



Corfe Mullen Town Council

Community Highways Request Policy

1. Introduction

- 1.1. Each year, the Highways Improvement Team at Dorset Council as the Highways Authority designs and delivers highway schemes funded by the [Local Transport Plan](#).
- 1.2. Improvements range from small junction upgrades to new road construction as well as cycling and walking routes, town and village speed management schemes and public transport infrastructure.
- 1.3. Schemes are identified by Dorset Council Highway Officers or through the local neighbourhood, town plan, but can also include:
 - traffic engineering schemes to address traffic issues and road traffic collision cluster sites which need more complex design work
 - schemes that meet wider council 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 government funded, specific grant-led priorities
 - requests by residents when supported by the Town Council
- 1.4. Schemes can take several years to progress from feasibility into design and construction. More complicated schemes, where traffic regulation orders are needed, will take longer to progress through to the construction phase due to the legal processes required.

2. Scheme identification

- 2.1. When a scheme has been identified, a pre-feasibility study will be carried out to assess the necessity for a scheme. The outcomes will be discussed with stakeholders to agree a way forward.
- 2.2. If highway works are necessary, the scheme will await budget allocation for further design and construction work.
- 2.3. The [prioritisation of schemes is set out in the Local Transport Plan \(LTP\)](#), this primarily focuses on delivering schemes for:
 - economic growth
 - a reduction in carbon emissions
 - equality of opportunity
 - improved safety
 - security and health
 - improved quality of life for residents
 - delivery
- 2.4. When a scheme has been allocated funding, a brief will be developed to clearly outline the specific issue needing to be addressed and a feasibility study will be carried out for preliminary design work.
- 2.5. Following this, statutory consultees such as Councillors, Town Council, emergency services and other council service departments as necessary will be invited to comment on initial design proposals.

- 2.6. In some cases, where it is a larger scheme or there are multiple design solutions, the improvements team will engage with residents and businesses to seek their views, and then progress the option preferred by the local community.
- 2.7. After all necessary consultation, detailed design work starts.
- 2.8. Elected Councillors, local businesses and other stakeholders will be consulted on the timing of the work to ensure it is carried out at a time that offers the least disruption.
- 2.9. The Dorset Council [highway improvements schemes policy](#) and [Rural Roads Protocol](#) provides more information about highway improvements.

3. Purpose

3.1. The purpose of this policy is to:

- provide clear guidance to members of the public who may wish to request highway improvements in the Parish of Corfe Mullen on how to seek support from the Town Council
- guide Councillors in assessing requests for support from members of the public for highways improvements related to parking, speeding and the anti-social use of vehicles

3.2. Dorset Council as the Highways Authority determine which projects can move forward within the available budgets, taking into account the evidence available.

3.3. If the Town Council resolves to support a particular request, there is no guarantee that Dorset Council will be able to take action after assessing the relative need and budget available. There are many competing demands across Dorset for such interventions and Dorset Council Highways Officers will determine priorities.

3.4. In order for a request to be considered by the Planning & Highways Committee the formal stages to submit a request must be followed. See Appendix 1 showing infographic of process details below.

4. Formal Stages Submitting a request

4.1. The request must be made in writing, either by letter or email and include the relevant information along with a map clearly showing the area and the exact location of requested interventions.

4.2. Written requests must also be accompanied by the name of at least one Town Councillor who already supports the proposal.

4.3. Requests without the required level of support will be returned to the requester detailing the additional information needed.

5. Community Support

5.1. The scheme must be supported by a minimum of 10 named residents over the age of 18, directly affected by the requested measures. For suggested speed tables or bumps etc,

these should include the residents who live closest to the site of the tables or bumps. For double yellow lines and other parking restrictions, the 10 should include people who live on the section of road to be affected.

5.2. Written requests should detail the names, addresses and contact details of the supporters, in a similar style to a traditional petition.

5.3. Where the scheme affects less than 10 residents e.g. in a road with few residential properties, the Clerk will determine if the request can proceed.

6. Speed related request

6.1. Dorset Council published a [20mph policy in November 2022](#), which states:

The Council will evaluate 20mph schemes on a location-by-location basis. As a guide, locations can be considered for 20mph schemes when all three of the following criteria apply:

- a) *they are in towns or villages where there is a depth of residential development (extensive) and high levels of pedestrian and cycle movement or there is a potential for high levels of pedestrian and cycle movement if a 20mph scheme was introduced; they should not be on roads where the movement of motor vehicles is the primary function.*
- b) *where existing mean speeds provide a realistic opportunity for compliance: the Department for Transport (DfT) guidance states that 20mph schemes should be self-enforcing. If the mean speed is already at or below 24mph, introducing a 20mph speed limit through signing alone is likely to lead to general compliance with the new speed limit. Means speeds above 24mph are likely to require additional traffic management or enforcement measures. Town/parish councils should pay for traffic surveys to take place with the number of surveys required dependent upon the extent of the proposed 20mph scheme. Location of surveys to be discussed with Road Safety Team before taking place to best ensure suitable evidence. Requests for a traffic survey should be submitted via email to trafficsurveys@dorsetcouncil.gov.uk.*
- c) *there is significant community support; in assessing community support, the local Dorset Council Ward Member and the Town Council should consider residents views to best ensure that there is broad consensus.*

The full DfT guidance will be considered throughout the assessment.

6.2. The application to Dorset Council requires the following information:

- description of community concern and expected outcome of a 20mph scheme
- road hierarchy
- collision history
- damage only and near miss reports
- traffic speed data
- local facilities covered by proposed 20mph scheme
- evidence of community support

6.3. If the Town Council's application is not successful with Dorset Council, yet it has met the assessment in Dorset Council's principles and criteria for 20mph schemes then the Town Council can apply to fund the installation.

6.4. For requests regarding speed related interventions, local residents are requested to operate an active community speed watch for a minimum of 12 months prior to any request being made. This is to demonstrate a clear commitment from within the community. Community speed watch is a proven way for the community to address local speeding issues and can bring about tangible changes in driver behaviour. More information on [Dorset Road Safe](#).

6.5. Key points for consideration:

- a community speed watch team to have been active in the community for a minimum of 12 months unless there is clear demonstrable reason why a community speed watch team cannot be established
- clear demonstrable evidence that there is significant community support
- should physical traffic calming measures be needed, support from Dorset Police and Dorset & Wiltshire Fire Service is required
- all signage and any engineering measures should be erected/constructed using materials compliant with relevant regulations
- the requirements of the Road Traffic Regulation Act 1984 must be met so that the 20mph scheme is legal
- full costs of investigation, design and implementation and future maintenance should be met by the Town Council. Future maintenance being paid for as a single payment commuted sum
- there is a risk of abortive expenditure. The speed limit order process includes unavoidable advertising costs associated with the statutorily required period of public consultation. Should objections to the proposed 20mph scheme be received and upheld by Dorset Council's relevant area Planning Board the scheme may not proceed to installation

7. Review

7.1. This Community Highways Request policy was presented to the Planning & Highways Committee on 10 September 2024, minute no. PC 24/107, to recommend approval and adoption by Full Council on XX September 2024, minute no. TC 24/XXX.

7.2. The Community Highways Request policy will be reviewed bi-annually or when any changes are made, whichever is sooner.

8. References

- Data Protection Act 1998
- Highways Act 1980
- Road Traffic Regulation Act 1984
- Parish Councils Act 1957
- Society of Local Councils (SLCC) Advice Notes
- [Dorset Council Highways](#)

Appendix 1 –

