



# COMMUNITY-LED APPROACHES TO TRAFFIC SOLUTIONS

A best practice guide for Communities in the South Downs

South Downs National Park Authority

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SOUTH DOWNS  
NATIONAL PARK



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## EXECUTIVE SUMMARY

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The South Downs National Park (SDNP) is an extraordinary place, displaying a remarkably rich and varied tapestry of local landscape characteristics, and materials. The South Downs are a nationally important and protected landscape, incorporating a tremendously distinct natural environment and a beautiful historic built environment. The streetscape provides spectacular landform and views, varied habitat, extensive ancient woodland, and rich historic and built heritage, all of which makes the South Downs a unique place.

Conserving and enhancing this precious landscape and built environment resource is critically important and offers a distinctiveness that provides a vital sense of identity in an increasingly homogenised world. A clear identity is important in economic, social and environmental terms.

Understanding the context of the South Downs National Park is critical to design that enhances the landscape. The network of winding, narrow and secluded lanes, connecting towns, villages, and settlements, contributes hugely to the special quality of the landscape. The rural streets are a key visual feature of the area and make an especially important contribution to amenity, ecological quality and historic character.

The purpose of this guidance is to stop the erosion of this character with off-the-shelf, anywhere interventions. This guide aims to support Town & Parish Councils, and Highway Authorities, in better understanding the use of, and standard of design for, traffic interventions expected in the National Park. Through this guidance, all parties should be able to contribute to the creation of attractive, high quality, and sustainable places within the South Downs. In setting out aspirations to preserve, enhance and reinforce the distinctive identity of the built and natural environment this guide seeks to reconcile traffic movement with the inherent qualities and purposes of the National Park.

Closely linked with Roads in the South Downs, the Protocol for the Management of Highways in the South Downs National Park and the Design Guide supplementary planning document, this guidance aims to help both residents and authorities embrace the unique distinctiveness of their communities and encourage active & sustainable travel whilst also highlighting the expectation for drivers to be more aware of their behaviour and respect the communities they pass through.

## CONTEXT

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The South Downs National Park became fully operational in 2011, fulfilling an aspiration dating back to the 1930's to recognize the unique and valuable qualities of this area of south-east England. As the most recent addition to the UK's 15 National Parks, the South Downs National Park Authority (SDNPA) and its partner organisations have the opportunity and challenge to redefine the standards of landscape and highway management and conservation within its boundaries.

The South Downs National Park stretches for 628 square miles. This encompasses areas from Winchester to the west, to Eastbourne in the east, through the counties of West Sussex, East Sussex, and Hampshire. In practice, the SDNPA covers 4 Local Highway Authorities (LHA) as alongside those three counties it also interacts with Brighton & Hove, along with National Highways.

The 1949 National Parks Act and the 1995 Environment Act set out the responsibilities and duties of all public organisations working in a National Park. The 2023 Levelling Up and Regeneration Act amends and strengthens that duty upon relevant authorities, which includes the National Park Authority itself, to "seek to further the specified purposes of Protected Landscapes." The primary purposes of the SDNPA are to conserve and enhance the natural beauty, wildlife and cultural heritage of the area, and to promote

opportunities for the understanding and enjoyment of the special qualities of the National Park by the public.

As the most populated National Park in the UK, many towns and villages within the National Park lie along the route of busy rural country roads. For the majority of visitors and residents, it is the highway network that frames our experience of the National Park. The Park receives some 18 million annual visitors, and the 2021 visitor survey indicated 81% arrived by private car. These modern travel patterns place huge pressures on the historic form and qualities of the rural landscape, threatening the economic sustainability and social cohesion upon which communities depend.

A high standard of contextual highway environment throughout the National Park will support the principal purposes of the Authority and minimize the impact of traffic on the built and natural environment. Design and management of streets and roads conveys the appropriate cues to drivers about speed and helps to manage expectations and behaviour. The SDNP is addressing these issues at a time of major change in both the theory and practice of street design and traffic engineering, the dominant 'Predict & Provide' method of transport planning is giving way to a 'Vision Led' approach seeking to reduce car dependency and dominance and the Manual for Streets 1 & 2 guidance places more emphasis on pedestrian and cycle priority in a streetscape. These national changes offer a more

holistic, place-based approach to roads and spaces, which can be implemented by the communities and LHAs of the SDNP for context sensitive solutions to their distinctive issues.

This guidance draws from the document 'Roads in the South Downs' as a lever for implementing the overall vision presented there and has close ties to the Design Guide SPD and the local Village Design Statements (VDS) prepared by local communities and adopted by the SDNPA.



## PURPOSE OF THE GUIDANCE

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The purpose of this guidance is to promote high standards of highway design that reflect the unique environment the South Downs National Park provides, whilst promoting suitable best practice that delivers high quality placemaking. This guidance is relevant to all aspects of highway design and will encourage a consistent and recognisable approach to the delivery of highway interventions across the National Park, whether these are delivered by Town & Parish Councils, LHAs or Developers.

Highway design within the National Park requires careful consideration of place, context, and the environment as these will influence and inform the outcome of the design process. It is also affected by the range of policies within each LHA, which can differ from Authority to Authority, therefore important that there is a collaborative approach to design as this will ensure the creation of high-quality spaces that are befitting of a National Park.

The most pertinent and connected spaces within the National Park will be those where traffic and other activities have been integrated together and the needs of people and communities, rather than vehicles, should shape the area and create a sense of place.

This guidance will encourage and support Town & Parish Councils, and LHAs, to better understand the how they can contribute to the creation of attractive, high quality, and sustainable places within the South Downs. The guidance will

also outline the processes involved and the relationships required between all parties involved. It also covers the design of the 'highway' in its broadest sense, namely the public space between private property that encapsulates all public activity such as walking, wheeling, cycling, horse riding, and driving.

The emphasis should be on 'people movement', with the needs of those with health conditions or impairments, the elderly, and children, prioritised for all modes. Walking, wheeling and cycling should be considered the most important modes of transport, as they increase human interaction, contribute to well-being, and are the most sustainable forms of movement. In addition to offering a sustainable alternative to the car, these modes can also make a positive contribution to public health, the overall character of a place, and to tackling climate change through the reduction of carbon emissions.

The interventions outlined in this guidance should be used to address traffic issues by developing low speed environments to support mode shift for both short and longer distance journeys via active travel and sustainable transport.

Highway design has historically been the product of the rigid application of engineering standards. An aim of this guide is therefore to encourage a move away from generic prescribed standards by seeking designs that are appropriate to the context and character of the National

Park. This guidance facilitates this by clearly outlining the parameters and principles that the LHAs should approve and adhere to within the National Park while aligning with guidance more suited for rural and residential areas, such as the Manual for Streets over the Design Manual for Roads and Bridges (DMRB) guidance intended for Motorways and Trunk Roads.





## HIGHWAY DESIGN PRINCIPLES

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The objectives of the South Downs National Park require an approach that is relevant throughout the full extent of the National Park. However, there needs to be acknowledgement that there are different policies adopted within the different authorities with a range of different interventions available.

