

Pothole Fund Application Form



Department
for Transport

Guidance is available at: <https://www.gov.uk/government/publications/pothole-fund-2014-to-2015-application>

Only one application form should be completed per local highway authority.

Applicant Information

Local authority name: Council of the Isles of Scilly

Bid Manager Name and position: Craig Dryden Senior Manager; Infrastructure & Assets

Name and position of officer with day to day responsibility for delivering the proposed scheme.

Contact telephone number: 01720 424310 **Email address:**
cdryden@scilly.gov.uk

Postal address: Town Hall, Hugh Town, St Mary's, TR21 0LW

When authorities submit a bid for funding to the Department, as part of the Government's commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, they must also publish a version excluding any commercially sensitive information on their own website within two working days of submitting the final bid to the Department. The Department reserves the right to deem the business case as non-compliant if this is not adhered to.

Please specify the weblink where this bid will be published:
www.scilly.gov.uk/environmental-transport/streets

SECTION A – Your Highway

The Department would like to understand more about the highway assets that fall under your statutory duties.

We already collect data from your authority in regards to road lengths but we would like to understand more about the other assets you are responsible for. Please answer the following in your application:

A1: What is the number of bridges owned by your authority with span over 1.5 metres? 0

A2: What is the total number of street lighting columns under your authority's responsibility? 70

A3: What is the total number of street lighting columns under your authority's responsibility over 40 years old? 0

A4: What is the total length of footways under the responsibility of your authority (in miles)? Approx 5km

A5: What is the total length of off road cycleways under the responsibility of your authority (in miles)? 0

A6: Please provide a weblink to your authority's statement of how the flood recovery funding, awarded in March 2014, has/will be spent: Not yet available.

SECTION B – Potholes

B1: Which of the recommendations arising from the Pothole Review Report has your authority adopted?

The report can be viewed here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/3995/pothole-review.pdf

Please answer the following, including providing supporting information, where applicable:

Question	Yes/No	All 'yes' answers must be supported evidence. Please append supporting information, clearly marking the question number to which the information refers.
<p>A. Has your authority aligned its maintenance programme to the Government's highways maintenance funding years (i.e. 2011-2015 and 2015-2021)?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>The annual budget for maintenance and repairs of all highway matters (including street lighting & furniture) is relatively small (around £79K per annum) reflecting the scale of the islands and length of highway adopted and maintained by the Council (14.5km). It is therefore challenging to align the maintenance programme to the Government's highways maintenance funding years.</p>
<p>B. Has your authority adopted the principle that 'prevention is better than cure' in determining the balance between structural, preventative and reactive maintenance activities in order to improve the resilience of the highway network and to minimise the occurrence of potholes in the future?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Although the authority has not strictly adopted this principle due to the circumstances and logistics of maintaining and improving highways on the islands, the authority reacts to repairing potholes as well as taking advantage of opportunities to resurface the roads in conjunction with other projects. For example, the worst conditioned roads on St Mary's (the only adopted</p>

		<p>and maintained roads on the Isles of Scilly by the Council) will be resurfaced in June/July 2014 in conjunction with the re-surfacing of the run-ways at St Mary's Airport to take advantage of the mobilisation of a large batching plant, kit and equipment, specialist contractors and so therefore deliver optimum value for money and utilise economies of scale.</p>
<p>C. Has your authority ensured that appropriate competencies have been made available to make the right choices when designing and specifying techniques and materials for the maintenance and repair of highways? Note - these competencies can be secured through training, collaboration with neighbouring authorities or external advice.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>The Councils Works Manager & members of the Direct Labour Force have specific training in repairing potholes and maintaining the highway. The Council has recently procured a large construction & civil engineering firm LAGANS who have the specialist contractors, kit and equipment to resurface the worst conditioned and busiest roads on St Mary's, with the work scheduled for June/July 2014.</p>
<p>D. Does your authority co-ordinate with other parties working on the highway short and long term programmes of work activities for up to four years in advance?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Such co-ordination is not considered as critical on the Isles of Scilly given the length of highway and limited number of utility company's working on the islands. For example, there are no gas mains and the Council is the statutory water and sewerage undertaker for St Mary's and therefore coordinates any work to its infrastructure with highway maintenance. However, where appropriate the Council, does coordinate with other parties and has, for example, as part of the</p>

