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If you require a copy of the document, please contact:
The Chief Engineer (Transportation)
Planning, Transportation and Estates
Cornwall County Council
County Hall
Truro
TR1 3AY

Tel: 01872 222000
Email: enquiries@cornwall.gov.uk

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## Preface

The documents contained within this Traffic Engineering Manual have been created within the framework of the Local Transport Plan for Cornwall (LTP2), the overarching policy document developed on a five yearly cycle. They are intended to augment the policies in the LTP2, providing more detail and, in some cases, outlining strategies for implementation.

Within the Manual there are two types of policy document - "Strategic" and "Procedural". Strategic Policy documents detail the County Council’s policy in relation to a specific area of work or an identified problem. The Procedural Policy documents outline the Council’s standards for implementing schemes or for the processes involved in delivering them.

The documents already prepared or in production are:

### Strategic Documents

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Speed Management</td>
<td>December 2004</td>
</tr>
<tr>
<td>2. Parking</td>
<td>February 2005</td>
</tr>
<tr>
<td>3. Casualty Reduction</td>
<td>April 2005</td>
</tr>
<tr>
<td>4. Lorry Management</td>
<td></td>
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<tr>
<td>5. Use of IT in Traffic Management</td>
<td></td>
</tr>
</tbody>
</table>

### Procedural Documents

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Approved</th>
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</thead>
<tbody>
<tr>
<td>6. Pedestrian Crossings</td>
<td>February 2005</td>
</tr>
<tr>
<td>7. Direction Signing</td>
<td>February 2005</td>
</tr>
<tr>
<td>8. Consultation</td>
<td>February 2005</td>
</tr>
<tr>
<td>9. Traffic Engineering and the Emergency Services</td>
<td></td>
</tr>
<tr>
<td>10. Traffic Engineering and Public Transport</td>
<td></td>
</tr>
<tr>
<td>11. Traffic Engineering and Schools</td>
<td></td>
</tr>
</tbody>
</table>
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5 | 2.4. Consultation timescales |
5 | 2.5. Fast-Track Consultations |
7 | 3. Local Member Decisions |
8 | 4. Local Member Budgets |
1.0 Introduction

There are two questions often asked of those responsible for traffic engineering schemes. They are “why can't you do more consultation?” and “why does it all take so long?”

They are of course two sides of the same coin. Consultation, if done in a proper and meaningful manner, is time consuming and expensive. A balance has to be struck to ensure both adequate consultation and timely implementation of schemes and this policy tries to achieve that.

Effective consultation is an interactive part of the design process. It is the search for further information not available to the design engineer that will improve the quality of our proposals. A professional design engineer will see the comments of the consultees as further valuable input to his work and not as criticism of his design up to that point.

Vital though consultation is, there has to be closure on the process. Decisions need to be made and the extent of consultation must be consistent with the scale of the scheme. It must also be understood that many schemes will contain an element of controversy and it will not be possible to accommodate every viewpoint of every consultee.
2.0 The Consultation Policy

The matrix in this document has been the basis of our consultation procedure for some time. It prescribes the minimum consultation on each scheme unless the special circumstances exist for “fast track schemes”. It does not apply to schemes that have been subject to planning applications for which the planning consultation process is deemed to cover the minimum consultation requirement.

It is important to stress that this is the minimum consultation and there will be many schemes where more extensive consultation or additional consultees are required. The project manager responsible for any scheme has a responsibility to consider whether additional consultation is required and to action his decision.

Internal consultations within the County Council are not covered by this policy.
2.1 Categories of Schemes

Clearly a major traffic calming scheme requires more consultation than the mere erection of a warning sign, and the policy reflects this. Schemes have been classified in nine categories, relating to the complexity and consequences of the schemes.

*They are as follows in the table below.*

**Types of scheme**

<table>
<thead>
<tr>
<th>Category 1:-</th>
<th>Category 6:-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schemes involving construction of humps, ramps, cushions, tables or similar, in the carriageway, greater than 20mm in height.</td>
<td>Schemes involving changes to the list of destinations at a junction other than tourist signs.</td>
</tr>
</tbody>
</table>

**Category 2:-**

- Schemes not in category one, involving:
  - Narrowing of the carriageway boundaries greater than 200mm
  - Widening of the carriageway greater than 500mm
  - New footways or construction of new central refuges
  - Overrun areas

**Category 3:-**

- Formal pedestrian or cycle (zebra, pelican, toucan, puffin) crossings
- New signal installations
- Changes to existing traffic signals involving significant alterations to phasing
- Speed cameras and markings for mobile cameras

**Category 4:-**

Changes in waiting or loading prohibitions or restrictions.

