

**Medway Council**

# Highway Lighting Policy

**May 2019**

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## Change Control

This is a controlled document. The table below identifies dates and details of revisions.

Revision No.	Date of Revision	Details of Revision
1	8/5/19	Finalised document for Publication
2		
3		

## Distribution List

### Document Revision Number

Name	Position	I	II	III
Simon Swift	Head of Highways & Parking	x		
Louise Browne	Principal Engineer, Reactive Maintenance	x		
Ian Hardy	Engineer, Street Lighting	x		

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## 1.0 Executive Summary

Medway Council's Highway Network is one of the largest and most valuable publically owned assets with a current replacement value of £2 billion. It connects residential dwellings with businesses, places of interest for visitors which all form a vital contribution towards the social, environmental and economic well-being of Medway.

The Highway Network through infrastructure planning and investment plays a key role in both supporting The Council's Regeneration Programmes and our vision of Medway becoming a leading Waterfront University City.

We aim to take into consideration the public's needs, asset condition and the best use of available resources through new Asset Management practices as set out by the Codes of Practice endorsed by Central Government. Street lighting assets, form a key critical group, on our highway network and alone have a gross replacement cost of over £30m.

This Highway Lighting Policy has been created in line with the UK Lighting Board Framework and provides guidance on all aspects of Highway lighting in Medway, ensuring a consistent approach to providing good quality, energy efficient lighting, with quality equipment that will benefit residents and Highway users now and in the future.

## 2.0 Highway Lighting - Asset Management

### 2.1 Principles and Objectives

Medway Council, as the Highway Authority, has no statutory obligation to provide street lighting. However it is well known that street lighting can enhance the night time environment and social scene, encourage the use of facilities by young and old and contribute to a general 'well-being' within communities.

Principles:-

- Respecting and enhancing the local streetscape.
- Using a simple palette of quality materials.
- Maintaining consistently high standards of design.
- Reducing the amount of clutter on our streets.
- Making the street environment safer.
- Enabling equal and inclusive consideration for all road users.

Objectives:-

- Provide a safe and attractive road network for all road users.
- Help reduce crime and fear of crime.
- Provide a cost-effective public lighting service.
- Conserve energy and promote sustainability.
- Control light pollution.
- Promote a general feeling of well-being.
- Aid movement across the network.

### 2.2 Areas of Responsibility

The maintenance of streetlights, illuminated traffic signs and bollards is carried out by Medway Council as a unitary authority.

Most street lighting mounted on, or near, the Highway is maintained by Medway Council. Lights maintained by Medway Council are labelled with the unit number, our logo and contact details. Full inventory details are recorded on an Asset Management System maintained by the Highways Department.

Medway Council’s Highway Department is responsible for lighting on:-

- Public Highways
- Pay and display surface car parks car parks

Other Medway Council departments that maintain lighting include:-

- Greenspaces – parks and play areas
- Car parks - multi story car parks
- Tourism - floodlighting
- Housing

### 2.3 Private Lighting

Medway Council does not maintain street lighting in private areas or private roads. The owners of the area will be responsible for the maintenance of these lights, that may include:-

- Private roads and car parks
- Housing association property
- MOD property

### 2.4 Motorway Lighting

Highways England is responsible for lighting on the motorway network including the M2 motorway and contact details are listed below:-

Web                      [www.gov.uk](http://www.gov.uk)  
 Email                    [info@highwaysengland.co.uk](mailto:info@highwaysengland.co.uk)  
 Phone                    0300 1235000

### 2.5 Asset Inventory

The assets managed by the street lighting team are detailed in the table below.

The predominant assets are streetlights, with over 26,000 items. They are mainly mounted on mild steel posts (55%) with the remainder on concrete (23%) or aluminium (20%).

Almost half of the total stock is less than 20 years old (46%) with 22% over 20 years, 22% over 30 years and 10% over 40 years.

Lighting Assets	Quantity
<b>Streetlights</b>	<b>26271</b>
<b>Illuminated Signs</b>	<b>2170</b>
<b>Lit Traffic Bollards</b>	<b>1261</b>

Lighting Assets	Quantity
Unlit Traffic Bollards	804
Feeder Pillars	196
Subway Fittings	168
Belisha Beacons	93
School crossing lights	36

## 2.6 Maintenance

The Medway Council street lighting team is responsible for the maintenance of the authority's streetlights and illuminated traffic signs through a private maintenance contract. The team also designs new street lighting installations and approves the designs submitted by developers.

