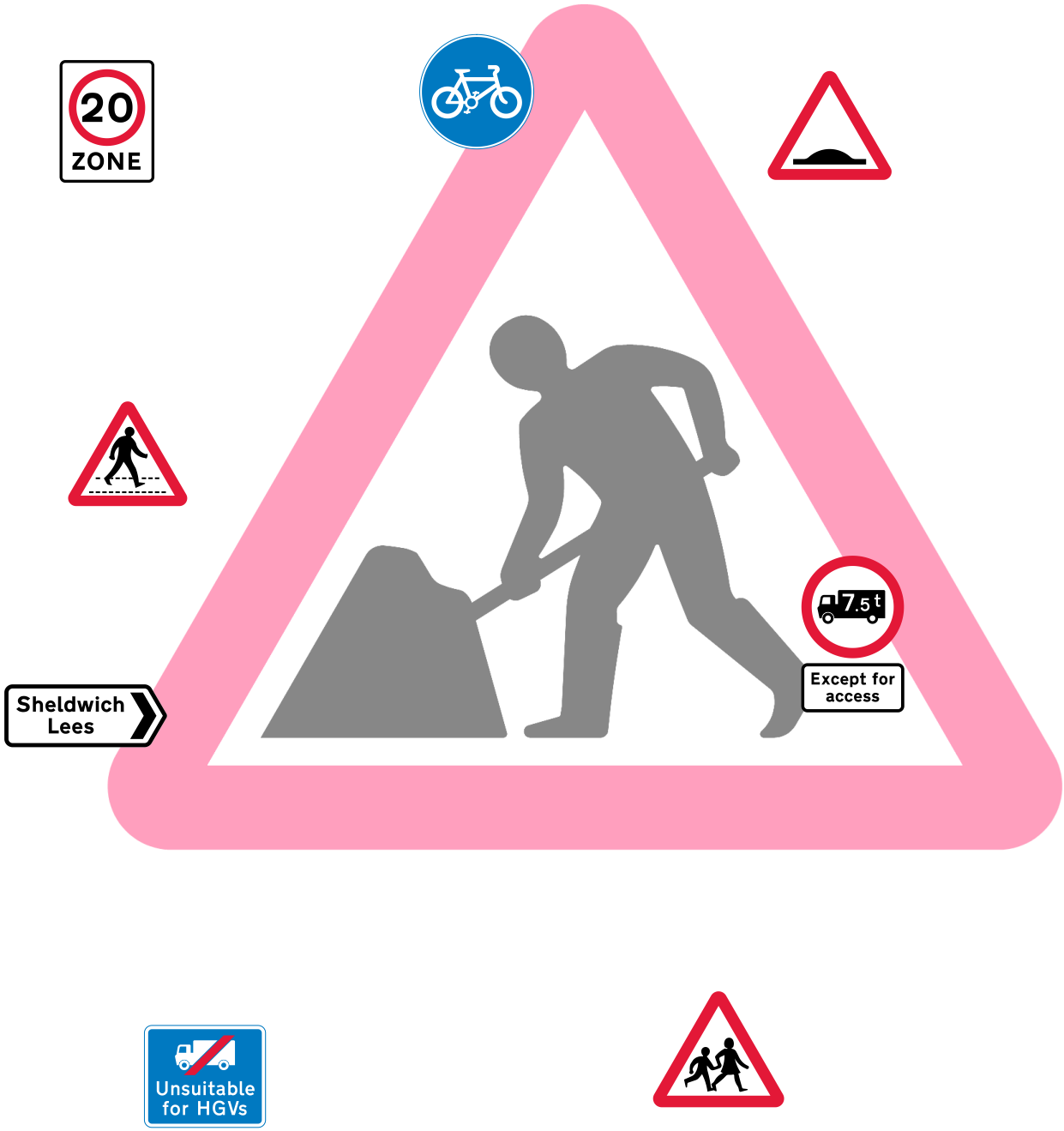
Highway Improvement Plan
Information Pack



Kent County Council
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Highway Improvement Plan Information Pack

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Highway Improvement Plan (HIP)

A. Introduction

As the Local Highway Authority, Kent County Council (KCC) wants to help deliver changes which our local communities support, but we cannot do this without Parish/ Town Councils' input.

We recommend that Parish and Town Councils have a Highway Improvement Plan (HIP) as we need you to identify and prioritise what your communities see as the main problems on the highway and work collaboratively with us on developing your HIP.

Within this pack there are a number of information sheets that have been produced detailing some of the more commonly requested items. Please use this information pack to help make a positive difference in your community.

Prices for construction costs are indicative only and are a 'starting from' cost. In most cases there are a range of factors that can increase costs. These figures do not include fees and costs for the design, Traffic Regulation Order (TRO) consultation or traffic management which needs to be assessed on a case-by-case basis. KCC staff within the Community Engagement Team can assist by providing advice.

In the first instance, please use the email address below. You will then be contacted by the designated point of contact for your area:

West Kent (Maidstone, Tonbridge & Malling, Tunbridge Wells, Sevenoaks, Dartford and Gravesham): west.highwayimprovements@kent.gov.uk

East Kent (Swale, Canterbury, Ashford, Thanet, Dover and Folkestone & Hythe): east.highwayimprovements@kent.gov.uk

You will also be sent a copy of our Road Safety & Active Travel Group newsletter at the end of each quarter. This newsletter has been designed to keep you up to date with the latest news from the Group and to help you discover first-hand the important role that we all play for Kent communities and the benefits of engaging with us through the Highway Improvement Plan process. Please do keep an eye out and let us know if you have any thoughts or suggestions as to what you'd like to see in future issues as we want to ensure that our newsletters are providing you with the information that you would like to see.

B. Notes on Timescales

For all projects delivered by KCC's Road Safety and Active Travel Group, our contractor has up to 90 days to start the work once it has been handed over for delivery. It should be noted that lining work is not carried out over the winter months and so any schemes involving lining on the carriageway (roundels, SLOW markings, double yellow lines etc.) that are agreed at the end of the calendar year, will not be ordered for delivery until the following April.

There is typically a 3-to-9-month lead-in, depending on the nature of the work, need for a pre-consultation engagement exercise, formal TRO and JTB attendance (see "E. Traffic Regulation Orders and Pre-consultation engagement" for more information around timescales), need for a Road Safety Audit (RSA), allocation of resources and procurement of the required materials.

We ask that you allow up to four weeks to receive a response as to the feasibility of a requested scheme and, once agreed, a further six weeks to receive a scheme drawing. There are also certain times of year when turnaround times can be longer. For example, during the summer period the Highway Improvements Team carry out their statutory function of analysing the annual list of crash cluster sites as part of the Crash Remedial Measures (CRM) programme. At this time, the CRM programme must take priority although we endeavour to continue to progress all other investigatory work concurrently as resources allow.

Works involving new electrical connections or utility service diversions may also be delayed if the relevant utility company cannot carry out the work to our timescale.

The Community Engagement Team will keep you updated throughout scheme delivery.

C. Road Safety Audits (RSA)

A Road Safety Audit (RSA) is an evaluation of a scheme during design and at the end of construction to identify potential road safety problems that may affect any users of the highway and to suggest measures to eliminate or mitigate those problems.

An RSA is carried out where there are changes to the highway impacting on road users' behaviour or resulting in a change to the outcome of a collision. For example, schemes involving traffic restrictions (weight restrictions, one-way systems etc.), traffic calming, pedestrian crossings etc.

There are four stages to an RSA:

Stage 1 – on completion of preliminary design
Stage 2 – on completion of detailed design
Stage 3 – on completion of construction
Stage 4 – monitoring once 12 months of post-construction crash data is available.

An RSA stage 4 is only required if there are relevant personal injury collisions post scheme implementation.

As indicated under “B. Notes on Timescales”, the need for an RSA will have an impact on the timeline for scheme delivery.

There is also a cost implication, with a safety audit report costing **£1000** each for an RSA 1 and 2, and **£1075** for an RSA 3 (prices are subject to change). For charging purposes, the cost of the RSA 1 and 2 would be charged with any fees for the design work. The Stage 3 would be invoiced at the same time as the construction costs.

The Community Engagement Team will be able to advise you whether or not an RSA will be required depending on scheme type.

D. Traffic Management and road closures

To enable our contractors to carry out works on the highway safely, we have to consider suitable traffic management. This can include temporary traffic lights, stop and go boards and road closures.

Road closures are necessary when road widths are narrow to ensure our contractors have space to work safely. This may require a long diversion route and suitable diversion signs will be necessary, which will incur additional costs.

A Temporary Traffic Regulation Order (TTRO) will be required to close the road and the cost for a TTRO is £1100 (costs will increase annually).

We also work with our Streetworks Team who co-ordinate and manage activities on the highway in order to minimise traffic disruption and they will agree a start date for the works.

Kent also operates a Lane Rental Scheme that imposes a charge on works carried out on the identified traffic sensitive roads. Kent Lane Rental roads are typically, but not exclusively, A or B class roads and are more likely to be in urban environments although some rural roads are included when they carry significant levels of traffic.

Restricted working hours charges and/or Kent Lane Rental fees may also apply. The Kent Lane Rental Scheme applies to selected roads to ensure works are completed in a less disruptive way and to encourage works to be carried out at off peak times.

The charges can be applied 24 hours a day, 7am to 7pm or during the morning and afternoon peak hours and may also apply Monday to Friday, Monday to Saturday or every day depending on the local traffic conditions. The charges themselves are levied per day or part thereof and can range between £300 and £800 per day for lane closures and £1600 and £3000 for full road closures if the work is carried out

during the restricted hours.

We aim to complete works as quickly as possible and in a way that minimises these charges, however they can significantly increase the cost of a project if they are unavoidable.

E. Traffic Regulation Orders and Pre-consultation engagement

Some requests may require a Traffic Regulation Order (TRO). A TRO is a legal document which is required to help manage traffic flow, speed limits and parking restrictions and is necessary to make the restriction enforceable.

A TRO is required for:

- Change of speed limit
- Parking places
- Waiting, loading and unloading bays including school keep clear markings
- Single and double yellow lines
- Movement restrictions (such as prohibition of motor vehicles, one-way, no left/right turn)
- Vehicle weight and width restrictions
- Bus lanes
- Cycle lanes

All new TROs are advertised and consulted on. Relevant stakeholders will be invited to give their views, including the Police, bus companies and emergency services. Anyone can object to, or support, any of the proposed TROs.

It should be noted that an application for a TRO may not result in its successful implementation. At the end of the consultation period, all feedback will be considered. The decision depends on the number of valid objections received. If more than five valid objections are received, it will be necessary to discuss them at a meeting of the local Joint Transportation Board (JTB) held by the district councils. If there are amendments to a TRO, this may need further consultation.

JTB's meet every three months, and an additional cost will be incurred to produce a report for JTB. The applicant may also be required to attend the JTB which are generally evening meetings. TROs take on average between 9 and 12 months to come into force.

To avoid delays and unnecessary spend, the Parish/Town Council or County Members must be able to demonstrate that they have engaged with all relevant stakeholders on the scheme (**Appendix 1**). The results of this engagement must be provided to KCC, before a TRO application progresses (**Appendix 3**).

This pre-consultation engagement is a first step to ensure that the proposal has stakeholder and community buy-in. **A template is provided in Appendix 2 to assist with the pre-consultation engagement.**

It is recommended that a mix of engagement and communication methods are used to help to extend the reach of your engagement and help make it accessible to as

many people as possible.

It is up to the Parish/Town Council or County Member to determine what questions to ask as part of the pre-consultation engagement.

