

# Highway Network Management Plan

January 2025



## Introducing the Highway Network Management Plan

This Highway Network Management Plan (HNMP) has been developed to set out the way in which West Sussex County Council (WSCC) will fulfil the Network Management Duty imposed by the Traffic Management Act (2004). The West Sussex Transport Plan (WSTP) is a parent of this plan, and the content is intended to facilitate the delivery of the WSTP. Therefore, this HNMP has been developed around the following principles:

- To minimise disruption and improve journey time reliability.
- To proactively manage and protect the network through the provision of good quality, timely data and information.
- To coordinate and monitor all works promoters' activities effectively and proactively, ensuring they are complete in the shortest practical time.
- To support the delivery of schemes which contribute to WSCC's corporate objectives.

The following summary sets out the key themes which are found within the plan.

### Street Works

As the communities across West Sussex develop and grow there is growing pressure on our highway network to support the growth. Current works activity levels in WSCC are at a record high with works saturation becoming an all too regular occurrence in many towns and cities. This may be the result of improvements to highway infrastructure, connecting new developments to utilities or maintaining the existing connections. Many of these works are undertaken within the highway and their delivery places pressure on some of the objectives of this plan.

To improve the way in which these works are managed, alongside our own works, it is necessary to consider how these works promoters coordinate activities and how works can be best organised to reduce the impact on residents and road users.

Whilst it is recognised that there is a need to undertake these works, the communications surrounding their implementation should be of high quality to allow those using the highway network to better plan journeys, alongside this it is important that the quality of works promoter's reinstatements are carefully monitored so that further repairs are not required.

### Regulation on the Highway

In order to improve the way that the highway network is managed it is necessary to regulate the use, and amendment to highway infrastructure assets. The HNMP sets out the overarching principles for this regulation and provides information on how to obtain permission through the licencing process for some permitted amendments.

A key aspect to the regulation of the highway is how both Traffic Regulation Orders (TROs) and Temporary Traffic Orders (TTROs) are evaluated and processed for use on the highway. These activities are designed to control the use of the highway and ultimately improve its safe and efficient use. TTROs are a vital component of delivering Street Works and undertaking events in the highway and the Network Management Plan sets out how this works across West Sussex.

### Using the Highway Network

The final component of the Highway Network Management Plan (HNMP) focusses on how the highway network is used. The HNMP includes sections on a range of topics including Road Safety, Freight Routing, Active Travel, Electric Vehicle Charging and Intelligent Transport Systems which are in use across the highway network.

This plan sets out the approach taken by West Sussex to these parts of the delivery of the highway service and how they contribute to the overarching objectives of highway network management as they are applied to the highway network in West Sussex.

### [This Highway Network Management Plan](#)

This document has been developed following three themes which have been created to layout the components of Highway Network Management in West Sussex, summarise our current approach to the management of these components and communicate the way in which we intend to respond to emerging challenges to improve highway network user experience.

The way that the highway network has been managed in West Sussex has evolved over time. West Sussex County Council (WSCC) continues to update and review its approach as legislation changes. This HNMP is the latest improvement that takes a holistic approach to Highway Network Management and responds to the encouragement from central government to develop a plan to communicate the approach taken by WSCC.

The HNMP covers the whole of West Sussex and will continue to work with our partners and neighbouring authorities to coordinate the smooth movement of traffic.

To deliver a holistic approach to network management WSCC adopts a series of principles for the services that it delivers. These include:

- Ensuring the safety of highway users across our highway network.
- Safeguarding the future operation of our road network.
- Minimising any detrimental impacts that new developments will have on the network, through early dialogue with works promoters.
- Helping to provide more reliable journey times.
- Reducing disruption caused by planned events.
- Ensuring our road network is better able to cope with unplanned events.
- Liaising with neighbouring authorities and other strategic partners such as local bus companies, to minimise the impact of roadworks and events upon their operations.

Developing proactive actions will be required to drive innovative road space management using all available data across Highway Transport and Planning. Section 3 of the HNMP sets out the currently identified opportunities to deliver improvements in the way that the highway network is managed in West Sussex.

This document does not reiterate the existing policies and strategies of the highway service in West Sussex. Core documents like the Highway Infrastructure Asset Management Policy and Strategy are referred to in this document. Where these references are made, associated links to published documents are provided.

### **Section 1: The Components of Highway Network Management**

This section describes the Overview and Context of Highway Network Management in West Sussex along with the Legislative and Policy frameworks that we are seeking to deliver.

### **Section 2: Understanding the Current Approach to Highway Network Management**

In this part of the document, we set out our current approach to managing the various components of Highway Network Management.

### **Section 3: Evolving Our Approach to Highway Network Management**

The final part of this Highway Network Management Plan explains how West Sussex County Council is evolving its approach to Highway Network Management to improve the service for all road users.

### **Appendix 1: Recording Changes to the Highway Network Management Plan**

### **Appendix 2: Summary of Relevant Legislation and Guidance**

### **Appendix 3: The Highway Network**

### **Appendix 4: The Aspects of Managing Roadworks and Street Works**

### **Appendix 5: Managing the Highway Network During Severe Weather**

### **Appendix 6: Types of Traffic Regulation Orders**

### **Appendix 7: Parking and Parking Management**

### **Appendix 8: Types of Highway Regulation**

### **Appendix 9: Managing Bus Infrastructure**

### **Appendix 10: Types of Traffic Signs and Road Markings**

### **Appendix 11: Summary of Intelligent Transport System Components**

### **Appendix 12: Glossary of Terms and Acronyms**

### **Review of the Plan**

This document is designed to be agile and can be adapted to encompass change and future challenges and opportunities. Therefore, this HNMP will be reviewed annually. The review will assess the need for changes to reflect amendments to legislation, and / or updates or changes to corporate priorities.



## Section 1: Components of Network Management

### Section 1 : The Components of Highway Network Management

The management of the local highway network spans a wide range of topics. Many components work together to contribute to the overarching duty placed on West Sussex County Council to secure the expeditious movement of traffic on the highway network.

This section is supplemented with a range of appendices which provide additional details for these components of Highway Network Management.

These can be used to access processes for obtaining permission or accessing services relating to Highway Network Management.

### Section 3 : Evolving Our Approach to Highway Network Management

Section 3 of the Highway Network Management Plan sets out the improvements that are to be implemented by West Sussex County Council.

These improvements will be reviewed as part of the update cycle and evolved as required to continuously improve highway network performance.

- Overview and Context
- Road Works
- Managing Highway Assets
- Changes to the Highway Network
- Severe Weather
- Temporary Traffic Orders
- Traffic Regulation Orders
- Parking
- Highway Regulation
- Traffic Signs and Road Markings
- Intelligent Transport Systems (ITS)
- Road Safety
- Speed Management
- Active Travel
- Electric Vehicle Charging in the Highway

- Working in Partnership
- Communication
- Forward Planning
- Managing the Impacts on Communities
- Protecting the Highway During Streetworks
- Improving the Management of Highway Licencing
- Developing the Understanding of Highway Network Performance

HNMP

### Section 2 : Understanding the Current Approach to Highway Network Management

As part off the development of the Highway Network Management Plan the existing demand and performance has been evaluated. This section outlines the challenges and opportunities.

This section has been considered for the development of Section 3.

Perception of Highway Network Performance

Roadworks Demand

Highway Network Demand and Demand Management

Highway Network Challenges and Opportunities

### Appendices

These contain the detail about how specific components of the service are managed. These sections include a range of links to provide a clear path to accessing those services or further information.

**Highway Network Management Plan Appendices**

## 1. Section Introduction

1.1 All highway authorities have a network management duty imposed upon them under the Traffic Management Act (2004). This Highway Network Management Plan (HNMP) sets out the way in which West Sussex County Council (WSCC) will approach the various obligations of this duty, whilst having regard to the other statutory legislation, corporate and service level policies and objectives.

1.2 It is important that this document is kept up to date by adapting to the various changes, challenges and opportunities that may be presented for the highway network in West Sussex. Appendix 1 includes a change log which allows the adaptation of the document to be recorded.

1.3 This introductory section of the HNMP sets out the key parameters of the highway network in West Sussex, along with the overarching framework for the management of this highway network. The remainder of the document focuses on the key areas of the management of the highway network, including the way that traffic is managed.

1.4 Network Management, and therefore this HNMP, plays a key role in promoting healthy & thriving communities and supporting a prosperous local economy. To ensure that this HNMP contributes to the wider objectives of WSCC, the Plan has the following objectives:

- **To ensure the safety of those using the highway network is enhanced** by considering road safety for all activities on the highway network.
- **To minimise impacts** to those travelling on West Sussex's network prioritising disruption impact to those travelling by sustainable transport.
- **To proactively manage the network** through the provision of good quality, and timely information, taking direct and proactive intervention to reduce the disruption in line with this plan's priorities.
- **To effectively coordinate all activities on the Highway** to maximise the effective use of road space.
- **To ensure all works promoters activities are undertaken in the shortest possible time** thereby reducing disruption and freeing up road space.
- **To ensure road and street works are proactively monitored** using all available technologies and processes to minimise disruption of planned and approved roadworks.
- **To increase journey time** reliability and minimising end-to-end public transport journey times on main routes.
- **To reduce the proportion of journeys made by private cars** by making the use of public transport, walking, and cycling more attractive.
- **To support the delivery** of active travel schemes, planned growth and infrastructure with the interests of local communities as a priority.

*Figure 1: HNMP Objectives*

1.5 The HNMP sets out how the teams within Highways, Transport and Planning work together to deliver an integrated and holistic service to residents and communities; to fully utilise smart infrastructure and technology to manage pressures on the network, and to ensure safe, expeditious and efficient movement of people and traffic around West Sussex and the wider region.

1.6 Network Management will make an increasingly important contribution to the Council's climate change objectives by introducing opportunities to monitor network use and support the rollout of schemes such as fibre broadband and EV charge points. Thereby enabling strategies to be implemented to reduce the impact of polluting vehicles on public health. This will also incorporate more efficient permitting of street works, monitoring of onsite activities and proactive enforcement of infringements to regulations on a county-wide basis.

## The West Sussex Highway Network

1.7 The highway network in West Sussex performs a wide range of functions, it is vital as an enabler for economic growth, it supports the wellbeing of the residents of and visitors to West Sussex and, perhaps most importantly, it is a key part of everyday life by facilitating the movement of people around the county.

The current demand on the highway network is set out in Section 2 of this HNMP.

1.8 The effective management of an efficient highway network has needed to evolve as the way that people use the network also evolves. In recent years there has been a focus on encouraging modal shift away from private motor vehicles to more sustainable transport options, particularly active modes such as walking and cycling. There is a direct linkage between this evolving need on the highway network and the Vision and Objectives set out in the West Sussex Transport Plan.

1.9 Alongside this changing demand there is an ever-growing range of third parties who need to work on the highway network. This includes works associated with the delivery of the various Local Plans which are developed by the Local Planning Authorities. Statutory Undertakers, who look after the wide range of utility services have growing demand requiring improvements to their infrastructure which they have a statutory right to access within the highway. These demands must be effectively managed alongside the demands of West Sussex County Council (WSCC) to manage the highway network. This balance is important to ensure that the highway users across the county are not disrupted unnecessarily, the highway asset is maintained in good condition and the wider objectives of WSCC are achieved.

1.10 Details of the way in which the highway network contributes to the wider transport system in the county is set out in Appendix 3.

## Overview and Context

1.11 The development of the Highway Network Management Plan (HNMP) has sought to describe in detail the approach that we take to improving the way that its use is managed. In order to do this in a way which is compatible with the other objectives and delivery objectives of West Sussex County Council (WSCC), the HNMP is considered a document that enables the delivery of these wider objectives.

1.12 The diagram below sets out the key documents for the Highways Service and highlights how the HNMP fits into this wider context.

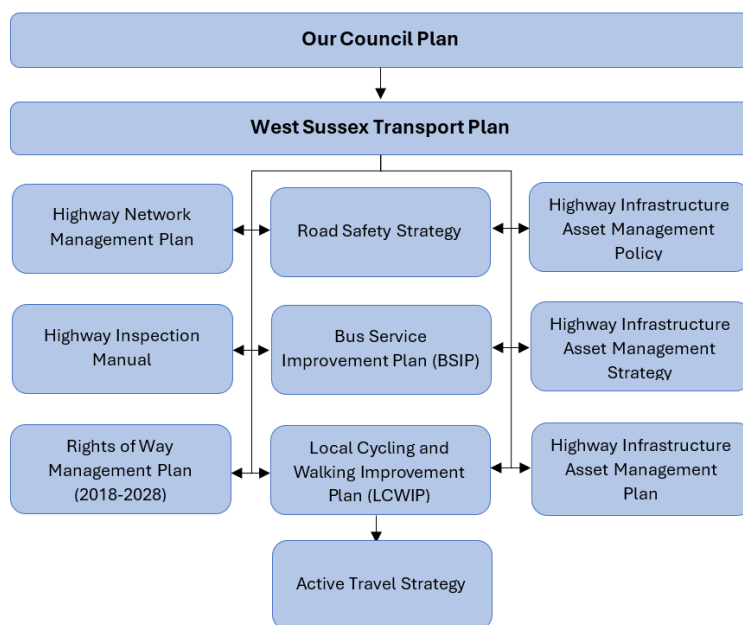


Figure 2: Diagram of Key Documents Supporting the Highway Service in West Sussex

Further details on the wider policies and plans of WSCC can be found on the website.

## West Sussex Council Plans and Policies

### Our Council Plan

1.13 The 2021 – 2025 Council Plan sets out four priorities for West Sussex. Alongside these priorities there are defined outcomes that will be achieved. These outcomes are intended to be contributed to by all directorates across WSCC. In turn, the delivery of these outcomes is monitored by Key Performance Indicators and Targets.

The management, maintenance and development of the highway network contributes to all of these priorities. A link to the Our Council Plan is below:

[https://www.westsussex.gov.uk/media/nlefrggc/our\\_council\\_plan.pdf](https://www.westsussex.gov.uk/media/nlefrggc/our_council_plan.pdf)

### West Sussex Transport Plan

1.14 Local Authorities have a statutory duty to prepare a Local Transport Plan. These documents are intended to be the focus of funding discussions, set out place-based strategies for improving transport provision, propose key projects for delivering improvement and set out how key objectives are to be achieved.

This plan has regard to this vision, both in terms of the provisions described to manage the highway network, but also as an enabler for works to the network which delivers the changes required to realise the vision.

The full local transport plan and its supporting documents can be found at the link below:

<https://www.westsussex.gov.uk/about-the-council/policies-and-reports/roads-and-travel-policy-and-reports/west-sussex-transport-plan/>

## The Traffic Management Act

1.14 The legislation that relates to the management of the highway network, is covered primarily by the Traffic Management Act 2004 (TMA). In July 2004, the TMA received Royal Assent, providing the basis for proactive management of the national and local highway network to provide better road conditions for all road users. The Act also places a network management duty on local authorities to keep traffic flowing; take account of their duties and responsibilities and to cooperate with other authorities to the same end.

1.15 As the traffic authority WSCC uses the powers and duties contained within the TMA to provide a well-managed highway network for all those who use it, specifically the following parts of the TMA:

- Part 2 Network Management on Local Roads.
- Part 3 Permit Schemes.
- Part 4 Street Works.
- Part 6 Civil Enforcement and Traffic Contraventions.

### Network Management Duty

1.16 TMA Part 2 'Network Management on Local Roads' places a 'Network Management Duty' on all local highway authorities to manage their road network with a view to achieving, so far as may be reasonably practicable having regard to their other obligations, policies, and objectives.

The duty identifies:

- The importance of managing and operating the highway network.
- The importance of optimising benefits for all road users.
- The needs of those who maintain the infrastructure (both of the network itself and of the services within it).



With the following objectives:

- Securing the expeditious movement of traffic on the authority's road network; and,
- Facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority.

The authority may achieve this by considering any action which they deem will contribute to securing:

- More efficient use of the road network.
- The avoidance, elimination or reduction of road congestion or other disruption to the movement of traffic on their road network. (Where traffic is defined as any user of the highway, to include pedestrians and cyclists.)

1.17 The scope of the Network Management Duty is detailed within the Department for Transport (DfT) document [Network Management Duty Guidance](#)

1.18 The Traffic Management Act 2004 (TMA) cannot be used in isolation and needs to be operated in conjunction with all other highway legislations, local authority highway plans and other responsibilities of the authority and the need to balance these demands. Refer to Appendix 2 for relevant legislation and guidance considered in the development of this HNMP.

If as a highway authority, we fail to meet our duties correctly, the TMA legislation includes intervention powers by the national authority to appoint a Traffic Director and if applied the authority will be charged.

### The Traffic Manager

1.19 The TMA also requires a local authority to appoint a Traffic Manager to carry out tasks that will meet the required Network Management duties of that authority.

The duties of the Traffic Manager are as follows:

- To regulate or coordinate the use of the road (or part of) in the highway network.
- Determine specific policies and regulations in relation to the road network.
- Monitor the effectiveness of the authority's decision-making processes.
- Monitor the effectiveness of decision implementation.
- Assess performance in managing the road network.

1.20 The Traffic Manager can exercise any power required to regulate use of the road (or part of) in the highway network when considering traffic disruption and the mitigation thereof.

1.21 An example of the use of this power could be in the direction of the coordination timing of roadworks or to minimise the impact of events on the highway network using temporary traffic regulations.

1.22 The Traffic Manager will where necessary and within the bounds of national legislation and safety, take positive action to limit and or redirect road and street works activities in areas that have seen near constant works for an extended period. This action will support the councils corporate plan and ensure that the economy and businesses of West Sussex are not adversely affected by continuous road and street works.

1.23 In relation to the making and implementation of highway schemes (including speed limit changes and other traffic regulation), it is important that the Traffic Manager ensures they are fit for purpose and aligned with DfT legislation, guidance, and advice to best ensure a consistent approach across West Sussex and with neighbouring authorities.

### Road Works

1.24 It is inevitable that where road works must be carried out there is likely to be some disruption and delay to traffic movements. It is West Sussex County Council's (WSCC's) approach to keep such disruption and delay to an absolute minimum while at the same time ensuring that operatives working in the environment of active highways are given the maximum protection.

