

# **Economy Transport and Environment Department**

## **Street Lighting Maintenance Management Plan (SLMMP)**

**Document Control\***

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**\* Please refer to HCC if Review date has expired.**

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# **Part 1 – Introduction to the SLMMP**

## **Summary**

This strategy outlines the basic principles and standards applying to street lighting and illuminated signs in Hampshire. The term “street lighting” encompasses lighting and all other items of illuminated street furniture provided on the public highway (whether or not adopted by Hampshire County Council), except traffic signals and electrically operated vehicle information signs.

Detailed information on street lighting and sign requirements can be found in this Policy’s supporting documents:

- TG12: Signs and Bollards (due for publication May’19)
- TG13 - Street Lighting
- TG14: Road Restraint Systems and Passive Street Furniture (due for publication April’19)
- HCC Standard Detail Drawings (Series L)

For information concerning regulation, inspection and general maintenance on the highway asset this street lighting document should be read in conjunction with the [Highway Maintenance Management Plan](#) (HMMP).

## **Overview**

To achieve a structured and coherent approach to the provision of lighting on the public highway the correct levels and associated parameters for the lighting for each specific class of road, street, footpath, cycle track etc. must be determined. Such determination should take account of: -

- the use of the road, for vehicular, cycle and pedestrian traffic,
- local amenities such as leisure centres, schools, churches, village halls, shops, public houses, doctors’ surgeries etc. which may affect the night-time use of the road
- The location of the road, rural, urban etc.
- the ecological and environmental aspects

All new lighting shall be provided to comply with the British Standards for Road Lighting; BS5489 and BS EN 13201. Each category of road, street, footpath, cycle track etc. will have its own specific requirements, which will affect the level of lighting to be provided.

BS 5489 contains guidance and recommendations that are intended to support BS EN 13201 and to enable designers of lighting systems to comply with that standard.

BS 5489 consists of two parts:

- BS 5489-1 Gives guidance and recommendations for the lighting of roads and public amenity areas
- BS 5489-2 gives guidance and recommendations for the lighting of tunnels.

BS EN 13201 consists of three parts:

- BS EN 13201 part 2 – Details performance requirements
- BS EN 13201 Part 3 – Details calculation of performance
- BS EN 13201 Part 4 – Details methods of measuring light performance

### **Main Objectives**

The provision of street lighting and other items of illuminated street furniture should support the key aims of the [County Council's Strategic Plan](#).

In addition, the following key issues should be taken into account when considering lighting issues:

- Highway safety for road users
- Protection of the night-time environment and nocturnal species
- Enhancement of the night-time environment
- Personal security
- Lighting for closed circuit television (CCTV)
- Crime against property including car crime
- Reduction of vandalism
- Perception of safety.
- Visual/environmental intrusion.
- Cost effectiveness.
- Electrical, structural and other safety Issues
- Recycling and disposal of redundant equipment including lamps
- Passive street furniture
- Use of innovative and maturing technology
- Carbon free energy supply
- Reduction of primary energy consumption and increasing the share of renewable energies
- Sustainable procurement

### **Legislation and Regulations**

All public lighting should, as a minimum, fully comply with the following legislation and regulations:

- Highways Act, 1980
- The Local Government Contract Act 1997
- The Management of Health and Safety at Work Regulations, 1999
- Construction, Design and Management Regulations, 2015
- Electricity at Work Regulations, 1989
- Traffic Signs Regulations and General Directions 2016
- Disability Discrimination Act 2005
- The Highways (Road Humps) Regulations 1999
- New Roads and Street Works Act, 1991
- Traffic Management Act 2004
- BS 7671:2008 Requirements for Electrical Installations,
- BS EN 60529: "Specification for Degrees of Protection for enclosures.
- BS EN 60598-2-3: 1994, Luminaires for Road and Street lighting.

- BS 5649: "Lighting Columns"
- Green Public Procurement
- Eco-Design Directive 2009

### **Other Documents Influencing Lighting Maintenance**

In addition to the legislative requirements placed on the Authority there are a number of internal and external documents which direct and inform street lighting maintenance, management and policy, including:

- British Standards: BS 5489\_1: 2013 Code of practice for the design of road lighting – Part 1: Lighting of roads and public amenity areas
- BS EN 13201\_2:2003 Road lighting – Part 2: Performance requirements
- BS EN 13201\_3:2003 Road lighting – Part 3: Calculation of performance
- BS EN 13201\_4:2003 Road lighting – Part 4: Methods of measuring lighting performance.
- BS EN 12193: 2003 Light and lighting – Sports lighting
- UK Roads Liaison Group document "Well-Managed Highway Infrastructure".
- CIBSE/SLL Publications:
  - SSL Code for Lighting (2012)
  - LG1 The Industrial Environment (2012)
  - LG4 Sports (2006)
  - LG6 The Exterior Environment (1992)
  - FF7 Environmental Considerations for Exterior Lighting (2003)
- CIE Publications:
  - 01 Guide lines for minimizing Urban Sky Glow near Astronomical Observatories (1980)
  - 83 Guide for the lighting of sports events for colour television and film systems (1989)
  - 92 Guide for floodlighting (1992)
  - 115 Recommendations for the lighting of roads for motor and pedestrian traffic (1995)
  - 126 Guidelines for minimizing Sky glow (1997)
  - 129 Guide for lighting exterior work areas (1998)
  - 136 Guide to the lighting of urban areas (2000)
  - 150 Guide on the limitations of the effect of obtrusive light from outdoor lighting installations (2003)
  - 154 The Maintenance of outdoor lighting systems (2003)
  -

ILE/ILP Publications:

- PLG 02 – The Application of Conflict Areas on the Highway
- PLG 03 – Lighting for Subsidiary Roads: Using White Light Sources
- PLG 04 – Guidance on Undertaking Environmental Lighting Impact Assessments
- PLG 05 – Brightness of Illuminated Advertisements

- PLG 06 – Guidance on the Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments
- GN01 – Guidance Notes for the Reduction of Obtrusive Light
- TR12 – Lighting of Pedestrian Crossings
- TR22 – Managing a Vital Asset: Lighting Supports
- TR23 – Lighting of Cycle Tracks
- TR25 – Lighting for Traffic Calming
- TR26 – Painting of Lighting Columns
- TR28 – Measurement of road lighting performance on site
- TR30 – Passive Safety
- GP10 Safety during the Installation and Removal of Lighting Columns and similar Street Furniture in Proximity to High Voltage Overhead Lines
- Guidance note 08/18 – Bats and artificial lighting in the UK (published in conjunction with the Bat Conservation Trust).

### **The Street Lighting Maintenance Strategy**

Hampshire's Economy, Transport and Environment Department is responsible for the maintenance and management of the Highway lighting network in Hampshire and have set out clear objectives in the Department's delivery plan, of which two refer to management and maintenance of the highway lighting network. These are:

- Highways are safe, well maintained and resilient (Objective 2.1)
- Travel is Safe, accessible and well managed (Objective 2.3)

To achieve these objectives our maintenance strategy is summarised as follows:

- To provide a clear statement of street lighting policies which deliver the statutory obligations of the Authority
- To be responsive to the needs of users and the community
- To contribute to effective street lighting asset management and maintain the asset value, by providing a uniform and consistent approach to maintenance need and resource allocation
- To support effective delivery of the statutory network management duty
- To support and add value to local transport objectives
- To support and add value to wide corporate policy objectives
- To regularly review policies and procedures and monitor the effectiveness of the maintenance strategy.

The delivery of the street lighting service is undertaken by its PFI Service Provider, Tay Valley Lighting (Hampshire) through their Operating Sub-contractor, SSE Enterprise Lighting Services.

### **Service Standards**

All street lighting equipment is monitored and controlled using a computerised management system (CMS). This automatically reports any defects as well as controlling light output.

Notwithstanding the above the County Council aims to deal with faults promptly and within the following response times::

- Normal faults - attend site within three business days and repair or report more extensive repair or supply cable fault. In these cases repairs may take an additional 10-25 days to correct. Where there is an electricity supply fault, which is the responsibility of [Scottish and Southern Energy plc](#), the repair of these faults may take an additional 10-35 days to correct.

The County Council also completes the following operations to keep all street lights and illuminated signs fully operational and electrically safe:

- Planned maintenance cleaning and visual checks  
Regular visual, electrical, structural and mechanical testing/inspections to make sure that the lights are in safe working order as well as cleaning the lantern.
- Illuminated traffic bollards  
Bollards are cleaned three times each year.
- Lamp replacement  
Where required lamps are generally replaced every two or four years, depending on the type of lamp.

### **Policies and Supporting Information**

This is Hampshire County Council's list of highway maintenance related policies. Each policy provides a statement of intent and links to the available supporting documentation. In addition, the policies will identify any minimum service standards that apply and provide links to standard forms and guidance as appropriate.

#### **List of Policies**

- Policy HW1– [Enforcement and Prosecution](#)  
This policy describes how the Council deal with illegal activities on the Highway and for which Hampshire as the Highway Lighting Authority has a duty to control and manage.
- Policy HW2 – [Licensing and Consents](#)  
This policy covers activities on the Highway that are allowed but require management and control. It will provide direction and guidance and links to standard forms.
- Policy HW6 – [New Infrastructure](#)  
This policy covers the requirements (specifications, standards and standard details) for new construction.
- Policy HW8 – [Network Management and Street Works](#)  
This policy covers and management of utility companies, the responsibilities of the Traffic Manager and the movement of traffic.



## **Part 2 – SLMMP Policies**

- Policies:
- SL1 – Lighting Provision (General Requirements)*
  - SL2 – Maintenance Requirements*
  - SL3 – Adoption of Public Lighting Schemes*
  - SL4 – Energy & Climate Change*
  - SL5 – Performance Requirements*
  - SL6 – Attachments to, and Secondary Uses of, Lighting Columns*
  - SL7 – Private Off-Highway Lighting*

## **Policy Number SL1 – Lighting Provision (General Requirements)**

### **Introduction**

The following principles apply to the provision and maintenance of street lighting:

- The promotion and maintenance of safety for all users of the highway with special consideration to all vulnerable user groups, e.g. pedestrians, cyclists, the elderly or people with disabilities and children, the principal aim of which is to reduce night-time accidents.
- Enhancement of the night-time environment, with particular regard to lighting in conservation areas.
- The promotion of Crime and Disorder issues: increasing personal security, reducing the fear of night-time attack on individuals and the deterrence of vandalism to property.
- The avoidance of detrimental environmental impact in terms of the visual appearance of lighting, both day and night, adjacent to and on the highway and the overall impact on the environment in terms of energy conservation and light pollution.
- The provision of cost-effective lighting systems which are energy efficient, incorporate whole-life costs, Local Agenda 21 issues via sustainable development, and recycling initiatives, whilst promoting the purchase of energy derived from renewable resources.
- The need for consultation with locally elected bodies and District Councils specifically as regards conservation issues.

