West Berkshire Council

Highway Design Guidance for Residential Developments

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Contents

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1.0. Introduction

1.1. West Berkshire District Council is the Local Highway Authority and is responsible for ensuring that new streets and places meet design standards that will assist in delivering aims of the district.

1.2. This document has been developed as a companion to the West Berkshire Council Housing Site Allocations DPD 2017 and the Local Plan 2022. The document has been prepared in consideration with the Climate Change Emergency declared by West Berkshire Council in August 2019.

1.3. The document is to assist developers and their consultants when preparing planning applications for residential development and for use in subsequent discussions with West Berkshire Council. This document draws upon a number of national and local policies and guidance documents, including but not limited to:

- West Berkshire Council's Cycle and Motorcycle Advice and Standards for New Developments (2014);
- Building Regulations (2010 Document M – 2015 edition);
- Building Regulations (2010 Document S - Infrastructure for the charging of electric vehicles 2021)
- Manual for Streets (2007);
- Manual for Streets 2, Wider Application of the Principles (2010);
- Manual for Streets 3 / Manual for Smart Streets when published by DfT;
- BS 5906: 2005 Waste management in buildings. Code of practice;
- The Design Manual for Roads and Bridges (DMRB);
- West Berkshire Core Strategy (2006-2026);
- The Local Transport Plan for West Berkshire 2011-2026;
- Supplementary Planning Document 'Quality Design' (June 2006);
- CD143 Designing for Walking, Cycling and Horse Riding;
- CD195 Designing for Cycle Traffic;
- LTN 1/20 Cycle Infrastructure Design;
- National Design Guide (Ministry of Housing, Communities and Local Government 2021);
- Inclusive Mobility (Department for Transport, 2005);
- Healthy Streets Toolkit (TfL, 2007);
- Local Cycling and Walking Infrastructure Plans (LCWIPs) (including but not limited to the 2021 adopted LCWIP);
- 'Electric Vehicle Charging Guidance for Developers' 2022;
- Standard Detail Drawings (Civils and Electrical); and
- Ultra Low Emission Vehicle Strategy once finalised.

2.0. Pedestrians and cyclists

2.1. Streets and places should be designed in such a way that reduces car use while encouraging sustainable active travel modes to help against the Climate Change Emergency. For walking and cycling as per LTN 1/20 in paragraph 1.5.2, this means that “networks and routes should be Coherent; Direct; Safe; Comfortable and Attractive”.

2.2. Section 4.2 of the Manual for Streets advocates that “pedestrians and cyclists should generally be accommodated on streets rather than routes segregated from motor traffic. Being seen by drivers, residents and other users affords a greater sense of security.” The Highway Authority will therefore resist isolated routes or “narrow routes hemmed in by tall barriers” or structures and vegetation where there could be a risk of crime.

2.3. The need for connectivity and permeable routes for pedestrians and cyclists is also set out in - West Berkshire Supplementary Planning Document ‘Quality Design’. Section 2.4 Movement and Connections. Street design should be inclusive, providing for all people regardless of age or ability. There is also a general duty for public authorities to promote equality under the Equality Act 2010. When designing for pedestrians or cyclists, some requirements are common to both:

- Routes should form a permeable network linking key facilities and destinations;
- They should be direct, follow desire lines, unimpeded by street furniture, footway parking and other obstructions or barriers;
- Routes must not only be safe but appear to be safe, from both traffic and crime. E.g. routes should be overlooked;
- Care must be taken with surfacing. E.g. blocks such as granite should not be used where they could be slippery in wet weather.

2.4. As pedestrians include people of all ages, sizes and abilities, the design of streets needs to satisfy a wide range of requirements including people who are mobility challenged. Poor design can exacerbate the problems of disabled people, while good design can minimise them. If any aspect of a street unavoidably prevents its use by particular user groups, it is important that a suitable alternative is provided. A set of steps can be used by the majority of people, but will present a significant challenge to disabled people. In such a case, an alternative route with a ramp would be essential.

2.5. The minimum clear footway width should be 2.0 metres, although a minimum of 1.5 metres can be provided in some circumstances and in rural settings. Wider footways should be provided in busier locations such as busy roads and fronting shops and schools etc.

2.6. Anything over-sailing the footway should be at least 2.6 metres above footway levels and at least 450 mm from the kerb face and will require a licence.

