

Highway Development Coordinator Brochure



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SERVICE OUTLINE

Hampshire County Council (HCC) are offering the following optional services to Developers and Design Consultants:

1. Flexible - Provision of a Highway Development Coordinator on a flexible time charge basis with add on options including specific Technical Queries (TQs), pre-technical submission support
2. Fixed - Provision of a Highway Development Coordinator on a fixed fee basis – for longer term support.

These services have arisen out of requests in recent years from Developers and Designers seeking additional expert support and guidance during the evolution of their S278 and S38 schemes and in coordination, (through audit and delivery) of their various highway schemes and agreements required for their development.

It supports the need by Developers to have one point of contact for all their technical submissions. The service is advised particularly for Major Development Area's (MDAs), Major Highways schemes (more than £3m) and schemes involving other authorities such as National Highways or other local authorities but could also be implemented to offer services for a developer across all their schemes within Hampshire. This way you will have a dedicated officer pursuing your schemes on your behalf.

The service also allows us to allocate officer(s) to produce programmes, general advice or advice spanning multiple schemes and submissions outside of our statutory functions under S278 and S38.

BENEFITS

The key benefits this service offers to the developer.

- A single point of contact for Developers and other key stakeholders.
- Efficiency generated through detailed understanding of HCC's process, procedures, and organisation to optimise delivery programme.
- Coordinated upfront technical advice (technical advice through option 1).
- Project management of highway agreements.
- Tracking of key decisions from planning stage to improve integration.
- Clarity and tracking of financial position and bond position.
- Minimise abortive works on site due to lack of communication and liaison with the authority.
- Early engagement with NRSWA/permitting process and checking of road space availability via OneNetwork.
- Realistic understanding of the timescales and process for adoption.

COORDINATOR PURPOSE

The purpose of the Coordinator is to make it easier for Developers to deliver Section 278 schemes and adoptable highways on their sites, through their experience and knowledge of delivering complex highways schemes, knowledge of the processes, standards and frequent issues which may arise. They will also draw upon their project management and coordination skills to minute and manage meetings, to communicate status, actions, decisions, risk, Programme and provide overviews of the fees and bonds associated with their schemes.

They will work proactively on behalf of the Developer to help resolve issues with HCC officers. Coordinators are optimally placed to liaise and collaborate with all the relevant stakeholders involved with technical approval of Section 278 and Section 38 schemes and completion of their legal agreements at the relevant stages. They understand the requirements and processes for highway adoption and can anticipate and coordinate overcoming difficulties whilst maintaining strong relationships with stakeholders.

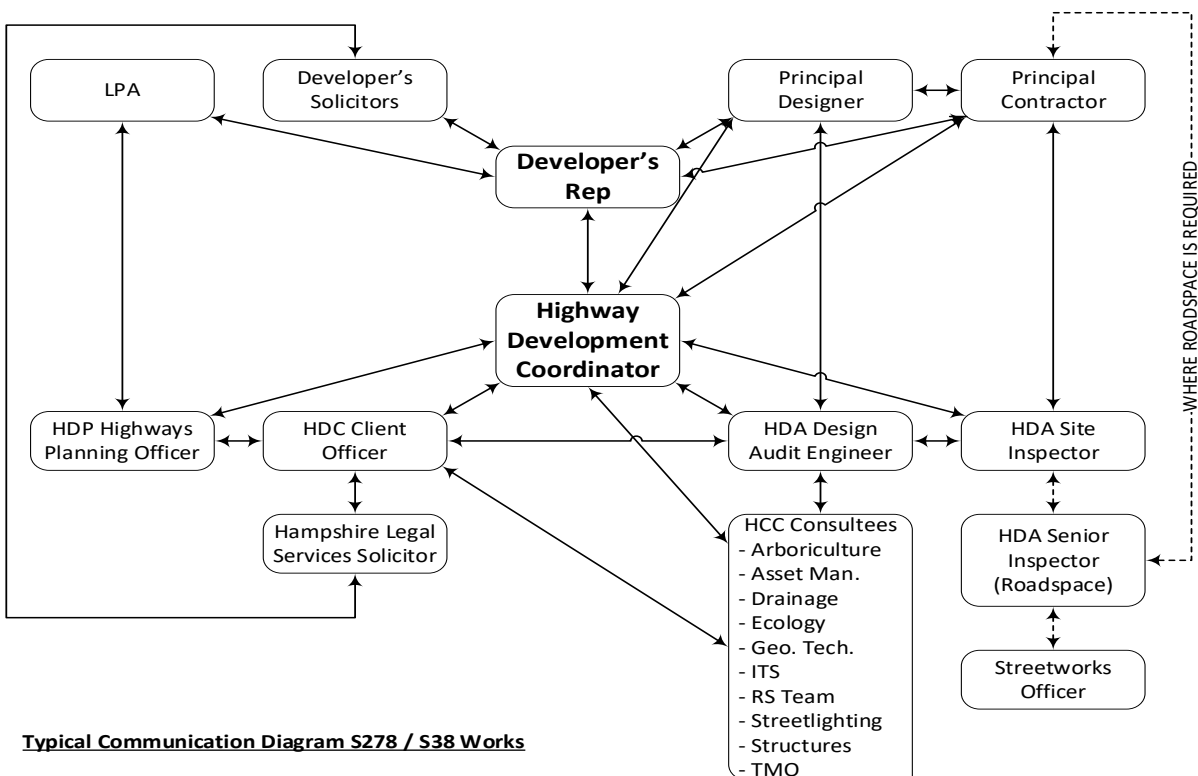
This role is distinct from, and in addition to the business as usual activities of the Highway Development Client team, (who are responsible for monitoring the performance of the function, instructing Hampshire Legal Services and final approval of all legal agreements carried out by Hampshire County Council). This role will not be able to directly instruct on any legal agreement.