### **Policy Statement**

Zone E0 – UNESCO Starlight Reserves, IDA Dark Sky Park

Street lighting should not be provided in Zone E0 areas.

#### **Zone E1 - National Parks, Areas of Outstanding Natural Beauty, Sites of Special Scientific Importance and other Dark Areas**

Street lighting should not be provided in Zone E1 areas unless the County Council, or the Local Lighting Authority, can demonstrate an overriding road safety issue which cannot be overcome by other means.

#### **Zone E2 - Areas of Low District Brightness (Rural Areas outside Zone E1)**

Street lighting should not be provided in Zone E2 areas unless the County Council, or the Local Lighting Authority, deem it to be in the best interest of the local community from either a road safety or a personal security point of view.

#### **Zone E3 Areas of Medium District Brightness (Low Crime suburban Locations)**

Roads in Zone E3 areas shall be lit to the levels originally provided at the time of adoption. For the sake of clarity replacement columns shall be installed on a 1:1

basis with new columns being positioned at the rear of the footway and on property party lines wherever possible.

#### Zone E4 - Areas of High District Brightness (Major Traffic Routes, High Crime Urban Areas, and Town Centres)

All Zone E4 areas will be lit to the British Standard relevant at the time.

#### Sensitive Areas – Historic/Conservation Areas

The retention and enhancement of the architecture, historic or landscape character of an area will be taken into consideration when determining lighting requirements.

All areas have a unique character and it is important that lighting arrangements are tailored accordingly. Details of approved equipment for these areas are available on request.

#### **Scope of the Policy**

This policy covers the maintenance and provision of any street lighting, or other illuminated street furniture, within Hampshire County Council's administrative boundaries.

#### **Additional Information**

All new lighting should be provided, designed, and installed in accordance with this Policy's supporting documents:

- TG12: Signs and Bollards (due for publication May'19)
- TG13 - Street Lighting
- TG14: Road Restraint Systems and Passive Street Furniture (due for publication April'19)
- HCC Standard Detail Drawings (Series L)
- 

Additional information can also be found in the Supporting Information for Policy SL1

## **Policy Number SL2 – Maintenance Requirements**

### **Introduction**

This policy supports and enables the Highway Lighting Authority to fulfil its responsibility to maintain the highway lighting network in a safe condition. The policy is supported by minimum service standards, relevant legislation and Codes of Practice.

### **Policy statement**

There is no statutory obligation to provide street lighting. However, Hampshire County Council has a duty of care to ensure highway electrical equipment is maintained in a safe condition. All systems of public lighting will be maintained to a standard that ensures its safe, economic and effective operation.

### **Scope of the Policy**

The policy is intended to cover maintenance of all illuminated street furniture including:

- Street lights (including floodlights)
- Mains powered illuminated traffic signs
- Mains powered illuminated traffic bollards
- Underpass lighting (subways)
- Mains powered school crossing flashing amber lights (FALs)
- Electrical feeder pillars
- Private cable networks

### **Additional Information**

- [PFI Tree Maintenance Flow Chart](#)
- [Attachments to Columns Flowchart](#)

For further information please see the Supporting Information for Policy SL2

## **Policy Number SL3 – New Infrastructure**

### **Introduction**

In order to comply with its obligations as Highway Lighting Authority Hampshire County Council must ensure that appropriate standards are applied to the design and construction of new infrastructure. These standards will support future maintenance operations, ensure that the expected life of any new construction is achieved and that all aspects concerning safety are properly considered

### **Policy Statement**

Where the proposed works lie within areas designated to be lit then the Highway Lighting Authority's street lighting and illuminated sign requirements shall form part of any Agreement and/or Contract. Such general requirements are laid down in the "Model Section 38 Agreement" and the Departmental standard drawings/material specifications.

All equipment proposed for adoption by the Highway Lighting Authority shall be maintained by the developer to ensure its safe working condition and ensure the equipment is fit for purpose up to the date of adoption. Such maintenance shall be in accordance with relevant UK legislation and the UK Roads Liaison Group document "Well Managed Highway Infrastructure".

### **Scope of the Policy**

The policy covers all new mains powered illuminated street furniture (as listed in Policy SL2), including renewals, replacements and new additions to the highway lighting network. These standards should be used for:

- Planned, reactive and structural maintenance works
- All new highway related improvement schemes
- All externally funded works on, or effecting, the network
- All new developments which will be adopted as Highway Maintainable at the Public Expense.

### **Additional Information**

- Hampshire County Council manages and maintains a set of standard drawings and specifications which provide specific information regarding construction details.
- In addition to this all third parties that are considering highway works as described above should be aware of current Department of Transport guidance (Technical Notes, Design Guides and Highway Specifications).
- [Trees, Attachments and Schemes](#)

## **Policy Number SL4 – Energy & Climate Change**

### **Introduction**

Energy is procured on an unmetered basis for all street lighting and other illuminated street furniture owned, or maintained by, Hampshire County Council. Energy is paid for monthly and is measured by use of a computerised management system.

### **Policy Statement**

Subject to the County Council's Standing Orders unmetered energy will be procured via a central buying consortium in order to obtain the best value for money possible.

In accordance with the County Council's corporate policies on Carbon Reduction the purchase of unmetered energy seeks to obtain up to 100% green energy which has benefits to the environment in reducing greenhouse emissions and other pollutants.

However, consideration of a mix of green and brown energy, or nuclear energy, will also be given.

Monitoring of energy consumption will be achieved through the maintenance of an up to date inventory of lamps, control gear and switches.

The County Council is committed to reducing CO<sub>2</sub> emissions by 8% by 2020 (based on 2008 figures). In real terms, taking account of annual increases in stock through new developments, this represents a 15% reduction overall. The County Council recognises the importance of the promotion and improvement in this area if its targets on CO<sub>2</sub> emissions are to be met.

The County Council is committed to tackling climate change and has published a series of ten improvement priorities including:

- Reduction of primary energy consumption and increasing its share of renewable energies
- Sustainable procurement.

### **Scope of the Policy**

This policy is related to the procurement of energy for the purposes of street lighting and illuminated street furniture owned, or maintained, by Hampshire County Council.

### **Additional Information**

Further information can be found in the Supporting Information for this policy.

## **Policy Number SL5 – Performance Requirements**

### **Introduction**

In order to fulfil the Highway Authority's obligations and duty of care under the Highways Act Hampshire County Council has a series of Performance Standards to monitor key activities.

### **Policy Statement**

The following Performance Standards will be measured and reported monthly to the County Council.

### **Scope of the Policy**

The policy is intended to cover all issues pertinent to the maintenance of illuminated street furniture owned, or maintained, by Hampshire County Council including:

- Lighting Performance and Planned Maintenance
- Operational Responsiveness and Reactive Maintenance
- Contract Management and Customer Interface
- Strategic Assistance and reporting
- Working Practices
- Reporting to the Authority
- Performance of remote monitoring and variable light control

### **Additional Information**

Further information can be found in the Supporting Information for this policy.

## **Policy Number SL6 – Attachments to, and Secondary Uses of, Lighting Columns**

### **Introduction**

This policy is related to the HMMP Policy Number HW2 (Licencing and Consents) but is specifically related to the installation of 3<sup>rd</sup> party equipment on illuminated street furniture.

### **Policy Statement**

Hampshire County Council, as the Highway Lighting Authority in Hampshire, shall, where legislation exists, require all third-party attachments to illuminated street furniture, to be controlled by licence or consent.

### **Scope of the Policy**

This policy covers all third-party activities on, or affecting, illuminated street furniture, where licence or consent is required. The following sections of the Highways Act define the various activities for which a licence or consent would be applicable:

#### **Highways Act 1980**

Section 142 Planting/cultivation on the highway (e.g. flower baskets)

Section 178 Banners over the highway

Section 178 Cables over the highway

Section 178 Decorative lights over the Highway

### **Additional Information**

For further information on the list of licences and consents available go to the supporting information section for Policies HW2 and SL6 and ILP Code of Practice for the Installation, Operation and Removal of Seasonal Decorations.

## **Policy Number SL7 – Private Off-Highway Lighting**

### **Introduction**

Private off-highway lighting can have a significant detrimental impact on the surrounding environment if not properly installed and maintained.

### **Policy Statement**

Local Planning Authorities should also be positively encouraged to include a statement relating to light pollution and light-trespass in their Local Plans. The County Council shall provide advice on such off-highway lighting to assist the District/Borough Councils with the application of conditions to such planning applications.

### **Scope of the Policy**

All sites should be carefully monitored at the planning application stage but especially:

- Petrol filling stations.
- Car park lighting - particularly out of town shopping/commercial developments where sphere style lights should be rejected as a means of area illumination.
- Industrial security lighting.
- Domestic security lighting
- Lighting for sports stadia, playing fields and golf driving ranges.
- Illuminated advertisements.
- LED or Laser Lighting which can create intense beams of light that may present a hazard.

### **Additional Information**

Further information can be found in the Supporting Information for this policy.

## **Part 3 – Supporting Information**

## **Introduction**

### Supporting Information

The policies in the main document are a formal, approved, set of statements with which Hampshire County Council as the Highway Lighting Authority will comply. It is realized that these statements are brief and provide limited information to the public. The section on supporting information is designed to answer your questions and provide a better illustration of what the policy covers.

### Services Standards

Service Standards apply to some of the SMMP policies and the individual activities within those policies. These standards may be in the form of; a set of actions that Hampshire are committed to, specific response times or an operational frequency and they represent the minimum standard that the Highway Lighting Authority will expect to achieve in normal circumstances. In some circumstances, such as adverse weather conditions or emergency on the network, these standards may be waived for a short period. Where this happens the County Council will make every attempt to inform those directly affected of any temporary arrangements.