Ultimately the aim is to have a good idea at the end of the engagement exercise as to whether or not the scheme will be supported at the formal TRO stage. If a large number of objections are received at this stage, we will be able to review the responses to see what, if any, amendments would be needed in order to gain support from the objectors, so asking for the reasons why a resident might object is important.

It is also important that your stakeholders understand that no decisions have yet been made, and that the pre-consultation engagement process is to seek local opinion ahead of any statutory consultation. They should be informed that their views will be discussed by the Parish/Town Council/County Member, in conjunction with KCC, to help inform if and how the proposed scheme proceeds and whether or not any amendments are required at the design stage.

Whilst petitions are useful to evidence support for a proposal, they cannot be accepted as evidence of pre-consultation engagement, as they only capture those in support of a scheme and do not give stakeholders the opportunity to submit their objections.

The cost for a TRO is £3125 with an additional £710 should the decision be referred to the JTB. Please note the fees will increase yearly on 1 April.

Highway Improvement Plan (HIP) – Guidance Notes

The Highway Improvement Plan (HIP) is intended to bring together a list of potential new highway improvements, requested by the community and endorsed by the Parish/Town Council, or County Member if in an unparished area.

A copy of the HIP template should have been provided to you by the Community Engagement Team but if not, please contact east.highwayimprovements@kent.gov.uk or west.highwayimprovements@kent.gov.uk to request a copy.

KCC always recommends that members of the public contact their Parish/Town Council, or County Member to ensure a community voice helps to prioritise their concerns and ideas and this enables us to assist with requests in a more pro-active way.

The Parish/Town Council or County Member then use the HIP to log and prioritise their concerns and ideas within the community and ultimately identify who is to fund the improvements, should there be mutual agreement between KCC and the Parish/Town Council to take forward a scheme.

The Community Engagement Team is committed to meeting parishes annually as a minimum to discuss their requests and issues raised. It is recommended that your County Member is also invited to the meeting. **The Parish/Town Council need to be clear on what the issue is that they are trying to resolve when meeting the Community Engagement Team and have evidence to support the concerns being raised.**

KCC is unable to guarantee that all requests will be deliverable, but our Community Engagement Team can advise this once we know what the issues are.

The Community Engagement Team can provide initial advice on HIP requests at no cost, but it should be noted that officers time for the design and delivery of a scheme will be charged as we need to recover our design fees to fund the additional work and staffing required for design and delivery services.

The non-refundable cost has been compiled based on an estimate of the number of officer hours required to compile the appropriate documents and project management associated with designing a highway scheme, they are then banded based on the anticipated construction cost of a project. The current fees (from 1 April 2025) are as follows:

Anticipated Construction Cost	Design Cost
Below £1,000	£343
£1,000 - £10,000	£1,124
£10,000 - £30,000	£2,083

All cost estimates are based on our standard 2025 rates. However, material costs have increased substantially, and each scheme will require a quote from the contractor.

It should be noted that the design costs outlined are very modest, and much cheaper than private highway consultants. We do encourage Parish/Town Councils to liaise

with the Community Engagement Team before engaging a private consultant to carry out any highway designs or investigations. This way we can ensure that the most cost-effective solution is identified, and any suggested changes are acceptable based on KCC's design standards and technical approval process.
As mentioned under "B. Notes on Timescales", we aim to produce a design and cost for Parish/Town Councils to consider within six weeks of a design fee being paid. There will be times when this will not be achievable for reasons outside of our control, such as complexity, working with third parties to ascertain materials/services/quotes, existing scheme commitments and staff resourcing, but we will endeavour to meet our six-week target wherever possible.

It may also be the case that the design work flags up barriers to delivery that cannot be overcome, for example the presence of utility company apparatus in the footway, so it should be noted that paying the design fee does not guarantee that the scheme can be delivered either in its entirety or in the way that was previously agreed.

The information on each of the highway improvements detailed in this information pack are to assist the Parish/Town Councils with approximate costs and considerations when requesting any new measures.

Any day-to-day maintenance issues such as blocked drains, potholes, faulty streetlights etc. should continue to be logged via the online reporting tool:

www.kent.gov.uk/roads-and-travel/report-a-problem

For information on roadworks in your area please visit one.network.

Please do not use the online reporting tool or refer to advice on the "Changing roads in your area" webpage on www.kent.gov.uk to request new highway improvements. These must be added to your HIP, and the timescale referred to under "B. Notes on timescales" will then apply.

On occasion, we are approached by elected representatives who are looking to carry out their own works on highway land, for example erecting an ornate village sign.

In order to do this, you must apply for the relevant licence/permissions. KCC no longer has a list of approved contractors and so Parish/Town Councils are responsible for ensuring that their contractor has the correct liability insurance to work in the public domain, is competent with the correct New Roads and Streetworks Act (NRSWA) ticket and that they have obtained the sufficient permit with KCC's Streetworks Team.

Further information can be found on our website at Apply for a highways permit or licence - Kent County Council or by contacting highwaylicences@kent.gov.uk.

Community Engagement

The Parish/Town Council/County Member are the voice for their community. Therefore, prior to completing the HIP, they must prioritise the improvements for their parish/ward using feedback from the local community.

Completion of HIP

Parish/Town Councils complete the HIP, **taking into account information within this information pack**, and submit to the Community Engagement Team
East: East.HighwayImprovements@kent.gov.uk
West: West.HighwayImprovements@kent.gov.uk

KCC Review HIP

Upon receipt of your HIP, the Community Engagement (CE) Team will review and arrange a meeting to discuss the request(s) and issues to ascertain feasibility and funding. KCC officers will provide advice, guidance and support with matters arising. The CE Team will annotate the HIP, in the KCC comments column, following the meeting, outlining the actions to be taken.

Outline Estimates

If a scheme is to be externally funded by a Parish/Town Council or County Member, KCC will provide an outline **estimate** of costs and timescales for the design and delivery of the scheme. If the Parish/Town Council wish to proceed, KCC will issue an invoice for the design cost.
Please note: No designs will be started without payment. The design cost is non-refundable if the Parish/Town Council or County Member decide not to proceed with the scheme.

Scheme Delivery

Once the designs and final costs have been agreed and the Parish/Town Council/County Member wish to proceed with a scheme, an invoice for the remaining costs will be issued. Subject to the proposal it may be necessary for a Traffic Regulation Order (TRO) or Road Safety Audit (RSA) which will increase scheme delivery timescales and cost.
Please note: No TRO, RSA or construction work will be ordered until full payment has been received

20mph Zone/Limit 1

20mph speed limits are often used in residential areas where there is generally a high proportion of vulnerable road users and where traffic flows are low.

A 20mph speed limit should be designed to be "self-enforcing" so that the traffic naturally keeps to the speed limit. This can sometimes be achieved without additional measures due to the physical layout of the road, on-street parking etc. otherwise physical traffic calming measures may be needed to go along with the introduction of the change in the speed limit. This can include gateway treatments, speed humps, chicanes, road narrowing, and other measures to both physically and visually reinforce the reduced speed limit.

It is worth noting that while residents may support a 20mph zone in principle they often object to traffic calming measures near their home and design requirements often give little scope to adjust the location.

Where existing measured traffic speeds are above 24mph it may be necessary to install traffic calming features to reduce speeds below 24mph. These might be physical or virtual traffic calming depending on the nature of the road.

Signing alone is unlikely to have a significant effect on traffic speeds (typically around a 2mph reduction to the mean speeds is all that is likely) and so KCC will consider requests on a case-by-case basis, with the whole road environment and context being assessed.

20mph Limit

20mph limits are signed with terminal signs and at least one repeater sign and do not require traffic calming measures.

Average existing speeds need to be 24mph or below. Kent Police are supportive of appropriate 20mph schemes where a high level of compliance is expected.

20mph Zone

20mph zones require traffic calming measures (e.g. speed humps or chicanes) or repeater speed limit signing and/or roundel road markings at regular intervals. Zones usually cover a number of roads.

It should be noted that if there is currently a Vehicle Activated Sign (VAS) or Speed Indicator Device (SID) on a road that falls within the new 20mph limit/zone, this will need to be removed/moved to another location as neither can operate on 20mph roads. This goes against policy and the equipment is less efficient when operating on roads below 30mph. Additionally, in the case of a SID, if the unit cannot be moved,

all SIDs may need to be removed as there must be a minimum of three.

Site Requirements

- KCC will very rarely be able to install physical traffic calming measures on A or B classified roads due to emergency services as well as high flows of HGVs. This is consistent with other Local Authorities and national guidance.
- Traffic speed surveys will need to be carried out to identify current traffic speeds and to enable the design of possible traffic calming measures depending on average speeds.
- Physical traffic calming measures must be lit at night and so 20mph zones that require a system of physical traffic calming must be in areas with street lighting.
- No point within a 20mph zone should be more than 50m from a traffic calming feature (this can be a natural feature such as a tight bend, on-street parking or an installed measure).
- The minimum length of a speed limit should generally be not less than 600 metres to avoid too many changes of speed limit along the route.
- Pre-consultation engagement will need to be carried out by the scheme promoter prior to the formal Traffic Regulation Order (TRO) being advertised to ensure there is community support for a 20mph limit.
- A Traffic Regulation Order (TRO) for the new speed limit will then need to be advertised and if there are sufficient valid objections, a report to the Joint Transportation Board will be required and the recommendation may be not to allow the new limit to be implemented.
- There needs to be suitable locations to install the speed limit signing on all the entry points into the zone. In more rural locations this may not be possible if highway land is not available.

Typical Costs

The cost of 20mph zones can vary significantly and will depend on the number of roads affected, the number of entry points into the zone and the type and amount of traffic calming required. Typical starting costs for the installation of a 20mph zone are:

- Traffic Regulation Order from £3125 (required for all 20mph Zones)
- Zone entry treatment (2x pairs of signs on new posts plus carriageway roundel) from £1600 which will be needed for each entry point into the zone.

Please note that the overall cost can increase significantly if any of the following additional costs are incurred:

- The carriageway may need to be resurfaced to provide a sound, even surface for the entry treatment if provided.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- A Public Notice will need to be published if road humps are to be installed.

- Utility services in the verges may need to be relocated in order to install gates or enhanced signing (this can be very expensive, especially if there are fibre optic cables)
- Amendments to the existing TROs (parking etc.) may be needed to accommodate the changes.
- Drainage alterations
- Enhanced construction materials
- Street Lighting – it may be that provision or enhancement of street lighting is required where traffic calming is being installed as part of a 20mph zone. Alternatively, a 20mph scheme may incur a cost to de-illuminate any currently illuminated speed limit signs. 20mph speed limit signs, and all other signs within 20mph limits, do not legally have to be illuminated. To save money on the highway asset and to reduce future energy consumption and carbon emissions, all signs within a 20mph limit/ zone are de-illuminated.
- Road safety audits giving independent safety advice on proposed changes

For information on the typical traffic calming measures and their costs, please see the relevant project sheet.

Traffic Calming 2

Traffic calming is used to manage traffic speeds where there is a speeding issue, evidenced by average speeds of more than 10% +2mph above the posted speed limit.

Traffic calming can also have an effect on the volume of traffic as drivers may use alternative routes to avoid calmed streets. There are many different forms of traffic calming which can include gateway treatments, speed humps, chicanes, and road narrowing.

The type of measure which is most appropriate will vary from site to site and careful consideration will be needed to ensure the most appropriate type of calming is used.

