

APPROACH PRINCIPLES COLLABORATION DEVELOPMENT



# the Kent design guide

making it happen - glossary

# Overview

This part of making it happen includes the glossary that has an explanation of terms used throughout the document.



**%ile design speed:** This is the speed at which a certain percentage of drivers will not exceed when designing a road layout. 85%ile design speed for a 25mph road means 85% of vehicles will travel at 25mph or less.

**1 in 2; 1 in 5; 1 in 30; and 1 in 100 year return period design storm:** A storm of an intensity (in terms of volume and duration of rainfall) that statistically can be anticipated to occur once every 2, 5, 30 or 100 years. This does not mean, however, that storms of this intensity will only occur once every 2, 5, 30 or 100 years. Such storms can occur more or less frequently.

**Arboricultural Practice Note 1 – Driveway close to trees:** Suggested techniques for constructing access drives, which may avoid or lessen the damage to trees and in particular the roots in the construction of access routes, driveways and parking areas.

**Adoption:** Method for taking over roads, footways and footpaths built by a developer and maintaining them at public expense.

**Advance Payments Code (APC):** A provision within the Highways Act 1980, which entitles the County Council to collect payment or security from a developer to cover the cost of works in private streets. No works can be commenced until the landowner/developer has paid the County Council the payment of such sums as may be required in respect of the street works.

**Alternative Means of Access:** An access route offering alternative access in case of emergency.

**Amenity Area:** all undeveloped land surrounding dwellings forming the landscape setting for the built environment that provide areas for the domestic or leisure pursuits of the local residents.

**Aquifer:** Layer of rock or soil that holds or transmits water.

**Aquifer Protection Maps:** Environment Agency maps defining groundwater source (Springs, wells or borehole) protection zones, defined by catchment areas and travel times of potential pollutants.

**Asphalt:** Coarse and fine granular material, bound together with bitumen binder, mixed either hot or cold depending upon the technology used. Also known as Bitumen Bound Material.

**Association of Geotechnical Specialists – Guidelines for Good Practice in Site Investigations:** Association of Geotechnical and Geoenvironmental Specialists guidelines first produced in 1998.

**Beany Blocks:** A proprietary combined kerb and drainage channel where water enters the concrete channel within the unit through holes in the kerb face.

**Better Places to Live:** A companion to PPG3, which gives guidance on better

practice for the design of residential developments. It aims to promote greater attention to the principle of good design in order to raise the quality of housing layout and design.

**Better Streets, Better Places:** Research report resulting from the Office of Deputy Prime Minister's project on PPG3 and Highway Adoption Procedures. The report sets out the findings of the project, describing the key problems that have been identified and setting out recommendations for action.

**Binder Course:** This is part of the road surface construction formerly known as the 'base course'. It is the layer of construction immediately below the surface course.

**Biodiversity:** A large number and wide range of species of animals, plants, fungi, and microorganisms. Ecologically, wide biodiversity is conducive to the development of all species.

**Block Paving:** Concrete, clay or stone blocks laid in a pattern on a bed of sand, which in appropriate circumstances can be used as alternative to a 'tarmac' surfacing.

**Bond:** A bond is a form of financial guarantee that covers the County Council's costs where a developer does not complete the development for any reason. It may be used to complete the works instead.

**Bridleway:** A public right of way with pedestrian, equestrian and pedal cycle rights. Cyclists must give way to walkers and horseriders. These routes are usually waymarked with blue arrows.

**Bridge Manager (also known as Structures Manager):** The Manager responsible for all matters relating to highway structures on roads maintained by the County Council.

**Brownfield Site:** This is land that has previously been used or developed and may be vacant, derelict or contaminated.

**Building Regulations:** Building Regulations are made on the Building Act 1984 and are designed to protect the health and safety of persons in and around buildings. They also cover such things as thermal and sound insulation and access for disabled persons.

**Building Regulations Approved Document B:** This relates to Fire Safety and covers means of warning and escape, internal fire spread, external fire spread and access and facilities for the fire service

**Bus Strategy:** The Bus Strategy outlines the County Council's policies on the development of bus services; public transport information and integration with other forms of public transport. The document is available on the County Council's website.

**Bypass Interceptor:** A separator designed to remove oils, sediment and/or other chemicals from surface water run-off for the majority of run-off flows with greater flows allowed to bypass the separator. Use generally restricted to where there is an acceptable risk in not providing a full retention interceptor.

**Byway:** A public right of way with pedestrian, equestrian, pedal cycle and vehicular rights.

**Cable Franchise Company:** Private Company responsible for installation of cable network.

**Calibrated Nuclear Density Meter:** A device for measuring the density and if necessary the moisture content of an installed pavement using a radiation source; the device having been calibrated to ensure accuracy by comparison with a definitive value for that material determined in the Laboratory

**Camber:** The contour of the road from the middle to the sides

**Capping (layer):** A layer of material placed underneath the road construction designed to strengthen the ground where it is structurally weak or likely to be subjected to exceptional loads.