## **Policy Number SL1 – Lighting Provision (General Requirements)**

### **Supporting Information**

#### **Zone E0**

Any roads in areas designated as UNESCO Starlight Reserves or IDA Dark Sky Parks. No highway lighting will be installed in these areas.

#### **Zone E1**

Roads in National Parks are defined as all roads within designated National Park boundaries but exclude those roads within designated urban areas. National Park boundaries are defined under the National Parks and Access to the Countryside Act 1949. Hampshire has two National Parks; the New Forest National Park and the South Downs National Park.

Road safety benefits may be assessed via the ratio of daytime accidents from the anticipated reduction in night time accidents by the installation of lighting. Although roundabouts, and other major junctions, are sites that often identify a need for lighting, assessments should still be made to confirm the justification, having regard to the above.

Where existing street lighting has been installed a safety audit shall be completed, followed by consultation with key local stakeholders. Where possible, such equipment shall either be de-illuminated or removed.

#### **Zone E2**

Roads in rural areas are defined as those outside major towns but include villages and small towns within the County. As a rule, these areas are more precisely defined as being those within “the Countryside Policy Area Boundary” for development purposes, as described in District and Local Plans. However, in assessing lighting requirements in small rural communities, the County Council will consider the requirements and suggestions of the Local Lighting Authority as to the need, and standard of, lighting. The County Council, as the Highway Lighting Authority, will need to agree any proposals but, where the agreed standard is less than the current British Standard for Road Lighting; the Local Lighting Authority will be invited to take responsibility for the future maintenance.

Where proposals are promoted on the grounds of personal security of highway users, particularly pedestrians, the main factors, which should be assessed when considering provision of lighting are:

- The volume of pedestrian traffic during lighting-up times,
- The proportion of such traffic that falls into the categories considered as vulnerable groups, such as women, children, the elderly and people with disabilities.

- The potential risk of the site, such as high personal crime areas, particularly secluded locations, and potentially dangerous locations due to the terrain, (i.e. falls) or other hazards.
- Areas where antisocial behaviour or repeated acts of vandalism occur.

In applying the above it should be noted that the powers of the County Council, as the Highway Lighting Authority, do not extend to the provision of lighting solely for the reasons of personal security against crime, although it is reasonable to take this into account when lighting is justified on other grounds or is to be provided by other bodies.

Where lighting is considered necessary, either on road safety or personal security grounds, then full consideration must be given to the environmental impact when designing any proposals. There are special areas in the countryside where environmental considerations will carry greater emphasis. These are defined by Local Planning Authorities under the following general headings:

- Special Protection Areas
- Special Areas of Conservation
- Environmentally Sensitive Areas
- Areas of Outstanding Natural Beauty
- Sites of Special Scientific Interest

There are also certain other sensitive Rural Areas where this approach should be adopted, e.g. large strategic gaps and parts of the urban fringe. Where a justification to light is identified, within such environmentally sensitive areas, installations shall incorporate approved luminaires set at zero-degree uplift, designed to minimise day time and night time impact, with full horizontal cut-off. Minimum lighting levels should be required.

In rural areas alternatives to lighting, such as improved carriageway delineation, use of reflective studs, reflective carriageway surfacing, signing and lining, should all be considered and an integral approach should be used to develop proposals which best balance safety, and environmental, considerations. Where illumination, especially of signs and bollards, is a requirement then consideration should be given to the use of solar powered equipment.

### **Zone E3**

Roads falling into this category include all suburban residential local access roads and footpaths (as defined by “Well-Managed Highway Infrastructure”) where reported crimes, per 1000 households, are less than, or equally to, the County average.

Detailed information on road classification and lighting levels can be found in TG13 - Street Lighting

## **Zone E4**

Major traffic routes are defined as all A, B and C class roads and contain all strategic routes, main/ secondary distributor and link roads as defined in “Well-Managed Highway Infrastructure”.

Urban Areas falling into this category include all urban residential local access roads and footpaths (as defined by “Well-Managed Highway Infrastructure”) where reported crimes, per 1000 households, are greater than the County average.

Town centre boundaries are as defined by Policy S1 of the County Structure Plan.

## **Sensitive Ecological or Environmental Areas**

The impacts of artificial lighting on wildlife are not restricted to the new development boundaries but may have implications on the wider landscape within which populations of wild animals occur. Lighting proposals should preferably avoid or at the least minimise the potential impacts of lighting on existing or created habitats, allowing permeability for nocturnal organisms within a site and between it and the wider landscape.

Where such concerns are identified actions to protect, or mitigate the potential harm, caused by the introduction of artificial lighting shall be introduced such as:

- Complete removal of street lighting from the scheme design
- Partial removal of street lighting from the scheme design around the site periphery.
- Installation of variable CCT lanterns able to switch between full spectrum and monochromatic output during key feeding periods

Further details can be found in Guidance Note 08/18 – Bats and artificial lighting in the UK (Section 3)

## **Historic/Conservation Areas**

For the purposes of this policy Sensitive Areas are defined as:

- Statutory Conservation Areas, Scheduled Ancient Monuments, Listed Buildings and their settings.
- Non-statutory historic or heritage areas and older urban regeneration areas, identified by the Local Planning Authority.

Always provided that the assessed level of highway safety is achieved, the retention and enhancement of the architecture, historic or landscape character of the area will be taken into consideration when determining lighting requirements.

All areas have a unique character and it is important that lighting arrangements are tailored accordingly.

All proposals and improvements will be the subject of a lighting Design Brief and, where these comply with the agreed brief, they will be adopted by the County Council as Highway Lighting Authority. Where the lighting design falls outside the Design Brief then the Local Lighting Authority must be prepared to accept ownership of the scheme once constructed.

Lighting improvements should be considered as part of all environmental enhancement schemes within Zones 3 &4.

In order to identify opportunities and constraints specific to the site under consideration, a master plan or Design Brief shall be prepared in conjunction with the appropriate officers of the Local Planning Authority. This should comply with Quality Assurance Procedures and should also take into account the views of interested outside bodies (e.g. historic societies) to ensure that the appropriate environmental and lighting design solutions are achieved.

In view of the pressures upon financial resources, the costs of environmentally designed lighting schemes and future maintenance liabilities should be borne in mind.

The County Council will not rule out the adoption of lighting arrangements/schemes which represent an incremental step, or improvement towards the desired standard provided the full system is installed within two years of the first part of any scheme being commissioned. However, where the lighting provision is too far below the required level established in the Design Brief then the Local Lighting Authority shall accept the maintenance responsibilities. In this way, opportunities for modest improvements need not be missed and Local Lighting Authorities can be confident of maintenance support once the final part of the scheme has been completed.

## **Standards of Lighting**

All new lighting shall be provided to comply with the British Standards for Road Lighting; BS5489 and BS EN 13201.

The overall lighting requirements for a specific area will be identified within the District Lighting Plan. This will then be expanded and refined to take account of an area's unique character and needs in terms of vehicular/ pedestrian activity, location of local amenities, etc. by the Design Brief. However, generally the requirements of BS 5489 are expected to be met.

New or replacement lamps shall be a white light source, although consideration to alternative light sources (particularly for the purposes of floodlighting) will be given where required.

There may be situations in popular locations used heavily at night where tourist/visitor needs would suggest a higher level of illumination. These are expected to be relatively few and will require special consideration and consultation.

In all historic areas the Director of Economy, Transport & Environment (ETE) shall consult with local Conservation Officers to ensure that historical styling and/or location of equipment is appropriate for the area in question. For particularly

sensitive locations it may be advisable to arrange for trial installations to demonstrate the effectiveness of the lighting and its impact on surrounding areas.

In determining levels of illumination, lighting positions and styles, the Design Brief will consider pedestrian and vehicular uses/needs in relation to the following:

- Areas of activity - theatres, shops, school entrances, bus stops, libraries, highways, paths, etc and conflict areas (junctions, etc).
- Listed buildings and historic qualities of the area.
- Building heights.
- Street features - crossing points, sitting areas, tree planting, pinch-points, materials/colours, etc.
- Existing lighting - positions, styles, heights, light levels, lighting type, lighting from shops, floodlights, etc. In assessing appropriate levels of illumination contributions from existing or ambient lighting, e.g. from shops, floodlighting schemes, etc. may only be accounted for in special instances. The continued operation of ambient or privately-owned lighting sources cannot be guaranteed for the life of the scheme.
- Ground form levels (important to people with disabilities), hazards, etc.
- Local knowledge, incidence of vandalism, accident black spots, etc.

The floodlighting of landmarks and historic buildings shall be strongly discouraged but as a minimum, should seek to minimise pollution of the night sky.

The design and installation of special or temporary lighting shall comply with the relevant sections of the current national design standard.

## **Lighting Equipment**

All lighting equipment shall complement and enhance the appearance of the area.

Conservation Area status does not establish a pre-requisite for non-standard lighting - good functional modern designs may be suitable. However, the character of a historic area may demand a non-standard approach or a blend of various lighting sources.

Every opportunity should be taken to extend the range of acceptable equipment available through discussions with suppliers.

The restoration of existing cast iron and ornamental columns or lanterns, which are of architectural merit, will be encouraged but structural and electrical safety requirements must be considered paramount when deciding whether to reuse units. The retention of existing columns/lanterns, where these are of local historical importance, is desirable particularly where they form a feature of the locality.

## **Design of Lanterns**

If non-standard lanterns are used, care should be taken to match historical periods, for which consultation with the Local Planning Authority is essential. However, it is also necessary to maintain a harmony of style, as far as possible, as different lantern types may produce a cluttered and unplanned effect.

Where a modern style of fitting is proposed this, together with its control gear, must be recessive in design and colour and sited so as to be “invisible” as far as possible during the daytime. This is importance in areas where buildings are of diverse historical and architectural character. Such fittings should be simple and of appropriate shape, colour and scale to the architectural setting.

Regardless of the style designers must ensure the weight of the lanterns and brackets (where used) do not exceed the structural limitations of their supports (e.g. columns or buildings).

There is a general presumption towards using, as far as possible, lanterns that minimise light pollution of the night sky.

## **Wall Mounted Lanterns**

Wherever possible/appropriate lanterns should be affixed to building particularly where footways are narrow, or subject to considerable pedestrian traffic. The associated work in achieving Wayleave Agreements and Listed Building Consents for such fittings must be considered when programming schemes which include lighting improvements. Such work may require periods in excess of 12 months to achieve completion. The siting of fixings and all attendant equipment on buildings should be accounted for as should the quality and elevation features of the individual buildings on which they are to be affixed.