2.7. All pedestrian crossings should at least be provided with dropped kerbs and tactile paving and should be matched to pedestrian desire lines. These should also be provided at regular intervals and at side road junctions. At junctions, the crossings should be provided on straight sections of footway. All tactile crossings should conform to the latest DfT Guidance on the Use of Tactile Paving Surfaces.

2.8. On busier roads, pedestrian refuges and kerb build-outs should be provided when possible. They divide the carriageway and so reduce the crossing distance. However, care will need to be taken with cyclists as they can create a pinch-point. It is for instance often possible to enable cyclist to pass through the pinch point within a dedicated cycle lane and taking into account of guidance within LTN1/20.

2.9. For the crossing of even busier roads or locations of heavy pedestrian traffic, subject to all relevant criteria being met, zebra crossings or signalised crossings can be provided. Signalised crossings can include puffin crossings for pedestrians and toucan crossings for pedestrians and cyclists.

2.10. LTN 1/20 states that “cycles must be treated as vehicles and not as pedestrians. On urban streets, cyclists must be physically separated from pedestrians and should not share space with pedestrians”, although recognition is given to the possibility of shared route sections in certain circumstances where existing and predicted future flows are low. Cyclists should generally be accommodated on the carriageway. Not only is this often more convenient and attractive for cyclists, but they’re more likely to be able to keep moving. Cyclists using cycle tracks running alongside a carriageway can be vulnerable when they cross side roads, although this risk may be offset by provision of marked priority for cyclists, where feasible.

2.11. LTN 1/20 states that “cyclists must be physically separated and protected from high volume motor traffic, both at junctions and on the stretches of road between them”, usually by dedicated on-carriageway cycle lanes. There should not be any need for dedicated on-carriageway cycle lanes on a low speed and a low traffic volume street. However measures should be taken to prevent them from being blocked by parked vehicles.

2.12. Any cycle route should be direct, barrier-free routes that enables cyclists to keep moving. Any junctions should be designed to promote slow motor-vehicle speeds.

2.13. Where off carriageway cycle routes are provided, their geometry and visibility should be in accordance with the appropriate design speed. The design speed for a cycle track would normally be 30 kph (20 mph), but reduced as necessary to as low as 10 kph (6 mph) for short distances where cyclists would expect to slow down. Blind corners are a hazard and should be avoided. Such cycle routes should be physically segregated from footways / footpaths whenever possible. It is considered that remote footways / cycleways should be lit whenever possible. The Local Highway authority strongly supports the provision of dark skies, with one solution being the provision of dynamic lighting that means that the route is lit to say 20% level during darkness, but lights up to 100% when sensors detect pedestrians and cyclists.

2.14. The headroom over routes used by cyclists should be a minimum of 2.6 metres. The maximum gradients should generally be no more than 3% (1 in 33), or 5% (1 in 20) maximum over a distance of 100 metres or less, and 7% (1 in 14) maximum over a distance of 30 metres or less. However, topography may dictate the gradients, particularly if the route is in the carriageway.

3.0. Site Access

3.1. The form of access junction to be provided to a development shall be explored with the local highway authority including through a Transport Assessment. Advice will vary depending on factors such as: the road classification, nature of the road, the needs of all user groups, and existing junctions in the vicinity of that proposed. West Berkshire Council will draw upon the Guidance given in the Design Manual for Roads and Bridges; Manual for Streets; and Manual for Streets 2 – Wider Application of the Principles.

3.2. Site accesses will generally be resisted onto major roads, especially if there are alternative access options.

3.3. A Stage 1 Road Safety Audit (RSA) of proposed new junctions will be expected to be provided prior to a recommendation from the highway authority being made. A Non-Motorised User (NMU) Audit or Quality Audit may be requested by the highway authority in order to demonstrate that the junction or scheme provides appropriately for all user groups in accordance with Policy CS13 of the West Berkshire Core Strategy (2006-2026), the Local Transport Plan for West Berkshire 2011-2026; and Supplementary Planning Document 'Quality Design' (June 2006).

3.4. Where audits are provided, they should generally accord with the following documents:

- Road Safety Audit GG119;
- Non-Motorised User Audit GG 142; and
- Quality Audit TAL 5/11.

3.5. When determining whether a planning application requires a Transport Assessment (TA) or a Transport Statement, reference should be made to Policy P1 of the West Berkshire Housing Site Allocations Development Plan Document where local thresholds are set.