**Carriageway:** The part of a highway intended primarily for use by vehicles or cyclists.

**Catch Pit:** A maintenance access chamber on a drainage system that includes a sump to collect materials that might otherwise block a drain, ditch or watercourse.

**CBR:** California Bearing Ratio – a test to measure the strength (softness or hardness) of the road subgrade.

**CCTV:** Closed Circuit Television.

**Cement Bound Materials:** Coarse and fine aggregate bound together with Portland Cement to provide a material with structural strength. It is a type of Hydraulic Bound Material.

**Centre-line Radius:** The radius of an imaginary circle that has a bend in the road as part of its circumference.

**Charles Endirect:** Manufacturer of isolators and cut-outs.

**Circuit Protective Conductor:** A protective conductor connecting exposed-conductive-parts of equipment to the main earth terminal.

**Circular 05/2005:** Issued by the Office of the Deputy Prime Minister, document which sets out how planning obligations shall be dealt with.

**CIRIA:** Construction Industry Research and Information Association.

**Clerk of Works:** The County Council's site supervisor or inspector.

**Cold Mix Asphalt:** Coarse and fine granular material, including asphalt millings or recycled aggregates, bound together with bitumen foam or bitumen emulsion using a cold process. Two grades are available Structural Grade and Storage Grade.

**Cold Recycled Structural Grade Materials Off-Site Mix:** Cold Mix Asphalt manufactured in a plant off-site incorporating Portland cement to provide structural strength.

**Colour Rendering Index (Ra):** The ability of a light source to accurately reproduce the colours of various surfaces being lit by the source. The best possible rendition of colours is specified by a Ra of 100, while the very poorest is a Ra of 0.

**Coloured Resin Bonded Surfacing:** Fine granular material glued to a road surface with resin, the resin and/or aggregate is appropriately coloured. The resin and aggregates may be applied separately or as a mixed material.

**Combined Sewer:** Drainage pipe that drains both foul and surface water run off.

**Commuted Sum:** A sum of money paid to cover the future inspection, maintenance and replacement costs of structures, certain highway areas, non-standard materials or items of street furniture.

**Conservation (Natural Habitats) Regs 1994:** Statutory Instrument 1994 No. 2716 published by HMSO which makes provision for the conservation of natural habitats and of wild fauna and flora.

**Construction (Design and Management) Regulations 1994:** Regulations that identify the roles and responsibilities to improve safety in the construction industry when designing and managing construction projects.

**Control of Noise (Codes of Practice for Construction and Open Sites) (England) Order 2002:** Statutory Instrument 2002 No. 461 published by the Stationery Office.

**Control of Pollution Act 1974:** Act of Parliament dealing with waste disposal and pollution control.

**Country Lane:** Layout found in rural and village locations. Mainly serving areas that have low volumes of traffic generation. Characterized by an informal layout that generally has soft landscaping as a dominant feature.

**Countryside Access Group:** Group made up of Public Rights of Way Service, Access Development and Promotion, Commons Registration Service and Open Access Land Management.

**Countryside and Rights of Way Act 2000:** The Act that provides measures for enhanced access to the Countryside, duty to produce rights of way improvement plans and introduction of 'Open Access Land'.

**Covenant:** A legal Agreement for the performance or non-performance of a particular act.

**Cropped Setts:** Small stone blocks manufactured by splitting the natural stone generating rough surfaces on all six sides.

**Crossfall or Crossfall gradient:** This is the gradient of the road from one side to the other.

**Culvert:** A circular, square or rectangular cross-section structure which runs under a road and carries a small watercourse, for example a stream.

**Curtilage:** Private area beyond or abutting highway.

**Cycle Tracks Act:** The Act governing the procedure to be followed where a local highway authority proposes to convert all, or part, of a footpath to a cycle track.

**Cycleway:** The part of a highway intended primarily for the use of cyclists.

**DB32 (Design Bulletin 32):** A national publication prepared by the Government that provides design guidance on the layout of residential roads. (To be replaced by Manual for Streets)

**Deed of Grant:** Legal document covering maintenance rights and responsibilities.

**Defective Title Indemnity Policy:** Insurance policy against claims.

**Defined at-Grade Zebra:** A controlled Pedestrian Crossing point at a similar level to the surrounding road and footway.

**DEFRA:** Department for Environment, Food and Rural Affairs.

**Design Manual for Roads & Bridges:** A comprehensive manual system which accommodates, within a set of loose-leaf volumes, all current standards, advice notes and other published documents relating to the design, assessment and operation of trunk roads (including motorways).

**Designing for Deliveries (Freight Transport Association):** ISBN 0 902991 66 3 Available from the FTA – A Planner's guide to truck turning and manoeuvring.

**Development and Public Rights of Way:** Advisory guidance leaflet for planners on how to deal with public rights of way when affected by development.

**Development Plan:** A document prepared by a district planning authority that sets out policies on land use and development, including highways and transportation, over a particular period.