**Category 5:-**

Traffic regulation orders not in category four.

**Category 6:-**

Schemes involving changes to the list of destinations at a junction other than tourist signs.

**Category 7:-**

Schemes not in category six or nine involving:

- Warning sign changes and/or carriageway markings changes outside the current TSR&GD
- Speed limit roundels (on carriageway)
- Rumble strips and dragon’s teeth
- Changes to speed limits due to street lighting
- Changes to traffic regulation not requiring orders

**Category 8:-**

Schemes involving other works, e.g. cycle stands, bus shelters, pedestrian guard railings, safety fencing.

**Category 9:-**

- Warning signs included in TSR&GD
- Regulatory signing where the regulation itself is unchanged
- Drainage works
- Anti-skid surfacing, surface dressing or other road surface improvements
- Footway widening where the kerbline is unaltered

Informal pedestrian crossings (dropped kerbs) outside conservation areas.
2.2 The Consultees

Some consultees are prescribed by law and have to be consulted on certain types of scheme. There are also representatives who act as umbrella groups for certain road users and who are recognised by the policy.

Some types of organisation are included in the matrix without being mandatory consultees in any category. This serves as a prompt to the design engineer.

The County Council has established forums for certain type of road users such as cyclists, motor cyclists and the disabled and these forums are invited to nominate a representative to co-ordinate responses on behalf of the forum.

There are other organisations that from time to time ask to be included as consultees on every scheme. Including each and every one would, by now, have resulted in a huge list of consultees and an enormous administrative burden. The key question is how much can any potential consultee add to the consultation process. It is proposed that should any organisation request to be added to the list of consultees, they be asked what added value they expect to be able to provide, what categories of schemes they consider they can provide it for. Organisations can only represent their own membership and therefore organisations should be asked how many members they have in Cornwall. When the answers have been received, the Director of Planning Transportation & Estates (PT&E) will consult the Portfolio Holder and decide if the organisation should be added to the list of consultees.

2.3 Consultation processes

Some consultation is required by statute, hence the category of Statutory Notices.

Site notices, containing details of the proposal and giving the design team's contact details are required for the higher level consultations if no statutory notice is required.

Scheme plans and covering letters are required for all types of category if any consultation at all is conducted.

It has been found that plans are difficult to understand for many people and therefore we devised a process of supplementing plans for such things as traffic calming schemes by marking the scheme out on site. Residents do not then need to interpret the plans to discover the position of traffic calming devices; they are clearly marked on the road surface. This has proved a very successful technique.

Temporary construction of a scheme can be undertaken but it is extremely difficult to ensure that any temporary traffic device will have the same effect as the permanent replacement. Drivers will take extra caution when approaching temporary works and such schemes will generally be unattractive and intrusive. The cost of putting in and taking out a temporary scheme is also significant in relation to the final scheme cost. Safety concerns will require the temporary scheme to be robust and will impose substantial inspection costs on the scheme. It will rarely be cost effective to construct a temporary version of a traffic scheme.

Public exhibitions will be most appropriate for major town centre schemes where the views of shoppers and commuters will be required as will as the residents and businesses of the immediate area.

Press releases will be of value for the larger schemes that will be considered newsworthy by the media and should be prepared for such schemes.

There are often other requests for other forms of consultation, which are not contained in this policy. Letter drops to residents will be used when a minor modification is proposed which will clearly only affect one or two properties or where there is a clear and self-contained group of persons affected. For wider consultations they are expensive and inappropriate.
Public meetings are not efficient consultation mechanisms. The format leads to the meeting being dominated by relatively few individuals and attendance depends on how well either side in the argument has rallied their supporters. The County Council will not seek to hold public meetings into traffic schemes and will consider requests to attend meetings arranged by others on their merits. Generally, it is considered that public meetings before the end of the consultation period are of little use and rarely add much to the design process.

2.4 Consultation timescales

The County Council allows 21 days for responses to consultation.

It is accepted that this is difficult for some organisations, particularly those who require a Council meeting cycle to formulate and agree a response. Therefore should a consultee inform us that they require longer to respond to a specific consultation, and provided that they offer us a firm response date, we will, wherever possible, agree to extend the response time for that particular consultee.

It should be remembered that even if the consultation is not extended, the time taken for consultation is much more than 3 weeks. Time taken to prepare consultation plans, consider responses and liaise with respondents can be considerably greater than this and delays the implementation of the scheme substantially.

