

Cabinet
6th December 2021

HIGHWAYS ASSET MANAGEMENT PLAN (HAMP)
MAINTENANCE MANUAL

Purpose:

To adopt the Maintenance Manual in support of the Highway Asset Management Plan adopted in 2018. The Maintenance Manual forms Part 4 of the HAMP and is being developed as a portfolio of specific manuals covering the management of a range of highway asset categories.

The first four sections brought forward at this time cover:

- **Part 4.1 Highway Maintenance Management**
- **Part 4.2 Highway Network Hierarchy**
- **Part 4.3 Highway Inspection and Repair Regime**
- **Part 4.4 Road Condition Assessment and Investment Prioritisation**

Further sections will be brought forward in future years.

Recommendations / key decisions required:

Recommendations / key decisions required: Adoption of the Maintenance Manual parts 4.1 to 4.4 as detailed.

Reasons: To ensure the highway network is maintained in accordance with statutory duties, supports corporate objectives and complies with the revised national code of practice '*Well Managed Highway Infrastructure*'. The revised manual introduces changes to the inspection and maintenance of highways recommended by the County Surveyor's Society Wales to provide consistency across Wales.

Relevant scrutiny committee to be consulted:

Environment and Public Protection Committee 25th November 2021

Cabinet Decision Required YES

Council Decision Required NO

CABINET MEMBER PORTFOLIO HOLDER:- Councillor Hazel Evans, Cabinet Member for Environment

<p>Directorate: Steve Pilliner</p> <p>Report Author: Richard Waters</p> <p>Darren King</p> <p>Chris Nelson</p>	<p>Designations:</p> <p>Head of Service: Highways & Transportation</p> <p>Highways & Transportation Services Manager</p> <p>Highway Services Manager</p> <p>Highways Asset Manager</p>	<p>Email addresses:</p> <p>SGPilliner@carmarthenshire.gov.uk</p> <p>rwaters@carmarthenshire.gov.uk</p> <p>dking@carmarthenshire.gov.uk</p> <p>CNelson@carmarthenshire.gov.uk</p>
--	--	---

EXECUTIVE SUMMARY

Cabinet

6th December 2021

Highway Asset Management Plan: Maintenance Manual

BRIEF SUMMARY OF PURPOSE OF REPORT.

In 2018 Council resolved to adopt the Highway Asset Management Plan which ensures that the County Council manages and maintains the highway network in accordance with its statutory duties and to comply with best practice.

The HAMP is in line with national codes of practice and adopts a risk-based approach which targets limited resources to areas where they are most needed and where our investment will derive greatest value. This does mean that difficult decisions have to be made and the HAMP sets out the overarching policies and methodology to ensure that those decisions are evidence led and based on an equitable and objective analysis aimed at reducing the authority's exposure to risk and achieving best value for the long-term integrity of the highway asset. There are four parts to the HAMP:

- Part 1 of the HAMP explains the supporting role of the highway network in the wider policy context.
- Part 2 sets out the highway network policies which are in place or being developed and our objectives adopted in managing the highway network.
- Part 3 of the HAMP informs on the condition of the asset and is reported as an Annual Statement.
- Part 4 is a Maintenance Manual consisting of a portfolio of topic specific manuals setting out how we manage particular elements of the highway asset in line with the risk-based approach.

This report concerns Part 4 of the HAMP which is being drafted in accordance with an all-Wales approach being coordinated by the County Surveyors Society Wales (CSSW). Although there is the opportunity for each authority to depart from CSSW guidance to recognise local conditions, the overarching intention is to bring a consistent approach across Wales.

Part 4 will consist of a portfolio of individual manuals which will be brought forward over time to provide a comprehensive document setting out how the maintenance of the highway asset will be managed. There are four particular sections brought forward within this report and a provisional timetable is included setting out subsequent manuals to be drafted in the next two years. Each section of the Manual has been drafted with reference to CSSW guidance and include:

- Part 4.1. Highway Maintenance Management.
- Part 4.2. Highway Network Hierarchy

- Part 4.3. Highway Inspection and Repair Regime.
- Part 4.4. Road Condition Assessment and Investment Prioritisation.

An overview of these sections of the Manual is provided below with a full copy of the relevant sections attached.

