

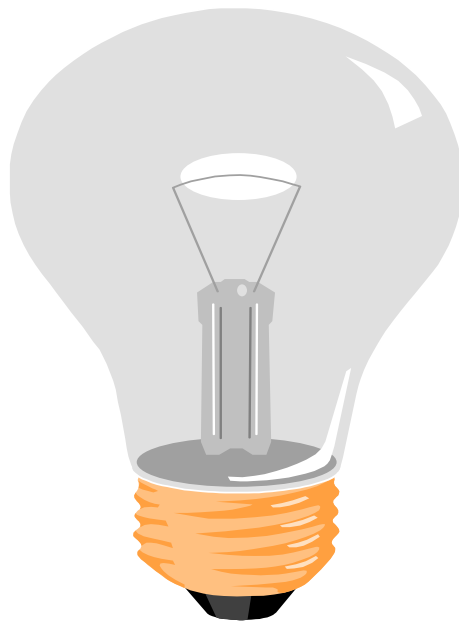


**Donegal County Council**

# **Policy on Members Public Lighting**

---

**Developed by: Roads & Transportation  
Strategic Policy Committee**



**Policy Adopted by Donegal County Council on: 31st May 2004  
Policy to Come into Operation on: 1st August 2004**

---

---

## **TABLE OF CONTENTS**

	<b>Page</b>
<b>POLICY ON MEMBERS PUBLIC LIGHTING.....</b>	<b>3</b>
1.0 Introduction.....	3
2.0 Statement of Policy .....	3
3.0 Steps to be Taken by Council in Support of Policy .....	3
4.0 Policy Recommendations and Approvals .....	5
<b>APPENDIX “A” – BACKGROUND TO POLICY DEVELOPMENT .....</b>	<b>6</b>
1.0 Introduction.....	6
2.0 Background .....	6
3.0 Suggested Improvements .....	6
<b>APPENDIX “B” – APPLICATION FORM .....</b>	<b>8</b>
<b>APPENDIX “C” – ELECTED MEMBER FORM OF REPORT .....</b>	<b>11</b>
<b>APPENDIX “D” – OVERALL SUMMARY FORM OF REPORT.....</b>	<b>13</b>
<b>APPENDIX “E” – TYPICAL PRICE LIST IN 2003.....</b>	<b>15</b>

---

---

## **POLICY ON MEMBERS PUBLIC LIGHTING**

### **1.0 Introduction**

Donegal County Council normally provides an amount of funding to each of its Elected Members in its annual Budgets for Public Lighting that is to be erected at locations selected by the individual Members. For example, in its 2004 Annual Budget, the Council allocated an amount of €3,200 to each of its 29 Elected Members giving a total budget of €92,800.

This policy which is developed by the Roads & Transportation Strategic Policy Committee is intended to cover the installation of Members Public Lighting only. The public lighting improvement programme is not covered by this policy as it is a separate matter and is planned and approved by the Members collectively on a multi-annual basis. Typical examples of Members Public Lighting include:

1. Adding a lantern head to an existing pole at an approved location;
2. Installing one or more poles and lanterns to fill a gap in existing public lighting;
3. Installing a new light at an approved road junction;

### **2.0 Statement of Policy**

The Council will programme, administer and implement of the Members Public Lighting on an annual cycle when provided for in its Annual Budget.

### **3.0 Steps to be Taken by Council to Support Policy**

The Council will take the following steps in an effort to help ensure compliance with its Policy on Members Public Lighting:

- a) The Elected Members will make an application for public light(s) under the Members Public Lighting Programme on a standard application form. An initial version of this form is attached as Form MPL in Appendix "B". This form may be revised from time to time as the need arises;
- b) Completed application forms will be submitted each year during the following two periods:
  1. Between the date that the Annual Budget is adopted and the second last Friday of March; and,
  2. During the month of September.

