

Business Operations and Partnerships Department

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Date: 5 August 2022

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TO: Councillors O O'Donnell (Chair); A Anderson (Vice Chair); D Devlin; and K Pragnell.

CABINET

Please note that this meeting is scheduled to be held in the Council Chambers, East Renfrewshire Council Headquarters, Eastwood Park, Giffnock on **Thursday, 18 August 2022 at 10.00am.**

The agenda of business is as shown below.

Louise Pringle

L PRINGLE

DIRECTOR OF BUSINESS OPERATIONS & PARTNERSHIPS

AGENDA

1. **Report apologies for absence.**
2. **Declarations of Interest.**
3. **Joint Consultative Committee (First Tier) – Minute of Meeting of 16 June 2022 (copy attached, pages 3 - 6).**
4. **Financial Performance for the Year Ended 31 March 2022 - Report by Head of Accountancy (Chief Financial Officer) (copy attached, pages 7 - 10).**
5. **Revenue Budget Monitoring (Outturn) - Report by Head of Accountancy (Chief Financial Officer) (copy attached, pages 11 - 50).**
6. **General Fund Capital Programme 2022/23 - Report by Head of Accountancy (Chief Financial Officer) (copy to follow).**
7. **Housing Capital Programme 2022/23 - Report by Director of Environment and Head of Accountancy (Chief Financial Officer) (copy to follow).**

8. **Flexible Local Authority COVID Economic Recovery Fund – Report by the Director of Environment and Director of Business Operations and Partnerships (copy attached, pages 51 - 58).**
9. **UK Shared Prosperity Fund - Report by the Director of Environment (copy attached, pages 59 - 64).**
10. **Business Operations and Partnerships Department (formerly Corporate and Community Services) End Year Performance Report 2021/22 - Report by the Director of Environment and Director of Business Operations and Partnerships (copy attached, pages 65 - 86).**
11. **East Renfrewshire Culture and Leisure End Year Report 2021/22 - Report by the Director of Education (copy attached, pages 87 - 106).**
12. **The East Renfrewshire Council (A726 Glasgow Southern Orbital, Newton Mearns) (40 & 50mph Speed Limit) Order 2022 – Report by the Director of Environment (copy attached, pages 107 - 116).**
13. **Adoption of SCOTS National Roads Development Guide and Local Authority Variations – Report by the Director of Environment (copy attached, pages 117 - 464).**

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MINUTE

of

JOINT CONSULTATIVE COMMITTEE (FIRST TIER)

Minute of Meeting held at 2.00pm in the Council Chamber, Council Headquarters, Giffnock on 16 June 2022.

Present:

Provost Mary Montague
Councillor Andrew Anderson

Councillor Tony Buchanan
Councillor Owen O'Donnell

Union Representatives:

Maria Brown (GMB)
Karen Catlow (UNISON)
John Guidi (SSTA)

Simon Macfarlane (UNISON)
Kirsten Muat (GMB)
Mr Des Morris (EIS)

Chief Executive in the Chair

Attending:

Lorraine McMillan, Chief Executive; Louise Pringle, Director of Business Operations and Partnerships; Sharon Dick, Head of HR and Corporate Services; Graeme Hay, Education Senior Manager (Leading Business Change); and Linda Hutchison, Senior Committee Services Officer.

Apology:

Steven Larkin (UNISON).

APPOINTMENT OF CHAIR AND VICE-CHAIR

1. The Chief Executive clarified that, as this was the first meeting of the committee following the local elections, it was necessary for the committee to appoint a Chair and Vice-Chair and that she would act as Chair until the appointments had been made.

She explained that in terms of the committee's Constitution, the appointments would last for the duration of the Council, and that when the Chair was appointed from either the Council or Trade Union (TU) side, the position of Vice-Chair should be filled by one of the representatives from the other side. She clarified that notwithstanding the positions of Chair and Vice-Chair, the chairing of meetings would alternate.

Having heard the Chief Executive call for nominations for the positions of Chair and Vice-Chair, Councillor O'Donnell was nominated as Chair with Mr Morris (EIS) was nominated for the position of Vice-Chair. There being no further nominations, Councillor O'Donnell and Mr Morris were elected to the positions.

As Mr Morris had chaired the previous meeting, Councillor O'Donnell assumed the chair for the remainder of the meeting.

Councillor O'Donnell in the Chair

MINUTE OF PREVIOUS MEETING

2. The committee considered and approved as a correct record the Minute of the meeting held on 10 February 2022.

INTRODUCTIONS

3. Councillor O'Donnell welcomed all those attending the meeting and invited them to introduce themselves.

SCOTTISH GOVERNMENT SPENDING REVIEW - UPDATE

4. The Chief Executive referred to the Scottish Government Spending Review published in May 2022, explaining that a flat cash settlement for councils from the Scottish Government was expected for a number of years, and referring to various pressures faced including those linked to inflation, rising utility costs, pay rises and the demographic profile of the area. She reported that, based on some preliminary modelling, the Head of Accountancy (Chief Financial Officer) had estimated that the Council was facing a £30m funding gap over the next 3 years, which was similar to the position faced before at one stage. The Chief Executive clarified that the gap was not expected to be addressed entirely through savings which had become increasingly more difficult to identify given that many possible efficiency related savings had already been made. The use of some reserves was cited as having potential, for example, to help address the shortfall.

The Chief Executive reported that in preparation for the Council budget meeting in 2023, work was being done on resurrecting the type of public engagement done with residents prior to the pandemic to help inform the finalisation of budget proposals.

In response to Ms Muat who referred to the real term cuts faced and asked what level of reserves were available, the Chief Executive confirmed that the use of over £5m of reserves had already been committed to balancing the 2022/23 budget, acknowledged the TUs' preference for using reserves rather than reducing expenditure, and highlighted that departments had been doing whatever they could to avoid non-essential expenditure. She explained that the reserves available would be reviewed to allow the Council to determine the extent to which they could be used in future to help ease financial pressures. Having commented on the income generated from the garden waste scheme which had also resulted in a number of jobs being saved, the Chief Executive commented that the further use of charges needed to be considered, acknowledging the difficulties of doing so when residents were facing cost of living pressures.

The Chief Executive commented on other budget related issues, including ongoing discussions with the Scottish Government on the accountancy treatment of Public Private Partnership funding which had potential to ease financial pressures a little. She reported that the delivery of all local services would be examined, which would be difficult.

It was confirmed that no written report on the funding gap and related issues was available yet to share with the TUs, but that information on the Council's reserves would be included in the draft Annual Accounts to be published shortly.

Mr Macfarlane commented that the Fraser of Allandar Institute had estimated that councils were facing real terms cuts of 7%, stressing that local government had again been singled out for different treatment to the rest of the public sector and forecasting that thousands of council jobs would be lost across Scotland. Faced with this grim outlook, the TUs were seeking assurances from Council Leaders that they would seek and press for change.

Councillor O'Donnell reported he had not yet seen detailed information on the issues raised, but that it was not pleasant to face such challenges as a new Council Leader. He added that COSLA, which would be discussing pay again at a meeting later in the week, had pushed for better pay awards and parity with those offered to others employed in the public sector, but confirming that requests for a meeting with the First Minister and the Cabinet Secretary for Finance and the Economy to discuss issues such as pay had been refused. Councillor O'Donnell emphasised that councils would continue to press for better funding and pay settlements for employees, acknowledging that the TUs were raising the same issues themselves and the importance of them doing so. Mr Morris requested as much consultation with the TUs as possible on the local budget.

Councillor Buchanan emphasised that COSLA had been unanimous for some time on arguing in favour of more funding for local government. He added that the Scottish Government and local government faced the same challenge of needing to identify where any additional funds required would come from, arguing for the need for these to be allocated by the UK Government. Having commented that English local authorities were also struggling, he highlighted that both Governments were facing challenges associated with inflation out with their control, which was a concern for all moving forward.

The committee noted the position and comments made.

PAY NEGOTIATIONS

5. Under reference to the Minute of meeting of 10 February (Item 2 refers) and Paragraph 4 above, when the position on pay claims for both local government and teachers had been noted, Ms Catlow confirmed that UNISON was balloting its members until 26 July on targeted industrial action in the current dispute over pay. She emphasised that the TU's members were very unhappy, facing spiralling costs such as for fuel and food, and that it was not just those on low pay now who were struggling. Ms Catlow expressed confidence that the outcome of the ballot would be in favour of industrial action, and hoped that a significantly improved pay offer would be forthcoming from COSLA.

Councillor O'Donnell acknowledged the concerns expressed and that there was a real possibility of strike action being taken, emphasising that COSLA was pressing for additional funds for pay awards and to address other issues which he hoped would be successful. He expressed sympathy for the position in which employees found themselves, particularly the lower paid.

Echoing these comments, Mr Morris referred to the Scottish Negotiating Committee for Teachers (SNCT) pay claim and related negotiations, confirming that the current offer of 2% across the board had been unanimously rejected, and that there was very considerable strength of feeling amongst all of the TUs on the inadequacy of the current pay offers. Having commented on the 2021/22 pay award settled in March, he stated that the TUs now found themselves in completely different territory and therefore expected a significantly improved offer on which to negotiate. Mr Morris added that two issues needed to be resolved, not only the level of the award but also the timescale to complete a negotiated settlement, stressing that there was a very strong wish to avoid the protracted 15 month period of time it had taken to secure the most recent award which it was felt could have been

avoided. He highlighted that the situation had been even more galling because it had coincided with the pandemic, that none of the TUs would countenance any undue delay this time, and that there was a clear wish to avoid consultation on industrial action. He requested that the points made be impressed upon Council Leaders, emphasising there was considerable resolve to secure an appropriate pay award.

Councillor O'Donnell acknowledged this very clear message, assuring the TUs he would relay the comments made to COSLA, and stress that idle threats were not being made by the TUs and that employees were really suffering. He emphasised that only the Scottish and UK Governments could ultimately provide the solution.

Mr Macfarlane reminded the committee that there were other issues being pursued which remained outstanding, such as a 35 hour and 4 day working week, regarding which new, creative leadership was called for. In response, the Head of HR and Corporate Services confirmed that a Working Group was looking at such issues and related options, which were complex, and confirmed these would be discussed with the Leader of the Council.

The committee noted the position and comments made.

COUNCIL HEALTH AND SAFETY COMMITTEE

6. The committee considered and noted the Minutes of the meetings of the Council's Health and Safety Committee held on 15 February and 24 May 2022.

DATE OF NEXT MEETING

7. It was noted that the next meeting was scheduled to take place on Thursday, 15 September 2022.

CHAIR

EAST RENFREWSHIRE COUNCILCABINET18 August 2022Report by Head of Accountancy (Chief Financial Officer)FINANCIAL PERFORMANCE FOR YEAR ENDED 31 MARCH 2022**PURPOSE OF REPORT**

1. To advise the Cabinet of the financial results for 2021/22 and to compare the out-turn with the final budgetary control statement for that year which was submitted to the Cabinet on 7 April 2022.

RECOMMENDATIONS

2. It is recommended that members: -
- (i) note the outturn position compared to the previous Budgetary Control Report;
 - (ii) note that once the audit has been completed the final accounts will be submitted to a future meeting of the Council along with the External Auditor's report.

OUTTURN

3. Subject to audit, the financial results contained in the Accounts for the 2021/22 financial year are satisfactory.
- The Council's financial affairs have again been managed within its operational budget with Directors taking action in line with the Cabinet recommendation of 27 January 2022 to avoid all non-essential expenditure in the latter part of 2021/22, particularly on staffing and supplies, to give the Council more flexibility to address future financial challenges as budget pressures for 2022/23 and beyond became clearer. The only service that did not remain within budget was the Chief Executive's Office (non-support) where there was a shortfall in income earned as a result of the historically low interest rates. Overall, this has left budgets in a slightly better position than was envisaged earlier in the year.
 - When the budget was set, £3.750m from the Non-Earmarked General Fund reserve was used to balance the Council's budget for 2021/22 but instead, after the Directors' action described above to avoid non-essential spend, improved income generation and additional Scottish Government grants, a contribution of £0.107m was made to non-earmarked reserves. This represents an improvement of £3.857m on the budget set on 15 March 2021.

- The Non-Earmarked portion of the Council's General Fund reserve has therefore been increased by £0.107m resulting in a balance of £11.777m as at 31 March 2022 (4.4% of the annual budgeted net revenue expenditure). This is slightly above the Council's most prudent target level of 4% and represents an improved position from the last reported forecast. To balance the budget for 2022/23 the Council agreed to utilise £5.253m of this reserve, so the forecast balance at 31 March 2023 is £6.524m (2.4% of revenue budget). The range recommended by external auditors is between 2% and 4%.
- After incurring £16.82m of Covid spend during 2021/22, £14.085m of COVID government grant funding is being carried forward via the earmarked Unspent Grants reserve for use specifically in addressing pandemic pressures in 2022/23 and beyond.
- Capital Expenditure of £36.786m was invested during 2021/22 despite progress on sites being impacted by COVID restrictions and resource shortages.
- An operational deficit of £0.354m has been made on the Housing Revenue Account, this decreasing the accumulated surpluses brought forward on that Account to £1.867m.
- The Council's overall General Fund reserve balances as at 31 March 2022 total £46.189m. This is a decrease of £1.075m from last year and reflects the reducing balance on the Modernisation Fund. In total, over £34.4m of General Fund reserve balances are earmarked for specific purposes.

COMPARISON TO BUDGETARY CONTROL

4. The Budget Monitoring Report for Period 10 submitted to the Cabinet on 7 April 2022 forecast an underspend of £1,788k in 2021/22. At the year-end the underspend position improved to £3,857k thus the budgeted £3,750k use of reserves was not required. This improved year end position related mainly to managed staff vacancies and an underspend on supplies and services as Directors avoided all non-essential expenditure, also improved income generation and additional Scottish Government grants.

5. The Period 10 report to Cabinet advised that all services would take steps to contain expenditure within the budget by the year-end, and all general fund departments achieved that goal with the exception of the Chief Executive's Office (non-support) where the variance was a result of a sharp fall in investment returns as a result of prevailing economic factors out with the Council's control.

RECOMMENDATIONS

6. It is recommended that members: -
- (i) note the outturn position compared to the previous Budgetary Control Report;

- (ii) note that once the audit has been completed the final accounts will be submitted to a future meeting of the Council along with the External Auditor's report.

BACKGROUND PAPERS

A full copy of the Council's unaudited accounts can be accessed within the papers for the Audit & Scrutiny Committee of 24 June 2022.

KEYWORDS

Financial performance, reserves, annual accounts, accounting policies, corporate governance

Further information is available from Barbara Clark, Chief Accountant
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EAST RENFREWSHIRE COUNCILCABINET18 August 2022Report by Head of Accountancy (Chief Financial Officer)ESTIMATED REVENUE BUDGET OUT-TURN 2022/23**PURPOSE**

1. To advise Cabinet of the estimated projected revenue out-turn for 2022-23. The report provides details of expected year end variances for each department at period 3 and is based on the financial position as at 30 June 2022 and subsequent assessment of pressures arising from COVID-19.

RECOMMENDATION

2. It is recommended that:
 - members note the continued financial pressures on operational services arising from the COVID-19 pandemic and that it is expected to cover these from accumulated COVID grant funding.
 - members note the forecast underlying General Fund operational overspend of £1,389k.
 - members approve service virements and operational adjustments as set out in the notes to the tables on pages 14 to 31 and note the reported probable out-turn position.
 - all departments continue to closely monitor and manage their budgets, ensure that spending up to operational budget levels does not take place and immediately take steps to avoid all non-essential expenditure.

BUDGET MONITORING STATEMENTS

3. The attached budget monitoring statements provide information in respect of:-
 - Detailed variance analysis between budgeted and out-turn expenditure
 - Service virement and operational budget adjustments

BACKGROUND

4. This report shows the out-turn position as at period 3 against the Council's approved revenue budget for 2022-23, as adjusted to comply with accounting requirements and subsequent Cabinet operational decisions.

The revenue budget for 2022-23 approved by the Council on 3 March 2022 has been adjusted for monitoring purposes as follows:-

	£'000
Budgeted net expenditure per 3 March 2022 report to Council	275,181
Capital Financing - Loans Charge Adjustment (Note 1)	(8,966)
Service Operational Capital Charge Adjustment (Note 2)	16,225
Accountancy adjustments for Ring Fenced Revenue Grants (Note 3)	(9,950)
Restated net expenditure	<u>272,490</u>
Additional General Revenue Grant (Note 4)	2,565
	<u><u>275,055</u></u>

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Note 1. The net expenditure agreed on 3 March 2022 includes the Council's budgeted capital financing costs (Loans Charges). These comprise of principal repayments, cost of interest payments and other expenses, associated with the purchase of capital related expenditure and are managed within the Loans Fund. These costs are removed from the approved budget as they are not allocated out to individual services and therefore are not deemed to form part of a service's operational revenue budget. The main reason for this approach is that the Loans Charges do not reflect current operating costs as they comprise of loan repayments over long periods of time resulting from past decisions on funding terms of prior purchases of capital expenditure and do not reflect the true current operational cost of using these capital assets. In order to provide a comprehensive and current measure of a service's operating costs, a capital charge is included within the service's operating revenue budget. This is in the main a depreciation charge based on a true annual usage cost of all capital assets used within the service and is calculated via current asset cost valuations and the useful remaining life of the asset. Capital charges were introduced when Capital Accounting was adopted by LASAAC and the Accounting Code of Practice in the preparation of Local Authority Financial Accounts. The use of capital charges is also to provide a more accurate total cost of an operation or service that can then be measured and compared with other service providers, both external and internal.

Note 2. This is the adjustment required to include the appropriate capital charges in the Council's service budgets instead of the capital financing costs removed as described above.

Note 3. Ring Fenced Revenue Grant is a resource element within the 2022-23 Local Government Finance Settlement and is not included within Service budgets in the approved Council's 2022-23 Revenue Budget exercise. In compliance with LASAAC on the preparation of Local Authority Financial Accounts, designated Ring Fenced Grants should be reported as income within Service budgets that it is specific to and this adjustment adheres to reporting guidelines. This funding resource is noted in the adjustment funding schedule below.

Note 4. This is additional General Revenue Grant funding that has been received by the Council as a redetermination of the 2022-23 Local Government Finance Settlement and is noted in the adjustment funding schedule below.

Schedule of adjustment funding (Note 3 and Note 4)

Funding Source	Description	Service	£'000
Ring Fenced Rev Grant	Pupil Equity Fund	Education	1,326
Ring Fenced Rev Grant	1140 Hours Expansion	Education	7,998
Ring Fenced Rev Grant	Gaelic	Education	12
Ring Fenced Rev Grant	Criminal Justice	HSCP	614
		Note 3	9,950
General Revenue Grant	Free School Meals (P4&5)	Education	1,160
General Revenue Grant	Free School Meals -Holidays	Education	217
General Revenue Grant	Remov. of Core Curr. Charge	Education	182
General Revenue Grant	Instrument Music Tuition	Education	390
General Revenue Grant	Easter Study Support	Education	43
General Revenue Grant	Summer Holiday Provision	Education	118
General Revenue Grant	Discretionary Payments	BOP	455
		Note 4	2,565

The report reflects the required accountancy treatment of the IJB in that the Council makes a contribution to the IJB and the IJB then makes a contribution to the HSCP equal to the costs of the activities that the IJB has directed the HSCP to undertake. The HSCP will in operation terms have a net expenditure of zero. However an accounting entry of £557,500 has been added to reflect capital charging policies. This sum does not require to be funded.

BUDGET PERFORMANCE

5. As at 30 June 2022, the actual position against the phased budget shows a total net underspend of £3,126k, however this is largely due to timing variances. The estimated year end position reflects an adverse variance on net expenditure of £1,498k based on current information. For General Fund services the projected overspend is £1,389k. Council Tax collection position is anticipated to be in line with budget and will not impact the total forecast overspend on General Fund services of £1,389k. It is anticipated that the forecast pandemic pressures of £4,142k will be covered by utilising COVID grant resources awarded to the Council in 2021/22 and the current year. The projected operational variance reflects the significant increased inflationary pressures arising within Utilities, Transport and PFI/PPP contracts and will have to be addressed with Services as to the levels of additional resource and management intervention that can be undertaken. The projected operational outturn assumes that the 2022/23 pay awards for Teachers and Local Government Staff that have not yet been settled align with budget.

The table below provides detail of each department's estimated projected revenue out-turn variance.

Department	Forecast Outturn as at P3 £'000
Education	(1,984)
Contribution (to) IJB	0
Environment (Incl. O/Housing)	(184)
Environment – Support	5
Business Operations & Partnerships	(56)
Business Operations & P'ships - Support	(91)
Chief Executive's Office	17
Chief Executive's Office - Support	(59)
Other Expenditure & Income	931
Joint Boards	20
Corporate Contingency	12
HSCP	0
Housing Revenue Account	(109)
Total £ Variance	(1,498)
Total Budgeted Expenditure	275,055
% Variance	(0.54%)

Notable variances are as follows:-

i) Education

The year end forecast indicates an overspend of £1,984k which is mainly due to increased costs within Utilities, PFI/PPP/HUB contracts and Transport contracts due to inflationary pressures. This position is partially offset by savings achieved within Catering services. Costs of £2,024k which are a result of Covid, will be met from Covid grants that do not affect the net budget or forecast.

ii) Environment

The year end forecast indicates an overspend of £184k which is mainly due to increased costs within Waste Management and Transport contracts due to inflationary pressures. Costs of £1,439k which are a result of Covid, will be met from Covid grants that do not affect the net budget or forecast.

iii) Business Operations & Partnerships

The year end forecast indicates an overspend of £56k which is mainly due to offsetting payroll variances across several divisions, Supplies & Services and an increase in accommodation recharges due to Utility inflationary pressures. Costs of £445k which are a result of Covid, will be met from Covid grants that do not affect the net budget or forecast.

iv) Business Operations & Partnerships – Support Services

The year end forecast indicates an overspend of £91k which is mainly due to offsetting payroll variances across several divisions and an increase in accommodation recharges due to Utility inflationary pressures. Costs of £259k which are a result of Covid, will be met from Covid grants that do not affect the net budget or forecast.

v) Chief Executive's Office

The year end forecast indicates an overspend of £42k which is mainly due to an increase in accommodation recharges due to Utility inflationary pressures, partly offset by an increase in interest earned on temporary investment balances. Costs of £15k which are a result of Covid, will be met from Covid grants that do not affect the net budget or forecast.

vi) Other Expenditure

The year end forecast indicates an underspend of £931k and mainly reflects the contingent nature of the Council's change programme and the sufficiency to meet operational events and demands that may arise during the year but have not as yet materialised or been confirmed. This will be subject to change during the year, depending largely on the level of severance costs associated with service reviews.

vii) Integration Joint Board (IJB) Contribution/ Health & Social Care Partnership (HSCP)

The IJB expects services to be in line with budget at year end. An overspend of £618k, largely in adult services, will be met from the IJB reserves. Additional Covid related costs arising are expected to be met from additional Covid grant resource.

CONCLUSIONS

6. The Council's projected revenue out-turn position is reported as a net overspend of £1,389k, and assumes that £4,142k of COVID pressures will be met from covid grant resources awarded during 2021-22 and current year funding. The report has highlighted the continued financial pressures on services arising from the COVID-19 pandemic and the significant inflationary pressures arising within Utilities, Transport and PFI/PPP contracts. Departments should continue

to closely monitor and manage their budget, ensure that spending up to budget levels does not take place and take immediate steps to avoid all non-essential expenditure.

RECOMMENDATIONS

7. It is recommended that:

- members note the continued financial pressures on operational services arising from the COVID-19 pandemic and that it is expected to cover these from accumulated COVID grant funding.
- members note the forecast underlying General Fund operational underspend of £1,389k.
- members approve service virements and operational adjustments as set out in the notes to the tables on pages 14 to 31 and note the reported probable out-turn position;
- all departments continue to closely monitor and manage their budgets, ensure that spending up to operational budget levels does not take place and immediately take action to avoid all non-essential expenditure.

REPORT AUTHOR

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Report date 28th July 2022

BACKGROUND PAPERS

The report refers to the attached budgetary monitoring statements.

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BUDGET MONITORING REPORTS
PERIOD 3
As at 30 June 2022

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PROBABLE OUTTURN FORECAST AS AT 30th JUNE 2022 - £1,983,900 OVERSPEND

Pre Five Education (£35,400 overspend)

The overspend arises due to a forecast overspend on utility costs (£35k) as a result of inflation. This forecast is based upon prior year consumption at current prices and will be reviewed throughout the year as more information on current consumption becomes available.

Primary Education (£627,700 overspend)

The overspend relates to a number of variances including a forecast overspend on utility costs (£475k) and PFI/PPP contract costs (£128k) due to higher than budgeted inflationary uplifts. An overspend is also forecast on uplift of waste costs (£23k) based on prior year experience.

Secondary Education (£583,300 overspend)

Similar to the Primary sector the overspend projected relates to utility costs (£420k), uplift of waste (£12k) and higher than budgeted costs in relation to PFI/PPP/HUB contracts (£369k). This is partially offset by a projected underspend in relation to the school meals service due to a reduction in uptake of meals within this sector based on year to date experience (£224k).

Special Education (£464,700 overspend)

An overspend is forecast in relation to detriment costs associated with the delivery of approved savings (£44k), school meals (£15k) and payments to other agencies and bodies in relation to pupils attending establishments outwith the authority (£54k). Overspends are also forecast for utility costs (£28k) as a result of inflation and transport costs (£322k). The overspend in transport costs (£322k) reflects demand in this area and assumptions around contract inflation pending the outcome of contract renewals for the start of the new school session.

Transport (£187,100 overspend)

An overspend is forecast in relation to SPT costs based on the latest information available (£160k) and an under-recovery is forecast in relation to privilege travel income based on year to date and prior year experience (£24k).

Facilities Management (£133,500 underspend)

An underspend is forecast in relation to reduced net expenditure on the Catering service (£151k) mainly due to additional turnover achieved and a reduction in food costs arising as a result of a reduction in uptake within the secondary sector. This is partially offset by a forecast under-recovery of janitorial income based on year to date experience (£11k)

Culture and Leisure Services (£308,700 overspend)

The overspend relates to a forecast overspend on utility costs (£309k) as a result of inflation. The projection is again based upon prior year consumption at current prices and will be reviewed throughout the year as more information on current consumption becomes available.

Other Services (£89,500 underspend)

The underspend relates to additional turnover forecast to be achieved within the quality improvement, adult learning and psychological services teams and within the music service (£104k). An underspend is also expected in relation to ParentPay transaction fees following the introduction of Free School Meals for Primary 4 and 5 and the removal of instrumental music tuition charges (£10k). This is partially offset by a higher than budgeted direct accommodation recharge due to increased utility costs (£25k)

Summary:

Period 3 figures have been prepared on a probable outturn basis and therefore reflect anticipated full year costs. This forecast, which is based on the information currently available prior to the start of the new academic year, indicates an operational overspend of £1,983,900.

In addition to the operational variances outlined above the department will also incur estimated Covid costs of £2,024k during this financial year which will be met by Scottish Government funding.

Overall the main variances forecast at Period 3 can be summarised as overspends in relation to the increased costs of utilities (£1,276k) and PFI/PPP/HUB contracts (£497k) as a result of higher than budgeted inflation and increased transport costs (£482k) as a result of both demand and anticipated inflationary impact. This position is partially offset by savings in relation to the catering service including school meals as a result of additional turnover achieved and based on current uptake (£360k).

All variances will continue to be monitored and will be revised as the year progresses and further information becomes available.

CONTRIBUTION TO INTEGRATION JOINT BOARD

PROBABLE OUTTURN FORECAST AS AT 30th JUNE 2022 – Nil Variance

Contribution to Integration Joint Board (IJB) (Nil variance)

The projected outturn position reflects agreed additional funding within the contribution to the Integration Joint Board.

Summary:

The projected outturn position, is that the contribution to IJB is in line with agreed funding.

ENVIRONMENT – NON SUPPORT

PROBABLE OUTTURN FORECAST AS AT 30th JUNE 2022 - £183,400 OVERSPEND**Directorate & Management (£95,100 Overspend)**

Whilst payroll costs are projected to overspend (£200k), contributions from Spend to Save / Modernisation Funds and external grant funding (£140k) will partially offset this. Electricity costs associated with an increasing number of electric vehicle charging points are projected to overspend (£8k). Subscription costs are projected to overspend (£15k), namely in relation to annual APSE Energy and Climate Change Ready subscriptions.

Properties (Environment & Non-Operational) (£31,300 Underspend)

Rental income is expected to over-recover (£20k), whilst an underspend on Street Nameplates (£10k) is also projected.

Planning and Building Control (£16,900 Overspend)

Whilst payroll costs are projected to overspend (£80k), additional fee income is expected to partially offset these costs (£60k).

Economic Development (£25,100 Underspend)

Additional Employability related grant income (£500k) will offset grant related payroll costs, supplies & services and payments to other bodies. Income from Property Rentals is expected to over-recover (£20k). Additionally, there will be spend to reconfigure Greenlaw Business Centre into a covid safe working environment, which will be offset with covid grant monies.

Roads (£ Nil)

Additional grant income (£400k) is expected to offset corresponding overspends in payroll and subcontractor costs. Income from Decriminalised Parking has yet to recover to pre-pandemic levels (£70k), with offsetting covid grant monies built in to offset.

Neighbourhood Services (£114,500 Underspend)

An underspend in payroll costs is projected (£110k) given the high level of vacancies the service is carrying, albeit a number of agency staff are in post to partly offset. Additional agency staff are also required over the holiday period to ensure continuity of service (£200k), although covid grant is available to offset this spend.

Parks (£63,600 Underspend)

Grounds Maintenance charges are expected to over-recover (£60k).

Cleansing (£197,400 Overspend)

Net operational income, mainly from Special Uplifts, is projected to under-recover (£100k). On top of this, Transport costs are projected to overspend (£100k) in line with last year.

Waste Management (£97,900 Overspend)

Contract inflation may result in overspends in relation to both Active & Green Waste (£200k), although contract rates are not yet confirmed. An over-recovery in the Sale of Recyclables (£50k) income should partially offset the contract inflation. A number of underspends across Supplies & Services (£50k) are also projected.

Protective Services £19,600 Underspend

A number of underspends (£20k) are projected across Supplies & Services.

Vehicle Services (£ Nil)**Other Housing (£30,200 Overspend)**

Security costs are projected to overspend (£20k), along with the service's share of Office Accommodation's inflationary overspend on utility costs (£10k). Significant covid-related spend on Bed & Breakfast Accommodation and New Furnished Flats (£269k) continues to be incurred and will be met by additional Covid resource.

Office Accommodation (£ Nil)

Inflationary pressures will cause an overspend on utility costs (£240k), which are directly recharged to services across the Council.

Summary: The above figures have been prepared on a Probable Outturn basis and therefore represent full year operational variances. Across the department there are a range of operational variances as noted above. Whilst Payroll costs and spend on Supplies & Services across the department are expected to overspend, it's worth noting that this will mainly be offset by over-recoveries in income, both internally generated and from external grants and receipts. The projections include an assumption that £1.439m of covid related spend or lost income will be offset with covid funding. The variances noted will be closely monitored for the remainder of the year (with a particular focus on contract inflation and utility cost pressures) with mitigating actions taken by management where this is possible.

ENVIRONMENT – PROPERTY AND TECHNICAL SERVICES

PROBABLE OUTTURN FORECAST AS AT 30th JUNE 2022 - £5,000 UNDERSPEND

Property & Technical - Operations £5,000 Underspend

A small underspend in payroll costs is projected (£5k).

Property & Technical – Strategy (£0 Overspend)

Whilst payroll costs are projected to overspend (£130k), it is expected that this will be offset by increased recharges to Capital (£130k).

Summary:

The above figures have been prepared on a Probable Outturn basis and therefore represent full year operational variances. These projected overspends in payroll costs will continue to be monitored closely.

BUSINESS OPERATIONS & PARTNERSHIPS

Probable Outturn Forecast as at 30th JUNE 2022 - £56,400 Overspend

Communities and Community Planning - (£107,600 Underspend)

The underspend is mainly due to payroll as a result of vacancies within these services.

Humanitarian Need – Covid-19 (no variance)

Funding of £330k was carried forward into the current financial year for Humanitarian projects and it is anticipated that this funding will be fully spent this year.

Community Safety (£96,900 Overspend)

The overspend is mainly due to a combination of the ongoing cost of providing security guards as there has been a delay in automating the depot gates (£60k) and an expected under-recovery in parking income (£25k).

Money Advice & Registrars (£17,200 Underspend)

The underspend is mainly due to payroll as a result of staff turnover and vacant hours.

Customer First (Non Support) – (£22,500 Overspend)

The overspend is mainly due to an overspend within payroll due to lack of turnover and an increase in the direct recharge for accommodation.

Directorate, Strategic Insight & Partnerships Management (£35,200 Underspend)

The variance is mainly due to slippage in filling a vacant post.

Members Expenses, Grants, Elections and Democratic Representation & Management (£12,500 Underspend)

The variance is due to a combination of underspends on payroll and an increase in the direct recharge for accommodation.

Democratic Services (Non Support) (£19,800 Overspend)

The overspend is due to increased hours worked at the Council Elections in May, higher spending on supplies and an increase in the direct recharge for accommodation.

Housing Benefits & Revenues Benefits, Business Support Team and Revenues Admin (£63,000 Overspend)

The overspend is mainly due to an overspend on payroll and an increase in the direct recharge for accommodation.

Council Tax/Non Domestic Rates (£26,700 Overspend)

The overspend is mainly due to the employment of agency staff and an increase in the direct recharge for accommodation.

Summary:

Period 3 figures have been prepared on a probable outturn basis and therefore reflect full year costs. The projections include an assumption that £445k of covid related spend will be offset from the covid reserve. The operational overspend of £56,400 is mainly due to offsetting payroll variances across several divisions and an expected increase in the direct recharges for accommodation.

BUSINESS OPERATIONS & PARTNERSHIPS – SUPPORT SERVICES
Probable Outturn Forecast as at 30th JUNE 2022 - £90,800 Overspend

Revenues General (£7,200 Overspend)

The overspend is mainly due to increased staffing costs and the direct recharge for accommodation due to higher utility /energy costs.

Strategy – Support and Insight (£16,700 Overspend)

The overspend is largely due to lack of turnover and higher spending in supplies and services.

Digital Transformation (£11,000 Overspend)

The overspend is due to an expected increase in the direct recharge for accommodation as a result of higher energy costs.

IT (£22,900 Overspend)

The overspend is due to an expected increase in the direct recharge for accommodation as a result of higher energy costs.

Customer First Reception (£6,800 Overspend)

The overspend is mainly due to the cost of covering for sickness absence within the team.

Communications & Printing (£12,400 Underspend)

The underspend is mainly due to vacancies within these services.

Human Resources & Payroll (£38,600 Overspend)

The overspend is mainly due to a combination of increased staffing costs to cover for maternity and the direct recharge for accommodation due to higher energy costs.

Summary:

Period 3 figures have been prepared on a probable outturn basis and therefore reflect full year costs. The projections include an assumption that £259k of covid related spend will be offset with covid funding resource. The operational overspend of £90,800 is mainly due a combination of overspends in staffing and supplies across a number of divisions and the expected increase in the direct recharges for accommodation.

CHIEF EXECUTIVES'S – NON SUPPORT

PROBABLE OUTTURN FORECAST AS AT 30th JUNE 2022 - £17,000 UNDERSPEND

Temporary Loans Fund Interest income is projected to outturn over-recovered (£15k) due to an increased level of interest rates currently available in commercial markets. In addition Civic Licensing is projected at present to outturn under budget (£2k) due to higher taxi licensing income.

Summary:

Period 3 figures have been prepared on a probable outturn basis and therefore reflect projected full year costs. The projected underspend at Period 3 of £17,000 is due mainly to higher Temporary Loans Fund Interest.

CHIEF EXECUTIVE'S OFFICE – SUPPORT

PROBABLE OUTTURN FORECAST AS AT 30th JUNE 2022 - £59,200 OVERSPEND

The projected overspend of £59,200 is comprised of a number of variances:

There are projected overspends in Accountancy (£42k) and Chief Executive's Office (£8.1k) due to less staff turnover than is allowed for in the budget. Supplies & Services in Legal Services are projected to overspend (£8k) due to additional legal costs. Legal Services Income is projected to under-recover (£11k) due to a lower level of demand than was anticipated in the Estimates. Income in Procurement is projected to outturn below budget (£23k) due to less rebate income available from procurement contracts. The Office Accommodation direct recharge to the whole Department is projected to outturn above budget (£18.1k) due to increased energy costs.

Mostly offsetting these adverse variances are projected underspends in Legal Services (£36k) and Procurement (£9k) due to staff vacancies. In addition, Supplies and Services in Accountancy (6k) are projected to underspend based upon last year's outturn and current levels of expenditure to date.

Summary:

Period 3 figures have been prepared on a probable outturn basis and therefore reflect projected full year costs. The projected overspend at Period 3 of £59,200 is due to lower than budgeted staff turnover in Accountancy and Chief Executive's Office. In Legal Services there are additional legal fees and an under-recovery in income. Procurement Income is also expected to outturn under budget due to less rebate income. The Office Accommodation recharge is projected to outturn above budget due to increased energy costs. Mostly offsetting these adverse variances are vacant posts in Legal Services and Procurement and an under spend in Accountancy Supplies and Services.

OTHER EXPENDITURE & INCOME**PROBABLE OUTTURN FORECAST AS AT 30th JUNE 2022 - £930,700 UNDERSPEND****Restructuring Costs (£312,500 Underspend)**

Based on requests from departments to date, It is expected that this resource will not be fully utilised to meet restructure commitments and redeployment costs at this time. This may be subject to change during the year.

Unallocated Overheads (£304,500 Underspend)

Forecast pension revised based on anticipated utilisation of funds.

Loan Debt (Nil Variance)

Given current uncertainties, projection is Loan debt expenditure will be in line with budget at the end of the financial year.

Other Services (£313,700 Underspend)

Lower than anticipated expenditure arising from contingent operations / costs that have not as yet materialised or been confirmed.

Summary:

Month 3 figures are prepared on a probable outturn basis and reflect initial projected full year costs. The reported underspend position of £930,700 will be monitored and adjusted as required in conjunction with implementation of Council's service redesigns and arising events and it is expected to reduce before the year-end.

HEALTH & SOCIAL CARE PARTNERSHIP
PROBABLE OUTTURN FORECAST AS AT 30th JUNE 2022 – Nil Variance

Children & Families & Public Protection (£97,000 Overspend)

The HSCP is looking after several unaccompanied asylum seeker children with a funding deficit projected of £66k for current costs. This situation will change with more children expected and the type of care required will determine if further pressures will be incurred. We will have a clearer understanding of any funding gap towards the end of the year and options to contain these costs including the use of reserves. Care costs including transport costs are also a pressure in the service (£75k), this position is net of COVID support from our COVID reserve.

Adult – Intensive Services (£401,000 Overspend)

The most significant cost pressures are within Care at Home (both purchased and the in-house service) of £183k and within the telecare responders service (£442k); all predominately around staffing and agency as we continue to respond to demand. These pressures are offset in part by staff turnover and vacancies within day services (£271k).

Adult – Localities Services (£147,000 Underspend)

The main variances within our adult community services across both Eastwood and Barrhead localities are:

1. Older People – (421k underspend) the projected underspend is result of current care commitments and staff turnover within teams. Within residential and nursing care we are underspent by £1.4m, despite an emerging trend of increased nursing home placements. This is offset by an overspend in localities directly purchased care at home and direct payment commitments of £0.9m.
2. Physical & Sensory Disability – (£85k underspend) the projected underspend reflects projections around current care package commitments (£123k) offset by an overspend in adaptation costs (£39k). Demand for adaptations may increase as the year progresses.
3. Learning Disability – (£359k overspend) the projected overspend is due to care commitments (£461k), including the full year impact from the increased number of people supported year on year. This is offset in part by staffing vacancies within day services (£156k). This position is net of Covid support and we would expect care package costs to increase post pandemic.

Recovery Services – Mental Health & Addictions (£319,000 Overspend)

Current care commitments are causing some pressure within Mental Health services (£304k). At the moment it is too early to understand if these costs have peaked and may reduce, we will continue to monitor.

Finance & Resources (£52,000 Underspend)

A projected underspend of £52k is in relation to small projected underspends in supplies across the service.

Contribution from IJB (£618,000 Contribution from Reserve)

This is the net contribution from the IJB reserves to reflect the projected underspend position.

Summary: The projected outturn position, which highlights a potential overspend of £618k, would require a contribution from reserves, subject to the final outturn at the end of the financial year. This is indicative of early pressures within the HSCP budget.

The partnership continues to carry unachieved savings, from pre pandemic, of around £2.2m as the ability to achieve these savings has been impacted by capacity during the Covid-19 response. The HSCP Recovery and Renewal programme will support delivery of some savings and we are working to refine the financial framework that supports this activity. This is incredibly challenging in the current environment and we no longer have support for unachieved savings in Scottish Government funding for Covid-19 and this is therefore a pressure on the HSCP that we plan to meet from reserves whilst we work towards recurring savings where possible.

All other additional Covid19 costs continue to be reported to the Scottish Government as part of the HSCP Mobilisation Plan and are reflected in the reported position with the assumption of matching funding from our Covid grant reserve.

The cost assumptions will continue to be revised as actual costs are incurred and this position will be subject to change as we progress through the financial year and assumptions are refined.

We will take corrective action where possible to minimise the projected overspend in year

HOUSING REVENUE ACCOUNT

PROBABLE OUTTURN FORECAST AS AT 30th JUNE 2022 - £108,900 OVERSPEND

Housing Revenue Account (£194,700 Overspend)

There are a number of under and overspends forecast within the Housing Revenue Account across the main expenditure groups. £120k increase in Finance costs due to levels of borrowing and heightened interest and inflation. Energy bills are forecast to increase by £71k for 22/23 based on current pricing. Projected overspends in Payroll costs due to agency staff covering ongoing staff vacancies (£7k).

Housing Maintenance Team (£85,800 Underspend)

This is driven by a projected underspend in payroll costs (£86k) due to a high level of vacancies.

Summary:

The above figures have been prepared on a Probable Outturn basis and therefore represent full year variances. Workload pressures caused by vacancies have required agency staff to be employed in both the HRA and Housing Maintenance Team. Energy price increases which are outwith the HRA's control and current rates of interest and inflation have negatively impacted the HRA.

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Budgetary Control Statement
Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Department	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Education	160,728,000	3,502,000	164,230,000	39,275,196	39,232,563	42,633	(1,983,900)
Contribution to Integration Joint Board	60,755,000	0	60,755,000	13,403,787	11,972,586	1,431,201	0
Environment	26,770,400	4,939,900	31,710,300	5,296,889	3,980,276	1,316,613	(183,400)
Environment - Support			0	305,611	656,503	(350,892)	5,000
Chief Executives Office	764,000	0	764,000	25,042	42,629	(17,587)	17,000
Chief Executives Office - Support			0	727,184	734,062	(6,878)	(59,200)
Business Operations & Partnerships	11,607,900	468,400	12,076,300	2,411,711	1,919,871	491,840	(56,400)
Business Ops & Partnership - Support		0	0	3,432,059	3,264,320	167,739	(90,800)
Other Expenditure & Income	3,038,000	(13,800)	3,024,200	258,900	151,481	107,419	930,700
Joint Boards	2,352,000		2,352,000	441,500	437,929	3,571	19,800
Contingency - Welfare	200,000	0	200,000	0	0	0	12,300
Health & Social Care Partnership	0	(56,500)	(56,500)	(153,500)	(163,465)	9,965	0
Service Resource Adjustment	0	0	0			0	0
Additional RSG Funding		0	0	0	0	0	0
Additional COVID19 Support Grant			0			0	0
Housing Revenue Account	0	0	0	(1,537,168)	(1,468,242)	(68,926)	(108,856)
TOTAL	266,215,300	8,840,000	275,055,300	63,887,211	60,760,513	3,126,698	(1,497,756)

Summary of Operational Adjustments.

Capital Charges	16,225,000
Ring Fenced Grants - Education & HSCP	(9,950,000)
Adjusted RSG - BOP Discretionary Payments	454,600
Additional RSG - Education	2,110,400
Addit.COVID19 Supp. Grant-	0
Devolved School Management	0
	<u>8,840,000</u>

Budgetary Control Statement
Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Employee Costs	175,831,800	(221,900)	175,609,900	44,023,531	43,288,633	734,898	(3,514,326)
Property Costs	19,012,400	5,800	19,018,200	7,397,614	6,450,852	946,762	(1,342,355)
Transport Costs	5,993,500	0	5,993,500	1,506,475	1,781,733	(275,258)	(1,055,600)
Supplies & Services	53,607,100	3,091,300	56,698,400	12,234,530	13,225,857	(991,327)	(2,783,294)
Third Party Payments	60,717,000	139,000	60,856,000	13,429,090	10,616,061	2,813,029	(4,200,634)
Transfer Payments	19,637,700	1,188,600	20,826,300	3,765,123	3,226,794	538,329	(599,004)
Support Services	14,109,600	0	14,109,600	22,775	2,269	20,506	0
Other Expenditure	0	0	0	0	0	0	0
Depcn And Impairment Losses	0	16,225,000	16,225,000	0	0	0	0
Financing Costs	4,289,000		4,289,000			0	(120,085)
TOTAL EXPENDITURE	353,198,100	20,427,800	373,625,900	82,379,138	78,592,199	3,786,939	(13,615,298)
Income	(86,982,800)	(11,587,800)	(98,570,600)	(18,491,927)	(17,831,686)	(660,241)	12,117,541
TOTAL	266,215,300	8,840,000	275,055,300	63,887,211	60,760,513	3,126,698	(1,497,756)

Budgetary Control Statement
Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Department	Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03 Date - Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Education	Employee Costs	119,694,000	(221,900)	119,472,100	28,628,835	28,129,979	498,856	(1,253,300)
	Property Costs	12,775,500	5,800	12,781,300	5,644,642	5,147,658	496,984	(1,396,700)
	Transport Costs	2,160,500	0	2,160,500	540,125	621,640	(81,515)	(481,000)
	Supplies & Services	27,382,300	2,828,100	30,210,400	4,991,880	6,195,854	(1,203,974)	(29,800)
	Third Party Payments	10,465,200	139,000	10,604,200	3,873,556	4,490,631	(617,075)	(50,500)
	Transfer Payments	910,900	217,000	1,127,900	158,638	242,439	(83,801)	(326,500)
	Support Services	6,070,300	0	6,070,300	0	0	0	
	Depcn And Impairment Losses	0	10,727,600	10,727,600	0	0	0	
Total Expenditure		179,458,700	13,695,600	193,154,300	43,837,676	44,828,201	(990,525)	(3,537,800)
	Income	(18,730,700)	(10,193,600)	(28,924,300)	(4,562,480)	(5,595,638)	1,033,158	1,553,900
Education	TOTAL	160,728,000	3,502,000	164,230,000	39,275,196	39,232,563	42,633	(1,983,900)

Summary of Operational Adjustments:

Capital Charges	10,727,600
Ring Fenced Grant - Pupil Equity Fund	(1,326,000)
Ring Fenced Grant - 1140 Hours Expansion	(7,998,000)
Ring Fenced Grant - Gaelic	(12,000)
Free School Meal Expansion (P4&P5)	1,160,000
Free School Meal Expansion (school holidays)	217,000
Removal of core Curriculum Charges	182,000
Instrumental Music Tuition	390,000
Easter Study Support	43,100
Summer Holiday Provision	118,300

Devolved School Management

There have been operational adjustments between objective headings in this reporting period in accordance with approved DSM scheme.

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3,502,000

Budgetary Control Statement
Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate	Budget Estimate to Per 03 Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Education	Pre Five Education	16,762,100	(7,348,200)	9,413,900	1,838,795	1,885,344	(46,549)	(35,400)
	Primary Education	49,708,900	3,687,700	53,396,600	12,597,294	13,025,337	(428,043)	(627,700)
	Secondary Education	62,204,300	4,959,100	67,163,400	17,684,211	16,673,796	1,010,415	(583,300)
	Schools Other	3,651,100	837,900	4,489,000	907,358	666,876	240,482	19,900
	Special Education	8,008,600	264,700	8,273,300	1,821,893	1,863,363	(41,470)	(464,700)
	Psychological Service	924,900	10,400	935,300	226,925	277,373	(50,448)	43,500
	Transport (excl Spec Educ)	1,250,000	(12,000)	1,238,000	312,841	351,788	(38,947)	(187,100)
	Bursaries / Emas			0		56,790	(56,790)	0
	Provision for Clothing	289,700	0	289,700	3,688	0	3,688	0
	Administration & Support	8,526,200	215,000	8,741,200	837,340	990,417	(153,077)	26,100
	School Crossing Patrollers	0	0	0	(12,666)	16,688	(29,354)	0
	Catering	0	0	0	(117,214)	(440,490)	323,276	150,800
	Cleaning & Janitorial	1,985,700	0	1,985,700	284,093	1,056,998	(772,905)	(17,300)
	Culture & Leisure Services	7,416,500	887,400	8,303,900	2,890,638	2,808,283	82,355	(308,700)
Education	TOTAL	160,728,000	3,502,000	164,230,000	39,275,196	39,232,563	42,633	(1,983,900)

Summary of Operational Adjustments:

Capital Charges	10,727,600
Ring Fenced Grant - Pupil Equity Fund	(1,326,000)
Ring Fenced Grant - 1140 Hours Expansion	(7,998,000)
Ring Fenced Grant - Gaelic	(12,000)
Free School Meal Expansion (P4&P5)	1,160,000
Free School Meal Expansion (school holidays)	217,000
Removal of core Curriculum Charges	182,000
Instrumental Music Tuition	390,000
Easter Study Support	43,100
Summer Holiday Provision	118,300

Devolved School Management

There have been operational adjustments between objective headings in this reporting period in accordance with approved DSM scheme.

3,502,000

Budgetary Control Statement
 Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Department	Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Contribution to Integration Joint Board	Third Party Payments	60,755,000		60,755,000	13,403,787	11,972,586	1,431,201	0
Contribution to Integration Joint Board	TOTAL	60,755,000	0	60,755,000	13,403,787	11,972,586	1,431,201	0

Summary of operational adjustments
 Pay Award Implications
 RSG - Adult Social Care Pressures
 RSG - HSCP Other

0

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Contribution to Integration Joint Board	Core Funding	60,755,000		60,755,000	13,403,787	11,972,586	1,431,201	0
Contribution to Integration Joint Board	TOTAL	60,755,000	0	60,755,000	13,403,787	11,972,586	1,431,201	0

Summary of operational adjustments
 RSG - Adult Social Care Pressures
 RSG - HSCP Other

0

Budgetary Control Statement
Period 03 / 2023 30 June 2022

Period End: 30 June 2022

Period 03 / 2023

Department	Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Environment	Employee Costs	16,711,000	0	16,711,000	3,777,317	3,660,010	117,307	(732,700)
	Property Costs	3,838,600	0	3,838,600	1,232,089	1,108,470	123,619	83,900
	Transport Costs	3,329,600	0	3,329,600	832,400	1,054,289	(221,889)	(456,200)
	Supplies & Services	14,830,200	222,200	15,052,400	3,491,165	3,063,171	427,994	(506,300)
	Third Party Payments	881,500	0	881,500	67,300	54,823	12,477	(684,400)
	Transfer Payments	716,600	0	716,600	167,975	119,108	48,867	(460,100)
	Support Services	2,590,700	0	2,590,700	22,775	0	22,775	0
	Depcn And Impairment Losses	0	4,939,900	4,939,900	0	0	0	0
Total Expenditure		42,898,200	5,162,100	48,060,300	9,591,021	9,059,871	531,150	(2,755,800)
	Income	(16,127,800)	(222,200)	(16,350,000)	(4,294,132)	(5,079,595)	785,463	2,572,400
Environment	TOTAL	26,770,400	4,939,900	31,710,300	5,296,889	3,980,276	1,316,613	(183,400)

Summary of Operational Adjustments.

Capital Charges	4,939,900
Roads Network - Other accounts of Authority	111,100
Roads Payment to RCU	111,100
Roads Internal Recharges	(111,100)
Roads Admin - Other Accounts of Authority Income	(111,100)
	<u>4,939,900</u>

STOP

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Environment	Directorate & Supp Environment	1,863,300	50,800	1,914,100	256,177	316,618	(60,441)	(88,000)
	Environment Accommodation	0	628,900	628,900	840,375	617,691	222,684	0
	Planning & Development	1,068,400	0	1,068,400	193,621	143,214	50,407	(8,800)
	Economic Development Summary	836,300	313,400	1,149,700	197,679	(440,538)	638,217	25,100
	Roads - Council	9,470,100	2,596,800	12,066,900	2,479,072	2,694,220	(215,148)	0
	Roads Contracting Unit	0	0	0	(11,096)	(661)	(10,435)	0
	Parks	240,600	552,000	792,600	(33,400)	(548,164)	514,764	63,600
	Cleansing & Recycling	53,500	152,800	206,300	(974,411)	(593,247)	(381,164)	(197,400)
	Waste Management	3,883,400	588,500	4,471,900	938,800	715,269	223,531	(97,900)
	Protective Services	1,139,200	0	1,139,200	242,029	177,992	64,037	19,600
	Transport	0	0	0	(45,468)	(106,700)	61,232	0
	Neighbourhood Services Mgmt	5,370,000	0	5,370,000	1,229,058	1,156,956	72,102	114,500
	Env Strat/ Op Management	196,600	0	196,600	59,913	60,327	(414)	(7,100)
	Non Operational Properties	167,100	22,100	189,200	54,625	10,306	44,319	31,300
	Other Housing	2,109,900	34,600	2,144,500	(214,156)	(320,146)	105,990	(30,200)
	Strategy - Bi Team	372,000	0	372,000	84,071	97,139	(13,068)	(8,100)
Environment	TOTAL	26,770,400	4,939,900	31,710,300	5,296,889	3,980,276	1,316,613	(183,400)

Summary of Operational Adjustments.

Capital Charges	4,939,900
Roads Adjustment	0
	<u>4,939,900</u>

Budgetary Control Statement
Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Department	Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Environment - Support	Employee Costs	2,203,600		2,203,600	498,011	543,238	(45,227)	(131,300)
	Property Costs	0		0	0	(734)	734	0
	Transport Costs	15,100		15,100	3,775	3,082	693	0
	Supplies & Services	254,300		254,300	45,900	102,203	(56,303)	(700)
	Support Services	0		0	0	0	0	0
	Depcn And Impairment Losses	0		0	0	0	0	0
Total Expenditure		2,473,000		2,473,000	547,686	647,789	(100,103)	(132,000)
	Income	(1,114,200)		(1,114,200)	(242,075)	8,714	(250,789)	137,000
Environment - Support	TOTAL	1,358,800	0	1,358,800	305,611	656,503	(350,892)	5,000

Summary of Operational Adjustments.

Capital Charges

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Environment - Support	Prop & Tech - Operations	863,600		863,600	205,185	200,094	5,091	5,000
	Accommodation	0		0	0	214	(214)	0
	Property & Technical - Strategy	495,200		495,200	100,426	456,195	(355,769)	0
Environment - Support	TOTAL	1,358,800	0	1,358,800	305,611	656,503	(350,892)	5,000

Summary of Operational Adjustments.

Capital Charges

Budgetary Control Statement
Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Department	Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Chief Executives Office	Employee Costs	24,600		24,600	5,502	5,455	47	(600)
	Transport Costs	3,000		3,000	750	825	(75)	(300)
	Supplies & Services	447,800		447,800	83,890	90,718	(6,828)	(3,000)
	Support Services	569,000		569,000	0	0	0	0
	Depcn And Impairment Losses	0		0	0	0	0	0
Total Expenditure		1,044,400		1,044,400	90,142	96,998	(6,856)	(3,900)
	Income	(280,400)		(280,400)	(65,100)	(54,369)	(10,731)	20,900
Chief Executives Office	TOTAL	764,000	0	764,000	25,042	42,629	(17,587)	17,000

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Chief Executives Office	Accountancy & Directorate	224,000		224,000	81,190	81,190	0	15,000
	Corporate Management	554,000		554,000	0	0	0	0
	Licensing	(17,000)		(17,000)	(36,673)	(36,449)	(224)	2,000
	Licensing Board	3,000		3,000	(19,475)	(2,112)	(17,363)	0
Chief Executives Office	TOTAL	764,000	0	764,000	25,042	42,629	(17,587)	17,000

Budgetary Control Statement
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Period End: 30 June 2022

Period 03 / 2223

Department	Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Chief Executives Office - Support	Employee Costs	3,149,800		3,149,800	712,259	695,539	16,720	27,600
	Property Costs	0		0	0	0	0	0
	Transport Costs	0		0	0	0	(0)	0
	Supplies & Services	220,200		220,200	42,650	38,703	3,947	(44,500)
	Third Party Payments	77,700	0	77,700	0	0	0	0
	Transfer Payments	0		0			0	0
	Support Services	0		0			0	0
Total Expenditure		3,447,700		3,447,700	754,909	734,242	20,667	(16,900)
	Income	(467,700)		(467,700)	(27,725)	(180)	(27,545)	(42,300)
Chief Executives Office - Support	TOTAL	2,980,000	0	2,980,000	727,184	734,062	(6,878)	(59,200)

Summary of Operational Adjustments.

0

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Chief Executives Office - Support	Chief Executives Section	443,600	0	443,600	96,407	98,989	(2,582)	(11,700)
	Accountancy & Directorate	1,462,500	0	1,462,500	365,250	363,179	2,071	(43,400)
	Legal Services	476,900	0	476,900	115,696	135,675	(19,979)	12,400
	Purchasing & Procurement	311,500	0	311,500	87,022	87,140	(118)	(16,500)
	Internal Audit	285,500	0	285,500	62,809	49,079	13,730	0
Chief Executives Office - Support	TOTAL	2,980,000	0	2,980,000	727,184	734,062	(6,878)	(59,200)

Summary of Operational Adjustments.

0

Budgetary Control Statement
Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Department	Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Business Operations & Partnerships	Employee Costs	6,271,900	0	6,271,900	1,418,236	1,489,220	(70,984)	(375,700)
	Property Costs	64,400	0	64,400	19,075	26,492	(7,417)	(31,000)
	Transport Costs	71,700	0	71,700	17,925	11,466	6,459	500
	Supplies & Services	2,649,500	54,800	2,704,300	342,200	284,048	58,152	(313,800)
	Third Party Payments	311,300	0	311,300	143,925	(11,534)	155,459	29,700
	Transfer Payments	17,640,000	971,600	18,611,600	3,412,425	2,845,697	566,728	201,300
	Support Services	1,401,900		1,401,900			0	0
	Depcn And Impairment Losses	0		0			0	0
Total Expenditure		28,410,700	1,026,400	29,437,100	5,353,786	4,645,389	708,397	(489,000)
	Income	(16,802,800)	(558,000)	(17,360,800)	(2,942,075)	(2,725,518)	(216,557)	432,600
Business Operations & Partnerships	TOTAL	11,607,900	468,400	12,076,300	2,411,711	1,919,871	491,840	(56,400)

Summary of Operational Adjustments

Transfer - Members Allowances	13,800
Cost of Elections	41,000
Comm Care Grants	83,000
Additional RSG Discretionary Payments	454,600
Ctax Reduction	434,000
Reserve Release Covid - elections	(41,000)
Reserve Release Covid - Benefits	(83,000)
Reserve Release Covid - Ctax Reduction	(434,000)
	<u>468,400</u>

Budgetary Control Statement
Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03 Date - Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Business Operations & Partnerships	Community Learning & Dev	978,100	0	978,100	178,900	174,539	4,361	36,400
	Community Planning	360,300	0	360,300	57,193	32,064	25,129	71,200
	Community Safety	1,209,100	0	1,209,100	261,372	356,297	(94,925)	(96,900)
	Registrars & Customer First	403,500	0	403,500	252,900	226,220	26,680	(8,200)
	Grants	145,000	0	145,000	135,325	210	135,115	0
	Auchenback Resource Centre	30,700	0	30,700	7,675	10,248	(2,573)	0
	Strategic Insight & Comm.Mgmt.	6,700	0	6,700	22,551	64,830	(42,279)	(2,500)
	Members Expenses	538,000	13,800	551,800	136,350	78,542	57,808	21,900
	MART	960,900	0	960,900	181,312	162,448	18,864	2,900
	Directorate	0	0	0	68,539	39,921	28,618	37,700
	Business Support Team	0	0	0	136,017	171,725	(35,708)	(38,200)
	Housing Benefits	310,000	454,600	764,600	487,507	128,561	358,946	12,800
	Revenues - Benefits	793,900	0	793,900	148,011	81,451	66,560	(37,600)
	Council Tax/Ndr	4,687,300	0	4,687,300	112,894	211,205	(98,311)	(26,700)
	Cost Of Elections	228,600	0	228,600	64,175	12,778	51,397	(900)
	Democratic Representation & Management	955,800	0	955,800	160,990	168,832	(7,842)	(28,300)
Business Operations & Partnerships	TOTAL	11,607,900	468,400	12,076,300	2,411,711	1,919,871	491,840	(56,400)
	Summary of Operational Adjustments							
	Transfer - Members Allowances		13,800					
	Cost of Elections		41,000					
	Comm Care Grants		83,000					
	Additional RSG Discretionary Payments		454,600					
	Ctax Reduction		434,000					
	Reserve Release Covid - Elections		(41,000)					
	Reserve Release Covid - Benefits		(83,000)					
	Reserve Release Covid - Ctax Reduction		(434,000)					
			<u>468,400</u>					

Budgetary Control Statement
Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Department	Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Business Ops & Partnerships - Support	Employee Costs	6,466,600	67,000	6,533,600	1,476,959	1,513,291	(36,332)	(343,800)
	Property Costs	3,500	0	3,500	625	0	625	2,500
	Transport Costs	17,400	0	17,400	4,325	2,270	2,055	0
	Supplies & Services	4,941,700	58,000	4,999,700	1,964,775	1,875,505	89,270	(81,900)
	Third Party Payments	26,000	0	26,000	0	0	0	0
	Support Services	0	0	0	0	0	0	0
	Depcn And Impairment Losses	0	0	0	0	0	0	0
Total Expenditure		11,455,200	125,000	11,580,200	3,446,684	3,391,066	55,618	(423,200)
	Income	(1,683,800)	(125,000)	(1,808,800)	(14,625)	(126,746)	112,121	332,400
Business Ops & Partnerships - Support	TOTAL	9,771,400	0	9,771,400	3,432,059	3,264,320	167,739	(90,800)

Summary of Operational Adjustments.

Insight (Cost Centre - 1121)	48,000
Human Resources - staff & other	43,000
Payroll - staff costs	31,000
Digital Services	3,000
Reserve Release Covid	(125,000)
	<u>0</u>

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Business Ops & Partnerships - Support	Revenues	591,300	0	591,300	87,217	87,896	(679)	(7,200)
	Digital services	5,557,100	0	5,557,100	2,450,242	2,238,804	211,438	(22,900)
	Strategy - Support	345,700	0	345,700	59,792	52,637	7,155	(9,600)
	Communications	448,600	0	448,600	108,401	103,889	4,512	9,300
	Printing	159,000	0	159,000	37,727	35,297	2,430	3,100
	Human Resources & Payroll	1,942,200	0	1,942,200	432,239	474,945	(42,706)	(38,600)
	Customer Services	60,100	0	60,100	12,294	20,897	(8,603)	(6,800)
	Core Corporate	0	0	0	119,197	98,829	20,368	0
	Insight	233,800	0	233,800	50,527	74,930	(24,403)	(7,100)
	Project Management Office	433,600	0	433,600	74,423	76,196	(1,773)	(11,000)
Business Ops & Partnerships - Support	TOTAL	9,771,400	0	9,771,400	3,432,059	3,264,320	167,739	(90,800)

Summary of Operational Adjustments.

Insight (Cost Centre - 1121)	48,000
Human Resources - staff & other	43,000
Payroll - staff costs	31,000
Digital Services	3,000
Reserve Release Covid	(125,000)
	<u>0</u>

Budgetary Control Statement
 Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Department	Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Other Expenditure & Income	Expenditure	2,951,000	(13,800)	2,937,200	258,900	181,517	77,383	900,700
	Support Services	87,000		87,000			0	0
Total Expenditure		3,038,000	(13,800)	3,024,200	258,900	181,517	77,383	900,700
	Income	0	0	0	0	(30,036)	30,036	30,000
Other Expenditure & Income	TOTAL	3,038,000	(13,800)	3,024,200	258,900	151,481	107,419	930,700

Summary of Operational Adjustments:
 Resource Transfer BOP (Members)

(13,800)

(13,800)

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Other Expenditure & Income	Other Expenditure & Income	3,038,000	(13,800)	3,024,200	258,900	181,517	77,383	900,700
	Income	0	0	0		(30,036)	30,036	30,000
Other Expenditure & Income	TOTAL	3,038,000	(13,800)	3,024,200	258,900	151,481	107,419	930,700

Summary of Operational Adjustments:
 Resource Transfer BOP (Members)

(13,800)

(13,800)

Budgetary Control Statement
Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Department	Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Joint Boards	Contributions	2,352,000	0	2,352,000	441,500	437,929	3,571	19,800
	Support Services	0		0	0	0	0	0
	Total Expenditure	2,352,000		2,352,000	441,500	437,929	3,571	19,800
Joint Boards	TOTAL	2,352,000	0	2,352,000	441,500	437,929	3,571	19,800

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Joint Boards	SPTE (incl Concess Fares)	1,766,000		1,766,000	441,500	437,929	3,571	14,200
	Renfrewshire Valuation J/Brd	586,000	0	586,000	0	0	0	5,600
	Support Services			0			0	0
Joint Boards	TOTAL	2,352,000	0	2,352,000	441,500	437,929	3,571	19,800

Budgetary Control Statement
 Period 02 / 2223 31 May 2022

Period End: 31 May 2022

Period 02 / 2223

Department	Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Contingency - Welfare	Supplies & Services	200,000	0	200,000	0	0	0	12,300
Total Expenditure		200,000		200,000	0	0	0	12,300
Contingency - Welfare	TOTAL	200,000	0	200,000	0	0	0	12,300

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Contingency - Welfare	Supplies & Services	200,000	0	200,000	0	0	0	12,300
Contingency - Welfare	TOTAL	200,000	0	200,000	0	0	0	12,300

Budgetary Control Statement
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Period End: 30 June 2022

Period 03 / 2223

Department	Subjective	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Health & Social Care Partnership	Employee Costs	28,211,000		28,211,000	6,392,253	6,160,988	231,265	(739,642)
	Property Costs	826,500		826,500	270,108	106,308	163,800	(28,160)
	Transport Costs	277,100		277,100	69,275	58,896	10,379	(118,100)
	Supplies & Services	2,343,800		2,343,800	424,770	906,635	(481,865)	(2,645,801)
	Third Party Payments	46,707,000		46,707,000	8,902,809	5,644,212	3,258,597	(3,515,234)
	Transfer Payments	39,600		39,600	9,910	14,301	(4,391)	(13,704)
	Support Services	2,474,700		2,474,700	0	2,269	(2,269)	0
	Depcn And Impairment Losses	0	557,500	557,500	0	0	0	
Total Expenditure		80,879,700	557,500	81,437,200	16,069,125	12,893,609	3,175,516	(7,060,641)
	Income	(14,252,000)	(614,000)	(14,866,000)	(2,818,838)	(1,084,488)	(1,734,350)	6,442,673
Core funding from	Integration Joint Board	(66,627,700)	0	(66,627,700)	(13,403,787)	(11,972,586)	(1,431,201)	617,968
Health & Social Care Partnership	TOTAL	0	(56,500)	(56,500)	(153,500)	(163,465)	9,965	0

Summary of operational adjustments

Ring-fenced grant criminal justice (614,000)
Capital Charges 557,500

(56,500)

Budgetary Control Statement
Period 03 / 2223 30 June 2022

Period End: 30 June 2022

Period 03 / 2223

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Health & Social Care Partnership	Public Protect.-Child. & Families	10,190,100	83,000	10,273,100	1,961,532	1,953,843	7,689	(126,982)
	Adult Health - Intensive Services	14,991,500	39,300	15,030,800	2,950,127	3,626,160	(676,033)	(400,672)
	Adult Health-Localities Services			0			0	
	Older People	18,453,800	800	18,454,600	3,855,045	2,387,290	1,467,755	421,176
	Physical Disability	6,276,300	0	6,276,300	1,286,905	1,065,106	221,799	85,478
	Learning Disability	13,020,800	142,400	13,163,200	1,900,166	1,843,245	56,921	(359,618)
	Recovery Services-Mental Health	2,194,700	0	2,194,700	224,859	474,252	(249,393)	(318,931)
	Criminal Justice	643,400	(614,000)	29,400	(32,294)	63,002	(95,296)	29,371
	Finance & Resources	857,100	292,000	1,149,100	1,103,947	396,223	707,724	52,210
		66,627,700	(56,500)	66,571,200	13,250,287	11,809,121	1,441,166	(617,968)
	Core Funding from Integration Joint Board	(66,627,700)	0	(66,627,700)	(13,403,787)	(11,972,586)	(1,431,201)	617,968
Health & Social Care Partnership	TOTAL	0	(56,500)	(56,500)	(153,500)	(163,465)	9,965	0

Summary of operational adjustments
Ring-fenced grant criminal justice
Capital Charges

(614,000)
557,500

(56,500)

Budgetary Control Statement
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Period End: 30 June 2022

Period 03 / 2223

Department	Subjective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Housing Revenue Account	Employee Costs	4,919,300		4,919,300	1,114,159	1,090,913	23,246	35,116
	Property Costs	1,507,400		1,507,400	231,075	62,658	168,417	27,105
	Transport Costs	151,600		151,600	37,900	29,265	8,635	(500)
	Supplies & Services	2,802,500		2,802,500	588,400	487,503	100,897	(70,493)
	Third Party Payments	0		0	0		0	0
	Transfer Payments	330,600		330,600	16,175	5,249	10,926	0
	Support Services	916,000		916,000	0	0	0	0
	Depcn And Impairment Losses	4,289,000		4,289,000			0	(120,085)
Total Expenditure		14,916,400		14,916,400	1,987,709	1,675,588	312,121	(128,857)
	Income	(14,916,400)	0	(14,916,400)	(3,524,877)	(3,143,830)	(381,047)	20,000
Housing Revenue Account	TOTAL	0	0	0	(1,537,168)	(1,468,242)	(68,926)	(108,856)

Department	Objective Name	Approved Budget Per 01	Operational Adjustments	Revised Estimate Per 03	Budget Estimate to Date - Per 03	Actual to Date	Variance (Over)/Under	Forecast
Housing Revenue Account	Construction	3,533,000	0	3,533,000	715,647	790,648	(75,001)	85,763
	Hra - Client	(3,533,000)		(3,533,000)	(2,252,815)	(2,258,890)	6,075	(194,619)
Housing Revenue Account	TOTAL	0	0	0	(1,537,168)	(1,468,242)	(68,926)	(108,856)

EAST RENFREWSHIRE COUNCILCABINET18 August 2022Report by Directors of Environment & Business Operations & PartnershipsFLEXIBLE LOCAL AUTHORITY COVID ECONOMIC RECOVERY FUND**PURPOSE OF REPORT**

1. The purpose of this report is to bring forward proposals for use of the Local Authority COVID Economic Recovery Fund in East Renfrewshire.

RECOMMENDATIONS

2. The Cabinet is asked to approve the following recommendations:
- a) Note the allocation of £1.469m of Local Authority Covid Economic Recovery funding to East Renfrewshire Council;
 - b) Approve those projects seeking support as outlined in Annex A of the report;
 - c) Delegate authority jointly to the Directors of Environment and Business Operations & Partnerships to flexibly manage budget changes across individual proposals throughout the year to meet local demand; and
 - d) Note that a final report outlining actual spend and progress in terms of delivery and impact will come back to a future Cabinet meeting.

BACKGROUND

3. On 21st February 2022, Scottish Government announced a new £80 million Covid Economic Recovery Fund aimed at supporting businesses and communities to help Scotland as it moves to a new phase in the Coronavirus pandemic. Funds were to be allocated via a weighted formula based on the number of towns and population in a local authority area and deprivation indices.

4. This funding is to be provided through the general revenue grant, with local authorities having flexibility to target support either using existing schemes, place-based investment programmes or individual grant schemes that can support both businesses and low-income households.

5. Following approval of the distribution methodology by COSLA Leaders, East Renfrewshire has been awarded £1.469m to be used to support covid economic recovery activity.

6. The guidance attached to the fund advises that local interventions must meet one or more of the following principles of spend, but innovative approaches that address multiple principles are encouraged:

- i. Interventions that support local economic recovery and contribute to businesses being able to move from surviving the period of trading restrictions towards recovery, growth, adaptation and building resilience.
- ii. Projects that can rebuild consumer confidence and stimulate demand and economic activity in their specific contexts.
- iii. Support the low-income households that are disproportionately impacted by the pandemic and the current cost of living crisis, to become more economically active.

7. In April the Cabinet agreed a three-tiered approach to this fund, to provide an appropriate balance of support for the local economy as well as low-income households:

- i. Support to businesses who are linked to low-income households. This will focus on prioritising support to businesses in sectors with lower-paid staff. This will aim to reduce any adverse COVID impacts to employees and, where relevant, support towards increased fair work practices (i.e. Real Living Wage accreditation).
- ii. Support to businesses who have been most adversely affected by the pandemic. This will support the wider economic recovery across East Renfrewshire. This support will include direct support to businesses (including compliance with COVID requirements) as well as initiatives to stimulate economic activity (including the 'Shop Local' campaign).
- iii. Support to low-income households who have been most adversely affected by the pandemic. This will focus on providing direct (i.e. shopping vouchers, food) and indirect (i.e. advice around income maximisation and fuel poverty) support to residents. This will be targeted at those households most in need as identified in the research findings and by ongoing engagement through the Child Poverty Oversight Group.

8. The Cabinet also agreed the funding allocation for the temporary posts of COVID Compliance Officer and Fuel Poverty Officer and that consideration would be given to any further temporary resource required to manage this fund and; delegated to the Director of Business Operations and Partnerships and the Director of Environment to make initial commitments within the spirit of the national guidance and to bring a further update to Cabinet once the specific allocation was known and more detailed proposals had been developed.

FUNDING PROPOSALS

9. The challenge facing all local authorities is that the funding, whilst welcome, is finite in nature and will not fully satisfy the potential demand for support. To address this challenge, this proposal delivers a range of different supports with the dual policy aim of supporting both low-income households to become more economically active and local businesses to grow.

10. There has been broad engagement with a range of internal and external stakeholders to build on the research and consultation on the impact of Covid in East Renfrewshire and to develop a series of proposals for consideration. These proposals, listed in Annex A, provide a mix of outcomes across the 3 criteria specified. This includes options for payments direct to

individuals, by topping up previous hardship payment allocations for people experiencing financial insecurity. It should be noted that direct support to local people (unemployed) and grant support to local businesses can be accommodated within existing Economic Development team budgets.

11. Given the tight timescales involved, some degree of flexibility and pragmatism will be required to use of the funding. Spend and commitments will be reviewed quarterly and levels of funding and numbers supported will flex according to demand. The fund will be managed jointly by the Directors of Environment and Business Operations & Partnerships, who should have authority to manage the funding within the parameters set out with a final report coming back to a future Cabinet.

FINANCE AND EFFICIENCY

12. Proposals will be funded through the Flexible Local Authority Covid Economic Recovery Fund until end of 2023. There may also be potential to extend some projects further into 2023/24 using additional unallocated covid reserves and proposals for this are being developed and will be brought to Cabinet later in the autumn.

CONSULTATION AND PARTNERSHIP WORKING

13. A call for proposals was issued on 25 May 2022 to internal and external stakeholders with a working group set up with officers from Economic Development and Business Operations & Partnerships to assess proposals against the fund's objectives. The allocation of funding is informed by the evidence gathered through the recent consultation and community research findings around the impact of COVID in East Renfrewshire. In delivering support, we will utilise ongoing multi-agency partnership working including the Covid Humanitarian Support Group, the Child Poverty Oversight Group and the Local Employability Partnership.

IMPLICATIONS OF THE PROPOSALS

14. There are no specific implications of this report in terms of staffing, property, legal, ICT, equalities, or sustainability, although there are some areas (e.g. fuel poverty) which are likely to need longer-term funding which is still to be identified. The intention of this funding is to support work to mitigate the widening inequalities arising from the pandemic and support local economic recovery. Any proposals funded will be required to consider these implications for that project.

CONCLUSIONS

15. This funding will provide much needed support to our local businesses and residents who have been adversely impacted by COVID-19. The recent research and engagement findings allow the opportunity to take an evidence-based approach to target this funding to the areas of most need and which are likely to see the greatest impact.

RECOMMENDATIONS

16. It is recommended that Cabinet:

- a) Note the allocation of £1.469m of Local Authority Covid Economic Recovery funding to East Renfrewshire Council;
- b) Approve those projects seeking support as outlined in Annex A of the report;
- c) Delegate authority jointly to the Directors of Environment and Business Operations & Partnerships to flexibly manage budget changes across individual proposals throughout the year to meet local demand;
- d) Note that a final report outlining actual spend and progress in terms of delivery and impact will come back to a future Cabinet meeting.

Directors of Environment and Business Operations & Partnerships

Report Author: Michael McKernan, Economic Development Manager
michael.mckernan@eastrenfrewshire.gov.uk

June 2022

Annex A: Covid Economic Recovery Fund 2022 Business Support and Low Income Household Funding Proposals

Project Title	Description	Financial Request
Fuel Poverty Officer	Cabinet on 7 April 2022 agreed to this funding to extend this post to 31 March 2023.	£35,000
Covid Compliance Officer	Cabinet on 7 April 2022 agreed to this funding to extend this post to 31 March 2023.	£40,000
East Renfrewshire Council / Barrhead Housing Association Tenant Economic Recovery Support	To support tenants that are in need at this unprecedented time of demand for services and cost of living increases. This will include discretionary financial awards, taking account of the size of the household and nature of the hardship being experienced and what will stimulate proactive recovery from Covid. This will include but not be limited to: Community Chest/Hardship fund which gives access to grants of up to £250; activities related to skills development and employability and clothing for a specific event or need e.g. a job interview, winter coat, shoes.	£169,600
Winter Clothing Support	This project will provide financial support to low-income families across ER. This project would provide a cash payment to school pupils who are in low-income households but do not quite meet the eligibility for the Family Bridging Payments being provided by Scottish Government. Approximately 500-600 pupils would directly benefit from this project.	£65,000
Adult Learning/Family First/Education Project	This project will increase the wellbeing and skills of parents living in poverty to support their child's learning at home and in nursery leading to increased confidence which will enable them to move volunteering into employment.	£54,860
'Scotland Loves Local' Gift Card - Low Income Household Payments	Provision of funding to low income households to assist in mitigating poverty. Eligible Households would be those in receipt of formally-assessed Council Tax Reductions in bands A to G (c.4,532 households) and will receive a gift card for £100, which must be spent with local businesses in ER, assisting the local business community. Costs cover gift card, additional staff and associated costs.	£511,291
Discretionary School Vouchers	This project will provide financial support to low-income families across East Renfrewshire. This project would provide vouchers to school pupils who are in low-income households or who find themselves in short-term financial need. Vouchers will be issued at the discretion of headteachers and senior	£10,000

	leadership teams on a case-by-case basis. Approximately 400 pupils would directly benefit from this project.	
Additional Staff for Accounts Payable/Compliance	There is a significant volume of work required to process hardship payments in tight timescales, with large datasets, in a secure financial control environment to protect against fraud and ensure best use of resources. The funding will be used to recruit additional staff for the Accounts Payable and Compliance team. The funding will support all target groups by processing and paying the request for payments through the Integra system that all departments within East Renfrewshire Council request.	£58,400
Low Income Household Holistic Support	This funding would 'top up' the Scottish Welfare Fund budget; extend the current Humanitarian Discretionary Fund administered by MART; and provide a new fuel poverty fund. Currently there is not enough existing funding available to meet the predicted demand in each of these areas over the rest of 2022/23. Based on previous demand, it is expected that over a 12 month period the team might make an additional 300 SWF payments, 400 Discretionary payments and 300 Fuel Poverty payments.	£250,000
Grow Local Supplier Development	Resources through Business Gateway ER to develop the Grow Local supplier development scheme which supports local SMEs to improve their tendering potential with the public sector. ERC is currently the second bottom ranked Council in Scotland for procurement spent on local enterprises. Local supplier development is a key principal of community wealth building and is essential for economic recovery. Successful local SMEs provide low income residents with employment opportunities.	£10,000
Dunterlie Foodshare 2022-2023	This funding would enable the continuation and development of the project over the next 18 months and allow the group to respond to the growing cost of living crisis and its effects on local people and families including providing food vouchers alongside existing food provision, creating greater awareness of the project and developing the help and support available to those using the Dunterlie Foodshare.	£24,925
Thornliebank Foodshare 2022-2023	This funding would enable the continuation and development of the project over the next 18 months and allow the group to respond to the growing cost of living crisis and its effects on local people and families including providing food vouchers alongside existing food provision, creating greater awareness of the project and	£24,925

	developing the help and support available to those using the Thornliebank Foodshare.	
Prevention Officer Trading Standards	The Project will be linked to Key Outcomes and delivered by Trading Standards and will combine Enforcement with Prevention to make our community a place where reputable traders are supported to recover from the impact of Covid and consumers can employ reputable traders with confidence.	£58,000
Economic Recovery Graduate Interns	Recruitment of graduate interns from the East Renfrewshire area to work on projects that support economic recovery. Graduates will have at least 1 barrier to employment and will work on projects including but not limited to: 'Grow Local' supplier development scheme which supports local SMEs to improve their tendering potential with the public sector and assist in the developing a community wealth building approach to economic development in East Renfrewshire and assist with the East Renfrewshire place campaign	£32,000
Greenlaw Growth	With the new Greenlaw Works opening to support both start up and growing business there is a need to ensure that those who are based in this flexible workspace have on hand a wide range of support to assist them to succeed. The immediate support available will be through Business Gateway and Economic Development. To make Greenlaw Works a place of knowledge, capacity building and growth, the aspiration will be to bring in key partners to support this wide and varied business base.	£40,000
Social Enterprise Development and Network	There is a thriving Social Enterprise model within ER and this is supported through both Business Gateway and the Voluntary Action East Renfrewshire team. Many social enterprises require additional skills to truly develop them from being a small provider to one that could provide on a larger scale, increased and improved services. In turn, this would create greater organisational wealth and profitability as well as additional employment and economic opportunities.	£15,000
Development of Green Business Initiatives	This programme will support several businesses who have innovative ideas and concepts to change the way their business operates and deliver projects which will meet reducing carbon, increasing efficiency, improving processes to reduce waste or other similar initiatives to meet the green agenda and the target of net zero.	£25,000
Black & Minority Ethnic (BAME) Business Network	This project will focus on economic community building within the local BAME business community; create a BAME Business Network and deliver the first annual event; engage with the BAME community to identify businesses needing	£35,000

	support and businesses able to offer peer support and develop a suite of materials in required languages and appropriate business related topics.	
Real Living Wage	The marketing to business and direct payment for one year to encourage take up of the RLW in the area, including grants to support transition	£9,999
Totals:		£1,469,000

EAST RENFREWSHIRE COUNCILCABINET18 August 2022Report by Director of EnvironmentUK SHARED PROSPERITY FUND 2022-2025**PURPOSE OF REPORT**

1. This report updates the Cabinet on the recent publication of the Shared Prosperity Fund (SPF) prospectus and budget allocation to East Renfrewshire Council from the UK Government (UKG). The report also outlines a number of broad principles within the guidance which will guide officers in developing local proposals that will fit with the Regional Investment Plan for the Glasgow City Region.

RECOMMENDATIONS

2. It is recommended that the Cabinet:
- a) Note the desire from the UKG to pursue a regional approach in the design and delivery of the SPF, and further note that this is also the preferred position of the Scottish Government;
 - b) Agree that the SPF Regional Investment Plan be developed in conjunction with all 8 Member Authorities as recommended by the City Region Cabinet for submission by 1 September 2022;
 - c) Delegate to the Director of Environment to develop as a matter of urgency an outline high-level East Renfrewshire Council Investment Plan which will meet the Fund's strategic objectives and will form part of the GCR Investment Plan to be submitted by 1 September 2022; and
 - d) Note that a further report will be submitted to the Cabinet in due course including details of the Regional capital investment Plan and proposals for local expenditure.

BACKGROUND

3. The SPF is a central pillar of the UK government's Levelling Up agenda and a significant component of its support for places across the UK. It provides £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund through a funding formula rather than a competition. It will help places across the UK to deliver enhanced outcomes and recognises that even the most affluent parts of the UK contain pockets of deprivation and need support.

4. Post Brexit, the UK government are replacing European Union Structural Funds with the Shared Prosperity Fund.

5. Structural Funds are a number of EU funding pots designed to support economic development and reduce inequality between and within countries across Europe. As a

member state of the EU, the UK was eligible for financial support from the European Regional Development Fund (ERDF) and the European Social Fund (ESF). In the 2014-2020 programming period, East Renfrewshire Council received £1,253,904 for the delivery of employability activity through ESF and £266,030 for business growth grants and Business Gateway services through ERDF.

6. The SPF will support the UK government's wider commitment to level up all parts of the UK by delivering on each of the levelling up objectives which are to:

- Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging
- Spread opportunities and improve public services, especially in those places where they are weakest
- Restore a sense of community, local pride and belonging, especially in those places where they have been lost
- Empower local leaders and communities, especially in those places lacking local agency

7. Underneath the overarching aim of building pride in place (and increasing life chances), there are three SPF investment priorities:

- Communities and Place;
- Supporting Local Business; and
- People and Skills.

OVERVIEW OF FUND INVESTMENT PRIORITIES

8. The main objectives of the Communities and Place intervention are:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment and innovative approaches to crime prevention.

9. The main objectives of the Supporting Local Business intervention are:

- Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities.
- Promoting networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth.
- Increasing private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to undertake new-to-firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies and techniques, and start or grow their exports.

10. The main objectives of the People and Skills intervention are:

- Boosting core skills and supporting adults to progress in work, by targeting adults with no or low level qualifications and skills in maths, and upskill the working population, therefore yielding personal and societal economic impacts.
- Reducing levels of economic inactivity through investment in bespoke intensive life and employment support tailored to local need.
- Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support including access to basic skills.
- Supporting local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision

FUNDING ALLOCATIONS

11. East Renfrewshire Council have been awarded £2,722,202 for the 3 year programme from 2022-23-2045-25. The SPF rules dictate the fund is split between revenue and capital expenditure. 4% of the budget (£108,888) has been deducted for audit and compliance costs as per the SPF guidance.

	Revenue	Capital	2022-23 (revenue)	2022-23 (capital)
2022-23	89.60%	10.40%	£780,510	£90,595
2023-24	87.50%	12.50%	£762,217	£108,888
2024-25	82.10%	17.90%	£715,178	£155,927
			£2,257,905.00	£355,410.00
Total				£2,613,314.00

INVESTMENT PLANS

12. In order to access SPF funding, lead local authorities are being asked to complete an investment plan, setting out how they intend to use and deliver the funding. SPF has been designed to empower local leaders and communities to deliver locally-identified priorities and the investment plan process has been designed with this in mind.

13. Lead local authorities are being asked to develop their investment plan in conjunction with local stakeholders. Plans will then need to be agreed by both the lead local authority and by UK government to unlock the allocations.

GLASGOW CITY REGION APPROACH

14. On 15th February 2022, the Glasgow City Region Cabinet;

- Noted the direction from UKG to pursue a regional approach, and further note that this is also the preferred position of the Scottish Government;
- Agreed in principle to pursue a regional approach to management of SPF and to authorise the Director of Regional Economic Growth to formally notify UKG of this approach; and
- Agreed that the Investment Plan will be developed in conjunction with all 8 Glasgow City Region Member Authorities with all necessary approvals at both regional and local level being in place prior to final submission no later than 01 August 2022. (The final submission date was recently extended to 1 September 2022).

15. The Glasgow City Region Cabinet also agreed that the development and delivery of the SPF should continue to be made at a local level, with oversight and strategic direction at the regional level provided by the Glasgow City Region Project Management Office.

16. The Glasgow City Region Project Management Office will therefore act as the lead coordinating authority for the 8 local authorities who make up the Glasgow City Region.

17. An SPF Project Group which meets regularly had been established with officer representation from each Member Authority.

FINANCE AND EFFICIENCY

18. There are no financial implications arising directly from this report. Project development and implementation of SPF at a local level will be funded through existing resources.

19. The Council must comply with the objectives of the SPF, as set out in the UKG guidelines.

20. The UK government has recently confirmed that the allocated expenditure for 2022/23 can be carried forward into 2023/24.

CONSULTATION AND PARTNERSHIP WORKING

21. The Council's Economic Development team are currently undertaking a wide range of consultations with key internal and external stakeholders to help develop local projects for the interventions of Communities and Place, Supporting Local Business; and People and Skills. A local intervention plan will be developed in conjunction with local stakeholders which will form part of the GCR Regional Investment Plan.

IMPLICATIONS OF THE PROPOSALS

22. There are no equalities, IT or staffing implications associated with this report.

CONCLUSIONS

23. The SPF programme provides an excellent opportunity to deliver further investment to key areas of East Renfrewshire and has been a catalyst for community and stakeholder engagement which will help provide direction for future investment and collaborative working.

24. A further report will be submitted in due course to the Cabinet including details of the Regional capital investment Plan and proposals for local expenditure.

RECOMMENDATIONS

25. It is recommended that the Cabinet:

- a) Note the desire from the UKG to pursue a regional approach in the design and delivery of the SPF, and further note that this is also the preferred position of the Scottish Government;

- b) Agree that the SPF Regional Investment Plan be developed in conjunction with all 8 Member Authorities as recommended by the City Region Cabinet for submission by 1 September 2022;
- c) Delegate to the Director of Environment to develop as a matter of urgency an outline high-level East Renfrewshire Council Investment Plan which will meet the Fund's strategic objectives and will form part of the GCR Investment Plan to be submitted by 1 September 2022; and
- d) Note that a further report will be submitted to the Cabinet in due course including details of the Regional capital investment Plan and proposals for local expenditure.

Director of Environment

Report Author: Michael McKernan, Economic Development Manager
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Convener contact details

Councillor Owen O'Donnell
(Leader of the Council)

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EAST RENFREWSHIRE COUNCILCABINET18 August 2022Report by Director of Business Operations & PartnershipsBUSINESS OPERATIONS & PARTNERSHIPS DEPARTMENT
(FORMERLY CORPORATE AND COMMUNITY SERVICES)
END YEAR PERFORMANCE REPORT 2021/22**PURPOSE OF REPORT**

1. The purpose of this report is to inform Cabinet of the 2021/22 end year performance of the Business Operations & Partnerships Department (formerly the Corporate and Community Services Department until 30 January 2022).

RECOMMENDATIONS

2. It is recommended that the Cabinet scrutinise and comment on the Business Operations and Partnerships' end year performance for 2021/22, including its contribution to the COVID-19 pandemic.

BACKGROUND

3. This report contains data on progress against the department's key performance targets, and updates on the main actions we are taking to contribute to the achievement of the Council's strategic outcomes. Annex 1 gives an overview of the performance of each of the main service areas. The report also gives an overview of the Department's contributions to the COVID-19 pandemic, which impacted priorities in a range of areas across the year.

4. Following the announcement of the retirement of the Director of Corporate & Community Services, in September 2021 Council approved the re-designation of the department to Business Operations and Partnerships, with effect from 31 January 2022.

5. Our priorities each reflect the cross-council enabling role of the department:

- **Efficient and effective business operations** – these are common across departments (e.g. ICT, HR/Payroll, payments, customer contact) and the goal is to maximise economies of scale and the use of digital technology to focus on meeting the needs of our customers (both internal and external) in the best way. In terms of staff and budgets, business operations are the most significant part of the department.
- **Council wide digital transformation** – this focuses on 3 digital priority areas: business systems & processes; customer experience and workforce productivity. As a department, we lead these programmes and manage a core group of experts who transfer their skills from project to project as required. We are also responsible for delivering a number of projects in our own services.

- **Effective community, partnership and strategy development** – the focus here is to ensure we take a long-term perspective for the East Renfrewshire area, which addresses the impact of the pandemic; digital opportunities; the impact of climate change; at a time of financial pressure. Our work on ‘Vision for the Future’, the Council’s 10-year strategy, has been complemented by fantastic partnerships with communities and other public sector partners during the pandemic. Community Planning, participatory budgeting, community empowerment as well as robust evaluation of the effectiveness of our work all contribute to ensuring that we are delivering the best possible services for our residents. We advise Council and the Corporate Management Team and ensure the Council achieves its duties under Best Value.

2021/22 PERFORMANCE

6. Annex 1 gives a summary of performance for each of the main services in the Business Operations & Partnerships Department across 2021/22.

7. There was an increase in the overall number of complaints received by the Department from 152 in 2020/21 to 213 in 2021/22. This increase was concentrated in the first half of the year and mainly because of backlogs caused by the introduction of the new Council Tax and Benefits system. The issues were addressed swiftly by deploying additional staffing resources and data tracking. As a department we handled complaints within the national statutory timescales (averaging 4.8 days for frontline stage and 17.2 days for investigation stage complaints). We continue to learn from complaints and make service improvements.

8. Our department’s invoice processing rate has improved from 74.9% in 2020/21 to 95.1% in 2021/22. This includes data on Covid hardship payments, low income pandemic payments and grants. The department continues to lead on improvements to the invoice payments process, providing greater financial control and assurance and automating processes wherever possible.

9. Our department’s absence rates have increased from last year from 3.5 days to 7.9 days. This is below the target of 8.9 days but remains a cause of concern. In line with the broader Council picture, the main areas of absence in the department are stress (non-work-related); musculoskeletal (except back pain) and fractures.

Impact of COVID-19

10. The Business Operations and Partnerships Department has played a considerable role in the Council’s response to Covid-19 and the more recent recovery and renewal phases.

11. As well as managing the impact on their own services and our departmental response, the Department’s Heads of Service have each been key members of the Crisis Resilience Management Team (CRMT), which commenced meetings in January 2020 and continued to meet at least weekly in 2021, reducing in frequency in 2022. The CRMT was chaired mainly by the Head of Digital and Community Safety, who also gave regular briefings to the Chief Executive and at least weekly updates to the Corporate Management Team.

12. In 2021/22, the Department continued to lead on Humanitarian Assistance/Isolation Support, including processing hardship payments and Self Isolation Support Grants. We also commissioned research into the impact of the pandemic on local residents. This was reported as part of a strategic planning update to Council in March 2022 and the results will be used to inform local recovery and renewal, including development of ‘Vision for the Future’.

13. Many of our services have continued to be affected in different ways by the pandemic. Examples include:

- our Communications team continuing to lead a high level of internal and external communications to ensure staff and residents were aware of all measures, precautions and service impacts;
- our HR team working to fulfil stringent national absence reporting requirements; keeping manager guidance up to date as new guidance emerged and also meeting increased demands for recruitment driven by short-term pandemic-related funding;
- our Customer First team dealing with a high volume of calls throughout the period and transitioning to more time-consuming remote death registrations, which have now been extended nationally until at least September 2022;
- our Money Advice and Rights Team (MART) dealing with increased income maximisation referrals and assisting the Council's humanitarian response in various ways, including administering a COVID discretionary grant;
- our Scottish Welfare Fund team implementing a new Council Tax and Benefits system at a time of rising caseload and whilst processing new Self-Isolation Support Grants (SISG);
- our Community Safety team seconding 2 community wardens between September 2020 and June 2022 to deliver isolation support and assessments for SISGs;
- our Democratic Services team transitioning to hybrid meetings and delivering Council elections with the additional constraints of pandemic guidance;
- our Strategic Insight and Communities teams facilitating the daily call lists for isolation support; providing COVID dashboards for CRMT and senior leaders on key metrics and trends; and leading the humanitarian response including research and several national funding streams; and
- our Accounts Payable team who continue to process thousands of additional COVID hardship payments and grants.

14. As is the case across the country, we continue to experience challenges in terms of absence and recruitment, with several areas of service finding it difficult to fill vacancies. This has impacted performance in some areas, especially around response times, and has, impacted capacity in our digital transformation programmes.

15. The overview reports to Council, most recently in June 2022, give more detail on the impact of the pandemic on services.

KEY CHALLENGES FOR THE YEAR AHEAD

16. As with many services across the Council, Business Operations and Partnerships continue to balance business as usual, with increased Covid-related demands in some services, especially those related to the cost of living. Whilst focusing on a shift to recovery and increased priority on digital transformation, we are mindful of the potential for further pandemic impacts as we enter the autumn and winter period. Given the pressures of the last 2 years, we are also keen to support employee health, wellbeing and resilience as we transition to new ways of working and navigate the challenges of increased absence levels, skills shortages, particularly in frontline workers, and succession planning.

17. We will be working with the new Administration and local communities in the coming months as we refresh our 'Vision for the Future'. We must also consider the context of major public service reforms, including the proposed National Care Service, and the potential implications for the Council and our own services. There will be significant work to identify the scale of the changes and plan accordingly.

18. We will also be concentrating on achieving benefits from our digital transformation programme and carefully managing our ambition with the capacity of our staff and the resources available. This will include encouraging customers to use our online services; implementing the new digital-ready Telecare Alarm Receiving Centre and driving staff adoption of the new features available in Microsoft 365. There will also be challenges of information governance and security and a key focus will be to help the organisation prepare for the risks and opportunities that these present.

19. We have major concerns about the significant budget savings that will be required over the next 3 years and the impact of further cuts to services and staff that are already under pressure and essential to the running of the Council. Our key business operations (e.g. ICT and HR) will be engaging further with leadership teams across the Council to ensure that these key services are meeting customer expectations and delivering effectively and efficiently to support the needs of the wider business. We expect the savings to be a particular risk to our frontline services which is a real concern alongside the rising demands created by the cost of living crisis which is putting pressure on local residents and our employees, with rising demand for financial support services and money advice; potential for growing inequalities and impacts on mental health and wellbeing.

20. We have been working hard with services across the Council to develop participatory budgeting approaches but given increased workloads and decreased access to local communities in recent times, meeting the national 1% target will be a challenge for 2022/23.

PUBLICATION OF END YEAR PERFORMANCE INFORMATION

21. Information contained in this report will be posted on the Council's website so the public can view the Department's performance.

FINANCE & EFFICIENCY

22. There are no specific financial implications arising from this report.

CONSULTATION

23. Between October and December 2021 East Renfrewshire residents were invited to take part in a budget consultation to help shape the Council's future priorities for 2022/23. The budget consultation gave residents the chance to have their say on how the Council supports the people of East Renfrewshire. Six key themes were outlined within the survey, with a focus on how COVID has impacted on our lives and the priorities for post-pandemic recovery. In February and March 2022, we also ran a successful online survey to gather residents' views on the availability of period products which will inform future provision. We publicised the survey through social media, community groups and word of mouth, with a particular focus on equality groups and received 323 responses.

24. There were other less formal consultations across 2021/22 as a result of the pandemic, but services found new and innovative ways to engage with users where appropriate. For example, the launch of the My East Ren and online council tax portals were developed using service design principles and customer feedback to improve uptake and encourage residents to sign-up. We were also able to run successful Youth Participatory Budgeting events and work with Linking Communities to re-plan broader PB events in our locality planning areas in May and June 2022.

25. We commissioned humanitarian research into the impact of the pandemic on local communities and this will be used to inform future strategic planning and recovery. Further details can be found [here](#).

26. Staff across the Council also completed a pilot wellbeing survey in December 2021. The survey was designed around the 5 Pillars of Wellbeing: Health, Financial, Working Environment, Purpose and Relationships which supports the core standards recommended by the Stevenson Farmer review. This UK Government commissioned review was to understand how employers can better support the mental health of all people currently in employment including those with mental health problems or poor wellbeing to remain in and thrive through work. Overall responses were positive and areas for attention are being incorporated into the Health and Wellbeing action plan to improve employee experience. Plans are also underway to undertake a Council wide survey in 2022.