**DfT:** The Department for Transport.

**Disability Discrimination Act 1995:** Act of Parliament making it unlawful to discriminate against disabled persons. This Act gives disabled people rights in areas such as employment, education, access to goods, facilities and services and buying or renting land or property.

**District Planning Authority:** The District, City or Borough Council of the administrative district in which the development is situated that is responsible for granting planning permission.

**Distribution Network Operator (DNO):** The local Electricity Board.

**Divisional Manager:** The Manager of the County Council Divisional Office (East, Mid or West Kent).

**Divisional Office:** The County Council management office for all highway matters within a particular geographical area of Kent (East, Mid or West Kent).

**Drainage Undertaker:** Southern Water Services Limited or Thames Water Utilities Limited, according to location of the development within the County of Kent.

**DTP Highway Construction Detail Drawings:** Standard detail drawings issued by the Highways Agency and published as Volume 3 of the Manual of Contract Documents for Highway Works.

**Dynamic Stiffness:** The stiffness modulus of asphalt measured in the Nottingham Asphalt Tester (NAT) using the Indirect Tensile Stiffness Test. It is a measure of the material strength under traffic loading.

**EA:** The Environment Agency.

**EA Policy & Practice for the Protection of Ground Water:** The 1998 Environment Agency policy document that sets out how EA's statutory responsibilities for the protection and conservation of the quality and quantity of groundwater resources will be met.

**Earth Leakage Circuit Breaker:** A device capable of automatically breaking the circuit when the earth leakage current exceeds a pre-determined level.

**Easement:** A legal agreement that secures the right to use or cross private land for a specified purpose, usually to carry out maintenance work.

**Electricity Undertaker:** Company that supplies electricity.

**Emergency Vehicle Access:** See alternative means of access.

**Engineering Recommendation G39/1:** The Model Code of Practice covering Electrical Safety in the Planning, Installation, Commissioning and Maintenance of Public Lighting and other Street Furniture.

**English Nature:** A Government agency set up by the Environmental Protection Act 1990 to champion the conservation of wildlife, geology and wild places in England.

**Entry Ramp:** An upward sloping ramp used at the entrance to a shared surface environment, including Home Zones, that slows the speed of a vehicle entering.

**Environmental Impact Assessment:** Describes a procedure that must be followed for certain types of project before they can be given 'development consent'. The procedure is a means of drawing together, in a systematic way, an assessment of a project's likely significant environmental effects. This helps to ensure that the importance of the predicted effects, and the scope for reducing them, are properly understood by the public and the relevant competent authority before it makes its decision.

**Environmental Protection Act 1990:** Act of Parliament dealing with pollution control, waste management etc.

**Footpath:** A pedestrian route that is open to the public (a public right of way), situated remotely from the carriageway, often running across open fields but sometimes providing links within urban areas, that has pedestrian rights only.

**Footway:** A pedestrian route that runs alongside the carriageway, often separated by a kerb.

**Form of Security:** Type of security given against charge.

**Formation Level:** The level of the ground that the various layers of road construction are founded on.

**Flow Attenuation Device:** A device to control the flow of water.

**Full Bore Velocity:** The velocity of water through a pipe when the pipe is full.

**G2a & G2b:** Two different paint systems for application on to galvanized columns.

**Gazetteer:** The County Council's database of adopted roads.

**Geometric Standards:** Engineering requirements for design.

**Geotextile Filter Fabric:** A permeable synthetic fabric with a pore size designed as a barrier to the migration of soil particles.

**Granite Sett:** A small stone paving unit manufactured from granite rock. Setts from other rock are available to suit slip/skid resistance or aesthetic criteria.

**Granular Material:** Granular material is made up of discrete particles of rock or gravel which is held together by the friction between the particles. The application of energy, as from a roller, together with a lubricant e.g. water, can reduce the friction and mobilize the material to pack together.

**Guidance on the use of Tactile Paving Surfaces:** Advice issued by the Department for Transport on how tactile paving surfaces can be used to convey important information to visually impaired pedestrians about their environment, for example, hazard warning or directional guidance.

**HAPAS Accreditation:** A certification process operated by BBA that provides confidence that a proprietary material will meet defined minimum performance criteria.

**HD 19/23:** The Department of Transport Standard for Safety Audits.

**Head Deposit:** Superficial drift deposits of reworked materials of local derivation produced by solifluction (the movement caused by freezing and thawing of water in geological history), downwash and soil-creep.

**Headwall:** A retaining wall at the end of a culvert or drain that supports the banks of rivers or streams and ensures that they are not eroded by discharged water. (This equally applies to tailwalls and retraining walls. A headwall is at the upstream end, whereas a tailwall is at the downstream end.)

**Health & Safety File:** Provides an as-built record of construction to assist in maintenance, alterations or future construction. Its production is required by the Construction (Design and Management) Regulations 1994.