A grace period of a further two weeks will be granted in exceptional circumstances. With an understanding of the relationship between the Elected

---

---

Members and the Executive of the Council, it is important that the application deadline is firmly adhered to. The Elected Members may submit application forms outside the set period, however, the forms will be filed for processing later during the designated periods;

- c) The Executive of the Council will process each application during the month following the submission of the applications. If further information is required or an application is appealed, then all further information and associated decisions shall be made during the subsequent month; otherwise, the application will roll-over to the following application period for further consideration;
  - d) At the end of the processing period, a complete list of the approved lights to be installed under the Members Public Lighting Programme will be sent to the Electricity Supply Board (ESB). The ESB will be expected to plan for the installation of these lights and to send the Council an estimated start date and finish date for each light. In addition, the ESB will be expected to keep the Council informed of any changes in their schedule; and,
  - e) The Executive of the Council will track the progress monthly in each Electoral Area and provide an update to the Elected Members at the Electoral Area Meetings. A sample report for an Elected Member is included as Appendix “C” and a sample Overall Summary Report is included as Appendix “D”. The overall summary will be presented to the Members on an Electoral Area basis.
-

---

#### **4.0 Policy Recommendations and Approvals**

- 4.1 This Policy on Members Public Lighting has been approved by the Roads & Transportation Strategic Policy Committee as a recommendation to be presented to the General Purposes Committee for approval on:

***29 January 2004***

*(Date that Roads SPC Approved the Policy Recommendation)*

- 4.2 This Policy on Members Public Lighting has been approved by the General Purposes Committee as a recommendation to be presented to Full-Council for adoption on:

***9 February 2004***

*(Date that GP Committee Approved the Policy Recommendation)*

- 4.3 This Policy on Members Public Lighting has been adopted by the Full-Council by way of adopting the GP Meeting Minutes at the Council Meeting on:

***29 March 2004***

*(Date that Full-Council Adopted the Policy)*

- 4.4 The Meeting Minutes from the Meeting Adopting this Policy on Members Public Lighting have been adopted by the Full-Council at the Council Meeting on:

***31 May 2004***

*(Date that Full-Council Adopted the Meeting Minutes which Adopted the Policy)*

Date Policy Adopted by Donegal County Council: 31st May 2004

Date Policy to Come into Operation: 1st August 2004

---

---

# **APPENDIX “A”**

## **BACKGROUND TO DEVELOPMENT OF POLICY**

### **1.0 Introduction**

This section of the Policy on Members Public Lighting provides the supporting background to its development. It is compiled based on previous discussions on this issue at various Council Meetings and Questions/ Motions submitted by the Elected Members from time to time.

### **2.0 Background**

The Council has provided an allocation in its Annual Budget for Members Public Lighting for the past number of years. In 2003, the amount for each Councillor was €3,175. In addition to this allocated amount, some Councillors choose to transfer some of their Members Development Fund monies to augment the Members Public Lighting Programme.

The public lighting improvement programme is a separate programme for installing Public Lighting and is planned and approved by the Members collectively on a multi-annual basis. Its budget allocation, administration and implementation is completely separate from the Members Public Lighting programme.

Over the years, issues have arisen regarding the administration and implementation of the Members Public Lighting. Some of the issues include:

- a) Difficulties knowing current status of a light;
- b) Long time to get light ordered;
- c) Difficulty knowing budgetary situation;
- d) Conflict for ESB installing lights when they are busy with winter maintenance;
- e) Excessive time spent chasing routine issues by Members, Staff and ESB; and,
- f) Lack of clarity and feedback throughout the year.

### **3.0 Suggested Improvements**

Based on various discussions, the following list of suggested improvements have come forward and have been incorporated as much as possible in this policy document:

- a) Creation of a standard application form that gathers pertinent information once where possible and set it up in a manner to streamline the application process;
  - b) Set a period of time during the year for making all new applications;
  - c) Set a period of time during the year for making a decision on all new applications;
  - d) Set a period of time during the year for making appeals/ reconsidering unsuccessful applications;
  - e) Set period of time during the year for the ESB to install the lights;
-

- 
- f) Create standard individual Member reports;
  - g) Create standard reports on the overall summary of the Members Public Lighting Programme;
  - h) Present regular feedback on the programme at Electoral Area Meetings where appropriate.