It is worth noting that there are unfavourable side effects to most types of calming. Speed humps and cushions for example can cause unwanted vibration and noise for nearby residents. Chicanes and narrowing may result in the loss of on-street parking and can increase noise levels, cause congestion and, in extreme cases, lead to road rage incidents.

Virtual traffic calming measures could be an option if the site requirements do not allow for physical measures.

This could include, but is not limited to, virtual narrowing using hatched edge line markings at 30mph and 40mph sites, or virtual humps at 30mph and 40mph sites throughout the speed limit co-located with speed limit repeater signs as a speed management feature in poorly observed limits.

Site Requirements

- Physical traffic calming measures are not usually appropriate on A or B class roads. KCC has an agreement with emergency service providers that we shouldn't install traffic calming measures on classified A and B roads due to the negative impact that this can have on response times.
- Traffic speed surveys will need to be carried out to identify current traffic speeds and to enable the design of traffic calming measures.
- Most physical traffic calming measures need to be lit at night and so a system of street lighting will need to be present or provided by the scheme.
- The traffic calming features must be provided at regular intervals to properly manage traffic speeds. For large areas, this can become very expensive.
- Pre-consultation engagement will need to be carried out with affected residents by the scheme promoter in relation to the traffic calming measures.

- The road surface needs to be in good condition without ruts, crack or potholes. The material needs to be laid in reasonably warm, dry conditions and so will only be laid from mid-spring through to mid-autumn.

Typical Costs

The cost of traffic calming can vary significantly and will depend on the number of roads affected and the type and amount of traffic calming required. Typical starting costs for the installation of some of the more commonly used traffic calming measures are:

- Traffic Regulation Order from £3125 (required for a speed limit change or if changes are needed to on-street parking provision for example)
- Blacktop speed hump from approximately £1830 each.
- Pre-cast concrete speed cushions from approximately £10,300 per pair.
- Carriageway speed limit roundel £206 per pair.
- Road narrowing from £1945 each.
- Chicane from £4,100 each.
- Road Safety Audit will be required

Please note that the overall cost can increase significantly if any of the following additional costs are incurred:

- The carriageway may need to be resurfaced to provide a sound, even surface.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- A Public Notice will need to be published if road humps are to be installed.
- Utility services may need to be relocated in order to accommodate some types of calming features (this can be very expensive, especially if there are fibre optic cables).
- Amendments to any existing TROs (parking etc) may be needed to accommodate the changes.
- Drainage alterations.
- Enhanced construction materials.
- Provision or enhancement of street lighting.
- A Traffic Regulation Order (TRO) will be needed if the speed limit is to be changed.

Speed Limit Change 3

In some situations, the existing speed limit may be considered to be inappropriate and there may be a wish to change it. The speed limit on a road should reflect the local environment, nature of the road and its use. The Department for Transport sets out how speed limits should be set and KCC follows this guidance with any new requests: Setting local speed limits - GOV.UK (www.gov.uk).

Speed limits should be evidence-led and self-explaining and seek to reinforce people's assessment of what is a safe speed to travel. They should encourage self-compliance. Speed limits should be seen by drivers as the maximum rather than a target speed.

Speed limits should not be used to warn of single hazards, but relate to the whole road environment, and the average speed should be around the proposed speed limit change to ensure compliance (i.e. no higher than the enforcement speed of 10% plus 2).

A change in the posted speed limit alone will rarely make a significant change to the actual speeds of vehicles being driven along a road. Typically, a reduction of only 2-3mph is achieved through signing alone.

In instances where the majority of drivers are already driving at or below the desired speed limit, especially in a National Speed Limit (NSL), installing new signage could have a negative impact on speeds, as drivers may feel the need to drive at the posted speed limit as a safe target speed to aim for, where before they were driving below this.

A Traffic Regulation Order (TRO) is needed to change a speed limit and if there are significant objections, KCC may decide not to proceed with the change. In particular, Kent Police should not have objections to the speed limit when they are consulted where a high level of compliance is expected.

Site Requirements

- The proposed speed limit must comply with the Department for Transport's guidance document Circular 01/2013 - Setting Local Speed Limits: Setting local speed limits - GOV.UK (www.gov.uk).
- Traffic speed surveys will be needed to provide evidence of existing speeds for use in the assessment. The number of surveys required will depend on the extent of the speed limit change.
- The minimum length of a speed limit should not be less than 600 metres to avoid

too many changes of speed limit along the route.

- There must be a suitable location to install the signs at each end of the limit as well as any repeater signs (i.e. sufficient highway land, good visibility of the signs, clear of obscuring vegetation etc).
- A Traffic Regulation Order (TRO) will need to be advertised. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid by the applicant.

Typical Costs

The cost of new speed limits will vary and will depend on the number of entry points into the limit. Typical starting costs for the provision of a new speed limit are:

- Traffic Regulation Order from £3125 (required for virtually all changes to the speed limit)
- Speed limit entry signing (2x pairs of non-illuminated signs on new posts) from £1600 which will be needed for each entry point into the zone.
- Painted carriageway roundels can be added from £115 each.
- Speed limit repeater signs (not permitted for 30mph limits with street lighting) from £320 each.

Please note that the overall cost can increase significantly if any of the following additional costs are incurred:

- In certain circumstances the signs may need to be lit requiring lighting units and new power supplies.
- Vegetation may need to be cleared to provide sufficient advance visibility of the signs or permission may be required from the landowner if not publicly maintainable land.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Removal and disposal of existing speed limit signs.

Gateway Treatments 4

In some locations, there is a desire to draw drivers' attention to the fact that they are entering a lower speed limit or a village environment.

A variety of measures can be installed which will increase the prominence of the speed limit change or entry to the village. These can include a speed limit roundel on the carriageway, village nameplates and white 'gates' in the verges.

A mix and match approach can be used to select elements appropriate for the location.

"Dragon's teeth" markings and coloured surfacing are not a prescribed road marking and should not be used except where there is a need to increase conspicuity to address a significant safety issue and more traditional engineering solutions would not be practicable or have proved unsuccessful.

Site Requirements

- These gateway treatments will need to be installed where there is an existing speed limit change or at a suitable point at the entry to a village. Please note that village gateways should be sited as close as possible to the start of the main centre of a village in order to achieve the maximum effect.
- For the coloured carriageway patch, the road surface needs to be in good condition without ruts, crack or potholes. The material needs to be laid in reasonably warm, dry conditions and so will only be laid from mid-spring through to mid-autumn.
- Village gateways will be white in colour and will require at least 1.5m of clear verge in which to install them as the smallest gate is about 1m wide and they need to be set back at least 0.5m from the edge of the carriageway for clearance.
- Village signs will be provided with a white background, black border and black text. No other colours may be used. A shaped mangle type backing board is not to be used.

Typical Costs

The starting costs for the gateway element installation are:

- Village nameplate from £460 each including posts although the cost will vary depending on the length of the village name, additional information included and speed of approaching traffic which determines the sign size.
- Speed limit carriageway roundel from £115 each.

- White gates from approximately £1400 each.

Please note that the overall cost can increase significantly if any of the following additional costs are incurred:

- The carriageway may need to be resurfaced to provide a sound, even surface for the carriageway patch.
- Vegetation may need to be cleared to provide sufficient improved visibility of the gateway.
- Existing speed limit signs may need to be changed or relocated to suit the new layout.
- Utility services in the verges may need to be relocated in order to install gates or enhanced signing (this can be very expensive, especially if there are fibre optic cables).
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- **Future maintenance:** At end of life, funding will need to be found by the scheme promotor to maintain/ replace the gateways as KCC are not in the position to fund this. We would advise that the Parish Council add these assets to their insurance.

Weight and Width restrictions 5

In some locations, excessive numbers of large vehicles using a road can be very disruptive to local people. Where these large vehicles are using a road as a through route (rather than those going to local farms, businesses etc.) and there is a more appropriate route, a weight limit could be considered.

A traffic survey would usually be needed to assess the extent of the problem and would act as a guide for the best course of action.

Environmental weight limits are usually set at 7.5 tonnes which allows smaller twin axle lorries, horseboxes etc. to use the roads but excludes anything larger.

Please note that for environmental weight limits we will always include an exemption for vehicles gaining access to properties within the restricted area.

Any restriction should be largely self-enforcing, and its reason should be obvious to drivers and not cause them significant inconvenience or cost. Only Kent Police have the power to enforce such restrictions but may not be willing for its officers to spend significant time on this.

Where a weight or width restriction does not meet the criteria, an advisory "unsuitable for HGVs" signage or positive lorry direction signage may be considered more appropriate. Please note that an advisory sign would not be enforceable.

On occasion we receive requests to de-classify an A or B road, downgrading it to an unclassified road, as a way of limiting the number of HGVs using the road.

Whilst removing a road from the designated network of classified roads, reducing its significance in the national road network, can be initiated by local highway authorities, approval from the Secretary of State for Transport is usually required.

KCC highways, and highways nationally, does not have a programme for declassifying the strategic road network and we have to be aware that any restriction prohibiting traffic from using a certain route will redirect those vehicles to other nearby routes which could lead to increased use of even less suitable roads following the same parallel corridors.

It is also important to note that classified roads receive more frequent inspections and higher maintenance funding than non-classified roads. Declassification would reduce the prioritisation for funding and potentially remove routes from gritting, winter services, and other priority works allocated to the classified road network.

Site Requirements

- The entry point to the restriction must be sited at a point where oversized vehicles can turn away or advance warning must be provided.
- There must be suitable locations to install the signs on the entry points to the restriction (i.e. sufficient highway land, good visibility of the signs, clear of obscuring vegetation etc).
- A traffic survey will be needed to provide evidence of existing traffic for use in the assessment.
- There must be a suitable alternative route for vehicles to use to avoid the restriction.
- A Traffic Regulation Order (TRO) will need to be advertised. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid by the applicant.

Typical Costs

The cost of new width or weight limits will vary and will depend on the number of entry points into the restriction. Typical starting costs for the provision of a new width or weight limit are:

- Traffic Regulation Order from £3125
- Restriction entry signing (2x pairs of non-illuminated signs on new posts) from £686 each for width restrictions and £915 for weight limits which will be needed for each entry point into the zone.

Please note that the cost can increase significantly if any of the following additional costs are incurred:

- In certain circumstances the signs may need to be lit requiring lighting units and new power supplies.
- Vegetation may need to be cleared to provide sufficient advance visibility of the signs.
- Additional signs will be needed if there are any side roads not included in the TRO.
- Advance warning signs may be required.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

Zebra Crossing 6

Where pedestrians are having difficulty crossing a road, a new zebra crossing may be a suitable solution to deal with this issue. They consist of dropped kerbs, tactile paving, belisha beacons on posts and sometimes high friction surfacing on the approaches to help vehicles stop quickly.

These are only suitable where the existing speed limit is 30mph and below and pedestrian flows are medium to high throughout the day.

A signal-controlled crossing is usually preferable for high or very high pedestrian flows to reduce delays to traffic by grouping pedestrians and existing speed limit is 40mph and above (see relevant information sheet).

Site Requirements

- Existing 20/30mph speed limit. The measured 85%ile speed (the speed at, or below 85% of traffic travels) must be below 35mph for a zebra crossing to be safe.
- Street lighting must be in place to illuminate the crossing at night. If missing or insufficient it will need to be provided or upgraded at significant cost.
- Footways on both sides of the road, usually at least 1.8m wide.
- Nearby power supply for the belisha beacons.
- Good visibility for drivers and pedestrians (i.e. not on or near a bend, on a hill or obscured by trees or parked vehicles etc). The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85th percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m and at 30mph is 40m.
- Away from junctions (absolute minimum 5m from side roads and well away from signal junctions) and clear of private driveways.
- Pedestrian and traffic speed surveys will be required to justify the need and to assess the safety and operation of this type of crossing.