**Herringbone Pattern:** Blocks laid in a 45° or 90° pattern.

**PPG3 – Use and Design of Oil Separators in Surface Water Drainage Systems:** The planning policy guidance note issued by the Environment Agency on the control of pollution for surface water drainage systems.

**Highway Definition Team:** County Council officers dealing with boundary issues.

**Highway Inventory:** A detailed listing of every asset owned by the County Council that comprises the whole of the highway infrastructure.

**Highway Structure(s):** A highway structure is any bridge, subway, culvert, pipe, tunnel, manhole, chamber, wall, reinforced soil embankment, piece of street furniture, building or other structure - irrespective of ownership - built in, over, under or adjacent to any part of a county highway, or one to be adopted, and which materially affects the support of that highway and/or the safety of the travelling public.

**Highways Act 1980:** The Act that governs the construction, maintenance, operation, use and control of the public highway.

**Home Zone:** A street or group of streets where people and vehicles share the road space safely and equally and where quality of life takes precedence over making traffic movement easy.

**Hot Mix Bitumen Bound Materials:** Coarse and fine granular material bound together with bitumen using a hot process in an asphalt plant. Also known as Hot Mix Asphalt.

**Hydraulic Bound (Pozzolanic) Materials:** Coarse and fine aggregate bound together with binding material that hardens in the presence of water e.g, lime, Pulverised Fuel Ash ( PFA), Slag, or Portland Cement, used alone or in combination. It provides a material with structural strength for use in the pavement.

**Hydrobrake:** A device for controlling the flow of water run-off.

**Impermeability Factor:** A factor applied to an area to determine the quantity of rainwater that will soak into the ground.

**Imprinted Concrete:** A proprietary system whereby a concrete slab has a pattern pressed into the surface to simulate block paving.

**Inclusive Mobility:** A Guide to Best Practice on Access to Pedestrians and Transport

**Industrial/Commercial road:** A single carriageway road, often with footways and verges on both sides, that distributes a high percentage of heavy goods vehicles within industrial and commercial developments. It is likely to link other industrial and commercial roads with distributor roads.

**Infrastructure:** The basic facilities, services, and installations needed for the functioning of a community or society, such as transportation and communications systems, water and power lines, and public institutions including schools and post offices.

**Infiltration System:** A drainage system designed to aid infiltration of surface water into the ground.

**Initial Notice:** An Initial Notice is given to the Local Authority if the work is to be supervised by a private inspector. He must be registered as such under a Government approved scheme.

**Inland Drainage Board:** These exercise operational and regulatory powers on identified ordinary watercourses. These powers are similar to the Environment Agency's powers on main rivers. They also have a duty towards conservation similar to that of the Agency.

**Intervisibility:** Visibility splays including vertical and horizontal requirements, for example at junctions or private driveways, required for ensuring that roads are safe for motoring.

**Invert:** This is the lower inner surface of a drain, culvert or ditch.

**IP 2X:** The International Protection rating system for the resistance to ingress of dust and moisture.

**Kent Biodiversity Action Plan:** Produced by Kent County Council in 1997, this is a framework for the action that needs to be taken to implement national and local targets for habitats and species together with appropriate delivery mechanisms.

**Kent Model of Agreement:** The County Council's model form of agreement for S.38 or S.278.

**Land Compensation Act 1975:** The Act that gives a right to compensation, where land which is not acquired, has depreciated by physical factors caused by the use of public works (for instance, noise from a road or aerodrome). Any question of disputed compensation is referred to the Lands Tribunal.

**Land Drainage Board:** The Board responsible for exercising general supervision over all matters relating to the drainage of land within their district.

**Local Authority Rising Bollard User Group (LARBUG):** Has been established as a forum for highway authorities to share experience of rising bollard systems and to develop improved designs and procedures in partnership with bollard system manufacturers.

**Local Distributor Road:** A single carriageway road, often with footways and verges on both sides, that distributes traffic within the primary residential districts of a town. It is likely to link other distributor roads and residential roads.

**Local Transport Plan (LTP):** The County Council's plan setting out priorities over a five-year period. (current LTP2 runs from 2006 to 2011.). It includes transport strategies, aims and objectives.

**Longitudinal Gradient:** The measurement of how much a road rises and falls along its length.

**Maintenance Period:** Period after completion of works (minimum 1 year) to assess defects before adoption.

**MAOD:** A level in metres above Ordnance Datum.

**Major Access Road:** A single carriageway residential road, often with footways on both sides, giving direct vehicular and pedestrian access to dwellings.. It is likely to link minor access roads to distributor roads.

**Manhole:** A covered chamber without a sump that gives access to underground pipes and equipment, for example drains and telephone cables.

**Mayrise Management System:** The KCC street lighting and illuminated signs management system.

**MCBs:** Miniature Circuit Breaker.

**Megohms:** 1 million ohms (measurement of electrical resistance).

**Minor Access Road/Way:** A single carriageway residential road, often with footways on both sides, giving direct vehicular and pedestrian access to dwellings. It is likely to be a cul-de-sac or loop road and can link major access and minor access roads.