27. There are opportunities to work more closely with local communities and the voluntary sector to shape recovery and our priorities for the future, including addressing the impact of the pandemic; supporting local economic recovery; addressing inequalities; and moving forward with key priorities including tackling poverty and climate change.

PARTNERSHIP WORKING

28. This report highlights the Business Operations & Partnership Department's contribution to the delivery of the Community Planning Partnership Community Plan and the Council's Outcome Delivery Plan. Whilst it focuses on the department's contribution, many of the results could not have been achieved without excellent partnership working across Council services and with partners. Relationships with Voluntary Action East Renfrewshire and other third sector responders have noticeably strengthened since the onset of the pandemic and it will be important to build on these strong connections as we move forward in the recovery and renewal phases.

IMPLICATIONS OF REPORT

29. As this report is primarily a progress and performance update, there are no particular implications in terms of staffing, property, legal, IT, equalities or sustainability. Each of these issues has been mainstreamed throughout the departmental reports and specific equality impact assessments have been carried out where appropriate.

CONCLUSION

30. This report summarises a high level overview of the Business Operations & Partnerships Department's performance at end year 2021/22.

31. The performance results outlined in this report demonstrate the huge variety of services, initiatives and support provided by the Department both to internal services and local communities. We continue to be very proud of our teams and grateful for the commitment and efforts they have shown throughout the year.

RECOMMENDATIONS

32. It is recommended that the Cabinet scrutinise and comment on the Business Operations and Partnerships' end year performance for 2021/22, including its contribution to the COVID-19 pandemic.

Louise Pringle, Director of Business Operations & Partnerships
July 2022

REPORT AUTHORS

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BACKGROUND PAPERS

- COVID-19 Recovery, Council 29 June 2022
- Community Plan: Annual Performance report 21-22; Fairer East Ren: Transition Plans 2022-23; Local Child Poverty Action Report: Year 4, Council 29 June 2022
- Strategic year-end performance 21-22 & Draft Outcome Delivery Plan ODP 2022-23, Council 29 June 2022
- Update on Digital Transformation Programme, Cabinet 16 June 2022
- Strategic Planning, Council 3 March 2022
- Post of Director of Corporate & Community Services, 8 September 2021

End-Year Review 2021/22

Department of Business Operations & Partnerships

Introduction

- Business Operations & Partnerships was newly formed on 31 January 2022, replacing the Corporate & Community Services Department.
- The Department has <300 employees, with a budget in 2021/22 of £23M.
- The Department leads a unique blend of frontline, strategic and support services and has a cross-council enabling role.
- Key priorities:
 - Efficient, effective business operations
 - Council-wide digital transformation
 - Effective community partnerships and strategy development

Business Operations

In terms of staff and budgets, these services form the most significant part of the department. They provide the foundation for other services throughout the Council to run their own services. These include: ICT, HR/Payroll, Revenues (incl. Council Tax and Non-Domestic Rates), Accounts Payable/Receivable, Communications and Democratic Services.

Summary

The ICT Service has had a challenging year, balancing business as usual with digital transformation, Covid-19 response and a significant email issue, which resulted in the migration of council mailboxes to Microsoft 365 in January 2022. The service has been undertaking a range of projects to improve security and stability on our ICT network and the work completed over the last year brings us to a tipping point where our digital transformation programme can begin securely realising the benefits of further M365 and data capabilities.

Customer

- Significant challenges with our Exchange email platform led to the successful migration of approx. 1950 user and 220 group mailboxes to Microsoft 365 email in January/February.
- Introduced online bookings to manage face to face ICT appointments.
- Deployed new version of Windows to laptops remotely, which minimised impact to internal customers.

Efficiency

- ICT network availability measures how much downtime was experienced by the core network, connectivity and base services over a year. 99% equates to 3.5 days unplanned downtime a year. The figure for 2021/22 was 98%. The Council website was also available 99.95% of the time.
- Several initiatives undertaken to improve efficiency and effectiveness of ICT Service Desk to improve incident response times and drive self-service for basic Service Requests.
- Removed all remaining Windows 7 devices from the network (~500).
- Supported digital transformation projects in the form of the Civica Chip & PIN upgrade; the retirement of Lagan, the Council's longstanding Customer Relationship Management (CRM) system; a review of the Taxi and Private Hire process; the My EastRen launch and an upgrade to the Council's document management solution Info@Work. In addition, there has been higher than predicted input to the Analogue to Digital Telecare (A2D) project this year due to staffing challenges.
- Undertook multiple network upgrades across all sites and nationally (via SWAN). Whilst normal lifecycle work, the volume this past year has been unprecedented, and included transitioning all sites to BT Openreach circuits.
- Leading the Technology workstream of The Way We Work project, with a particular focus on hybrid meeting room technology and room bookings

People

- Given national recruitment issues, there have been challenges recruiting replacement and new roles include Business Relationship Officer, Trainee and Senior ICT Officer (DBA), ICT Officer (Infrastructure)
- There has been a significant degree of face to face, onsite working required from the ICT team throughout the pandemic to support the wider needs of the organisation.

Summary

It has been a challenging year for the HR and Payroll teams supporting the implementation of the new HR and Payroll system, whilst managing increased service demand as a consequence of covid-related absence and recruitment. Consequently there has been less capacity to focus on process improvement than planned.

Efficiency

- Capacity issues have delayed process improvements through the HR/Payroll ICT system. The new digital transformation programme should help and prioritisation is underway to focus on the most beneficial opportunities. We have also started working collectively with other councils to plan system improvements with the external supplier.
- There were data/system integration issues which led to an improvement notice from the pension service. The resulting improvement plan brought additional workload and weekly oversight meetings with the pension service – this work has now been completed on target.
- Education staffing volumes increased in line with Scottish Government funding and a temporary post has been funded by the Education Department to support the additional transactional work.

People

- There was a significant increase in Council turnover (LGE - 13.8% for 2021/22 against 4.7% the previous year; Teachers 14.9% compared to 4.8%) this has been driven by the national trend of the 'big resignation' and retirements following the pandemic and also the increase in temporary contracts associated with short-term funding. In addition we issued 412 more contracts of employment this year (total 3008).
- HR Case Team continued to log COVID absence in line with national requirements and HR Business Partners supported with Covid manager guidance and assistance in individual cases. The absence and capability caseload increased to 359 this year compared with 296 last year council-wide due to the impact of the pandemic. Occupational Health referrals also increased from 472 to 589 this year. Absence rates for Business Operations & Partnerships Department averaged 7.91 days, up on last year's 3.5 days, but below our target of 8.9 days per FTE.
- LG pay award and back pay processed (Feb 22), teacher pay award was implemented with staged approach between May and June.
- There are concerns over increased level of absence cases and Occupational Health referrals with a focus on development of Health & Wellbeing strategy and financial assistance.
- Employee benefits schemes generated loan savings for employees (average £1,187) and National Insurance savings as a result of car salary finance for departments (~£17K in total) and 1272 employees have signed up to the online benefits portal.
- Supported 'The Way We Work' people workstream, with training being delivered to upskill managers in new ways of working; partnered with Women's Aid and HSCP to pilot Equally Safe training; supported Employability team with youth and long term unemployment and supported the Pregnancy Loss pledge
- Participated in a Scottish Government-led equalities group to share best practice across large public sector employers.
- Ongoing Trade Union engagement throughout past 12 months has included weekly meetings. Potential strike action in November 2021 was averted at the last minute; processes were reviewed in case of future industrial action with a current ballot due to conclude 26 July 2022.
- Significant organisational change activity supported across the Council for budget savings and structure reviews.
- 20% increase in We Are East Ren awards compared to previous year though there was a 24% decrease in the level of Kudos awards.
- 10 mentoring relationships established and 4 funded graduate apprenticeships.

Revenues, Business Support & Accounts Payable/Receivable (AP/AR) 76



Summary

2021/22 has been a challenging year, with services under pressure to deliver a range of competing demands. The new Council Tax and Benefit system go live was achieved in Dec 2020, on time, in a remote environment, alongside additional Covid challenges. The new Education Benefits module went live in June 2021, delivering Clothing Grants and Free School Meals, and the online Council Tax service was opened to ERC staff/residents in Feb 2022. Backlogs resulting from the new Council Tax and Benefits ICT system, significantly affected performance for 21/22, but have been managed and additional demands related to Covid 19 have been delivered. Teams have delivered substantially higher workload as a result of Covid-19 e.g. hardship and grant payments, Scottish Welfare Fund and Self-Isolation Support Grants and at times this has had impacts on morale and wellbeing. Performance outturns have improved in 2022/23.

Customer

- Backlogs experienced due to new Council Tax & Benefits system, cleared by December 2021. Complaint volumes during 2021 were higher than usual, exacerbated by challenges with busy phone lines. This was addressed using agency & contract staff, overtime and data tracking. Processing time for Housing Benefit: Change of Circumstances 27.2 days vs 4.5 days last year; New Claims 48.9 days vs 36.5 days last year. Processing times for Council Tax Reduction Change of Circumstances 34.7 days vs 7.3 days and New Claims 88.2 days vs 41.2 days last year. There have been substantial improvements in performance to date in 22/23.
- Improved automation from new Revenues & Benefits system driving increased awards of Discretionary Housing Payments & real time updates of customer accounts
- Demand for Scottish Welfare Fund and Self Isolation Support Grants (SISGs) continued to increase in 2021/22, resulting in resources being pulled from other areas (such as Benefits and MART) to provide timely customer service to meet statutory deadlines. (SWF crisis grant applications 1015 vs 807 last year; SWF community care grants 709 vs 625 last year; Discretionary Housing Payments 994 vs 604 last year;
- Service design and user engagement techniques via Teams continued with residents on the Citizen Access customer portal, which is accessed through mygov.scot. Soft launch in February 2022 to ERC staff/residents. Full launch of Council Tax online in May 2022
- Education Benefits module of new Council Tax and Benefit system went live in June 2021 with 2,100 clothing grants paid to customers and 1,700 Free School Meals processed. Scottish Government's changes to bring in Universal Free School Meals led to additional work on Free School Meals process during Summer 2021. 1,700 family bridging payments made throughout 2021/22 and over 5,000 low income pandemic payments made during October 2021
- Backlog on taxi license processing due to sickness absence during January-April 22. Processes reviewed and improved, agency staff recruited and backlogs cleared

Efficiency

- Embedding of the new Council Tax and Benefit system has been a priority. Efficiency benefits for staff include automation to/from DWP systems, Direct Debit updates, new property additions and Housing Benefit overpayment recovery
- Council Tax collections have improved on prior year level at 96.76% (96.42% in 2020/21), recovery processes mostly resumed and £1m additional cash delivered (total £54.8m)
- Accounts Payable end to end processing times improved, with 86.6% of invoices paid within 30 days. Accuracy improved to 0.1% error rate (from 0.21% in prior year), compares with external best practice 0.3%, while delivering 40% additional workload. Methodology of PI requires review for comparability. Review of Accounts Receivable processes and tasks continue, but slower progress as additional COVID deliverables for Accounts Payable taking priority
- Benefits performance indicators impacted by resolution of backlog due to implementation of new system, COVID tasks & increased workloads

People

- During the year there has been sustained pressure and workload in Revenues and AP. HR supported us to improve wellbeing & resilience of staff

Summary

There has been a focus on supporting all the Covid messaging and communications via all channels. The team continue to promote the changes to online services and have led a reduction in print materials to deliver efficiencies.

Customer

- Communications support continued for Covid safety messaging and promotion of testing and vaccination programmes.
- Supported Garden Waste permit renewals with number of permits sold on track to surpass last year's total. Significant decline in negative customer reaction.
- Following extensive promotion on social media, this round of the interactive Beat the Street game had the highest engagement of any game currently running across Scotland. A total of 6,874 players took part, covering 7,483 miles across Barrhead, Newton Mearns, Neilston and Uplawmoor.
- Preparation and support for budget process.

Efficiency

- 96% of media enquiries responded to within deadline, supporting the protection of the Council's reputation.
- Social media engagement continues to grow with the number of residents following our two main channels (Facebook, Twitter) up 20%. Our newly-launched Instagram account has doubled its followers – opening up our communication to a wider, younger audience.
- There has been a 24% reduction in recharge costs to departments from the print room comparing this year to 2019/20.
- Streamlined the design and production of subject option booklets across the 7 high schools.

Summary

Successful preparation and delivery of the Council elections including planning for different levels of Covid impact. Preparation for establishment of new administration and Elected Member training.

Customer

- Preparation for local Council elections.
- Establishment of Crookfur Community Council.
- Communications and Democratic services created and promoted a virtual Holocaust event with Renfrewshire via online channels and support for in person Remembrance service at Cowan Park.
- Hybrid meeting equipment installed in Chamber and first successful Council meeting delivered – need to review resource implications for team.

People

- Preparation of induction materials for new Elected Members

Frontline Services, Community Partnerships & Strategy Development

We deliver a range of frontline services including Customer First, Money Advice & Rights, Community Safety and Community Learning & Development. We also have responsibility for leading the Council's approach to Best Value, Community Planning and community empowerment and we co-ordinate our approach to equalities. Throughout the pandemic we have led the local partnership Humanitarian response including shielding, isolation support and attempts to mitigate hardship.

Summary

The Customer First team successfully transitioned to a new Customer Experience IT platform and are now making improvements to online services and simplifying processes for customers. Overall key measures are on track with the exception of call answering times which have been impacted due to more complex calls, reduction in resource and staff absence including Covid impacts.

Customer/Efficiency

- Customer Services worked in partnership with customer-facing colleagues across the Council to successfully migrate from our legacy Customer IT systems (Lagan and Merritec) to our new customer platform, Goss.
- This transition included the improvement of all existing online forms and the development and introduction of new online services, including high volume services for civic amenity bookings and garden waste permits. This has contributed to an increase in contact made online which is 34% compared with 10% last year (as a comparison 7% of contact is face to face; 43% via phone; 16% via email (incl. Live chat & social media)).
- Preparations were made for a successful 'soft launch' of My East Ren customer portal in May with 374 customers signed up during this initial phase and over 6000 customers now signed up.
- Complex system integration work was completed which will allow customers to access various services through a single, secure sign-on. As part of our digital transformation programme more and more services will become available online.
- Remote death registrations will continue nationally until at least Sept 2022. Remote birth registrations are also being considered nationally. There has been positive feedback from customers about these online services but they do create more workload for internal teams. There were 3215 registration transactions in 21/22 vs 3101 last year.
- Redesign of Money Advice & Rights Team (MART) completed to focus on improved customer contact and create process efficiencies to meet future demands. MART dealt with 3604 enquiries in 21/22, with 3420 new cases opened, a 90% success rate for income maximisation interventions and 85% on appeal cases, with total client financial gains of £5,600,000 in the year.

People

- Staff absence has impacted Customer First teams throughout year and resulted in longer wait times for customers - there was an average phone queuing time of 6 minutes.

Summary

The Community Safety service has now returned to near normal working practices after prolonged Covid restrictions. There have been challenges of recruitment and retention which have put pressure on the Analogue to Digital Telecare project, which is critical to ongoing service life and limb provision for the ~3K users, however this is now getting back on track. The long-term secondment of 2 Community Wardens to deliver the highly regarded Covid Isolation Support service has now come to an end.

Strategic Outcomes - Outcome 4

- During 2021/22 Wardens responded to a total of 3,172 calls for service (1,179 in 20/21 due to pandemic). There were 450 noise complaints (307 last year) with 192 of these classified as anti-social behaviour (121 last year). 20 of these calls (10.4%) were from customers who had previously reported issues with their neighbours (22 / 7% last year).
- Community Wardens have now returned to near normal working practices and are able to go into households when required.

Customer

- The number of Telecare clients has consistently approximated 3000; the total number of calls handled 21/22 was 242,485 (284,375 in 20/21).
- There were 181 calls (63 in 20/21) passed to Scottish Fire and Rescue Service (SFRS) from a total of 766 fire/smoke alarm activations (526 last year); therefore staff helped avoid false alarm call outs on 76% of these types of call (88% last year), resulting in cost avoidance to SFRS of around £102,000 (£80,600 last year).
- The Analogue to Digital Telecare (A2D) programme has continued to progress despite repeated challenges with staff retention and recruitment. The new platform was made available to staff in March for testing and training.

Efficiency

- Planning and consultation commenced on the modernisation of security at the Thornliebank Depot to enhance security provision at a reduced staffing cost (22/23 budget saving).

People

- The Control Room saw issues with staff recruitment and absence which meant that the team were extremely busy with cover, alongside collaboration on the A2D Telecare project.

Summary

The pandemic negatively impacted community activity and presented service delivery challenges in 2021/22. Key community groups played a vital, on-the-ground, role the pandemic response - however many community groups could not operate or meet in person over this period. Indoor gatherings were restricted and numbers in indoor spaces were limited. This, combined with staffing challenges, delayed participatory budgeting events and ambitions. There was substantial work to manage the successful Isolation Support service and co-ordinate the various COVID Humanitarian funding streams. A significant piece of research to help understand the impact of the pandemic on local people was undertaken and is being used to help shape our recovery response and future strategies. The Community Learning and Development (CLD) service developed new ways to engage with local people and young people in particular through street work and outdoor activities. The CLD service worked closely with Community Planning partners to target resources and prioritise work with those most need of support.

Outcome 4 – Safe, Supportive Communities

- Moved from indoor programmes to outdoor “detached” street work across four areas in evenings and at weekends. While under COVID restrictions the CLD team had 3,437 street work contacts with young people. Weekend street work resulted in:
 - Young people in Clarkston and Barrhead areas engaging in work around drugs & alcohol harm reduction; anti-social behaviour, crime & safety - behaviour & consequences; sexual health & age of consent; challenging the negative image of young people, lack of facilities/opportunities at weekends.
 - The establishment of a Sunday afternoon “drop in” in the Museum in Barrhead.
 - A skate-park project with 50 young people using funding from Police Scotland & Cashback for Communities.
 - Targeted Anti-Social Behaviour work with 47 S3 and S4 pupils from Mearns Castle, Williamwood and Woodfarm High Schools, focusing on harm reduction, drugs and alcohol, vaping, the consequences of anti-social behaviour and the law.
- The CLD team supported ‘Youth Voice’ to deliver the first ERC Youth Participatory Budgeting event. 14 groups from across ERC were successful in securing a share of £5000 to fund their own projects/activities.
- The Team worked with the community-led Linking Communities group to prepare for restrictions lifting and resuming PB activity in 2022/23
- Progressing the Council’s equalities plan and duties. Engaging with local groups and providing support to LBGT+ young people who were struggling/isolated.
- Increased availability of free period products to all residents by providing in more venues; populating the new ‘PickUpMyPeriod’ app with East Renfrewshire data
- Delivering the Connection Scotland programme and supported the Digital Network. Since April 2021, we have issued around 40 Chromebooks and Mi-Fi devices to unemployed young people and adults, low-income households, and those at risk of social isolation and loneliness (including older people, people with a disability and single parents).

Customer

- Continued to lead on co-ordinating the COVID Humanitarian work stream:
 - Funding/co-ordination of posts/activities across ERC, including managing Isolation Support.
 - Successfully commissioned and delivered the Humanitarian Research used to help shape post-pandemic strategic planning.

People

- Developed and launched a new training course to support the new Equality Fairness and Rights Impact Assessment process

COVID 19 – Humanitarian Support

Isolation Support

- Isolation Support was formed in September 2020, following the end of the ‘shielding’ period.
- A broad range of Business Operations and Partnerships Department services have worked collaboratively and flexibly over the last 2 years to operate Isolation Support, Self-Isolation Support Grants (SISGs) and hardship payments.
- Two Community Wardens were seconded from Community Safety to lead the Isolation Support team, supported by the Community Learning and Development Manager, MART and a broad range of sessional staff from the Council and ERCLT.
- Daily call lists were sent to the Council from Public Health Scotland. Our data team used Robot Process Automation RPA (data integration tools) to bring the data in and organise it for the call handlers, allowing them to capture call outcomes/referrals. There were some significant peaks in demand, particularly linked to spikes in case rates. Staff worked weekends and holidays to support people, even doing calls on Christmas Day.
- The Isolation Support service closed formally at the end of July 2022, although applications for Self-Isolation Support Grants still continue through the Scottish Welfare Fund team.
- Over its run, the Isolation Support service dealt with c.11k outgoing calls to people that either had COVID or had been a close contact. Over 150 emergency food parcels were delivered by Community Wardens to the most vulnerable. The team also dealt with 2,774 SISGs in that period, with 2110 successful claims, amounting to over £1M of support to local residents.

Hardship Payments

- There has been good collaborative working between our department (incl. Accounts Payable, Strategic Insight & Communities) and Education Department to make hardship bridging payments during each holiday period to families receiving Free School Meals (FSM). There are also FSM payments to cover cost of meals during school holidays.
- In addition, we’ve co-ordinated various COVID Humanitarian funding streams which have seen us able to top-up the hardship payments; provide payments to those only on Clothing Grants and provide support to a range of local services, initiatives and groups to support COVID response and recovery.
- Low Income Pandemic Payments were also paid in October 2021, working with the Revenues Service, to support residents in receipt of Council Tax Reduction (CTR)
- In line with national guidance, Cost of Living Awards were also administered in March 2022 for residents in Council Tax Band A-D and those in Bands E-H in receipt of Council Tax Reduction.
- In addition, we have supported colleagues in Environment to make a range of Business Grant payments throughout the last 2 years.

Digital Transformation

The department leads the Council's Digital Transformation Strategy, focusing on:

- Customer Experience – providing a consistent, efficient customer experience, designed with the user at the heart.
- Business Systems & Processes - efficient and effective business systems and processes enabled by digital technology and optimised across the Council.
- Workforce Productivity - increasing the productivity and effectiveness of our workforce, enabled by Office 365 capabilities and better use of data.

We are also responsible for leading and delivering a range of digital transformation projects within our own department.

Summary

There has been good progress in launching our new Digital Transformation programmes in 2021/22. Governance is now in place to oversee the 3 key priority areas and the structure and roles and responsibilities to deliver the programme have been reviewed, with key posts filled. There are ambitious projects underway, and whilst progress has been made, there is a need for further work on project prioritisation and benefits management so we can target resources most effectively.

Updates below focus on our department's responsibilities for Programme Management and projects where we have been the lead department in 2021/22. Broader updates can be found in the Cabinet update from 16 June 2022 [here](#).

Customer

- Developed and tested our new customer portal, My East Ren, which launched successfully alongside our new online Council Tax service in May 2022. Already there have been over 5,500 sign-ups and over 2K requests for paperless billing for Council Tax.
- Introduced new online processes for the various high-volume Environment processes like bulky uplifts; replacement bins and the new charging scheme for brown bins.
- Upgraded our Civica Chip and Pin and payments platforms to make it easier for customers to pay by cashless methods and now also by Google and Apple Pay.
- Progressed the Analogue to Digital Telecare project, which is critical to ongoing life and limb service delivery to over 3K local residents.

Efficiency

- Digital Transformation portfolio in place, with 3 programmes: Customer Experience, Workforce Productivity and Business Systems & Processes.
- Focusing on project prioritisation and developing resource management capacity plans.
- Driving the use of Microsoft 365 across the Council, building on the greater use of Teams during the pandemic, and successfully migrating our email estate onto M365 in January/February 2022 for greater stability and new functionality, including online room bookings for meetings.
- Decommissioned our Customer Record Management System, Lagan, and moved all customer forms and processes to GOSS which has contributed to an increase in online customer transactions up from 10% to 34%.
- We have made significant progress towards replacing Pentana, our performance management system, by developing a more dynamic suite of data dashboards.

People

- Experiencing challenges within the recruitment market for digital and project roles, which can mean vacancies can be hard to fill.
- Restructures of programme and team roles ongoing.
- Embedding new roles of Product Owners for key systems/groups of systems, in line with national Digital, Data & Technology skills framework.
- Leadership session held for senior officers on agile project methodology.
- Trained managers to ensure greater use of self-service functions in Finance/Procurement system.
- Underpinning our Digital Transformation Programme is a council-wide approach to data and information governance and that is a key part of our projects. The Council's Data Protection Officer delivered training to hundreds of staff and provided advice and support across a range of data protection incidents.

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EAST RENFREWSHIRE COUNCILCABINETTHURSDAY 18 AUGUST 2022Report by Director of EducationEAST RENFREWSHIRE CULTURE AND LEISURE END-YEAR REPORT 2021-2022**PURPOSE OF REPORT**

1. The purpose of this report is to inform the Cabinet of the end year performance of East Renfrewshire Culture and Leisure (ERCL) for 2021-22. The report is based on performance indicators and activities in the Outcome Delivery Plan (ODP) and ERCL business plan. Detailed performance results prepared by the Trust's Chief Executive are attached in Appendix A.

RECOMMENDATION

2. It is recommended that the Cabinet scrutinise and comment on the summary of ERCL end year performance for 2021-22, including its contribution to the COVID-19 pandemic.

BACKGROUND

3. On 2 July 2015, ERCL was established with the responsibility for the delivery of outcomes and improvements in arts, libraries, sports and community facilities.

4. On an annual basis a performance report is submitted by each department to the relevant committee or Cabinet. For ERCL, the Director of Education submits a report giving his opinion on the performance of ERCL along with a report prepared by the Chief Executive of ERCL.

5. In addition, monitoring of quality and standards of service, financial, equality and complaints information for ERCL is reported to, and monitored, by the Community Planning Partnership (CPP) and Council. This includes:

- a. ERCL's annual Business Plan – which is presented annually to Council for approval. The Business Plan demonstrates how ERCL will support the Council in delivering Best Value.
- b. ERCL provides Council with its quarterly report, which updates on its contribution to relevant outcomes in the Community Plan, Fairer East Ren Plan and Council's ODP.
- c. ERCL's contribution to the Community Plan is monitored by the CPP on a 6 monthly basis. ERCL's Chief Executive is a member of CPP's Performance and Accountability Review (PAR).

REPORT

6. This report (see Appendix A) sets out a high level summary of the performance of ERCL in 2021–22 for arts, sports, libraries and community facilities. The report also includes performance information relating to the ODP. This report has been prepared by the Trust's Chief Executive, based on their performance monitoring and was presented to and discussed at the last meeting of the ERCL Board on 31 May 2022.

7. During 2021-22 ERCL continued to play a significant role in the response to Covid-19, most notably with Barrhead Foundry and Eastwood Park Leisure Centre (Carmichael Hall), operating as Mass Vaccination Centres (MVCs). Similarly, library and venues staff supported the operation of the Asymptomatic Testing Centre in Cowan Park.

8. ERCL Recovery Planning has been based on a balance between taking every advantage of available funding and programmes to minimise losses (for example by continuing to furlough staff where possible); working closely with partners and ERC to assist with or deliver extraordinary programmes and activities in support of communities; and staged recommencement of sports and leisure services and reopening of buildings in line with the government route map.

9. Impact of Covid during 2021-22 was varied across services, depending on the various restrictions for different settings and activities:

- **Gyms & Fitness** - Following the move to Level 2 restrictions in May 2021, the focus has been on recovery of the gym memberships, and with the national easing of restrictions, the direct debit facility was re-started in July. Outdoor classes continued with indoor classes re-introduced and the programme growing throughout the year in response to the increased demand as members returned.
- **Swimming** - Swimming lessons operated a restricted programme as regulations allowed, with the programme reverting to normal operations following the easing of restrictions.
- **Community & Arts** - Generally Community Facilities had limited re-opening due to guidelines constraining indoor gatherings. However, a number were open to accommodate childcare and other Care Commission-registered bookings. Eastwood House remained open throughout providing a training venue for HSCP for care home staff; and a variety of uses for ERC. School out of hours letting was not available to hiring customers until quarter 4 of 2021-22.
- **Arts classes** returned to operation as restrictions allowed.
- **The Theatre** saw the return of its annual pantomime, which was very well received and broke previous box-office records, as well as a range of Creative Scotland funded performances. The last week of the panto was cancelled following the government restrictions of safe distancing.
- **Venues** - In line with restrictions, building operations were re-modelled to ensure customer and staff safety with social distancing requirements, clear one way systems, signage, members' bookings and enhanced cleaning regimes all forming part of the operational delivery. Working patterns, team bubbles and operating hours were all revised to minimise risk together with effective inductions and training for staff returning from furlough. As restrictions eased, the operations flexed as required, with cleaning and safety continuing to be forefront for customers and staff.
- **Libraries** - Libraries had been offering an extended online catalogue range via eBook, eAudio and Digital Magazines services up to April 2021, but following an easing of restrictions they were able to offer Click & Collect services again shortly followed by access to libraries enabling PC use and digital support.

10. Last year's report to Cabinet on the performance of the services delivered by ERCL commented on the need for recovery in light of Covid-19, particularly in terms of building back attendance levels in sports and libraries. 2021-22 has seen an increase in the performance levels despite the challenge of Covid-19. Achievements in 2021-22 include:

- Recovery of leisure centre attendances to 50% of pre-Covid-19 and gym memberships to 78% of the 2019-20 attendance levels.
- Swimming – Attendance improved to 81% of pre-Covid-19 levels with the swimming lessons programme at 94% of pre-lockdown registrations. As part of the Scottish Swimming Awareness Raising Campaign, Scottish Swimming Ambassadors Duncan Scott and Toni Shaw visited Barrhead Foundry and took part in fun sessions with swimming lessons participants.
- Despite being closed for the first half of the year, Eastwood Park Theatre's professional performing arts programme saw attendances recover to over 73% of 2019-20 levels;
- As part of the government's relief for performing arts venues, ERCL secured further grants from the Performing Arts Venues Relief Fund for Eastwood Theatre. Part of this funding has been used to maintain partnerships and support for performers and theatre companies while the theatre was closed. A significant element was also used to develop an SQA-accredited "Technical Theatre in Practice" course which will be launched in 2022-23. The funding has also provided the theatre the ability to encourage audiences back with a varied programme.
- Where possible Capital Programmes were progressed through lockdown, most notably the Eastwood Park Leisure Centre redevelopment in partnership with ERC and its consultants and contractors. The Trust has worked with the design team and ERC colleagues to develop the brief through scheme design and to outline planning application, while working with council officers and elected members as part of a Steering Group to oversee the overall project progress.
- The refurbishment of Duff Memorial Hall and Busby Library was completed, with the building officially re-opened in quarter 3. Mearns Library also received a replacement heating system in the latter part of the year.
- The Route Cause Project at Thornliebank Library which transformed the unused outdoor space into a useable community space;
- Reinstatement of the Housebound Service which has seen a number of libraries recruit volunteers in order to support housebound residents access library resources;
- Engagement between ERCL and schools has been very positive with a number of inter school competitions taking place including Gymnastics, Basketball, Dance and Cross Country;
- ERCL Sports Leader Academy which has supported 22 young people from 7 high schools to develop leadership skills through the opportunity to volunteer and has resulted in 9 of them gaining employment as sports coaches;
- Get Into Summer 2021 programme in response to the Scottish Government's drive to mitigate the effects of lockdown on young people which involved access to ERCL summer camps, gym and aqua fun sessions;
- St Mark's Primary 60th Anniversary Project enabled ERCL to deliver 34 workshops to pupils involving printing, animation, embroidery and clay work to mark and celebrate the schools anniversary;
- The Arts and Heritage Team have delivered a programme of weekly arts activities in Thortree Hall to support targeted groups of parents such as those whose first language is not English and families with children who have additional support needs. Activities have included a focus on wellbeing and crafts that can be replicated at home;

11. Areas where further improvement work is required include:

- Growth in use of adult programmes in libraries following previous restrictions that have been in place;

- Library visits, which are currently at 22% of 2019-20 numbers, with virtual visits accounting for 61%;
- Improvements to booking and payments system;
- Continued recovery of Gyms and Fitness Memberships; and,
- Revision of staff recruitment and retention to address challenges in key areas, some consequent to Covid changes to the employment landscape.

12. The vision for ERCL “is to be the highest-performing Leisure Trust in Scotland”. Action continues to be taken to improve performance further and modernise service delivery. A working group is developing a 10 year culture and leisure strategy for East Renfrewshire. In addition, enforced closure due to Covid-19 provided the opportunity to accelerate the development of digital platforms such as the launch of the ERCL App which enables a smoother customer journey and an opportunity for improved customer communication. Work has continued on developing the customer journey with an upgraded website, implementation of a new library management system and continued development on the upgraded leisure management system to further increase online and mobile capability and smoother booking and payment methods.

FINANCE & EFFICIENCY IMPLICATIONS

13. There are no specific financial implications arising from this report. However, in order for ERCL to achieve the strategic aim of creating “*a financially sustainable business model, balancing strong ambitions with commercial viability*” they must address and reduce the operating deficit, i.e. the difference between the income generated from commercial activities and grants and the total operating expenditure. In planning for the period 2022-2023 ERCL needs to continue to recover as fast and efficiently as possible, and identify ways of mitigating projected losses.

14. The restrictions in ERCL facilities and services during the Covid-19 pandemic have significantly impacted their operations and income. Operating income for 2021-22 reduced to £2,910k from £4,320k in 2019-20; the 2021-22 figure was up significantly from 2020-21 when it was £950k. However, through careful financial planning and management including the use of the Covid Job Retention Scheme (CJRS), financials related to the mass vaccination programme, accessing external funding; and managed opening of services, ERCL has offset the loss of income resulting in a net income position (surplus) of £658k. There was no increase required to the ERCL Management Fee.

15. The additional income which has been accessible through CJRS and supporting the NHS will not be available in 2022-23, resulting in anticipated losses of £1,521k in 2022-23.

CONSULTATION

16. ERCL’s Business Plan calls for the development of “*An understanding of our customers and audiences, and an offer that attracts and inspires them.*” In support of this, customers have been consulted through surveys and social media feedback to gain a better understanding of requirements post pandemic.

17. As part of ERCL’s people strategy, during 2021 -22 key staff surveys were carried out, the first focusing on the health and wellbeing of staff as they returned to work from furlough and the second as a follow up staff engagement survey in order to support staff and inform next steps. As a result of this consultation, Senior Management have set up an Extended Leadership Team with staff identified as Team Leaders’ in order to improve communication, input and engagement across the organisation.

PARTNERSHIP WORKING

18. This report relates to the contribution of ERCL to the delivery of the Community Planning Partnership's Community Plan. In making this contribution, ERCL work with many partners across the Council and externally, including national and third sector organisations.

CONCLUSION

19. This report provides a high level summary of performance of ERCL at 2021-22 year - end. Whilst the impact of Covid-19 has had significant impact on the financials for the Trust, ERCL should be commended for their careful planning and management of resources which resulted an end of year balance surplus of £658k. Elected members should note that whilst the information presented here shows that there were reductions in income generated from services, these were as a result of much of the normal work of ERCL having ceased during the two lockdowns, with services having been re-introduced in a limited way when capacity was reduced to comply with Covid-19 management legislation and there was reduced demand for services.

20. The Best Value Review noted that ERCL was *'to be commended for the excellent work which they are carrying out on social inclusion and improving engagement opportunities for citizens.'*

21. This has been evident through ERCL's humanitarian response to Covid-19. ERCL Recovery Planning is based on a balance between taking every advantage of available funding and programmes to minimise losses, working closely with East Renfrewshire Council to assist with or deliver activities in response to the pandemic; and staged recommencement of sports and leisure services and reopening of buildings in line with the government route map.

22. The Director of Education is confident that ERCL is well placed to continue to make positive contributions to the CPP's Community Plan and will work to achieve the targets set out in the Council's ODP. The Joint Action Plan to address the recommendations of the Finance and Business Review and Best Value Review along with their Business Plan will support ERCL in delivering continued improvements. ERCL will continue to self-evaluate its performance and take the necessary steps in partnership with the Council, to improve those areas identified for improvement in the action plan as part of its business planning process.

23. East Renfrewshire Culture and Leisure Trust has responded well to the challenges that have arisen due to the Covid-19 Pandemic, it has continued strive towards improving customer experiences, meeting its charitable objectives and is contributing to the health and wellbeing of the residents of East Renfrewshire. ERCL operated with a net income in relation to the budget for 2021-22 and has still continued to deliver £420k of net base savings on NDR and VAT since 2016-17. As such, ERCL is supporting the Council to improve outcomes and secure best value in delivery of services.

RECOMMENDATION

24. It is recommended that the Cabinet scrutinise and comment on the summary of ERCL end year performance for 2021-22, including its contribution to the COVID-19 pandemic.

Mark Ratter
Director of Education
18 August 2022

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Appendix

A. ERCL - Year End Summary Report 2021-22

east renfrewshire
**CULTURE
& LEISURE**

**Balanced Scorecard &
Business Performance Overview**

For the quarter ended 31 March 2022

East Renfrewshire Culture & Leisure Board

31 May 2022

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Balanced Scorecard

For the quarter ended 31 March 2022

East Renfrewshire Culture & Leisure Limited
Balance Scorecard - Key Performance Indicators
For the quarter ended 31-Mar-22

▲	Improvement from previous period
-	No movement from previous period
▼	Decline from previous period

PERFORMANCE		CUSTOMER / PROCESS	
Leisure Centre Attendances	-	Customer Complaints	▼
Libraries - Total Attendances	-	SiB Action Plan Progress	-
Community Facilities - Total Bookings	-	Operational Projects	-
Theatre - Professional Programme % Target	▼	Unplanned Closures / Events	-
Swimming Lesson Participants	-	Audit Recommendations	-
Gym Membership Numbers	-	Communications / Marketing Activity	-
Public Swimming	-	ERC SLA Services	▲
Community Sports Courses - % Capacity	-		
PEOPLE		FINANCIALS	
FTEs	-	Net Income / (Expenditure)	-
Recruitment - <i>vacancy lead time</i>	-	Income	-
Recruitment - <i>% of posts unfilled</i>	-	Expenses	-
Staff Absence	<i>o/s</i>	Cost / Income Ratio	-
Disciplinarys / Grievances	-	Average Swimming Income	-
Training & Development	-	Average Gym Membership	-
Leadership	-	Unplanned events / closures - Financial Impact	▲
Staff Engagement	-		

East Renfrewshire Culture & Leisure Limited

Balance Scorecard - Metrics

For the quarter ended 31-Mar-22

PERFORMANCE		Actual	Plan / PY	Variance	CUSTOMER / PROCESS		Actual	Plan / PY	Variance
Leisure Centre Attendances ~	#	299,812	600,066	(300,254)	Customer Complaints ~	#	19	14	5
Libraries - Total Attendances ~	#	191,996	857,771	(665,775)	SiB Action Plan Progress		Green	Green	n/a
Community Facilities - Total Bookings ~	#	9,496	23,266	(13,770)	Operational Projects		Amber	Green	n/a
Theatre - Professional Programme % Target	%	95%	100%	(4.9%)	Unplanned Closures / Events	#	3	0	(3)
Swimming Lesson Participants	#	2,438	787	1,651	Audit Recommendations		Green	Green	n/a
Gym Membership Numbers	#	2,277	1,408	869	Communications / Marketing Activity		Green	Green	n/a
Public Swimming (inc. free swims) ~	#	27,212	115,686	(88,474)	ERC SLA Services		Amber	Green	n/a
Community Sports Bookable Courses - % Capacity	%	85%	80%	5%					

PEOPLE		Actual	Plan / PY	Variance	FINANCIALS		Actual	Plan	Variance
Full Time Equivalent (FTEs)	#	190	239	49	Net Income / (Expenditure)	£k	678	(2,886)	3,564
Recruitment - vacancy lead time	Days	71	55	(16)	Income	£k	9,993	6,922	3,071
Recruitment - % of posts unfilled	%	48%	10%	(38%)	Expenses	£k	9,315	9,807	493
Staff Absence ~	#	o/s	o/s	-	Cost / Income Ratio	%	93.2%	141.7%	48.5%
Disciplinarys / Grievances	#	2	0	(2)	Average Monthly Swimming Income	£	19.81	19.60	0.21
Training & Development		Green	Green	n/a	Average Monthly Gym Membership	£	26.04	25.05	0.99
Leadership		Green	Green	n/a	Unplanned events / closures - financial impact	£k	-	-	-
Staff Engagement		Green	Green	n/a					

Notes:

~ Denotes comparatives used are 2019/20 actuals, being the last full year of operation.

East Renfrewshire Culture & Leisure Limited

Balance Scorecard - Tolerances

For the quarter ended 31-Mar-22

PERFORMANCE				CUSTOMER / PROCESS			
Leisure Centres - Cumulative total attendances across all centres (inc. outdoors)	<95%	>95%	>100%	Customer Complaints - Number of complaints through the Customer Comments system compared with the same quarter last year.	>120%	<120%	<100%
Libraries - Total Attendances - Cumulative total 'in person' and 'virtual' visits	<95%	>95%	>100%	Solace in Business Action Plan Progress - Tracking progress of SIB action plan against planned dates	>2 Ambers / Any Red	<3 Ambers	<2 Ambers
Community Facilities - Bookings - Cumulative total bookings processed for halls, community centres, pavilions and out of school after 6pm	<95%	>95%	>100%	Operational Projects - Tracking progress of Operational Projects	>2 Ambers / Any Red	<3 Ambers	<2 Ambers
Theatre Professional Programme % Target - Percentage of target Professional Programme tickets sold (cumulative)	<95%	>95%	>100%	Unplanned closures / Events - Unplanned closures leading to a claim against ERC	Any	n/a	-
Swimming Lesson Participants - Participants registered at close of Quarter.	<95%	>95%	>100%	Audit Recommendations - Progress against internal and external audit recommendations	>2 Ambers / Any Red	<3 Ambers	<2 Ambers
Gym Membership Numbers - Total direct debit members at close of Quarter	<95%	>95%	>100%	Communications / Marketing Activity	Based on activity during Quarter		
Public Swimming Attendances - Total cumulative attendances for casual swimming, themed activities and free swims	<95%	>95%	>100%	ERC SLA Services - General assessment of current SLA services and progress to close gaps	>2 Ambers / Any Red	<3 Ambers	<2 Ambers
Community Sports Bookable Courses - % Capacity - Percent of spaces on bookable Sports Development courses filled	<95%	>95%	>100%				
PEOPLE				FINANCIALS			
FTEs - No. of Full-Time Equivalent staff contracted, including O/T & Add Basic	<90%	>110%	>105%	Net Income / (Expenditure)	<95%	>95%	>100%
Recruitment - Vacancy Lead Time - Average time to fill a vacancy (Request to offer)	>60	>55	<55	Income - Year to Date total income as per current Period financials	<95%	>95%	>100%
Recruitment - Percentage of Posts Unfilled - % of posts advertised in previous Quarter still unfilled	>15%	>10%	<10%	Expenses - Year to Date total expenses as per current Period financials	>100%	>95%	<95%
Staff Attendance - Cumulative No. of FTE sick days per FTE staff	<95%	>95%	>100%	Average Monthly Swimming Income - YTD income / average members during period	<95%	>95%	>100%
Disciplinaries / Grievances - No. of staff discipline / grievances cases live at quarter close	>1	n/a	-	Average Monthly Gym Membership - YTD membership BACS income / average participants during period	<95%	>95%	>100%
Training & Development	Based on activity during Quarter			Unplanned closures / Events - Financial Impact - Base estimate of lost income / additional expenditure from unplanned closures as per "Customer / Process" above	>£5k	n/a	<£5k
Leadership	Based on activity during Quarter						
Staff Engagement	Based on activity during Quarter						

Service Status During Quarter 4

Leisure Centres

Leisure Centre facilities across East Renfrewshire, including gyms and pools, were open. Outdoor pitch and track access continued at Eastwood High Sports Centre but with no access to changing rooms. Sports halls in Eastwood High remained open, with the sports hall in Barrhead Foundry re-opening in October. Some restrictions were kept in place.

Carmichael Hall remained in use as a vaccination centre throughout Q4. Fitness classes from Eastwood Park were still held in Clarkston Hall, with the exception of Aquafit classes which continued in Eastwood Park.

Sauna facilities have remained closed.

Libraries

With the main libraries returning to pre-Covid opening hours, all libraries were open for service during Q4 with minimal restrictions. Mearns Library remained closed throughout Q4, only re-opening in April, following the replacement of the heating system.

Bookbug sessions continued to run with restrictions on numbers but with an increase in sessions from Q2. A phase in of some adult programmes began this quarter, but the majority were not scheduled to return until Q1 2022-23.

Community Facilities

Hirers continued to return to halls and schools out-of-hours throughout Q4, supported by Community Facilities and Business Support staff. Restrictions on social events and schools out-of-hours continued for the remainder of the year.

Arts & Theatre

Community arts classes for children and adults, as well as performances at Eastwood Park Theatre, continued throughout Q4 with some relaxation of Covid-19 protocols.

Community Sports & Active Schools

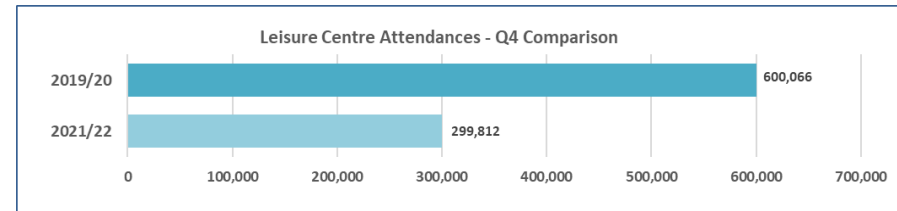
By Q4 the main restrictions impacting teams were prohibitions on visiting more than one school per day and a requirement that parents / carers were not allowed to enter premises where programmes were taking place, in keeping with Education guidelines.

Attendances				
		Q4 2021/22	Q4 2019/20	Var.
Leisure Centres <i>- Total attendances across all centres (inc. outdoors)</i>	#	299,812	600,066	(300,254)
Libraries - Physical <i>- Total "in person" attendances across all libraries</i>	#	74,134	485,399	(411,265)
Libraries - Virtual <i>- Total virtual visits where these replace "in person" visits (both years revised to meet new national guidelines)</i>	#	117,862	372,372	(254,510)
Community Facilities - Schools Out-of-Hours <i>- Total user attendances in schools after 18:00</i>	#	322,953	659,687	(336,734)
Community Facilities - Halls & Pavilions <i>- Total attendances in halls, community centres & pavilions</i>	#	104,120	265,630	(161,510)
Professional Theatre Programme Attendances <i>- Total tickets sold for professional productions (exc.events streamed to customers' homes)</i>	#	17,296	23,693	(6,397)

At year-end total attendances across leisure centres, libraries and community facilities stood at 38.6% of the same period in 2019/20. The improvement in recovery rate from 31.3% in Q3 to 38.6% in Q4 accounts for an additional 166k attendances.

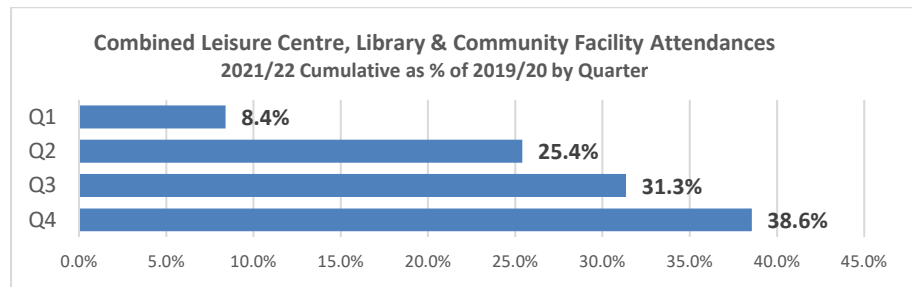
Leisure Centres

Overall leisure centre attendances continued to recover, with an additional 110k visits in Q4 from Q3 bringing the total for the year up to 50% of pre-Covid levels. Pool based activity continued to perform well, increasing to 81% (+38k Q4 attendances) of 2019/20 attendance.



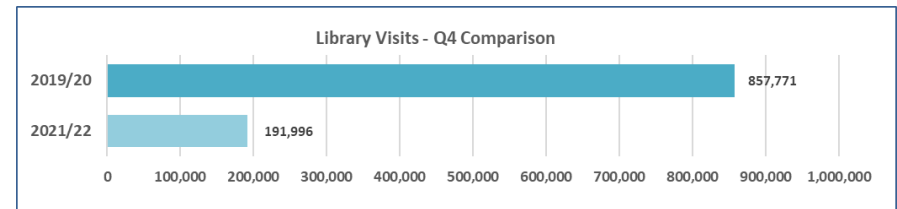
Recovery & Performance

Overall Quarter 4 saw attendances and uptake on programmes continue to grow towards pre-Pandemic levels, with further evidence of an increasing rate of recovery.



Libraries

With some further lifting of restrictions, in-person Library visits increased by 68% (+30k visits) finishing at 15% of pre-Covid levels. Virtual visits grew by an additional 65% (+46k visits) with numbers reaching 38% of 19/20 total visits. Overall visit numbers are reflected in the graph below. The year finished with a ratio of physical to virtual visits of 39%/61%.



Overall issues - including e-issues and hard copy - have continued to increase, finishing at 752k. This represents a rise of 89% compared to 2019/20. The increase appears to have been driven by a surge in digital magazine issues which have gone from 16.5k in 19/20 to 511.1k in 21/22 – an increase of 2,992%. In comparison issues of hard copy books have reduced from 355k in 19/20 to 212k in 21/22 (down 40%). Restrictions will have made hard copy books more difficult to access during the pandemic, but there was a clear upward trend in issues throughout the year, with 10.1k issues in Q1 rising to 75.3k in Q4. Staff will continue to assess results.

Root Cause Project

The Root Cause Project launched in January. With funding from SLIC, the Library Service is transforming unused outdoor space at Thornliebank Library into a useable community space with plants, vegetables and wildlife at the heart of it. The project will also see a year-long events and activities programme in all libraries.

To encourage sharing ideas and best practice and to co-ordinate events a *GreenER Libraries Working Group* was established. To date *Food Scrap*, *Seed Bomb* and *Science Week* events have been delivered across all libraries and staff have begun to implement Greener working practices. In May every class from Thornliebank Primary visited the library to help design the outdoor space. Staff will continue to work in partnership with the school throughout the year.

Library Housebound Service

The Library Service has recruited volunteers at Neilston, Eaglesham, Giffnock and Clarkston libraries for the reinstated Housebound Service. Staff are also in the process of recruiting volunteers for Barrhead Foundry library. Volunteers have been delivering the residents in Barrhead, Busby, Netherlee, Clarkston and Eaglesham to date. Staff continue to work with partners such as Talking Points to reach further housebound residents.

Gyms & Fitness

Quarter 4 was a positive end to the year with a successful marketing campaign and improved access to facilities resulting in gym membership levels 62% above target (2,277 cf target of 1,408) and 78% of 19/20 levels.

The Q4 attrition rate was 3.81% which was better than budget at 4.23%.

Attendance levels are still being affected by levels of “no shows”, a significant portion of which are customers who neglect to sign in at Reception or Kiosk. This currently forms part of an internal audit review to look at the issues surrounding attendance v booking.

Swimming Lesson Programme

Q4 ended with 2,438 participants against a plan of 787 representing 300% of target and 94% of pre-lockdown registrations for the same time period. Staff are currently focusing on managing down numbers on the waiting list. Analysis of data pertaining to participants leaving the programme suggests the foremost reasons are changes in family circumstances and completion of the programme.

Scottish Swimming Awareness Raising Campaign

Scottish Swimming Ambassadors Duncan Scott (Olympic Gold Medalist) and Toni Shaw (World Record holding Olympic swimmer) visited ERCL swimming lesson participants in Barrhead Foundry on 2nd March. Duncan and Toni took part in fun sessions with participants, who also had an opportunity to ask questions and have photos taken with the visiting athletes.

Schools Swimming Lesson Programme

Planning for the reinstatement of this programme – designed to provide all pupils with an introduction to swimming as a key life skill and a healthy, rewarding leisure pursuit – is underway. A survey of schools suggests that:

- There is strong interest in re-instating the programme
- Taking part was a positive experience linked to additional learning outcomes
- Programme managers and instructors were seen to be proactive, patient and responsive
- Linking outcomes to the Curriculum for Excellence would be welcomed

ERCL's Swimming Development and Active Schools teams will work with ERC's Education Department to deliver the updated programme in Q2/Q3.

Community Sports

Community Sports Coaching Programme

Quarter 4 proved to be challenging, with a combination of poor weather and higher than normal staff absence levels due to the Covid-19 Omicron Variant resulting in increased class cancellations. Additional sessions were added at the end of the block to honour customer bookings.

Despite the disruption the programme saw strong growth driven by the reintroduction of Badminton to the programme and targeted digital marketing for our Gymnastics programme.

Active Schools

ERCL's Sports Leadership Academy

ERCL's Sports Leadership Academy provides regular support, training and development for young people committed to volunteering within their school and community. The Academy aims to give candidates an understanding of what it means to be an effective leader and the skills and abilities they will need to lead others successfully.

The programme has 22 participants drawn from all 7 high schools, with an average regular attendance of 18.

In terms of outcomes, 9 participants have gained employment as casual sports coaches within the Sports Development team with contracts starting in Q1 22/23.

Inter Schools Competitions

Inter school competitions continued through Q4, featuring:

- Gymnastics (Secondaries) – 60 participants
- Basketball Jnr NBA – 7 primary schools with a total of 70 participants
- Dance (Primarys) - 203 participants
- Dance (Secondaries) – 210 participants with over 250 spectators each night
- ER Cross Country – 610 primary and secondary participants.

UWS Partnership

20 students in 1st – 3rd year at University of West of Scotland are currently engaged in volunteering with our Active Schools team. To date the partnership has delivered over 130 hours of curricular and extra-curricular sport/physical activity across 4 school clusters - Barrhead, Mearns Castle, St Luke's and Eastwood. Programmes have included Rugby, Basketball, Tennis, Football and Dance. Participants have also taken on targeted work in partnership with schools to identify children who are struggling to engage or are in need of extra activity.

Two of the students have now gained employment with ERCL.

Arts & Theatre

Eastwood Park Theatre's professional performing arts programme saw attendances recover to 73% of 2019/20 levels (17.2k attendances cf 23.7k in 19/20) despite being closed for the first half of the year. For performances with live audiences ticket sales reached 95% of target for Q4 and for the year overall.

"Make a Change" Project – Eastwood Park Theatre

In March, Eastwood Park Theatre hosted two weeks of research and development by performing artists who primarily use British Sign Language in their work as part of an ongoing commitment to championing diversity and inclusion.

The project, called *Make a Change*, was funded by Solar Bear, a regular visitor to Eastwood Park Theatre who specialise in providing opportunities to deaf theatre makers. Our technical and programming team worked closely with the artists and company.

Staff will be working towards including some of the work created through the project in upcoming seasons.

Term-time Art Classes

A total 6 adult classes were offered in Q4 with a marginal drop in participants from Q3 (down 2 to 64).

Due to the loss of a tutor the number of children's classes dropped by 2 down to 7 but through merging classes participant numbers only decreased to 87 (down 6 from Q3).

Reflect with Us: Songwriting Workshops

Final sharing event for this project - which gave local people an opportunity to explore their experience of the Covid-19 pandemic through writing and recording their own music – was held on Saturday 19th March. The content can be viewed here: <https://vimeo.com/690936275/e31ebbc1f3>

(Funded through Creative Scotland)

Remembering Together: Scotland's Community Covid Memorial

As part of a Scotland-wide initiative, people in East Renfrewshire will create a community led memorial project reflecting their experience of the Covid-19 pandemic. The call for expressions of interest from artist-practitioners interested in working with the community was released in Q4 with appointments to be made in Q1 of 2022/23.

(Funded by the Scottish Government through Greenspace Scotland)

Year of 2022 Beyond 2020: Community Reflections

A joint Libraries / Arts & Heritage initiative to encourage local residents to share their pandemic experiences and stories. The programme encompasses oral history, creative writing and photography all delivered by ERCL staff. The project commenced this Quarter with the appointment of a photographer and the recruitment and training of 8 Oral History Volunteers. The latter have begun interviewing local people about their experience of living and working throughout the pandemic. The project team will continue to seek out participants willing to be interviewed through a variety of channels including social media and targeted e-mails.

St. Mark's Primary 60th Anniversary

Project completed; 34 workshops delivered to every class in the school composed of a local heritage session followed by an art session in printing, clay, embroidery, animation, delivered by our tutors to celebrate the schools 60th anniversary.

Family First Classes

Family First is a free, confidential advice and information resource in East Renfrewshire supporting families with young children who are not engaged with Social Work but in need of guidance, information and support.

Our Arts & Heritage team has been engaged to deliver a supportive programme of weekly arts activities in Thorntree Hall for local parents. Participants include families with children with additional support needs or whose first language is not English.

Workshops focus on activities for their own wellbeing for the first half, and the other half learning arts and crafts they can replicate at home with their children.

Funding also allowed for creation of materials kits for each participant to use in sessions and at home, and is funding places for two children to attend our term-time classes in Q1 22/23.

Barrhead Housing Community Fund

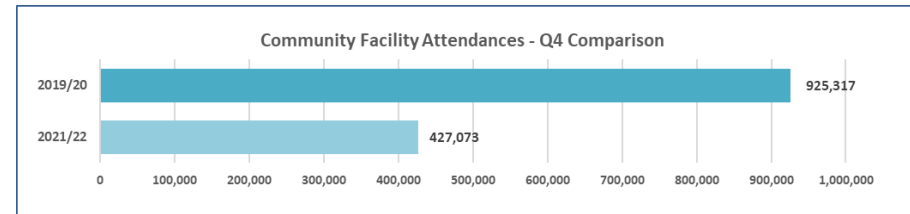
Two workshops in design and creation of storyboards were delivered for applicants bidding for project funding from Barrhead Housing Association's Community Fund. Applicants will use their storyboards to showcase their proposals and win over members of the local community who will be voting on which initiatives should be taken forward.

Community Facilities

The number of hirers accessing halls and schools out-of-hours continued to grow in Q4 with the help of staff. Additional work was undertaken with community sports groups and social clubs to support their return to halls and pavilions throughout the Quarter.

Quarter 4 saw continuing acceleration of recovery in terms of attendances through halls and schools. Total 21/22 attendances as a percentage of 19/20 increased from 38.9% in Q3 to 46.2% by year end.

Overall attendances through Community Facilities are reflected here:



Customer / Process

Customer Comments

18 customers submitted a total of 19 complaints in Quarter 4 compared with 14 complaints in the same quarter in 2019/20.

A total of 15 individual issues were raised, the ones cited most being:

- Problems linked to booking/payment systems - 22% of complaints)
- Alleged breaches of Covid-19 protocols - 17% of complaints
- Inability to access facilities/programmes due to unavailability (saunas x2) or oversubscription (Bookbug) - 17% of complaints
- Difficulty accessing facilities/programmes due to procedures (pool access) or systems (Bookbug) – 17% of complaints

There is evidence to suggest that the failure of the e-mail system early on in the Quarter caused or exacerbated some complaints.

ERC-ERCL (SIB) Joint Action Plan / Best Value Review

Agenda item 9 includes the SLA review of Accountancy, which is aligned to progress being tracked on the Joint Action Plan. Discussions are also underway in ERC regarding the strategic plan for the management of sports pitches.

Operational Projects

Change Programme

During the quarter, a re-prioritising exercise took place to help focus and conclude a number of projects which were well underway. The bulk of these projects were completed by the end of Q4.

Online Direct Debit functionality went live during the quarter following approval by the bank. This will enable customers to join online for a fitness membership.

During the quarter, Learn2, the operating system for managing swimming lessons was unavailable. Active management with the supplier and supporting the operations in manually dealing with the transactions took place. The issue has since been resolved and we are working with the supplier to ensure no re-occurrence.

Library Management System

Work is in progress in relation to the Portal to the Past database, with the archives database migration to Spydus complete.

Agile Enablement – St John’s Offices

The re-fit of the St John’s offices to support agile working and provide storage space for sports equipment neared completion. Some decorative work, delivery of IT kit and finalising storage arrangements were still outstanding at close of Q4. Updated risk assessments and fire safety arrangements are in place.

Transition back to the offices in Q1 22/23 will be supported by communications and support to ensure staff can use the technology and space effectively.

Communications / Marketing Activity

Gym & Fitness

Fitness campaigns promoted health and well-being, focussing on the new customer fitness programme which supports new members with a personal fitness programme. Campaigns generated 315 new members in January, 206 in February and 170 in March, all ahead of forecast. Marketing campaigns ran through the quarter to promote fitness classes, the 12 Week Fitness programme and customer stories on our social media which increased engagement. Improvements to the digital customer journey continued with the launch of online joining and Direct Debit set up for new fitness members on 14 March.

Theatre

Theatre recovery continued with an increasing number of performances through the quarter with live music, children’s and drama performances. Marketing focus has been on digital marketing and on growing the theatre customer database to increase the reach of customer communications. Theatre customer database up 6.6% since website launch in Nov 2021. The new website has improved the customer journey for theatre customers, increasing the number of online transactions and improving the results of our digital marketing and advertising.

Marketing campaigns were completed for sports and arts classes, including taster sessions for new customers, local history classes and the return of library activities. Successful event to promote the “*Learn to Swim*” programme with *Scottish Swimming* ambassadors Duncan Scott and Toni Shaw joining swimming lessons in Barrhead Foundry.

Unplanned Closures / Events

There were 3 unplanned closures, all in February and all relatively minor:

- 2 incidents linked to pool water imbalance in Eastwood Park.
- 1 incident of essential maintenance at Barrhead Foundry

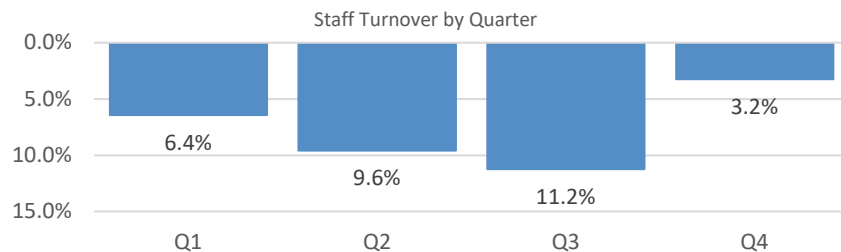
ERC SLA Services

Agenda Item 9 provides an overview of the Accountancy SLA Review which has now been concluded. The output of this work is aligned to the actions included within the Joint Action Plan created following the Solace in Business and Best Value Reviews.

Work is underway to review the ICT and PaTS SLAs.

People

Recruitment activity has remained buoyant during the last quarter, particularly within Venues and Sports Development which had increased activity in response to the higher turnover (although this has slowed from Q3) and continued staff absence due to Covid19 and other winter ailments.



The KPI for FTEs has been noted as red, due to the number of vacancies being carried and the impact this is having on the delivery of services.

Staff Engagement

In response to the Staff Engagement Survey, Senior Management have set up an Extended Leadership Team consisting of staff at “Team Leader” level as a means of improving communication, input and engagement across the organisation.

As a first activity members joined Senior Management in a briefing session delivered by *People Insight* on the findings from the Staff Engagement Survey.

Next steps will include:

- Access to survey response information.
- Workshop sessions to agree and develop follow-on actions.
- Develop communications in relation to the Engagement Survey, using the identity developed for the survey itself
- Establish a regular calendar of events for the Extended Leadership Team.

Training and Development

Four members of the Swimming Development Team were chosen to take part in Scottish Swimming’s “*Aquatic Developers Programme*”. This is a mentoring scheme whereby participants work with a Scottish Swimming mentor to gain deeper insights into the role of a swimming development professional. Participants are expected to pass learning on within the team. It is hoped that the learning gained will feed into the implementation of the new Lead Teacher posts under development and further improve the quality of the programme.

Capital Programmes

A verbal update of the capital programme will be provided at the meeting, including progress in relation to:

- Eastwood Leisure Centre and Eastwood Park Masterplan Working Group
- Neilston Joint Campus development
- Refurbishment of Duff Hall
- Maintenance works at Mearns Library

EAST RENFREWSHIRE COUNCILCABINET18 August 2022Report by Director of EnvironmentTHE EAST RENFREWSHIRE COUNCIL (A726 GLASGOW SOUTHERN ORBITAL,
NEWTON MEARNES) (40 & 50mph SPEED LIMIT) ORDER 2022**PURPOSE OF REPORT**

1. The purpose of this report is for Cabinet to approve the making and confirmation of the East Renfrewshire Council (A726 Glasgow Southern Orbital, Newton Mearns) (40 & 50mph Speed Limit) Order 2022 and delegate to the Director of Environment the implementation of the Order in accordance with the associated statutory procedures.

RECOMMENDATIONS

2. The Cabinet is asked to:
- a) Note the contents of this report and approve the making and confirmation of the East Renfrewshire Council (A726 Glasgow Southern Orbital, Newton Mearns) (40 & 50mph Speed Limit) Order 2022; and
 - b) Delegate to the Director of Environment the implementation of the Order in accordance with the associated statutory procedures.

BACKGROUND

3. To serve the Maidenhill development, a new Left in Left out (LiLo) junction from/to the eastbound carriageway of the A726 Glasgow Southern Orbital (GSO) has been constructed.

REPORT

4. Due to the relative close proximity of the LiLo junction in relation to the commencement of the eastbound A726 GSO it is proposed, in the interest of road safety, to reduce the speed limit on the eastbound carriageway of the A726 GSO in the vicinity of this new junction from the National Speed Limit (70mph) to 50mph. The 50mph speed limit would also apply on the deceleration (off slip)/ acceleration (on slip) lanes of the aforementioned LiLo junction.

5. Again in the interest of Road Safety and to avoid any confusion with regards to speed limits on the opposing carriageway of the A726 GSO, it is also proposed to introduce a similar reduction in the speed limit on the westbound carriageway of the A726 GSO.

6. Currently the existing signed 40mph limit on the westbound and eastbound carriageways of the A726 GSO and on the gyratory roundabout junction of the M77/ A726 (Junction 5) (and relevant slip roads) do not have a legal order associated with them. This order corrects this administrative inconsistency.

7. Full details of the proposed order are given within Appendix A.
8. A plan showing the extents of the proposed 40 & 50 mph speed limits are given within Appendix B.

FINANCE AND EFFICIENCY

9. There will be no financial implications with implementing the proposed Traffic Regulation Order as all infrastructure works associated with the new 40mph & 50mph speed limits will be undertaken and funded by the Developer involved with the construction of the new Left in Left out junction.

CONSULTATION

10. Consultation on the proposed reduction to the speed limit was carried out from 15 February 2022 until 11 March 2022 in compliance with "The Local Authorities' Traffic Orders (Procedure) Scotland Regulations 1999 (and subsequent amendments)".
11. At the termination of the statutory consultation period no objections were received regarding this proposed speed limit order. Police Scotland has also confirmed that they had no objections to the proposed Order.

PARTNERSHIP WORKING

12. The proposed Order involved partnership working between the Council and Police Scotland, Connect Roads, the developer Taylor Wimpey UK Limited.

IMPLICATIONS OF THE PROPOSALS

13. There will be no property, IT, equalities or sustainability implications arising from the proposals.

CONCLUSIONS

14. It is concluded that the Cabinet should proceed to make and confirm the East Renfrewshire Council (A726 Glasgow Southern Orbital, Newton Mearns) (40 & 50mph Speed Limit) Order 2022.

RECOMMENDATIONS

15. The Cabinet is asked to:
 - a) Note the contents of this report and approve the making and confirmation of the East Renfrewshire Council (A726 Glasgow Southern Orbital, Newton Mearns) (40 & 50mph Speed Limit) Order 2022; and
 - b) Delegate to the Director of Environment the implementation of the Order in accordance with the associated statutory procedures.

Director of Environment

For further information contact: David Little (Senior Roads Development Officer)
david.little@eastrenfrewshire.gov.uk

Convener contact details

Councillor Owen O'Donnell
(Leader of the Council)

Office: 0141 577 3107
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August 2022

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The East Renfrewshire Council

(A726 Glasgow Southern Orbital, Newton Mearns) (40 & 50mph Speed Limit)

Order 202?

The East Renfrewshire Council, in exercise of the powers conferred on them by Section 84 of the Road Traffic Regulations Act 1984 (“the Act”) and of all other enabling powers, and after consultation with the Chief Constable of Police Scotland in accordance with Part III of Schedule 9 to the Act, hereby make the following Order.

1. This Order may be cited as The East Renfrewshire Council (A726 Glasgow Southern Orbital, Newton Mearns) (40 & 50mph Speed Limit) Order 202? and shall come into operation on “DATE TO BE INSERTED”
2. In this Order the following expressions have the meanings hereby assigned to them:-

“Motor vehicle” unless the context otherwise requires, means a mechanically propelled vehicle intended or adapted for use on roads.
3. No person shall drive or cause or permit to be driven any motor vehicle at a speed exceeding 40mph on the length of road specified in Schedule 1 to this Order.
4. No person shall drive or cause or permit to be driven any motor vehicle at a speed exceeding 50mph on the length of road specified in Schedule 2 to this Order.
5. This Order shall have effect subject to the following variations of existing orders: the provisions of any existing orders whether made or having effect as if made under the Road Traffic Regulation Act 1984, as amended, or under any other enactment are hereby varied to the extent that the provisions are inconsistent with this Order.

Sealed with the Common Seal of the East Renfrewshire Council and subscribed for them on their behalf by ***** Chief Officer – Legal & Procurement and duly authorised signatory together at Giffnock on the DATE TO BE INSERTED

SCHEDULE 1

40mph SPEED LIMIT

- A. Eastbound carriageway of the A726 Glasgow Southern Orbital from its junction with the gyratory carriageway of the M77/ A726 roundabout junction (Junction 5) in a generally eastward direction for a distance of 20m or thereby.
- B. Westbound carriageway of the A726 Glasgow Southern Orbital from a point 150m or thereby generally east of its junction with the gyratory carriageway of the M77/ A726 roundabout junction (Junction 5) to its junction with the aforementioned gyratory carriageway.
- C. The gyratory carriageway of the M77/ A726 roundabout junction (Junction 5), a length of 340m or thereby
- D. The link road between the junction of the A77 (existing 40mph limit) and the gyratory carriageway of the M77/ A726 roundabout junction (Junction 5), a length of 37m or thereby
- E. The southbound M77 off ramp to the M77/ A726 roundabout junction (Junction 5) from a point 25m or thereby generally south of its junction with the gyratory carriageway of the M77 roundabout junction (Junction 5) to its junction with the aforementioned gyratory carriageway.
- F. The northbound M77 off ramp to the M77/ A726 roundabout junction (Junction 5) from a point 25m or thereby generally north of its junction with the gyratory carriageway of the M77 roundabout junction (Junction 5) to its junction with the aforementioned gyratory carriageway.

SCHEDULE 2

50mph SPEED LIMIT

- A) Eastbound carriageway of the A726 Glasgow Southern Orbital from a point 20m or thereby generally east of its junction with the gyratory carriageway of the M77/ A726 roundabout junction (Junction 5) in a generally north-easterly direction for a distance of 805m or thereby.
- B) Westbound carriageway of the A726 Glasgow Southern Orbital from a point 825m or thereby generally northeast of its junction with the gyratory carriageway of the M77/ A726 roundabout junction (Junction 5) to a point 150m or thereby generally east of the aforementioned gyratory carriageway, a distance of 675m or thereby
- C) The length of the eastbound deceleration lane from the A726 GSO and the left in slip road of the junction leading to the unnamed connector road linking to the roundabout junction with Maidenhill Grove, Maidenhill from

a point 355m or thereby on the eastbound carriageway of the A726 GSO, generally northeast of its junction with the gyratory carriageway of the M77/ A726 roundabout junction (Junction 5)

to

a point 102m or thereby on the unnamed connector road point generally southeast of its roundabout junction with Maidenhill Grove (Core Spine Loop Road)

- D) The length of the left out slip road and the eastbound acceleration lane to the A726 GSO of the junction leading from the unnamed connector road linking from the roundabout junction with Maidenhill Grove, Maidenhill from

a point 102m or thereby on the unnamed connector road generally southeast of its roundabout junction with Maidenhill Grove (Core Spine Loop Road)

to

a point 825m or thereby on the eastbound carriageway of the A726 GSO, generally northeast of its junction with the gyratory carriageway of the M77/ A726 roundabout junction (Junction 5)

The East Renfrewshire Council

(A726 Glasgow Southern Orbital, Newton Mearns) (40 & 50mph Speed Limit)

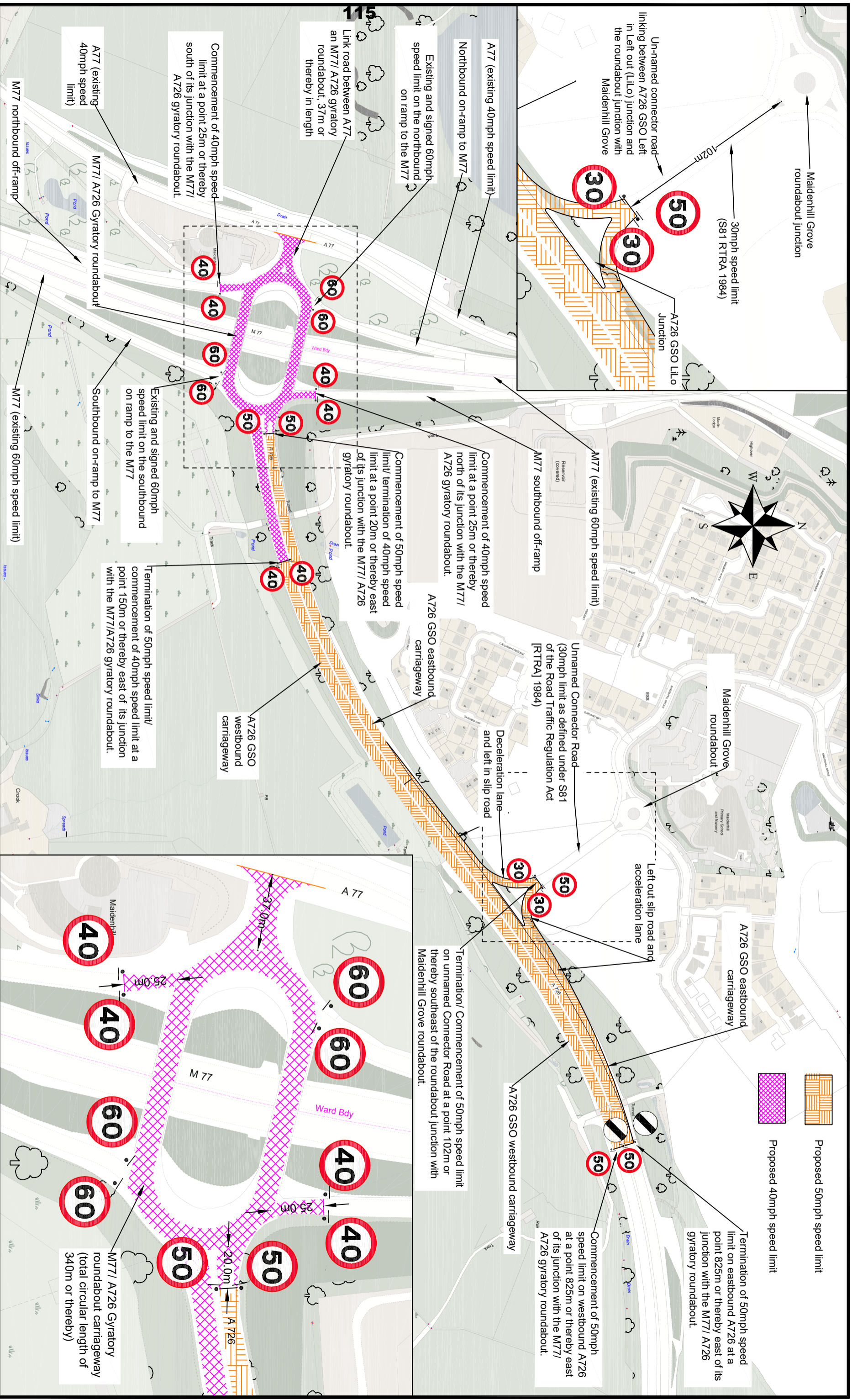
Order 202?

STATEMENT OF REASON

As a consequence of the construction of a new Left in Left out (LiLo) junction from the eastbound carriageway of the A726 Glasgow Southern Orbital (GSO) towards Maidenhill it is considered necessary in the interest of Road Safety to introduce a 50mph speed limit on the eastbound carriageway of the A726 GSO in the vicinity of this new junction.

To be consistent and to avoid any confusion between drivers on opposing carriageways, is also considered appropriate to introduce a similar 50mph speed limit on the westbound carriageway of the A726 GSO, again on the interest of Road Safety.

To correct authorisation issues with the existing signed 40mph of the westbound and eastbound carriageways of the A726 GSO and on the gyratory roundabout junction of M77/ A726 (Junction 5), the opportunity is also taken to promote a 40mph speed limit order over relevant lengths of the aforementioned roads.



Drawing Info.
 All distances shown are suffixed by the term "or thereby"

Rev A - Roundabout viewpoint added; A77 link road to roundabout distance amended; minor reference amended.
 Rev B - Maidenhill connector road viewpoint added (24/01/22)

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East Renfrewshire Council - Environment Department
 Roads & Transportation Service - 2 Spensbridge Way, Thornliebank, G46 8NG

Drawing Title
 A726 Glasgow Southern Orbital & Left In left out (LLO) junction to/ from Maidenhill
 Proposed 40mph and 50mph Speed Limit Traffic Regulation Order
 Reference Plan

DWG No.	A726/40-50/TRO/RP1	Dwn By	DAL	Checked By		Scale	NTS
Revision	B	File Ref.	CC/16/EN/003	Date	06/11/21		

East Renfrewshire COUNCIL

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EAST RENFREWSHIRE COUNCILCABINET18 August 2022Report by Director of EnvironmentADOPTION OF SCOTS NATIONAL ROADS DEVELOPMENT GUIDE AND LOCAL
AUTHORITY VARIATIONS**PURPOSE OF REPORT**

1. The purpose of this report is to seek Cabinet approval and adoption of the SCOTS National Roads Development Guide (SCOTS, 2017) and the East Renfrewshire Local Authority variation which is the Good Practice Guide for Residential Development Roads (East Renfrewshire Council, 2022).

RECOMMENDATIONS

2. It is recommended that the Cabinet approve:
- a) the adoption of the National Roads Development Guide (SCOTS, 2017); and
 - b) the adoption of the East Renfrewshire's Good Practice Guide for Residential Development Roads (East Renfrewshire Council, 2022).

BACKGROUND

3. The National Roads Development Guide (NRDG) has been produced by the Society for Chief Officers of Transport in Scotland (SCOTS), supported by Transport Scotland and Scottish Government Planning and Architecture Division.

4. The main purposes of the NRDG is to
- support the Scottish Government Policy "Designing Streets" and expand on its principles to clarify the circumstances in which it can be used. This National guide is considered the technical enabler to that policy document;
 - provide guidance on how developers can obtain a Road Construction Consent;
 - provide a consistent, accessible and relevant source of information that links related detailed and complex infrastructure requirements in one place;
 - advocate a re-designation of road hierarchy to user hierarchy;
 - accommodate Local Authority variances (as detailed within our Good Practice Guide for Residential Development Roads), such as parking standards or road details. These local departures are intended to be easily identified and accessed and as such form a section appended to this baseline document;
 - encourage high-quality environments that place a focus on people and enable developments to be designed on an individual methodology rather than following standard and rigid specifications where possible;

5. An electronic copy of this SCOTS National Roads Development Guide can be found [here](#) or attached as Appendix 1.
6. In line with NRDG, East Renfrewshire Council Roads Service have developed the document “Good Practice Guide for Residential Development Roads”.

REPORT

7. The Good Practice Guide provides local context and variances specifically focusing on road infrastructure associated with new residential developments.
8. It has been prepared to provide guidance, and where appropriate, set out a minimum requirement which should be used for the design of new roads, footways, footpaths, service strips and driveways, and in the alteration of existing road layouts.
9. It provides developers and designers with a clear and consistent understanding of East Renfrewshire Council Roads Service’s requirements. It includes all necessary guidance to ensure the development is acceptable for planning permission, Road Construction Consents and, where appropriate, adoption by East Renfrewshire Council as Roads Authority.
10. It is anticipated that one of the main benefits arising from the document will be to minimise abortive work in the design of a residential development. Early consultation with the Roads Service is encourage and the Good Practice Guide for Residential Development Roads provides a comprehensive check list of the detailed information expected to be submitted at the planning stage and the subsequent Road Construction Consent application.
11. It is proposed that this document is adopted and published as a council document. An electronic copy of this document can be found [here](#) or attached as Appendix 2.

FINANCE AND EFFICIENCY

12. There are no financial implications to adoption of the NRDG or the Good Practice Guide for Residential Development Roads.
13. The Good Practice Guide for Residential Development Roads will provide more efficiency in processing planning applications and Road Construction Consents. It is anticipated that there will be a reduction of applications submitted which lack the relevant detail and also less iterations between the Road Development Officers and Developers to ensure the proposals met the minimum standards for road construction.

CONSULTATION AND PARTNERSHIP WORKING

14. The preparation of the proposed Good Practice Guide for Residential Development Roads involved partnership working and consultation between various services within the Environment Department.

IMPLICATIONS OF THE PROPOSALS

15. There are no property, IT, equalities or sustainability implications arising from the proposals.

CONCLUSIONS

16. In conclusion the key points are:

- The NRGD is a key document for developers as it provides guidance on how to obtain a Road Construction Consent. It is the technical enabler of Designing Streets: A Policy for Scotland (Scottish Government, 2010)
- The Good Practice Guide for Residential Development Roads has been produced by the Roads & Transportation Service and outlines our local variations to the NRGD which will assist applicants/developers in obtaining relevant roads consents.

RECOMMENDATIONS

17. It is recommended that the Cabinet approve:

- a) the adoption of the National Roads Development Guide (SCOTS, 2017); and
- b) the adoption of the East Renfrewshire's Good Practice Guide for Residential Development Roads (East Renfrewshire Council, 2022).

Director of Environment

For further information contact: David Little (Senior Roads Development Officer)
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Convener contact details

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August 2022

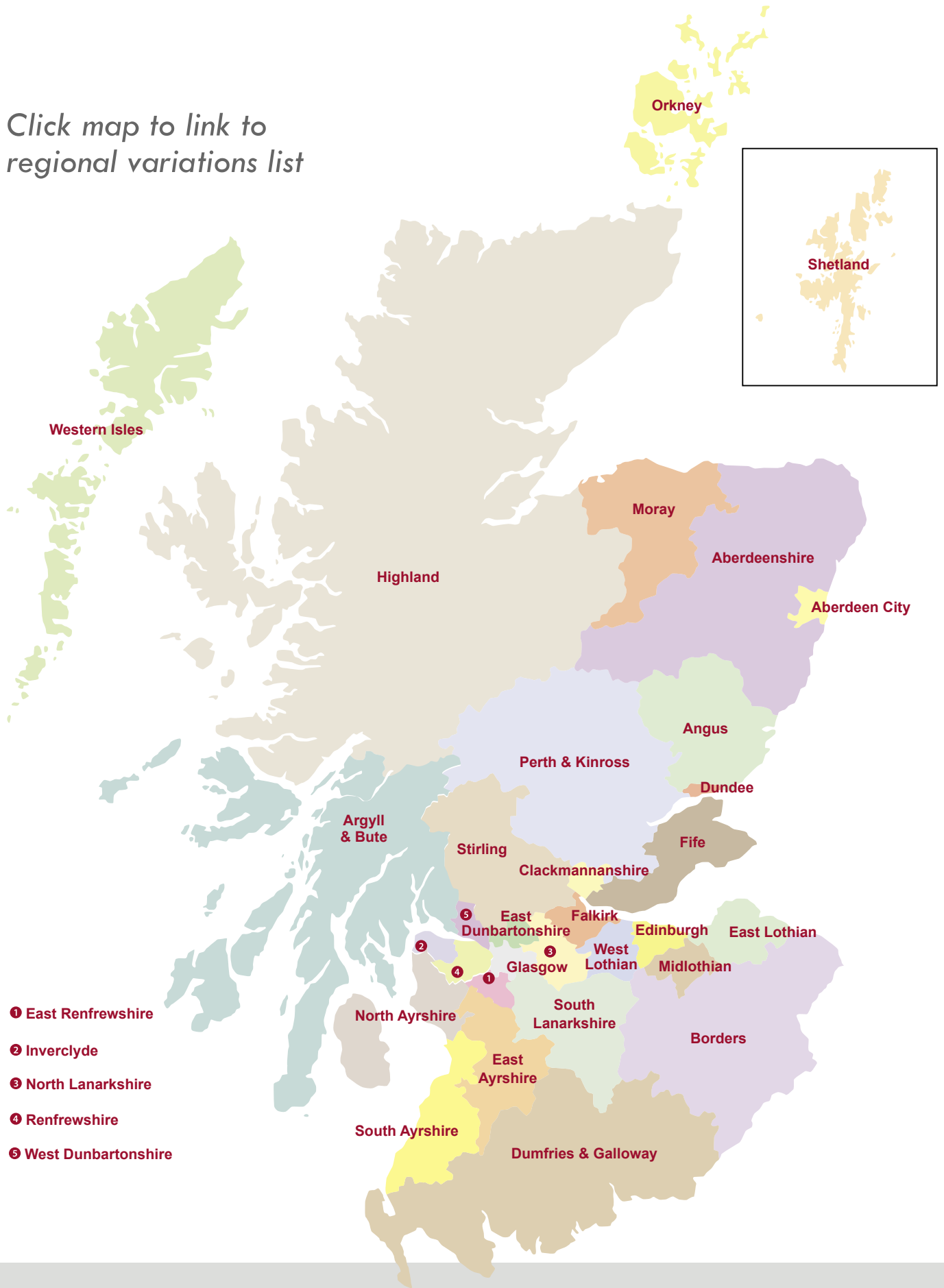
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NATIONAL ROADS DEVELOPMENT GUIDE



Click map to link to regional variations list



- 1 East Renfrewshire
- 2 Inverclyde
- 3 North Lanarkshire
- 4 Renfrewshire
- 5 West Dunbartonshire

SCOTS National Roads Development Guide Project Steering Group

John Thomson
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How to use this guide



Throughout the guide, this icon will link you to further information.



Found at the foot of the pages throughout the guide, this icon will enable you to email any comments or amendments. Please ensure you include the relevant page number.



Click map to see regional variations

This illustration, shown at the foot of the pages, will take you directly to a page where you can access each local authority's variations.

SCOTS have made every effort to obtain permission for the photographs and illustrations contained within this document, however we apologise for any omissions.

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Part 1

ROADS DEVELOPMENT GUIDE





INTRODUCTION

Part 1 - Introduction

Click on the titles to go to that section

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Introduction

This National Roads Development Guide has been produced by the Society for Chief Officers of Transport in Scotland, supported by Transport Scotland and Scottish Government Planning and Architecture Division.

This document supports **Designing Streets**  and expands on its principles to clarify the circumstances in which it can be used.

1.1 Purpose

The purpose of this document is to:

- ◊ *provide guidance on how to obtain a Road Construction Consent;*
- ◊ *provide a consistent, accessible and relevant source of information that links related detailed and complex infrastructure requirements in one place;*
- ◊ *support the Scottish Government Policy **Designing Streets**  and expand this to address the interface with other roads. This national guide is considered the technical enabler to that policy document.*
- ◊ *advocate a re-designation of road hierarchy to **user hierarchy**;*
- ◊ *support the principles of adopting a multi-disciplinary approach and early engagement to achieve a balanced outcome based on a **user function**;*
- ◊ *accommodate Local Authority variances, such as parking standards or road details. These local departures are intended to be easily identified and accessed and as such form a section appended to this baseline document;*
- ◊ *advocate the creation of a review board and update procedure so that changes to legislation, best practice, codes of practice, guides and other such documents can be regularly included such that the guide is maintained efficiently and will provide a positive long-term legacy;*
- ◊ *encourage high-quality environments that place a focus on people and enable developments to be designed on an individual methodology rather than following standard and rigid specifications where possible;*
- ◊ *support a more holistic, integrated approach to the planning and approvals process with early discussions between all parties actively encouraged.*

1.2 Status and Use

Evidence provided by Transport Research Laboratory (TRL) and TMS Consultancy has updated geometric guidelines for low traffic residential streets including changes to junction spacing, visibility splays and forward visibility. This evidence has a major impact on roads design and is fundamental to altering previously accepted standards with the intention of slowing traffic speeds of compliant drivers

This evidence is adopted in [Designing Streets](#) which provides policy that should be followed in designing and approving all streets. Whilst its technical advice is aimed particularly at residential and lightly trafficked streets, many of the key principles are also applicable to other types of street, for example rural, arterial routes and high streets. As such, this National Roads Development Guide adopts the above evidence led conclusions reached for residential streets and develops this for use on all prospectively adoptable roads.

Note: for the purposes of clarity all streets are deemed to be roads under the [Roads \(Scotland\) Act 1984](#).

The design standard for trunk roads and motorways in England, Scotland, Wales and Northern Ireland ([Design Manual for Road and Bridgeworks \(DMRB\)](#)).

The National Roads Development Guide provides advice and does not set out any new policy or legal requirements.

1.3 Principles and Scope of Documents

[Designing Streets](#) was launched by the Scottish Government to support the placemaking agenda. It raises the importance of street design issues from that of guidance and advice to policy.

It considers that roads within certain environs cater for more important functions than just the movement of people and traffic. To emphasise the different nature of this road type they should be considered as streets. [Designing Streets](#) emphasises that well-designed and well-connected streets are crucial components in sustainable placemaking and sits alongside the 2001 policy document [Designing Places](#), which sets out the role of the planning system in delivering good design and [Scottish Planning Policy \(SPP\)](#).

A locally appropriate balance should be struck between the needs of different user groups. Traffic capacity will not always be the primary consideration in designing individual roads and road layout. However, it is recognised many journeys will still require to be made via vehicular traffic (including buses). As the movement of goods and services is paramount to sustaining and growing a successful national economy, the consideration of movement also remains vital on strategic and rural Scottish routes.

An inclusive environment that recognises the needs of people of all ages and abilities must recognise the importance of way-finding and legibility, especially with regards to the sensory and cognitive perceptions of children, older people and disabled people.

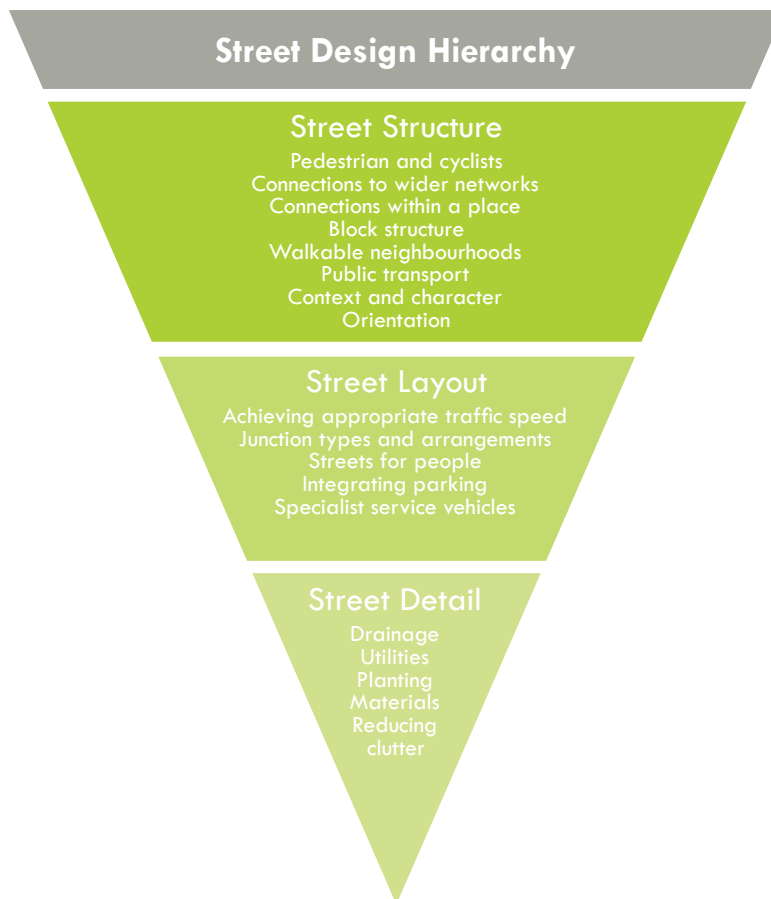
This Guide follows the same principles introduced in [Designing Streets](#) with a change in policy to move away from a standards-based approach to one where designers, planners and roads engineers collaborate to develop a design-led solution.

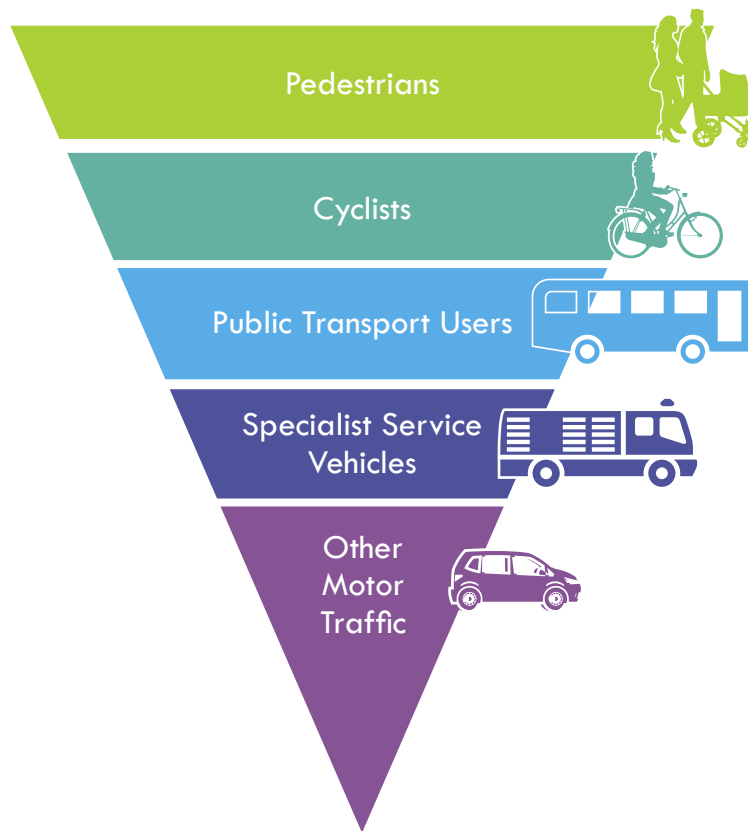
The key to a successful design is ensuring that the correct balance between place and movement is struck.

Designing Streets [🔗](#) contains five policies:

- 📍 *Street design guidance, as set out in **Designing Streets** [🔗](#) can be a material consideration in determining planning applications and appeals.*
- 📍 *Street design should run planning permission and Road Construction Consent (RCC) processes in parallel.*
- 📍 *Street design should be based on balanced decision-making and must adopt a multidisciplinary collaborative approach.*
- 📍 *Street design must consider place before movement.*
- 📍 *Street design should meet the six qualities of successful places, as set out in **Designing Places** [🔗](#).*

They confirm the fundamental principle that place should be considered before movement, and are supported by 18 key considerations which are outlined in the **Designing Streets** [🔗](#) document and supported by guidance within it.





Both documents apply a user hierarchy to the design process with pedestrians at the top. This means considering the needs of pedestrians first when considering the design of any road layout.

Many roads, in both urban and rural locations, require a 'non-standard' approach in response to context and this can be achieved by working as a multidisciplinary team and by looking at and researching other similar places that work well.

In urban areas, it is important to recognise the importance of the community function of streets as spaces for social interaction, and they should integrate communities not segregate them. Consequently, the user hierarchy should be followed and users at the top of the hierarchy should be supported in detailed designs.

Layouts should be designed to restrict vehicle speeds to below 20 mph where there is a high level of place but layouts should create networks which provide permeability and connectivity to main destinations and a choice of routes.


It is intended to move away from hierarchies of standard road types based on traffic flows and/or the number of buildings served and instead design roads which fit the context of the location.

Innovation with a flexible design approach is encouraged as is the use of locally distinctive, durable and maintainable materials.

1.4 The Benefits of Better Streets

It is important to take into account multiple objectives when developing transport strategies and schemes, and not simply congestion reduction. These other priorities include economic regeneration, climate change, casualty reduction, reducing air and noise pollution, minimising the impact of transport on the natural environment, heritage and landscaping, and encouraging more sustainable and healthy patterns of travel behaviour.


Making appropriate provision for road-based public transport, cycling and walking can help to encourage modal shift from the private car, and so contribute to the sustainability and health agendas. Enhancing street environments through a high-quality public realm incorporating local materials and historic street features, removal of clutter and pedestrian barriers, use of shared space where appropriate and enhanced street lighting can help to stimulate local economic activity, reduce street crime and encourage a sense of local community; this in turn encourages more local, shorter distance travel on foot or by cycle.

It is important to include green spaces within these living spaces. Trees are one of the most visible elements of green spaces as their use is considered in more detail in Scottish Government's [Green Infrastructure: Design and Placemaking](#) .

This evidence together with the Scottish Government's commitment that placemaking should be encouraged at every opportunity when development is put forward for planning decisions, requires a completely new approach to road design where new developments or re-development of an area is contemplated. A wide range of other considerations may apply, such as but not limited to: sustainable urban drainage systems (SUDS), waste management, parking, understanding of secure environments, a desire to deliver modal shift from cars to walking and cycling and encourage the use of public transport.

At the outset of design it is necessary to consider the requirements of the wider context of the environment, existing and proposed infrastructure, user needs and related transportation issues. Depending on the development scale this is best demonstrated through the use of flexible masterplanning or for minor developments, a design and access statement.


1.5 Types of Roads and Streets

[Designing Streets](#)  advocates that the former road hierarchy formerly used in previous local authority design guidance be removed to permit a more non-standards basis for street design. Within its section on Street Structure, it contains guidance on how to form networks of streets that are permeable (page 19); responsive to context (page 22); punctuated by squares and public spaces (page 25); and, accommodating of different street character types (page 29).

However, there are a range of minimum design standards required to guide the safe and efficient passage for various types of street users. **A street layout that fails to recognise the street character types and frequency of its users is also likely to fail with regard to the wider structure of the street network.** Any street whilst considering place before movement must balance all associated functions and considerations to deliver a sustainable and adaptable outcome. Much of this is expected to be addressed and demonstrated through a Quality Audit.

Streets that serve a limited number of residential properties are very much a place function and as such can be innovative in that regard. However, they are likely to differ from streets that connect to other areas and as such it is reasonable to assume connecting streets serve a greater movement function. As the connecting function of streets increases towards a main road or primary street they will inevitably carry greater traffic loads over their design life and will require a more robust pavement design as well as the capacity within the road boundary to adapt over time. Consequently it is essential that such streets are not designed on a space limiting basis.

1.5.1 Road Types

In considering the road infrastructure for new developments, **Designing Streets**  can be useful to identify different types of street generally under the following headings:


Primary

- (a) **strategic roads** - provide for major traffic movement between centres of population and economic activity on a national and regional level.
- (b) **main roads or primary streets** - within urban boundaries these link traffic from strategic roads to residential streets or industrial roads. They include 'arterial' through routes and mixed-use, multi-functional 'high streets' (at least in part along their length), providing access to properties as well as other amenities. Likely to be public transport routes they require a careful balance of place and movement when improving or connecting into with new development.

Secondary

- (c) **residential streets** - provide access to properties and through routes within a residential area. As secondary connectors they are much less likely to be public transport routes.

Tertiary

- (d) **residential and service lanes** - solely access to properties within a residential area. These tertiary streets could be mews, vennels, or courtyards.
- (e) **industrial roads** - link multi-functional industrial/commercial premises and associated parking and service areas to main or strategic roads. When within urban boundaries some elements of **Designing Streets**  may be applied, dependent on context and an assessment of future adaptability, but the balance is towards vehicle movement.