The design approach adopted within a specific area of the park will need to ensure that consideration is given to 'Place'. The protection of the National Park and the ability for users to interact suitably with the environment in a safe and appropriate way is extremely important.

Good highway design is underpinned by a series of overarching 'place-making' principles that permeate through every aspect of highway design. In addition to the overarching principles, it's considered essential that some high-level design guidelines are set out for Towns & Parishes and LHAs to understand the expected type and quality of design required for the National Park. Design guidelines also reiterate to LHAs that within the National Park, it's more appropriate to use contextual design.

The high-level design guidelines that have been developed in conversation with the Design Guide SPD are designed to support the 'place-making' principles, and outline how specific interventions can contribute towards the National Park's environment and character. On a local level Village

Design Statements will outline the distinctive design features of a settlement and are supported by the SDNPA where adopted.

## OVERARCHING PRINCIPLES

- Design principles should be considered and addressed at the initial design stage of development.
- Take a minimalistic approach, this is likely to have the least impact on the special qualities of the National Park.
- Consideration of appropriate design for the National Park should be at the forefront of thinking when developing a scheme to avoid a retrofitting approach.
- Deliver highway infrastructure in a consistent method, across all LHA's within the SDNP to avoid a piecemeal approach.
- Ensure design is inclusive of all users with protected characteristics.
- Interventions should acknowledge the road classification with a two-stage hierarchical approach:
  - A and B class roads may need to have greater focus on vehicle movement.
  - Other road classes should prioritise non-vehicular movement.

## DESIGN GUIDELINES

- Gateway features should be the consistent approach to village entry points. These should include shared identity and be coordinated to avoid overuse of signage.
- The widening of footways can be used to rebalance the dominance of roads and, where appropriate, the associated removal of clutter.
- Use natural high-quality alternate surfacing materials where possible.
- Reduce traffic dominance through surface treatment and layout.
- Simple use of street furniture, with suitable locally significant materials or timber in the first instance, dark grey or heritage black finished metalwork, or if necessary faux- wood style plastic in a light oak colouration.
- Where spaces need to be defined between transport users, use green infrastructure or changes in surfacing. Avoid standard bollards and barriers.
- Avoid use of overly large-scale signage and bright or fluorescent colours which can urbanise and diminish the scenic value of the area.
- Reduce the clutter of interventions where possible, thereby improving the environment and public realm



## USING THE CITSD GUIDANCE

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### HOW TO IDENTIFY ISSUES

Town and Parish Councils are likely to have limited funds, with numerous requests received from residents vying for that funding. It is important, therefore, that the decision to pursue funding to resolve traffic issues is based on how significant the issue is and how effective the mitigation will be. Traffic issues in the National Park will likely differ from those outside the National Park and mitigating actions are also likely to differ.

The identification of traffic issues is a vitally important part of the process. This chapter aims to provide guidance on the most effective methods to identify the most important traffic issues.

It should be noted that solutions to traffic issues should be approached from the point of view of developing low speed environments to support more people to walk, wheel, cycle and access public transport or provide sustainable access.

It isn't feasible to expect Town and Parish Councils to react to each and every traffic issue that is reported, however prioritising the issues to determine those that may require intervention is not a straightforward process. The Catalogue of Interventions provides a valuable resource for Town & Parish Councils to refer to when deciding on the most effective solutions to pursue, depending upon the context of the location.

Although there are numerous ways in which traffic issues can

arise within the National Park, there are five key aspects that will likely to be the most common in causing the issues.

1. Road safety should always be the most important consideration, whether perceived near-miss safety issues or demonstrated safety issues resulting in injury collisions. If traffic issues are impacting safety of pedestrians, cyclists, or vehicles, this should be prioritised over other issues.
2. Traffic behaviour may create issues within local communities. Excessive speed, volume of traffic, and the type of vehicle travelling through the area can cause concern with residents, and visitors. Traffic behaviour can create barriers to active travel. Prioritising active forms of travel should be seen as a key objective, encouraging modal shift.
3. Traffic can impact the environment, and the appearance of local communities, through situations such as inappropriate parking, congestion and damage to historic structures. Within the context and place of the National Park, it's important that any of these issues are treated as a priority where possible.
4. Traffic issues can have a negative impact on a variety of community aspects. For example, excessive traffic speed through a local community is likely to cause severance and encourage short journeys by private car



rather than active travel modes i.e. school runs or visits to shops.

5. Street furniture can impact communities, damaged or worn furniture can affect the street scene and safety of communities, and inappropriate furniture and redundant signage can encourage disruptive behaviour and excess speeds from drivers.

### THE INITIAL AUDIT

An audit of the local context should be carried out examining the scale and extent of the problems that need to be tackled. This might include audits covering landscape, streetscape design and transport issues and also a review of the positive and distinctive features that provide the context for re-design. The local community should, wherever possible, be involved in identifying current perceived problems and opportunities for change.

There are a variety of techniques available to help audit the existing streetscape and appraise what is important in the local context. This includes some targeted audit tools such as the Active Travel England scheme review tools or Healthy Streets assessments. This guidance gives an indication of what might be perceived to be “special” within the local context and for local communities.

Records should be kept of these audits and other findings picked up through the identification of traffic issues. Whilst it may not be possible to action every issue that is identified it's

important that the process acknowledges the number of occasions the same issues are reported from different individuals, and groups, within local communities. If an issue is reported once by one individual, it's unlikely it will be as severe as an issue that is reported multiple times by multiple individuals and groups. Be aware of issues affecting those with protected characteristics specifically, an Equality Impact Assessment may form part of the initial audit.

Keeping records of the traffic issues reported that includes the frequency of reporting, and who by will be a useful resource to refer to when determining the highway issues that should be pursued further, with the aim to secure funding to address the issues.

An audit provides the opportunity to declutter communities and should consider undertaking assessments of assets including infrastructure and street furniture to determine what needs to be retained, and what could be removed as part of declutter opportunities. Examples of the infrastructure and street furniture that should be audited will include traffic signs, road markings, railings, and bollards. In some cases these examples can be removed in consultation with the LHA, which can enhance local communities. Examples of infrastructure, and street furniture that should be retained include historic roadside features such as distinctive fingerposts, milestones, unusual materials, telephone boxes, and war memorials.

Recording as much detail as possible on a plan to build up a rich description of a settlement will support the whole process.

If a settlement has an adopted VDS, then some of this initial work to identify traffic issues may already have been undertaken, along with noting the distinctive elements of a settlement that should influence the interventions chosen and their design come implementation.

## HOW TO GATHER EVIDENCE

The more evidence that can be collated, the greater the opportunity of securing funding to mitigate the identified traffic issues. Town and Parish Councils have limited resources available to gather the evidence required to support proposals and funding applications, therefore, support networks (for example, Local Walking and Cycling groups) should be targeted to assist in the collection and collation of evidence, without relying solely on any one group.

Whilst the Town or Parish Council may be the point of contact for the SDNPA and LHAs, it's important there is a driving force that will take responsibility for investigating the issues and collating evidence to support proposals and funding applications. This could be single volunteers from the local community or a collection of councillors and/or residents forming a working group specifically for traffic matters. These traffic working groups can be formed to reduce the burden Town and Parish councils dealing with the specific detail of the investigations and reporting of the evidence. They should report back to the Town and Parish Councils on a regular basis, who will take ownership once proposals and funding opportunities have been determined.