## **Wall Brackets**

Brackets can be of architectural interest Restoration of such features is encouraged, where possible, in order to retain the individuality of the place. Where new fittings require brackets, then fixings must account for the nature and stability of the building; more than two fixing points should be provided, especially for buildings with timber frame, lime mortar or soft brick construction.

Modern interpretations of historic brackets may be appropriate in order to satisfy the need for cable ducting and load bearing requirements. The colour, weight and proportion of the bracket must be complementary to the lantern. Galvanised steel, primed and painted, should be used for new brackets, or other approved materials used, e.g. cast iron.

## **Lighting Columns**

Non-standard columns should be constructed from a single material but, where this is not possible, the respective metals must be protected from each other to reduce cathodic action taking place.

The restoration of existing cast iron and ornamental columns which are of architectural merit is encouraged. Where modern equipment cannot be accommodated within such columns, then measures to supply a carefully sited, separate free-standing unit may be an acceptable alternative to the loss of such features, always provided that electrical isolation can be achieved. New lanterns for such existing columns must be appropriate to the period of the column. Decorative fittings which cannot be integrated into the primary lighting system may be retained by agreement with the Local Lighting Authority.

Non-standard columns must be constructed from compatible metals.

The mounting height must be appropriate to the scale of the setting in the street scene. Fittings should be mounted so as to be seen in silhouette against the sky in urban locations. Heights may need to vary to blend in with the scale of the surrounding area. In urban areas, a 4 metre (13 foot) minimum height clearance over footways is normally required for the Highway Lighting Authority to adopt.

Where lighting columns must be used, they should be sited to avoid obstruction to the footway (particularly for people with disabilities). However, where this means that columns would be provided at the back of footways adjacent to buildings, every effort must be made to install wall mounted fittings in lieu of columns.

Regardless of the style designers must ensure the weight of lanterns and brackets (where used) do not exceed the structural limitations of their supports (e.g. columns or buildings).

## **General Requirements**

### Standards of Lighting

All new lighting should be provided, designed, and installed in accordance with this Policy's supporting documents:

- TG12: Signs and Bollards (due for publication May'19)
- TG13 - Street Lighting
- TG14: Road Restraint Systems and Passive Street Furniture (due for publication April'19)
- HCC Standard Detail Drawings (Series L)

## **Local Lighting Authorities**

A Local Lighting Authority is a District, Borough, Town, or Parish Councils who has adopted the powers of a Lighting Authority under the Public Health Act, 1875, or the Parish Councils Act, 1957.

These powers allow a Local Lighting Authority to provide, adopt, and maintain Footway lighting on both public and private highways. However, the Local Lighting Authority can only provide lighting on a public highway (one adopted by the Highway Lighting Authority for maintenance at the public expense) with the prior consent of

the Highway Lighting Authority. In addition, a Local Lighting Authority should plan for future maintenance of their footway lighting.

The Local Government Act, 1966 made County Councils and London Boroughs, Highway Authorities in their own right, with a duty to ensure the safety of the public highway. The Highway Lighting Authority was given responsibility for the provision and maintenance of Road Lighting on adopted highways or potentially adopted highways in its administrative area.

The Local Government Act, 1966 does not confer a duty on a Highway Lighting Authority to provide and maintain road lighting. However, a Highway Lighting Authority has a duty to ensure the safety of the highway, which could include the provision of lighting where there is a demonstrable night-time accident problem.

Whilst a Highway Lighting Authority does not have a duty to provide lighting it has a duty of care to maintain its lighting stock in a safe condition and to ensure that the equipment is fit for purpose.

### **Obtrusive Lighting**

Obtrusive light is light which falls outside the area to be illuminated which, because of its quantity, direction or colour causes annoyance, discomfort, distraction or reduces the ability to see. Obtrusive light is often referred to as Light Pollution, which can be defined as the adverse effect of artificial light.

Obtrusive light can be subdivided into three main categories: -

- Sky Glow - The artificial brightening of the sky caused by the scattering of artificial light by dust particles and water droplets in the atmosphere. Often seen as a glow above urban areas and commonly referred to as "light pollution". A large percentage of sky glow is caused by light emitted directly upwards or at high angles of elevation from poorly designed luminaires and to a lesser extent light reflected from surfaces.
- Glare. - An intense blinding light, usually seen against a dark background, which can result in reduced visual performance and visibility. Poorly designed, installed and maintained lighting can cause glare that can affect the vision of pedestrians, cyclists, and drivers, creating a hazard rather than increasing safety.
- Light trespass. - Light falling where it is not wanted or needed, light spilling beyond the boundary of the property on which the light is located. Poor exterior light that shines into neighbouring properties and bedroom windows, reducing privacy, hindering sleep and affecting the appearance of the area.

Considerations shall be given to the restriction of obtrusive light by:

- the control of the type of light source
- Restricting the level of light emitted by the luminaire at high angles usually between 70 and 90 degrees.

The use of full horizontal cut off luminaires will have a substantial effect on restricting obtrusive light.

Similarly, the use of shallow bowl luminaires for mounting heights of 6m or less will help to reduce the overall level of obtrusive light produced by road lighting installations but may add to the numbers of lighting units required.

Special consideration will be given to the effect of lighting on adjacent areas used by other means of transport such as:

- major airports
- railways
- harbours
- transport interchanges
- navigable waterways
- adjacent unlit traffic routes
- car parks

Careful consideration will be given to the design, installation, and maintenance of any lighting systems adjacent to a major transportation facility to reduce the risk of damaging the night sight of the transport operators or reducing the visibility of signalling equipment.

Astronomical observations can be particularly affected by obtrusive light from road lighting installations. Therefore, consideration must be given to the level and type of lighting provided to control the light output of the luminaire.

Consideration of these problems at the design stage can substantially reduce the effect of obtrusive light. However, the installation must be properly maintained to ensure that any special provisions are kept in full working order and correctly adjusted.

The use of uplighters, or similar equipment intended for decorative lighting installations, will be strongly discouraged unless a significant benefit to the local community can be demonstrated which outweighs environmental concerns.

Early consultation will be carried out with any astronomical groups that may practice in proximity to the road to be lit and seek to achieve a design solution that is acceptable for both parties.

### **Lighting Shields**

The majority of modern lanterns have optical controls designed to limit or negate intrusion into properties. However, it is recognised that intrusion can still occur. Where this intrusion is the direct result of County Council maintenance or improvement works then, where possible, shielding will be provided free of charge for a period up to 12 months after installation.

However, in any cases where the day-to-day operations of the County Council are not the cause and are e.g. due to a change of occupancy or room use, then the provision of such shields will be undertaken on a rechargeable basis.

Any such shielding should be of a bespoke nature designed by the luminaire manufacturer to fit the lantern in question. Where such shields are not available, and the column height is below 8m, then generic shielding, attached to the column or

bracket, is permitted. Generic shielding at 8m or above is not permitted for health and safety reasons.

### **Department of Environment, Transport and Regions (DETR) Roads**

Motorways and Trunk Roads are maintained by Highways England. The Agency's policy with regards to the lighting of these roads is separate from that of the County Council. Enquiries regarding this policy should be directed to Highways England, St Christopher House, Southwark Street, London SE1 0TE.

As a general rule any lighting affixed to a Highways England structure (bridge/subway etc.) is the responsibility of Highways England.

### **Lighting of Pedestrian Crossings**

Pedestrian Crossings should be lit to meet the recommendations of the Institution of Lighting Professionals, Technical Report No.12 "Lighting of Pedestrian Crossings", or its successor, and, where applicable, the current British Standard for Road Lighting.

Details of acceptable materials can be found in these Policies supporting documents:

- HCC Standard Detail Drawings (Series L)

### **Lighting of Traffic Calming**

Pedestrian and traffic signal-controlled pedestrian crossing points are areas of high conflict between pedestrians crossing the road and motorists. Lighting of traffic calming features shall comply with Highway (Road Hump) Regulations 1999 Section 5 or its successor.

Measurements of lighting levels in the immediate area shall be taken to determine if additional lighting is required.

### **Lighting of Pedestrian Subways**

Subways are provided as a safe route for pedestrians and cyclists to cross busy traffic routes or railways. This provision should be maintained at all times if the facility is to be used.

Subways, and the approaches to them, can be intimidating at night if they are not carefully designed and provided with good street lighting. Lighting should be designed and installed in accordance with the current British Standard for Road Lighting.

Subways should be bright and attractive to encourage their use. The walls should be treated or tiled to allow easy cleaning and removal of graffiti and of a light colour to reflect light.

Subways should be designed to allow flexible switching arrangements, providing different levels of illumination during the day and night to cope with extremes of daylight from a very bright sunlit day to a dark overcast night. Contrary to normal street lighting practices high levels of illumination have to be provided in subways during daylight if users are to feel safe entering and passing through the subway.

However, high levels of lighting during daylight hours can cause a "reverse black hole effect" when leaving a brightly lit subway on a dark night. Therefore, levels of light during the hours of darkness should be reduced to between 50 and 100 Lux dependent upon the type of subway.

To further reduce the reverse black hole effect and make the entrance and exit of subways more attractive and inviting, attention should be paid to the approach lighting to the subways with particular attention being given to a gradual reduction in lighting levels from those inside the subway to normal street lighting levels outside. Sudden transitions in lighting levels may cause distress and anxiety to users.

### **Light Sources**

Light sources will vary but, for the purposes of street lighting, lamps will have a minimum RA value of 60. Lamps will generally be a LED "white light source".

In all cases, where electronic control gear is available, then it must be used in preference to standard or low loss gear to ensure the most efficient use of energy. All new electronic control gear must be capable of dimming by a minimum of 25%.

Full details of dimming requirements can be found in the TG13 - Street Lighting

### **Switching and Dimming**

Street lighting in Hampshire is now controlled by the "Mayflower" remote management system. This provides for switching or dimming of all street lighting equipment to levels determined by the Authority. Details of current switching and dimming arrangements can be found on the Council's website: [Street Lighting Facts and Figures](#)

All new lighting installations will be fitted remote monitoring technology which will allow greater control and flexibility of the lamp and control gear. All such equipment must be compatible with that currently used by the County Council or its successor.