3.6. The use of computer software traffic models to evaluate the operational capacity of junctions will be checked, and any models found without the expected level of supporting information and validation such as traffic queue lengths, speed and journey time surveys will be rejected along with any traffic models that have optimised traffic signal junctions without good reason.

4.0. Site layout and permeability

4.1. Section 4.2 of Manual for Streets advocates street networks that "should, in general, be connected. Connected, or 'permeable', networks encourage walking and cycling, and make places easier to navigate through. They also lead to a more even spread of motor traffic throughout the area and so avoid the need for distributor roads" The highway authority will look for developments to provide multiple points of connection for pedestrians and cyclists with access to safe, convenient and legible routes to local facilities and services on foot, by pedal cycle and electric bike, and potentially (subject to possible future legislative change) electric scooters. Multiple access points also provide a more convenient and viable route for buses.

4.2. The provision of cul-de-sacs should be limited as much as possible as they do not provide street networks that are connected and permeable. They may concentrate traffic impact on a small number of dwellings, require turning heads that are wasteful in land terms and lead to additional vehicle travel and emissions, particularly by service vehicles.

4.3. Where developments of 100 dwellings or more are proposed, provision of an emergency access, in addition to a primary vehicle access, should be considered as a minimum. The access for emergency vehicles must accord with that set out in Building Regulation requirement B5 (2000) regarding 'Access and

Facilities for the Fire Service'. This is referred to in paragraphs 6.7.2 and 6.7.3 of Manual for Streets.

4.4. Service margins of 2.0 metres wide should be provided on both sides adjacent to new residential access roads.

4.5. Pedestrian accesses to the rear of properties or gardens should be secure, gated and be a minimum of 1.2 metres wide to permit the movement of refuse bins and wheelchairs.

4.6. West Berkshire Council will continue to adopt new roads that serve more than five new houses and insist that any new access road serving more than five houses is built to an adoptable standard being to the Councils Standard Detail Drawings and adopted using the Section 38 process. This ensures access by refuse vehicles and ensures that residents have the advantage of a road maintained at public expense. The use of private management companies to maintain roads instead of adoption has become increasing unacceptable to the Council and to residents. This Council does operate Section 220 with the Advanced Payment Code. The adoption process is explored more in Section 8.

4.7. The following section details a hierarchy of roads serving residential development, depending on their function and the expected number of dwellings to be served.

5.0. Road Hierarchy

5.1. Main access route

5.1.1. These are streets that will serve more than 100 houses and could be used by public transport.

5.1.2. The streets should be designed for 33 kph (20 mph) speeds by curved road alignments, sections of narrowing for natural built in traffic calming. Artificial traffic calming such as road humps or speed cushions should be avoided.

5.1.3. Carriageway widths should be 5.5 metres although this could be reduced on short straight sections with good inter-visibility between opposing flows. Should there be any potential for use by public transport, a width of 6.0 metres will be sought Carriageway widths may need to be wider on bends to allow buses and larger vehicles to pass. Vehicle tracking plots will need to be submitted for this. 2.0 metre wide clear footways should be provided on both sides of the carriageway. Dedicated on carriageway cycle routes may be required

5.1.4. Direct vehicular access to residential units is permitted.

5.2. Residential streets

5.2.1. These are streets that will serve more than 25 houses and are not likely to be used by public transport.

5.2.2. The streets should be designed for 33 kph (20 mph) speeds by curved road alignments, sections of narrowing and changes in direction for natural built in

traffic calming. Artificial traffic calming such as road humps or speed cushions should be avoided.

5.2.3. Carriageway widths should be 4.8 metres although this could be reduced on short straight sections with good inter-visibility between opposing flows. Carriageway widths may need to be wider on bends to allow larger vehicles to pass. Vehicle tracking plots will need to be submitted for this. 2.0 metre wide clear footways should be provided on both sides of the carriageway, although 2.0 metre grass verges can be provided instead on one side of the carriageway for streets with lesser traffic or for aesthetic purposes. Such grass verges should incorporate the service margin to reduce carriageway maintenance. Provision for cyclists needs to take into account LTN 1/20; with adherence to the design considerations above, cyclists would normally be accommodated within the carriageway.

5.2.4. Direct vehicular access to residential units is permitted.

5.3. Shared surface

5.3.1. These are streets that will serve up to 25 houses. The aim is to create an environment in which pedestrians can walk, or stop and chat, without feeling intimidated by motor traffic.