The type of evidence gathered by individuals or working groups should focus on identifying the extent of the issue, the potential interventions that will resolve the issue and how

much it will cost to deliver the interventions. For the extent of the issue, the number of times it has been raised, and how much of a problem is caused through an inspection should be sufficient initially, alongside information on whether it affects any protected characteristics. Using this guidance in conjunction with the catalogue of interventions should make it straightforward for proposals to be put forward from the Town or Parish Council to the SDNPA and relevant LHA.

Opportunities to gather further evidence, such as Automated Traffic Counts (ATC), will provide a stronger case for schemes to be delivered and funding to be allocated. ATC surveys are a very effective method of collating a comprehensive amount of data that can be interpreted and presented as evidence. An ATC survey will collate traffic speed, volume, and type of vehicle at a site where a survey is undertaken.

The survey is usually in place for a period of seven days and involves the installation of either tubes across the carriageway or a radar box erected on a pole in the public highway, such as a traffic signpost or street lighting column. ATC surveys are often requested by the LHA to support certain measures. The cost can vary depending on location but should be in the region of £500 per site for a seven-day period<sup>1</sup>.

Data from the ATC is usually provided in a spreadsheet and includes key data such as average speed, 85th percentile

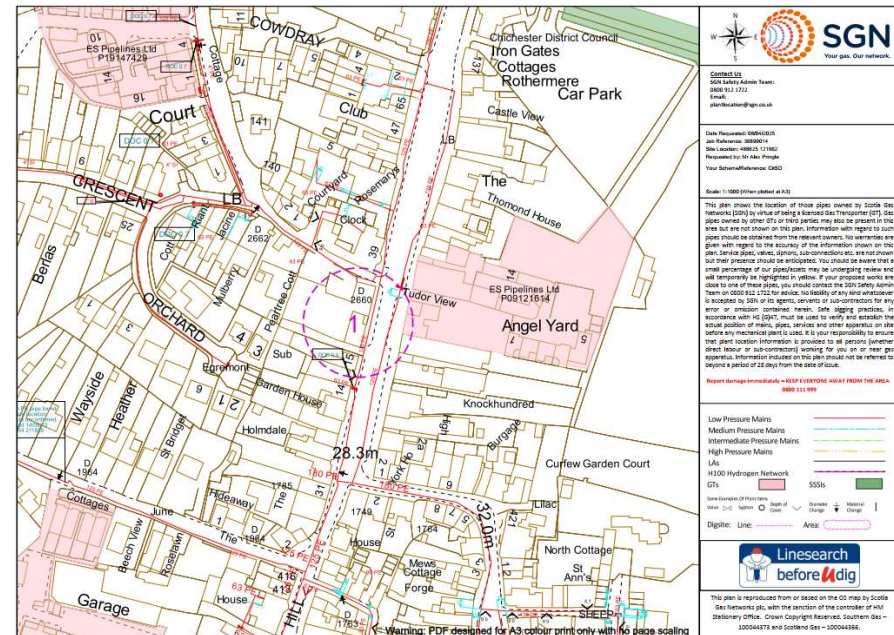
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<sup>1</sup> estimated cost March 2025

speed, traffic volumes and composition. Further analysis can be undertaken, which will be dependent on the evidence required. It shouldn't be necessary to employ professional support to analyse the key data, although this can be useful in more complex situations.

Alternatively, Town and Parish Councils may take the decision to commission professional consultants to manage some or all of the evidence gathering exercise. This may include the consultants undertaking a more robust assessment, which could involve reviewing the existing situation to determine all the potential issues, along with the identification of remedial measures. Consultants will be able to analyse data in more detail and create compelling cases for funding and scheme delivery.

For physical infrastructure interventions, it is recommended to carry out a search for buried services such as gas and electricity. A good start is noting the locations of inspection covers but using a service such as Linesearch-before-u-dig can illustrate the potential presence of these services.





### **SUITABLE INTERVENTIONS FOR SDNPA**

As identified in this guidance it's vitally important that appropriate interventions are considered for delivery across the National Park. These interventions should target the problem identified, complement the environment and support the context of local communities and the sense of place. This can limit the number of interventions suitable for the National Park, though most can be adjusted to be appropriate.

This guidance provides an example of each intervention component, while the Catalogue of Interventions goes into greater detail, including indicative costs of schemes assembled from those interventions

### **INTERVENTION TIERS**

Interventions can be grouped into 4 general tiers, organised by how complex an intervention is to implement and therefore, how much work, and funding, is required to achieve agreement for them. It is important to understand what can be achieved in local communities and the requirements LHAs will likely have before these schemes can be agreed in principle. Interventions will need to align with LHA policies such as passive safety.

It should be noted that the different LHAs may require different levels of direct engagement, even on the same tier, for example, HCC are unlikely to give a blanket agreement without some detailed investigation of the site in context.

Similarly, ESCC may require a Stage 1 Road Safety Audit (RSA) before giving any approval in principle.

The intervention tiers are:

Tier 1 – Simple 'quick win' interventions that should require minimal additional investigation from the LHAs, possibly a Stage 1 RSA.

Tier 2 – Should receive agreement in principle but may require additional details/RSA to ensure they are correctly sited.

Tier 3 - Likely to require the LHA to carry out some level of inspection to ensure suitability of measure and location. This may incur a charge for the Town/Parish Council.

Tier 4 - Will require a Traffic Regulation Order to create and come with added expense and timescales. An LHA will be required to carry out a suitability assessment. This is likely to incur a charge for the Town/Parish Council and certainty of funding is likely to be required.

## DELIVERY PROCESS

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There are many tasks involved in delivering highway and transport interventions. The process may differ quite significantly between interventions. For example, the process involved in removing street clutter is at the simpler end of the scale. If a Town or Parish Council undertake a clutter audit and identify the street furniture that can be removed, it should be straightforward to get this approved by the LHA, depending on the availability of certain teams, such as the Road Safety team. An order can then be raised to undertake the work.

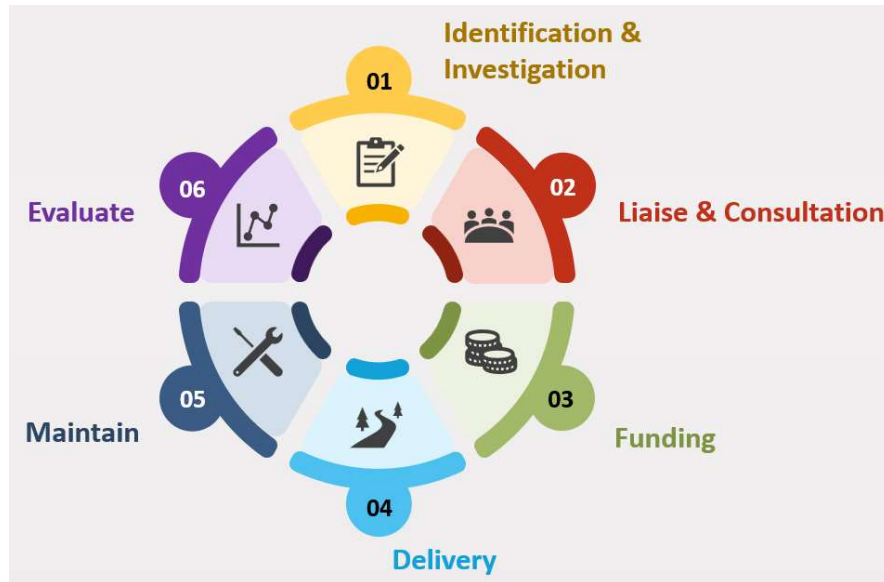
In comparison, a speed limit change would involve several steps. It would first have to align with an LHA's policies, and traffic surveys would need to be undertaken to understand existing speeds. An informal consultation would be recommended before carrying out any design work and undertaking the statutory processes involved including advertising the legal order. The LHA may also require a committee report to seek approval prior to implementation.