		<p>resurfacing of the roads on St Mary's, informed all the utility parties operating on the islands, including BT who are currently rolling out super-fast broadband to ensure all road works and ducting is undertaken prior to the resurfacing.</p>
<p>E. Has your authority considered the guidance provided in the ADEPT report Potholes and Repair Techniques for Local Highways and adopted as appropriate to your local circumstances?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>The geographical isolation of the islands and costs of importing materials and specialist equipment makes the guidance difficult to apply. However, potholes are repaired using permanent cold lay surfacing asphalt concrete. This material and methodology is considered the most cost-effective means of repairing potholes on the islands in the absence of any hot batching plant and given the expense of importing materials onto the islands.</p>
<p>F. Has your authority developed a detailed highway inspection manual and have put appropriate training in place for your Highway Inspectors?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Such an inspection scheme is not considered appropriate or proportionate given the 14.5km of highway on St Mary's, although monthly visual inspections of the roads are undertaken and logged and mapped (see Service Plan). The Council has also used Cornwall Council's Highways Department to undertake a Coarse Visual Inspection of the highways on St Mary's, which rated the roads outside of the main town (Hugh Town) as good with conditions in Hugh Town as fair. However, there has been some deterioration since this inspection resulting from</p>

		the harsh winter and severe storms encountered during the early part of 2014 and reflecting the close proximity of some of our roads to the coast.
G. Does your authority use technology and systems for the effective identification and management of potholes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The use of such technology is not considered appropriate or proportionate for the management and maintenance of the islands potholes, although monthly visual inspections of the roads are undertaken and logged and mapped. As indicated above, Cornwall Council has also undertaken Coarse Visual Inspections of the highways on St Mary's.
H. Does your authority have a public communications process in place that provides clarity and transparency in the policy and approach to repairing potholes? This should include a published policy and details of its implementation, including the prevention, identification, reporting, tracking and repair of potholes.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The Councils policy and procedures on repairing and maintaining potholes is set out in its service plan for highways.
I. Does your authority monitor public satisfaction with road, footway and cycleway condition and report annually through the National Highways and Transport Public Satisfaction Survey or their own surveys?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Although the Council does not specifically monitor public satisfaction with its roads and footpaths, it does respond to complaints received.
J. Does your authority adopt permanent repairs as the first choice when repairing potholes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	All potholes are repaired using permanent cold lay surfacing asphalt concrete as no hot batching is practically available.
K. Has your authority adopted dimensional definitions for potholes based on best practice as part of its maintenance policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	As indicated in the service plan, potholes on the highway should not exceed 400mm and potholes on footpaths should not exceed 200mm.

B2: Does your authority adopt any innovative methods to help repair potholes? This could include, for example, specialist pothole maintenance crews.

Yes No

If yes, please provide details as an annex as part of your bid.

B3: Does your authority use reporting tools to identify potholes in your local area including:

CTC Fill that Hole

Yes No

Council's Own Web Reporting

Yes No

Other

Yes No

Please specify: Customer service desk (one-stop shop) and complaint procedures

B4: Does your authority regularly consult and seek feedback on its highways maintenance regime, including potholes, with key stakeholders?

Local Member(s) of Parliament

Yes No

District, Borough and Parish Councils

Yes No

Local Residents

Yes No

(Including neighbourhood Forums)

Yes No

Business Community

Yes No

Emergency Services

Yes No

If yes, please provide details as an annex as part of your bid.

B5: Does your authority have an up-to-date vision and action plan to improve the walking environment and encourage walking?

Yes No

If yes, please provide a weblink:

However, walking is encouraged on the islands as it has a good network of footpaths although there are no public rights of way (parts of the CROW Act are excluded from the Isles of Scilly). Although there is not a specific action plan and vision for walking, walking is encouraged through various strategies available on the website, including the Strategic Transport Framework and the AONB Management Plan. The AONB service has also produced a variety of walking leaflets to encourage walking. In addition, the Five Islands School has adopted a travel plan and set up a working party to encourage more walking (and cycling) to school.

B6: Please explain how you deliver your duty under NRSWA to 'co-ordinate the execution of works of all kinds', including for example permit schemes, noticing, co-ordination meetings?

As indicated above, the Council endeavours to efficiently co-ordinate street works given that any works are approved by the Council and that much of the works required (e.g. water and sewerage repairs) are undertaken by the Council.

B7: What actions does your authority take to ensure road repairs undertaken by other parties (such as utilities companies) meet the standards in the specification?