Other routes, not for motor vehicles:

- (a) **footways** - a pedestrian route that adjoins a carriageway
- (b) **footpaths** - a pedestrian route not adjoining a carriageway
- (c) **cycleways** - a cyclist route that adjoins a carriageway
- (d) **cycle track** - a cyclist route not adjoining a carriageway
- (e) **shared surfaces** - low trafficked single level street that serves a range of user types, normally limited to residential streets where traffic speeds do not exceed 10 mph.

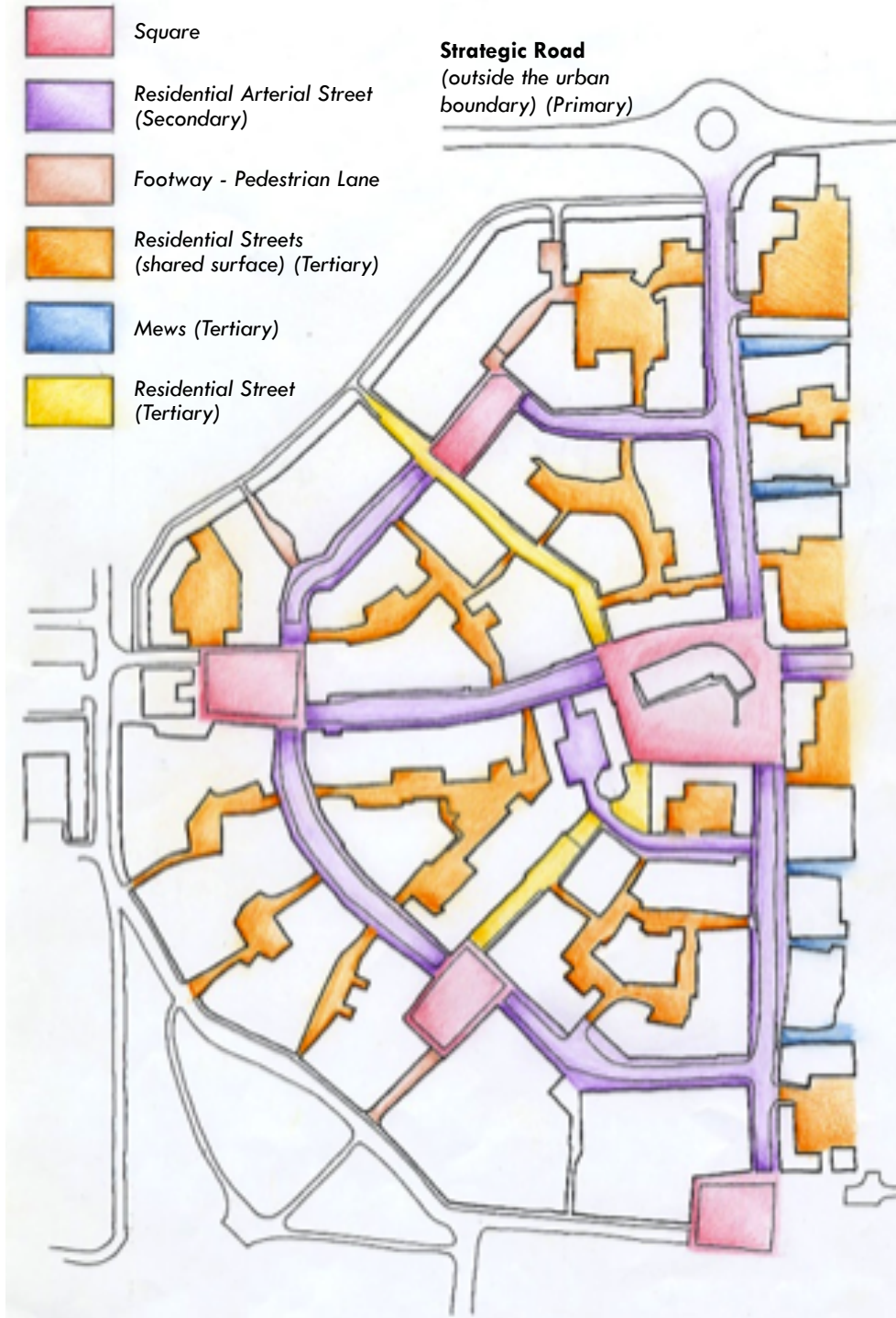


Figure 1

The colouring process illustrated here can be a useful tool in defining streets appropriate for Defining Streets as part of an analysis of function of submitted development proposals, ie [Designing Streets](#) page 21 B-Plans.



1.6 Road Network and Context

To assist designers with the place/movement graph in *Designing Streets* and addressing situations beyond the residential and low trafficked areas that *Designing Streets* predominantly addresses, the graph and illustrations are expanded to reflect all areas and types of roads with an additional indicator of possible appropriate traffic speeds

The plan (shown right) within *Designing Streets* indicating the relationship between *Designing Streets* to DMRB is expanded to assist with identifying arterial and rural roads which may not comply with either standard easily.

The graph on page 9 of *Designing Streets* provides a 'Place and Movement Matrix' diagram.

Place: *Place status denotes the significance of a street, junction or part of a street and therefore consideration of **place** is considered critical in the design of good transport networks.*

Movement: *Movement is activity and can be expressed in terms of traffic volume and strategic importance of the street, or section of that street, it also considers other street users such as pedestrians and cyclists.*

To understand the balance between place and movement, the relative importance of the two aspects need to be defined. Some streets will have a high movement status but a low place status, such as strategic or main urban roads. Others will have a low movement status but high place status such as residential streets. In between will be streets such as shopping streets, which are likely to have both high movement and place status.

DMRB only applies directly to trunk roads, but the standard has been adopted on higher speed Local Authority roads where there may be more latitude to depart from these standards at the discretion of the roads authority.

Designers do refer to DMRB and the related *Specification for Highway Works (SHW)* for detailed technical guidance or specification on specific aspects, for example on strategic inter-urban non-trunk roads, but it is recommended that the key principles of *Designing Streets* are applied consistently in a way that respects local context.

Examining the relationship between 'Place and Movement' in a different context it can be seen that there is a relationship between the place and movement matrix and the expected traffic speed.

Figure 2 *Designing Streets policy and guidance should be applied within all urban and rural boundaries*

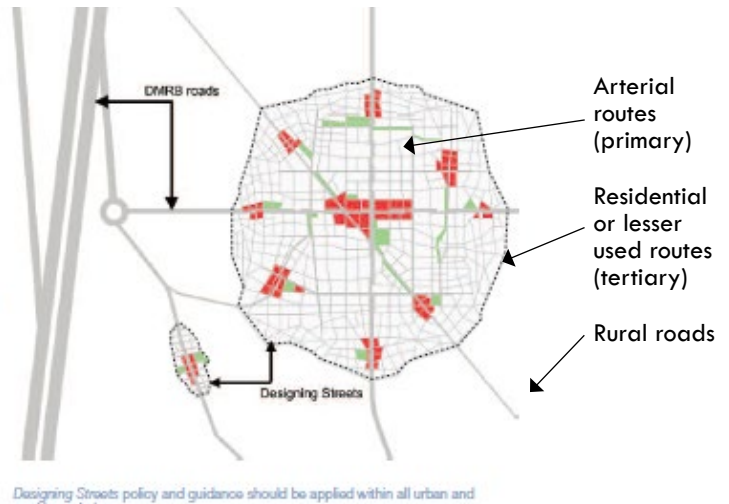
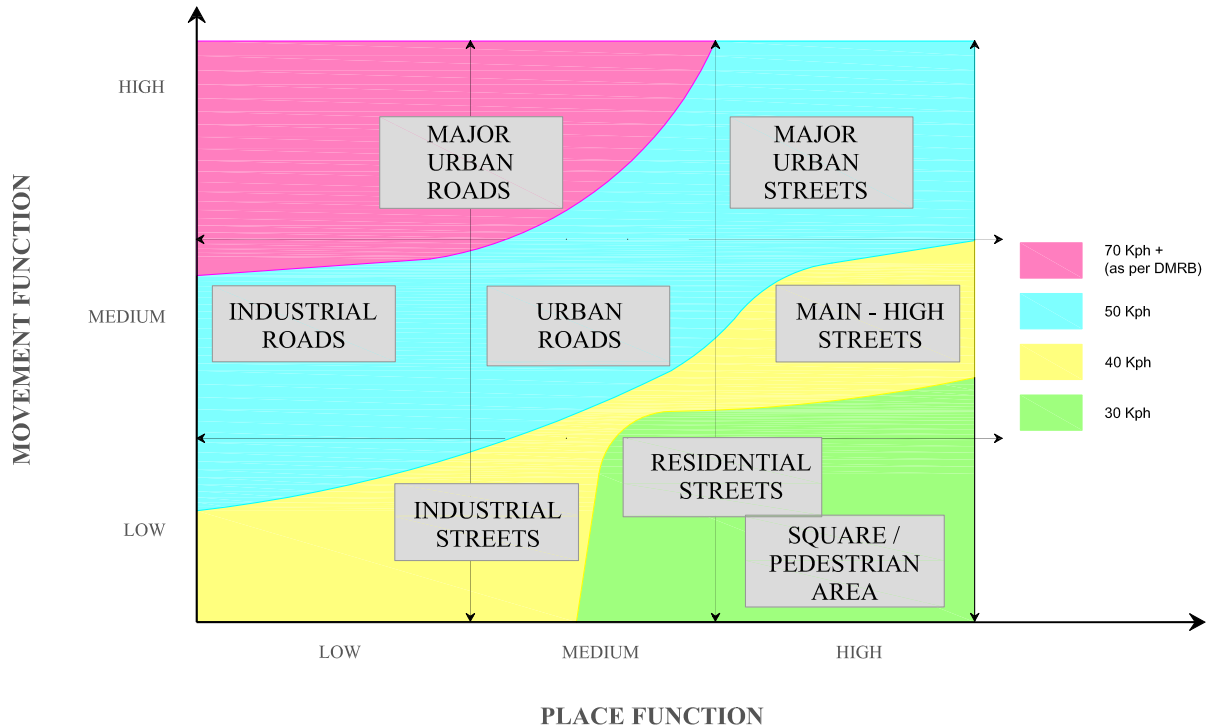


Figure 3





It is clear from this graph that adopting speed may be one way forward to identify where **Designing Streets** [🔗](#) can be utilised. However, there are still many other principles which affect the design and any new design has to take account of local context and even identify where some aspects of *Designing Streets* may be less relevant.

Much of the research utilised in the preparation of **Designing Streets** [🔗](#) is based on the stopping sight distance (SSD) at locations with traffic speeds of less than 40 mph. Similarly, in rural areas many parts of the road network are subject to the national speed limit but have traffic speeds significantly below 60 mph. Generally, in these situations where speeds are lower than 40 mph, evidenced by examination of the 85th percentile, the parameters used in **Designing Streets** [🔗](#) are appropriate.

Town Centres, Commercial/Business areas and Residential areas should be the most walkable part of the network; they should accommodate public transport services, cycle routes and cycle parking, while remaining accessible by service vehicles and private car. Therefore, it is expected that *Designing Streets* applies.

Strategic and arterial routes form essential parts of the wider road network acting as key links between towns, cities and local centres. They can also be part of the core network for the town or city where it is not easy or appropriate to remove or redirect traffic, including HGVs and buses. The level of activity along these links varies depending on location.

Along some sections of arterial routes the movement function will be most important; arterial routes are key to the functioning and economy of urban areas. Strategic and arterial routes within urban areas may have higher speed limits, in these limited cases it may be appropriate that **DMRB**  balance with **Designing Streets**  principles can be adopted for a range of reasons.

Road networks interlace and connect residential, commercial, urban and suburban areas of cities, towns and villages. They fulfil many functions along their routes catering for many types of journey by different modes. Their interrelated nature means that changes to one part of the network can have implications for adjacent routes and therefore must be understood and taken into account when designing and implementing road improvements.

Major routes in the road network are most commonly classified by the volume of traffic they carry and have been known as Principal Routes or Distributor Roads. In the past these standard classifications have remained constant for the whole route. However, by failing to take account of the changing context along the route this classification system limits understanding of how improvements or maintenance should reflect the wider functions such routes serve.

It is also recognised that the local context of place and movement can vary not only from road to road but also along the length of a road as detailed in images below.



Residential

Urban Road

Shopping Area

Strategic Road

This Figure shows that the Movement function remains largely the same along the route, but the Place function varies according to the changing importance of place within the road length; the predominant type of land use and the level of pedestrian activity. As the Place function becomes more important, the relative weight given to the Movement function will be reduced when deciding on priorities and an appropriate design.

Direct frontage access is common in all urban areas, including where 40 mph speed limits apply, without evidence to suggest that this practice is unsafe. This is confirmed in [TD41/953](#) (Annex 2 paragraph A2.10) which states that “*in the urban situation there is no direct relationship between access provision and collision occurrence*”. However, this is not true of rural roads ([TD41/953](#) A2.5) where the research identified a “*statistically significant relationship for collisions on rural single carriageways with traffic flow, link length and farm accesses. On rural dual carriageways, the significant relationship extended to lay-bys, residential accesses and other types of access including petrol filling stations*”. Consequently the level of access to the road network is a factor in deciding the appropriate balance of [Designing Streets](#) for busier routes.

A more formal approach to the determination of status level is given to the Place and Movement methodology in the following Table 1. This provides some definitions for different levels of Movement and Place, resulting in a ‘matrix’ defining where it is appropriate to use Design Streets, [DMRB](#) and other variations.

Table 1 identifies where there are significant levels of pedestrian activity associated with the movement of people along the road and this is related to the demand for pedestrians to cross the street. Where there are also high levels of kerbside activity generated by parking, loading and public transport, it would be appropriate to consider that the high level for pedestrian crossings should be utilised.

Four categories are included in the table and definitions of each are detailed below:

- (a) **DS:** *The principles of [Designing Streets](#) should be applied.*
- (b) **DS BM:** *This location is predominantly Place dominated and the general principles of [Designing Streets](#) should be applied. However, there is also a higher level of traffic on these roads and this should be reflected in the design. The design should therefore be pedestrian dominated but the design elements such as road width, visibility, alignment should be less stringent such that vehicles are allowed to travel more freely at a slightly higher speed.*
- (c) **DMRB BP:** *This location is predominantly Movement dominated and the general principles of [DMRB](#) should be applied. However, there is a higher pedestrian movement at these locations and this should be reflected in the design. The design should therefore allow the free flow of traffic such that drivers realise the change in nature of the road and drive in a more considerate manner.*
- (d) **DMRB:** *The principles of [DMRB](#) should be applied. Strict adherence to [DMRB](#) is required on trunk roads but departures can be granted on application to Transport Scotland. Local Authority Roads may not require such strict adherence to the design parameters.*


Table 1

Movement	Traffic Flows	High	Low	DMRB	DMRB	DMRB	DMRB	DS	DS
			High	DMRB	DMRB	DMRB	DS	DS	DS
			Low	DMRB	DMRB	DS	DS	DS	DS
		Medium	High	DMRB	DS	DS	DS	DS	DS
			High	DMRB	DS	DS	DS	DS	DS
			Low	DS	DS	DS	DS	DS	DS
	Low	High	DS	DS	DS	DS	DS	DS	
		High	DS	DS	DS	DS	DS	DS	
		Low	DS	DS	DS	DS	DS	DS	
				Pedestrians Crossing					
				Low	High	Low	High	Low	High
				Pedestrians Activity					
			Low	Medium	High				
			Place						

Indications of 'Place' can also be given by other uses for example where there are high levels of kerbside activity generated by parking, loading and public transport, it would be appropriate to consider a higher level of 'Place'

The Movement function is defined by a combination of the level of traffic flow and the number of accesses on a particular section of road. It is not intended to define levels of traffic flows as the interpretation will vary depending upon the location within Scotland and where the road serves.

The characterisation of junction spacing within 'Movement' will also be location specific where urban situations will have a higher number of junctions than rural area. The decision whether the number of junctions is high or low should therefore be related to the typical number of junctions for that particular area.

An indication of the status of 'Movement' can also be gained from the actual speed of traffic for existing roads and the proposed traffic speeds for new developments. Where speeds are lower, **Designing Streets**  parameters are recommended. Where there may be some doubt as to which guidance to adopt, actual speed measurements could be undertaken to help recommend a starting point for any design.

This approach demonstrates that the key **Designing Streets**  principles can be applied widely to improve the quality of roads and their application is not necessarily limited to low speed or lightly trafficked routes.

1.7 A Staged Process

The process to be followed is highlighted in the following table that indicates the conjoined approach for both planning and roads construction consent.

Design is a multi-stage process with each stage considering the design hierarchy of [Designing Streets](#): Structure, Layout and Detail.

Early processes define the parameters of the design which must consider the area and scope of the development, uses and trip generation within the defined user hierarchy.

Then how the development links into the wider area has to be considered. This must consider where all the various hierarchical users link into the existing network, considering pedestrians, cyclists, public transport and vehicles. Environmental issues need to be fully understood so that a drainage and green space strategy is efficiently accommodated and all considered for inclusion within the Quality Audit.

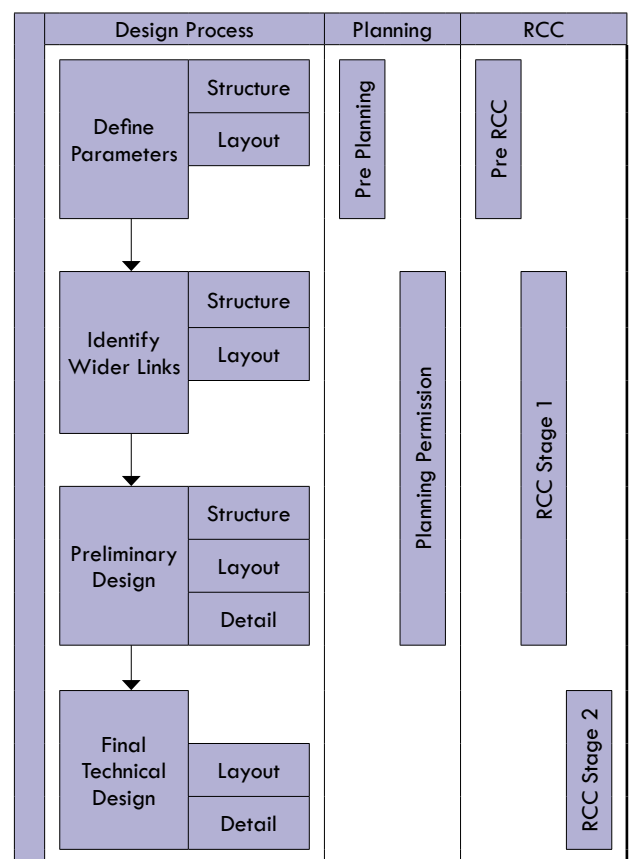
Having established the parameters of the development and how it links into the wider area, it is then necessary to undertake a preliminary design. This will consider all aspects of the design at a level that is suitable for submission for planning permission and Stage 1 roads construction consent. This part of the design process will require consultation with planning and roads officials and is likely to be an iterative process until sufficient detail is provided to meet the necessary requirements of both planning and roads authorities.


The penultimate stage allows all elements in the design to be checked for functionality. Some of these technical checks could be conditioned through the planning process. Detailed alterations may still be permissible within the Stage 2 Roads Construction Consent although the first stage should have established enough certainty so that any changes to street design would not require a material change to planning consents.

Following from the checks on functionality, the final design can be completed within the constraints of the planning consent and will allow roads construction consent Stage 2 to be submitted.

This process has been developed to allow the designer to apply for planning permission and Roads Construction Consent concurrently (Figure 4).

Figure 4 Planning and Roads Construction Consent



Quality Auditing using the design considerations within this document as well as within [Designing Streets](#)  is encouraged as a method to reach balanced decisions. Further advice on this is provided in the annex tool boxes, together with a quality audit summary template.

1.8 The Need for Consultation

Initial Consultation

It is considered essential to ensure a holistic approach to the planning and the Roads Construction Consent (RCC) processes that developers consult with all officers at an early stage.

Consultation should consider items such as, but not necessarily limited to the following:

- ◊ *the suitability of the location chosen for development in terms of access and/or effect on future roads schemes;*
- ◊ *acceptability of the proposed layout in relation to development control standards;*
- ◊ *a list of the main materials that will be used, and if there are deviations from the materials palette, appropriate approval process;*
- ◊ *the proposed provision of new road structures and alteration of existing road structures (eg bridges, culverts and retaining walls) are subject to **Technical Approval** procedures as outlined in BD2 of the Design Manual for Roads & Bridges;*
- ◊ *Transport Assessment (TA) requirements in support of a planning application;*
- ◊ *drainage and flood risk assessment to identify treatment of surface water discharge and additionally if there is a related flood risk;*
- ◊ *SUDS selection, design and prospectively adopting body;*
- ◊ *Quality Audit, based on the approach set out in this guide;*
- ◊ *officers may be able to advise developers in respect of variations to the specification to suit certain specific local conditions.*

Note: If the issues above are not considered at an early stage, any changes could result in abortive work.

The Developer is required to provide the Roads Authority with completed formal Consultation Certificates included in this guide before Construction Consent can be granted.

1.9 Consultation with Other Bodies

The information contained in these guidelines refers principally to the Local Roads Authority requirements. The requirements of the Planning Authority, Public Transport Unit, Statutory Undertakers, Scottish Fire and Rescue Service, Scottish Ambulance Service, Police Scotland, Scottish Water and Scottish Environment Protection Agency (SEPA) will be extra to these requirements and should be checked out individually at an early stage.





PRINCIPLES

Part 2 - Principles

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2.1 Consents

In order to deliver a successful road development proposal in a timely fashion, a range of statutory consents are necessary and are instrumental in guiding the design to an effective and efficient conclusion.

2.1.1 Statutory Consents

The current policy context to the planning approval process is set out in Local Development Plans and the Strategic Development Plans:

(a) **Development:**

Planning Permission in Principle, followed by *Approval of Matters Specified in Conditions*

or

Planning Permission.

(b) **In addition, before any new road construction begins:**

Section 21 of **Roads (Scotland) Act 1984** [↗](#) requires that prior to any work commencing; written consent in the form of a **Roads Construction Consent** is obtained from the road authority.

The *Security for Private Road Works (Scotland) Regulations* may also require a **Road Bond** where appropriate. Refer to paragraph 2.3.12.

It should be noted that the granting of *Planning Permission* does not necessarily imply the granting of *Roads Construction Consent*. Additionally it is an offence to work without addressing these consents. **SCOTS Guide for the Road Construction Consent and Road Bond process** [↗](#).

It should be noted that the granting of *Detailed Planning Consent* does not relieve the developer of the requirement, in terms of Section 21 of the **Roads (Scotland) Act 1984** [↗](#), to obtain *Construction Consent* from the Local Roads Authority for permission to construct new roads.

(c) **Work on the existing public road (Road Opening Permits):**

Where any work either on the existing public road is to be undertaken or if works are undertaken adjacent to the existing public road that imposes for any reason onto that public road written consent, under **Section 56 of the Roads (Scotland) Act** [↗](#) from the Roads Authority is required. Please note: the Road Authority may require technical approval, similar to RCC requirements, as a condition of S56 approval.

The Road Authority may enter into a Section 48 agreement for Contributions towards expenditure on constructing or improving roads.

Additionally, where these works require the placing and maintenance of apparatus in a road that imposes for any reason in or under that public road, written consent under **Section 61 of the Roads (Scotland) Act 1984** [↗](#) from the Roads Authority is required.

*Developers should note that applications for the granting of statutory consents require significant lead-in times as they may involve a range of technical procedures, consultations and processes to be completed prior to submitting an application. **The developers are strongly advised to make allowance for this in their project management plans especially where they have known key deadlines.***

(d) Construction of a New Access from a public road:

Where construction of a New Access is taken from a public road, written consent detailing the standard of works together with any reasonable conditions from the Roads Authority is required.

2.1.2 Construction Consent

In terms of Section 21 of the **Roads (Scotland) Act 1984** [↗](#), any person other than a Roads Authority who wishes to construct a new road or an extension (including lateral widening) to an existing road must obtain Construction Consent, irrespective of whether or not such roads are to be submitted for adoption as public. It is an offence under this Act to commence any construction of a road prior to obtaining Construction Consent. Construction Consent is granted by the Local Roads Authority and road construction works may only be undertaken while the Construction Consent (Form CC1) remains valid.

2.1.3 Section 75 Agreements

For infrastructure improvements outwith the development site deemed necessary by the Local Roads Authority, the Developer may be required to enter into a Section 75 Agreement Under Town and Country Planning (Scotland) Act 1997 [↗](#) **with the planning authority.**

2.1.4 Design Guidance and Adoption Standards

Construction Consent should be granted only where proposals for the layout and construction of roads, structures, road drainage and lighting meet the guidance as detailed in this document and any variations permitted by the Local Authority. Within an urban situation the balanced approach contained within **Designing Streets** [↗](#) to design means any 'standards' for street structure, layout or detail must be considered in context and the guidance within this document should be used to influence specific aspects or elements of the street design.

6 or more individual dwellings should normally be served by a 'road' which will require Construction Consent and the submission of a Road Bond in a residential area.

Generally 5 or fewer dwellings (more if a 'brownfield site', eg redeveloped farm steadings) will be served by a 'private access' which, as there is no right of public access, will not require Construction Consent and will not be available for adoption. Such layouts should provide adequate turning facilities and a satisfactory junction with a public road. The provision of a 'private access' must be indicated clearly at the planning application stage, otherwise it will be considered that a 'road' is being provided.

2.2 Design

2.2.1 Design Context

This guide reflects **Designing Streets** [↗](#) as the policy statements for street design in Scotland in that it does not pursue a standards-based approach and is determined heavily on a user-based approach.

Roads or Streets are key determinants of rural and urban character respectively and along with economic viability their treatment must seek to create harmonious relationships between the road, building and landscape as well as function. Successful design requires that the functioning of all the various elements are considered together, eg the road itself, buildings and utility servicing, pedestrian areas, open spaces, drainage systems and parking layouts as well as gardens and play areas in residential areas, with the aim of creating a safe, connected and attractive environment for and all users.

Adopting a comprehensive approach it is more likely to produce an acceptable design. This Guide describes methods by which the policy can be more consistently applied.

It is critical that at the earliest stage the designer understands all the requirements of supporting civil infrastructure and using this knowledge creates a functional layout to meet requirements by balancing all decisions to that end.

The six qualities identified in **Designing Places** [↗](#) and referenced in *Designing Streets* to create successful places are:

- ◊ *distinctive;*
- ◊ *safe and pleasant;*
- ◊ *easy to move around;*
- ◊ *welcoming;*
- ◊ *adaptable;*
- ◊ *resource efficient.*

A good practice would be to use the key considerations, explained in more detail in **Designing Streets** [↗](#), as a checklist to judge a proposed layout against and thus ensure compliance: refer to Quality Audit section.

An integrated and balanced approach is necessary for the design of new development layouts, such that all factors are co-ordinated to give a final result which creates a pleasing and attractive environment, enhances the community function and is not an excessive drain on community resources.

The layout design is required to balance a range of essential considerations and elements in developing an acceptable road layout and therefore **a sense of place**. **Note:** *A designer who uses minimum road standards is likely to swing the balance towards movement rather than place and this approach is not acceptable for streets with a higher place function.*

These elements may consist of but are not limited to traffic flows, design speed, needs of all users including pedestrians and cyclists, the young and the elderly), place, movement, function, dwellings or adjoining buildings, road widths, forward sight lines and integration of SUDS.

This guide supports methods of Sustainability and encourages resource efficiency in all aspects of construction, management and maintenance of Infrastructure.

2.2.2 Site Evaluation

Before starting a site layout design it is important that an analysis is carried out of the existing assets and constraints of the site which will have a bearing on the layout or treatment of the road. Issues to be considered include:

- *existing road layout* - to assist with design and connections to the existing road and path network;
- *intended road function* - to help determine factors such as the geometry, scale and detailed treatment of the road;
- *potential for future adaption* - links function or potential function to road geometry;
- *existing structures (buildings, retaining walls, fences, signs, historical artefacts etc)* - to take protection measures and guide the design;
- *established patterns of use* - identifies traffic patterns and informs traffic management needs or guides alternative provision for all uses;
- *significant buildings or public open spaces* - to identify potential areas for environmental enhancement and desire line traffic management;
- *key views to and from the area* - to enhance important views and identify areas for screening;
- *drainage and consideration of natural flow paths* - any site layout must ensure that rainfall that exceeds the capacity of drainage systems has minimal impact upon new infrastructure. Flow paths that lead to property flooding or to critical roads being inaccessible are not acceptable.

For guidance that covers topography and natural features items, Scottish Government's **Green Infrastructure: Design and Placemaking** [🔗](#) should be referred to:

- *topography* - identify design constraints and assist with the alignment of new roads and location of drainage systems;
- *hydrology* - to assist with defining the SUDS selection and design;
- *street trees* - identifying existing to be retained or provided to enhance public space considerations;
- *significant flora and fauna habitats* - to protect and enhance features of ecological importance.

Following site analysis then the design team, with the architect or master planner working in tandem with infrastructure designers, engineers and landscape architect should work through the design aspects or building blocks of street design, roughly as the hierarchy set out in **Designing Streets** [🔗](#).

2.2.3 Street Design Hierarchy

The pages that follow use the same aspects of design as *Designing Streets* [↗](#) and are noted, for ease of reference, in the same order as the policy document. The triangle contains links to the relevant page of guidance within *Designing Streets* each aspect refers to. Table 2 opposite is adapted from the table in *Designing Streets* showing how each aspect of street design links to the Six Qualities of Successful Places.

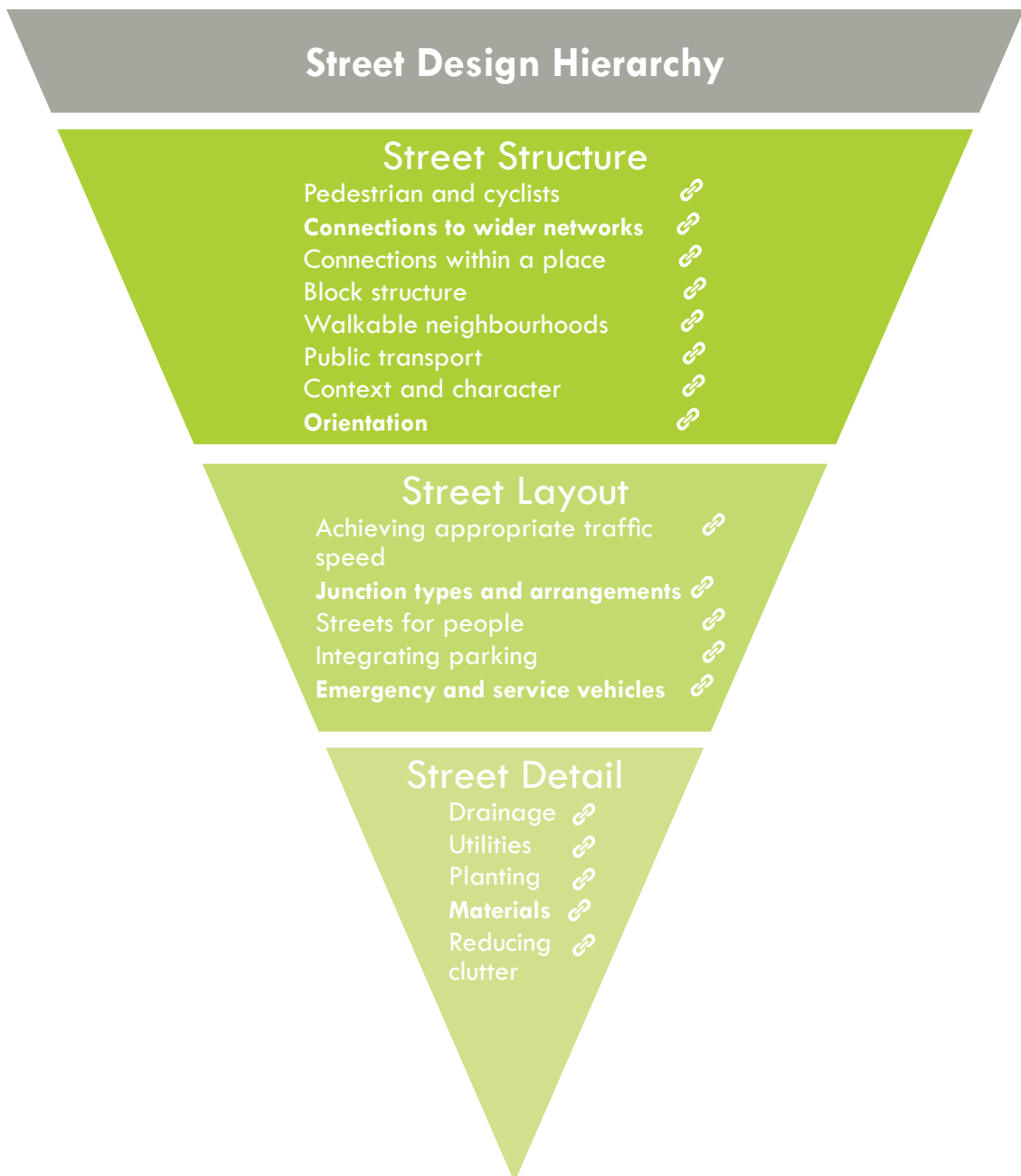



Table 2 *The Six Qualities of Successful Places: Key Considerations for Street Design*

<i>distinctive</i>	<i>safe and pleasant</i>	<i>easy to move around</i>	<i>welcoming</i>	<i>adaptable</i>	<i>resources efficient</i>
Street design should respond to local context to deliver places that are distinctive	Streets should be designed to be safe and attractive places	Streets should be easy to move around for all users and connect well to existing movement networks	Street layout and detail should encourage positive interaction for all members of the community	Street networks should be designed to accommodate future adaptation	Street design should consider orientation, the integration of sustainable drainage and use attractive, durable materials that can be easily maintained
Block structure Context and character	Pedestrians and cyclists Achieving appropriate traffic speed Reducing clutter	Connections within a place Public transport Junction types and arrangements	Walkable neighbourhoods Streets for people	Connections to wider networks Integrating parking Service and emergency vehicles	Orientation Drainage Utilities Planting Materials

2.2.4 Street Structure

(a) Pedestrians and Cyclists

Developments can take a variety of forms, with different requirements both internal and external to the site. The designer must therefore examine the user hierarchy in the proximity of the development to ensure that relevant design standards are achieved and that the needs of all road users are met, especially the requirements of pedestrians, cyclists, public transport and disabled users.

Designing Streets  identifies a change to mode hierarchy for residential and low use street with pedestrians having greatest consideration. Consideration of pedestrians and cyclists first means that conditions should be reviewed to determine whether changes can be made to volume, speed and road space provided to other traffic, before segregation and formally defined at-grade crossings are provided.

This user hierarchy is endorsed by this guide for strategic and main roads also. If developments are to meet the needs of pedestrians and cyclists and establish those as the preferred modes of travel within a new neighbourhood, the design of infrastructure must be focused, firstly on those needs. The removal of the requirement for a traditional roads hierarchy and the introduction of this National Road Development Guide provide designers with the freedom and flexibility to produce layouts that take full cognisance of the mode hierarchy.

Where a combined cycle and pedestrian route is proposed reference should be made to Transport Scotland's [Cycling by Design](#) and [LTN 1/12 Shared Use Routes for Pedestrians and Cyclists](#) to assist with design guidance.

(b) Connections to Wider Networks

To meet the objectives outlined in this guidance, developments need to be well connected to their surroundings. It is acknowledged that the provision of multiple access points has implications on the amount of land available for development, but to create quality neighbourhoods a balance needs to be struck.

It is important to note that the number of vehicle accesses into a development should not preclude the provision of additional, high-quality pedestrian, cyclist or public transport only accesses via footpath, cycle track or bus-only links.

A key aspect of connectivity is adaptability and to consider connections for future adjacent developments without leaving ransom strips. An outward looking block structure by necessity considers development edge treatment, which permits future adaption readily.

Developers are recommended to work with Local Authority officers to ensure their proposals are well connected as part of a strategic approach to the transportation network.

The existing road network must be capable of coping with the existing as well as levels of all types of traffic generated by the development. The road and paths created within a development must connect into the existing road and other user networks in a logical and progressive manner.



The extent of a proposed development may require existing routes for vehicular traffic as well as pedestrians or cyclists to be assessed to ensure that the traffic generated by the new development does not exceed the road capacity. Where a **Transport Assessment** [↗](#) identifies a need for additional traffic management, particularly to a strategic or main road, the resultant design requires early and detailed consultation with the road authority to develop proposals. Where any requirement to mitigate the effect of the development on adjoining roads is identified, the developer will be required to fund appropriate remedial measures as a part of their development that could be for vehicles but equally could be for higher pedestrian use such as new or improved controlled crossing points.

(c) Connections within a Place

Permeable layouts make navigation through developments simpler and easier and reduce frustration. They shorten distances and increase the attractiveness of walking and cycling as preferred modes for certain journeys.

Policy states that street structure should be connected and permeable, as such the use of cul-de-sac layouts is strongly discouraged. An alternative layout to address infill sites could consist of a courtyard development which provides a good sense of place as well as limits the scale of such a street network. Refer to **Designing Streets** [↗](#), page 19.

(d) Block Structure

The block structure readily enables a range, variety and choice of desire lines for all road user modes as well as addressing adaptability. Grid structure patterns traditionally sit comfortably alongside strategic or main roads.

Roads bordering the rear of housing areas enclosed by high boundary fences to provide private rear space result in unattractive isolated and unsecure links. A multi-function courtyard approach can greatly benefit this design aspect.



(e) Walkable Neighbourhoods

Good connectivity to surroundings should enable access to shops and services outwith the development. However, within the development there is still a need to ensure that movement can flow through the development creating places in their own right.

(f) Public Transport

Public Transport routes must be positively identified at the outset of a development and provision made prior to private transport plans being established and adopted by those moving to the new development. The potential for bus penetration within large developments to give convenient accessibility should be highlighted within any Transport Assessment report.

Good public transport provision should be available at the initial phase of any new development, either by linking to existing networks or by establishing new routes and should therefore be discussed with local transport operators at an early stage.

All details in relation to the provision of bus stops and related infrastructure requirements should be obtained at an early stage by consultation with the Roads Authority's Transportation Manager or nominated representative.

(g) Context and Character

When assessing the potential visual impact of new development, designers should work within the context of broad urban design aims, taking cognisance of such aspects as the existing character and qualities of urban design, architecture and landscape of the area, historical patterns of development and social and cultural factors which impact on the environment. National planning policy contained in [Designing Streets](#) and [Designing Places](#) illustrates how these issues may be addressed in a comprehensive way to help create development which contributes to local identity and enhances the sense of place. This National Roads Guide describes methods by which the policy can be more consistently applied.

(h) Orientation

Refer to page 31 of [Designing Streets](#) for the principles of guidance on how streets should be orientated to maximise the benefits of sun and wind, elements of the micro-climate of the place that should be considered also by the roads engineer in the positioning of more technical elements of design.

2.2.5 Street Layout

Achieving Appropriate Traffic Speed (Pages 32-35 of [Designing Streets](#))

(a) Low Use and Residential Streets



This section that covers the principles of design speed is a vital area where engineering input at an early stage can help to create a balanced solution that takes account of the safety of all road users and the crucial factor of driver behaviour. **Transport Research laboratories report TRL 661** [↗](#) notes that, in their study, the largest effect on speeds was found to be associated with reduced lines of sight.

New developments are recommended not to use vertical traffic calming features such as speed cushions and humps as these may have detrimental effects on disabled and infirm road users. However, vertical traffic calming features such as raised tables at junctions may be suitable in new low use residential developments. Wherever possible, slower speeds should be promoted through other road alignment.

Methods of reducing vehicle speeds include (findings from **TRL 661 Report** [↗](#)):

- *reduced forward visibility (reduced forward visibility from 120 m to 20 m = 20 mph on links and 11 mph at junctions);*
- *narrower lane widths (5 m wide road = 4 mph on links, approaching junctions = 10 mph);*
- *shorter block lengths (see forward visibility);*
- *block paved or setted road surfaces (= 5 mph reduction);*
- *presence of on-street parking features within the carriageway (=2 mph to 5 mph - CAUTION aim for off-street or reduce interaction with pedestrians - near miss concern).*
- *informality in street and junction layout.*



Since each method has different impacts in speed, clear understanding of each type of speed reducing element and what impact it can have is expected from the designer rather than a simplistic assumption of effect.

(b) Strategic, Arterial or Roads Serving Commercial and Industrial Use

Due to the detrimental effect vertical traffic calming techniques, such as speed bumps, has on disabled or infirm passengers its use is limited and restricted to residential areas, the use of this on other types of roads requires detailed substantiation and consultation with the Local Authority in advance. The proposed use of such vertical traffic calming measures in the vicinity of hospitals and such establishments is unlikely to be supported.

Street layout information within **Designing Streets** [↗](#) identifies acceptable SSD values for both x and y terms for cars and light vehicles. This section gives guidance on Stopping Sight Distance (SSD) for streets where 85th percentile speeds are up to 60 Km/h (37mph), this will generally be achieved within 30mph limits with the potential to be achieved within 40 mph limits. The SSD, the distance drivers need to observe and stop within a given speed, includes the perception and reaction time. For new streets the designer sets the design speed but on existing streets the 85th percentile, wet weather speed is used. It is important to note that the updated SSD values are appropriate for cars and light vehicles but bus and HGV have different deceleration characteristics.

(c) Rural Areas

In rural areas not subjected to local speed limits, **TD9/93** [↗](#) is taken as a starting point for new routes which aligns design speed to the Alignment Constraint (bendiness and sight distance) and

Layout Constraint such as determined from carriageway width, verge width and junction and access frequency. It is essential that the designer understands the concepts of road width and forward visibility to reduce traffic speeds into the overall design of a scheme to ensure that appropriate speed levels conducive to road safety are evidenced and designed into proposals.

2.2.6 Road and Lane Widths

Whilst not a specific aspect of design within DS, this guide goes into more depth on the subject of widths of carriageways as part of an overall layout.

This guide is not as prescriptive as previous versions of Roads Development Guides regarding road widths; this is specifically to enable a designer to select an appropriate road treatment in keeping with the placemaking and design concept. Where the movement function is high, a range of minimum standards associated with a roads function will be identified to assist designers.


There are also a number of locations where the road will change its function and as such it is possible that the design parameters will change along the length of a road and it is essential that the designer understands the parameters used for place and movement to understand the standards which must be followed. These parameters are explained in more detail in Part 1.

It can also be seen that even on roads where either place or movement dominates the designer's thinking there can be changes to the balance between them and the road design should alter to reflect locations where the balance moves between the two parameters.

However, user requirements are considered critical in the road design and the use of swept path analysis to provide evidence in support of proposed road width and other design factors are considered critical in support of a proposal. Swept path analysis, or tracking, is used to determine the space required for various vehicles and is a key tool for designing carriageways for vehicular movement within the overall layout of the street. The use of this technique often proves to be beneficial in determining how the street will operate and how vehicles will move within it.


Layouts designed using a high 'place' function should be designed to enable buildings to be laid out to suit the character of the street, with footways and kerbs helping to define and emphasise spaces. Designers have the freedom to vary the space between kerbs or buildings. The kerb line does not need to follow the line of vehicle tracking if careful attention is given to the combination of sightlines, parking and pedestrian movements.

Every road needs to be designed to match its place and movement function, but it must also be capable of coping with the types of traffic and other maintenance events. All types of traffic using a road require to be able to manoeuvre along the road while not adversely impacting on the place function and must remain safe for the road users. Refer to 3.1.3 for details.

This should not be interpreted in a manner where roads widths in areas with a high 'place' function are designed for the movement of occasional HGV traffic as the use of the road by vehicles such as waste management vehicles, as clearly their use is minimal. Refer to Emergency and Service vehicle provision, page 44 of [Designing Streets](#) .



When allocating dimensions for road boundaries a number of criteria need to be considered, which includes both vehicular and non-vehicular/pedestrian demands; current and potential future requirements of the infrastructure and the impact different drainage methods would have on the design.

Traffic congestion impacts on air quality and as a result place quality. Where traffic assessment figures indicate a traffic volume in excess of 10,000 Annual Average Daily Traffic (AADT) advice is required from the road authority regards minimum road widths. Where cycle lanes are provided and specifically on a strategic or main road, a minimum allowance as detailed in [LTN 2/08 Cycle Infrastructure Design](#)  should be made to permit safe overtaking.

The design process to be followed should be to progressively build up the road width by creating 'lanes' to meet the requirements of all road users. An effective understanding of this system permits the designer latitude to develop a road with adequate facilities to suit the location and the place function while ensuring that the overall final design is safe and adequate for movement. In essence, the 'lane' width and therefore road width is built up within the design based on User Requirements.

The requirements of each of the roads users is detailed below, while remembering that the road is made up of elements for vehicles, both motorised and non-motorised; pedestrians and other areas for parking, landscaping and 'place' functions. Incorporating SUDS, trees, street furniture or other such aspects become straightforward to include in the overall design. Due regard for disabled users is required.

One of the six qualities of successful places is 'adaptability'. The design of a road, particularly strategic roads, using the above lane analysis will identify a minimum road width readily. However

the resultant creation of 'the Road' between property boundaries has a permanent effect of defining public space. Careful consideration needs to be given to this regards future integration within the overall context of the area.

(a) Junction Types and Arrangements

Pages 36 to 37 of [Designing Streets](#) indicates a range of junction types and arrangements. Research provided by [TRL and TMS Consultancy](#) has updated geometric guidelines including changes to junction spacing, visibility splays and forward visibility. The immediate effect changes road layout design substantially, over former understandings, permitting more traditional layouts in urban areas. For detailed understanding of visibility at junctions, reference to [Designing Streets](#), [Manual for Streets](#) and [Manual for Streets 2](#) is strongly recommended. Reduced sightline requirements at residential road junctions, based on evidence to reduce speed, permits tighter corner details. Junctions are an integral aspect of any development design and are critical as they influence the inclusion of larger public spaces such as squares and meeting points as well as deal with traffic conflicts.

(b) Streets for People

Page 38 of [Designing Streets](#) describes how streets are about places of activity where people of all ages can interact as well as provide for the movement of motor vehicles. This tendency to favour co-operative rather than segregated streets referred commonly as a shared spaces require careful consideration regards the design and creation.

(c) Shared Surfaces

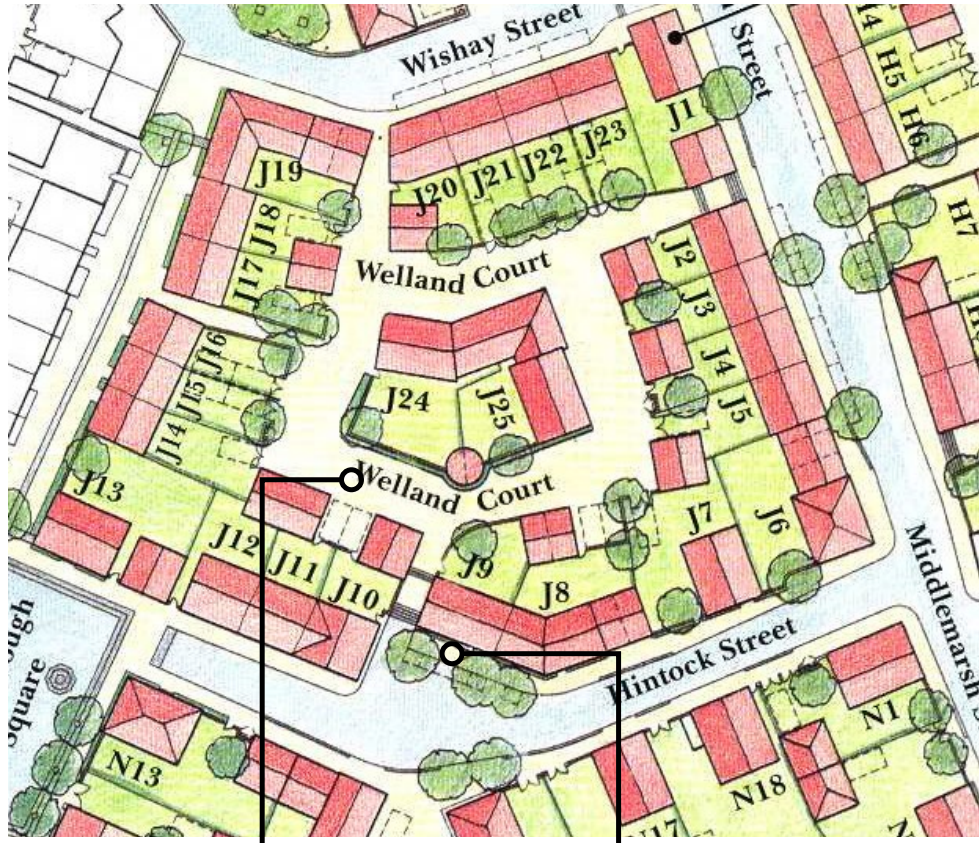
Shared Surfaces are areas where streets are shared between pedestrians, cyclists and all motor vehicles. This technique is normally restricted to areas where vehicle speeds and volumes are demonstrably low so an environment is created in which all road users have equal priority within the street. Particular regard must be given to disabled users. Reference to [Sight Line](#) is encouraged to support such applications.

Community courtyards, contained within a block structure layout readily provides for shared surfaces and amenity space, these areas should be designed for low traffic speed and volume and can address waste management, utilities and SUDS (Figure 5).

Shared surfaces normally contain street furniture or planting, to add to the sense of place and assist in keeping vehicle speeds to appropriate levels. However, shared surfaces can also be used in high street and other pedestrian dominant environments to reinforce the user hierarchy.

Note: An audit of such areas which indicates clear regard and consideration to disabled users and equalities legislation during design is required to support such street proposals. Additionally, designers are required to provide a holistic understanding of these areas which not only address layout and equality requirements but underground servicing also: refer to Quality Audit. It is recommended that underground utilities are considered at an early stage and maintenance access together with reduced pavement disruption is designed in.

Figure 5



Example of shared surface with integrated parking



Example of typical court access

There are some key design principles that should be taken into account when considering a shared surface scheme. **These principles are important in the implementation of successful schemes such that if not incorporated, it may be inappropriate for the scheme to be considered.**

In terms of the principles, shared surface streets should:

- ◊ *have a design speed close to walking/cycling speed, ie less than 10mph;*
- ◊ *feature controls on parking, permitted parking only in designated and well defined areas and limiting parking so that it does not dominate the street;*
- ◊ *feature measures to encourage social activity within the street, such as benches, play areas and street furniture;*
- ◊ *be clearly a different environment from a traditional street, by means of surfacing, signing and the presence of planting green space, trees or street furniture;*
- ◊ *be designed wherever possible with community involvement, to ensure the buy-in of the main end users of the scheme;*
- ◊ *take full cognisance of the needs of disabled people and vulnerable road users, in appropriate locations, providing safe space to protect users and assist with navigation through the area; and*
- ◊ *provide considered access to underground services, drainage and location of street lighting systems such that comply with regulation and best practice.*

(d) **Integrated Parking** (Page 40 of Designing Streets [🔗](#))

Parking and Servicing requires recognition of the development's function balanced against reducing the visual dominance of parked vehicles. Internal accommodation or possibly year round landscaping to parking areas needs consideration.

In addition, the evolution of car design has resulted in increased car sizes over recent years, rendering much of the previous car parking spaces guidance outdated and no longer fit for purpose. Refer to Parking Standards in Part 3.

To better accommodate vehicle parking whilst balancing the impact on a place, garage parking allowance should be considered providing the garage dimensions permit the effective use of that building for that purpose. Key requirements for a garage space is that a car can easily access the garage and the driver can egress the car comfortably thereby encouraging the garage's use for that purpose. Consideration to the in-curtilage parking and positioning of a building within a plot together with storage and cycle parking should be given to reduce visual impact. Refer to Parking Standards in Part 3.

For flatted or other types of developments, underground or internal undercroft parking is a good solution and is practical for developments of a size where access ramps can be accommodated or topography easily permits its use. Effective design of internal parking permits buildings to be located forward on the building plot thereby removing the traditional parking area at the front of buildings and maximising private space to the rear of the building.

Research by Transport Research Laboratory (TRL 661 [↗](#)) has shown that the presence of on-street parking can reduce vehicle speeds. However, there remains concern that crossing the road between parked cars remains a safety issue, particularly for young children. Additional design challenges need to be met where the road constitutes an arterial road and where the surrounding function is more than residential only. Car free developments are not considered appropriate, as residents will park in surrounding streets, thereby limiting effectiveness. Parking should be allocated on an estate-wide basis



Provision for bicycle parking requires particular attention when considering the form of a new development. Reference to [Cycling by Design](#) and [LTN 2/08 Cycle Infrastructure Design](#) is recommended for all new road layouts. Larger developments with significant infrastructure may warrant off-street or parallel-to-street dedicated facilities. The guidance above relating to the designer making the road up from user defined lanes can assist in this provision. In encouraging cycling it is important that safe, secure and convenient places are provided within developments for the storage of cycles. Inconvenient or difficult to access facilities should be avoided.

(e) Emergency and Service Vehicles

Types of traffic using a road do require adequate facilities to ensure a safe environment; HGV and bus traffic lanes by necessity are wider than car only lanes. The sharing of road space for cyclists requires additional space as does on-street parking. In essence, the lane width and therefore road width is built up within the design based on User Requirements. This should not be interpreted as merely all residential streets must always cater for HGV waste management and winter maintenance vehicles as clearly their use is minimal. Reference for Emergency and Service vehicle provision is detailed in [Designing Streets](#). Further guidance on this is detailed later: refer to 3.1.5.

2.2.7 Street Detail

(a) Drainage and Sustainable Urban Drainage Systems (SUDS)

Water quality and the need to consider controlling rainwater runoff rates and its infrastructure are two key factors that have driven the need to identify more sustainable drainage solutions for all forms of new development. There is now a legislative requirement, through the introduction of [The Water Environment \(Controlled Activities\) \(Scotland\) Regulations 2011](#), commonly referred to as CAR, that to comply with General Binding Rule (GBR) 10, surface water runoff from areas constructed after 1 April 2007 must be drained by **Sustainable Urban Drainage Systems (SUDS)** so that all reasonable steps are taken to ensure the discharge will not result in the pollution of the receiving water environment.

The design of an integrated sustainable urban drainage system needs to be considered by the developer at an early stage to ensure the benefits of such a system are fully realised within the proposed development.

Design guidance can be obtained from [The SUDS Manual, CIRIA no C753](#) and from [SUDS for Roads](#). Additional local guidance for developers may also apply.

Developers are recommended to consider a SUDS system in terms of a master planned approach as a sectionalised or phased approach is unlikely to gain approval.

A key requirement is that the in-perpetuity maintenance and management of any Road SUDS system is clearly attributed to a regulatory body such as Scottish Water or the Local Authority

and that this agreement together with boundaries of responsibility is clearly indicated on plans submitted for RCC.

The design of new residential developments should apply the following principles:

- *SUDS must be an integral component of the design from its inception, with the connections into the wider network identified.*
- *All parts of a shared surface water system for road and curtilage water must be designed to allow future adoption/vesting by an in perpetuity regulatory body. This will normally mean that on any specific site, Scottish Water and/or the local authorities entering into an agreement to confirm adoptable standards together with future maintenance boundaries at the outset and that agreement forms a material part of the RCC application. Refer to the SUDS Schedule on page 172.*
- *SUDS should be developed in conjunction with the roads layout and landscape strategy, have regard to any sensitive environmental receptors and be integrated with the wider wetland habitat networks.*



Initial investigations on drainage and SUDS need to establish the soil and hydrological conditions of the area and the site. This information directs the design principles for the development and are submitted as part of the RCC application process including future regime for maintenance, discharge location and methodology of calculating surface water discharge rates.

The levels of treatment listed below represent best practice. Please be advised that for mixed use developments, the level of treatment required will be determined by the use with the highest sensitivity within the development.

- *All roads schemes typically require two levels of treatment, except for residential developments of 50 houses or less and retail/commercial/business parks with car parks of 50 spaces or less. For technical guidance on SUDS techniques and treatment for roads please refer to the **SUDS for Roads** [manual](#).*

More detailed information:

- *Residential developments of 50 houses or less and retail/commercial/business parks with car parks of 50 spaces or less require one level of treatment for all hard standing areas including roads.*
- *Residential developments of more than 50 houses and retail/commercial/business parks with car parks of more than 50 spaces require two levels of treatment for all hard standing areas including roads. An exception is run-off from roofs which requires only one level of treatment. Recommend best practice, the second level of treatment to be a basin or pond designed in accordance with **Sewers for Scotland Third Edition** [link](#).*
- *Industrial developments require three levels of treatment for hard standing areas and two levels of treatment for roads. An exception is run-off from roofs which requires only one level of treatment. Recommend best practice - the second level of treatment to be a basin or pond designed in accordance with **Sewers for Scotland Third Edition** [link](#).*

Developers should also note the following:

- *The appropriate levels of SUDS treatment should be provided in new developments. Further advice regarding the surface water treatment, and levels of treatment, is available from the following **SEPA link** [link](#).*
- *Any in-curtilage SUDS (private) **must** have a strategy and evidence for long-term maintenance.*
- **Whole Life Costs (WLC model)** [link](#) *and future maintenance issues will be key to the successful selection of any given SUDS design. Surface water discharge from SUDS does not require a licence under the WEWS CAR regulations unless they are draining:*
 - ▣ *>1,000 residential houses;*
 - ▣ *>1,000 car parking spaces;*

- ▣ industrial areas;
- ▣ major road/motorway;

in which case a simple license is required. This applies to surface water discharges arising from the above activities which are new or enlarged. It does not apply to existing surface water discharges, unless SEPA considers that additional controls in the form of a licence are required.

In the case where soil saturation levels have been reached, flood paths are required to be identified such that roads are kept free of ponding water and that housing or buildings are not put at risk.

(b) Flood Risk Management

A key requirement for any development is flood management and determining any potential flood risks. All developments should be screened to determine if there are any potential flood risks from the following sources:

- ◊ fluvial (flooding from rivers and burns);
- ◊ pluvial (ponding of rainwater which has not entered any drainage network, normally occurring in low lying areas);
- ◊ sewer;
- ◊ overland flow/flood routing;
- ◊ ground water;
- ◊ coastal flooding.



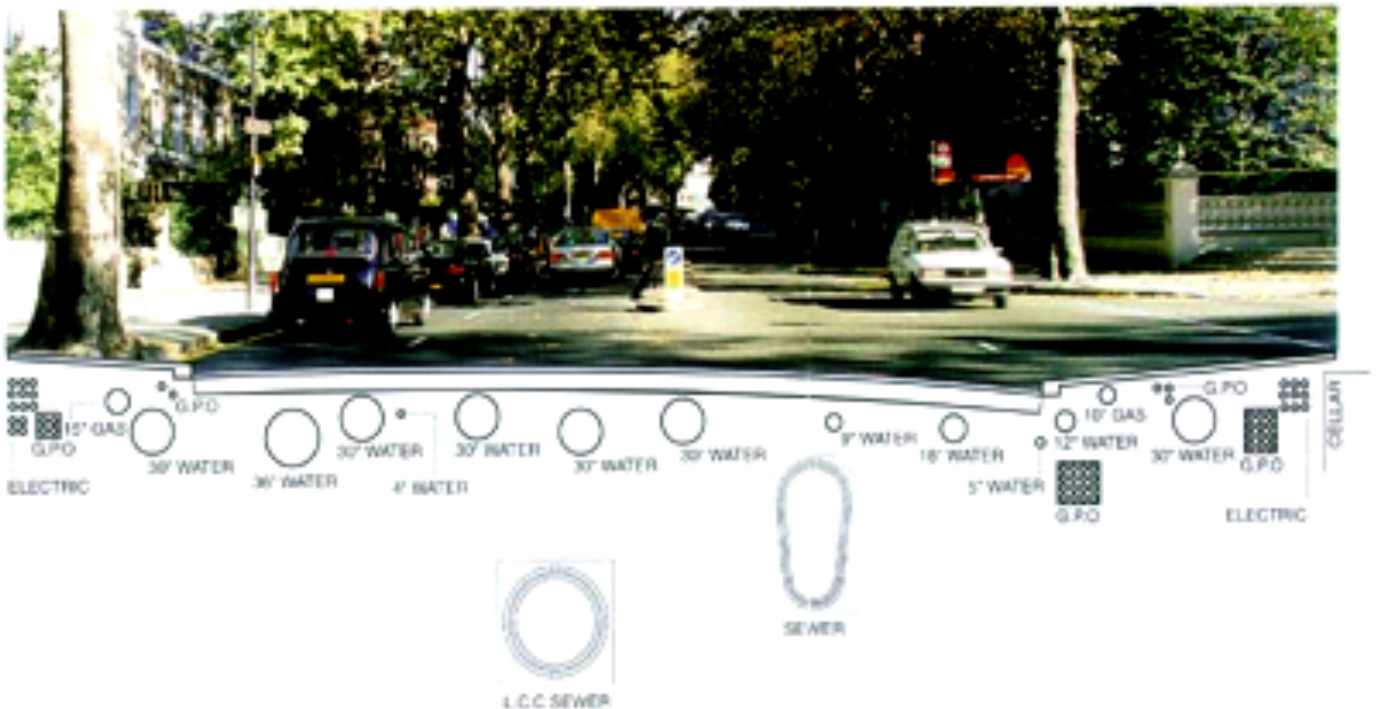
If any of the aforementioned flooding sources are identified there will be a requirement to carry out a **Flood Risk Assessment**.

The Local Authority's Flood Management team should be consulted at the conceptual stage of all development to discuss these requirements.

(c) Utilities

All developments require utility servicing and this should be planned at the outset so as not to conflict with other road aspects and as a rule are placed within the road boundary. The use of ducting and utility combined ducts which result in minimum disturbance to the road surface for maintenance is encouraged. The provision of service strips requiring ground management requires clear demarcation from private ground. Where green service strips are proposed alongside shared space, these are intended to connect to adjacent garden grounds. These are unlikely to be supported where walls, fences or hedges are proposed separating these from such gardens

Where high-quality surfaces are proposed, ducting of utility apparatus is highly recommended to maintain the long-term integrity of such surfaces and reduce risk to such utility apparatus.





(d) Planting

Developers will require to arrange maintenance of planting or by an agreement with the Local Authority. Local Roads Authorities will not generally adopt planted areas except for grass verges within the road boundary, main road visibility splays and elements of the SUDS systems. Developers must detail management undertakings on proposed road adoption plans.



(e) Materials

Page 50 of [Designing Streets](#) outlines the principles of distinctiveness and durability to allow ease of maintenance. Section 2.4.10 in the adoption chapter that follows goes further in outlining the needs from the Roads Authority point of view.

(f) Reducing Clutter

Page 51 of [Designing Streets](#) outlines the principle to keep road or street marking and signage to a minimum. Locate furniture for maximum pedestrian benefit and light our streets discreetly.

2.2.8 Risk and Liability

Changes to road layouts and updated technical details as a result of [Designing Streets](#) (see page 60-63 of DS), SUDS and traffic management processes has caused some concerns for designers regarding litigation and liability. This is largely unfounded but to assist with these concerns reference should be made to UK Roads Liaison Group's [Highway Risk and Liability, Second Edition](#) for clarity based on stated case law.

2.2.9 Transport Assessments (Public Transport and Travel Plans plus Quality Audit)

Initial considerations should be to seek confirmation from Local Authority on whether a Transport Assessment (TA) or Transport Statement (TS) is required. There is no requirement to appoint a firm of Transport Engineers to undertake a TA but seeking advice from suitably qualified professionals would be recommended. The next stage is to submit a proposed scope for the TA for comment by the Local Authority and/or Transport Scotland (as necessary) and seek agreement to this before undertaking the assessment. If the scope is not agreed there may be a requirement to provide an addendum to the submitted document or a completely new submission.



Detailed advice on Transport Assessments can be found in the [Transport Assessment Guidance](#) and refer to section 3.2 in this Guide.

The Scottish Government guidance on Transport Assessments sets out requirements according to the scale of development being proposed; from a local development which requires a simple Transport Statement providing an explanation of transport issues through to a major development where detailed technical analyses will be required in a Transport Assessment accompanied by a supporting Travel Plan.

A Transport Assessment (TA) is required for most large developments where there is the potential for a major traffic impact on the surrounding transport network. These developments will typically include the following:

- *food and non food retail stores of over 1,000m² Gross Floor Area;*
- *hotels with more than 50 beds;*
- *residential developments with 100 dwellings or more.*

Transportation Statements which are a slimmed down version of a full TA are usually required in the following circumstances:

- *hotels with less than 50 beds;*
- *residential developments with between 50 and 99 dwellings.*

Please note however, that these are only guidelines and that a full TA can be asked for if the Council considers that the traffic impact of a proposed development merits such an investigation.

2.3 Adoption of Infrastructure

Adoption and Maintenance (Roads, SUDS, Landscaping (Public open space) etc)

2.3.1 Adoption of Roads

In Terms of Section 151 of the **Roads (Scotland) Act 1984** [↗](#), a road is defined as any way (other than a waterway) over which there is public right of passage etc (by whatever means) and includes the road's verge, and any bridge (whether permanent or temporary) over which, or tunnel through which, the road passes: and any reference to a road includes a part thereof. In terms of Section 16 of the **Roads (Scotland) Act 1984** [↗](#), the Local Roads Authority will, **upon request**, adopt, ie **add to its list of public roads**, any new road (including any associated footway or verge) constructed in accordance with a Construction Consent.




The Local Roads Authority will also include this road and associated footways, verges, drainage systems, green space, public areas and any other related infrastructure into its Roads Asset management Plan. However, clear demarcation of responsibilities must be identified and agreed by local authorities, Scottish Water and any other third party agencies party for the future maintenance of any element of the road and its drainage system, including open public space as a part of the RCC application.

Private Accesses

It is important to make the distinction between roads (recorded on the list of public roads or not) and private accesses. Roads have a public right of passage whereas private accesses are controlled by the owner(s) and there is no public right of passage. At the planning of a new road, its status as a Private access is identified and that it is not the intention of either the Developer or the road authority to ever have the road added to the list of Public Roads.

The suitability of a private road can be judged against some or all of the following criteria:

- ◊ *the road serves less than the adoption standards (2.1.4);*
- ◊ *the development is enclosed with no right of passage;*
- ◊ *the development consists of dwellings that are never to be adopted as permanent dwellings. For example, holiday homes that limit occupation to no more than 11 calendar months of any year regardless of numbers.*

For a road that for any reason has not been added to 'the list of roads' it is necessary to identify a responsible person as Road Manager who is identified through the Road Authority on the Scottish Road Works Register as defined in terms of the **Transport (Scotland) Act 2005**  in perpetuity.

Phased adoption of a project:

To avoid long delays between construction and adoption of roads, developers are recommended to programme construction to enable the adoption of roads to be phased as sections of work are completed, subject to the following:

- (a) *Each phase should have a separate Construction Consent **and if applicable, a Road Bond for Residential Developments.***
- (b) *Carriageways, footways, verges, relevant elements of a SUDS systems and lighting will not be adopted separately.*
- (c) *In general only lengths of road between junctions will be adopted.*
- (d) *All roads submitted for adoption should form a continuous system with existing public roads.*

Note: *Roads Authorities may choose not to adopt a completed section of road which is being used by construction traffic to access further phases of the development.*

2.3.2 Adoption of Parking Areas

In both new development and redevelopment, the developer will normally be required to provide parking spaces in accordance with the parking standards detailed and agreed at a Local Roads Authority level. The suitability of such areas for adoption or maintenance by the Local Roads Authority will normally be judged against the following criteria:

- (a) *Parking areas should be constructed in accordance with a Construction Consent.*
- (b) *Parking areas contiguous with the carriageway will normally be adopted as public roads provided that their use by the general public is not restricted in any manner.*
- (c) *Off-road parking areas, which have been identified as meeting a general public parking need and have been constructed to appropriate standards may be taken over for maintenance purposes (as agreed in advance by the Local Authority guides).*
- (d) *Parking areas provided in lieu of garages or private driveways for the regular parking of residents' cars will not be taken over for maintenance purposes by the Local Roads Authority and must, therefore, be subject to private maintenance agreements. They will remain either the responsibility of the Local Housing Authority or of the proprietors or factors in the case of private housing.*
- (e) *Clear demarcation must be provided between the prospective public road and privately maintained parking areas.*

2.3.3 Housing Courts

Housing Courts consist of a combination of the above elements and may be considered for adoption by the Roads Authority. Housing courts should be constructed in accordance with a Construction Consent.

Housing Courts serving less than 20 dwellings may be considered unsuitable for adoption.

2.3.4 Service Areas

Service areas in industrial or commercial developments, which provide loading facilities for the premises, will not normally be considered for adoption even though these may take the form of paved areas contiguous with the carriageway. A clear delineation of the private area will be required.

2.3.5 Adoption of Road Lighting and Electronically Controlled Signals etc

Lighting installations or electronically controlled signals on publicly maintainable roads, footpaths and parking areas may be taken over by the Roads Authority for operation and maintenance prior to the completion of the road works, provided that the following requirements are met:

- (a) *The submission of a separate acceptable **Completion and Inspection Certificate** for any lighting installation or part thereof that requires to be adopted during the construction period.*

- (b) *Acceptance by the developer of responsibility for any necessary repairs or replacements, arising from faulty workmanship or from the failure of materials, during the twelve months following adoption of the road as detailed in the RCC.*
- (c) *Written assurance from the developer that all roads concerned will be offered for future adoption in a timescale commensurate with the lighting adoption maintenance period.*
- (d) *Final acceptance will be withheld until all columns and control pillars etc have been numbered and, if required, painted.*

The road will not be adopted until the road lighting and control is completed.

2.3.6 Adoption of Cycle Tracks

A cycle track is a road for use by pedal cycles only or by pedal cycles and foot only. The adoption of cycle tracks will therefore follow the procedures for the adoption of roads. The suitability of cycle tracks for adoption will be judged against the following criteria:

- (a) *Cycle tracks should be constructed in accordance with a Construction Consent.*
- (b) *Cycle tracks must form part of a general cycling network interconnecting houses, shops, schools, public transport, etc and be available to cyclists and pedestrians on an unrestricted basis.*
- (c) *At least one end of the cycle track should be connected to a public road carriageway to facilitate access for maintenance purposes.*

Where a cycle track is constructed by the developer on land primarily intended for recreational or similar purposes to be managed by Council's Services, the cycle track will not require to be adopted but a Construction Consent may be required; Road (Scotland) Act 1984 Section 151(3). If built by a Developer it needs technical approval.

2.3.7 Adoption of Cycle Parking, Bus Shelters, etc

The provision of bus shelters, cycle parking and other facilities may be constructed as part of a development to satisfy the requirements of the Council.

These will normally be adopted subject to the following criteria:

- (1) *They should be constructed in accordance with the Council's requirements.*
- (2) *They should form part of a general network connecting centres of activity or other sections of public road and be available to users on an unrestricted basis.*

2.3.8 Adoption of Sustainable Urban Drainage Systems (SUDS) for Roads

In terms of this guide where any part of a road is drained into SUDS that system is subject to a Construction Consent.

As a fundamental element of that Consent, a clear demarcation in the form of a **schedule of agreement** (refer to section 3.9) together with plans indicating the prospectively adoptable elements by the Road Authority and Scottish Water which identifies the detailed SUDS adoption agreements in advance of each specific development will be required as part of the Construction Consent process.

The element of SUDS that is apportioned to the Road Authority will be adopted providing:

- (a) *all elements of the SUDS for roads should be constructed in accordance with a Construction Consent;*
- (b) *written evidence that the proportion of SUDS to be vested by Scottish Water is to be constructed to their standard.*



2.3.9 Pipes and Culverts Under Roads

For pipes and culverts under roads a hydrological study of the catchment area along with a hydraulic design of the proposed pipe or culvert and outfall should be provided along with confirmation that this has been checked independently. Grilles should be designed to facilitate ease of maintenance and prevent flooding and, where possible, grilles should allow for overflow during flood conditions or where the grille face is blocked with debris: refer to section 3.9.

(a) Drainage Outfall to Watercourse

Where connection of the road drainage to a public sewer is not possible alternative arrangements for road drainage should be agreed with the Roads Authority, Water Authority and **Scottish Environmental Protection Agency (SEPA)** [🔗](#).



2.3.10 Structures Agreements

Where a Construction Consent provides for a road to be supported by a bridge, the Roads Authority will normally enter into an agreement with the developer, in terms of Section 79(1)(c) of the [Roads \(Scotland\) Act 1984](#), whereby the bridge will heritably vest in the Local Roads Authority. Other essential structures such as retaining walls will also require an agreement to enable these structures and solums to vest in the Local Roads Authority. However, where the bridge or other structure and solum has not been so acquired, the Local Roads Authority will be responsible only for maintaining the road surface.

2.3.11 Roads Bonds

In terms of Section 17 of the [Roads \(Scotland\) Act 1984](#) and the *Security for Private Road Works (Scotland) Regulations 1985 Amended 1998 (SI 2080)* developers are required to make financial provision with the Local Roads Authority in order to safeguard the completion of roads detailed under the Act and which are the subject of a Construction Consent. Refer to [SCOTS RCC and Bond Guidance](#).

To clarify this issue, everything that conventionally constituted a road will be included in that valuation and includes carriageway, footways, cycle tracks, remote footpaths, verge, service strips, lighting, drainage and any other works normally associated with the road works.

The valuation of the Road Bond is set by the Local Authority based on costs for them to have the works completed up to the standard of the Construction Consent and is not subject to negotiation by the Developer.

Such provision may take the form of a Road Bond or deposit and protects prospective house purchasers from having to bring incomplete roads up to adoptable standards. **It should be noted that no building works can commence until such securities have been lodged and Developers must give “at least four weeks” prior written notice of intention to commence such works to the Local Roads Authority.**

A security in favour of the Roads Authority will also require to be lodged in cases where substantial works for commercial developments affecting the existing road network are being undertaken by private bodies eg roundabout, underpass etc (this by means of a Section 75 Agreement or Planning Obligation made under the [Town and Country Planning \(Scotland\) Act 1997](#) as amended by the [Planning etc \(Scotland\) Act 2006](#)). The Regulations concerning Road Bonds do not, however, cover private accesses.

Evidence of a sewer bond may be required from a developer prior to works commencing as part of the RCC process.

2.3.12 Delineation Public/Private

Delineation will be required between all private areas and the public road. This should be achieved by means of flush kerbs or other agreed form of delineation at the boundary and may incorporate gateways and/or change of surfacing.

2.3.13 Dilapidation Surveys

In a case where construction traffic from a major development exceeds previously experienced volumes on the adjacent public roads serving the site and this results in an increased rate of deterioration in those roads, the developer may be asked to enter into an agreement with the Local Road Authority in terms of Section 96 of the [Roads \(Scotland\) Act 1984](#). This agreement allows the Council to recover extraordinary expenses in repairing roads damaged by heavy vehicles or other extraordinary, vehicles or traffic, as a direct result of a development.

2.3.14 Quality Audit Including Safety Audit

Quality Audit should be incorporated into the overall street design submission, advice. Reference to Quality Audit - section 3.3.

A consistent approach to QA using DS should to be encouraged. A method that forms part of a toolbox aimed to gain wider, more consistent implementation of [Designing Streets](#) is described in section 3.3, Quality Audit Summary Report.

2.4 Applying for Construction Consent

2.4.1 Responsibility for Design

It is important to recognise that the granting of Construction Consent does not imply that the Local Roads Authority accepts any responsibility for the accuracy and suitability of any elements of the design. The responsibility of the Designer under the CDM Regulations 2007 shall remain with the applicants design consultant or agent.

2.4.2 Application Content Details

An application for Construction Consent should be made on Form CC1. Completed application forms should be submitted **at least three months prior to the commencement of construction** to the Local Roads Authority. Layouts which clearly do not conform to the Guidelines may have the drawings and documents returned for a new application to be submitted.

It is important to note that an application for Construction Consent will only be accepted once the submitted documentation is of a sufficient standard that it is judged by the Local Authority to describe all the construction details sufficiently that permits construction to progress without further information. Confirmation that a construction consent is acceptable and is being progressed should be confirmed by the Local Authority in writing.

(a) Submission of Plans

Applications for Construction Consent should be accompanied by one electronic and three paper copies of each of the following (initially only one paper copy is required for a preliminary check of the proposals):

- (a) **A location plan**, preferably on the Ordnance Survey base, to a scale of 1:1250 or 1:2500, showing the proposed road network and its relationship to existing development and road network.
- (b) **A layout plan** of the carriageways, footways, drainage system, verges, footpaths, retaining walls, cycle tracks, bridges and earthworks to a scale of 1:500 (1:200 where pedestrian/vehicle shared surfaces are proposed) showing:
 - (i) the proposed centre, building and kerb lines (and also the heel of the footway where this differ from the building line);
 - (ii) curve radii of the road alignment and junctions;
 - (iii) traffic calming measures where appropriate;
 - (iv) dimensioned visibility splays at road junctions and private accesses;
 - (v) forward visibility distances at bends;
 - (vi) vehicular access points to properties;

- (vii) *pedestrian crossing points at junctions and other locations;*
 - (viii) *the location of all road gullies, (if applicable);*
 - (ix) *the location of all the road drainage system and SUDS components and its discharge points (applicants can obtain information on discharge points from Scottish Water);*
 - (x) *the location and type of lighting columns and lanterns, wall-mounted lighting units (if applicable), control pillars, underground cables and road crossing ducts;*
 - (xi) *the location of all underground services and ancillary apparatus;*
 - (xii) *the full extent of all cut and fill slopes;*
 - (xiii) *the boundaries of any areas which it is intended will subsequently be offered for adoption or maintenance;*
 - (xiv) *road signs and road markings etc;*
 - (xv) **future maintenance responsibility of road drainage system by (a) Local Authority, (b) Scottish Water, (c) the developer;**
 - (xvi) **future maintenance responsibility of roads, footways, remote footpaths, cycle tracks, service strips, verges, SUDS, green space and public areas;**
 - (xvii) *fences and wall heights*
 - (xviii) *swept path analysis.*
- (c) **A longitudinal section** along the carriageway, footpaths and cycle tracks giving vertical alignment details, road drainage gradients with manhole positions marked thereon, together with the nature of the substrata to a depth of 1 metre below road formation level or to rock head where bedrock is at a depth less than 1 metre.
- (d) **Typical cross sections** through the carriageways, footways, footpaths, verges, cycle tracks and adoptable parking areas detailing widths, crossfalls, construction depths and materials used, kerb and edge details and typical details of gullies, gully connections, filter trenches, swales, detention basins and underground storage.
- (e) **A Quality Audit** should also be included following the template in section 3.3 of this guide. Where appropriate it should **include a range of audit or reports as identified, including a safety audit** for the design.
- (f) **A Factual Ground Investigation Report** and corresponding **Interpretative Report** making specific recommendations on the design of the proposed road.

The details submitted for construction and the specification for materials therein must comply with these guidelines. This may be indicated by quoting the relevant clause number of the specification, but it will not be sufficient merely to state that construction is to the agreed specification.

(b) Design of Structures

Where the submission includes proposals for road structures (eg culverts, retaining walls or bridges) the application will be subject to Technical Approval Procedures as outlined in BD2 of the Design Manual for Roads & Bridges.

(c) Docqueting of Plans

It is essential that the plans, detailed drawings and specification submitted with the application are docqueted. *“This is the an/drawing/specification referred to in the application”*, and personally signed and dated by the applicant or agent.

(d) Notification of Owners

Where any person other than the developer owns land which fronts, abuts or is comprehended in **the new road(s) or the extension of the existing road(s)** for which Construction Consent is being sought, the developer will be required to declare on Form CC2 that all such persons have been notified of the application for Construction Consent by the issuing of Form CC3, Notice for Service on Owner.

(e) Owner's Objections

Any person to whom the application has been intimated under the provisions of the preceding paragraph may, within twenty-eight days of the date of intimation, make written representation to the Local Roads Authority. Any such representations will be considered before Construction Consent is determined.

(f) Hearing of Applicant

Should it be considered that the application for Construction Consent should be refused or granted subject to special conditions, the applicant may within twenty-eight days of the date of intimation of such a decision appeal to Scottish Ministers.

2.4.3 Construction Period

It will be a standard condition of any Construction Consent that the construction be completed within the period specified in the Consent. This period will not be less than three years. If, as a result of a change in circumstances during construction, it is demonstrated that the specified period is no longer realistic, the Local Roads Authority may grant an extension subject to any conditions they consider necessary. In certain circumstances where requested by the Local Roads Authority a new application for Construction Consent must be made as well as a re-evaluation of the bond.

2.4.4 Amendments to Consent

Should the developer, for any reason, wish to depart significantly from the construction specification or layout details for which Construction Consent has been granted, he must submit a new application for Construction Consent. The new application will be subject to a revised Road Bond valuation.

Major changes may also require the submission of a revised Planning Permission. Under such circumstances, the local planning authority should be consulted for further advice.

Construction Consent approvals may be transferred from one applicant to another at the discretion of the Local Roads Authority, but may under certain circumstance result in a resubmission.

2.4.5 Recycled Materials

In accordance with Environmental Policies, local authorities actively encourage the use of recycled or alternative materials in road construction to minimise the environmental impact of the extraction of aggregates.

Recycled materials should be from a licenced recycling station which has demonstrated to the satisfaction of the Local Roads Authority its ability to produce recycled materials to the required performance standards.

Where Council specification are not available for the use of a particular material, proposals shall be submitted to the Local Roads Authority along with test certificates and details of source of supply for consideration. Refer to [MCDHW - Series 600](#), [700](#) or [800](#); also [WRAP Resource Efficiency in Highways](#).

2.4.6 Road Lighting and Signing

The developer will be responsible for the provision of all road, footpath and cycle track lighting, signing (whether illuminated or not) and alterations to existing lighting deemed necessary under Construction Consent.

2.4.7 Private Signs

It should be noted that it is illegal to erect private signs on street furniture or within the road boundary; for example, signs directing the public to developments. Approved signs, to the recognised standard, can be erected with the prior approval of the Local Roads Authority.

2.4.8 Road Bond

Where a developer is required to lodge a Road Bond or deposit, it should be submitted to the Road Authority at least 14 days prior to any house building commencing. Refer to 2.3.11 and [SCOTS RCC and Bond Guidance](#).

2.4.9 Construction Consent Forms

All the relevant Construction Consent forms, as detailed opposite, are included in the Appendices for the use of the applicant. Permission is hereby granted for these forms to be photocopied.

Form	Title
CC1	<i>Application for Construction Consent to Construct or Extend a Road</i>
CC2	<i>Notification of Adjacent Properties (Docquets of Service)</i>
CC3	<i>Notice of Service</i>
CC6	<i>Application for Addition of Roads (including footways/cycle tracks) to List of Public Roads</i>
CC8	<i>Carriageway Design Certificate</i>
CC9	<i>Construction Consent Checklist</i>

2.4.10 Non-Standard Materials

Where the developer proposes or is required to use, in the opinion of the Local Roads Authority, non-standard materials the developer should maintain a stock of 5% of non-standard materials at all times for the design life of the road. Alternatively the developer should deposit a stock of 5% of these materials with the Local Roads Authority within 3 years of completion of the contract subject to the availability of depot space

2.4.11 Failure to Comply

It should be remembered by developers that failure to comply with the procedures given in this document may result in refusal of Construction Consent. Developers are therefore encouraged to liaise with the relevant Authority at all stages of a scheme.

2.4.12 Inspection Procedures During Construction

(a) Notice of Commencement

(1) **Four weeks' notice** must be given to the Local Roads Authority of the start of roadworks together with names and telephone numbers of responsible persons who may be contacted in connection with the construction of the works.

(2) **Inspection and Testing**

During the construction period, irrespective of whether or not it is intended that the road(s) be subsequently adopted as public, the Local Roads Authority representative must be afforded access to the site to ensure that the works are being undertaken in conformity with the Construction Consent. The developer and/or his contractor should provide every facility to enable the Local Roads Authority representative to examine the works being executed and the materials being used, but will remain responsible for ensuring that standards are met.

(3) Notice of Operations

The developer or his contractor must give the Local Roads Authority representative a minimum 48 hours' notice (excluding weekends and public holidays) of:

- (a) completion of formation;
- (b) commencement of each pavement layer to the carriageways, cycle tracks, footways and footpaths;
- (c) each concrete pour (including blinding) and commencement of steelfixing where reinforced concrete is used;
- (d) striking of formwork;
- (e) setting out of road lighting plant positions, backfilling of cable trenches and painting of lighting columns;
- (f) placing and testing of drainage systems.

It should be noted that these are minimum requirements and that, in certain cases, the developer may be required to notify the Local Roads Authority's representative of additional construction stages.

Developers should also note that failure to notify the representative as above can result in covered over work to be exposed for inspection at the developer's expense to ensure that the construction complies with the Construction Consent.

Finally, failure to notify can result in delays to adoption or potentially seriously compromise the adoption process.

(4) Charges for Inspection and Testing

The Local Roads Authority reserves the right to charge for expenses incurred in inspecting, including any resultant undertakings, along with testing arising from the granting of Construction Consent. Samples of the various materials proposed to be used should be supplied, free of cost to the Local Roads Authority, together with particulars as to the source of supply or manufacture of such materials; or, at the discretion of the Local Roads Authority, test certificates may be submitted indicating the suitability of the materials proposed for use.

(b) Maintenance Period Inspection

On completion of a development road constructed in accordance with a Construction Consent, a request should be made to the Local Roads Authority to have a inspection carried out. As a result of this inspection, a list of any remedial work required to bring the road(s) up to the Local Roads Authority's standards will be prepared. Following the satisfactory completion of any such remedial work and the required maintenance period, an application may be made for the addition of the road(s) to the Local Roads Authority's list of public roads.

2.4.13 Applying for Adoption of Development Roads

(a) Application for Adoption

Following completion of a development road constructed in accordance with a Construction Consent, an application (using Form CC6 for its inclusion in the Local Roads Authority's list of public roads) may be submitted to the Local Roads Authority by the person to whom such consent was granted.

It should be noted that where at the planning stage it is the clear intention of the developer to have the road added to the list of Roads on completion, some Local Authorities may streamline this process by wording the Construction Consent's application forms in such a manner that this is agreed at that stage which precludes completion of this form at the later stages.

(b) Documents to Accompany Application

Prior to the Construction Consent being entered into its Maintenance Period, submission in the form of two copies of the plans, one paper set and an electronic set, containing all relevant as-built details, must be made to the Local Authority. The roads offered for adoption should be shown in colour, and the plans should clearly indicate the ownership of all areas so coloured. The application for adoption should include the Safety File as required under the Construction (Design and Management) Regulations 2007.

(c) Road Lighting

Similar to above the submission should include two copies of a signed Lighting Completion and Inspection Certificate CC10 together with as installed plans which must show the positions and circuit arrangements of all lighting apparatus.

(d) Road Drainage

The road drainage offered for adoption should be shown in colour and should clearly show future maintenance responsibility by:

- (a) the Local Authority;
- (b) Scottish Water.

The application for adoption should also include a CCTV survey of the road drainage to be adopted by the Local Authority.

(e) Adoption Inspection

Within a period of twelve months from the time of application for adoption of a development road, an inspection will be undertaken by the Local Roads Authority to ensure that the road has not deteriorated to a standard below that required for adoption.

2.4.14 Addition to List of Public Roads

Following a satisfactory adoption inspection, the road(s) shall be added to the list of public roads, in terms of Sections 16 and 18 of the [Roads \(Scotland\) Act 1984](#) , as appropriate.

2.4.15 Release of Road Bond

The Local Roads Authority may on request of the Developer release an appropriate amount of the Road Bond in respect of a section of road within a Construction Consent where:

Stage 1 - *In accordance with the Road Construction Consent and the road being constructed up to Binder Course, Surfacing Course where modular blocks are specified, the Sustainable Urban Drainage System or other drainage system is complete and functioning, all underground infrastructure is fully installed and standards of work agreed with the adopting authority and any appropriate kerb log is completed.*

Stage 2 - *Completion of all other items as detailed on the Construction Consent up to substantial completion which should only omit such items as grass or soft landscaping elements due to annual planting periods.*

Stage 3 - *Expiry of the Maintenance period (or the expiry of maintenance period of defects required identified during that period) or the addition of the private road concerned to the local Authorities List of Public Roads, whichever is the earlier.*

The Local Roads Authority will retain **a minimum** of 10% of the original security lodged until such time as the road has completed satisfactorily its maintenance period or been added to the list of Public Roads, whichever is earlier.

Part 3

ROADS DEVELOPMENT GUIDE



Click map to see regional variations



DETAILS

Part 3 - Details

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3 Details

3.1 Road Design

3.1.1 Junctions

The range of junction types and arrangements are discussed in [Designing Streets](#) (page 36). This section details required junction criteria to enable a design to function correctly in relation to its user demands.

The functionality of a junction design should be demonstrated by swept path (or tracking) analysis based on the defined user needs appropriate to that junction. The swept path defines the minimum road space required to serve that junction's needs but is not considered necessarily the required kerb boundary line. It merely demonstrates the junction's ability to accommodate the intended traffic use.

(a) Form of Junctions

Where any new development gains access to the existing road network, the detailed form of the junction will depend on various factors including user demand in the form of volume and type of traffic, the manoeuvres made by these vehicles, the potential delays and queues, provision for vulnerable road users etc.

(b) Location

It is preferable to site any junction on level ground or in sags rather than at, or near, the crests of hills. Where possible, T-junctions on curves should be sited so that the minor road is on the outside of the curve. Junctions on the inside of sharp curves are most undesirable.

(c) Visibility Splay Area

Stopping sight distances and visibility requirements are detailed in [Designing Streets](#) (pages 33-35).

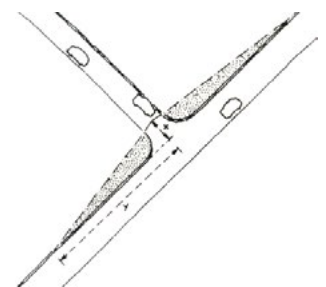
(d) Visibility Splay at Bend

Where the side road joins the road at a bend the Y distance should be measured on the kerb line along the bend but the visibility splay will be determined in a straight line (see Figure 6).

(e) Effects of Gradients on Visibility

When a minor road forms an uphill approach to the major road care should be taken to ensure that objects within the visibility triangle although less than 1.05 metres above carriageway level do not interfere with visibility.

Figure 6 Visibility Splay



(f) Frontage Access and Parking at Visibility Splays

Obstructions to visibility are detailed in [Designing Streets](#) (page 35). Encroachment of parking spaces into visibility splays should be avoided where practical.

(g) Speed Control

Within residential areas low radii corners and/or narrow trafficked lanes can be incorporated which will assist speed reduction.

(h) Forward Visibility**Application**

In residential developments, the reduction of drivers forward visibility heavily influences the reduction of vehicle speeds which is considered essential for the road network to function safely.

However, on main and strategic routes, forward visibility is considered where journey time is an economic factor.

Height of Visibility Envelope

Refer to page 33 of [Designing Streets](#).

Construction of Forward Visibility Splay

To ascertain whether the appropriate forward visibility will be achieved a line should be drawn along the vehicle path at a distance of 1.5 metres from the kerb to represent the driver's position (page 35 [Designing Streets](#)).

Visibility at Curves

Refer to [Designing Streets](#).

Reduced Forward Visibility

Forward visibility can be reduced below the constructed visibility splay process in [Designing Streets](#) page 35 by applying to the road authority and outlining the reasons justifying the reduction within the Quality Audit (see Figure 7).

Main and Strategic Roads or Steep Gradients

MfS2 suggests that Bus/HGV SSD should not be assessed except where it is in excess of 5% of traffic flow. Additionally, where steep road gradients are considered to be factors the basic formula for calculating SSD (in metres) is recommended: refer to section 2.2.5.

$$SSD = vt + v^2/2(d + 0.1a)$$

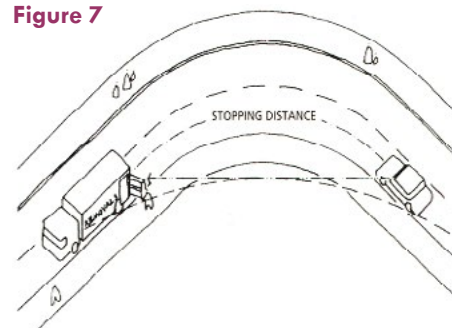
Where: v = speed (m/s)

t = driver perception - reaction time (seconds) (for HGV and bus traffic, use pre MfS1 value of 0.375g)

d = deceleration (m/s²)

a = longitudinal gradient (%) (+ for upgrades, - for downgrades)

Figure 7



3.1.2 Private Access

(a) Access Criteria

Similar to the above criteria, private vehicular access to developments will require to accommodate the numbers and types of vehicles using the access in a safe manner. The form of access may also require to be enhanced in order to accommodate pedestrians and cyclists.

(b) Segregation at Commercial Accesses

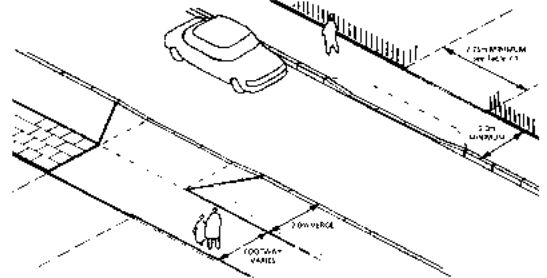
In the case of commercial developments, vulnerable users should be provided with a separate pedestrian access.

(c) Individual Dwellings

In general, access to individual dwellings should be by means of a dropped kerb footway crossing as shown in Figure 8. In rural or semi-rural areas the x and y distance is dependent on the speed of traffic on the road based on the relevant speed limit applicable at that location.



Figure 8 Driveway Access



(d) Access Layouts

Access layouts are shown in Figures 9 to 11. Note: These details require to be updated to narrow ramps and consistent passage along footway.

Figure 9 Single Minor Commercial Access, Housing Court or Car Park up to 50 spaces

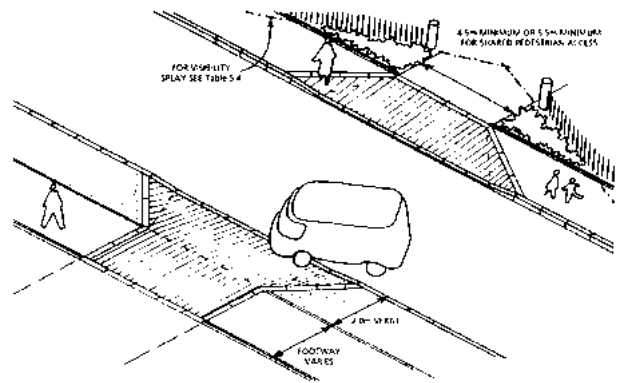


Figure 10 Minor Commercial Access or Car Park with more than 50 spaces

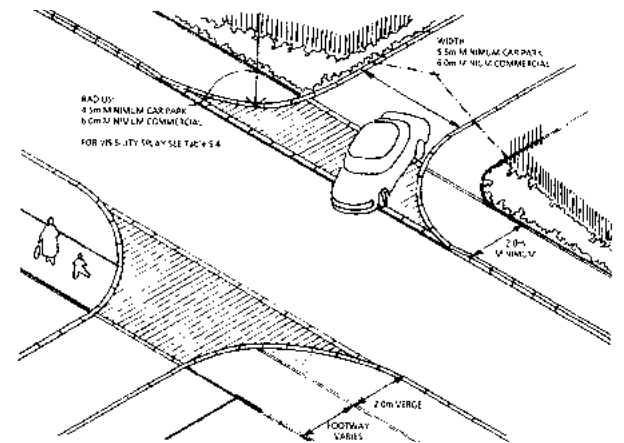
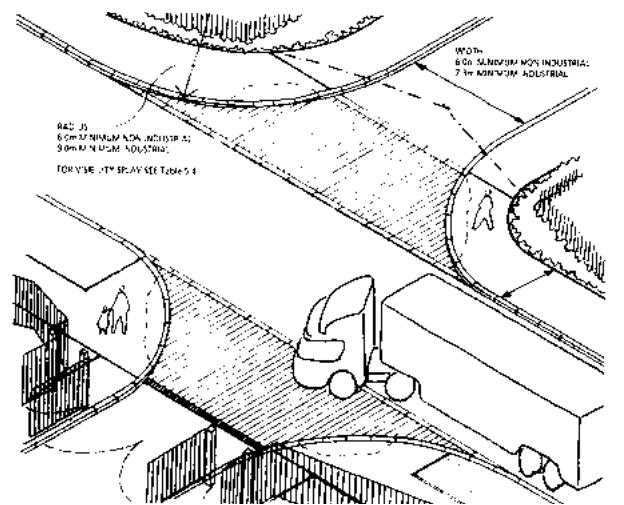


Figure 11 Major Commercial or Industrial Access



3.1.3 Design Details

(a) Minimum Traffic Lane Widths

Public Transport

Carriageways on bus routes should not generally be less than 6.0m wide, although this could be reduced on short sections with good inter-visibility between opposing flows.

Bus priority is most commonly achieved by providing with-flow bus lanes, and unless signed to the contrary they can be used by cyclists. Bus lanes should be 4.25m wide and the minimum preferred width is 4m; this allows buses to overtake cyclists safely and reduces the likelihood of interference from general traffic in the adjacent lane. The minimum recommended width is 3m.

Service Vehicles

Service vehicles by their very nature are infrequent users of the road and their incorporation into the design should not dominate the overall design.

The frequency with which they use each road should be considered and the road should be designed to match the need. High frequency use of HGV service vehicles will require that the road width is suitable to accommodate these vehicles traveling in both directions and the width should ensure that they can pass each other safely and at the appropriate speed. Where indicated by a swept path analysis, bends may also incorporate appropriate widening to ensure that they can travel along the road in a safe and appropriate manner.

Where their use is less in residential areas with a high place function and they are unlikely to meet each other traveling on opposite directions, the road width can be reduced accordingly. In these circumstances HGVs can use all parts of the road and cross the centreline. However, and road design in these situations must incorporate a swept path analysis to ensure that all HGV service vehicles can travel along the road without complicated manoeuvres being required.

Figure 12

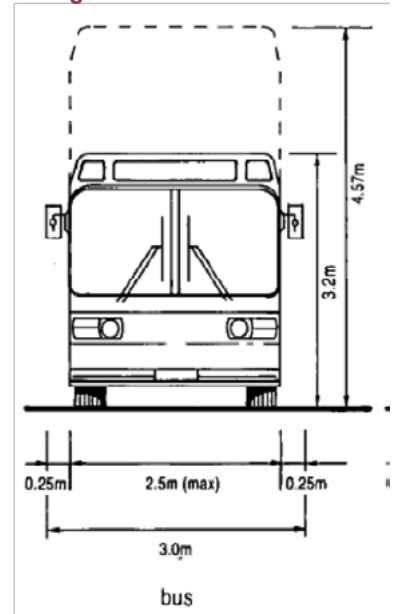
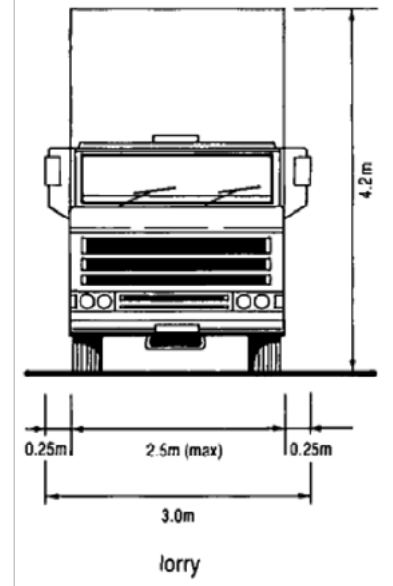



Figure 13



Design Considerations

UK practice has generally adopted a standard lane width of 3.65m but this should not be taken as a preferred value in all circumstances.

On strategic and arterial routes generally subject to national speed limits, this road width should be used and the layout should generally meet the standards in [DMRB](#) .

