

Guidelines for Third Party Funding of – Vehicle Activated Signs

Purpose of Guidelines

This guidance note sets out the process involved to develop and deliver a third party funded scheme to provide vehicle activated signs.

Background

Leicestershire County Council allows proposed highway improvements to be funded by a third party provided they are safe and align with current regulations, guidance or good practice. All associated costs must be provided by the third party, from initial concept designs through to ongoing maintenance/insurance costs.

On receipt of a request for a highway improvement the proposal is assessed to check:

1. if it is appropriate for the highway (i.e. does it align with current regulations, guidance or good practice). If it does not the scheme will not be supported by LCC and approvals will not be given for further development; or
2. if the scheme meets our criteria for funding. If this is the case it will be added to a priority list to be funded by LCC when resources become available.

The funding assessment ensures that the County Council's traffic safety resources are focused on locations that present the highest risk. The assessment is evidence based and uses a number of criteria dependent on the nature of the proposal and its location, including number of reported accidents, speed limits, average speeds, type of road and impact on emergency vehicles.

If the improvement does not meet our criteria for funding but is allowable on the highway, the option is available for the requestor to provide/seek third party to enable the proposal to be developed, designed and built.

Vehicle activated signs or VAS typically fall into a category of works that can be funded by a third party.

There are several VAS options and types of implementation that can be considered by a third party. The following information provides some high-level guidance and costs that maybe helpful when making a decision on the way forward.

	Mains Powered – Permanent VAS	Solar Powered – Permanent VAS	Battery Powered “moveable” VAS (can be moved to different positions in the village according to requirements)
			
Cost if installed & managed by the Council	£10,000 - £15,000 - dependent on sign and locations – also includes 10 years maintenance, insurance and running costs.	£10,000 - £14,000 - dependent on sign and locations – also includes 10 years maintenance, insurance and running costs.	N/A
Cost if installed and managed by Parish	£2,000 - £6,000 for the sign, plus design, engineering solution, fees and ongoing maintenance (including public liability insurance) many need to install new column and arrange electrical connection with suppliers etc.	£2,000 - £6,000 for the sign, plus design, engineering solution, fees and ongoing maintenance (including public liability insurance) many need to install new column	£1,000 - £5,000 for sign and additional structural survey for lamp posts the units will be attached to. The structural testing can costs anything for £50 – £1,800 dependent on the post, timescales etc. If you would like additional Council advice on locations and maintenance this would cost £500.

Permanent Signs - Notes on Installation and Management by the Parish

The Parish appoints a contractor to design, supply and install a vehicle activated sign. The Parishes contractor installs the foundations and post for your sign to be erected on. The following processes and costs apply:

- There is no County Council officer involvement as the Parish will appoint a contractor to design/install and maintain the signs.
- The Parish Council will need to carry out all consultations with affected properties and deal with any objections
- The Parish Council will need to gain a structures licence from the County Council prior to any works being carried out – this is a £75 one off fee.
- The Parish Council will be required to provide location drawings and details of the scheme/signs to the County Council for approval as part of the structures license
- The Parish Council must hold and present a copy of Public Liability Insurance in excess of 10 million pounds to gain a structures licence
- The Parish Council will need to appoint a suitably qualified contractor to install the sign.
- The contractor will be required to follow the standard processes for working on the Highway, which will include a Permit to work.
- The Parish Council will be responsible for all maintenance and upkeep of the asset. Should the asset be damaged in an incident which requires Leicestershire County Council to attend and make the asset safe, any costs associated in doing so will be charged back to the Parish.

Permanent Signs –Notes on Installation and Management by the Parish but Design Carried out by the Council

The Council carries out the design and consultations, including the installation. Your contractor will install the sign. The following processes and costs apply:

- A £500 one off payment is required before the County Council actively start feasibility studies, this is to cover officer time involved in site meetings, travel to and from site, and initial designs.
- The County Council will provide location drawings and details of the scheme/signs etc.
- The County Council will provide a quotation for foundations and a post to be installed on the highway
- The County Council will carry out all consultations with affected properties and deal with any objections
- The Parish Council will need to gain a structures licence prior to any works being carried out – this is a £75 one off fee.
- The Parish Council must hold and present a copy of Public Liability Insurance in excess of 10 million pounds to gain a licence
- The Parish Council will need to appoint a suitably qualified contractor to install the sign and post and pay for the sign direct.

- The contractor will be required to follow the standard processes for working on the Highway, which will include a Permit to work.
- The Parish Council will be responsible for all maintenance and upkeep of the asset. Should the asset be damaged in an incident which requires Leicestershire County Council to attend and make the asset safe, any costs associated in doing so will be charged back to the Parish.

Mobile Vehicle Activated Signs (MVAS) – Notes on Installation

The following process applies for this option.

- A joint site visit involving the Parish and County Council is required to determine locations which can be on suitable lamp columns or can be installed on new sign posts.
- Once locations have been identified, any existing lamp columns will need testing to see if the column is structurally safe to mount a MVAS. LCC will include this within its ongoing programme of testing and therefore may take some time to complete. The Parish can opt to pay for its own testing to accelerate this work with a private contractor (usually in the region of £1800)
- Details must be provided regarding any proposed sign including size and weight
- LCC requires a Memorandum of Understanding (MoU) to be signed between both parties. This involves risk assessments with the Parish installing and removing the signs at different locations.
- The Parish must hold and present a copy of Public Liability Insurance in excess of 10 million pounds for the life of assets existing on the highway
- Should any locations require new pole installations, the Parish must pay for the supply and installation (including traffic management costs)
- The County Council undertake periodic inspections & testing of street lighting columns and subject to this the Parish may need to move the MVAS.
- MVAS will not be located within 100m of a speed limit changing
- A minimum of 500mm clearance from kerb/road is required to avoid being damaged by passing vehicles
- The sign must not obscure visibility of traffic exiting side roads and driveways.
- As the signs are mobile, consideration must be made regarding access and safety for removing and installing signs, and any traffic management which may be required
- If the MVAS is to be placed outside of a home, the Parish should consult with that homeowner prior to placing the asset.

Further Information

Any enquiries relating to third party funded schemes should be sent to:
customerservices@leics.gov.uk

Environment and Transport Department

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