Although it's not necessary for Town and Parish Councils to understand the detailed processes involved in each task, it is important that there is a good understanding of the high-level process that needs to be undertaken from the initial identification of issues through the delivery process until works are complete and evaluated.

The SDNPA has developed a six-stage delivery process to assist Town and Parish Councils with this understanding to support their applications for the delivery of interventions. Details on each of the six steps is provided in the following sections.

The six stages are:

Identification & Investigation, Liaising & Consulting, Funding, Delivery, Maintaining, and Evaluation.



## STAGE 1: IDENTIFICATION & INVESTIGATION

Stage 1 of the delivery process would commence from the identification of a traffic issue. The identification of the issue can be achieved through many ways. This could be reported by the local community, or it may be discovered through regular and ongoing work on the public highway. Once the Town / Parish Council is aware of the issue, the investigation should commence as soon as possible.

The most suitable approach to investigating the issue should be agreed. As outlined in this guidance, this could be through the Town/ Parish, working groups set up to deal with traffic specifically, volunteers that could be individuals or community groups, or consultants that have been commissioned by the Town / Parish Council to investigate the matter on their behalf.

While the purpose of the guidance is to streamline the amount of back-and-forth between Town/Parish Councils and LHAs in developing schemes, it would be beneficial to inform both the SDNPA and the relevant LHA that an investigation into specific traffic issues is being conducted.

### Evidence

Evidence should be collated that will support applications, and requests made to the SDNPA as the local planning authority, and/or the LHAs. Examples of evidence that will be required to support the process includes (but is not limited to):

- Details on how the issue was identified including the number of occasions it has been reported and by how many different interested parties.
- Feedback from any audit or assessment undertaken from the location. This could include notes, photographs, or data collected.
- Data that may be available such as ATC survey data, data collected from VAS or SID, Community Speed Watch etc.
- Reports prepared by those involved such as working groups, and consultants.

To increase the likelihood of the matter progressing, the data should support the issues raised. For example, if concerns around road safety due to excessive traffic speed through a local community has been raised, speed data should support this. A range of data is preferred as some LHAs may not accept all forms of data, for example ESCC does not use data from Community Speed Watch.

### Timescales

The timescales of stage 1 will vary depending on the approach taken in undertaking the work required. If the Town / Parish Council are investigating the matter themselves, or volunteers are undertaking assessments around their commitments, the process will take longer than it would through designated working groups or commissioned consultants.



This makes it difficult to estimate timescales. The severity of the issue is also likely to have an impact on timescales. If the evidence suggests the issue may be severe, the matter should be escalated to treat the matter as a priority.

The table below provides some indicative timescales for completion of stage 1 based on different approaches that could be undertaken.

Approach to Investigation	Standard Timescale	High Priority Timescale
Town / Parish Council investigation	Completion by next council meeting	Within 10-12 weeks
A single volunteer	Avoid where possible	Within 12-16 weeks
Group of volunteers	Avoid where possible	Within 10-12 weeks
Traffic working group	Completion by next council meeting	Within 6-8 weeks
Consultants	Within 2-3 weeks	Completion by next council meeting

### Costs

It may be possible to complete stage 1 without any financial costs associated with the investigations, just time costs. If there are no crucial timescales, and the issue can be identified with supporting evidence through the approaches that do not require payment i.e. traffic working group investigation, using data from an existing VAS as evidence, the process may be able to progress.

Where costs are involved, this may strengthen the evidence submitted. This could increase the likelihood of achieving funding for interventions. Therefore, the decision on how to deliver stage 1 should be based on the priority of the matter. Issues that may be severe would benefit from the evidence collected from ATC surveys. Commissioning consultants may accelerate the work, with additional inclusions in the investigations and analysis that could strengthen the evidence collated.

It should be noted that, unless there is a significant safety concern, with demonstrated injury collisions, the LHAs are unlikely to fully fund a community-led traffic intervention, therefore, initial investigations into external funding should be conducted as part of the evidence gathering stage.

### Catalogue of Interventions

Once the initial investigations are complete, the Catalogue of Interventions should be consulted, to enable Town/Parish Councils to start assembling potential interventions that could be delivered. The catalogue contains approximate costs for

example schemes that can be used to determine what can and cannot be delivered with potential funding.

The catalogue contains benefits and drawbacks of each intervention that can support the initial assessment of what may be the most appropriate interventions, but this does rely on local context. The key intervention headline will provide a useful piece of information to determine whether it may be suitable for resolving the issue.

A scheme to address traffic issues is unlikely to contain just a single intervention, as interventions in isolation have a very limited effect, therefore a scheme should be assembled as a package of integrated interventions. Examples are provided in the catalogue, with estimated costs, to show commonly grouped interventions. For example, an Entry Treatment scheme consisting of Gateway Furniture, carrying a shared identity branded Gateway Sign on a verged Buildout with pinch point White Lining alongside the furniture, but Centreline Removal beyond it.

Acceptable schemes should align with LHA policies, Design Guides and national legislation. While the interventions in the Catalogue draw from the priorities and guidance found in SDNPA publications (Roads in the South Downs, Design Guide SPD) it is good practice to carry out a check against the policies of the relevant LHAs.

Town and Parish Councils should have a scheme they wish to pursue assembled and agreed prior to commencing stage 2, including mapped locations, interventions and supporting

evidence. As noted previously, prior to commencing stage 2 the Town/Parish Councils should also be identifying funding opportunities which will support this task, managing expectations on what interventions can be delivered.



## STAGE 2: LIAISON AND CONSULTATION

Stage 2 involves liaison and consultation with local communities to understand the appetite for certain interventions along with the relevant bodies. This is the SDNPA as the local planning authority, and the LHAs. There isn't a clear preference on whether the Town/Parish Councils should engage with the SDNPA or the LHAs first. Both approaches have benefits from doing so.

Consulting with local communities will be a useful piece of evidence to include in funding submissions and to gain the approval of the SDNPA and LHAs. It will also provide the opportunity to refine the interventions in case there are a selection of interventions that may be suitable to resolve issues. There is guidance available regarding consultation on transport matters specifically, such as Active Travel England's [Best Practice Guide to Consultation and Engagement](#).

