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| Ref. No. | |
| Category: | |
| People | |
| Place | Yes |
| Corporate | |
| In Constitution | |

Highway Improvements Policy and Procedure

Policy Details

| | |
|-------------------------------------|--|
| <p>What is this policy for?</p> | <p>Dorset Council (DC), as the Highway Authority, will improve the highway to benefit the community and meet the objectives of the Local Transport Plan (LTP).</p> <p>The policy aims</p> <ul style="list-style-type: none"> • to secure the safe and cost-effective delivery of Highway Improvement projects that meet LTP objectives having due regard to built and natural environmental considerations, sustainable construction methods, risk, the community, heritage and other key influences ▪ to ensure that the annual improvement programme is prioritised and applied consistently according to a clear set of criteria that is communicated to all interested parties ▪ to ensure that we consult on the programme of Highway Improvement schemes annually and notify those schemes for construction during the coming financial year ▪ to ensure that with reference to the protocol on involving local members, we consult on the proposals for individual schemes with Members, the public and take account of the responses to these consultations ▪ to ensure that the council's policy is communicated clearly and effectively to Elected Councillors, town and parish councils and the public ▪ to ensure that we report on progress and budgets to council members throughout the year ▪ to minimise the risk of any discrimination on the highway |
| <p>Who does this policy affect?</p> | <p>Dorset Council Highways users Elected Councillors town and parish councils</p> |
| <p>Keywords</p> | <p>Traffic Engineering Traffic signal schemes Highway Local Transport Plan LTP</p> |
| <p>Author</p> | <p>Name : Michael Westwood</p> |

| | |
|---|---|
| | Job Title: Community Highways Manager Tel: 01305228167 Email: Michael.Westwood@DorsetCouncil.gov.uk |
| Does this policy relate to any laws? | Highway Act 1980 |
| Is this policy linked to any other Dorset Council policies? | Bournemouth, Poole and Dorset Local Transport Plan 2011 to 2026 |
| Equality Impact Assessment (EqIA) | Equalities Impact Assessment (EqIA) There are no equalities implications arising this policy |
| Other Impact Assessments | <p>Financial Implications No financial implications have been identified.</p> <p>Climate implications No climate implications have been identified</p> <p>Risk Assessment Having considered the risks associated with this decision, the level of risk has been identified as: Current Risk: Low Residual Risk: Low</p> <p>Well-being and Health Implications No well-being or health implications have been identified</p> |

Status and Approvals

| Status | Live | Version | |
|------------------------------------|---|------------------|---------------|
| Last review date | 22 April 2021 | Next review date | 22 April 2023 |
| Approved by (Director) | John Sellgren, Executive Director of Place | Date approved | 22 April 2021 |
| Member/ Partnership Board Approval | Place and Resources Overview Committee | Date approved | 22 April 2021 |

Dorset Highways

Highway Improvements Policy and Procedure



Policy Statement

Dorset Council, as the Highway Authority, will improve the highway to benefit the community and meet the objectives of the Local Transport Plan (LTP). This is in accordance with part V of the Highways Act (1980). Highway improvements range from small junction upgrades to a major relief road, cycling and walking schemes, town and village speed management, public transport infrastructure or other environmental enhancements.

Projects delivered can also include schemes off the highway that are externally sponsored, such as household recycling centres, housing infrastructure and drainage schemes. Consultation is an integral and important part of scheme delivery. Members, local residents, local councillors, business and other stakeholders will be consulted on the programme and individual projects.

Policy Authorised by: Cabinet

Date of Authorisation: February 2013

| Revision | Details | Date |
|----------|----------------------------------|---------------|
| O | Initial Issue | February 2013 |
| A | Appendix 3 added | July 2013 |
| B | Minor Revisions | November 2013 |
| C | Appendix 2 amended | April 2016 |
| D | Updates to reflect new processes | January 2019 |
| E | New DC branding and text updates | May 2021 |

Highway Improvements Policy

1. Policy Objectives

- To secure the safe and cost-effective delivery of Highway Improvements projects that meet LTP objectives having due regard to the built and natural environmental considerations, sustainable construction methods, risk, the community, heritage and other key influences
- To ensure that the annual improvement programme is prioritised and applied consistently according to a clear set of criteria that is communicated to all interested parties
- To ensure that we consult on the programme of Highway Improvement schemes annually and notify those schemes for construction during the coming financial year
- To ensure that with reference to the protocol on involving local members, we consult on the proposals for individual schemes with Council Members, town and parish councillors and the public and take account of the responses to these consultations
- To ensure that the Council's policy is communicated clearly and effectively to both Council Members, town and parish councils and the public
- To ensure that we report on progress and budgets to Council members throughout the year
- To minimise the risk of any discrimination on the highway