1.25 To achieve these aims WSCC will, where possible, not carry out works on the busiest roads at the busiest times, undertake comprehensive publicity and, in the case of road closures or advisory routes, clear diversion signing will be employed with regular updates to the local media and motoring organisations of any changes during the duration of the works. Road works information is published on West Sussex County Council's (WSCC's) web site '[Roadworks map](#)' and the various social media channels.

1.26 The purpose of temporary traffic management at road works, is to ensure that the road works can be carried out safely protecting the workforce and the travelling public, particularly the most vulnerable users such as pedestrians and cyclists. The Council's policy is to minimise disruption caused by road works; however, there is a balance between providing the works promoter (or their contractor) with sufficient space to carry out the works efficiently and safely and minimising delays to road users.

1.27 This section sets out the overarching approach to the management of roadworks. More detail on specific elements of the management of these activities can be found in Appendix 4.

### Managing Access to the Highway Network

1.28 Statutory Undertakers have rights to access and install apparatus within the public highway and the planning system also enables works to be done. According to legislation and national guidance road space booking and permit applications in WSCC are considered on a first come first served basis.

1.29 Works promoters will be required to consider the disruption their works may cause offering mitigation effects prior to applying for road space through the permit application process. Where practicable all works must be forward planned taking account of how the works support the councils corporate, transport and asset management plans.

1.30 Several road space booking priorities will be used to identify and guide decision making which typically include but are not limited to:

- Traffic volume – be that pedestrian, cyclist, or motorised.
- Impacts on the safe operation of the highway, including the use of nominated diversion routes.
- Supporting residents and businesses to go about their daily lives in the least affected way possible.
- Ensuring sufficient capacity is retained in the highway network to account for unforeseen emergencies.
- Future use – active travel and changing priority of travel choices and must be considered, particularly in relation to journeys to and from schools, and where they are school crossing patrols.
- Schools, hospitals, shopping centres etc. – priority of a route or section of a route must be flexibly planned and managed.
- Public transport priority – route may be over capacity so priority must be given to the most effective methods of travel on the route.
- Tidal flows – commuter traffic entering or leaving an area, consider alternative diversion routes for traffic in the morning and evening rush hours.
- Out of hours working – planning and carrying out works at the times of least disruption to road users.
- Blockades – closing a route for a shorter period to enable works to happen more quickly.
- Extended works durations – reducing site activities that lead to delays in scheme completion but are essential to the business interests of road users and the county.

1.31 Work promoters and those who book road space for their activities on the highway are expected to show how they are responding to and meeting these factors in their road space booking permit applications.

1.32 Following these priorities helps to secure the highway network for those who need to use the counties roads to go about their daily lives and this will influence the activities of those who are trying to book road space.

1.33 Therefore, this requires careful planning from the road space booking applicants and monitoring by the WSCC Traffic Manager to ensure that the needs of all are adequately considered. When clashes occur the

WSCC Traffic Manager will use their statutory powers to make network management decisions using all evidence available.

## Emergency Works

1.34 Whilst efforts are made to coordinate and plan roadworks, there is a need to undertake emergency works. This may be as a result of a breakdown in a utility service impacting the supply to residents and business premises or as a result of a failure in a highway asset which requires immediate works to maintain the safety of the highway. These works have a specific process in the various schemes which are used to manage works on the highway, and WSCC takes steps to manage the impact of the works on the surrounding network and ensure that any impacts on the pipeline of works are managed.

## Street Works

1.35 Part 4 of the Traffic Management Act 2004 (TMA) improves the existing regulatory framework provided by the New Roads and Street Works Act 1991 (NRSWA) to minimise disruption for highway users, through the introduction of a range of measures:

- Stronger powers to
  - direct when works are carried out.
  - where apparatus is placed.
- Apply fixed penalty notices.
- Apply overrun charges.

1.36 West Sussex County Council (WSCC) has the power to restrict certain works to avoid a road being dug up repeatedly, to mitigate disruption and inconvenience to road users, residents, and businesses. The power to restrict certain works means that the council can prevent works in all or part of a street following substantial road or street works following the serving of a notice. The period of restriction, from six months and up to three years, depends on the level of work that was carried out. There are some exceptions to this, for example in the case of emergencies.

1.37 Parity is a key principle of the TMA; authorities must apply the same standards to their own activities as they do to utility companies. Although fixed penalty notices cannot be issued for works carried out for road purposes, failures by the Highway Authority to meet the requirements of the NRSWA and the TMA must be recorded.

1.38 As part of the TMA, a more effective inspection regime can be developed to target poor performance and make improvements to improve quality and decrease the amount of remedial work (and unnecessary disruption).

## Permit Scheme

1.39 Part 3 of the TMA introduced permit schemes to allow WSCC, as the permit authority, to authorise and control street works and road works. The Authorities first permit scheme was introduced on 1<sup>st</sup> April 2016, and subsequently revised most recently on 1<sup>st</sup> April 2020 by Order.

1.40 The strategic objective for the Permit Scheme is to provide a capability to manage and maintain the local highway network for the safe and efficient use of road space, whilst allowing promoters access to maintain their services and assets.

1.41 The Council, as a Highway Authority, has a regulatory duty to manage and control the increasing demand on the highway network from both road users and those individuals and organisations who need to maintain the roads and essential services located underneath or on the highway.

1.42 The primary aim of the permit scheme is to minimise disruption from street and road works. The permit scheme legally obliges anyone who wishes to perform or carry out an activity (as defined by the permit scheme) on the highway network to obtain a permit before they start that activity. Permits include conditions

which are intended to manage the works activity, these conditions include a range of requirements. For example, conditions may make the requirement to notify residents and local businesses of the work or place advance signage to warn road users of the likely disruption.

1.43 As well as providing a more effective control over road works, and reducing congestion and damage caused to the road caused by road works, the implementation of the permit scheme is also beneficial to the authority in several ways, including improving:

- communication and engagement on works by works promoters, including advanced warning of timing, impact and duration.
- safety for those undertaking works and travelling through works.
- journey times and reliability for all road users.

1.44 Permit applications are processed through an electronic service, which is managed by the Network Management Service, who can either grant, refuse or require addition of conditions to a permit. Further details about the permit scheme and its regular evaluation can be found on West Sussex County Council's (WSCC) web page '[Street works permit scheme](https://www.westsussex.gov.uk/about-the-council/policies-and-reports/roads-and-travel-policy-and-reports/street-works-permit-scheme/)' (<https://www.westsussex.gov.uk/about-the-council/policies-and-reports/roads-and-travel-policy-and-reports/street-works-permit-scheme/>).

## Lane Rental

1.45 The New Roads & Street Works Act 1991 (NRSWA), as amended by the Transport Act 2000 and the Traffic Management Act 2004 (TMA), contains provision for Highway Authorities to operate lane rental schemes that involve charging Promoters for the time their street or road works occupy the highway. The Regulations are the Street Works (Charges for Occupation of the Highway) (England) Regulations 2012 ("the Regulations") made under Section 74A of NRSWA. The DfT have issued guidance concerning the implementation of lane rental schemes.

1.46 West Sussex County Council (WSCC) introduced its lane rental scheme on 1<sup>st</sup> December 2022 to enable the Authority to support their duty to coordinate and manage all street, road works and other activities, on the highway, to minimise disruption, it only applies to selected roads and not the whole of the county.

The scheme aims to:

- reduce the length of time that sites are unoccupied.
- improve planning, coordination and working methods to maximise efficiency.
- incentivise planned activities to take place at less disruptive times.
- enable work to be completed as quickly as possible and to the required standard the first time.

1.47 The lane rental fees generate a surplus that can be reinvested into the highway network to promote innovation and reduce disruption caused by road and street work.

Further details about the lane rental scheme can be found on West Sussex County Council's web page '[West Sussex Lane Rental Scheme](#)'.

1.48 Both to comply with the regulations which govern the Lane Rental Scheme and to ensure that the Lane Rental Scheme delivers the objectives and contributes positively to the effective management of the highway network evaluation is undertaken. The most recent version of this evaluation can be found by following the link to the '[Lane Rental Scheme Evaluation Report](#)'.

## Managing Highway Assets

1.49 This HNMP is complementary to WSCC's Highway Infrastructure Asset Management documents. This suite of documents describes how WSCC maintains the highway asset. This is supplemented by the Highways Inspection Manual which describes the approach taken by WSCC to maintaining the highway in a safe condition, appropriate to its character and usage.



1.50 This is a key component in the duty described in the Highways Act (1980) which places a duty on highway authorities to maintain the highway in a safe condition. The approach to highway infrastructure asset management sets out levels of service, designed to ensure that various parts of the highway network are maintained in accordance with the character and usage of that section.

Further details of the way in which West Sussex County Council (WSCC) maintain its highway infrastructure can be found on the WSCC website [here](#).

## **Changes to the Highway Network**

1.51 WSCC has a range of powers under the Highways Act 1980 to amend and improve the highway. These schemes are developed from the legislative requirements or the delivery of corporate objectives. In addition, changes to the highway network may be promoted from the following sources.

### **Highways Development Management**

1.52 New residential and industrial developments are to be designed in accordance with the standards and guidelines contained within West Sussex's '[Guidance, technical notes and other documents](#)'.

1.53 Transport issues are considered at the earliest stage of development proposals, so that the potential impact on West Sussex's transport networks can be understood and addressed, whilst balancing the demands of national and local policy context.

### **Adoption of Highways**

1.54 New roads, footways, or cycleways (together with relevant land and structures etc) may be adopted as highway maintainable at the public expense by WSCC, as the Highway Authority, at the end of the relevant maintenance period, provided they have been laid out and constructed to the required standard.

1.55 Landscaped areas, structures, soakaways, complex paving schemes, remote footways with complex lighting schemes or any other unusual highway layout or use of materials will only be adopted upon payment of a commuted sum to cover additional future maintenance costs.

Further information is contained on the Council's web site '[Road agreements](#)'.

## **Severe Weather**

1.56 Severe weather encompasses all forms of weather strong winds and storms, droughts, and floods and extreme hot or cold spells. In recent decades, our climate has become warmer, wetter, and sunnier than it was in the past, this is having an impact on our road network and the way in which we manage it. Severe weather can cause serious disruption and have a negative impact on the economy.

1.57 Keeping the road network as resilient as possible to severe weather events is one of our priorities, identifying the parts of the road network that are most at risk of the impacts of climate change is critical.

1.58 An overview of the approach taken to severe weather events are set out in Appendix 5. Detailed information on WSCC's approach to planning for and dealing with civil and severe weather emergencies can be found on the authority's web site at the following link: '[Resilience and Emergencies Team](#)'.

1.59 Severe weather events can lead to a detrimental impact on other aspects of highway network management. For example, road works are often delayed due to weather. In these instances, if works have started expediting the works to open the site is of paramount importance. Those works not started are identified and rescheduled as appropriate.

## **Temporary Traffic Regulation Orders and Notices**

1.60 It is often necessary to introduce Temporary Traffic Regulation Orders (TTROs), or Temporary Traffic Regulation Notices (TTRNs), for the duration, or part duration, of road works, or other events. These orders or

notices may be for road closures, speed restrictions, amenity weight restrictions, prohibition of turning movements, and prohibition of parking. The cost of preparing and implementing an order or notice is borne by the applicant.

1.61 In the case where it is considered that a restriction or prohibition should come into force with immediate effect due to a likelihood of danger to life or property, an emergency TTRN can be obtained, which can continue in force for up to 21 days. Where proposed works are required to be carried out without delay, but are not considered to be an emergency, a proposed restriction or prohibition can come into force following obtaining a TTRN, which can continue in force for up to 5 days, with no extension.

1.62 Diversion routes should, where possible, be on the same classification of road to that which is closed. The inspection frequency and associated criteria for any diversion route, while in place, should be the same as that of the closed road.

Refer to West Sussex County Council's web site ['Temporary road closures'](#).

### In Connection with Events

1.63 For larger events on the highway orders are issued under section 16A of the Road Traffic Regulation Act 1984 as amended by the Road Traffic Regulation (Special Events) Act 1994.

1.64 Section 16A provides the power for the traffic authority to restrict or prohibit traffic (including bicycles, equestrian and pedestrians) on the highway on a temporary basis to:

- Facilitating the holding of a relevant event.
- Enabling members of the public to watch a relevant event.
- Reduce the disruption of traffic likely caused by a relevant event.

A relevant event is defined as any sporting, social event or entertainment that is held on a road.

The regulation is mostly commonly used to:

- Restrict or prohibit traffic on a section of highway.
- Restrict the speed of vehicles.
- Prohibit or restrict the waiting, loading and unloading of vehicles.
- Restrict parking provision.

### Traffic Regulation Orders

1.65 These will be made where appropriate to maintain traffic flows where delays may be caused otherwise or for the safety of the public and highway operatives.

Traffic Regulation Orders (TROs) are used to control or restrict the speed, movement, and parking of vehicles on the highway network, to provide the following benefits:

- Safer passage for all road users in West Sussex.
- To direct traffic and limit the use of roads by unsuitable traffic.
- To prevent serious damage to roads and bridges.
- Reduced congestion and delays due to fewer obstructions on the highway.
- Improved access for emergency vehicles and public transport due to a reduction in illegally parked vehicles.
- Higher turnover of vehicles in parking spaces.
- Reduced pollution as a consequence of reduced congestion and circulating traffic.

1.66 While the introduction of restrictions may appear to be the solution to a particular problem, this is not always the case and there are occasions where such action may have an adverse effect, such as transferring the problem to elsewhere on the highway network. Therefore, prior to the introduction of any TRO, a full

consultation is undertaken with interested parties, the emergency services and, the public at large via advertisements and notices.

Examples of TROs are:

- Waiting and loading restrictions.
- One-way streets.
- Prohibition of turning movements.
- Environmental weight restrictions.
- Structural weight restrictions.
- Speed restrictions.
- Prohibition of types of vehicles.
- Experimental Orders.

1.67 Further details of the types of Traffic Regulation Orders (TROs) are set out in Appendix 6. Typically, there are four types of permanent TROs that can be requested:

- Community TRO - These seek to address local issues on the highway and are relatively non-complex and non-contentious, for example, use of double yellow lines for junction protection or speed limits.
- Developer TRO - New developments often require TROs to manage the use of new or existing roads, to safely accommodate the new development and comply with planning restrictions, for example, creation of a new access.
- Highway Improvement Schemes - These are schemes, with associated TROs, that may be more complex and need to be delivered through the County Council's Highways Annual Delivery Programme, for example, traffic calming schemes.
- Controlled Parking Zones - These are comprehensive TROs that manage on-street parking across a wide area and are delivered through the County Council's On-street Parking Management Programme.

Advice and guidance are contained on the Council's web page ['Traffic Regulation Orders'](#).

## Parking

1.68 The County Council's [Integrated Parking Strategy](#) (IPS) seeks to ensure that the supply, regulation, enforcement and cost of all types of parking in West Sussex is managed and controlled in ways which are consistent with its other transport, economic and environmental policies. Managing the demand for car use through the control of on-street parking is supportive of measures to tackle congestion and pollution, promote alternative modes of transport, enhance the economic viability and vitality of town centres, and improve road safety and residential amenity.

1.69 The County Council is committed to an active role in the overall management of public parking throughout West Sussex. 'Integrated', in the case of the IPS, refers to the coming together of various parking functions that are the separate responsibility of the County Council and the District and Borough Councils, and the close liaison between those authorities to provide a coordinated and joined-up parking service.

1.70 The County Council's Local Transport Plan policy is for improving the transport network infrastructure by supporting its approach to managing the road network through use of on-street parking and traffic management techniques.

Further information on the approach taken by West Sussex County Council (WSCC) in relation to Parking and Parking Management is set out in Appendix 7.

## Highway Regulation

1.71 While most works that are undertaken within the highway are permitted under statute, i.e., works on behalf of WSCC, as the highway authority, and those carried out by the statutory undertakers, there are other

activities that require the issue of a licence, permit or consent by the Council as highway authority. These include for skips, scaffolds, vehicle crossovers, etc., and in some cases, these may require the payment of a fee to the Council. There may be occasions where it is necessary for the Council to refuse the application for such a licence, permit or consent.

1.72 The Highways Act 1980 identifies several actions that are unlawful and the party carrying out these actions would be committing an offence under the Act. Examples are the placing of unauthorised signs and objects on the highway, damaging the surface of the highway, enclosing part of the highway, and gaining vehicular access to a property without the benefit of a properly constructed verge or footway crossing. The Council will decide upon what type of enforcement action it will take, if any.

The various types of highway regulation are set out in Appendix 8.

### **Traffic Signs and Road Markings**

1.73 Traffic signs and road markings will be applied in accordance with the requirements and guidance set out in the Traffic Signs Regulations and General Directions, and the Traffic Signs Manual.

Every attempt will be made to minimise the environmental intrusion caused by traffic signs and markings, particularly in conservation areas.

1.74 The provision of clear, well maintained traffic signs and road markings are an important contribution to highway safety giving drivers information to enable them to safely travel the County's highway network.

The various types of markings and signage that are not part of more significant highway improvement schemes are set out in Appendix 10.

Further information concerning traffic signs and road markings is contained on the Council's website '[Road markings and signs](#)'.

### **Intelligent Transport Systems (ITS)**

1.75 Intelligent Transport Systems (ITS) is an overarching term to describe the ever-growing range of technological advancements that can be deployed to reduce congestion, improve traffic flow, improve road safety, and provide improved information to those using the bus network, as well as making provision for pedestrians, cyclists, or equestrians. These systems range from the direct control of traffic such as the operation of traffic signals, the provision of information, the maintenance and repair of equipment and feedback on the current use of the network.

CCTV cameras are located throughout the County at strategic locations and monitored to assist with traffic flow and incident control.

Appendix 11 summarises the current high-level approach taken to the management of these assets.

### **Road Safety**

1.76 By virtue of section 39 Road Traffic Act 1988, West Sussex County Council (WSCC), as local Highway Authority, has a duty to carry out studies into collisions occurring on the county road network and to take action both in terms of Education, Training & Publicity (ETP), engineering and other measures to prevent collisions.