## 2.7 Routine Maintenance

In order to minimise faults, routine maintenance is carried out including:-

- Bulk lamp replacements, lamps are changed in bulk, at frequencies dependent on the type of lamp and the number of hours that the lamp is lit.
- Servicing and inspection, streetlights are cleaned and serviced and a visual inspection is carried out.
- Electrical testing, an electrical test is carried out at six-yearly intervals.
- Structural inspections, visual inspections are carried out during each visit to a lighting unit and non-destructive testing is carried out in accordance with national guidelines.

## 2.8 Proactive Fault Finding Inspections

To identify faulty lights, night inspections are carried out every two weeks in the winter and three weeks in the summer:-

Units requiring attention are noted and the maintenance contractor is instructed to carry out a repair.

Our maintenance contract allows the contractor up to 7 days for the first visit, where the contractor will attempt to repair the light, however, some lights will require further work if parts or replacements are required.

Details of Medway Council's Highway maintenance regimes and schedules can be found in the Transport Asset Management Plan, which can be found on our website at; [www.medway.gov.uk/downloads/file/2096/transport\\_asset\\_management\\_policy](http://www.medway.gov.uk/downloads/file/2096/transport_asset_management_policy)

## 2.9 Contractor Performance

The performance of Medway Council's private maintenance contractor is monitored in a number of ways:-

- Gathering statistical data from Medway Council's asset management system, where all works are logged and processed.
- Night time performance checks are carried out each month in random areas to identify the number of faults. This data is used as a guide to the level of performance over the whole authority.
- Regular programmed meetings with the contractor.
- Key performance indicators contained within the contract specification. Using this information, any changes in performance can quickly be identified and action taken where necessary.

### **2.10 Replacement Lighting and Maintenance**

The majority of roads in Medway are lit and it is likely that over time maintenance will be carried out to the lighting, which may include replacement lanterns, new streetlights or repositioning lighting within the Highway.

The type and style of new lighting is carefully selected to ensure that it is suitable for the road it is on. This includes ensuring that lights with the correct light output are used in the right locations and in some instances, the lighting automatically reduces in the late evening till early morning.

Changes to the network, may initially appear quite different to that which was previously in place. This is because, over time, standards and specifications change. It may take a short while to adjust to the new changes and the way they are perceived.

### **2.11 Column Replacement**

Streetlight posts are replaced for a number of reasons including vehicle damage, new road schemes or due to their age and condition.

Medway Council uses a standard pallet of materials for replacement streetlights, the majority of posts being aluminium.

There are a number of areas within Medway that have a unique style or colour of streetlight. When replaced these lights will be replaced on a like for like basis where possible.

The preferred position for streetlights is at the back of the footway, clear from any existing vehicle or pedestrian accesses and at a property boundary. However there are a number of restrictions that dictate where posts can be installed including:-

- The position of underground services
- Engineering policies imposed by the mains cable owners (UK Power Networks in Medway)
- The local environment
- Prohibitive costs

As a result the preferred position may not always be feasible and the final location will be based on best engineering practice.

Due to the high cost of moving streetlights more than 2m (UKPN Engineering restrictions), posts are normally only moved a maximum distance of 2m from their current position. It is possible that in some locations the post can be positioned further than 2m, if requested by a resident, with a contribution from a resident or property owner for the additional costs.

## 2.12 Additional or Upgrading lighting

Medway Council has a duty to ensure that, where provided, the Highway lighting stock is kept in a safe condition. However, as there is no requirement to provide street lighting, there is also no requirement to provide additional lighting or upgrade existing street lighting.

There are four main reasons where additional or improved lighting may be installed:-

- Where it can be demonstrated that extra lighting will reduce night time collisions.
- As part of a planned lighting scheme to replace aged streetlights.
- Part of a regeneration scheme.
- Part of an energy reduction scheme.

## 2.13 Adaptive Lighting

The term adaptive lighting is used to define the operation of lighting at different lighting levels during periods of darkness, this can include:

- Trimming, Turning the lighting on later and off earlier to suit the local ambient lighting levels and performance requirements, thus ensuring the lighting is activated for the minimum amount of time necessary for safe operation.
- Dimming, Lighting levels are adjusted to suit the use of the area at different times of the night.