Typical Costs

Initially, a Pedestrian count and traffic speed survey will be required at a cost of approximately £800 for each location.

The cost for a basic zebra crossing then typically starts from about £50,000 but can increase significantly if any of the following additional costs are incurred:

- Resurfacing of the carriageway if the existing is unsuitable.
- Additional street lighting.
- Enhanced belisha beacons.

- Widened or extended footways.
- Pedestrian guardrail.
- Additional electrical costs if there is no nearby suitable supply.
- Kerb build-out to narrow the road at the crossing point.
- Drainage alterations.
- Enhanced construction materials.
- Traffic Regulation Orders (TRO) for changes to the speed limit, waiting restrictions etc.
- Utility alterations/diversions.
- Road safety audits giving independent safety advice on planned changes.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

Puffin Crossing (pedestrian) 7

Puffin crossings have replaced pelican crossings and are much more responsive to pedestrians' needs. They consist of dropped kerbs, tactile paving for people with vision impairments, traffic signals to control traffic flow and sometimes high friction surfacing on the approaches.

Puffin crossings are used to help pedestrians cross the road where traffic speeds are higher (40mph and above), and a zebra crossing would not be safe.

In addition, they are used at sites with high pedestrian flows to reduce delays to traffic by grouping pedestrians.

Site Requirements

- Street lighting must be in place to illuminate the crossing at night. If missing or insufficient it will need to be provided or upgraded at significant cost.
- Footways on both sides of the road, usually at least 1.8m wide.
- Nearby power supply for the traffic signals.
- Good visibility for drivers and pedestrians (i.e. not on or near a bend, on a hill or obscured by trees or parked vehicles etc). The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85th percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m.
- Away from junctions (absolute minimum 20m from side roads and well away from signal junctions) and clear of private driveways.
- On dual carriageway roads, the central reservation needs to be wide enough to accommodate a waiting area for pedestrians and effectively two crossings will be provided, one for each carriageway to minimise delays to vehicular traffic.
- A pedestrian count and traffic speed survey will be required to justify the need for the crossing and to assess the safety and operation of this type of crossing.

Typical Costs

The works cost for a basic puffin crossing typically starts from about £65,000 but can increase significantly if any of the following additional costs are incurred:

- Resurfacing of the carriageway if the existing is unsuitable.
- Additional street lighting.
- Widened or extended footways.
- Pedestrian guardrail.
- Additional electrical costs if there is no nearby suitable supply.

- Kerb build-out to narrow the road at the crossing point.
- Drainage alterations.
- Enhanced construction materials.
- Traffic Regulation Orders (TRO) for changes to the waiting restrictions etc.
- Utility alterations/diversions.
- Vegetation/tree clearance to ensure visibility of the signals.
- Alternative vehicle detection equipment if microwave detectors are not suitable for the site.
- Road safety audits giving independent safety advice on planned changes.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

Toucan Crossing (pedestrian and cyclist) 8

Toucan crossings are similar to puffin crossings, but they are also designed to be used by cyclists.

They consist of dropped kerbs, tactile paving, traffic signals to control flow and sometimes high friction surfacing on the approaches.

A Toucan crossing is only to be used if there is an existing or planned cycle route on both sides of the road that need to be linked.

Site Requirements

- Street lighting must be in place to illuminate the crossing at night. If missing or insufficient it will need to be provided or upgraded at significant cost.
- Footways and cycleways on both sides of the road.
- Nearby power supply for the traffic signals.
- Good visibility for drivers and pedestrians (i.e. not on or near a bend, obscured by trees etc.). The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85th percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m.
- Away from junctions (absolute minimum 20m from side roads and well away from signal junctions) and clear of private driveways.
- On dual carriageway roads, the central reservation needs to be wide enough to accommodate a waiting area for pedestrians/cycles and effectively two crossings will be provided, one for each carriageway to minimise delays to vehicular traffic.
- A pedestrian count and traffic speed survey will be required to justify the need for the crossing and to assess the safety and operation of this type of crossing. In addition, a cycle count will be needed unless this is part of a new cycle route.

Typical Costs

The works cost for a basic toucan crossing typically starts from about £70,000 but can increase significantly if any of the following additional costs are incurred:

- Resurfacing of the carriageway if the existing is unsuitable.
- Additional street lighting.
- Widened or extended footways.
- Pedestrian guardrail.
- Additional electrical costs if there is no nearby suitable supply.
- Kerb build-out to narrow the road at the crossing point.
- Drainage alterations.
- Enhanced construction materials
- Traffic Regulation Orders (TRO) for changes to the speed limit, waiting restrictions

etc.

- Utility alterations/diversions.
- Vegetation/tree clearance to ensure visibility of the signals.
- Alternative vehicle detection equipment if microwave detectors are not suitable for the site.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Road safety audits giving independent safety advice on planned changes.

Pedestrian Refuge Island 9

Where pedestrians are having difficulties crossing the road, an alternative to a formal pedestrian crossing is a refuge island.

This allows pedestrians to cross the road in two halves and is particularly useful on busier roads, where getting a gap in traffic in both directions at the same time is difficult and where a zebra or puffin crossing is not warranted.

Site Requirements

- There must be sufficient carriageway width within which to construct the island. A minimum of 10m road is needed to avoid the need to widen the road.
- There needs to be sufficient visibility of the crossing and pedestrians for approaching traffic. The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85th percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m.
- The crossing should ideally be sited where it is not hidden in a dip in the road or just over the crest of a hill as drivers will not be able to see it or any pedestrians using it.
- There needs to be a standard footway of 1.2m (absolute minimum) in width on either side of the road for pedestrians to use. If the kerbs are not dropped and tactile paving (to assist blind or partially sighted pedestrians) in place, this will need to be included in the project work.
- The island should be on, or close to the ‘desire line’ for pedestrians wishing to cross the road.
- The island must be sited so that it doesn’t obstruct the turn in and out of junctions or private accesses.

Typical Costs

The cost for a pedestrian refuge island with new dropped kerbs on either side of the road starts from about £10,300 but can increase significantly if any of the following additional costs are incurred:

- Widening of the carriageway to provide sufficient space to install the island. May be issues if not highway land as private land would need a land transfer and deed of dedication to publicly maintainable highway.
- Drainage provision or alterations.
- Enhanced construction materials.
- Relocation of street furniture (bollards, signs, streetlights etc.).
- Alterations or additions to the street lighting to ensure the crossing and users are visible in the dark.
- On traffic islands and pedestrian refuges, non-illuminated bollards may be used

however, should illuminated bollards or a high-level beacon requiring a nearby power supply be more suitable, this would be at additional cost.

- Utility alterations/diversions.
- Alterations to parking restrictions may be required to ensure the crossing point is kept clear.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Road safety audits giving independent safety advice on planned changes.

New Footway 10

Where pedestrians currently have to walk in the verge or carriageway, there may be a wish to provide a footway for them to use.

Consideration needs to be given to the number of pedestrians walking along a road against the practicalities and cost of providing a footway.

New footways typically consist of a new kerb (if not already present) with a 1.8m wide blacktop pavement behind.

The footway width may be reduced to 1.2m minimum at pinch points if necessary or widened if there is expected to be a high pedestrian flow or other special access requirements. If the verge is particularly wide, it may be preferable to leave a grass strip between the footway and carriageway.

Site Requirements

- There must be sufficient highway land on which to construct the footway (at least 1.8m wide).
- The land on which the footway is to be constructed should be reasonably level as an embankment or cutting may require retaining structures to be built at additional cost.
- Existing trees that need to be removed must not have a Tree Preservation Order.
- Obstructions such as signs, telegraph poles or lamp columns that need to be relocated must have a suitable location for them to be moved to.
- A new footway would usually connect into the existing network at either end or lead to a particular destination such as shops, a school etc.
- Dropped kerbs with tactile paving will need to be provided as a minimum at all road crossing points.

Typical Costs

The cost for a basic blacktop footway with kerbing typically starts from about £140 per linear metre based on a length of 100m length of footway.

Please note that this could increase significantly if any of the following additional costs are incurred, or short lengths of footway are required:

- If the verge is not level, a retaining structure may be needed.
- Drainage provision or alterations.
- Enhanced construction materials.
- Relocation of street furniture (bollards, signs, streetlights etc.).
- Additional construction costs at private vehicle accesses.
- Drop kerbs/tactile paving at crossing points.
- Vegetation/tree clearance.

- Utility alterations/diversions.
- Land acquisition costs if insufficient highway land is available. If land is required from private landowners, a Deed of Dedication would be necessary which would add to the cost.
- Accommodation works such as new fences or planting.
- Ecology/environmental surveys and resulting additional works.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Road safety audits giving independent safety advice on planned changes.

New Warning/Information Sign 11

KCC can look at providing warning signs where there is an identified and evidenced safety issue.

Scheme promoters should consider the potential visual intrusion of any new signage, particularly as many parts of the County fall within the Kent Downs AONB or Conservation Areas.

In addition, too many signs can lead to "sign blindness" where drivers start to ignore signs because there are too many and they lose their impact.

Generally, the number of traffic signs should be kept to a minimum, although this needs to take into consideration legal requirements, the need to address safety issues, and the benefits of providing highway users with appropriate information.

Site Requirements

- There must be suitable locations to install the signs. There should be sufficient highway land to ensure the edge of the sign face is at least 450mm back from the edge of the carriageway, good visibility of the signs and clear of obscuring vegetation.
- Chevron signs would require more land available due to the size of the sign, and this would be dependent on the speed of the road.
- The size and siting of warning signs should comply with Chapter 4 of the Traffic Signs Manual, which also sets out which signs must be mounted alone rather than with other signs.
- The proposed sign must be an authorised highway sign as defined in the Traffic Signs Regulations and General Directions 2016.
- Consideration should be given to minimising sign clutter and the visual intrusion of any new installation.
- Grey backing boards are not usually used unless there is an evidenced need, and yellow backing boards are only used at crash cluster sites.
- SLOW markings can be used next to a warning sign but not generally in isolation.

Typical Costs

The cost for a basic warning sign and post typically starts from about £635 but can increase significantly if any of the following additional costs are incurred:

- In certain circumstances the signs may need to be lit requiring lighting units and new power supplies.
- Vegetation may need to be cleared to provide sufficient advance visibility of the signs.

- The size of traffic signs depends on the information being displayed and speed of traffic. As the size increases, so does the cost of the sign and supporting post.
- On roads where traffic speeds are over 40mph, the sign assembly needs to be “passively safe” which means that special deformable posts may be needed to minimise the risk of injury in the event of a vehicle crashing into a sign. These special posts can significantly increase the cost of providing a sign.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

Kerb Build-out 12

A kerb build-out can be provided for a number of reasons. These include:

- narrowing the road as a traffic calming feature
- to bring a pedestrian crossing point out between parked cars to improve visibility and pedestrian safety
- to bring a bus stop out beyond parked cars, reducing the loss of parking needed to get the bus into the kerb to pick up passengers
- when placed either side of a junction the give way line can be brought forward to improve visibility for emerging vehicles.

