BEXHILL-ON-SEA TOWN COUNCIL

Bexhill-on-Sea Town Council

Little Common Flagpole update

Introduction:

This update is to provide information for Bexhill-on-Sea Town Council to move forward with the Little Common Flagpole project following discussions with National Highways.

Location:

The location is on Little Common roundabout. This land is assumed to be owned by National Highways, but they will confirm this. If the land is not owned by them the process of putting up the flagpole may be much more straightforward once the owner is located

Requirements:

Following meetings with National Highways that occurred on 15th and 19th Jan 2026, certain requirements where highlighted for this project to comply with national standards. A questionnaire has been forwarded for BoSTC to complete detailing the project details and personnel involved. (see Appendix 1 at the bottom of this report.)

This was followed by a presentation from National Highways with regard to certain terms and conditions.

In summary these details are as follows:

- A deposit of £6000 is payable prior to proceeding this is to cover things like inspection of works etc. Any money not spent is returned. As this is a small project, it is likely some monies will be given back, however no figure is estimated.
- A principal designer needs to be allocated to ensure compliance with certain legislation. It is unclear as to whether this role can be assumed by a member of BoSTC staff or from the contractor (Hampshire Flag Co).
- The council solicitor needs to be engaged to negotiate the agreement with National Highways.

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Regulation:

The principal regulation governing the flagpole is **CG300.**
This ensures that all highway structures meet safety, durability, maintainability, and operational standards throughout their life cycle.
CG300 categorises highway structures into four main categories (0, 1, 2, 3) depending on their complexity and potential risk.
Under normal circumstances a 6m flagpole would be classed as category 0, however due to the proximity to the sea, it may veer into category 1 which adds more difficulty to the process.
In addition, work may need to be done under regulation **CD622**. This provides a framework for identifying, assessing, and managing geotechnical risks in construction projects, ensuring safety and compliance with engineering standards.
Geotechnical risk refers to the potential hazards associated with ground conditions that can negatively impact construction projects.
Finally, the flagpole needs to be compliant under **BS EN 12767**.
This is the standard that defines the requirements, performance test procedures, and classifications for passively safe roadside support structures, aiming to reduce injury risk to vehicle occupants in collisions.

Installation:

The installation is unlikely to require a closure of the A259, however in addition to CD622, the contractor is expected to comply with any requirements to using specialist equipment on the roadway (e.g. A cherrypicker or similar access device) and comply with the conditions of CDM 15 – Construction(Design and Management) Regulations 2015, which has rules governing the working site area

It is worth noting that the regulations may seem more daunting than they appear. Hampshire Flag Co have already stated in their quote to check for underground 'hazards prior to installation (Covering CD622) they will also be fully conversant with CDM 15 regulations and elements of CG300 and BS EN 12767 are dependent on the specification of the flagpole.

Next Steps:

- Confirm whether the contractor can take on the role of designer or whether a member of staff is allocated.
- Advise the Council's solicitor.
- Complete the National Highways questionnaire and return to the NH project manager. (Lilian Akinjobi)
- Pay the deposit and send any qualifying paperwork. (CDM documents, risk assessments, method statements etc.)

Appendix 1: National Highways Questionnaire

national highways

Highways Act 1980 – Third Party Agreement Questionnaire

General Information

Local Authority			
Developer Name	Registered Address, telephone	Company Registration Number	
Developer/LA's Person/Agent dealing with this matter		Telephone	email
Name and address of Third Party Solicitors		Telephone	email
Name & address of Designer/Consultant carrying out design work		Telephone	email
Principal Designer		Telephone	email
Are there any other parties that will be involved in the delivery of this scheme (Joint Ventures etc)			

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Longitude / Latitude

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Scheme Information

Nature of Development giving rise to the proposed agreement. (Housing, Industrial etc)						
Please give a summary description of the Highways works, including name and location of Trunk road to be improved.						
Has planning permission been granted to the Developer?	Yes		Full		Outline	
Status	No		Estimated Date			
Planning Reference number						
What are the conditions of the planning permissions (Pre-commencement etc)						

Latest estimated costs of the highway works	
£	

Percentage share of each Developer if there is more than one	
%	

Proposed start dates					
Year	Q1	Q2	Q3	Q4	Forecast duration of works

Preliminary Scheme Supporting Information

PLEASE SUBMIT THE FOLLOWING WHEN RETURNING THIS FORM

Failure to do so will result in delay

Please mark X alongside supporting information submitted with this Questionnaire.