5.3.2. The streets should be designed for 20 mph (33 kph) speeds by curved road alignments, sections of narrowing and changes in direction for natural built in traffic calming. Artificial traffic calming such as road humps or speed cushions should be avoided.

5.3.3. Carriageway width should be 4.8 metres although this could be reduced on short straight sections with good inter-visibility between opposing flows to act as traffic calming feature. Carriageway widths may need to be wider on bends to allow larger vehicles to pass. Tracking plots may need to be submitted for this. Service margins should be provided consisting of 2.0 metre wide grass verges on both sides of the carriageway that must always be kept free of structures, bushes or trees. Within a Mews environment such as the picture below, service margins can be constructed within the shared surface construction so long as the margin is identified within the surface; the carriageway should preferably be surfaced with block paviours with appropriate PSV for cyclists to safely use. It must be noted that a Mews environment should be a purposeful design, it must not be a poor shared surface design. Cyclists can be accommodated within the carriageway.

A Mews Environment

5.3.4. Direct vehicular access to residential units is permitted.

5.3.5. Shared surface roads can include Mews Courts.

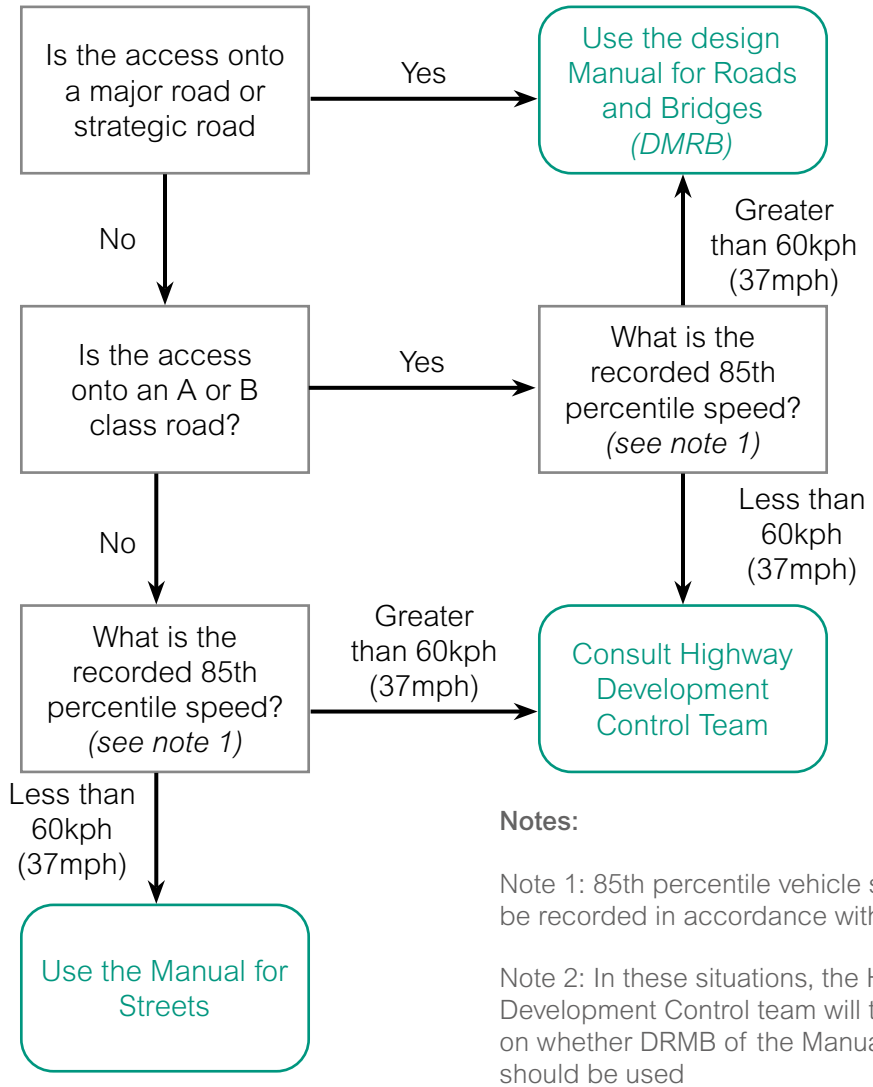
5.4. Private roads and drives

5.4.1. Can serve up to five houses or apartment developments. Access to private roads and drives should generally consist of dropped kerb crossings rather than bell mouths and radius kerbs as this is friendlier for pedestrians. It is also considered that due to the very low numbers of vehicle movements, it is more appropriate to have a dropped kerb crossover.