2. Key Influences

Highways Act 1980

To improve the highway under part V of the Highways Act (1980) as amended

<http://www.legislation.gov.uk/ukpga/1980/66>

Bournemouth, Poole and Dorset Local Transport Plan 2011 to 2026 (LTP3)

Sets the five key goals that guide our priority assessment process for highway improvement schemes and our approach to transport in Dorset

<http://www.dorsetforyou.com/localtransportplan>

Local Plans

Set out and identify development and transport improvements.
Identify funding mechanisms for transport improvements.

3. Definitions and Scope – Inclusions and Exclusions

Definition

A Highway Improvement scheme can be any work to enhance or augment the highway network maintainable at public expense, excluding maintenance and repair work.

Highway Improvement schemes are funded from a range of sources including the Local Transport Plan Integrated Transport Block (LTP), DC Corporate Capital Programme, the Department for Transport, private developers, Government funding streams, external grants, or combinations of the above.

Inclusions

- Any highway within the administrative area of Dorset Council and any land acquired to further improve or construct new highway
- An externally sponsored and funded project that has been identified for delivery by Dorset Highways irrespective of location. (Subject to there being no established conflict of interest with other DC policies or procedures)

Exclusions

- Trunk roads such as the A31, A303 and A35 west of Bere Regis which are managed by Highways England or its agents
- Privately owned roads or military roads

4. Outline of process

The process, which starts with scheme identification, is illustrated on the flowchart in **Appendix 1**.

Scheme Identification

Highway improvement schemes are identified, but not exclusively, from the following sources:

- Schemes identified by DC officers that meet current spatial planning policy or LTP3 goals and priorities
- Schemes identified in Local Plans, neighbourhood, parish and town plans
- Traffic Engineering schemes that require more significant design beyond signs and marking measures to address traffic issues, road traffic collision cluster sites and Traffic Regulation Orders
- Schemes that meet wider DC Corporate priorities
- Traffic signal schemes identified by Network Traffic Control officers.
- Externally funded or developer led schemes, including those funded by Section 106 contributions (and or Community Infrastructure Levy), Sustrans, Department for Transport or specific Government grant - led priorities

- Requests by the public, if they have the support of the appropriate Parish or Town Council. Requests from Members, Towns and Parishes can be made by use of a form (**see Appendix 2**)

Pre-Feasibility

All identified schemes (sometimes with the exception of low complexity, low cost ‘walk – talk- build’ (WTB) solutions) should be the subject of a pre-feasibility report which will outline and compare possible solutions, advise on their deliverability in terms of cost and any other constraints and provide a recommendation. Schemes that are only suitable for WTB will be subject to meeting qualifying criteria and are outside the scope of this policy.

Note: For a scheme to be considered for construction in the next financial year the pre – feasibility report must be completed by the preceding October.

Priority Assessment

Schemes are assessed and ranked according to how well they contribute to the LTP3 goals and priorities relative to cost. This ensures value for money is achieved in the use of LTP funds and schemes that attract external funding can be given priority where they offer better value for money.

A priority list is prepared and consultation on the list is carried out with the Portfolio Holder and Lead Member before a final decision is made on which schemes are brought into the three year highway improvements programme.

Note: For a scheme to be considered for construction in the following financial year the scheme generally needs to have completed the Priority Assessment process and be in the proposed Highway Improvements programme by mid-November.

Programme Consultation

Consultation on the proposed programme of Highway Improvement Schemes will be carried out as part of the wider consultation for the Dorset Highways Capital Programme (which includes Bridge, Structural Maintenance and Highway Improvement schemes). Specific consultation on individual schemes is carried out as part of the individual scheme delivery process.

Works for new estate road layouts that are subject to Section 38 and 278 of the Highways Act are covered by a separate policy and consultation on these schemes takes place during the planning permission process.

Budget Allocation and Management

Feedback from the Dorset Highways Capital Programme consultation is used to prepare a draft Highway Improvements programme that meets the available budget.

5. Delivery Process

Delivery of each individual Highway Improvement scheme is managed through a gateway process with hold points at key stages.