- Inspections regime**
- Scoring programme**
- Performance bench-marking**
- Meetings**
- Other (please specify)**

SECTION C – Asset Management

C1: Has your authority adopted the recommendations arising from the Asset Management Strategy Guidance published in May 2013 –

<http://www.ukroadsliaisongroup.org/en/utilities/document-summary.cfm?docid=5C49F48E-1CE0-477F-933ACBFA169AF8CB> ?

Yes No

Please answer the following, including providing supporting information, where applicable.

Question	Yes/No	All 'yes' answers must be supported evidence. Please append supporting information, clearly marking the question number to which the information refers.
Has your authority got an up to date asset management policy and strategy?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please provide a weblink. Although the Council does have an asset management plan, it does not include highways.
Does your authority communicate relevant information associated with asset management through engagement with your relevant stakeholders when you set requirements, make decisions and report performance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does your authority have an asset management register?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	An asset management register is in the process of being compiled although it is incomplete and does not include highways.
Does your authority follow lifecycle planning principles which are used to review the level of funding and which will help support investment decisions including long term investment in your assets?.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The Council is being to adopt lifecycle planning principles in the management of its assets, although this does not yet include highways - although it has built up a reserve fund to assist with a more holistic approach to resurfacing the roads when opportunities arise as with the airport runway resurfacing project.

C2: As part of your last L-Pack return for Whole Government Accounting requirements for the accounting period 2012/13, can you confirm you submitted the following return:

Carriageway and Footways	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Lighting	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Structures	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Street Furniture	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

SECTION D – Efficiencies

D1: Is your authority actively engaged with securing efficiencies for highways maintenance?

Yes No

If yes, please provide additional information on what your authority has done since 2011 including what % efficiency savings (where efficiency savings are defined as delivering a similar or a better outcome at a lower cost) your authority has achieved year on year and what savings you hope to achieve by end of 2014/15.

Although we have not actively engaged with securing efficiencies for highways maintenance, the authority has planned to re-surface the worst conditioned and busiest roads on St Mary's during June & July 2014 at a cost of around £1.5m in conjunction with the resurfacing of the runways at the airport. This approach has enabled the Council to share costs between 2 projects and take advantage of economies of scale given the high mobilisation costs of transporting a hot batching plant, equipment, materials and specialist contractors from the mainland.

D2: Is your authority exploring or has it already joined with neighbouring local highway authorities or a Highways Maintenance Alliance to achieve economies of scale?

Yes No

If yes, please provide additional information. For example the names of other authorities or the Alliance.

Given the geographical isolation from the mainland, it is not possible to achieve economies of scale with a neighbouring authority although it does utilise the services of Cornwall Council for specialist highway advice on occasions.

D3: Is your authority sharing its efficiency experience and/or case studies with other local highway authorities via the Highways Maintenance Efficiency Programme or other good practice networks?

Yes No

If yes, please provide state where.

Given the geographical isolation from the mainland and the particular circumstances of the islands, it is difficult to share experiences with other authorities although it does utilise the services of Cornwall Council for specialist highway advice on occasions.

SECTION E – Other

E1: Please provide details on which of the following good practice activities your authority is undertaking for its highways management activities.

Invest to save Yes No
Cross boundary collaboration Yes No

Other (please specify):

By committing £1.5 of funding through reserves and prudential borrowing, the Council is embarking on a major resurfacing programme that will ensure the highways are in a very good condition and significantly reduce the requirement to maintain and repair potholes on an ad hoc basis. It should be noted that due to the geographical location and associated the costs of importing material and in the absence of any hot batching plants, the costs of repairing and maintaining the highway are proportionality higher than on the mainland and therefore resurfacing the roads will provide annual revenue savings.

E2: Do you consider your authority to be an exemplar authority in tackling potholes and undertaking highway maintenance?

Yes No

If yes, please explain why.

Taking opportunities to resurface roads in conjunction with other large scale civil engineering projects and in responding to repairing pot holes using permanent rather temporary fixes to reflect the geographical isolation of the islands.

If yes, would your authority be willing to share its experiences more widely with other authorities / organisations?

Yes No

SECTION F: Declarations

F1. Senior Responsible Owner Declaration

As Senior Responsible Owner for [*scheme name*] I hereby submit this request for approval to DfT on behalf of [*name of authority*] and confirm that I have the necessary authority to do so.

I confirm that [*name of authority*] will have all the necessary statutory powers in place to ensure the planned timescales in the application can be realised.

Name: Craig Dryden

Signed:

Position: Senior Manager; Infrastructure & Assets

