

# Annex B

## East Surrey Highways



### East Area Maintenance Delivery Plan

**2008-2009**

**1. Highway repairs**

- 1.a.i HSI defects (Category 1, 2A and 2B)
- 1.a.ii A&E Immediate Response
- 1.b 2C defects
- 1.c Proactive works and minor revenue schemes
- 1.d Damage to Council Property (DCPs)
- 1.e Residual cleaning

**2. Environmental Maintenance**

- 2.a Grass cutting
- 2.b Weed control, ragwort and knotweed
- 2.c Trees including epicormic growth
- 2.d Hedge cutting (including flailing programme)
- 2.e Verge repairs

**3. Road markings and non-illuminated signs**

- 3.a Road Markings
- 3.b Road Studs
- 3.c Non-powered signs and bollards

**4. Winter maintenance (all centrally funded)**

- 4.a On-call standby
- 4.b Salting areas
- 4.c Provision of salt
- 4.d Salt bins
- 4.e Snow clearance

**5. Drainage**

- 5.a Gully cleaning and jetting
- 5.b Soakaway cleaning
- 5.c Ditching
- 5.d Drainage system maintenance (including investigation & repair)

**6. Community Gangs****7. Electrical equipment**

- 7.a Street lighting
  - 7.a.i Energy (centrally funded)
  - 7.a.ii Powered DCPs (centrally funded)
- 7.b Powered Street furniture
  - 7.b.i Illuminated signs & bollards
  - 7.b.ii Energy (centrally funded)
  - 7.b.iii VAS
  - 7.b.iv Wig Wags

**8. Local Revenue - £103k to each Local Committee**

NOT INCLUDED – Safety Fencing and Barriers

**Budget Headlines****Total 2008/2009 budget controlled by East: £8,087,935**

	<b>East controlled</b>	<b>Centrally controlled</b>
1. Highway Repairs:	£3,031,110	
2. Environmental Maintenance:	£1,221,400	
3. Road markings and non-illuminated signs:	£ 350,000	
4. Winter maintenance (County wide, centrally funded)		£1,581,056
5. Drainage:	£ 895,000	
6. Community Gangs:	£ 700,000	
7. Electrical equipment: (street lighting & powered street furniture)	£1,375,425	
8. Local revenue:	£ 515,000	
<b>TOTAL East</b>	<b>£8,087,935</b>	

**PREAMBLES**

In undertaking the East Area Maintenance Service Delivery Plan 2008/09 (1 April 2008 to 31 March 2009), the Constructor shall be required to:

- Carry out all works throughout the East Area of Surrey within timescales and at all times complying with all requirements in accordance with Surrey County Council's Manual of Policies and Standards (MAPS), the Immediate Response Process, the Term Briefs & Method Statements and current standards.
- Supervise, coordinate, programme and manage the works (including those undertaken by sub-contractors and specialists) against the orders.
- Ensure that the works are undertaken to the required standard and specification (right first time) and that any rectification works/remedial works are undertaken at no additional cost to Surrey County Council.

Other than in exceptional circumstances, orders will be raised and committed by Surrey Staff, but the Constructor will be responsible for updating and entering completion dates in CONFIRM in accordance with the timescales set in the Works Ordering Process TH-14-29.

## 1. HIGHWAY REPAIRS

**BUDGET £3,031,110** (including overheads and profit)

### COUNTY POLICY

- To correctly identify, classify and permanently repair defects, meeting the current Highway Safety Inspections Standards & Procedures document.
- To 'make safe' and permanently repair such defects within the specified time scales in order to provide a safe highway network.

#### 1.a.i. HSI Defects (Cat 1, 2A and 2B)

Cost codes: Principal: GP57  
Non-principal: GN57

**Works order value: £2,166,600** (excluding overheads and profit), **which is not to be exceeded.** This order/value represents an average of an 18 gang resource includes the provision of the A&E Immediate Response service covered in section 1.a.ii. Although this order/value - which is not to be exceeded - is based on a average of 18 gangs, the Constructor shall manage and operate the gang resource appropriately, given the fluctuation in work load demand throughout the year.

### COUNTY STANDARDS

Highway defects meeting our intervention levels of:

- **Cat 1:** within 24 hours
- **Cat 2A:** within 7 days
- **Cat 2B:** within 28 days

The time scales apply from the date a works order is committed.

### WORKS PLAN

- Throughout the East Area of Surrey, 'make safe' and permanently repair highway defects meeting Cat 1, 2A and 2B within prescribed time scales, from 1 April 2008 to 31 March 2009, in accordance with the Highway Safety Standards & Procedures and within the budget provide, which is not to be exceeded.
- It is expected that a Cat 1, 2A or 2B defect will be permanently repaired at the first visit. However, there may be occasions where this is not possible for Cat 1 and some 2As, and the Constructor shall 'make safe' and undertake a permanent repair, generally within 28 days (in accordance with SCC's Highway Safety Standards & Procedures). In such circumstances the Constructor shall be responsible for maintaining the defect site in a safe condition. The decision whether to 'make safe' or permanently repair at the first visit and determining the most appropriate 'make safe' shall be the responsibility of the Constructor.
- The Constructor shall also determine the appropriate material, which will generally be 'like for like', and method for permanently repairing Cat 1, 2A or 2B defects in order to meet the obligation of keeping the highways safe of defects that meet our intervention levels.

