

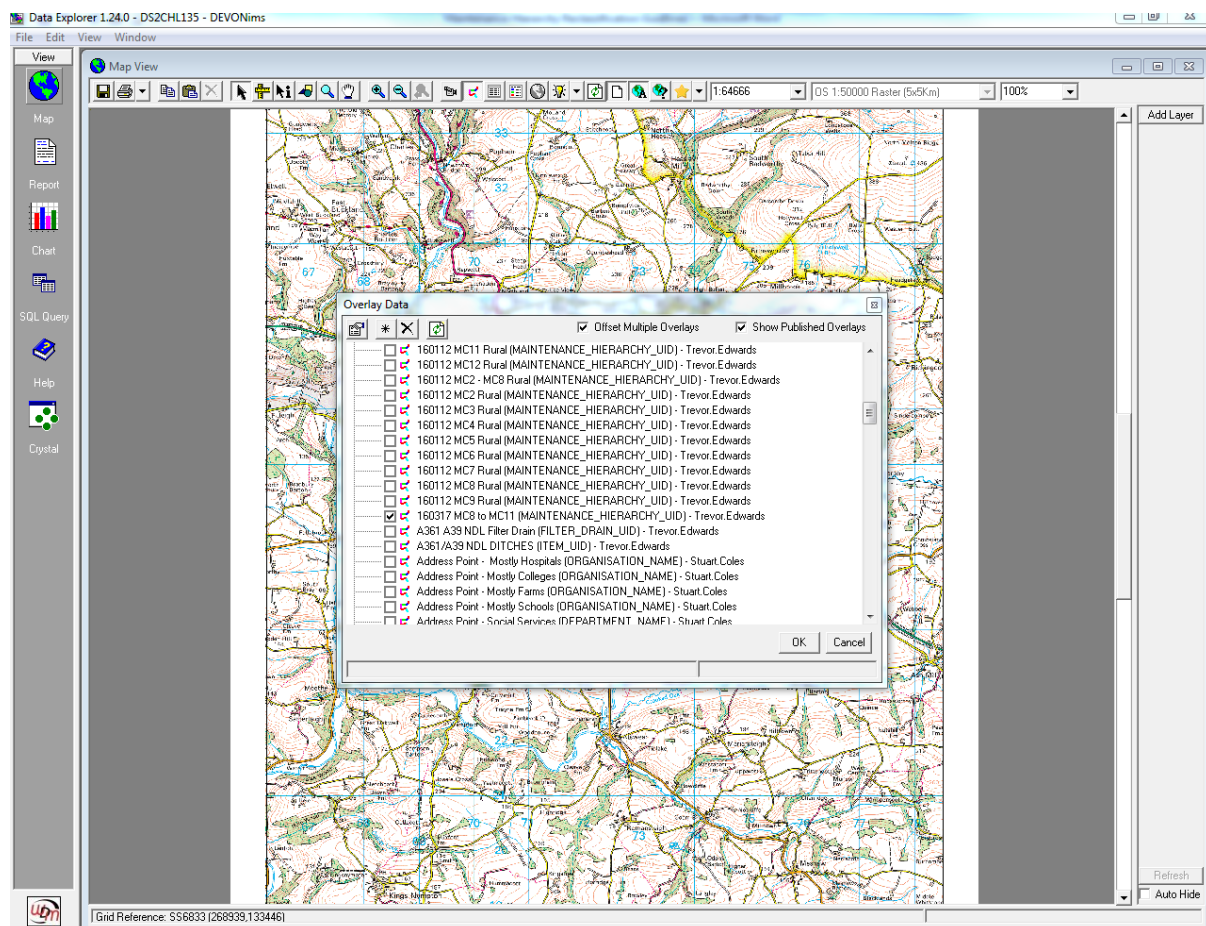
Maintenance Hierarchy Reclassification

The exercise should be based on a Highway Neighbourhood Officer (HNO) Area and split down by Parish.