Site Requirements

- The site requirements will vary depending on the type of build-out, size and location, but generally the build-out should be positioned so that it is not a hazard to traffic while still performing the required function. It is important to consider whether the build-out will be a hazard if there are no parked cars present.
- A build-out must not reduce the available carriageway width to an extent that large vehicles permitted to use the road are obstructed. Consideration should be given to large agricultural vehicles, for example, which may need to use roads occasionally in rural areas.
- Buildouts will need to be in areas with street lighting so that they do not become a hazard in the dark.
- Where buildouts are used to pinch the carriageway to a single lane, there must be sufficient forward visibility for drivers to see opposing traffic approaching.

Typical Costs

The cost for a basic build-out typically starts from about £3,000 but can increase significantly if any of the following additional costs are incurred:

- Advance warning signing or priority signing.
- Buildouts used as a pedestrian crossing point will need a corresponding dropped kerb and tactile paving on the other side of the road.
- Utility services may need to be altered or relocated (this can be very expensive, especially if there are fibre optic cables).
- It may be necessary to remove on-street parking and amendments to the existing Traffic Regulation Orders and associated signing and lining may be needed to accommodate the changes.
- Drainage alterations – these are likely to occur as buildouts tend to trap water that would previously flow in front of the kerbs to the nearest gully.
- Enhanced construction materials.
- Provision or enhancement of street lighting.

- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Road safety audits giving independent safety advice on planned changes.

Pedestrian Dropped Kerbs 13

Many pedestrians have difficulty crossing streets where there are full height kerbs.

This can include people with mobility issues, particularly those with walkers, wheelchairs or mobility scooters. They can also present issues to able bodied pedestrians notably parents with prams or pushchairs.

Providing dropped kerbs will help these pedestrians move around more freely.

Adding tactile paving will also help people with vision impairments to find the crossing points and guide them across the road.

Dropped kerbs an also be installed individually to assist people to gain access to a parking area or similar.

Site Requirements

- Footways on both sides of the road if the dropped kerb is used for a crossing point.
- Located at a safe point with good visibility for drivers and pedestrians. The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85th percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m.
- On, or close to the ‘desire line’ for pedestrians wishing to cross the road.
- Located where they will not be obstructed by parked vehicles.

Typical Costs

The works cost for a basic pair of dropped kerbs typically starts from about £1260 but can increase significantly if any of the following additional costs are incurred:

- May be an additional cost to provide tactile paving.
- Additional or extended footway links to connect the crossing point into the nearby footways.
- Drainage alterations (drainage gully gratings in particular can be an issue for wheelchair and buggy wheels etc. and can also trap heels and so should be relocated or the crossing point moved away from them).
- Road marking renewal or alterations.
- Utility alterations/diversions.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

School Keep Clear Markings 14

Parked vehicles near an entrance to a school can be a hazard for children, obscuring their view of traffic and vice-versa.

A School Keep Clear marking prohibits stopping or parking in the vicinity of the pedestrian entrance(s) to the school to deal with this issue.

They can also help to keep an area clear of parking for a crossing patrol to operate safely.

The marking can also be used for combined vehicle/pedestrian access but would not usually be marked for solely vehicular accesses.

The markings only apply Monday to Friday during term times and can either operate for periods at the start and end of the school day or can be continuous between these two time periods depending on the particular local requirements.

Site Requirements

- The markings can be provided to protect entrances normally used by pedestrians and can be between 25.56m and 43.56m long in steps of 6m.
- If the school has more than one pedestrian entrance, then multiple markings can be provided but their overuse can reduce their effectiveness if drivers cannot find anywhere else to stop.
- There must be somewhere suitable to site the time plates and posts that accompany the markings.
- Currently, a Traffic Regulation Order (TRO) is required for the marking to be enforceable by the local Parking Attendants. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid by the applicant.
- Pre-consultation engagement will need to be carried out by the scheme promoter prior to the formal Traffic Regulation Order (TRO) being advertised to ensure there is community support.

Typical Costs

The cost for the Traffic Regulation Order starts from £3125 and the installation of a basic School Keep Clear and associated signs typically starts from about £915.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Any existing controlled parking bays will need to be removed, and the relevant TRO amended to reflect the change.

- Vegetation may need to be cleared to provide sufficient visibility of the signs.
- If more than one marking is required there will be extra costs for the markings and signs.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- If the school changes its access arrangements or operating times, it is expected that they will fund any changes to the TRO and/ or Keep Clear markings and signage.

Waiting Restrictions 15

In some locations, irresponsible parking can cause a safety hazard or obstruction. Each request for double yellow or single yellow lines is assessed and considered on a case-by-case basis.

It is imperative that the Parish/Town Council or County Member carries out Pre-consultation engagement with affected residents to ensure there is community support, as any restriction could cause displacement of vehicles to a more unsuitable location.

Enforcement and ongoing maintenance of restrictions is the responsibility of the District/Borough Council as the local parking authority.

Site Requirements

- If supplementary signs are required, there must be somewhere suitable to site the time plates and posts that accompany the markings.
- A Traffic Regulation Order (TRO) is required for the marking to be enforceable by the local Parking Attendants. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid by the applicant.
- Pre-consultation engagement will need to be carried out by the scheme promoter prior to the formal Traffic Regulation Order (TRO) being advertised to ensure there is community support.

Typical Costs

The cost for the Traffic Regulation Order starts from £3125 and the installation of lines, and associated signs where single lines are installed, typically start from about £800.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely, including no parking cones. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Amendment to existing road markings.
- Resurfacing of the carriageway if the existing is unsuitable.

Keep Clear Markings/Yellow Box Markings 16

Keep Clear Markings:

White “Keep Clear” markings tend to be over-used and should only be used where traffic waiting at a junction blocks traffic at another junction where waiting times would be unacceptable, or to indicate where a road should be kept clear of waiting or parked vehicles to allow access to side roads. They could be used outside of premises but the above applies and only if the premises is used by the general public.

Yellow Box Markings:

Yellow box markings are a strategic tool used to maintain traffic flow. They are mainly used on the principal road network, but may be used on lower classes of road, where traffic blocks a junction, and indicate that a road must be kept clear of waiting or queuing vehicles to allow access to side roads.

In Kent, yellow box markings have historically been overused and are expensive to install and maintain. To maintain the usefulness of yellow box markings the marking will only be considered for installation at specific locations.

Site Requirements

- A traffic survey should be carried out to determine the extent of the problem.
- A good quality road surface is required before road markings are installed.
- A Traffic Regulation Order (TRO) is not required to install a yellow box marking, although the views of the Police should be sought before installation as marking is subject to the Road Traffic Act.

Typical Costs

The installation of a ‘Keep Clear’ typically starts from about £172.

Please note that all costs can increase significantly if any of the following additional costs are incurred:

- The carriageway may need to be resurfaced to provide a sound, even surface, if the existing is unsuitable.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

Bollards and Pedestrian Guardrail 17

Bollards are often requested to prevent vehicles parking on the verge or footway and potentially causing significant damage to highway infrastructure or statutory undertakers services.

Bollards should only be provided where they are needed and where alternative solutions have been considered and rejected. Bollards are frequently damaged, costly to maintain, and add to general street clutter. They can also present a hazard for people with visual impairments and restrict available footway width.

KCC is unable to install any measures to protect private property in the footway or verge. Trying to barrier or deflect vehicles in this way could cause additional safety risks and likely increase the severity of any injuries. Nationally there is a move to make road environments more passively safe by reducing the scale and amount of street furniture alongside the carriageway.

This is not just for the purpose of reducing injury severity of vehicle occupants, but also of other road users. When barriers and bollards are hit or vandalised, they are often left in a dangerous state for example in some cases damaged bollards are left blocking footways forcing pedestrians to walk in the carriageway.

KCC has a policy of not installing physical features to protect private property, and this is partly due to ongoing maintenance considerations, but also due to longer term highway safety as outlined above.

Pedestrian guard railing (PGR) is intended to reduce the likelihood of pedestrians entering the carriageway where a pedestrian access is located.

Whilst the use of pedestrian guard railing in appropriate locations can contribute positively to highway safety, it has historically been over-used, placing unnecessary restrictions on people's freedom of movement and adding to street clutter.

Given the current desire to improve the street scene and make the public realm a more pedestrian and cyclist-friendly environment, the use of pedestrian guard railing has to be carefully considered and will only be installed where there is an evidenced problem that could be reduced by the use of guard railing.

Site Requirements

- Under current standards, we are unable to install bollards or PGR where the minimum footway width following their installation is not met. Current rules require minimum footway widths of 1.2 metres be maintained where new highway works are taking place.
- Bollards and PGR must be set back at least 450mm from the edge of the carriageway.
- We are unable to install bollards or PGR on verges which are service strips,

housing utility plant and cables.
- Generally, bollards will be wooden or of recycled plastic construction, as these are cost effective and safe. Plastic bollards will be provided in black except where they are required to match existing bollards or street furniture. The use of metal bollards, including traditional cast-iron bollards, is not generally permitted in Kent, as they can result in injury if struck by vehicles.

Typical Costs

The cost of a standard bollard is approximately £275.
The cost of a standard pedestrian guardrail is £100.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Depending on the site and what is trying to be achieved, there may be different fixing requirements.

One Way System 18

A one-way street allows vehicles to move in one direction down the road. 'No-entry' signs are used to prevent vehicles travelling the wrong way along the road, and sometimes road junctions are redesigned to make it difficult to turn against the flow of traffic. For traffic travelling in the correct direction, arrow signs are used to show it is a one-way street.

When considering one-way systems, it helps to fully understand the problem that is trying to be resolved. One-way systems are generally used as a last resort and should be short in length. It is therefore important to first consider whether or not there are any other improvements that could be made which would address the issues being experienced.

One-ways can only be investigated if there is evidence of substantial local support as they can often lead to increased driver speeds, as motorists are aware that they will not meet oncoming vehicles and can lead to notable diversions.

Consideration also needs to be given to bus routes as any change to one-way could risk losing services which would likely be very unpopular. One-way systems can also have a negative impact on any side roads causing rat running through smaller streets.

Site Requirements

- Ideally not on a bus route or where the road has a width or weight restriction.
- Is there a suitable, short diversion?
- A traffic survey will be required to show how many vehicles are travelling in each direction along the road(s) in question which will help demonstrate the best likely format/ direction of any new one-way system according to the existing driver behaviours. Where the directional split is 50/50, it may be difficult to determine a workable one-way scheme as rerouting traffic would impact the same/similar number of drivers. Additionally, where traffic count/volume in either direction is very high, rerouting all of the movements in one direction may have an impact on other junctions.
- Highway land should be available to install one-way signs.
- Pre-consultation engagement will need to be carried out by the scheme promoter prior to the formal Traffic Regulation Order (TRO) being advertised to ensure there is community support.
- A Traffic Regulation Order (TRO) for the one-way system will need to be advertised and if there are sufficient valid objections, a report to the Joint Transportation Board will be required and the recommendation may be not to implement the one-way system.

Typical Costs

The cost of one-way system will vary and will depend on the number of signs required. Typical starting costs for the provision of a one-way system are:

- Traffic Regulation Order from £3125.

- One-way signs (2x pairs of illuminated signs on new posts) from £745. each.
- No entry signs and new posts £745.
- Carriageway markings (arrows or no entry markings) may be required from approximately £35 each.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Additional electrical costs if there is no nearby suitable supply.

School Flashing Lights (Wig Wags) 19

There are two types of Flashing school signs, also known as wig wags; one consists of flashing lights, designed to emphasise the school warning sign in locations where there may be other distractions that may stop a driver from seeing this sign. The other is used in conjunction with a part-time advisory 20mph speed limit near the school.