6.0. Visibility and Stopping Sight Distances

6.1. Figure 1 should be used to provide a starting point for the design criteria to be used for the access to a new residential street from an existing street or road. However, Figure 1 should not be seen as the end-point for discussion; the highway authority reserves the right to provide a view which is outside of that set out within Figure 1.

Figure 1 - Design Criteria Flow Chart



Notes:

Note 1: 85th percentile vehicle speeds should be recorded in accordance with DMRB CA 185

Note 2: In these situations, the Highways Development Control team will take a view on whether DRMB of the Manual for Streets should be used

6.2. As specified within the Manual for Streets, consideration should be given to the road gradient at the location of the access and the level of HGV traffic.

7.0. Parking

7.1. Residential car parking standards are set out in Policy P1 of the West Berkshire Housing Site Allocations Development Plan Document.

7.2. Not all parking spaces need to be allocated to individual properties, especially for flats/apartment developments. Unallocated parking is particularly useful to provide a shared resource for a development as it can allow for changes in car ownership between individual dwellings over time.

7.3. The provision of rear parking courts will generally be resisted, as rear parking courts are often not used for vehicle parking, resulting in an increase in on-street parking demand and unused parking court spaces. Rear parking courts can also attract crime and antisocial behaviour if they are badly sighted or not overlooked. Parking should be provided fronting the dwellings or at least visible from the public highway.

7.4. Parking areas should be overlooked by habitable rooms of multiple dwellings and should be located in close proximity to the main access to all of the dwellings that the parking area serves. Residents and visitors should pass through or beside such parking areas as they arrive and depart their dwellings without an intervening wall, fence or planting over 1m high obscuring their view of the parking area.

7.5. It is common for car parking to be provided off carriageway for residential dwellings in either driveways or car parking accessed across the footway. Driveways should be a minimum of 2.5 metres wide and 5.0 metres long, or 5.5 metres fronting any garage door, (but not between 7.0 and 10.0 metres long in tandem to avoid a second vehicle overhanging an adjacent footway / kerb).

7.6. On-street car parking spaces at 90 degrees to the street should be a minimum of 2.5 metres wide by 5.0 metres long. Car parking spaces parallel to the street should be a minimum of 2.0 metres wide and 6.0 metres long with one side of the space adjacent to a footway. For 90 degree car parking, aisle / street widths fronting car parking spaces should be 6.0 metres. Narrower aisle / street widths will only be considered if larger wider parking spaces are proposed and such arrangements should be checked through swept path analysis and agreed with the highway authority at the earliest opportunity.

7.7. Perpendicular car parking will not usually be adopted at public highway as such car parking is not integral to the roadway, but layby parking within the roadway will usually be adopted.

7.8. Should single car parking spaces be provided between buildings or structures, they should be 3.0 metres wide to enable access and opening of vehicle doors etc. Two car parking spaces provided side-by-side between buildings or structures should both be 2.7 metres wide. For more than two spaces provided in such locations, the parking spaces at each end should be 2.7 metres wide.

7.9 Lines of parked cars accessed across a footway can be unattractive and even daunting to pedestrians crossing in front. Lines of parked cars accessed across footways should therefore be divided into a maximum of four vehicles in a row with breaks provided by items such as a footway or planting should any further parking be provided.

7.10. Pedal cycle and motorcycle parking for all new residential developments shall be provided in accordance with West Berkshire Council's Cycle and Motorcycle Advice and Standards for New Developments (November 2014).

7.11. Electric Vehicle Charging Points should be provided to the Councils 'Electric Vehicle Charging Guidance for Developers' 2022. Each dwelling shall be provided with a dedicated EVCP including apartments/flats.

8.0. Road Adoption within development sites and the Section 38 Process

8.1. West Berkshire Council's Waste Management service may not currently permit refuse to be collected from streets which are not adopted. Accordingly, as mentioned within section 4, all residential streets serving more than five dwellings should be constructed to adoptable standards and it should be anticipated that the highway authority will require adoption of such streets through a Section 38 Agreement under the Highways Act 1980.