Adaptive lighting is considered on new lighting schemes and may be controlled by one of the following:-

- A Central Management System (CMS), which allows lights to be monitored remotely including setting on and off times or to reduce the lamp power, allowing for flexible dimming regimes.
- A fixed dimming regime which is factory set at the required times and levels. Under normal circumstances, the street lighting in Medway will operate from dusk to dawn, only in special circumstances street lighting may be switched off for part of the night.

## 2.14 Light Emitting Diodes (LED)

Medway Council constantly reviews new and emerging technologies to ensure that the most technically and economically advantageous street lighting technology is utilised.

Medway Council utilises Light Emitting Diodes (LED) light sources in new lighting wherever possible, Medway Council have a long term aspiration to replace all conventional streetlights with LED.

Compared to conventional street lighting, LED street lighting is generally more energy efficient, has a longer projected lifespan, improved physical robustness and will require less maintenance.

The light emitted from LED's is white in colour as opposed to more traditional light sources that are warmer in colour, with a pink or yellow light.

## 2.15 Smart Cities

Medway's existing network of streetlights provide the perfect opportunity to enable Smart Cities to be deployed across Medway. Electronic sensors can be fitted to streetlights which constantly collect and share data, often referred to as the "Internet Of Things" (IOT).

These connected devices can collect data such as air temperature, humidity, noise levels, and air quality levels, which will allow Medway to analyse and use this data to improve the lives of those who live, learn, work, and visit Medway.

To support Medway's Smart City ambitions replacement streetlights may include additional technology including:-

- Lights with dimmable capabilities
- A Low Power Wide Area Network (WAN)
- A Central Management System (CMS) to allow lights to be controlled from a central point
- Additional sockets installed to allow sensors to be fitted in the future

### **2.16 Lighting Standards**

The provision of street lighting varies with need, location, environmental factors and cost. Each category of road, footpath etc. has its own specific requirements, which affects the level of lighting provided. The current British Standard for road lighting, BS 5489:2003 EN13201, is used to determine the relevant category.

Further guidance regarding lighting standards can be found in Medway Council's Section 278 Highways Policy Document.

[www.medway.gov.uk/downloads/download/415/section\\_278\\_highways\\_policy\\_document](http://www.medway.gov.uk/downloads/download/415/section_278_highways_policy_document)

### **2.17 Vehicle Crossings**

Streetlights and other highway furniture may need to be moved to facilitate alterations to adjacent properties, including the installation of a vehicle crossing.

Details of the vehicle crossing application process can be found on our website at:-

[www.medway.gov.uk/info/200136/parking\\_roads\\_travel/476/apply\\_for\\_a\\_dropped\\_kerb/1](http://www.medway.gov.uk/info/200136/parking_roads_travel/476/apply_for_a_dropped_kerb/1)

It is recommended that a resident investigate the viability of installing the crossing before contacting the street lighting team. Further details of the process can be found in *A Guide to - Alterations to Street Furniture*.

### **2.18 Maintenance of Lighting on Footpaths**

Many streetlights in footpaths and areas without vehicle access are difficult to maintain due to restricted space to deploy safe access methods such as scaffolding or lift vehicles.

Where maintenance is required on a streetlight with restricted access an assessment will be undertaken to assess the benefits of the lighting.

The assessment will identify two categories:-

- Locations where lighting should be removed
- Locations where the lighting should be retained.

The assessment process is detailed in *A Guide to - Maintenance of Lighting on Footpaths*.

### **2.19 Maintenance of Lighting on Unadopted and Private Areas**

Medway Council currently maintain a number of streetlights that are in private areas including roads, footpaths and garage areas. There will also be instances where Medway

Council have historically maintained streetlights that are actually not within its responsibility.

The continued maintenance of these lights by Medway Council will depend on a number of factors, further details can be found in *A Guide to - Maintenance of Lighting on Unadopted and Private Areas*.

## **2.20 Shielding Existing and Replacement Lighting**

The majority of roads in Medway are lit and it is likely that over time maintenance will be carried out to the lighting, which may include replacement lanterns, new streetlights or repositioning lighting within the Highway.

The type and style of new lighting is carefully selected to ensure that it is suitable for the road it is on. This includes ensuring that lights with the correct light output are used in the right locations and in some instances, the lighting automatically reduces in the late evening till early morning.