This duty is based upon the notion that local highways authorities construct, improve, maintain, and repair the road network for which they are responsible, and must take steps to prevent collisions. The key outcome and over-arching objective is to reduce the instances of death and serious injury on the road network.

1.77 To carry out studies WSCC maintains and analyses a database of all personal injury collisions within the county which have come to the attention of the police, on both the local and National Highways network. This data is known as Stats 19 data, the collection of which is defined by the Department for Transport.



Collision data analysis is the key element in identifying ‘at-risk’ road user groups, the most collision affected sections of the road network and method of monitoring performance. Activity and resources can then be directed to where they are most effective. Further information concerning evaluation of road safety schemes is contained on the Council’s web site [‘How we improve road safety’](#).

Collision data is on the Council’s web site [‘Road collision and casualty data’](#) and locations can be viewed on [‘collision locations map’](#).

1.78 For further details of the way that WSCC approaches highway safety across the highway network please refer to the [‘Road Safety Framework 2016-2026’](#). A revised version of this framework is currently in development and is intended to be published for 2025 setting out the Road Safety Strategy for West Sussex.

### Road Safety Audits

1.79 With a few exceptions, WSCC requires Road Safety Audits (RSAs) to be completed in accordance with [GG 119 Road Safety Audit](#) which forms part of the Design Manual for Roads and Bridges (DMRB). RSAs are accepted as best practice and assist local authorities to fulfil in part the statutory duty for road safety under the Road Traffic Act. This process will be followed during the design and construction processes of all engineering schemes which alter highway infrastructure, and the behaviour of road users. The current approach to Road Safety Audit is detailed in the Road Safety Strategy.

1.80 The RSA process applies operational casualty reduction experience to the design and construction of new highways, and highway improvement projects. The aim is to reduce the risk of road collisions that might occur after construction.

Refer to the Council’s document [‘West Sussex County Council Road Safety Audit Policy’](#) for detailed information concerning RSAs. This policy sets out the Council’s procedure for the consideration of all Council led and developer led proposals requiring an RSA.

### Traffic Calming

1.81 There is a range of traffic calming techniques available, good traffic calming should not appear excessively onerous to drivers as this could result in frustration and poor driver attitude.

The types of traffic calming available are grouped as follows:

- vertical and/or horizontal deflections (e.g. road humps, road narrowing, mini-roundabouts, surface features).
- traffic management and control (e.g. parking management, one-way management, vehicle restrictions, bus gates, gateway features, rising bollards).
- traffic signs, road markings, and lighting.
- zone or area wide treatments (e.g. pedestrian zone, shared space concept, 20mph zone or limit, home zone, quiet lanes).
- enforcement activity.

Whilst each of these techniques may be used in isolation, it is often the case that combinations are more effective.

1.82 There are a wide range of crossing facilities designed to cater for the full range of active and sustainable travel needs.

Examples of Controlled Crossings are:

- Zebra
- Parallel - also referred to as Tiger crossings
- Pelican – no longer being installed, and being upgraded to Puffin technology
- Puffin
- Toucan

- Pegasus

1.83 In some cases, it may be beneficial to include a road hump as a traffic calming feature, a controlled crossing may be incorporated with the road hump if the site is assessed as requiring the additional measure. It should be noted that the installation of the road hump is subject to Regulation under The Highways (Road Humps) Regulations 1999.

1.84 In urban areas where there are active travel routes interacting with an existing or proposed signalised junction the use of a phase to provide a crossing opportunity should be considered. Where there is an identified need to provide for active travel users at a signalised junction, but it is not feasible to incorporate a specific facility, every effort will then be made to provide the safest pedestrian / cyclist route. This may be facilitated using other measures such as the introduction of pedestrian refuges and dropped kerbs.

1.85 When designing the installation or upgrade of any installation which has a pedestrian facility the needs of visually or mobility impaired users should be carefully considered. This will extend to the provision of tactile paving, audible and/or tactile signals, and consideration of gradients and crossfalls. The layout of the paving shall be in accordance with the current DfT document [‘Guidance on the Use of Tactile Paving Surfaces’](#).

## Speed Management

1.86 Setting speed limits with the aim of achieving safe driving speeds therefore plays an important role in making the highway safer and reducing the risk of harm for all road users. Lower traffic speeds may also encourage more walking and cycling in support of our Active Travel Strategy, helping to make communities safer and more pleasant places to live, and to support local schools, shops, and businesses.

1.87 Assessing a road for an appropriate speed limit in West Sussex includes taking the following into account.

- Functional hierarchy of the route.
- The length of the route to be subject to the speed limit.
- Road Traffic Collision history.
- Traffic speeds (speed assessment).
- Other means of intervention to improve road safety.
- DfT circular 1/2013 [‘Setting Local Speed Limits’](#) provides advice and guidance to Traffic Authorities for developing speed management strategies suitable for local needs. The Authority can make changes to speed limits under Section 84 of the Road Traffic Regulation Act 1984 (RTRA) and in accordance with the current Traffic Signs Regulations and General Directions (TSRGD).
- Refer to the Council’s document [‘West Sussex Speed Limit Policy’](#).
- The current and previous consultations on speed limit changes are on the Council’s [Traffic Regulation Order](#) section.
- Further information is contained on West Sussex County Council’s web site [‘Speed limit changes’](#).

## Active Travel

1.88 Active Travel means walking, wheeling and cycling as an alternative to motorised transport for the purpose of making ‘everyday’ journeys, such as getting to work, going to school, going to the shops or to visit friends. It does not cover walking and cycling purely for pleasure, for health reasons, or for simply walking the dog. Active travel can be for a complete journey or a part of a journey.

Active travel can:

- Improve health.
- Save money.
- Reduce traffic congestion.
- Increase levels of physical activity.

- Improve air quality.

### Local Cycling & Walking Infrastructure Plans (LCWIPs)

1.89 The Government published its first '[Cycling and Walking Investment Strategy \(CWIS\)](#)' in 2017, which the Department for Transport (DfT) encouraged all highway authorities to develop a Local Cycling and Walking Infrastructure Plan (LCWIP). Following this the second '[Cycling and Walking Investment Strategy \(CWIS2\)](#)' was published in 2022, with an update in 2023.

1.90 LCWIPs are a new, strategic approach to identify walking, wheeling and cycling improvements required at a local level. They enable a long-term approach to developing networks and routes and form a vital part of the Government's strategy to increase the number of trips made by cycle or on foot.

LCWIPs are intended to:

- Plan for cycling and walking using evidence and data on existing and future potential demand.
- Target investment where it can have the greatest impact.
- Identify cycling and walking infrastructure improvements in readiness for funding bids, and
- Plan cycling and walking networks which meet core design outcomes, meeting the need of users.

Refer to the Council's web site '[Active Travel Strategy](#)' for details concerning their proposed LCWIP.

### Public Transport

1.91 The bus network in West Sussex is largely operated on a commercial basis with two large operators: Metrobus (incorporating the Crawley Fastway Bus Rapid Transit) and Stagecoach, plus a number of smaller operators. 85% of the bus mileage is provided on a fully commercial basis by bus operators. The remaining 15% of bus mileage is financially supported by the County Council utilising funding from a range of sources.

1.92 West Sussex County Council (WSCC) formed an Enhanced Partnership with local bus operators in 2021 which developed the Bus Service Improvement Plan (BSIP) to improve bus services in West Sussex.

1.93 For information on the details of bus service provision across the highway network is set out in Appendix 9. The '[Bus Service Improvement Plan](#)' describes the full extent of the current approach to improving this element of service provision.

### Electric Vehicle Charging in the Highway

1.94 As the uptake in the use of electric vehicles increase, the required infrastructure to support their use also increases. To meet this demand WSCC has published an [Electric Vehicle Charging Strategy](#). The delivery of the strategy relies on suppliers to deliver charging infrastructure both within the public highway and on car parks owned and operated by our district councils. The strategy takes an approach which reduces the amount of investment required by West Sussex to deliver infrastructure and makes full use of funding available from central government. When the installation of these sites is planned, opportunities are identified to facilitate the future delivery of charge points.

1.95 Where this infrastructure is located in the car parks managed and maintained by the district councils' provisions are made to both make spaces available and protect the use of the parking bay for the charging of electric vehicles and in some cases align charging structures to align to the charging periods.

1.96 Alongside these off-street installations West Sussex is also progressing a number of on street locations. These in highway charge points are delivered under a section 50 licence and their management is sensitive to the overarching parking restrictions which are in place and no new restrictions are proposed. It should be noted that future locations are identified and subject to public consultation.

1.97 This area of network management is rapidly evolving. To keep up with this evolution it is necessary for the approach to the provision of EV charging to also evolve. This extends beyond charging in existing car parks and streets to developer works and improvements delivered across the county.





## Section 2: Understanding the Current Approach to Highway Network Management

### Section 1 : The Components of Highway Network Management

The management of the local highway network spans a wide range of topics. Many components work together to contribute to the overarching duty placed on West Sussex County Council to secure the expeditious movement of traffic on the highway network.

This section is supplemented with a range of appendices which provide additional details for these components of Highway Network Management.

These can be used to access processes for obtaining permission or accessing services relating to Highway Network Management.

### Section 3 : Evolving Our Approach to Highway Network Management

Section 3 of the Highway Network Management Plan sets out the improvements that are to be implemented by West Sussex County Council.

These improvements will be reviewed as part of the update cycle and evolved as required to continuously improve highway network performance.

- Overview and Context
- Road Works
- Managing Highway Assets
- Changes to the Highway Network
- Severe Weather
- Temporary Traffic Orders
- Traffic Regulation Orders
- Parking
- Highway Regulation
- Traffic Signs and Road Markings
- Intelligent Transport Systems (ITS)
- Road Safety
- Speed Management
- Active Travel
- Electric Vehicle Charging in the Highway

- Working in Partnership
- Communication
- Forward Planning
- Managing the Impacts on Communities
- Protecting the Highway During Streetworks
- Improving the Management of Highway Licencing
- Developing the Understanding of Highway Network Performance

### Section 2 : Understanding the Current Approach to Highway Network Management

As part off the development of the Highway Network Management Plan the existing demand and performance has been evaluated. This section outlines the challenges and opportunities.

This section has been considered for the development of Section 3.

Perception of Highway Network Performance

Roadworks Demand

Highway Network Demand and Demand Management

Highway Network Challenges and Opportunities

### Appendices

These contain the detail about how specific components of the service are managed. These sections include a range of links to provide a clear path to accessing those services or further information.

Highway Network Management Plan Appendices

## 2. Section Introduction

2.1 Understanding our network, how it is used and how it is likely to grow in supporting the Council's economic ambitions is critical in managing our duties under the Traffic Management Act 2004 (TMA) and complying with the Act. Without this knowledge we cannot efficiently and effectively manage our road network.

2.2 The importance of good network management is highlighted by the way in which our transport vision and the objectives are developing to concentrate on 'minimising congestion' and 'improving reliability' as well as continuing to focus on maintaining and making the best use of West Sussex's transport assets.

2.3 To carry out our Network Management Duty effectively, West Sussex County Council (WSCC) has in place a structure that can deliver from daily operation and management issues to longer term planning and the higher-level network management duty as required by the Network Management Duty guidance.

2.4 While the TMA places further powers and responsibilities in the hands of LTAs, the previous section has demonstrated that the County Council is already dealing with network management aspects as part of its powers and responsibilities. This section further demonstrates what the County Council is already doing in respect of important network management related issues.

### Perception of Highway Network Performance

2.5 WSCC has received significant feedback from a range of sources in relation to the overall performance of the highway network. This feedback has focussed on two distinct themes: the overall condition of the network, which is the consideration of the Highway Infrastructure Asset Management suite of documents, and the volume of works which cause disruption on the highway network.

2.6 Much of the work on our roads are not driven by WSCC directly. Statutory Undertakers have rights to access and install apparatus within the public highway and the planning system also enables works to be done. It is for this reason that WSCC are taking a more collaborative approach to coordination to ensure that all the works promoters' workstreams are considered jointly and opportunities to coordinate are taken.

2.7 There have been areas of the network which have experienced significant volumes of works which has in turn negatively impacted the experience of road users in those areas.

2.8 WSCC is part of the NHT Public Satisfaction Survey. This survey contacts residents and asks them to complete a survey on aspects of the highway service. Table 1 below shows the percentages of respondents satisfied with network performance indicators in 2024, compared to other members of the South East 7 (SE7) Authorities of Kent, Surrey, Hampshire, East Sussex, Medway and Brighton & Hove. WSCC has shown improvement in these areas over the last years result. The results show similar responses across the SE7.

Ref.	Indicator Title	2024 WSCC Result	Change from Previous Result	Other SE 7 Members Average
KBI17	Traffic Levels & Congestion	36%	2%	37%
KBI18	Management of Roadworks	39%	0%	39%
TCBI02	Efforts to Reduce Delays	34%	0%	35%
TCBI04	Signposting of Diversions	46%	2%	45%
TCBI01	Advanced Warning of Road Works	54%	0%	52%
TCBI03	Time Taken to Complete Road Works	31%	1%	30%
TCBI05	Helplines to Find Out About Road Works	36%	1%	36%
TCBI07	The Management of Roadworks Overall	35%	1%	35%

Table 1: Summary of NHT Public Satisfaction Survey Results (2024) relating to highway network performance.

2.9 The case study below illustrates the overarching concerns about the way that third party access to the network is managed, and these types of examples have informed the improvement processes set out in Section 3 of this Highway Network Management Plan.

### Case Study: Utilities Work in and Around Worthing

Utilities work is important to safeguard the safety of residents in an area, or have significant benefits to connectivity or community resilience, but the works often lead to disruption.

In Worthing there has been a range of activities which have coincided and will result in around 3 years of disruption in the area. These activities are:

**Essential Gas Main Renewal** - Securing the reliability of supply to residents in the area. This required closure of a key route serving the area as well as lane closures. This resulted in more than 6 weeks of disruption.

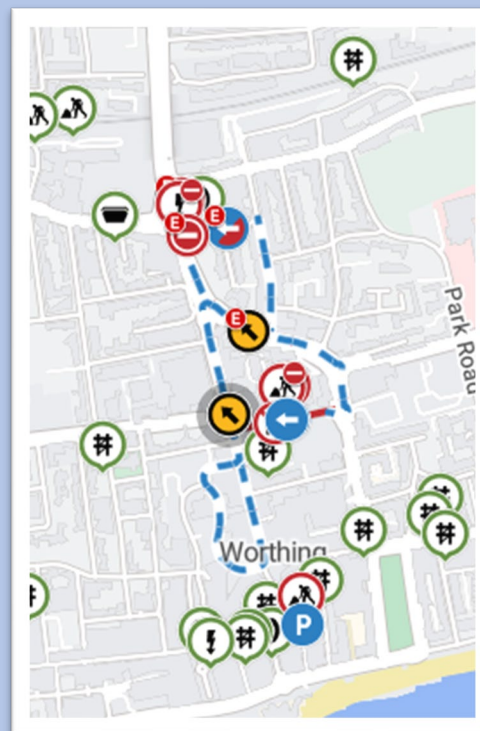
**Installation of High-Speed Fibre Infrastructure** - enhancing the communications of businesses and residential properties. This activity took nearly a year in total around the Worthing area with 8 to 12 weeks disruption in the town centre.

**Delivery of a Heat Network** - designed to provide heating options across Worthing, delivering enhancement for Worthing. The delivery of this infrastructure will require a larger volume of road closures due to the required depths and widths of excavation. This is anticipated to take more than a year to complete.

**Miscellaneous Other Activities** - to maintain infrastructure in the area are still being delivered throughout this period.

The concentration of activities results in ongoing disruption. This disruption extends to all modes across the area and leads to a general dissatisfaction in the overall performance of the local highway network.

These scenarios contribute to the overall customer satisfaction score of 34% in the NHT Public Satisfaction Survey for 2023. This score for The Management of Overall Roadworks (TCBI07) is 6% less than the national average and some 4% reduction from the previous survey score. This declining view of satisfaction has led to the development of the improvements in Section 3: Evolving Our Approach to Highway Network Management.



2.10 West Sussex County Council (WSCC) uses a variety of metrics to understand the performance of the highway network across the county. These metrics are currently being reviewed to ensure that they both drive desirable behaviours and result in the outcome required.

### Highway Network Demand and Demand Management

2.11 West Sussex has a thriving local economy, and the corporate objectives currently adopted set an ambition for this to be built upon in a sustainable way. The strength of the local economy is generating growth across the county.

2.12 When growth is delivered, there is a natural increase in the use of the highway and a greater need to work within it to deliver the measures needed to support this growth. This extends beyond highway specific activities and into other aspects of public infrastructure improvements such as the provision of utilities.

2.13 As the county grows and flourishes the demand for the highway network increases, there are already several challenges with the highway network facing the council, particularly where there is the greatest competition for limited road space.

2.14 Population growth, higher levels of car ownership together with changing vehicle types, the move to plug-in vehicles, and changing travel patterns all have an impact on the way in which the highway network is managed to meet residents' expectations. Information on [population growth](#) in West Sussex can be found on the website.

2.15 The Department for Transport (DfT) maintains figures on road traffic statistics across the highway network. it derives values using a range of methodologies. There are currently (in 2023) 4.26 billion vehicles miles travelled by motor vehicles across West Sussex. The chart below sets out the profile of this usage over time, and the impact of the Covid pandemic is clearly evident in these values.