## RESOURCE PLAN

- The management, control and deployment of all the resources necessary will be the responsibility of the Constructor, taking into account seasonal variations and budget constraints.
- No specific number of gangs will be dedicated to any particular District, and the Constructor will be able to deploy the workforce anywhere within the East Area to achieve the required response to the works orders raised. This will mean that at some times there may not be any gangs in specific Districts.

The order/budget includes:

- Provision of sufficient labour, plant and materials - including all associated Traffic Management costs..
- The provision of the A&E Immediate Response Service covered in 1.a.ii.

The order/budget does **not** include:

- Gangs undertaking any other works categorised as 2C, or Community Gang works.

Where defects are found not to be Cat 1, 2A or 2B, due to incorrect classification by Surrey Staff, the Constructor shall be required to complete such defects; but if they believe, following completion, that they do not meet the criteria, they shall bring this to the attention of the East Area Operations Team.

## ADMINISTRATION

- The East Area Operations Team will provide one order for the provision of this service for the year. Included in the order is the provision of the A&E Immediate Response Service as determined in section 1.a.ii.
- Works orders for defects meeting Cat 1, 2A and 2B will be raised by Surrey staff (including Highway Safety Inspectors, Community Highway Officers, Maintenance Engineers) in accordance with Works Ordering process TH-14-29.
- Orders will be committed by the East Area Operations Team, and the time scale for completion will commence from the date of commitment.
- All defects meeting Cat 1, 2A and 2B will be recorded on CONFIRM by SCC staff and the Constructor shall update the status in accordance with TH-14-29, each job with a nominal value of £1.
- The Constructor shall provide a financial and resource budget plan for the year indicating the spend profile and number of gangs broken down into months and submit it for consideration and approval to the East Area Operations Team by the Friday 9 May 2008.
- The approved budget plan will be used as a basis to ensure the budget is not exceeded.

The Constructor shall indemnify Surrey County Council against any successful third party claims that occur as a result of not meeting the timescales for making safe/permanent repair, defective workmanship/ materials, or the failure to continue to maintain the 'make safe' measures, prior to permanent repair being carried out for defects meeting the Cat 1 - 2B classification.

### 1.a.ii. A&E Immediate Response

The cost for providing an A&E Immediate Response service is included in the Works Order value in Section 1.a.i.

Cost codes: Principal: GP57  
Non-principal: GN57

### COUNTY STANDARDS

To provide an appropriate A&E Immediate Response resource to attend to any report that requires an Immediate Response as it has a high risk of vehicle/ pedestrian interaction with the likely result of serious, or even fatal, consequences as detailed in Appendix 1.

### WORKS PLAN

- Throughout the East Area of Surrey, provide a 24/7 A&E Immediate Response service from 1 April 2008 to 31 March 2009, in accordance with the Immediate Response process and SCC's Highway Safety Standards & Procedures.
- Attend any incident that requires immediate action throughout the East Area of Surrey within one hour.
- Once on site, make the highway safe for the travelling public - including road closures and associated temporary traffic diversion signage - and, where possible, deal with the defect/incident. Where this is not possible in that it requires specialists, arrange for such specialists to attend the site and deal with the issue. During this period the site will be maintained in a safe condition, which may require continued attendance.
- Where a permanent repair cannot be completed as part of this service, the site shall be made safe and maintained until a permanent follow up repair is completed (generally within 28 days).
- Deal with the incident at the direction of the Emergency Services.
- Where appropriate, liaise with Ringway for the provision of traffic management for high speed roads.

Examples of A&E Immediate Response categories can be found in appendix 1.

Number of A&Es (Immediate Responses) over the last three financial years:

2005/06:	3876
2006/07:	4410
2007/08:	4230

### RESOURCE PLAN

- The management, control and deployment of all the resources necessary to provide this Immediate Response Service will be the responsibility of the Constructor.
- The Constructor shall provide sufficient labour, plant and materials (including all associated traffic management and temporary diversion signage) to provide the 24/7 Immediate Response Service.

**ADMINISTRATION**

The works order/budget as detailed in Section 1.a.i. **includes:**

- Provision of a 24/7 Immediate Response Service.
- Dealing with the incident where no further works are required or 'making safe' where follow up works are required.
- Where a permanent repair/resolution of the issue cannot be undertaken or completed, making the highway safe and maintaining it in a safe condition until the permanent repair is completed, generally within 28 days.
- Dealing with the permanent repair of HSI defects under section 1.a.i.
- Works undertaken by specialists.
- The costs associated with Residual Clearing

The works order/budget for the Immediate Response service **does not include:**

- Permanent repairs that could not be undertaken as part of this response or covered under Section 1.a.i.
- DCPs. These will be undertaken in accordance with, and under the budget, section 1.d.

Specialist works (including removal of obstructions such as large trees, large animals, fly-tipping, etc, and the removal and safe disposal of blood/bodily fluids, oil, etc) should be ordered separately in retrospect and specialist costs should be allocated to a Residual Clearing Code (GP71 or GN71) or DCP Code (GP01 or GN01) as appropriate under Code G57. The Constructor will be responsible for updating CONFIRM with completed times/dates.

The Constructor shall provide a detailed record of events, including 'before' and 'after' photographs on each and every A&E Immediate Response, as well as details where applicable of any third parties, police officer details, details of equipment damaged and whether County Property has been damaged.

The Constructor shall also provide a detailed breakdown of costs in attending an A&E incident, specialists' costs, and any other follow up works so that these may be recovered from a third party.