Changes to the network, may initially appear quite different to that which was previously in place. This is because, over time, standards and specifications change. It may take a short while to adjust to the new changes and the way they are perceived.

Residents should give the new lights time for any dimming settings to be implemented and allow time for personal adjustment to the new lighting. If a resident feels that physical shielding or adjustments to the lighting may be required, then this should be requested in writing, giving full details of the problem, including which streetlight and the part of the property that is affected.

Further details of lighting assessments including fitting shielding can be found in *A Guide to - Stray and Unwanted Light*.

## **2.21 Light pollution as a Statutory Nuisance**

The Environmental Protection Act 1990 and The Clean Neighbourhoods and Environment Act 2005 includes “artificial light emitted from premises so as to be prejudicial to health or a nuisance” as a statutory nuisance. Generally the Act limits the definition to lighting from premises (other than those listed in the Act). As the Highway is not a “premise” the Act does not apply to Highway Lighting.

Medway Council is aware that lighting may cause nuisance to residents particularly when changes are made to the lighting. The type and style of new lighting is carefully selected to ensure that it is suitable for the individual road or location. This may mean that lights with less light output are able to be used, compared with the original light fittings and on some busier roads the lighting level automatically reduces in the late evening till early morning. Further information can be found in *A Guide to – Stray and Unwanted Light* and at the following;

[www.gov.uk/guidance/artificial-light-nuisances-how-councils-deal-with-complaints](http://www.gov.uk/guidance/artificial-light-nuisances-how-councils-deal-with-complaints)

[www.cpre.org.uk/what-we-do/countryside/dark-skies](http://www.cpre.org.uk/what-we-do/countryside/dark-skies)

## **2.22 New Developments and Adoptions**

If new developments are to be subject to a Section 38 or Section 278 adoption process, whereby roads become maintainable at public expense, developers are required to follow this Policy, Medway’s Street Lighting Developers Guide, requirements of the Highway Adoptions Team and National and European standards.

The design and specification of the proposed lighting, for the development, will be agreed by Medway Council, prior to installation and must be designed and installed in accordance with the specifications laid down in The Street Lighting Developers Guide and Section 278 Highways Policy Document, which are available at;

[www.medway.gov.uk/downloads/download/415/section\\_278\\_highways\\_policy\\_document](http://www.medway.gov.uk/downloads/download/415/section_278_highways_policy_document)

### **2.23 Third Party Attachments and Electrical Connections**

Street lighting columns are not generally designed to carry a load greater than the load imposed by the streetlight lantern.

Existing Highway electrical equipment, due to its design, construction or structural condition, may not be structurally adequate to support the additional weight and wind loads imposed by the erection of a sign or other attachments.

Each location will be judged on its merit and permission only given for a column which has been specifically designed or has been structurally tested to carry the additional weight and wind loads.

For more information please see *A Guide to - Attachments and Electrical Connections*.

### **2.24 Conservation Areas**

There are a number of conservation areas within Medway and the declaration of a conservation area does not, by itself, establish a need for period or ornate style lighting.

Where there is existing conservation style lighting, this will be maintained on a like for like basis where possible.

Replacement lanterns may be fitted with LED lamps, in a conservation style lantern, in line with Medway Council's commitment to the use of LED.

Prior to installation any replacement or new lighting in conservation areas, will have careful consideration given to:-

- Replacement Cost
- Location
- Class of road
- Lighting levels
- Adjacent equipment
- The geography and history of the location
- Respect important views
- Respect the scale of neighbouring buildings

Developers may wish to enhance new developments, with ornate style lighting, this will be assessed in line with Medway Council's Street Lighting Developers Guide.

Further information, regarding conservation areas within Medway, is available on our website at:-

<http://www.medway.gov.uk/planningandbuilding/buildingconservation/conservationareas.aspx>

## 3.0 Guides

### 3.1 A Guide to - Maintenance of Lighting on Footpaths

Street lighting is an expensive asset to operate and Medway Council must ensure lighting is only provided where it is most needed. Some footpath lights will have become obsolete due to local changes such as development in an area or the streetlights are of minimal benefit to the general public.

#### Footpath Lighting Assessment Criteria

When maintenance is required on streetlights in footpaths an assessment will be undertaken to assess the benefits of the lighting to the general public. The assessment will identify two categories:-

- Locations where lighting should be removed.
- Locations where the lighting should be retained.