It is anticipated that in time that the applications could be made electronically to the Council and that the light locations will be linked to the Council's Geographic Information System (GIS). It is hoped that this will ultimately help modernise the process and the management of public lighting in the county.

---

---

# **APPENDIX “B”**

## **Application Form for Members Public Lighting**

### **FORM MPL**

---



---

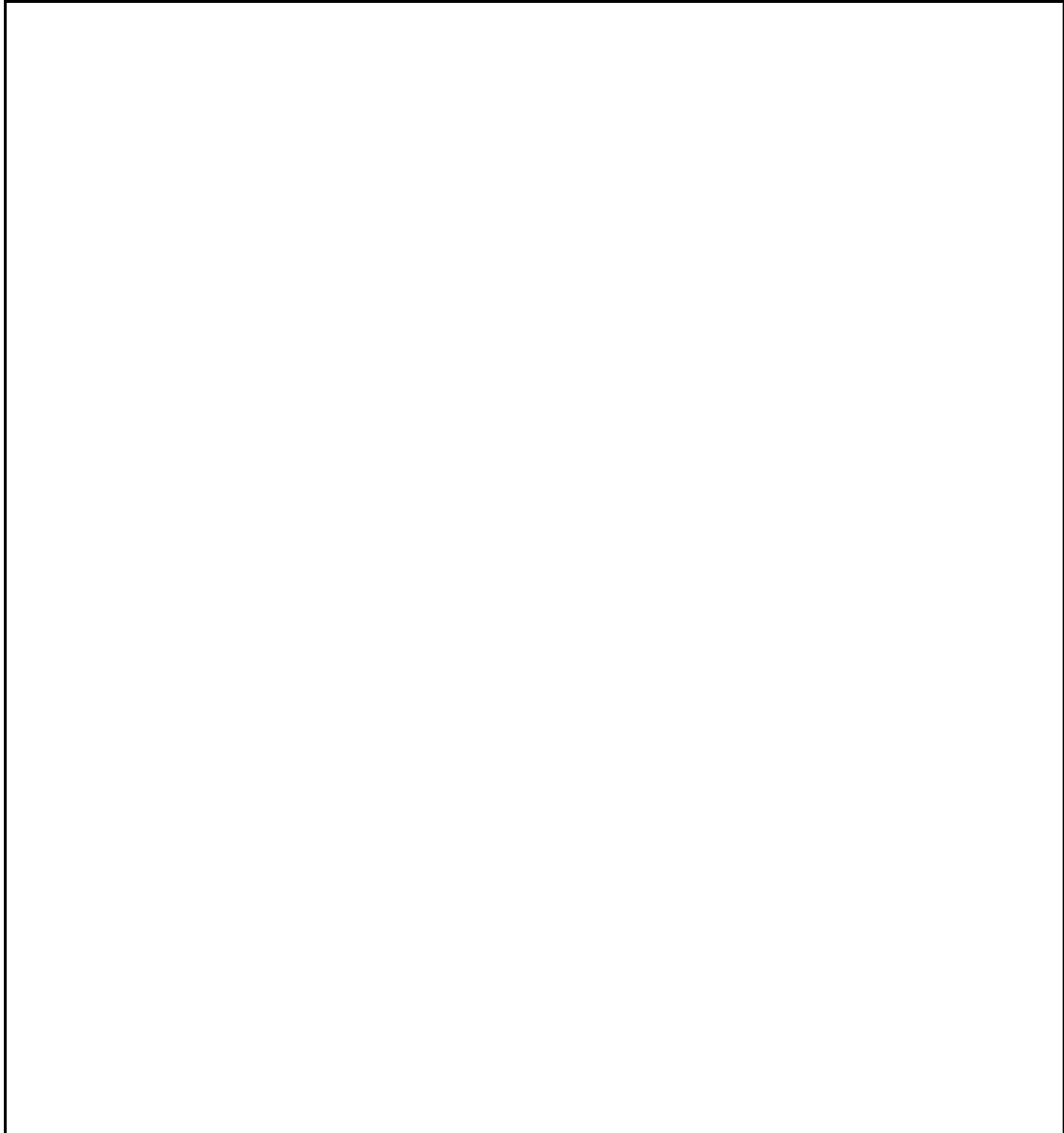
**5. Expenditure Authorisation**

I authorise the expenditure of up to €\_\_\_\_\_ from my allocation for this light and I authorise the Council/ESB to proceed with the work for installation of this light (if the application is approved) without the need to come back to me with the exact price.