The geometric design of a carriageway has generally been based on the notion of a design speed, which in the past has tended to be fixed along a route, or a substantial section of a route. The images on page 17 of this guide indicate that it is insufficient to consider that a road remains unchanged along its length and the balance between place and movement alters along its length. Therefore it is acceptable to vary road widths to suit circumstances.

The findings in TRL661 indicates that the context through which drivers pass does have an effect on their chosen speed and that speeds will be affected by road width and alignment and areas where conflict may be perceived by drivers.

Narrower lanes will be appropriate in many circumstances, particularly in built up areas, resulting in carriageways that are easier for pedestrians to cross and encouraging low traffic speeds without causing a significant loss of traffic capacity. The needs of cyclists will need to be expressly considered however, as discussed above.

Road design should therefore create an environment where drivers tend to slow down to an appropriate level in areas with a high place function which are generally urban areas, where road space is shared between motorised traffic, pedestrians, cyclists and public transport, and keeping speeds low has been demonstrated to have significant safety benefits.

The lane widths should be determined based on the following local consideration:

- ◊ *the volume and composition of vehicular traffic;*
- ◊ *pedestrian and cyclists' needs;*
- ◊ *the demarcation, if any, between carriageway and footway (eg kerb, street furniture or trees and planting);*
- ◊ *whether parking is to take place in the carriageway and, if so, its distribution, arrangement, the turnover of spaces, and the likely level of parking enforcement (if any);*
- ◊ *the design speed; and*
- ◊ *the curvature of the street (bends require greater width to accommodate the swept path of larger vehicles).*

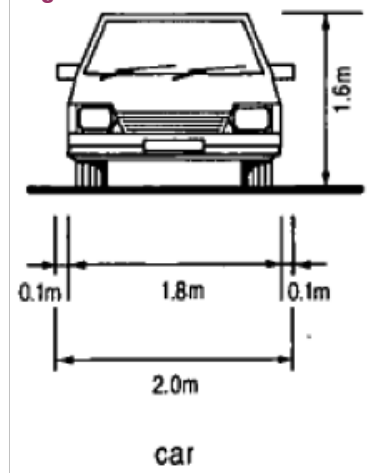
Road design should therefore commence with an analysis of the types of road users anticipated on the route along with the design speed.

This should be considered along with the percentage of HGVs and buses and where this is expected to be high then widths should be able to accommodate these larger vehicles to pass each other in free flowing traffic.

The road width should be considered by the creation of lanes which allow the appropriate vehicles to travel along the road.

Typical vehicle widths are shown in figures 12 to 14 and summarised in the table below and these can be taken as a guide to minimum lane widths.

Figure 14



Vehicle	Width (m)	Total Width (m) (see figures)
Bicycle	0.6	1.0
Bus	2.5	3.0
HGV	2.5	3.0
Van	2.2	2.6
Car	1.8	2.0

The road width can then be defined by the clearance necessary to allow vehicles to travel at the appropriate speed. Clearances need to be specified between vehicles and between the vehicle and the kerblines as detailed in the table below.

	20 mph Design Speed	30 mph Design Speed
Kerb to vehicle clearance	200 mm	250 mm
Vehicle to vehicle clearance	300 mm	800 mm

Thus for example, where HGVs and buses make up only a small proportion of traffic flow, 2 m wide lanes would be sufficient for most vehicles. For a design speed of 20 mph the appropriate clearances would give a carriageway width of 4.7 m. Note: refer to minimum road widths. Conversely for a design speed of 30 mph with a large number of HGVs and buses then 3 m wide lanes with the appropriate clearances would give a carriageway width of 7.3 m.

Carriageway and lane widths do not have to be constant. Varying the width through non-parallel kerb lines or other physical limits can create interest, provide informal parking opportunities at widenings and traffic speed reduction at narrowings. The needs of cyclists at narrow points should be considered in detail.

These widened areas should be sympathetically designed to address the visual intrusion of unsympathetic road features such as traffic signs, road markings, street furniture and excessive carriageway width. These can be in conflict with local place functions. The opportunity for designers to employ 'natural' features should be considered, for example grass or grassy banks, appropriate trees and shrubs and also seating. Experience has shown that a more sensitive approach can bring sensitive benefits.

Where HGV and/or bus flows are low, it may not be necessary to design carriageways to cater for two large vehicles meeting at any point on the road. This will include refuse vehicles, delivery vehicles and removal vehicles. Tracked routes for these vehicles will need to prove that the road width is capable of allowing these vehicles to pass along the road in a forward gear without requiring to reverse at any point along the route.

Where HGV and/or bus flows are higher carriageway widening may be required for horizontal curves. This should be assessed using tracking software.

The use of overrun areas can be considered to accommodate larger vehicles and further guidance is given on their use in [Designing Streets](#) .

Drivers' perception of the appropriate driving speed is also influenced by the relationship between the width of the street and the height of vertical elements. It can be shown that speeds are lower where the height of vertical features is greater than the width of the street. Therefore care should be taken where the carriageway is widened that a vertical effect to narrow the visual width is created by the inclusion of trees or other vertical features.

One of the six qualities of design included in *Designing Streets* is 'adaptability' and the design of a road must consider any future development to ensure that property boundaries do not define the end of a road. Careful consideration needs to be given to road widths to allow future integration with other areas, particularly in the context of larger master planned residential areas.

Design Parameters

The design parameters to be utilised for each type of road within the road hierarchy are given in Table 3 on the following page.

Table 3 *General Road Geometry*

Maximum Gradient	
Strategic Road	6%
Industrial Road	5%
Primary Street	8%
Residential Street	8%
Shared Surface Road	8%
Minimum Gradient	
Strategic Road	0.8% (0.5% with special drainage provision)
Industrial Road	0.8%
Primary Street	0.8%
Residential Street	0.8%
Shared Surface Road	0.8%
Minimum Vertical Curve Length (<i>K x algebraic difference in gradient</i>)	
Strategic Road	Crests: K=17 (10 if traffic calmed) Sags: K=13 (9 if traffic calmed)
Industrial Road	K=6 (minimum length = 20m)
Primary Street	K=6 (minimum length = 20m)
Residential Street	K=3 (minimum length = 15m)
Shared Surface Road	K=2 (minimum length = 10m)

Notes:

- (1) Roads intended for use by buses are subject to a maximum gradient of 6.7%.
- (2) Roads constructed with modular surfacing are subject to a minimum gradient of 1.25% and a maximum of 7%.

(b) Housing Road Widths

Minimum Road Width

The development of a road layout must consider the user defined use in the quality audit. This approach permits variance on a road design however the functionality must be retained with minimal road widths. Where roads are narrow, consideration for placing street lighting such that it is set back from vehicular passage whilst being on adoptable land must be demonstrated in application plans.

Shared Surfaces

The above hold true for shared surfaces however provision for pedestrian passage and disabled users must be demonstrated in application plans as well as regard for locating and protecting street lighting columns.

Passing Place Configuration

A passing place should provide a minimum road width of 5.5 metres and the length is proportionate to the mean average vehicle type of the road users, reference to on street car parking bays sizes together and vehicle types will assist this design (see Figure 15).

(c) Carriageway Widening on Curves

Swept path analysis will dictate minimum road width criteria at such locations. As a rule, vehicles should not cross the center line of a road which has a speed limit of 30mph or more or carries more than 500 vpd. On a swept path analysis, where a large vehicle is indicated as crossing the center line of the carriageway to negotiate a bend or junction, traffic volumes must be minimal with associated speeds less than 10 mph for the crossing vehicle (see Figure 16).

Figure 15 Car and HGV Passing Places

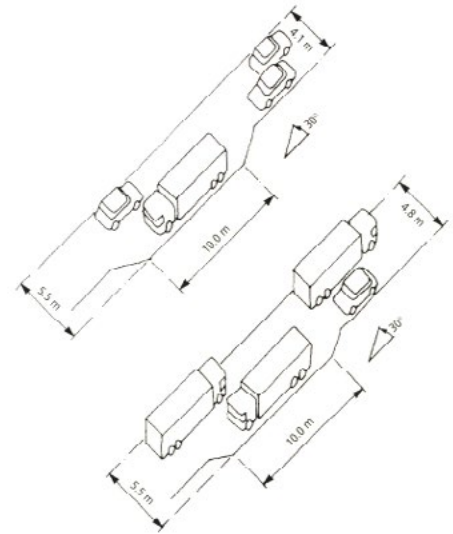
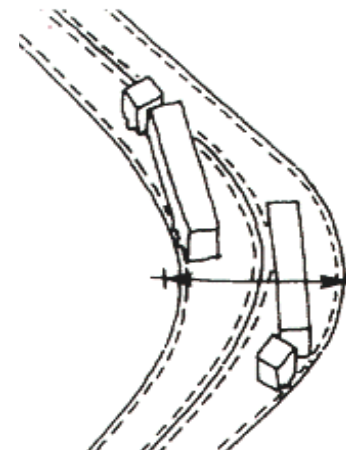


Figure 16 Car and HGV Passing Places



(d) Gradients and Crossfalls**Minimum Gradients**

Channel gradients should not be flatter than 0.8% (1 in 125). A change from camber to crossfall should not coincide with a sag point in the longitudinal gradient or on a section of road where the gradient is less than 1% (1 in 100).

Crossfalls

Carriageways should be cambered with a fall of 2.5 per cent from the centerline to the channel except on curves where, to eliminate adverse camber, a crossfall between channels should be provided as per the place/movement link design tables in Part 1.

The carriageway cross fall may vary when applying other design criteria such as roundabouts and corners and is dependent on design speed and change of direction refer to [TD 16/07](#) and [TD 9/93](#).

Maximum Gradients

Steep gradients should be avoided as the associated footways can cause problems for those with a mobility handicap. Gradients in excess of those shown may be permitted in hilly terrain at the discretion of the Local Roads Authority.

Lay-by

Lay-bys should be provided with a 2.5 per cent crossfall. Channel gradients should not be flatter than 0.8% (1 in 125).

Shared Surface

For roads surfaced with block paving a 2.5 per cent crossfall should be provided throughout with a minimum longitudinal fall of 1.25% (1 in 80).

Junctions

The maximum gradient, rising or falling, on the final approach of a minor road at a junction should be limited to 2 per cent for a minimum distance of at least 12 metres from the major road. At other locations the gradient of the minor road over the X distance at a junction should not exceed 4%.

Length of Maximum Gradient

The lengths of gradients which are near to the maximum permitted gradient should be kept as short as possible and should not include any horizontal curves within them, except where the radius of the horizontal curve is very large.

Vertical Curve Length

The length of a vertical curve is based on the difference in gradient multiplied by the factor K. See Table 3 on page 78 for the appropriate K value.



(e) Vehicle Clearance**Vertical Clearance**

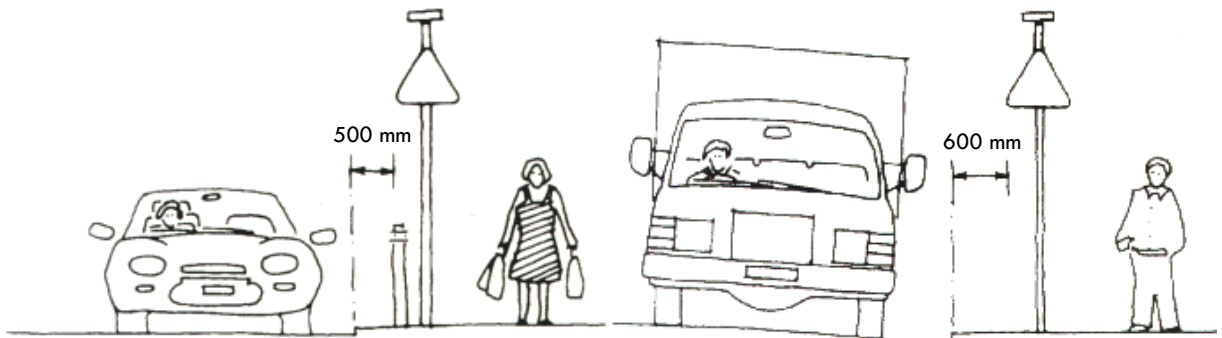
The minimum headroom for any structure, other than a footbridge (which must be constructed with a 5.7 metres clearance), must be 5.3 metres when spanning a Strategic or main Road and 5.1 metres for all other roads, including access through pends where servicing is required.

Generally, 2.1 metres clearance will be all that is required for an access, or covered parking area, which will only be used by private cars, but care should be taken to ensure that refuse vehicles can safely service the area without blocking the adjacent road. Consideration must also be given to changes in the longitudinal profile of the driving surface approaching a vertical clearance and how vehicles negotiate the vertical restriction in comparison to a simple level approach and exit to a vertical clearance.

Horizontal Clearance

A horizontal clearance of 0.5 metres should always be provided between the edge of the carriageway and any vertical objects such as signs. Where the crossfall on the carriageway exceeds 4% this clearance should be increased to 0.6 metres.

Figure 17 Horizontal Clearance

**(f) Turning Areas****Loop Road Preferences**

Turning areas are referred to in [Designing Streets](#) (page 37). The developer should demonstrate provision of servicing route so that service vehicles do not need to reverse. Wherever possible this should be achieved by the provision of roads forming loops thus avoiding the need for turning areas and minimising mileage for delivery, service and public transport vehicles, alternatively, reducing development impact so that all aspects are accommodated.

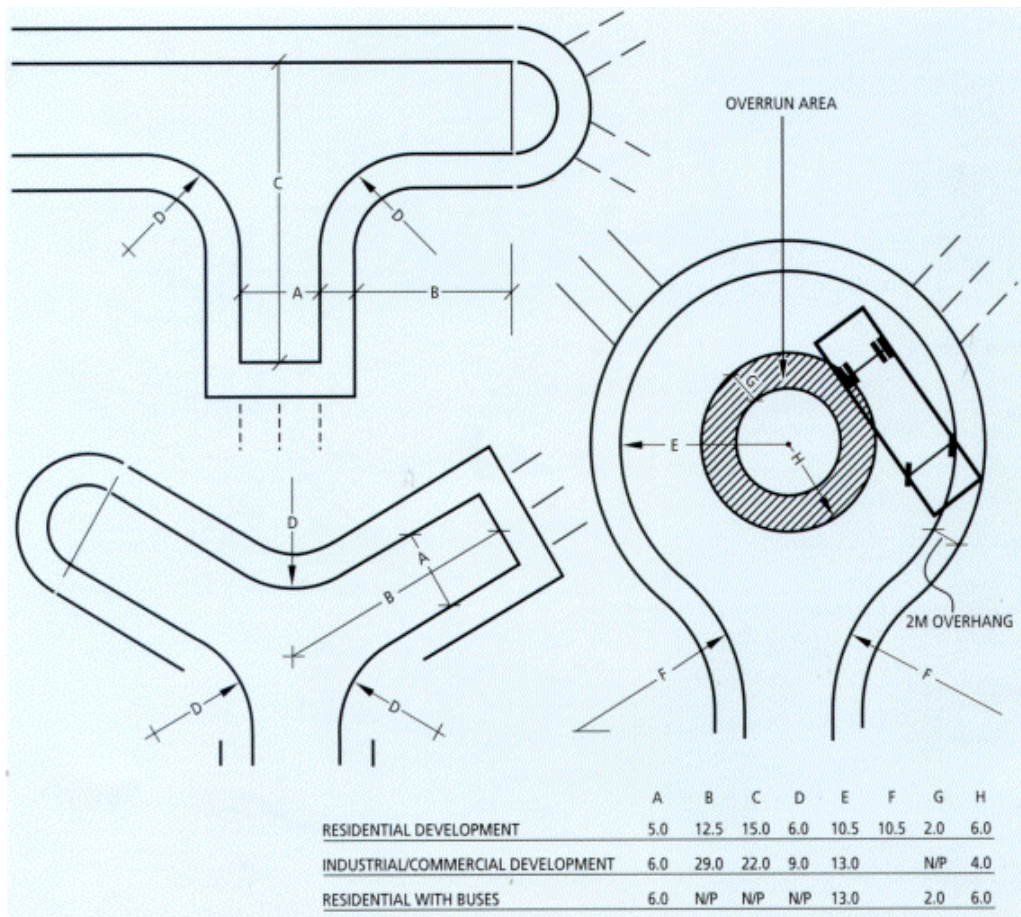
Provision

In general where roads are not provided in a loop form and culs-de-sac are used in a layout, they should terminate in turning circles. Where lack of space precludes the creation of a turning circle, turning heads may be substituted. However it should be noted that over-development of a site to the detriment of such infrastructure requirements is likely to be unacceptable.

Dimensions

The dimensions of turning areas should suit the characteristics of the largest vehicles to use the facility regularly. In residential roads these will normally be refuse collection vehicles, while in industrial/commercial development it may be necessary to cater for 15.5 metres long articulated vehicles or 18 metres long drawbar trailers. The turning areas detailed in Figure 18 are based on the turning circles of these vehicles between kerbs. The length of any hammerhead may be extended from the minimum values shown in Figure 18 at the discretion of the Local Roads Authority.

Figure 18



Overhang

Where there is no adjacent footway, turning areas should be provided with a 2 metres wide verge or margin to allow for any overhang of vehicle bodies when manoeuvring.

Self-Policing

Parking in turning areas should be discouraged by locating turning circles well clear of frontage development, or by arranging for premises and designated parking bays to take access via the turning area.

Environmental Design

In residential areas the use of less formal shapes for turning heads may be acceptable as illustrated in Figure 18 as long as the shape used still incorporates the basic turning head dimensions which must be detailed on drawings submitted for construction consent.

(g) Provision for Public Transport**Provision for Buses**

Amendments including facilities on existing roads to accommodate bus penetration may be required, at the developer's expense. All details in relation to the provision of bus operation should be obtained at an early stage by consultation with the Local Roads Authority.

**Scottish policy is:**

- ◊ to provide the environment for bus to act as an effective economic enabler by providing competitive, high-quality public transport;
- ◊ to enable bus to provide an effective alternative to the car by improving reliability, average bus speed and encouraging improvements to the quality of services and infrastructure;
- ◊ to encourage investment in more efficient vehicles that produce less greenhouse gases and contribute to the targets in the Climate Change (Scotland) Act 2009;
- ◊ to link communities, people, places of business and employment and essential services through encouraging the maintenance and development of the bus network in Scotland.



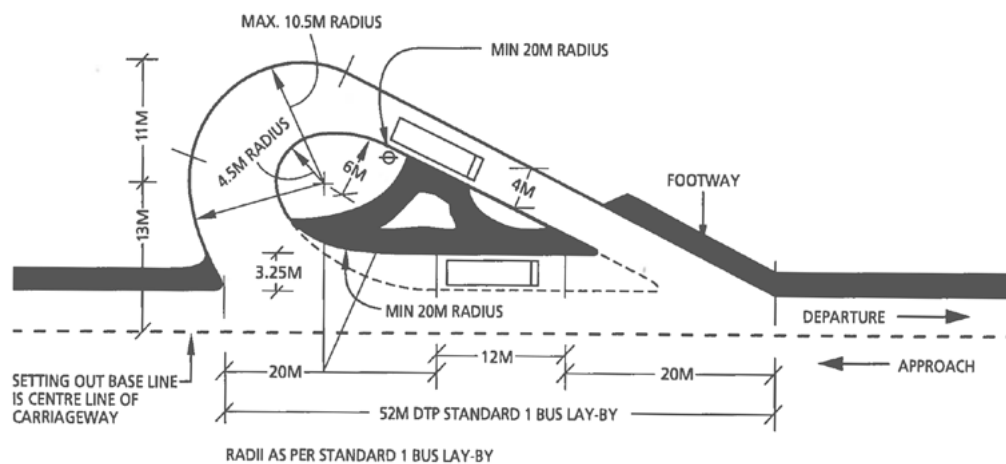
Public Transport

Developers should be aware of the existing structure of the public transport network, including proposed additions or alterations. Measures can be provided in the design of a development to encourage the use of the public transport network by ensuring that it is readily accessible. This will require direct footpath and cycleway links to existing or proposed bus and light rail stops and railway stations. Direct vehicular access may also be made available to permit dropping off and picking up, where space and demand exists. For exceptionally large developments, developers may be asked to provide a new station within the rail network.

Bus routes should have a minimum road width of 6.0 metres.

For details of bus stops and other public transport facilities information is available in [I.H.T. Guidelines for Planning for Public Transport in Developments](#) [🔗](#).

Figure 19 Bus Turning Area (2 metre overhang required)



Bus Stop Provision

Good public transport provision should be available at the initial phase of any new development, either by linking to existing networks or by establishing new routes and should therefore be discussed with local transport operators and the Local Authority's Transportation manager at an early stage.

Designing for Bus Passengers

When a new bus stop is likely to be used by more than 50 passengers a day, shelter facilities should be provided. Where real-time information services can be made available, such facilities should also be considered.

All details in relation to the provision of bus stops should be obtained at an early stage by consultation with the Local Authority's Transportation manager or nominated representative.

3.1.4 Pedestrians and Cyclists



(a) Provision for Vulnerable Users

A network of routes, which are safe and convenient, should be established to cater for the needs of the pedestrian, including those with a disability and cyclists.

An audit which indicates how due regard to disabled road users was considered is required as part of the RCC submission.

Cycle routes can comprise either cycle tracks (for pedal cycles only or pedal cycles and pedestrians), or cycle lanes, (part of the carriageway reserved for the exclusive use of pedal cycles).

(b) Pedestrian Provision

Pedestrian Network and Routes

Pedestrian movements should be made as convenient, safe and pleasant as possible by careful attention to the design and layout of pedestrian routes. The pedestrian network should reflect nature desire lines and be more attractive for pedestrians to use than the vehicular route. The provision for cyclists should be examined at the same time as the provision for pedestrians as the two can often be combined.



Definition of Footways and Footpaths and Bridleways

The [Roads \(Scotland\) Act 1984](#) defines a “footway” as a way, over which there is a public right of passage by foot only, which is associated with a carriageway and a “footpath” as a way, over which there is a public right of passage by foot only, which is not associated with a carriageway.

Pedestrian Crossings Considerations

Particular attention should be paid to the locations at which pedestrian routes cross the carriageway (eg at road junctions) so that footway and footpath users are not exposed to unappreciated dangers. Judicious use of hard and soft landscaping can guide pedestrians to suitable crossing points and help prevent children running directly onto the carriageway and consideration should be given to the possible need for crossing facilities adjacent to shops, clinics, community facilities and other generators of pedestrian traffic. Desire line should be considered and tighter radii of the carriageway kerblines (if kerbs exist) are helpful in encouraging direct connections for users on foot.

Pedestrian Crossings

At designated pedestrian crossing points, kerbs should be dropped to permit easy access to and from the carriageway for pedestrians with prams and wheelchairs. Kerb upstands range from 0 mm to 10 mm at such crossings

Grade Separated Pedestrian Crossings

Where both vehicular and pedestrian flows are very high, footbridges and underpasses may be appropriate for carriageway crossings. They should be designed to be obviously more convenient, pleasant and safe to use than any alternative route. This will often involve elevating or depressing the carriageway to ensure that footways and footpaths have minimal changes in level.

Controlled Pedestrian Crossings


Where grade separated can not be justified or provided it may be necessary to balance the competing demands of pedestrians and vehicles by providing a controlled crossing, eg a pelican crossing or pedestrian stage in traffic signals.

Tactile Slabs at Controlled Crossings

A tactile surface should be provided on the approach to all controlled crossing points. Further details of the layouts and use of tactile slabs are given in the [DfT Guidance on the Use of Tactile Paving Surfaces](#).



Enhancement of At-Grade Uncontrolled Pedestrian Crossings

Uncontrolled crossings may be necessary where the path and road networks cross but the flows are not high enough to justify a controlled or grade separated crossing. These crossing points may be enhanced by introducing traffic calming, thereby making it easier for pedestrians to cross the road and where possible a tactile surface should be provided in accordance with D.E.T.R. [Guidance on the Use of Tactile Surfaces](#) .

Pedestrian Routes on Arterial Roads

Where pedestrian routes of necessity run beside arterial Roads, separation from the carriageway by either a hard or soft landscaped strip, at least 2 metres wide may be advisable, in the interests of road safety and of improving the environment of the road. Reasoning should be included in the quality audit.

Width of New Footways

There is no maximum width for footways; widths should take account of pedestrian volumes and composition. In locations with a high 'place' function footways should be of sufficient width to cater for peak demand without causing crowding and the risk that people will be pushed into the carriageway.

Table 4 specifies the required widths of footways which depend upon the level of pedestrian activity. These widths may require to be increased to cater for high pedestrian volume.

Table 4 Footway Widths

Frontage Development	Width (metres)
None	2.5 - 3.0*
Industrial	2.0 - 5.0
Residential	2.0 - 3.0
Local Shops	4.0
Major Shops	5.0

* minimum 3.0 metres for arterial road

Width of New Footpaths

Table 5 on the following page details appropriate widths for footpaths and pedestrian areas intended for adoption. These widths may require to be increased to facilitate maintenance of the footpath and/or underlying services.

Table 5 Footpath Widths

Type of Footpath	Width (metres)
Minor pedestrian routes	2.0*
Major pedestrian routes	3.0
Shopping precinct	3.0
Footbridge	2.5
Underpass (2.3 headroom)	2.5

* May be inadequate for maintenance purposes in order to accommodate services

Obstacle to Pedestrian Desire Lines

Any street furniture which is to be provided, such as planters and litter bins should be located in such a way as to maintain a 2 metre wide obstacle free footway. Local narrowing to 1.4 metres over a 3 metre length may be permitted to accommodate street furniture, however, furniture should be reduced to a minimum and grouped together outwith the pedestrians' desire lines of movement (Figure 21).

Reduced Footway Width at Refurbished Buildings

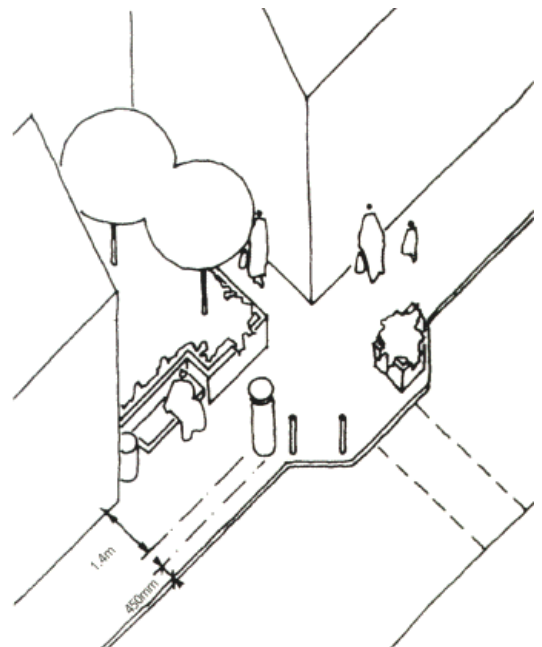
Where existing buildings are being rehabilitated or modernised it may be permissible, with the approval of the Local Roads Authority to reduce the footway width.

Pedestrian Priority at Vehicle Access

Where vehicular access to premises is taken across a footway, the ramped portion should be confined to the front 600 mm that is immediately adjacent to the carriageway, thus emphasising the pedestrians' priority. The short ramp adjacent to the dropped kerb also encourages a reduction in the speed of vehicles crossing the footway.

Desirably, gradients on footways and footpaths should not exceed 5 per cent, with a nominal maximum of 8 per cent. They should be constructed with maximum crossfall of 2.5 per cent. Steeper gradients may occasionally be permitted, subject to the provision of a handrail on at least one side and rest platforms at 10 metre intervals.

Figure 21 Obstacles to pedestrian desire lines



Steps or Ramps on Footway

Pedestrian ramps should have a maximum gradient of 10 per cent. Ramps with gradients of between 5 per cent and 8 per cent should be no more than 6 metres long and steeper ramps a maximum of 3 metres in length. Landings should be provided at the top and bottom of every ramp, and at every turn within a ramp. Stepped ramps should be avoided wherever possible and must not provide the sole means of pedestrian access or be used on wheelchair routes.

Steps will not normally be adopted as they pose problems not only for prams and wheelchairs but also for mechanised maintenance. They should therefore never form the sole pedestrian route and wherever practicable steps should be avoided. However, since some people find walking on any sloping surface difficult or impossible, steps may be provided in addition to long ramps where they are essential to meet the requirements of a pedestrian desire line. Each flight should rise a maximum of 1.2 metres and comprise between three and twelve uniform steps. Longer flights should be split into sections by landings. Steps should have 0.3 metre permanently nonslip treads and a minimum clear width of 1.4 metres.

Street lighting should be provided to light steps adequately and provision of Winter maintenance grit boxes should be made at the top of all steps.

**Landings**

Landings on ramps and stairways, and rest platforms provided adjacent to footpaths and footways, should preferably be 2 metres long x 2 metres wide with an absolute minimum dimension of 1.35 metres by 1.35 metres.

Handrails

Refer to DfT Traffic Advisory leaflet [6/02 Inclusive Mobility](#).

Handrails should be provided at both sides of steps (or centrally on steps a minimum of 3 metres wide) so they can be used by either hand. Handrails should comprise 50 mm diameter, galvanised, mild steel tube and must be securely fixed. They should be set 1 metre above a ramp and 0.85 metres above the tread of a step. They should extend at least 0.3 metres horizontally beyond the top and bottom of a ramp or flight of steps and should be returned at each end. Handrails can sometimes be difficult for people to grip and the most comfortable cross section for a handrail is circular with a diameter of 45 or 50 mm. Handrails where fixed to a wall should have a gap of 45 mm between the rail and the wall. Free standing handrails should be complemented with a lower rail set not more than 0.3 metre above the walking surface.

Disabled and Equalities Requirements

Refer to UK Government guidance: [Inclusive Mobility 2005](#).

Disabled Access to Buildings

For disabled access to buildings, ramps should be incorporated off road. Where this is not possible then ramps on existing footways may be permitted for refurbishment of existing buildings as per Figure 20 and Table 6. Reference should be made to the Technical Standards (Scotland) Buildings Regulations and DfT advice [6/02 Inclusive Mobility 2002](#).



The categories of buildings requiring disabled access are:

- (1) Home*
- (2) Institutional
- (3) Offices
- (4) Any Shops above 500m²
- (5) Assembly place, eg pubs, halls
- (6) Industrial

* Where a house contains a Surgery, ie Doctor, Dentist, then the requirement applies.

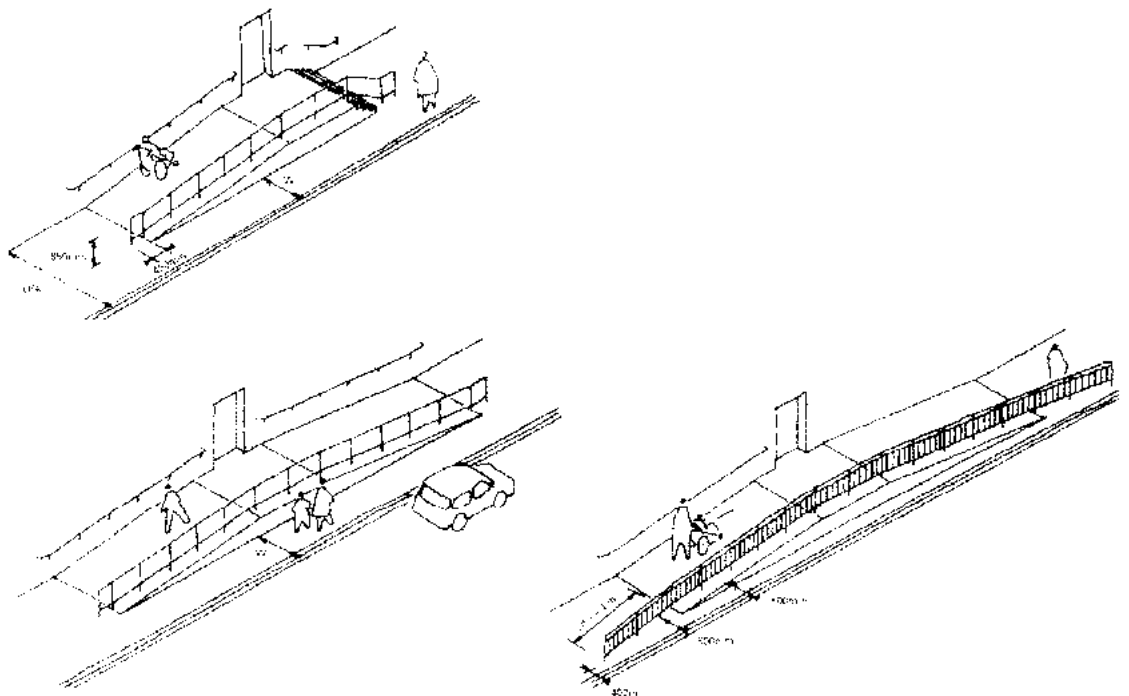
Table 6 Footway Ramp Widths

	W(m)	O/A Width (m)			
		Type A	Type B	Type C	
Non Shopping	1.40	3.20	3.20	2.25	Desirable Minimum "W" on Ramp* Absolute Minimum**
		-	3.00	-	
		3.00	2.80	2.05	
Local Shopping	2.80	4.60	4.60	3.65	Desirable Minimum "W" on Ramp* Absolute Minimum**
		-	4.40	-	
		4.40	4.20	3.45	
Major Shopping	3.50	5.30	5.30	4.35	Desirable Minimum "W" on Ramp* Absolute Minimum**
		-	5.10	-	
		5.10	4.90	4.15	

* On the through ramp layout original footway level is preferred to have minimum width. However, marginal o/a width reduction possible if ramp is made to provide minimum width with 1m footway alongside.

** Absolute minimum achieved with min edge width 400m reducing to 200m in Type A & B, and 600 to 400mm for Type C.

Figure 20 Ramp Dimension



Vertical Features

Generally free standing objects such as bollards and seats should be 1 metre high so that they are more obvious and can be more readily seen at waist height than at knee height. Where possible they should also be in a contrasting colour to further highlight their position. Consideration for these details require to be demonstrated through a disability audit.

(c) The Cycle Network**Objectives**

A cycle network should be established to serve the needs of cyclists with the main objectives being the following:

- (a) *Cyclists should be segregated from large volumes of vehicular traffic, especially where roundabouts are located, or fast moving traffic (>40mph).*
- (b) *Vehicle speeds should be reduced where there is a large number of cyclists.*
- (c) *Safe crossing points should be provided for cyclists at roads with major traffic flows.*

Further Advice

Further and more comprehensive details of provision for cyclists can be obtained from Transport Scotland's publication **Cycling by Design** [🔗](#) (Revision 1, June 2011).

Cycling Facilities

The following definitions apply to facilities for cyclists:

- (i) *A safer signed route is a route signed along minor roads, cycle tracks and cycle lanes.*
- (ii) *A cycle track has the same meaning as described in the **Roads (Scotland) Act 1984** [🔗](#). It is thus a 'road' for cyclists or cyclists and pedestrians segregated from the carriageway.*
- (iii) *A cycle lane is a lane provided for cyclists within a carriageway.*

Collectively these facilities can be used to form a cycle route.



(d) Geometric Standards for Cycle Routes

Dimensions

To allow the free movement of cyclists certain standards will require to be met and typical dimensions are given in Table 7 on page 94.

Surface

The surface of all cycle routes should preferably be a smooth non-skid wearing surface with a different colour from any adjacent traffic surfaces. Where the cycle route is part of the carriageway then particular attention should be paid to the surface condition on the inside edge where cyclists ride.

On Road Cycle Lanes

Cycle lanes should be 2 metres wide on busy roads, or where traffic is travelling in excess of 40 mph. A minimum width of 1.5 m may be generally acceptable on roads with a 30 mph limit. Cycle lanes less than 1.2 m width are only recommended at lead-in lanes to advanced stop lines where there is insufficient width for wider lanes.

The ideal minimum widths required for vehicles to overtake cyclists in comfort given in LTN 2/0838 are:

Car passing at 20 mph - 3.8 m

Car passing at 30 mph - 4.3 m

Bus/HGV passing at 20 mph - 4.6 m

Bus/HGV passing at 30 mph - 5.05 m

These are not necessarily lane widths, however. If traffic flows are generally light enough for vehicles to pass cyclists fairly readily by moving at least partly into the opposite lane then the overall carriageway width will be available. Lane widths of 3 m or less will make it less likely that drivers will try to squeeze past cyclists without pulling around them.

If traffic speeds are higher and motor vehicles are not able to move into the opposite lane to pass cyclists with comfort, then cycle lanes may be justified so that excessive lane widths are not provided, which would otherwise encourage higher speeds. Where there is more than one lane in either direction, some authorities have divided the carriageway into unequal lanes, giving more space on the nearside lane to assist cyclists.

Crossfalls

A standard crossfall of 2.5% is required generally but may be increased over short lengths, such as superelevation being applied on a tight bend.

Minimum Radius

The minimum desirable radius for a bend on a local cycle track is 15 metres. At junctions where turning speeds should be low, junction radii may be designed down to an Absolute Minimum radius of 4.0 m.

Gradients

Generally, cycle track gradients should not exceed 3% but a gradient of 5% is allowed over a maximum length of 100 metres and 7% over a maximum length of 30 metres. Gradients of 7% or more are not recommended except over very short lengths.

Table 7 Dimensions for Cycle Routes

Constraints at Boundary	Segregated			Shared
	Footway/ Footpath	Cycle Track	Verge	
Open Site or 0.5 m verges	1.2 m	1.5 m	-	2.5 m
Wall, bushes etc on kerbline	1.2 m	1.5 m	-	2.7 m
Carriageway on cycle track side	1.2 m	1.5 m	0.5 m	3.2 m

Road Crossings

Care must be taken where a cycle route crosses a road and that adequate visibility is provided, otherwise barriers or posts will be required to slow cyclists down. Where cycle routes cross pedestrian routes then it may be necessary to introduce some form of traffic calming, such as a footway rumble strip, on the cycle route itself to alert cyclists that pedestrians are likely to be crossing ahead.

Grade Separated Crossings

Grade separated crossings where facilities have been provided for the mobility handicapped will also be suitable for cyclists. However, where subways are concerned a clear headroom of 2.5 metres is required as a desirable minimum and on bridges a parapet height of 1.5 metres will be required.

Roundabouts

Care should be taken in the installation of roundabouts where there is a large number of cyclists using the junction as they often experience difficulty in using roundabouts. Further information and guidance on junction control may be obtained from the appropriate technical memoranda or advice may be given by the Local Roads Authority.

Traffic Calming

Where the use of the road by the cyclist is high, ie where a cycle route uses residential roads, or traffic calming has been added to an arterial road, then it may be appropriate to consider alterations which would assist the cyclist.

3.1.5 Servicing

(a) Off Road Servicing

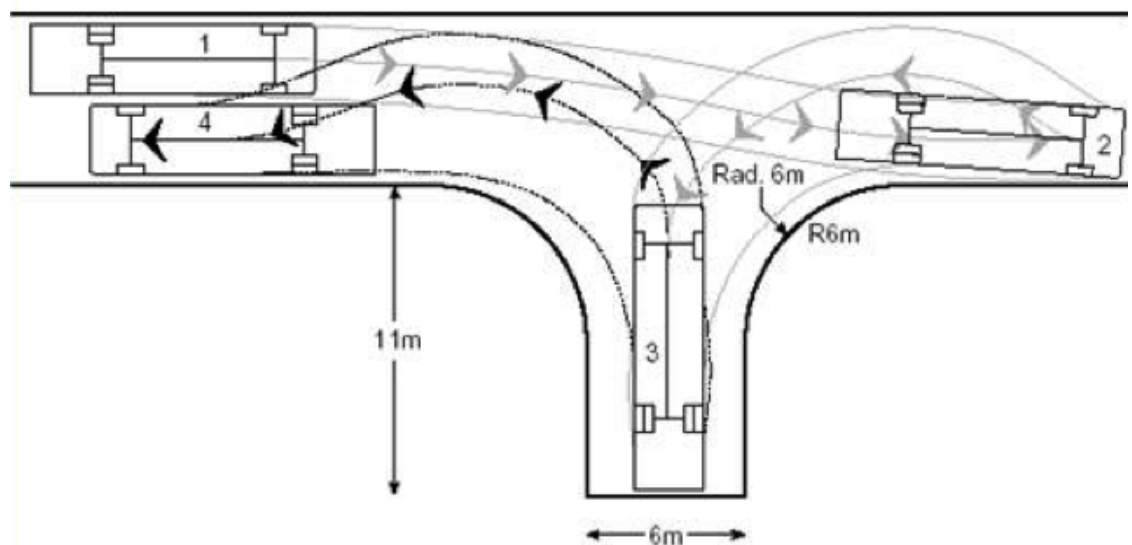
All development should be designed such that premises can be serviced from vehicles parked off the main carriageway without adversely affecting road safety. For residential and small commercial properties, servicing can generally be satisfactorily undertaken via access driveways but, for major commercial and industrial premises, a separate service area should be provided.

(b) Range of Servicing Provision

Service areas range from single bays to sophisticated structures incorporating loading bays and mechanical goods handling equipment. The size and layout of all service areas should be such that all vehicles can enter and leave in a forward gear and do not need to reverse on the public road. Developers will be required to prove through swept path analysis that all the necessary manoeuvres can be successfully completed (Figures 22).

Figure 22 Refuse vehicle swept path envelope

FTA Large rigid design vehicle Side road stub



(c) FTA Guidance

Advice given in the Freight Transport Association's (FTA) guide 'Designing for Deliveries' will assist in producing an internal layout suitable for the type of goods vehicle likely to be servicing the development.

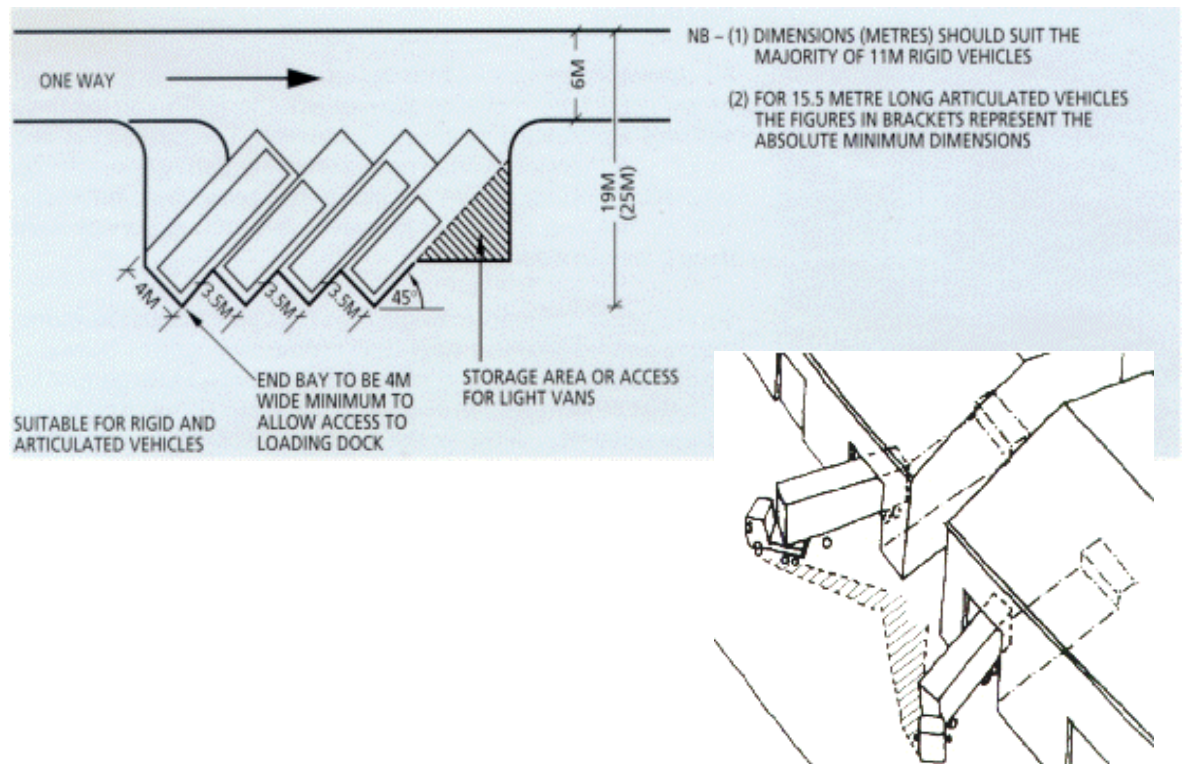
(d) Interpretation of FTA Guidance

The standards given in the FTA guide are representative of the standard driver in standard conditions and should not be compromised. Use of the recommendations will ensure that all drivers and vehicles can manoeuvre in the service yard within reasonable safety margins.

(e) Service Yard Design

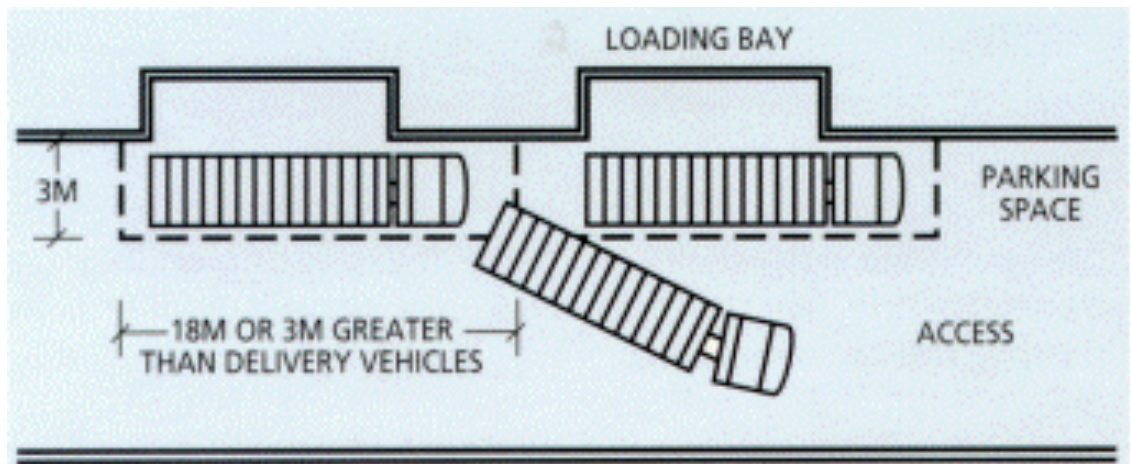
Service Yards should be designed to allow access from the adjacent road without causing delay to through traffic, even if a vehicle is waiting to exit. Loading bays should be provided to allow goods vehicles to load and unload in a convenient and safe manner. Most of these loading bays will be arranged to allow access to the rear of the vehicle and consequently adequate space must be provided to allow the goods vehicles to turn and reverse into the loading bay. The total depth of the bays can be reduced where vehicles are parked at an angle with a saw-tooth loading deck but this arrangement is appropriate only when used with a one-way circulation system. Drivers should not incur blind spots when manoeuvring in the yard (Figure 23).

Figure 23 Reversing blindspots



(f) Loading from Parallel Bays

Where vehicles are to be loaded or unloaded while parked parallel to the kerb in service roads, parking bays, 3 metres wide and at least 3 metres longer than the vehicles using them, should be clearly designated. The width of the service road should be increased accordingly. Bay widths should be increased where side loading of vehicles by fork lift trucks is contemplated to give a clear width of 3 metres between adjacent vehicles (Figure 24).

Figure 24**(g) Refuse Collection**

Where Standard issue wheeled bins or sack collection are used, a designated collection area is required (ie nearest kerbside or other place agreed by the Council).

Where communal waste and recycling facilities are provided, the maximum distance from bin storage area to refuse vehicle should be no more than 10 metres and should incorporate a level hard surface and dropped kerbs where appropriate to aid correct manual handling techniques. There should be an available width of 1.5 metres and head room of 2 metres to enable bins to be manoeuvred safely.

The refuse collection vehicles are a maximum of 12 metres long and 2.54 metres wide (excluding mirrors). The working length of the vehicle should taking account of the size of the bin and space to allow operatives to stand clear of the bin whilst on the lifting equipment should be 16 metres (Figure 24).




Access roads should be built to withstand a gross vehicle weight of 32 tonnes with an axle loading weight of 11.5 tonnes. The turning circle requirement should be in the region of 24 metres or a suitable swept path hammer head detail. Refuse collection vehicles should not be expected to carry out a lengthy reverse manoeuvre if at all possible.

(h) Overnight Parking

Provision must be made in commercial and industrial developments for the overnight parking, off the public road, of all associated vehicles. Where large numbers of servicing movements are anticipated, consideration should be given to the provision of parking bays for vehicles awaiting access to loading bays. It is essential that these vehicles can park at locations which will not interfere with the safe manoeuvring of any other vehicles. The dimensions of the parking bays should be similar to those of the loading bays but reference should be made to '*Designing for Deliveries*' published by the FTA for layout details. Provision must also be made for car parking as detailed in *Chapter 7*.

3.1.6 Statutory Undertaker Services

(a) Consultation

The provision of statutory or other services laid underground constitutes a basic element of development design. It is essential that the Statutory Undertakers, who provide such services are consulted during preparation of design briefs, in order that their requirements can be co-ordinated in the design and a balance struck between their needs and other objectives. Refer to [NJUG Publications](#) .

Developers should be aware that the local Water Authorities have no statutory responsibility for the disposal of road surface water. Connection of road water into a surface water/combined sewer will only be allowed through agreement with Scottish Water. This must be considered up-front to confirm the proposed road drainage system and as part of the planning process.

(b) Services Located in Roads

In the interests of both the Statutory Undertakers and other providers such as district heating schemes, and their consumers, all mains and services serving more than one proprietor should be located in land which is both publicly maintained and readily accessible. It has been recognised that these criteria are best met by public roads and, as well as making provision for pedestrian and vehicular movement, it is therefore a function of most roads to provide routes for underground services.



The key driver should be that all services are provided such that they can be maintained without damaging or affecting the road design life. Ducting is considered an acceptable method of providing denser utility provision which permits upgrades without extensive road disruption.

(c) Services in the Carriageway

Regards sewers, early consultation should be made with the Local Water Authority regarding their provision, in accordance with the [Sewerage \(Scotland\) Act 1968](#). Early consultation should include surface water sewers for the drainage of roofs and paved areas within the curtilage of premises, and the foul water drainage system. All services other than sewers, and occasionally water mains, should be grouped in 'service strips' located within the limits of the footways, verges and adoptable footpaths with a minimum of service connections across the carriageway.

Other utilities will not normally be placed under carriageways, with the exception of road crossings. This is due to the need to ensure that the road is not compromised as a result of inability to provide proper compaction, or due to collapsing ducting and the likes. Also, there is a need to ensure that the utility is not at risk of damage due to vehicle loading - either during the construction or operation of the road.

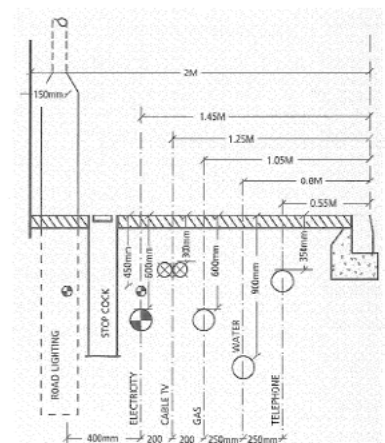
Where service crossings are required within carriageways, there should be a local deepening to provide 900mm cover from the finished road surface to the top of the service. Alternatively, protection (such as concrete surround or cover) can be applied, however it should be noted that this can give rise to future maintenance issues, and this should be agreed with the Statutory Undertaker at early stages. All services should be individually ducted at increased depths in accordance with the requirements of the Statutory Undertakers as directed by the Local Roads Authority.

Crossings of narrow residential roads should be located at passing places to minimise disruption to traffic flow during maintenance/repair works.

(d) Services in Service Strips

The width of a service strip will depend on the number and type of premises served. All domestic services (gas, electricity, lighting, water and telecoms) will normally be accommodated in a maximum 2 metres wide reservation and Figure 25 shows typical positions. This diagram is, however, only a guide and does not absolve the designer from negotiating with each Statutory Undertaker at the earliest possible stage. Special arrangements will require to be made where a footway is less than 2 metres wide and local widening in excess of 2 metres may be necessary to accommodate access chambers or where roads have tight bends.

Figure 25 Services Under Footway



(e) Services in Shared Surfaces

In shared surface layouts, all services should continue to be located in land eligible for adoption by the Local Roads Authority. Where the development calls for the use of a shared surface road construction, particular attention must be paid to the placement and provision of service strips. Where possible, service strips should be located outwith the running surface, and consideration should be made for their placement within a landscaped zone adjacent to property garden areas. If locating service strips within the running surface, care should be taken to ensure that it is situated within an area which is subject to less traffic where possible, eg to the side of the surface. Service strips should be maintained at a width of 1.8-2.0m, with an absolute minimum of 1.5m permissible for shorter lengths or to accommodate road geometry or restrictions.

In the event that the service strip must be located within the shared surface running area, early consultation with the utility providers is essential. A modified layout for the placement of services and/or a modified road construction detail may be required. Typically, the standard arrangement for the placement of services does not lend itself to situation where the service strip is located within a running surface zone of a shared surface; the typical depth of utilities is likely to result in the service being situated within the road construction layers. This gives rise to concerns over both the integrity of the road, and the protection of the service, with particular issues being raised surrounding the adequate compaction of construction layers immediately above the service.

Where a service strip must underlie a Shared Surface road, under no circumstances should any manhole be located within the 3.5 metres wide running width of the shared surface unless an alternative vehicular access is provided. Manholes should preferably not be located in the service strip but may be located within parking areas or widened areas within the total road width, by agreement with the Statutory Undertakers.

Engagement should be sought with the Statutory Undertaker and the Local Authority to determine whether the services should be installed at an increased depth, or whether a modified road construction detail is used.

Care should be taken when specifying the use of geogrid or geotextile in lieu of additional depth of construction material, as the maintenance and access arrangements for servicing utilities located beneath these elements must be taken into account.

Where service strips are under private control, they must continue to be maintained, and agreed maintenance methods determined. This may therefore require a wayleave agreement.

(f) Street Furniture and Lighting Columns

All street furniture should always be located within adopted or prospectively adoptable land and normally be located at the rear of footpaths/footways or recessed behind them and no furniture or structures should obstruct any road junction sight line. Conversely, no services other than road lighting cables should be located within 0.5 metre of the rear of the footway to allow for lighting columns and joint pillars or other street furniture. Guidance regarding the provision of road lighting is contained in section 3.4.11.



(g) Service Strip Remote from Carriageway

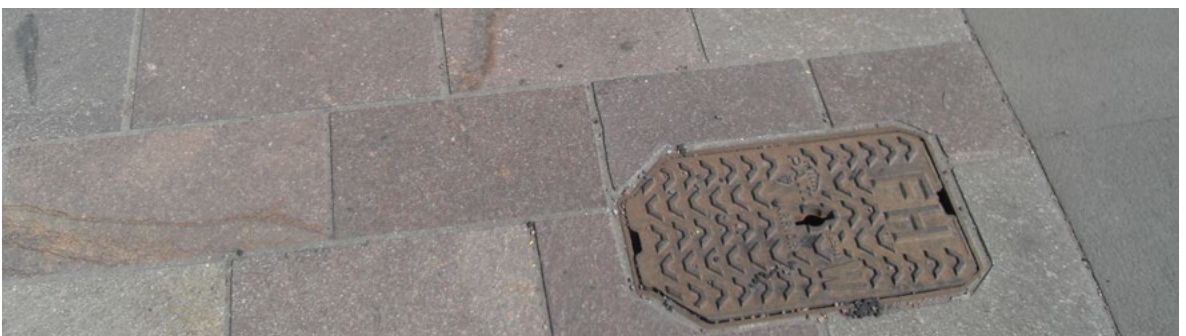
Where service strips are not located adjacent to carriageways their width must allow for access by mechanical plant and/or vehicles for maintenance or repair. In all cases there must be a permanent and continuous demarcation of the boundary between the service strip and any adjacent private property (eg by a fence, wall or concrete edge kerbing).

(h) Maintenance and Emergency Access

Ready access must be available at all times to all parts of service routes for maintenance and in cases of emergency. Lorry access will be needed to some places such as manholes, electricity sub-stations, telecom junction boxes and gas governor house installations; and the Statutory Undertakers requirements for such facilities should be ascertained at an early stage. They should be positioned so as to minimise disruptions to vehicle and pedestrian access when service maintenance is being carried out, whilst ensuring that access to services will not itself be obstructed by parked vehicles. Special consideration in this respect will be necessary where services run beneath or adjacent to single lane carriageways and parking bays.

(i) Hydrants

The position of all hydrants should be agreed with the Firemaster and Water Authority. Hydrants should not be located where vehicles are likely to park.



(j) Surface Finish of Service Strip

The surface finish of all service strips must form an integral part of the environment and be acceptable for general maintenance by the Local Roads Authority. Service strips should be protected when there are risks from damage from occasional overriding by vehicles.

(k) Planting and Service Strips

It is essential that any trees adjacent to service strips are located so that their roots will not damage services underground or be damaged themselves during the maintenance of such services.

Ducting services past tree roots can provide normally an acceptable compromise for all parties.

Advice should always be sought from the Statutory Undertakers when considering planting in the vicinity of services. Refer to [NJUG Publications](#) .

(l) Road Opening Consultations and Consents

The developer is responsible for contacting the Statutory Undertakers regarding the position of, and connection to, any existing underground plant. In all cases, the necessary Road Opening Permit under the Roads (Scotland) Act, 1984 or Permission in Writing under the New Roads and Street Works Act, 1991 must be obtained from the Road Authority before any excavation is undertaken in a public road.

3.1.7 Rural Areas

(a) Introduction

The main part of the Guidelines considers the urban situation and its immediate environs. However, areas of a rural nature should be considered differently.

(b) Hierarchy

Circumstances when rural standards may be applied should be discussed early in the planning stage and may include:

- ◊ *developments adjacent to and accessing directly onto an existing unrestricted road;*
- ◊ *developments which are likely to remain remote from existing settlements for the foreseeable future and require a new road that ultimately accesses to the existing unrestricted road network.*

Rural areas can be treated similar to the urban areas but the significant difference will be to ensure that adequate visibility is provided on roads which are subject to speed limits which are in excess of 30mph.

Required provision for public transport and footways should be referred to the local authority.



(c) Road Widths

Introduction


Consideration will also require to be given to road widths in a remote rural situation. The basic road widths for Residential Roads, within this document, are based on user defined swept path analysis and this remains the case. However, consideration must be given to the additional traffic flow which will be generated by the development on the existing surrounding road network.

Dwellings/Traffic Flow/Road Widths

The developer will have to demonstrate the level of the existing traffic flow and the likely peak generated flow created by the new development and depending upon the new total flow the following new road types and minimum widths are suggested as likely to be appropriate.

Adjacent future development identified through either Master planning or Local Development Plans need to be considered such that developments are adaptable to these future requirements.

Developing on Existing Roads

Where a development is proposed on a road which does not meet these criteria then the developer will be required to widen the road along the frontage of the development or the access road to the development to the appropriate width and provide new and/or passing places where required to mitigate the development traffic. Note this requires statutory consents such as a Section 56 [Roads \(Scotland\) Act 1984](#) .

Passing Places on Existing Roads

On an existing narrow rural road, passing places should be constructed to enable user defined traffic to pass. The design of such a passing place should consider functionality against a balanced view of placemaking aspirations and a presumption against urbanising the countryside.

All passing places should provide a minimum overall width of 5.5 metres. Locating passing places is dependent on gaining the maximum benefit balanced with planning legislation.

Where possible, it is advisable to have intervisible passing places, adjacent passing places should be placed on alternate sides of the road or on corners where maximum benefit is gained.

Locating passing places on bends on existing roads is advisable to assist vehicle conflict where reversing or anticipating and negotiating passing vehicles is more difficult.

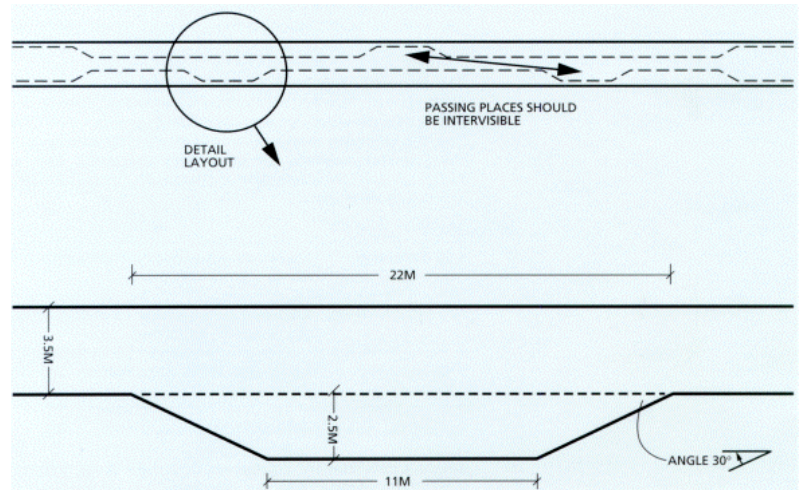
Advice on specific numbers and locations should be sought from the Local Authority in advance.



Passing Places on New Access Roads

All passing places on a new access road should be constructed to the dimensions given in Figure 26. All passing places should be intervisible. Adjacent passing places should be placed on alternate sides of the road. Advice on specific numbers and locations should be sought from the Local Authority in advance.

Figure 26
New Access Passing Places



Visibility Splay

Visibility splays are calculated in the same manner to the method used in the Urban area for the X distance, but the speed which the Y distance is based on will be higher. In certain circumstances, the design speed for the road will not be known and it may be necessary to measure the actual speed at which the traffic is travelling in order to calculate the Y distance.

Speed Visibility Relationship

Where the traffic speed can be measured, the 85%ile speed should be measured in wet weather and then this measured speed can be compared against the speed, or the next highest speed in Table 8, which then gives the Y distance. If there is not an opportunity to measure the speed then Table 9 should be used and the Y distance obtained from the appropriate speed limit.

Table 8 Wet Weather - 85 Percentile Speed

Major Road Speed (mph)	75	62	53	44	37.5	30
Y Distance (m)	295	215	160	120	60	43

Table 9 Speed Limit

Speed Limit (mph)	70	60	50	37	30
Y Distance (m)	295	215	160	59	43

Access Points

Where a development is proposed from a road with a high traffic flow which is not subject to a 30 mph speed limit, particularly in more rural areas, and the access is to be gated then the gate should be set back by at least 6 metres so that cars entering or leaving do not require to stand on the carriageway while the gates are opened and closed. All gates must open inwards towards the site. If the development is to cater for larger vehicles or is a field access when it will be necessary to set the gate back by a distance which will accommodate a turning manoeuvre appropriate for the vehicles which are likely to be using it. On roads with a low traffic flow this requirement may be waived at the discretion of the Local Roads Authority.



Consultation

Developers are advised to consult the Local Roads Authority at an early stage to determine the road requirements of the development.

3.1.8 Street Planting Considerations

This aspect should be considered in conjunction with any SUDS design.

(a) Visual Aspects of Housing Developments

It is important to the general appearance of a housing development that emphasis is placed on the careful design of gardens and public open spaces. Every attempt should be made to reduce the visual intrusion of roads in a housing environment by the judicious use of hard and soft landscape treatments while ensuring that security is not compromised.



Maintaining existing trees that are in good condition and of value is well understood to accentuate the value of a new development.

Reference to the Scottish Government's [Green Infrastructure: Design and Placemaking](#).

[Trees in Hard Landscapes: A Guide for Delivery](#)

[Trees in the Townscape: A Guide for Decision Makers](#)

(b) Function of Planting

A clear planting concept is required which satisfies the relevant functional and aesthetic objectives and helps form a relationship between the road and the surrounding environment. For example, planting may be employed to provide:

- ◊ *absorption of pollution and carbon capture;*
- ◊ *screening;*
- ◊ *reduce impact of noise;*
- ◊ *direct pedestrians;*
- ◊ *create vistas or focal points;*
- ◊ *act as a barrier;*
- ◊ *create shade;*
- ◊ *provide seasonal colour.*



The style of planting should suit the context of the road; for example, an urban environment will often demand more formal, geometric planting design whereas in rural areas naturalist planting and informal treatments can be more appropriate. Simplicity is often the best approach; a correct choice can create maximum impact while minimising initial and maintenance costs.

(c) Maintenance Consideration

Landscape design should seek to provide an attractive environment. In a planted area to be offered for adoption, consideration must not only be given to the function but also to the maintenance requirements. Management and maintenance problems can be largely avoided by appropriate design and proper consideration from the initial stages of the design process. The role of the Local Authority with regard to maintenance of planting is discussed in section 2.3.

(d) Other Landscape Features

Other landscape elements such as lighting, signs, barriers, walls and bridges should be considered within the overall design of the scheme and seen as opportunities to give a sense of place. Colour, scale and style all require careful consideration to ensure that these elements reflect an appropriate character. Boundary treatments are especially important; appropriate wall and fencing techniques should be used to create enclosure and properly define land in private or public ownership.

3.1.9 Additional Considerations

(a) Traffic Management

The layout of a development may be influenced by existing or proposed traffic management measures and the Local Roads Authority should be consulted about these at an early stage. Where the Local Roads Authority decides that traffic management measures should be introduced to facilitate a particular development, the developer may be required to reimburse the Authority for expenses incurred in the promotion and implementation of these measures. Note, that due to the process, the successful promotion of a Traffic Regulation Order is not guaranteed.

(b) Traffic Noise

The developer should consult with the Local Planning Authority to determine their requirements for dealing with external noise. Traffic noise from the following sources should be taken into account:

- (a) existing roads;
- (b) new roads being constructed as part of the proposed development;
- (c) alterations to the road network to accommodate the proposed development;
- (d) Road Authority's alterations to the road network for construction within a period of five years and/or included in the Structure Plan.

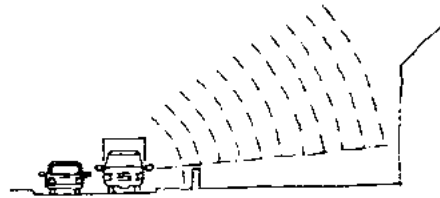


Figure 27 Traffic Noise


(c) Grit Bins

In all residential developments, and especially where pedestrian or vehicular routes have maximum permissible gradients, it will be necessary for the developer to provide either a widened portion of footway or an area of hardstanding to facilitate the placing of grit bins and to provide grit bins where required by the Local Roads Authority.






The provision and location of grit bins can be contrary to placemaking impacts and requires to be considered in context with function and place and should be considered as a part of the quality audit. Access for winter maintenance vehicles to maintain winter supplies must be considered in context also.

(d) Fire Fighting


Notwithstanding the recommended road widths in these guidelines, all roads should accommodate access and operation of fire tenders. The width of roads and reinforced emergency vehicle paths and their proximity to buildings is detailed in Part E of the Building Standards (Scotland) Regulations. This document specifies **a minimum width of 3.7 metres adjacent to low rise dwellings** to facilitate the use of pumping appliances (this width is increased to 4.5 metres to permit the use of heavy rescue and fire fighting equipment where buildings are 9 metres or more in height). **It should be noted that a basic vehicle path of 3.5 metres width (2.75 metres at pinch points) is appropriate for access but not operation of the fire tender.** Refer to [Designing Streets](#) .

3.2 Transport Assessment

A Transport Assessment (TA) will be required to be submitted to the Local Roads Authority (LRA) for all developments which have transportation implications. Developers must refer to the guidance contained within the current edition of the Scottish Government publication [Transport Assessment Guidance](#) . All developers must initially contact their Local Roads or Planning Authority to determine whether within any current local plan, the need for a Transport Assessment has been identified. The Transport Assessment Form in the Scottish Government publication [Transport Assessment Guidance](#)  **must** be submitted to the Local Roads Authority for all developments regardless of size. If the thresholds in the Scottish Government publication [Transport Assessment Guidance](#)  Table 3.1 are exceeded then a Transport Assessment must be submitted.

Following receipt of the Transport Assessment Form:

- (a) *Where threshold levels are met or exceeded, the Local Roads Authority will determine the extent and scale of any Transport Statement/Transport Assessment required, the details of which must be agreed by submission of a Scoping letter by the developer to the Local Roads Authority.*
- (b) *Where threshold levels are not met, a Transport Statement/Transport Assessment may still be required by the Local Roads Authority depending on the traffic sensitivity and transport implications of the development site.*

Further information can be obtained by reference to the Scottish Government website using this link .

A TA should examine the potential impact of a development on the surrounding transport network. This includes all transport modes such as walking, cycling, public transport and the private car. It should demonstrate that the site is a sustainable site in terms of transport usage and that private car usage can be minimised. A TA should include the following:

- ◊ a description of the proposed development, including plans showing the site location and site layout;
- ◊ a description of the current and existing transport network in the area that should include current footways and cycle routes (both off-road and on road);
- ◊ a description of the current public transport provision in the area. Current guidance states that the development should be no more than 400 m (a 5 minute walk away) from a bus stop. It is important that the most accurate information is provided and public transport information can be found on the Council's Public Transport bus timetable web pages;
- ◊ a forecast of the likely vehicle trip generation figures for the year of opening of the proposed development. This is normally provided by using the industry standard **TRICS** [trip generation database](#). It is imperative that the current version is used and that all outputs are included as an appendix in the final report and all assumptions made are clearly stated in the report.

Committed development in the vicinity of the development should be included within the report.

Full traffic counts and junction analysis for all junctions 'in scope' of the development. Junctions in scope are usually those within the vicinity of the proposed development or those which will be impacted by traffic travelling to and from the proposed development. Junction analysis can be carried out by using several industry standard packages such as **ARCADY**, **OSCADY** and **PICCADY** [trip generation database](#).

A Travel Plan (or Travel Plan Framework) showing what measures will be taken to reduce the dependence on the private car for trips made to and from the development.

The first step would be to appoint a firm of transport consultants to carry out the assessment. Most transport planning consultancies are able to fulfil this task and applicants should therefore obtain a number of quotations before deciding on which firm should undertake the work. The consultants should produce a 'scoping report' stating the methodology that they propose to adopt in carrying out the full assessment. This must be agreed by the Council before they can proceed to undertaking the full report. It is strongly recommended that the consultants actively engage in discussions with Council officers at the outset to agree the parameters for the study.

A full study should then be prepared and this should be agreed with the Council. The final report should be submitted as part of the planning application in order for the application to be determined fully by planning officers of the Council.

References

- ◊ *Transport Assessment Guidance 2012* [trip generation database](#)
- ◊ *Scottish Planning Policy (SPP) 2014* [trip generation database](#)
- ◊ *Planning Advice Note PAN 75 (Planning for transport)* [trip generation database](#)

3.3 Quality Audit

Auditing Quality Using Designing Streets

Designing Streets [↗](#) is a policy document that contains guidance on getting street design right - so it should be the central reference when checking the quality of proposals for new streets within all urban and rural boundaries in Scotland. Checking quality should be a clear consistent method to reach collaborative agreement on how a proposal complies with **Designing Streets** [↗](#). This page(s) and the associated Quality Audit Summary Report explain what should be done and how



Why?

Quality Auditing (QA), as noted on page 58 of **Designing Streets** [↗](#), can simply be a sequence of checks to inform the design process and provide opportunities for developers to explain their reasoning. Any process that notes observations and records the decision-making process should help to deliver and maintain high quality places, for the benefit of all end users. QA joins-up assessment so one aspect of design doesn't dominate. A barrier to previous QA approaches has been a perceived duplication of work, so this method uses to the key considerations of **Designing Streets** [↗](#), as used also in SCOTS guidance to avoid repetition. It should assist in a streamlined process of aligned consents:

Previous approach with multiple audits	v	New approach to auditing quality based on Designing Streets  Building Blocks	
Non-motorised User/Walking Audit and Cycle Audit/Review Accessibility and Equality Audit	v	A Single Quality Audit Against Designing Streets	Pedestrians and Cyclists
Functionality Audit	v		Block structure, public transport, junction types and arrangements, service and emergency vehicles, connections within a place
Visual Quality & Amenity Audit, Street Lighting Audit, Street Character Review	v		Context and Character, streets for people, reducing clutter
Parking Review	v		Integrated parking
Drainage Report	v		Drainage, utilities
Maintenance Audit	v		Materials, planting
Road Safety Audit	v		Achieving appropriate traffic speed
Traffic Generation Report Community Use Audit	v		Connections to wider networks, walkable neighbourhoods, orientation

10+ audits

v

1 unifying audit**Which audit gets priority?**

v

A balanced approach**Duplication and overlap**

v

DS broken down to building blocks or design aspects**Planning/roads assessed separately**

v

Planning/roads (layout) assessed in parallel**Overall 'place' gets missed**

v

Streets contribute to places

Who?

Engineers make individual value judgements on appearance, functionality and safety. But, when quality checks are done collaboratively by a professional team, balanced decisions are verified. This QA process encourages the team to engage as positive 'placemakers', to become adept at contributing creatively to places, and not be restricted to applying one particular infrastructure standard. The QA should be produced by the developer's team and openly discussed with local authority officers during pre-application discussions. At key stages the planning case officer and local authority officers responsible for Roads Construction Consent (RCC) should keep a summary on file, have access to an audit trail and any subsequent adoption agreement.

When?

Reviewing proposals to ensure that broad objectives are achieved cannot be solely undertaken at the finished scheme stage so QA should be an iterative part of the design, construction and stewardship process, particularly beneficial in the following circumstances:

- ◊ option testing stage;
- ◊ pre-application stage, then updated for planning and RCC applications;
- ◊ where strong tensions exist between different objectives;
- ◊ for schemes within existing streets, providing an opportunity for decision-makers to make a balanced assessment before approving a particular improvement solution; or,
- ◊ to explain thinking on street design aspects such as accessibility that can feed into a Design Statement, or Design and Access Statement, if one is required.

A summary report could be updated a few times but should at least be submitted along with a RCC application that should align with the planning application. The same information will sum up the layout of roads/streets and public spaces.

How?

1 Briefing

The project brief setting out the vision of development is possibly the most important reference for any project so QA begins by checking against design objectives set at this early stage. All project briefs for works that impact on the design of street should define clear objectives related to the 6 *Qualities of Successful Places* as defined in Scottish Planning Policy (SPP).

2 Design Stages

As a project's design evolves, assessing the quality of street design depends on breaking the 6 qualities down into **Designing Streets** [18](#) 'key considerations' or aspects of design:

Block structure	Pedestrians and cyclists	Connections within a place	Walkable neighbourhoods	Connections to wider networks	Orientation
Context and character	Achieving appropriate traffic speed	Public transport	Streets for people	Integrated parking	Drainage
	Reducing clutter	Junction types and arrangements		Service & emergency vehicles	Utilities
					Planting
					Materials

Considering all aspects together puts *place before movement*, with streets designed to facilitate quality of life rather than only be only transport corridors.

The following steps describe how to complete the **Quality Audit Summary Report** template that follows, designed to concisely record a snapshot:

- Step A** *Reference the brief and an annotated plan, a ‘B-Plan’ colour-coded analysis (see page 21 of **Designing Streets** [🔗](#)) to help identify and precisely locate specific design issues that the QA deals with.*
- Step B** *Summarise and record an assessment of each aspect of design (ordered in the hierarchy of street structure, street layout and street detail) to form a decision-making trail.*
- Step C** *Summarise or link to additional audits (that form part of an overall balanced view, with no superior status) such as:*
 - A Road Safety Audit**, if required, to build on achieving appropriate traffic speed. Agree the scope at the initial stages, identify potential safety problems and assess possible actions to reduce risk. Included summaries of balanced decisions to mitigate residual conflicts (ref: **HD 19/15** [🔗](#)).
 - A Transport Assessment**, if required, will appraise the operational implications of development then look at mitigations such as physical changes to existing connected networks, or travel plans (ref: **Transport Assessment Guidance** [🔗](#)).
 - An Equalities Audit**, with due regard to the **Equalities Act 2010** [🔗](#), will appraise desire lines together with material colours adopted in the design.

Other Audits, depending on the scale and nature of a project, considered in more depth, for example: security or lighting of public spaces. Some aspects such as drainage or materials specification may be agreed in principal at planning then supplemented later. Any specific report that significantly affects overall quality, can be linked or appended.
- Step D** *End with a judgement, reached via multidisciplinary collaboration (on the overall quality of street design). This judgement should be supported with a risk assessment (severity/likelihood of occurring) appended (see **HSE Risk Assessment** [🔗](#)) which addresses all the audit/report findings into a final balanced conclusion report.*

3 Construction

As completion nears a QA review should ensure recommendations have been taken on-board and objectives delivered. Consideration of the findings of a post-completion RSA (stage 3), if applicable, can be taken into account.

4 Maintenance and Monitoring

During the maintenance period a review should establish if the objectives and any expected changes in road user behaviour have been achieved. This could include the conclusions of a stage 4 RSA.

5 Quality Audit Summary Report

This QA report template should be used to summarise the process undergone as part of the design and implementation of a new road or street project.

It should demonstrate what consideration has been given to all the key areas outlined in **Designing Streets** [🔗](#) and should provide an audit trail of the decision making process where a compromise or departure from normal standards has been opted for.

[Quality Audit Summary Report Template](#) [🔗](#)

3.4 Construction Design

3.4.1 Geotechnical Considerations

(a) Introduction

The extent and type of ground investigation requirements with detailed reporting will be dictated by the nature of the proposed development, former land use and local ground conditions.

The Interpretative Report which must be submitted with the application for Construction Consent will be examined against the engineering drawings submitted and the supporting factual information.

(b) Supporting Technical Documentation

All ground investigation reports should comply with BS 5930: 1999 Code of Practice for Site Investigation. The Factual Ground Investigation Report should include the following minimum information:

- (a) *exploratory hole logs to BS 5930: 1999;*
- (b) *laboratory test data to BS 5930: 1999 and BS 1377: 1990 relevant to the proposed form of road construction;*
- (c) *a location plan of the site at 1/2500 scale with the proposed road superimposed;*
- (d) *a plan at 1/500 scale showing the co-ordinated location of all exploratory holes and the proposed road.*



The spacing between and the nature of the depth of exploratory holes is dependent upon the ground conditions and nature of development (Figure 28). Typically, exploratory holes should be sunk at a maximum spacing of 25 metres offset from the centreline of the proposed road where necessary to ensure sufficient transverse coverage along the site. Where changing conditions demand clarification closer spacing may be necessary.

Where it is proposed to locate a road over land previously used for industrial purposes or waste disposal, it is essential that chemical analysis and gas monitoring information is submitted in addition to standard laboratory testing to BS 5930: 1999 and BS 1377: 1990.

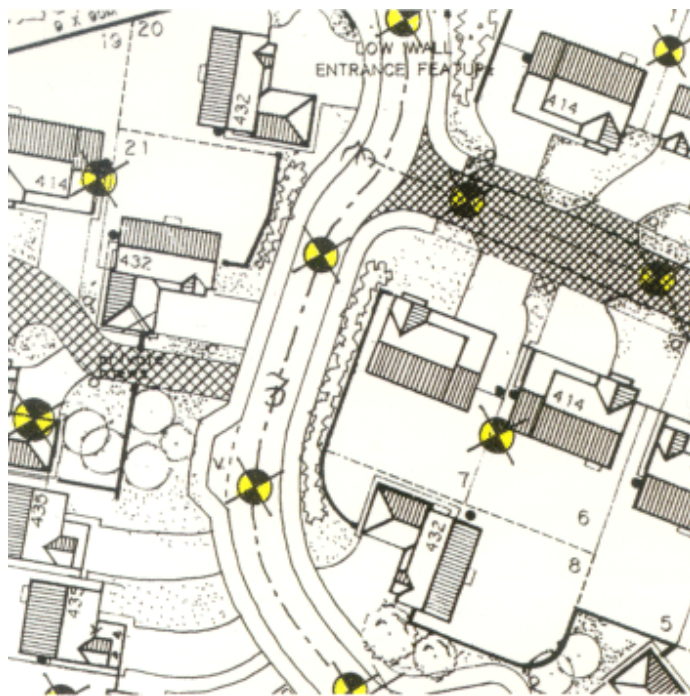


Figure 28
Exploratory Borehole Survey

(c) Interpretative Report

The Interpretative Report must include a Mineral Report specifically dealing with the implication for the proposed road construction.

(d) Brownfield Sites

Where a site has formerly been developed it will likely be covered in fill material, ie a brownfield site. The nature, depth and extent of this material should be defined. The possibility of the ground being contaminated must be considered. The Interpretative Report should assess any contamination and its implications for both road construction and maintenance of the completed road and its drainage system.

(e) Peat

Where a proposed development road is to be constructed over peat or buried peat, it will be necessary to excavate and replace the peat in virtually all cases.

(f) Geotextiles/Polymer Grids

Geotextiles or polymer geogrids may be used as a construction expedient to assist construction; however they cannot prevent consolidation settlement or secondary compression in soft compressible soils.

Geotextiles or polymer geogrids may not be used as a substitute for a capping layer or as a means of reducing sub-base thickness in normal road construction. They may be used in addition to a capping layer or normal pavement construction to resolve a particular problem. The decision to use geotextiles or polymer geogrids must consider the need for long-term integrity, damage from road openings and the practicality of effective repairs to the geotextile/geogrid. Developer to provide a manufacturer quality check of geotextiles/polymer grid.

(g) CBR

The CBR value of the soil shall be determined by the laboratory CBR test in accordance with BS 1377: Part 4: 1990 and test data shall be incorporated in the Factual Ground Investigation Report.

3.4.2 Specifications

The specification for the construction of road pavements and associated structures is detailed in the following link: [DMRB HD 26/06](#) . Clause and Appendix numbers in the following text refer to that specification.

3.4.3 Subgrade Drainage

In addition to the requirement for surface water drainage, it is important to provide efficient permanent drainage of the subgrade and any other permeable layers of the Road.

Where Roads have no frontage development, subgrade drainage will be effected as follows:

- (a) *In cuttings, filter drains which will be required to cater for surface water run off from slopes will also provide a sub grade drainage function by being located deep enough to prevent the water table from rising to within 0.6 metre of the formation level.*
- (b) *In embankments, capping layers and/or sub-base layers must be extended periodically to the face of the embankment to effect drainage of these layers.*

Where roads do have frontage development and adjacent ground levels do not involve embankments or cuttings, it is unlikely that specific measure will be required to effect drainage

of the permeable layer unless the site investigation indicated that either the water table is likely to rise to within 0.6 metres of formation level or that the material below formation level is highly impermeable.

In either of these cases, sub-grade drainage can be effected by ensuring that backfill material to gully connections is permeable and that water which will accumulate in this backfill is provided with an outlet which, while allowing water to permeate into manholes, ensures that bedding and backfill materials of the drain are retained.

3.4.4 Carriageway Construction

(a) Pavements

Carriageway Pavement design should be in accordance with Section 2: Volume 7 of the **DMRB HD 26/06**. This requires details of the ground bearing capacity and the traffic type and volumes to be identified to arrive at a suitable load spreading pavement. A composite construction may be acceptable providing agreement with the road authority is sought in advance.

BS 7533 for block paving and the additional qualifications and exceptions listed here.

Capping Layer

Where the CBR value is less or equal to 5%, a capping layer is required as per Figure 29.

NB: The design California Bearing Ratio (CBR) should be obtained either by testing or by measurement of the plasticity index of the subgrade material. In the case of CBR testing, the method described in the laboratory test in accordance with BS 1377-4:1990, clause 7 should be used and is only relevant in natural soils and cannot be used for pavement design in fill materials. By their nature fills are random and highly variable in density and CBR testing in them only assesses the quality of the material at the locus of the test. Therefore for pavement construction on fill materials, unless the fill material is equivalent to or better than the specified capping material, a full capping layer is required.

Frost Susceptibility

It is possible for roads designed to have a total bituminous thickness of 170 mm and, with a CBR value < or + to 2%, a 150 mm sub-base and 600 capping layer. In such circumstances

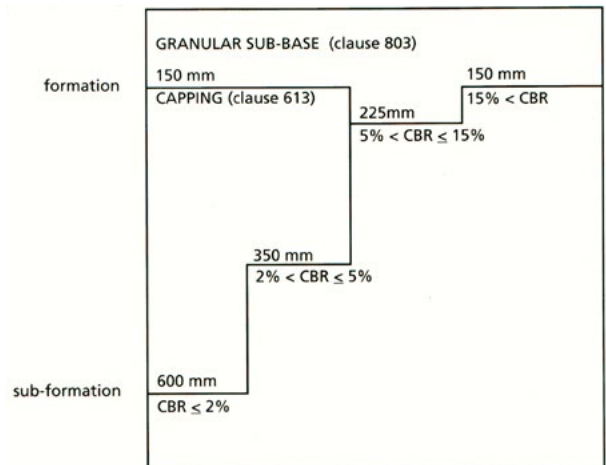


Figure 29 Capping Layer Requirements: subject to frost susceptibility

the upper 130 mm of the capping layer should be non frost-susceptible. In practical terms this effectively means that the sub-base becomes 280 mm with a capping layer of 470 mm. For a $2\% < \text{CBR} < \text{or} +5\%$ where the total bituminous thickness and sub-base thickness together are less than 450 mm the same principle applies (ie the sub-base is increased to achieve 450 mm of non frost susceptible material and the capping layer can be correspondingly reduced). This need not be done if the capping layer is non frost-susceptible.

Increased Capping Layer Thickness

Although Table 10.1 gives various thicknesses of capping layer dependent upon CBR, where CBR is significantly below 2%, these thicknesses may require to be increased dependent upon site and weather conditions prevailing at the time of construction. This requirement will be accompanied by an additional CC8 Engineers report to certify the design. Additional material may require to be removed and replaced by more suitable material. Although the new material may be of good quality, the subgrade shall be assumed to be equivalent to one of a CBR just under 2% and requiring 600 mm of capping layer. The developer should consult the Local Roads Authority for advice in these circumstances.

Formation on Rock

Where the formation is on rock, the granular sub-base will act as a 150 mm depth regulating layer.

Carriageway Construction

Where suitable technical facilities exist it is recommended that the specific circumstances of each site are catered for by designing the road in accordance with the criteria stipulated above, subject to a minimum construction as required to carry 0.5 Million Standard Axles (MSA), for all roads. In this circumstance it will be necessary to complete and return form CC8 'Carriageway Design Certificate' (see Appendices).



(b) The Use of Secondary or Recycled Materials

The use of recycled materials in carriageway and footway construction will comply with **HD 35/04 Part 2: Section 1; Volume 7 of the DMRB**. Developer to provide test certificates and details of source of supply for secondary or recycled materials.

Based upon the **Specification for Highway Works (SHW)** [MCHW Volume 1] and **HD 35/04 Part 2: Section 1; Volume 7 of the DMRB** and advice from **WRAP** reclaimed asphalt can be used in:

- Bitumen bound materials - base, binder and surface courses (up to 10% by mass reclaimed asphalt may be used in surface courses and up to 50% in all other layers). Asphalt can be recycled back into hot asphalt, a process which gains the benefit from the original bitumen and high quality aggregate; or into cold lay foamed bitumen, which is growing in popularity.

- ◊ Concrete - can contain up to 5% asphalt as a foreign material, but reclaimed asphalt is generally not viewed as a concreting aggregate.
- ◊ Pipe bedding - Recycled asphalt should not be used in pipe bedding or drainage applications.
- ◊ Hydraulically bound mixtures (HBM) for sub-base and base - up to 100% reclaimed asphalt.
- ◊ Unbound mixtures for sub-base - Series 800 permits up to 50% reclaimed asphalt in types 1 and 2 and 100% in type 4.
- ◊ Capping - 100% reclaimed asphalt can be used in this layer.
- ◊ Embankments and Fill - where permitted, up to 100% reclaimed asphalt may be used. Reclaimed asphalt is not permitted as backfill to structures.

Asphalt containing tar or tar bitumen is generally not appropriate for recycling **WRAP** .

(c) Two Stage Construction

Where, owing to the continued use of the road by construction traffic, it is necessary (in order to avoid damage to the surface course) to adopt a two stage construction. The pavement design is required to confirm the load spread pavement capacity over the period of the construction such that the foundation and base is not overstressed, thereby ensuring the initial whole life design period.

Stage One

The first stage for both bituminous and block paved road, shall be the top of the specified bituminous base. Consideration should be given to the temporary drainage of the first stage, to minimise ponding caused by the projection of gully gratings, above the temporary surface, either by adjustment of gully frames or other approved method. This applies particularly in large projects where the construction period may be long and the surfacing course not laid before a winter work period. Any settlement which may occur in the base of bituminous roads shall be made up with regulating course before the laying of the surfacing course, and early reinstatement of openings or failed areas is essential.

Stage Two

Before the binder and surface course - where it is bituminous - is laid, the top surface of the base must be well cleaned and a tack coat applied at the rate of 0.6 litres per square metre. In the case of block paved roads the bituminous base material must be adequately maintained during the first stage and any openings or failed areas reinstated as soon as possible to ensure that the bedding layer thickness is regular and within tolerance.

Design Depth Minimum Requirements

The following criteria, which must be used in designs for specific circumstances:

- (i) design life - 40 years;
- (ii) traffic growth rate - 4%.

Based on the above, the construction specified caters for the following traffic:

- *Main Road or Industrial Access Road - up to 75 commercial vehicles per day on day of opening.*
- *Residential Main Road - up to 40 commercial vehicles per day on day of opening.*
- *Housing Road and Pedestrian/Vehicular shared surfaces or Minor Commercial Access - up to 15 commercial vehicles per day on day of opening.*

In specific circumstances which would permit future overlay in order to extend the pavement life to 40 years (eg where there is no frontage development and the number of commercial vehicles exceeds 100 per day), the design life can be restricted to 20 years, with the agreement of the Local Roads Authority.

(d) Clay, Natural Stone or Block Paving Pavements

All pavements being constructed with Clay, natural stone or Block Paving will be in compliance with BS 7533.

Light colours of blockwork are not appropriate where there is a risk of staining from diesel or oil spillage.

3.4.5 Street Transitions Methods

Direct reference to be made to 'Streets for People' section of [Designing Streets](#) and [TRL 661](#).

Vertical Displacements

Definition

A vertical displacement may be defined as a vertical change to the carriageway which, in residential areas, takes the form of a flat top platform or transition to a shared surface.

Dimensions

Flat top platforms at Raised Junctions in new developments should have a 2.5 metres ramp length and should extend across the whole junction.

Figure 30 details vertical displacement construction. Surface material for Raised Junctions may be asphalt, blockwork or preformed elements laid in accordance with Figure 30 on page 122.

Road Markings

All vertical measures should be highlighted to identify their presence which can be achieved by a change in colour or texture. Where the Local Roads Authority has advised that a 20 mph zone will not be introduced then vertical measures require to be marked in accordance with [The Traffic Signs Regulations and General Directions 2002](#) (and as amended).

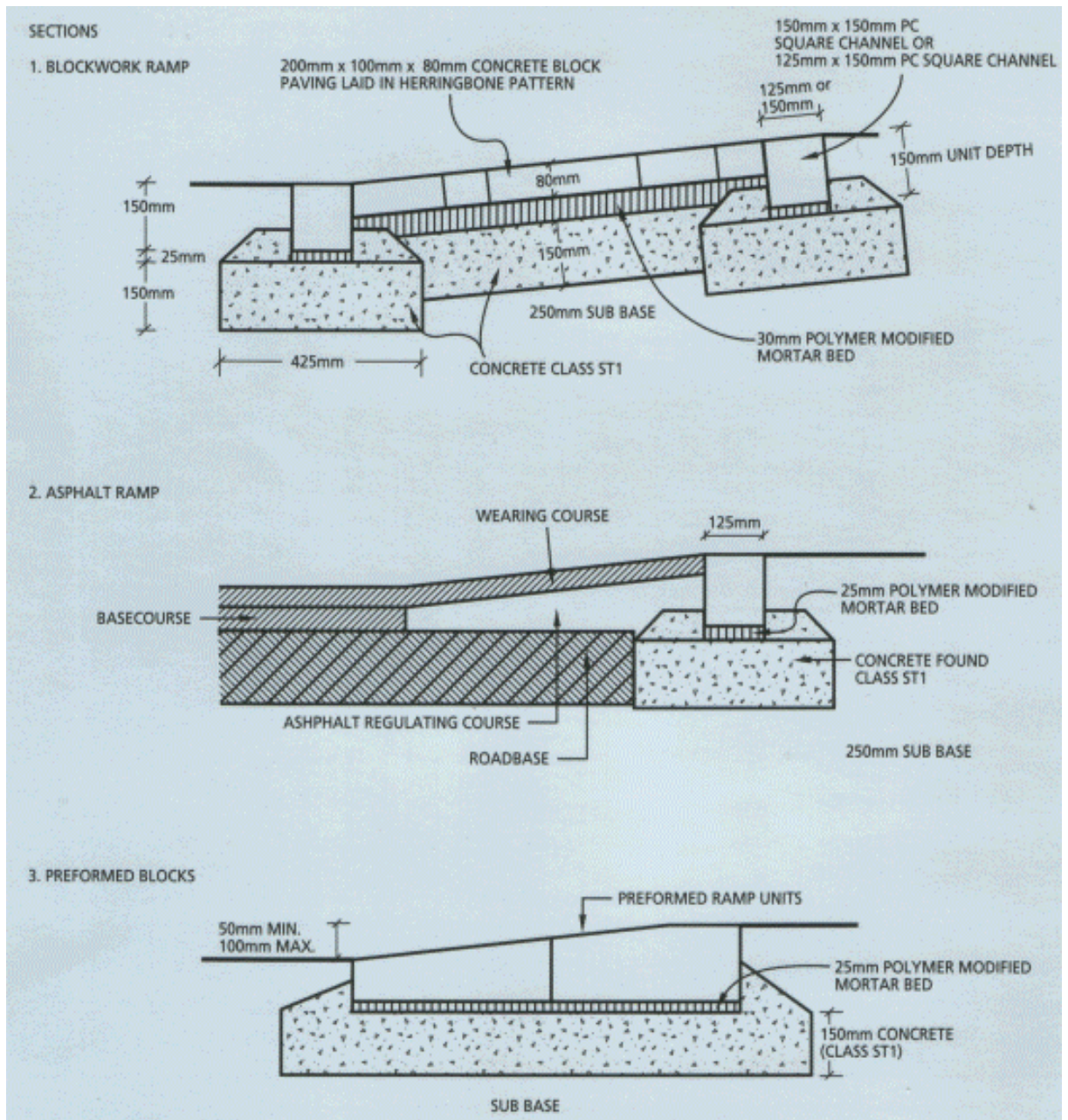


Figure 30 Vertical Displacement Ramp

3.4.6 Footway, Footpath and Cycle Track Construction

Construction Material

Footways, footpaths and cycle tracks pavement design should be in accordance with **Section 2: Volume 7 of the DMRB** [🔗](#) unless an alternative design is agreed with the Local Roads Authority



3.4.7 Kerbs and Edging

(a) Materials/Construction

All carriageways, footways and footpaths should be provided with precast concrete kerb or edging. Alternatively and with the agreement of the Local Roads Authority natural stone kerbs may be acceptable.

On conventional roads, kerbs should be set 125 mm above finished carriageway channel level, except at pedestrian and vehicular crossings where this dimension is reduced, pedestrian crossings range from 0 mm to 10 mm and vehicle access range from 25 to 40 mm. Edging at the heel of footways and footpaths should be set flush with the walking surface.

On shared surfaces an upstand of 40 mm should normally be provided except at junctions with footpaths and private accesses where kerbs should be flush with the walking surface. Approval for any departure from, or clarification of, these standard details should be sought from the Local Roads Authority prior to construction commencing.

(b) Remote Areas

In remote areas, and with the agreement of the Local Roads Authority, cycleways may be constructed without kerb edgings, where the sub-base is laid 500 mm wider than the surfacing to provide shoulders.

3.4.8 Accesses

(a) Driveways

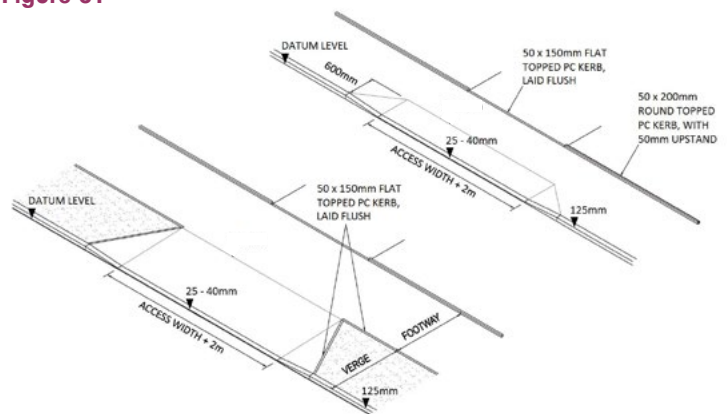
Vehicular access crossings of the footway for individual dwellings should comply with Figure 31 and be constructed to the footway specification. Maintenance difficulties preclude the use of slab footway construction for vehicle access crossings. Precast concrete is more durable.



Figure 31

(b) Other Access Details

Where vehicular access, other than to individual dwellings, is taken over a footway, a crossing, as detailed in section 3.1.2 should be constructed. If the crossing is being built in isolation from other roadworks it is recommended that the specification be agreed with the Local Roads Authority. Rigid construction may be acceptable but reinforcement may be required where the use of heavy vehicles is expected.



(c) Pedestrian Access/Crossings

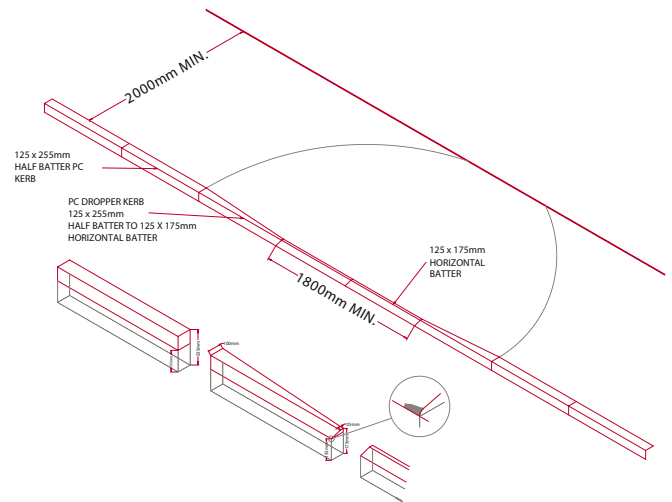
Reference should be made to [Designing Streets](#) : Street Structure where crossing locations are discussed.

Figure 32 details the requirement for dropped kerbs where pedestrian routes cross the carriageway from adjacent footways, eg at T-junctions and pelican crossings. Pedestrian crossings of a carriageway with an adjacent grass verge should comply with Figure 31 except that the dropped kerb should be set flush, or not more than 6mm upstand, with the carriageway and extend for a minimum length of 1.8 metres.

Tactile Paving Surfaces

Reference to Department for Transport's publication **Guidance on the Use of Tactile Paving Surfaces** [should be sought](#) for formal crossing points however this must be read with further advice from **Designing Streets** [regards](#) some layouts.

Figure 32 Dropped Kerb Detail at Designated Pedestrian Crossing



3.4.9 Road Drainage and SUDS

(a) Specification Best Management Practices

The specification for the construction of road drainage shall be the [Specification for Highway Works \(SHW\)](#). Volume 1 of the Manual of Contract Documents for Highway Works. In addition, road drainage should meet with the requirements of Scottish Water and the [Scottish Environmental Protection Agency \(SEPA\)](#).

Design

Road drainage design should be in accordance with the current edition of Sewers for Scotland as regards hydraulic design subject to the qualification that the minimum pipe diameter permitted will be 150mm and the Design Manual for Roads and Bridges as regards pipe strength and bedding for main road loading for pipes in or adjacent to carriageways. Land drainage or other appropriate measures must be taken to prevent water flowing on to the road from adjacent properties.

The road drainage must take full account of sustainable urban drainage systems and use 'Best Management Practice' structures and techniques in dealing with discharges to existing watercourses or public sewers.