To retain their impact, wig wags installed solely to emphasise the school warning sign should only be used at high-speed sites, where the 85th percentile (the speed at which 85% of vehicles are being driven at or below) is above 35mph or on a busy road.

Advisory 'School 20' signs should only be used on single carriageway 30mph roads.

Site Requirements

- A speed survey may be required to determine the average and 85th percentile speeds.
- There would be a need to engage with the nearby school to ensure they are willing to take on responsibility for liaising with Kent County Council should the wig wags stop working/ need reprogramming.
- If new signs are required, suitable highway land must be available to install them.
- A nearby suitable electrical supply, such as a streetlight, would be required.

Typical Costs

Costs for the installation of wig wags start from: £3000. Please note that this can increase significantly if any of the following additional costs are incurred:

- Additional electrical costs if there is no nearby suitable supply.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- **Future maintenance:** Asset suitability would need to be reviewed once it has reached the end of its serviceable life and there is no guarantee that it would be replaced. If it is to be replaced, a funding source will need to be found by the scheme promoter.

Traffic and Pedestrian Survey 20

Traffic Surveys are necessary to provide data for designers to use when developing new works on the highway and when considering speed limit changes.

Traffic counts fall into two main categories, automatic or manual. Automatic counts involve equipment placed in or alongside the highway. The most common of these is the ATC tube survey which consists of a pair of tubes laid across the carriageway which are connected to a data logger that allows reports such as traffic volume, speed and vehicle classification to be generated. This type of count would generally be carried over a 7-day period.

Manual counts are carried out by people on the ground (enumerators), by video recording or Automatic Number Plate Recognition (ANPR) cameras and are typically carried out over a 12-hour period from 7am and 7pm. They are used for junction turning counts, origin and destination (OD) surveys, pedestrian and cycle surveys, parking and queue length surveys.

OD Surveys can also be carried out by a roadside survey however this requires the Police to be involved to stop the vehicles.

Site Requirements

ATC tube surveys ideally need:

- to be situated on straight stretches of road, away from junctions, bends, on street parking or other factors that might affect data collection.
- a secure fixing point at the survey site in order to attach the counter, i.e. a lamp column or signpost is ideal.
- to avoid all school holidays, particularly Summer Holidays, as well as the winter months due to ice/snow on the road and the Christmas period.
- Manual surveys have no particular site requirements other than a suitable location for the enumerators or video equipment to observe from with an unobstructed view.

Typical Costs

The cost for a single ATC tube survey is around £95 for a week of data collection. A simple manual count (12 hours) such as a pedestrian count for a new crossing is from £800.

Please note that this can increase if any of the following additional costs are incurred:

- Longer than standard survey durations.
- Surveys on dual carriageways.
- Prices for ATC surveys are for single locations. Additional ATC counts that are

carried out at the same time and general area as the first will incur an additional charge, but this will be less than for the single count.

- Counts on higher speed roads will require additional traffic management which will incur extra costs.
- Manual surveys that are more complex and require additional people or video equipment.

Vehicle Activated Signs 21

Fixed electronic warning signs are installed at locations throughout the county as a road safety education tool. The most common application is to remind drivers of the prescribed speed limit and activate when the Kent Police enforcement threshold is exceeded.

These signs are non-mandatory and non-statutory; therefore, they cannot be legally enforced and must be supported by other adjacent legal signage. Every location must have either a crash history or speed related problem that has not been addressed by the use of other engineering measures, such as gateways, build outs or white lining improvements. For speed related applications, comprehensive survey data will be required to evidence the issue, as electronic signs are a last resort option. Whilst the signs have a positive impact, the benefits are short-lived and decline over time.

A variety of sizes and prescribed legends can be used, including: 30mph, bend/junction warning, road narrows or school; each with an optional SLOW DOWN message. However, the use of smiley/sad faces or “Thank You” is not permitted within the regulations.

Installation and maintenance

All VAS requests are managed by the Traffic Operations and Technology Team, who are responsible for the siting, installation, annual inspection and maintenance. All SID apparatus must be procured through this agreed process to ensure the safe delivery of an effective scheme using tested and approved suppliers. Many manufacturers offer similar equipment, but unauthorised installations on (or adjacent to) the highway will be removed.

A considerable number of the existing VAS have exceeded their predicted life of six years and are obsolete. A small stock of components has been salvaged from damaged/faulty signs in order to effect repairs and extend the life of the remaining assets, although this may not be possible. As these are not safety critical devices, a full assessment and speed survey of the ongoing issue will be needed, as a VAS may no longer be the best solution, even in situations where a VAS has been installed previously; SpeedWatch data are *not* a comparable substitute.

The signs can be either solar or mains powered, although the preferred option is to use a solar panel which affords more flexibility in locating the sign for remote situations. However, due to adjacent vegetation or structures these are not always viable, and a dedicated mains power supply will be required. All mains powered VAS require a dedicated UKPN connection, feeder pillar and a specific investigation but can significantly affect the cost and timescale.

Proposed sites will be assessed on an individual basis; there are no specific criteria, but each must be within the highway boundary, be supported by mandatory signage, not cause an obstruction nor other safety concerns. This equipment cannot be attached to existing signs or lamp columns and must not distract drivers or obscure hazards. Therefore, not all sites will be suitable for a VAS, although every effort will be made to accommodate the request.

This equipment will ***not*** be installed in 20mph zones as these should be self-enforcing.

Delivery time will be approximately three months from the order being placed and each sign comes with a six-year warranty from the manufacturer.

Finance

There is no funding available for the routine replacement of faulty signs, as they are not safety critical assets. Elected County Councillors have often used their member funding allocation to support the installation or replacement of VAS equipment, optionally with a contribution from the Parish Council. Below are examples of typical VAS used in Kent:

	**Speed repeater sign, 300mm diameter** This option includes: • Site visit, land ownership check and utility surveys • Post installation and labour • Solar/mains powered 30mph roundel • Ongoing maintenance and electrical testing
	**Speed repeater sign, 450mm + flashers** This option includes: • Site visit, land ownership check and utility surveys Post installation and labour • Solar/mains powered 40mph roundel with flashers • Ongoing maintenance and electrical testing
	**Speed repeater sign, 450mm + flashers + SLOW DOWN** This option includes: • Site visit, land ownership check and utility surveys • Post installation and labour • Solar/mains powered 30mph roundel with flashers and SLOW DOWN • Ongoing maintenance and electrical testing
	**Hazard warning sign, 600mm + SLOW DOWN** This option includes: • Site visit, land ownership check and utility surveys • Wide base post installation and labour • Solar powered bend warning triangle with SLOW DOWN • Ongoing maintenance and electrical testing

An alternative scheme is available using a portable speed indicator device (SID) which is managed locally by parish volunteers. This gives more flexibility than a VAS, does not require a speed survey and is a community-based asset – a separate leaflet on this is available.

Parish Speed Indicator Device Scheme 22

Parish Councils are often concerned with speed related issues in their local area. To assist we have created a scheme using a portable Speed Indicator Device (SID) as an alternative to the fixed electronic sign.

This comprises a single SID unit used in rotation across multiple fixed poles within existing 30mph zones as a driver education tool. It cannot be used for enforcement purposes and not suited to use in 20mph areas due to the sensitivity of the radar unit and reduced effectiveness.

Please be aware this scheme is not affiliated to SpeedWatch, as each have specific requirements and serve different purposes. Active SpeedWatch sites are not necessarily suitable for the SID; each proposed location will be assessed on an individual basis but must be within the highway boundary.

All SID apparatus must be procured through this agreed process to ensure the safe delivery of an effective scheme using tested and approved suppliers. Many manufacturers offer similar equipment, but unauthorised installations on (or adjacent to) the highway will be removed.

Sign equipment

Each SID is battery powered and can be moved by a single person and supplied with a charger and spare battery to allow it to be swapped when necessary. Delivery time is approximately three months from the order date, which will be after a suitable scheme has been agreed.

Two versions are available (Mini or Advanced), but both have the same size electronic panel to show actual speed. The use of smiley/sad faces or “Thank You” is not permitted within the regulations. For vehicles above 25mph the speed is displayed, which flashes for those above the 30mph limit and then blanks at 40mph to discourage “high scores”. The Advanced sign includes a ‘SLOW DOWN’ legend but is notably heavier. The SID is easily moved between locations with the correct training and requires no tools to be used on site.

Battery life is dependent on traffic volume but estimated at up to four weeks for the Mini SID and one week for the Advanced version. There is no option for a solar powered system as this creates additional risks when moving the sign, and mains power prohibits portability.

The SID can be supplied with data collection to allow downloading to a spreadsheet via Bluetooth. However, these data are indicative and not a substitute for a formal traffic survey.

Poles and brackets

Proposed sites will be assessed on an individual basis; there are no specific criteria, but each must be within the highway boundary, at least 150m inside 30mph speed limits, not cause an obstruction and away from junctions or bus stops. The SID cannot be attached to existing signs or lamp columns and must not distract drivers or obscure hazards. No locations will be agreed where traffic management is required to access and relocate the SID.

A minimum of three posts are required per SID, with a bracket for each, to a maximum of five sites per sign in order to retain overall effectiveness. For maximum benefit, these locations should be well distributed and not on a single corridor. All agreed locations will require a 4m high post to be installed which will remain empty when not in use.

A local consultation exercise must be undertaken by the Parish Council prior to agreement of the SID to ensure that residents have an opportunity to comment on the proposal. Evidence of this will be required, as any objections will need to be considered and may affect the plans.

Relocation and site safety

To comply with national regulations, the SID must not remain in one location for more than eight weeks so need regular relocation. Local volunteers will need to be responsible for the regular SID movement between the agreed sites, battery charging and data retrieval.

Training will be given on the SID setup and mounting/removal, but it is a very simple process. The use of hi-visibility vests and PPE by the volunteers is essential during the SID relocation and the Parish Council must carry out a risk assessment for the movement of the signs including parking/access for each location.

A Memorandum of Understanding to define the roles and responsibilities of each party will need to be signed, although the SID will be the property of the Parish Council.

Maintenance

The sign has a 12-month warranty from the manufacturer who will liaise directly with the parish council on any technical issues. Replacement batteries, new brackets or extra poles are available but must be discussed with the KCC Traffic Operations and Technology Team to ensure compatibility.

It is strongly advised that the SID is covered by Parish Council insurance, as in the event of theft or third-party damage we are unable to provide a replacement.

Finance

It is not possible to provide a price as each scheme will be based on the specific requirements but will include:

- Site visit, land ownership check and utility surveys
- One SID with optional data collection facility, two batteries and a charger
- Galvanised poles with mounting brackets at each agreed site, including post installation and minor traffic management
- Delivery, handover on site, training and padlocks with keys

Mini SID

(recommended)

8kg SID + 4kg battery

Advanced SID

12kg SID + 12kg battery

Safer Road Users Behaviour Change Toolkits 23

Parish Councils are often keen to address behaviours such as speeding and anti-social driving when sharing the road with vulnerable road users in their local area.

The key to implementing any successful engineering scheme is for it to be delivered in collaboration with education, training, publicity and enforcement for all road users.

The Highway Improvements Team (HIT) works with Safer Road User colleagues to offer a number of resources, to support Parish and Town Councils to encourage safer driving through your towns and villages.

The most popular are our **speed toolkits**, which are designed to encourage compliance of **20mph** and **30mph** speed limits by providing the tools, assets and information needed to successfully communicate this message and consists of posters, car stickers. bin stickers and road banners.

There is more information available at [Speed - KCC Road Safety (kentroadsafety.info)]

We are also able to provide a toolkit that can be used to warn/ educate drivers of pedestrians and other vulnerable road users.