2.5 Fast-Track Consultations

The County Council Executive approved a system of “fast track” consultation for certain minor schemes.

It is recognised that some schemes evolve from extensive discussion with very many of the mandatory consultees. In these discussions, a clear understanding of the desires of the consultees is generally obtained and further consultation may only serve to delay a scheme all have already agreed on. The system therefore allows the Director of PT&E to set aside all or any of the non-statutory consultations where it is considered appropriate provided that the local member(s) have been informed.

### Minimum Consultation Requirement – Whom to consult.

<table>
<thead>
<tr>
<th>Consultee</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Council</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Town or Parish Council</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Local member(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Police</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Fire Ambulance</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>AA RHA FTA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Bus operators (on routes only)</td>
<td>Yes</td>
<td>Yes</td>
<td>!</td>
<td>!</td>
<td>Yes</td>
<td>!</td>
<td>!</td>
<td>for bus schemes</td>
<td>!</td>
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<tr>
<td>Cycle Group Representative*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>!</td>
<td>!</td>
<td>for cycle schemes</td>
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<tr>
<td>Motorcycle Action Group*</td>
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<tr>
<td>Chamber of Commerce</td>
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<td>Residents’ Associations</td>
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<tr>
<td>Frontagers</td>
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<tr>
<td>Town Forums</td>
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<tr>
<td>Representative nominated by disability liaison forum*</td>
<td>!</td>
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<td>Yes</td>
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<tr>
<td>Access forum</td>
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<td>!</td>
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<tr>
<td>Conservation Officer if in Conservation Areas</td>
<td>Yes</td>
<td>Yes</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
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</tbody>
</table>

Note: the symbol ! means that it is the project managers decision as to whether consultation with the associated body is necessary or whether a particular method of consultation is required.

* Indicates consultee nominated by appropriate road user forum (if any)
## Minimum Consultation Requirements – How to Consult

<table>
<thead>
<tr>
<th>Method of Consultation</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>Yes</th>
<th>No</th>
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<th>No</th>
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</thead>
<tbody>
<tr>
<td>Statutory notice (including site notice)</td>
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<td>No</td>
<td>Yes</td>
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<tr>
<td>Other site notice</td>
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<td>!</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>!</td>
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<tr>
<td>Letter &amp; Plan</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Set out on site</td>
<td>Yes</td>
<td>!</td>
<td>!</td>
<td>Yes</td>
<td>!</td>
<td>!</td>
<td>!</td>
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<tr>
<td>Temporary build</td>
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<td>Public exhibition</td>
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<td>Press release</td>
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<tr>
<td>Electronic Consultation</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>!</td>
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</tbody>
</table>
3.0 Local Member Decisions

The consultation procedure places a lot of weight on “the views of the local member” and where a local member opposes the scheme but the Director of PT&E still wishes to implement it, generally the Portfolio Holder is consulted.

In multi-member wards there arises the possibility of there being conflicting views of the local members.

The following protocol is used for schemes not funded from local member budgets:

Where only one member responds to a consultation, that view be taken as “the views of the local member”.

Where more than one member responds, and a conflict exists which can not be resolved between them, the Director of PT&E, in consultation with the Portfolio Holder be delegated authority to resolve what should be taken as “the view of the local member”.

In the event that the Portfolio Holder being one of the members involved, the Director of PT&E, in consultation with the Leader of the Council be asked to resolve “the view of the local member”.

If the scheme is funded from the local member budgets, the views of the member(s) allocating resource to the scheme be taken as “the view of the local member”.

Since May 2005, sums previously allocated to Area Committees for locally determined highway improvements have been allocated to individual members.

Where two or more members represent the same electoral division, each member are given an equal share of the total available (based on one share of the Countywide total for each elected member of the Authority).

Each member has freedom to allocate his or her resources either individually or in partnership with others.

When a scheme is nominated, the Director of PT&E will immediately consult the other elected member(s) for the electoral division. If any of the other members object to the scheme the Director of PT&E, in consultation with Portfolio Holder or Leader will decide if the scheme should be implemented as in the procedure for resolving conflicts on consultation above.

If there is no objection, or if the decision is to proceed with the scheme, the member(s) allocating resources to the scheme will be considered as the “local member” for the scheme and their views will take precedence in the consultation.

After the scheme is constructed, no modification to the scheme will be made without the same “local member” consent for a minimum of 4 years or whilst that member remains on the County Council, whichever is the shorter.

If over-riding safety concerns arise, modifications may be agreed by the Director of PT&E and the Portfolio Holder.