Part 4.1 Highway Maintenance Management

This section introduces the document, provides an overview of the structure of the Manual and a proposed timetable for bringing forward other sections of the Manual in future years. Part 4.1 also outlines a number of aspects to managing the maintenance of the highway including:

- Key legislation
- Risk Management
- Customer engagement
- Asset registration
- Roles & responsibilities
- Finance & budgeting
- Streetworks
- Performance management
- competencies
- Procurement
- Traffic management

Part 4.2 Highway Network Hierarchy

This Part builds on the Highway Network Hierarchy classification system developed by CSSW and adopted by the County Council within the HAMP document in 2018. Each road within our highway network has since been evaluated and classified in accordance with the following table:

CHSR	Trunk roads and some principal ‘A’ class roads between primary destinations
CH1	Major urban network and Inter-Primary Links.
CH2	B and C class roads and some unclassified urban routes carrying bus HGV and local traffic with frontage access and frequent junctions.
CH3	Roads linking between the main and secondary distributor network with frontage access frequent junction's
CH4	Roads serving limited numbers of properties carrying only access traffic
CH5a	Little used roads serving very limited numbers of properties
CH5b	Minor routes and low used tracks that provide access to isolated properties
CH5c	Lanes and tracks that are generally unsuitable for vehicle traffic
CH5d	Unmetalled tracks that are unrecognisable as a road

The specific classification of individual roads within Carmarthenshire are presented on the County Council Geodiscoverer mapping system: <http://geodiscoverer/>

Part 4.2 also summarises the lengths and percentages of the highway network within each class of hierarchy, discusses cross-boundary issues and how roads will be reviewed and their classification updated.

Part 4.3 Highway Inspection and Repair Regime

Inspections

A revised approach to highway inspections has been developed by the CSSW to guide Welsh authorities. Although each authority will determine and adopt its own specific inspection regime, there are benefits to a consistent approach across Wales which provides a uniform standard within the highway maintenance sector, consistent levels of asset management for road users and a uniform policy for assessing and defending third party claims against the authority.

This section of the Manual discusses the types of inspection, the highway assets included within the inspection and of particular importance, the frequency of scheduled routine inspections.

The frequencies of scheduled routine highway inspections are determined by road hierarchy as are defect definitions and repair regimes. This replaces the current *Code of Practice for Highway Safety Inspections in Carmarthenshire* adopted by the County Council in 2008. An overview of the HAMP routine highway inspection frequencies for highways is presented in the table below along with the current policy which they will replace.

HAMP Maintenance Manual			Highway Inspection Frequencies	
			Carmarthenshire Policy since 2008 (to be replaced)	
Carriageway Hierarchy	HAMP Inspection (to be adopted)	CSSW Recommendation	Environment	Frequency
CHSR	Monthly	Monthly	Town Centres (Llanelli, Carmarthen and Ammanford)	1 month
CH1	Monthly	Monthly	All Class 'A' Roads	1 month
CH2	Every 3 months	Every 3 months	All Class 'B' and 'C' Roads	3 months
CH3	Every 6 months	Every 6 months	Residential estates and other Urban Unclassified Roads	6 months
CH4	Annual	Annual or 2 yearly dependent on condition	Rural Unclassified Roads & Adopted Back Lanes	1 year
CH5a	Annual	Reactive		
CH5b	Annual	Reactive		
CH5c	Reactive	Reactive		
CH5d	Reactive	Reactive		

Footway Inspections are currently undertaken at the same frequency as carriageway inspections apart from the town centres and busier sections. The council will develop in 2022/23 a hierarchy for footways to follow a similar risk-based approach adopted for carriageway management with walked inspections of high use routes.

The inspection of highway structures is also summarised within this section with a detailed section programmed for development in 2022/23.

Repairs

Potential highway defects are recorded either through routine inspection or third party notification and prioritised for repair based on the Inspector's judgement of the risk they pose.

The HAMP response criteria and current policy are summarised below with full details available in the attached reports.

Timescales for Repairs			
Hamp Maintenance Manual (to be adopted)		Carmarthenshire Policy since 2008 (to be replaced)	
Critical defect	2 hours	Category 1 – immediate risk requiring prompt repair	Priority 1 – requires 2-hour response.
Safety defect	By end of Next Working Day (CHSR,CH1,CH2)		Priority 2 – requires a 24-hour response.
	Within 5 working days (CH3,CH4,CH5)		
Maintenance defect	30 Days (CHSR,CH1,CH2) 90 days (CH3,CH4,CH5)	Category 2 – defects which do not present an immediate or imminent hazard	
Programmed repairs	To be programmed.	To be programmed.	

Critical defects are those judged by the inspecting officer to present a risk high enough to require immediate action. Typically, this will include incidents such as highway collapse with a high risk to road users, unstable overhead wires or trees and missing manhole covers.