**1b. 2C Defects****BUDGET £****WORKS PLAN**

- Permanently repair 2C highway defects in accordance with Surrey County Council's Manual of Policies & Standards (MAPS), and the Term Briefs and Method Statements.
- Some 2C defects will be repaired by the Community Gang under a separate budget (see section 6).

**RESOURCE PLAN**

- The Constructor shall provide appropriate resource to undertake repair work of 2C defects throughout the East Area of Surrey.
- The management, supervision and deployment of all resources necessary are the responsibility of the Constructor.

**ADMINISTRATION**

- SCC Maintenance Engineers will raise individual orders within their allocation with agreed costs and start/completion dates for the repair of 2C defects within their District.
- The East Area Operations Team will commit orders, subject to available budget.
- All 2C defects will be logged on CONFIRM by SCC staff and the Constructor will update the job status, including completion dates, in accordance with Works Ordering process TH-14-29.

## **1.c Proactive works and minor revenue schemes**

### **BUDGET £**

#### **COUNTY POLICY**

To undertake a programme of scheme works in a proactive manner to provide cost effective maintenance.

#### **COUNTY STANDARDS**

Schemes to be cost effective, right first time and minimise reactive maintenance.

#### **WORKS PLAN**

- Undertake proactive maintenance works and minor revenue schemes in accordance with Surrey County Council's Manual of Policies & Standards (MAPS), and the Term Briefs and Method Statements.

#### **RESOURCE PLAN**

- The Constructor shall provide appropriate resource to undertake proactive maintenance works and minor revenue schemes throughout the East Area of Surrey.
- The management, supervision and deployment of all resources necessary are the responsibility of the Constructor.

#### **ADMINISTRATION**

- The East Area Operations Team will raise individual orders within their allocation, with agreed costs and start/ completion dates, for the proactive works and minor revenue schemes.
- The East Area Operations Team will commit orders, subject to available budget.
- All works will be logged on CONFIRM by SCC staff and the Constructor will update the job status, including completion dates, in accordance with Works Ordering process TH-14-29.

## 1d. Damage to Council Property (DCPs)

**BUDGET £100,000** (including overheads and profit)

Cost Codes: Principal: GP01  
Non-principal: GN01

### COUNTY POLICY

To make special budgetary provision for the repair or replacement of certain categories of County Property on the highway, damaged by vehicle impact or theft, and to recover sums as appropriate from persons who caused the damage.

All other forms of Damage to County Property on the highway will be repaired or replaced utilising the appropriate maintenance budget, with similar attempts to recover sums as appropriate from persons who caused the damage.

### COUNTY STANDARDS

It should be noted that bus stops, bus shelters, seats, post boxes, telephone boxes, advertising boards, public utility plant and apparatus, etc, are not County Property.

### WORKS PLAN

- Repair Damaged Council Property (non-powered) throughout the East Area of Surrey between 1 April 2008 and 31 March 2009.
- Damage to powered Council Property (Illuminated signs, bollards, street lighting, etc) will be repaired under a separate contract.
- The management, supervision and deployment of all resources necessary are the responsibility of the Constructor.
- Damage to County Property will be brought to our attention generally by the Constructor's workforce whilst undertaking an A&E Immediate Response, Surrey Staff, or directly by the Emergency Services. As part of the A&E Immediate Response, specialists may be called in to undertake repair works.

### RESOURCE PLAN

- Service delivered on an ad hoc basis as determined by works orders issued following incidents called into the Highway's Control Room, response to A&Es under 'Minor Maintenance – Highway Safety Defects', or notified/ ordered by Surrey Staff.

### ADMINISTRATION

- The East Area Operations Team will raise and commit orders to repair DCPs identified under an A&E Immediate Response - see section 1.a.ii.
- Surrey Staff will raise orders for the repair of all other DCPs.
- Constructor will identify details of third parties, wherever possible, to allow recovery of costs.
- Details will be recorded on the S1 sheet, as per the method statement, and should include:
  - Photographs
  - Names

- Police Officer details
  - Details of equipment damaged
- Works costs associated with the repair of Damage to County Property are to be charged to the individual works order under this budget.
- The costs for providing an A&E Immediate Response are to be charged in accordance with section 1.a.ii. All other costs (plant, labour and materials as well as specialists) in permanently repairing DCPs shall be charged to the order under this section. The Constructor shall provide detailed records/ breakdown of all costs.
- The Constructor shall provide all information, including costs, to the East Area Operations Team in order to recover the money from known third parties.
- The Constructor will update the status, including completion dates, in accordance with Works Ordering process TH-14-29.

## 1e. Residual Clearing

**BUDGET £100,000** (including overheads and profit)

Cost Codes for specialist sub-contract works in response to an immediate call-out:

Principal: GP71

Non-principal: GN71

### COUNTY POLICY

To continue to carry out tasks that are clearly defined as residual highway authority duties under the terms of the Environmental Protection Act (1990)

To co-operate, as far as possible, with the various District (duty) authorities to ensure a properly coordinated response to the legislation.

### COUNTY STANDARDS

To remove and dispose of all materials that are considered to be hazardous or likely to obstruct users of the highway as soon as is practicable following any incident to maintain a clear and safe highway network free from obstruction.

