concern..

Please note – please do not provide any personal data (e.g. names, addresses) within this application form, except where requested. A Privacy Notice is attached to the end of this form.

Upon receiving a request, the Council will consider whether any action is required and feed back to you once a decision has been made.

Please return completed forms to Transport Strategy, Rutland County Council, Catmose, Oakham, Rutland, LE15 6HP or email them to: travel4rutland@rutland.gov.uk

If you have any queries please call **01572 758205**.

Details of the problem and proposed scheme

Your name	
Parish that location sits within	
Ward that the location sits within	
Origin of request: Delete as applicable	Example, Residents Group, County Councillor..
What is the problem you want to solve?	Please only provide a description of the problem, for example <i>'when crossing at the junction, it is difficult to see oncoming traffic without stepping into the road'</i> .
Do you have any evidence of this problem?	



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Location

Please provide a written description of the location and, where appropriate a location plan or sketch.

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Supporting information

Contact details

Please provide contact details for correspondence regarding this application.

Main Contact:	
Email:	
Telephone:	
Postal address:	

Declaration:

I confirm that the information provided within this form is correct:

Signature

Date of submission:

Privacy notice

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to dataprotection@rutland.gov.uk or by writing to us at **Data Protection, Catmose House, Oakham, Rutland. LE156HP**

Your information will be used so that we can:

- Administer and process your parish's integrated transport capital programme application (ITCP).

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may also share it with any Ward Members or Parishes that may have interest in/ or be impacted by the proposal, as well as external consultants (working on our behalf) to undertake feasibility studies and/or design work. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for the duration that your parish's application remains within the ITCP programme. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website

(<https://www.rutland.gov.uk>)

- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling'*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.

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