

NETWORK MANAGEMENT PLAN FOR WILTSHIRE

DETAILED ACTION PLAN

DRAFT

WILTSHIRE COUNTY COUNCIL

DECEMBER 2008

APPENDIX B

Document Version History

VERSION	DATE	NOTES
1	15 February 2008	Issued internally to ESD Group Managers for informal review and comment.
2	28 May 2008	Updated in light of above review and comments, and distributed to Cabinet Member, ESD Departmental Management Team and Assistant Director for Performance Management.
3	19 December 2008	Generally updated prior to presentation to the County Council's Overview and Scrutiny Management Committee on 15 th January 2009.

REF.	REQUIREMENT	ACTIONS (Key Actions/Sub-Actions)	GROUP MANAGER	INITIAL DEADLINE	REVISED DEADLINE	DATE ACHIEVED
	Whole Authority Approach					
R1	Do all that is reasonably practicable, having regard to other obligations, policies and objectives, to: (a) securing the expeditious movement of traffic on the LTA's road network; and (b) facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority.	<p>Fully resource the Traffic Manager Group.</p> <ol style="list-style-type: none"> 1. Assess the readiness of the Group, through a gap analysis, to satisfactorily deal with the requirements of the TMA. 2. Set-out, prioritise and resource an appropriate action plan in response to the findings of the gap analysis. 3. Upgrade the EXOR system to ensure TMA compliance. <p>Develop the Network Management Plan through the development and implementation of the associated Detailed Action Plan.</p> <ol style="list-style-type: none"> 1. Production of 1st full draft plan (Version 1). 2. Include relevant parts of the draft Network Management Plan in the 2008 LTP Progress Report. 3. Secure Cabinet Member approval of Network Management Plan. 	<p>AW</p> <p>AW</p> <p>AW</p> <p>DR</p> <p>DR</p> <p>DR</p>	<p>Jan 08</p> <p>Feb 08</p> <p>Mar 08</p> <p>Feb 08</p> <p>Dec 08</p> <p>Mar 09</p>	<p></p> <p>Mar 09¹</p> <p>May 08</p> <p></p>	<p>Feb 08</p> <p></p> <p>Jul 08</p> <p></p> <p>Feb 08</p> <p>Dec 08</p>
R3	Ensure the NMD does not take precedence over all the other duties that the authority has to consider.	No further actions required.				

¹ Action is not being progressed as quickly as first envisaged due to ongoing resource difficulties (consultants and IT).

REF.	REQUIREMENT	ACTIONS (Key Actions/Sub-Actions)	GROUP MANAGER	INITIAL DEADLINE	REVISED DEADLINE	DATE ACHIEVED
R6	Consider the NMD when exercising any of the authority's powers that can affect the road network.	<p>Ensure the NMD is adequately reflected in the running of relevant Service Delivery Teams (SDTs) and Partnerships.</p> <p>1. Include the TMA/NMD as a permanent item on relevant SDT and Partnership agendas.</p> <p>Arrange a seminar with officers from the Council (transport and parking, spatial planning, minerals and waste, emergency planning, education, planned events) and its term contractors/consultants (Ringway and Mouchel).</p> <p>Ensure that the Traffic Manager is consulted on all significant policy and annual programme initiatives that may impact on the highway network.</p> <p>1. Add the Traffic Manager to the relevant consultation lists held by partners (to be advised through seminar event – see above).</p>	<p>AW</p> <p>AW</p> <p>ALL</p>	<p>Jun 08</p> <p>Jun 09</p> <p>Jun 09</p>	<p>Sep 09²</p> <p>Sep 09³</p>	<p>Jun 08</p>
R7	Appoint a Traffic Manager.	No further actions required.				
R11	Ensure consistency with national, regional and local policies and guidance, and embed the authority's NMD policies and objectives within the Local Transport Plan.	<p>Integrate the Council's Network Management Plan with the Wiltshire LTP.</p> <p>1. Include details of the Network Management Plan in the Council's LTP 2008 Progress Report submission.</p> <p>2. Embed the Network Management Plan in Wiltshire's third LTP.</p>	<p>DR</p> <p>PT</p>	<p>Dec 08</p> <p>Jul 10</p>	<p>Mar 11⁴</p>	<p>Dec 08</p>

² Revised in view of One Council for Wiltshire timetable.

³ As per note 4.

⁴ To match the deadline publication date as detailed in the Department for Transport's LTP guidance.