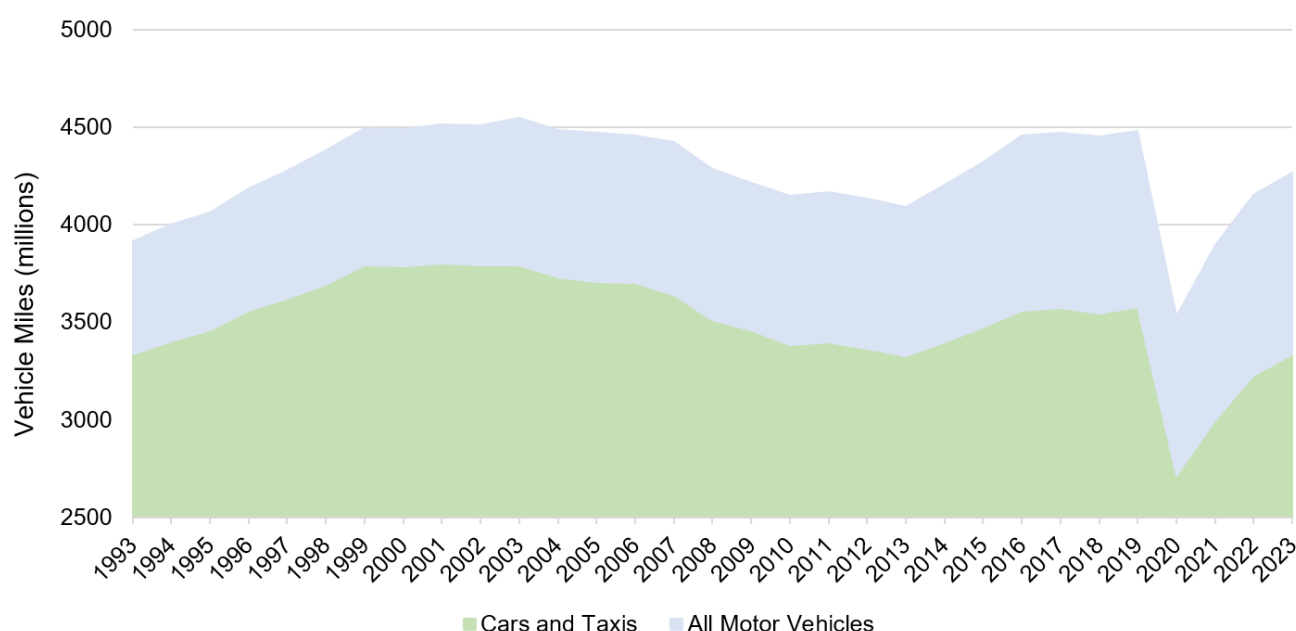


Figure 3: DfT Annual Traffic by Vehicle Types in West Sussex

2.16 The way that we all use the highway network is changing. As more people are expected to shift their transport modes to sustainable options the way that the network is used must change as well. WSCC is rising to this challenge with plans to facilitate the take up of Active Travel options alongside a Bus Service Improvement Plan designed to improve the quality of bus travel across the county.

2.17 To ensure the needs of all users of the highway compliance should be in accordance with the requirements of the Equality Act 2010 and the DfT's publication '[Inclusive Mobility A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure](#)'.



## Roadworks Demand

### Key Statistics

2.18 The following values summarise the current demand for access to the highway network by all works promoters. During 2023/24 there were approximately 49,000 permits granted on West Sussex roads. These permits generate an additional 21,000 revised applications that must be considered due to project variations, for example works timing or methodology. This means that the team dealt with around 70,000 applications for work on the highway.

69,956	Permit Applications and Requests for Amendment Received
20,937	Inspections of Works Undertaken
4,704	Fixed Penalty Notices (FPN) Issued
3,794	Applications for TTROs Received
3,262	Licence Applications Received

2.19 Roadworks is an area which often sees significant demand growth as infrastructure must be developed to support the growth in communities across the county. There has also been recent increase in the infrastructure required by statutory undertakers for the delivery of key services like higher speed broadband. The chart below shows the total number of permit applications and associated changes managed by West Sussex in the last 3 years:

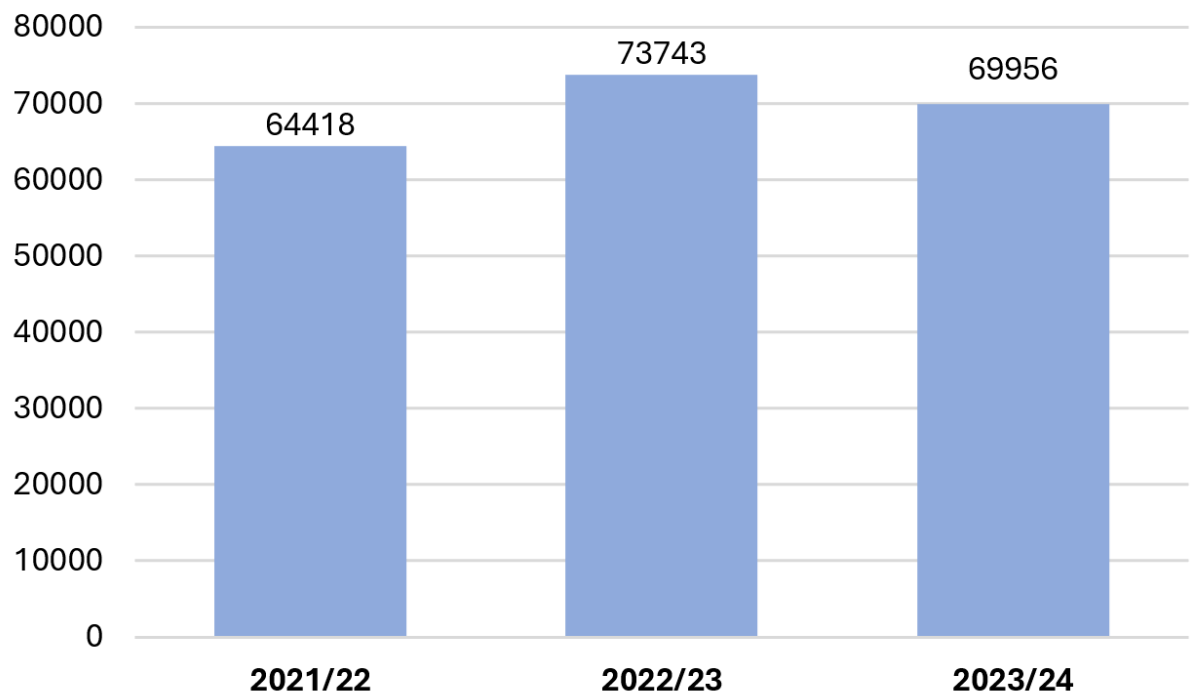


Figure 4: Permit Applications and Change Requests Received in West Sussex Across the Most Recent 3 Years

2.20 It is important to consider that not all of these permit applications result in actual work to the highway as some are abandoned or not progressed by works promoters.

2.21 Whilst some of these permits are for and on behalf of West Sussex County Council (WSCC) (approximately 14% of the total) and supervised as such, it is important to ensure that works are undertaken in accordance with the specifications and guidance that are available. To do this WSCC undertakes a regime of inspection. Figure 5 below sets out the current inspection numbers across the county:

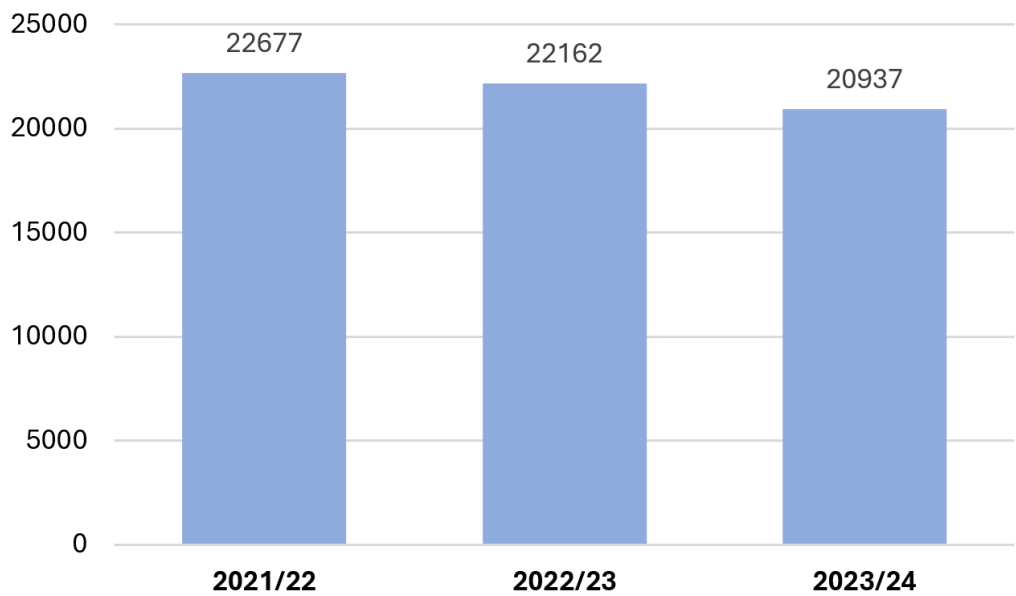


Figure 5: Inspections of Roadworks Undertaken by West Sussex Across the Most Recent 3 Years

2.22 Alongside these permits West Sussex County Council (WSCC) often processes requests to temporarily install regulatory measures to manage traffic for roadworks and events through Temporary Traffic Regulation Orders. These orders follow a specific process to ensure that they can be deployed on the network appropriately. The chart below currently sets out the current application numbers being processed by the team.

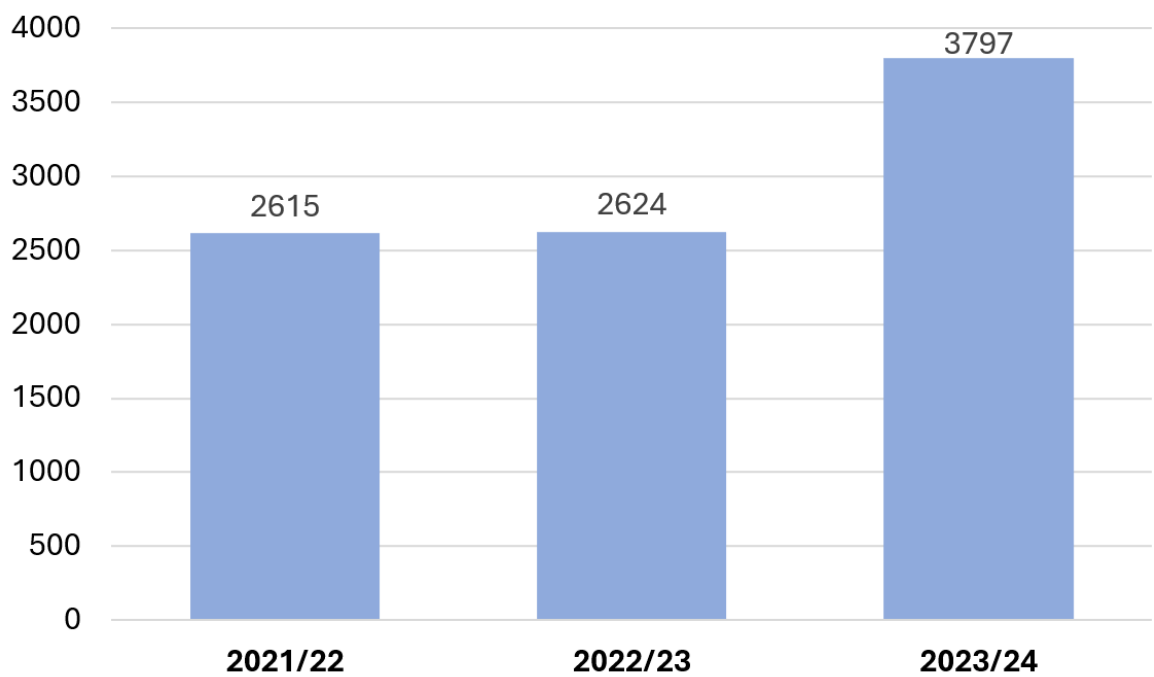


Figure 6: Temporary Traffic Regulation Orders Processed by West Sussex Across the Most Recent 3 Years

## Lane Rental

2.23 The Lane Rental Scheme was introduced in West Sussex on the 1<sup>st</sup> of December 2022, which covers approximately 7% of WSCC's road network. In 2024 the Lane Rental Scheme was subject to review and a report extending between the implementation date and March 2024 was produced. This report evaluates the performance of the scheme and includes review from an external consultant. This review has concluded that the scheme is 'excellent'. This rating has been established based on the overall implementation of the scheme, and specifically liaison with works promoters, the permit team and other stakeholders.

2.24 The evaluation has concluded that more than 3,083 days of highway occupation have been saved and utility activity has reduced by 32.48%. This can be translated into a reduction in disruption and therefore costs to the local community and road users. This has been delivered by shifting more than 91% of activities to periods or works methodologies where charging is not applicable.

2.25 West Sussex County Council (WSCC) are committed to building on this initial success. A series of recommendations have been identified to further improve the performance of the Lane Rental Scheme and these are being considered for implementation. This includes both improvements to the operation of the scheme and the way that it is monitored through performance indicators, which will be subject to a consultation with works promoters and other stakeholders.

Further details of the way in which the permit scheme can be found on the WSCC website, '[West Sussex Lane Rental Scheme](#)'.

## Highway Network Challenges and Opportunities

### Environment and Biodiversity

2.26 In recent years, local government authorities have faced increasingly complex challenges, such as meeting the Government's tough, but important, climate change targets. Environmental concerns including the climate emergency, zero carbon, and biodiversity, are a priority for both WSCC and national government. WSCC has declared a climate emergency in 2019.

2.27 WSCC recognises that climate change is beginning to impact on the highways service, including how the highway network may operate in the future. Ensuring efficient traffic flow, as required by the network management duty, can help mitigate the environmental impacts of travel.

2.28 Where appropriate an environmental assessment should be carried out to identify, assess and mitigate impacts on the environment. Examples include Strategic Environmental Assessment, Environmental Impact Assessment, and/or a Habitats Regulations Assessment.

2.29 West Sussex's environment can be improved through reducing the need of people to drive, encouraging the use of sustainable transportation, influencing how people travel, and introducing improvements to combat congestion.

2.30 There is also a responsibility placed upon WSCC to make sure environmental risks and opportunities are managed positively and to consider the impact of council's actions to identify where it is feasible to reduce or mitigate these impacts to ideally have a positive impact on biodiversity.

### Climate Change

2.31 WSCC approved its [Corporate Climate Change Strategy 2020-2030](#) in July 2020. This strategy sets five priority commitments:

- mitigate the effects of climate change by reducing carbon emissions (aligning with our ambitious target to be net zero by 2030).
- adapt and be resilient to a changing climate.
- source and use resources sustainably.

- support and grow our local green economy.
- transform how we work.

Refer to the County Council's web site [‘West Sussex Climate Action’](#) for further information.

### Highway Infrastructure Deterioration

2.32 Deterioration is a key part of managing highway infrastructure assets. This is managed through the application of asset management principles which are set out in the WSCC Highway Infrastructure Asset Management Policy, Strategy and Plan. Deterioration of the highway asset can be accelerated by the impacts of climate change as the severity and frequency of storms increase or as a result of significant volumes of reinstatements from works in the highway.

2.33 Managing this deterioration is often a significant challenge, and Section 3 of this plan introduces a number of activities to assist in aligning activities on the highway network to maintain the highway asset and activities undertaken by others. This alignment is considered important to ensure that maintenance interventions are capable of delivering their anticipated service life, in turn ensuring that the lifecycle plan relevant to the asset group can be followed. Taking this approach is intended to reduce the whole life cost of maintaining highway infrastructure assets.

### Decarbonisation

2.34 There are four core principles which underpin the actions within West Sussex County Council's [‘Carbon Management Plan’](#) and are critical to the successful delivery of mitigating climate change:

- Reduce our overall energy consumption.
- Reduce our demand for fossil fuel-based energy.
- Contribute to a greener grid.
- Take positive action to sequester carbon in the natural environment.

Refer to the County Council's web site [‘Our strategy and commitment’](#) for further information.

### Noise

2.35 Quality of life can be adversely affected by noise, including noise related to transportation. Several factors affect noise levels, such as from engines and types, traffic speed, the number of heavy goods vehicles on the road, the condition of the road surface, type of road surface, street furniture (including manhole covers), layout of the land, and infrastructure.

Refer to the County Council's web site [‘Noise from transport’](#) for further information.

### Air Quality

2.36 Improving air quality is fundamental to help protect West Sussex's environment. There are many factors that affect air quality, including the layout of the land, of infrastructure, the weather and diverse sources of emissions. West Sussex's residents and road users alike are concerned about the environmental impact of congestion, which impacts their quality of life. Air quality is often raised as an issue where congestion occurs creates emissions, particularly nitrogen dioxide (NO<sub>2</sub>), from vehicles using the highway network. This is already being recognised as a serious public health issue.

2.37 In general, the quality of air across West Sussex is good. However, pollution near traffic sources and in built-up areas remains a problem, so monitoring busy roads is a priority. In most cases traffic is the main reason for the need to declare an Air Quality Management Area.

Each district or borough council with an Air Quality Management Area (AQMA) is required to produce an Air Quality Action Plan (AQAP) to tackle the emissions, in West Sussex there are currently seven AQMAs.

Refer to the County Council's web site [Air quality](#) for further information.

## Section 3: Evolving Our Approach to Network Management

### Section 1 : The Components of Highway Network Management

The management of the local highway network spans a wide range of topics. Many components work together to contribute to the overarching duty placed on West Sussex County Council to secure the expeditious movement of traffic on the highway network.

This section is supplemented with a range of appendices which provide additional details for these components of Highway Network Management.

These can be used to access processes for obtaining permission or accessing services relating to Highway Network Management.

### Section 3 : Evolving Our Approach to Highway Network Management

Section 3 of the Highway Network Management Plan sets out the improvements that are to be implemented by West Sussex County Council.

These improvements will be reviewed as part of the update cycle and evolved as required to continuously improve highway network performance.

- Overview and Context
- Road Works
- Managing Highway Assets
- Changes to the Highway Network
- Severe Weather
- Temporary Traffic Orders
- Traffic Regulation Orders
- Parking
- Highway Regulation
- Traffic Signs and Road Markings
- Intelligent Transport Systems (ITS)
- Road Safety
- Speed Management
- Active Travel
- Electric Vehicle Charging in the Highway

- Working in Partnership
- Communication
- Forward Planning
- Managing the Impacts on Communities
- Protecting the Highway During Streetworks
- Improving the Management of Highway Licencing
- Developing the Understanding of Highway Network Performance

### Section 2 : Understanding the Current Approach to Highway Network Management

As part off the development of the Highway Network Management Plan the existing demand and performance has been evaluated. This section outlines the challenges and opportunities.