### WORKS PLAN

- Undertake Residual Clearing of the Highway, including removal of obstructions, throughout the East Area of Surrey between 1 April 2008 and 31 March 2009.
- The management, supervision and deployment of all resources necessary are the responsibility of the Constructor.
- Residual Clearing of the Highway will be brought to our attention generally by the Constructor's workforce whilst undertaking an A&E Immediate Response, by Surrey Staff or directly by the Emergency Services.

### RESOURCE PLAN

- Service delivered on an ad hoc basis as determined by works orders issued following incidents called into the Highway's Control Room, response to A&Es call-outs under 'Minor Maintenance – Highway Safety Defects', or notified/ordered by Surrey Staff.
- Generally, works covered under this section will be undertaken by specialists to remove obstructions such as large trees, large animals, fly-tipping, etc, or the removal or safe disposal of oil, other liquids and bodily fluids.

### ADMINISTRATION

- The East Area Operations Team will raise and commit orders for specialists to remove an obstruction or clear the Highway as identified under an A&E Immediate Response under section 1.a.ii.
- Surrey Staff will raise orders for the removal of obstructions or clearing the Highway.
- Works costs associated with Residual Clearing are to be charged to the individual works order under this budget.
- The costs for providing an A&E Immediate Response are to be charged in accordance with section 1.a.ii. All other costs (plant, labour and materials as well as specialists) in dealing with Residual Clearing shall be charged to the order

under this section. The Constructor shall provide detailed records/ breakdown of all costs.

- The Constructor shall provide all information, including costs, to the East Area Operations Team in order to recover the money from known third parties.
- Orders are raised by the Operations Team following response to A&E call-outs via the Highway's Control Room.

## 2. ENVIRONMENTAL MAINTENANCE

### 2a. Grass Cutting

**BUDGET £803,400** (including overheads and profit)

#### COUNTY POLICY

To undertake the cutting of grass on verges forming part of the highway to the extent that this is needed to control grass growth and permit the safe passage of vehicles and pedestrians.

#### COUNTY STANDARDS

Urban standard: for highway purposes grass should be kept shorter than about 150mm where circumstances permit with a minimum of 5 cuts.

Rural standard: the basic standard for rural grass areas is a 1 metre width swathe cut by long flail mower cutting head to maintain sight lines with a minimum of 2 cuts during the growing season.

#### RESOURCE PLAN

Service delivered via specialist sub-contractors to an agreed programme carrying out the number of cuts as shown below.

	Urban	Rural	Specials
Elmbridge	9	2	
Mole Valley	7	2	2 x A24/A243
Tandridge	8	3	3 x A22
Epsom & Ewell	Directly undertaken by District		
Reigate & Banstead	Directly undertaken by District		

#### ADMINISTRATION

- The East Area Operations Team will raise/commit one order each for Elmbridge, Mole Valley and Tandridge with individual jobs attached for each urban, rural and special cut.
- The Constructor will provide detailed programme of works and schedule.
- All orders to be put through as 2C priority.
- The Constructor will update the job status as each cut is completed.

#### RISKS

Programme and performance subject to climate and ground conditions.

## **2b. Weed control plus ragwort and knotweed**

**BUDGET £203,000** (including overheads and profit)

### **COUNTY POLICY**

To control weed growth on maintainable highways in the manner most appropriate to the local environment.

### **COUNTY STANDARDS**

Remove notable stands of injurious and nuisance weeds as soon as possible after notification of inspection.

### **WORKS PLAN**

- Throughout the East Area of Surrey, control weeds and remove injurious and nuisance weeds, in accordance with Surrey County Council's Manual of Policies and Standards (MAPS), the ADAS guidance notes (weeds affected by legislation), and the Term Briefs and Method Statements.

### **RESOURCE PLAN**

- Service delivered via specialist sub-contractors to an agreed programme, involving 3 full width applications.
- Generally weed spray to be undertaken during April, June and September, although timing is subject to climatic conditions.
- This section also includes dealing with the safe removal, disposal and treatment of injurious and nuisance weeds such as ragwort, Japanese knotweed and giant hogweed.
- In some cases, removal of weeds will be undertaken by the Community Gang at the request of the District Maintenance Engineer under section 6.

### **ADMINISTRATION**

- The East Area Operations Team will raise and commit one order (with three separate jobs) for each of the three sprays for the control of weed growth throughout the East Area.
- The East Area Operations Team will raise separate orders for removing notable stands of injurious and nuisance weeds.
- Constructor will provide detailed programme of works and schedule.
- All orders to be put through as a 2C priority.



**2c. Trees including epicormic growth**

(excludes Epsom & Ewell which is directly managed)

**BUDGET £200,000** (including overheads and profit)

**COUNTY POLICY**

Maintain existing highway trees in a safe condition for as long as they remain healthy unless public safety or significant damage to the highway requires removal.

Ensure that replacement trees and new plantings are suitable for their location and can be maintained at minimal cost.

**COUNTY STANDARDS**

In rural areas work on highway trees will be mainly reactive and limited, other than for safety reasons. Some routine maintenance will be needed from time to time to maintain the condition of trees. This should be a matter for local consideration, having regard to both user and community. Urban trees have a significant impact on the local environment and may cause damage to the highway or property if not properly managed.

**RESOURCE PLAN**

- The service is for the provision, on a day work basis, of a two-man gang with a 10tn grab vehicle and chipper to undertake a full range of works. It includes the provision of basic Chapter 8 Traffic Management and the provision of a stump grinder as required.
- The Constructor shall provide additional Traffic Management such as Stop & Go boards, traffic lights, traffic management for high speed roads, etc, where necessary to undertake works safely.
- Work shall be undertaken on a prioritised basis.