**National Highway Sector Scheme:** A Quality Assurance Scheme that tailors the requirements of BS EN ISO 9001 to a particular product or practice and ensures the specific activity is audited by the Certification Body.

**NJUG:** The National Joint Utilities Group (NJUG) Organisation that looks after the interests of utility providers (for example, gas, water, telecoms).

**NJUG 10 Guidelines for the installation and maintenance of utility services in proximity to trees:** Guidelines for installation of mains and services close to trees.

**NHBC:** The National House Building Council is the standard setting body and leading warranty provided for new and newly converted homes in the UK.

**NHBC - Standards Chapter 4.2 Amended 2005 Building Near Trees:** Guidance on meeting technical requirements and recommendations for building near trees. Covers trees adjacent to dwellings and in shrinkable soils and foundation designs.

**NRSWA:** The New Roads and Street Works Act 1991. Provides details of the duties and responsibilities of Highway Authorities and Utility companies in respect of works on the highway.

**Noise Insulation Regulations 1975:** Regulations that impose a duty on highway authorities to provide, or pay a grant towards sound proofing measures against excessive traffic noise from new or widened roads.

**Non-Hygroscopic Material:** Material that does not absorb moisture.

**Parish Council/Town Council:** The Council of the administrative parish/town in which the development is situated.

**Paving the Way:** Published following a study commissioned by the 'Commission for Architecture and Built Environment', this report focuses on the process of decision making that has produced the kinds of streets we see in

towns and cities. It seeks to understand how and why streets are created and cared for, and in doing so to identify what the impediments are to the creation of good streetscapes.

**Perched Water Table:** A perched water table can occur where the ground contains isolated layers of less permeable soil (such as clays). If water collects above these isolated layers, perched water tables may develop which can affect pore water pressure (the pressure exerted by the water within the pores or voids in a porous material).

**Permanent Cold Lay Base:** Cold Mix Asphalt manufactured in a plant off-site that has a HAPAS Certificate when used in Statutory Undertakers reinstatements. It can be laid by machine; it may also be available in bags for small areas.

**Photo Electric Controls:** Device for switching artificial lighting relative to the prevailing natural daylight level.

**Places, Streets and Movement:** Department for Transport guide that supplements DB32, which looks at all aspects of design for new residential developments. It is aimed at house builders, architects, urban designers, planners and traffic engineers. It encourages a greater emphasis on place, community and context in the design of housing layouts. It also encourages creative solutions based on the existing principles of traffic and highway engineering that have been proved to be safe and practical (to be replaced by Manual of Streets)

**Planters:** Enclosed structures used for planting and landscaping.

**Polished Paver Value:** The value obtained by carrying out a laboratory polishing test in accordance with BS 7932 to simulate the action of traffic on the slip/skid resistance of a paving block.

**Polished Stone Value:** The value obtained by carrying out a laboratory polishing test in accordance with BS EN 1097-8 to simulate the action of traffic on the slip/skid resistance of aggregate used in a surface course.

**Pollution Control Device:** A device designed to intercept pollution spillage and prevent it from spreading into a water course.

**PPG3 'Housing':** Planning policy guidance published by the Office of the Deputy Prime Minister. It gives guidance, among other things, about the provision and location of housing land and type and affordability of housing. It also promotes good design in new housing developments to create attractive, high-quality living environments which people will want to live in.

**PPG 9 (Nature Conservation) 1994:** Planning Policy Guidance 9: Nature Conservation (PPG 9) produced by the Office of the Deputy Prime Minister and issued in October 1994 sets out the Government's objective for nature conservation and the framework for safeguarding natural heritage under UK and international law.

**PPG13 'Transport':** Planning policy guidance published by the Office of the Deputy Prime Minister. It gives guidance on the promotion of more sustainable transport choices, less car dependency and accessibility to jobs.

**PPG14 Development on Unstable Land - Annex 2: Subsidence and Planning:** Planning policy guidance published by the Office of the Deputy Prime Minister. It gives guidance on problems due to subsidence.

**PPG25 'Development and Flood Risk':** Planning policy guidance published by the Office of the Deputy Prime Minister. It gives guidance on flood risk and promotes the use of Sustainable Drainage Systems.

**Polymer Modified Binder:** Bitumen with the addition of polymer to give enhanced cohesion or other properties and so provide improved performance in hot mix bitumen bound material, surface dressing or slurry surfacing.

**Priority Junction:** A 'T' junction, cross roads or any other junction layout that has 'Give Way' (or Stop) markings where traffic is not controlled by any other means (for example by traffic signals or roundabout).

**Private Road (or drive, street, access or area):** This is a road (or so on) that is not adopted and is maintained privately. It may or may not have highway rights or unrestricted access.