In some locations the assessment will identify lights that should be retained, this could be where the access is an established route e.g. for school children, between public facilities or it is the primary access to properties. In this case the lights may be retained, replaced or upgraded where possible.

Criteria to remove streetlights in footpaths:-

- The footpath is not used regularly at night by the general public.
- There is no through access or the footpath is gated.
- There is an alternative lit route where the additional access distance is less than 250m.
- The footpath leads to an unlit area or open space.
- The light is on private land that has a known owner, see *A Guide to - Maintenance of Lighting on Unadopted and Private Areas*. Criteria to retain streetlights in footpaths:-
- The footpath is a primary access to properties.
- The footpath is the only convenient access between residential areas.
- The footpath is close to schools and heavily used by school children.
- The footpath is used to access or promote night time activities.
- The route is used for disabled access.
- The route is established and well used after dark.
- The unit can be physically replaced and maintained using a suitable post.

If the footpath is in the ownership of a housing authority or private owner, then the lights will be reported to these authorities for maintenance. Where the footpath is not Public Highway and no other owner can be identified then a decision will be made based on the criteria detailed in unadopted and private areas see *A Guide to - Maintenance of Lighting on Unadopted and Private Areas*.

### 3.2 A Guide to - Maintenance of Lighting on Unadopted and Private Areas

Medway Council currently maintain a number of streetlights that are in private areas including roads, footpaths and garage areas. There will also be instances where Medway Council have historically maintained streetlights that are not Medway Council responsibility. There are a number of reasons why street lighting is installed on private areas including:-

- Primary access to properties on an un-adopted road or land.

- Garage areas lit by a developer, but then not adopted.
- Land owned by Parish Council.
- Land owned by others.

It is not unusual for street lighting to be provided at public expenses on unadopted roads where there is a benefit to the general public. However, as an example, street lighting in garage areas has little or no benefit to the public other than the owners of the garages.

Medway Council will not maintain street lighting in private areas where there is a known owner e.g. housing or private landlord/owner.

Where applicable an attempt will be made to identify the owners by carrying out a land search. If an owner is found they will be informed that Medway Council is not maintaining the street lighting and that the lighting is their responsibility.

Where street lighting that is currently being maintained by Medway Council is identified as being within a private area, the need for the street lighting will be assessed as follows:-

- Where the lighting is providing minimal benefit to the general public and there is no known owner then Medway Council will remove the lighting. or
- Where the lighting is considered to be providing a benefit to the general public and there is no known owner, then Medway Council may continue to maintain the lighting. Continued maintenance will depend on the local circumstances and the practicality of maintaining the light and electrical infrastructure in the current position.

If a streetlight on private land is damaged or unsafe Medway Council will contact the owner of the light, if known, or alternatively Medway Council will make the unit safe. The costs of any works will be charged to the owner of the private area where known. Replacement lighting will then be considered based on the above.

### 3.3 A Guide To – Stray and Unwanted Light.

The majority of the Roads in Medway have street lighting installed and it is a priority of the Council to maintain these lights in a good and safe condition. Over time, maintenance will be carried out to the lighting, which may include replacement lanterns, installing replacement streetlights or repositioning lighting within the Highway.

The long-term aspiration of Medway Council is to replace all street lighting with LED (Light Emitting Diode) the benefits of LED, include improved white light, reduced stray light, energy savings of around 50% and lower maintenance costs.

Medway Council are aware that LED lights may initially appear to be brighter, particularly when compared to the orange or pink light of traditional older streetlights. From experience, residents do tend to become accustomed to the new lighting over a short period of time and are able to appreciate the improvement to the night-time environment.

In order to reduce the effect that new streetlights may have, the type and style of new lighting is carefully selected to ensure that it is suitable for the individual road or location. This may mean that lights with less light output are able to be used, compared with the original light fittings and on some busier roads the lighting level automatically reduces in the late evening till early morning.

Residents should give new lights time for any dimming settings to be implemented and allow time for personal adjustment to the new lighting. If a resident feels that alterations to the lighting may be required, then this should be requested in writing.

#### Assessment

Requests should be submitted in writing giving full details of the problem including the location, streetlight number and the part of the property that is affected. Medway Council will then assess the location and concerns of the resident. The assessment will check that the light is within normal parameters for street lighting and to confirm that the lighting is fitted and working as intended. The assessment will include the following:-

- The lantern is in the original intended position or orientation.
- The layout of the road straight, curve, at the end of a road or in a turning area.
- Orientation, is the light opposite the property or is the lantern at an angle to the Highway.
- Distance, position, height and angle of the light in relation to the affected property.
- Time since lantern was installed, has the light been in position for a long period of time or has the light been recently replaced. In addition for new lanterns:-
- The lantern has been installed as designed.
- The correct wattage and type of lantern has been used.