**ADMINISTRATION**

- The East Area Operations Team will raise and commit an order for ad hoc tree work, excluding Epsom & Ewell.
- Works orders for each job will be raised by Surrey staff with a nominal value of £1 and agreed estimated completion date as a 2C priority.
- The Constructor will update the status in CONFIRM with actual completion dates.

## **2d. Hedge cutting (incl. Flailing programme)**

**BUDGET £15,000** (including overheads and profit)

### **COUNTY POLICY**

Maintain existing highway hedges in a safe condition for as long as they remain healthy unless public safety or significant damage to the highway requires removal.

Ensure that replacement hedges and new plantings are suitable for their location and can be maintained at minimal cost

### **COUNTY STANDARDS**

In rural areas work on highway hedges will be mainly reactive and limited, other than for safety reasons. Some routine maintenance will be required from time to time to maintain the condition of hedges. This should be a matter for local consideration, having regard to both user and community. Urban hedges have a significant impact on the local environment and may cause damage to the highway or property if not properly managed.

### **WORKS PLAN**

- Undertake a programme of hedge maintenance works in the districts of Elmbridge, Mole Valley and Tandridge.
- Hedge trimming may only be carried out between September and the end of February.
- NB: Hedge maintenance in Epsom & Ewell and Reigate & Banstead is undertaken directly by the districts.

### **RESOURCE PLAN**

- Provide a programme of flailing works in the districts of Elmbridge, Mole Valley and Tandridge.
- Other hedge trimming will be undertaken by the Community Gang under section 6 at the direction of the District Maintenance Engineer.

### **ADMINISTRATION**

- The East Area Operations Team will raise and commit orders for a programme of flailing works.
- The Constructor will provide a works programme and schedule.
- All orders are to be put through as Cat 2C.
- The Constructor will update the status in CONFIRM with actual completion dates.

**2e. Verge repairs****BUDGET £0****WORKS PLAN**

Throughout the East Area of Surrey, undertake repairs to verges, in accordance with Surrey County Council's Manual of Policies and Standards (MAPS), and the Term Briefs and Method Statements.

**RESOURCE PLAN**

Works will be undertaken by the Community Gang under section 6, at the direction of the District Maintenance Engineer or, in some cases, under DCPs in section 1.d.

**ADMINISTRATION**

- The East Area Operations Team will raise and commit orders for a programme of verge repairs.
- The Constructor will provide a works programme and schedule.
- All orders are to be put through as Cat 2C.
- The Constructor will update status on CONFIRM with actual completion dates.

### 3. ROAD MARKINGS & SIGNS (NON-ILLUMINATED)

#### 3a. Road markings

**BUDGET £300,000** (including overheads and profit)  
(including re-marking, ad hoc marking and road studs (3.b) )

#### COUNTY POLICY

- To maintain all authorised road markings on the highway for which it is responsible.
- To ensure a clear, visibly legible and effective road sign with priority given to regulatory and warning signs.

#### COUNTY STANDARDS

- In order to provide for the safe movement of traffic in the county, it is essential to maintain the road markings to a standard that is adequate for the task by day and night, in good weather and bad.
- Renew lines where more than 30-50% is worn away or ineffective.

#### WORKS PLAN

##### 1. Re-marking:

- There is a works budget of **£210,000** (excluding overheads and profit).
- There is a requirement to re-mark/ refresh on a schedule of rates a minimum of the areas identified in year 1 plans (one section for each of the five districts).
- There will be a minimum of 2 Gangs (to include basic Chapter 8 Traffic Management and alternate single line working where required) operating for a maximum of six months between 14 April 2008 and 17 October 2008.
- All road markings, other than waiting restriction lines (single/double yellows) and parking bays, are to be refreshed/ re-marked regardless of condition, including extremely worn or missing lines.
- All road markings to be laid in accordance with current Surrey specifications.
- The areas may be extended following review of cost and output and additional plans will be provided.

##### 2. Ad hoc sites:

- There is a works budget of **£20,000**
- To mark new, re-mark or refresh carriageway markings on a schedule of rates from a list of ad hoc sites provided by the East Area Operations Team.
- To include basic Chapter 8 Traffic Management and alternate single line working where required.

#### RESOURCE PLAN

##### 1. Re-marking:

- Minimum provision of two Gangs working for a maximum of six months between 14 April 2008 and 17 October 2008.
- Provision of basic Chapter 8 Traffic Management and alternate single line working.

2. Ad hoc sites:

- Provision of one Gang for up to three days per month between April 2008 and March 2009. On average, £1600 worth of work per month x 12 months.
- Provision of basic Chapter 8 Traffic Management and alternate single line working.

**ADMINISTRATION**

1. Re-marking:

- The East Area Operations Team will raise and commit one order for the provision of this service for the period April to October 2008 as a 2C priority.
- The East Area Operations Team will provide drawings indicating the areas to be re-marked in each of the five Districts.
- The East Area Operations Team will provide additional drawings as required throughout the period April-October.
- It is the Constructor's responsibility to provide, within 7 days, weekly updates of works completed, including a schedule and costs, to the East Area Ops Team.
- The Constructor shall provide, revise and update AutoCAD/PDF drawings of the 5 areas to be re-marked, at an additional cost.
- It is the Constructor's responsibility to provide, within 7 days, weekly costs of work completed for the East Area Operations Team.
- It is the Constructor's responsibility to supervise, coordinate, arrange Traffic Management, temporary signals or 'Stop & Go' boards, make all necessary 'No Parking' arrangements, ensure that the quality of workmanship complies with the specification, check sub-contractor's measurements and all other aspects to generally coordinate the sub-contracted gangs.
- In addition to the above, the Constructor shall provide a condition report of road studs each week, along with the list of completed work.