**Proprietary Channel:** A drainage channel unit of shape, dimensions or material type defined by the manufacturer.

**PSCC:** Prospective Short Circuit Current.

**Public Liability Insurance:** Insurance sum that indemnifies the County Council against legal claims for accidents on the highway.

**Public Right of Way:** A public highway that may include a footpath, a bridleway, a byway or a restricted byway.

**Public Utility Company:** Statutory Undertaker responsible for gas, water, electricity etc.

**Pumping Station:** Privately maintained method of controlling drainage run-off.

**Ransom Strip:** Area of land retained in private ownership that may effect future development, which can be sold for a payment.

**Rational (Lloyd Davies) Method:** A method for calculating and designing surface water drainage systems described in Road Note 35.

**Road Note 35 'A Guide for Engineers to the Design of Storm Sewer Systems':** published by the Transport Research Laboratory.

**Real Time Information:** Information provided about progress of public transport systems (bus and train precise locations and arrival times etc)

**Reducing Mobility Handicaps – Towards a Barrier Free Environment:** Guidance published by the Institution of Highways and Transportation which provides practical advice on the design and maintenance of infrastructure to meet the needs of the mobility impaired.

**Reservation in Transfer:** The creation of a right or interest in a property e.g. land may be reserved for a special purpose.

**Residual Current Device:** A mechanical switching device or association of devices intended to cause the opening of the contacts when the residual current attains a given value under specified conditions.

**Restricted Byway:** A new classification of public right of way, introduced by the Countryside and Rights of Way Act 2000, with pedestrian, equestrian, pedal cycle and non-motorised vehicular rights.

**Rights of Way Improvement Plan:** An aspirational management plan that the County Council has a duty to produce and review on a decadal cycle. It must look into how the public rights of way network can evolve and improve, to meet the needs of today and the future.

**Riparian Landowner:** The owner responsible for a riverbank.

**Risk Assessment:** A formal process for the identification of hazards, assessing the chances, high or low, that somebody will be harmed by the hazard and considering means of reducing the hazard or the impact of the hazard.

**Road Pavement Design Guide:** Published by Kent County Council in 2000-gives advice on design of highways.

**Roll-Over:** Smooth gradient on driveway that prevents vehicles grounding.

**Roughness Coefficient:** A value given to the roughness of the inside of a pipe used in the design of surface water drainage systems.

**Safety Audit:** The continuous, systematic application of consistent safety checks throughout the preparation and construction of a highway scheme to ensure the minimum crash risk to all classes of highway user within economic and practical constraints

**Safety Strip:** Area of highway included for vehicle overhang or safety of

pedestrians.

**Sags and Summits:** Dips and peaks in the road level.

**Sawn Stone Setts:** Small stone blocks manufactured by sawing the natural stone to size and shape, generating smooth surfaces on the relevant sides. It provides improved dimensional tolerance and a smooth surface.

**Section 9:** Section 9 of the Open Spaces Act 1906 enables the acquisition of the freehold of or an interest in open spaces.

**Section 31(6):** Section 31 (6) of the Highways Act 1980 deals with the dedication as highway presumed after public use for 20 years.

**Section 38:** Section 38 of the Highways Act 1980 provides for the County Council to adopt a road built by a third party. A road adopted under Section 38 will be maintained at public expense.

**Section 50:** Section 50 of the New Roads and Street Works Act 1991 provides for the issuing of licences by the County Council for companies or individuals who are not Statutory Undertakers.

**Section 59:** Section 59 of the Highways Act 1980 enables the County Council to recover certain expenses incurred in maintaining highways due to extraordinary traffic.

**Section 104:** Section 104 of the Water Industries Act 1991 provides for a 'Drainage Undertaker' (water company) to take over, by agreement, ownership and maintenance of any 'sewer or sewer disposal works'.

**Section 106:** Section 106 of the Town and Country Planning Act 1990 provides for agreements to control the development or use of land. The local District Planning Authority may enter into a Section 106 agreement with a landowner that, for example, prevents a certain activity being carried out on a site, or which prevents the development proceeding until a particular time. Section 106 agreements can also be used to secure financial contributions from the developer, for example to fund improvements to the highway or public transport or to fund education facilities.

**Section 137:** Section 137 of the Highways Act 1980 makes it an offence to willfully obstruct free passage along the highway.

**Section 142:** Section 142 of the Highways Act 1980 allows the County Council to grant a licence to the occupier or the owner of any premises adjoining the highway to plant and maintain trees, shrubs etc. on a highway.

**Section 148:** Section 148 of the Highways Act 1980 makes it an offence to deposit things on the highway or to pitch a booth.

**Section 151:** Section 151 of the Highways Act 1980 enables the County Council

to require an owner or occupier to execute works to prevent the falling of soil onto a street or into sewers.

**Section 154:** Section 154 of the Highways Act 1980 allows the County Council to cut or fell trees etc. that overhang or are a danger to roads or footpaths.

**Section 163:** Section 163 of the Highways Act 1980 gives the County Council the power to prevent water falling or flowing onto a highway.