This section has been considered for the development of Section 3.

Perception of Highway Network Performance

Roadworks Demand

Highway Network Demand and Demand Management

Highway Network Challenges and Opportunities

### Appendices

These contain the detail about how specific components of the service are managed. These sections include a range of links to provide a clear path to accessing those services or further information.

**Highway Network Management Plan Appendices**





## Section Introduction

3.1 The Network Management function in West Sussex is continually evolving. There is a balance between the necessity of allowing works on the network and disruption to the travelling public. This balance is occasionally disrupted in times where there is a significant amount of work delivered.

3.2 This section of the highway network management plan sets out the areas where we are seeking to drive improvement in the way that the network is managed. It should be noted that those components of Network Management which are described in other policies, strategies and plans, as described in Section 1 of this Plan, are not included in this section.

## Working in Partnership

3.3 With the ever-increasing demand placed on the highway network, it is inevitable that streets will from time to time be occupied by the Highway Authority or statutory undertakers carrying out maintenance, renewal works or the installation of new equipment. On heavily used routes, particularly in urban areas, this will cause disruption and delay for road users. While these works may be unavoidable, it is the responsibility of the street authority to balance the statutory rights of highway authorities and statutory undertakers to carry out works with the right of road users to expect the minimum of disruption from the works and the statutory responsibility of the highway authority to meet this right.

3.4 West Sussex County Council (WSCC) is committed to developing a more collaborative approach to the management of the network, building a stronger partnership approach to planning and coordinating works on the network with all works promoters.

## Forward Planning - Understanding the Pipeline of Works

3.5 Developing our forward planning capacity is key to enabling an overview of all works activity planned on the network, and to support the consideration of all aspects of road space booking. This includes using ongoing and historical assessments of road and street works activities, local knowledge, intelligence on planned activities on National Highways, Network Rail and adjoining highway authorities, and early stakeholder engagement to better plan future works. Data will be monitored from a range of sources to better understand, predict and mitigate the impact of works on the highway network.

3.6 This activity supports all works promoters in understanding and meeting the council's network management priorities. Works promoters have a duty to consider how their activities will impact the highway network. The Network Management Service will work in partnership with all works promoters at the earliest stage of works planning to assist this and to ensure the needs of highway users and the capacity of the network are considered thoroughly.

3.7 Where larger scheme works are being planned, the Traffic Manager requires forward planning notices to be submitted in order to improve the effectiveness of forward planning. Forward planning notices are considered good practice and should be used for the majority of planned works. Since these notices are published, they also enable road users to view all planned road and street works as well as those in progress. Works promoters are expected to engage with road users, public transport providers, the local community and businesses affected by the planned works before road space will be granted; this is described in Appendix 4.

3.8 By working in partnership with works promoters, the Network Management Service will have a better understanding of the pipeline of work being developed and will shape a more comprehensive forward plan of works. This includes all works on the highway network, whether promoted by the Highway Authority, developers or utility providers.

## Coordination of Works

3.9 Current works activity levels are at a record high with works saturation becoming a regular occurrence. The WSCC Traffic Manager leads the coordination of road and street works and can use powers to direct timing and application of works where network disruption is present. This is set out in Appendix 4.

3.10 Having a forward plan facilitates the coordination of works to reduce overall disruption more effectively. This may mean that works promoters are encouraged to utilise closures or other mechanisms to manage the traffic on the network to reduce the overall time that works are present on the network.

3.11 When forward planning, the following hierarchy guides coordination decisions and determines priority for road space booking in areas where there is a high work demand. This has been developed to support the objectives of this HNMP, in particular to balance the work plans of all works promoters, alongside the need to manage and maintain the highway asset and the safety and other needs of road users.



Figure 7: Hierarchy for Evaluating Permit Requests In High Demand Scenarios

3.12 The hierarchy will be applied flexibly in the coordination of multiple permit applications for works in localised areas. The hierarchy will provide a starting point with additional information related to specific

proposals and relevant impact being used to inform final decisions. The impacts of events, licences and emergency works will need to be considered as part of this decision making, as well as other legislative requirements. Early engagement with the works promoters will improve the understanding, scrutiny and co-ordination, including communication of these occurrences on the network.

3.13 When considering the coordination of activities on the network, consideration is given to the impacts of all road users, including public transport operators and active travel user groups. These impacts will be identified and these groups included in the communication for the works where appropriate.

3.14 The following scenario is set out to provide an example of the way in which the hierarchy may be applied.

#### **Scenario 1 – Managing conflicting demands in the winter period in the Barnham area**

*The coordination of multiple works needed to apply priorities, with some works delayed and sequencing managed, plus responding to weather-related issues.*

- Two developments on Barnham Road, Eastergate (located towards the western end of the road) required connections, utility diversion works and s278 works on the highway.  
*Coordination Action: Delayed start due to other works listed in the area.*
- Development on Barnham Road, Eastergate (located towards the eastern end of the road) also required connections and the delivery of a scheme under Section 278 of the Highways Act (1980).  
*Coordination action: Works postponed until Southern Water emergency and other development works completed.*
- Barnham Road and Elm Grove South: Southern Water Emergency works requiring closure of both roads.  
*Coordination action: Developer works on Barnham Rd and SGN gas mains work on Fontwell Avenue postponed or removed from highway to allow traffic flow around the area.*
- Emergency Works on Barnham Lane: An extended closure to manage a collapsed manhole which resulted in flooding, in turn delaying a repair due until water levels had dropped.  
*Coordination action: Removal of SGN works on Fontwell Ave required.*
- Emergency closure required on the A29 Shripney: This was required because of prolonged flooding.  
*Coordination action: A27 National Highways Resurfacing works at Fontwell postponed as diversion route not available because flooded.*
- North End Road, Yapton which is an alternative route to A29 and Barnham Road required developer works to be implemented.  
*Coordination action: multiple developer linked works postponed due to network overloaded.*
- West Sussex County Council (WSCC) promoted signage works across the area.  
*Coordination action: postponed as part of routes required to be kept free. To manage impacts in this part of the highway network.*

## Scenario 2 - Developer Constructing a Residential Housing Site

A developer has obtained planning permission on a site adjacent to the public highway to construct 40 new homes. This scheme includes associated infrastructure such as internal roads, drainage, street lighting and landscaping. Additionally, the public highway which is adjacent has been identified in a maintenance programme for resurfacing. In this scenario, decisions on permit applications would likely consider the works in the following order:

- Formation of a temporary access into the site.
- Delivery of any diversionary works.
- Utility Service Connections (Water, Electricity, Telecommunications and Gas where appropriate)
- Delivery of the approved access in accordance with the drawings Approved by WSCC for works in the public highway.
- Delivery of remedial works following inspection.
- Delivery of the maintenance scheme to avoid disruption and eliminate the necessity to disturb the new surface.

Some of these activities may be coordinated so that the time on the highway network is minimised through liaison with the Network Management Service. The ordering of the works is varied to the proposed hierarchy to ensure that the investment in the highway is protected by removing the requirement to break a new surface.

This example highlights the importance of understanding the works pipeline across all relevant works promoters. The activities can be coordinated to minimise disruption and the integrity of the fabric of the public highway can be maintained as a result of the correct ordering of the works.

## Communication

3.15 A key part of the development of a partnership approach is improving communication. This improvement is required between the Network Management Service and works promoters, and this improvement will extend across a range of channels. The approach that the team takes to communication will need to develop as the partnership grows and becomes established.

3.156 To encourage this enhanced communication we are considering the capability and capacity required for forward planning and coordination of works, using this Highway Network Management Plan to guide the approach. It is anticipated that this will be an improvement pathway, which needs to be developed over a period of time and the approach taken will need to evolve using continuous improvement principles to ensure it remains relevant.

3.17 The outgoing communication to road users, including public transport users and operators, is part of the communication process, ensuring that communities across the county are well informed and able to access information relating to works in their area. To achieve improvement, partnership working will be structured around ownership of the various parts of the process. This will place the responsibility for communication with works promoters for planned schemes and work in progress, including emergencies, since they own the detailed information about how the works will be delivered.

## Managing the Impacts on Communities

3.18 A key outcome for the development of the approach to Highway Network Management in West Sussex is a reduction in the impacts of works on communities across the county. Alongside the partnership working approach described about West Sussex County Council (WSCC) is establishing opportunities to implement works embargos or 'holidays'.

3.19 The implementation of this type of measure is intended to be applied when areas of the county are exposed to significant volumes of works over an extended period.

3.20 The principle of the embargo is less likely to be required as the forward planning aspects are developed. A process will be required to develop this principle and will involve liaison with works promoters and key stakeholders.

### **Protecting the Highway During Street Works**

3.21 The New Roads and Street Works Act 1991 (NRSWA) empowers WSCC to carry out investigatory works to check whether an undertaker has complied with the duties placed on it in respect of site safety and the reinstatement of the street.

3.22 In 2022 new powers were added to NRSWA regulations requiring an undertaker to pay to the street authority the prescribed fee in respect of the following:

- inspections carried out by the authority of street works; or
- such inspections of those works as may be prescribed.

In addition, the number of inspections carried out on undertaker works would be based according to an undertaker's previous historical performance.

3.23 The aim of these changes is to balance the statutory rights of undertakers to carry out works with the rights of road users to expect the minimum disruption from works. It also promotes compliance with the 'Safety at Street Works and Road Works' statutory code of practice (the safety code), and the 'Specification for the Reinstatement in Openings in Highways' statutory code of practice (the SROH).

3.24 NRSWA makes undertakers responsible for the management of their street works' activities. Authorities are responsible for monitoring performance and for the coordination of works. Authorities are empowered to charge undertakers for sample inspections that they will carry out to monitor an undertaker's performance.

3.25 From April 2023, a new, performance-based inspections regime was put in place to assess, monitor and, where necessary, improve an undertaker's performance and reduce levels of non-compliance. Performance-based inspections mean that poor performers are inspected more often than those who have high levels of compliance with the safety code and the SROH.

3.26 West Sussex County Council (WSCC) may also carry out ad-hoc investigatory works such as a coring programme to determine whether an undertaker has complied with their duties with respect to reinstatement of the highway. If the reinstatement does not comply with the SROH, the undertaker will bear the cost of the investigatory works. These activities have been carried out in West Sussex for a number of years and remain an important component of the asset protection approach.

3.27 The aim of any inspection and or investigatory works is to protect the highway asset and to improve the quality of any repairs undertaken thereby reducing defects which may then develop into potholes and failed trenches.

3.28 Performance-based inspections (PBI) also aim to:

- ensure an authority and an undertaker has early warning and sight of where failure rates are increasing beyond acceptable levels.
- improve compliance and performance, delivering benefits to utilities, authorities in terms of maintaining its highway asset, and road users.
- ensure authorities focus their inspection resource on the poorest performers.
- reward and incentivise compliance, with more inspections and charges for those with poor performance and fewer for those that have made or continue to invest in compliance.

3.29 PBI are monitored by the Department for Transport's Street Manager system with all inspections being logged and recorded electronically. National performance indicators can be derived from this single electronic data base with WSCC being able to benchmark performance against its neighbours regionally and on a national level.



3.30 The Street Manager system automatically generates the numbers of street works inspections due based on the compliance or not with regulations noted in the inspections undertaken. This process of defining the number of inspections due occurs automatically on a quarterly basis with all authorities having to adjust their inspection teams and process accordingly.

3.31 A service review has used data from this system to ensure that WSCC is adhering to its requirements in accordance with the network management duty and to ensure that highway repairs are monitored effectively and proactively. This review has found that WSCC have undertaken PBI in adherence with the new criteria as set out in legislation and codes of practice and has identified that several utility companies works are falling below the levels we would hope.

3.32 Under Performance-based inspections (PBI) regulations inspection failure rates dictate the number of future inspections West Sussex County Council (WSCC) must carry out and an increase in the number of inspection staff will be required to meet these higher PBI numbers.

3.33 The Network Management Service is considering its capacity to empower a more proactive inspection regime. The nature of PBI and that numbers of inspections can fluctuate. It is likely that more inspectors are required to meet regulations and to ensure the quality of the repairs undertaken improve.

3.34 Similarly, PBI numbers can and will hopefully decrease as works promoters' compliance with regulations improves. The ability to be flexible in staffing numbers to administer a PBI regime is still being evaluated by WSCC and how this is ultimately managed will have a direct impact on the success of proactive protection of the highway network.

3.35 Having a resource of inspection staff that is more able to react quickly to changes in required PBI numbers will have further benefit of being able to respond to emergency works situations where traffic disruption occurs without the full planning and forethought that planned works have. When required more on-site staff resources will empower WSCC inspections team to influence and direct the actions of all those who undertake activities in emergency situations and therefore support those who need to use the highway as part of the daily lives.

3.36 Failed inspections also generate defect charges and fixed penalty notices which act as a deterrent to utilities who fail to reach the levels of repairs required by SROH and the safety code. These fines and charges will help to ensure that the inspection team maintains adequate resources to meet staff costs as PBI levels vary according to performance criteria.

#### [Auditing Repairs Delivered by Third Parties](#)

3.37 The New Roads and Street Works Act 1991 (NRSWA) empowers the local Highway Authority to carry out investigatory works to ensure that the Utility company has restored the road to the required standard. Analysis, inspections, and investigatory works involving core sample testing have been carried out consistently and reasonably with the aim of driving improvements in the quality of utility reinstatements and the protection of the highway asset.

3.38 Levels of compliance with SROH have continued to be lower than expected and a new contract is being prepared to continue and enlarge, if necessary, the number of cores taken of utility reinstatements.

Like PBI, numbers of cores taken can be affected by the failure rates identified so poorer performing utility repairs will be cored more often.

3.39 Costs associated with undertaking a coring regime can be recovered from the utilities in accordance with the DfT's Code of Practice for street works inspections, if the core sample fails the test. Should the coring programme find utility reinstatements have improved to the stage that the investigatory works are unnecessary the coring process will stop.

3.40 Failed cores necessitate the utility contractor to carry out remedial works in accordance with the DfT's Code of Practice, and these works will help to protect the highway asset by ensuring all repairs meet national specifications and therefore reduce the incidence of potholes and failed trenches.

### **Improving the Management of Highway Licencing**

3.41 WSCC have identified that there are improvements required to the way that licences are processed on the highway network.

3.42 There is a perception that the current approach to the management of licences results in a low level of compliance. Unlicensed activity can impact road safety and lead to damage to the fabric of the highway network. It is also understood that there are varying levels of compliance between the licence types. The principal licence types to be reviewed are:

- Licencing of skips.
- Licencing of scaffolding erection.
- Licencing of the construction of new and existing accesses to the highway.
- Licencing of equipment to measure traffic flow and speed.

3.43 The information on obtaining these licences can be found in Appendix 8 and a more rigorous process of enforcement is being developed. This will include enforcing those instances where no licence is applied for as well as failure to abide by the conditions of the licence when granted. This approach is anticipated to protect the highway from damage, its users from unsafe or disruptive situations and overall deliver improvement in the way that the highway network is managed.

### **Developing the Understanding of Highway Network Performance**

#### **The Use of Technology**

3.44 There are emerging technologies which can provide valuable insight into how the approach to highway network management is performing. For example, CCTV at road works can provide valuable insight into the actual levels of congestion on a site, and if alternative work practices are required to mitigate that congestion. The use of these systems can deliver improvements in site safety as unsafe behaviours are recorded and enforcement progressed as appropriate. The use of CCTV and other camera technologies can be supplemented with Automatic Number Plate Recognition (ANPR) to support the enforcement capability.

3.45 In addition to the adoption of new systems, there is also the opportunity to develop and enhance existing technological solutions. An example of this is the development of the way that One.Network is used to communicate disruption to the highway network. From time to time, it will be necessary for the team to review the current system use and identify opportunities to deliver improvement. A practical example of the way that system use can grow is the use of the One.Network modules for communicating disruption on the network to satellite navigation system suppliers.

3.46 As with all technological advancement, it is important that systems are properly reviewed to establish how they can benefit their contribution to highway network performance. If an option is viable, it will then require careful evaluation to understand if the perceived benefits can be converted to actual benefit and any opportunities to add value are identified.

#### **Improving Performance Metrics**

3.47 West Sussex County Council captures a range of metrics from across the network on how it is used. These metrics can be used to understand changes in the way that the network is used, measure disruption to the travelling public and understand deterioration. As part of the improvement process that WSCC is applying to highway network management these metrics are interpreted and evaluated to establish how they can positively influence highway network performance.

## Appendix 1: Recording Changes to the Highway Network Management Plan

As set out in the 'Review of the Plan' section the Highway Network Management Plan will need regular update. Table A1-1 below sets out the nature of the changes made as a record of how the document has evolved.

During the document review it is likely that the contents of the section which sets out how we are evolving our approach may be moved to the other sections, to be replaced by improvement themes which are identified through the evaluation of the current approach. This cyclical approach to document review ensures that the content of the HNMP remains up to date and reflective of our approach.