2. Ad hoc sites:

- The East Area Operations Team will raise and commit one order for the provision of this service for the period April 2008 to March 2009 as a 2C priority.
- The East Area Operations Team will provide a list of ad hoc sites at the beginning of each month for work to be carried out during that month, including drawings where applicable.
- Jobs will be raised for ad hoc sites and batched on to orders each month. The Constructor will update the status on CONFIRM with actual completion dates.
- It is the Constructor's responsibility to provide, within 7 days of the end of each month, a monthly list of work completed to the East Area Operations Team
- It is the Constructor's responsibility to provide, within 7 days of the end of each month, monthly costs of work completed for the East Area Operations Team.
- It is the Constructor's responsibility to supervise, coordinate, arrange traffic management, temporary signals or 'Stop & Go' boards, make all necessary 'No Parking' arrangements, ensure that the quality of workmanship complies with the specification, check sub-contractor's measurements and all other aspects to generally coordinate the sub-contracted gangs.

### **3b. Road studs**

**BUDGET £20,000** (excluding overheads and profit)

#### **COUNTY STANDARDS**

- Reflective road studs are a legal requirement in the installation of double white line systems. Road studs that are either missing or defective (damaged, loose, high, low, etc) should be replaced individually or in bulk, depending on circumstances.
- The aim is for at least 95% of studs in other systems to be in place and reflective and for at least 90% of studs in other systems to be in place.

#### **WORKS PLAN**

- There is a works budget of **£20,000**.
- There is a requirement to identify and replace missing or defective studs in specific areas on a priority basis.

#### **RESOURCE PLAN**

- Provision by the Constructor of a specialist sub-contract Gang to undertake specific orders.
- Provision by the Constructor of all necessary Chapter 8 Traffic Management for each particular site.

#### **ADMINISTRATION**

- The East Area Operations Team will compile a list of sites as identified and raise and commit orders for a minimum of one day's work for a sub-contract Gang at a 2C priority.
- The Constructor will update the status on CONFIRM with actual completion dates.

### **3c. Non-powered signs & bollards**

**BUDGET £50,000** (including overheads and profit)

#### **WORKS PLAN**

To undertake the cleaning and maintenance of all authorised permanent signs and bollards on the highway in accordance with the Surrey County Council's Surrey Highways Winter Service Plan 2008/09.

Electrical signs and lighting are undertaken under a separate contract, and budget held centrally

#### **RESOURCE PLAN**

Service delivered on an ad hoc basis as determined by works orders issued.

#### **ADMINISTRATION**

- The East Area Operations Team will raise and commit orders for maintenance works on non-powered signs and bollards.
- All orders to be put through as Cat 2C.
- The Constructor will update the status on CONFIRM with actual completion dates.

## **4. WINTER MAINTENANCE**

### **COUNTY POLICY**

To provide a Winter Maintenance Service which, as far as possible, allows for:

- Pre-cautionary salting of carriageways on major routes within the County.
- Post-salting of footways and carriageways in extreme weather conditions to keep to a minimum delays and accidents.
- The removal of snow from highways.

### **COUNTY STANDARDS**

The Highway Authority is under the statutory duty to maintain the highway, which involves treating the highway to:

- Prevent ice from forming, known as 'pre-cautionary salting'.
- Melt ice and snow already formed, known as 'post salting'.
- Remove snow.



**4a. On-call standby**

**BUDGET £**

**WORKS PLAN**

To undertake on-call standby in accordance with the SCC/Surrey Highways Winter Service Plan 2008/09

**4b. Salting areas**

**BUDGET £**

**WORKS PLAN**

To undertake pre-cautionary salting on primary and secondary routes in accordance with Surrey County Council's Surrey Highways Winter Service Plan 2008/09.

**4c. Provision of salt**

**BUDGET £**

**WORKS PLAN**

Provisions of salt in accordance with Surrey County Council's Surrey Highways Winter Service Plan 2008/09.

**4d. Salt bins**

**BUDGET £**

**WORKS PLAN**

Provision and maintenance of salt bins, including stocking of salt, in accordance with Surrey County Council's Surrey Highways Winter Service Plan 2008/09.

**4e. Snow clearance**

**BUDGET £**

**WORKS PLAN**

To undertake snow clearance in accordance with Surrey County Council's Surrey Highways Winter Service Plan 2008/09.

## 5. DRAINAGE

**BUDGET: £895,000** (including overheads and profit)

### 5a. Gully Cleaning and Jetting

**BUDGET £795,000** (including overheads and profit)

#### COUNTY POLICY

To empty gullies situated within the limits of maintainable highways.

To maintain those highways drainage systems vested in the County as a Highway Authority.

#### COUNTY STANDARDS

Gullies to be emptied of all detritus and jetted at least once per year and certain known flooding locations more frequently.

#### WORKS PLAN

The service will be provided by a specialist sub-contractor on an 'annual lump sum' basis, with the existing costs fixed until April 2009.