To ensure there is some certainty in the solution proposed it is recommended that prior to contacting the LHAs for agreement in principle, the proposed scheme has gone before the Town/Parish Council and has been agreed along with being noted in the minutes. This provides confidence that the scheme has majority consent and is unlikely to be significantly changed outside of any necessary safety adjustments.

Subject to limitations on staff resource and workload priorities, it's possible that the SDNPA and LHAs can be consulted simultaneously. The aim at this stage is to get an agreement in

principle from both parties to progress the interventions to the next stage. This may involve the LHA undertaking their own assessment that could include Road Safety Audits and internal engagement with relevant teams around specific matters i.e. maintenance liabilities. This may incur a charge for the Town/Parish Council depending on the amount of investigation required.

Providing the evidence collated during stage 1, along with appropriate use of the catalogue should result in the approvals in principle that is the aim of this stage. Progressing too far into funding applications prior to these approvals could be an unproductive exercise if there are any concerns raised by the SDNPA or LHAs, however, as it is highly unlikely that these interventions would be funded wholly by the LHAs, some funding streams should be identified in the submitted information.

### Timescales

The timescales of stage 2 will depend on the resources, workloads and internal prioritisation processes of both the SDNPA and LHAs. This limits the benefits of estimating timescales for completion of stage 2. It is hoped that the agreements in principle can be in place within a 2–3-month period. There may be occasions when these timescales can be reduced.

Depending on the feedback provided from the SDNPA and the LHAs, it may be necessary to refine the interventions that were submitted for the initial consultation. This could be

related to the deliverability of interventions at specific sites or the concerns raised by internal teams consulted during the consultation. This will require further liaison with the SDNPA and LHAs, although returning with updated proposals shouldn't result in the same timescales as the initial engagement as relationships will have been established.

### **Costs**

There are unlikely to be costs associated with the liaison and consultation with the SDNPA and the LHAs. If a decision is made to carry out engagement with the local community, there may be costs involved to create consultation material, book venues etc. These costs are likely to be minimal. If a consultant is commissioned to undertake stage 1, Town/Parish Councils may decide to retain them to manage the local community consultation work.





### STAGE 3: FUNDING

Stage 3 involves acquiring funding to allow the interventions that have been agreed in principle to be delivered. Identifying the potential funding streams should be undertaken during stage 1, which will make stage 3 a more efficient process.

Town/Parish Councils may be collecting Community Infrastructure Levy (CIL) from developments within their area which can be spent on the physical installation of interventions and there are additional funding opportunities that may involve funding direct from the LHAs and/or the SDNPA.

The SDNPA also holds a pot of CIL from developments across the National Park and holds an annual call for projects to bid for money from this pot. However, this is a limited and competitive pot of funding and Authority Members are keen to see it spread around a variety of projects, not just highways, and across all regions of the park. Additionally, as the CIL pot becomes more competitive the SDNPA are looking for projects strongly aligned with the three key goals of the Authority, being Nature Recovery, Climate Action and A National Park for All.

Projects will need to address which of these goals they align with as part of their bid, for instance, the improvements to community safety and the reduction of severance from highway interventions are likely to fall under 'A National Park for All'. It is anticipated that showing a scheme has followed

this guidance will also improve the chances of it being granted CIL funding.

The District Councils also collect CIL funding pots and can also be bid into for funding, though there are similar limitations as the SDNPA pot.

There are also external funding opportunities that may be available for consideration. Central government on occasions make funding available that can be applied by Town/Parish Councils providing sufficient evidence can be submitted within a business case on what will be addressed, and the benefits the interventions will bring. This will require engagement with the SDNPA, and LHA prior to, during, and after applications have been submitted / approved. Independent groups may also offer funding, such as the Rees Jeffery Road Fund, but they come with their own conditions for application.

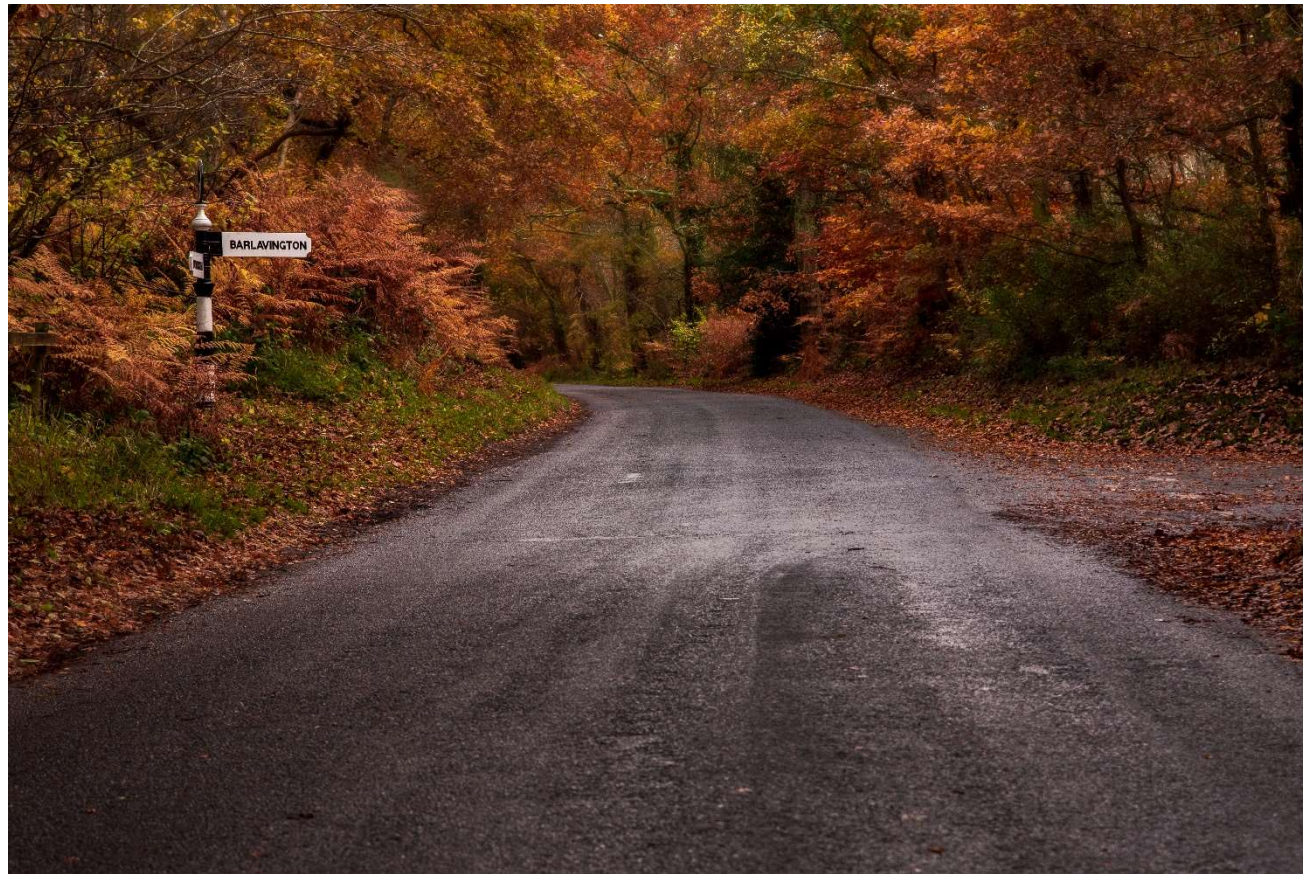
In many cases match funding will increase the likelihood of achieving the total funding required. For example, if the cost of delivering the desired interventions was £50,000, if the Town/Parish Council could fund £25,000 of this, there is a greater potential for securing the funding. LHAs may offer match funding schemes to support community highway infrastructure schemes and obtaining support from these schemes can improve chances of obtaining CIL funding, and vice versa.