Version Number	Summary of Amendment	Date Complete
1	Completed First Version	27/01/2025

Table A1-1: Change Log

## Appendix 2: Relevant Legislation and Guidance

In fulfilling the Network Management Duty, the council acknowledges the need to balance the demands of the TMA with that of other legislation, local objectives, and constraints. In the development of this Highway Network Management Plan consideration has been given to:

- Highways Act 1980
- New Roads and Street Works Act 1991
- The Traffic Management Permit Scheme (England) Regulations 2007
- The Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007
- Street Works (Charges for Occupation of the Highway) (England) Regulations 2012
- Road Traffic Regulation Act 1984
- The Town Police Clauses Act 1847
- Transport Act 2000
- The Road Traffic Act 1988
- The Road Traffic Act 1991
- Environment Act 2021
- Environmental Protection Act 1990
- The Town and Country Planning Act 1990
- Public Health Acts Amendment Act 1890
- Public Health Act 1925
- Local Government (Miscellaneous Provisions) Act 1953
- Local Government (Miscellaneous Provisions) Act 1982
- Traffic Sign Regulations and General Directions 2016, as amended
- Civil Contingencies Act 1984
- Control of Pollution Act 1974
- Equality Act 2010
- Flood and Water Management Act 2010

The way in which we manage the highway network is influenced by national factors such as government plans and priorities, guidance, best practice, funding, and innovation. These include:

- [Manual for Streets 2007](#) and [Manual for Streets 2 2010](#)
- [Well-managed Highway Infrastructure: A Code of Practice 2016](#)
- [Clean Air Strategy 2019](#)
- [Local Transport Notes](#)
  - Bus User Priority (LTN 1/24)
  - Cycle infrastructure design (LTN 1/20)
  - Using railings to make roads safer for pedestrians (LTN 2/09)
  - Signal controlled roundabouts (LTN 1/09)
  - How to develop safe streets for mixed use (LTN 3/08)
  - Traffic management and streetscape (LTN 1/08)
  - Traffic calming (LTN 1/07)
  - Design and use of directional traffic signs (LTN 1/94)
- [National Planning Policy Framework 2021](#)
- [Transport Decarbonisation Plan 2021](#)
- [The second cycling and walking investment strategy \(CWIS2\) 2022](#)
- [Department for Transport Circular 01/2013 Setting Local Speed Limits](#)
- [Gear Change: A Bold Vision for Cycling and Walking 2020](#)
- [Specification for the Reinstatement of Openings in Highways 2020](#)
- [Permit schemes: statutory guidance for highway authorities 2022](#)
- [Code of practice for the co-ordination of street and road works 2023](#)
- [Code of practice for street works inspections 2023](#)
- [Lane rental schemes: guidance for English highway authorities 2024](#)

## Appendix 3: The Highway Network

### Transport Links

West Sussex is located in the Southeast of England and has a range of national and international connectivity. A large number of residents regularly travel north to London and utilise a range of transport options when going about their daily lives. The County Council works with other local transport authorities in the South East as a constituent member of a Sub-national Transport Body known as Transport for the South East (TfSE).

In addition, the County includes Gatwick Airport. This is a busy airport serving in excess of 40 million (in 2023) passengers, all of which travel to the site across West Sussex for at least part of their journey.

### Road Network

The Primary Route Network designates roads between places of traffic importance across the UK, with the aim of providing easily identifiable routes to access the whole of the country, the network links are vital to business, freight movement and residents' ability to access jobs and amenities.

The primary destinations in West Sussex are Bognor Regis, Chichester, Crawley, East Grinstead, Gatwick Airport, Horsham, and Worthing.

### Rail Network

In West Sussex, the rail network is comprised of the Brighton Main Line, Arun Valley Line, Horsham – Dorking Line, East Grinstead branch of the Oxted Line and the West Coastway Line that includes branch lines to Littlehampton and Bognor Regis. The connections provided to London, the Gatwick Diamond, West Sussex coast, and across rural West Sussex play a key role by enabling economic activity and providing accessibility.

### Freight Routing

Congestion causes delays for freight movements which negatively affects business productivity and can lead to rerouting on less suitable routes. The Lorry Route Network which includes the County Strategic Road Network plus some other A class roads identifies the most suitable routes for goods vehicles. Infrastructure on some of these routes, particularly in rural areas, is not well suited for goods vehicle use due to size restrictions that can lead to concerns from local communities. Environmental constraints such as South Downs National Park and AONBs limit options for improvement.

Further information is contained on West Sussex County Council's web site '[Lorry route network](#)' including the plan of '[West Sussex Lorry route network](#)'.

### Abnormal Loads

The dimensions and weights of vehicles used on British roads are regulated by the Road Vehicles (Construction & Use) Regulations 1986 (C&U) Regulations and the Road Vehicles (Authorised Weight) Regulations 1998 (AW) Regulations. The Construction and Use (C&U) Regulations provide the basic legislation over how normal motor vehicles and trailers are built and operate on the road.

The movement of large or heavy loads that exceed dimensions set down in the C&U and AW Regulations is permitted provided they comply with The Road Vehicles (Authorisation of Special Types) (General) Order 2003 (STGO). These are generally referred to as Heavy Abnormal Indivisible Loads (HAIL).

An abnormal load must be indivisible. If it can be broken down into smaller loads that are within the permitted size and weight covered by the C&U Regulations, then this must be carried out.

Loads over 150 tonnes, 6.1 metres wide or 27.4 metres long require Special Orders from the Department for Transport as specified in the STGO.



Before a haulier can move a HAIL he must notify the highway authority and dependant on the type of load (e.g. weight, length, or width) they must also notify the Police. The haulier is responsible for surveying the route and contracting other agencies that are likely to be affected, particularly bridge owners, including National Highways, Network Rail, Historic Railways Estate, Historic England, Canal and River Trust, and the Environment Agency.

Where an abnormal load passes through a road works site the additional costs involved in suspending work and altering the traffic management layout may be recharged to the haulage company.

Further information is contained on West Sussex County Council's (WSCC's) web site '[Heavy and abnormal loads](#)'.

### Network Hierarchies

WSCC's highway network is comprised of several network tiers many of which overlap but each has a specific function. Defining network hierarchies and defining specific classifications is crucial for the highway network, it enables the council to have a better understanding and drives better decision making.

### Strategic Road Network

The Strategic Road Network (SRN) comprises motorways and trunk roads, which are managed National Highways, in West Sussex these are the M23, A23, and A27.

WSCC maintains a close relationship with National Highways so that there is an understanding of how activities, actions and events affect each other's roads, which is also a requirement of the network management duty, this includes the use of diversionary routes and abnormal load routes.

### Major Road Network

The UK government has a desire to ensure that the transition to and from the SRN provides a seamless experience for road users making strategic journeys. To that end it has proposed the development of an additional tier the Major Road Network (MRN).

Figure 4 of the West Sussex Transport Plan sets out the identified MRN and comprises of a network of roads that are important in terms of connecting regional economies and supporting growth.

### Local Road Network

The Local Road Network (LRN) is formed from over 4,034 km (2,769 miles) of highway network. The management of this network is complex, the LRN is categorised in a variety of different ways, according to different needs and is also driven by different and varying legislation and purposes.

In West Sussex, sections of the LRN may be defined as one or several of the following categories:

Category	LRN Sections
Classification	<ul style="list-style-type: none"><li>▪ A Class Roads</li><li>▪ B Class Roads</li><li>▪ C Class Roads</li><li>▪ Unclassified Roads</li></ul>
Hierarchy	<ul style="list-style-type: none"><li>▪ Carriageway hierarchy</li><li>▪ Footway hierarchy</li><li>▪ Cycleway hierarchy</li></ul>

Category	LRN Sections
	<ul style="list-style-type: none"> <li>Based on Well-managed Highway Infrastructure: A Code of Practice 2016 (WMH). Refer to the Council's <a href="#">‘Highway Inspection Manual’</a>.</li> </ul>
Resilient Network	<ul style="list-style-type: none"> <li>Contains the most critical routes and highway assets</li> <li>Maintain economic activity and access to key services</li> <li>Maintained to plan for a range of highly disruptive events</li> </ul>
Winter Service Network	<ul style="list-style-type: none"> <li>Winter Service Network - Precautionary salting whenever temperatures are predicted to fall to a level where ice may form.</li> <li>Winter Resilient Network - treated and/or ploughed in the event of heavy snowfall.</li> <li>Spot salt other roads, selected footways, and cycleways to assist in the removal of the winter hazard where deemed necessary and where resources allow</li> </ul>
Streets subject to Special Controls <i>(Designated in accordance with the NRSWA)</i>	<ul style="list-style-type: none"> <li>Protected Streets</li> <li>Traffic Sensitive Streets</li> <li>Special Engineering Difficulty</li> </ul>
Reinstatement Category for repairing the highway following works <i>(Designated in accordance with the NRSWA)</i>	<ul style="list-style-type: none"> <li>Based on number of millions of standard axles carried by the road over a 20-year period</li> </ul>
Lorry Route Network	<ul style="list-style-type: none"> <li>Advisory routes for Heavy Goods Vehicles (HGVs) in the county</li> </ul>

## Appendix 4: The Aspects of managing Roadworks and Street Works

### Coordinating Works

Section 59 of the New Roads and Street Works Act 1991 (NRSWA) places a general duty on a street authority to coordinate works as follows –

“A street authority shall use their best endeavours to coordinate the execution of works of all kinds, (including works for road purposes), in the streets for which they are responsible –

- a) in the interests of safety
- b) to minimise the inconvenience to persons using the street, (having regards, in particular, to the needs of people with a disability), and
- c) to protect the structure of the street and the integrity of apparatus in it”

This duty also extends to coordination with other street authorities where works in a street for which one authority is responsible affects streets for which other street authorities are responsible, e.g., adjoining counties where works are close to another street authority’s boundary.

It will be noted that this duty of coordination also applies to works for road purposes, (such as a street authority’s own works), as it is a principle of the Network Management Duty for the authority to demonstrate parity between its own works and those of undertakers.

Section 60 of the NRSWA places a corresponding general duty on statutory undertakers to cooperate with the coordination process. To assist the street authority in meeting this duty, the Permit Scheme provides information in respect of proposed works and time scales and then legislation gives the street authority the power to coordinate works by directing the timing date and location of the works as well as restricting further works following substantial road or street works, such as a resurfacing scheme or major sewer works. This power is discharged effectively by the street authority by liaising closely with authorities and statutory undertakers and convening regular coordination meetings at a local level as well as being represented at regional level.

### Events

Events on the highway network fall into two broad categories, planned events such as carnivals or street parties, and unplanned events, such as road closures due to road traffic incidents, flooding, or utility apparatus failure. Major incidents also fall into this latter category.

### Construction Traffic Management Plans

The Traffic Manager and forward planning team can, before considering road space applications require that a Construction Traffic Management Plan (CTMP) is provided. The CTMP will evidence how the planned works are mitigating traffic disruption and where appropriate are exploring the use of innovative approaches to highway works to reduce traffic disruption. The Traffic Manager and forward planning team can assist those who will need to provide CTMPs.

The CTMP will set out the mitigation measures employed to reduce the impacts of the proposed works on the West Sussex Highway network.

The CTMP will need to consider the following elements:

- Preferred routes for delivery vehicles and staff
- HGV traffic movement restrictions
- Local and strategic route traffic diversions
- Route signage
- Working hours
- Timing of deliveries

- The requirement for stewarding at accesses
- Vehicle wheel washing
- Highway condition survey
- Promotional material and communications
- Coordination/emergency contact
- Sustainable staff travel
- The completion of a construction method statement

### Management of Planned Events

Street functions are one way in which local communities may wish to celebrate national or local events such as a carnival or a street party. However, in organising street functions, care must be taken to protect residents and minimise inconvenience to other users of the highway. Smaller events, such as parades or markets, are normally administered by the [district council](#) for the affected area. Larger events which involve temporary traffic management require a TTRO made by the County Council.

Advice and guidance are contained on the Council's web page ['Temporary road closures'](#).

### Management of Unplanned Events

Emergencies can occur on the highway at any time and accordingly procedures and arrangements shall be in place to provide 24/7/365 contact and response facilities.

Advice and guidance are contained on the Council's web page ['Report an emergency with a road or pavement'](#). Emergencies can involve reports of dangerous defects to the highway, such as extreme surface failures, road traffic collisions (RTC), obstructions, structure collapse, or the effects of adverse weather conditions.

For emergency road closures refer to West Sussex County Council's web site ['Temporary road closures'](#).

Major emergency response advice is covered by the ['Preparing for emergencies'](#) and supported by the Council's ['Resilience and Emergencies Team'](#).

### Hazardous Materials Spillage

Incidents involving the spillage of hazardous materials will be controlled by the Fire and Rescue Service who will appoint an Incident Commander. Once declared safe by the Incident Commander the spillage to be treated either by its removal or by installing warning signs, barriers, and lighting.

Unknown materials will not be handled until either positively identified or expert advice has been obtained regarding the safe movement of the material and the appropriate level of protective equipment has been obtained.

Any hazardous spillages where the drainage system or a watercourse is affected these will be reported to the Environment Agency for action.

### Accident Damage and Vandalism

The cost of accident and vandalism repairs will be recovered where-ever possible and where it is cost effective for the Council to do so.

Incidents of damage or vandalism causing a danger to highway users will be repaired or made safe within 24 hours. If sites of persistent vandalism or damage are identified, consideration should be given to the removal of the item or replacement with a design or product which is vandal resistant.

## Mud on the Highway

The presence of mud on the highway shall be risk assessed to determine the appropriate action, including the clearing of the hazard as soon as possible.

There are a range of powers available to the police and the Highway Authority, most of the powers are laid out in the Highways Act 1980.

Section 148 of the act makes it an offence to deposit mud and other materials on the highway that would interrupt other users of the highway. If the deposit constitutes a nuisance, action can be taken under Section 149 to remove the deposit.

Section 161(4) of the Highways Act 1980 creates an offence of allowing any filth, dirt, lime, or other offensive matter to run or flow onto the highway from adjoining premises for which an offender may be summonsed to appear before a Magistrates Court.

If large amounts of mud or debris are present on the highway and if the person responsible cannot organise clearance within a reasonable timescale or if they are not on site, arrangements should be made by the Highway Authority for the area to be swept.

The person responsible should then be given early advance notice of being recharged the cost of the cleaning operation in writing.

The involvement of the Police is recommended in such situations as this can assist in the subsequent recharging of costs, aids any future prosecution, and assist in responding to enquiries from the public.

## Road Works Communication

To meet the needs of WSCC residents, customers and stakeholders an integrated communications strategy was developed which ensures the County incorporates their views and needs.

Developing relationships with key stakeholders is essential to secure their views and understand what mitigation efforts may be necessary to reduce disruption that may be caused by planned activities on the highway. Using the powers vested to the Traffic Manager by the New Roads and Street Works Act 1991 (NRSWA) and Traffic Management Act 2004 (TMA) to direct those working on the highway to take actions that reduce disruption to the highway.

WSCC road space booking permit team encourage and support all activity promoters to undertake the earliest possible engagement with their customers and stakeholders including the local public transport providers and road haulage associations as being essential to these communications. Forming a professional communication relationship based on sharing and trust is essential to the reduction of disruption and inconvenience for all.

The permit team will work closely with WSCC's communications team to ensure activity promoters communications teams manage their press publications proactively and in a joined-up manner ensuring clarity of information offered and responses delivered working together in a collaborative approach to all external communications.

When planning roadworks, it is useful to understand the different customer groups who should be notified. We have identified these customers to help target and understand the best method for delivering information.

- Direct householders: directly within the site boundaries.
- Indirect householders: live near/on the affected road.
- Direct shops and businesses: directly within the site boundaries.
- Indirect shops and businesses: based near/on the affected road.
- Road users: those who use the affected road daily or regularly.
- Major events: Local carnivals, sport marches etc that are located within or near the site.
- Statutory Authorities: police, fire, ambulance, coastguard.



- Public Transport.
- Educational establishments: nearby schools and colleges.
- Elected Representatives: County Councillors, Parish/Town Councillors, District/Borough Councillors, MP's.
- Local amenities: waste sites, community centres hospitals.
- Other statutory undertakings: gas, water, electric etc.
- Local Media, for example the local press and radio stations.

WSSC uses a Customer and Stakeholder Engagement Plan (CSEP) to decide when and how to communicate with anyone affected by highway activities. Planned activities are graded based on the type of works proposed and the disruption they will cause. Road works information is published on West Sussex County Council's web site '[Roadworks map](#)'.

The table below sets out the different levels of engagement and their timescales.

Engagement Type	Major Projects  Sustainable transport Packages <b>or</b> Major Infrastructure Improvements	Level 2  Residential/busy urban areas/large rural areas <b>or</b> Road closures or disruptive works <b>or</b> Traffic Management/Traffic Sensitive A Road Town Centre	Level 1  Rural Roads – Small Rural Residential Areas <b>or</b> Minor Works on Cul-de-Sacs	Level 0  Areas with little or no affect to stakeholders
Contact Councillor	Yes	Yes	Yes	Optional
Signage	Yes	Yes	Yes	Optional
Letter Drop	Yes	Yes	Optional	Optional
Visit Businesses	Yes	Optional	Optional	No
Social Media Posts	Yes	Optional	Optional	No
Newsletter	Yes	Optional	No	No
Press Release & Radio Engagement	Yes	Optional	Optional	No
Webpage	Yes	Optional	No	No
Public Meeting	Optional	Optional	No	No
Minimum Customer Notice Period	As per Service Communication Plan	14 Days	7 Days	3 Days

Table A4-1: Levels of Engagement and Associated Timescale

Communications are generally developed regarding the nature of the circumstances and the table above is a guide: the team will assess requirements on a case-by-case basis. Refer to the Council's '[News and campaigns](#)' web site for more information. In some cases, such as part of a civil emergency the lead on communication will be taken through WSSC's emergency planning processes.

## Appendix 5: Managing the Highway Network During Severe Weather

### Winter Service

West Sussex County Council's (WSCC's) overall Winter Service Plan is available on its web site along with the current gritting routes.

Highway policies and procedures relating to the winter service are contained within West Sussex County Council 'Winter Service Plan'. This document is reviewed annually to take into account changes in policies, gritting routes and practices.

Section 41(1) of the Highways Act 1980 (added by virtue of Section 111 of the Railways and Transport Safety Act 2003) places a duty of care upon Highway Authorities "to ensure, as far as reasonably practicable, that safe passage along a highway is not endangered by snow or ice". In addition, Section 150 of the Highways Act 1980 states that it is a duty to remove accumulations of snow from the highway.

Priorities for treating roads throughout the County have been established in accordance with the road hierarchy and other factors and described in detail as part of the 'Winter Service Plan'.

Details of the current Highways Winter Service are contained on the Council's web site ['Winter Service'](#).

### Flooding

Flood events can cause problems on the network, localised and widespread flooding can create disruption and congestion and negatively impact local communities and our economy. Where we are aware of the roads that are most at risk of flooding, we have contingency plans in place.

As the lead local flood authority, the Council have specific powers and duties for coordinating the management of local flood risk. Guidance is contained on WSCC's web page ['Flooding advice'](#).