#### RESOURCE PLAN

The 'annual lump sum' will cover:

- The cleaning of all gullies to an agreed programme once per annum.
- The cleaning of all gullies on known problem areas as specified on a programme provided by the sub-contractor twice per annum.
- The jetting of connections where necessary to a maximum of 5 metres or 5 minutes whichever occurs first, after which any blocked connections will be noted on the day sheets.
- GPS of all gullies cleaned.
- Night and day works specifically related to gully cleaning, Monday to Friday.
- The cost of all fly-tipping associated cyclic gully cleaning, with the exception of hazard waste, eg petrol.
- The re-cycling of those arisings with audit trail.
- The provision of three 15t gully vehicles and one 18t medium volume jet vac vehicle and crew contract specific for use on the network.
- Traffic Management, excluding high speed roads (of 50 mph or higher) for the purpose of cyclic gully cleaning only.
- Traffic control (including Stop & Go boards, or crash cushion support, etc) for the purpose of cyclic gully cleaning only.
- Emergency call-outs during normal working hours 07.00-17.00hrs.
- Any Specials for jetting during normal working hours 07.00-17.00hrs up to 10 days per month so as not to disrupt the gully cleaning programme or bring in extra re-scores to cope.
- Letter dropping and the provision of 'no parking' cones on problem sites for up to two visits.
- After two attempts to undertake the works any costs incurred would be subject to recovery, in addition to the agreed annual lump sum.

The 'annual lump sum' does not include:

- Traffic Management for high speed roads (50mph or higher)
- Any Super-combo works
- The cleaning of any soakaways, chambers, culverts, ditches, pipe jetting greater than 225mm or carrier drain other than gully/pit connections.
- Weekend works. However, if it suits your purposes to clean gullies during the weekend, a rate that merely reflects the uplift in employees' wages will be applied.
- Emergency call-outs out of hours 17.00-07.00hrs.
- Jetting works out of hours 17.00-07.00hrs.

#### **ADMINISTRATION**

- The East Area Operations Team will raise and commit a global works order to cover Principal and Non-Principal roads (= all other adopted roads for which SCC, as the Highway Authority, is responsible).
- For special works, following consultation with the Constructor's management, individual works orders will be raised and committed by the East Area Operations Team, with a nominal value of £1. Where necessary, location plans will be provided.
- All orders to be put through as 2C priority.
- The Constructor will update the status on CONFIRM with actual completion dates.

## **5b. Soakaway cleaning**

**BUDGET £50,000** (including overheads and profit)

### **WORKS PLAN**

The service is to provide specialist cleaning of soakaways.

### **RESOURCE PLAN**

- Provision of a specialist sub-contractor.
- Service delivered on an ad hoc basis as determined by works orders issued by the Local Maintenance Engineer.
- This budget excludes defects raised as part of Highway Safety Inspections carried out by the Constructor's Inspectors. Such defects – where within the agreed criteria – will be addressed with the HSI defect budget.

### **ADMINISTRATION**

- Local Maintenance Engineers will raise works orders as required against revenue project codes. Orders to include a plan of works to be carried out.
- All orders to be put through as 2C priority.
- The Constructor will update the status on CONFIRM with actual completion dates.

### **5c. Ditching**

**BUDGET £50,000** (including overheads and profit)

#### **WORKS PLAN**

A programme to cleanse ditches at various locations.

#### **RESOURCE PLAN**

- Service delivered on an ad hoc basis as determined by works orders issued by the Local Maintenance Engineer.
- This budget excludes defects raised as part of Highway Safety Inspections carried out by the Constructor's Inspectors. Such defects – where within the agreed criteria – will be addressed with the HSI defect budget.

#### **ADMINISTRATION**

- Local Maintenance Engineers to raise works orders as required against revenue project codes. Orders to include a plan of works to be carried out.
- All orders to be put through as 2C priority.
- The Constructor will update the status on CONFIRM with actual completion dates.

**5d. Drainage System Maintenance (incl. investigation & repair)**

**BUDGET £**

**WORKS PLAN**

To undertake minor drainage repairs at various locations.

**RESOURCE PLAN**

- Service delivered on an ad hoc basis as determined by works orders issued by the Local Maintenance Engineer.

**ADMINISTRATION**

- Local Maintenance Engineers to raise works orders as required within their budget.
- All orders to be put through as 2C priority.
- The East Area Operations Team will commit individual orders.
- Service drawings will be required for all locations where works involve excavations. These will be provided with the works order by the Maintenance Engineer. The Operations Team will not commit any order where service drawings have not been provided.
- The Constructor will update the status on CONFIRM with actual completion dates.

## 6. COMMUNITY GANGS

**BUDGET £700,000** (including overheads and profit)

### RESOURCE PLAN

- The service is for the provision, on a day work basis, of 5 two-man gangs with all the necessary vehicles, plant and equipment, and basic Chapter 8 Traffic Management, to carry out jobs detailed by the local Maintenance Engineer.
- Each Division will have a community gang for five days on a cycle that mirrors the number of County Members per District/Borough.
- Where additional plant such as grab lorries, chippers, etc, is required, this will be charged as additional to the agreed rates for a Community Gang.

### ADMINISTRATION

- The East Area Operations Team will raise and commit a global order for a Community Gang in each of the five districts.
- The local Maintenance Engineers will raise and batch jobs to an order and submit to the East Area Operations Team for committing.
- The East Area Operations Team will check and commit orders.
- All orders to be put through as 2C priority.
- The Maintenance Engineer shall ensure all jobs are recorded on CONFIRM as part of historic asset data.
- Service drawings will be required for all locations where works involve excavations. These will be provided with the works order by the Maintenance Engineer. The Operations Team will not commit any order where service drawings have not been provided.
- The Constructor will update the status on CONFIRM with actual completion dates.