8.2. Streets serving five dwellings or fewer can be proposed to remain un-adopted provided that the following criteria are met:

1. Refuse collection can be undertaken safely and conveniently for the dwellings on the private road consistent with Schedule 1, Part H of the Building Regulations (2000), referred to in Manual for Streets paragraph 6.8.9;

2. Space should be provided for waste bins on collection day such that:

   a. bin positions do not require refuse collection vehicles to enter the private road; and
   b. bins and recycling boxes do not obstruct footways or carriageways on either adopted or un-adopted roads in accordance with Manual for Streets paragraph 6.8.13 and 6.8.18

3. The need for reversing of refuse vehicles should be minimised. If reversing of refuse vehicles is required, reversing distances should be within that set out in BS 5906: 2005 referred to in Manual for Streets paragraph 6.8.8; and

4. The access distance to dwellings for emergency vehicles must accord with that set out in Building Regulation requirement B5 (2000) regarding 'Access and Facilities for the Fire Service'. This is referred to in paragraphs 6.7.2 and 6.7.3 of Manual for Streets.

8.3. No building work may be commenced until an Agreement under Section 38 of the Highways Act 1980 has been completed or a deposit under Section 220 (the Advance Payments Code) of this Act has been secured.

8.4. The appropriate specifications for the works are the MCHW Specification for Highway Works and our own West Berkshire Council Standard Detail Drawings which can be obtained from West Berkshire Council web site at: www.westberks.gov.uk/highways-development-control

8.5. Upon entering into a Section 38 Agreement will be required to submit a letter of intent to West Berkshire Council agreeing to pay any reasonable costs incurred in checking the submission and preparing the Agreement and details for the solicitor acting on behalf of the Developer.

8.6. The Developer should submit electronically the following documents for approval:

Layout Plans

The plan to a scale of not less than 1/500 should indicate:

- RSA Stage 1 and 2
- General Arrangement of the proposed development
- Dimensions of carriageways and footways
- Dimensions of horizontal curves
- Dimensions of corner radii
- Dimensions of turning bays
- Dimensions of visibility splays
- Vehicle swept path analysis showing all turning movements by design vehicles
- Details of the highway drainage system including Sustainable Urban Drainage Systems (SUDS) First iteration must include natural flow and catchment area details.
- Details of foul and surface water sewers
- Proposed fencing and landscaping
- Proposed contours
- Proposed floor levels
- Details of street lighting
- Details of any road signs, tactile paving and highway markings

The Council has released separate guidance regarding the design of SUDS.

Longitudinal Sections

Longitudinal sections should be drawn on the centre line and channels of all roads. The sections should show the following information:

- Chainage and existing ground levels
- Proposed levels of road centre lines
- Gradients of roads. (These should lie between the limits of 7% and 0.67%)
- Details of vertical curves on road centre line

Construction Details

All construction details should be in accordance with West Berkshire Council Standard Detail Drawings. The details should show the following information:

- A typical cross section showing in detail the road and footway construction
- Details of any traffic calming feature along the horizontal alignment.

Cross Sections

If requested cross sections will be provided and will show the following:

- Cross sections at approximately 20 metre intervals indicating proposed road and drive levels and existing ground levels.
- Details of any embankments, and cuttings and retaining features.

Calculations

Calculations for the following should be submitted:

- Details of street lighting design in accordance with West Berkshire Council Street Lighting Specification
- Capacity of any highway drainage system
- Californian Bearing Ratio test results
- Vehicle restraint system assessment (where required).
- Retaining Structures.

Drawings

A layout drawing, to be submitted for approval purposes, showing the areas to be offered for adoption coloured in accordance with the list below,

- Carriageway - Burnt sienna
- Footway - Paynes Grey
- Grass Verge - Hookers Green
- Street lighting - Yellow
- Highway Drainage - Orange
- Outline of Development - Edged in Red
- Easements - Pink
- Visibility Splays - Yellow hatching

8.7. All proposed structures which are to be constructed over or under the public highway, including retaining walls and /or structures adjacent to the highway, must be approved by this Authority. A copy of West Berkshire Council Procedures for the Technical Approval of Structures can be obtained upon request.

8.8. The developer will supply a Stage 2 Detailed Design Road Safety Audit. This Audit should be carried out in accordance with the IHT publication “Guidelines for the Safety Audit of Highways” and GG119 Road Safety Audit. The Auditors are to be independent of the Designer. A Response Report is required from the Designer following the Audit report and any design changes as a result of the Audit are reflected in the updated drawings that are reissued to West Berkshire Council for consideration.

