



# **West Lindsey Parish Lighting Policy**

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## 1. Introduction

- 1.1 This policy details how West Lindsey District Council (WLDC) shall provide and maintain parish lighting on footpaths and open spaces. The Council owns and maintains over 1,000 parish lights across the district.
- 1.2 The term 'parish lighting' is used to differentiate between street lighting. Street lights are assets on the adopted highway including street lights, illuminated signs, bollards and other street lighting furniture. Street lighting is the responsibility of Lincolnshire County Council as the responsible Highway Authority.
- 1.3 There is no legal obligation for the council to provide parish lighting. The council provides and maintains parish lighting where an identified need exists. This is based on a set of criteria contained in this policy.
- 1.4 The council is committed to providing and maintaining safe and energy efficient parish lighting whilst also exploring opportunities to further reduce our environmental impact and on-going maintenance costs.

## 2. Contacts

2.1 For queries about this policy or to request a new parish light please contact:

**West Lindsey District Council**

E-mail: [parishlighting@west-lindsey.gov.uk](mailto:parishlighting@west-lindsey.gov.uk)

Telephone: 01427 676676

2.2 To report a lighting fault please contact:

**Lincolnshire County Council**

Report online: [www.highways.lincolnshire.gov.uk/highways](http://www.highways.lincolnshire.gov.uk/highways)

Telephone: 01522 782070 (8am to 6pm, Monday to Friday)

## 3. Parish Lighting Map

3.1 The Council maintains an interactive map showing the locations of all parish lights. Anyone can use the map to identify parish lights including their unique reference numbers.

3.2 You can view the map online at:

[www.west-lindsey.gov.uk/parishlighting](http://www.west-lindsey.gov.uk/parishlighting)

## 4. Parish Lighting Criteria

4.1 The Council shall only provide and maintain parish lighting where it meets one or more of the following criteria:

**Criteria 1:**

Footpath or public space (other than an adopted highway) for the identified benefit of local residents and users.

**Criteria 2:**

Area where there is a fear of or identified issue with crime or anti-social behaviour.

**Criteria 3:**

Area covered by District Council operated CCTV.

**Criteria 4:**

Asset or land owned by the Council.

4.2 The Council shall identify need by using available data and engaging with organisations such as local councils, Lincolnshire County Council and Lincolnshire Police.

## 5. Review Procedure

- 5.1 The Council shall conduct a full review of all parish lighting every 5 years. When completing a full review parish lights can be reviewed individually or by geographical areas.
- 5.2 The Council can conduct additional reviews as necessary. When completing an additional review parish lights can be reviewed individually or by geographical areas. Additional reviews may be required to make decisions following a request from a local council or complaints received from residents.
- 5.3 Any review shall assess the following:
- Parish Lighting Criteria (Section 4.1)
  - Costs of maintenance
  - Equipment standard
  - Complaints or other local issue
- 5.4 Based on the findings of the review one of the following options shall be selected:
- Continue to maintain
  - Relocation
  - Removal
  - Light dimming or modification
  - Asset transfer
- 5.5 All review decisions shall be recorded on the Council's Parish Lighting Inventory.
- 5.6 During any review the council shall engage with and invite comments from District Ward Members and Parish/Town Councils. Any comments received shall be used as part of the review assessment.
- 5.7 Final decisions on what action to take following any review shall be made by officers following careful consideration of all available information and comments received.
- 5.8 District Ward Members may request a review of any decision made by the officers. A Director of the Council shall conduct this review and assess whether the decision made complied with this policy and adequately assessed all available information and comments received.

## **6. New Request Procedure**

- 6.1 The Council may receive requests from local councils, organisations, businesses and residents to install and provide additional parish lighting. Requests shall be considered subject to meeting the Parish Lighting Criteria (Section 4.1) and necessary funding being identified.
- 6.2 The Council does not budget for new parish lighting installations. It would be expected that any new request shall need to include identified external funding for installation and on-going maintenance and operation. (E.g. funding from a Parish Council's precept)
- 6.3 A new request must be made in writing to the Council identifying the location, reasons for the request, how it meets the Parish Lighting Criteria and what funding source shall be used.
- 6.4 Any new request shall be assessed in the same way as a review (Section 5.3).

## **7. Maintenance**

- 7.1 The Council maintains a Service Level Agreement (SLA) with Lincolnshire County Council for the full maintenance of all parish lighting and associated assets.
- 7.2 The SLA shall be reviewed on a regular basis to ensure the Council is achieving compliance, quality standards and value for money.
- 7.3 Under the SLA all fault reporting is handled by Lincolnshire County Council's Customer Services to agreed response timescales.
- 7.4 The following response standards are used:
  - Standard repair time – within 7 calendar days
  - Emergency response within 2 hours in the case of situations threatening damage to property, life or serious injury
- 7.5 The Council is invoiced quarterly in arrears for any maintenance works and electricity supplies.

## **8. Environmental Impact**

- 8.1 The Council is committed to achieving and maintaining the provision of all parish lighting with energy efficient LED bulbs.
- 8.2 Any maintenance works resulting in bulb or unit replacement shall use energy efficient LED bulbs.
- 8.3 Any new installations shall use energy efficient LED bulbs.
- 8.4 The Council shall embrace new technologies that help further reduce the environmental impact of parish lighting. Where appropriate new energy efficient technologies may be trialled to test effectiveness, quality and cost.

## **9. Heritage and Conservation**

- 9.1 The Council shall ensure that any works undertaken to parish lighting, including the installation of new parish lighting, is fully compliant with all relevant legislation relating to the historic environment.
- 9.2 The Council shall give appropriate consideration to the style and design of parish lighting when replacing or installing new equipment.
- 9.3 The Council shall not install, remove or change the design of parish lighting where doing so would adversely impact heritage assets, the setting of heritage assets or the character of any Conservation Area, as defined by that area's Conservation Area appraisal.

## **10. Partnership Working**

- 10.1 The Council shall pro-actively engage with and work in partnership with other organisations when appropriate in regards to parish lighting.
- 10.2 The Council shall be open to new ways of working and recognise opportunities to link the provision of parish lighting to other strategies, policies and areas of work as appropriate.

## **11. Policy Review**

- 11.1 This policy shall be reviewed every 2 years or sooner to respond to any changes in regulations and/or legal responsibilities.