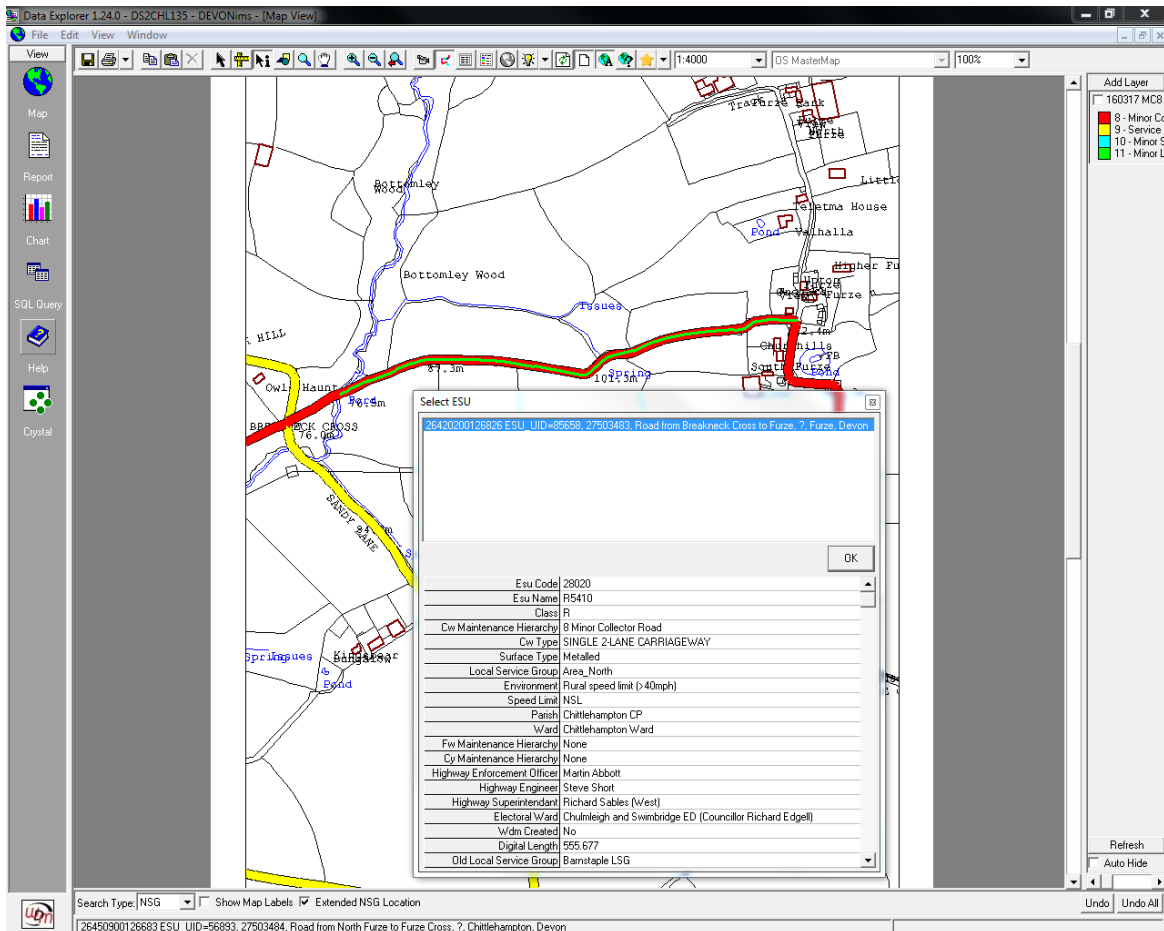
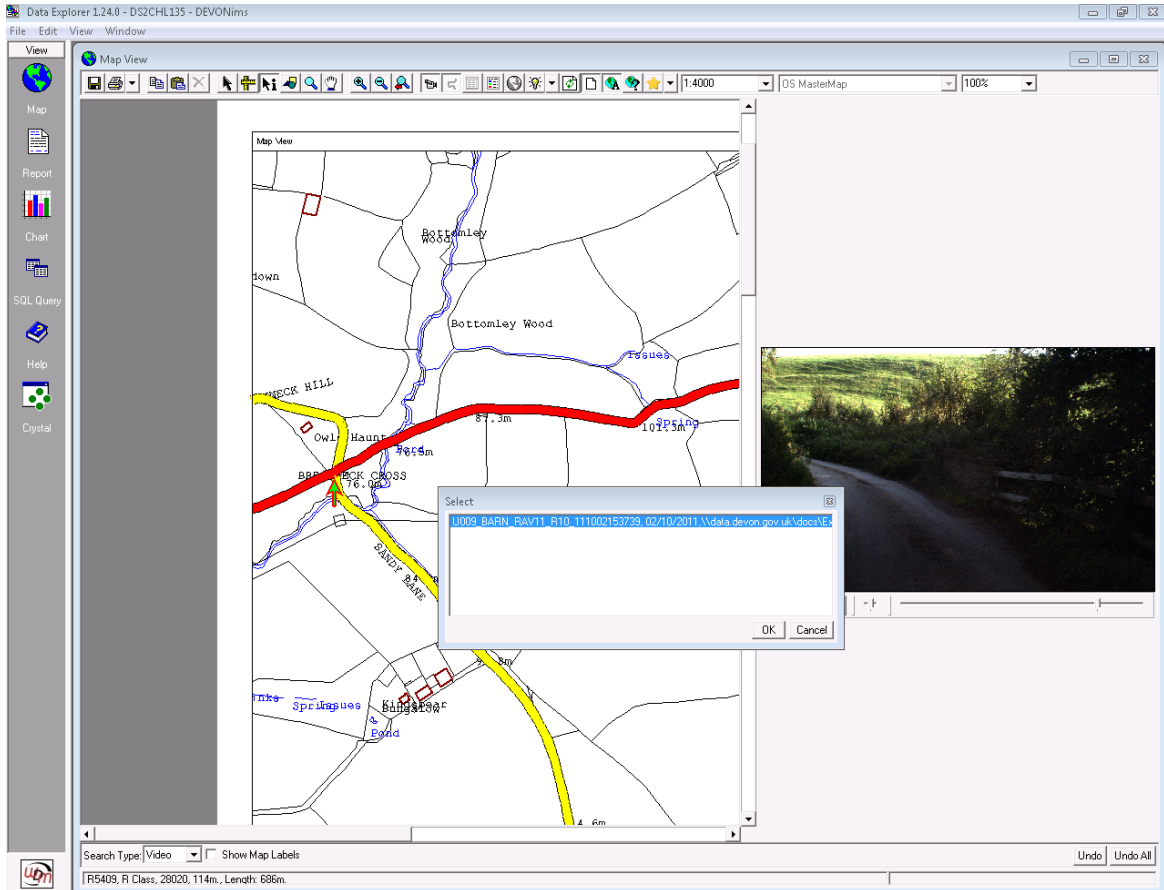
Plots have been produced of [MC 8 to 11 rural](#) roads on a parish basis.