The inspecting officer will record Safety and Maintenance defects based on an assessment of risk associated with each individual defect and will use criteria detailed in Part 4.3 as a guide. This guidance accords with CSSW recommendations for an all-Wales approach with the key points summarised in the table below.

HAMP Policy - Safety Defect (to be adopted)				
Carriageway	Pothole	CHSR, CH1 and CH2	>50mm	Maximum horizontal dimension greater than 150mm
	Pothole	CH3, CH4 and CH5	>75mm	Maximum horizontal dimension greater than 150mm

Footway	Pothole / crack / gap	All footways	> 40mm	Maximum horizontal dimension greater than 75mm
	Trip	All footways	> 40mm	Maximum horizontal dimension greater than 75mm
	Rocking slab	All footways	> 40mm	N/A
HAMP Policy – Maintenance Defect (to be adopted)				
Carriageway	Pothole	CHSR, CH1 and CH2	> 40mm	Maximum horizontal dimension greater than 150mm
	Pothole	CH3, CH4 and CH5	> 50 mm	Maximum horizontal dimension greater than 150mm
	Crowning / depression	All roads	> 100mm	< 2M Length
Footway	Pothole	All footways	25mm - 40mm	Maximum horizontal dimension greater than 75mm
	Crack or Gap	All footways	25mm - 40mm	Maximum horizontal dimension greater than 75mm
	Trip	All footways	25mm - 40mm	Maximum horizontal dimension greater than 75mm

These defect guidelines replace the current guidelines adopted in 2008 by the *Code of Practice for Highway Safety Inspections in Carmarthenshire* and the key points of the Code being replaced are summarised below.

Carmarthenshire Policy since 2008 (to be replaced)			
Carriageway	All roads	Potholes	>40mm
		Depressions or ridges	>40mm over a 1m length
		Vertical faces	>40mm
Footways	All footways	Potholes	>20mm
		Depressions or ridges	>40mm over a 1m length
		Vertical faces	>25mm over a 0.6m length

These changes in the frequency of inspections, timescales for response and intervention levels follow the national code of practice risk-based approach and the recommendations from the County Surveyor's Society Wales for an all-Wales approach and are necessary to manage the highway asset with the resources available.

Part 4.4 Road Condition Assessment and Investment Prioritisation

This section of the Manual details how our main roads are subject to condition assessments through SCANNER, Scrim and visual assessments and the criteria used to prioritise funding for remedial works to our roads and structures to target areas of greatest need.

DETAILED REPORT ATTACHED?	YES
----------------------------------	------------

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: **Steve Pilliner** Head of Service Highways & Transportation

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	YES	YES	NONE	YES	YES	NONE

2. Legal

The County Council has a statutory duty under the Highways Act 1980 Section 41 to maintain the highway and to keep them safe for public use. Through the adoption of the HAMP and its associated Maintenance Manual the County Council will be ensuring that it discharges this statutory duty and maintains the highway asset in a safe and reasonable manner.

The adoption of standards which are consistent with other local authorities across Wales will also help to ensure that road users enjoy a consistent standard of maintenance irrespective of authority boundaries.

3. Finance

The budgets available to local authorities for highway maintenance have been under pressure for many years and the impact of this is detailed in our HAMP Annual Statement.

The HAMP adopted a risk-based approach to ensure the resources available to maintain our highways are targeted towards the areas of greatest need to ensure the safety of the travelling public.

The Maintenance Manual continues to build on this approach by targeting resources proportionally towards areas of greatest risk.

5. Risk Management Issues

The HAMP and Maintenance Manual adopt risk management as a core theme. This approach is in accordance with national codes of practice and adopts standards recommended by the County Surveyors Society Wales for a consistent approach across Wales.

6. Staffing Implications

The adoption of the elements of the Maintenance Manual included within this report will not have a direct impact on staff numbers but will change aspects of how services are currently delivered and improve efficiency. The Maintenance Manual accommodates a more planned approach to highway maintenance which will improve efficiency.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: **Steve Pilliner** Head of Highways & Transportation

1. Scrutiny Committee – Environment and Public Protection Scrutiny Committee 25th November 2021

2. Local Member(s) - Not applicable

3. Community / Town Council – Not applicable

4. Relevant Partners - County Council's insurers.

5. Staff Side Representatives and other Organisations - not applicable.

**CABINET MEMBER PORTFOLIO
HOLDER(S) AWARE/CONSULTED**

Yes

Include any observations here

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
<i>Code of Practice for Highway Safety Inspections in Carmarthenshire</i> adopted by the County Council in 2008.		Electronic copy available from report authors