8.9. Once approval has been obtained, all drawings shall be sent electronically. Provisional Certification and Adoption of the roads will follow the same processes as those outlined in Highway Works within the existing Public Highway and the Section 278 Process below.

8.10. The Technical Approval Pack will be appended to the legal agreement and any changes to the design post-completion of the agreement must be checked and approved by the WBC Highways Technical Officer and appended within the agreement.

9.0. Highway Works within the existing Public Highway and the Section 278 Process

9.1. Where a development requires works to be carried out on the existing highway, there is a need for an agreement with us under Section 278 of the 1980 Highways Act.

9.2. This section of the Act will allow the developer to employ an approved contractor and for that contractor to work on the existing public highway in the same way as if we, the highway authority, were carrying out the works instead. The Developer is normally responsible for all aspects of the works on the public highway, from their design, through supervising construction and ensuring that the works are fully and finally completed to our satisfaction.

9.3. Section 278 agreements are often used together with an agreement under Section 106 of the Town and Country Planning Act 1990. Such agreements, between a planning authority, us (where highway works are covered) and a landowner and developer, are used to regulate developments where using planning conditions would not be appropriate. Granting planning consent depends on the landowner or developer entering into a Section 106 agreement. Section 106 agreements may cover a number of matters such as securing off-site highway works, landscaping, phasing the development, and paying sums of money and so on.

9.4. Both Section 278 and Section 106 agreements operate in the same way in relation to highway works. They follow the procedures involved in the approximate order they occur from initial consultations through to final completion of the highway works.

9.5. Before you can enter into a Section 278 agreement, you must normally obtain full planning permission for the development from the planning authority. This must include approval of any reserved matters relating to the highway works. The highway works should be designed by reputable chartered consulting engineers with experience in designing highway works. The Contractor must be approved by this highway authority and should submit two letters of reference from local highway authorities they have previously carried out works on behalf of.

9.6. During the construction of the improvement works the Developer and his Contractor are responsible for the day-to-day supervision of the highway works. West Berkshire Council's Environment Directorate will only inspect the works to check that they are being constructed in accordance with the approved drawings and its requirements.

9.7. The Developer must give the Highway representatives reasonable access to the works in progress at all times.

9.8. A provisional certificate of completion will be issued once:

- The Developer has substantially completed the highway works to West Berkshire Councils satisfaction;
- All Supervision Fees and Commuted Sums have been paid
- all street lighting is to West Berkshire Councils satisfaction;
- any planted landscaping areas, grassed areas, trees, shrubs that are to adopted have been fully planted and established;
- the works (including any existing and new planted landscaping) have been inspected by West Berkshire Council and the Developer and no significant defects have been identified, or where they have, an agreement to remedy them has been agreed;
- A CCTV report has been submitted proving the efficacy of the drainage system
- the Stage 3 Road Safety Audit has been completed and all changes that are required have been made;
- All designs to be submitted in a digital format

9.9. When a provisional certificate is issued, the amount of bond may be reduced, usually to 10% of the original amount. The Developer will then be responsible for maintaining the highway works for a minimum period, usually twelve months. This allows any defects in the works to become apparent after they have been brought into public use.

9.10. A final certificate of completion is issued when the following actions have taken place.

- A joint inspection of the highway works (including any landscape planting, trees, grassed areas) has been undertaken between the Developer and West Berkshire Council. A list of any outstanding remedial works required will be issued and these must be completed;
- A final CCTV report proving the efficacy and condition of the drainage system has been submitted
- the highway works have been maintained to West Berkshire Councils satisfaction during the maintenance period and all defective works previously highlighted have been completed;
- See 10.3 below regarding IDNO's and provision of a copy of the Un-Metered Supply Certificate below
- the Stage 4 Road Safety Audit (where required) has been completed and all changes that are required have been made;
- An electronic copy of the health and safety file provided electronically in line with the Construction (Design and Management) Regulations 2015 (CDM) has been issued; and.
- The land dedication plan has been agreed.

9.11. On issuing the final certificate, the improvement works constructed by the Developer are adopted by West Berkshire Council and any Bond retained returned.

9.12. West Berkshire Council will make a charge for the work involved in:

- preparing and managing the Section 278 agreement;
- checking the design of the highway works, any associated structures and any highway drainage; and
- Inspecting the works on site.

9.13. The charge for administration, design checking and site inspection is [based on] a fixed percentage. It is based on the estimated cost of the total highway works if carried out by the WBC Highways Term Contractor, as agreed between the Developer and West Berkshire Council. The fee is 10% of the bond Sum with a minimum charge of £250 for each agreement.

