

## South West & Pentlands

### Roads & Footways Neighbourhood Environment (NEP's) Projects

Briefing - Revised process for project selection and approval

Within Neighbourhood Partnership areas locally managed budgets have been set up over a number of years to provide greater local accountability over environmental spend and promote community engagement in the decision-making. One such budget is the Roads Capital Improvement programme which is overseen by the South West Roads Team. This process has been strongly supported by the communities that make up both South West and Pentland Neighbourhood Partnerships.

The old procedure for nominating local projects was developed in 2014 and invites any group or member of the public to pass on as much information as possible to either their local community council (CC) or their local elected member. They can, if they wish, contact the Neighbourhood Manager or the South West Roads Team directly. Information required is;

- Street Name
- Location
- Plan
- Photograph
- Description of project

Any potential project could be raised with the Roads Team and a feasibility assessment would be carried out. The results of this process would be fed back to the CC's and the elected members.

Traditionally, meetings are held with elected officials and community representatives to consider which roads & footway (NEP's) on streets and parks will be taken forward. Any project that is put forward should meet the key criteria areas listed below before being considered. These areas are;

- **Satisfying Capital Spending Rules** – Best Value
- **Significant Environmental Feature** – Legislative Responsibility
- **Condition** – Duty of Care
- **Project Impact in Community** – Community support

However, this approach has proved problematic in recent years trying to arrange dates/ times that suit all parties. To improve transparency of the selection process and provide greater audit accountability it was proposed that the selection process be amended to allow wider community representation i.e. recognised constituted groups. While at the same time offer groups and elected officials more time to decide the project they would wish to see going forward. Any individual wishing to nominate a potential project in their respective area would be encouraged to channel their request through their local elected member.

As part of this new approach after project submissions have been received, roads officials will score (see proforma attached appendix 1) all projects, taking into account the factors listed above before sending out information to community representatives and elected officials (See appendix 2 for criteria examples) for them to score and rank the project they wish to be considered.

This process would be carried out over (approximately) a 14 week period commencing on 1 March as outlined below. This would leave sufficient time for all projects approved to be delivered within that financial year. Projects receiving the most votes will be taken forward. For the size of the budget per Ward the Roads Team will be looking for 1-2 projects per Ward to ensure that the capital spent locally delivers best value for the budget available.

In addition, the Roads Manager will monitor the Central Capital Roads Budget and offer potential suggestions where possible to link potential local NEP's projects, thereby getting more value for the limited funds available. The Roads Team as a specialist unit within the South West Local Office will use their expertise in identifying potential projects in the course of their duties and feed these into the process.

#### **The Selection Process Timeline;**

- i. On 1 March each year Ward representatives will be invited to submit 2 potential projects for consideration in their area.
  - Project submissions that are received after 31 March will not be considered as part of that years round of project selection, but would be put in the bank for the following year.
- ii. Community reps and elected officials will have until the 31 March to select the 2 project they wish to be considered.
- iii. From 1 April till 30 April the Roads Team will estimate the cost and score all projects submitted.
  - Project estimates that exceed the £37K threshold will be put forward to the Central Roads Capital Scheme for consideration.
- iv. On 1 May the estimated and scored projects will be sent back to community representatives and elected officials to allow them to add their own score to projects and rank according to their community need. Deadline will be 31 May each year
  - During the voting period Roads Officers would welcome any questions to clarify any project issues.
- v. By the middle of June Roads Officers will collate project submissions and rank projects via the combined scores from all parties before confirming the final selection in each ward via a project scoring spreadsheet.
  - If there are more than two projects in any Ward that score highly, then the final project selection will be made by the Neighbourhood Manager.

- vi. Projects taken forward in any one year will be noted in both South West and Pentland Partnerships annual reports.
  - The Roads Manager will deliver a lessons learned briefing to both partnership public meetings later in the year.
- vii. Any project noted in the feedback session meeting limited or no elements of the project criteria will be held in the project bank for a period of two years. Thereafter, if circumstances do not change the project will be removed with representatives being informed accordingly.