A key part of the funding stage will be discussions with the LHAs on the maintenance, insurance, and ongoing ownership

of the interventions. As many of the interventions included in the catalogue can be classified as non-highway standard items, it's likely that the LHAs will expect the Town/Parish Councils to provide a commuted sum for upkeep and replacement (often for a 5 – 10 year period). It's also likely that the LHAs will expect the Town/Parish Councils to take on the ownership and insurance for some interventions.

### **Timescales**

Timescales for stage 3 are likely to be lengthy due to the measures in place for funding applications. The timescales may vary from LHA to LHA and may require multiple bid attempts making it a futile exercise estimating timescales involved in this stage.



**STAGE 4: DELIVERY**

Once funding has been awarded, the next stage is to deliver the interventions. This will require collaboration with the LHA who can oversee the delivery, or if not, will be the licensing body for the permits required to carry out works on the public highway, such as Section 278 agreements, Road Space licenses, etc.

If LHAs are carrying out the implementation work (for example, under a Community Funded Infrastructure program) they will have their own contracts in place for the construction of traffic schemes, which allows any licensing and permitting requirements to be covered, rather than a Town/Parish Council nominated contractor requiring to apply for licensing and permitting. This means there may be subtle differences in the processes and timescales.

If an LHA is not carrying out the implementation work, they should still be able to advise the contractor selected to carry out works. Do note however, that a contractor may need to be approved by the LHA before any licenses can be issued or any works can be carried out. If a third-party contractor is being used the Town/Parish council will need to be aware of their responsibilities under the Construction (Design and Management (CDM) Regulations 2015 as the Client and possibly Principal Designer. There may also be a cost to the Town/Parish council for Traffic Management as part of the installation works. If a consultant was commissioned to

undertake stage 1, Town/Parish Councils may decide to retain them to manage delivery via third-party-contractors.

At this stage, the final “scheme” should be known, meaning there are limited if any unknowns with delivery. The Town and Parish Councils should liaise on a regular basis during this stage as it's likely that interest in the works will be high within the local communities. Regular communication will allow Town and Parish Councils to cascade information onto residents and businesses that may be impacted.

**Traffic Regulation Orders**

Some of the interventions included in the catalogue will require amendments to be made to TROs or new ones to be drawn up. Examples of the interventions that would require a TRO amending include speed limits and potentially parking changes depending on the type implemented.

The biggest impact TROs will have on the delivery stage is timescales. TROs are a statutory process that requires strict procedures to be followed. This includes a 21-day consultation process as well as additional tasks that can be time consuming. During the 21-day consultation, stakeholders can object to the TRO. This can add further delays onto the delivery stage as the LHA will be required to investigate and create committee reports. Some LHAs have delegated powers in place that can reduce the timescales involved.

A reoccurring issue nationally with TROs is the resource in place within LHAs. Amending TROs requires knowledge and experience and due to the number of different types of TRO,



there is often a back log of requests, which can add time onto projects.

### Timescales

Based on the above, the timescales will differ considerably when comparing interventions that require TROs and those that do not. In addition to TROs, time is required for the LHA to undertake the required design work, undertake the necessary checks such as Road Safety Audits (stages 2 and 3 are likely to be covered here), seek approvals for the implementation, procure a contractor and, arrange for the relevant New Roads and Streetworks Act (NRSWA) measures to be put in place to allow roadworks to occur, such as notices and road closures.

The timescales will be impacted based on the complexity of the works. For example, if the funding is to deliver green or blue infrastructure, or declutter local communities, there is limited work involved before the works are undertaken. In comparison, more complex interventions such as the creation of shared space environments may require technical design from a variety of LHA teams, as well as TROs, permits, road closures, and traffic management plans.

The table below provides approximate timescales for key milestones that are likely to occur during this stage of the process. One column represents a relatively simpler scheme (such as decluttering or road marking adjustments), and the other represents a complex scheme (physical buildouts or large scale placemaking).

Key Milestone	Simpler scheme Duration	Complex Scheme Duration
Detailed design	4-6 weeks	12-16 weeks
Road Safety Audit	1-2 weeks	2-4 weeks
TRO	12 weeks	12 weeks
Scheme approvals	2-4 weeks	6-8 weeks
NRSWA process	4-6 weeks	12-16 weeks
Contractor procurement	4-6 weeks	8-12 weeks
Delivery onsite	1-2 weeks	4-12 weeks