The **Share the road toolkit** can be provided to Parish and Town Councils to print out/utilise as you wish. The intention is that this toolkit will provide an alternative solution where 'Pedestrian in road' warning signs may have been requested but may not be suitable (for example due to lack of verge space making sign installation difficult).

Please contact your Community Engagement Officer if you would like any of the above toolkit

It may not always be possible to install a physical engineering measure in response to a community's concerns but your Community Engagement Officer will also be able to liaise with the Safer Road Users Team to determine what resources may be available to help communicate key messages to the local area.

Don't forget to also follow Kent Road Safety on social media; there are a variety of ongoing posts and campaigns that you are welcome to share and use in your communities.

Quiet Lanes 24

The objectives of Quiet Lanes are to preserve the character of country lanes, to reduce traffic dominance and vehicle speeds, to encourage drivers to look out for and be more mindful of non-motorised road users and, thereby, to encourage more journeys on foot, by bike or by horse.

Occasionally a Parish/Town Council may be considering the introduction of a Quiet Lane with the intention of helping to preserve the character and tranquillity of their rural area and encourage an increase in non-motorised users, whilst maintaining vehicular access.

The idea is to make motorists more aware of non-motorised users and, over time, to reduce the number and speed of motor vehicles by changing attitudes ('hearts and minds') of local residents and other road users) rather than lowering the speed limit or using physical measures for enforcement.

Ideally Quiet Lanes link homes with shops, bus routes, schools, workplaces, village halls, pubs and other local amenities, allowing people to use non-motorised modes of transport in preference to cars for short journeys.

Generally, a Quiet Lane in urban areas will have a speed limit of 20mph and daily traffic flows less than 2,500 traffic flows and in rural areas a speed limit of 40mph and daily traffic flows of less than 1,000. They will have good visibility for all users and include traffic signs and road markings. Drivers of vehicles should be expecting to see walkers, cyclists and horse riders.

A community-based approach to Quiet Lanes is required to develop a consensus and to encourage a change in road user behaviour of local people in a rural context as local buy-in for the idea is essential as is a robust and continued road safety campaign to highlight to all traffic the purpose of the Quiet Lane. Before developing a proposal, a comprehensive public consultation, including at least one local public meeting is required along with publishing the intention in a local newspaper and allowing at least 21 days for formal replies.

However, it is important to bear in mind that Quiet Lanes can be resource intensive to develop and deliver and an ongoing programme of engagement and publicity with local people and interest groups is needed to maintain the benefits in the long term. Any scheme should be seen as a long-term project which needs continued attitude changes brought about by regular road safety messaging and continued local community input.

The cost of implementing Quiet Lanes can also vary depending on the measures required to aid compliance as they can range from just simple entry/exit signs on wooden posts to vertical and horizontal treatments, surface treatments and road markings. Quite often on rural lanes, this can detract from the rural nature of the road

and so needs careful and sympathetic designs. The advertising and road safety campaigns can add a significant amount to the costs.

Whilst there are some advantages to the implementation of Quiet Lanes, in practice it has been found that they have little perceived benefit. A report produced by TRL Ltd for the Countryside Agency back in 2003 following the implementation of The Greensand Ridge Quiet Lane scheme, concluded that, whilst there was a small, declared increase in non-motorised use and decrease in motorised use, as well as a declared increase in careful driving, it also found:

- No change in measured traffic on Quiet Lanes, despite large increases on adjacent roads
- No significant change in measured vehicle speeds on Quiet Lanes
- Observed increase in pedestrians but numbers remain low
- Sustained strong support for the scheme but about half say it is not working in practice
- There remain some concerns over safety
- There remain perceived problems with quiet lanes

Community Speedwatch (CSW) 25

Parish Councils are often keen to address speed related issues in their local area.

Operating at carefully selected sites on roads in 20mph, 30mph and 40mph speed limits, a group typically of three CSW practitioners monitors the speed of passing vehicles using a portable speed indication device.

Details of vehicles travelling at or above nationally specified thresholds (25+, 35+ and 46+mph) are recorded and reported. The registered keepers of vehicles observed repeatedly or 'high-end' speeding anywhere in Kent in the previous 12 months are then sent advisory letters by Kent Police.

In order to access this scheme, communities will need to identify a number of volunteers to carry out Speedwatch. You will need to gain access to Speedwatch equipment which includes an approved speed measuring device. Speedwatch equipment typically costs in the region of £2,000, however it is common for groups adjacent to other active Speedwatch groups to share equipment and there may be opportunity to borrow equipment also.

KCC may be able to assist with the funding of this equipment. Please speak to your Community Engagement lead.

You need to contact Kent Police to discuss where you would like to operate Speedwatch in your community; they will be able to run through the site risk assessment process and training for operators.

There is more information available on:

www.kent.police.uk/speedwatch

Lorry Watch 26

The issue of lorries using unsuitable routes is a difficult problem to deal with. On a strategic level the council has adopted a Freight Action Plan that has a specific objective to try and tackle the routing of HGVs. The intention is to encourage the use of strategic roads for the transportation of goods across the county to minimise the impact on communities. However, it must be recognised that the economy needs be supported, which means that local companies will sometimes use smaller roads to continue their businesses.

There is a scheme we can help set up called Lorry Watch. This scheme aims to empower local residents to record the details of HGVs that are inappropriately using a road. This data is passed to the Freight Officer at KCC who will remind the company in question to adhere to traffic restrictions and to remain on the strategic network where possible. They do not always get a response, but where they can, they will discuss alternative and more appropriate routes with the business. Kent Police is no longer involved in Lorry Watch due to resourcing concerns.

A record of the incident will also be recorded by KCC's Freight Team so any specific trends can be identified and to help build a picture of the numbers of lorries using the road and which companies are using it.

The Lorry Watch Scheme is run via Parish/Town Councils and public liability insurance will be required prior to commencing with the scheme.

Lorry Watch has proven very successful in a number of locations around Kent. We are told that the temporary Lorry Watch signing alone has shown significant decreases in HGV traffic in some areas. Further information can be found at https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/lorries-and-hgv/lorry-watch.

Please contact the Freight Team at freight@kent.gov.uk if you require further information.

Parking Around Schools and School Travel Plans 27

Irresponsible parking is a constant issue for KCC, as Highway Authority, and schools across the county. The problem that we face is that parents do ultimately have to be able to park somewhere and we are limited in what physical engineering we can introduce that will change this behaviour. Even parking restrictions are only as effective as the District/ Borough Council's ability to enforce these during peak times.

However we appreciate that parking by parents dropping off and picking up their children from school can be hugely disruptive and frustrating for residents and businesses and KCC does work hard to support Kent schools to educate parents through a number of different initiatives, details of which had been provided below.

Responsible Parking Toolkit

This initiative has two aspects; Schools can request a selection of free resources – such as banners, interactive flyers, and information leaflets – all of which encourage responsible and considerate parking, with options and differing designs depending on what specific issue a particular school faces ("keep off the zig zag lines", "pavement parking", and "be considerate of our neighbours", to name a few). The other aspect of the Responsible Parking toolkit is the Responsible Parking website; here ideas and best practice are shared regarding the distribution of the responsible parking messages. Schools can also use the online "catalogue" to order their free resources.

School Travel Plans and Jambusters

Schools are also encouraged to create and maintain a School Travel Plan (STP) using KCC's Jambusters system -Travel Plan Management System (jambusterstpms.co.uk)

This website provides schools with the ability to log in to their own individual profile where they can follow a template to produce a KCC approved Travel Plan document.

They will also be able to easily update this annually to ensure the information is kept accurate year on year and receive relevant correspondence from the KCC Transport Planner. On the website's homepage Parish Council's or members of the public can search for any school's most recently produced Travel Plan.

There are lots of free resources available to Kent schools and many of those can be accessed via their online travel plan management system Jambusters

Grant Funding

When a school is engaged and has a STP Co-ordinator assigned on their Jambusters profile, they are invited each year to apply for up to £5k grant funding, towards projects that promote and enable sustainable and active travel.

For example, successful applications can include cycle/scooter shelters, welly storage, EV charging points, footpath improvements etc.

School Streets

The School Streets scheme involves temporarily closing a road to motorised traffic outside a school during peak drop-off and pick-up times, during term times only.

School Streets offers a proactive solution for school communities to tackle air pollution, traffic congestion, and poor health & safety. These schemes encourage healthier lifestyles through increased active travel to/from school, by restricting motorised traffic at peak morning and afternoon times, to create a safer, healthier, and cleaner “School Streets Zone” outside the school entrance.
If you’d like to find out more about these schemes, we can provide a School Streets guide document which recaps the benefits, the considerations, and provides more detail about how these schemes are implemented.

There are many factors we must consider when we assess the suitability of a site for a School Street scheme, and a scheme can only be explored if a school expresses interest. Undoubtably these can be fantastic schemes with incredible outcomes including reducing the number of cars used on the school run, creating a calmer environment for staff and families at peak times, improving neighbour relations, improving children & families’ health and wellbeing, significantly improving the children’s readiness to learn each morning.

Above all, School Streets ultimately improve the safety and experience of the most vulnerable road users as they travel to/from school each day.

Walk Once a Week programme (WOW)

Kent County Council’s Active Travel Team has recently partnered with Living Streets to run a Walk Once a Week (WOW) scheme in schools which encourages students to walk, wheel or cycle to school instead of drive.

Children will earn badges every term for travelling sustainably to school. On average, WOW schools see a 30% reduction in car journeys taken to the school gate and a 23% increase in walking rates.

We have 11 schools in Kent signed up so far with great feedback received around how this initiative has supported the schools desire to improve how their families travel to school and the excitement and competitiveness, amongst both the children and their adults, that collection of the badges has created.

For more information on this scheme please visit WOW - the walk to school challenge (livingstreets.org.uk).

There are costs involved in delivering both the School Streets and WOW initiatives, but we would encourage you to liaise with your Community Engagement Officer to discuss both suitability of either scheme for the school(s) in your area, as well as funding opportunities.

Safety Cameras 28

At Kent County Council (KCC) we receive hundreds of requests each year for speed/safety cameras, but it is not possible to install cameras at all requested sites.

Installation of Safety Cameras in Kent & Medway is managed by the Kent and Medway Safety Camera Partnership (KMSCP). The policy that the Partnership adheres to and the key criteria it follows when considering a site is outlined on their website at Camera criteria - Kent & Medway Safety Camera Partnership (kmscp.co.uk).

Fixed safety cameras are probably the most requested form of camera enforcement, and these can be installed where three or more people have been killed or seriously injured in speed-related crashes, over a 1.5km stretch of road, in the three years prior to installation. Alternatively, they can also be considered where there has been a history of speed-related crashes at single sites or along a route where a robust investigation by KCC, as Highway Authority, has determined a safety camera to be the most appropriate measure to mitigate evidenced crashes.

The use of safety cameras should be seen as a last resort measure, once all other justifiable solutions have been exhausted and so any concerns of speeding should be discussed with your Community Engagement Officer via the Highway Improvement Plan (HIP) process in the first instance.

There is also a common misconception about the income made from these cameras and it should be noted that Kent County Council does not receive any income from fines paid as a result of being caught speeding by a safety camera.

Moving Traffic Enforcement (ANPR Cameras) 29

As of May 2022, Kent County Council (KCC), as local highway authority, is permitted to use approved camera devices to enforce moving traffic contraventions (previously moving traffic offences could only be enforced by the police under criminal law). These powers do not replace those already held by the Police, who are also able to carry out enforcement.