**Section 203:** Section 203 of the Highways Act 1980 defines a private street as a street not maintained at public expense.

**Section 219:** Section 219 of the Highways Act 1980 forms part of the APC procedure. It is the part of the code that provides for the street works authority to secure payment from the developer to cover the costs of constructing the roads within a new development in default.

**Section 220:** Section 220 of the Highways Act 1980 is another part of the APC code and sets out the timetable for serving notices on developers for the payment of the money. The County Council must serve the notice within six weeks of the development receiving building regulation approval from the local District Planning Authority.

**Section 263:** Section 263 of the Public Health Act 1961 sets out the law relating to public health and the functions of the County Councils and other local authorities.

**Section 278:** Section 278 of the Highways Act 1980 provides for works funded by a developer to be carried out on the existing public highway with the agreement of the County Council. For example, this might include constructing a new roundabout to provide access to a development or improving an existing junction to accommodate extra traffic generated by the development.

**Section 294:** Section 294 of the Highways Act 1980 enables an officer authorised by the County Council or the Local District Planning Authority to obtain entry on premises for investigations and for carrying out certain works

**SED:** Special Engineering Difficulty - Streets formally designated under Section 63 of the New Roads & Street Works Act 1991 as having special engineering difficulties. The Regulations require details to be recorded by the street authority in the street works register so that the undertaker is aware of special circumstances needing care in carrying out the works.

**SEEDA:** The Regional Development Agency for the South-East, that is responsible for the sustainable economic development and regeneration of the South East of England.

**Self-Cleansing Velocity:** The minimum velocity required in a pipe to clean and prevent the build up of silts in the pipe.

**Service Margin:** Area included in the highway for the location of mains and pipes belonging to the Public Utility Company.

**Shared Access Way:** A single carriageway residential shared surface, often with landscaped service margins on both sides, giving direct vehicular and pedestrian access to dwellings. It is likely to be a cul-de-sac or through loop road and can link other shared surfaces feeding onto it.

**Shared Mews Court:** A single carriageway residential shared surface, often with hard landscaped areas, giving direct vehicular and pedestrian access to dwellings. More suited for higher density development, it is likely to be a cul-de-sac or through loop road linking other shared surfaces feeding onto it.

**Shared Surface:** Generic term to describe a wide range of different residential layout arrangements, such as access ways, mews courts or housing squares, where the road surface is 'shared' or used by both pedestrians and vehicles. Such arrangements will not have separate footway facilities.

**Signing on Kent's Roads:** Published by Kent County Council - advice on appropriate signing for highways in Kent.

**Simplified Tables of External Loads on Buried Pipelines:** Tables of loadings on pipes published by the Transport and Road Research Laboratory and Department of Transport. HMSO 1986.

**Soakaway:** Chamber for discharging surface water run-off into ground.

**Solution Feature:** Solution of the chalk by groundwater flows produces an uneven upper surface to the chalk and can include pipes which are generally infilled with soft or loose material but may also contain voids. Other terminology used to describe such features includes swallow holes, dolinnes, solution pipes, dissolution features and sinkholes.

**Specification:** The Highways Agency Specification for Highway Works published by the Stationery Office as Volume 1 of the Manual of Contract Documents for Highway Works.

**Speed Order:** Regulation that permits the County Council to set a speed limit in a Home Zone.

**Standard Axles:** Vehicles have different axle loadings depending upon their gross weight and number of axles. For the purposes of pavement design these are translated into standard axles which have the same damaging power. A standard axle carries a load of 8.16 tonnes. Traffic over the life of a road is usually measured in millions of standard axles.

**Standard Form of Bond:** The County Council's standard form of bond used as security.

**Speleological Society:** A society that collates records of mines, caves and

tunnels. Principal sources in Kent are the Chelsea Speleological Society (CSS) and Kent Underground Research Group (KURG).

**Storage Areas:** Areas of land or underground chambers, where flood waters could be stored without damage to adjacent property or infrastructure.

**Street Furniture:** Generic term to describe a wide range of different items, such as traffic signs, street lighting columns, rubbish bins, benches, play equipment, sculptures, planters etc, that are usually sited in the highway.

**Street Works Authority:** The County Council.

**Sub-base:** The bottom layer of road construction. Usually made up of crushed, well-compacted granular material, it is formed either directly on the subgrade or, where ground conditions are poor, on the capping layer.

**Subgrade:** The layer on which the road pavement is built. This can be a naturally occurring material or it can refer to material that has been used to create an embankment.

**SUDS:** Sustainable Urban Drainage Systems. It is an approach to managing rainfall that imitates natural drainage. Water run-off (from house roofs or yards, roads and so on) is collected and stored to allow natural cleaning to occur before it drains into the surrounding earth or it is released into watercourses (streams, rivers and so on). [CIRIA DEFINITION – SUDS (Sustainable drainage systems) – A sequence of management practices and control structures designed to drain surface water in a more sustainable fashion than some conventional techniques.]