RESPONSIBILITIES OF THE COORDINATOR

The responsibility of the Coordinator is as below but can be discussed and amended to suit the need of the Developer or the development.

- Provide a Programme for each Section 278 and Section 38 from submission to adoption.
- Facilitation of progress meetings and minuting.
- Coordination of technical guidance and advice from area disciplines to feed design development, through technical queries (TQ's), and assemble and maintain TQ register (pre-technical submission).
- Decision Register, set up and maintain to record all agreed technical solutions, parameters, or policies to be applied to the development technically and legally.
- Risk/Issue identification and resolution/mitigation of items which could delay or detrimentally affect the Section 278 or Section 38 process.
- Pursue approvals and chase outstanding actions.
- Provide an overview of the fees and bonds associated with the development.
- Coordinate the various design submissions and legal agreements on behalf of the developer through creation of a tracker.
- Undertake a coordination function between the Developer, Design Consultant, Auditing Engineer, Internal consultees, Planning Officers, and Solicitors.

- Assisting the Highway Developer Agreements team in consulting with permitting team to advise on highway road space availability.
- Assist with consultation on referred construction sequencing (phasing) for efficient adoption of highway agreements.
- Oversee and assist with the progression of the developments S278 and S38 schemes requirements, including Technical Approvals and Legal Agreements.
- Liaison with National Highways for S6 and S4 agreements where applicable.
- Liaison with other Highway Authorities for Section 8 agreements where applicable
- Investigative work on historic schemes and agreements or those which have not been progressing and assist in moving forward.
- The coordinator will initiate and maintain a development decision and action register, pertaining to each required area and discipline. All queries raised prior to submission of Section 38/278 should be received through a Technical Query Form provided by HCC, a separate register will be kept documenting these.
- The creation of a project Programme, setting out the relevant tasks and key milestones that need to be achieved and their timescales. This will be updated regularly and enable the Developer to understand the status for completion of the adoption process, and the critical path timescale.
- Early engagement with highway disciplines.
- Working with engineers and specialists to resolve conflicts and obstacles moving the scheme forward. Reducing delays in delivery through early engagement.
- Chasing up schemes which have remained dormant and releasing bonds.



SERVICE OPTIONS AND COSTS

Option 1) Provision of a Flexible Coordinator - (Ad-Hoc Service/Time Charged)

The Coordinator will be allocated to assist reactively, following requests for information and input from the developer, via Technical Query forms. The Coordinator will either be an F or G grade officer and will engage with technical experts within HCC to get the queries answered. Providing early input from subject matter experts can give confidence to the developer over smooth Section 278 or S38 technical submission.

A Purchase Order (PO) for a total sum of work based on an estimate to undertake the task (amount to be agreed based on scope of work), fees will then be booked on a “time charge” basis for the work undertaken, invoiced at intervals to be agreed with the Developer. Regular reporting of spend to date and any changes to the estimate will be provided to the Developer with Change Control of the PO if required.

A proposal letter would be provided defining the service, which would then be formally accepted by the client.

The current rates are indicated below (but are subject to annual inflation uplift), will be applied to the HDC (Highway Development Client) officer and any other HCC internal specialists if that option is selected.

Grade	2024/25 Charging Rates
A-D	£48
E	£56
F	£70
G	£87
H	£106
I	£120
J	£136

Option 2) Provision of a Fixed Coordinator - Fixed Fee Service

Allocation of a “ring fenced” Highway Development Coordinator for a fixed fee per annum and is recommended for MDAs, complex schemes, or those developers and consultants with multiple schemes with HCC.

A Coordinator will ONLY be allocated to a development, scheme, or developer on a 0.2, 0.4, 0.6, 0.8 or 1 full time equivalent basis. This considers the same efficiency factors as all officers working within the County, allowing downtime /leave during an average

working week or year. This Coordinator will have time “ring fenced” to perform tasks and secure dedicated resources for your scheme. The Coordinator will be a G grade officer selected with suitable experience for the challenges faced by the development or Developer.

The arrangement is formalised through an agreement (see Appendix A, for an example), with a term of 12 months initially, then based on a rolling quarterly basis. The cost of the service is a fixed price for 12 months, invoiced quarterly in advance. The service's cost will be reviewed and uplifted in line with charging rates on the agreement's anniversary.

The role can adapt depending on the service required, amount of time, and the stage of the highway adoption process on any development, with the service specification (see Appendix B, for an example), being amended to suit and forming part of the agreement.

FTE	Cost	
	Quarterly Cost	Annual Cost
0.2	£4,699.74	£18,798.96
0.4	£9,399.48	£37,597.92
0.6	£14,099.22	£56,396.88
0.8	£18,798.96	£75,195.84
1	£23,498.70	£93,994.80

Table 1: 2024 Rates for Option 2 Service

The cost of the above is for a Coordinator only, where a S278 or S38 submission has been made the costs associated with these schemes will be managed separately in the usual way.

For further information and advice on the Coordinator Service please contact highway.developmentclient@hants.gov.uk.

If the advice, you want is prior to planning approval the [Pre-application advice | Hampshire County Council \(hants.gov.uk\)](#) is also available.