The key gateways in the process are as below:

| Gateway | Stage | Description |
|---------|--------------------------|--|
| 0 | to Scheme Brief | Agreement of the scheme brief and budget |
| 1 | to Feasibility Study | Project registration |
| 2 | to Preliminary Design | Feasibility report agreed and options selected |
| 3 | to Consultation | Preliminary design options ready for scheme specific consultation |
| 4 | to Detailed Design | Consultation with stakeholders including Parish and Town cllrs. and design updated as a result of consultation |
| 5 | to Final Scheme Approval | Detailed design complete. Roadspace booked, land acquired, contractor appointed |
| 6 | to Construction of Works | Contractors programme agreed. Residents notified in advance of the start of the works. |
| 7 | to Project Closure | Construction complete, post project appraisal carried out |
| 8 | Project Closure | |

Scheme Specific Consultation

Consultation will also be held for individual schemes. The scope of this will depend on the nature and extent of each scheme. For some projects this will take the form of a public exhibition where drawings and diagrams are shown and explained by officers. This may be backed up by a website and questionnaire to gather feedback. The purpose is to establish the level of support, preference to options and take suggestions (the design of the scheme is unlikely to be fixed at this stage, but it is found that people prefer to comment on suggestions rather than being faced with a blank canvas).

The scheme specific consultation process is illustrated by flowchart in **Appendix 3**.

Notification of consultation will usually be carried out two weeks before the event. This will be through local information, online, via local Members, the website (www.Dorsetforyou.com) or through the press, or a combination of these.

The feedback from Consultation will be reviewed / analysed by officers and considered against the scope and objectives of the scheme. Subject to Portfolio Holder approval for sensitive schemes, the outcome and approved way forward will be communicated to local Members via regular updates.

When a scheme is approaching construction, frontagers and people living in the vicinity of the work will be notified of the start date for the work. Any diversion routes will be detailed in the letter and the contact details for the Scheme Engineer will be provided.

Performance Monitoring

Highway Improvements are part of a group of capital funded highway projects delivered by Dorset Highways.

Schemes are included in the Dorset Highways Capital Programme for approval by the Portfolio Holder. Corporately funded Highway Improvement schemes and schemes with a value over £500,000 are reported to Cabinet individually.

Performance on the delivery of schemes is reported in the Highways, Asset, Risk and Programme Board (HARP). Exceptions or updates on more significant schemes may also be included in the Quarterly Asset Management Report to Cabinet.

A 'seek your views' questionnaire is issued to all frontagers, local Members and the Town or Parish following completion of an improvement scheme on site. The responses are analysed and fed into the contractor's performance review and the post project appraisal process.

Outcomes from post project appraisals are taken into account for future scheme delivery through briefing the design teams and amending procedures and guidance notes if required.

Information available

This Policy together with the appendices, plus scheme specific details, frequently asked questions, on line forms and any current consultation documents (i.e SNAP surveys) are all available online on <http://www.dorsetforyou.com/roads>