### **Luminaire Specifications**

All luminaires used for the purposes of street lighting shall contain an acceptable optical system to direct the light onto the highway within the limits set by BSEN 60598.

To ensure the minimum environmental pollution to the night sky, the amount of upward light from the lantern shall be kept to a minimum and, where possible, new lantern designs shall be incorporated in the standard design specifications to maximise this approach but still retaining electrical and illumination efficiency.

All luminaires should be manufactured to a minimum of I.P.66 to BSEN 60590 for the lamp containment area and should be manufactured from vandal-resistant material. Lanterns must be designed and tested to provide a minimum normal operating life of 25 years.

### **Column Specification**

All street lighting columns installed on the highway shall comply with the requirements laid down in the current edition of the TG13 - Street Lighting

The only exception to this requirement above will apply to cast iron, cast aluminium or some decorative steel columns, which may be used in environmentally sensitive areas. These columns will be subject to a separate specification, when required, but generally they will be factory painted with a final decorative top coat of paint being applied on site following erection.

Note should be made of the requirements of policy SL6 where columns are used for the support of street decorations, festive lighting, etc. and the imposed limitations.

Signs should be mounted on columns wherever possible but within the limitations imposed by the current DTLR BD 94 (Memorandum).

### **Passive Street Furniture**

Guidance on use of passive safety equipment can be found in the following documents:

- TG13: Technical Guidance Note – Street Lighting
- TG14 – Road Restraints and Passive Street Furniture (due for publication April '19)

### **Location of Equipment**

Obstruction of the footway by columns and illuminated sign posts should be avoided by positioning columns and posts at the rear of the footway or by the use of wall mounted lighting units. This will contribute to compliance with current legislation relating to the people with disabilities and a reduction in street clutter. Where columns and sign posts are mounted in the highway verge they must be set back the minimum distance recommended in the current British Standard for Road Lighting. Positioning must also take into account the location of trees, vehicular accesses, overhead lines, etc as well as the edge of sign faces.

The final positioning of equipment shall be determined on site by the engineer where such drawings provided do not enable the construction team to complete the installation.

- Further details can be found in TG13 - Street Lighting

### **Procurement of Equipment**

Subject to the County Council's Standing Orders on contracts, manufacturers / suppliers from within the County will be used to help promote local economic development, in accordance with the key Aim of the County Council in respect of promoting improvements in economic growth.

## **Policy Number SL2 – Maintenance Requirements**

### **Supporting Information**

There is no statutory obligation to provide street lighting. However, all local authorities have a duty of care to ensure highway electrical equipment is maintained in a safe condition. All systems of public lighting will be maintained to a standard that ensures its safe, economic and effective operation.

### **Inventories and Record Systems**

The maintenance of an up-to-date electronic-based inventory of all units to ensure satisfactory management of the maintenance process, and to enable the annual assessment of the energy charge to be obtained, is vital. Inventory information, including GIS positional data and DfT risk assessment data will be gathered and maintained in accordance with the ILE Technical Report no. 22, “Managing a Vital Asset” and the UK Roads Liaison Group document “Well-Managed Highway Infrastructure”.

### **Fault Detection**

Fault detection is carried out by use of a computerised management system which allows for remote monitoring and reporting of defects.

#### **Fault Repairs:**

Emergency Fault attendance: Two Hours

Urgent Fault attendance: Twenty-Four Hours

*e.g. multiple lamp failures, faults at accident black-spots etc*

Non-Emergency Fault attendance: Three Business Days

Rectification periods which include cable faults are not subject to above timings

#### **Electrical Inspections**

Electrical inspection and testing of all street lighting is carried in accordance with the requirements of BS7671. All results are recorded on the County Council’s asset management database.

#### **Structural Inspections and Risk Assessments**

Structural inspections and risk assessments will be undertaken on a regular basis, during the course of planned maintenance programmes, to ensure all equipment is in a safe condition. The results of these inspections will be recorded in the County Council’s asset management database.

Where equipment is found to have a serious structural defect then such equipment will be replaced as soon as possible.

## **Trees and Arboriculture**

It is important that trees and other vegetation do not impede the functions of street lights or other items of illuminated street furniture.

Detailed guidance on the design of lighting, and the planting of trees, scrubs etc. are contained in the following documents:

- TG12: Signs and Bollards (due for publication May'19)
- TG13 - Street Lighting
- TG14: Road Restraint Systems and Passive Street Furniture (due for publication April'19)
- HCC Standard Detail Drawings (Series L)

## **Policy Number SL3 – New Infrastructure**

### **Supporting Information**

#### **Design and Designer Standards**

All designs will meet the minimum specification requirements as detailed in the following document:

TG13: – Street Lighting

Design shall only be undertaken by qualified and competent persons as defined by the Construction, Design and Management Regulations, 2015. For the avoidance of doubt such persons will be members of the Institution of Lighting Professionals (ILP) of Affiliate grade or above. Designs by non-competent persons or organisations will not be accepted.

#### **Lighting Standards**

All new lighting shall be provided to comply with the British Standards for Road Lighting; BS5489 and BS EN 13201.

For each development the standard of lighting shall be in accordance with a site-specific Design Brief, issued by the County Council's Street Lighting Section to inform a preliminary design.

Planning Authorities should be aware that they should not impose upon developers any requirements affecting street lighting which conflict with those of the Highway Authority. This applies to the juxtaposition of trees with lighting columns or the pre-determination of lighting styles, heights or appearance.

#### **Commencement of Works**

For new works on existing adopted highways, e.g. Section 278 works, the Project Manager shall inform the County Council's Street Lighting Section of the programmed works start date no less than 20 days before commencement on site (including the maintenance numbers of the items covered by the works). The Project Manager shall ensure that the contractor is responsible for the maintenance of all street lighting within the contract site boundaries for the duration of the project. The Project Manager shall also ensure that the contractor maintains the existing level of lighting (either luminance or illuminance) during the project, or until the new lighting comes into operation, and provides a written record of the maintenance undertaken.

#### **Inspection, Handover of Documentation and Street lighting Inventory**

The Project Manager responsible for managing/supervising or inspecting new systems of street lighting (including Section 38 and Section 278 works) shall inform the Street lighting Section of the substantial completion of the works no later than 10 days after completion of the works and pass all documentation to the Street lighting Section at the same time.

The Project Manager shall ensure that all handover paperwork (including as-built drawings, electrical test certificates and inventory records are provided by the contractor 10 working days PRIOR to his request for substantial completion.

### **Consultation with Local Lighting Authorities.**

All highway street lighting development proposals submitted to the Highway Lighting Authority, or its Agent, shall be referred to the Local Lighting Authority for a formal consultation on the design. If the design falls below the County standard, the Local Lighting Authority will be required to adopt the lighting if the lighting is to be installed.

Wider consultations may also be required, particularly in Conservation Areas where the District Council Conservation Officer shall be formally consulted on all schemes.

### **Commuted Sums**

All illuminated street furniture will meet the minimum specification requirements as detailed in the following documents:

- TG13 - Street Lighting
- HCC Standard Detail Drawings (Series L)

Subject to the agreement of the County Council, where a standard of materials is required that exceeds the standard specification, and which, as a result, will incur higher maintenance costs, a Commuted Sum will be levied payable to the County Council prior to adoption of the completed scheme.

Where a higher standard of materials is installed without the agreement of the County Council and/or where a Commuted Sum has not be paid, then adoption will not be granted and the ongoing maintenance will be the responsibility of the Developers or their appointed Managing Agents.

### **Embedded Networks (Independent Distribution Network Operators)**

In the case of illuminated street furniture Embedded Networks are electricity supply networks installed by 3<sup>rd</sup> party companies rather than the local District Network Operator (or DNO).

IDNOs are regulated by OFGEM and are subject to the same performance standards as traditional DNOs through the Electricity (Connection Standards of Performance) Regulations.

## **Policy Number SL4 – Energy & Climate Change**

### **Supporting Information**

The County Council is committed to reducing CO<sub>2</sub> emissions by 8% by 2020 (based on 2008 figures). In real terms, taking into account annual increases in stock through new developments, this represents a 15% reduction overall.

This will be achieved through the introduction of new energy efficient lamps and control gear, part-night switching, dimming, trimming of lamp burning hours and de-illumination of equipment where possible.

### **Renewable Energy Equipment**

At present the availability and reliability of solar, wind or other renewable energy equipment is in its infancy. Trials of solar powered equipment, in particular, have identified areas of improvement required to make it both energy and cost effective.

The County Council recognises the importance of the promotion and improvement in this area if its targets on CO<sub>2</sub> emissions are to be met.

## **Policy Number SL5 – Performance Requirements**

### PERFORMANCE STANDARD 1 – **No longer used**

#### PERFORMANCE STANDARD 2

##### **Required Outcomes**

From the Service Commencement Date:

- All Lighting Points shall be In Light in accordance with the Lighting-Up Periods, as set out in Part 3 (Lighting-Up Periods) of this Output Specification;
- All Street Lighting and Off Highway Lighting Installations (except Deemed to Comply Apparatus) shall be operated and maintained so that its light output is maintained at the Specific Lighting Design Standards;
- All Apparatus shall be inspected, tested, maintained and cleaned as appropriate in accordance with the Relevant Standards and the PS2 Performance Targets;
- All Lighting Points shall be operated and maintained in accordance with the bulk clean and change regime set out in Method Statement 5 (Lighting Performance and Planned Maintenance);
- All Apparatus shall be maintained in accordance with the Method Statements; and
- The Service Provider shall comply with the requirements of paragraph 7.3 (Tree Maintenance) below and Appendix 7 (Tree Maintenance Flow Chart) of this Output Specification

#### **PS2 PERFORMANCE TARGET**

The Service Provider shall meet the following levels of performance in order to avoid any Adjustments to the Unitary Charge under this PS2:

PS2 Performance Target A: ninety-nine per cent (99%) or more Lighting Points shall be In Light during the Lighting-Up Periods;

PS2 Performance Target B: one hundred per cent (100%) of Lighting Points shall comply with the requirements set out as item 4 in Table 2 (Maintenance Frequencies) below; and

PS2 Performance Target C: Apparatus shall be inspected, tested, cleaned, painted and, where appropriate, replaced in accordance with the minimum frequencies set out in Table 2 (Maintenance Frequencies) below (excluding item 4).

