

Highway improvements assessment process

We have a process in place to assess requests for highway improvements.

Examples of requests include pedestrian crossings, cycle lanes, traffic calming, speed limits and waiting restrictions.

We use a scoring system to prioritise requests. What gets built depends on need and how much capital budget is available.

Requests must go through **5 stages**, involving assessments and competing for selection against other requests:

Stage 1 - Highway improvement request form – scoring of the form

Stage 2 - Local Transport Priority List – Competing investigation list

Stage 3 - Local Transport Priority List – Selected investigation list

Stage 4 - Local Transport Priority List – Implementation list

Stage 5 - Capital programme

Stage 1: scoring of the submitted highway improvement request form

We will assess the submitted proposal for viability. If your proposal is rejected as not viable, we will write to you explaining why.

If the proposal is viable, we then score it against the below 5 key transport goals of:

- reducing carbon emissions
- supporting economic growth
- promoting accessibility
- contributing to better safety, security and health
- improving quality of life and the natural environment

Once the proposal has been given a score it is then added onto the LTPL - Competing Investigation list (stage 2).

Note:

Proposals are evaluated using the objectives set out in our Joint Local Transport Plan (2020 to 2036). This approach enables us to score proposals consistently. During 2025 we aim to update the scoring process to include the council's objectives in addition to the Joint Local Transport Plan objectives.

Stage 2: LTPL – Competing investigation list

All proposals that are added onto this list from Stage 1 compete against other, in order to be selected for initial investigation.

Once a year (within each financial year) all proposals on the competing investigation list will be prioritised into order by their score gained from Stage 1.

The top scoring proposals from this list will then be published within the capital programme, indicating which proposals were selected to be fully investigated and go onto Stage 3.

Stage 3: LTPL – Selected investigation list

The investigation generally involves data and evidence gathering, for example collecting speed data, pedestrian counts etc.

There are 3 possible outcomes after carrying out the investigations:

1. the proposal is recommended for low-cost minor works such as signs and road markings.
2. the proposal is rejected.
3. the proposal has merit and is added to the Implementation list (Stage 4).

Note: The number of proposals taken forward each financial year for investigation will vary, as it is dependent on the amount of funding available for that financial year and the available staff resources to carry out the investigations. Due to the large numbers of proposed schemes on this list, it is not possible to investigate them all in one financial year.

Stage 4: LTPL – Competing implementation list

All proposals added to this list compete against each other to be selected onto the Capital Programme. Proposals on this list are then given:

- an outline cost estimate
 - indicating how much the entire proposal would potentially cost - design costs, legal fees, consultation cost, surveys, construction costs etc.
- a score
 - based on a revised scoring system that combines Joint Local Transport Plan and council objectives.

The implementation list is then sorted into a prioritised list from the above information, sorting the highest cost benefit schemes in ranking order.

Stage 5 - Capital programme

The capital programme is the yearly published investment budget for all capital projects and infrastructure schemes.

The number of proposals taken forward from the implementation list into the capital programme each financial year will vary depending on the funding available.

At this stage detailed viability work for each scheme is undertaken such as:

- topographical or site surveys where appropriate
- detailed design drawings
- full consultation (informal and statutory)
- feedback reports from the consultations It can take anywhere from 12 months to 36 months for this scoping work to be carried out.

Updating the LTPLs

The investigation and implementation lists are updated and published once a year usually within 2 months of the Capital Programme being agreed. The Capital Programme is usually agreed in February/March of each year.

You can view the current lists on the [request a highway improvement](#) page.