Implementation and operation of moving traffic enforcement is managed at a countywide level by KCC's Network Management Team. However, it may be that Parish/Town Councils believe that these powers may offer a solution to some of the issues you are already experiencing with regard to poor compliance with existing movement restrictions, including (but not limited to) bus gates, one-way traffic, no right turn/left turn for vehicular traffic, no entry, motor vehicles prohibited, box junction markings etc. Speed limits are not permitted to be enforced by local highway authorities and remain the responsibility of the police.

It should be noted that this legislation is not intended to resolve subjective matters that cannot be evidenced, perceived amenity matters relating to quality of life, or matters that restrict the legitimate use of the highway network, such as rat running.

Local authorities are not duty-bound to enforce every sign or marking and Ministers have only agreed to implement the civil enforcement of a specific list of traffic signs. Enforcement shall therefore only be used to target problem locations where a need can be justified and the facts of existing contraventions evidenced.

It is also important to note that moving traffic enforcement should be considered as the last resort, once all other engineering methods have been tried in order to make an improvement to the network, and will only be applied where action is needed to meet one of the following objectives:

- 1. Improve road safety
- 2. Reduce network congestion
- 3. Increase public transport reliability
- 4. Improve Air Quality
- 5. Increase the lifespan of highway assets

As such, any concerns of poor compliance should be discussed with your Community Engagement Officer via the Highway Improvement Plan (HIP) process in the first instance.

At any location where it is considered that contraventions could be avoided by reasonable improvements to the highway or to traffic signing, such improvements should be made, and appropriate monitoring carried out before enforcement action is considered.

In order to determine whether or not deployment of moving traffic enforcement is the most suitable solution at any given location, local highway authorities are required to undertake extensive due diligence for every installation. KCC is therefore duty bound

to ensure that the following has been undertaken before moving traffic enforcement can be considered:

- Collection of supporting evidenced data detailing the issues at the site. Social media posts and subjective views do not constitute supporting evidence.
- Identification of a clear purpose and objective for enforcement, relating this to one of the 'TMA Key Objectives'.
- Ensuring that Traffic Regulation Orders (TROs) and traffic signs are accurate, meaningful and lawful.
- Engagement with Kent Police.
- Carrying out a public consultation on the detail of planned civil enforcement of moving traffic contraventions.
- Consider, address and mitigate any concerns raised as a result of the consultation, making sure reasonable steps have been considered to resolve any concerns.
- Carrying out effective public communication and engagement as the council considers appropriate, for example using local press and social media, and that this will continue up to the start of enforcement and for a reasonable period thereafter.
- Ensuring funding is available for all the relevant equipment and design works and on street modifications.

In addition, the realities of enforcing the prescribed signs needs to be recognised as there can be limitations as to what can be achieved on street. Furthermore, some sites may have very low contravention levels so run the risk of operating at a deficit. This is why formal surveys are undertaken in advance to establish the level of contravention, and the benefits enforcement may bring.

All costs incurred with the implementation and installation of new moving traffic enforcement sites would be borne by the scheme promoter. This will include but not limited to: Scheme designs costs, Consultation fees, Traffic Regulation Order processes and physical infrastructure costs (civil engineering and technical equipment).

For more information please visit the kent.gov.uk website at: Enforcing moving traffic offences - Kent County Council.

Appendix 1 – Identifying and engaging with your stakeholders

Step 1: Stakeholder analysis

You know your stakeholders best. Stakeholders can be anyone who has an interest in your parish or town. It could be individuals, groups or organisations.

When it comes to engagement and consultation, you need to try and reach everyone who might be affected by or interested in the issue(s), using the right methods and communication channels for them.

To do this, you need to identify everyone that should be involved. The following questions may help with this:

Who is impacted by this issue / proposed scheme?

- Whose daily/weekly lives could change as a result?
- Who cannot easily take steps to avoid being affected by this?
- Who might have to change their behaviour as a result?
- Who may sometimes be impacted?

Whose help is needed to make the proposed scheme work?

- Are there individuals or groups that need to be onboard in order for the proposed scheme to be successful (e.g. a school or bus operator)?
- Who will have the ability to frustrate implementation unless co-operating?

Who will show an interest in the issue / proposed scheme?

- Are there organisations or individuals who may have an interest?
- Has anyone been campaigning about this issue?
- Is there anyone publishing or broadcasting views on this subject?

Here are some examples of stakeholders which may be relevant to you:

- Residents
- Motorists (living within the scheme area and those visiting or driving through
- Local businesses and their staff
- Local schools and colleges
- Neighbouring Parish or Town Councils
- Taxi companies
- Churches, temples, mosques, and synagogues
- Family Hubs, libraries, GP surgeries
- Resident associations and community groups, including heritage, conservation and environmental
- National and local cycling and walking groups, including Sustrans
- Local charities or voluntary, community or social enterprises (VCSE)

Step 2: Plan how you'll reach and engage with your stakeholders

Promotion/communication methods

Here are some examples of promotional and communication methods. Choose which would be most effective in reaching your stakeholders. We recommend using a mix of methods (digital and non-digital). Think about the accessibility needs of the stakeholders you have identified e.g. would some people struggle to access information online?

- Letter drop
- Social media
- Drop-in sessions
- Posters displayed on public notice boards or in public buildings

Engagement methods

Here are some examples of how you might gather people's views:

- Questionnaire/survey – online or in paper format
- Emails and letters
- Comment cards, post it notes or other forms of feedback from events
- Meetings, workshops and focus groups

Appendix 2: Pre-Consultation Engagement Template

Guidance notes:

- Make sure that any data is collected and shared in compliance with the Data Protection Act and General Data Protection Regulation (GDPR).
- Documents must be accessible. Run the inbuilt accessibility checker in Word (under the 'Review' tab) and follow the instructions to address any errors or warnings. When adding alt-text to images and charts, add text which describes what is being shown. Don't use the auto-generated descriptions. To help make your report accessible use Arial font and a minimum size of 12pt.
- The example in the template is for parking restrictions but should provide ideas for the general layout, regardless of what scheme you are seeking feedback on.
- When you see *** in the template, please insert the relevant information.

Have your say – Installation of Double Yellow Lines, *** location

Following concerns raised by residents/businesses **[delete or add as appropriate]**, *** Parish/Town Council and Kent County Council's (KCC) Highway Improvements Team have been reviewing on-street parking provision in ***. Concerns raised include: **[insert brief summary of issues that have been raised]**.

We have identified a number of roads where additional parking restrictions could be installed to make it easier for vehicles to access and turn **[insert reasons for considering double yellow lines; try to provide sufficient information for stakeholders to be able to make an informed decision. You may also wish to include any perceived pros and cons of the proposals. The disadvantages of double yellow lines for example are that there is an increased risk of speeding and/or displacing the parking elsewhere]**.

We are therefore considering installing double yellow lines on sections of the following roads, as shown on the enclosed map(s):

- *** [insert road names]
- ***
- ***

Your views matter
Ahead of any statutory consultation, we are seeking local opinion and have provided the enclosed questionnaire for you to tell us what you think.

The feedback from this pre-consultation engagement will be considered by *** Parish/Town Council and help inform if and how the scheme proceeds.

Please answer the questions below and email your response to: **[insert Parish/Town Council email address]** or post it to: **[insert Parish/Town Council postal address]**.

If you need any help taking part, or have any questions, please contact us by email (address provided above) or telephone us on **[insert telephone number]**.

Please get your response to us by [insert date]

Privacy: *** Parish/Town Council collects and processes personal information in order to provide a range of public services. *** Parish/Town Council respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the United Kingdom General Data Protection Regulation and Data Protection Act 2018. Read the full Privacy Policy at the end of this document.

Questionnaire

Q1. Are you responding as…?

Please select the option from the list below that most closely represents how you will be responding to this questionnaire. Please select **one** option.

- ☐ A resident of ***Parish/Town [amend with Parish/Town name]
- ☐ A resident from somewhere else
- ☐ On behalf of a friend or relative (please complete this questionnaire using their information)
- ☐ On behalf of an organisation, business or group
- ☐ Other, please tell us:

Q1a. If you are responding on behalf of an organisation, please tell us the name of your organisation. Please write in below.

Q2. Please tell us the first 5 characters of your postcode:

Please do not reveal your whole postcode. If you are responding on behalf of an organisation, please use your organisation's postcode. If you are responding on behalf of someone else, please use their postcode. We use this to help us to analyse our data. It will not be used to identify who you are.

Q3. Do you agree with the proposals to install double yellow lines on * as shown on the enclosed plan(s)?** Please select **one** option.

☐	Yes
☐	Partly
☐	No
☐	Don't know

Q4. Please tell us the reason for your answer to Q3, using the box below.

Please do not include any personal information that could identify you or anyone else in your answer.

Q5. If there is anything else you would like to tell us about these proposals, please tell us in the box below

Please do not include any personal information that could identify who you or anyone else in your answer.

Appendix 3: Feedback report guidance

At the end of the pre-consultation engagement, a report needs to be produced detailing the engagement process and the outputs. This report will be used by KCC to inform if and how the scheme proceeds. It can also be made available to other stakeholders (e.g. Members, people who participated, partners etc) as a method of giving them feedback.

It is essential that the engagement report does not include any personal information that can identify an individual. Any data should be anonymised so that individuals can no longer be identified.

Your report must be accessible. Run the inbuilt accessibility checker in Word (under the 'Review' tab) and follow the instructions to address any errors or warnings. When adding alt-text to images and charts, add text which describes what is being shown. Don't use the auto-generated descriptions. To help make your report accessible use Arial font and a minimum size of 12pt.

The report should reflect all the material points raised in the engagement. The level of reporting required will vary depending on the type and scale of the engagement. The information below aims to provide Parish/Town Councils with an indication of what should be included, but please contact the Community Engagement Team for advice and guidance.

Please send the finalised report to the Community Engagement Team, along with a spreadsheet containing all of the responses to the questionnaire (make sure paper copies of the questionnaire have been entered into the spreadsheet). Please remember to remove any personal information such as name, email address, postal address and any information that could identify someone in their open responses.

Suggested report structure

1. **Introduction:**
    - Reason for the engagement and any other relevant background information.
    - The length of the engagement period/dates it ran from and to.
    - Stakeholder groups identified and targeted (e.g. residents, businesses, schools, community groups etc.).
    - Engagement and communication methods used. How did you promote the engagement (e.g. letter-drop, posters, event, social media etc.) and how could people participate (e.g. questionnaire, event, email, letter etc.).
    - Equality and accessibility considerations – including details of any alternative formats produced and special measures taken.

2. **Profile of respondents:**
    - The number of responses received to the questionnaire and by other methods (e.g. how many were received online or by email/post).
    - Details of who responded (e.g. how many responses were from residents/organisations/businesses etc.).

- Analysis of postcode data, if relevant (e.g. geography of responses, does strength of feeling differ from one area and another?)

3. **Questionnaire responses:**
    - Analysis of each of the closed/quantitative questions, e.g. how many people responded ‘Yes’, ‘Partly’, ‘No’, or ‘Don’t know’. You can look to see if there are any differences in how people feel depending on how they are responding to the questionnaire (e.g. resident or organisation) or where they live (e.g. close to the scheme or further away).
    - Analysis of each of the open/qualitative questions – the number of responses will determine how you go about presenting your analysis of open responses. Take a look at the examples below.
    - It’s good to highlight any alternative options or suggestions put forward in people’s responses.

Make sure you also include key points from any responses received by letter or email. If you did any engagement events, include the key points raised in your report.