## **7. ELECTRICAL EQUIPMENT**

### **COUNTY POLICY**

To provide, where considered necessary, cost effective highway lighting.  
All items of equipment to be monitored as economically as possible and in such a manner as to prevent undue deterioration both in terms of materials and light output. Systems of maintenance shall be customer responsive, efficient, safe and cost-effective.

### **COUNTY STANDARDS**

To maintain street lighting system against the policy, but in light of potential PFI.

#### **7a. Street Lighting**

##### **BUDGET £**

##### **WORKS PLAN**

Under taken through BBIS contract.

##### **7.a.i. Energy (centrally funded)**

##### **BUDGET £ (centrally funded)**

##### **7a.ii. Powered DCPs (centrally funded)**

##### **BUDGET £**

##### **WORKS PLAN**

Under taken through BBIS contract.



**7b. Powered Street Furniture**

**7b.i. Illuminated signs and bollards**

**BUDGET £**

**WORKS PLAN**

Under taken through BBIS contract.

**7b.ii. Energy (centrally funded)**

**BUDGET £ (centrally funded)**

**7b.iii. Vehicle Activated Signs (VAS)**

**BUDGET £**

**WORKS PLAN**

To undertake the cleaning and maintenance of all authorised permanent signs and bollards on the highway to ensure a clear, visibly legible and effective road sign, with priority given to regulatory and warning signs and maintaining illumination, including programmed bulb changes.

**7b.iv. Wig Wags**

**BUDGET £**

**8. LOCAL REVENUE**

**Budget: £515,000** (including overheads and profit)

**£103k to each local Committee**

**NOT INCLUDED**

**9. Safety Fencing & Barriers**

**BUDGET £ nil**

**COUNTY POLICY**

To exercise the powers available to SCC under the Highway Act 1980 to provide and maintain in maintainable highways such raised pavings, pillars, walls, barriers, rails or fences it thinks are necessary for safeguarding persons using the highway.

To maintain in safe condition all authorised raised paving, pillars, walls, barriers, rails and fences on the maintainable highway, and to alter or remove them as may be necessary due to changes in circumstances.

**COUNTY STANDARDS**

Materials and designs employed in these safety measures shall comply in all respects with the relevant British Standard Specification.

Dimensions and replacements of safety measures shall fulfil the purposes giving rise to the need to install them, whilst at the same time allowing freedom of movement to persons in their lawful use of the highway.

## Appendix 1

Definition and examples of reports that require “Immediate” action i.e. attendance on site within one hour

Definition of report requiring Immediate Response:

**A report or defect that requires an Immediate Response is one that has a very high risk of vehicle/pedestrian interaction, with the likely result of serious or even fatal consequences.**

### Examples of immediate Response Categories

- Highway collapse
  - Landslide resulting in part, or all, of the carriageway being impassable
  - Structure collapse (e.g. bridge, wall, fences, scaffolds, hoarding)
  - Street Furniture collapse e.g. road signs and other street furniture damaged to such an extent that they have become a direct danger or obstruction to the travelling public – e.g. bent into the path of vehicles
  - Missing manhole/gully cover
  - Road Traffic Accidents resulting in debris/oil on carriageway or requiring a road closure
  - Obstruction in carriageway, e.g.
    - Vehicle fire on carriageway
    - Debris e.g. shed load
    - Large dead animals e.g. cattle/deer/horse causing obstruction
    - Oil / paint spills
    - Toxic or hazardous material or spill
    - Fallen tree, branch or lamp column blocking part, or all, of the carriageway
- Note:** This does not apply if the carriageway is passable; e.g. small animals not causing obstruction, or fly-tipping on verge
- Unlit skip during hours of darkness
  - Exposed electrical wires e.g. cover missing from lamp column
  - Extensive flooding resulting in road being impassable, or flood presenting high risk of damage to property or danger to public.  
Note: This does not include burst pipes or water mains, which should be dealt with by the water utility
  - Road openings left unguarded or unprotected presenting a potential danger to the public
  - Traffic signals (temporary or permanent) not working (Constructors responsibility is limited to placing warning signs only).
  - Immediate requests from Emergency Services – although they need to be interrogated to ensure the call is a request for immediate assistance

**Note:** Street Lighting urgent calls, such as exposed electrical wires due to a cover missing from a lamp column, are passed to Raynesway as before.

## Examples of Non-Immediate Response Categories

**Examples of calls that, in the past, were recorded as requiring Immediate Response, but which should now be 24hour or more:**

- Potholes
- Carriageway deterioration requiring patching
- Sunken trench
- Kerbstones dislodged
- Small dead animals in the highway not causing an obstruction to vehicular traffic - e.g. foxes, cats, rabbits, hedgehogs etc
- Ponding in carriageway/blocked gully
- Sign/lamp column, etc, out of lighting
- Threat of claim due to defect – “if you don’t do something straight away, I’ll claim”
- Damaged, but not dangerous, street furniture e.g. sign, guard rail/crash barrier, etc, even if the result of a road traffic accident
- Bus shelter smashed
- Keys down drain

**Note:** This list will be reviewed periodically to see if any items need to be added to, or removed from, the list.