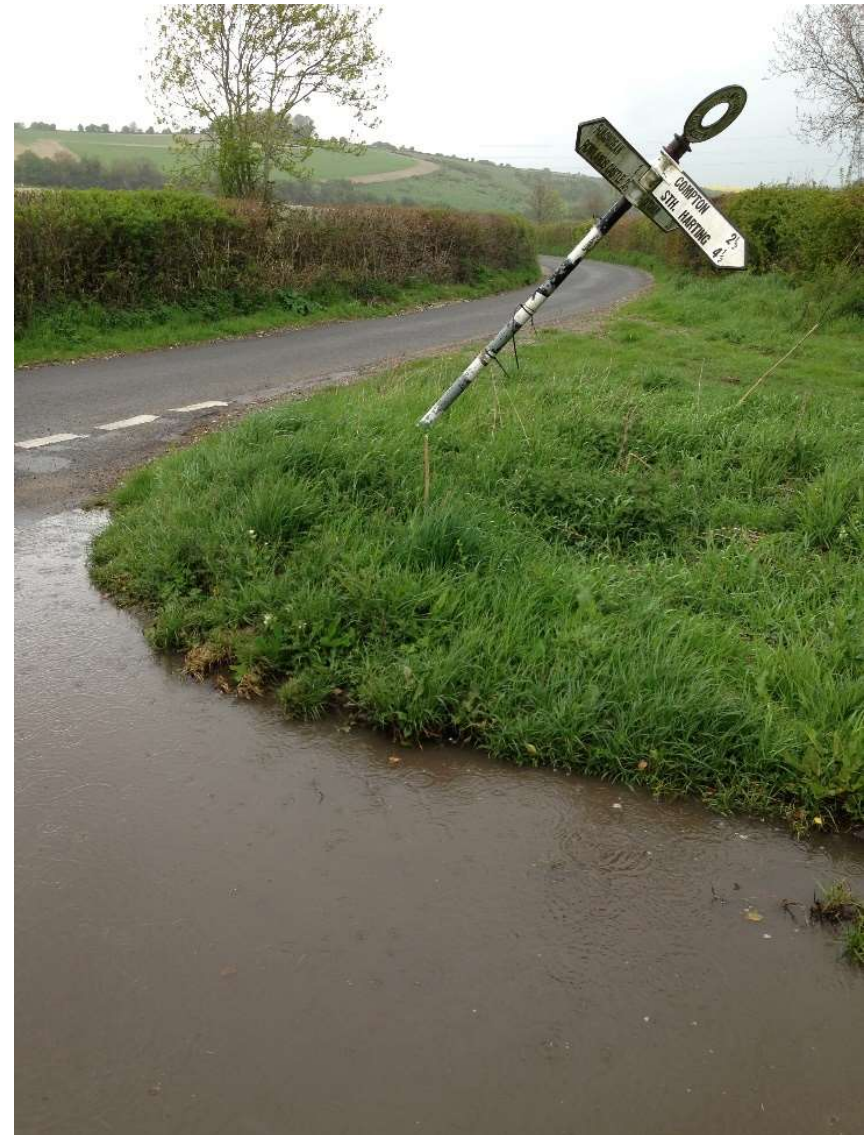


### STAGE 5: MAINTAINING

As it's likely the Town/Parish Councils will be taking ownership of some interventions (for example, bespoke gateway furniture) the LHAs may expect this to include the maintenance of the interventions. This could include a contribution towards commuted sums for a length of time but may also include the ongoing upkeep. It's important Town/Parish Councils understand that the interventions installed following this guidance need to be to a standard expected for the context of the National Park.

This means that standard off the shelf products such as village name plates, bollards, and street furniture should be avoided where possible. This will impact the costs involved in the ongoing maintenance of the intervention. For example, a bespoke village name plate in local materials will be higher cost to replace than a standard plastic version that is common outside the National Park.

It is important that conversations around the maintenance of interventions are discussed with the LHAs during the initial liaison and consultation during stage 2. This will ensure that expectations are managed, and Town/Parish Councils understand the funding required, both for delivery of the intervention, and the ongoing maintenance.





**STAGE 6: EVALUATION**

The final stage of the process is to carry out an evaluation of the intervention. Collating further evidence on the success the intervention has had on mitigating the traffic issues will be an effective exercise to monitor the success of the Guidance. It can also contribute to further interventions as part of any area- wide masterplan, with successful results generating confidence in any further proposed interventions.

The type of evaluation will be dependent on the intervention delivered, but in general will be undertaken after a 'bedding in period' to allow for behaviour change to settle into routine. This is generally at least 12 months since installation. For example, a speed limit intervention such as an extension to a 30mph speed limit would require before and after speed data to allow a comparison. Interventions designed to increase the feeling of place would benefit from calculations around the level of modal shift achieved.

This stage could also investigate if the scheme has caused a 'knock on effect' of pushing traffic elsewhere, especially in the case of schemes intended to reduce 'rat-running'.

In some instances, the collision record will be an important aspect of the evaluation. Removal of traffic signage and road markings may create the perception of increasing the safety risk. Therefore, monitoring the collision record will provide evidence to support this or refute this perception. This will require at least 12 months of injury collision data and

consultation with the Police. This is also the timescale for a Stage 4 Road Safety Audit if required.

Records of the evaluation should be fed into the SDNPA, which will allow the guidance and catalogue to be adapted and improved throughout the lifespan of the project. A continuous improvement approach should be taken.

**Timescales**

The timescales around undertaking the evaluation can be left to interpretation. Twelve months post-delivery should be seen as the earliest time to consider an evaluation. This is because a settling in period is required to allow a standard traffic behaviour to be established. In addition, a five-year evaluation would provide additional evidence that may be useful in the long- term.

## RESPONSIBILITIES

The key tasks described above are summarised in the following tables, which also includes authority responsibility. Some tasks have sole responsibility whereas others are shared.

### Stage 1: Identification & Investigation

Key Activity/output	Responsibility		
	Town/Parish	SDNPA	LHA
A traffic issue is reported.	■		
Identify investigation route	■		
Collate evidence	■		
Report back to town/parish	■		
Assemble interventions from catalogue	■		
Identify funding	■		

### Stage2: Liaising & Consultation

Key Activity/output	Responsibility		
	Town/Parish	SDNPA	LHA
Local consultation	■		
Contact SDNPA & LHA	■	■	■
Seek agreement in principle	■	■	■

### Stage 3: Funding

Key Activity/output	Responsibility		
	Town/Parish	SDNPA	LHA
Determine delivery costs inc maintenance	■		■
Determine funding model to progress	■	■	■
Apply for funding	■		

## Stage 4: Delivery

Key Activity/output	Responsibility		
	Town/Parish	SDNPA	LHA
Confirm interventions for delivery	■		■
Liaise with LHA through final design and pre-construction tasks	■		■
Communicate with local community on progress	■		
Delivery of intervention on site	■		■

## Stage 6: Evaluation

Key Activity/output	Responsibility		
	Town/Parish	SDNPA	LHA
Carry out initial evaluation of intervention	■		
Supply record of evaluation	■	■	■
Carry out long-term evaluation	■		

## Stage 5: Maintaining

Key Activity/output	Responsibility		
	Town/Parish	SDNPA	LHA
Take ownership of intervention	■		
Maintain intervention	■		

## DELIVERY TIMESCALES

The timescales involved in the actual delivery of catalogue interventions will vary considerably depending on the interventions selected and the LHA responsible for the Town/Parish Councils. The overall process involves several bodies including the SDNPA the LHAs and potential third-party contractors. The input required from each separate body ensures that the overall timescale is unknown, although an approximate timescale for the intervention delivery can be estimated.

Broadly speaking, the time required to deliver an intervention increases as you move higher up four tiers.

Tier 1 – Interventions that can be delivered with minimal design, lead-in time and do not require any statutory processes outside of potential RSA.

Tier 2 – Interventions that can be delivered with limited design, lead-in time and may require some statutory processes.

Tier 3 – Interventions that include physical changes to the highway and require detailed design, lead-in time and will require RSA and some statutory processes.

Tier 4 – Interventions that require a TRO, a statutory process that will take several weeks at least to complete on top of any design and RSA required.

It's important to recognise that interventions that require TROs need additional time allocated to the timescales. As outlined

in this guidance, the statutory process is likely to be at least eight weeks once the preparation of the order, 21-day consultation, and making of the order have been taken into account. In addition to this, staff required to prepare and make the TRO are likely to have limited availability due to resource issues. This means interventions that require TROs may take up to six months longer to implement than those that do not.

The following tables provide the approximate delivery timescales for the interventions contained in the catalogue, which have been grouped together in the four tiers.