Sustainable Urban Drainage Systems

Advice on the design concepts are contained in [SUDS for Roads](#), [Ciria C753 The SUDS Manual](#) and [Ciria C635](#). The final design of the drainage system must be to the satisfaction and meet the requirements of the local Roads Authority, the appropriate [Water Authority](#) and [Scottish Environmental Protection Agency \(SEPA\)](#).

(b) Gully Spacing

Table 10 details the acceptable channel distance between gullies for a road comprising carriageway with two number 2 metres wide footways, based on criteria adapted from [TRRL Report LR 277](#). (Table 10 is based on rainfall intensity of 50mm/hour and width of channel flow of 600mm). The spacing may require to be altered according to the road layout (eg at junctions) and special measures will be required where the grade is necessarily flatter than 0.8 per cent (sags, crests, etc). Advice on these matters should be sought from the Local Roads Authority who should be consulted at an early stage by an developer wishing to carry out a full drainage design. Irrespective of design spacing's, a gully should be positioned:



- (a) just upstream of the tangent point at road junctions;
- (b) short of the point where adverse camber is removed when applying super-elevation;
- (c) at any local low point;
- (d) at speed control measures, where necessary.

They should not be positioned:

- (a) at pedestrian crossing points,
- (b) at driveways;
- (c) at extended channel line of parallel lay-by parking;
- (d) at channel line at bus bays.

Table 10 Gully Spacing for Carriageways

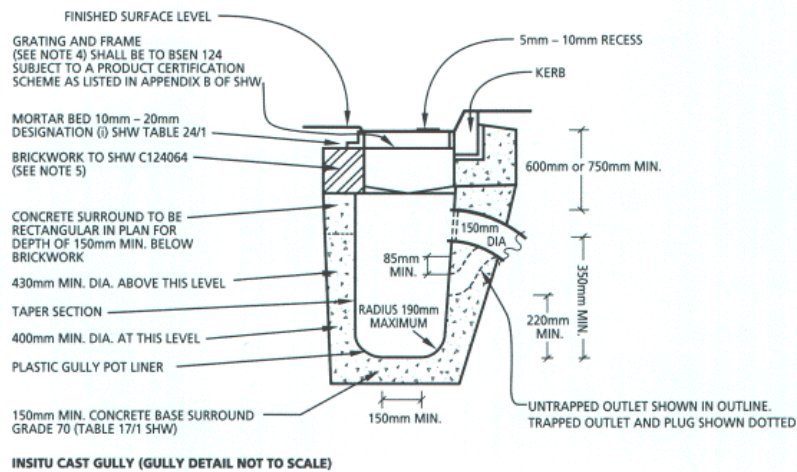
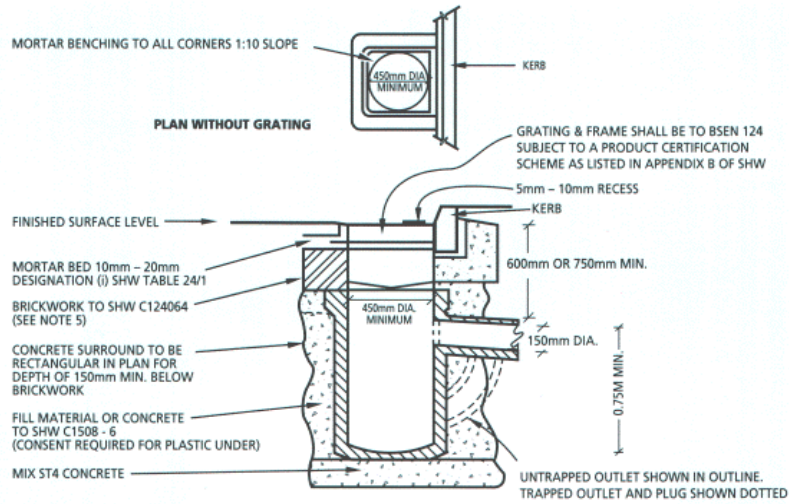
Gradient:		Flatter than	1/150*	1/100	1/80	1/60	1/40	1/30	1/20
		1/150 (0.66%)*	0.66%	1.00%	1.25%	1.66%	2.50%	3.33%	5.00%
Cross Section	C/Way Width		Gully Spacing (metres)						
1 in 40	5.5m	20	30	35	40	45	55	60	75
(2.5%)	6.0m	20	25	30	35	40	50	60	70
Camber	7.3m	15	20	25	30	35	40	45	55
1 in 40	5.5m	10	15	17	20	22	27	30	37
(2.5%)	6.0m	10	12	15	17	20	25	30	35
Crossfall	7.3m	7	10	12	15	17	20	22	27

* Gradients flatter than 0.8% are applicable to sags and crests only

(c) Irregular Areas

For large, irregularly shaped areas the empirically derived formula of one gully for each 100 square metres of catchment may be used. Additional gullies will be required where gradients are steeper than 1/20 or flatter than 1/150 and where surface water draining from adjacent areas may be anticipated.

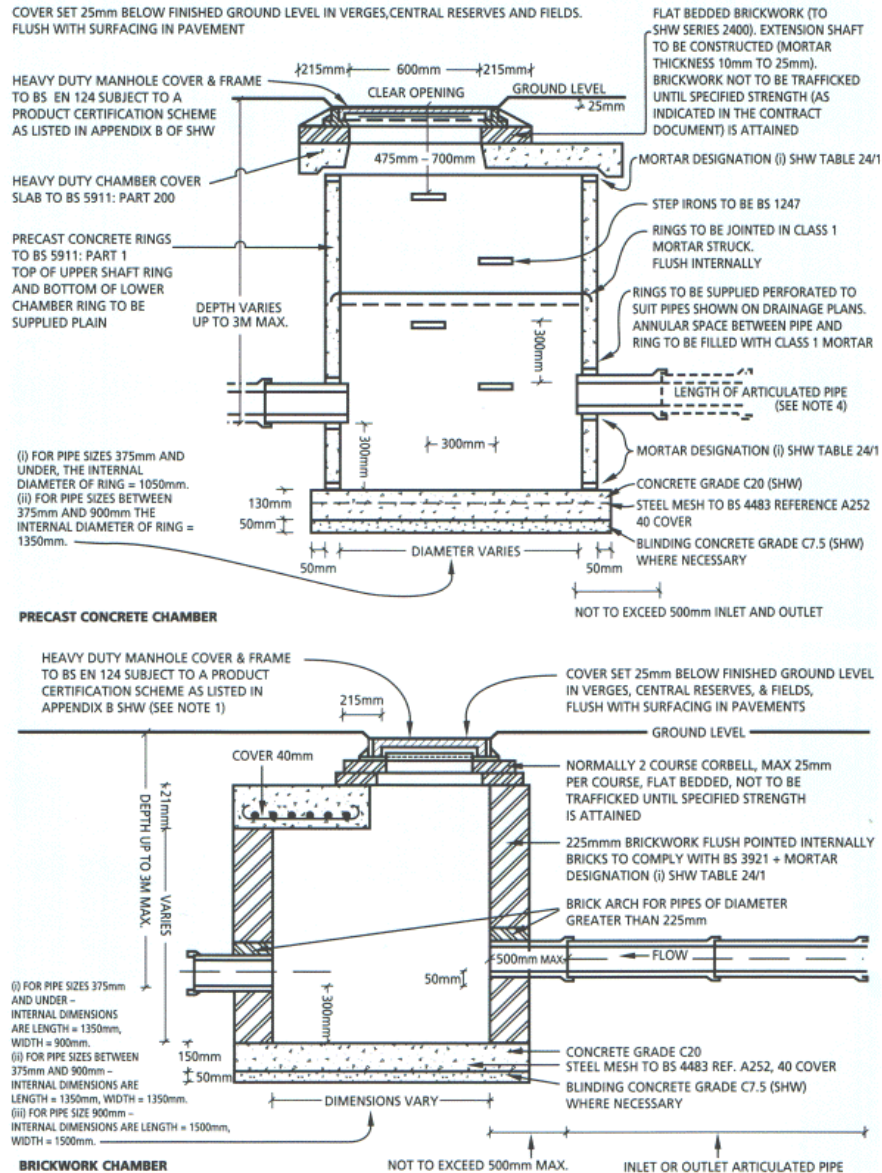
Figure 33 Road Gullies



NOTES

1. THE MINIMUM DEPTH FROM THE TOP OF THE GRATING TO THE TOP OF THE GULLY OUTLET IS TO BE 750mm WHEN THE CONNECTING PIPE IS UNDER A CARRIAGEWAY OR A HARD SHOULDER AND 600mm ELSEWHERE.
2. PRECAST CONCRETE GULLIES SHALL BE TO BS 5911: PART 2.
3. WHEN AN INSITU CAST GULLY HAS A TRAP, THE STOPPERS SHALL COMPLY WITH REQUIREMENTS OF BS 5911: PART 2.
4. THE GULLY GRATING NORMALLY SHALL BE D400 OR C250 TYPE AS APPROPRIATE WITH MINIMUM FRAME DEPTH OF 100mm OR B125 FOR NON-CONTIGUOUS PARKS.
5. BRICKWORK SHALL BE FLAT BEDDED (MORTAR THICKNESS 10mm to 25mm) AND NOT TO BE TRAFFICKED UNTIL SPECIFIED STRENGTH (AS INDICATED IN THE CONTRACT DOCUMENT) IS ATTAINED.
6. THE BACK FACE OF THE GULLY POT SHALL BE IN A VERTICAL LINE WITH THE FRONT FACE OF THE KERB AND THIS WILL PRECLUDE CORBELLED BRICKWORK.
7. CORBELLING TO BRICKWORK IF NECESSARY, 25mm MAXIMUM.
8. LEVELLING BRICKWORK DEPTH SHALL BE A MULTIPLE OF 75mm.
9. WHERE INSITU CONCRETE GULLIES ARE FORMED WITH PERMANENT SHUTTERING SUCH SHUTTERING SHALL HAVE A CURRENT BRITISH BOARD OF AGREEMENT ROADS AND BRIDGES CERTIFICATE.
10. WHERE BOTH NON ROCK AND CAPTIVE HINGE GRATING IS REQUIRED, THEN TYPE D400 SINGLE PIECE, HINGED, NON ROCK WATERSHED OR SIMILAR APPROVED TYPE CAN BE USED.

Figure 34 Chamber Construction



(d) Lay-by Drainage

Lay-bys should be drained by means of gullies located on the road channel line or rear of lay-by or other sustainable means clearly demonstrated and which does not encourage flows back onto the road.

(e) Footpath Drainage

Remote footpaths should be constructed with flush edging. Only in exceptional circumstances, and where there is appropriate access for gully cleaning vehicles as agreed with the Roads Asset Manager, should direct drainage into gullies be considered.

(f) Gullies

Road gullies should be trapped and constructed in accordance with clause 508 of the Specification. Gully gratings and frames must be positioned with grating bars not parallel to the kerb to facilitate cyclists and shall be of the captive variety. They shall comply with BS EN 124 and Class D400 in all adopted and adoptable areas, (minimum nominal width 450 mm, minimum area of waterway 900 cm² and minimum depth of frame 100 mm). The use of Class B125 (minimum nominal width 325 mm, minimum area of waterway 650 cm² and minimum depth of frame 100 mm) may be permissible in non contiguous car parks at the discretion of the Roads Authority.

(g) Connections

Connections should be constructed in accordance with clause 508 of the Specification. They must be formed with junction pipes unless the Local Roads Authority has specifically approved the use of saddles.

(h) Chambers

Chambers should be constructed in accordance with Clause 507 of the Specification. Manhole covers and frames shall be non rock and comply with BS EN 124 and be Class D400 (minimum clear opening 600 mm dia or equivalent, minimum depth of frame 100 mm) except in non contiguous car parks or verges where the use of Class B125 (minimum clear opening 600 mm dia or equivalent, minimum depth of frame 100 mm) will be permissible.

(i) Outfall Connection

The connection of road drainage systems to the public sewer network should be undertaken only on the authority and to the requirements of Scottish Water. Similarly, when connecting to an existing watercourse, approval should also be sought from the Local Authority Flood Risk Management team.

3.4.10 Landscape Treatment

Refer to Roads Authority landscaping departments for agreement on maintenance requirements and definition of standard planting in association with any SUDS system - refer to [Specification for Highway Works Series 3000 - Landscape and Ecology](#) [link](#).

(a) General Issues

Materials chosen should be appropriate in appearance and performance and should be used in a consistent manner according to the function of different areas. Local materials and styles should be used, avoiding over-elaborate detailing and pastiche. Inappropriate standard details should not be imported from an area with a different landscape character.

(b) Planting

Required Permission

Any planting carried out within the road or on land adjacent to the road will require to receive written permission from the Roads Department prior to the commencement of the planting. Landscape treatments should be designed for effective long-term maintenance and the highest standards of ground preparation are required to ensure successful establishment and the ongoing health of plants.

Appropriate Species Selection

Plant material comprises trees, shrubs, ground cover, climbers, bulbs and grass. Plant selection must take into account the following points as well as the desired design objectives:



- suitability for the site;
- hardiness and tolerance to pollution and road salts;
- commercial availability;
- initial and eventual size above and below ground;
- shape;
- colour and seasonal variation;
- growth rate;
- maintenance requirements;
- other traits such as over-searching roots, weak branches, attractiveness to aphids.

With all “native” or “naturalised” planting, advice on suitable species, mixes, densities and soil preparation can be sought from various sources such as local Landscape Professionals and Ecologists. Many areas of Scotland have appointed Area Ecologists. Ecological societies can also be a valuable source of information.

Siting Plants

Trees should be located to allow full branch spread as trees which are too close to the kerb may grow asymmetrically due to continuing contact with tall vehicles. This can be avoided by ensuring that all tree branches do not encroach within 450 mm of the kerblines up to a height of 5.3 metres. Tree planting proposals should also take full cognisance of the road lighting layout to ensure that no inappropriate shaded areas are created.

Protection of Services

Trees and shrubs should not be located where they are likely to cause damage to adjacent pavings, buildings, or services underground: refer to [NJUG Publications](#); where necessary protection should be provided. Care must also be taken in the siting of trees to make allowance for access to buildings by emergency vehicles and fire engine turntables.

Maintaining Visibility

Trees can be located on their own, in a group, or in lines which can be parallel to the carriageway or at an angle to the carriageway. They should not obscure visibility when planted or when mature. To ensure good visibility without having to rely on frequent maintenance, the growth potential of shrubs planted in verges should be under 600 mm in height.

Soft Verges

Soft verges should be grassed (see clause 618 in [Specification for Highway Works Series 3000 - Landscape and Ecology](#)) unless an alternative form of surfacing is authorised by the Local Roads Authority. There must be a permanent demarcation of the boundary between the verge and the adjoining private property (eg by concrete edge kerbing or boundary walls).

Topsoil

Topsoil is to comply with clause 618 and appendix 6/8 - see [Specification for Highway Works Series 3000 - Landscape and Ecology](#).

Grass Seed

Unless otherwise agreed by the Local Roads Authority, grass seed should comprise the mixture listed in Appendix 6/8 of *Specification for Highway Works Series 3000 - Landscape and Ecology*. The developer will be responsible for resowing, in the following season, any area where the seeding is not successful for carrying out all requirements of clause 618 of *Specification for Highway Works Series 3000 - Landscape and Ecology* until the road is adopted.

Hard Verges

The form of any hard landscaping should be agreed with the Local Roads Authority at an early stage of the design process. Where hard verges are provided on Traffic Distributor Roads, they should be surfaced with pedestrian deterrent paving.

Statutory Undertakers' Requirements

The restrictions which can be enforced on planting by Statutory Undertakers' services have to be identified at an early stage and the appropriate selection and modifications made as necessary: *NJUG Publications*.

Root Containment

Whenever possible trees should be planted in free draining, uncontained tree pits as this creates the best environment for establishment and the ongoing health of the tree. However, it is acknowledged that in certain locations it may be necessary to restrict root growth through containing the root zone. In such cases, it is vital that the container provide an adequate volume for root growth; 3 m³ is considered acceptable. It may be noted however, that root growth is rarely symmetrical and an irregular shape of container can still provide healthy growing conditions. Typical details for growing trees with or without containment and showing the implications for tree anchorage are shown in Figures 35 and 36.

Tree Protection

In urban locations, where new trees are likely to be vulnerable to vandalism or impact from vehicles, tree guards should be employed to provide a measure of protection.

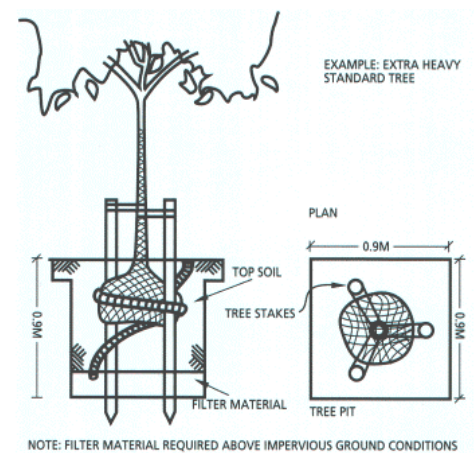


Figure 35 Tree Planting Detail Without Containment

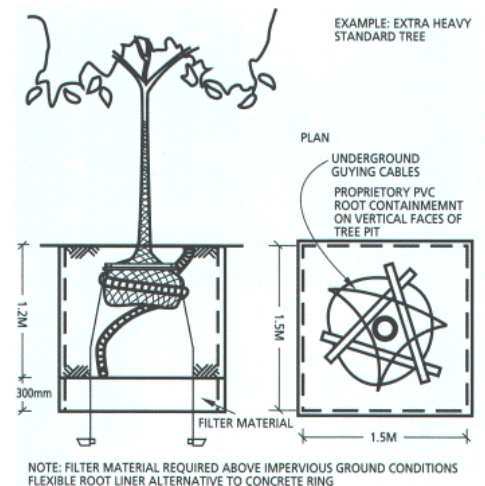


Figure 36 Tree Planting Detail With Containment

3.4.11 Lighting Design

(a) Compliance

Lighting shall generally be in accordance with the European and British Standards **BS EN 13201 Road Lighting** [↗](#) and **BS 5489 Code of Practice for the Design of Road Lighting in 2003** [↗](#).

BS 5489-1 2013 contains guidance and recommendations to support BS EN 13201 and to enable designers of road lighting schemes to comply with it.

(b) Connection to Existing Apparatus

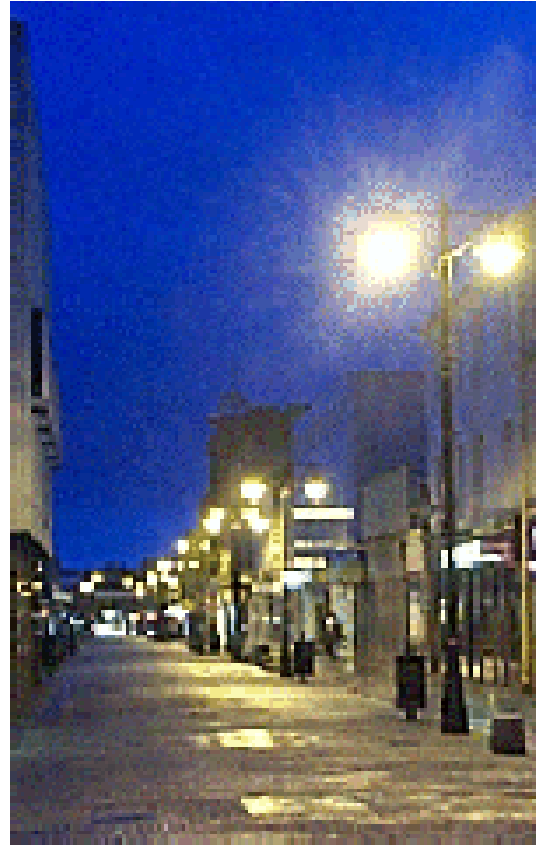
Where the road lighting in a development is to be connected electrically to any existing Roads Authority lighting column or feeder pillar, the Local Roads Authority's representative will, on receipt of Construction Details and Visual Inspection Certificate DCC2 carry out the necessary connection or connections at the point of supply in accordance with the **Electricity at Work Regulations 1989** [↗](#), the cost to be borne by the developer. The Local Roads Authority representative will require a minimum of 5 working days notice (excluding weekends) from receipt of the Construction Details and Visual Inspection Certificate DCC2 to provide the connection facility. Alterations to existing services and equipment which the Local Roads Authority deems necessary to accommodate the development will be charged to the developer on a time and material basis. The Local Roads Authority's representative should be afforded the opportunity to witness the tests, and may disconnect the installation from the Roads Authority's supply network in the event of the test results proving unsatisfactory. Test results must be recorded on Electrical Inspection Test Certificate DCC3 and be submitted to the Local Roads Authority within 5 working days.

(c) Network Manager

Prior to any street lighting design, applications must be made to the Local Roads Authority who will advise on its requirements.

(d) Planning Consents

The developer is responsible for the procurement of listed building or other planning consents as necessary.



(e) Remedial Action

In the event of failure to meet the specified standards the developer shall effect the necessary remedial actions at his expense within four months or responsibility for operation and maintenance shall revert to him.

(f) Residential Areas

In residential areas columns should be sited with consideration to the house design and remote from the visual line of the main house windows, the preferred position being at the division of property where possible, with allowance for entrances and drives.

**(g) Column Siting**

Columns must not be sited at the toe of the footway, on service areas or SUDS areas.

(h) Spacing

The distance between any two lighting columns in any direction shall not be less than 15 metres.

(i) Spacing at bends

Where calculations or luminance templates require the spacing on bends to be reduced from the design spacing, the following minimum spacing shall apply:

- ◊ Mounting Height 8 metres
- ◊ Minimum Spacing 20 metres

**(j) Electrical Design****Electrical Design**

The electrical design shall in all respects comply with the requirements of the '17th Edition of the IEE Wiring Regulations (BS 7671)', Electricity at Work Regulations 1989 [↗](#) and the Roads Liaison Group Well-Lit Highways [↗](#).

Main Supply

Live services from the supply authority will only be taken into distribution pillars.

Distribution Pillars

Distribution pillars shall be sited in the side road away from major traffic routes and the junction itself, in positions where they are least likely to sustain impact or malicious damage whilst being readily accessible for maintenance purposes and to facilitate cable links to the adjacent lighting network.

Road Distribution Circuit

Road Distribution Circuits shall be 230 volt single phase primarily looped in or spurred from road lighting units. All other items of street furniture shall be spurred from a convenient road lighting unit; these spurs looping through two or more such items as appropriate. The maximum number of supply cables entering/leaving a road lighting unit shall be three. The maximum for other items of street furniture shall be two.

Earth Fault Loop Impedance

In the event of the supply earth fault loop impedance not being provided by the supply authority or obtainable by measurement the under note typical values shall be applied:

- ◊ *TN-C-S systems* 0.35 ohms
- ◊ *TN-S system* 0.8 ohms

For fixed equipment which can be touched by persons in contact with the general mass of the earth, including lighting columns and other illuminated street furniture, the earth fault loop impedance shall be such that disconnection under fault conditions occurs within 5.0 seconds. Earth electrodes should be installed at all salient points, ie at each feeder pillar and at the end of the circuits with three or more lighting units.

(k) Drawings**Schematic Circuit Layout**

A schematic circuit layout for each feeder pillar shall be provided on all drawings giving:

- (i) *phase and number of circuit;*
- (ii) *size and type of protective device;*
- (iii) *size and type of cables;*
- (iv) *calculated values of line-earth fault loop impedances at all salient points.*

Column and Pillar Numbering

All column and distribution pillars shall be numbered to accord with schematic diagrams.

Protection

All columns and structural steelwork shall be hot dip galvanised. Further protective coatings, if required, shall meet the requirements of the Local Roads Authority.

Geometry and Compatibility

Drawings shall show such detail of contiguous lighting installations that the geometry can be fully assessed and the compatibility of the proposed system confirmed. Alterations to existing services and equipment which the Local Roads Authority deem necessary to accommodate will be charged to the Developer on a time and materials basis.

Roads and Footpath Adoption

Where relevant, roads and footpaths scheduled for adoption shall be clearly differentiated from those that are not.

As-installed Drawings

'As-installed' drawings at 1:500 must be provided prior to adoption. The drawings must also incorporate a legend and symbols as described in Appendix B. The contractor should certify that installation complies with BS 7671 before connecting to network.

3.5 Parking Considerations

3.5.1 The Application of Parking Provision

The consideration of parking provision at any development or redevelopment is an essential attribute that if undertaken correctly will enhance a project. Factors affecting parking provision such as public transport provision and walkable access to services and provisions are recognised in these parking standards.

This guidance reflects the key consideration within **Designing Streets** [🔗](#) (pages 40-43) to integrate parking and encourages a designer to use innovation that whilst making parking provision, reduces the obvious impacts of car or vehicle parks.



3.5.2 Environmental Considerations

Consideration must be given to 'parking' and its relationship to the built environment which it serves. The form and function of the parking can have a determining influence on the successfulness of the development design concept.

Underground, internal and undercroft parking is encouraged and should be considered in all developments to enhance the place making options.

The location of the development itself may have an impact on the way parking is treated. A location near to other attractors such as employment or commercial areas may lead to residential

areas being used as overflow car parks to the adjoining uses. Consideration may need to be given to some form of parking control during working hours to discourage inappropriate parking.

3.5.3 What is a Parking Space?

Car parking provision is usually expressed in terms of 'spaces' and includes car-ports and undercroft parking as well as parking courts but does not include garages under a certain internal dimension.

3.5.4 Parking Standards in Urban Areas

For main urban areas a reduction to the parking standard may be considered. Main urban areas are defined as those having frequent and extensive public transport and cycling and walking links, accessing education, healthcare, food shopping and employment.

3.5.5 Shared Use Provision

Often, especially in urban areas, parking provision can be shared with other uses. For example, many leisure activities in urban areas can rely on existing public parking as leisure peak times are often different to retail peak times.

Shared use of parking areas is highly desirable, provided this works without conflict and that car parking provision is within the standard that requires the most number of car spaces applicable. Conflict should not occur so long as the shared use developments operate at differing times of day or days of the week, or the development is considered ancillary to other activities (ie food and drink within a retail area). Shared use may result in a reduction of the number of parking spaces which a developer is required to provide. For example, a mixed use development of shops, requiring 100 spaces for daytime use and leisure requiring 120 spaces for evening use, can suffice with 120 spaces in total. Where applicable long term agreements should be confirmed as part of the application to support the required parking standards.

Proposals for shared use parking must be supported by a parking appraisal undertaken by the applicant, to a scope agreed with the Roads Authority.

3.5.6 Extensions and Change of Use

Prior to any extension or change of use, the developer must demonstrate that adequate parking provision will be provided.

3.5.7 Commercial Vehicles

Commercial vehicles are regarded as those vehicles delivering goods to or removing goods from premises. It is recognised that servicing requirements may be unique to a particular site. Commercial traffic varies with the type of enterprise within a given use class.

The onus is placed with the developer, who should analyse their development's own requirements in terms of the numbers and types of commercial vehicles visiting their premises and should

demonstrate to the Local Authority that any development proposal includes sufficient commercial vehicle provision to meet normal requirements such as provision for loading, unloading and turning. Such commercial provision should be clearly signed and marked to avoid being utilised as an overflow parking area for cars.

3.5.8 Coaches

Developments likely to generate coach traffic should provide appropriate off-street parking facilities for the stopping, setting down and picking up of passengers as well as appropriate turning facilities (avoiding the requirement for coaches to reverse in or out of a site where possible, taking into consideration pedestrian safety). The onus will be on the developer to demonstrate to the Local Authority the development has the appropriate level of provision.

3.5.9 Provision for Cycle Parking

Cycle Parking Standards should be applied by Local Authorities to all applications for new or extended development. They are expressed as minimum standards to reflect the sustainable nature of this mode of travel.

The provision of convenient secure parking and related facilities are fundamental to attracting modal shift to cycling, particularly from single occupancy motorised journeys made over shorter distances on a regular basis. It is acknowledged that cycle parking demand varies greatly between use classes and a straight ratio of car to cycle trips can not be used to define the Cycle Parking Standard. In addition to the provision of cycle parking, developers will be required to demonstrate that they have considered additional needs for cyclists, such as locker, changing and shower facilities.



Where it is not possible to provide cycle parking spaces on-site, developers will be expected to make a financial contribution towards public provision of such facilities.

For information for cycle parking please refer to the [Cycling by Design](#) or [LTN 2/08 Cycle Infrastructure Design](#).

3.5.10 Provision for Powered Two-Wheeler Parking

The use of Powered Two-Wheeled vehicles (PTW) for short regular journeys can create significant benefits, most notably in the form of reduced congestion and reduced land use for parking.

Parking standards for PTWs are represented as the minimum provision required, which reflects the advantages they have over the car and single occupancy vehicles in particular. As with cycle parking, these standards represent a basis for helping to provide sufficient PTW parking facilities.

In addition to the provision of secure parking, developers will be required to demonstrate that they have considered additional needs for PTW users, such as locker and changing facilities.

UK Government transport statistics show that the ratio between car and PTW ownership is 1:25. However, with regard to the congestion benefits that the PTW provides, a varied ratio parking standard linked to car parking spaces should be applied.


Car Spaces	PTW Spaces
For the first 0-100 spaces	1 space, plus 1 space per 20 car park spaces
Additional spaces over 100	1 per 30 car park spaces

For example a development that proposes a car park of 130 spaces should calculate their PTW requirement in the following way:

<i>1 space provided regardless of car park size</i>	= 1
<i>1 space per 20 car parking spaces for first 100 spaces</i>	= 5
<i>1 space for the remaining 30 car parking spaces</i>	= 1
<i>Total</i>	= 7

3.5.11 Provision for Disabled Parking

Disabled Persons Parking Places (Scotland) Act 2009

Under the Disability Discrimination Act 2005 as amended by the [Equalities Act 2010](#) , it is the responsibility of site occupiers to ensure that adequate provision is made for the needs of disabled people. Parking for disabled people will be required for their exclusive use at all sites.

The number of spaces required for disabled motorists varies between classes and the standard has been based on [TAL 6/02 Inclusive Mobility 2002](#) .

Car Park Used for:	Car Park Size	
	200 Bays or Less	Over 200 Bays
Employees and visitors to business premises	(Individual bays for each disabled employee plus) 2 bays or 5% of total capacity, whichever is greater	6 bays plus 2% of total capacity
Shopping, recreation and leisure	3 bays or 6% of total capacity, whichever is greater	4 bays plus 4% of total capacity
<i>Educational Establishments (Advisory)</i>	<i>1 Bay or 5 % of total capacity, whichever is greater</i>	

Note: Disabled parking provision to be included in the overall vehicle parking standard.

If it is known that there will be a disabled employee, then their space should be exclusive of the disabled parking standard required.

It should be noted that a larger number of spaces may be required by the LPA at facilities where a higher proportion of disabled users/visitors will be expected, for example medical, health and care facilities.

The provision at the above levels or any required by the LPA does not guarantee that the requirements of the [Equalities Act 2010](#) will be met, this is the responsibility of the building occupier or service provider.

3.5.12 Planning Obligations

There may be opportunities to accept a S75 developer contribution/obligation in lieu of the full parking standard in sustainable locations. For further guidance on developer contributions, refer to local authority.

3.6 Parking Design and Layout

Parking is a key element in any new development. As well as providing an appropriate level of car parking, it is important that new or extended developments incorporate good design for the layout, landscaping and lighting of parking. This should be user-friendly, and not interfere with the public road or access adjacent to the parking area.

Parking requirements for developments are provided in terms of the planning classification.



3.6.1 Pedestrians

The needs of pedestrians should be taken into account when designing the layout of parking for all modes. This includes both those who have parked and those accessing the development on foot.

Pedestrian access to the development should be considered and pedestrian desire lines identified. Pedestrian access should then be provided along these routes rather than simply relying on the vehicular access.

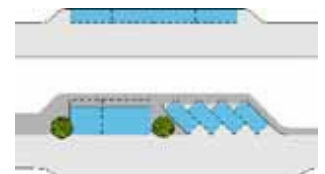
A tactile distinction should be made between pedestrian areas and vehicular areas, in order that people with visual impairment can distinguish between the two. The provision of raised areas, footway areas and tactile paving at all dropped kerbs should achieve this.

3.6.2 Vehicles

(a) Parking Bay Size

Preferred bay size for cars	5.5m x 2.9
(Parallel parking bay length)	6.0m
Desirable bay size	5.0m x 2.5m

Notes: Minimum bay size for vans	7.5m x 3.5m*
Minimum bay size for HGVs:	
<i>Articulated</i>	17.0m x 3.5m
<i>Rigid</i>	12.0 x 3.5m



On-street parking Options

* To allow for the trend of increasingly long vans (eg Mercedes-Benz Sprinter - up to 7,345mm; Fort Transit - up to 6,403mm)

Any smaller than the above minimum bay size and an occupant might be unable to get in or out of an average sized family car parked in the bay with cars parked adjacent and consequently bay sizes smaller than the minimum stated above will not be considered a usable parking space.

(b) Layout of Parking Areas

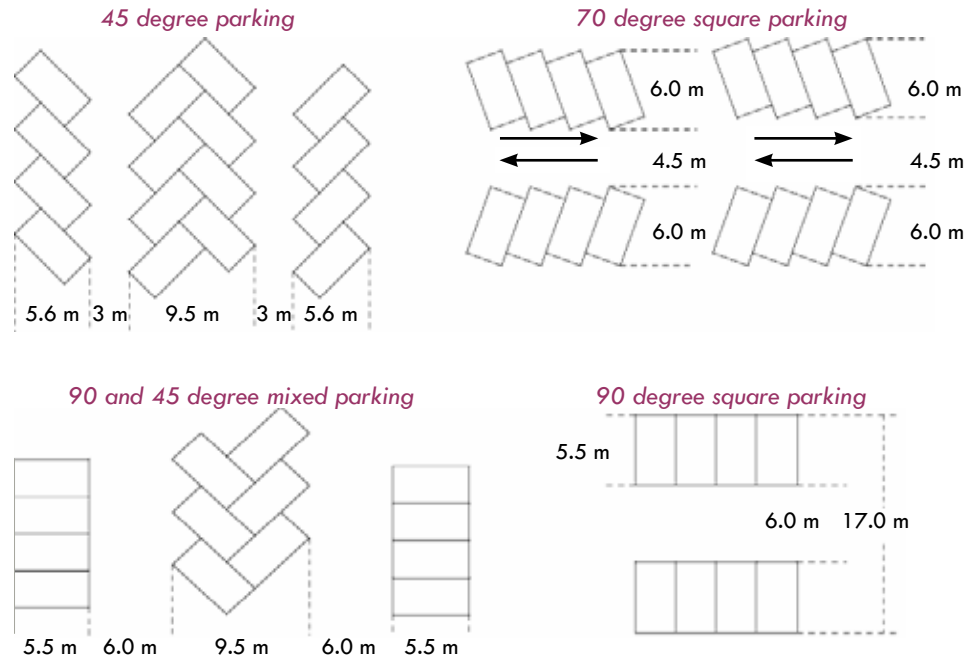
The location and overall design should encourage maximum use of the parking areas in order to minimise the risk of on-street parking problems. As well as taking into account design features such as security and landscaping, adequate bay sizes that are easy to enter and exit and clear directional markings such as exit signs, will increase the appeal of the parking area.

There are a variety of parking styles including:

Square Parking (or 90° Square Parking) Angled Parking

Parallel or 'End to End' Parking

Examples of parking arrangements are shown below:



Further guidance can be obtained from the Department for Transport. Although it should be noted that this document recommends large parking bays than DfT guidance, due to the increase in size of the modern car.

Advice regarding Commercial Vehicles can be sought via the Freight Transport Association.



Examples of parking arrangements (note: tree planting photo on right reducing bay size availability to be changed)

3.6.3 Disabled Parking Design

(a) Location of Disabled Parking Bays

Spaces for disabled people should be located adjacent to entrances, where possible, should be convenient to use and the dimension conform to the relevant regulations. At the very most disabled parking spaces should be located no more than 150 m from the site.

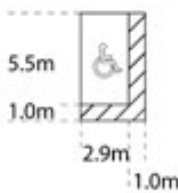
(b) Disabled Parking Bay Dimensions

Parking bays for disabled people should be designed so that drivers and passengers, either of whom may be disabled, can get in and out of the car easily and safely. Bays should be longer and wider than a standard bay. This ensures easy access from the side and the rear for those with wheelchairs, and protects disabled people from moving traffic when they cannot get in or out of their car on the footway side of a bay on the road.

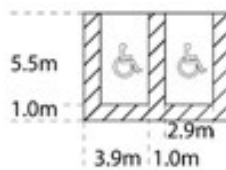
Off-street disabled parking bays should be at least 5.5 m long by 2.9 m wide with additional space as follows:

Disabled parking arrangements

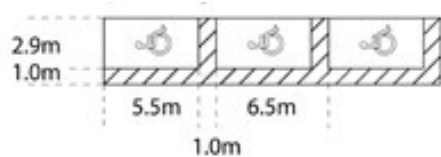
Example of bay



Square Parking



Parallel Parking



Blue Badge parking at a supermarket

Where bays are parallel to the access aisle and access is available from the side, an extra length of at least 1.0 m.

Where bays are marked perpendicularly to the access aisle, an additional width of at least 1.0m along each side. Where bays are adjacent, space can be saved by using the 1.0m 'side' area to serve the space either side.

When parallel to the access - 6.5 m by 2.9 m

When perpendicular to access - 5.5 m by 3.9 m

(c) Disabled Parking Design Consideration

Bays should be marked with lines and the International Symbol for Access with the safety zone/aisle between the bays marked with hatchings.

Dropped kerbs should be provided where necessary and pedestrian routes to and from car parks for people with disabilities should be free from steps, bollards and steep slopes. Further guidance can be sought from 'Guidance on the use of Tactile Paving Surfaces' DETR.

Further guidance can be obtained from the DfT's Traffic Advisory Leaflet 05/95 (although it should be noted that this information is somewhat out of date), the DfT's Inclusive Mobility document and from BS 8300:2009 Appendix C.

3.6.4 Residential Parking Design

When planning residential parking, consideration of the type and scale of the development should be taken into account. Safe and secure parking can be achieved where cars can be seen by owners and neighbours. Layouts must accommodate the safe passage of emergency, delivery and refuse collection vehicles.

(a) Shared Surface

Where Shared surfaces are deemed appropriate within the street structure, they can offer opportunities for parking to be integrated within the street.

Shared surface design should be appropriate for the location.



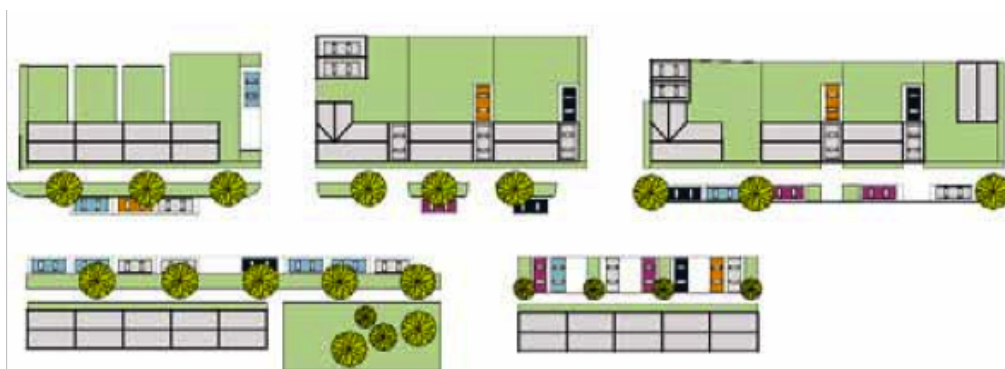
Shared surfaces can lead to indiscriminate parking, blocking of footway and the narrowing of the road which hampers access by service and emergency vehicles. Shared Surfaces should therefore only be used in appropriate circumstances, at very low densities.

(b) On-Street Parking Provision

By using careful and innovative design, streets can be made to incorporate a certain level of unallocated on-street parking in the form of parallel or angled parking bays or parking squares. However, consideration must be given to location, proximity to accesses, sight lines and manoeuvring requirements so that indiscriminate parking and the obstruction of footways and carriageways is avoided. It is also important that the requirements of emergency and other service vehicles are catered for together with the needs of the disabled.



*On-street parking options 90 degree!
Boulevard! between trees*



Bus routes within residential developments will require a minimum clear passage which must be available where on-street parking is proposed. Refer to section 3.1.3 and further street design advice is contained in the [Designing Streets](#).

On-street parking spaces which are not allocated to particular dwellings may be considered for adoption by the Road Authority subject to appropriate design. Those which are part of

the allocated parking provision of individual dwellings will not be adopted and therefore the developer must make arrangements for their future management and maintenance.

(c) Parking Squares

These are pedestrian/vehicle shared surfaces, often consisting of a junction of routes. A parking square should be directly fronted by buildings.

Car parking can be provided in those areas which are not occupied by the carriageway or footway. Parking requirements of the frontage dwellings can be accommodated within the square, with the remaining requirement between or behind the dwellings. Clear demarcation between private and public parking is required.



Parking adjacent to landscaped square

Alternative layout includes 90 degree parking

(d) Parking Courts

Parking courts need to be designed carefully and be overlooked with direct access to/from the surrounding dwellings and have adequate lighting. Boundary fencing should be designed to allow observation from dwellings over the parking spaces.

They must be high-quality in design terms and have a sense of place and feel secure, to encourage ownership.

They should not be located in inaccessible areas at the extremity of the development.

Rear parking courts should ideally serve only those properties adjoining the court.

Overlooked rear spaces

*Small courtyard
generously landscaped
using appropriate
planting and quality
materials*



*On plot parking and
small parking courts*

Small parking courts



*Access to properties from
rear parking court*



(e) In-Curtilage

Where housing densities are lower, space for car parking can be, in conjunction with careful positioning of the house provided “on plot”, within the curtilage of the dwelling, such that car parking is less obvious, this can be in the form of a garage, car port, parking bay or private drive.

No surface water or loose material will be discharged onto the public road from within a curtilage.

Sufficient unimpeded access aisle space to vehicles giving due regard to disabled uses must be provided.

(f) Garage Provision and Size

It is recognised that despite being an important design feature of residential developments, garages are being used for other purposes, such as general and cycle storage. It is acknowledged that storage space is important, particularly as many properties do not have much storage space within the dwelling itself. It is also known that cars are getting bigger.



A garage can be counted towards a parking space allocation. However, any change of use will result in less availability of parking and increased pressure to on-street parking. For this reason:

- ◊ *Minimum Garage size for Cars* 7.0 m x 3.0 m (internal dimension)
- ◊ *Associated minimum clear door access dimensions* 2.1m wide x 1.98m height

Garages of the above dimension and over will be considered a parking space as they are large enough to accommodate the average sized family car and cycles, as well as some storage space. To encourage garage use, functionality is equally important therefore reasonable access and egress from a car within a garage is essential. Additionally, provision for electric vehicle charging facilities should be provided with a garage space.

(g) Mixed Use Streets

In certain areas residential development will form part of a wider mixed use development where other uses (retail/business) will dominate at ground floor level.

(h) Underground, Underdeck and Undercroft Parking

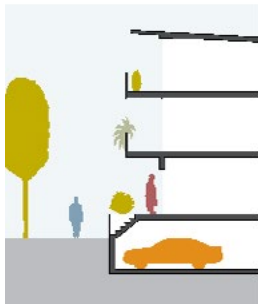
For developments of higher dwelling density, it is unlikely that sufficient space for car parking can be provided by in-curtilage and garage provision (without a detrimental effect on the quality of the development).



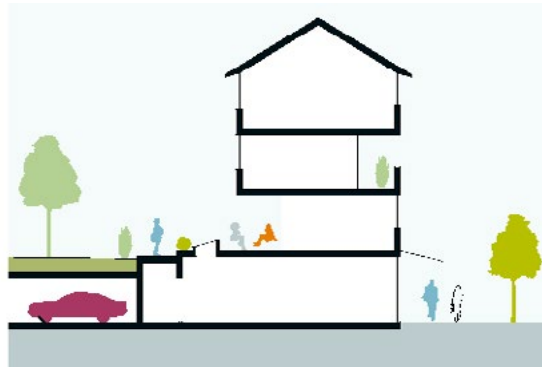
Underground, underdeck or undercroft parking should be provided wherever possible.



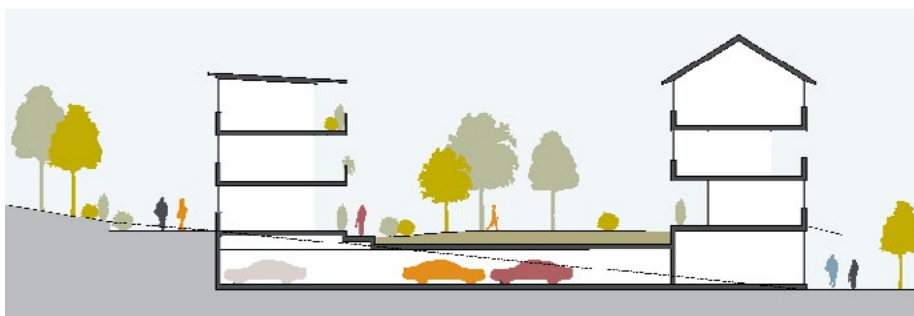
Underground parking with communal space above



Partial underground parking with raised floor



Single aspect ground floor uses with rear Underdeck access



Underground parking using ground slope



Locating car parking either under buildings, above or below ground level, can significantly improve the quality of a development. Planning Authorities will need to ensure that underground underdeck and undercrofts parking are safe, secure and retained for parking.

(i) Tandem Parking

Tandem Parking should be discouraged where possible especially in parking courts, as studies have shown that their use for parking is reduced, often used instead for bin storage, and that their provision encourages on-street parking.

(j) Set Backs

Construction of garages or gates adjacent to the road using a previous standard 1.5m setback have led to widespread abuse by residents who use this area plus the adjacent footway/cycleway/verge to park vehicles perpendicular to the main carriageway. This creates an obstruction of the footway/cycleway and whilst this is an enforcement issue in existing situations, it is appropriate to amend the standard so that this does not occur as frequently in future.

In order to reduce occurrences in future, the following standard should be adopted. Where garages/gates (all gates to open inwards) are placed directly adjacent to the road the setback should be either:

- (1) *no more than 0.5 m to allow for the opening of the garage door and with the adjacent distance between edge of road and edge of carriageway being no more than 2 m. This gives a maximum distance between garage/gate and running carriageway of 2.5 m, thus discouraging inappropriate parking;*
- (2) *greater than 6 m from the edge of the road to allow for parking in front of the garage/gates. In these circumstances there no need to restrict the width of the adjacent footway/cycleway/verge as there is less likelihood of abuse.*

Good Practice Examples

Top left: Setback in excess of 1.5m, yet with parking restrictions to prevent obstruction.

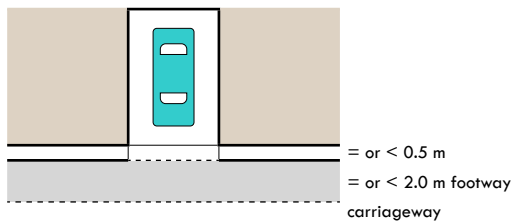
Top right: Parking space clear of footway, in line with vegetation.

Bottom left: Reduced setback but demarcated to show footway limit and allow room for garage door to open.

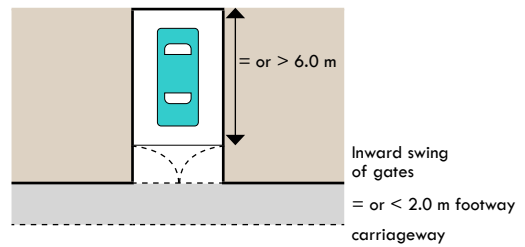
Bottom right: Setback in excess of 1.5m, yet parking can occur between dwelling and landscaping (trees), causing no obstruction to footway/ carriageway



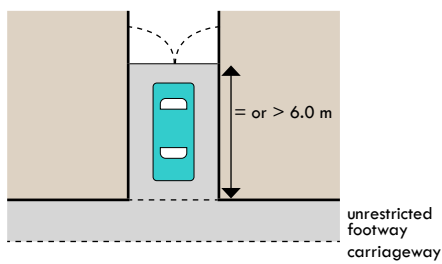
(1a) Up and over garage door



(1b) Gates



(2) Driveway



(k) Retirement/Warden Controlled Developments

Many residents are car owners and parking should be provided for each unit unless there is the evidence base to support a reduction in the standard. Additionally, parking provision should be made for visitors who support the residents of such developments, carers, health visitors, etc.

Consideration should be given to safe storage and charging point locations for mobility scooters when designing Retirement/Warden Controlled Developments.

3.6.5 Powered Two-Wheeler Parking Design

(For general advice on design for M/C, refer to [Guidelines for Motorcycling](#))

In terms of convenience, flexibility and security PTW's have the same characteristics as cycles. Consequently the behaviour and requirements of the powered two wheeler rider often follow that of the cyclist.

Powered two wheeler parking should be clearly signposted from the road and signed in situ, indicating that it is reserved for powered two wheelers only. Sites should have anchor points, quality level surfacing, CCTV and/or natural surveillance, be located away from drain gratings and protected from the elements as well as having good lighting. For long stay parking, such as workplaces, lockers to allow storage of clothing and equipment and changing facilities should be provided. PTW parking can be vulnerable locations, particularly long stay parking. Ideally there should only be access for PTW's, not vehicles, which can be done by using a causeway or pinch point. The parking area should be in a wide open location, not in an isolated, secluded place.



Note: cobbles are not appropriate surface treatment for PTW parking

Motorcycle parking bays are generally not marked out for individual machines, allowing flexible and efficient use of limited space by machines of different sizes. Consideration should also be given to height clearance, with many bikes measuring upwards of 1.5 m not including the rider.

- Preferred bay size for a PTW 2.5 m x 1.5 m
- Absolute minimum bay size 2 m x 0.8 m
- With a minimum space of 1 m between each bike.

Provision should be made in which to secure PTWs. There are 2 basic types of anchor points to which motorcycles can be secured to reduce the risk of theft:

- **Ground Level** - An anchor point below the surface, with a loop allowing the user's own lock to be passed through. Anchor points require regular maintenance and can be dirty to use.

- **Raised** - A horizontal bar is provided at a height of approximately 400-600 mm and requires the user to use their own lock. The continuous rail allows for efficient use by machines of varying style and size, is well understood by users and is compatible with most types of shackling devices.

Further information can be sought from the [DfT's Traffic Advisory Leaflet 2/02](#).

3.6.6 Cycle Parking Design

Key considerations regards cycle parking is referred to in [Designing Streets](#) (page 40). Providing well-located, safe and secure cycle parking is a key factor in encouraging people to cycle as an alternative to using the private car. Further guidance can be found in [Cycling by Design](#) and [LTN 2/08 Cycle Infrastructure Design](#).

All cycle parking must be overlooked, sheltered from strong winds and be Well Lit.



Long stay cycle parking, for example for employees, should include secure, covered cycle storage situated close to the building but preferably out of sight to the general public (possibly to the rear of the building), to reduce the chance of theft or tampering. Facilities should be present such as showers, changing rooms and lockers.

Short-term cycle parking, for example, for shoppers or visitors should be secure and ideally covered and situated as close to the main entrance as possible. The location should be highly visible to people, thus reducing the chance of theft or tampering.



Normally Sheffield stands should be provided. Stands that grip only the front wheel do not provide adequate support or security. When placed 1 m apart and 0.5 m from the wall, Sheffield stands can accommodate two cycles. Where more than two stands are required, you may need to provide a 'toast rack' facility.

Where children are likely to attend (schools, leisure facilities etc) an extra horizontal bar at 650 mm above ground level or a reduced sized stand to support the smaller frame of a child's cycle should be considered.

More detailed information can be found in the Scottish Government's publication [Cycling by Design](#) . [Sustrans](#) , the UK's national cycling organisation can also provide detailed design information.

Care should be taken to ensure that the cycle parking (when in use) does not cause an obstruction to pedestrian flow.

3.7 Parking Standards for Use Classes

Class 1: Shops

Retail sale of goods, hairdresser, undertaker, travel and ticket agency, post office. Dry cleaner, laundrette, cold food consumption on premises. Display of goods for sale, hiring out of domestic goods or articles, reception of goods to be washed.

Type of Development	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
Shops				
City Centre	2 spaces	1 space per 400 sqm for staff and 1 space per 400 sqm for customers	1 space + 1 per 20 car spaces (for first 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 bays or less = 3 bays or 6% of total capacity, whichever is greater Over 200 bays = 4 bays plus 4% of total capacity
Other centres	3 spaces			
Food Superstore				
0-500 m ² GFA	5 spaces			
500-2,000 m ² GFA	6.5 spaces			
2,000-8,000 m ² GFA	7 spaces			
>8,000 m ² GFA	6 spaces			

Use	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
Shopping Centre				
0-500 m ² GFA	4 spaces			
500-2,000 m ² GFA	5 spaces			
2,000-8,000 m ² GFA	6 spaces			
>8,000 m ² GFA	5 spaces			
Retail Park				
2,000-8,000 m ² GFA	2 spaces			
>8,000 m ² GFA	2.2 spaces			
DIY Superstore				
2,000-8,000 m ² GFA	2 spaces			
>8,000 m ² GFA	2.2 spaces			

Informative Notes

Parking standards for large, stand-alone developments, such as large department stores and shopping centres will be considered on a case by case basis and should be agreed with the relevant Local Planning and Road Authorities.

In all cases adequate provision should be made for the parking and turning of service vehicles, serving the site, off the road.

A lower provision may be appropriate in town centre locations where there is good access to alternative forms of transport and existing car parking facilities.

Class 2: Financial, Professional and Other Services

Financial, professional or any other service expected in shopping areas, eg betting office, lawyers, accountants, estate agents, health centres, surgeries of dentists, doctors and vets (where the principal visitors are members of the public).

Type of Development	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
A2	1 space per 20 sqm	1 space per 100 sqm for staff + 1 space per 200 sqm for customers	1 space + 1 per 20 car spaces (for first 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	<p>200 bays or less = 2 bays or 5% of total capacity, whichever is greater</p> <p>Over 200 bays = 6 bays plus 2% of total capacity</p>

Informative Notes

A lower provision may be appropriate in town centre locations where there is good access to alternative forms of transport and existing car parking facilities. In all cases adequate provision shall be made for the parking and turning of service vehicles serving the site, off the highway.

Class 3: Food and Drink

Restaurant, café, snack bar (use for sale of food or drink on the premises).

Type of Development	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
A3 (excluding Transport Cafés)	1 Space per 5 sqm	1 Space per 100 sqm for staff + 1 space per 1 sqm for customers	1 Space + 1 per 20 car spaces (for first 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 bays or less = 3 bays or 6% of total capacity, whichever is greater Over 200 bays = 4 bays plus 4 % of total capacity
A3 (Transport Cafés)	1 lorry space per 2 sqm	1 space per 200 sqm for staff + 1 space per 200 sqm for customers		

Informative Notes

A lower provision of vehicle parking may be appropriate in town centre locations where there is good access to alternative forms of transport and existing car parking facilities.

In all cases adequate provision shall be made for the parking and turning of service vehicles serving the site, off the road.

Class 4: Business

Offices (other than that specified under Class 2), research and development of products or processes, light industry.

Type of Development	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
B1	1 space per 30 sqm	1 space per 100 sqm for staff + 1 space per 200 sqm for visitors	1 space + 1 per 20 car spaces (for first 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 bays or less = 2 bays or 5% of total capacity, whichever is greater Over 200 bays = 6 bays plus 2% of total capacity

Informative Notes

A lower provision of vehicle parking may be appropriate in town centre locations where there is good access to alternative forms of transport and existing car parking facilities.

In all cases adequate provision shall be made for the parking and turning of service vehicles serving the site, off the road. Consideration should also be given to the requirement for any overnight parking and facilities.

Class 5: General Industrial

General industrial (use for the carrying out of an industrial process other than one falling within the Class 4 (Business) definition).

Type of Development	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
B2	1 space per 50 sqm	1 space per 250 sqm for staff + 1 space per 500 sqm for visitors	1 space + 1 per 20 car spaces (for first 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 bays or less = 2 bays or 5% of total capacity, whichever is greater Over 200 bays = 6 bays plus 2% of total capacity

Informative Notes

A lower provision of vehicle parking may be appropriate in town centre locations where there is good access to alternative forms of transport and existing car parking facilities.

In all cases adequate provision shall be made for the parking and turning of service vehicles serving the site, off the road. Consideration should also be given to the requirement for any overnight parking and facilities.

If a site office is included in the development then a B1 parking standard should be applied for that area.

Class 6: Storage or Distribution

Storage or distribution.

Type of Development	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
	1 space per 150 sqm	1 space per 500 sqm for staff + 1 space per 1,000 sqm for visitors	1 space + 1 per 20 car spaces (for first 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	<p>200 bays or less = 2 bays or 5% of total capacity, whichever is greater</p> <p>Over 200 bays = 6 bays plus 2% of total capacity</p>
Lorry Parking				
<i>Factories and Warehouses</i>	1.1 spaces			
<i>Warehousing (non-sales)</i>	0.5 spaces			
<i>Business Park</i>	2 spaces			
<i>Science Park</i>	2 spaces			

Informative Notes

A lower provision of vehicle parking may be appropriate in town centre locations where there is good access to alternative forms of transport and existing car parking facilities.

In all cases adequate provision shall be made for the parking and turning of service vehicles serving the site, off the road. Consideration should also be given to the requirement for any overnight parking and facilities.

It is acknowledged that there is an increasing trend for B8 developments with a retail element where there is the option for customers to visit a counter at the premises and make purchases, for developments such as this, additional customer parking should be allocated, equivalent to the A1 standard for the floor space that has public access.

If a site office is included in the development then a B1 parking standard should be applied for that area.

Class 7: Hotels and Hostels

Hotel, boarding and guest house, hostel.

Type of Development	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
Hotel and B&B	1 space per 2.5 bed spaces	1 space per 5 staff for staff + 1 space per 10 bedrooms	1 space + 1 per 20 car spaces (for first 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 bays or less = 3 bays or 6% of total capacity, whichever is greater Over 200 bays = 4 bays plus 4% of total capacity
Hostel	1 space per 4 staff plus customer parking on individual merits	1 space + 1 per 20 car spaces (for first 100 car spaces), then 1 space per 30 car spaces over 100 car spaces)	1 space per 40 sqm	

Informative Notes

A lower provision may be appropriate in town centre locations where there is good access to alternative forms of transport and existing car park facilities. The modern day hotel is seldom used solely as a hotel and often offers multifunctional amenities such as conference facilities, restaurants and gyms. These multifunctional uses must be considered per individual class use and adequate parking allocated to encompass all uses when considering the potential for cross- visitation.

Class 8: Residential Institutions

Residential school, college, training centre, residential accommodation with care, hospital, nursing home.

Type of Development	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum	
Residential Care Home	1 space per staff member + 1 visitor space per 3 beds	1 space per 5 staff	1 space +1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	Dependant on actual development, on individual merit, although expected to be significantly higher than business or recreational development requirements	
Hospital	1 space per 3 beds + 1 space per doctor/ surgeon + 1 space per 3 other staff	1 space per 4 staff Visitors - to be considered on a case by case basis			
Treatment Centres (eg ISTC (Independent Sector Treatment Centre) with overnight facilities)	4 spaces per consulting room + 1 space per practitioner + 1 space per 3 other staff	1 space per 4 staff Visitors to be considered on a case by case basis			1 bay or 5% of total capacity, whichever is greater
Education Establishments - Primary/ Secondary	1 space per staff member + provision for buses where required	1 space per 5 staff + 1 space per 3 students			
Residential Education Establishments - Further/Higher	1 space per staff member + 1 space per 10 students	1 space per 5 staff + 1 space per students			

Informative Notes

Parking Standards for retirement developments that are warden assisted yet provide independent living should fall under Class C3.

Hospital Parking: With regard to parking, it should be acknowledged that particular needs of hospitals arising from their 24 hour service (which impacts on accessibility for patients and visitors and on staff working patterns) should be taken into account and parking provision provided accordingly.

The impact of parking on the surrounding area should be considered and if necessary provide appropriate

traffic management measures (eg resident parking scheme) to prevent illicit parking on neighbouring streets by people travelling to the hospital site. Travel plans for staff, patients and visitors play an important role in traffic reduction and especially encourage modal shift for staff.

Class 9: Houses

House occupied by a single person, or a number living together as a family, or as a household of 5 persons or less. Limited use as a bed and breakfast or guest house.

Trip Origin

Dwellings are predominantly travel origins as opposed to destinations. Previously parking standards have attempted to reduce car use by restricting parking spaces at origin and destinations. It is now recognised that providing a reduced number of parking spaces at a travel origin does not discourage people from owning a car. Therefore parking standards for origins should be used as a minimum standard. For travel destinations the standard will continue to be a maximum.

Standard

Flats and Houses are to be treated the same, with parking standards decided by the number of bedrooms the dwelling has.

Type of Development	Appropriate Provision (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
1 Bedroom	1 space per dwelling	1 secure covered space per dwelling. None if garage or secure area is provided within cartilage of dwelling.	N/A	N/A if parking is in cartilage of dwelling, otherwise as Visitor/ Unallocated
2-3 Bedroom	2 spaces per dwelling*			
4 Bedroom	3 spaces per dwelling			
Retirement Developments (eg warden assisted independent living accommodation)	1 space per dwelling	1 space per 8 units (visitors)	1 space + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	N/A if parking is in cartilage of dwelling, otherwise as Visitor/ Unallocated

Type of Development	Appropriate Provision (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
Private Sheltered Housing and Housing Associations	0.2-0.5 spaces per dwelling + 0.3 spaces visitor parking per dwelling + 1 space per warden			
Amenity Housing	0.5 spaces per dwelling + 0.3 spaces visitor parking per dwelling			
Local Authority Sheltered Housing	0.25 spaces per dwelling + 1 space per warden			
Visitor/Unallocated	0.25 spaces per dwelling (unallocated)	If no garage or secure area is provided within cartilage of dwelling then 1 covered and secure space per dwelling in a communal area for residents plus 1 space per 8 dwellings for visitors	1 space +1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 bays or less = 3 bays or 6% of total capacity, whichever is greater Over 200 bays = 4 bays plus 4% of total capacity

* Excluding garage if less than 7 m x 3 m internal dimension

Informative Notes

Standards excluded garages under 7 m x 3 m (internal dimension) as a parking space but can include undercroft parking and car ports providing they have no other use.

Visitor/unallocated vehicle parking can, subject to appropriate design, be located on or near the road frontage.

Unallocated cycle parking for residents to be secure and covered, located in easily accessible locations throughout the development.

Reductions of the standard may be considered if there is development within an urban area that has good links to sustainable transport.

Class 10: Non-Residential Institutions

Crèche, day nursery, day centre, provision, provision of education, museum, exhibition hall, public library, display of art, public worship, religious instruction, social activities of a religious body.

Type of Development	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
Crèche, Child Care	1 space per full-time equivalent staff + drop off/pick-up facilities	1 space per 4 staff + 1 space per 10 child places	1 space + 1 per 20 car spaces (for first 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	1 bay or 5% or total capacity, whichever is greater
Day Care Centre	1 space per full-time equivalent staff + drop off/pick-up facilities	1 space per 4 staff		1 bay or 5% or total capacity, whichever is greater
Community Centres	5.0- 20.0 m ² GFA			
Education - Primary/Secondary	1 space per 15 pupils	1 space per 5 staff + 1 space per 3 pupils	1 space + 1 per 20 car spaces (for first 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	1 bay or 5% of total capacity, whichever is greater
Education - Further/Higher	1 space per 2 staff + 1 space per 15 students for student parking	1 space per 5 staff + 1 space per 3 students		
Art Galleries, Museums, Public/Exhibition Hall	1 space per 30 sqm ² public display space + 1 space per 2 staff	10 spaces + 1 space per 10 vehicle space		200 bays or less = 3 bays or 6% of total capacity whichever is greater
Places of Worship	1 space per 10 seats	1 space per 4 staff + visitor parking (individual merits)		Over 200 Bays = 4 bays plus 4% of total capacity
Libraries	3 spaces + 1 space per 3 staff			
Crematoria	1 space per seat			

Informative Notes

A lower provision may be appropriate for educational establishments in an urban location where there is good access to alternative forms of transport to allow sustainable travel.

The relationship between a school and the residential area is important and falls within the operational requirements of the school. Schools should represent the heart of the community and community facilities should be considered within the school site.

Special Schools parking/drop-off arrangements must be taken into consideration as generally extra staff are required and most pupils/students arrive by taxi or car. Coach parking and facilities must be considered for all D1 uses.

Class 11: Assembly and Leisure

Cinema, concert hall, bingo hall, casino, dance hall, discotheque, skating rink, swimming bath, gymnasium or for indoor sports or recreation not involving motorised vehicles or firearms.

Type of Development	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
Cinema/Bingo Halls	1 space per 10 seats	10 spaces + 1 space per 10 vehicle space	1 space + 1 per 20 car spaces (for first 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 bays or less = 3 bays or 6% or total capacity, whichever is greater Over 200 bays = 4 bays plus 4% of total capacity
Theatres/Concert Halls	1 space per 5 seats			
Team Sports (outdoor sports pitches)	20 Spaces	10 spaces plus		
Sports Centres <i>Swimming Pools</i>	10 spaces per 100 sqm ² of pool area	10 spaces + 1 space per 10 vehicle space		
<i>Snooker Halls/ Other Facilities</i>	1 space per table			
Golf Clubs	3 spaces per hole	Individual merit		
Other Sports Facilities	Individual merit	Individual merit		
Dance Halls/Discotheques	10 spaces + 1 space per 3 staff + 3 spaces for performers			

Informative Notes

Coach parking and facilities must be considered for all uses.

Other: Sui Generis

Type of Development	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
Garden Centres (see <i>informative notes</i>) 0-2,000 m ² GFA 2,000-5,000 m ² GFA >5,000 m ² GFA	1 space per full-time staff equivalent 5.5 5.0 4.0	1 space + 1 per 20 car spaces (for first 100 car spaces), then 1 space per 30 car spaces)	200 bays or less = 3 bays or 6% of total capacity, whichever is greater. Over 200 bays = 4 bays plus 4% of total capacity 200 bays or less = 3 bays or 6% of total capacity whichever is greater Over 200 bays = 4 bays plus 4% of total capacity	
Student Flats	1 space per 7 students + 1 space per 3 staff + 1 space per wardem			

Type of Development	Vehicle Maximum (spaces per 100 m ² gross floor area, GFA)	Cycle Minimum	PTW Minimum	Disabled Minimum
Motor Trade				
Vehicle display area	2 spaces			
Spares department	4 spaces			
Servicing/ bodywork	4 per service bay			
Tyre and exhaust centre	2 per service bay			
Car wash	5 queuing spaces			
Scrapyards	2 spaces			
Staff	1 space per 2 staff			
Public Houses	10 spaces			

Informative Notes

Coach parking and facilities must be considered for all uses.

Multifunctional uses must be considered per individual class use and adequate parking allocated to encompass all uses, when assessing the parking requirements of a development, taking into account cross-visitation.

A lower provision of vehicle parking may be appropriate in urban locations where there is good access to alternative forms of transport and existing car parking facilities.

3.8 Structures Technical Approval

Structures Technical Approval Requirements

From clauses 2.8.2 and 2.8.3 of the COP:

“All structural design and assessment should be subject to a formal Technical Approval procedure such as those used by the Highways Agency [BD 2; Technical Approval of Highway Structures, 43] or Network Rail [GC/RT5J OJ Technical Approval Requirements for Changes to the Infrastructure, 44]”

The Local Authorities are the Technical Approval Authority (TAA) for all road structures and pedestrian footbridges that are owned by each Council (independent of maintenance responsibility).

Whilst the scope of **BD 02/12 (available June 2014)** [↗](#) and **HD 22/08** [↗](#) fully apply, Structures requiring technical approval are summarised below:

- All road retaining structures greater than 1.5 m in height require technical approval in accordance with **BD 02/12 (available June 2014)** [↗](#).
- All culverts and bridges greater than 2 m in span, or greater than 0.9 m in diameter for corrugated steel pipes require technical approval in accordance with **BD 02/12 (available June 2014)** [↗](#).
- Any geotechnical works (ie embankments) “which may pose a risk to the general public, the Overseeing Organisation and/or the Overseeing Organisations’s asset” require Technical Approval in accordance with **HD 22/08** [↗](#).

It is highly recommended that early involvement with the Local Authority Structures team is established for all schemes involving the above.

3.9 SUDS Schedule

The following Sustainable Urban Drainage System details (only forming a part of the road drainage system) are required to be submitted as part of the Road Construction Consent/Technical Approval to clearly convey the standards and responsibilities identified between Local Authorities/Scottish Water.

1. Site layout plan.
2. Type of SUDS - justification for SUDS selected.
3. Marked plan clearly showing responsibility for any particular part of the system - SW/LA/Another (if appropriate) along with construction details.
4. A maintenance schedule should be produced for each scheme, detailing what, when and how.
5. Agreed discharge rates to be incorporated into design details. Details of where discharging to, ie Sewer or watercourse should be clearly stated.
6. Planting details (where appropriate).

7. Whole life costs including decommissioning plan.
8. Where SUDS are within a private curtilage clear evidence of householders responsibilities to maintain. Scottish Water and LA to agree appropriate action should consequential overspill or polluting of associated SUDS takes place.
9. When sacrificial SUDS are to be used during construction, full detail including decommissioning plan to be provided.
10. Independent design certificate (similar to structures) to be provided for the overall drainage Design including SUDS.
11. Confirmation that all required parallel approvals have been obtained, ie SW/SEPA/SNH etc*
12. Consultant certification - written confirmation that consultant can design SUDS**
13. Identify appropriate Professional Indemnity for the above.
14. Adoption of road, including SUDS must coincide with Scottish Water vesting the associated sewer network.*
15. Depending on type of SUDS, eg membrane lined soakaways etc, the road will need to be entered into symology as of 'engineering difficulty'.
16. SUDS Schedule Points to be included in RCC/Technical Approval.
17. Construction detail including design calculations - who installed/when installed (these details to form part of a maintenance schedule).
18. Maintenance schedule to include methodology for disposal of SUDS waste, eg silt from ponds, contaminates grass and plant cuttings (arisings).
19. CCTV survey of systems (where appropriate).
20. Health & Safety Plan/inclusion in CDM Safety file.
21. Contractor certification - written confirmation that contractor can deliver SUDS?***
22. Defects period - a minimum of 24 months will be required to ensure the SUDS system has been established. A reasonable portion of the road bond may be retained in accordance with Regulation 15.
23. Specification
Measures to be used to independently test the suds system performance before adoption is required this should include the following:

◊ sewer pipes shall be tested in accordance with **Sewers for Scotland Third Edition** ;

- ◊ road drainage pipes shall be air or water tested to **BS EN 1610** [↗](#) and where velocities are less than 1 m/s a Mandrel Test may be required where appropriate;
- ◊ infiltration systems shall be tested in accordance with Appendix B of **SUDS Manual, CIRIA no C753** [↗](#) to determine suitability. Thereafter a test load will be applied and timed to ensure the design infiltration rate is being achieved;
- ◊ ponds and basin will require the following tests:
 - fill pond to test overflow facility operates correctly;
 - control device tested against design head to verify agreed greenfield runoff rate being achieved (flow measurement device may be required);
 - fill pond to undertake drop test to ensure no leakage; and
 - fill pond to test required storage capacity has been provided.

This may be achieved by extending the testing period to allow for the pond and basin to be filled naturally by rainfall.

References made to a suite of SCOTS/Scottish Water drawings (click on image opposite) at this stage shows potential splits in maintenance responsibilities. This work in relation to Section 7 Agreement is ongoing.

Appendices

ROADS DEVELOPMENT GUIDE



Click map to see regional variations



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APPENDICES

Appendices

ROADS DEVELOPMENT GUIDE

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Glossary

Adsorption

The adherence of gas, vapour or dissolved matter to the surface of solids.

Adopted road

*

Antecedent conditions

The wetness of a catchment prior to a particular rainfall event.

Attenuation

Reduction of peak flow and increase of duration of runoff during and following a storm event.

Base

The lowest bound layer of an asphalt pavement, formerly known as roadbase.

Basins

A ground depression acting as a flow control or water treatment structure that is usually dry and has a proper outfall, but is designed to detain stormwater temporarily.

Binder

The second layer of an asphalt pavement, formerly known as basecourse.

Biodegradation

The decomposition of organic matter by micro-organisms and other living things.

Bioretention areas

A landscaped ground depression that collects runoff so that it percolates through the soil below into an underdrain system, thus promoting pollutant removal.

California Bearing Ratio

An empirical measure of the stiffness and strengths of soils, used in road pavement design.

Capping layer

A layer of unbound aggregate of lower quality than sub-base that is used to improve the performance of the foundation soils before laying the sub-base and protect the sub-grade from damage by construction traffic.

Carriageway

The portion of the road which is used to carry vehicular traffic.

Catchment

The area which contributes surface water flow to a point in a drainage system. Can be split into sub-catchments.

Climate change

Climate change refers to any significant change in measures of climate (such as temperature, precipitation, or wind) lasting for an extended period (decades or longer).

Combined sewer

A sewer which is designed to carry both foul sewerage and surface water in the same pipe.

Combined Sewer Overflows

Overflow systems built into combined sewer networks which allow a certain amount of flow to discharge directly into a watercourse untreated, to ensure the sewer network does not become surcharged in storm conditions.

Control structures

A structure to control the flow rate or volume of water passing through or over it.

Controlled waters

Water defined and protected under the Water Resources Act 1991. Any relevant territorial waters that extend seaward for three miles from the baselines, any coastal waters which extend inland from those baselines to the limit of the highest tide or the freshwater limit of any river or watercourse, any enclosed dock which adjoins coastal waters, inland freshwaters, including rivers, watercourses, and ponds and lakes with discharges and ground waters (waters contained in underground strata). For the full definition refer to the Water Resources Act 1991.

Conveyance

The movement of water from one location to another.

Diffuse pollution

Pollution arising from land-use activities (urban and rural) that are dispersed across a catchment or sub-catchment, and do not arise as a process industrial effluent, municipal sewage effluent, deep mine or farm effluent discharge at a single point.

Dry swale

Shallow vegetated channel with filter in the base to convey surface runoff to the sewer network or infiltrate into the surrounding soils.

Embodied energy

The energy required to produce a service or product, eg during the manufacturing or processing stages. Can be related to CO₂ emissions.

Evapotranspiration

Process where moisture is lost from soil by evaporation of water and from transpiration by plants.

Exceedance

An event which has a result which exceeds a set target level, or in the case of drainage networks, a flow which exceeds the capacity of the sewers, causing surcharging and/or flooding.

Filter drains

A liner drain consisting of a trench filled with a permeable material, typically with a perforated pipe at the base to assist drainage. Can be used to convey water into a receiving drainage system or for infiltration.

Filter strips

A vegetated area of gently sloping ground designed to drain water evenly off impermeable areas and to filter out silt and other particulates.

Filtration

The removal of sediment or other particles from a liquid by passing it through a filter.

First flush

The initial runoff from an impermeable area or catchment subsequent to a rainfall event. As the runoff passes over the impermeable surface, it collects or dissolves pollutants and sediment, and this first portion of the runoff tends to be the most contaminated.

Footpath

*

Footway

Area at the side of carriageways for pedestrian movement.

Full bore

A pipe flowing at full capacity.

Geocellular

A plastic box structure situated below ground, used to attenuate runoff.

Geogrid

A plastic grid structure used to increase the strength and stability of soils and aggregates.

Geotextile

A permeable plastic fabric. It can be used to filter water and protect, reinforce, separate or drain soils.

Greenfield runoff

The rate of runoff which would occur from a site prior to any development, in its undisturbed state.

Groundwater recharge

The process of surface water passing downwards through the soils into the groundwater in the saturated zone.

Gulley

An opening in the road pavement to allow surface water to enter the drainage system, typically constructed from a prefabricated gully with metal grate cover.

Habitat

An environment where an organism or group of organisms live.

Hydrocarbons

Any chemical compound made up of hydrogen and carbon. A major pollutant formed by the engine as a by-product of combustion.

Hydrodynamic systems

Proprietary systems designed to remove floated debris, sediments and other associated pollutants from surface water, using fluid dynamics to separate the solids from liquids.

Impermeable membrane

An artificial plastic fabric which is impermeable to prevent infiltration.

Infiltration

The passage of surface water into the ground, or groundwater into a sewer.

Infiltration basins

A dry basin which is designed to promote infiltration of surface water into the ground.

Infiltration coefficient

This is a measure of the soil's permeability and determines the rate at which infiltration occurs.

Infiltration testing

Carried out during site investigation works to determine the permeability and the infiltration coefficient of the soil.

Infiltration blanket/trenches

A trench, typically filled with a permeable material, which is designed to promote infiltration of the surface water into the ground.

Local roads

Roads under the control of local roads authorities, such as general access roads, distributor roads and rural roads.

Metals

Pollutants which can be found on the road surface, such as lead, chromium, copper, nickel and zinc.

Microbial

Action of a bacterium causing disease or fermentation.

Moisture content

The amount of water present in the soil, usually given as a percentage.

Nutrients

Substances providing nourishment for living organisms, eg nitrogen & phosphorus.

Oil separators

Prefabricated proprietary system used to remove any spilled oils or hydrocarbons from surface runoff.

Peak flow

The maximum volume of water flowing in a watercourse or sewer over a certain period of time following a rainfall event.

Permeable concrete block paving

A surface which drains through voids between concrete blocks.

Ponds

A permanently wet depression designed to retain stormwater above the permanent pool and permit settlement of suspended solids and biological removal of pollutants.

Precipitation

The falling to earth of any form of water (rain, snow, hail, sleet or mist)

Rainfall intensity

The amount of rainfall occurring during a set unit of time, typically mm per hour.

Regional control

Surface water management for individual or multiple sites, normally in a balancing pond or wetland.

Residual risk

The risk still present after mitigation procedures have been implemented.

Retention time

The length of time that runoff is stored or detained to allow for settlement, or possibly biological action, to occur.

Return period

The frequency of an event occurring, eg a 100 year storm refers to the storm which occurs on average once every hundred years, or in other words its annual probability of exceedance is 1%.

Road Construction Consent

The process of gaining consent to construct roads, over which there is a public right of passage, to an agreed standard set by the local roads authority.

Road

*

Runoff

Water flow over the ground surface into the drainage system. This occurs when the ground is impermeable, saturated or the rainfall is particularly intense.

Sand filters

Above or below ground structures comprising single or multiple chambers with a sand bed as a filter medium providing treatment of runoff.

Scottish Water

Statutory corporation in Scotland that provides water and sewerage services.

Sedimentation

The process by which particles in suspension in a liquid settle to form a sediment.

Sediments

Particulate material that can be transported by water flow.

Sewer

A conduit taking surface water and foul sewage from roads, footways, buildings and hardstandings from two or more curtilages' and having a proper outfall, adopted by a water authority.

Silt traps

Often referred to as catchpits, they are chambers constructed within a piped system located at regular intervals not exceeding 100 m, at changes in direction and gradient and often prior to discharge of a piped system to a SUDS component. Provision is made for collection of silt by a sump which provides a permanent wet well.

Site control

Surface water management in a local area or site, eg picking up building roofs, car parks and other impermeable areas.

Source control

The control of surface water runoff at or close to the source.

Sub-base

A layer of unbound material laid onto the subgrade that provides a stable foundation for a pavement surface.

Sub catchments

A division of a catchment, to allow runoff to be managed as near to source as possible.

Subgrade

The material onto which the road pavement is constructed, usually natural in-situ, but may include capping layer.

Surcharge

Flow conditions where the hydraulic gradient is above the pipe soffit.

Surface course

The top layer of the road pavement which is in contact with the vehicular traffic.

Sustainable Urban Drainage Systems

A sequence of management practices and control techniques designed to drain surface water in a more sustainable way than some previous practices.

Swale

A shallow vegetated channel designed to convey and retain surface water runoff, and which can also allow for infiltration. The vegetation filters suspended solids.

Treatment volume

The proportion of the total runoff from impermeable areas which is required to be retained and treated to remove pollutants.

Trunk roads

Managed by Transport Scotland, a major road, usually connecting cities or large settlements, which is the recommended route for long-distance and freight traffic. Quite often dual carriageways or motorways.

Verge

Grassed margin bordering the carriageway and footways, but still located within the adoptable road extent.

Void space

The open spaces between gravel media which can be used as storage in permeable pavements and other treatment facilities.

Vortex separators

A proprietary SUDS system used for removal of suspended solids using hydrodynamic forces (see Hydrodynamic systems).

Waste Water Treatment Works

A facility to treat and make less contaminated domestic and/or industrial effluent.

Watercourse

Any natural or manmade channel which water flows through.

Wetlands

A flooded area in which the water is shallow enough for the growth of bottom rooted plants.

Acronyms

CAR	<i>Controlled Activities Regulations</i>
CBR	<i>California Bearing Ratio</i>
CDM	<i>Construction Design & Management</i>
CIRIA	<i>Construction Industry Research Information Association</i>
CSO	<i>Combined Sewer Overflow</i>
DMRB	<i>Design Manual for Roads and Bridges</i>
NIEA	<i>Northern Ireland Environment Agency</i>
NIHE	<i>Northern Ireland Housing Executive</i>
NIW	<i>Northern Ireland Water Ltd</i>
PAN76	<i>Planning Advice Note 76</i>
PEPG	<i>Planning and Environmental Policy Group</i>
RAMP	<i>Roads Asset Management Plan</i>
RCC	<i>Road Construction Consent</i>
RoSPA	<i>The Royal Society for the Prevention of Accidents</i>
SEPA	<i>Scottish Environment Protection Agency</i>
SFRA	<i>Strategic Flood Risk Assessment</i>
SNIFFER	<i>Scotland & Northern Ireland Forum For Environmental Research</i>
SPP	<i>Scottish Planning Policy</i>
SUDS	<i>Sustainable Urban Drainage Systems</i>
SWMP	<i>Surface Water Management Plan</i>
TRRL	<i>Transport and Road Research Laboratory</i>

UID	<i>Unsatisfactory Intermittent Discharge</i>
WEWS Act	<i>Water Environment and Water Services (Scotland) Act 2003</i>
WLC	<i>Whole Life Costing</i>
WWTW	<i>Waste Water Treatment Works</i>

Application Forms

Click on the form titles below to access editable PDF versions for your own use.

Quality Audit Summary Report Template	
CC1 - Construction Consent Application	
CC2 - Docquets of Service	
CC3 - Notice of Service	
CC6 - Adoption Certificate	
CC8 - Carriageway Design Certificate	
CC9 - Construction Consent Checklist	
DCC1 - Design Certificate for Road Lighting	
DCC2 - Construction Details and Visual Inspection Certificate	
DCC3 - Electrical Inspection and Test Certificate	

Local Authority Variations

Click on the form titles below to access each local authority's variations. The 'Master' form is an editable PDF which can be completed with your own details.

* NB no variations intimated at this stage

[Master Local Authority Variation Form](#) 

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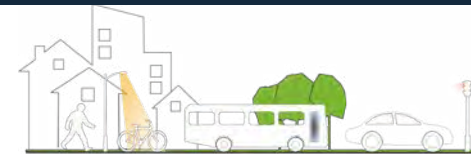
Good Practice Guide for Residential Development Roads

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JUNE 2022



EAST RENFREWSHIRE COUNCIL



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INTRODUCTION

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0.1 Introduction

This **Good Practice Guide** has been prepared by East Renfrewshire Council Roads Service (hereafter referred to as 'ERC Roads Service' or 'the Roads Service') and sets out guidance for developers and designers for the **provision of roads infrastructure, including the design and construction**, of all new roads associated with **residential development** proposals within The East Renfrewshire Council area.

The document embraces the principles of the Scottish Government policy document Designing Streets, and the Society of Chief Officers of Transportation in Scotland (SCOTS) National Roads Development Guide, offering interpretation of those policies within a local context.

The principal aims of this guide are to ensure that **all roads are functional and safe for all users** whilst, at the same time, setting out principles to be considered to ensure that appropriate road design/layouts are obtained to enable subsequent adoption by the Council as public roads.

0.2 National Policy Context



0.2.1 Designing Streets & Creating Places

The principles set out by Scottish Government in Designing Streets, a policy and guidance document published in 2010, promote people and a sense of place over the movement of motor vehicles. The document emphasises intelligent, location-specific street design rather than a rigid application of design standards.

Designing Streets provides high-level design guidance for all planning practitioners in Scotland and can be a material consideration in determining planning applications and appeals.

Designing Streets sits alongside Creating Places, Scottish Government's guidance document which promotes the principles of context, identity and character in design and sets out the role of the planning system in delivering these aspirations. Designing Streets and Designing Places are the Scottish Government's two key policy statements on design and placemaking.

Designing streets states that street design should be based on balanced decision-making and must adopt a multidisciplinary collaborative approach.

This Good Practice Guide embraces the principles of Designing Streets and Creating Places, and offers interpretation of those policies within a local context.

The six qualities of successful places are set out in Designing Places as being:

Distinctive

Design that makes the best use of site attributes and respects and enhances the character of surrounding buildings, streets and green networks to create places that have a sense of identity.

Welcoming

Places that encourage social interaction, where it is easy for people to find their way around and access local services in a walkable neighbourhood.

Adaptable

Places that can support a mix of compatible activities with built in flexibility so that they can adapt to changes in the future.

Easy to move around and beyond

Street design that considers all users and is well connected into existing movement networks, putting people and place before vehicular movement.

Safe and Pleasant

Attractive, well managed and appropriately scaled places designed to encourage activity and overlooked by surrounding buildings and active frontages. With clear definition of public and private spaces, where parking does not dominate and there is natural traffic calming.

Resource Efficient

Development designed to make best use of resources, achieve high environmental performance and minimise impacts on the built or natural environment.

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NATIONAL ROADS DEVELOPMENT GUIDE



0.2.2 National Roads Development Guide

The National Roads Development Guide (NRDG) was prepared by the Society of Chief Officers of Transportation in Scotland (SCOTS) in 2015.

The NRDG follows the same principles as set out in *Designing Streets*, clarifies the circumstances in which it can be used and addresses the interface with other roads.

This NRDG is considered the technical enabler to *Designing Streets* and **sets out the processes for obtaining statutory consents**, including Roads Construction Consents (RCCs).

This Good Practice Guide embraces the principles and much of the best practice outlined in NRDG, with a specific focus on residential developments, providing additional detail and local context. For aspects of development planning related to commercial developments, NRDG remains the primary guidance.

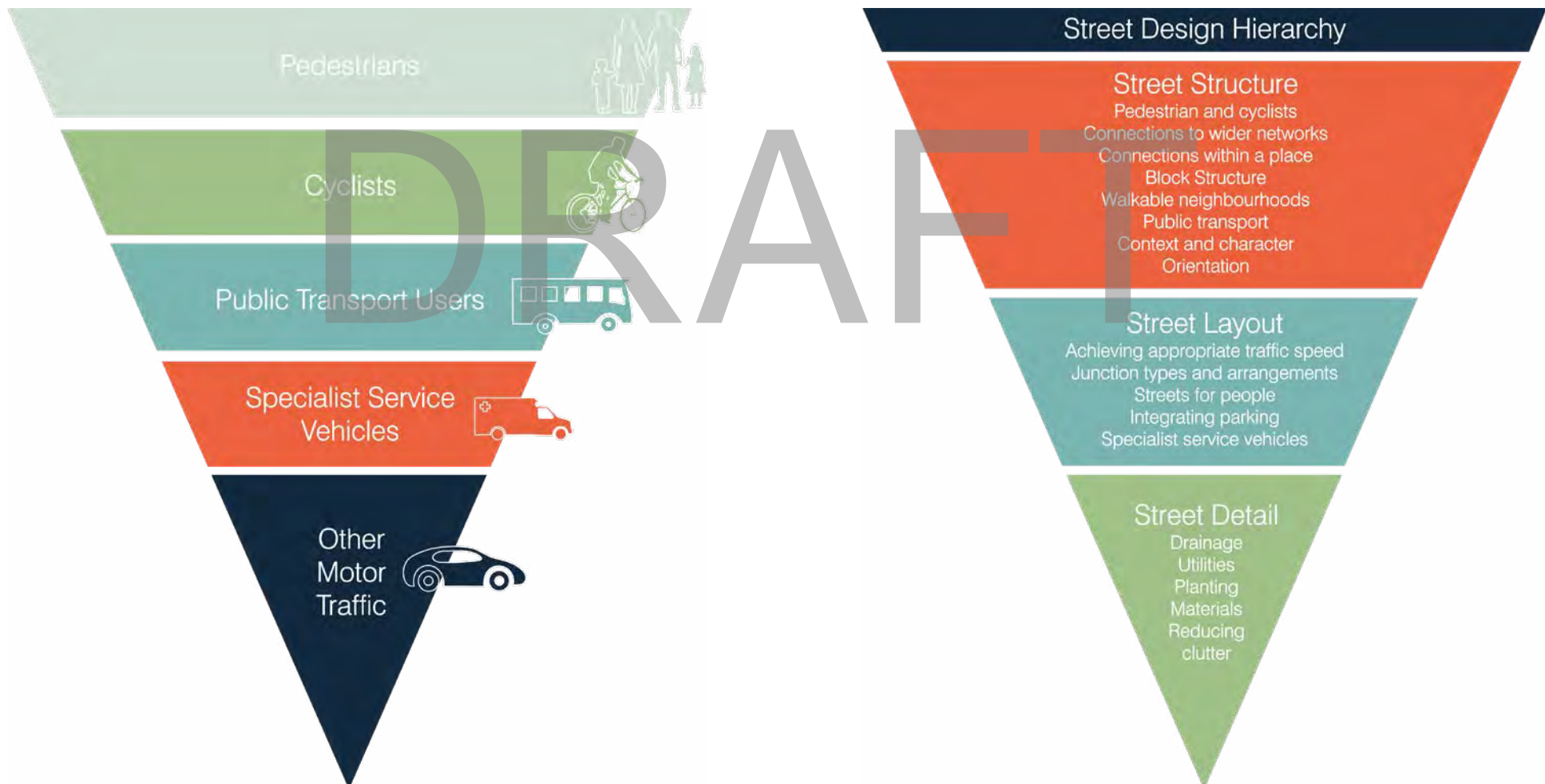
While the purpose of our document is to follow on from NRDG and not supersede it, there are a small number of areas where ERC Roads Service's Good Practice Guide departs from the standards set out in NRDG.

A tabular list of variations between the Good Practice Guide and NRDG has been submitted to SCOTS and is included as Appendix H.

0.2.3 The Route User and Street Design Hierarchies

Designing Streets and the National Roads Development Guide promote a route-user hierarchy with pedestrians at the top, leading to a street design hierarchy which considers the needs of pedestrians first in the design of any road layout.

This Good Practice Guide supports this hierarchy as a core principle of Designing Streets. Within this core principle, the Roads Service requires that developments are safe and functional for all road users.



0.3 Local Policy Context

The [Local Development Plan](#) is the primary document which sets out the development strategy, key policies and proposals for development and use of land in East Renfrewshire. ERC's [Local Development Plan 2](#) is currently being progressed and will guide development in East Renfrewshire up to 2029.

There are also various [Supplementary Planning Guidance](#) notes which have been prepared and adopted by the Council to support the Local Development Plan and provide more guidance on specific policy areas. These documents form a statutory part of the Local Development Plan.

This Good Practice Guide complements and provides further technical details to the Council's Local Development Plan Supplementary Planning Guidance **Residential Street design June 2015**.

A list of some of the more pertinent guidance documentation is described within [Appendix B](#).

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0.4 Good Practice Guide for Residential Development Roads

ERC Roads Service's Good Practice Guide for Residential Development Roads follows the same principles introduced in *Designing Streets* and *NRDG*, providing detail on the practicalities of delivering these principles in the context of a local residential development.

East Renfrewshire like all local authorities in Scotland, has unique circumstances within its "Roads" environment and in addition to providing general design guidance this document seeks to address specific areas which reflect local situations/circumstances.

0.4.1 Aims & Objectives of this Document

In providing this guidance, East Renfrewshire Council (ERC) recognises that a rigid application of standards is not commensurate with the ethos of *Designing Streets* and does not seek to compromise the quality or the sense of place. Instead, the intention is to **promote harmony between streets as places** without losing sight of the essential need for **functionality and road safety**.

As stated in *NRDG*,

"This Guide follows the same principles introduced in *Designing Streets* with a change in policy to move away from a standards-based approach to one where designers, planners and roads engineers collaborate to develop a design-led solution."

This Good Practice Guide is intended to be an aid to that collaboration.

The core aims of this document are:

- To provide guidance and, where appropriate, set out a minimum requirement which should be used in the design of new roads, footways, footpaths, service strips and driveways, and in the alteration of existing road layouts.
- To provide developers and designers with a clear and consistent understanding of ERC Roads Service's requirements.
- To provide all necessary guidance to ensure the development is acceptable for Planning Permission, Roads Construction Consent (RCC) and (if appropriate) adoption by East Renfrewshire Council as Roads Authority.

0.4.2 The Five Core Principles

The issues around good road design are dependent on location and context. Any layout may vary in design standards from one circumstance to another. In assessing the design of new roads infrastructure, East Renfrewshire Council will give due consideration to the following **five core principles**:



These five principles provide a framework which should be used when considering road design as part of a planning application and road construction consent application.

0.4.3 Overall Design Considerations

Subsequent pages of this document incorporate fine points of detail of the various elements of road design, but for the design in an overall context, the designer should note the following broad principles:

- The Roads Service should be consulted at an early stage of the design to minimise abortive work. The design of any development must consider not only the layout of the proposed housing but also the proposed road layout, including parking and street lighting at the same time, as these features are all interdependent and should not be designed in isolation.
- The developer must provide detailed information at the planning stage to ensure that a subsequent RCC application, reflecting the design, will not alter the layout approved under the planning permission in keeping with Designing Streets.
- Developers are encouraged to consider innovative and new design techniques.
- There are various (Roads) Legislation that must be adhered to within the design, construction and subsequent operation of the road network in a proposed development. A list of the more relevant Statutory Acts and Regulations is described in [Appendix A](#). Please note that this list provided is not exhaustive.
- Similarly, there are various (Roads) Design Guidance documentation which should also be considered (where relevant) when designing the proposed development road layout. A list of some of the more pertinent guidance documentation is described within [Appendix B](#). Please note that this list provided is not exhaustive.
- In respect to the Road Safety and Functionality qualities, it is imperative to highlight the economic benefits of ensuring that the proposed road design is such that minimises the risk of road traffic accidents taking place (this is a statutory requirement under [Section 39\(3c\) of the Road Traffic Act 1988](#)). Full details of Road Accident and Casualty Cost can be found within [Appendix C](#).
- The assertion within Designing Streets that “its technical advice is aimed particularly at residential and lightly trafficked streets...” is endorsed by East Renfrewshire Council. Where a development is accessed off existing roads, consideration must be given to the function of the road. Roads which have a high movement function and a low place function, such as link roads or roads formerly described as ‘distributor roads’ are all situations where the principles of this document should take priority over Designing Streets.
- Departures or relaxations from the guidance contained within this document may be considered on an individual basis relating to the site specific conditions and nature of the proposed development. It will be the responsibility of the developer to provide evidence in support of proposals which do not conform to the guidance provided in this document. Developers should ensure that East Renfrewshire Council are consulted early in the process as to whether any departures or relaxations will be possible. [Appendix D](#) contains a pro forma where such departures or relaxations can be recorded.
- The schematic diagrams contained within this document are for reference purposes only to demonstrate the key elements of road design and associated infrastructure where appropriate. While some of the schematics indicate a simple house and driveway adjacent to either a standard carriageway or shared surface layout, this does not preclude the designer’s commitments in respect of creating a “sense of place”.
- While the road layout is required to be designed with safety, functionality, serviceability, construction and future maintenance in mind, the character and ambience of the development must also be considered in the overall design. As stated in [NRDG](#), **“the key to a successful design is ensuring that the correct balance between place and movement is struck.”**
- The relationship between the road layout, car parking, street lighting, building arrangement and the surrounding space are all important in creating a “sense of place” and this Service would not be adverse to bespoke road layouts subject to fulfilling the principles set out within this document.

0.4.4 Development “Virtual Audit” Process

One important recommendation the Roads Service would put forward is prior to submission, the **developer should self-audit their proposal**. Developers/designers should undertake a functionality and safety audit by virtually “walking around” their development and identifying all potential risks.

Developers should envisage themselves living in the development and ask pertinent questions such as those given on page 19.

These are only a few of many questions that the developer should ask themselves when self-auditing their proposal. Any issues identified should preferably be designed out prior to formal submission. This Service has developed checklists, to assist with such matters, both for the Planning and RCC submissions ([Appendix E](#) & [Appendix F](#)).

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0.4.5 Terminology

It is important that a consistent terminology is used when referring to roads, carriageways, footways, footpaths, cycle tracks and cycle lanes in all submission documentation and drawings. A consistent, recognised terminology will enable the Roads Service to correctly assess the submission and reduces the possibility of misinterpretation. The following statutory terminology, as given in the [Road \(Scotland\) Act 1984](#) (RSA) Sections 151(1) & 151(2) and [Traffic Signs Regulations and General Directions 2016](#) (TSRGD) Schedule 1, should be used.

- **“Road”**- any way (other than a waterway) over which there is a public right of passage and includes the road’s verge, and any bridge (whether permanent or temporary) over which, or tunnel through which, the road passes; and any reference to a road includes a part thereof;
- **Carriageway** - where over a road the public right of passage includes such a right by a vehicle, other than a right by pedal cycle;
- **Footway** - where over a road the public right of passage is by foot only and is associated with a carriageway;
- **Footpath** - where over a road the public right of passage is by foot only and is not associated with a carriageway;
- **Cycle Track** - where over a road the public right of passage is by pedal cycle only, or by pedal cycle and foot only;
- **Cycle Lane** - part of a carriageway of a road reserved for pedal cycles which is separated from the rest of the carriageway.

The [National Roads Development Guide](#) includes the following additional non-statutory definitions for routes other than for motor vehicles (Part 1, 1.1.1, pg. 14).

- **Cycleways** - a cyclist route that adjoins a carriageway;
- **Shared surfaces** - low trafficked single level street that serves a range of user types, normally limited to residential streets where traffic speeds do not exceed 10 mph.

[Cycling by Design 2021](#) expands upon the RSA/TSRGD definitions of ‘cycle lane’ and ‘cycle track’ to provide the following non-statutory sub-divisions.

Cycle lane a lane within the cross section of the road carriageway for use by cycle users. A cycle lane may be either:

- Advisory – separated from motor traffic by road markings. Permissible for motor traffic to drive or stop in;
- Mandatory – separated from motor traffic by road markings. Not permissible for motor traffic to drive or stop in;
- Segregated – separated from motor traffic by physical means.

Cycle track a track that is separate from the road carriageway for use by cycle users. A cycle track may be either:

- Stepped cycle track – adjacent to the road carriageway and separated vertically from both the road carriageway and the footway;
- Cycle track at footway level – adjacent to the road carriageway and separated vertically from the road carriageway. Pedestrians and cycle users may share the space or may be separated from each other within it;

Remote or detached cycle track (commonly known as a cycle path) – a route that is not adjacent to the road carriageway. Pedestrians and cycle users may share the space or may be separated from each other within it.

Each gives an increasing level of protection from motor traffic and comfort for cycle users.



DEVELOPMENT OVERVIEW

1



1.0 Introduction

The purpose of this section is to offer guidance for designers with a view to achieving a consistent approach to overall development design, including the proposed development interface with the existing road network.

Departures from the good practice contained in this section may be considered in certain circumstances but must be detailed and justification provided to allow the Roads Service to make an assessment.

[Appendix D](#) contains a pro forma where such departures can be recorded.