Medway Council will then inform the resident of the outcome of the assessment which will fall into one of two categories:-

1. If the assessment determines that due to the unique nature of the location that adjustments may benefit the resident, then the recommended alterations will be detailed to the resident. Work will be undertaken at no cost to the resident.
2. The assessment determines the lighting is within normal parameters and adjustments are not required.

Where the assessment determines that the lighting is within normal parameters, but the resident has a personal preference for changes to be made, then Medway Council will consider each case on

its merit and any cost will be met by the resident. A quotation for the alterations will be provided on request and the person requesting the work will be required to pay the cost of the works in advance.

Where a resident requests shielding of the streetlight, then the agreement of any affected neighbouring residents must be supplied, including addresses and signatures indicating their agreement. Only once confirmation has been received from all affected neighbours will works be ordered.

Each location is different, but as a guide the estimated cost of fitting a shielding to a lantern is between £70 and £110, this cost estimate includes an administration charge of £30.90 (costs correct at April 2019).

Although Medway Council will not wish to become involved in neighbourhood disputes, Medway Council does have a responsibility to ensure proposed alterations are based on best engineering solutions. Medway Council may decide to override any objections from affected neighbours where the objection is not considered to be substantiated.

It should be noted that it is not possible to shield all types of lanterns and shielding will not be fitted if it has a detrimental effect on the lighting of the public Highway. Any shields fitted to streetlights will only be for the existing light and future replacement lights will not automatically be fitted with a shield, if a shield is required to a future replacement lantern then a new application will need to be made.

### **3.4 A Guide To - Attachments and Electrical Connections.**

Medway Council as the Highway Authority, Under the Electricity at Works Regulations is the “duty holder” responsible for the safety and security of an electrical installation, including any item of apparatus connected to Highway equipment. Before any connections are made to Highway equipment Medway Council shall be consulted and permission obtained.

There is no reason why a third party cannot make its own arrangements with Electricity Companies for a temporary or permanent supply, subject to the usual Highway and planning approvals.

#### **Permanent Connections**

The permanent electrical connection to Medway Council owned Highway lighting equipment for the purposes of powering attachments or equipment will only be approved where the Highway department is solely responsible for that attachment or equipment’s maintenance.

#### **Temporary Connections**

A temporary, up to six months, supply of electricity from Medway Council owned Highway lighting equipment for the purposes of powering temporary attachments or equipment, such as festive illumination or CCTV, will only be permitted with the express permission of Medway Council for each installation. At the proposers cost, the existing unit shall be adapted for the temporary attachments or connected which may include replacing the isolation type and/or adding an external socket etc. including cost of removal of this adaption as required.

The proposer shall advise the Highway Authority of the requirements of the attachment or equipment to be installed including:-

- Fixing or mounting method
- Weight of the equipment
- Height above ground
- Time to remain onsite
- Wind loading
- Consumption and fuse size
- Electrical test certificate
- Time clock required (Christmas Lighting)
- Evidence must be provided to show that adequate public liability insurance is in place
- Evidence must be provided to show ongoing maintenance to ensure the safety of the apparatus

With the exception of lighting columns or posts specifically designed for the purpose, units must be structurally tested and certification provided by a structural testing company recognised by Medway Council.

It should be noted that concrete columns cannot be used.

#### **Energy Consumption and Settlement**

No Equipment shall be installed on unmetered supplies that do not have an agreed Elexon charge code in accordance with BSCP520. The proposer will supply details of their own supply agreement and evidence that it is kept up to date.

Where there is a metered supply a valid Elexon charge code will not be required, alternatively an agreed payment will be made, in advance, to the meter owner for the energy consumed.