Highway flooding will be investigated as soon as possible after being reported and either the cause of flooding addressed, or the area closed off or highlighted using warning signs and barriers. Refer to the Council's web site ['Flooding, drainage and gullies'](#).

Ditches which are adjacent to the carriageway are often the responsibility of adjacent landowners as part of their [riparian responsibilities](#). West Sussex will work with landowners to improve drainage provision where appropriate.

### Significant Weather Conditions

WSCC's road network is susceptible to extreme ranges in temperature, high temperatures can cause as much damage as extreme cold, hotter weather may cause road surfaces to deteriorate and deform. The result can be disruption, congestion, and emergency repairs on the road network.

Storm events, particularly those that have extreme winds can cause severe disruption and danger to road users on the highway network caused by to damage road signs, trees, and gantries, also from adjacent dangerous buildings.

## Appendix 6: Types of Traffic Regulation Orders

### Waiting and Loading Restrictions

New waiting and loading restrictions and other similar traffic regulation orders will normally only be considered in the following circumstances:

- Where a road safety problem has been identified by collision studies and it is clear that an actual reduction in collisions would follow from the introduction of such an order.
- Where obstruction of the highway or of visibility at junctions occurs on a frequent and extremely severe basis, particularly where public transport and emergency service vehicles are affected.
- Where commerce and industry are seriously affected by the presence of parked vehicles.
- Where the installation of traffic regulation orders is essential to provide the maximum benefit from capital investment.

On strategic routes and main distributors, appropriate waiting and loading restrictions will be used to ensure that adequate road space is available for moving traffic.

Waiting restrictions will not be introduced if these would cause significant problems in adjacent streets. The hours of operation of any restrictions will be standardised as far as possible, particularly in adjoining streets or areas.

Waiting restrictions are a traffic management measure which provides a means of ensuring safe and effective use of road space.

Advice and guidance are contained on the Council's web page ['Traffic Regulation Orders'](#).

### Environmental Weight Restrictions

Environmental Weight Restrictions will be considered to overcome problems of the use of unsuitable roads by heavy goods vehicles provided that:

- a restricted area can be defined which does not transfer the problem from one community to another.
- a suitable alternative route exists which does not create such a major increase in route mileage for operators such that their economic viability would be seriously affected, does not result in increased highway maintenance costs and does not increase safety risks.

Advisory signing of suitable lorry routes and of unsuitable routes will be considered where appropriate.

To improve the environment and safety on minor roads, HGVs will be controlled by means of Environmental Weight Restrictions and encouraged to use roads that are better suited to their size and weight.

An assessment for a potential Environmental Weight Restriction (EWR) will be undertaken to determine:

- volumes of HGVs using the road.
- identification of suitable alternative HGV routes and the impacts of each route (i.e., whether the route would compromise safety or negatively impact on business costs or the residents along the new route).
- whether a proposed scheme would significantly reduce the number of HGVs legally using the route.

Where there are proposals for significant redevelopment that may have an influence on the effectiveness of an EWR in the future, consideration of the EWR may be deferred until details of the redevelopment are fully known. Similarly, where it is considered that traffic is rerouting due to works being undertaken on the highway (and a temporary EWR is not appropriate) consideration of the EWR may be deferred until the works have been completed and sufficient time has passed to enable traffic patterns to settle.

Legal Section 59 agreements may be sought in connection with planning applications where possible adverse effects of HGVs on the environment are anticipated.

## Structural Weight Restrictions

Substandard bridges are protected by structural weight restrictions to ensure no damage is caused to them by vehicles travelling over them. A structural weight limit (a round sign with a weight limit only) is a mandatory limit meaning vehicles whose plated weight is over the limit must not be driven over the bridge. These are based on plated vehicle weights and the vehicle is banned even if empty.

Unlike environmental weight restrictions, a structural weight restriction will not include an exemption for access as the structure may fail should it be overloaded.

Highways are frequently supported by bridges owned by third parties, other than the highway authority. These bridges may be owned by: -

- National Highways.
- Network Rail.
- National Highways Historical Railways Estate.
- Canal and River Trust.
- Environment Agency.
- other public authorities.
- or private owners.

These bodies are responsible for their maintenance. They can be subject to a structural weight restriction, if the bridge is classed as substandard, which the highway authority can impose the appropriate TRO to protect the public using the highway over that bridge.

## Appendix 7: Parking and Parking Management

West Sussex County Council's [Parking Policy](#) sets out how the County Council, working in partnership with the seven district and borough Councils in West Sussex, enforces on and off-street parking restrictions. The County Council has adopted the powers for parking enforcement, countywide, through the introduction of Civil Parking Enforcement (CPE).

The policy seeks to reflect the latest national legislation and guidance while recognising local needs and conditions across the county and has been prepared with the support and cooperation of the following West Sussex local authorities:

- Adur District Council and Worthing Borough Council (Joint services although separate councils).
- Arun District Council.
- Chichester District Council.
- Crawley Borough Council.
- Horsham District Council.
- Mid Sussex District Council.
- West Sussex County Council (as Highway Authority).

### Parking Enforcement

West Sussex is divided into seven Civil Enforcement Areas (CEAs), which are contiguous with the District and Borough boundaries. The County Council is the Enforcement Authority for the civil enforcement of all on-street parking regulations within the CEAs. The Police remain responsible for parking enforcement in those roads and areas that are excluded from the CEAs and for some other areas of enforcement. The County Council is also the Enforcement Authority for any off-street parking areas and car parks that it operates or controls.

The District and Borough Councils are the Enforcement Authorities for off-street car parks and parking areas that they operate or control. Through the use of Agency Agreements, they have also been delegated the responsibility for the on-street enforcement service and provision of a Controlled Parking Zone (CPZ) management service. Under these joint working arrangements, the County Council is not responsible for the issuing or determination of Penalty Charge Notices (PCN) and any appeal against the issue of a PCN is made to the relevant District or Borough Council.

Refer to West Sussex County Council's web site '[Civil Parking Enforcement \(CPE\)](#)' for more information.

Enforcement policies are contained West Sussex County Council's [Parking Policy](#) document.

### Controlled Parking Zones

Controlled Parking Zones (CPZs) are a vital component of the County Council's approach to on-street parking management and are a key demand management tool, in that they can control and manage parking over a wide area. CPZs are designed to prevent or manage all day on-street parking by non-residents, make it easier for residents, shoppers, and visitors to park, enhance road safety and reduce congestion and pollution.

Refer to West Sussex County Council's web site '[Controlled Parking Zones \(CPZs\)](#)' for more information.

In particular the County Council's CPZ Policy is contained on their web site '[How Controlled Parking Zones work](#)' which sets out rules for the consideration, implementation, review and removal of CPZs. It outlines how decisions will be made by the County Council on whether particular proposals should be progressed and also incorporates a programme for CPZ development.

## Appendix 8: Types of Highway Regulation

### Vehicle Crossover

A Vehicle Crossover (VCO), often referred to as a dropped kerb, provides the legal means to access a property using a motor vehicle from the highway. Householders must gain permission by means of a license from West Sussex County Council for a VCO.

The license (Section 184 of the Highways Act 1980) allows a competent, insured, and qualified contractor to construct a vehicle crossover but does not give the requestor any ownership rights over the pavement. The County Council are still responsible for the pavement and will continue to make all decisions about its maintenance.

Applications are assessed against the criteria in the Council's document '[Vehicle Crossover \(VCO\) Application Criteria](#)'. Other factors may also be considered when the decision is made and include the road aesthetics, local amenity, parking, and the intended purpose of the requested location.

The application process is broken into two separate sections:

1. Initial application (Non-refundable fee)

The initial application has a fee in accordance with WSCC fees and charges and includes the administration associated with processing an application, and a site visit to confirm if the application is in accordance with this guide. Regardless of success, this fee will be charged and will not be refunded.

2. Issuing a License on successful application

The second part of the process is a fee in accordance with the current WSCC fees and charges. This fee will be charged if an application is deemed to be suitable for licensing. This includes for the administration, issuing the license & specification document and subsequent engagement, site visits and auditing of any works undertaken on the highway.

It is the responsibility of the property owner / occupier to ensure that planning permission and all other permissions are obtained.

Vehicle crossovers constitute development, as do driveways, hardstanding and paving of gardens and are therefore subject to planning requirements. Some development, including vehicle crossovers to premises on unclassified roads, may be exempt from the requirement to obtain planning permission. The requirements should be established with the Local Planning Authority prior to applications being considered for any new crossover or alteration to an existing crossover.

Consent from the Highway Authority for the construction of a vehicle crossing does not imply or expressly give approval to the construction of a hardstanding, driveway, garaging or other development within the curtilage.

### Skips

Under section 139 of the Highways Act 1980, skips may only be deposited on a highway with the permission of the Highway Authority through the issue of a skip permit to the supplying company and paying the current fee.

Skips and their placement should be in accordance with the Council's '[Skip terms and conditions](#)'.

Further information is contained on West Sussex County Council's web site '[Skip licence](#)'.



## Scaffolding and Hoarding

Under the Highways Act 1980, scaffolding or hoarding may only be installed with the permission of the Highway Authority through the issue of a scaffolding/hoarding licence and the applicant paying the current fee.

There should be in accordance with the Council's [‘Scaffolding and Hoarding Terms and Conditions’](#).

Further information is contained on West Sussex County Council's web sites [‘Scaffolding licence’](#) and [‘Hoardings or site fences licence’](#).

## Mobile Elevated Work Platform (MEWP) Licence

A licence is required to operate any type of mobile elevated work platform / scissor lift or any other lifting / raising device including cherry pickers on the highway.

There should be in accordance with the Council's [‘MEWP and Cherry Picker Terms and Conditions’](#).

Further information is contained on West Sussex County Council's web site [‘Mobile Elevated Work Platforms \(MEWPs or cherry pickers\) licence’](#).

## Crane Licence

A crane permit or licence is required by any contractor intending to place a mobile or tower crane on, lift from, and/or oversail the highway.

The licence relates to oversailing the highway only and does not infer consent in any way to oversailing any private property.

Information is contained on West Sussex County Council's web sites [‘Mobile cranes and tower cranes licence’](#).

## Building Materials on the Highway

Materials storage on the highway will only be allowed in exceptional circumstances and subject to the prior approval of the Highway Authority.

Prior to placing any materials on the highway, the contractor or individual must obtain consent under Section 171 of the Highways Act 1980 from the Highway Authority. All materials will be cleared from the highway at the termination of the works. The highway will be left in a clean and tidy condition. Any damage caused to the highway should be made good to the satisfaction of the Highway Authority.

This should be in accordance with the Council's [‘Materials Terms and Conditions’](#).

Further information is contained on West Sussex County Council's web site [‘Building material on the highway’](#).

## Temporary Excavation in the Highway

Temporary excavation in the highway will only be allowed in exceptional circumstances and subject to the prior approval of the Highway Authority.

Where an individual or company does not have a statutory right to excavate in the highway consent under Section 171 of the Highways Act 1980 must be obtained from the Highway Authority.

Information is contained on West Sussex County Council's web site [‘Apply to work on the highway’](#).

## Section 50 Street Works Licence

A licence under Section 50 of the New Roads and Street Works Act 1991 is required for the installation of private apparatus within the highway. This typically means service connections for new build properties that

will be adopted by the relevant utility company upon being actually connected to their network, but also covers such things as cable ducting for CCTV cameras and rainwater channels for residential areas.

This includes free standing CCTV and ANPR equipment belonging to a third party, installed on a temporary or permanent basis, in the highway.

The person granted a street works licence, becomes an Undertaker for the purposes of the New Roads and Street Works Act 1991 (NRSWA), and therefore attracts the relevant duties and responsibilities imposed by the Act and associated Secondary Legislation and Codes of Practice.

West Sussex County Council will not issue a Section 50 Street Works Licence for apparatus that runs along the line of the highway unless the following conditions apply for such a licence to be considered:

1. Satisfactory evidence is supplied confirming that the installation is to be adopted by the relevant statutory undertaker. OR
2. It is a passive installation where the responsibility will be vested by title deed with a third party (examples of Passive installations being, non-pressurised foul or surface water drainage and non-fibre optic telecommunications cabling), and there is no impediment to highway use – (a private service supply to a private dwelling may not directly cause an impediment to highway use but may cause an impediment to utilities and contractors excavating the highway and so would be regarded as causing an impediment to highway use).

There is no guarantee that a licence will be granted if either condition is met as other factors may apply, but no licence will be granted where neither is met.

Information and guidance is contained on West Sussex County Council's web site '[Section 50 street works licence](#)'.

#### [Traffic Survey Licence](#)

A licence is required to place traffic counting and surveying equipment on the highway by a third party.

West Sussex County Council may remove any unauthorised traffic counting and surveying equipment.

Information is contained on West Sussex County Council's web site '[Traffic survey equipment licence](#)'.

Traffic counting and surveying equipment must not be attached to street lighting columns without written approval from West Sussex County Council, which must be included with the licence application.

Any equipment, apparatus, structure, or other item placed in or on the highway must be properly secured and must not represent a danger to the users of the highway, an obstruction, a nuisance, or other interference with the use of the highway, and shall cause no damage to the highway or its infrastructure.

#### [Planting Licence](#)

Planting in the highway by private individuals will be permitted where a cultivation licence has been just issued. These are allowed under Section 142 of the Highways Act 1980 and are issued to occupier, or the owner of premises adjoining the highway to plant and maintain trees, shrubs, plants, or grass within the highway. No structures, walls or fences must be erected.

Persons authorised by the Highway Authority, or any utility company, may enter the licenced area at any time without notice to the Licensee to carry out works for the purpose of the highway or the utility.

There should be in accordance with the Council's '[Licence to Plant in the Highway - Guidance Notes for Individual Applicants](#)'.

Further information is contained on West Sussex County Council's web site '[Planting licence](#)'.

## Roundabout Sponsorship

Roundabouts in West Sussex can be sponsored by parish, town or city councils and local community groups and businesses.

Further information is contained on the Council's web site [‘Sponsor a roundabout’](#).

## Tree and Hedge Responsibilities

The responsibility for maintaining trees within the highway rests with the Highway Authority where an owner cannot be determined.

The Highway Authority has a duty to consult with members of the public before felling a tree (or trees) on an urban unclassified road, within the highway, in accordance with section 96A of the Highways Act. The duty to consult has been introduced to ensure local people can express their views over the proposed management of street trees in their locality. The duty will ensure the decision-making process is more transparent and considers the views of local people. Section 96A (3) itemises the circumstances where this duty does not apply. The full guidance document is [‘Duty to Consult on Felling Street Trees’](#).

Most hedges that form the highway boundary are the responsibility of the adjoining landowner. Any works requiring the removal of hedgerows must be undertaken in accordance with the requirements of the Hedgerow Regulations 1997 and West Sussex County Council's website [‘Tree and hedge maintenance’](#).

Owners of land containing trees (privately owned) that could cause a hazard to the adjacent highway will be instructed to take appropriate action. The landowner will be advised of the nature of the problem and given notice to undertake any remedial actions considered necessary. Section 154 of the Highways Act 1980 outlines the procedure for Highways Authorities to deal with hedges, trees and shrubs growing on adjacent land that presents a danger or obstruction to the highway. If no action by the landowner is taken following a notice being served the Highway Authority can carry out the required works and recharge any reasonable costs incurred.

Works to trees and hedges should be carried out in accordance with the requirements of the Wildlife and Countryside Act 1981. This particularly relates to the protection of nesting birds and bat roosts. It should be noted that it is an offence under the above Act to disturb any nesting wild birds. Hedge cutting and other vegetation management works such as tree felling should be programmed to take place outside the bird nesting season, unless there are overriding highway safety concern.

## Enforcement

From time to time, it is necessary to enforce the requirements of a licence. This is approached by WSCC on a case-by-case basis, taking into account the wider public interest, the overarching objectives of this plan along with the wider corporate objectives of WSCC, and to ensure compliance. In some cases, legal fees, supervision and monitoring of the activity may be charged.

The route to enforcement varies licence to licence, but obtaining on site compliance to secure the overall network performance is of paramount importance.

WSCC does not permit, or authorise, any unlawful obstruction to be placed on the highway and where it has been identified either by a third party or by a highway inspection, appropriate enforcement action may be taken dependant the nature of the obstruction in relationship to the highway and its usage.

## Appendix 9: Managing Bus Service Infrastructure

### Bus Stops and Shelters

West Sussex County Council supports improvements to public transport in order to provide a better service for residents. This includes ensuring that bus stops and shelters are well-located, with easy access.

The different elements that go to make up a bus stop are managed by one of three different organisations. Please ensure that you contact the correct one if you have a query or wish to report an issue.

- Bus stops (hard standings and bus poles) - West Sussex County Council
- Bus shelters - district, borough, parish, or town council
- Bus flags and timetables - the relevant bus operator

Some of the district/borough councils are in partnership with third parties whereby, in return for sole advertising rights, shelters are provided and maintained at no cost to that Council.

Where there is a formal bus stop road marking a bus stop clearway should be installed, a Traffic Regulation Order is not required although consultation may be required over the times of operation of the proposed restrictions. It should be noted that taxis are permitted to stop in a bus stop clearway to pick up or set down passengers.

Detailed guidance concerning bus stops and shelters is contained on the Council's web site [‘Bus stops and shelters’](#).

### Real Time Passenger Information

Real Time Passenger Information (RTPI) digital display panels installed in or near bus shelters are owned and operated by West Sussex County Council.

Further information on RTPI is contained on the Council's web site [‘Electronic information at bus stops’](#).

### Bus Lanes

Bus lanes are dedicated lanes that often run alongside the main carriageway. They are marked by a solid thick white line and the words ‘Bus Lane’ are periodically marked on the road. Only buses and authorised vehicles can travel in the bus lane as indicated by the associated signage.

### Bus Gates

Bus gates are short, dedicated stretches of road along which use is restricted to public transport and, where specified, taxis and other authorised vehicles. Bus gates normally have the words ‘Bus Gate’ marked on the road. There are warning signs of the bus gate restriction ahead, and again at the point where the restriction starts.