For any Planning submission, the developer/designer should preferably provide a '**Design Statement**' that should include a brief description of the proposed site including location, current land use and location of any existing access or accesses. The site should be described in terms of size, shape and topography and include any relevant history of the existing development and, if appropriate, ownership details. The Design Statement should address among other things, how the hierarchy of movement as set out in [Designing Streets](#) has been created, how the speed of motor vehicles will be regulated in the development and how links to existing active and sustainable transport links will be created where appropriate.

The submission for the planning process should include the necessary drawings, relevant documentation and supporting information (if any) to enable the Roads Service to make an informed response.

Full details of the drawing standards, the drawings required for assessing the application and a full check list of issues to be considered by the designer at the planning application stage is included in [Appendix E](#).

It should be noted that the above information will allow the Roads Service to provide a standard method of response to the Development Management Services' request for observations on a planning application.

1.1 Road Network

1.1.1 Existing Roads

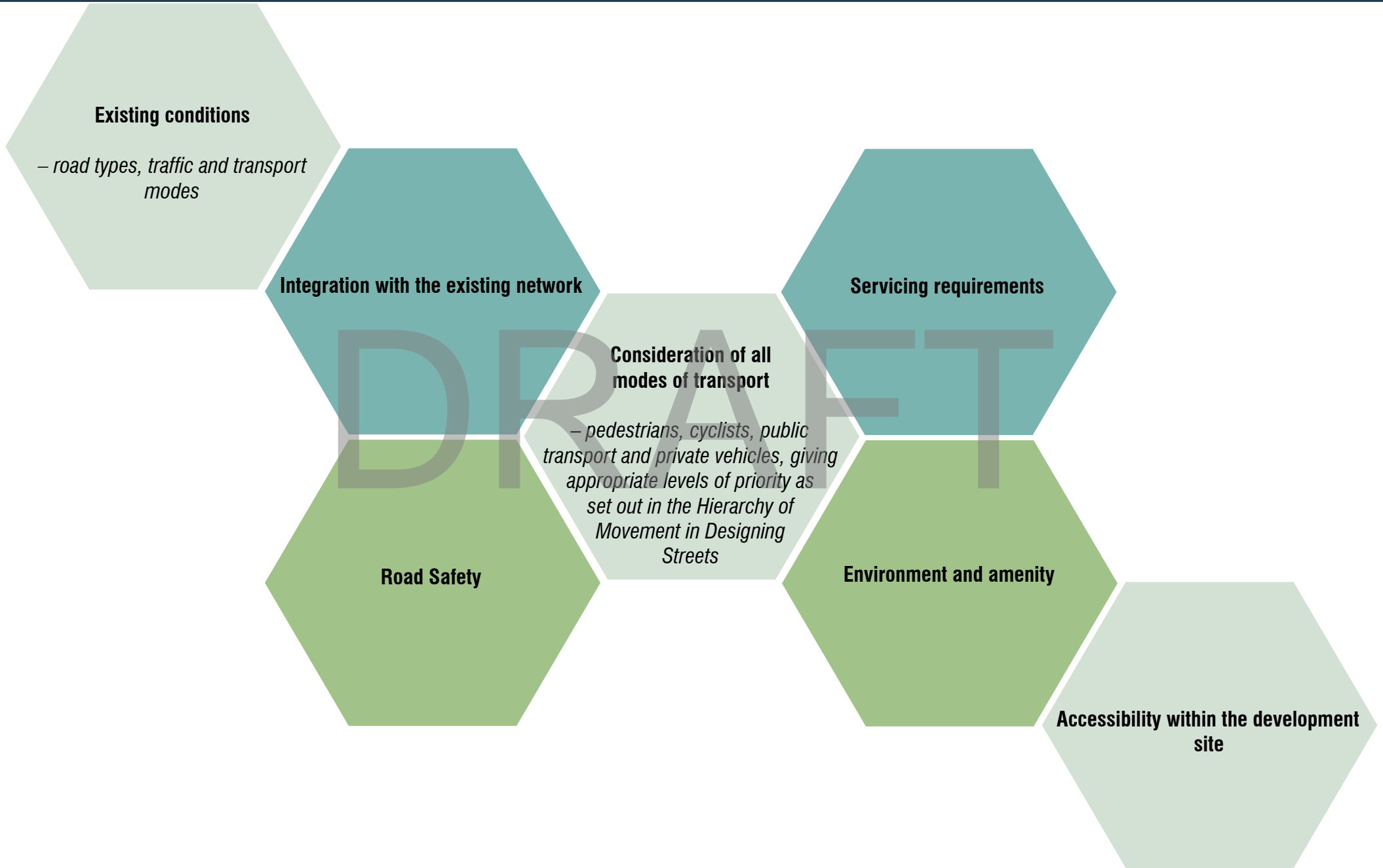
In terms of this document there are two types of “New Development Roads” to consider: Main Roads and local Residential Roads.

- A **Main Road** in this instance can be defined as where the destination is likely to be a specific area. A Main Road will serve to move traffic from local residential roads to serve areas of commerce, employment and link between residential areas etc. The design speed of this category of road will generally be 30mph or greater with or without individual frontage access.
- A local **Residential Road** in this instance can be defined as a road serving wholly residential properties, i.e. where the destination is likely to be an individual street address. The design speed of this category of roads will generally be 20mph with multiple frontage access. Carriageway widths are generally not less than 5.5m except where in areas of localised road narrowing such as in shared surface lanes where a carriageway width of 3.75 metres may be acceptable.

A schematic layout of this principle is shown in Figure 1.1.

1.1.2 New Development Roads

The design of road layouts is a complex process, due to the number of considerations that need to be taken into account. However, for new development roads, the developer needs to ensure that the design takes account of:



1.2 Existing Road Infrastructure

1.2.1 Junction(s) with Existing Road Network

The layout, type and location of the proposed junction(s) with the existing road network will need to be examined in detail, initially by the designer and subsequently by East Renfrewshire Council (ERC) in considering an application, taking due cognisance of observations and recommendations within the Transport Assessment or Transport Statement (refer to [Section 1.4](#)). Any new major/minor priority junctions or roundabouts, connected with the proposed development, must be designed in accordance with appropriate Design Guidance as set out in the DMRB.

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1.2.2 Junction Spacing

The recommended **minimum spacing between junctions on the same side of the carriageway on a Main Road is 100 metres** (centre line to centre line).

Where **junctions are on the opposite sides of a Main Road**, the recommended **minimum spacing between such junctions is 50 metres** (centre line to centre line).

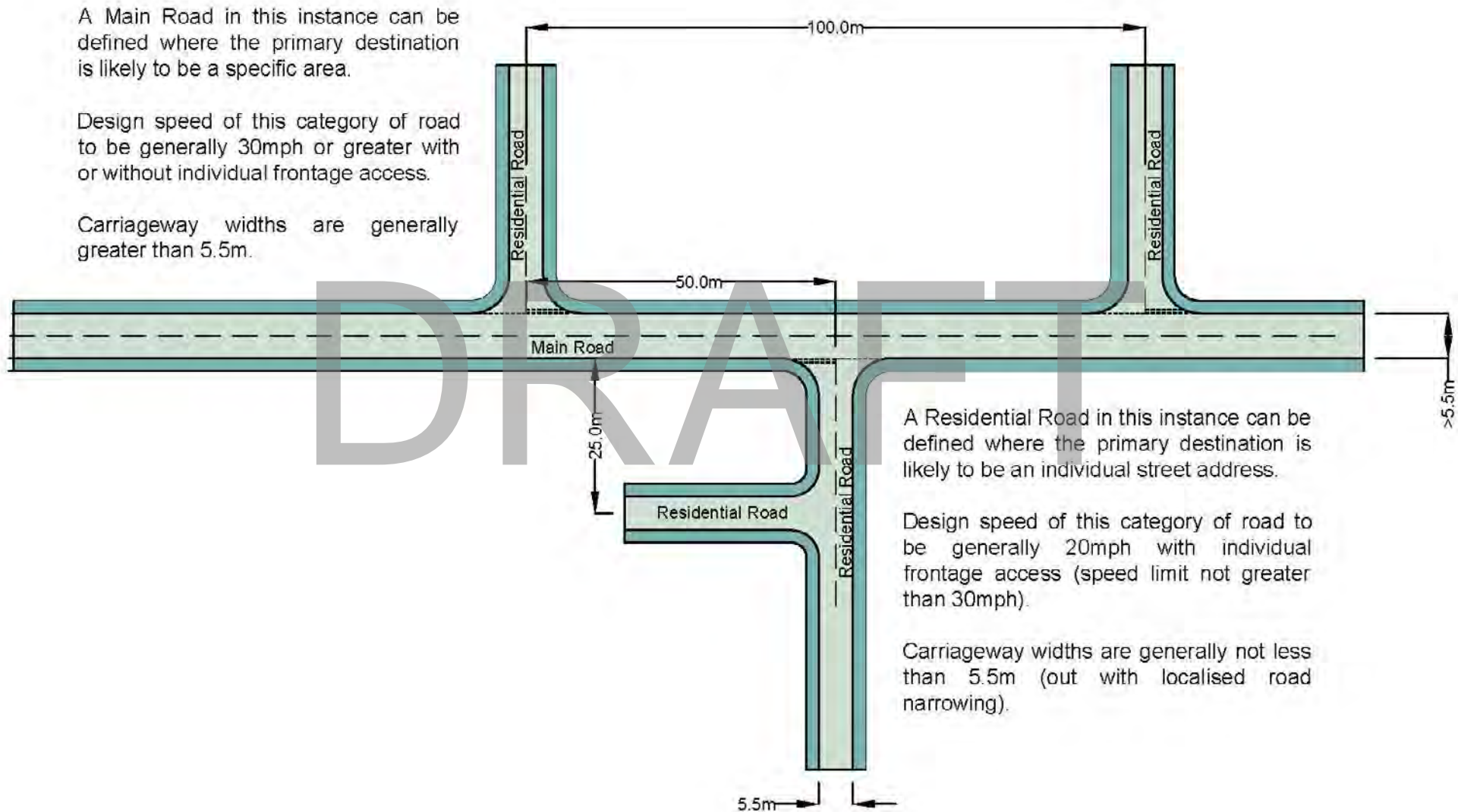
Departures or relaxations from these aforementioned standards may be considered on an individual basis relating to the context and placement of the junction and to what the additional road network will serve. It will be the responsibility of the developer to provide evidence in support of any departure and to demonstrate that such departure will not compromise road safety.

It will be at the discretion of the Roads Service as to whether such departure or relaxation will be accepted or not.

Where a Residential Road meets the Main Road, the minimum junction spacing between the first junction within the residential road network and the Main Road will be 25 metres (kerb line to centre line). There will be no relaxation in standards with this minimum junction spacing.

A generic layout of the conditions and descriptions of the terms of 'Main Road' and 'Residential Road' are show in Figure 1.1.

Figure 1.1, Junction Spacing



1.2.3 Number of Proposed Accesses

It is preferable that any proposed development has a **minimum of two accesses onto the existing road network**. This is to allow uninterrupted access to/from the development when one access is closed for an unforeseen emergency or planned resurfacing works.

If one access is proposed, the developer must provide further information how maintenance on the single access will be carried out while maintaining full entry/exit to the development. It should be highlighted that this is part of the designer's responsibilities under the [CDM regulations 2015](#).

1.2.4 Visibility and Sightlines

Clear sightlines, from any new development access road, are essential to enable drivers, exiting the road, to check in both directions for vehicular traffic before safely joining the adjacent public road. **That is from a point 'x' metres back from the edge of the carriageway, there should be an unrestricted view, above a height of 1.05 metres, for a distance of 'y' metres in both directions**. A junction visibility splay is defined as: 'x'- metres, by 'y'- metres, by 'z'- metres as shown in Figure 1.2.

The 'x' distance on the residential road (side road) is dependent on the traffic volume in estimated vehicles per hour (v.p.h.). The 'y' distance is determined by the main road type based on the speed limit in place. The 'z' value always relates to a height of 1.05 metres.

The peak vehicle flows are those on the residential (secondary) road; the speed limit is that which is currently in place on the Main (Primary) Road and the visibility standards are shown in Table 1.1.

Any existing or proposed buildings, structures, fencing, landscaping features (soft or hard), trees, vegetation, etc., within the visibility splay (shown hatched in the above diagram) should be provided and thereafter maintained in perpetuity, at a height of not more than 1.05 metres.

Consideration must also be given to the vertical topography of the existing or proposed land form within any desired visibility splay or forward sight stopping distance.

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Figure 1.2 Junction visibility and splay principles

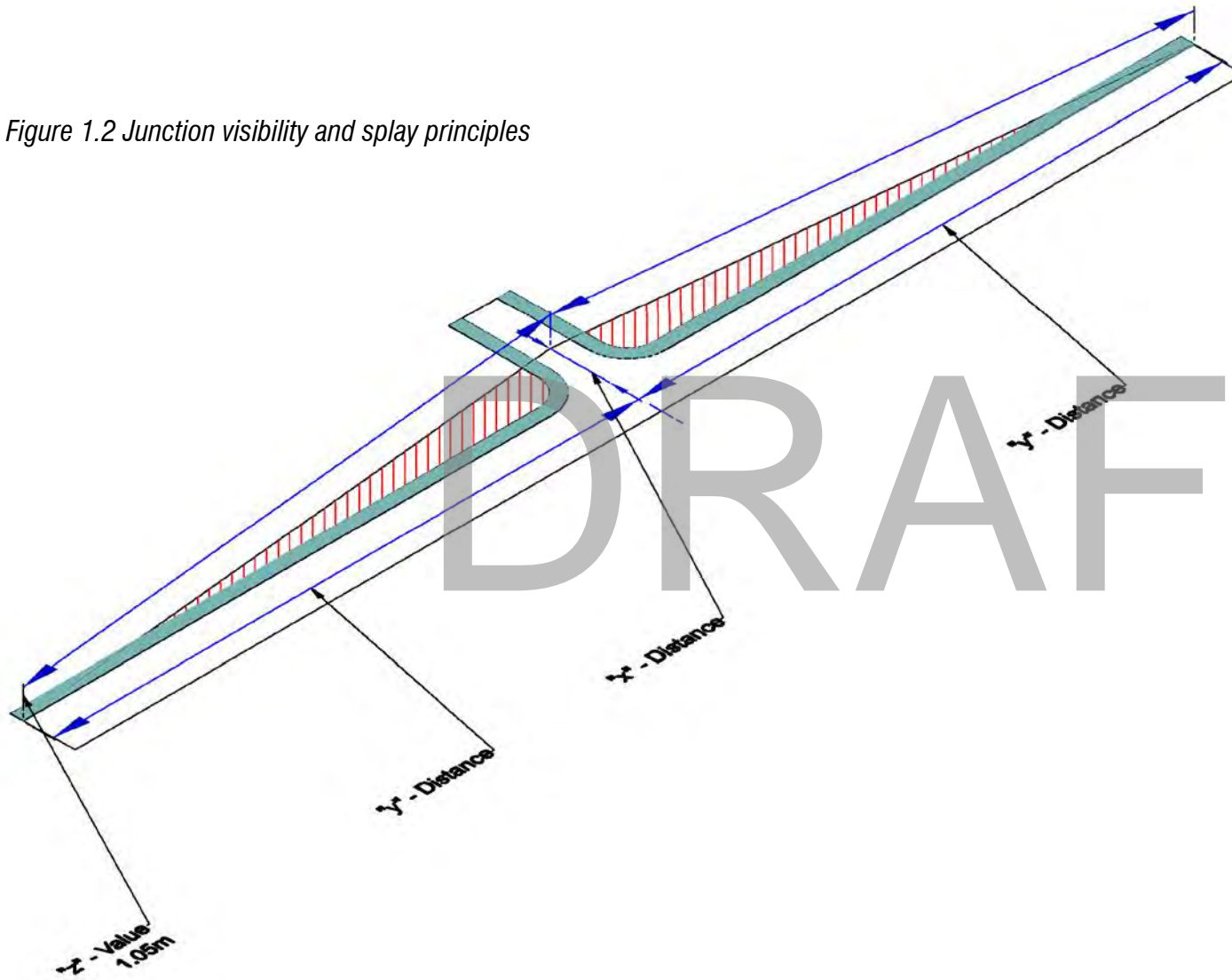


Table 1.1

The 'x' distance is measured from the nominal edge of the Main Road along the centre-line of the residential (secondary) road.

Peak flows (v.p.h)	'x' - distance
Up to 40 v.p.h.	2.5 metres
Up to 300 v.p.h	4.5 metres
In excess of 300 v.p.h.	9.0 metres

The 'y' distance is measured from the nominal centre line of the residential road along the kerb/verge edge of the Main Road.

Speed Limit	'y' - Distance
30 mph	90 metres
40mph	120 metres
50 mph	160 metres
60 mph	215 metres
70 mph	295 metres

1.2.5 Forward Sight Stopping Distances

The developer must demonstrate that the appropriate forward sight stopping distance (FSSD) is achievable on the existing road network either side of the proposed junction. Table 1.2 gives the required FSSD for the speed limit in place on the existing road fronting the proposed development.

Table 1.2

Speed Limit in place on the existing Main Road	Recommended Forward Sight Stopping Distance
30 mph	90 metres
40 mph	120 metres
50 mph	160 metres
60 mph	215 metres
70 mph	295 metres

No buildings, structures, fencing, landscaping features (soft or hard), trees, vegetation, etc., above 1.05 metres in height will be accepted within any forward visibility splays. The provision of the FSSD should also consider the vertical profile of the existing carriageway.

1.2.6 Pedestrians and Cyclists

It is ERC's policy, reflecting Designing Streets Hierarchy of Movement, to promote and enable active/sustainable travel. New residential developments must therefore be **designed to incorporate a network of high quality pedestrian and cycle links and connect to existing facilities.** It may be necessary for the Developer to construct at his own expense new facilities outwith a development in order to connect to the wider active travel network, public transport facilities or schools and other local services.

In residential areas, pedestrian and cycle provision should be safe, coherent, direct, comfortable and attractive and useable by all. Designers should aim to satisfy these principles.

In terms of cycle lanes, the requirement for such a facility should be discussed with ERC at an early stage in the planning process. Developers are also advised to refer to [Transport Scotland's 'Cycling by Design'](#) when designing cycle facilities.

Shared footway and cycleway facilities may be considered following assessment of pedestrian/cycle volumes, potential impact on those with disabilities and local circumstance (such as nearby shops, schools or other community facilities or areas with high footfall).

Within larger residential developments, shared road surfaces are generally limited to secondary and tertiary routes (as referred to within [Section 2.1.2](#)).

It should be noted that where an existing footway/footpath is being upgraded to accommodate cyclists the promotion of a redetermination of use Traffic Regulation Order (TRO) will be required.

The adoption of new remote footpaths or shared footpaths/cycle paths will only be considered where they provide significant links to houses, schools, other local facilities or link two public roads. Such facilities should be accessible to all and in no circumstance would footpaths with steps/stairs be adopted. Footpaths or shared footpaths/cycle paths eligible for adoption should be constructed as part of the associated Road Construction Consent. Where such facilities are not eligible for adoption, the developer or nominated representative or Factor will be responsible for their future maintenance.

Where pedestrian and vehicular flows are high, it may be necessary to provide a controlled pedestrian crossing. The type of controlled crossing and its location will need to be provided to the satisfaction of ERC as Roads Authority. The provision of a new controlled pedestrian crossing also requires by statute to be advertised by the Council, the developer will be required to pay all costs incurred with the promotion of the relevant notices under the [Road Traffic Regulation Act 1984 \(S23\)](#).

1.2.7 Development Site Construction Traffic

Construction traffic associated with developments can lead to potential damage to existing public roads. In the likelihood of such an event, a Local Roads Authority has the powers, under the terms of [Section 96 of the Roads \(Scotland\) Act 1984](#), to seek extraordinary expenses incurred in maintaining roads damaged by heavy vehicles or traffic.

The developer may be required to undertake a Road Assessment Condition Survey of the existing road. Usually, the survey shall be undertaken jointly with the Council, in order to agree the survey results. A Final Road Condition Survey would be undertaken to identify any necessary reinstatement work that can be reasonably

attributed to the new development

Effective wheel washing facilities must be provided and all construction site vehicles must pass through the wheel washing before leaving the site to join the adjacent public road. It should be noted that there is an obligation in terms of [Section 95 of The Roads \(Scotland\) Act 1984](#) for the construction site contractor for this development to ensure that any material, of whatever nature, deposited from their vehicles onto the public road is removed as soon as reasonably practicable.

The construction site should include an appropriate level of off-road car parking for all vehicles associated with the project during the extent of the building works. **Under no circumstances should any of the aforementioned vehicles be allowed to stop or park on the adjacent public Road.**

Where a temporary site construction access is required for the new development, under the terms of [The Roads \(Scotland\) Act 1984](#), the applicant must apply to this service for a Section 56 'Road Opening Permit' to carry out the works, which will be at the applicant's expense.

1.3 Site Specific Legislation

1.3.1 Integration with Existing Roads Infrastructure

Where there is a requirement, as a direct result of the proposed development, to extend, upgrade or alter the existing public road infrastructure a Road Construction Consent (Section 21 of the [Roads \(Scotland\) Act 1984](#)) or a Road Opening Permit ([Section 56 of the Road \(Scotland\) Act 1984](#)) will be required.

1.3.1.1 Roads Construction Consent

Road Construction Consent (RCC) will be required for new roads or extension to existing roads irrespective of whether it is intended to be offered for adoption.

An application for an RCC should be submitted at least 3 months prior to the commencement of construction. Full details of the necessary drawing standards, the drawings required for assessing the application and a full check list of issues to be considered by the designer is included as [Appendix F](#). The check list should preferably be completed by the applicant and should accompany the RCC Application.

It will be a condition of any RCC that the construction be completed within the period specified in the Consent. This period will generally be not less than 3 years. Further extensions to an RCC may be granted as necessary.

It should be noted that the granting of an RCC does not imply that ERC accepts any design responsibility with regards to the proposed development.

1.3.1.2 Road Opening Permit

Section 56 of the [Roads \(Scotland\) Act 1984](#) gives statutory requirements in respect to the control of works and excavations on the public road network. If works are to be undertaken on the public road, an application must be made in writing to the roads authority.

1.3.2 Traffic Regulation Orders (TRO)

1.3.2.1 Permanent Orders

Depending on circumstances, there may be occasions when a Traffic Regulation Order (TRO) is required to be promoted in conjunction with a proposed development. A TRO could be required to:

- Introduce an Order or Orders prohibiting or restricting the use of a road by vehicular traffic (e.g. speed limits, waiting & loading restrictions, prohibition of movement, no entry, one way orders, re-determination of use etc.),
- Stop up a road (e.g. either through Roads legislation - dangerous or unnecessary routes or Planning legislation – necessary to allow development to be carried out with a relevant planning permission granted)

The procedure required to implement a permanent TRO is governed by [The Local Authorities' Traffic Orders \(Procedure\) \(Scotland\) Regulations 1999](#) as amended, and generally only the Council has the authority to promote a TRO under the terms of Section 1 of the [Road Traffic Regulations Act 1984](#).

Promoting a TRO can be a lengthy process taking between 6 and 24 months depending on whether any objections are received and if these can be resolved without the TRO having to be considered

by an independent reporter. Developers should therefore enter into discussions with the Council as soon as possible over the requirement for any TROs. It should also be noted that the developer will be required to pay all costs (plus administration costs) associated with promoting said orders.

1.3.2.2 Temporary Orders & Temporary Restrictions Notices

Temporary TROs and Temporary Restriction Notices may also be required in order to carry out road works or utility and infrastructure improvements in conjunction with a new development.

The procedure required to implement a Temporary TRO and Temporary Restriction Notice is governed by The Road Traffic (Temporary Restrictions) Procedure Regulations 1992 as amended, and generally only the Council has the authority to promote a Temporary TRO and Temporary Restriction Notice under the terms of Sections 14 & 15 of the Road Traffic Regulations Act 1984 as amended by the Road Traffic (Temporary Restrictions) Act 1991.

Temporary Traffic Regulation Orders are effectively for restrictions, prohibitions, or road closures extending beyond 5 days up to (generally) a maximum of 18 months.

Temporary Restriction Notices are generally for restrictions, prohibitions, or road closures up to a maximum of 5 days with no further extension permitted.

Where a Temporary TRO or Restriction Notice is required, the developer must notify the Council in writing a minimum of 8 weeks in advanced of the proposed commencement date for a Temporary Traffic Regulation Order and 4 weeks in the case of Temporary Restriction Notice. The written request must include details of the

proposed start date, duration of, reason for and location of the restriction, prohibition, or closure. All costs incurred in promoting a Temporary TRO or Temporary Restriction Notice (plus administration costs) will be recharged to the Developer/Applicant.

If a Temporary TRO or Restriction is subsequently promoted it will be the responsibility of the developer to make his own arrangements for signing the restriction, prohibition, or road closure and resultant diversion route. A proposed signing plan detailing the diversion route must be submitted to the Roads Service for approval.

1.3.3 **Other Statutory Procedures**

If any other statutory obligations, as required by Local Authority Legislation, are necessary in relation to the proposed development, the developer should advise the Council as soon as this requirement becomes apparent. Such statutory obligations include proposals to construct Road Humps or other similar traffic calming features (although such measures are not recommended within Designing Streets – a Policy Statement for Scotland) on the existing adoptable Road Network.

Only after the Council has satisfied statutory obligations required under Sections 36 to 40 of the Roads (Scotland) Act 1984 as amended, the Roads (Traffic Calming) (Scotland) Regulations 1994 and the Road Humps (Scotland) Regulations 1998, may an agreement be put in place to permit any Developer to introduce such measures on the existing adoptable Road Network.

All costs incurred by the Council (plus administration costs) in undertaking such works will be recharged to the Developer/Applicant.

1.4 Consultation and Supporting Information

A **Transport Assessment** or **Transport Statement** may be required in support of any Planning Application. Guidance on the preparation of such a document is given within Transport Scotland's [Transport Assessment Guidance](#) June 2012 (or any subsequent amendment). Any Transport Assessment or Transport Statement should identify the existing transport infrastructure and travel characteristics associated with the site and also propose measures to improve the infrastructure and services to encourage sustainable travel to and from the development site.

1.4.1 Road Safety Audit(s) (RSA)

Safety Audits should be considered in relation to the proposed road layout or changes/connection to the existing road infrastructure. Safety Audits should be undertaken in line with the principles endorsed within document [GG119 \(Road Safety Audit\)](#) of the Design Manual for Roads and Bridges (DMRB) (or subsequent amendment). Where appropriate, further advice can be found within the RSA Guidelines 2008 published by the Chartered Institution of Highways & Transportation (CIHT).

1.4.2 Flood Risk Assessment (ERC/SEPA)

Applicants are advised to first check if the proposed development site is considered to be at risk of flooding from the [SEPA flood maps](#).

Applicants should also liaise with ERC regarding any known flooding issues on their application sites. ERC may ask for a Flood Risk Assessment (FRA) on specific sites due to local known flood issues not reflected on the SEPA flood maps.

It is recommended that an appropriate level of FRA be carried out as soon as the site is considered for development. The level of FRA required should be discussed with the Council prior to submitting a planning application. Guidance on levels is included in [CIRIA C624: Development and Flood Risk Guidance for the Construction Industry](#). The FRA should be completed by a professional with relevant experience in flood risk and drainage design.

Guidance on the requirements for a FRA can be found in [SEPA's Technical Flood Risk Guidance for Stakeholders](#).

1.4.3 Drainage Impact Assessment (Scottish Water/ERC/SEPA)

Drainage of the proposed site should be considered at the planning stage and include proposals for drainage during construction. The Drainage Impact Assessment (DIA) should cover foul and surface water and the developer should liaise with Scottish Water and the Council from the outset.

The [Water Environment \(Controlled Activities\) \(Scotland\) Regulations 2011 \(CAR\)](#) make SuDS a requirement for all new developments. All surface water should be drained according to the principles of Sustainable urban Drainage Systems. Specifications of SuDs should refer to current guidance such as CIRIA C697 [The SuDS Manual, Sewers for Scotland 4](#) (or latest edition) and [SuDS for Roads](#). [SEPA's Simple Index Approach](#) should also be used to ensure appropriate treatment of the surface water is obtained through SuDS.

ERC will review and comment on the proposals for road drainage and management of overland flows, however the Developer is required to demonstrate and provide evidence from Scottish Water that the proposed surface water, land drainage, sewerage treatment and discharge from the proposed development will be acceptable and can be accommodated within the existing infrastructure.

Proposed drainage systems that outfall to a watercourse or culvert needs to have permission from both the Council and SEPA, where CAR is applicable. Outflow from the site should not exceed the Greenfield Runoff estimate or 8 litres/s/ha.

Further details of surface water drainage requirements are found in [Section 3.7.1](#).

1.4.4 Drainage Strategy

The Developers may be required to provide a drainage strategy detailing **surface water SUDs treatment**, **surface water attenuation** requirements and **surface water discharge** methodology (see [Section 3.7.1](#)).

1.4.5 ERC Cleansing Service

With specific reference to refuse collection, **ERC Cleansing Services** should be consulted at the earliest opportunity. For details on relevant Roads issues refer to [Section 2.3](#).

1.4.6 Public Transport (SPT)

All **Public transport facilities** should be considered in relationship to the proposed development (i.e. location of existing or new bus stops if applicable).



INTERNAL DEVELOPMENT LAYOUT

2 DRAFT



2.0 Introduction

The purpose of this section is to offer guidance for designers with a view to achieving consistency of approach with regard to the hierarchy of the proposed development roads, the internal road layout and the provision of road infrastructure such as street lighting.

Departures from the good practice contained in this section may be considered in certain circumstances but must be detailed and justification provided to allow the Roads Service to make an assessment. [Appendix D](#) contains a pro forma where such departures can be recorded.

The road network fulfils a number of functions, ranging from the strategic movement of high volumes of traffic to vehicle accesses for individual premises and enabling active travel.

It is not the intention of this document to dictate the exact road layout that must be provided by a developer but there is a requirement to take account of certain standards and recommendations, as set out in this good practice document.

It is essential that the road layout is not considered as a separate entity but as an integral part of the overall design proposals for the whole development as set out in [Designing Streets](#).

2.1 Road Hierarchy

2.1.1 Designing Streets

The internal street pattern should be designed in compliance with Designing Streets. The internal road network should be formed with a distinctive street typology/hierarchy reflecting local circumstances and topographical constraints and ultimately aid in the creation of a safe and pleasant environment for all users.

The internal road network must be designed to regulate traffic speeds in order to create safer, more pedestrian and cyclist friendly developments. Changes in the horizontal alignment of roads and the use of shared surface sections are the preferred method for reducing speeds rather than traditional traffic calming measures.

The internal street pattern should consist of short, curved or irregular inter connecting street lengths with houses/ house plots being used to influence the design of the horizontal road layout and produce a self-enforcing low speed layout. Long continuous runs of house alignments creating a road length of in excess of 60 metres are discouraged as this may encourage higher speeds.

2.1.2 Primary, Secondary & Tertiary Routes

It is essential that a primary route, used in larger developments where there are secondary and tertiary routes branching off, is clearly identifiable and be of a similar standard/design (including materials) throughout. **Primary routes should not 'turn corners' with a secondary or tertiary route continuing on the alignment of the original primary direction.**

Secondary and Tertiary routes thereof should be of a distinct and differing nature/design.

In terms of connection a secondary residential route should be accessed from a primary route and similarly a tertiary route should be accessed from a secondary route. Tertiary routes should preferably not be accessed from a primary route.

Primary residential routes should be of a flexible construction with footway provision. Secondary routes may be of a flexible construction (with pedestrian provision) or a shared surface construction. Tertiary routes should preferably be a short link or loop with a shared surface construction.

2.1.3 Shared Surface Provision

It should also be understood that shared surfaces are only one component of the principles of designing streets and should not be solely relied as a panacea to regulate the speed of motorised traffic. Layouts must incorporate vertical elements such as buildings, walls, planting in order to regulate the speed of motorised traffic.

While shared surfaces are an effective and widely used component of the principles of Designing Streets, there remains an element of public perception of pedestrian vulnerability. Concerns have also been expressed over reduced mobility for wheelchair and pram users and uncertainty for the visually impaired with regard to the absence of clear and delineated defensive zones.

Additionally, block paved areas represent a greater maintenance burden to the Council, than flexible surfaced roads. As such, the extent and continuous length of shared surface should be given particular design consideration.

The use/extents of block paving are context/location specific and will be examined on an individual basis. Where shared surfaces are introduced, they should be constructed in block paviours. "Coloured" asphalt or similar materials will not be accepted on shared surface areas.

The Developer should carefully consider the location of the transition from standard asphalt carriageway with footways onto the shared surface carriageway both for vehicular and pedestrian traffic (See [Section 2.2.8](#)). Safe areas for pedestrians must also be considered where houses are accessed directly from a shared surface.

2.1.4 Functional Design & Layout

The design and layout of the road network, including any on-street parking and curtilage, off-street, parking areas should be functional to allow safe manoeuvrability of vehicles particularly to and from driveways, private accesses and private courtyards. The road layout, parking and house types should be considered together as interdependent factors.

2.1.5 Culs-de-sac

Designing Streets encourages layouts which are permeable and interconnected. Consequently, culs-de-sac are discouraged. Where they are considered essential they must have suitable turning facilities designed such that service vehicles such as refuse collection vehicles are not required to reverse to turn i.e. in the form of a turning circle (refer to [Section 2.3.2](#)). **It should be highlighted at this stage that the use of “hammer-head” turning facilities (where reversing manoeuvres are required to be undertaken) within adoptable “shared surface” culs-de-sac (where pedestrian movement/activity within the shared surface is encouraged) are unlikely to be accepted on the grounds of road safety** unless it can be proven they are safe and/or other mitigating measures are introduced (see [Section 2.3.4](#)).

2.2 Internal Layout and Infrastructure

2.2.1 Roads & Accesses

For the purpose of this document and for consistency of terminology, a distinction is drawn between (i) Public Road, (ii) Private Road, (iii) Access, (iv) Shared Driveway and (v) Driveway.

It is necessary to make a distinction between private accesses/private roads and public roads: private accesses are controlled by the owner(s) and there is no public right of passage whereas roads (public or private) have a public right of passage.

2.2.1.1 Maximum Number of Dwellings Associated With a Shared Access

The desirable maximum number of dwelling units associated with an access/shared driveway shall normally be two however dispensation to allow up to three properties to share an access/driveway may be accepted if it is of a suitable width at the immediate point of access with an alignment which will allow opposing traffic to pass. Suitable turning facilities should also be provided on the access/driveway to allow all vehicles to enter and exit in a forward gear.

This represents a departure from the [National Roads Development Guide](#) which allows for up to five dwellings, but it is the opinion of the Roads Service that the intensification of use and the subsequent increase of manoeuvres and vehicle movements is an increased risk and may be detrimental to road safety. While the risk associated with 2-3 plots per shared driveway may be manageable, beyond such the risk potentially starts to become unacceptable. To allow four or more

plots onto a shared driveway sets a precedent which this Service is keen not to establish.

Furthermore, there is increased likelihood that visitors, delivery vehicles etc. may access and/or indiscriminately park within a shared driveway which further exacerbates the potential road safety risk. It is also the Road Service's view that with multi property shared access there is the potential for future maintenance, servicing and refuse collection disputes and requests for the Council to intervene and resolve.

Up to 20 flats in a housing court can be served by an access which, as there is no right of public access will remain private, will not require Construction Consent and will not be available for adoption. Individual parking courtyards associated with a housing court generally should serve up to a maximum of 10 vehicles (see [Section 3.6](#)).

The continuation/extension of a public right of way including public footpaths through and using a private access (including shared driveways) is not permitted.

It should also be noted that with a multi property shared access that there is the potential for future maintenance difficulties and possible neighbourhood disputes.

Any more than three properties (20 in a housing court) must be served by a road whether public or private. The intention to construct a private road should be indicated at the planning stage. Construction Consent and submission of a Road Bond are required to construct a road whether it is to remain private or to be offered for adoption.

A formal management system for the maintenance of any private road will be necessary and will be required in perpetuity.

Table 2.1

	Right of Public Access	Road Construction Consent Required	Adoptable	Maximum number of properties to be served	Part of Bond
Public Road	Y	Y	Y	No Limit	Y
Private Road	Y	Y	#	No Limit	Y
Private Access/Parking courtyard	N	N	N	3 Houses or 20 Flats	N
Shared Driveway	N	N	N	3 Houses	N
Driveway	N	N	N	1 Property	N

- Built to adoptable standard. Developer's choice if they wish to apply for adoption.

Table 2.1 is a summary of the options.

2.2.1.2 Communal Footpaths in Private Areas including Parking Courtyards

The Roads Service will **continually look for a minimum 2m clear footpath to consider such for adoption**. While Private Parking Courtyards would not be considered for adoption, the Roads Service strongly recommends that developers nevertheless provide a minimum 2m clear footpath to ensure adequate access for all residents (and public services such as Royal Mail) to their front door, access which is properly lit and maintained.

Experience tells us that problems will arise with sub-2m footpath leading to complaints from residents (which should be dealt with by the developer, as such footpaths would remain private if not designed and built to adoptable standards), particularly where there is the potential for a vehicle (parked in the adjacent perpendicular spaces) to overhanging the pathway (with its front wheels touching the kerb). A potential protrusion of a vehicle over the pathway of 500mm is therefore a reasonable estimation, which in turn could result in the useable pathway width being reduced.

Department for Transport's Inclusive Mobility 2005 Guidance indicates that "someone who does not use a walking aid can manage to walk along a passage way less than 700mm wide, but just using a walking stick requires greater width than this: a minimum of 750mm. A person who uses two sticks or crutches, or a walking frame needs a minimum of 900mm, a blind person using a long cane or with an assistance dog needs 1100mm. A visually impaired person who is being guided needs a width of 1200mm. A wheelchair user and an ambulant person side-by-side need 1500mm width". Above widths do not take into account the opposing passage of two pedestrians or further obstruction such as refuse bins etc.

From Transport Scotland's publication Roads for All – Good practice Guide for Roads it is also highlighted that "The minimum width of a footway is to be 2000 millimetres in normal circumstances, since this width allows two wheelchair users to pass. In existing constrained environments and where obstacles are unavoidable, an absolute minimum width of 1500 millimetres may be used without the requirement of a Departure from Standard".

To obtain the minimum width of 2m, in areas of potential vehicle protrusion over the prospectively public footway/footpath we do recommend a desirable minimum width of 2.5m but an absolute minimum width of 2.0m must be obtained.

2.2.2 **Horizontal Alignment Tracking**

In relation to the servicing of the development, tracking of the horizontal alignment of the proposed road layout by a large refuse vehicle/pantechnicon should be undertaken in both directions to ensure that such vehicles can manoeuvre around the development without over-run of footways, pedestrian safe areas, verges, garden areas etc. Swept path drawings of these movements will need to be submitted to this service for examination. Drawings should show all potential movement paths by large vehicles through the development (i.e. in both directions).

In the interest of road safety the tracking and design of the road layout should also take into cognisance, the provision for two way traffic (i.e. for a large vehicle and a car) to pass each other at key locations throughout the development, and preferably this should be demonstrated on the tracking drawing(s).

2.2.3 Traffic Signals & Crossing Facilities

Traffic signals including controlled pedestrian crossing facilities (Puffin, Toucan & Zebra crossings), relating to the development proposals and on prospectively public roads will be adopted by the Council for future maintenance by the Roads Service, provided they have been installed in accordance with the Road Construction Consent and to the satisfaction of the Council. Traffic signals must be commissioned, tested (including the provision of electrical test certificates) and appropriate phases set before the Council will adopt them.

Similar conditions are imposed on any new traffic signal infrastructure (including controlled pedestrian crossings) that require to be installed on the existing public road network as the consequence of the development i.e. Transport Assessment requirements or as part of any [Section 75 \(Town and Country Planning \(Scotland\) Act 1997\)](#) agreement. Prior to the provision of any new pedestrian crossing on an existing road, the proposals must be advertised under [Section 23 of the Road Traffic Regulation Act 1984](#). This exercise will be carried out by the Council at the developer's expense.

The introduction of any new traffic signals including controlled pedestrian crossing facilities can have on-going costs in terms of future maintenance and replacement. A Section 48 Agreement as per the [Roads \(Scotland\) Act 1984](#) may be required to be entered into to establish contributions from the developer towards future maintenance of such infrastructure.

2.2.4 Traffic Signs & Road Markings

Only Scottish Ministers or the relevant Roads Authority may cause or permit traffic signs to be placed on or near any public road.

Accordingly, proposals for the erection of any traffic sign or the laying of any road marking must have prior approval from the Council, who may give advice as to type, colour and text height required.

Designing Streets encourages a relaxation in the provision of signage and road markings in certain circumstances in order to reduce the perception of motor vehicle dominance and minimise clutter. Whilst the Roads Service embraces these aims and objectives, the developer must seek agreement with the service with regard to what signs and markings are to be provided and where relaxations can be granted.

The developer shall be required to install, at their own expense, all necessary traffic signs and associated road markings, deemed necessary for the development. This could include alterations to existing signs and markings on the adjacent road network.

The developer should note that the erection of private signs within the public road boundary or attached to street furniture requires Council approval. The Roads Authority has the powers to remove such private signs, with associated costs of doing so chargeable to the person responsible for their erection.

2.2.5 Street Lighting

Street lighting should be examined at the earliest opportunity especially with regards to the positioning of lighting columns etc. Consideration should be taken within specific shared surface areas in respect to the protection of such lighting columns. New lighting columns will not be permitted directly within a block paved area without any protection and generally they will also be discouraged from being attached to buildings.

2.2.6 Off Road Parking Areas

Where off-road parking areas are provided for residents only, they will not be considered for adoption. These areas will need to be privately maintained. Footway provision, where applicable preferably should be provided to the front of the parking area(s).

2.2.7 Traffic Calming

Where it is not possible to construct development roads that are self-enforcing in terms of promoting lower speeds, traffic calming measures may be required. As physical traffic calming measures are contrary to the ethos of Designing Streets, the Developer will be required to demonstrate/justify why it is not possible to produce a layout which embraces the principles of Designing Streets in terms of regulating the speed of traffic.

It may also be necessary to install traffic calming measures on roads out-with the development site. Where such measures are required to be fitted retrospectively to existing roads they must be advertised which will be carried out by the Council at the developers' expense.

The type of traffic calming measures to be used should be discussed as early as possible with ERC Roads and Planning as some measures can have on-going costs in terms of future maintenance and replacement. A Section 48 Agreement as per the [Road \(Scotland\) Act 1984](#) may be required to be entered into to establish contributions from the developer towards future maintenance of such infrastructure.

2.2.8 Footway Transition to Shared Surface

The **termination of footways and their transition onto a shared surface arrangement must be situated in a safe and sensible location** where both drivers and pedestrians are clear of the switch from segregated to shared facilities. It is preferred that **such features are not located directly at junctions where drivers are likely to be concentrating on their manoeuvre** and may not be fully aware of pedestrians transitioning onto the carriageway. It should also be noted that **vehicular and pedestrian transitions may not always be located adjacent to each other**. Pedestrians should also preferably be led such as not to transition onto a shared surface with their backs to traffic. They both should be able to see each other.

Transitions should also be designed to accommodate people with differing needs whether this is people with visual impairments, those with mobility impairments or those with young children.

2.2.9 Winter Maintenance

The reversing of vehicles involved in winter maintenance has Health and Safety implications and is strongly discouraged. Therefore such vehicles are unlikely to undertake gritting/ploughing within culs-de-sac that do not have appropriate turning circles/hammer-heads.

2.2.10 Public Utilities & Service Strips

All services, normally with the exception of sewers and water mains are required to be located in service strips. Service strips should

be located within the bounds of the public road network within the limits of footways and/or adoptable verges and located on both sides of the carriageway to limit the number of connections across the carriageway. Service Strips should be a minimum of two metres in width. In shared surface layouts, services must still be located within land eligible for adoption. The provision of Service Strips will also be required in courtyards whether adopted or otherwise.

The surface of service strips must form an integral part of the road network and be able to be maintained the Council. Where there is the risk of vehicles overrunning the (verge) service strip, suitable protection must be provided.

Service strips must be clearly delineated to establish limits of public/private responsibility. Where the Service strip is a grass verge, no other vegetation planting (including the provision of trees) or the provision of any fencing, walls or other ornamental features will be permitted in such.

The position of manholes located in the carriageway must be considered in order to remove the requirement to close the road in order to undertake repairs. Particular attention should be taken to avoid positioning the manholes in wheel tracks to stop them being continuously hit and compromising the integrity of the manhole and to avoid noise nuisance. Ironwork/manholes should be kept out of pedestrian/cycle desire lines where there is the potential for slip/trip hazards particularly at pedestrian/cycle crossings.

2.2.11 Statutory Undertakers

The provision of services must be considered at the earliest possible opportunity with Statutory Undertakers consulted to establish what is required to enable all aspects of the layout/

development roads, buildings and other structures and landscaping to be designed accordingly.

2.2.12 Landscaping

In the interest of road safety landscaping, both existing and proposed, should be carefully examined to ensure that they do not compromise relevant visibility splays or forward sight stopping distances. If land necessary for visibility splays is held in private ownership, the owner will be responsible for ensuring any vegetation is maintained so that it does not compromise visibility. Under the [Roads \(Scotland\) Act 1984](#), ERC has the right to remove/reduce in height any vegetation compromising visibility and recover costs from the owner. Full details of visibility splays are given under ([Section 1.2.4](#)) and ([Section 3.5](#)).

2.2.13 Trees & Tree Pits

Trees can make a valuable contribution to the quality of place, health, wellbeing as well as delivering essential ecosystem services. If carefully planned from the outset, trees can also contribute towards regulating driving behaviour. Developers are encouraged to explore ways of incorporating trees in appropriate circumstances within the street environment. However careful consideration should be taken to the positioning of such trees to ensure that such will not compromise visibility splays (including driver/pedestrian inter-visibility); cause undue obstruction for all road users, in particular those with visual impairments or mobility issues; or compromises manoeuvrability of vehicles. Careful thought/design should also be taken to how the trees will be maintained in perpetuity; prevention of future damage to the adjacent road infrastructure by roots etc.; and suitable placement to minimise associated leaf fall blocking or causing drainage issues. Please note any proposed trees and their associated tree pits that are to be located within the carriageway area will not be adopted. Trees

and tree pits should also be protected by appropriate kerbing.

2.3 Large Vehicle Manoeuvres

There is a road safety risk with the movement of large vehicles, such as refuse collection vehicles (RCV's) through a residential development, particularly where reversing manoeuvres are involved.

Neighbourhood Services require that the road layout is designed so that refuse collection vehicles do not have to undertake a reversing manoeuvre to turn.

The Health and Safety Executive (HSE) endorses the 'Waste Industry Safety and Health Forum's' guidance on waste collection. Their formal guidance document recommends that local authorities should take account of the Health and Safety of collection crews, pedestrians and other road users at the initial design stage of residential developments. Important aspects to consider include:

- Eliminating or reducing the need for RCV's to reverse,
- The street layout and width of roads,
- Distance loads have to be moved,
- Housing density.

The guidance also recommends that steps should be taken to work with planners, clients and other organisations to reduce the need for reversing and build in turning circles and roads that are wide enough.

The British Standard - BS 5906:2005 'Waste Management in Buildings Code of practice' Section 10, states that: **"Roads should be arranged so that collecting vehicles can continue mainly in a forward direction"**.

If reversing is unavoidable and the area cannot accommodate a 21 metre turning circle then waste storage container collection points should be located so that the reversing distance for a Refuse Collection Vehicle should not exceed 12 metres.

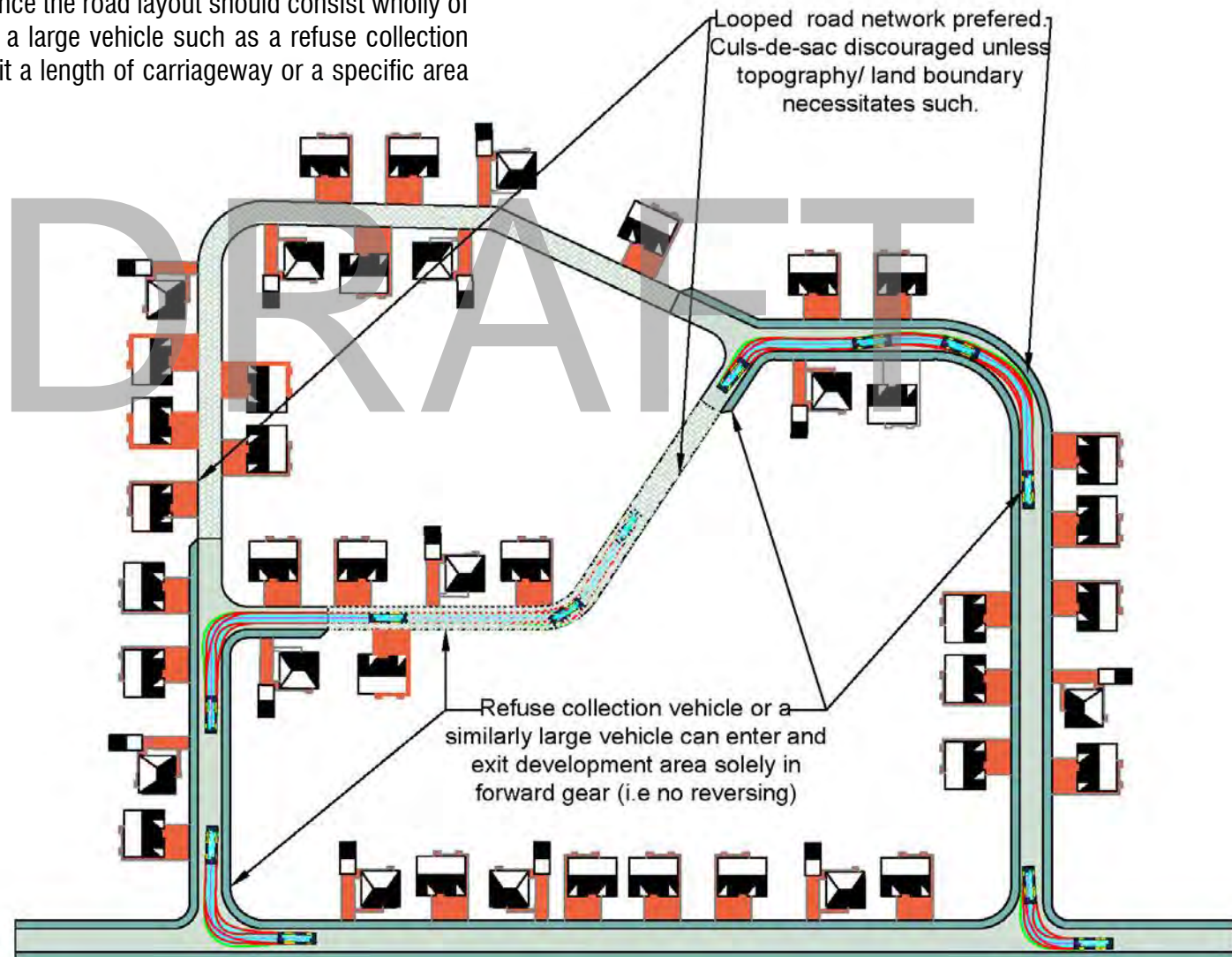
The various options to minimise such reversing movements are described below in order of appropriateness as considered by the Roads Service and Neighbourhood Services.



2.3.1 Option A - Designing Streets

As highlighted within “Designing Streets – A Policy Statement for Scotland” - **conventional culs-de-sac, are strongly discouraged**. The requirement therefore for reversing manoeuvres of large vehicles within culs-de-sac should preferably be “designed out” and in the first instance the road layout should consist wholly of continuous loops where a large vehicle such as a refuse collection vehicle can enter and exit a length of carriageway or a specific area solely in forward gear. Refer to Figure 2.1.

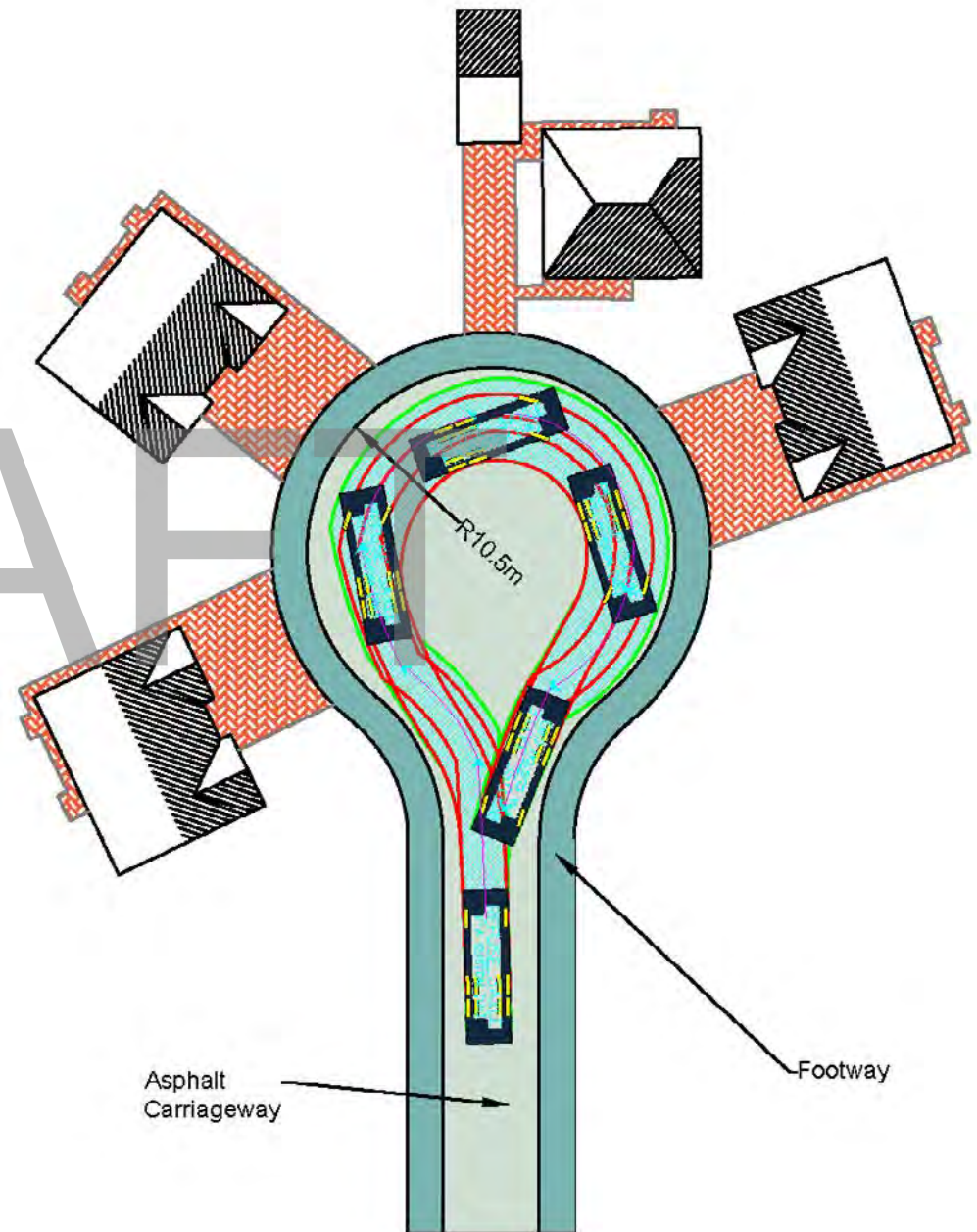
Figure 2.1 Loop layout



2.3.2 Option B - Standard Carriageway Cul-de-sac

Where the topography, boundary or other constraints of a site and the subsequent road layout necessitates the requirement for culs-de-sac, they should be **constructed with a suitable sized dimensioned turning circle area** (minimum radius **10.5 metres**) with a **2 metre** wide surrounding footway (i.e. allowing a large vehicle such as a refuse collection vehicle to turn solely in forward gear). The central island (if provided) should be a minimum of **8 metres** in diameter with a **2 metre** wide over-run (**12 metres** diameter overall). The turning circle allows a vehicle to turn without reversing and therefore allows a driver to observe at all times the movement of vulnerable traffic (pedestrians/cyclists) in front and around them. Refer to Figure 2.2.

Figure 2.2 Turning circle preference

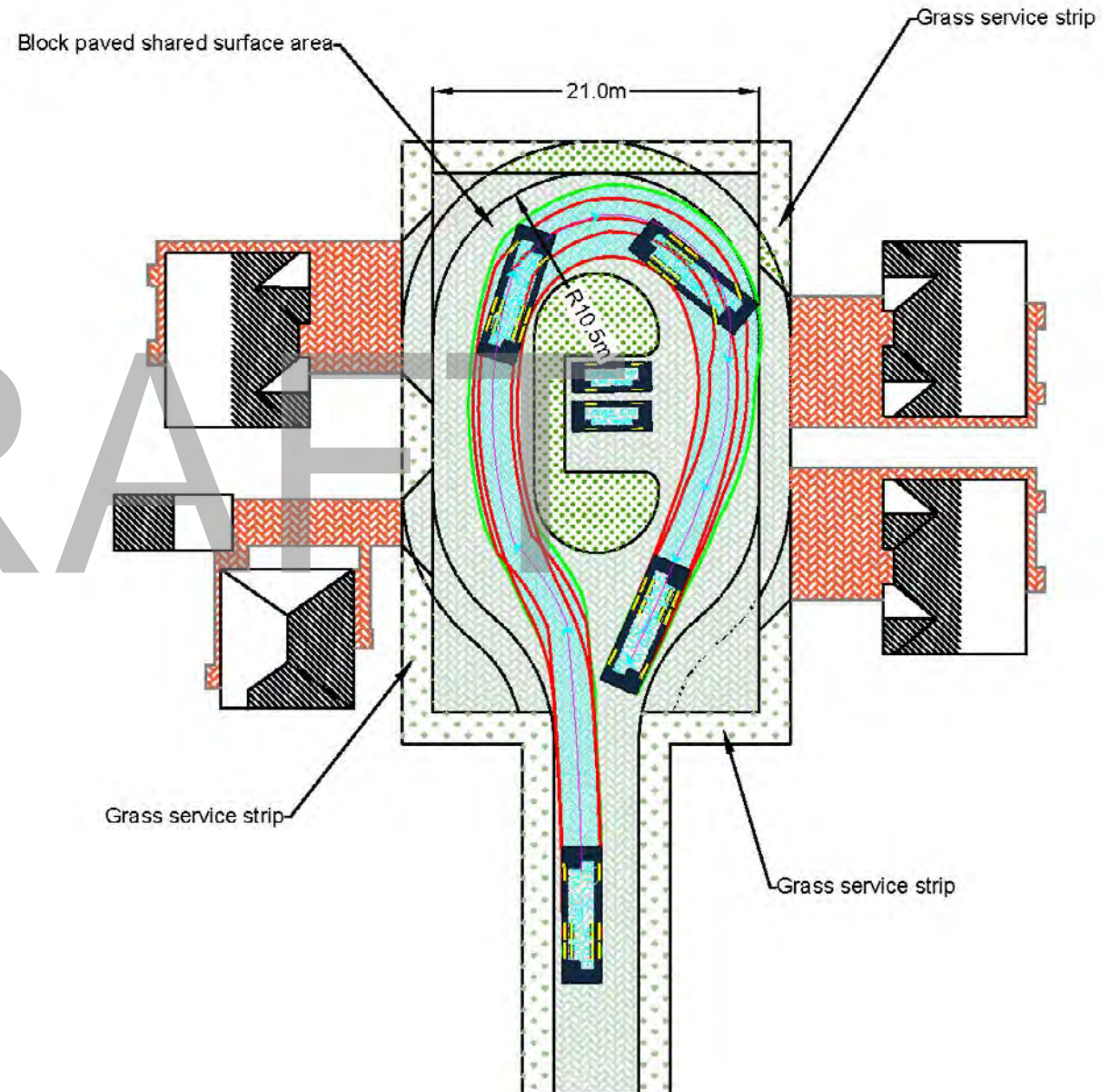


2.3.3 Option C - Shared Surface Cul-de-sac

Where the cul-de-sac is incorporated within a shared surface area, to eliminate the risk of reversing vehicles coming into conflict with vulnerable traffic (pedestrians/cyclists) that have congregated within the carriageway area, **only a turning circle area will be permitted.** This will again allow a vehicle to enter and exit the cul-de-sac in forward gear without the need to undertake reversing manoeuvres. Similar to a standard carriageway cul-de-sac the turning circle area should have a nominal minimum radius of **10.5 metres** but in this case there should be further **2 metre** wide strip to allow overhang of the turning vehicle. This “overhang area” may be in the service strip but in no circumstance will the overhang of the turning vehicle be incorporated within garden space, driveways, public space or private landscaped areas. Refer to Figure 2.3.

Subject to careful consideration being given to creating a sense of place, the central island (if provided) may be designed such as to incorporate visitor parking facilities.

Figure 2.3 Turning circle shared surface preference



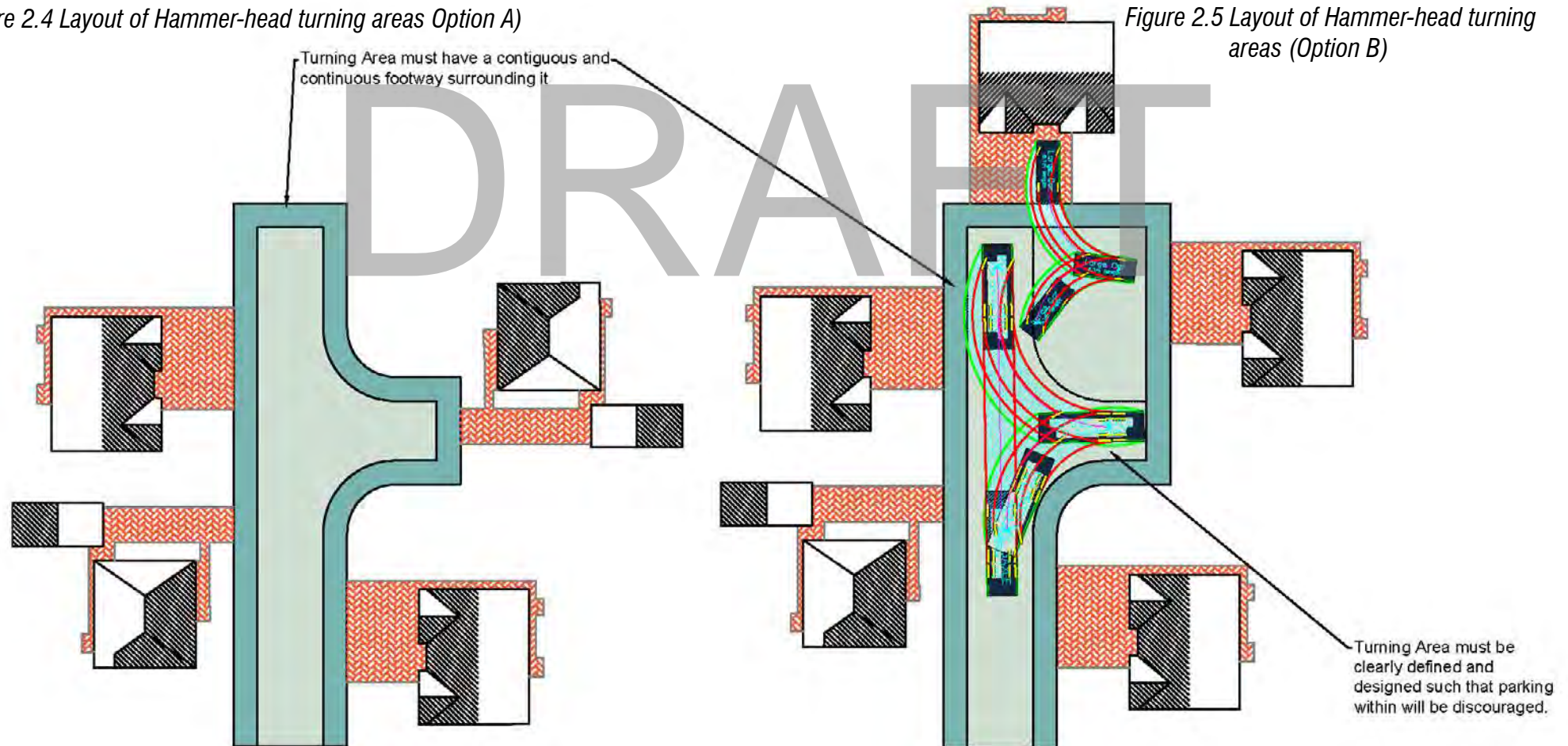
2.3.4 Option D – Hammer-head Cul-de-sac

Where the applicant/developer considers that (i) a cul-de-sac is essential to their design, and (ii) a turning circle within that cul-de-sac is considered to be inappropriate, he should provide written design justification for this. In this event, a **“hammer-head” arrangement may be considered, as a last resort.**

A “hammer-head” arrangement will be considered only if the cul-de-sac/turning area has a refuge area for pedestrians. This gives pedestrians a “safer” refuge area when vehicles, particular larger vehicles such as refuse collection vehicles are undertaking reversing manoeuvres to turn. The layout of the turning head(s) are shown in the Figures 2.4 & 2.5.

Figure 2.4 Layout of Hammer-head turning areas Option A)

Figure 2.5 Layout of Hammer-head turning areas (Option B)



It must be emphasised that **“hammer-head” turning facilities, without footways, will NOT BE ACCEPTED within a SHARED SURFACE arrangement.**

2.3.5 Private Culs-de-sac

Where none of the above arrangements can be implemented, a separate bin storage collection area must be provided which can be accessed directly from the adjacent “through” public road.

2.4. Refuse Collection and Management

2.4.1 Consultation with Neighbourhood Services

With specific reference to refuse collection, East Renfrewshire Council Neighbourhood Services should be consulted at an early stage in the design of new residential developments.

2.4.2 Service Requirements & Storage

East Renfrewshire Council operates a four bin collection policy in order to meet its obligations under the [Waste \(Scotland\) Regulations 2012](#) and the National Charter for Household Recycling and as a result of these requirements arranges an uplift of two bins per week. Waste collection/bin locations should be considered at an early stage in the design of new residential developments and should be able to accommodate a minimum of 4 x 2-wheeled bins per household.

In addition, it should also be noted that flatted developments and communal properties generally use communal, larger bins for waste and recycling. It is therefore recommended that bin stores or bin storage areas are also considered in the design of all new residential developments.

2.4.3 Refuse Collection

In accordance with the [British Standard 5906:2005 “Waste Management in Buildings Code of Practice”](#) refuse collectors should not normally be required to move 2-wheeled waste storage containers (240 litre bins) for a distance of more than 15 metres from the collection point to the Refuse Collection Vehicle (RCV). This distance is reduced to **10 metres** for 4-wheeled waste storage containers larger than 240 litres.

It should also be noted that bin storage areas and bin stores should not be located more than **30 metres** from any dwelling.

2.4.4 Shared Surface Collection Points

In shared surface areas where there is no evident footway or kerbside, inappropriately placed bins for collection may compromise vehicle movements and sightline requirements. Safe designated off-road collection areas must be provided for each property adjacent to the shared surface street or courtyard which must be readily accessible by a RCV.

2.4.5 Private Access Collection Points

For all properties which will be served by a private road/access it should be noted that the collection point for waste storage containers requires to be immediately adjacent to the nearest adopted public road taking account of the requirements for refuse collection above. Collection vehicles will not access private roads/accesses or driveways, in these circumstances a road-end collection point should be designed to store the bins awaiting collection.

2.4.6 Refuse Bin Storage & Collection Areas

In the interest of road safety no proposed bin storage or collection area located in such a way that interferes with any necessary sightline or forward sight stopping distance will be accepted.

2.4.7 Temporary Collection Arrangements

For phased development, where properties are to be occupied prior to the adoption of roads, it may be necessary to make temporary arrangements for the storage and collection of waste and recycling at the boundary of the development. Developers should note that RCV's may not access incomplete roads that do not meet the necessary standard for adoption.

2.4.8 Refuse Collection Vehicles (RCV's)

Developers should note that RCV's are unlikely to access roads that do not meet the standard for adoption.

Neighbourhood Services would also prefer that the road layout design is such that RCV's do not have to undertake a reversing manoeuvre to turn.

If reversing is unavoidable and the area cannot accommodate a **21 metre** turning circle then waste storage container collection points should be located so that the reversing distance for a RCV should not exceed **12 metres**. Reversing manoeuvres by an RCV in a shared surface area will not be permitted.

2.4.9 Swept Path Analysis

In relation to the servicing of the new development a Swept Path analysis of the horizontal alignment will be required to demonstrate that a Refuse Collection Vehicle (3 axle [twin rear]) can safely manoeuvre throughout the development without any over-run of any footways, verges, garden areas or driveways.

INTERNAL ROAD DESIGN STANDARDS

3



3.0 Introduction

The purpose of this section is to offer guidance for designers with regard to road design in new housing developments to provide a safe and functional road layout, and to ensure that road design is considered as a key element of the layout.

Departures from the good practice contained in this section may be considered in certain circumstances but must be detailed and justification provided to allow the Roads Service to make an assessment. [Appendix D](#) contains a pro forma where such departures can be recorded.

DRAFT

3.1 Widths

3.1.1 Standard & Shared Surface Carriageways

Generally the carriageway width for the internal road network shall be 5.5 metres. However a minimum width of 6.0 metres will be required on potential bus routes and depending on the scale of the development, at the immediate point of access. These widths allow unobstructed two way flow of traffic along the road in question.

On secondary and tertiary residential roads this width may be reduced to 3.5 metres where road narrowing's are introduced as 'traffic management or traffic calming features' however 5.5 metres wide inter-visible 'passing places' should be provided at no more than 60 metre intervals

3.1.2 Road Narrowing(s) at Junctions

In the interest of road safety, to allow unrestricted manoeuvrability and to prevent possible "localised" congestion for both standard and shared surface roads, no road narrowing(s) (carriageway widths less than 5.5 metres) will be accepted at junctions and/or within the first 10 metres of each junction leg.

3.1.3 Road Narrowing(s) at Driveways

Similarly to above, road narrowing(s) will not be accepted directly opposite driveways except in a shared surface environment where the driveway access (where appropriate) forms part of the necessary 5.5 metre carriageway width.

Refer to Figures 3.1 & 3.2.

Figure 3.1 Carriageway widths associated with a shared surface road

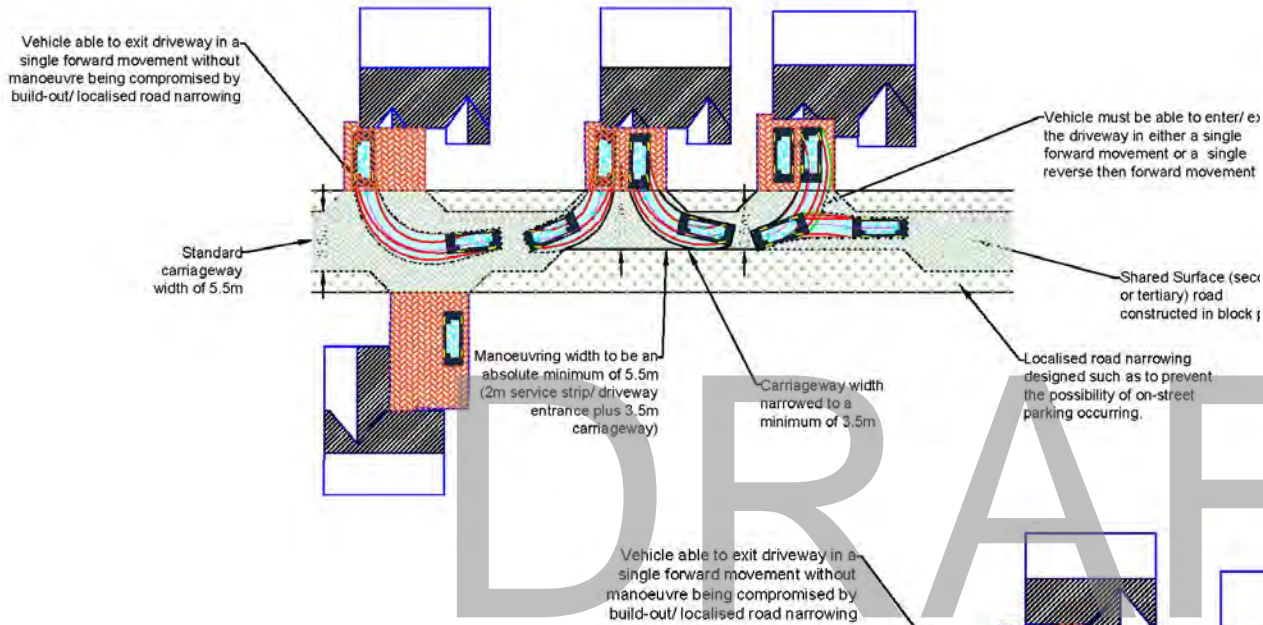
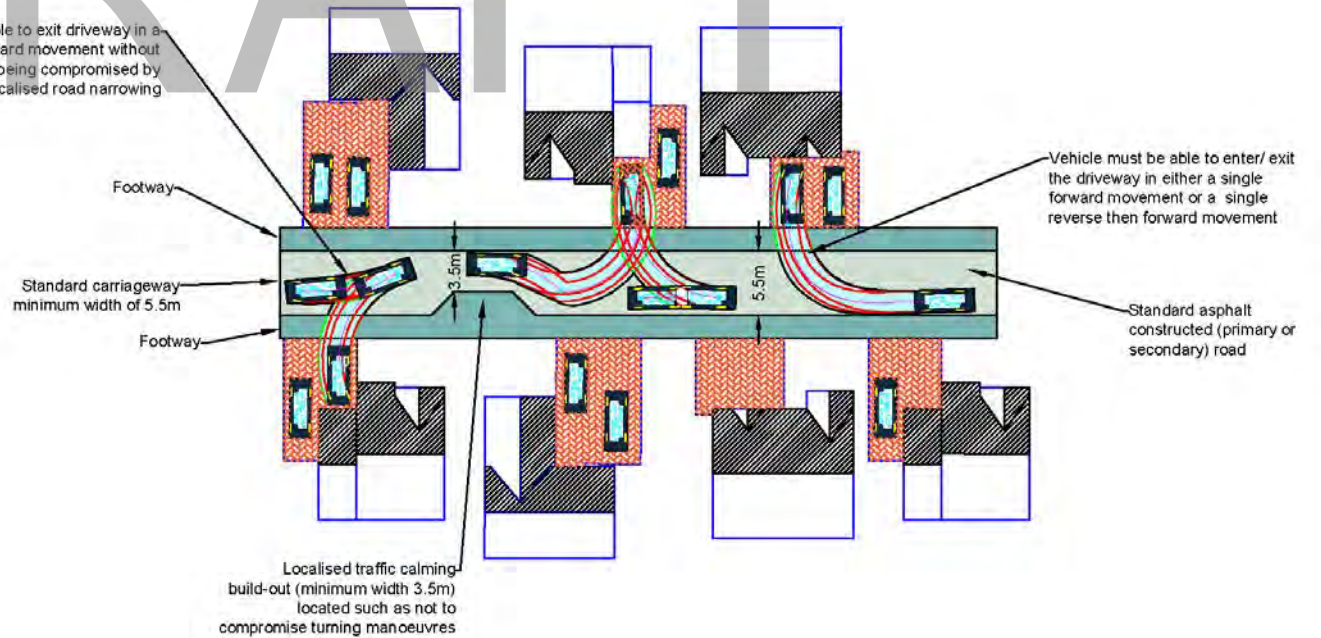


Figure 3.2 Carriageway widths associated with a standard asphalt carriageway with footways



3.1.4 Footways, Footpaths, Cycle Tracks, Cycle Lanes & Shared Surfaces

It is important that a consistent terminology is used when referring to footways, footpaths, cycle tracks and cycle lanes in all submission documentation and drawings. A full breakdown of terminology can be found in the Introduction to this document.

- Footway - where over a road the public right of passage is by foot only and is associated with a carriageway;
- Footpath - where over a road the public right of passage is by foot only and is not associated with a carriageway;
- Cycle Track - where over a road the public right of passage is by pedal cycle only, or by pedal cycle and foot only;
- Cycle Lane - part of a carriageway of a road reserved for pedal cycles which is separated from the rest of the carriageway.
- Cycleways - a cyclist route that adjoins a carriageway;
- Shared surfaces - low trafficked single level street that serves a range of user types, normally limited to residential streets where traffic speeds do not exceed 10 mph.

Footways adjacent to the carriageway should generally have a minimum width of 2.0 metres, increased to 3.0 metres (minimum) for shared pedestrian/cycle use. These widths may need to be increased at those locations or the provision of segregated facilities considered, where high levels of pedestrian/cycle flow are expected. Relaxations in footway/cycleway widths are at the Council's discretion.

Where the volume and/or speed of traffic are expected to be high it is recommended that a 0.3 metre wide (minimum) separation strip is provided between the footway/cycleway and the carriageway. It is recommended that this strip should be constructed in a contrasting material to encourage segregation.

Footpaths remote from the road network should also have a minimum width of 2.0 metres however, where possible all paths should be designed to a pedestrian/cycle shared use width of 3.0 metres (minimum). As most off-carriageway routes for cyclist are used by pedestrians, the potential for cyclist-pedestrian conflict is an important issue that should also be addressed. Relaxations in footpath/cycleway widths will be at the Council's discretion.

Adoptable footways, footpaths, cycleways should be accessible to all and as such all routes which link places or destinations should be step free; be of appropriate gradient and constructed in a bound flexible material.

Care should be taken when integrating signage, lighting columns and other street furniture to reduce pedestrian obstruction and ensure maximum benefit for all road users.

3.1.5 Verge Widths

All road verges, including those containing surface water drainage systems or acting as a service strip, should be a minimum of 2 metres in width.

3.2 Horizontal Alignment

Bespoke road layouts will be considered with and alongside layouts incorporating standard horizontal geometry. Notwithstanding, the design of the road layout must be able to accommodate the necessary forward sight stopping distance visibility splays, junction visibility splays, appropriate carriageway widths etc. In addition **the road layout should be able to allow the largest vehicle which will regularly use the development, such as a 3 axle refuse collection vehicle, to manoeuvre around the proposed road layout without any overrun of adjacent footway, verge, and garden or landscape area and also allow traffic to pass in the opposing direction at regular key locations.**

3.2.1 Forward Sight Stopping Distance (FSSD)

3.2.2.1 Introduction

Forward visibility is equivalent to the distance for a driver to react/stop if a hazard is sighted ahead. For residential roads the object height is generally taken as 0.6 metres visible from a driver's eye height of 1.05 metres. The forward visibility (Forward Site Stopping Distance) depends on vehicle speeds.

3.2.2.2 Principles

Generally the minimum FSSD for the majority of residential road is 25 metres. This relates to the stopping distance for a vehicle travelling at 20mph ([Designing Streets](#)).

A departure from the above standard may be considered on an individual basis relating to the context and placement of the route being examined and where the design of the whole street influences

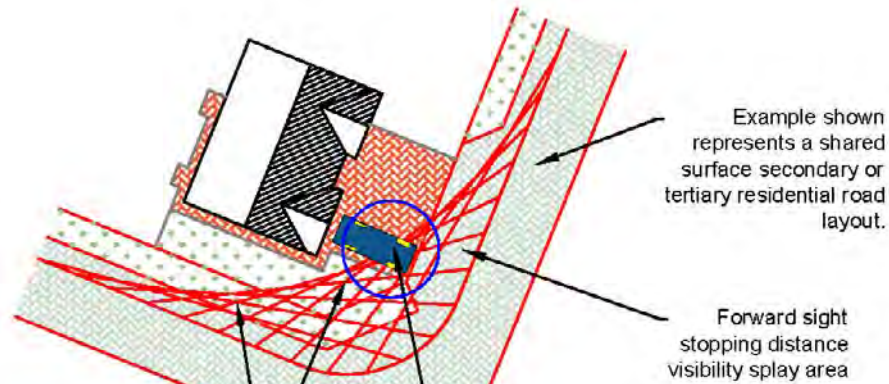
the speed of traffic. For example in certain circumstances a FSSD of 20 metres on a “secondary” or “tertiary” shared surface residential road serving a relatively low populated area with light flows may be acceptable.

Notwithstanding the above, the minimum FSSD for a “primary” route within a residential area (generally defined as being an asphalt carriageway with associated footway/cycleway) will generally remain at 25 metres.

Where a larger development incorporates a core spine road (generally a residential road greater than 5.5m in width and having contiguous/continuous verges footways/cycle ways and verges), the minimum FSSD shall preferably be not less 60m. A departure from this standard to an absolute minimum of 45m may be considered on an individual basis again relating to the context and placement of the route being examined.

Any existing or proposed walls, fences, structures, trees, hedging, vegetation, landscaping features, etc., within the FSSD visibility splay should be provided and thereafter maintained in perpetuity, at a height of not more than 1.05 metres. It is generally also not acceptable for buildings, driveways and visitor parking bays to be provided within the FSSD visibility splay areas. FSSD visibility splays through parking spaces should be avoided where possible, but could be acceptable in certain circumstances, dependant on location and where achieving required visitor parking provision is not possible otherwise. Refer to Figure 3.3.

Figure 3.3a Forward Sight Stopping Distance visibility splays within a shared surface road



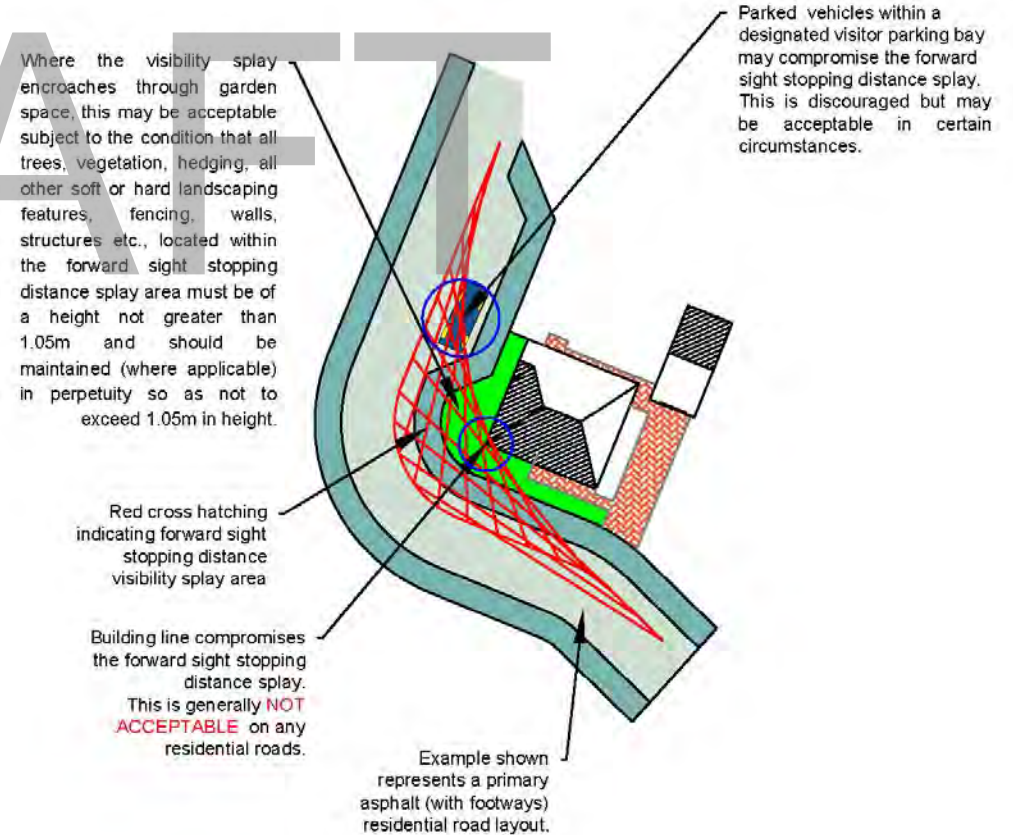
Example shown represents a shared surface secondary or tertiary residential road layout.

Forward sight stopping distance visibility splay area

Where the visibility splay encroaches through garden space or service strip verge, this may be acceptable subject to the condition that all trees, vegetation, hedging, all other soft or hard landscaping features, fencing, walls, structures etc., located within the forward sight stopping distance splay area must be of a height not greater than 1.05m and should be maintained (where applicable) in perpetuity so as not to exceed 1.05m in height.

Parked vehicles within a driveway may compromise the forward sight stopping distance splay. This is generally not accepted and should preferably be avoided.

Figure 3.3b Forward Sight Stopping Distance visibility splays within a standard asphalt road



Where the visibility splay encroaches through garden space, this may be acceptable subject to the condition that all trees, vegetation, hedging, all other soft or hard landscaping features, fencing, walls, structures etc., located within the forward sight stopping distance splay area must be of a height not greater than 1.05m and should be maintained (where applicable) in perpetuity so as not to exceed 1.05m in height.

Parked vehicles within a designated visitor parking bay may compromise the forward sight stopping distance splay. This is discouraged but may be acceptable in certain circumstances.

Red cross hatching indicating forward sight stopping distance visibility splay area

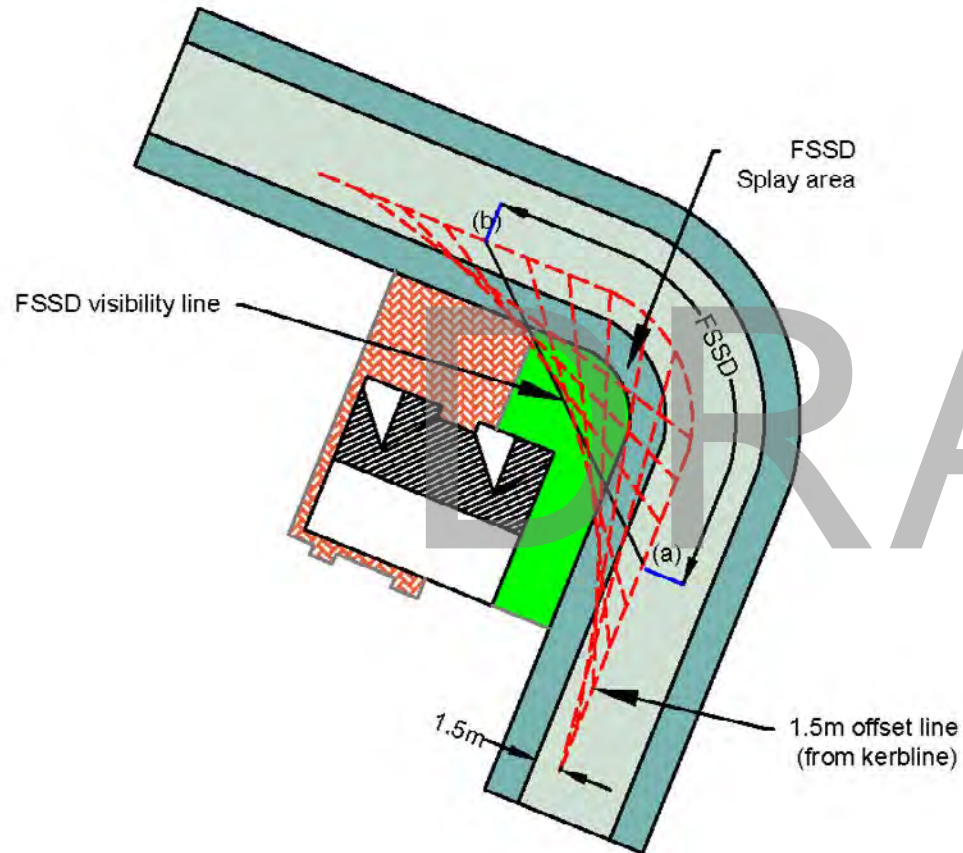
Building line compromises the forward sight stopping distance splay. This is generally **NOT ACCEPTABLE** on any residential roads.

Example shown represents a primary asphalt (with footways) residential road layout.

3.2.2 Procedure

The forward sight stopping distance (FSSD) visibility splay is determined by generating an offset line 1.5 metres from the (nominal) nearside kerb line and then creating a FSSD visibility line, by measuring a distance equivalent to the FSSD along the offset line, from one point (a) of to second point (b). By creating multiple FSSD visibility lines along the offset line, a visibility splay area can be determined.

Figure 3.4 Principles in creating Forward Sight Stopping Distance visibility splay



3.2.3 Turning Areas

3.2.4.1 General

It is desirable for residential road layouts to be designed so that large vehicles (particularly Refuse Collection Vehicles) do not need to reverse (refer to [Section 2.3](#)). Wherever possible the road layout should consist wholly of continuous loops where a large vehicle such as a Refuse Collection Vehicle can enter and exit a length of carriageway or a specific area solely in forward gear.

3.2.4.2 Turning Circles

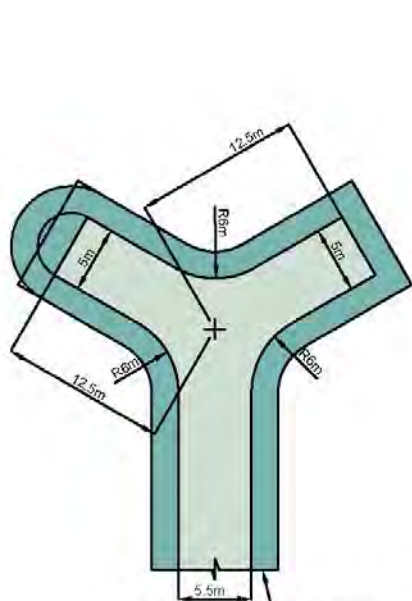
Where the topography and boundary of a site and the subsequent road layout necessitates the requirement for culs-de-sac they should preferably terminate in turning circles. The turning circle should be based on a 21 metre diameter circle therefore allowing a large vehicle to turn solely in a forward gear. Typical layouts are shown previously within [Section 2.3.3](#) & [2.3.4](#) of this document.

3.2.4.3 Hammer-head Turning Heads

Where the constraints of the site preclude the provision of a turning circle, “hammer-head” turning heads may be considered if they are designed to the minimum dimensions and requirements.

It should be noted that “hammer-head” turning facilities, without footways, will not be accepted within a shared surface arrangement. Refer to Figures 3.5 & 3.6.

Figure 3.5 Standard hammerhead turning facility dimensions



"Hammer-head" turning areas must be surrounded by a 2m minimum width footway.

"Hammer-head" turning areas will not be permitted within a shared surface environment.

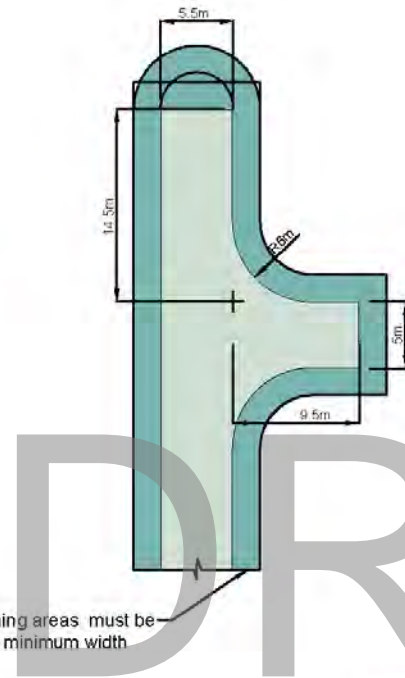
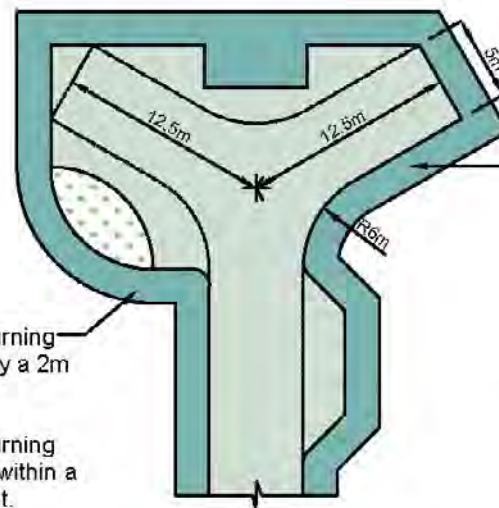


Figure 3.6 Bespoke hammerhead turning facility dimensions



Bespoke "hammer-head" turning area must be surrounded by a 2m minimum width footway.

Bespoke "hammer-head" turning areas will not be permitted within a shared surface environment.

Bespoke shaped turning heads may be considered however shape should incorporate the "ghost" dimensions of a standard "hammer-head arrangement.

Notwithstanding, the bespoke shape should not have "dead" space which could encourage parking which may interfere with the "ghost" hammer-head arrangement. Any formed parking spaces must be functional and be accessible without multiple manoeuvres.

3.3 Vertical Alignment

3.3.1 Maximum Gradients

The maximum vertical gradient for internal development roads shall be 8% for a standard asphalt carriageway construction and 7% for a shared surface carriageway construction.

Where the major road is a main road, the approach gradient on the minor arm should be not greater than 2% for a distance of at least 12 metres back from the junction. Refer to Figure 3.7.

At other locations, the gradient of the minor road on approach to the major road should not exceed 5% over the last 5 metres where it is rising towards the major road and should not exceed 4% where it falls towards the major road. Refer to Figure 3.8.

Figure 3.7 Gradients on residential road approaching a Main Road

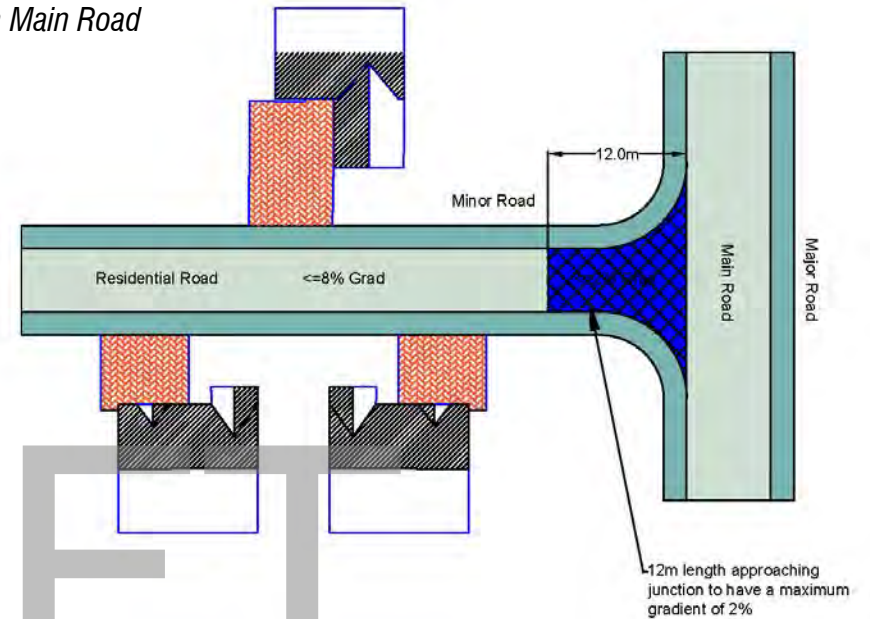
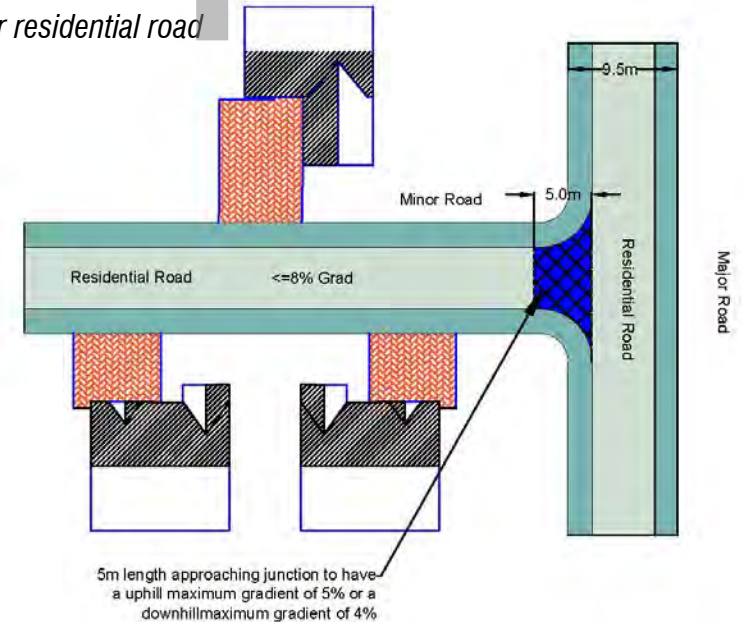


Figure 3.8 Gradients on residential road approaching another residential road



3.3.2 Minimum Gradients

The minimum vertical gradient for internal development roads shall be 1% for a standard carriageway construction and 1.25% for a shared surface carriageway construction.

3.3.3 Footways & Footpaths

Longitudinal gradients on footways and footpaths should not exceed 8% and the crossfall should not exceed 2.5%.

3.3.4 Cycle Tracks

The desirable maximum gradient of a cycle track should be 3% with the absolute maximum of 5%. Gradients over 5% should be designed as ramps with a maximum gradient of 7%.

When designing ramps and other relevant elements of a cycle track, cognisance should also be made in respect to providing suitable turning areas at points where the ramp (or similar feature) turns 90 degrees or turns 180 degrees back on itself (or any other relevant angle). Such turning areas should be designed based on the swept path of a cycle (i.e. the cyclist's dynamic envelope or space needed in motion) at low speed. [Table 5.1 of Local Transport Note 01/20](#) gives advice on the minimum turning circle of various types of bicycles/bicycle combinations.

Crossfall should not exceed 2.5%. For vertical clearance, a minimum of 2.7 metres headroom should be provided.

3.4 Road Junctions

3.4.1 Junction Spacing

In the interest of road safety junction spacing within an internal road networks should not be less than 25 metres (kerb to kerb). Refer to [Figure 3.9](#).

3.4.2 Crossroads

'Staggered' or T junction layouts are generally preferred over 'Crossroad' junction layouts. As well as the potential for drivers misunderstanding the priority through a crossroad junction, they are also less likely to have as significant a speed reduction effect on traffic (in all directions) as staggered T junction layouts.

Notwithstanding the generic 25 metres junction spacing requirement, spacing between staggered junctions within a bespoke arrangement may be reduced to a minimum of 10 metres (kerb to kerb). This minimum spacing discourages the potential of a "straight through racing line" manoeuvre occurring. The preferred stagger arrangement is right hand junction prior to a left hand junction. Refer to [Figure 3.10](#).

3.4.3 Junction Styles

3.4.3.1 Standard Junction Radii

The minimum desirable junction radii between differing road hierarchy are as detailed in [Table 3.1](#)

3.4.3.2 Bespoke Junctions

The junction may be of a bespoke layout and be of a non-standard arrangement, be a nodal feature and have a square or "tight radii corners". If such a layout is proposed, consideration should be given

as to how large vehicles such as refuse collection vehicles will be able to negotiate such corners without the need to ‘over-run’.

Consequentially, the shape of the bespoke junction should preferably be able to accommodate a “ghost” radius (or vehicle tracking) as dimensioned within the above Table 3.1.

Refer to Figure 3.11.

Table 3.1

Principle Road Hierarchy	Side Road Hierarchy	Junction Radius
Main Road	Primary Residential Road	9 metres or 7.5 metres
Primary Residential Road	Primary Residential Road	6.0 metres
Primary Residential Road	Secondary Residential Road	4.5(#) metres
Secondary Residential Road	Secondary/Tertiary Residential Road	4.5(#) metres
Tertiary Residential Road	Tertiary Residential Road	4.5(#) metres

Figure 3.9 Junction spacing on a residential road layout

(#) Subject to confirmation that a large vehicle; such as a Refuse Collection Vehicle can safely manoeuvre around the corner without the need to overrun etc.