### **The Scoring Procedure;**

The scoring procedure is laid out below to aid community representatives and elected officials to carry out scoring of projects in their area. On the scoring evaluation guide there are 5 questions which all carry a variety of scores. Each question carries a maximum score of 3 points.

The procedure notes the criteria question and gives a number of factors which groups and elected member may wish to consider ensuring that projects in their Ward are properly assessed at local level.

#### Question

#### **1. Does the project satisfy Capital Spend Rules as well as local funding arrangements?**

Things to consider:

- Does the project substantially lengthen the useful life span of the asset?
- Does the project substantially increase the value of the asset?
- Is the project part of an environmental plan?
- Are there any other discretionary factors which should be considered? (providing opportunities for young people or providing additional benefits for equalities groups)
- Does the project reduce ongoing revenue expenditure?
- Does the project link with any other projects currently being considered or approved? (Roads Manager will provide information after checking the Central Roads Capital Scheme)

*With capital investment diminishing this limited budget for local roads, footways and parks will not consider any new assets and will focus purely on infrastructure replacement projects only. However, an exception would be made if the project in question met two core criteria, 1. Relating to Health & Safety and 2. Spend to save, which would be judged on a project by project basis by the Neighbourhood Manager.*

## 2. Significant Environment Features?

Things to consider:

- When looking at this question take into account the following community service feature. Does the project address one or more of the listed factors;
  - **Bus Route**
  - **School**
  - **Emergency Services**
  - **Commercial Property**
  - **Controlled Crossing**
  - **Health Services**
  - **Blind People**
  - **Senior Citizens**

## 3. What is the condition of the asset? (see examples in appendix 2)

Things to consider:

- When looking at this question take into account the following factors;
  - **Road – Drainage Condition**
    - This type of assessment should be ideally carried out after bad weather. This will not always be possible, so existence of any gullies and ditches should be taken into account?
  - **Road – Surface Irregularity/ Deformation**
    - Relates to overall continuity of the road surface, ie Wheel tracks rutting, pushing and general shape?
  - **Road – Deterioration beyond cyclic maintenance levels**
    - What condition is the section of road, is it reasonable, or is wear and tear starting to show or is it in poor condition giving pedestrians difficulty and or damage to vehicles?
  - **Road – Would exclusion cause danger**
    - Question here is simple in your opinion if the project was not included in this year's project list, would danger be increased before next year's project submissions?
  - **Footways - Kerb Deterioration/ Alignment**
    - Appearance of kerb with respect to the continuity of level?
  - **Footways – Footpath/ Footway Deformation**
    - Overall continuity of surface of footpath/ footway ie sunken flag stones, raising of level by tree roots etc?
  - **Footways – Surface Water**
    - Indicate the extent of problem caused by the footpath/ footway surface allowing surface water to stand after surrounding surface areas has dried?
  - **Footways – Deterioration beyond cyclic maintenance levels**
    - What condition is the section of footpath/ footway, is it reasonable, or is wear and tear starting to show or is it in poor condition giving pedestrians difficulty?
  - **Footways - Would exclusion cause danger**

- Question here is simple in your opinion if the project was not included in this year's project list, would danger be increased before next year's project submissions?

#### 4. Project impact on community?

Things to consider:

- In this question think about the following, what is the nature of the area and the intensity of usage;
  - **Shopping Centres, Offices & Commercial Activity**
    - Is it high intensity, which has high levels of pedestrian and vehicles movement, normally at centre of shopping areas and or commercial activity?
    - Is it medium intensity, which has moderate levels of pedestrian and vehicles movement, normally situated outside shopping areas or commercial activity?
    - Is it low intensity, which has infrequent levels of pedestrian and vehicles movement, often located in rural areas?
  - **Roads**
    - Is it high intensity, main roads and other highways through busy built up areas with high levels of pedestrian and vehicles movement, normally at centre of shopping areas and or commercial activity?
    - Is it medium intensity, main roads and other highways through busy built up areas with moderate levels of pedestrian and vehicles movement, normally situated outside shopping areas or commercial activity?
    - Is it low intensity, rural roads and other highways, including motorway and trunk roads, roundabouts, lay-bys, approach roads, slip roads connecting to these roads, which has infrequent levels of pedestrian and vehicles movement, located in rural areas?
  - **Parks & Open Spaces**
    - Is it high intensity, located in busy public areas or part of an open space subject to high use?
    - Is it medium intensity, located in local areas used by schools, colleges and universities during term time or an open space subject to high medium use?
    - Is it low intensity, located in local areas used by schools, colleges and universities out with term time or an open space subject to high low usage usage?

## **5. Number of listed criteria project meets?**

Things to consider:

- How many sections of the evaluation criteria does the potential project meet?
  - 3 or more
  - 2 only
  - 1 only

## Appendix 1

### South West Neighbourhood Office Roads & Footways NEP's

#### Capital Roads & Footway Project Evaluation Guide

	Evaluation Criteria	Scoring Mark	Total Score
1	<p><b>Does the project satisfying capital-spending rules and local funding arrangements?</b></p>	<p>Please circle the appropriate score below:</p> <p><b>3</b> = Yes</p> <p><b>1</b> = No** (case has been made that potential project will address a health &amp; safety issue or deliver a spend to save future funding)</p> <p><b>0</b> = No (project will be held in project bank for 2 years and if circumstances do not change will be removed from list)</p>	
2	<p><b>What are the Significant Environment Features relating to the project?</b></p> <ul style="list-style-type: none"> <li>• Bus Route</li> <li>• School</li> <li>• Emergency Services</li> <li>• Commercial Property</li> <li>• Controlled Crossing</li> <li>• Health Services</li> <li>• Blind People</li> <li>• Senior Citizens</li> </ul>	<p>Please circle the appropriate score below:</p> <p><b>3</b> = Project meets 4 or more set factors (Please tick from list under question)</p> <p><b>2</b> = Project meets 2-3 set factors (Please tick from list under question)</p> <p><b>1</b> = Project meets only 1 set factor (Please tick from list under question)</p>	
3	<p><b>What is the condition of the asset?</b></p> <p>(for examples please see Appendix 2)</p>	<p>Please circle the appropriate score below:</p> <p><b>3</b> = The asset condition is poor</p> <p><b>1</b> = The asset condition is reasonable</p> <p><b>0</b> = The asset condition is good</p>	
4	<p><b>Project impact in Community?</b></p>	<p>Please circle the appropriate score below:</p> <p><b>3</b> = Project contributes to a substantial impact in area</p> <p><b>2</b> = Project contributes to a partial impact in area</p> <p><b>1</b> = Project contributes to a limited impact in are</p>	

<p><b>5</b></p>	<p><b>Does the project meet a number of different criteria?</b></p> <ol style="list-style-type: none"> <li>1. Satisfying Capital-Spending Rules</li> <li>2. Significant Environment Features</li> <li>3. Condition</li> <li>4. Project impact on Community</li> </ol>	<p>Please circle the appropriate score below:</p> <p><b>3 = Three or More</b> (Please tick from list under question)</p> <p><b>2 = Two Only</b> (Please tick from list under question)</p> <p><b>1 = One only</b> (Please tick from list under question)</p>	
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1. Scoring is a on a scale of 0 to 3
2. Maximum score any one project can receive is 15



**Appendix 2**

**South West Neighbourhood Office  
Roads & Footways NEP's  
Roads & Footway Examples to Aid Scoring Process**

**Examples of Park Paths;**



Good



Reasonable



Poor

**Example of Spend to Save;**



Before Investment



After Investment

**Examples of road surfaces;**



Good



Reasonable



Poor

**Examples of footpath surfaces;**



Good



Reasonable



Poor