	Submitted?		Comments
	Y	N	
Copy of relevant planning permission			
Road Safety Audi - RSA1 (GG119) (inc Brief, designer responses) or exemption			

Walking, cycling and Horse Riding and Review WCHAR(Previously NMU Assessment) or agreed exemption			
General Arrangement			
Highways mitigation drawings from planning permission			

Form filled by (name of project manager)			
Completed by		Date	
Company Position			
Telephone number		E mail	
Address			

Before submitting the completed form, please ensure you have read the guidance notes on agreements for developers *National Highway's Protocol to Support the Delivery of Third-Party Schemes.* Send the completed form and all associated paperwork to the National Highways contact shown below			
Completed by		Date	
Company Position			
Telephone number		E mail	
Address			

APPENDIX 2: An Overview of Regulations Mentioned in the Update.

CG300

The document ensures that all highway structures meet safety, durability, maintainability, and operational standards throughout their life cycle

Categories of Structures

CG300 categorises highway structures into four main categories (0, 1, 2, 3) depending on their complexity and potential risk

- Category 0: Simple structures with minimal risk; may not require Approval in Principle (AIP).
- Categories 1–
  3: Increasing levels of complexity/risk; require formal AIP submission and thorough technical approval tracking.

The TAA (Technical Approval Authority), usually the local highway authority, vets designs and compliance, ensuring safe ty and standards are met

Technical Approval Process

The CG300 process consists of:

1. **Approval in Principle (AIP)**: Initial design submitted to TAA for review including risk assessment, structural calculations, and project documentation
2. **Design and Check Certificates (DCC)**: Separate certificates for each structural element, signed by qualified engineers, confirming design accuracy and compliance with CG300 criteria
3. **Technical Approval and Certification**: Approval is granted once the TAA is satisfied with all aspects of design, safety, construction, and maintenance procedures

Documentation Requirements

For technical approval and eventual adoption, the following must usually be provided to the Overseeing Organisation:

- Health and Safety File
- As-built drawings (digital format, e.g., *.dwg)
- Approved design calculations
- Inspection and material-testing certificates
- Maintenance manuals and operational documents
- Certificate of Construction Compliance (CCC)
  This ensures all legal, safety, and operational obligations are documented

Key Considerations

CG300 also emphasizes:

- **Temporary works**: Type N, S, P proposals with TA corresponding to potential risks
- **Sustainability and resilience**: Design should consider environmental impact, aesthetics, durability, and long-term maintenance
- **Special requirements**: Proprietary products must comply with Construction Products Regulations; documentation such as Declarations of Performance (DoP) is required

In summary, **CG300 provides a comprehensive framework to ensure all highway structures in the UK are designed, constructe d, and operated safely, meeting statutory requirements and technical standards**. It continues to be used by most highway auth orities even if some versions may be superseded, and adherence is critical for risk management and legal compliance in civil engi neering projects.

CD622

CD622 provides a framework for identifying, assessing, and managing geotechnical risks in construction projects, ensuring safety and compliance with engineering standards.

Overview of CD622

CD622 - Managing Geotechnical Risk, is part of the Design Manual for Roads and Bridges (DMRB) and outlines the procedures and requirements for managing geotechnical risks associated with construction projects. The primary objective of CD622 is to ensure that geotechnical risks are identified, assessed, and managed effectively throughout the project lifecycle, from planning to construction and maintenance.

Geotechnical risk refers to the potential hazards associated with ground conditions that can negatively impact construction projects. This includes risks such as soil instability, landslides, liquefaction, erosion, and ground settlement. Geotechnical hazards can significantly affect building plans and foundation efforts, making it crucial to assess these risks during the planning and construction phases. Proper geotechnical risk assessment helps identify and mitigate these hazards to ensure safer structures.

BS EN 12767

BS EN 12767:2019 (with corrigendum 2024) is the European Standard that defines the requirements, performance test procedures, and classifications for passively safe roadside support structures, aiming to reduce injury risk to vehicle occupants in collisions.

Purpose and Scope

BS EN 12767 applies to support structures for road equipment including lighting columns, signposts, signal supports, foundations, and other roadside elements. The standard does not cover road restraint systems such as guardrails

. Its primary objective is passive safety—minimizing the severity of injuries to vehicle occupants during collisions while retaining functional integrity of roadside installations

. It sets out performance classes based on crash test outcomes under specified vehicle speeds, structure types, and soil backfill conditions

Performance Assessment and Test Methods

The standard establishes vehicle impact test procedures for the roadside structures. Key elements include:

- Two collapse modes:
- Separation mode (SE): The structure shears, breaks, or detaches upon impact to absorb energy.
- No separation mode (NS): The structure bends or deforms without breaking, typically for lower energy absorption situations
- Energy absorption classes: High Energy (HE), Low Energy (LE), and Non-energy absorbing (NE), which influence how the potential injury risk is mitigated
- Test inputs consider vehicle speed classes (50, 70, 100 km/h) and various soil backfills (standard, special, rigid) to determine local site suitability
- Performance outcomes combine risk of roof indentation, structure deformation, and occupant injury indicators into a performance class code, e.g., 100-HE-A-S-SE-MD-1

Passive Safety Principles

The standard promotes a Safe System Approach, where road infrastructure is designed to be forgiving of human error. Features include:

- Lightweight or deformable posts that absorb vehicle energy rather than transmitting full impact force through to occupants
- Reduction of collisions severity via material choice, flexible connections, or breakaway/folding designs
- Compatibility with roadside electrical installations: structures may include provisions for Impact Electrical Isolation (IEI) to prevent electrical hazards in case of a collision, although detailed electrical requirements are no longer part of the 2019 standard

Implementation and Considerations

When selecting and installing BS EN 12767-compliant structures, designers must consider:

- Permitted speed and traffic conditions.
- Presence of other obstacles, secondary hazards, or non-motorised users (cyclists, pedestrians).
- Collapse mode suitability for each location, balancing primary collision safety and risk of secondary incidents
- Maintenance and installation practicality, including cable terminations for electrical equipment when present

Materials commonly used include steel, aluminium, and glass-reinforced composites, often designed to self-right or diffuse impact forces to reduce injury risk

. Certified products are tested by accredited labs like MIRA and TRL under controlled vehicle impact conditions

Summary

- Standard Name: BS EN 12767:2019 (incorporating corrigendum 2024)
- Purpose: Define passive safety requirements and test methods for roadside support structures
- Coverage: Lighting columns, signposts, signal supports, foundations, detachable components; excludes road restraint systems

- Key Features: Performance testing, energy absorption classes, separation/no-separation modes, compatibility with roadside equipment
- Application: Improves road safety by reducing injuries during collisions, supports informed design and installation of roadside infrastructure

BS EN 12767 is essential for road safety engineers, traffic planners, and manufacturers seeking to implement state-of-the-art passive safety practices in roadside infrastructure.

CDM 15

CDM15 is UK legislation aimed at improving health, safety, and welfare on construction projects by clearly defining the roles and responsibilities of clients, designers, contractors, and workers throughout the project lifecycle

Overview and Purpose

The Construction (Design and Management) Regulations 2015 (CDM 2015, or CDM15) came into force on 6 April 2015, replacing CDM 2007. The regulations are intended to reduce risks associated with construction by ensuring that projects are planned, managed, and executed safely from design to completion and beyond

. CDM applies to all construction projects, including new builds, refurbishments, extensions, conversions, repairs, and demolition, as well as both domestic and commercial sites

. Small projects are included unless it is a simple DIY task.

A major update in CDM15 was the removal of the CDM Coordinator role, replaced by the Principal Designer, who is responsible for planning and coordinating health and safety during the pre-construction phase

. This emphasizes integrating safety at the design stage rather than only during construction.

Key Roles and Duties

CDM15 focuses on clearly defined duty holders with distinct responsibilities:

- Client: Ensures that the project is planned with health and safety in mind, appoints competent Principal Designer and Principal Contractor, and ensures that welfare facilities, resources, and pre-construction information are provided
- Principal Designer: Coordinates health and safety during the pre-construction phase, ensures designers comply with their duties, and shares relevant information with all parties
- Principal Contractor: Plans, manages, and monitors construction work, prepares the construction phase plan, ensures site inductions and supervision, and maintains welfare and safety standards during the construction phase
- Contractors: Must follow directions from the Principal Designer and Principal Contractor, provide skilled workers, supervise and instruct workers, and implement risk management plans
- Workers: Required to cooperate, follow instructions, and attend inductions to help maintain safety on site

Core Principles

CDM15 is built around the following core principles

- Plan and manage work to identify and mitigate risks from start to finish.
- Have the right people for the right job and ensure they are competent.
- Cooperate and coordinate with all duty holders on the project.
- Communicate and share information about risks and how they are controlled.
- Consult and engage workers regarding risks and safety measures.

Compliance and Benefits

Complying with CDM15 helps ensure that construction projects are executed efficiently and safely, reducing incidents, injuries, and delays. Proper planning under CDM15 also minimizes unexpected costs by improving coordination right from feasibility and design through to final handover

In essence, CDM15 shifts the focus towards proactive management of health and safety, embedding it into every stage of the construction process rather than treating it as a secondary consideration. Understanding and applying CDM15 is essential for anyone involved in construction in the UK, from clients and designers to contractors and site workers