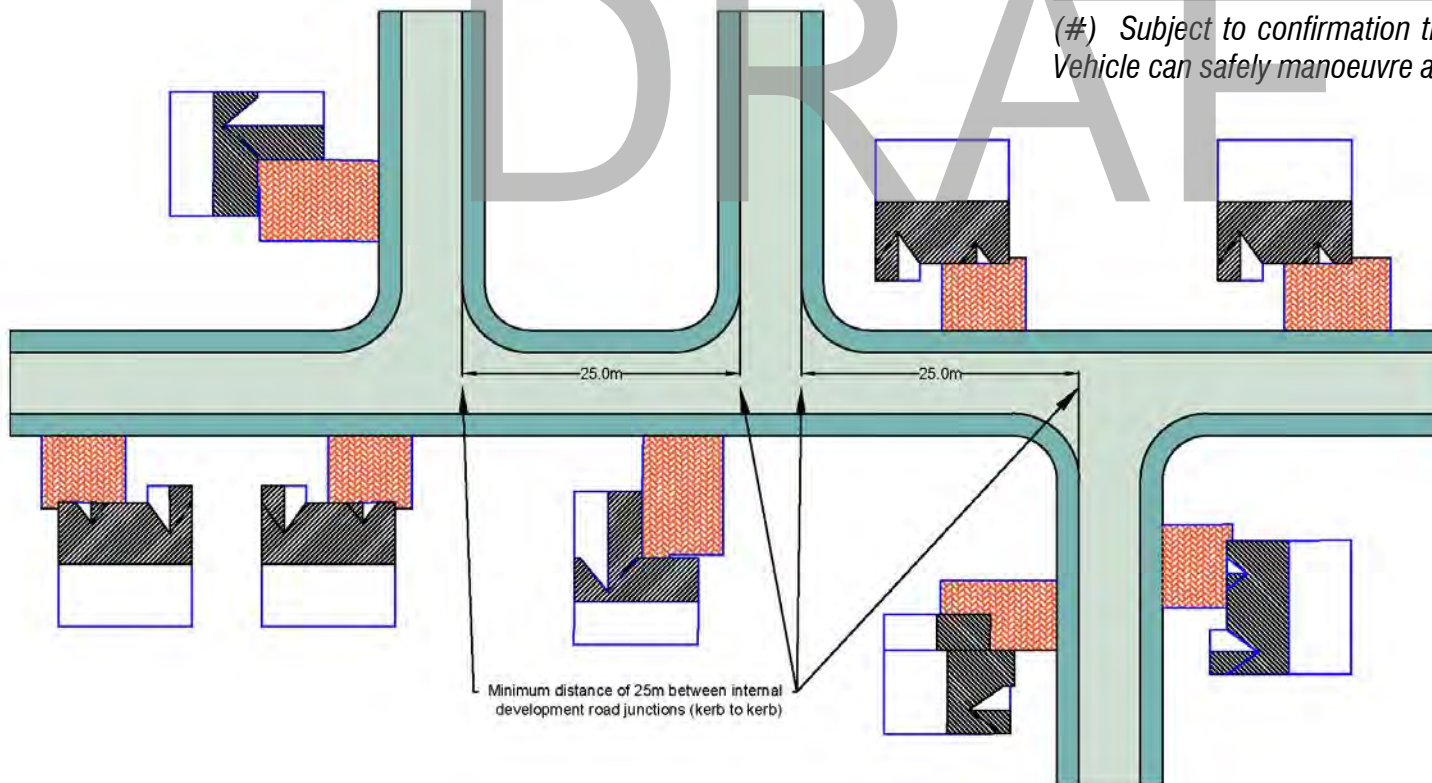
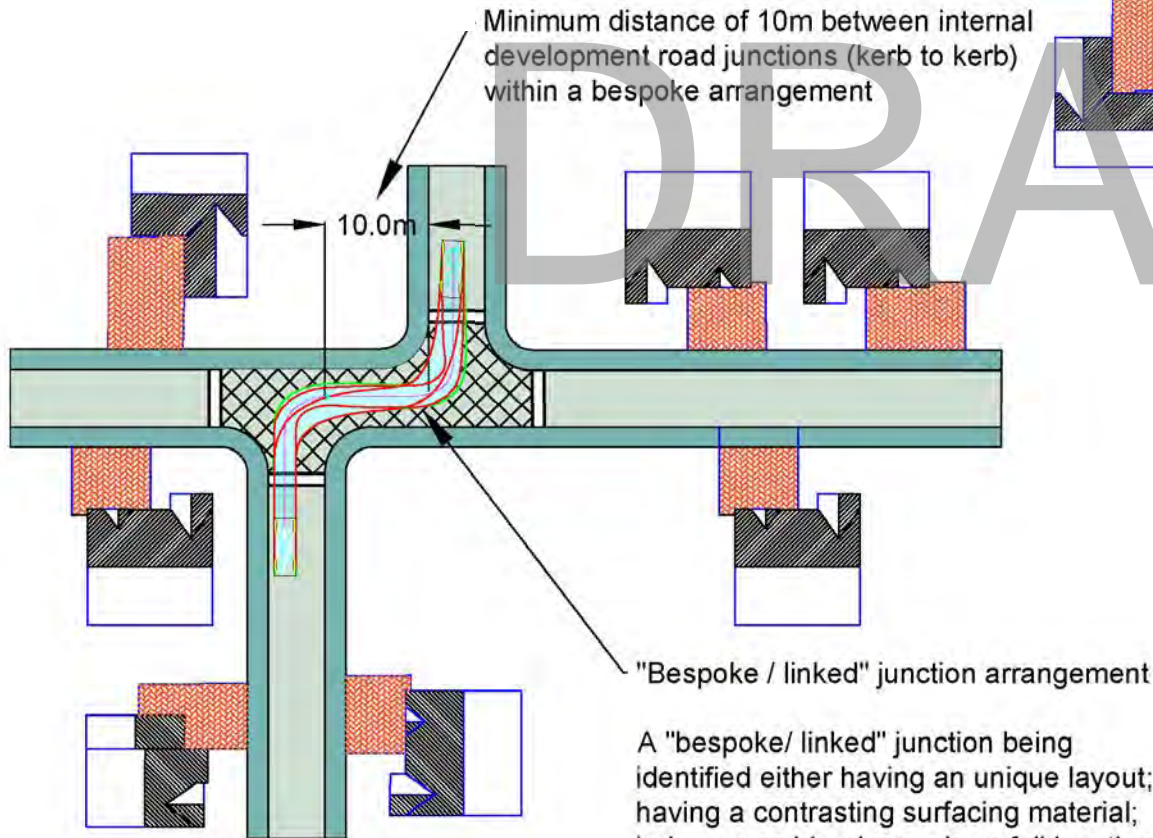


Figure 3.10 Typical layout of a staggered junction



A "bespoke/ linked" junction being identified either having an unique layout; having a contrasting surfacing material; being a combined pseudo or full junction table arrangement or a combination of the aforementioned.

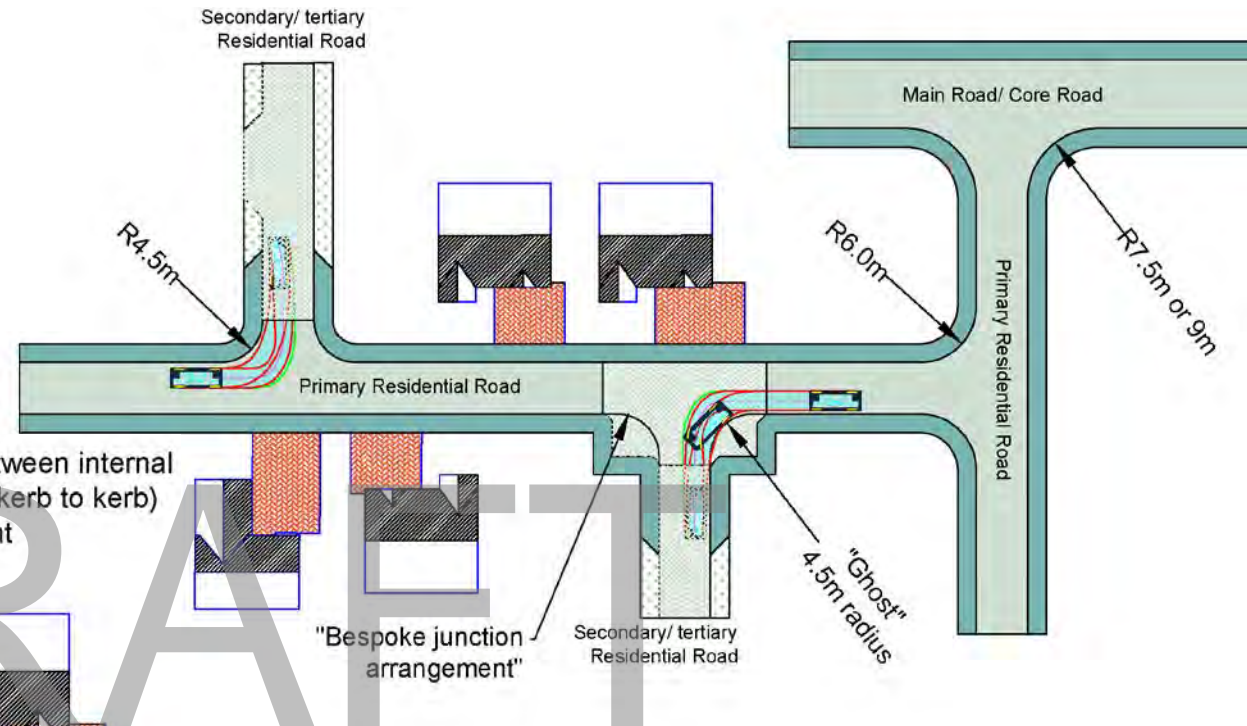


Figure 3.11 Typical Junction radii

3.4.4 Junction to Driveway – Spacing

In the interest of road safety it is recommended that driveways (where provided) are not located within 10 metres of a junction. Drivers following a vehicle which is performing a turning manoeuvre may misinterpret their intentions and subsequently fail to maintain a safe distance. An exception to this condition would be for driveways located on the opposite side from a junction leg.

Generally due to the increased traffic levels, for the first driveway encountered on a residential primary road after exiting from a Main Road, a minimum distance of 15 metres will be required. Refer to Figure 3.12.

Careful consideration should also be given regarding the juxtaposition of driveways with junctions located on the apex of bends and where the priority is around the bend. With such arrangements there is the possibility of drivers misinterpreting traffic either turning into the junction or the driveway. Similarly drivers exiting from the driveway may reverse/turn into the side road before exiting onto the primary route.

In light of these issues and in the interest of road safety it must be emphasised that driveways should not be located within 10 metres of the junction. Refer to Figure 3.13.

Figure 3.12 Spacing of a driveway away from a junction

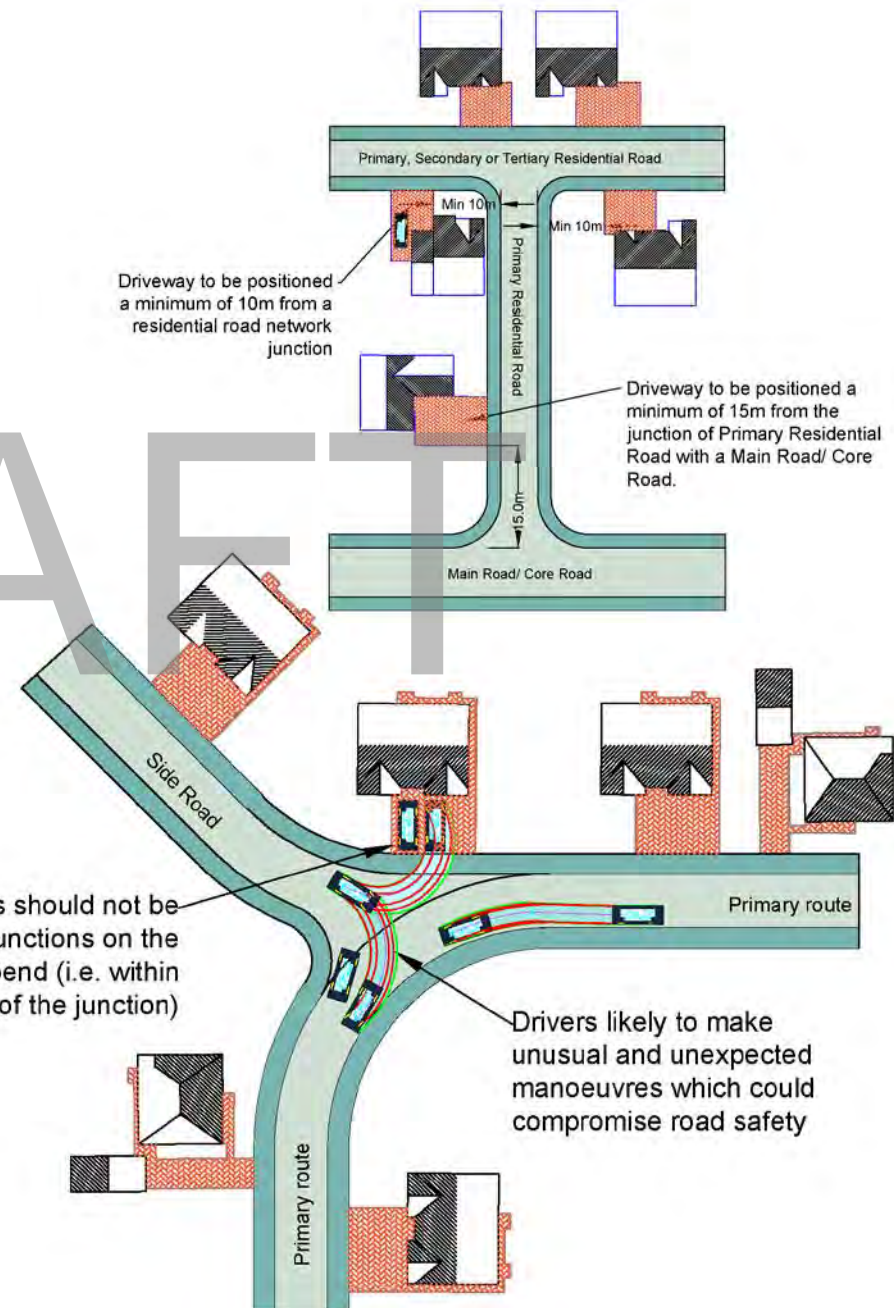


Figure 3.13 Spacing of a driveway on a junction bend

3.4.5 Junction to Parking Bay - Spacing

On-road, lay-by (visitor) parking bays should be positioned at least 10 metres away from a junction. Drivers following a vehicle which is performing a turning manoeuvre either into the adjacent junction or the parking bay may misinterpret their intentions and subsequently fail to maintain a safe distance. In addition vehicles parked within the parking bay may compromise junction visibility splays (refer to Section 3.5.1). Refer to Figure 3.14.

Figure 3.14 Spacing of lay by away from a junction

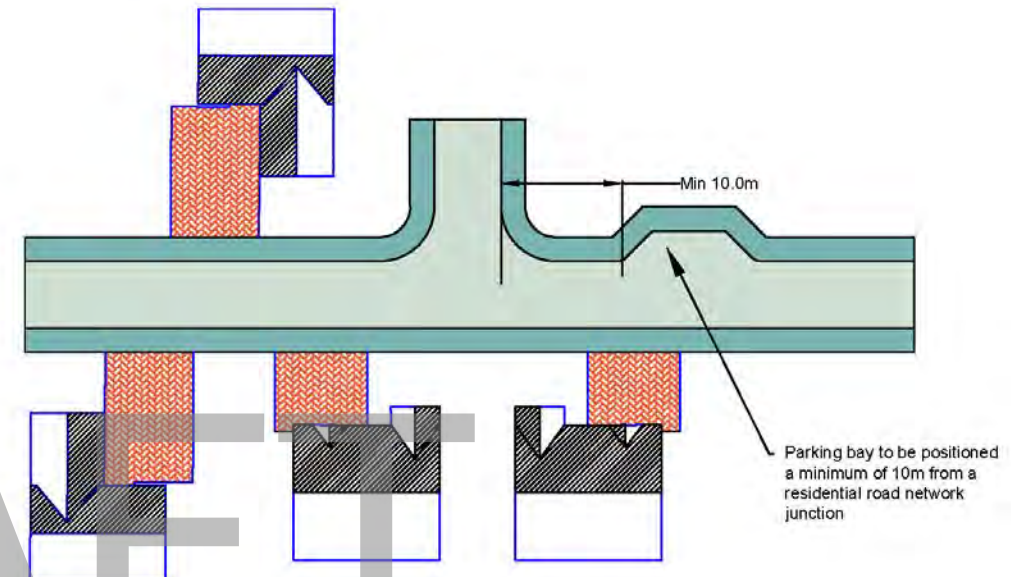
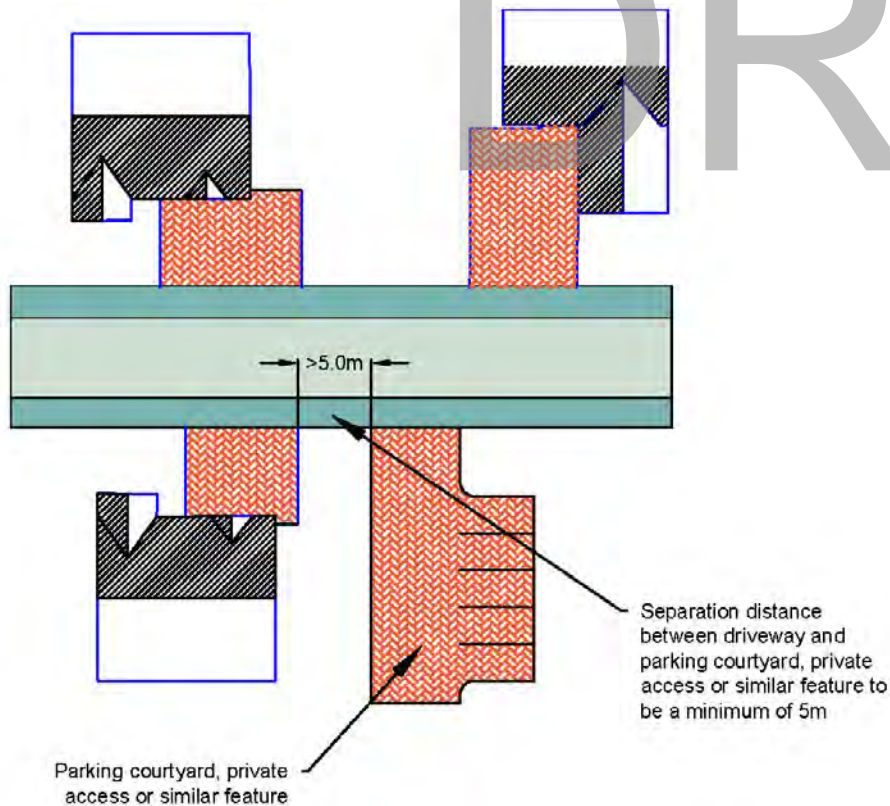


Figure 3.15 Spacing of a courtyard access away from a driveway



3.4.6 Parking Courtyard to Driveway – Spacing

The minimum spacing between driveways and parking courtyards/private accesses should be 5 metres.

If any driveway is located closer than 5 metres to any private parking courtyard or shared access then there is a danger that following vehicles may misinterpret their intended manoeuvre from the public road into the driveway or other parking area. Refer to Figure 3.15.

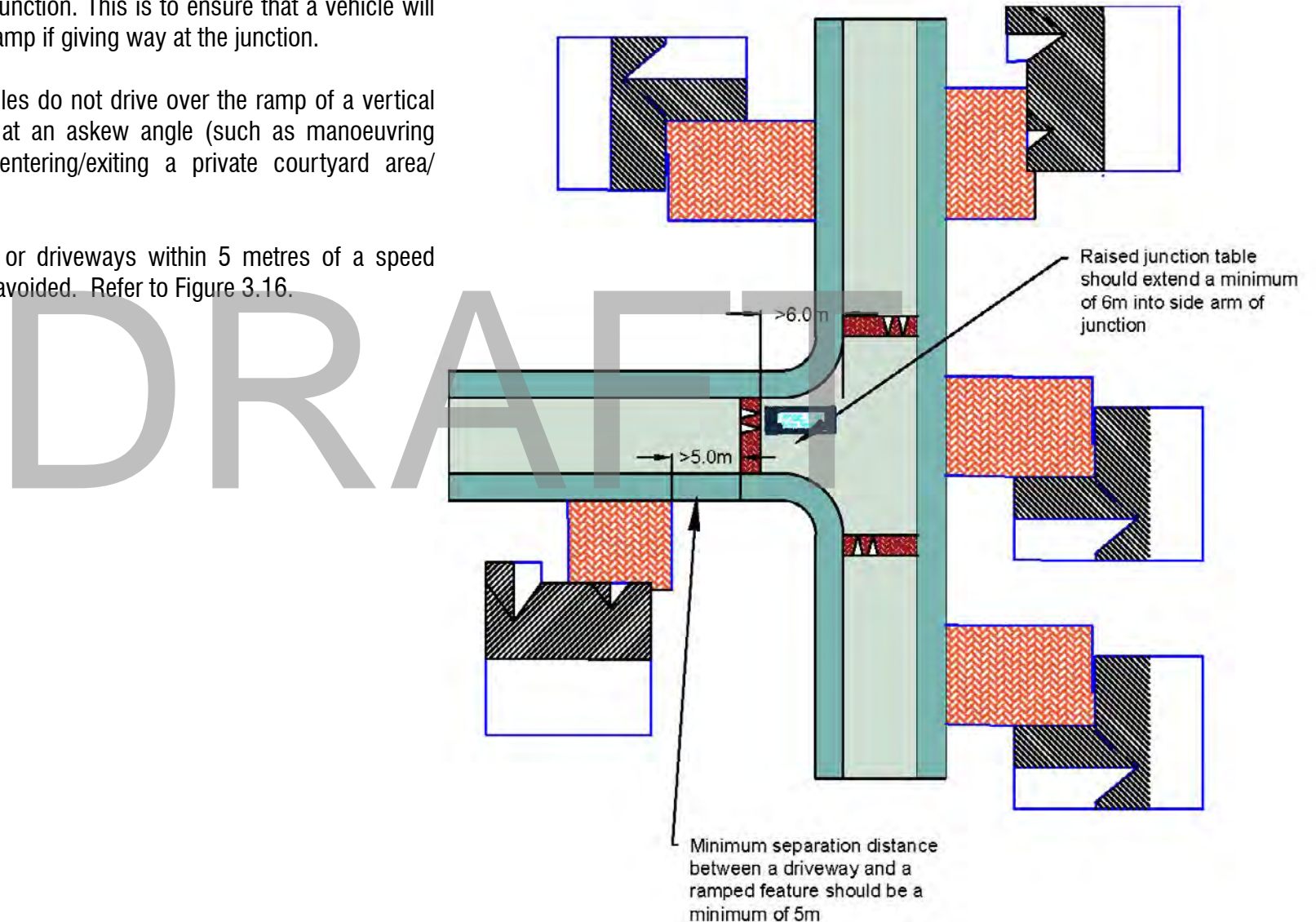
3.4.7 Raised (Junction) Tables & Vertical Traffic Control Measures

Where provided raised junction tables should extend at least 6 metres into each road leg of a junction. This is to ensure that a vehicle will not be positioned on a ramp if giving way at the junction.

It is advisable that vehicles do not drive over the ramp of a vertical traffic control measure at an askew angle (such as manoeuvring around a junction or entering/exiting a private courtyard area/driveway).

Consequently junctions or driveways within 5 metres of a speed control ramp should be avoided. Refer to Figure 3.16.

Figure 3.16 Spacing of a driveway away from a vertical ramp feature



3.4.8 Transition between standard asphalt and shared surface (block paved) carriageways

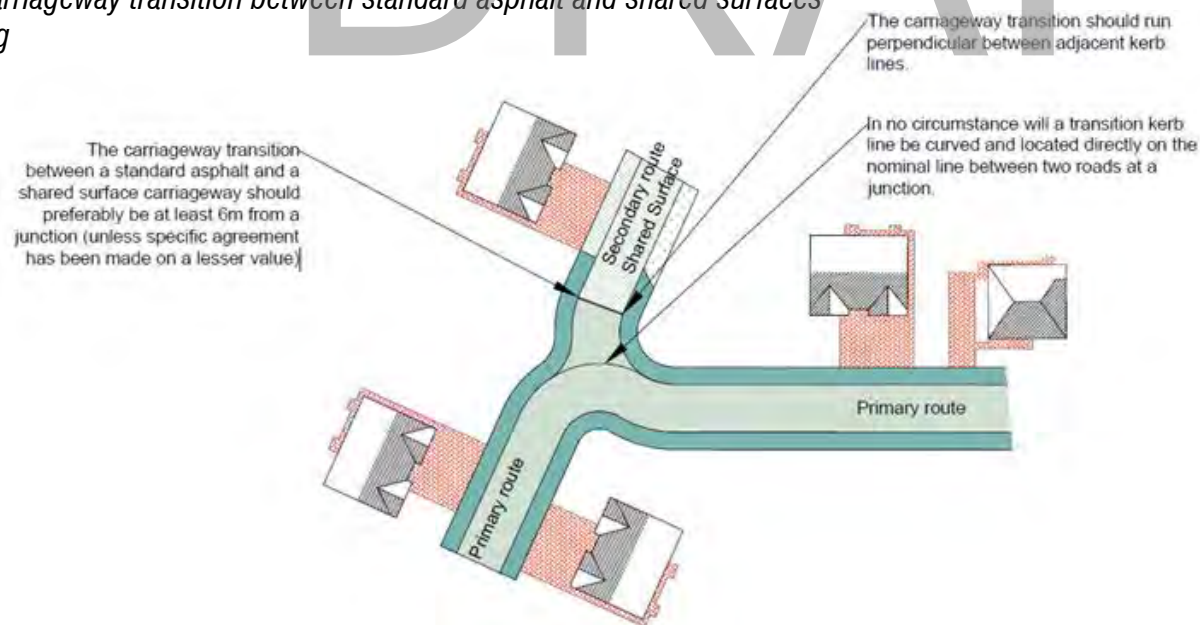
Vehicles (including and particularly cyclists) should not be required to cross over a transition between an asphalt and block paved carriageway (which will generally either be ramped or be a kerb line with a minimum 20mm upstand) at an askew angle. Crossing a transition at an askew angle may cause the driver/ cyclist to become unbalanced and momentarily lose control. This is a potential road safety risk and is undesirable in a situation where the vehicle/cyclists is giving way or manoeuvring through a junction.

A transition between a standard asphalt and a block paved carriageway immediately at a junction is therefore not acceptable unless there

are certain mitigating circumstances that prevent the transition being located away from such a position. A transition located on a curved junction mouth will not be acceptable in any circumstance. Further to the latter, it may also be impractical to construct a transition ramp or kerb line following a horizontal curve.

A transition between a standard asphalt and a shared surface carriageway should therefore be preferably at least 6m from a junction (unless specific agreement has been made on a lesser value). Carriageway transitions should also run perpendicular between adjacent kerb lines thus ensuring vehicles travel over such at right angles to such. Refer to Figure 3.17.

Figure 3.17 Carriageway transition between standard asphalt and shared surfaces (blocked paving)



3.5 Visibility and Sightlines

3.5.1 Internal Road Junctions

Clear sightlines, from any new internal road junctions, are essential to enable drivers, exiting the road, to check in both directions for vehicular traffic before safely joining the adjacent road. That is from a point 'x' metres back from the road edge there should be an unrestricted view, above a height of 1.05 metres, for a distance of 'y' metres in both directions. A junction visibility splay is defined as: 'x'- metres, by 'y'- metres, by 'z'- metres.

In the interest of road safety, a minimum visibility splay of 2.5 metres x 25 metres must be provided and thereafter maintained in perpetuity, at all internal road junctions. Any existing or proposed buildings, structures, fencing, landscaping features (soft or hard), trees, vegetation, etc., within the visibility splay should be maintained in perpetuity, at a height of not more than 1.05 metres.

If the visibility splay intersects any private garden space it should be conditioned within the property missives that the aforementioned conditions regarding the maximum height of any obstructions, within the splay, are complied with.

The designer should endeavour to ensure that allocated (curtilage) and unallocated (visitor) parking spaces are located to ensure that any vehicles parked within do not compromise the visibility from any new internal road junction. However, it is recognised that there may be circumstances where there will be a balance between obtaining adequate visitor parking (therefore minimising on-street parking and associated road safety risks) and obtaining unobstructed junction visibility. If the major road is a secondary or tertiary road and the traffic flows/speed are relatively low, it may be permissible for the required visibility splay to be relaxed if there is a greater need for visitor parking provision.

Notwithstanding the above, where the major road is a primary residential road it will not be acceptable for parked vehicles to (potentially) compromise the junction visibility splay. Refer to Figure 3.18.

Where the major road is a primary residential road it will not be acceptable for (the potential of) a parked vehicle to compromise the junction visibility splay.

If the major road is a secondary or tertiary road and traffic flows/speed are relatively low, it may be permissible for the visibility splay to be relaxed if there is a greater need to provide visitor parking provision. The latter situation will however be determined on an individual site to site basis.

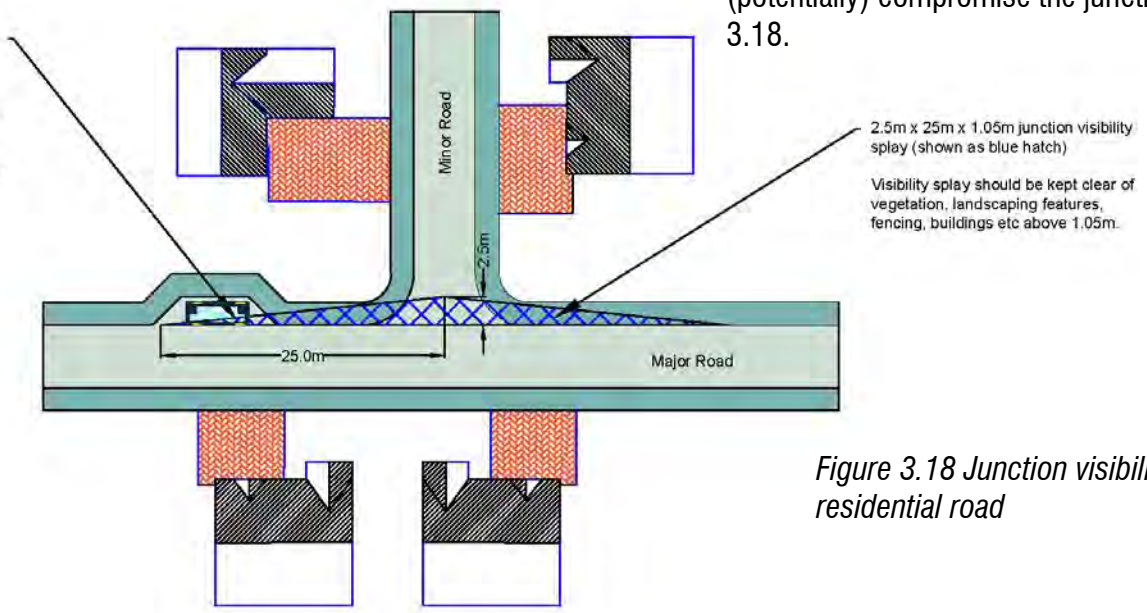


Figure 3.18 Junction visibility for a residential road to a residential road

3.5.2 Driveways, Shared Driveways & Courtyards

In the interest of road safety, a minimum visibility splay of 2.0 metres x 20 metres must be achieved between individual driveways, parking courtyard accesses and shared driveways and the adjacent carriageway. Any existing or proposed buildings, structures, fencing, landscaping features (soft or hard), trees, vegetation, etc., within the visibility splay should be provided and thereafter maintained in perpetuity, at a height of not more than 1.05 metres.

If the visibility splay intersects any private garden space it should be conditioned within the property missives that the aforementioned conditions regarding the maximum height of any obstructions, within the splay, are complied with.

It is recommended that in terms of road safety that allocated (curtilage) and unallocated (visitor) parking spaces are located in such a way that any vehicles that are parked within such spaces should not compromise the visibility from any individual driveways, parking courtyard accesses and shared driveways. Each occurrence of which, will however be examined and determined on an individual basis.

3.5.3 Driveways & Pedestrians

To ensure an adequate and safe inter-visibility between vehicles exiting from a driveway and pedestrians on any adjacent footway or carriageway, a visibility splay of 2 metres back from the edge of the driveway ('x' distance) and 5 metres in either direction from the edge of the driveway ('y' distance) should be provided.

No obstructions above a height of 1.05 metres will be accepted in either direction within the aforementioned splay.

Refer to Figure 3.19.

3.6 Parking Design Standards

In residential areas car parking should always be considered as part of the overall design. All car parking areas must be located appropriately so the **parked vehicles do not impede traffic flow or compromise road safety.**

The layout and position of any parking space, parking area and indeed driveway should all be functional to allow safe manoeuvrability of vehicles to and from such facility.

Designers are encouraged to give **early consideration to the provision and design of driveways.**

For details of the recommended residential parking design standards, necessary parking provision and detailed driveway design for each type of property refer to [Section 4](#) – Residential Car Parking.

3.7 Drainage

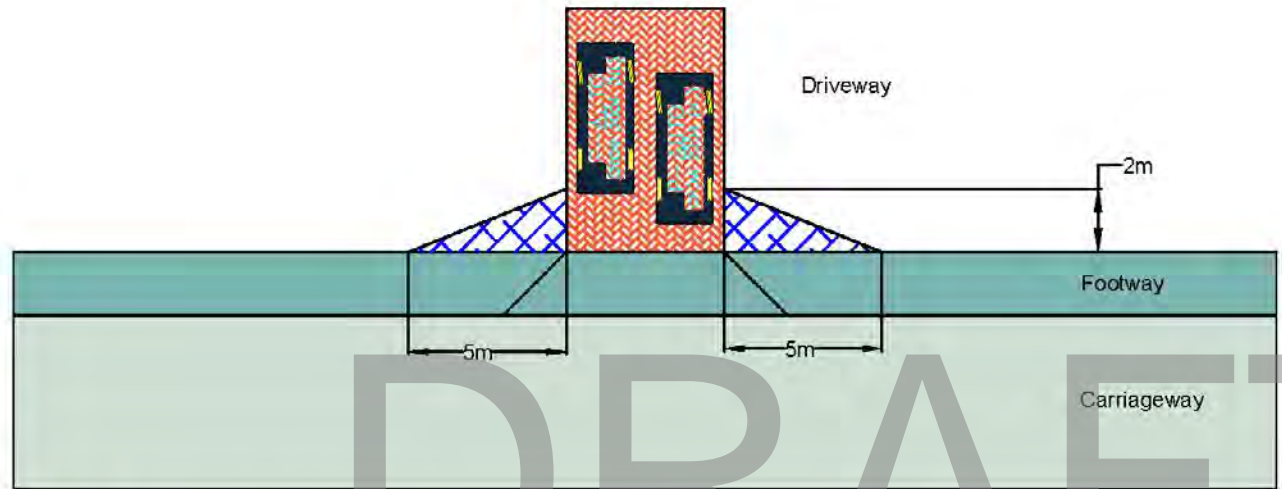
3.7.1 Drainage Requirements

The applicant should also note that drainage requirements should be considered in relation to:

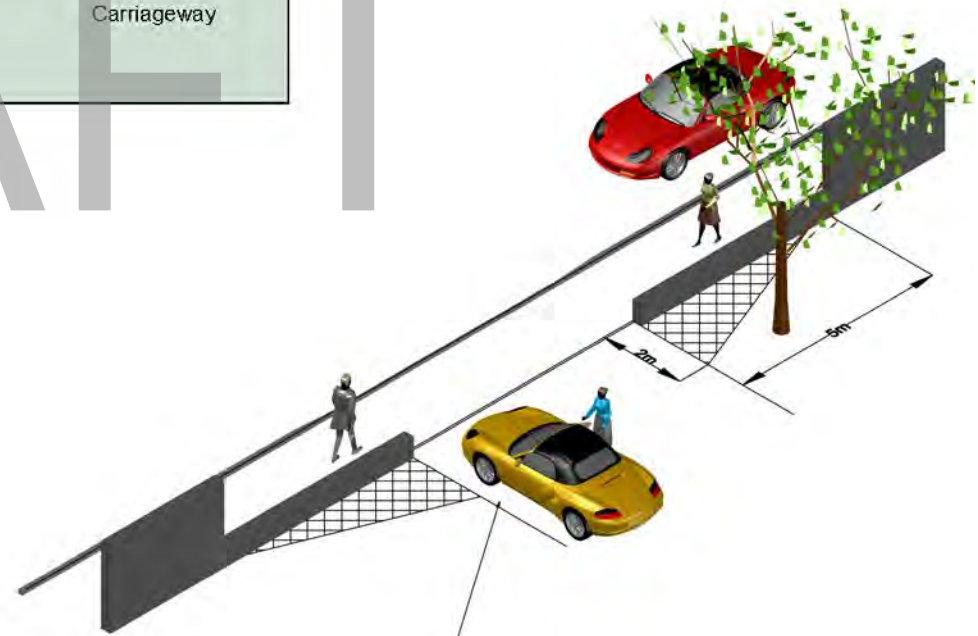
- surface water discharge,
- attenuation requirements,
- treatment,
- SUDS requirement.

After attenuation/treatment, the recommended maximum outflow from the development site into any relevant outfall should not exceed 8 litre/s/ha or other specified discharge rate which must not exceed

Figure 3.19 Inter visibility splay required between a driveway and adjacent footway



Driveway visibility splay (for Pedestrian movements). No vegetation, landscaping features, fencing etc above 1.05m in height will be accepted within this splay. (Note:- footway may not be present for shared surface layouts)



Visibility Splay formed from points between 2m back from heel line and 5m along heel to be kept clear of any walls, hedges, fencing, vegetation, landscaping etc above 1.05m in height. This is to allow drivers to be able to see pedestrians (and vice versa) walking along the adjacent footway.

the greenfield run-off rate. These matters should be addressed in a Drainage Strategy if submitted in support of a planning application.

3.7.2 Drainage Systems

Drainage systems should reflect the most sustainable approach with a preference to above ground SuDS. Therefore the road network should drain to grass filter strips, stone filled filter trenches or swales. Or drain via gullies and other off-lets for discharge to trenches, swales etc.

It should be noted that despite drainage networks being sized to current standards, overland flows during extreme events should be considered. The developer is required to show how these flows will be managed for up to and including a 1 in 200 year event plus climate change to reduce the risk of flooding to property. Adoption and maintenance regimes must be highlighted at this stage.

Roof and curtilage drainage

East Renfrewshire Council will not adopt drainage that includes roof or curtilage drainage. If road drainage is combined with roof and curtilage, Scottish Water and the Council may enter a shared agreement through Section 7.

Road Drainage

Notwithstanding, the ownership/maintenance of drainage systems solely containing road surface water including gullies, manholes, connection “tails” between gullies, swales, filter trenches etc and all associated infrastructure may revert to the responsibility of East Renfrewshire Council’s Road Service upon formal adoption by the Council as Roads Authority.

3.7.3 Surface Water Run-off

It is an offence under section 99 of The Roads (Scotland) Act 1984 to discharge water from a private area onto the public road network. Therefore, surface water run-off must be contained within areas such as driveways, courtyard accesses or paved gardens by sloping them away from the public road or by means of a suitable positive drainage system (due to maintenance issues permeable block paving is not considered as a primary positive drainage system).

DRAFT

RESIDENTIAL PARKING PROVISION

4



4.0 Introduction

The purpose of this section is to offer guidance for designers with a view to achieving a consistency of approach with regard to residential parking in new housing developments, and to ensure that parking is considered as a key element of the design layout as per [Designing Streets](#).

In residential areas car parking should always be considered as part of the overall design. All car parking areas must be located appropriately so the parked vehicles do not impede traffic flow or compromise road safety. **The layout and position of any parking space, parking area and indeed driveway should be functional to allow safe manoeuvrability of vehicles to and from such facility. Multiple reversing manoeuvres are strongly discouraged.**

For details of the necessary residential parking provision for each type of property refer to [Section 4.2](#) – ‘Residential Parking Provision’.

Where the provision of parking is inappropriate, which could mean too few spaces, or spaces are poorly located on bends for instance or opposite a narrow carriageway such that manoeuvrability is compromised or hazardous, or visitor spaces are too remote from the dwelling they serve, there is a likelihood that the parking spaces will not be utilised for their intended purpose. This could lead to an increase in on-street parking and a potential compromise of road safety and street functionality if the layout does not provide opportunities for safe on street parking.

Full parking provision for any proposed residential development should be provided as per the requirements as detailed in [Table 4.1](#) & [Table 4.2](#). [Appendix G](#) contains a pro-forma detailing how such provision can be recorded.

Designers are encouraged to give early consideration to the provision and design of driveways.

Developers/Designers should endeavour to provide as much driveway detail, as possible at Planning Stage. Where only notional information has been provided, Planning Consent may be granted but subsequent detailed information as would be required for RCC may reveal inadequate house spacing or inadequate distance from house to road.

Departures from the good practice contained in this section may be considered in certain circumstances but must be detailed and justification provided to allow the Roads Service to make an assessment.

[Appendix D](#) Contains a pro forma where such departures can be recorded.

4.1 Parking Design Standards

4.1.1 Categories of Parking

Car parking in residential developments should normally be provided as a mixture of two categories: Allocated Parking Spaces and Unallocated Parking Spaces.

4.1.1.1 'Allocated Parking Spaces'

Allocated Parking Spaces are generally for residents and are directly associated with individual residential properties. It should be noted that no allocated parking spaces, in any circumstance will be adopted by the Council as Roads Authority.

They will either be provided within the 'curtilage' of the property; within the road space 'on-road'; or within a dedicated 'parking courtyard'.

In addition, they should be closely positioned to their relative properties. If external driveways or separate parking areas are too remote from the property they serve, it is unlikely that residents will park there and will subsequently park their vehicles on the carriageway adjacent to their property thereby potentially impeding the flow of traffic and interfering with visibility splays to the detriment of road safety.

4.1.1.2 'Unallocated Parking Spaces'

Unallocated Parking Spaces are generally provided to meet the short stay demands, usually for visitors.

They will either be provided within the road space 'on-road'; or within a dedicated 'parking courtyard'.

These spaces should be distributed throughout the development relative to the density/type of house units to which they serve. The

maximum distance from any one dwelling to the nearest visitor parking space should preferably not exceed 30 metres. This may result in an increased number of visitor spaces above the minimum requirement.

While parking spaces, associated directly with the prospectively adopted public carriageway, will also be adopted, it should be noted that parking courtyards are highly unlikely to be adopted.

4.1.2 Types of Parking

Car parking for residential developments will either be provided within the 'curtilage' of the property; within the road space 'on-road' (if they are clearly defined and delineated); or within a dedicated 'parking courtyard'.

- **Curtilage Parking** – A parking space or spaces within the grounds or area surrounding a house or other place where a person lives usually provided in the form of a driveway (refer to [Section 4.3 – 'Driveway Design Standards'](#)).
- **On-Road Parking** – Generally will be provided as part the public road network either as a dedicated space within the carriageway, a bay or bays adjacent and parallel to the main carriageway or as bays perpendicular to and accessed from the adjacent public road (refer to Sub Section 3).
- **Parking Courtyard** – An area, off-road, designated as a car park which could be a mixture of allocated and unallocated spaces. For details of the recommended parking courtyard standards (refer to Sub Section 4).

4.1.3 On-road Parking

4.1.3.1 Parallel Parking

Where a parking bay is provided parallel to the carriageway, the length of the bay(s) should be in multiples of 6 metres in length x 2.5 metres in width.

If the parallel parking bay is provided within a shared surface area it should have hardstanding areas located to the rear and sides of the bay. These hardstanding areas should be a minimum of 1.2 metres in width with a suitable transition (dropped kerb) to allow pedestrians

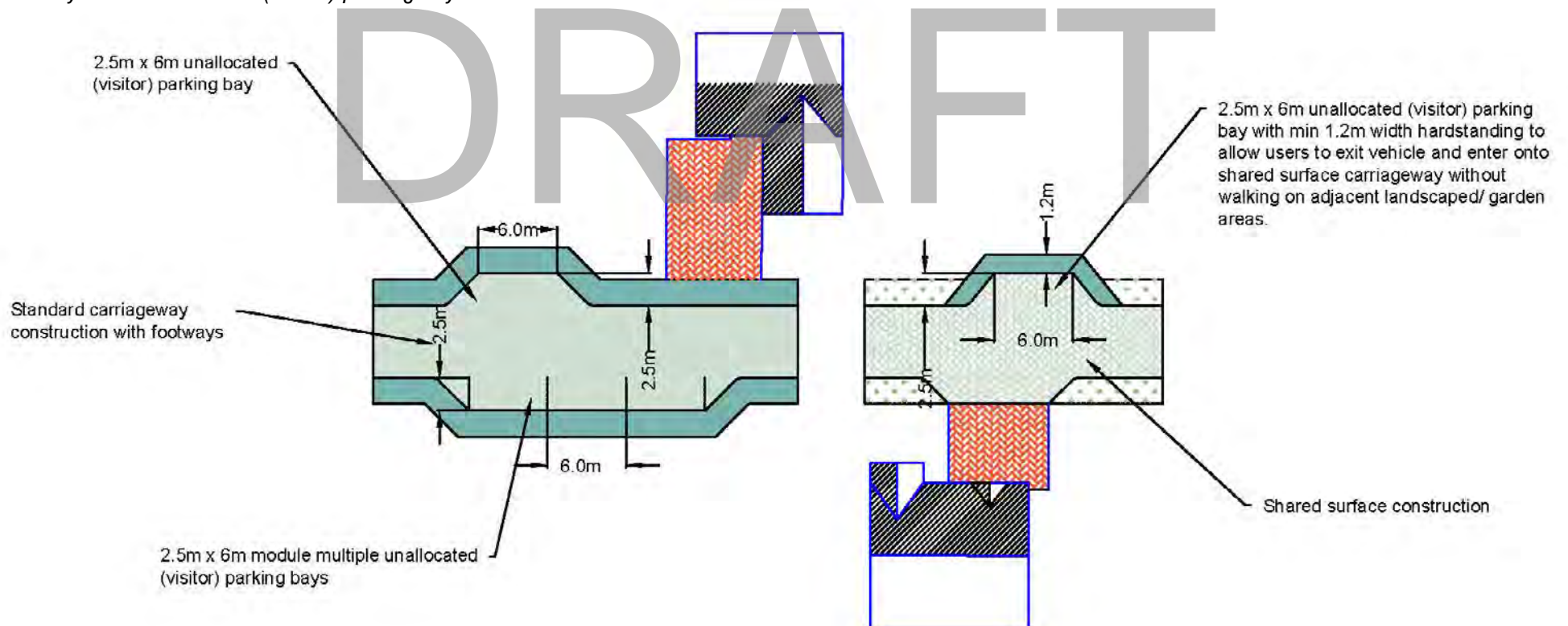
(particularly with mobility difficulties) to safely transfer onto the shared surface.

The kerb alignment at the transition from the longitudinal kerb line and the splay at the start and end of the lay by should preferably be a 1 metre radius kerb. Refer to Figure 4.1.

4.1.3.2 Perpendicular Parking (Allocated)

Where the parking bays are perpendicular to the carriageway and are allocated space(s) the absolute minimum size of a bay should be 2.5 metres x 5.0 metres and located behind the line of the public footway,

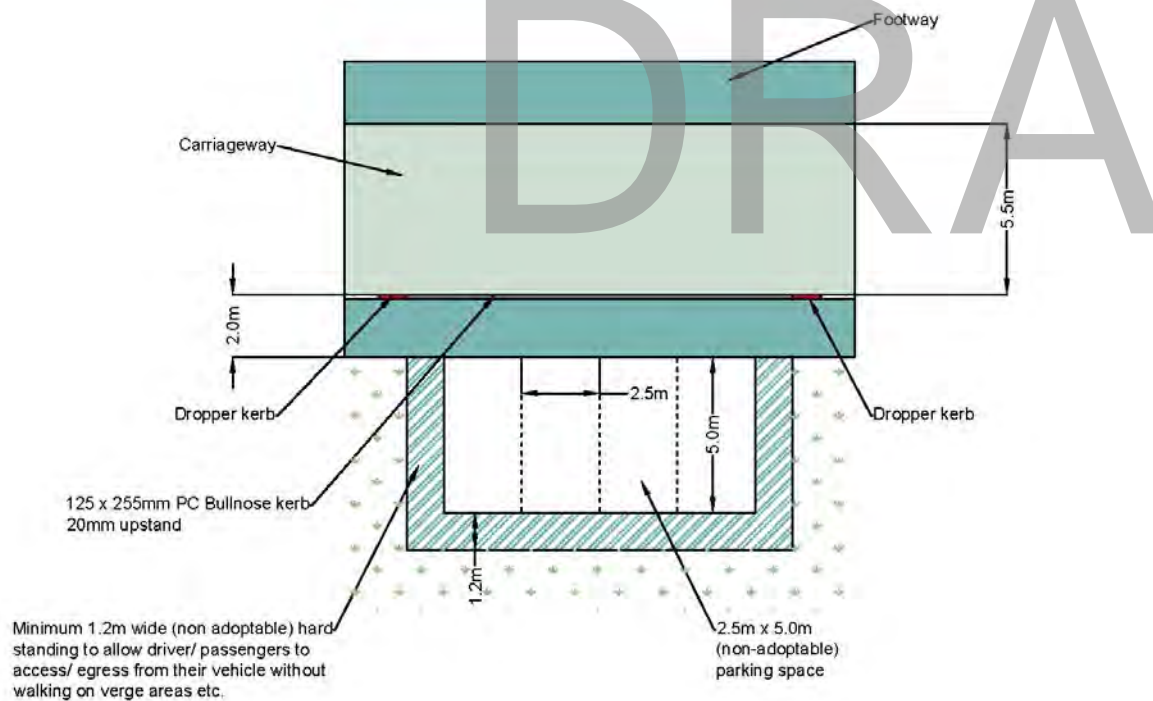
Figure 4.1 Layout of unallocated (visitor) parking bays



verge or service strip. A minimum 1.2 metre wide hardstanding should be provided to the side and rear of the bays to allow driver/passenger(s) to leave or access the vehicle without having to walk on any adjacent verge or garden area.

It should be noted that these allocated parking spaces, in any circumstance will not be adopted. Refer to Figure 4.2

Figure 4.2 Layout of non adoptable perpendicular parking lay-bys



4.1.3.3 Perpendicular Parking (Unallocated)

Where the parking bays are perpendicular to the carriageway and are unallocated space(s) the absolute minimum size of the bays should be 2.5 metres x 5.0 metres and associated with the carriageway and footway (if provided) to the rear. Notwithstanding the above, and to allow safe manoeuvrability, perpendicular parking bays located off a 5.5 metre wide road should be set back a further 0.5 metres therefore creating a 6.0 metre wide manoeuvrability aisle.

To prevent vehicle overhang obstructing a footway/footpath at the rear of the parking bays it is recommended that the footway/footpath be widened to a minimum width of 2.5 metres. Where no footway is proposed to the rear or side of any bays (i.e. within a shared surface environment) a minimum 1.2 metre wide hardstanding should be provided to allow driver/passenger(s) to leave or access the vehicle without having to walk on any adjacent verge or garden area. Refer to Figures 4.3 & 4.4

4.1.3.4 Perpendicular Parking (Shared Surface Areas)

Important Note: Care must be taken with regards to the positioning of perpendicular bays in shared surface areas. Particular concern is raised within shared surface areas where vehicles with restricted visibility are reversing out of such bays and who may come into conflict with vulnerable road users such as pedestrians or cyclists.

Figure 4.3 Layout of adoptable perpendicular lay by with surrounding footway

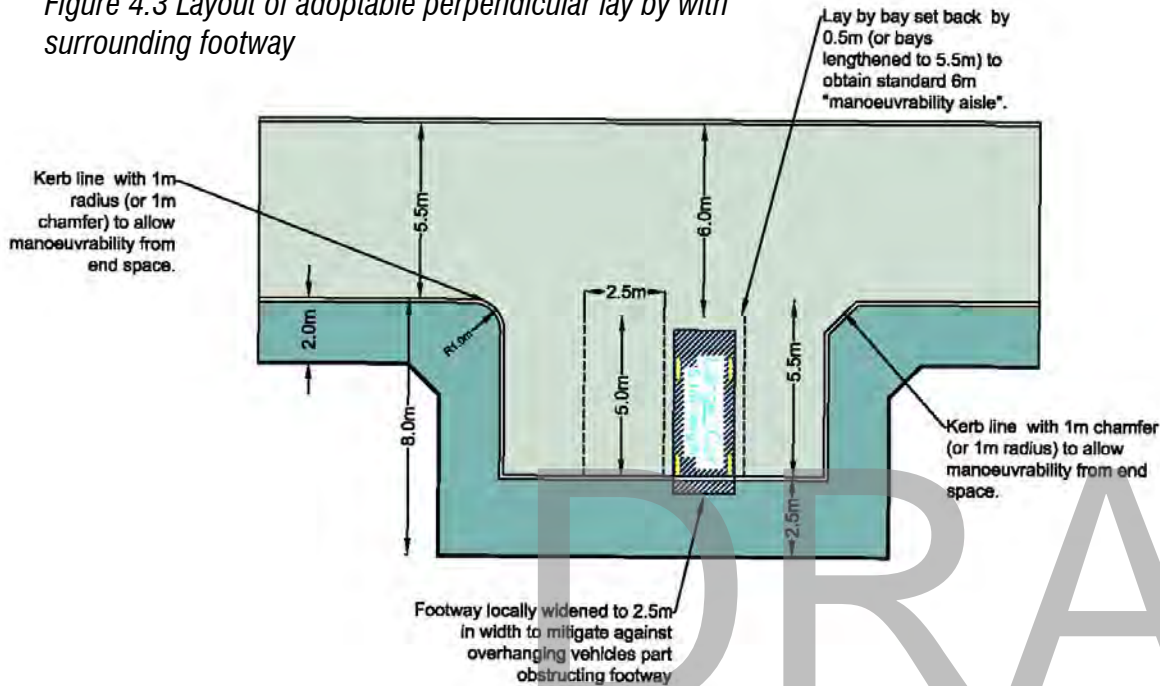
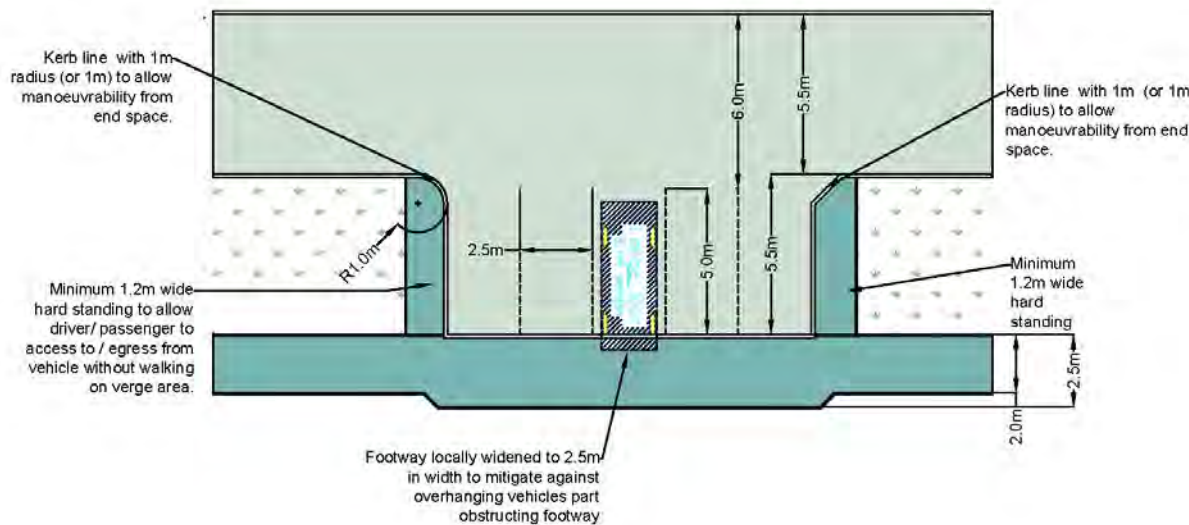


Figure 4.4 Layout of adoptable perpendicular lay by with footway to rear



4.1.4 Parking Courtyard

Parking Courts can be provided if it is ensured these are well overlooked by more than one dwelling, and have suitable long term maintenance arrangements in place. Parking Courtyards will generally not be adopted.

The parking courtyard access with the adjacent carriageway should preferably be 6m in width (absolute minimum of 5m). This is primarily to allow opposing vehicles to safely pass each other out with the public road. A narrower access could result in traffic stopping/queuing or reversing back onto the main carriageway to allow another vehicle to exit.

Parking bays within a car park or parking court should also be a minimum of 5 metres in length by 2.5 metres in width with a 6.0 metre (minimum) wide manoeuvrability aisle to allow a vehicle to reverse out of a space and continue in a forward gear when leaving the car parking area.

Parking bays should preferably be at right angles to the associated entry and exit aisle.

Where the end of an aisle, between two rows of parking bays, terminates with no vehicular access then the aisle should be extended past the last two bays by a minimum of 1.5 metres to allow vehicles to safely manoeuvre when exiting these bays. The kerb alignment at the corner of the end parking bay with the aisle should have a 1.0 metre radius or 1.0 metre chamfer to assist with manoeuvrability from the end bays.

If a footway is to be provided to the rear of the courtyard parking bays, it should be widened to a minimum width of 2.5 metres to allow for overhanging vehicles partly obstructing the footway (see [Section 2.2.1](#)).

Where no footway is proposed to the rear or side of any bays a minimum 1.2 metre wide hardstanding should be provided to allow driver/passenger(s) to leave or access the vehicle without having to walk on any adjacent verge or garden area. Refer to Figure 4.5

The layout of the Courtyard parking must be safe and functional with an access aisle of sufficient width so that vehicles are not required to undertake multiple reversing movements to turn prior to leaving the parking area.

Parking bays ‘tagged’ onto the end of a courtyard ‘access aisle’ are strongly discouraged to avoid vehicles having to carry out such manoeuvres or indeed having to reverse fully through the courtyard and then reverse onto the nearby public road to turn. These manoeuvres have significant and self-evident road safety implications. Refer to Figure 4.6

Figure 4.5 Layout of (private) parking courtyards 1

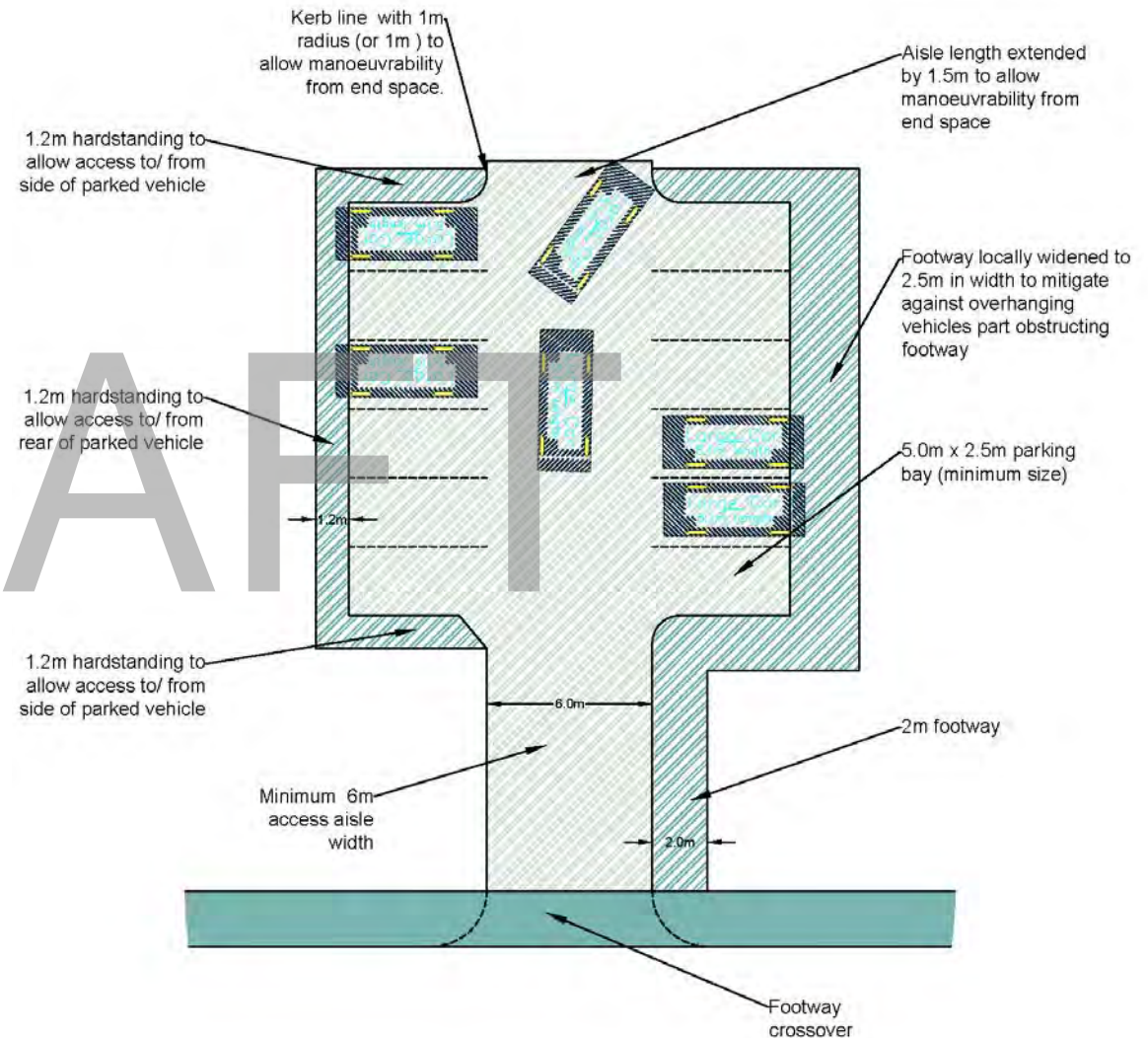
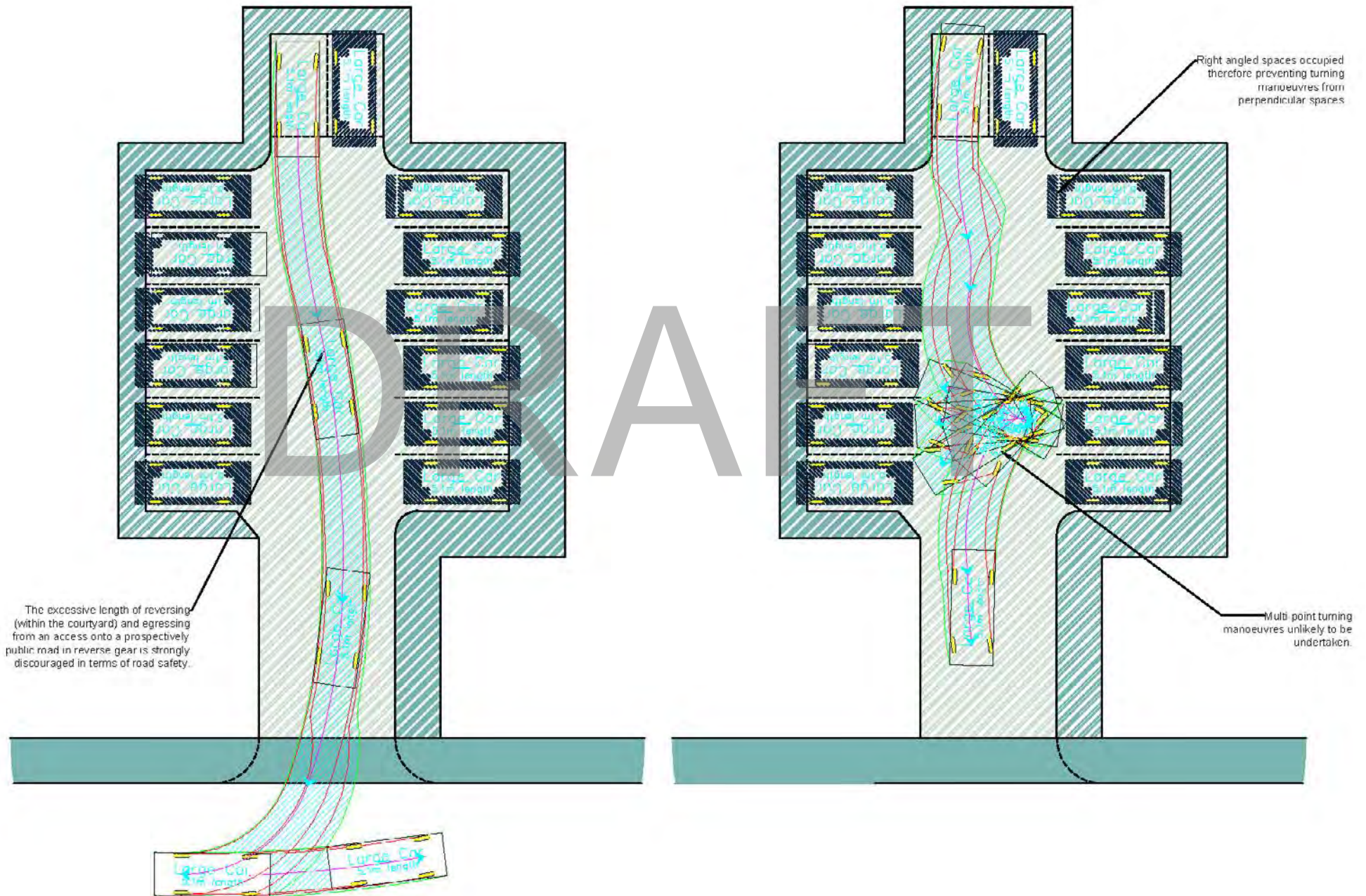


Figure 4.6 Layout of (private) parking courtyards 2



4.1.5 Bespoke arrangements

Novel and bespoke parking courtyard arrangements will be considered subject to any proposal incorporating the fundamental design criteria as highlighted previously; appropriate vehicle manoeuvrability into parking bays; providing and maintaining the relevant visibility splays, including forward sight stopping distances and car parking provision.

4.1.6 Electric vehicle charging points

East Renfrewshire Council is currently working to the national legislated target of being carbon net zero by 2045. ERC's Climate Change Strategy and Action Plan, outlining how the Council will achieve those targets, is due for publication in 2021.

Scottish Government are promoting the use of ultra-low emission vehicles (ULEVs) and aim to phase out the need for new petrol and diesel cars and vans by 2032, ahead of the UK Government's 2035 target ("Road to Zero strategy"). This policy shift will necessitate a significant increase in the uptake of battery electric, hybrid electric, and range-extended electric vehicles.

The number of ULEVs (cars) registered in Scotland has increased substantially in recent years: at the end of 2020 there were 20,855 ULEVs (cars) registered in Scotland, compared to only 132 at the end of 2011 (Scottish Transport Statistics, Table 13.8).

National planning policy (Scottish Planning Policy 2014) states that 'consideration should be given to how proposed developments will contribute to fulfilling the objectives of Switched On Scotland' and that 'electric vehicle charge points should always be considered as part of any new development and provided where appropriate.'

ERC's LDP2 Policy D11: Electric Charging Infrastructure states that 'Major residential proposals will be required to incorporate electric vehicle charging points within every dwelling with a garage or driveway' (something that is echoed in the National Roads Development Guide: section 3.6.4 (f)) 'and make provision within visitor or communal parking spaces. Where residential dwellings do not have parking within their curtilage, provision should be made for charging points on-street or within communal parking spaces.'

Consideration should therefore be given by developers to providing electric vehicle charging point infrastructure for all dwellings, and how this would be accommodated within courtyard parking areas. As well as considering the functionality and future maintenance of such infrastructure, the developer must ensure the safety of all road users, in particular pedestrians and those with visual impairments or mobility issues, by minimising footway clutter, and avoiding obstructions and potential hazards (such as trailing cables). Developers should also ensure that facilities do not interfere with visibility splays at junctions.

4.2 Residential Parking Provision

4.2.1 East Renfrewshire Council Parking Provision

The minimum residential development provision for East Renfrewshire Council is shown in Table 4.1.

Table 4.1

Condition	Minimum Provision/Unit	
	Allocated Parking Spaces	Unallocated Parking Spaces (#)
1 Bedroom with no curtilage/allocated spaces	0	1.65
1 Bedroom with curtilage/allocated spaces	1	0.65
2 or 3 Beds with no curtilage/allocated spaces	0	2.25
2 or 3 Beds with curtilage/allocated spaces	2	0.25
4 Bedrooms with two curtilage/allocated spaces	2	0.50
4 Bedrooms with three curtilage/allocated spaces	3	0.10
All 5 or more Bedrooms	3	0.10
(#) - The unallocated minimum provision may also require an additional supplement as per the condition set out in section 4.2.5 and Table 4.2		

A relaxation in the parking allocation may be considered on an individual basis where development is in a sustainable location and where supporting evidence is provided to that effect.

4.2.2 Other Parking Provision

This document is primarily focussed on providing guidance and local context for new residential developments. For aspects of development planning related to commercial developments, urban redevelopment, rural conversions etc., the NRDG remains the primary guidance.

4.2.3 Studies & Open Areas above Garages

Studies/open room space above detached garages will be counted against the bedroom size of a property, that is a 4 bedroom plus study property will be examined as a 5 bedroom property in terms of the relevant parking allocation.

4.2.4 Driveway (Allocated) Parking Spaces

Allocated parking spaces should be located in such a manner to enable all vehicles to access the carriageway directly from the driveway where relevant without the need to remove other parked vehicles. Where this is not feasible inappropriate on-street parking is likely to occur when a vehicle is displaced to allow another to exit the driveway.

4.2.5 Unallocated Parking Supplement

An additional unallocated parking supplement has therefore been imposed on each “tandem” and “h-shaped” driveway/garage arrangements to compensate for where vehicles are required to park on the carriageway to allow other vehicles to enter or exit the driveway/garage arrangement. Refer to Table 4.2.

4.2.6 Flatted or Terraced Units

There will be no relaxation of parking allocation for flatted or terraced units.

4.2.7 Affordable Housing

Generally the parking allocation for affordable housing will be equivalent to that of main stream housing as per the recommended allocation shown in Tables 4.1 & 4.2. However a relaxation in the parking allocation may be considered on an individual basis where supporting evidence is provided. i.e. the development is close to local amenities or good public transport links.

4.2.8 Single Garages

Integral single space vehicle garages do not count towards being an allocated, curtilage space.

This condition supersedes previous guidance given within East Renfrewshire Council's SPG – Residential Street design which stated "Integral garages will not count as car parking spaces unless they meet a minimum size of 7 metres by 3 metres with clear access dimensions of 2.1 metres width and 1.98 metres height".

External, remote single space vehicle garages with a minimum size of 7 metres (length) by 3 metres (width) with clear access dimensions of 2.1 metres width and 1.98 metres height may count towards an allocated curtilage space, subject to their location and driveway arrangement.

A carport will be counted as a parking space provided it is shown that suitable space to allow driver and passengers to exit is provided. Generally, these should meet the same dimensions as garages of 7 metres by 3 metres with clear access dimensions of 2.1 metres width and 1.98 metres height.

Table 4.2

Condition	Supplement
(Double) Garages which are not perpendicular to the carriageway <i>(i.e. multiple vehicles in the driveway will require to be fully removed before a vehicle can exit the garage)</i>	0.65 unallocated spaces per unit
Tandem (triple) driveways <i>(i.e. potential displacement of two vehicles)</i>	0.65 unallocated spaces per unit
Tandem (double) driveways <i>(i.e. definite potential displacement of one vehicle)</i>	0.35 unallocated spaces per unit
"h-shaped" or similar driveway including driveways with (double) garages <i>(i.e. possible potential displacement of one vehicle)</i>	0.20 unallocated spaces per unit

4.2.9 Double Garages

The absolute minimum size of a double space vehicle garage should be 7.0 metres x 6.0 metres. (Internal size)

Integral vehicle garages greater or equal to 7.0 metres (length) x 6.0 metres (width) (internal size), may be considered as a single allocated curtilage space. Integral vehicle garages less than 7.0 metres x 6.0 metres (internal size) will not count towards being an allocated, curtilage space.

External remote vehicle garages 7.0 metres x 6.0 metres (internal size) or greater may count towards two allocated curtilage spaces, subject to their location and driveway arrangement.

4.2.10 Cycle Parking

Designing Streets states that “cycle parking can be provided in a number of ways such as: within garages; bespoke cycle storage; communal areas in flats; and on-street cycle racks”.

For residential flatted properties, the minimum recommended cycle parking provision should be 2 spaces per flat within secure enclosed storage facilities. This may be reduced to 1 space per flat where communal storage is provided. One visitor space per 10 flats should also be provided outside or near the main entrance. This latter provision may be in the form of a (or multiple) Sheffield Stands.

The level of cycle parking provided for a particular development will be influenced by whether the site is within an urban or rural location. An urban location, particularly one that is well connected to external cycle routes, would usually justify higher cycle parking provision than a more rural location. Developments which incorporate, or are in

close proximity to, trip attractors (such as shops, eateries, education establishments, places of worship etc.) would also justify higher cycle parking provision.

Communal cycle parking should be well-located, convenient, well-lit, overlooked, and sheltered. This is especially where cycle parking is likely to be long-term in nature. More detailed information can be found in the Scottish Government’s publication [Cycling by Design](#).

As well as considering the functionality and future maintenance of such infrastructure, the developer must ensure the safety of all road users, in particular pedestrians and those with mobility issues, by locating facilities clear of pedestrian routes and minimising footway clutter, obstructions and potential hazards (such as overhanging cycles). Developers should also ensure that facilities do not interfere with visibility splays at junctions.

4.3 Driveway Design Standards

4.3.1 Driveways General

4.3.1.1 Vehicle Access

Vehicle access to driveways of individual dwellings located on a standard carriageway/footway arrangement should be by means of a dropped kerb footway crossover. Within a shared surface environment access will be taken directly from the carriageway.

Any proposed vehicle access crossings (VAC) from an existing public road, to accommodate an access to a driveway, will require to be constructed in accordance with the Roads Service Specification. The applicant should be advised that under the terms of [The Roads \(Scotland\) Act 1984](#), they must apply to ERC Roads Service for a Section 56 'Road Opening Permit' to carry out the works, which will be at the applicant's expense.

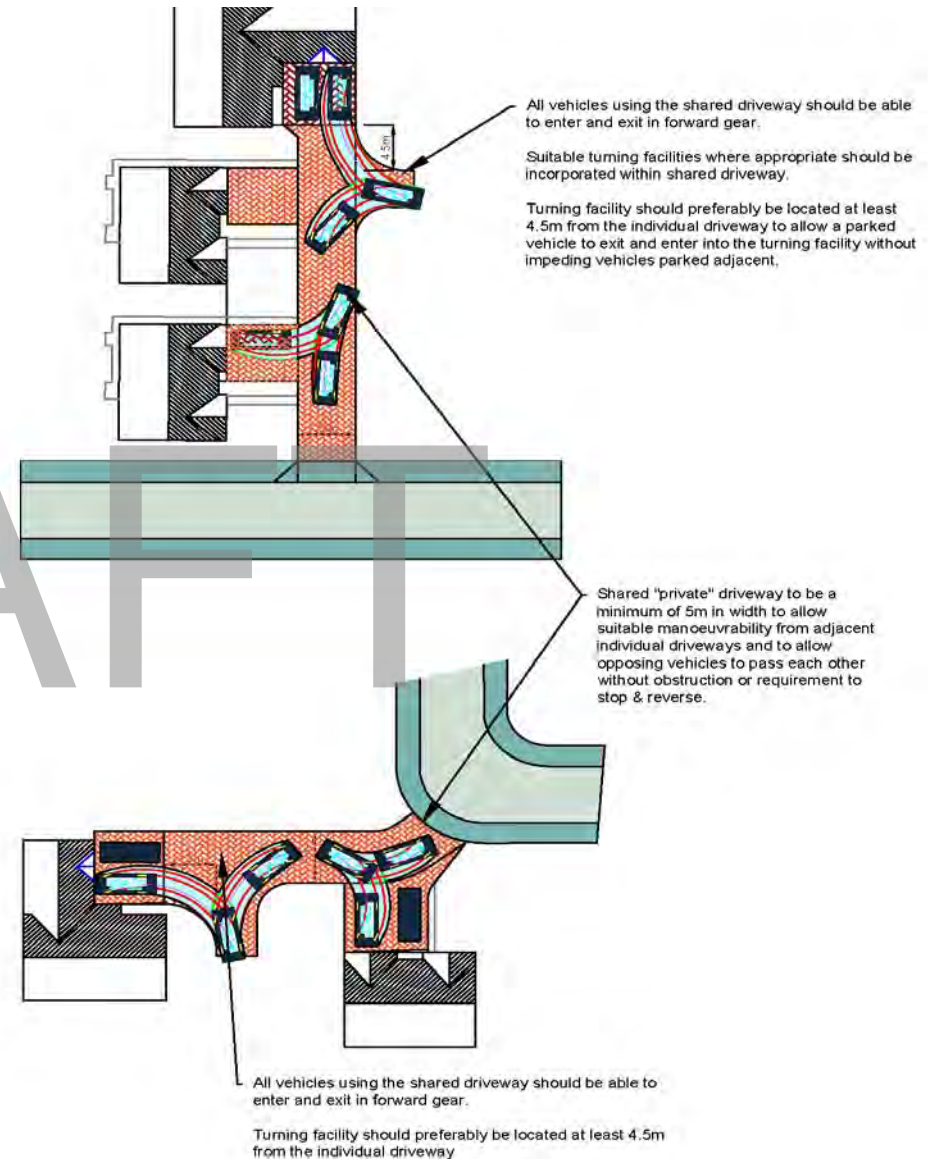
Where relevant, such work will include the installation of new 'drop kerbing', alteration to the public footway and again where relevant the provision of a delineation kerb along the property boundary line, across the driveway access, to distinguish between the public and private responsibility.

4.3.1.2 Shared Driveway Layout

Where a shared driveway is required to serve more than one property the proposed vehicle access should be a minimum of 5 metres in width to allow suitable manoeuvrability from adjacent individual driveways and to allow opposing vehicles to safely pass each other when entering or exiting the shared driveway.

All vehicles using the shared driveway should be able to enter and exit in forward gear and where appropriate suitable turning facilities should be incorporated within the shared driveway. Such turning

Figure 4.7 Layout of (private) shared driveway



facility should preferably be located at least 4.5 metres from the individual driveway (perpendicular to the shared driveway) to allow a parked vehicle to exit and enter into the turning facility without impeding vehicles parked adjacent. Refer to Figure 4.7

4.3.1.3 Driveway Construction

Steep gradients, which render the proposed driveways unsuitable for car parking, are not recommended (desirable maximum gradients should not exceed 10%). Notwithstanding, consideration should be taken to ensure the vertical profile of the driveway as it meets the public footway/carrage way does not result in vehicles grounding etc.

The driveway should be fully surfaced, either block paved, slabbed or surfaced with a flexible asphalt/DBM construction. The use of loose chippings as a driveway surface is strongly discouraged, as such deleterious material is likely to be carried onto the adjacent footway/carrage way which will have consequential and associated road safety issues.

It is an offence under section 99 of The Roads (Scotland) Act 1984 to discharge water from a private area onto the public road network. Therefore, surface water run-off must be contained within driveways, (not just driveways, within curtilage) by sloping them away from the public road or by means of a suitable positive drainage system. Due to maintenance issues permeable block paving is not considered as a primary positive drainage system.

If it is the applicant's intention to install gates at the proposed entrance they must operate inwards or if opening outwards the gates must be set back from the edge of the public footway or carrage way so that their operation will not interfere with movements on the adjacent footway or carrage way at any time.

Where gate pillars, walls, fences or hedges are proposed, they should be located to the rear of the visibility splay, or maintained at a maximum height of 1.05 metres if located within the splay

4.3.2 **Driveway Lengths**

4.3.2.1 Issues

If the length of a driveway is not appropriate or functional, for example if it is not long enough for a vehicle to park fully within, allow the user access to the boot or engine compartment of the vehicle and (where relevant) to allow access to the front/rear of the property, then there is the increased risk of the driveway not being utilised. Vehicles parking out with the driveway may compromise the allocated parking quota for the plot/development and subsequently result in additional on-street parking.

Inappropriate on-street parking, especially in a shared surface area can aggravate road safety due to vehicles obstructing the free movement of traffic (both pedestrian and vehicular), restricting forward sight stopping/junction visibility splays and reducing the inter-visibility between drivers and pedestrians crossing or in proximity to the parked vehicle(s).

If the driveway is also too short in length, such vehicles parked within may encroach onto/over the adjacent footway/shared surface area and therefore compromise/obstruct the movement of traffic and pedestrians. Pedestrians, where obstructed may be forced to walk onto the carrage way/trafficked route with the obvious road safety consequences.

4.3.2.2 Single Vehicle Length Driveways

The absolute minimum length of a driveway accommodating a single vehicle (or multiple vehicles parked parallel to each other) should be not less than **6.0 metres** in length.

The 6.0 metres is based on a large car length of 5.0 metres plus an additional length of 0.5 metres either end to accommodate movement around the vehicle including access to the boot or engine compartment of the vehicle. Refer to Figure 4.8

4.3.2.3 Single Vehicle Length Driveways with Pedestrian Access

Where space is required at the end of the driveway to accommodate a pathway to access the front door/rear of the property, the desirable length of the driveway should be increased 6.4 metres

This is to accommodate the 0.9 metre pathway and a 0.5 metre access area at the end of a 5.0 metre long, large car. Refer to Figure 4.9

Figure 4.8 Acceptable length of a single vehicle driveway with no pathway at front

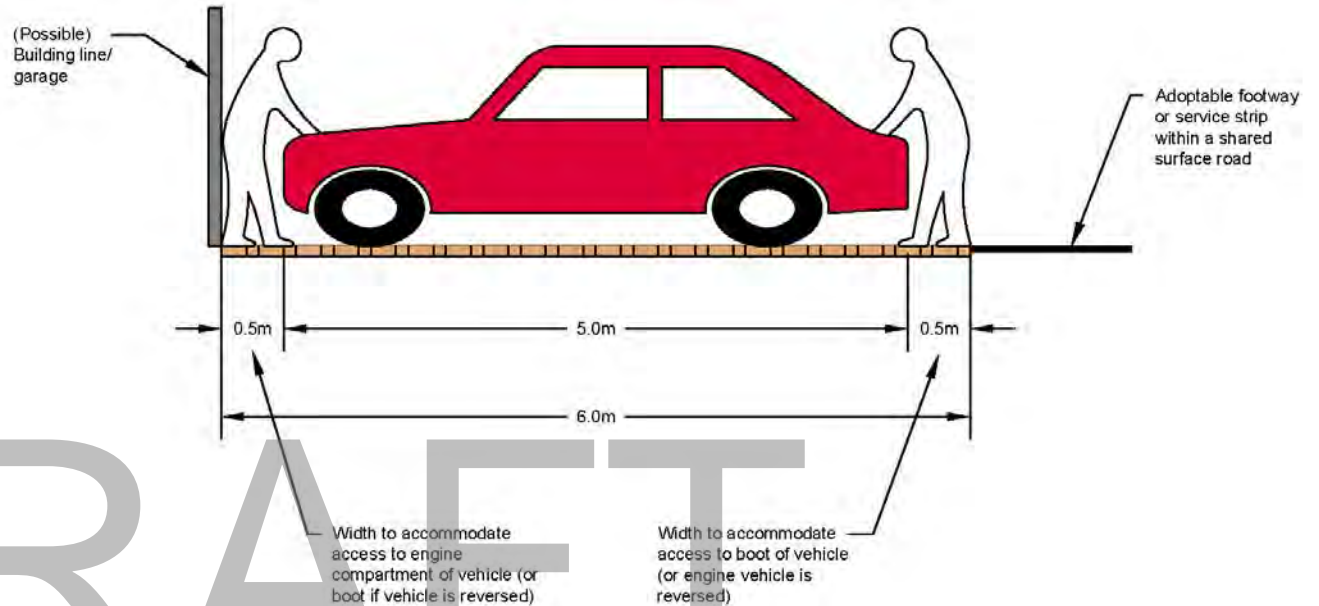
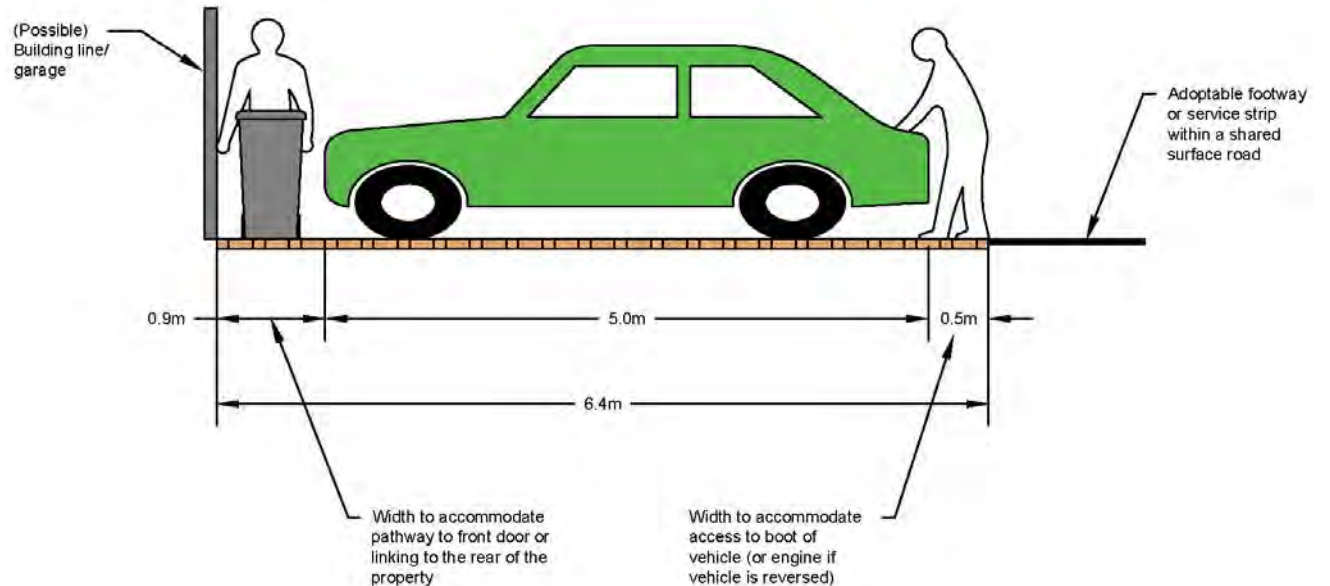


Figure 4.9 Acceptable length of a single vehicle driveway with pathway at front



4.3.2.4 Tandem (end to end) Length Driveways

The absolute minimum length of a driveway accommodating two vehicles in a tandem arrangement (i.e. end to end) should be not less than 11.5 metres in length.

The 11.5 metres is based on large car lengths of 5.0 metres plus additional lengths of 0.5 metres either end and between the vehicles to accommodate movement around and access to the boot or engine compartment of the vehicles. Refer to Figure 4.10.

Figure 4.10 Acceptable length of a double vehicle (tandem) driveway with no pathway at front

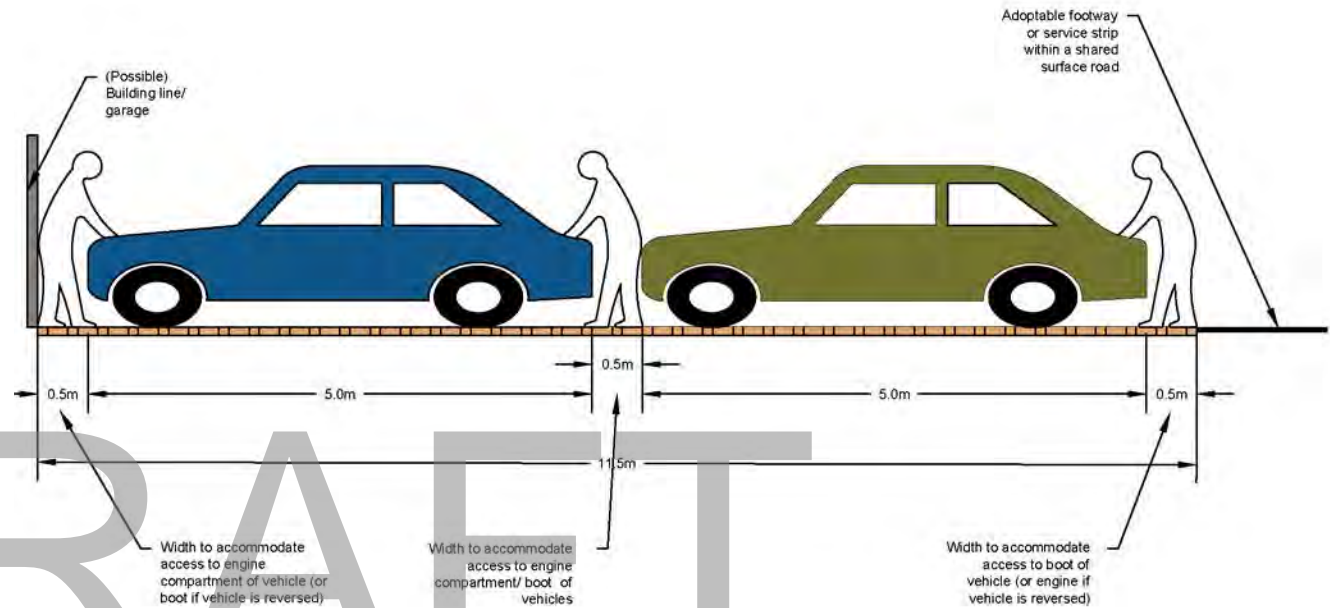
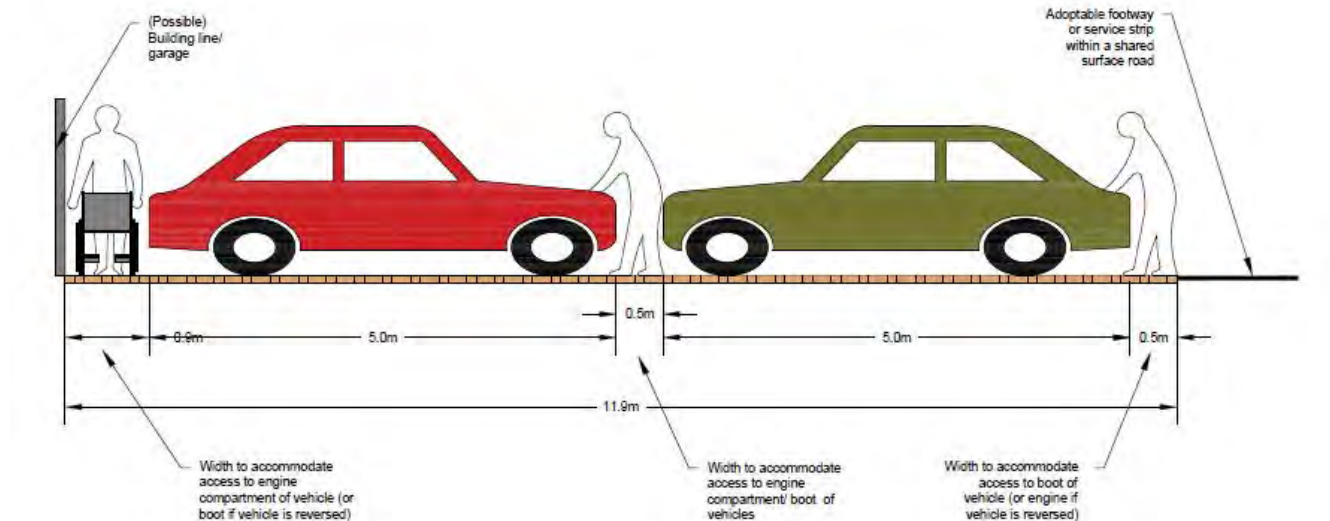


Figure 4.11 Acceptable length of a double vehicle (tandem) driveway with pathway at front

4.3.2.5 Tandem (end to end) Length Driveways with Pedestrian Access

Where the driveway incorporates two vehicles parked end to end with a transverse path at the rear to allow access to the front door or the rear of the property, the desirable length should preferably be increased to 11.90 metres where there is a pathway at the end of the driveway. Refer to Figure 5.5.



4.3.2.6 Multi Vehicle (end to end) Length Driveways

The minimum length of a multiple vehicle driveway should be similar to that as for two vehicle tandem driveways but increased by a module of 5.5 metre per additional vehicle.

4.3.2.7 Tandem Driveway Locations

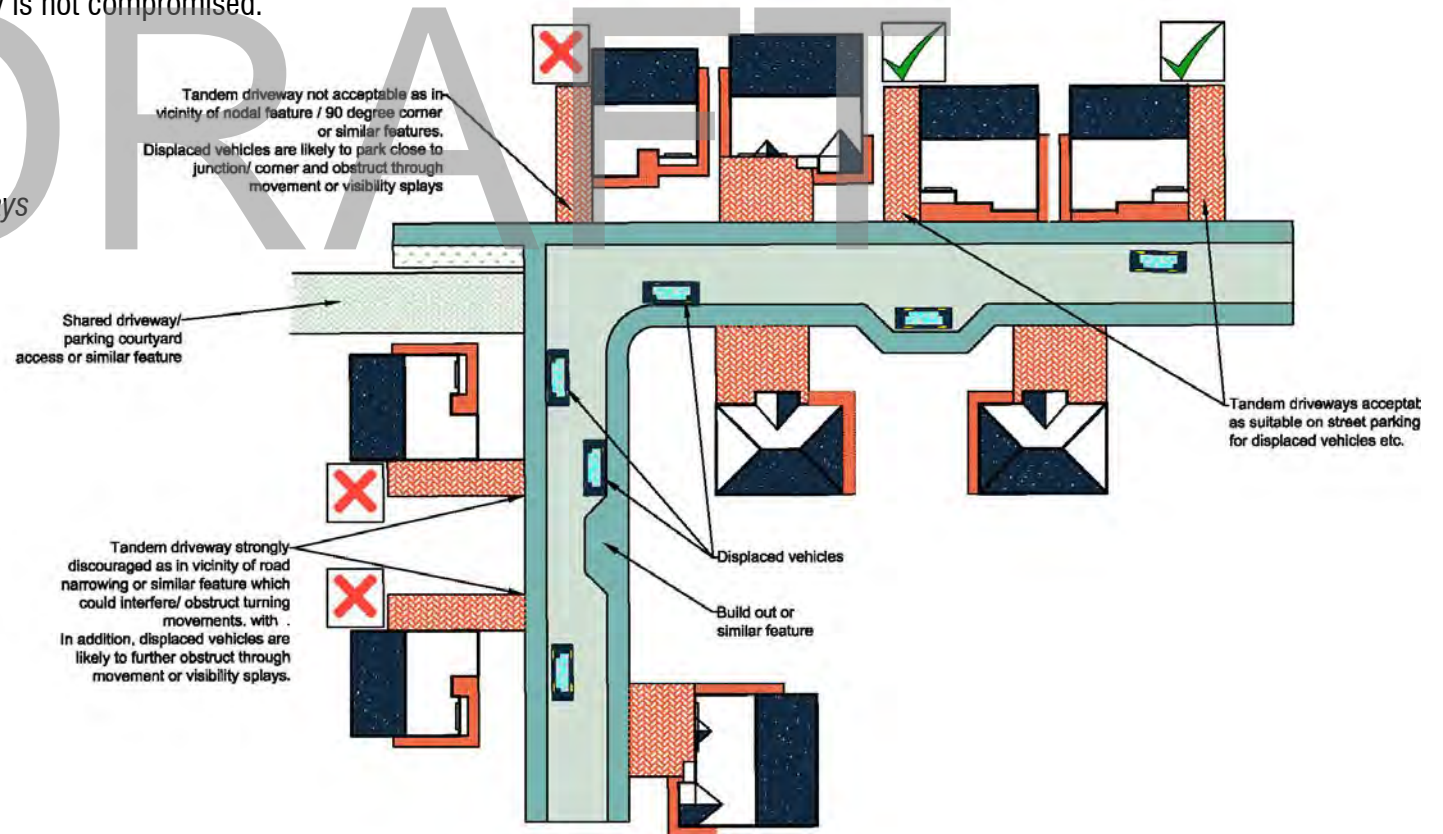
Tandem driveways are a feature developers use to achieve Designing Street principles that buildings are built closer to roads in order to narrow the road down, emphasise a sense of place and help to reduce vehicle speeds. ERC agree with the principles of Designing Streets and acknowledge that tandem driveways can help achieve them. We would therefore support tandem driveways in the right circumstances, i.e. where road safety is not compromised.

Tandem driveways will not be accepted in areas where there is a local road narrowing, within junctions/nodal points and/or where there are significant changes in the horizontal alignment because inconsiderately parked, displaced, vehicles may obstruct through traffic movements, compromise visibility splays and subsequently jeopardise road safety.

4.3.2.8 Garage Doors

It should be noted however that single vehicle length and multiple (end to end) length driveways may also require to be lengthened to accommodate the opening of garage doors.

Figure 4.12 Limitations of siting tandem driveways to particular features



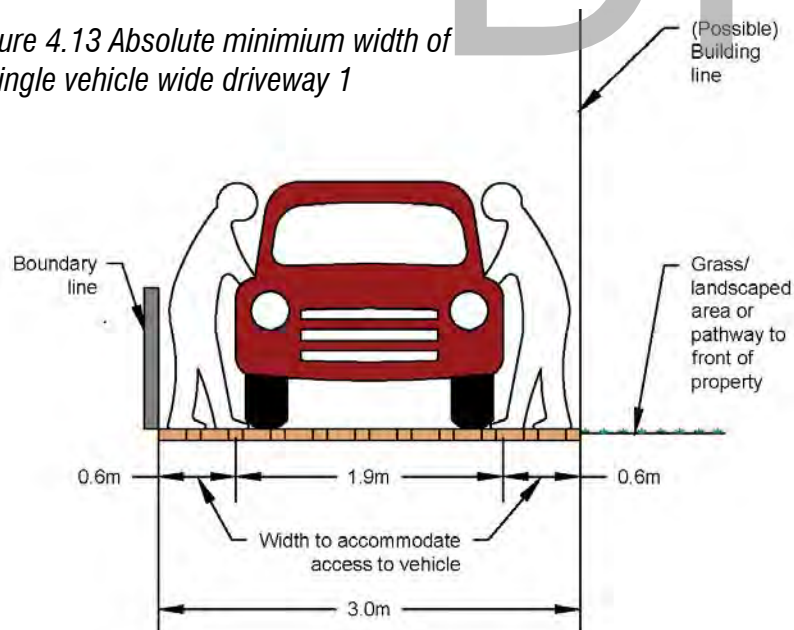
4.3.3 Driveway Widths

4.3.3.1 Issues

If the width of a driveway is not appropriate or functional, for example if it is not of a suitable width to allow the driver/passengers access to or egress from the vehicle and (where relevant) to allow access to the front/rear of the vehicle/property, then there is an increased possibility that this driveway space will not be used.

Vehicles not parked in their driveway may compromise the allocated parking quota for the plot/development and subsequently result in additional on-street parking occurring. Additional on-street parking, especially in a shared surface area can aggravate road safety due to vehicles obstructing the free movement of traffic (both pedestrian and vehicular), restricting forward sight stopping/junction visibility splays and reducing the inter-visibility between drivers and pedestrians crossing or in proximity to the parked vehicle(s).