6. Related Documents

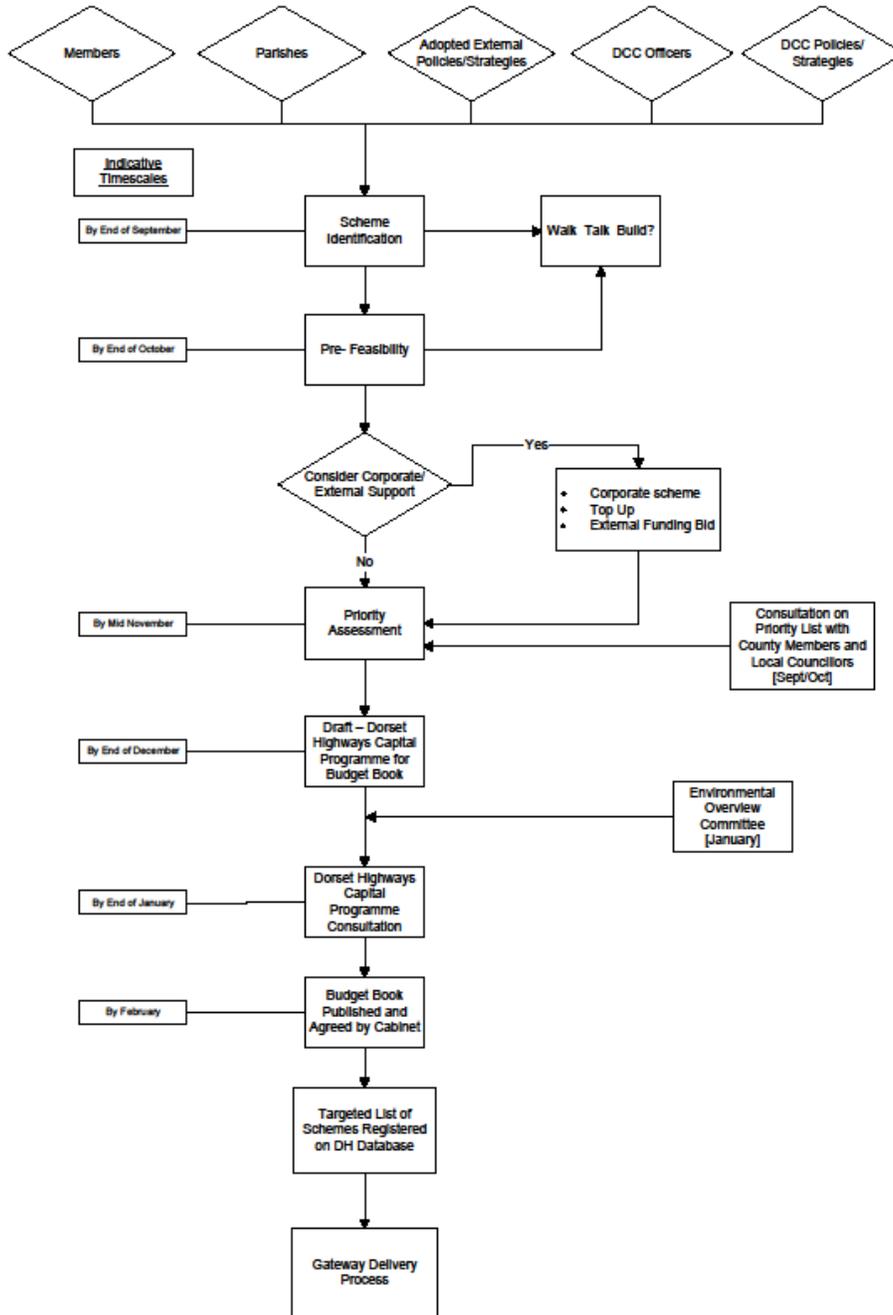
Documents related to the information provided in this Policy can be found on <http://www.dorsetforyou.com/roads>.

Relevant documents from other sources include:

- Design Manual for Roads and Bridges <http://www.dft.gov.uk/ha/standards/dmrb/>
- Manual for Streets [.http://www.dft.gov.uk/publications/manual-for-streets/](http://www.dft.gov.uk/publications/manual-for-streets/)
- Manual for Streets 2 2010 <http://www.dft.gov.uk/publications/manual-for-streets-2>
- Rural roads Protocol <http://www.dorsetaonb.org.uk/our-work/rural-roads/traffic-in-villages-toolkit.html>
- DC Stakeholder List by Area
- Equality Impact Assessment Screening Record



Appendix 1





Appendix 2

Form for suggesting a highway improvement scheme for consideration by Dorset Council (DC). To be completed by the Parish or Town Council.

| | | | |
|--|--|--|----------|
| Details of suggested Highway Improvement scheme: | | (continue overleaf if required; max one side A4) | |
| Location: | | | |
| (Please attach any diagram or annotated sketch that may clarify your suggestion) | | | |
| Parish: | | Town: | |
| Contact details for Parish or Town Council: | | | |
| Name: | | | |
| Address: | | | |
| Phone Number: | | email: | |
| Other supporters/ groups endorsing the application: | | | |
| Is the Community Highways Officer (CHO) aware of the suggested scheme | | | Yes/No |
| To contact the CHO, please phone Dorset Direct on 01305 221000 | | | |
| Consultation with Parish / Town Council Members | | | |
| Discussed at Council meeting on Date..... | | | |
| Comments and background information (please use additional sheet if required) | | | |
| Parish / Town Clerk: | | | |
| Is the Parish / Town able to contribute financially to the scheme | | | Yes / No |
| Please email the completed form to ltp@dorsetcc.gov.uk or post to Transport Planning, Dorset County Council, County Hall, Colliton Park, Dorchester DT1 1XJ You can also contact us by phoning Laura Russ (North Dorset, West Dorset, Weymouth and Portland) on 01305 228228 or Helen Jackson (Christchurch, East Dorset and Purbeck) on 01305 228503 | | | |



**Appendix 3
Highway Improvements
Scheme Specific Consultation Process**