Table 5 – Maintenance Frequencies

|                 |  |  |
|-----------------|--|--|
| <b><u>1</u></b> | Inspection and testing of mechanical and structural integrity of the Apparatus | In accordance with the Relevant Standards, Method Statement 6 and with TR22.                   |
| <b><u>2</u></b> | Inspection and testing of electrical integrity of the Apparatus                | In accordance with the Relevant Standards Method Statement 6 and with BS 7671.                 |
| <b><u>3</u></b> | Cleaning of Apparatus programmed for cleaning in the Month due                 | In accordance with the Method Statement 6.   |
| <b><u>4</u></b> | Lamp Change of all Lighting Points programmed for replacement in the Month due | In accordance with the Method Statement 6 (Apparatus Performance).                             |
| <b><u>5</u></b> | Painting any item of Apparatus   | In accordance with Method Statement 6 (Apparatus Performance) and manufacturer's instructions. |
| <b><u>6</u></b> | Inspection of all Apparatus through the Outage Detection Cycle                 | As set out in Method Statement 6 (Apparatus Performance)                                       |

## PERFORMANCE STANDARD 3

### Required Outcomes

- Emergency Faults, Urgent Faults, Non-Emergency Faults, and Snagging Items shall be rectified in accordance with this PS3 within the Prescribed Maximum Period for Rectification

### **PS3 Performance Targets**

The Service Provider shall meet the following levels of performance in order to avoid any Adjustments to the Unitary Charge under this PS:

PS3 Performance Target A: The Service Provider shall within two (2) hours of any Emergency Fault coming to the attention of the Service Provider (either from a report by the Authority or the emergency services or from any other source or logged in the Customer Care System), attend to such Emergency Fault on site. Where a DNO or Private Cable Network Fault is the only consequence of the Emergency Fault, then a report shall to be made to the DNO or an internal order for the repair of the Private Cable Network Fault be made at the end of the time for completion of the Emergency Fault report; and/or

PS3 Performance Target B: Urgent Faults, Non-Emergency Faults, and Snagging Items shall be rectified in accordance with the Relevant Standards and within the Prescribed Maximum Period for Rectification (including Fault repair periods for DNO Connections and Private Cable Networks).

PS3 Performance Target C: As a consequence of; an Emergency Fault, Urgent Fault or Non-Emergency Fault where a DNO cable Fault is the result, the following rectification periods; high priority fault repair, multiple unit fault repair, or single unit fault repair, shall apply. High priority fault repair, multiple unit fault repair and single unit fault repair, shall be rectified in accordance with the Relevant Standards and within the Prescribed Maximum Period for Rectification in Table 2 (PS3 Rectification Periods) below (contained in the Ofgem Un-Metered Service Level Agreement).

Table 6: PS3 Rectification Periods

|          | <u>Type of Fault</u>  | <u>Prescribed Maximum Period for Rectification</u>   |
|----------|---|--|
| <b>1</b> | <p>(a) An Emergency Fault;</p> <p>(b) As a further consequence of 1(a), where an Emergency DNO attendance is required or the Service Provider (NERS accredited) jointer is required to attend;</p> <p>(c) As a further consequence of 1(a) where an Urgent Fault on a Private Cable Network only is the result;</p> <p>(d) As a further consequence of 1(a) where a non-urgent multiple Private Cable Network Fault only is the result;</p> <p>(e) As a further consequence of 1(a) where a Non-Urgent single Private Cable Network Fault only is the result.</p> | <p>Two (2) hours</p> <p>Two (2) hours</p> <p>One (1) Business Day</p> <p>Ten (10) Business Days</p> <p>Twelve (12) Business Days</p> |
| <b>2</b> | <p>(a) Urgent Fault - a Non-Emergency Fault which, without limitation, in the reasonable opinion of the Authority could lead to a more serious problem if not dealt with quickly, such as multiple outages, outages at sensitive locations, accident black spots or where non-attendance on site would damage the Authority's reputation;</p>   | <p>Twenty Four (24) hours</p>  |
|          | <p>(b) As 2(a) where a or an Urgent Fault occurs on a Private Cable Network.</p>  | <p>Forty Eight (48) hours</p>  |
| <b>3</b> | <p>(a) Non-Emergency Faults involving the repair or replacement of components of Apparatus (including Luminaire Replacement);</p> <p>(b) As 3(a) where an Urgent Fault occurs on a Private Cable Network</p> <p>(c) As 3(a) where a multiple fault occurs on a Private Cable Network</p> <p>(d) As 3(a) where a single fault occurs on a Private Cable Network.</p>   | <p>Three (3) Business Days</p> <p>Four (4) Business Days</p> <p>Thirteen (13) Business Days</p> <p>Fifteen (15) Business Days</p>    |
| <b>4</b> | <p>(a) Non-Emergency Fault involving the repair or replacement of Illuminated</p>   | <p>Three (3) Business Days</p>   |

|                 | <u>Type of Fault</u>   | <u>Prescribed Maximum Period for Rectification</u>  |
|-----------------|--|---|
|                 | <p>Traffic Bollards, Illuminated Traffic Sign, Belisha Beacons, Illuminated Pedestrian Refuge Beacons, School Crossing and Patrol Warning Lights (excluding DNO equipment).</p> <p>(b) Non-Emergency Fault involving the repair or replacement a complete unit of Apparatus (excluding 4 (a) above and excluding DNO equipment).</p> <p>(c) Non-Emergency Fault involving the repair or replacement of a Lighting Column or Post which has a Serious Structural Defect, and which is considered not to warrant an emergency response (excluding DNO equipment.)</p> <p>(d) Provision of DNO connection to any of 4(a) (b) or (c) above</p> | <p>Ten (10) Business Days</p> <p>Thirty (30) Business Days</p> <p>Twenty (20) Business Days</p>   |
| <b><u>5</u></b> | A Snagging Item has not been rectified.  | Within the period specified by the Independent Certifier or a maximum of twenty (20) Business Days of issue of the Certificate of Compliance if certification is by the Service Provider. |

## PERFORMANCE STANDARD 4

### Required Outcomes

- The Service Provider shall design and/or develop and/or implement and/or maintain the Management Information System in accordance with paragraph 11.4 and shall keep the Management Information System available for access by the Authority 24 hours per day 365 (or in the case of a leap year 366) days in each year.
- The Service Provider shall keep available and maintain the Customer Care System for access and use by the Authority and any member of the public or other stakeholder in accordance with the Relevant Standards and to enable prompt and efficient transactions with the same, 24 hours per day 365 (or in the case of a leap year 366) days in each year.
- All requests received by the Service Provider, from the press or other media, shall immediately be referred to the Authority who shall respond as it sees fit, in accordance with clause 59 (Public Relations and Publicity) of the Contract.

The Management Information System shall:

- Have a minimum accuracy of ninety nine per cent (99%) across both Primary Data Sets and Secondary Data Sets in respect of any changes or updates made by the Service Provider during the forty eight (48) Months following the Service Commencement Date;
- Have a minimum accuracy of ninety nine per cent (99%) across all Data Sets from the expiry of the period referred to in paragraph 11.4 (a); and
- Ensure that all events which change the status of any field in the Data Set shall be recorded on the Management Information System comply with this Output Specification and are recorded accurately within the same Business Day of the occurrence of the Recordable Event.
- Be accessible through the customer interface in accordance with paragraph 11.8 (a)(iii) so that parties have real time access to the MIS enabling the status of a Fault and other relevant information to be accessed and relayed.

### PS4 Performance Targets

The Service Provider shall meet the following levels of performance in order to avoid any Adjustments of the Unitary Charge under this PS4:

PS4 Performance Target A: The Service Provider shall respond to the matters set out in Table 3 (PS4 Responsiveness Targets) within the Prescribed Periods for Response or otherwise provide details of the resulting outcomes:

Table 7: PS4 Responsiveness Targets

| <u>Nature of Request/Event</u>   | <u>Prescribed Period for Response/outcome</u> |
|--|---|
| Answering the telephone  | Within five (5) rings                         |
| Missed calls   | Number of missed calls                        |
| Responding to all correspondence and written requests for information from the Authority | Within five (5) Business Days                 |
| Urgent requests from the Authority for information relating to Service delivery          | Within two (2) Business Day                   |
| Responding to all correspondence (except where from the Authority)                       | Within five (5) Business Days                 |
| Dealing with complaints  | Within three (3) Business Days                |

PS4 Performance Target B: **No longer used**

PS4 Performance Target C: The Service Provider shall ensure that all events that change the status of any field in the Data Set and that are required to be recorded on the Management Information System are recorded accurately and on the same Business Day of the occurrence of a Recordable Event;

PS4 Performance Target D: The Service Provider shall, from the Service Commencement Date, at all times keep available and maintain the Management Information System in accordance with the Relevant Standards;

PS4 Performance Target E: The Service Provider shall, from the Service Commencement Date, at all times keep available and maintain the Customer Care System in accordance with the Relevant Standards.

## PERFORMANCE STANDARD 5

### Required Outcomes

- The Service Provider has assisted the Authority to demonstrate that it is achieving: its Best Value Duty in the delivery of its public lighting service; and continuous improvement in the delivery of the Service.
- The Authority is able to properly monitor the Service and have sufficient data and information to assess accurately what Adjustments (if any) of the Payment Mechanism should be made.
- The Service Provider shall provide accurate, relevant and timely information on its performance in relation to the Services to the Authority. The Service Provider shall further provide that strategic assistance and reporting procedures are adopted for the delivery of the Service to allow the Authority to regularly review the Service to determine whether it meets current and future needs, consult with users and other stakeholders and benchmark performance against other service providers.

### PS5 PERFORMANCE TARGET

The Service Provider shall meet the following levels of performance in order to avoid any Adjustments of the Unitary Charge under this PS5.

PS5 Performance Target A: The Service Provider shall provide the information, data and other assistance required pursuant to paragraph 13.5 within ten (10) Business Days of such request (or such other time as the parties may agree) and in a form that enables Authority to report on the RPI's and LPI's.

PS5 Performance Target B: The Service Provider shall provide the information set out in Part 2 of the Monitoring Report and the Annual Service Report by the date indicated in paragraphs 13.6 (Monitoring Report and Monitoring Meeting) or 13.7 (Annual Service Report) (as the case may be) in such form that all requirements of the relevant parts of paragraph 13.6 (Monitoring Report and Monitoring Meeting) or of paragraph 13.7 (Annual Service Report) (as the case may be) are satisfied.