Stage 1

1. A copy of OS plans relating to an NHO area should be taken out to the Neighbourhood Office.
2. Sit down with the NHO and agree where a road can be downgraded in full or in part (from junction to junction or to a particular hamlet/building) in accordance with the [Highway Maintenance Hierarchy Re-categorisation document](#)
3. A layer is available in IMS Data Explorer - 160317 MC8 to MC11 Rural which may aid the process in the office as the video tool can be used.
4. Linking roads between roads of a higher MC, North to South or East to West, should not be split
5. Make a record on the plan of where the changes should be made.



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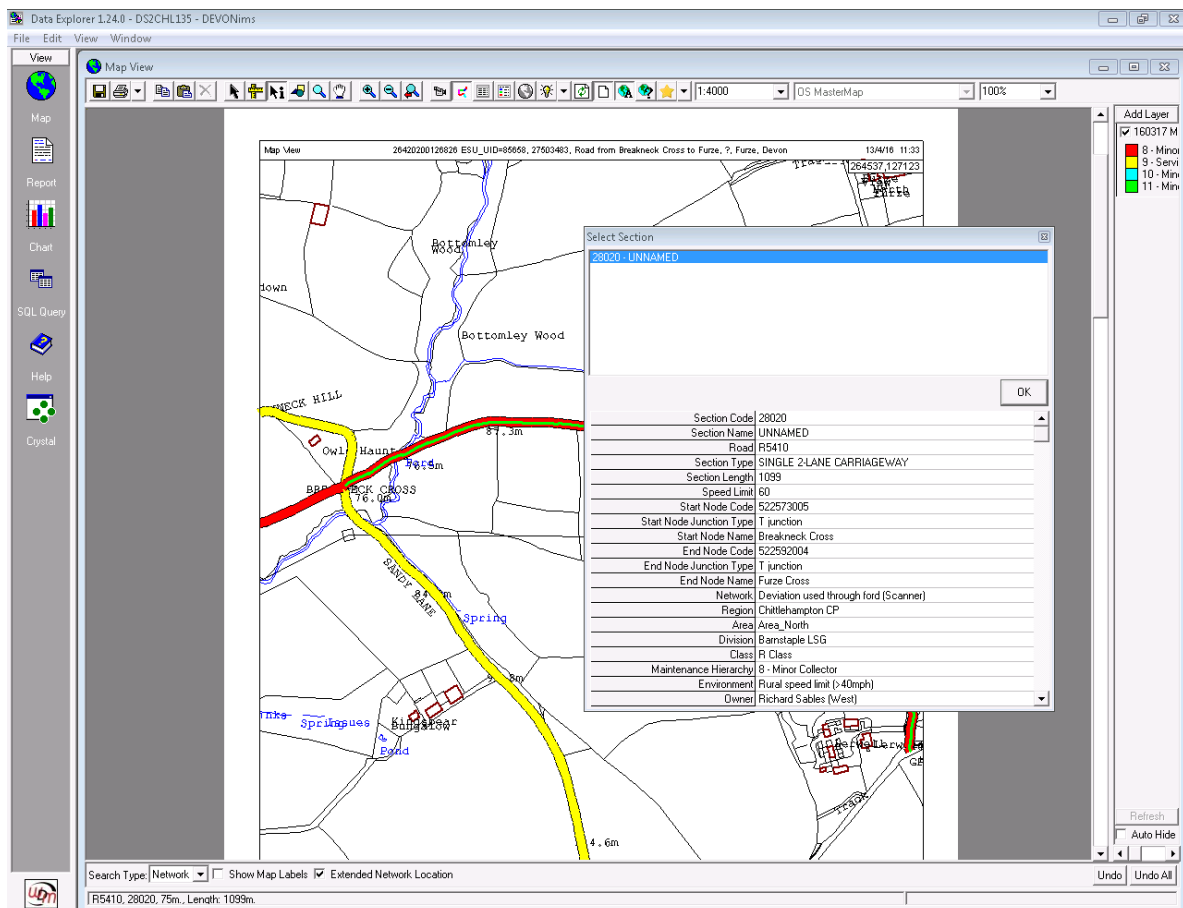
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Stage 2

1. In referring to the marked up map, as agreed with the NHO, the split should take place at the nearest NSG ESU
2. Use the video button on the task bar to open up the video which will open up a screen to the right
3. Click on the road of interest and a list of roads in the close proximity will be displayed in the dialogue box
4. By selecting a road the video will open and the pointer will move down the road (Note:- It is possible the road you wish to view may not have had a video survey)
5. Stop the video at the point where you agreed the road should be split
6. Use the information button to pull up the 'Search Type' (bottom left) and find NSG on the drop down menu
7. Check the Extended NSG Location box
8. Use the pointer to select the road you want to reclassify
9. When the box appears select the ESU. This will then copy that data to the bottom information line
10. Right click on that data and 'copy'
11. Paste that information into the [Changes Schedule](#) workbook
12. Complete the other fields in the spreadsheet which are in the NSG dialogue box

It is possible that there is no change in ESU where you are looking to split the road. In those instances you will need to follow the process below.

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1. Use the information button to pull up the 'Search Type' (bottom left) and find Network on the drop down menu
2. Check the Extended Network Location box
3. Use the pointer to select where the road should be split
4. This will then copy the chainage of where the network section should be split to the bottom information line
5. Right click on that data and 'copy'
6. Paste that information into the [Changes Schedule](#) workbook
7. Complete the other fields in the spreadsheet which are in the NSG dialogue box

Stage 3

When you have gone through your proposals with the NHO you will need to undertake any amendments they require and feed those changes back to the NHO. They will want to consult with the Local Member. It will therefore be necessary to 'park' that area to give the HNO sufficient time to consult but agree a timescale for the consultation to be completed.

The local member consultation should be carried out within 2 weeks.

After the proposed changes are agreed for a HATOC area a report will be submitted to the local HATOC seeking approval for the proposed changes.

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Stage 4

Once the changes have been agreed at Committee (HATOC), working in conjunction with Paul Hurford and Angus Stevens changes should be made to the PMS and NSG databases.