**Superelevation:** When a vehicle travels around a bend it is subjected to centrifugal forces that cause it to move outwards or in extreme cases overturn. Superelevation is a mathematical formula used to calculate road crossfalls that aid comfort and safety for drivers and help counteract these forces.

**Supplemental Agreement:** Additional agreement required due to changes to road layout etc.

**Surety:** Organisation acting as guarantor of fee offered as security.

**Surface Course:** Formerly known as the 'wearing' course, this is the uppermost surface of the road construction that vehicles run on.

**Surface Dressing:** The application to a road surface of a film of bitumen immediately followed by one or more layers of stone chippings to provide a waterproof, skid resistant or aesthetically pleasing surface finish.

**Slurry Surfacing:** The application to a road surface of a mixture of sand, aggregate and cement with bitumen and water, as a slurry, to provide a smooth, waterproof, skid resistant or aesthetically pleasing surface finish.

**Sustrans:** A transport charity that works on practical projects to reduce motor traffic and the adverse effects by encouraging people to walk, cycle and use public transport.

**Swept Path:** The width needed to accommodate the movement of vehicles as they manoeuvre. Larger vehicles, such as HGVs and some buses, have a large swept path in comparison with the space required by a car. The swept path varies as vehicles move from a straight section of highway to a curved section.

**Tables for the Hydraulic Design of Pipes and Sewers (7<sup>th</sup> edition):** published by HR Wallingford Ltd these tables give advice on the design of pipes and sewers.

**Thin Surfacing:** Thin wearing course systems or thin surfacings are proprietary systems in which a hot bituminous bound mixture is machine-laid with a controlled screed paver onto a bond or tack coat to form, after compaction and cooling, a textured wearing course generally less than 40mm in thickness.

**Thanet Beds/Thanet Sands:** A geological deposit typically comprising fine glauconitic marine sands, silts and fossiliferous sandy clays deposited on an eroded Chalk surface below.

**The Traffic Signs Regulations and General Directions 2002:** Published as Statutory Instrument SI 2002/3113 these are the latest legally enforceable traffic regulations and prescribe the traffic signs and road markings to be used on public roads.

**The Wildlife & Countryside Act (1981):** An Act of Parliament that is the principle mechanism for the legislative protection of wildlife in Great Britain.

**Time of Entry:** Time taken for rainfall to enter a drainage system.

**Topography:** The natural land features of a region.

**Town & Country Planning Act 1990 (as amended):** The Act governing all aspects of planning requirements.

**Tracking:** Tracking is a method of providing the required width for vehicle movement within the overall width of the road. It can also be used to establish an appropriate radius.

**Traffic Advisory Leaflet 4/90:** Issued by the Department for Transport this details the tactile markings to be used on a shared use footway and cycleway.

**Traffic Regulation Order:** A TRO is an order made to achieve one or more of the following objectives – (1) restricting the use of the road to a particular type of vehicle, (2) prohibiting vehicular traffic from using the road, (3) prohibiting the use of the road by pedestrians, (4) prohibiting the use of a road by heavy commercial vehicles etc.

**Traffic Signal Equipment:** Equipment used for the monitoring and control of

traffic in order to assist vehicular and pedestrian movements on the highway network.

**Travel Plan:** A package of measures tailored to the needs of individual sites and aimed at reducing reliance on the car, for example by encouraging more use of public transport, walking and cycling.

**Turning Facility:** The space at the closed end of a cul-de-sac (or similar) which allows vehicles to turn round without having to reverse over long distances or cause damage to verges or footways.

**Unitary Authority:** A unitary authority (Medway Council) is an administrative division of an area and is in place of a two-tier system (that is, there is no separate County or District Council). A unitary authority is responsible for all local government functions within its area.

**Use Order:** Regulation permitting the County Council to designate how roads in a Home Zone are to be used.

**Vehicle Parking Standards:** The County Council's standards for parking.

**Vertical Curves:** When a vehicle travels along a road it can experience a change in gradient that results in the road alignment either going up or down. These are known as summits (high spots) and valleys (low spots). Vertical curves are necessary to provide a smooth transition where there is a change in gradient, both for ease of and comfort of driving and to ensure adequate forward visibility along the carriageway.

**Visibility Splays:** Areas including horizontal requirements for sight lines, for example at junctions and on bends, required to make roads safe for motoring. Intervisibility includes vertical requirements.

**Walking Strategy:** A framework to work from which aims to improve the safety, personal security and attractiveness of walking in Kent.

**Washout:** Transportation and re-deposition of soil particles by rapid flows of groundwater or surface water.

**Water Industry Specification No 4–31–05:** Specification for solid wall concentric external rib-reinforced uPVC sewer pipe.

**Water Table:** The level below which the soil is permanently saturated.

**Wetlands:** Ponds that have a high proportion of emergent vegetation in relation to open water.

**Windes by Microdrainage:** A computerised drainage design package used to design surface water drainage systems.