The aim of introducing and enforcing bus gates are to:

- improve bus reliability.
- ease congestion.
- manage the impact of traffic on the environment.

## Appendix 10: Types of Traffic Signage and Road Markings

### Access Protection Lines

Access protection lines (APLs) are white 'H' shaped lines intended to prevent persistent obstruction of driveways and entrances to properties by parked vehicles.

However, they are:

- only advisory and have no legal standing.
- not designed to improve the amount of room that is available to turn into or out of your property.

Advisory H-bar markings should be in accordance with the Traffic Signs Regulations and General Directions.

Further information is contained on the Council's web site '[Request an access protection line](#)'.

### Advisory On-street Disabled Parking Bay

A disabled driver you may be entitled to an on-street parking bay subject to the following criteria:

- having severe mobility problems.
- being a Blue Badge holder.
- being the main owner/driver or living with the main owner/driver.
- having no alternative place to park their vehicle off-street.
- being in receipt of certain disability benefits.

The requested location must also be within the limits of the highway.

Meeting the criteria does not automatically ensure a disabled parking bay, will be subject to any site-specific constraints such as:

- whether the location is situated on a junction or bend in the road.
- if there is a restricted width of carriageway which could compromise road safety.
- existing parking restrictions.

The parking bay is advisory and does not have any legal standing and is available for use by all rightful users and should not be regarded as a personally reserved space.

Further information is contained on the Council's web site '[Request a disabled parking bay](#)'.

### Tourist Signs

West Sussex County Council supports and encourages tourism within the County to encourage economic growth.

The Traffic Signs Regulations and General Directions defines a tourist attraction as "A permanently established attraction or facility which attracts or is used by visitors to an area, and which is open to the public without prior booking during its normal opening hours."

General Principles concerning the installation of tourist signs:

- Tourist signs, as with any other traffic sign, must comply with the Traffic Signs Regulations and General Directions. The Traffic Signs Manual also provide important design guidance that must be adhered as part of the design process.
- Their main purpose is to guide visitors to tourist destinations along the most appropriate route during the latter stages of their journey, particularly where the destination may be hard to find.
- Tourist signs are not provided as a marketing tool for businesses, their primary role is to aid in the expeditious movement of traffic on the highway network.
- Tourist signs should only be used where they will benefit road users (i.e. as an aid to navigation and for safety or traffic management reasons).

- Tourist signs should only be approved where existing directional signs are not sufficient.

Further information is contained on the Council's web site ['Apply for a 'brown' tourist or private sign'](#), with particular reference to the document ['Guidance note & criteria for tourist signing applications'](#).

### Private Signs

The signs are usually black text and border on a white background and may be proposed for destinations that are not eligible for the 'brown' tourist signs.

To be considered eligible for private highway directional signing in West Sussex an establishment will have to satisfy a number of criteria and be assessed against a range of traffic management, road safety and environmental issues relevant to the local area. The final decision whether to approve and offer private highway directional signing rests with the highway authority.

Signs will only be provided on the grounds of directing the travelling public to eligible establishments and to safely direct traffic where the foregoing town/village signage ceases too adequately direct.

Further information is contained on the Council's web site ['Apply for a 'brown' tourist or private sign'](#), with particular reference to the guidance document ['Private Highway Directional Signing'](#).

Permission must be obtained from [Enerveo](#) before any signs are attached to their street furniture, such as lamp columns.

### Directional Developer Signs

Before erecting directional developer signs on the highway, it is the sign company's responsibility to obtain a directional developer sign (DDS) licence. The signs shall be of a design in accordance with Traffic Signs and General Directions Regulations.

Unless there are exceptional circumstances, only a maximum of ten signs per development will be allowed, and licence duration is for one calendar year, extension period also for up to one calendar year.

Permission must be obtained from [Enerveo](#) before any signs are attached to their street furniture, such as lamp columns.

Further information is contained on the Council's web site ['Directional developer signs licence'](#).

### Special / Major Events Signage

Temporary signs will be permitted for major events subject to the following conditions:

- Signs must be temporary and removed as soon as possible after the event.
- Arrangements must be in place to repair or replace signs quickly following theft or vandalism.
- Payment for service received in advance in accordance with the Council's current Fees and Charges, if applicable.
- Approval of the highway authority must be sought by the organisers in writing prior to signs being installed including legends to be used and sign locations.

Refer to DfT Traffic Advisory Leaflet 04/11 ['Temporary Traffic Signs for Special Events'](#).

### Vehicle Activated Signs

Vehicle activated signs (VAS) have been developed to address the problem of inappropriate speed where conventional signing has not been effective. Vehicle activated signs should be considered if a site can demonstrate a casualty reduction benefit and the site has a history of collisions involving speed and where standard signing and safety cameras are not a cost effective or otherwise appropriate solution.

Only signs approved by the County Council will be approved for use on the highway. Refer to the DfT Traffic Advisory Leaflet 1/03 ['Vehicles Activated Signs'](#) which gives advice on the use of such signs.



Further information is contained on the Council's web site ['Vehicle activated signs'](#).

## Appendix 11: Summary of Intelligent Transport System Components

### Traffic Signals

West Sussex County Council has an extensive range of traffic installations being controlled by a range of operational systems, including:

- integrating all available transport network control systems for optimum performance.
- monitoring the integrated transport network.
- responding to incidents and faults to minimise their impact on traffic.
- working with other network operators to deliver a first-class service to the travelling public across West Sussex.

ITS provides West Sussex with the ability to enhance the management of the road network through implementation of supporting management tools and the capture and analysis of information. Areas of focus will be journey time reliability, congestion, emissions and accessibility, taking into account numerous factors while making decisions, trying to balance the following:

- Supporting the economy with reliable and efficient transport.
- Reducing congestion.
- Improving safety.
- Minimising environmental impact and energy consumption.
- Sustaining and extending accessibility.

In order to achieve these wider outcomes a number of traffic management and operational systems are employed, comprising of:

- Bus Priority.
- Remote Monitoring System (RMS).
- Fault Management system (FMS).
- Common Database.
- Bus Real Time Passenger Information System (RTPI).
- Closed circuit television cameras (CCTV).
- Asset Management system.

Information concerning Traffic Signal Design Standards can be found in the document: [‘Requirements for Design of Permanent Traffic Signal in West Sussex’](#).

Further information is on the Council’s web site [‘Traffic lights and pedestrian crossing beacons’](#).

### Bus Priority

Bus priority measures will be considered at suitable locations to maintaining and enhancing the quality and reliability of the bus network which is fundamental to the local transport strategy and central to public transport provision for delivering reduced congestion on the highway network.

Bus priority measures should be considered (e.g. bus lanes or bus vehicle detection at signal controlled junctions) on corridors into and within urban areas, employment sites and transport hubs or as part of major road improvements. Priority will be given to locations where congestion occurs and services operate frequently or are expected to do so in the future, subject to considering impacts on all road users, funding, value for money and deliverability.

Bus operators regard more bus priority measures as critical in their efforts to improve reliability of services and their highest priority in the Bus Service Improvement Plan (BSIP) to improve bus services in West Sussex. Further information is contained on the Council’s web site [‘Bus Service Improvement Plan’](#). Many of bus priority measures have been implemented in West Sussex, including all those associated with Fastway, one of the first and most successful bus rapid transport schemes in the UK.

Bus priority to be implemented on a site-by-site approach following careful site investigation to evaluate the resulted effect in order to have a balanced outcome all users, whether through:

- Virtual bus priority (Traffic Light Priority – TLP) – selective vehicle detection at traffic signals using MOVA M8 technology, with automatic vehicle location systems, such as transponders, giving higher priority to buses incurring greater delay, based on RTIG data standards; or
- Physical bus priority - i.e., bus lanes, bus gates, and bus only streets.

Guidance is contained in the [DfT 'Local Transport Note 1/24 - Bus User Priority'](#).

### Controlled Crossings

There are a wide range of crossing facilities designed to cater for the full range of active and sustainable travel needs.

Examples of Controlled Crossings are:

- Zebra – Providing priority for pedestrians at crossing points.
- Parallel - Also referred to as Tiger crossings providing priority for pedestrians and cyclists at crossing points.
- Pelican – No longer being installed for pedestrians and being upgraded to Puffin technology.
- Puffin – To assist pedestrians in crossing.
- Toucan – To assist cyclists in crossing.
- Pegasus – To assist equestrian riders in crossing.

In some cases, it may be beneficial to include a road hump as a traffic calming feature, a controlled crossing may be incorporated with the road hump if the site is assessed as requiring the additional measure. It should be noted that the installation of the road hump is subject to Regulation under The Highways (Road Humps) Regulations 1999.

In urban areas where there are active travel routes interacting with an existing or proposed signalised junction the use of a phase to provide a crossing opportunity should be considered. Where there is an identified need to provide for active travel users at a signalised junction, but it is not feasible to incorporate a specific facility, every effort will then be made to provide the safest pedestrian / cyclist route. This may be facilitated using other measures such as the introduction of pedestrian refuges and dropped kerbs.

When designing the installation or upgrade of any installation which has a pedestrian facility the needs of visually or mobility impaired users should be carefully considered. This will extend to the provision of tactile paving, audible and/or tactile signals, and consideration of gradients and crossfalls. The layout of the paving shall be in accordance with the current DfT document '[Guidance on the Use of Tactile Paving Surfaces](#)'.

## Appendix 12: Glossary of Terms and Acronyms

Term or Acronym	Explanation
<b>ADEPT</b>	<b>Association of Directors of Environment, Economy, Planning and Transport</b> – An organisation that represent ‘place based’ service directors. This group is instrumental in informing national policy and developments in service delivery.
<b>ANPR</b>	Automatic Number Plate Recognition.
<b>APSE</b>	<b>Association for Public Sector Excellence</b> – An organisation which facilitates the sharing of best practice, benchmarking, and information amongst member local authorities.
<b>AQMA</b>	Air Quality Management Areas.
<b>ASL</b>	Advanced Stop Lines are road markings for cyclists at signalised road junctions.
<b>Asset Management</b>	A holistic approach to managing all aspects of the highway infrastructure. This is the delivery vehicle for the strategic, operational, and tactical objectives of the service and ultimately is a key contributor to improving service outcomes.
<b>BSIP</b>	<b>Bus Service Improvement Plan</b> – sets out an ambitious vision to dramatically improve bus services through greater local leadership, to reverse the recent shift in journeys away from public transport and encourage passengers back to bus.
<b>CCTV</b>	Closed-circuit television.
<b>CEA</b>	Civil Enforcement Area.
<b>CPE</b>	Civil Parking Enforcement.
<b>CPZ</b>	Controlled Parking Zone.
<b>CSEP</b>	Customer and Stakeholder Engagement Plan.
<b>CTMP</b>	Construction Traffic Management Plan.
<b>Customer</b>	All users of the highway in the county are customers of the service.
<b>DfT</b>	<b>Department for Transport</b> – The central government department that oversees transport systems in England. They provide policy, guidance, and funding to local authorities to maintain the local road network.
<b>DMRB</b>	<b>Design Manual for Roads and Bridges</b> - a series of standards, advice notes and other documents relating to the design, assessment, and operation of trunk roads.
<b>Enerveo</b>	West Sussex County Council’s streetlights, illuminated signs and bollards are maintained by the company Enerveo.

Term or Acronym	Explanation
<b>GIS</b>	<b>Geographic Information System</b> – These are information technology systems that can be manipulated to process, analyse and display data relating to the asset. This might be inventory or condition data and is used widely with high levels of compatibility across systems which makes it a valuable platform for data sharing.
<b>HIAM Plan</b>	<b>Highways Infrastructure Asset Management Plan</b> – The plan that details the delivery of the HIAMS and the Policy.
<b>HIAM Strategy</b>	<b>Highways Infrastructure Asset Management Strategy</b> – The strategic objectives of asset management delivery in the county.
<b>Hierarchy</b>	A series of hierarchies that describe the highway infrastructure assets and consider expected use, resilience, economic support, and social factors such as access to education or healthcare.
<b>HNMP</b>	Highway Network Management Plan.
<b>IPS</b>	Integrated Parking Strategy.
<b>KRN</b>	<b>Key Route Network</b> – Is a network of some of the most important roads in a combined authority.
<b>LCWIP</b>	<b>Local Cycling, Walking and Infrastructure Plan</b> – A long term plan which is intended to guide the development of walking and cycling infrastructure.
<b>LLFA</b>	<b>Lead Local Flood Authority</b> – Has responsibilities under the Flood and Water Management Act (2010) to conduct investigations, including liaising with water management bodies, following flood events.
<b>LRN</b>	<b>Local Road Network</b> - Is that portion of the Road Network for which a Local Authority is responsible for.
<b>LSG</b>	<b>Local Street Gazetteer</b> – A centrally developed register of the attributes of streets in an authority area. The LSG includes private streets, although maintenance status is recorded in the gazetteer. The system is managed by Geo-Place and authorities are measured on the data quality in the LSG.
<b>LTN</b>	<b>Local Transport Note</b> – Published by the DfT which summarise the latest and most important ideas about traffic management issues and provide guidance for local authorities.
<b>LTP</b>	<b>Local Transport Plan</b> – The local strategic document that sets out the direction of all aspects of transport delivery for the county. This includes both the maintenance and operation of the infrastructure and the use of the network alongside initiatives to change behaviours.
<b>MRN</b>	<b>Major Road Network</b> - Forms a middle tier of the country's busiest and most economically important local authority 'A' roads, sitting between the national Strategic Road Network (SRN) and the rest of the local road network (LRN).

Term or Acronym	Explanation
<b>MTE</b>	<b>Moving Traffic Enforcement</b> - Enforcement of moving traffic contraventions under civil law. These powers form Part 6 of the Traffic Management Act 2004.
<b>NHT</b>	<b>National Highway and Transport Network</b> – A performance improvement organisation which assists members in measuring and comparing their performance to improve.
<b>NI</b>	<b>National Indicator</b> – National reporting on performance of key metrics relating to a range of local and national services. Specific to the highways and transport functions there are primary measures of network condition and use.
<b>NJUG</b>	National Joint Utilities Group.
<b>NMRU</b>	Non-Motorised Road User Audits.
<b>NRSWA</b>	<b>New Roads and Street Works Act</b> – The legislation that controls and manages all works within the highway extent from a traffic management and permissions perspective.
<b>NSL</b>	NSL is the company employed to enforce parking restrictions by using Civil Enforcement Officers.
<b>One.Network</b>	UK's single source for information about traffic disruptions, displaying comprehensive information about current and planned road works, public events and traffic management interventions such as road closures and diversion routes.
<b>ONS</b>	Office for National Statistics.
<b>PBI</b>	<b>Performance-based inspections</b> issued under section 73F of NRSWA as statutory guidance by the DfT.
<b>PCN</b>	<b>Penalty Charge Notice</b> - Is a penalty that is issued for the violation of parking restrictions and some moving traffic offences.
<b>PROW</b>	<b>Public Rights of Way</b> – This network is a significant part of the overall highway network that includes Footpaths, Bridleways, Byways Open to All Traffic and Restricted Byways. These are managed differently to the assets described in this document and specific PROW documents should be reviewed for more details on how this network is managed.
<b>PSPO</b>	<b>Public Spaces Protection Orders</b> – Are orders under the Anti-Social Behaviour, Crime and Policing Act 2014 which ban specific acts in a designated geographical area as set out in the act.
<b>Resilient Network</b>	Recommended as part of the 2014 DfT 'Transport Resilience Review' document this designation is intended to highlight the most important routes to maintain movement in the county. This designation attracts the prioritisation of funds and interventions to maintain the required resilience.



Term or Acronym	Explanation
<b>Riparian Responsibilities</b>	The owner of land or property that adjoins a watercourse, such as a roadside ditch, is known as the riparian owner. The Highway Authority is responsible for the highway, but not the subsoil in most cases. The owner of the land or property adjoining the highway is normally the sole riparian owner. Both sides of hedges are also the responsibility of riparian owners.
<b>RSA</b>	Road Safety Audit.
<b>RTC</b>	Road Traffic Collision.
<b>RTIG</b>	<b>Real Time Information Group</b> - is an organisation supporting the development of bus passenger information systems; members include local authorities, bus operators, consultants and system suppliers together with representatives from the UK government.
<b>RTPI</b>	<b>Real Time Passenger Information</b> – These systems are installed at public transport stops and hubs to relay the expected arrival time of services.
<b>SoST</b>	Secretary of State for Transport.
<b>Specification</b>	The highways service has a number of specifications that are relevant, the primary specification is that which delivers works to the network. This is important to ensure service life and performance attributes are delivered. In addition, specifications can exist for supporting aspects of the service such as data and information.
<b>Stakeholder</b>	Stakeholders can be statutory or non-statutory bodies who have an interest in the way that the network is managed. Examples are the Police Service or Environment Agency.
<b>SRN</b>	<b>Strategic Road Network</b> - comprises motorways and trunk roads, which are managed by National Highways.
<b>SROH</b>	Statutory code of practice for Specification for the Reinstatement in Openings in Highways.
<b>SSSI</b>	Sites of Special Scientific Interest.
<b>TfSE</b>	Transport for the South East the sub-national transport body covering West Sussex.
<b>TMA</b>	Traffic Management Act 2004.
<b>Traffic Manager</b>	The TMA requires a Traffic Manager to be appointed to perform tasks that the authority considers necessary to meet network management duty.
<b>TRO</b>	Traffic Regulation Order.
<b>TTRO</b>	Temporary Traffic Regulation Order.
<b>TRRN</b>	Temporary Traffic Regulation Notice.

Term or Acronym	Explanation
<b>UTC</b>	<b>Urban Traffic Control</b> – this is a system of coordinating the flow of traffic through urban areas.
<b>VAS</b>	Vehicle activated sign.
<b>VCO</b>	Vehicle Crossover.
<b>Well Managed Highway Infrastructure: A Code of Practice</b>	The Code of Practice was published in 2016, and authorities had until 2018 to adopt the recommendations in the code. The thread that runs through the document requires authorities to have a risk-based approach to managing the asset.
<b>WSTP</b>	West Sussex Transport Plan

*Table A12-1: Glossary of Terms and Acronyms*