PS5 Performance Target C: All other information requested or required by the Authority pursuant to this PS5 shall be provided within the time periods specified in this PS5 (or if no time period is specified within a reasonable time) and is in such form as is suitable for its intended purpose, where the intended purpose is made known to the Service Provider.

PS5 Performance Target D: The Service Provider shall carry out the Customer Satisfaction Survey in the manner and at the time required by paragraphs 13.9 (Customer Satisfaction Surveys) through to 13.13 (Customer Satisfaction Surveys) inclusive.

## PERFORMANCE STANDARD 6

### Required Outcomes

The Service Provider shall, from the Service Commencement Date, perform the Services in accordance with the Service Delivery Outputs set out below.

- Traffic Management and New Roads and Street Works Act 1991 (as amended by the Traffic Management Act 2004)
- Health and Safety and Site Security
- Waste Disposal and COSHH
- Environmental Management
- Quality Assurance
- Working Hours and Nuisance
- Protester Action
- Access

### PS6 PERFORMANCE TARGET

The Service Provider shall meet the following levels of performance in order to avoid any Adjustments under this Performance Standard 6:

- The achievement of specific quality assurance accreditation in respect of the Service within twelve (12) Months of the Service Commencement Date and all subsequent Months;
- Where the Service is covered by an accredited quality assurance system, the number of non-conformities in a three (3) Month period shall not exceed four (4) (minor) or one (1) (major);
- The number of defaults issued under NRSWA shall not exceed ten per cent (10%) of notices issued;
- The number of notifiable accidents or incidents under health and safety legislation shall not exceed one (1) in any six (6) Month period;
- Non-reporting of notifiable accidents or incidents under health and safety Legislation;
- Non-conformity of Service Provider Personnel with the requirements of 15.2 (i) (Service Provider Personnel) of this Performance Standard 6 and the Service Provider's Method Statement 13 (Working Practices); and

- Non-conformity of Service Provider Personnel with the requirements of 15.2 (k) (Department of Personnel) of this Performance Standard 6 and the Service Provider's Method Statement 13 (Working Practices).
- Service Provider Personnel
- The Service Provider shall maintain and shall procure that any Sub-contractors maintain a training record in respect of each of their Employees and shall procure that the same be available for inspection by the Authority Project Representative.
- Department of Personnel
- Corporate Identification Services for third parties and Recovery of Debts

## PERFORMANCE STANDARD 7

### **Required Outcomes**

- In order for the Authority to monitor the performance of the Service Provider and to ensure appropriate Monthly Payments are made under the Contract, the Service Provider shall provide accurate and complete reporting to the Authority on how the Service Provider is complying with the requirements of this Output Specification.

### **PS7 Performance Targets**

#### PS7 Performance Target A:

Part 1 of each Monitoring Report shall contain all the information listed in the relevant part of paragraph 5 of Schedule 17 (Monitoring and Reporting) together with such other information and/or data as may be required pursuant to this Output Specification; and The Actual Monthly Payment Report shall contain all the information required by paragraph 8 (Monitoring and Reporting) of Part 1 of the Payment Mechanism, and such information shall be complete and accurate.

PERFORMANCE STANDARDS 8 – **Not required**

PERFORMANCE STANDARD 9 – **No longer used**

## **PERFORMANCE STANDARD 10**

### Required Outcomes

- The Service Provider shall maintain the Control Apparatus System Software in accordance with this PS10 and shall keep the Control Apparatus System Software available for access by the Authority 24 hours per day 365 days in each year (366 days in a leap year) from the commissioning date of the first Node;
- Node Faults, Multiple-Node Faults, Sub-Master Faults, shall be rectified by the Service Provider in accordance with this PS10 within the Prescribed Maximum Periods for Rectification;
- The Control Apparatus System shall have a minimum accuracy of ninety-nine per cent (99%) across all data in respect of Lighting Points in Light.
- The Service Provider shall demonstrate accuracy of the Control Apparatus Clock;
- All Apparatus with Variable Control Apparatus are dimmed to the appropriate level in accordance with the Variable Light Control Programme.

### **PS10 Performance Targets**

The Service Provider shall meet the following levels of performance in order to avoid any

Adjustments to the Unitary Charge under this PS10:

PS10 - Performance Target A (Availability of Control Apparatus System Software):

The Service Provider shall ensure that commencing on the date of self-certification of the first Node the Control Apparatus System Software is maintained and available at all times.

PS10 - Performance Target B (Availability of Control Apparatus System): A Single Node Fault, Multiple Node Faults and/or Sub-Master Fault shall be rectified within the Prescribed Maximum Period for Rectification as set out in Table 4 (PS10 Rectification Periods) below. The Prescribed Maximum Period for Rectification shall begin from the time when such fault has been logged in the Management Information System.

Table 8: PS10 Rectification Periods

|   | <u>Type of Fault</u>                                   | <u>Prescribed Maximum Periods for Rectification</u>  |
|---|--|--|
| 1 | A Single Node Fault                                    | Three (3) Business Days  |
| 2 | A Multiple Node Fault (3 or more Nodes out in a row)   | One (1) Business Day   |
| 3 | A Sub-Master Fault                                     | Three (3) Business Days  |
| 4 | Communications Failure for relevant Apparatus affected | Twenty (20) Business Days, or such other period as agreed between the Parties acting reasonably. |

**PS10 PERFORMANCE TARGET C (Accuracy of remote Monitoring Data)**

The Service Provider shall ensure that from the date that the Control Apparatus System has been commissioned, the Control Apparatus System (as defined by paragraph 4 of Performance Standard 9) shall have a minimum accuracy of ninety-nine per cent (99%) in the monitoring and reporting of Apparatus In Light. The Service Provider shall demonstrate accuracy of the Control Apparatus Clock;

In any Month where the Remote Monitoring Data Accuracy is below ninety-nine per cent (99%) the Service Provider will undertake a minimum of one (1) additional Night Scout Activity in that Month (or within five (5) days of first being aware that the accuracy of the Remote Monitoring Data was below ninety-nine per cent (99%)) to establish if the accuracy is in fact below 99%. If this additional Night Scout Activity establishes that the accuracy of the Remote Monitoring Data is below ninety-nine per cent (99%) the Service Provider would undertake a minimum of ten (10) Night Scout Activities in the following Month the results of which will be used to calculate PS2 Target A for that Month.

Failure to achieve ninety five per cent (95%) Remote Monitoring Data Accuracy would trigger a Service Provider investigation into the failure. The investigation would seek to identify and resolve the issues of data inaccuracy. The Service Provider will continue to undertake a minimum of ten (10) Night Scout Activities a month until the investigation is complete or the Remote Monitoring Data Accuracy is proved to be in excess of 95%.

**PS10 PERFORMANCE TARGET D (Remote Management Performance)**

The Service Provider shall and/or shall procure that one hundred per cent (100%) of Lighting Points installed with Control Apparatus and where specified as being capable of varying light output (dimming) shall provide the dimming levels and switching periods as specified in the [Variable Light Control Programme](#) during the Lighting Up Periods.

## **Policy Number SL6 – Attachments to, and Secondary Uses of, Lighting Columns**

### **Supporting Information**

In general the County Council supports the erection of decorative/festive lighting over the highway, but would prefer that such decorative lighting should be attached to or supported from buildings adjacent to the highway, wherever possible. The following guidance notes are also recommended for decorative installations over privately owned land that is open to access by the general public. For the erection of all decorative festive lighting, on or over the highway, the Highway Lighting Authority shall issue a formal Consent indicating the conditions under which such apparatus may be erected on each occasion. The Consent will be issued annually for each type of apparatus to be erected.

### **Decorative/Festive Lighting Supported from Buildings**

For all decorative or festive lighting mounted over, or free standing in, the highway each installation shall:

- Be approved in writing by the Highway Lighting Authority or its Agent via a licence prior to the erection of the fixtures for a period not exceeding 28 days unless planning permission has been granted for a longer period.
- Be the sole responsibility of the body installing the lighting and shall have adequate insurance to indemnify the Highway Lighting Authority for the minimum amount for any one incident as required by the licence.
- Be removed immediately upon request by the Highway Lighting Authority or its Agent or be removed by the Highway Lighting Authority or its Agent at the owner's expense if there is concern about the safety of the system.
- Be manufactured with supports and mounting points capable of supporting the decorative fixtures which are suitable for a wind of K factor 2.

If utilising a catenary wire as support, then this should be of sufficient strength to support the fixture/fitting as above. It is recommended that stainless steel or high-tensile steel be used.

Generally, for protection against electric shock all systems shall be rated at 25v SELV. However, for systems sited a minimum of 2.5m above the highway, mains voltage (230v) may be used. In all such systems the installer must ensure that the requirements of BS 7671 are met and supplementary protection by the use of a 30mA RCD shall be given.

All apparatus shall be erected in compliance with the following statutes and regulations:

- Health and Safety at Work Act 1974
- Electricity-at-Work Regulations 1989
- BS 7671 Regulations for Electrical Installation.

For sound economic reasons, the columns used for the majority of highway lighting locations have been standardised and have not been designed for significant additional loadings. Consequently, this must limit the number and sizes of fixtures permissible. However, the erection of such fixtures and fittings will be permitted provided the above conditions are met.

### **Fixtures Attached to Street lighting Columns**

In addition to the requirement to erect decorative fixtures over a road the following requirements shall be met to permit the erection of any temporary decorative/festive lighting and flower baskets to street lighting columns:

- In the case of new or replacement lighting systems, in locations where it is known that decorative lighting will be required, the lighting columns shall have been fabricated to support such temporary lighting structures or flower baskets and a certificate of compliance lodged with the Highway Lighting Authority.
- In the case of existing lighting systems being used to support decorative lighting or flower baskets:

A competent structural engineer shall be commissioned to provide a report to the Highway Lighting Authority or its Agent prior to the erection of the decorative lighting, confirming that the columns can structurally support the proposed decorative festive lighting or flower baskets. That engineer will have professional indemnity to support his report. The system of street lighting to be used to support the decorative lighting shall be inspected annually or at a frequency recommended by the engineer.

Decorative festive lights or flower baskets must not hinder the normal maintenance of the highway structure concerned.