Figure 4.13 Absolute minimum width of a single vehicle wide driveway 1



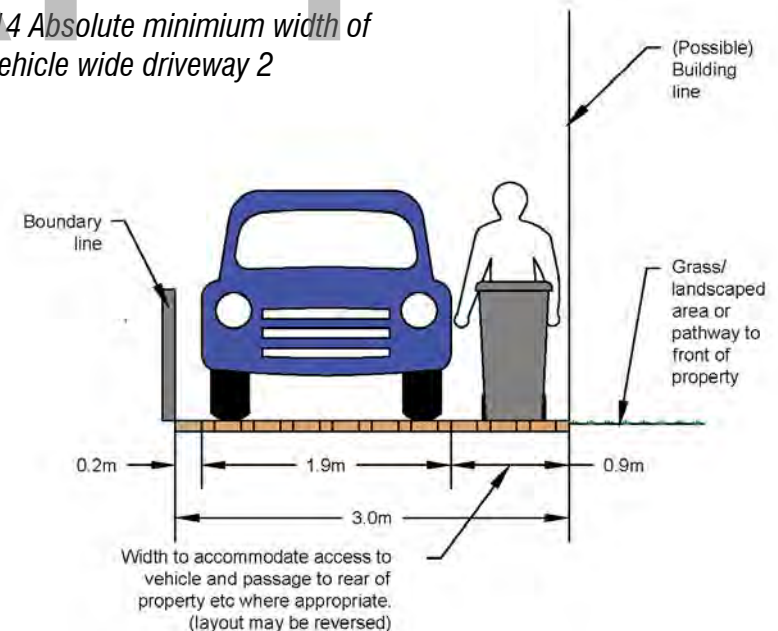
The justification for these standards are to provide a functional width of driveway to allow access to parked vehicles in the driveway and to maintain access to the rear/front of the adjacent property particularly where separate paths are not provided.

4.3.3.2 Single Vehicle Width Driveways Minimum Width

The absolute minimum width of a single car width driveway should not be less than 3.0 metres based on an average car width of 1.9 metres plus 0.55 metres either side to allow access.

Alternatively the 1.9 metres wide vehicle, may be effectively positioned to one side, giving a 0.9 metre wide pathway (again to accommodate access to the rear of the vehicle/property such as to move refuse bins or let a wheel chair pass etc.) and a 0.2 metre hard strip on the other. It should be noted that for the latter, access to the vehicle is likely to be obtained from one side only. Refer to Figures 4.13 & 4.14.

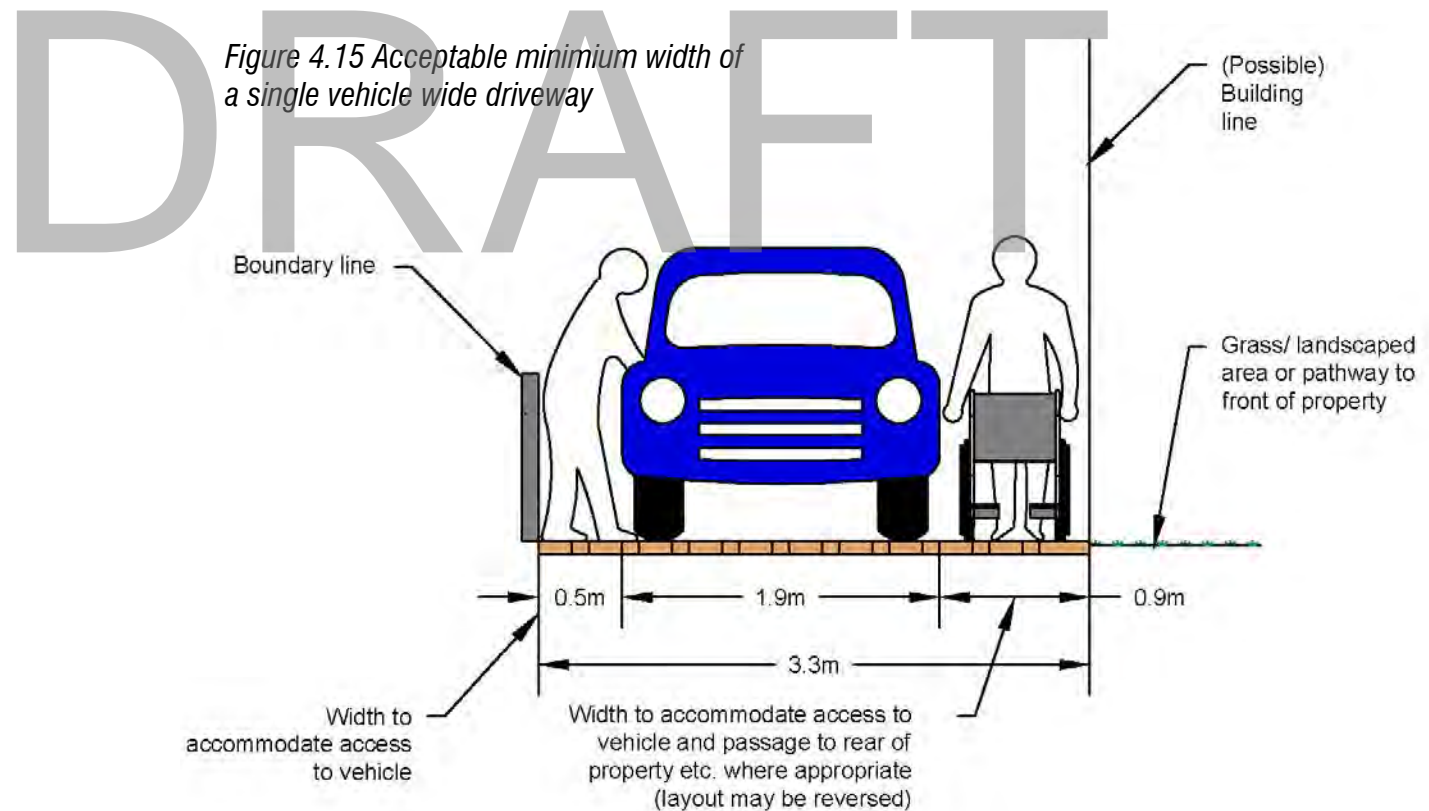
Figure 4.14 Absolute minimum width of a single vehicle wide driveway 2



Preferred Width

The preferred width of a driveway (or part thereof) accommodating a single vehicle (or multiple vehicles in a tandem arrangement) should be not less than 3.3 metres in width.

The driveway width of 3.3 metres is based on an average car width of 1.9 metres, plus an additional width of 0.9 metres on one side to accommodate pedestrian access to the property (i.e. to allow a wheelchair to pass or the removal of refuse bins etc. from the rear of the property to the footway/collection point) and 0.5 metres on the opposite side to allow a passenger/driver to access/egress, to/from the vehicle. Refer to Figure 4.15.

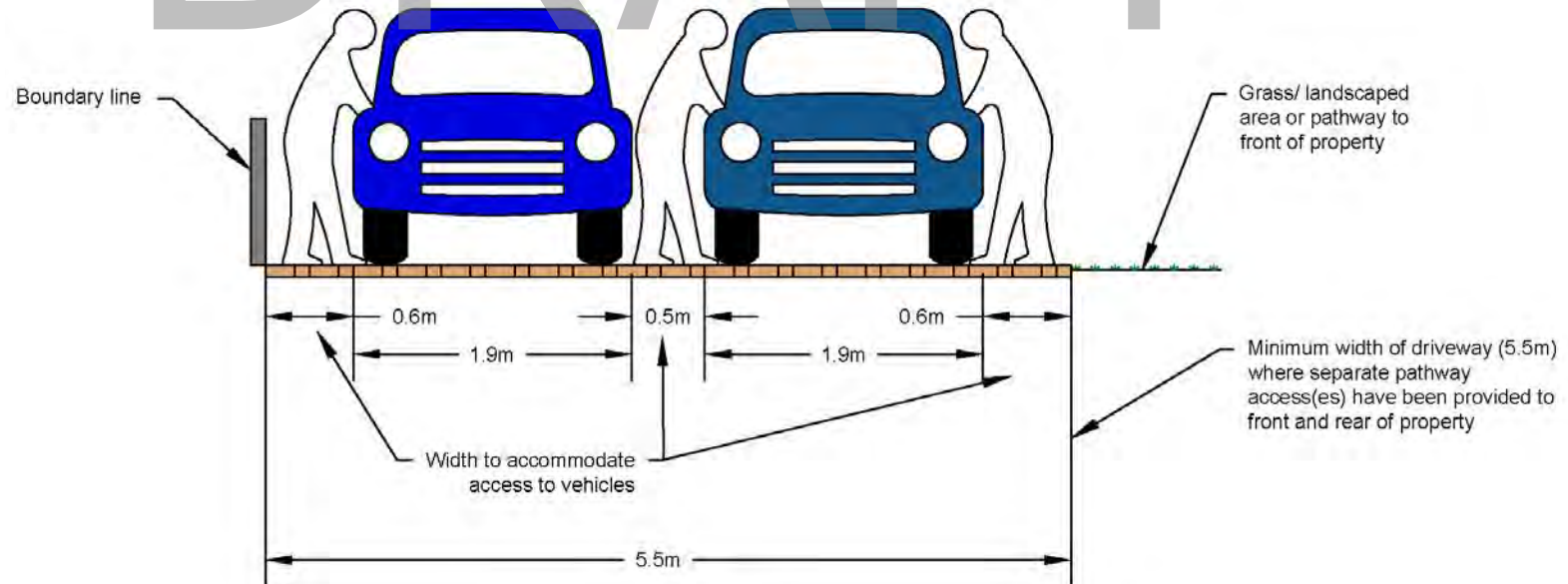


4.3.3.3 Double (side by side) Vehicle Width Driveways

The width of a driveway accommodating two vehicles side by side should not be less than 5.5 metres in width where a separate, remote, pedestrian access path(s) are provided to the front and rear of the property.

The double width driveways are also based on an average car width of 1.9 metres plus a width of 0.5 metres between vehicles and 0.6 metres either side to allow access/egress to the vehicles. Where an additional width is required at the side of the vehicles to allow a pedestrian access route to the property, the 0.6 metres should be increased to 0.9 metres. Refer to Figure 4.16.

Figure 4.16 Acceptable minimum width of a double side by side vehicle wide driveway (no paths front/rear of property)



The width of a driveway accommodating two vehicles side by side should not be less than 5.8 metres in width where the driveway is required to accommodate a single combined pedestrian route to the front/rear of the property. Refer to Figure 4.17.

The width of a driveway accommodating two vehicles side by side should not be less than 6.1 metres in width where the driveway is required to accommodate two separate access routes to the front and rear of the property either side of the driveway. Refer to Figure 4.18.

4.3.3.4 Triple (side by side) Vehicle Width Driveways

The concept of driveway widths to accommodate three vehicles parked side by side is similar to the double (side by side) vehicle width driveways detailed above.

The width of a driveway (or part thereof) accommodating three vehicles side by side should not be less than 7.9 metres in width where separate, remote, pedestrian access paths are provided to the front and rear of the property.

The triple width driveways are also based on an average car width of 1.9 metres plus a width of 0.5 metres between vehicles and 0.6 metres either side to allow access/egress to the vehicles.

Where an additional width is required at the side of the vehicles to allow a pedestrian access route to the property, the 0.6 metres should be increased to 0.9 metres.

The width of a driveway (or part thereof) accommodating three vehicles side by side should not be less than 8.2 metres in width where the driveway is required to accommodate a single combined pedestrian route to the front/rear of the property.

The width of a driveway (or part thereof) accommodating three vehicles side by side should not be less than 8.5 metres in width where the driveway is required to accommodate separate access routes to the front and rear of the property either side of the driveway.

4.3.3.5 Driveway with ramped approach to front door.

Where a driveway incorporates a ramped pedestrian access to the front door of the property, there must be a minimum of 0.6m between the nominal vehicle space of the driveway and the ramped approach. The side slopes of the ramped approach may be incorporated within the aforementioned 0.6m “access area” however neither the ramped approach itself nor the side slopes should encroach on the nearest vehicle space to the ramped approach of the driveway.

Refer to Figures 4.19 and 4.20.

4.4.4 Driveway Dimensions

Table 5.1 is a summary of the recommended minimum dimensions for residential driveways

The justification for these minimum driveway widths are to provide a functional driveway that will allow access to vehicles parked in the driveway and to maintain access to the rear/front of the adjacent property particularly where separate paths are not provided.

Where a ramped (step free) pedestrian access to the front door of the property is proposed a wider driveway, to that recommended in the table, may be required. However there must still be a clear minimum 0.6 metre wide access area between the nominal parking space of the driveway and pedestrian section of the ramp. The ‘side slopes’ of the ramp may form part of the recommended 0.6m wide access area.

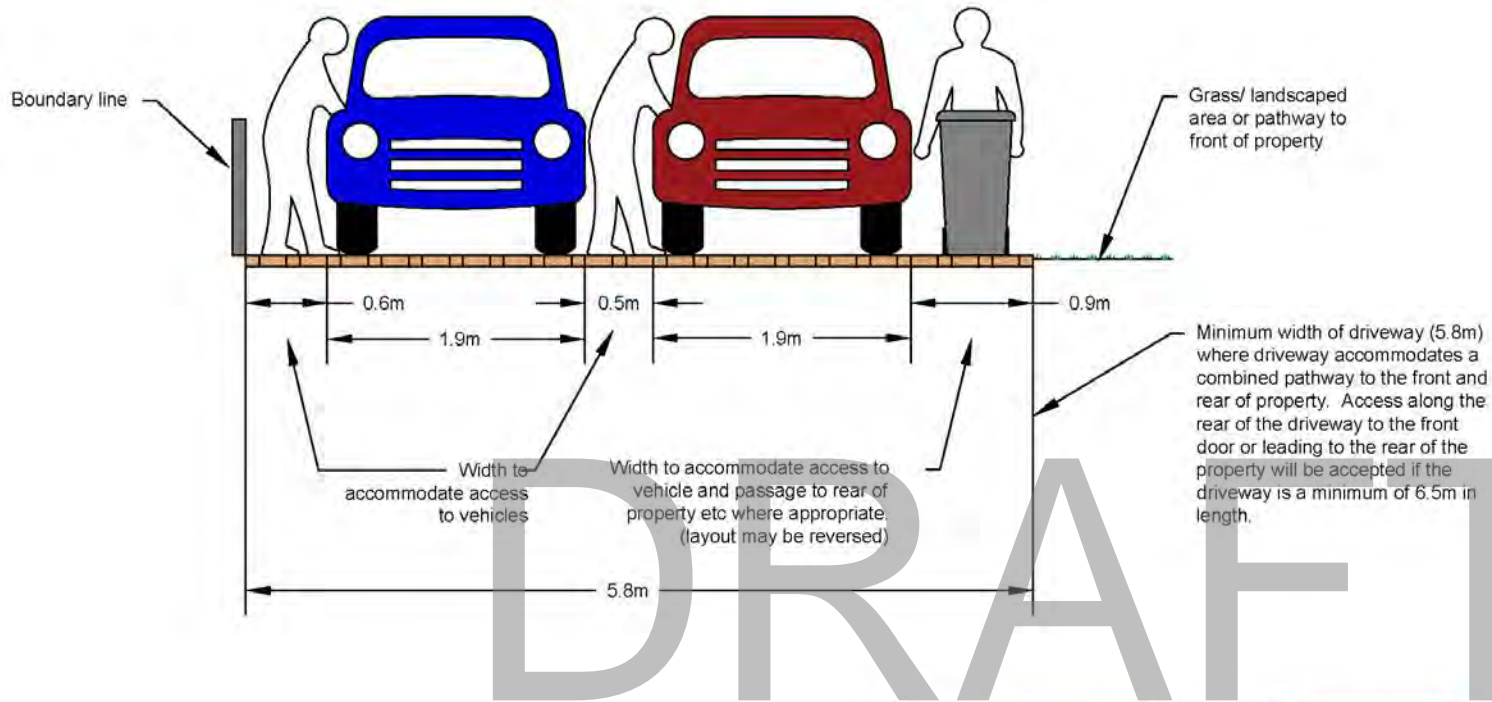


Figure 4.17 Acceptable minimum width of a double side by side vehicle wide driveway (one path required to front/rear of property)

Figure 4.18 Acceptable minimum width of a double side by side vehicle wide driveway (two paths required to front/rear of property)

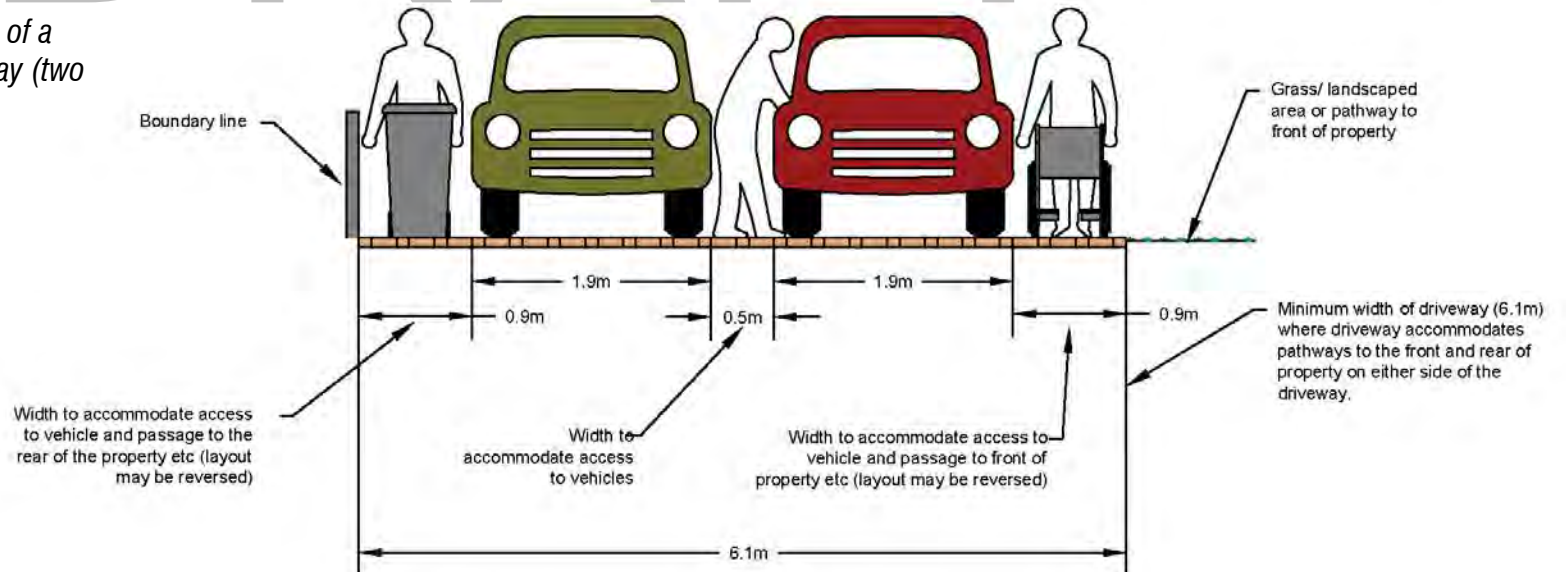
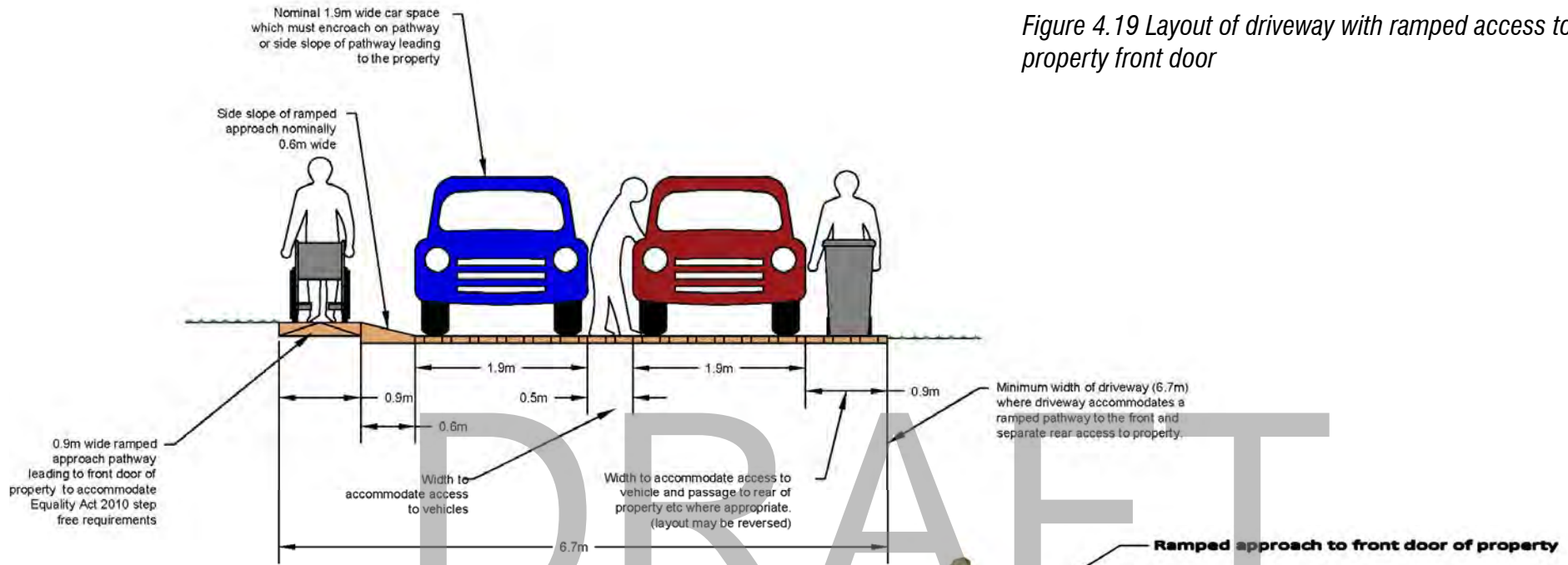


Figure 4.19 Layout of driveway with ramped access to property front door



Minimum space of 0.6m between driveway and ramped approach to front door. Side slopes of ramped approach may be incorporated within this space though. Side slope and ramped approach must not encroach on vehicle space

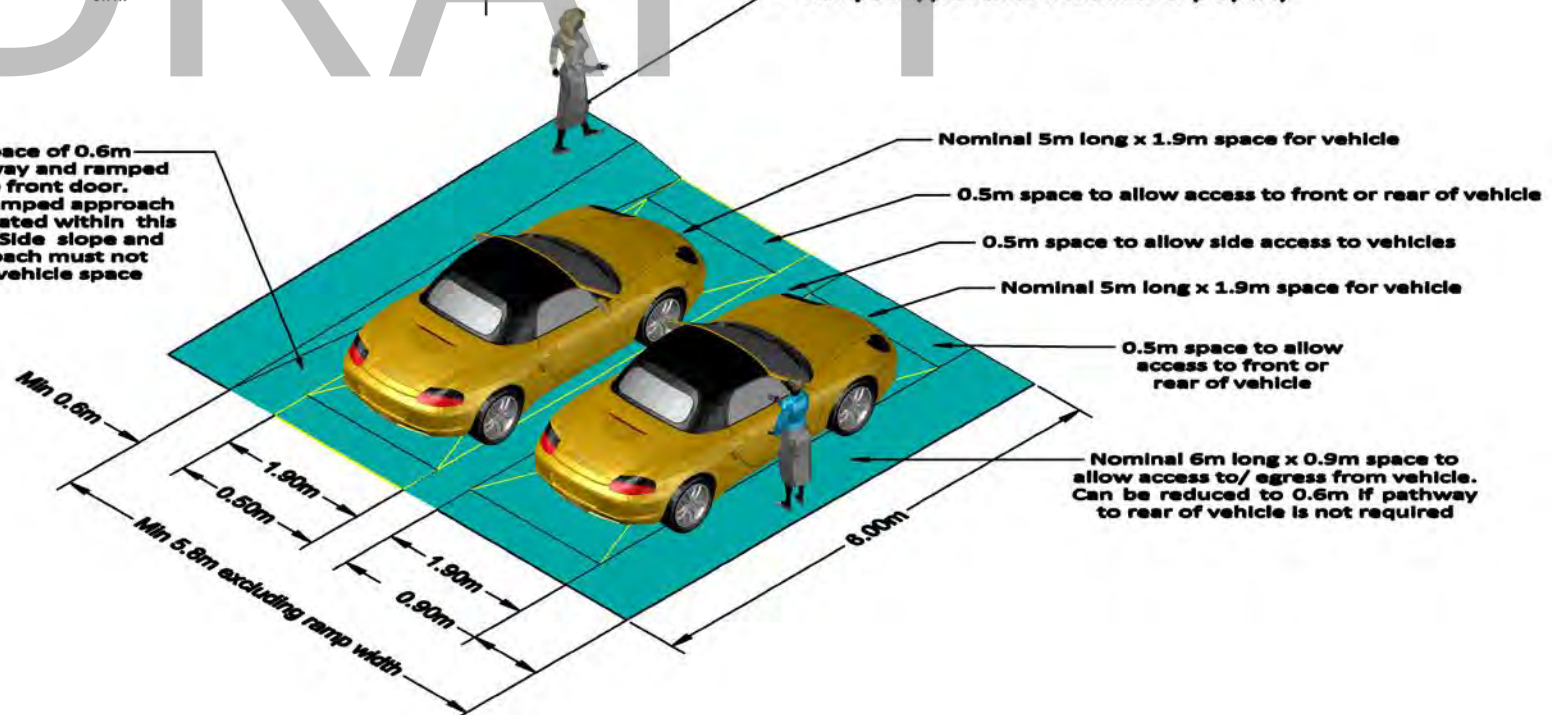


Figure 4.20 Layout of driveway with ramped access to property front door (3D view)

Table 5.1

Minimum Driveway Lengths		
Driveway Type	Remote, with no pedestrian requirement	With pedestrian requirement to rear of driveway
Single vehicle length with or without any other parallel parking	6.0 metres	6.4 metres
Tandem – Double vehicle length	11.5 metres (+ 5.5m/extra lengths)	11.9 metres

Minimum Driveway Widths			
Driveway Type	Remote, with no pedestrian requirement	With single pedestrian route to property	With 2 separate pedestrian routes to property
Single	3.0 metres	3.3 metres	NA
Double	5.5 metres	5.8 metres	6.1 metres
Triple	7.9 metres	8.2 metres	8.5 metres

APPENDIX

A DRAFT

**Roads
Legislation
Documents**

Roads Legislation Documents

This Appendix contains a list of Statutory Legislation which may be utilised in connection within the examination of developer proposals through both the Planning Application and Road Construction Consent processes.

ACTS

[Road \(Scotland\) Act 1984](#)

An Act to make provision as regards roads in Scotland, and for connected purposes.

Key Sections in relation to this Service's Good Practice for Development Roads are as follows:

Section 21	Requirement of consent for new roads built other than by roads authority
Section 56	Control of works and excavations
Section 59	Control of obstructions in roads
Section 68	Powers of roads authorities to stop up roads by order
Section 83	Prevention of obstructions of view at corners, bends and junctions
Section 85	Control of builders' skips on road
Section 91	Local Authorities rights to remove/reduce in height any vegetation compromising visibility
Section 95	Deposit of mud from vehicles on roads
Section 96	Extraordinary expenses in repairing roads damaged by heavy vehicles etc.
Section 99	Prevention of flow of water onto public roads
Section 100	Damage to roads etc.

This list is not exhaustive and all sections of the Roads (Scotland) Act, where relevant, must be acted upon.

[Road Traffic Regulation Act 1984](#)

An Act to consolidate the Road Traffic Regulation Act 1967 and certain related enactments, with amendments to give effect to recommendations of the Law Commission and the Scottish Law Commission.

Key Sections in relation to this Service's Good Practice for Development Roads are as follows:

Section 14	Temporary prohibition or restriction of traffic on roads
Section 64	General provisions as to traffic signs
Section 81	General speed limit for restricted roads

This list is not exhaustive and all sections of the Roads Traffic Regulations Act 1984, where relevant, must be acted upon.

[Road Traffic Act 1988](#)

An Act to consolidate certain enactments relating to road traffic with amendments to give effect to recommendations of the Law Commission and the Scottish Law Commission.

A Key Sections in relation to this Service's Good Practice for Development Roads is as follows:

Section 39 - Powers of Secretary of State and local authorities as to giving road safety measures. Particular attention is given to sub section 3c that in pursuance of their duty each local authority; "in constructing new roads, must take such measures as appear to the authority to be appropriate to reduce the possibilities of such accidents when the roads come into use".

Hence the requirement of this Service to diligently scrutinise of submitted proposal through both the Planning Application and Road Construction consent

processes to ensure the development in terms of the road layout is Functional, Safe, Serviceable and Maintainable.

This list is not exhaustive and all sections of the Roads Traffic Act 1988, where relevant, must be acted upon.

[Road Traffic Act 1991](#)

An Act to amend the law about road traffic

[New Roads and Street Works Act 1991](#)

An Act to amend the law relating to roads so as to enable new roads to be provided by new means; to make new provision with respect to street works and, in Scotland, road works; and for connected purposes.

[Road Safety Act 2006](#)

An Act to make provision about road traffic, registration plates, vehicle and driver information, hackney carriages and private hire vehicles, and trunk road picnic areas.

[Transport \(Scotland\) Act 2005](#)

An Act of the Scottish Parliament to provide for the setting up and functions of new transport bodies and to enable the Scottish Ministers to discharge certain transport functions; to provide further for the control and co-ordination of road works and for the enforcement of the duties placed on those who carry them out; to set up national concessionary fares schemes; and to make other, miscellaneous modifications of the law relating to transport.

[Traffic Calming Act 1992](#)

An Act to make provision about the carrying out on highways of works affecting the movement of vehicular and other traffic for the purposes of promoting safety

and of preserving or improving the environment; and for connected purposes.

REGULATIONS

[Traffic Signs Regulations & General Directions 2016](#)

A statutory Instrument which prescribes the design and conditions of use of traffic signs on or near roads in England, Scotland and Wales.

[The Traffic Signs \(Amendment\) \(England and Wales\) Regulations and General Directions 2017](#)

This Instrument amends the Traffic Signs Regulations 2016 (“the amended Regulations”) and the Traffic Signs Directions 2016 (“the amended Directions”), together cited as the Traffic Signs Regulations and General Directions 2016 – SI 2016/362 (“TSRGD 16”), to correct errors and improve clarity. This amendment is relevant to England and Wales only.

[The Traffic Signs \(Amendment\) \(Scotland\) Regulations and General Directions 2017](#)

This Instrument amends the Traffic Signs Regulations 2016 (“the amended Regulations”) and the Traffic Signs Directions 2016 (“the amended Directions”), together cited as the Traffic Signs Regulations and General Directions 2016 – SI 2016/362 (“TSRGD 16”), to correct errors and improve clarity. This amendment is relevant to Scotland only.

[The Security for Private Road Works \(Scotland\) Regulations 1985](#)

These Regulations amend the Security for Private Road Works (Scotland) Regulations 1985 (“the principal Regulations”) which made provision for the lodging of security with the local roads authority in respect of the construction of certain private roads.

[The Road Humps \(Scotland\) Regulations 1998](#)

These Regulations revoke the Road Humps (Scotland) Regulations 1990 and replace them with new provisions, as a result of which the roads authority have

more freedom to design and install road humps.

[The Roads \(Traffic Calming\) \(Scotland\) Regulations 1994](#)

These Regulations prescribe the traffic calming works which a roads authority may construct in a road maintained by them.

[The Road Humps and Traffic Calming \(Scotland\) Amendment Regulations 1999](#)

These Regulations amend:

(a) The Roads (Traffic Calming) (Scotland) Regulations 1994 (“the 1994 Regulations”) which prescribed the traffic calming works which a roads authority may construct in a road maintained by them, and

(b) The Road Humps (Scotland) Regulations 1998 (“the 1998 Regulations”) which make provision as to the construction and maintenance of road humps.

[The Local Authorities’ Traffic Regulations Order \(Procedures\) \(Scotland\) Regulations 1999](#)

These Regulations prescribe the procedure to be followed by local traffic authorities in Scotland for making the main types of traffic and parking orders under the Road Traffic Regulation Act 1984

[The Local Authorities’ Traffic Regulations Order \(Procedures\) \(Scotland\) Amendment Regulations 2008](#)

These Regulations amend the Local Authorities’ Traffic Orders (Procedure) (Scotland) Regulations 1999 which prescribe the procedure to be followed by local traffic authorities in Scotland for making the main types of traffic and parking orders under the Road Traffic Regulation Act 1984

[The Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage \(Procedure\) \(Scotland\) Regulations 1986](#)

These Regulations prescribe the procedure to be followed by local traffic authorities in Scotland for the purposes of stopping up a road.

[Roads Vehicles \(Construction & Use\) Regulations 1986](#)

These Regulations consolidate (with amendments) the Motor Vehicles (Construction and Use) Regulations 1978 as amended and the Motor Vehicles (Construction and Use) (Track Laying Vehicles) Regulations 1955 as amended.

A Key Section in relation to this Service’s Good Practice for Development Roads is as follows:

Part IV – Conditions Relating to Use (Section F – Avoidance of Danger), 103 - Obstruction

This list is not exhaustive and all sections of the Roads Vehicles (Construction & Use) Regulations 1986, where relevant, must be acted upon.

[The Roads Vehicles Lighting Regulations 1986](#)

These Regulations re-enact the Road Vehicles Lighting Regulations 1984 with modifications

[The Pedal Cycles \(Construction and Use\) Regulations 1983](#)

These Regulations give requirements as to Pedal cycles.

This list of Acts and Regulations is not exhaustive and may be expanded upon.

APPENDIX

B DRAFT

**Guidance
Documents**

Guidance Documents

This Appendix contains a list of Guidance documentation which may be utilised in connection within the examination of developer proposals through both the Planning Application and Road Construction Consent processes.

EXTERNAL DOCUMENTATION

[Design Manual for Road & Bridges](#)

The Design Manual for Roads and Bridges (DMRB) contains information about current standards, advice notes and other published documents relating to the design, assessment and operation of trunk roads, including motorways. The DMRB has been prepared for trunk roads and motorways however the use of this documentation by local roads authorities is often seen as best practice.

[The Manual of Contract Documents for Highway Works](#)

The Manual of Contract Documents for Highway Works (MCHW) contains the primary documents required for the preparation of contracts for trunk road works.

The Department of Transport/Department for the Environment Transport Regions (DETR) produce numerous guidance notes and some of these are described below. This list is not exhaustive and can be expanded upon.

[Traffic Signs Manual](#)

Department of Transport Guidance for traffic authorities on the use of traffic signs and road markings. This guidance is split into the following chapters:

[Traffic Signs Manual Chapter 1 Introduction](#)

Traffic Signs Manual Chapter 2 Informatory Signs (currently a work in progress)

[Traffic Signs Manual Chapter 3 Regulatory Signs](#)

[Traffic Signs Manual Chapter 4 Warning Signs](#)

[Traffic Signs Manual Chapter 5 Road markings](#)

[Traffic Signs Manual Chapter 6 Traffic Control](#)

[Traffic Signs Manual Chapter 7 The Design of Traffic Signs](#)

[Traffic Signs Manual Chapter 8 Part 1 Road works and temporary situations - design](#)

[Traffic Signs Manual Chapter 8 Part 2 Road works and temporary situations - operations](#)

[Traffic Signs Manual Chapter 8 Part 3 Road works and temporary situations - update](#)

[Local Transport Notes](#)

Department of Transport produces Local Transport Notes which summarise the latest and most important ideas about traffic management issues and provide guidance for local authorities. The following guidance notes are currently available:

[Traffic calming \(LTN 1/07\)](#)

Local transport note on the design, effectiveness and installation of traffic calming measures.

[Traffic management and streetscape \(LTN 1/08\)](#)

This guidance is for those involved in the design of traffic management schemes. It aims to improve how streets look by encouraging design teams to reduce the amount of traffic signs, road markings and street furniture.

[Signal controlled roundabouts \(LTN 1/09\)](#)

Guidance for people involved in the design and operation of signal-controlled roundabouts.

[Design and use of directional traffic signs \(LTN 1/94\)](#)

Information about the design rules for creating directional informatory traffic signs.

[Keeping buses moving \(LTN 1/97\)](#)

Local transport note about traffic management and how to help keep buses moving in urban areas.

[Cycle infrastructure design \(LTN 1/20\)](#)

Local transport note guidance on improving the safety for cyclists and pedestrians through design of cycle infrastructure.

[Pedestrian guard railing \(LTN 2/09\)](#)

This local transport note includes guidance for local authorities on the development of policy guidance on guard rails, how to assess if there's a need for pedestrian guard rails, using an audit trail for decisions and actions taken on guard rail schemes.

[How to develop safe streets for mixed use \(LTN 3/08\)](#)

This document reviews 10 schemes that were part of the mixed priority routes road safety demonstration project. It presents the lessons learnt from the project to help practitioners develop similar mixed priority routes.

[Traffic Advisory Leaflets](#)

Department of Transport produce Traffic advisory leaflets (TALs) which provide information and guidance for using traffic equipment and implementing traffic regulations and policies. The context and quantity of these TALs is extensive and a full list of current documents can be found [here](#).

Other guidance Notes:

[Guidance on the use of Tactile paving Surfaces 2021](#)

Guidance on installing and using tactile paving surfaces to help visually-impaired pedestrians recognise potential hazards and changes to the road.

[Highway Code](#)

A well recognised Code for advice, information, standards, traffic law for all road users including pedestrians, cyclists, horse users as well as drivers

[Scottish Government/Transport Scotland](#)

The Scottish Government/Transport Scotland provide guidance on a number of roads issues. Key Publications in relation to this Service's Good Practice for Development Roads are as follows.

[Scottish Government – Designing Streets](#)

Designing Streets is the first policy statement in Scotland for street design and marks a change in the emphasis of guidance on street design towards place-making and away from a system focused upon the dominance of motor vehicles. It has been created to support the Scottish Government's place-making agenda and is intended to sit alongside the 2001 planning policy document Designing Places, which sets out government aspirations for design and the role of the planning system in delivering these. Supplementing this policy by:

[Creating Places - A policy statement on architecture and place for Scotland](#)

This policy statement focuses on architecture and place and sets out the comprehensive value good design can deliver. It sets out six qualities of successful places, these being "Distinctive"; "Safe and Pleasant"; "Easy to move around"; "Welcoming"; "Adaptable" and "Resource efficient".

[Scottish Government Green Infrastructure; Design and Placemaking](#)

The content of the document builds on Designing Places and Designing Streets to give practical tips on incorporating green infrastructure in masterplans.

[Scottish Government - Cycling by Design 2021](#)

The document was designed to draw together and rationalise existing international

cycle design guidelines into a single comprehensive reference document which could be used as a source of sound technical advice.

[Scottish Government/Transport Scotland – Transport Assessment Guidance](#)

The main objective of this guidance document is to assist in the preparation of Transport Assessments for development proposals in Scotland. This document sets out requirements according to the scale of development being proposed, from a local development which requires a simple Transport Statement providing an explanation of transport issues through to a major development where detailed technical analyses will be required in a Transport Assessment accompanied by a supporting Travel Plan.

[Transport Scotland -Good Practice Guide on 20mph Speed Restrictions](#)

This document provides good practice on the introduction of 20mph speed limits.

[Transport Scotland - Roads for All: Good Practice Guide for Roads](#)

This Good Practice Guide contains Transport Scotland's requirements for inclusive design in the construction, operation and maintenance of road infrastructure. Inclusive design is an approach which aims to create environments which can be used by everyone regardless of age or disability.

[Transport Scotland - New Roads and Street Works Act 1991: Code of Practice for the Co-ordination of Works in Roads](#)

This Code of Practice is intended to help road works authorities carry out their duty to co-ordinate works in the road under section 118 of NRSWA, and undertakers to fulfil their duty to co-operate in this process under section 119 of NRSWA. In undertaking these duties to co-ordinate and co-operate, the road works authorities and undertakers shall be required to undertake all of their duties under NRSWA and supporting regulations and to apply any guidance provided in any other Codes of Practice issued or approved under NRSWA or such practice as appears to the Scottish Road Works Commissioner to be desirable.

This list is not exhaustive and a full list of all guidance is available from the Transport Scotland/Scottish Government

[SCOTS Publications](#)

The Society of Chief Officers of Transportation Scotland (SCOTS) is a strategic body comprising of transportation professionals from all the 32 councils and the seven regional transport partnerships. The society's work involves improving performance and innovation in the design, delivery and maintenance of transportation systems. It is also SCOTS priority to improve the performance in the way things are done. This could be by developing best practice through publishing guidelines

Key Publications in relation to this Service's Good Practice for Development Roads are as follows:

[National Roads Development Guidance](#)

SCOTS' purpose of this document is to:

- Provide guidance on how to obtain a Road Construction Consent;
- Provide a consistent, accessible and relevant source of information that links related detailed and complex Infrastructure requirements in one place;
- Support the Scottish Government Policy Designing Streets and expand this to address the interface with other roads. This national guide is considered the technical enabler to that policy document.
- Advocate a re-designation of road hierarchy to user hierarchy;
- Support the principles of adopting a multi-disciplinary approach and early engagement to achieve a balanced outcome based on a user function;
- Accommodate Local Authority variances, such as parking standards or road details. These local departures are intended to be easily identified and accessed and as such form a section appended to this baseline document;
- Advocate the creation of a review board and update procedure so that changes to legislation, best practice, codes of practice, guides and other such documents can be regularly included such that the guide is maintained efficiently and will provide a positive long-term legacy;
- Encourage high-quality environments that place a focus on people and enable developments to be designed on an individual methodology rather than following standard and rigid specifications where possible;
- Support a more holistic, integrated approach to the planning and approvals

process with early discussions between all parties actively encouraged.

SUDs for Roads

This technical guidance document is intended for use by roads engineers within local authorities, Transport Scotland, consulting engineers and by other professionals within the built environment involved with planning, design, construction, operation, adoption and maintenance of roads, surface water drainage and associated SUDS for new and existing developments.

This list is not exhaustive and a full list of all technical guidance is available from the SCOTS.

CIHT Publications

The Chartered Institution of Highways & Transportation (CIHT) represents and qualifies professionals who plan, design, build, manage and operate transport and infrastructure.

CIHT is the leading voice of the highways and transportation infrastructure profession. They are the prime source of advice for national and local government and other national and local government and other strategic stakeholders when they are seeking technical expertise and knowledge to guide future policy and investment. CIHT produces a number of technical guidelines and publications. CIHT's series of technical guidelines is recognised as authoritative advice on best practice. They are used by practitioners in many disciplines including highway and traffic engineers, transportation and town planners in both the public and private sectors

Key Publications in relation to this Service's Good Practice for Development Roads are as follows:

Road Safety Audit 2008

These Guidelines provide a comprehensive review of Road Safety Audit (Hard Copy available)

Collision Prevention & Reduction 2007

This document provides comprehensive and practical guidelines for policy-makers and practitioners in the field of Collision Prevention & Reduction.

Traffic Calming Techniques 2005

This document outlines the purposes for which traffic calming can be used, both as an approach in itself or as part of a wider and more holistic approach to traffic management. (Hard Copy available)

Providing for Journeys on Foot 2000

The main purpose of Guidelines for Providing for Journeys on Foot is to describe best practice in planning and providing for pedestrians within the existing UK legislative framework. (Hard Copy available)

Rural Safety Management 1999

These guidelines build on work to present procedures for safety management of rural roads (Hard Copy available)

Streets and Transport in the Urban Environment

Streets and Transport in the Urban Environment are a group of guidelines issued over the last few years updating elements of Transport in the Urban Environment (1997).

Cycle Audit and Cycle Review 1996

These guidelines will assist users to provide better facilities for cyclists.

This list is not exhaustive and a full list of all technical guidelines is available from the CIHT.

Sustainable Drainage Systems, Flooding & Surface Water Drainage Documentation.

The following documentation can give advice on SUDS/Surface Water Drainage/Flooding issues:

[Sewers for Scotland 4rd Edition - Scottish Water](#)

A technical specification for the design and construction of sewerage infrastructure.

[SUDs for Roads - SCOTS and SUDS Working Party and authored by WSP](#)

See SCOTS Guidance Notes.

[Sewerage \(Scotland\) Act 1968 - legislative documentation](#)[The SUDS Manual \(C753\) – CIRIA](#)[Flood Risk Management \(Scotland\) Act 2009](#)

An Act of the Scottish Parliament to make provision about the assessment and sustainable management of flood risks, including provision for implementing European Parliament and Council Directive 2007/60/EC; to make provision about local authorities' and the Scottish Environment Protection Agency's functions in relation to flood risk management; to amend the Reservoirs Act 1975; and for connected purposes.

[CIRIA C624: Development and Flood Risk Guidance for the Construction Industry](#)[SEPA's Technical Flood Risk Guidance for Stakeholders](#)

This list is not exhaustive and can be added to.

Sustrans[Sustrans Design manual – Handbook for cycle friendly design April 2014](#)

This guidance from Sustrans aims to provide detailed technical advice on key issues around on and off highway cycle infrastructure

Other Authorities

There are numerous other guidance notes produced by various parties which also

give good practice. These guidance notes deal with differing issues which can be utilised on similar aspects with East Renfrewshire Council. These include such items as:

[Highland Council Access to Single Houses and Small Housing Development - supplementary guidance](#)[Transport for London Traffic Calming Measures for Bus Routes](#)

Strathclyde Partnership for Transport (SPT) Advice Note on Bus Stop Design (Hard copy available only)

This list is not exhaustive and can be added to.

East Renfrewshire Council Documentation

The primary document which sets out sets out policies for development and use of land is the:

[East Renfrewshire Council's Local Development Plan](#)[East Renfrewshire Council's Local Development Plan 2 - Proposed Plan](#)

There are also various [Supplementary Planning Guidance](#) notes which have been adopted by the Council. Such Supplementary Planning Guidance has been prepared to support the Local Development Plan and provide more guidance on specific policy areas. These documents form a statutory part of the Local Development Plan.

Key document in respect to this Service's Good Practice for Residential Development Roads is the [Supplementary Planning Guidance: Residential Street Design](#). This guidance is principally aimed at residential development of ten or more houses. This may be Greenfield or brownfield land. The Guidance equally informs good practice in supporting the improvement of existing situations. It is expected that

this guidance document will complement the Residential Street Design SPG.

In addition Supplementary Planning Guidance has also been adopted for 3 Master Plan Sites as follows

[Maidenhill and Malletsheugh Master Plan](#)

[Barrhead South Master Plan](#)

[Barrhead North Master Plan](#)

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APPENDIX

C DRAFT

**Road Accident
and Casualty
Costs**

Road Accident and Casualty Costs

When assessing applications for development it is crucial to highlight the economic benefits of our statutory requirement placed on us under the [Roads Traffic Act 1988: Section 39 \(3\) \(c\)](#), where in constructing new roads (new developments), we must take such measures as appear to the authority to be appropriate to reduce the possibilities of accidents occurring when the roads come into use.

The following is based on the information contained in the Scottish Government's publication '[Reported Road Casualties Scotland 2020](#)' produced by Transport Scotland.

1. The Cost per Casualty by severity based on the average cost for Great Britain at 2020 costs (DfT statistics Table RAS60001):

The average cost per:

Fatally injured casualty is - £1,930,329

Seriously injured casualty is - £216,915

Slightly injured casualty is - £16,722

Average cost per casualty is - £75,711

2. The Cost per Accident for all roads in Scotland for 2020 (Statistical Table 10) are as follows:

A Fatal Accident cost - £2,194,180

A Serious Accident cost - £249,651

A Slight Accident cost - £25,545

Average cost per injury accident is - £178.031

(The cost per damage only accident was determined at - £2,333)

3. The Cost per Accident for built up roads in Scotland for 2020 (Statistical Table 10) are as follows:

A Fatal Accident cost - £2,152,333

A Serious Accident cost - £237,930

A Slight Accident cost - £25,951

Average cost per injury accident in built up areas - £137,095

(The cost per damage only accident was determined at - £2,128)

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APPENDIX

D DRAFT

**Departures or
Relaxations
from Standards**

Departures or Relaxations from Standards – Pro Forma


LOCATION	REQUIREMENT as per (Good Practice Document)	DEPARTURE	MITIGATION	Acceptability of proposal (ERC USE ONLY)
Junction of Development Access/Smith St 	Visibility splays of 4.5m x 90m x 1.05m in primary and secondary directions	2.4m x 65m x 1.05m in secondary direction	Raised junction and speed tables provided that will reduce speeds below 30mph and allow a reduced visibility	

Table D1

APPENDIX

E DRAFT

**Planning
Applications**

Planning Applications

A. Introduction

For assessing and providing Roads Observations on any relevant Planning Application, the following minimum information would require to be provided. The content described below is an indication and is not exhaustive and may be added to.

B. Drawing Standards

All drawings accompanying the Planning Application which have a 'Roads' association should comply with the following Drawing Standards:

- All layout drawings should have a north point.
- Within the title box, all layout drawings should indicate the scale of the drawing at the chosen drawing paper size.
- All drawings must be fully legible when printed at the indicated drawing size and scale.
- An illustrated linear scale should be included on all layout drawings.
- All drawings should have a revision box, within which, each revision should be lettered and a brief description of the revision included. If the revision is complex and/or not instantly apparent, the revisions should be highlighted on the drawing. The corresponding revision letter should be included in the title box.
- Drawings issued electronically should be either in 'pdf' or 'dwg' formats.
- Each drawing issue should be accompanied by a drawing issue/register sheet recording the drawing title, drawing number, date of issue and, if appropriate, the revision letter.
- All drawing titles should be descriptive of the drawing's contents.
- Electronic drawing titles with 'pdf'/'dwg' suffixes should also be descriptive of the drawing content.
- All drawings shall be at a scale appropriate to its purpose. Generally proposed layouts and topographical surveys at 1:200 or 1:500, location plans at 1:1250 and details at 1:5, 1:10 or 1:20.
- For each specific design element, if the drawing is provided electronically, such information should be provided on separate layers to enable them to be switched

on/off as may be required.

- All of the above "proposed" layout drawings should accurately overlay the topographical survey to enable survey information to be referenced on/off and viewed as necessary.

C. Drawings required for assessing Planning Applications

1) Location Plan

An appropriate drawing showing the location of the proposed development in relation to the existing roads network should be provided. Street names/geographical named areas should also be included within this drawing.

2) Existing Road & Proposed Development Road Hierarchy

An appropriate drawing should reference the existing public road network Hierarchy in terms of Main Roads and Residential Roads (as defined in Section 1 – Development Overview).

This or a similar drawing should also indicate the Hierarchy of the proposed development road network in relation to their Primary, Secondary and Tertiary (where appropriate) Routes (as defined in Section 2: B).

3) Proposed Roads Geometry/General Arrangement

An appropriate drawing showing the geometry of the proposed development road network should be provided. Within this drawing the following information should be provided:

- Road alignment (including curve radii where appropriate)
- Carriageway, footway, footpath, cycle path and service strip dimensions.
- Junction layout and radii (where appropriate).
- Visibility splays at junctions of proposed development roads with the existing public road network.
- Visibility splays at internal junctions.

- Forward sight stopping distances
- Horizontal geometry and dimensions of bespoke nodal features/junctions etc. (where appropriate)
- Private Road alignment and dimensions (where appropriate)
- Private (Parking) Courtyard layout and dimensions (where appropriate)
- Driveway layout (including shared access) and dimensions (where appropriate). It may appear to be premature for ERC to seek driveway dimension information at planning stage, it is nevertheless a key element of any housing development. Where Planning approval has been granted without key driveway information having been provided, the Developer may only appreciate at RCC stage that there is insufficient house spacing to accommodate driveways.
- Indication of pathways (if not associated with driveway) from adjacent footway/ shared surface to front/rear doors of associated plots (where appropriate)

4) Swept Path Analysis

An appropriate drawing showing the swept path analysis of the largest most commonly used vehicle to travel through the proposed development road network should be provided. This drawing should show all potential movement paths by such a large vehicle (in both directions) through the development. Generally the largest most commonly used vehicle to travel through a residential development will be a three axle refuse collection vehicle.

In addition to the aforementioned, additional tracking movements of a large family car entering/exiting bespoke driveways & courtyard areas of the residential development may also be required to demonstrate that manoeuvres to and from such features are functional and safe.

5) Landscaping & Fencing Drawing

Where appropriate, drawings showing proposed landscaping and fencing associated with the development should be provided. This would enable the Roads Service to assess such features in relation to how they affect the functionality and safety of traffic (vehicular, cyclist and pedestrian) movements through the proposed

development road network. This particularly relates to junction visibility and forward visibility splays etc.

6) Additional Drawings

The applicant should also include any other drawings that may be relevant to the submitted planning application.

D. Planning Application – Check Lists

As consultee to the Planning process, the Roads Service will assess Planning Applications and respond directly to the Planning service. The following checklists will be utilised by the Roads Service to assess whether sufficient information has been submitted to permit a full appraisal. The Developer is encouraged to complete and submit this list to assist in identifying where any shortfall in information provided, may lead to delay or rejection of the application.

Checklist - General	Yes, No, N/A
Is there a location plan placing the proposed development in local context ?	
Has a Design/Access Statement been provided?	
Has a Transport Assessment (TA)/Transport Statement (TS) been provided?	
Is a Travel Plan required?	
Has a Flood Risk Assessment (FRA) been provided?	
Has a Drainage Strategy been provided?	
Is a Road Safety Audit - Stage 1 required and if so has it been provided?	
Is a Road Safety Audit - Stage 2 required and if so has it been provided?	
Have all departures from good practice guide been adequately justified?	

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Layout	Yes, No, N/A
Have the correct number of accesses to the development been provided?	
Has " Designing Streets " been incorporated within the proposed layout?	
Does the internal road layout consist mainly of continuous loops ?	
Are the visibility plays between new development road and existing road acceptable?	
Are the visibility plays at internal road junctions acceptable?	
Are all the forward sight stopping distances on existing roads at the development access acceptable?	
Are all the forward sight stopping distances within the proposed internal road layout acceptable?	
Is the junction spacing between access to the development and existing junctions acceptable?	
Is the spacing between internal road junctions acceptable?	
Is the proposed road hierarchy evident and clear? i.e. primary, secondary & tertiary routes	
Are road widths indicated and acceptable?	
Are the road junctions functional or of an appropriate size/layout?	
Are the courtyard squares or bespoke nodal points /road layout functional in respect to all traffic movements including those for pedestrians, access to/from driveways and junction/through vehicular manoeuvres?	
Are the courtyard squares or bespoke nodal points /junctions adequately detailed?	
Are junctions suitable for pedestrians and cyclists ?	
Do all the shared driveways serve no more than 3 dwellings?	
Are shared driveways functional, of an adequate size and configured to minimise reversing movements?	
Have all public paths been located such as not to emerge onto a private accesses/shared driveway?	
Are all surface materials evident and clearly annotated?	

Layout	Yes, No, N/A
Are the extents of the shared surface (i.e. block paved) areas acceptable? i.e. not excessive in length.	
Does the overall geometry of the internal road layout mitigate against excessive speeds?	
Are the speed restriction measures (where appropriate) correctly located?	
Where provided, do the culs-de-sac have adequate turning ? i.e. preferably with a turning circle	
Have service strips been provided and correctly located?	
Do the service strips cover all properties within the development?	
Has a tracking drawing been provided for a large three axle refuse collection?	
If the internal road junction is to be used by buses, has a tracking drawing for a bus been provided?	

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Parking	Yes, No, N/A
Has the Parking Provision Audit Pro-Forma ' Appendix G ' been submitted?	
Are there sufficient allocated spaces ?	
Is the driveway functional? i.e. no reversing onto node points, junctions or along footways	
Are allocated spaces located favourably to the dwelling? (not too remote)	
Are driveways wide enough for the number of vehicles?	
Are driveways long enough for the number of vehicles?	
Can pedestrians reach the front door of each property when parked cars are in place within the driveway?	
Can access be achieved to the rear of the property when cars are in place within the driveway?	
Are there sufficient unallocated (visitor) spaces , including the supplement for driveway configuration?	
Are the visitor spaces acceptably distributed throughout the development?	
Is each dwelling generally located within 30 metres of a visitor parking space?	
Are all driveways located at least 10 metres from a junction (15 metres from a main access)?	
Can a driveway visibility splay of 2 metres x 20 metres x 1.05m be achieved?	
Will parked vehicles in unallocated (visitor) spaces avoid compromising sightlines ?	
Can appropriate pedestrian/vehicle inter-visibility be achieved?	
Do all unallocated (visitor) spaces have adequate hardstanding around? (shared surface)	

Footway/Footpath Provision	Yes, No, N/A
Have all footway widths been indicated?	
Are the footway/footpath links within the development and to neighbouring developments acceptable?	
Are all properties adequately served?	
Are the prospectively adoptable footpaths all step-free?	

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Drainage	Yes, No, N/A
Have SUDS features been included?	
Is there a suitable outfall for surface water to discharge into?	
Have the appropriate levels of SUDS treatment , as determined by SEPA , been provided?	
Is the discharge rate acceptable?	
Is a CCTV survey of existing drainage infrastructure necessary and if so has it been supplied?	
Is the internal surface water drainage contained within each plot?	

Landscaping/Fencing/Barriers	Yes, No, N/A
Are all proposed trees/hedging/landscaping located to avoid impacting on sightlines ?	
Are all proposed trees of an appropriate species and suitably root contained to ensure no negative impact on adoptable road, either overhead or underground?	
If landscaping/planting/fencing is proposed within visibility splays, is and will it be maintained in perpetuity, below 1.05 metres in height?	
If pedestrian guardrail or vehicle safety fencing is proposed, is the type and extent acceptable?	

Road consents/agreements

The following consents (for information only) in terms of the Roads (Scotland) Act 1984 may be required depending on size, nature and location of development.

Sections of the Roads (Scotland) Act 1984	Yes, No, N/A
Section 21 - Road Construction Consent Application?	
Section 56 - Road Opening Permit?	
Section 68 - Road Stopping Up Order?	
Section 95 - Removal of Deposited Material be required?	
Section 96 - Damage to the Public Road?	

Please note that the aforementioned comments/check list are not exhaustive and in no way should they be deemed to be definitive. The rights of the Road's Service to add or amend comments will be retained.

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APPENDIX

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**Road
Construction
Consent
Applications**

Road Construction Consent Applications

A. Introduction

For assessing and providing Roads Observations on any subsequent Road Construction Consent Application, the following minimum information would require to be provided. The contents described below are an indication and are not exhaustive and may be added to depending on the nature and design of the proposed development.

B. Drawing Standards

All drawings accompanying the Road Construction Consent Application should comply with the following Drawing Standards:

- All layout drawings should have a north point.
- Within the title box, all layout drawings should indicate the scale of the drawing at the chosen drawing paper size.
- All drawings must be fully legible when printed at the indicated drawing size and scale.
- An illustrated linear scale should be included on all layout drawings.
- All drawings should have a revision box, within which, each revision should be lettered and a brief description of the revision included. If the revision is complex and/or not instantly apparent, the revisions should be highlighted on the drawing. The corresponding revision letter should be included in the title box.
- Drawings issued electronically should either be in 'pdf' or 'dwg' formats. The Roads Service may subsequently request paper copies of each drawing.

- Each drawing issue should be accompanied by a drawing issue/register sheet recording the drawing title, drawing number, date of issue and, if appropriate, the revision letter.
- All drawing titles should be descriptive of the drawing's contents.
- Electronic drawing titles with 'pdf'/'dwg' suffixes should also be descriptive of the drawing content.
- All drawings shall be at a scale appropriate to its purpose. Generally proposed layouts and topographical surveys at 1:200 or 1:500, location plans at 1:1250 and details at 1:5, 1:10 or 1:20.
- For each specific design element, if the drawing is provided electronically, such information should be provided on separate layers to enable them to be switched on/off as may be required.
- All of the above "proposed" layout drawings should accurately overlay the topographical survey to enable survey information to be referenced on/off and viewed as necessary.

Please note that this list is not exhaustive and may be added to.

C. Drawings required for assessing Road Construction Consent Applications

- 1) Location Plan
An appropriate drawing showing the location of the proposed development in relation to the existing roads network should be provided. Street names/geographical named areas should also be included within this drawing.

2) Topographic Survey
 This Survey drawing should include existing underground and overhead Public Utility Services. Where extensive PU layout information compromises the clarity of surface features, an additional survey drawing should be provided, i.e. (i) Topographical Survey and (ii) Topographical Survey with Services.

3) Proposed Roads Geometry/General Arrangement
 An appropriate drawing showing the geometry of the proposed development road network must be provided. Within this drawing the following information should be provided:

- Road alignment (including curve radii where appropriate).
- Carriageway, footway, footpath, cycle path and service strip dimensions.
- Junction layout and radii (where appropriate).
- Visibility splays at junctions of proposed development roads with the existing public road network.
- Visibility splays at internal junctions.
- Forward sight stopping distances.
- Horizontal geometry and dimensions of bespoke nodal features/ junctions etc. (where appropriate).
- Private Road alignment and dimensions (where appropriate).
- Private (Parking) Courtyard layout and dimensions (where appropriate).

- Driveway layout (including shared access) and dimensions (where appropriate).
- Indication of pathways (if not associated with driveway) from adjacent footway/shared surface to front/rear doors of associated plots (where appropriate).

Please note that this list is not exhaustive and may be added to.

For electronic ('Dwg') drawings, the applicant should include dimensions, visibility splays and Forward Sight Stopping distances on separate layers.

4)

Adoption Plan

This drawing should provide information showing all areas to be considered for adoption, duly coloured described below:

(Flexible) Carriageway	Orange (Acad Colour Index 30)
Footway	Red (Acad Colour Index 12)
Footpath	Red (Acad Colour Index 12)
Soft (grass verge) Service Strip	Green (Acad Colour index 3)
Hard (paved) Service Strip	Red Cross hatching (Acad Colour index 12)
Shared Surface Carriageway	Yellow (Acad Colour Index 2)

5)

Horizontal Setting Out

Where appropriate, layout drawings showing the setting out details of the horizontal alignment of the proposed development road network should be provided. Information provided on such drawings should include the finish of all road surfaces; road chainages; easting and northing co-ordinates of road chainages/setting out points; horizontal

curve radii; horizontal curve bearing and angles; horizontal arc lengths; and tangential lengths.

6) Road Longitudinal Sections

Where appropriate, drawings showing longitudinal sections of each prospectively public road within the residential development and detailed with chainage; existing ground level; proposed alignment level; vertical alignment (proposed gradients, vertical curve length and vertical curve 'k' values); and horizontal alignment (curve radius) information, should be provided.

The substrata to a depth of 1.0 metre below the road should also be indicated where requested by the Roads Service.

The longitudinal Sections should also be cross referenced to the Proposed Levels drawing.

7) Proposed Levels

Where appropriate, a layout drawing should be provided showing all road centreline levels and road channel levels at 10 metre intervals, at peaks and troughs and at any other key location. Sufficient spot levels should be shown at non-standard road sections, i.e. node squares, to enable an assessment of how the proposed levels and drainage functions.

In addition, the proposed levels drawing should also indicated a) proposed road gully positions; b) direction of longitudinal fall arrows to allow an instant picture of proposed falls and drainage catchments; c) proposed contours; d) extents of cut & fill slopes; e) finished floor levels of houses (to indicate relation of houses to roads); and f) tie-in levels were new works tie-into existing.

8) Traffic Signing, Road Markings and Traffic Signals

Where appropriate, drawings should be provided showing all proposed

traffic signing and road markings envisaged to be implemented as part of the residential development. These drawings (if relevant) should also indicate all existing signs and road markings on any adjacent public road network, also highlighting whether such infrastructure is to be removed, retained or replaced.

All sign design and road marking should be referenced against the Traffic Signs Regulations and General Directions 2016 (as amended). All lengths and locations of road markings and sign positions should be clearly indicated on a location plan. Sign design details (including: sign dimensions; x-height(s); sign face reflectivity material; sign face substrate material) should be clearly indicated on this drawing or on a separate drawing as necessary. Details of the sign erection including proposed sign pole size and type (where appropriate) and sign illumination should also be provided.

Where traffic signals (including controlled crossings) are proposed, details of all signal head aspects; location of power supply pillar (haldo); location of traffic signal controller; details and indicative locations of traffic signal ducting; traffic signal pole footings (i.e. NAL sockets or approved equivalent); details and locations of traffic signal chambers; details and locations of detection equipment; details of stage diagrams and signal timings; and proposed mode of operation of the traffic signals should be provided.

9) Construction Details

Where appropriate, drawings should be provided showing details of all road construction elements associated with the proposed development road network.

These elements potentially include:

- Typical construction of asphalt carriageway; asphalt footways, footpaths, cycle paths; block paved shared surface roads. The

capping depth should also be indicated in such details.

- Cross section of asphalt surfaced road to verge to asphalt surfaced footway to soft' service strip/driveway/garden (or variants of).
- Cross section of block paved shared surface to block 'paved' service strip/'soft' service strip/driveway/garden (or variants of).
- Cross section of transition from asphalt surfaced road to block paved shared surface road
- Cross section of transition from asphalt surfaced road/block paved shared surface area to nodal junction or similar feature.
- Cross section of tie in detail from new to existing carriageway.
- Details and locations of dropped kerb arrangement at driveway entrances (vehicle footway crossing) and/or pedestrian crossing points.
- Detail of the proposed locations of public utility services.
- Details/cross sections of all the construction of traffic calming/ speed reduction features such as speed tables; junction tables; speed cushions etc.
- Details of all road kerbing (longitudinal and transverse), channel blocks, heel kerbing etc.
- Details of all other road infrastructure features such as bollards, pedestrian guard rail, vehicle restraint systems, street furniture etc.

- Details/construction/layout of parking bays, driveways; shared driveways; parking courtyard (both public and private); bespoke nodal features etc.

Please note that the above list is not exhaustive and can be added to

The above details (where appropriate) should include kerb sizes, types, bedding, foundation dimensions, material types with appropriate BS or specification references and compacted material thicknesses. Where features are to be "privately" maintained, they should be clearly annotated as such.

The drawing should also reference supporting documentation such as Site Investigation report, including CBRs, Site Investigation report, containing recommendations for capping thicknesses etc.

10) Proposed Kerbing Layout

Where appropriate, drawings should be provided showing lengths of all proposed kerbing (including type and kerb face upstand) which should correspond with the kerbing detail shown within the Roads Construction Details drawings.

11) Proposed Drainage Layout

Where appropriate, drawings should be provided showing the layout of foul and surface water drainage elements associated with the proposed development road network.

These elements potentially include:

- All lengths of proposed and existing foul and surface water sewers.
- All locations of foul and surface water sewer manholes.

- All locations of silt traps.
- All locations of gullies and connection pipes.
- All locations of all manhole disconnectors and connection pipes.
- All locations of cut-off drainage preventing discharge of surface water from driveway to public road/footway.
- All locations of attenuation tanks and all SUDS features, including ponds, basins, swales, filter trenches etc.
- Details and location of access tracks to serve SUDS features.
- Gully catchments areas.

Please note that the above list is not exhaustive and can be added to.

All sewer pipe lengths should be clearly annotated with the relevant pipe size, pipe gradient and direction of fall. All manholes should also be clearly numbered and should relate to a manhole schedule if provided. The drawing should also reference supporting documentation such as drainage calculations for pipe sizes and SUDS pond capacity etc.

All drainage features should be clearly annotated to whether they are vested to and maintained either by Scottish Water, a Private Developer/Factor or the Roads Service.

12) Drainage Longitudinal Sections

Where appropriate, drawings should be provided showing the proposed longitudinal sections of all foul and surface water sewers. These sections should indicate ground level, cover level to the sewer, sewer invert level, bedding details, sewer details and sewer lengths between all manhole positions.

All sewer lengths should be clearly annotated to whether they are vested to and maintained either by Scottish Water, a Private Developer/Factor or the Roads Service.

13) Manhole Schedule

Where appropriate, a drawing schedule of all proposed manholes should also be provided. This schedule should detail the manhole number; diameter or dimensions, its grid co-ordinates; its cover lever; depth to soffit; diagrammatic sketch of connections; code of pipe connecting into manhole (if relevant); inverts of pipes connecting into manhole; diameter of pipes connecting into manhole; manhole type; and manhole cover type.

The networks associated with the various manholes should be clearly annotated to whether they are vested to and maintained either by Scottish Water, a Private Developer/Factor or the Roads Service.

14) Drainage Construction Details

Where appropriate, drawings should be provided showing details of all relevant drainage construction elements associated with the proposed development road network.

These elements potentially include:

- Details of proposed manhole types.
- Details of proposed road gullies.
- Details of footpath gullies.
- Cross sections of sewer pipelines.
- Details of SUDS features, including ponds, basins, swales, filter

trenches, attenuation tanks, hydrobrakes, throttles etc. Pond details should indicate the permanent water level and water level in the 1 in 200 year event.

- Details of headwalls and inlet/outlets for basins or swales.
- Details of driveway access drains (or approved equivalent and where applicable)

Please note that the above list is not exhaustive and can be added to.

The aforementioned details should be clearly annotated to whether they are vested to and maintained either by Scottish Water, a Private developer/Factor or the Roads Service.

15) Swept Path Analysis

An appropriate drawing showing the swept path analysis of the largest most commonly used vehicle to travel through the proposed development road network should be provided. This drawing should show all potential movement paths by such a large vehicle (in both directions) through the development. Generally the largest most commonly used vehicle to travel through a residential development will be a three axle refuse collection vehicle (RCV).

16) Street Lighting Design

Within East Renfrewshire Council, Street Lighting Design forms an integral part of the Road Construction Consent. For all proposed developments a Street Lighting Design drawing should be submitted detailing the following:

- Location, where appropriate, of existing lighting columns to be retained or re-sited including any re-cabling required.
- Location of all lighting columns required within the site detailing

Specification manufacture and mounting height.

- Luminaire to be utilised on each column indicating manufacturer and product identity code and Colour Temp.
- Control pillar location including manufacturer and product identity code.
- Location and details of all ducting itemised with varying depths including necessary earth rods/mats.
- Electrical Schematic diagram detailing earth fault loop impedance Volt drop and all details of wiring.
- Design drawing indicating illuminance/luminance calculations as required.
- Any other information relative to the installation.

All proposed private street lighting infrastructure which will not be vested to and maintained by the Roads Service should clearly be annotated as such.

17) Additional Drawings

Depending on the design aspects proposed for the development, the following additional drawings would be expected to be submitted if appropriate:

- Detailed structural design drawings will be required if bridges, retaining walls and other structures which are to be vested to and maintained by the Roads Service.
- Drawings showing roundabout horizontal design checks (in relation to TD16/93 Geometric Design of Roundabouts).

- Drawings showing all borehole & trial pit locations.
- Specific vehicle tracking drawings, e.g. tracking by a bus if roads within the development were to be utilised by such; tracking of a large car in and out of bespoke/shared driveway arrangements (i.e. to check the functionality of any such arrangements) etc.

The above list is not exhaustive and can be added to.

D. Road Construction Consent Application – Check Lists

The following checklist will be utilised by Roads Service to assess whether sufficient information has been submitted to permit a full appraisal. The Developer is encouraged to complete and submit this list to assist in identifying where any shortfall in information provided, may lead to a delay or rejection of the application. Where a negative response is indicated on the checklist, it is likely that this is a departure from the Good Practice Guide and it is likely that Roads Service will seek design justification.

Checklist - General	Yes, No, N/A
Has the applicant provided sufficient information to permit a meaningful appraisal of the application?	
Has a drawing list been provided?	
Is there a layout indicating all relevant components of the application?	
Have all departures from standards been detailed and adequately justified?	
If a Road Safety Audit - Stage 2 is required, has it been provided?	
Will a Road Safety Audit - Stage 3 (opening of road(s)/completion of site) be undertaken?	
Will a Road Safety Audit - Stage 4 (1 year after opening of road(s)/completion of site) be undertaken?	
If a Roads (Scotland) Act 1984 Section 56 Road Opening Permit is required, has it been provided?	
If a Road Stopping Up Order under Section 68 Roads (Scotland) Act 1984 is required, has the process for this promoting this Order commenced/ been completed?	
If a Road (Scotland) Act 1984 Section 96 agreement regarding extraordinary expenses in repairing the road damaged by heavy vehicles traffic post construction is required, has it been entered into?	

Location Plan Drawing	Yes, No, N/A
Has a location plan placing the proposed development in local context been provided?	

Topographic Survey Drawing	Yes, No, N/A
Has a topographical survey been undertaken/drawing provided?	
Has existing public utility information been displayed on the topographic survey drawing?	

Horizontal Geometry/Road Layout Drawing	Yes, No, N/A
Access & General Layout	
Is the number of accesses from the existing road network into the development acceptable?	
Is the junction spacing between an access to the development and existing road junctions acceptable?	
Is the spacing between internal road junctions acceptable?	
Has the applicant incorporated "Designing Streets" within the proposed alignment?	
Is the proposed road hierarchy evident and clear? i.e. primary, secondary & tertiary routes	
Does the internal road layout consist mainly of continuous loops (i.e. minimum number of culs-de-sac)	
Are the extents of any shared surface arrangement (i.e. not excessive lengths) acceptable?	
Does the overall geometry of the development roads discourage against excessive speeds?	
Visibility	
Have the junction visibility splays between the new development roads and existing roads been indicated on the road layout drawing and do they meet minimum requirements?	
Have the junction visibility splays at all internal road junctions within the development been indicated on the road layout drawing and do they meet minimum requirements?	
Have the forward sight stopping distance visibility splays on the existing road at any new road junction been indicated on the road layout geometry drawing and do they meet minimum requirements?	
Have the forward sight stopping distance visibility splays been indicated on the road layout drawing at all relevant changes of the internal horizontal geometry and do they meet minimum requirements?	
Road Geometry	
Has all relevant road geometry (including for private roads) been indicated on the road layout drawing and does it meet minimum requirements?	
Have all road/footway/footpath/cycleway widths been indicated on the road layout drawing and do they meet minimum requirements?	
Has the horizontal alignment and dimensions of all bespoke nodal features/junctions been indicated on the road layout drawing and are they acceptable?	
Have the layout and dimensions of all (including private) courtyards/parking areas been indicated on the road layout drawing and are they acceptable?	
Have all public accessible footpaths been located such as not to emerge onto a private accesses/shared driveway?	
Are the prospectively adoptable footpaths all step-free?	

Horizontal Geometry/Road Layout Drawing	Yes, No, N/A
Have all the types/construction of road surfaces (including footways, footpaths, cycle ways) been clearly annotated on the road layout drawing and are they acceptable?	
Are the transitions (including provision of extending the footway into the shared surface away from the junction area where applicable) from a standard road layout to a shared surface arrangement acceptable?	
Where provided, are speed restriction measures correctly located (i.e. no ramped features within 5 metres of a driveway; no road narrowing adjacent to driveways etc.)?	
Do all culs-de-sac have adequate turning facilities (preferably turning circles)?	
Have pedestrian facilities (i.e. dropped kerbs) been provided at all junctions?	
Have all service strips been clearly identified on the road layout and are they correctly located and cover all properties?	
Have suitable delineation (kerb lines etc.) been provided between all prospectively public and private roads etc.?	
Unallocated/Visitor parking	
Are all on-street visitor parking laybys located at least 10 metre from a junction?	
Where not adjacent to a footway, do all unallocated visitor spaces have adequate hardstanding around them?	
Will parked vehicles in visitor spaces avoid compromising sightlines?	
Have 1 metre radius kerb transitions been provided at external angle splays to on-street unallocated visitor parking bays?	
Driveways	
Have all driveway dimensions (including those for shared driveways) been indicated on the road layout drawing and do they meet minimum requirements?	
Are all driveways located at least 10 metres from a junction (15 metres from a main access)?	
Can a driveway visibility splay of 2 metres x 20 metres be achieved?	
Can appropriate pedestrian/vehicle inter-visibility at all accesses/junctions be achieved?	
Have pathways been provided or are the driveways wide enough to allow residents to reach the front and rear entrances to their properties from the adjacent road?	
Do all the shared driveways serve no more than 3 dwellings?	
Are all the shared driveways of an adequate width/layout and configured to minimise reversing movements?	

Adoption Plan Drawing	Yes, No, N/A
Has an adoption layout plan been provided?	
Have all adoptable road elements within the adoption layout plan been coloured up with the appropriate index colours?	
Are all private/non adoptable areas clearly annotated as such?	

Horizontal Setting Out Plan Drawing	Yes, No, N/A
Has a horizontal setting out plan been provided?	
Does the horizontal setting out plan show all the proposed finishes of all road surfaces?	
Does the horizontal setting out plans show all road chainages; easting and northing co-ordinates of road chainages/setting out points; horizontal curve radii; horizontal curve bearing and angles; horizontal arc lengths and tangential lengths?	

Road Longitudinal Sections Drawing	Yes, No, N/A
Has a drawing showing the longitudinal sections of the proposed roads been provided?	
Does the longitudinal sections show proposed chainage; existing ground level; proposed alignment level; vertical alignment (proposed gradients, vertical curve length and vertical curve k values) and horizontal alignment (curve radius) information.	
Does the Road Longitudinal Sections Drawing make cross reference to the Proposed Level drawing, if relevant?	

Proposed Levels Drawing	Yes, No, N/A
Has a drawing showing levels of all the proposed roads been provided?	
Does the Proposed Levels Drawing show all road centreline levels and road channel/kerb levels at 10 metre intervals, at peaks and troughs and at any other key location?	
Does the Proposed Levels Drawing show proposed road gully positions?	
Does the Proposed Levels Drawing show direction of longitudinal fall arrows to allow an instant picture of proposed falls and drainage catchments	
Does the Proposed Levels Drawing show proposed contours (a separate drawing or layer may be required in this instance)?	
Does the Proposed Levels Drawing show the proposed extents of any cut & fill slopes;	
Does the Proposed Levels Drawing show proposed finished floor levels of houses (to indicate relation of houses to roads)	
Does the Proposed Levels Drawing show proposed tie in levels where new works abut existing	
To enable an assessment of how the proposed drainage functions, have sufficient spot levels been shown on the Proposed Levels Drawing at all non-standard road sections, i.e. node squares/junctions?	
Does the Proposed Levels Drawing make cross reference to the Road Longitudinal Sections Drawing, if relevant?	

Signing & Lining Drawing	Yes, No, N/A
Has a drawing showing levels of all the road signing, road marking & traffic signal details been provided?	
Does the drawing show all existing signage/road markings and whether such infrastructure is to be removed, retained, amended or replaced?	
Are all road makings and signs referenced against the Traffic Signs Regulations and General Directions 2016 (as amended)?	
All are new lengths of road markings and locations of new sign positions clearly indicated?	
Are all sign design details (including sign dimensions; x-height; sign face reflectivity material; sign face substrate material) clearly indicated?	
Have details of the sign erection i.e. proposed sign pole size, type and (where appropriate) sign illumination been included?	
Where traffic signals (including controlled crossings) are proposed, have details of all signal head aspects; location of power supply pillar (haldo); location of traffic signal controller; details and indicative locations of traffic signal ducting; traffic signal pole footings (i.e. NAL sockets or approved equivalent); details and locations of traffic signal chambers; details and locations of detection equipment; details of stage diagrams and signal timings and proposed mode of operation of the traffic signals been provided?	

Construction Details Drawing	Yes, No, N/A
Has a drawing showing all relevant road construction details been provided?	
Has the construction of all relevant asphalt carriageways; footways; footpaths; cycle ways, block paved shared surface roads been detailed?	
Where relevant, has a cross section between asphalt surfaced carriageway and verge and asphalt surfaced footway and soft' service strip/driveway/garden (or variants of) been provided?	
Where relevant, has a cross section between block paved shared surface carriageway and block paved service strip/soft' service strip/driveway/garden (or variants of) been provided?	
Where relevant, has a cross section of the transition from asphalt surfaced carriageway to a block paved shared surface carriageway been provided?	
Where relevant, has a cross section from either an asphalt surfaced or block paved shared surface carriageway to a bespoke nodal junction or similar feature been provided?	
Has a cross section of the tie in from new/carrageway to existing carriageway been provided?	
Where relevant, have details of the dropped kerb arrangements at driveway entrances (vehicle footway crossing) and pedestrian crossing points been provided?	
Where relevant, has a detail/cross section showing the location of public utilities within a service strip/beneath a footway been provided?	
Where relevant, have details/cross sections of the construction of traffic calming/speed reduction features such as speed tables; junction tables; speed cushions etc. been provided?	
Where relevant have details/construction/layout of parking bays, driveways; shared driveways; parking courtyard (both public and private); bespoke nodal features etc. been provided?	
Where relevant, have details of all road kerbing (longitudinal and transverse), channel blocks, heel kerbing etc. been provided?	
Within the relevant details, have kerb sizes, types, bedding, foundation dimensions, material types with appropriate BS or specification references and compacted material thicknesses been provided?	
Where relevant, have details of all other road infrastructure features such as bollards, pedestrian guard rail, vehicle restraint systems, street furniture etc. been provided?	
Where features/infrastructure are to be "privately" maintained, are they clearly annotated as such?	

Kerbing Layout drawing	Yes, No, N/A
Has a layout plan been provided showing all extents of differing kerb/channel blocks/heel kerbing been provided?	
Does the Kerbing Layout drawing make cross reference to the Construction Details drawing, if relevant?	

Proposed Drainage Layout Drawing	Yes, No, N/A
Has a drawing showing the layout of foul and surface water drainage elements associated with the proposed development road network been provided?	
Does the drawing show all lengths of proposed and existing foul and surface water sewers?	
Are all pipe lengths clearly annotated with the relevant pipe size, pipe gradient and direction of fall?	
Does the drawing show all locations of foul and surface water sewer manholes?	
Are all manholes clearly numbered and related to a manhole schedule if provided?	
Does the drawing show all locations of silt traps?	
Does the drawing show all locations of gullies and connection pipes?	
Does the drawing show all locations of all manhole disconnectors and connection pipes?	
Does the drawing show details of all cut-off drainage preventing discharge of surface water from driveway to public road/footway?	
Does the drawing show all locations of attenuation tanks and all SUDS features, including ponds, basins, swales, filter trenches etc.?	
Does the drawing show details and location of access track(s) to serve SUDS features?	
Does the drawing show all gully catchment areas?	
Does the drawing clearly annotate which features are vested to and maintained either by Scottish Water, a Private Developer/Factor or ERC Roads Service?	
Does the Proposed Drainage Layout drawing make cross reference to the Drainage Longitudinal Section drawing; the Manhole Schedule drawing and/or the Drainage Construction Details Drawing?	

Manhole Schedule Drawing	Yes, No, N/A
Has a drawing schedule of all proposed manholes been provided?	
Have all the manholes been provided with a relevant reference number?	
Have the manhole diameters or dimensions been provided?	
Have the manhole grid co-ordinates been provided?	
Have all cover levels been provided?	
Have the depths to soffit been provided?	
Have diagrammatic sketches of connections been provided?	
Have the codes of pipe connecting into manhole (if relevant) been provided?	
Have all inverts of pipes connecting into manhole been provided?	
Have the diameters of pipes connecting into manhole been provided?	
Have the type of manholes and the manhole cover type clearly annotated?	
Does the schedule clearly annotate which features are vested to and maintained either by Scottish Water, a Private Developer/Factor or ERC Roads Service?	
Does the Manhole Schedule make cross reference to the Proposed Drainage Layout Drawing; Drainage Longitudinal section drawing and/or Drainage Construction Details Drawing?	

Drainage Construction Details Drawing	Yes, No, N/A
Has a drawing showing drainage construction details been provided?	
Does the drawing show all details of all SUDS features, including ponds, basins, swales, filter trenches, attenuation tanks, hydrobrakes, throttles etc.?	
Where applicable, does the Suds Pond detail indicate the permanent water level and water level in the 1 in 200 year event?	
Does the drawing show details of the proposed manhole types	
Does the drawing show details of proposed road gullies	
Does the drawing show details of proposed footpath gullies, if relevant	
Have cross sections of the sewer pipelines been provided?	
Does the drawing show details of headwalls and inlet/outlets for basins or swales?	
Have details of driveway acco drains (or approved equivalent and where applicable) been provided?	
Does the drawing clearly annotate which features are vested to and maintained either by Scottish Water, a Private Developer/Factor or ERC Roads Service?	
Does the Drainage Construction Details make cross reference to the Proposed Drainage Layout Drawing; Drainage Longitudinal section drawing and/or Drawing Manhole Schedule?	

Tracking Drawing	Yes, No, N/A
Has a tracking drawing been provided for a large three axle refuse collection vehicle (RCV)?	
If the internal road junction is to be used by buses, has tracking of a bus along relevant lengths of road been provided?	
Are over-run areas required at junctions?	
Where bespoke/shared driveway arrangements has tracking of a large car in and out of such facilities been provided (i.e. to check the functionality of any such arrangements)?	

Lighting Drawing	Yes, No, N/A
Has a drawing showing the proposed street lighting design been provided?	
Does the drawing show the location, where appropriate, of existing lighting columns to be retained or re-sited including any re-cabling required?	
Does the drawing show the location of all proposed lighting columns required within the site detailing specification manufacture and mounting height?	
Does the drawing indicate the luminaire to be utilised on each column; the manufacturer and product identity code and colour temperature?	
Does the drawing indicate the Control Pillar location including manufacturer and product identity code?	
Does the drawing indicate the location and details of all ducting itemised with varying depths including necessary earth rods/mats?	
Does the drawing show an electrical schematic diagram detailing earth fault loop impedance Volt drop and all details of wiring?	
Does the drawing indicate illuminance/luminance calculations as required?	
Does the drawing indicate any other information relative to the installation?	
Does the drawing clearly annotate which street lighting infrastructure is to be vested to and maintained either by a Private Developer/Factor or ERC Roads Service?	

Additional Drawings	Yes, No, N/A
Depending on the design aspects proposed for the development, the following additional drawings would be expected to be submitted if appropriate. Please indicate if such has been provided with this Road Construction Consent application.	
Detailed structural design drawings will be required if bridges, retaining walls and other structures which are to be vested to and maintained by ERC Roads Service.	
Drawings showing roundabout horizontal design checks (in relation to TD16/93 Geometric Design of Roundabouts)	
Drawings showing all borehole & trial pit locations	

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APPENDIX

G D D R A F T

**Parking
Provision Audit**

Parking Provision Audit – Pro Forma

Table G1 - Columns 1 to 8

PLOT NO	HOUSE NAME	HOUSE STYLE	NO. OF B.ROOMS	GARAGE TYPE	TYPE OF DRIVEWAY	ALLOCATED SPACES REQD.	ALLOCATED SPACES PROVIDED
<i>Note 1</i> See below	<i>Note 2</i> See below	<i>Note 3</i> See below	<i>Note 4</i> See below	<i>Note 5</i> See below	<i>Note 6</i> See below	<i>Note 7</i> See below	<i>Note 8</i> See below
1	BANFF	Detached	4	Single Integral	Double Parallel	2	2
2	PORTSOY	Detached	5	Double External	Double Parallel	3	3
3	BUCKIE	Detached	5	Single Integral	h-shaped	3	3
4	CULLEN	Semi-detached	3	None	Double Tandem	2	2

- Note 1 The plot number as represented on the associated layout plan.
- Note 2 The name of the house proposed for this plot.
- Note 3 The style of the house - (i.e. semi-detached; detached; terraced; flatted etc.).
- Note 4 The number of bedrooms associated with this house. - (including other rooms such as studies etc.)
- Note 5 The type of garage associated with this plot (i.e. none; Single Integral; Double Integral; Single External; Double External or other)
- Note 6 The type of the driveway proposed with this plot (i.e. Single Space; Double Parallel, Triple parallel; h-Shaped; Double Tandem; Triple Tandem; Courtyard; Bespoke Driveway or other)
- Note 7 Total no. of allocated parking spaces required (refer to Table 4.1)
- Note 8 Total Number of allocated parking spaces provided per plot (i.e. designated on-road; within curtilage driveway; private courtyard area or other)

Table G1 - Columns (1) + 9 to 15

PLOT NO	UNALLOCATED (VISITOR) SPACES REQUIRED	UNALLOCATED (VISITOR) PARKING SUPPLEMENT	TOTAL UNALLOCATED PARKING REQUIRED	PLOT WITHIN 30m of a SPACE	PARKING AREA or ZONE	TOTAL PARKING REQUIRED WITHIN INDIVIDUAL PARKING AREA	TOTAL PARKING PROVIDED WITHIN INDIVIDUAL PARKING AREA
<i>Note 1</i> See below	<i>Note 9</i> See below	<i>Note 10</i> See below	<i>Note 11</i> See below	<i>Note 12</i> See below	<i>Note 13</i> See below	<i>Note 14</i> See below	<i>Note 15</i> See below
1	0.5	0	0.5	Yes	A	0.5/1	1
2	0.1	0.2	0.3	Yes	A		
3	0.1	0.2	0.3	Yes	B	0.9/1	0
4	0.25	0.35	0.6	No	B		

- Note 9 The unallocated visitor parking required per plot type (refer to Table 4.1).
- Note 10 Unallocated (visitor) parking supplement depending on the type/layout of driveway (refer to Table 4.2).
- Note 11 Sum of unallocated parking plus unallocated supplement per unit.
- Note 12 Confirmation or not as to whether there is space(s) within 30 metres of the plot
- Note 13 Development should be divided into distinct areas/zones relative to the overall layout of the development with regards to the examination of the distribution of the unallocated parking throughout the development.
- Note 14 Total number of unallocated parking spaces required relative to the individual parking areas/zones as described in Note 13.
- Note 15 Total number of unallocated parking spaces provided relative to the individual parking areas/zones as described in Note 1.

APPENDIX

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**Variations to
NRDG**

Variations to National Roads Development Guide (NRDG)

While the ERC Good Practice Guide for Residential Development Roads (GPG) clarifies and expands on many items found within Designing Streets and the National Roads Development Guide, the following items have been identified as departures from or are unspecified within the aforementioned documents (items highlighted in orange are deemed significant variations).

Item	Description	Scots NRDG Standard	NRDG Ref	ERC GPG Standard	GPG Ref
1	Core Principles	Not applicable		ERC Core Principles when assessing the design of new roads infrastructure are Road Safety, Functionality, Serviceability, Construction & Maintenance.	Introduction P16
2	Virtual Audit Process	Not applicable		Encourage developers/ designers to self audit their proposal by virtually "walking around" their development and identifying potential risks by ask themselves pertinent questions such as would they be happy and feel safe living in this environment et-al?	Introduction P18
3	Junction spacing (new development roads to existing main roads)	Reference to Designing Streets/ DMRB	1.2	Minimum 100m (same side on a main road) Minimum 50m(on opposite sides of a main road) Absolute minimum 25m (first junction within a new development to the main road)	S1.2.2 P26
4	Minimum number of accesses to the development from existing road network	Unspecified		Two access are preferred but one will be accepted if there are significant site constraints	S1.2.3 P28
5	Junction visibility splays (new development to existing road network)	Reference to Designing Streets/ DMRB	2.2.6a	Varies depending on speed limit on main road and flow from development road but generally 2.5m x 90m for a side road flow of 40v.p.h onto a main road with speed limit of 30mph	S1.2.4 P284
6	Forward sight stopping distance on existing road network at new development junctions	Reference to Designing Streets/ DMRB	1.2	Varies depending on speed limit on main road but generally 90m on a main road with speed limit of 30mph	S1.2.5 P30

Item	Description	Scots NRDG Standard	NRDG Ref	ERC GPG Standard	GPG Ref
7	Culs-de-sac design	Where culs-de-sac are used in a layout they should terminate in turning circle. Where lack of space precludes the creation of a turning circle, turning (hammer) heads may be substituted	3.1.3	As NRDG but a hammer-head turning facility will only be considered if it has a suitable refuge area for pedestrians i.e. surrounding footway. Hammer head turning areas will not be permitted in shared surface area.	S2.1.5 P39 S2.3.4 P49 S3.2.-3 P58
8	Number of dwellings associated with a shared driveway	Generally 5 or fewer dwellings will be served by a private access	2.1.4	Desirably two dwellings but an absolute maximum of three dwellings if safe and functional	S2.2.-1 P39
9	Number of properties that must be served from a road (private or public)	6 or more individual dwellings	2.1.4	Three or more house units or a housing courtyard serving 20 or more flatted units	S2.2.-1 P39
10	Width of footpaths in private courtyards serving properties	Unspecified		To be functional and to be considered for potential adoption such footpaths should be an absolute minimum width of 2m (2.5m desirable where overhang from parked cars is possible)	S2.2.1 P41
11	Footway transition onto shared surface carriageway	Unspecified		The transition from footways onto a shared surface must be situated in a safe and sensible location. It is preferred that such features are not located directly at junctions.	S2.2.8 P43
12	Carriageway Widths	Widths varies	3.1.3	Generally the road width on a residential road shall be 5.5m (6m on a bus route) with local narrowings to 3.5m (where appropriate)	S3.1.1 P53
13	Road narrowings at junctions	Unspecified		No road narrowings will generally be permitted at or within 10m of a road junction	S3.1.2 P53
14	Road narrowings at driveways	Unspecified		No road narrowings will generally be permitted opposite driveways	S3.1.3 P53

Item	Description	Scots NRDG Standard	NRDG Ref	ERC GPG Standard	GPG Ref
15	Forward sight stopping distance on new residential roads	Reference to Designing Street	3.1.1	Generally 25m but relaxed to 20m on shared surface carriageways	S3.2.1 P56
16	Maximum gradients	Shared surface road maximum gradient of 8%	3.1.3	Maximum vertical gradient for internal development roads shall be 8% for a standard carriageway construction and 7% for a shared surface carriageway construction.	S3.3.1 P60
17	Maximum gradient at junctions	Gradient of road at junction with another residential road over the x-distance should not exceed 4%.	3.1.3	The gradient of the minor road on approach to a major road should not exceed 5% over the last 5m where it is rising towards the major residential road and should not exceed 4% where it falls towards the major road.	S3.3.1 P60
18	Minimum gradients	Channel gradients should not be flatter than 0.8%	3.1.3	Minimum vertical gradient for internal development roads shall be 1% for a standard carriageway construction and 1.25% for a shared surface carriageway construction.	S3.3.2 P6
19	Junction spacing (new internal development roads)	Reference to Designing Streets	2.2.6a	Junction spacing within an internal roads network should not be less than 25m (kerb to kerb). Spacing between staggered junctions within a bespoke arrangement may be reduced to 10m (kerb to kerb)	S3.4.1 P61 S3.2 P61
20	Junction styles	Reference to Designing Streets	3.1.1	Staggered or T junctions are generally preferred over 'Crossroad' junctions layout	2S3.4.2 P61
21	Standard Junction radii	Unspecified		Varies between 4.5 and 9m depending on junction hierarchy but generally either 4.5m or 6m	S3.4.3 P61

Item	Description	Scots NRDG Standard	NRDG Ref	ERC GPG Standard	GPG Ref
22	Junction to driveway spacing	Unspecified		It is recommended that driveways are not located within 10m of a junction. Where the junction is between a residential road and main road/ core road, the minimum distance between driveway and junction on the residential road shall be 15m.	S3.4.4 P64
23	Junction to parking bay spacing	Unspecified		Parking bays should be positioned at least 10m from a junction	S3.4.5 P65
24	Spacing between driveway and courtyard / private access	Unspecified		The minimum spacing between driveways and parking courtyards / private access should be 5m	S3.4-6 P65
25	Raised tables/ vertical traffic control measure designs	Unspecified		The raised section of a junction table should extend at least 6m into each road leg of a junction. Driveways within 5m of a vertical speed control ramp should be avoided.	S3.4.7 P66
26	Junction visibility splays (internal road network)	Reference to Designing Streets	3.1.1	A minimum visibility splay of 2.5m x 25m must be provided and thereafter maintained at perpetuity, at all internal road junctions	S3.5.1 P68
27	Access visibility splays (between driveways/ private accesses and internal road network)	Unspecified		A minimum visibility splay of 2.0m x 20m must be achieved between individual driveways, parking courtyards accesses and shared driveways and the adjacent carriageway	S3.5.2 P69
28	Driveway/ footway/ shared surface inter-visibility	Unspecified		A visibility splay of 2m back from the edge and 5m in either direction from the edge of driveway should be provided.	S3.5.3 P69

Item	Description	Scots NRDG Standard	NRDG Ref	ERC GPG Standard	GPG Ref
29	Parallel Parking bay sizes	Preferred bay size for cars = 5.5m x 2.9m	3.6.2	Where a parking bay is provided parallel to the carriageway, the length of the bays should be in multiples of 6m in length and 2.5m wide)	S4.1.3 P75
30	Perpendicular Parking design standards	Desirable bay size = 5.0m x 2.5m	3.6.2	Sizes of bays are per NRDG though where located of a 5.5m wide road, the bays should be set back a further 0.5m Where vehicle overhang of an adjacent footway/ footpath is possible it is recommended that the footway/ footpath is increased in width to 2.5m	S4.1.3 P75
31	Parking Courtyards	Basic dimensions given	3.6.2	Parking bays minimum size 5m length x 2.5m width Aisle width minimum 6m Parking bays preferably at right angles to the entry/ exit aisle No end on parking at rear of entry/ exit aisle 1.2m wide hardstanding to rear and side (where appropriate) of parking bays should be provided end of entry/ exit aisle should be extended by 1.5m beyond last parking space to allow manoeuvrability out of such Kerbing alignment at the corner of end bays should have a 1m radius or 1m chamfer	S4.1.4 P77
32	Residential parking provision	1 bed unit - 1 allocated space 2-3 bed unit - 2 allocated spaces 4 bed unit - 3 allocated spaces Visitor/ unallocated spaces - 0.25 per unit	3.7 Class 9	1 bed unit - 1 allocated + 0.65 unallocated spaces 2/3 bed unit - 2 allocated + 0.25 unallocated spaces 4 bed units - either 2 allocated + 0.5 unallocated spaces or 3 allocated + 0.1 unallocated spaces 5 bed or more units - 3 allocated + 0.1 unallocated	S4.2.1 P81

Item	Description	Scots NRDG Standard	NRDG Ref	ERC GPG Standard	GPG Ref
33	Bedroom units/ Studies	Unspecified		In addition to designated bedrooms, studies and/ or other similar rooms (i.e. room space above garages) will be counted within the determination of number of bedrooms within a property.	S4.2.3 P81
34	Unallocated Parking supplements	Unspecified		<p>Double garages not perpendicular to the carriageway - additional 0.65 unallocated spaces per unit</p> <p>Tandem triple driveways - additional 0.65 unallocated spaces per unit</p> <p>Tandem double driveways - additional 0.35 unallocated spaces per unit</p> <p>h-shaped or similar driveways including driveways with a double garage - additional 0.2 unallocated spaces per unit</p>	S4.2.5 P81
35	Garage provision and size	A garage can be counted towards a parking space allocation.	3.6.4f	<p>Integral single space vehicle garages do not count towards being an allocated curtilage space.</p> <p>Integral vehicle garages greater than 7m length x 6m width (double garage) may be considered as a single allocated space.</p>	S4.2.8 P82 S4B-7 S4.2.9 P83
36	Cycle parking provision	To be applied by the Local Authority	3.5.9	For flatted properties - minimum recommendation is two spaces per flat	S4.2.10 P83
37	Shared driveway design	Unspecified		Shared driveway accesses should be a minimum of 5m in width	S4.3.1 P84

Item	Description	Scots NRDG Standard	NRDG Ref	ERC GPG Standard	GPG Ref
38	Driveway Construction	Unspecified		Maximum gradient should not exceed 10% Driveway should be fully surfaced in either block paving or asphalt/ dense bituminous material Surface water from the driveway should not be discharged onto the (prospectively) public road Gates must not set back and not interfere with movements on the adjacent footway/ carriageway.	S4.3.1 P85
39	Driveway Length	Unspecified		Absolute minimum single vehicle length 6.0m (6.4m if access path is required at rear) Absolute minimum double vehicle (tandem) length 11m (11.9m if access path is required to rear) Driveway length increased by modules of 5.5m for every additional vehicle	S4.3.2 P85
40	Tandem Parking	Tandem parking should be discouraged	3.6.4i	Tandem driveways would be supported in the right circumstances but will not be accepted in areas where there is local road narrowing, within junction nodal points and / or where there significant changes in horizontal alignment.	S4.3.2 P87

Acknowledgement

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