\_\_\_\_\_  
Cllr. Initials

**6. Sketch of Location**

(Please sketch a map showing the location of the light and give key information such as road names and nearest junctions. Use separate sheet if necessary.)



---

## **APPENDIX “C”**

### **Elected Member Report on Members Public Lighting**

---

# Elected Member Report on Members Public Lighting

Elected Member: Cllr. A.B. Smith  
 Year Covered by Report: 2004  
 Date of Report: 15 April 2004  
 Budget Allocation this Year: €3,200

Item No.	Light Number	Short Description of Location	Type of Light	Authorised Limit from Cllr.	Estimated Cost per Council	Estimated Cost per ESB	Actual Cost per ESB	Current Status
1	S - ABS - 2004 - 01	Foot of Miller's Lane	Lantern on Exist Wood Pole	€250.00	€300.00	€75.00	€300.00	Installed
2	S - ABS - 2004 - 02	Anytownland Road at Glenfinn Rd	Lantern on Exist Wood Pole	€250.00	€75.00	€75.00	Not Known	Ordered (Est. June Installation)
3	S - ABS - 2004 - 03	Bend at Main Street, Silvertown	Lantern on Exist Wood Pole	€250.00	€250.00	Not Known	Not Known	Application Received
4	S - ABS - 2004 - 04	River Road at N15 in Castletown	Lantern on Exist Steel Pole	€250.00	€250.00	Not Known	Not Known	Application under Evaluation (3)
5	S - ABS - 2004 - 05	School on Donegal Road	Lantern on New Wood Pole	€1,000.00	€1,000.00	Not Known	Not Known	Further Information Requested.
<b>Total Known Cost Year to Date</b>				€2,000.00	€2,075.00	€50.00 (1)	€300.00 (2)	
<b>Balance Remaining this Year</b>				€1,200.00	€1,125.00			

**Footnotes:**

- (1) This Estimated Cost will appear low until ESB provide estimate for all the lights
- (2) This Actual Cost will appear low until ESB provide actual costs for all the lights
- (3) Application sent to NRA for their Approval also.

REPORT QUALITY CONTROL	
Prepared by:	_____
	PRINT NAME
	_____
	SIGNATURE <span style="float: right;">DATE</span>
Checked by:	_____
	PRINT NAME
	_____
	SIGNATURE <span style="float: right;">DATE</span>

## **APPENDIX ‘D’**

### **Overall Summary Report on Members Public Lighting**

Year Covered by Report: 2004  
 Date of Report: 15 April 2004  
 Budget Allocation this Year: €2,800

Item No.	Name of Councillor	Total	Total	Total	Total	Total	Total Lights					
		Number of Lights Applied for	Authorised Limit from Cllr.	Estimated Cost per Council	Estimated Cost per ESB	Actual Cost per ESB	Approved	FI Requested	Disapproved	Ordered	Installed	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
<b>Total Known Cost Year to Date</b>			€0.00	€0.00	€0.00 (1)	€0.00 (2)						
<b>Balance Remaining this Year</b>												

**Footnotes:**

- (1) This Estimated Cost will appear low until ESB provide estimate for all the lights
- (2) This Actual Cost will appear low until ESB provide actual costs for all the lights

REPORT QUALITY CONTROL	
Prepared by: _____	
PRINT NAME	
_____	
SIGNATURE	DATE
Checked by: _____	
PRINT NAME	
_____	
SIGNATURE	DATE

---

## APPENDIX “E”

### TYPICAL PRICE LIST IN 2003\*

---

Item	Decription	Price
A	Lantern	€247.00
B	Long arm Extension	€10.00
C	Wood Pole and Lantern	€777.00
D	6m steel pole with lantern	€625.00
E	8m steel pole with lantern	€1039.00

---

\* The actual price could vary depending on the location involved. The prices are subject to change.

---