

CUMNOR PARISH COUNCIL
BUS SHELTER INSTALLATION REQUESTS AND MAINTENANCE POLICY
Issue 2

Issue History

| Issue No | Date of Adoption | Reference in Minute Book | Comments |
|----------|------------------|--------------------------|---|
| 1 | 06/11/2017 | 358/17 | 1 st issue |
| 2 | 05/11/2018 | 394/18v | Criteria for the erection of a bus shelter. 1. Add 'or by representation at a Council meeting'. 3. Amend 'must' to 'may'. Design of bus shelter. 1. Add 'shelters/environment'. Maintenance requirements.2 and 3 add 'if possible'. |

Cumnor Parish Council (CPC) is empowered under the Local Government (Miscellaneous Provisions) Act 1953 to provide and maintain shelters on roads or land adjoining roads in the Council's area and has a duty under Crime and Disorder Act (1998) s1 to ensure bus shelters provide a quality waiting environment that reduces fear of crime and improves the overall public transport experience. There is a statutory requirement that where lighting to the bus shelter is provided there is a duty to maintain. Some shelters are illuminated via an electricity supply and some by solar power.

Bus shelters are erected following local representations or where there is judged to be a public need. They are provided, particularly for those who use public services and may have to stand in inclement weather.

Statement of policy

Council aims to provide a bus shelter where appropriate at all 46 bus stops that are currently situated within the Cumnor Parish. To date there are currently 28 bus stops without bus shelters. Council will consider erecting bus shelters where there is shown to be a need and when approval has been given by relevant outside bodies ie. Highways and Transport, Oxfordshire County Council and Thames Valley Police and that adequate funding is available.

No advertisements are to be permitted on bus shelters.

Criteria for the erection of a bus shelter

1. Requests for bus shelter installation to be received in writing or by representation at a Council meeting.
2. The location must be a recognised bus stop.
3. A consultation with public to show need may take place.
4. Consultation with Oxfordshire County Council and Thames Valley Police for approval must take place.
5. Sufficient funding must be available.
6. If a request is refused it may not be reconsidered for a 12 month period from the date of the original decision.

Design of shelter

1. To be in keeping with existing bus shelters.
2. Design should be of a type that matches existing shelters/environment.
3. Perch seating to be provided.
4. Solar lighting to be provided if appropriate

Demolition or relocation

1. Where a bus shelter has ceased to be used this can give rise for removal.
2. Where a bus shelter is not fit for purpose this can give rise to demolition.

Council reserves the right to remove any bus shelter and in reaching such a decision will take into account all relevant information and consult with the relevant outside bodies as it considers necessary.

Maintenance requirements

1. All Council owned bus shelters to be cleaned quarterly ie washed, graffiti removed and swept and any repairs required to be reported to the Clerk.
2. All broken glass to be removed within 1 day if possible.
3. Damaged polycarbonate panes to be replaced within 7 working days if possible.
4. Overgrown foliage to be cut back within 14 working days.
5. Visual inspection of lighting units to be carried out every 6 months.

Review date October 2020.