### Tier 1

Intervention	Timescale
Decluttering	Within 3 months
Wayfinding	Within 3 months
White lining	Within 3 months
Blue/Green infrastructure	Within 3 months

Tier 2

Intervention	Timescale
Verge posts	Within 3 months
Gateway furniture	3 – 6 months
Change of surfacing/material	3 – 6 months
Virtual footways	3 – 6 months
Lit signage (VAS/SID)	3 – 6 months

Tier 3

Intervention	Timescale
Pinch points	6 – 9 months
Priority buildout	6 – 9 months
Chicane	6 – 9 months
Uncontrolled crossings	9 months +
Traffic island	9 months +
Shared space (not same level)	9 months +

Tier 4

Intervention	Timescale
Formalised parking	9 months +
Reduced speed limits	9 months +
Buffer zones	9 months +
20mph (limits & zones)	9 months +





## INTERVENTIONS

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This section gives a high-level overview of the types of interventions that have been assessed and deemed appropriate for inclusion in the National Park. This assessment has included engagement with both the LHAs and pilot Parish Councils, who have all had the opportunity to provide feedback.

The Catalogue of Interventions lists the component interventions, and example combined schemes, in greater detail, including estimated costs and potential speed reduction benefits. The Catalogue of Interventions must be consulted as the primary resource for selecting appropriate interventions as components of a scheme.

Whilst these interventions have been deemed appropriate, it doesn't mean they can be applied in any location, nor does this mean that the LHA will automatically approve their delivery. The LHAs views on the interventions differ from county to county and what is considered acceptable in one county may not be acceptable in another county. However, by following the guidance set out in this document there is an expectation that interventions will be implemented, once refined.

While the LHAs within the National Park have indicated their support for the guidance some specific interventions were highlighted as counter to local policy. To support and manage expectations, a suitability scale has been produced

which has been applied against each intervention along with benefits and drawbacks.

The suitability scale illustrates at a high level the viewpoint of each LHA on the specific intervention. This is broken down into three categories:

**Green:** The intervention is within both the SDNPA and LHA guidelines based on the design expected in the National Park. This means that the intervention should be deliverable without the need for any major change to be made to the design, though may still need some specific investigation. An example of this would be decluttering.

**Amber:** The intervention is within the SDNPA guidelines but may need refinement by the LHA prior to delivery. This means that the intervention may need to be assessed in more detail and adjusted to be considered suitable for delivery. An example of this would be an uncontrolled crossing point.

**Red:** The intervention may be accepted by the SDNPA but not the LHA based on current policy. This means unless the LHA policy changes, the intervention cannot be delivered. An example of this is major speed reductions without a demonstrated safety concern (history of injury collisions).

LHA	SUITABILITY	NOTES
HCC	GREEN	Generally Acceptable
WSCC	AMBER	Needs Refinement
ESCC	RED	Against LHA Policy

The interventions that may need refinement by the LHA are expected to be ones that need greater investigation into location and context to ensure it remains suitable or have a specific framework that needs to be followed, for example HCC's 20mph speed limit program. This guidance is likely to evolve over time as policies and best practice change.

One thing to note is that to approve non-standard infrastructure/ furniture, the LHA is likely to require a Town or Parish Council to add it to their asset register for insurance purposes, and/or to provide a commuted sum to cover the costs of replacing like-for-like.



## TIER 1 INTERVENTIONS

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These are simpler solutions that are likely to require minimal extra investigation by an LHA. Do be aware that this can vary across the LHAs and even these interventions may have nuances that could require greater preparatory work to receive agreement in principle.



DECLUTTERING



IMPROVED WAYFINDING



ROAD MARKING



BLUE/GREEN INFRASTRUCTURE

## TIER 2 INTERVENTIONS

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These interventions should receive agreement in principle without commissioning a full inspection from an LHA but are likely to require additional details/RSA to ensure they are correctly sited.



GATEWAY SIGNAGE - GATEWAY FURNITURE



VERGE POSTS



VIRTUAL FOOTWAYS



CHANGE OF SURFACE (Colour/Material)



LIT SIGNAGE (VAS and SID)



## TIER 3 INTERVENTIONS

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These improvements are likely to require the LHA to carry out some level of inspection to ensure suitability of measure and location. This may incur a charge for the Town/Parish Council. They are also interventions that are of a higher cost and some certainty of funding is likely to be required.



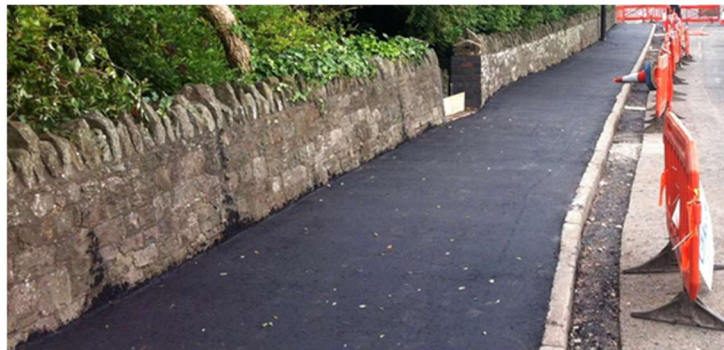
ROAD NARROWING



PRIORITY BUILDOUT



CHICANE



FOOTWAY WIDENING OR CONSTRUCTION



UNCONTROLLED CROSSINGS



TRAFFIC ISLAND



## TIER 4 INTERVENTIONS

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These improvements require a Traffic Regulation Order (a legal document) to create and come with added expense and timescales. An LHA will be required to carry out a suitability assessment and may progress some interventions on safety ground only. This may incur a charge for the Town/Parish Council and certainty of funding is likely to be required.



FORMALISED PARKING



REDUCED SPEED LIMITS



EXTENDED EXISTING SPEED LIMITS



20MPH (Limits and Zones)



INTERMEDIATE SPEED LIMIT (Buffer Zones)

## RELEVANT GUIDANCE

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To assist in the development of the schemes outlined in this guidance, some engagement with local and national guidance is necessary. This includes:

### SDNPA

- Roads in the South Downs
- Adopted Design Guide SPD
- Adopted Village Design Statements
- SDNPA Local Plan
- SDNPA Partnership Management Plan

### LHAs

- Local Transport Plans
- Local Cycling and Walking Infrastructure Plans
- Speed Limit Policy
- S278 policy
- Community Funded Infrastructure
- Community Match Funding policies

### NATIONAL

- Manual for Streets 1 & 2
- Road Safety Audit guidance GG119
- Traffic Signs Manuals 2 – 7
- Traffic Signs Regulations and General Directions 2016
- Active Travel England Best Practice Guide to Consultation and Engagement
- Active Travel England scheme review tools
- Construction (Design and Management) (CDM) Regulations 2015

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**GLOSSARY**


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ATC	Automatic Traffic Count
BI	Blue Infrastructure
CIL	Community Infrastructure Levy
CATS	Community-Led Approaches to Traffic Solutions
DMRB	Design Manual for Roads and Bridges
ESCC	East Sussex County Council
GI	Green Infrastructure
HCC	Hampshire County Council
LCWIP	Local Cycling and Walking Infrastructure Plan
LHA	Local Highway Authority
LTP	Local Transport Plan
NRSA	New Roads & Street Works Act
RitSD	Roads in the South Downs
SDNPA	South Downs National Park Authority
SID	Speed Indicator Device
SPD	Supplementary Planning Document
SSSI	Sites of Special Scientific Interest
TRO	Traffic Regulation Order
VAS	Vehicle Activated Sign
VDS	Village Design Statements
WSCC	West Sussex County Council





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NATIONAL PARK**