No banner or catenary wire shall be permitted to be erected between two street lighting columns unless the structure has been designed and fabricated specifically for that purpose.

Power supplies to decorative festive lights should not be derived from adjacent buildings, but from within the street lighting column acting as the support. (This is to avoid instances of connection to private supplies, over which the Highway Lighting Authority or its Agent has no control). The body responsible for the installation/connection of the decorative lighting shall, separately, contract with an electricity supply company for the supply of energy.

Where switch wires are used to control the power supply on adjacent columns, they shall be labelled with the location of the isolation point at appropriate positions along the length of the wire.

All temporary fixings used to attach the decorative festive lights or flower baskets to street lighting columns must be free from corrosion at all times and must be removed at the end of the licence period. Any damage to the protective surface must be made good at the licensee's expense and immediately after the removal of the apparatus.

The Highway Lighting Authority has the right to request removal of such equipment at any time, which the responsible body must comply with within 28 days of the request.

### **Other Fixtures to Street Lighting (Permanent or Temporary)**

In general, street lighting columns, whether used for permanent or temporary fixtures, should comply with the guidelines indicated in DTLR Memorandum BD 94. This means that the erection of sign plates of greater than 0.3m<sup>2</sup> in area is not permitted. Columns must not be used as the second leg of a sign requiring a second post, as experience has shown that this has caused significant problems with existing columns.

Street lighting columns shall not be used as supports for advertising signs of any kind, except where recognised organisations (i.e. Automobile Association or Royal Automobile Club) have been granted permission by the Highway Lighting Authority, and when fixed such signs should not obscure the unit maintenance number.

### **Temporary or Permanent Attachment of CCTV Equipment to Street lighting Columns**

Under the Crime and Disorder Act 1998 the County Council has a duty to embed crime and disorder prevention into service planning, delivery and decision making and so reduce crime and the fear of crime in all our communities.

Highways provide accessibility between destinations and the temporary or permanent location of CCTV cameras within the highway may assist with crime prevention. However, it is also necessary to consider the matters of privacy to adjoining properties, levels of light within the neighbourhood and the possibility that the crime and anti-social behaviour may disperse to adjoining areas or out of view of the cameras.

The County Council has to consider what other measures have been implemented or discounted to try and reduce levels of crime and anti-social behaviour before consideration can be given to CCTV being mounted on highway furniture.

The promoting body will need to provide the necessary data to demonstrate CCTV is justified and an analysis of the likely impacts for the area to be covered as well as the surrounding area.

### Protocol

The County Council requires the promoting body to provide an analysis of crime and anti-social behaviour incidents, both in the area to have CCTV, the adjoining area and the background levels of crime in the area. This information needs to include an analysis of types of crime and time of day at which the crimes occur. Where possible, trend data should be included. The request should contain an assessment of why CCTV is expected to reduce the incidence of crime and what alternative measures have been carried out or considered and rejected.

The promoting body will normally be the Crime and Disorder Reduction Partnership (CDRP). Where the CDRP is not the promoting body, the Partnership should be used to consider the crime analysis for the location and a copy of its advice should be included with the submission.

Information should be provided on the area and demonstrate the likely coverage of any proposed CCTV. The use of temporary CCTV requiring the regular moving of the equipment between locations will only be considered in exceptional circumstances. The County Council will assess the proposals as to the practicality, effectiveness and likely benefit in reducing crime and the fear of crime.

If there is a demonstrable case for the provision of CCTV the County Council will discuss with the promoting body funding and management arrangements, including:

- capital costs of the CCTV and its installation;
- maintenance costs and responsibilities;
- operational responsibilities; and
- Public liability.

If there is a strong case for CCTV being made, the Council will facilitate the erection of the equipment on the street furniture. All costs, liabilities and operational arrangements must be met by the local promoting body. An appropriate agreement will be drawn up with the responsible body.

### Procedure

All installations mounted over or free standing in the highway, or mounted on highway furniture shall:

- Be approved in writing by the Highway Lighting Authority via a licence or agreement prior to the erection of the fixtures.
- Be the sole responsibility of the body installing the CCTV and shall have adequate public liability insurance to indemnify the Highway Lighting Authority for the minimum amount for any one incident as required by the licence.
- Be removed immediately upon request by the Highway Lighting Authority or its Agent or be removed by the Highway Lighting Authority or its Agent at the owner's expense if there is concern about the safety of the system.
- Be manufactured with supports and mounting points capable of supporting the equipment suitable for a wind of K factor 2.
- Generally for protection against electric shock all systems shall be rated at 25v SELV. However, for systems sited a minimum of 3.5 metres above the highway, mains voltage (230v) may be used. In all such systems the installer must ensure that the requirements of BS 7671 are met and supplementary protection by the use of a 30mA RCD shall be given.
- All apparatus shall be erected in compliance with the following statutes and regulations:
  - Health and Safety at Work Act 1974
  - Electricity-at-Work Regulations 1989
  - BS 7671 Regulations for Electrical Installation.
  - New Roads and Street Works Act 1990
  - Traffic Management Act 2000

- An agreed set of inspection/emergency procedures shall be provided to the local highway management office.
- Each installation shall be tested, and the electrical test certificates and test results passed to the highway management office on the day following installation to energising.
- Power supplies to CCTV installations should not be derived from adjacent buildings, but from within the street lighting column acting as the support. Ongoing costs for the power supply are to be agreed.
- All temporary fixings used to attach the CCTV equipment to street lighting columns must be free from corrosion at all times and must be removed at the end of the licence period. Any damage to the protective surface must be made good immediately after the removal of the apparatus.
- The Highway Lighting Authority has the right to request removal of such equipment at any time, which the responsible body must comply with within 28 days of the request.

In addition to the guidance for the erection of the CCTV equipment above each applicant shall:

- Ensure necessary signage for overt CCTV usage is displayed appropriately
- Ensure the police confirm with regard to their monitoring of the CCTV that they comply with the CCTV Codes of Practice Revised Edition 2008 or subsequent updates
- Ensure that Police / CDRP has a protocol for viewing images of CCTV and storage of evidential and disclosure material compliant with Data protection, Police and Criminal Evidence Act (PACE) and Criminal Procedures & Investigation Act 1996 (CPI).
- Ensure HCC Street lighting Section have confirmed suitability and stability of lamp posts selected for potential CCTV use.
- Ensure third party liability with regard to erection and any damaged caused by the camera equipment is covered by HCC (erection/removal covered through the County Council Street lighting Term Maintenance Contract).
- Ensure that the police / CDRP have appropriate mechanism for reviewing, monitoring and assessing use and continued use of CCTV.

### **Supply of Electricity from Public Lighting Equipment**

Road works and other works carried out by the utility companies in, or adjacent to, the highway can often require a supply of electricity for temporary traffic signals, water pumps, inspection and safety lighting and other items of site equipment. Hampshire County Council is not an electricity supply authority and temporary supplies should be supplied from a portable generator. There are generators available that will run silently when installed overnight near occupied properties. The problem should not be overcome by the provision of a temporary power supply from a nearby street lamp unless arrangements have been made for the DNO to carry out the connection maintenance and disconnection of the power supply. Temporary supplies can be a danger to the public if not correctly installed and maintained.

The provision of temporary supplies of this nature can present problems for the security and safety of the lighting equipment and the temporary installation. Whilst an installation may be temporary and for a short period of time it does not remove the need for it to be installed in accordance with the Electricity at Work Regulations and the requirements of BS 7671: 2008 Regulations for Electrical Installations. It is essential that temporary electrical installations are properly installed, inspected, tested, and maintained.

It is a criminal offence to obtain electrical energy without prior agreement of the Electricity Company.

Under the terms and conditions of the connection agreement with the Electricity Company, Hampshire County Council is responsible for the payment for all energy taken from any item of highway electrical equipment owned and operated by it unless the energy is taken illegally.

Therefore, in the absence of a specific agreement between the organisation using the electricity and the Electricity Company for the payment of the electrical energy used, the Highway Lighting Authority could be held liable for the cost of the energy.

Hampshire County Council may give permission to the Electricity Company to use lighting equipment as a temporary supply point. In this instance, the County Council shall ensure that the Electricity Company will take full responsibility for the safety of the installation and maintenance of the temporary power supply and for recovering the cost of the connection and the energy used.

## **Policy Number SL7 – Private Off-Highway Lighting**

### **Supporting Information**

Off-highway lighting adjacent to lit or unlit sections of highway can be the cause of distraction/danger to the travelling public and detrimental to the night-time environment.

This distraction/danger can be caused by glare from light fittings located in the vicinity of the highway and where the intensity of the emitted light is quite bright.

It is also becoming environmentally unacceptable to pollute the night sky from such fittings, or cause light-trespass, and Local Planning Authorities are to be positively encouraged to reduce the impact on all occasions by being offered advice on such matters.

All sites should be carefully monitored at the planning application stage but especially:

- Petrol filling stations.
- Car park lighting - particularly out of town shopping/commercial developments where sphere style lights in particular should be rejected as a means of area illumination.
- Industrial security lighting.
- Domestic security lighting
- Lighting for sports stadia, playing fields and golf driving ranges.
- Illuminated advertisements.
- LED or Laser Lighting which can create intense beams of light that may present a hazard.

All such sites should comply with the ILP “Guidance Notes for the Reduction of Obtrusive Light”

Local Planning Authorities should be asked to scrutinise all planning applications for exterior lighting and to take enforcement action where unapproved lights have been erected and are affecting the night environment.

In general the style of lighting to be used in almost all instances should be the “down lighter” type with a flat glass (i.e. no bowl) lantern mounted in the horizontal position to reduce the spill light to the surrounding areas.

Illuminated advertisements should utilise the down light style of illumination.

The Institution of Lighting Engineers’ Technical Report No. 5 (2nd Edition), “Brightness of Illuminated Advertisements” is considered to have too high a level of illumination and the County Council will recommend lower levels of illumination on request.

As a general rule Local Planning Authorities are encouraged to ensure, as far as possible, their schemes, including private lighting, are designed to minimise light

spill, night sky pollution and hours of operation as well as being required to be maintained throughout the life of the system.

The introduction of the Clean Neighbourhoods and Environment Act (2005) gives local authorities, and residents, greater powers in relation to poorly installed or maintained domestic security lights. Local authorities are encouraged to utilise these powers wherever reasonably possible.