A connection to an unmetered supply without an agreement with the local electricity company for the energy consumed is theft, for which the “duty holder” is responsible. Further information can be found at:-

[www.elexon.co.uk/operations-settlement/unmetered-supplies/charge-codes-and-switch-regimes](http://www.elexon.co.uk/operations-settlement/unmetered-supplies/charge-codes-and-switch-regimes)

[www.elexon.co.uk/csd/bscp520-unmetered-supplies-registered-in-smrs/](http://www.elexon.co.uk/csd/bscp520-unmetered-supplies-registered-in-smrs/)

### **Installation**

All attachments shall be installed in compliance with the following Codes of Practice, statutes and regulations:-

- Health and Safety at Work Act 1974
- Electricity-at-Work Regulations 1989
- BS 7671 Regulations for Electrical Installation
- CDM 2015
- Code of Practice Well-Managed Highway Infrastructure

All work shall be carried out in accordance with Medway Council Policy for the erection of festive decorations, banners and flower baskets on the Highway, Highway furniture or Highway equipment.

### 3.5 A Guide To - Alterations to Street Furniture

Streetlights and other Highway furniture may need to be moved to facilitate alterations to adjacent properties including a vehicle crossing. When applying for an illuminated asset to be moved the following should be considered:-

- Street lighting is designed to light the Highway uniformly and this is achieved by spacing the lights evenly along the road. It is not always possible to find an alternative location without affecting the levels of lighting on the Highway.
- An alternative practical location should be consideration when looking at alterations to a property or Highway that has any street furniture on the boundary.
- There is no guarantee that Medway Council will allow or be able to move the equipment.

It is recommended that the resident investigate the viability of installing a crossing before contacting the street lighting team. Details of the vehicle crossing application process can be found at the following link.

[https://www.medway.gov.uk/downloads/download/238/dropped\\_kerbs](https://www.medway.gov.uk/downloads/download/238/dropped_kerbs)

Please also be aware that under Section 184 Sub-Section (1) of the Highways Act, it is an offence to “take a mechanically propelled vehicle across the footway or verge” and into your property, except over a properly constructed vehicle crossing.

#### Positioning

Streetlights should not be placed or left in a vulnerable position following alterations on or off the Highway.

Streetlights should be protected by a boundary fence or wall or by a permanent structure. If there is no permanent structure then the light should be moved to a suitable property boundary.

Streetlights at the back of the footway are less vulnerable to vehicle movements; however they still need to be protected. Streetlights at the back of the footpath can be placed within 0.5m of the crossing or on a suitable party boundary.

Existing streetlights at the front of the footway should be a minimum of 1m from the crossing taper. If they are within 1m then the streetlight will need to be moved to a suitable position.

No equipment should remain within the vehicle crossing area.

Existing obstructions in the area such as overhead cables, sign posts, street name plates, utility poles or masts, should be considered. Some equipment on the Highway is not the responsibility of Medway Council and you may need to speak to plant owners to move their equipment.

Streetlights should not be placed in a position where they will be obscured by a tree or vegetation.

The vehicle crossing will not be constructed until the lighting equipment has been removed or repositioned.

#### Costs

Non-refundable fees and costs are chargeable for moving or altering equipment (Costs correct at March 2019).

There is an initial fee of £107 for evaluation and quotation.

Where excavation is required there is a cost for a trial hole to be dug in the proposed position to check for underground services. The cost of the trial hole will be approximately £150, however this depends on the height of the proposed equipment and the surface material. The costs of additional trial holes will be chargeable.

A further fee of £52.70 is payable to cover ordering and supervision of the works.

The exact position of underground utilities and services is unknown. Where underground utilities are found during the trial hole then an alternative location will need to be agreed. The cost to move underground utilities would be the responsibility of the proposer and may be very expensive.

Moving a streetlight more than 2m from the existing position increases the cost significantly due to UK Power Networks engineering requirements.

As a guide moving a streetlight 2m will cost around £1800 and over 2m £3000 although the final costs will depend on a number of factors.

Steel streetlights, over 15 years old and concrete posts are unable to be moved so these will be replaced as part of the works. Newer aluminium posts can normally be repositioned and reused.

The person requesting the work will be required to pay in advance the cost of the works.

### **Consultation**

The request to reposition equipment must be in writing, using the application form, giving full details of the works including the proposed position.

The person requesting the work will be required to supply the name, address and signatures of any neighbours that may be affected by the proposed work and this must be submitted at the time of writing, indicating their agreement.

Although Medway Council will not wish to become involved in neighbourhood disputes, Medway Council does have a responsibility to ensure proposed alterations are based on best engineering solutions. Medway Council may decide to override any objections from affected neighbours where the objection is not considered to be substantiated.