9.14. Commuted sums are payable on the following "extra" beyond West Berkshire Councils Standard details and specification

- additional areas exceeding usual highway design standards and which are not required for the safe functioning of the highway;
- materials outside our usual Specifications;
- non-usual or additional street furniture;
- any new landscaping within the highway, including trees; and
- Sustainable Drainage Systems (SUDS), for example, flow-attenuation devices, swales and storage areas).

9.15. This is not an exhaustive list and during the design process further items requiring a commuted sum may be identified.

10.0. Street lighting

10.1. Street lighting will generally always be provided within urban locations, where usually street lighting is already in existence in surrounding locations.

10.2. In recent years, Independent District Network Operator (IDNO) have become more common. The highway authority cannot oppose an IDNO as regulators have now allowed competition for these connections to happen.

10.3. The highway authority will be keen to contact an IDNO each time a site is adopted to inform them of the intention of the authority to trade the IDNO supplies as part of our unmetered submission. The highway authority will not adopt the streets and the lighting until we have a copy of the Un-metered Supplied certificate (UMS) so that the streetlights are part of the unmetered inventory for the authority. The highway authority will also not be taking over any 'site specific' energy supply accounts from developers, as the authority will not want to be involved with other energy suppliers that the authority would potentially owe money to after adoption

10.4. Regarding the above, the highway authority reserves the right to apply planning conditions or enter into appropriate legal agreements if required.

10.5. The Council is keen to work with rural communities to maintain dark skies and a rural character, therefore street lighting will only be provided within rural locations under the following circumstances:

- With the express wishes of the Parish Council
- There would be particular highway safety or personal security implications if street lighting were not provided. These implications will be identified by the District Council during the planning application process, or during the process of adopting new roads as public highway.

11.0. Waste Collection

11.1. Turning heads shall be provided of sufficient size to permit the Authority's standard 11.2 metres long refuse collection vehicle to turn and such that refuse collection can be undertaken safely and conveniently for all dwellings consistent with Schedule 1, Part H of the Building Regulations (2000), referred to in Manual for Streets paragraph 6.8.9.

11.2. A vehicle track plot should be submitted in all cases, unless it is quite obvious that a refuse vehicle will be able to turn. The Highway Authority reserves the right to check the tracking plots and may therefore seek copies of computerised drawings via email or disc of the development proposals in the appropriate format.

11.3. Unless a footway / cycle way is a busy pedestrian / cycle route, it should not matter that the refuse vehicle overruns or overhangs the footway / cycleway / driveway. To avoid damage to surfacing and kerbing it may be appropriate to provide greater construction, dropped kerbing or splay kerbing and increased construction where the vehicle may overrun. In many instances footways are not required and grass verge margins may be provided instead, and therefore this would require the turning head being designed to avoid refuse vehicles damaging verges.

11.4. The potential of the refuse vehicle overrunning or overhanging onto private property must be avoided in all cases.

11.5. For further information on designing for refuse collection, please see Guidance for New Developments Waste and Recycling Capacity Requirements from West Berkshire Council Waste Services.

12.0. Drainage and Sustainable Urban Drainage Systems (SUDS)

12.1. The highway authority supports the provision of SUDS whenever possible to enable surface water to percolate into the underlying ground and to reduce run off into existing surface water systems. The West Berkshire Council SUDS team has prepared guidance on this matter, which can be accessed via the following link: www.westberks.gov.uk/sudsspd

12.2. Permeable block paving will not be approved on single-access roads due to maintenance issues

12.3. No private surface water drainage will be permitted to flow into highway drainage systems.

12.4. Foul water sewers shall be adopted by the local water company.

13.0. Trees

13.1. Street trees must be provided within the public highway. However, careful consideration needs to be given to their location, species and how they are planted. Consideration should also be given to the footway construction and buried services. The use of trees pits and the species of trees must be carefully considered. Trees and shrubs should not obstruct pedestrian and motorist sightlines.

14.0. Street Naming & Numbering

14.1. The council has a Street Naming & Numbering Policy. The policy includes our processes and requirements needed to ensure that all dwellings are named and numbered prior to being occupied. Details are also included on the provision of nameplates.

We are committed to being accessible to everyone. If you require this document in an alternative format or translation, please call Development Control on Telephone 551111.

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