REF.	REQUIREMENT	ACTIONS (Key Actions/Sub-Actions)	GROUP MANAGER	INITIAL DEADLINE	REVISED DEADLINE	DATE ACHIEVED
R19	Ensure that the whole authority is aware of the duty and its implications for their operations.	Set-up a meeting with ESD Group Managers to discuss the first full draft of the Network Management Plan.	DR	Mar 08		Mar 08
		Distribute the draft Network Management Plan to the Cabinet Member for Environment, Transport and Economic Development, the County Council's Environmental Services Departmental Management Team (DMT) and the County Council's Assistant Director for Performance and Review.	DR	May 08		May 08
		Include relevant parts of the Network Management Plan in the 2008 LTP Progress Report.				
		1. Approval of draft Progress Report by ESD DMT.	DR	Jul 08		Aug 08
		2. Consultation on LTP Progress Report with general public, Local Strategic Partnerships and stakeholders.	DR/PT	Oct 08		Oct 08
		3. Approval of final Progress Report by the Cabinet Member for Environment, Transport and Economic Development.	DR	Dec 08		Dec 08
		Secure the approval of the Cabinet Member for Environment, Transport and Economic Development for the Network Management Plan.	DR/AW	Mar 09		
		Advise the new Members of Wiltshire Council of the Network Management Plan.	AW	To be determined		
		Arrange a seminar with officers from the Council (transport and parking, spatial planning, minerals and waste, emergency planning, education, planned events) and its term contractors/consultants (Ringway and Mouchel).	AW	Jun 09	Sep 09 ⁵	
		Consider setting-up an annual Network Management Forum.	AW	Jun 09	Sep 09 ⁶	

⁵ As per note 4.

⁶ As per note 4.

REF.	REQUIREMENT	ACTIONS (Key Actions/Sub-Actions)	GROUP MANAGER	INITIAL DEADLINE	REVISED DEADLINE	DATE ACHIEVED
	Managing Demand					
R2	Consider the needs and movement of all road users, including utilities. Manage the road space for everyone and make decisions about trade-offs between competing demands.	<p>Ensure that the Traffic Manager receives the minutes of relevant Partnership, SDT and co-ordination meetings.</p> <p>Develop a NMD road classification which defines the hierarchy of roads and road users.</p> <ol style="list-style-type: none"> Review the existing designations of Wiltshire's roads utilising the following information where available: <ul style="list-style-type: none"> traffic characteristics safety data community characteristics route characteristics proposed hierarchies of neighbouring authorities Draw up a draft NMD hierarchy. Consult with Community Boards/Area Partnerships, Town and Parish Councils, stakeholders and the public on the proposed hierarchy (also see R8). Revise the proposed hierarchy where appropriate and gain the approval of the Cabinet Member for Environment, Transport and Economic Development. 	<p>ALL</p> <p>DR</p> <p>DR PT</p> <p>PT</p>	<p>Jun 08</p> <p>Dec 08</p> <p>Mar 09 Jun 09</p> <p>Sep 09</p>	<p></p> <p>Apr 09</p> <p>Jul 09 Oct 09⁷</p> <p>Dec 09</p>	<p>Jun 08</p>

⁷ As per note 4.

REF.	REQUIREMENT	ACTIONS (Key Actions/Sub-Actions)	GROUP MANAGER	INITIAL DEADLINE	REVISED DEADLINE	DATE ACHIEVED
R5	Establish processes that avoid, eliminate or reduce current and future causes of congestion and disruption.	Introduce new traffic management requirements where developers carry out Section 278 highway works.	PT	Mar 08		Mar 08
		Produce a realistic programme of works to relieve congested 'hot spots' (identified under R8).				
		1. Prioritise the identified congestion 'hot spots'.	PT	Dec 09		
		2. Identify, develop and resource an appropriate interventions programme to relieve congestion 'hot spots'.	PT	Feb 10		
		Set-up an appropriate process to ensure that the significant temporary and consequential congestion and disruption impacts of a scheme or works are considered.				
		1. Develop the relevant powers under Part 4 of the TMA.	AW	Mar 08	Jul 08	Jul 08
		2. Ensure the Traffic Manager receives and comments on the traffic management arrangements for major works in sensitive locations.	AW	Apr 08		Apr 08
		3. Ensure that the congestion and disruption impacts of a scheme or works on all road users are considered at the design stage and appropriate measures are taken to mitigate any significant adverse impacts.	AW	Oct 08 ⁸		
		4. Set-up suitable arrangements to monitor the above processes.	AW	Oct 08		
		Review and implement appropriate speed limits on A and B roads on a countywide basis.	TJ	Dec 11		
		Undertake the periodic review of those TROs associated with 'moving' restrictions on either a route or area basis.	PT	Ongoing		

⁸ The County Council is actively working on this issue.

REF.	REQUIREMENT	ACTIONS (Key Actions/Sub-Actions)	GROUP MANAGER	INITIAL DEADLINE	REVISED DEADLINE	DATE ACHIEVED
R8	Establish processes that identify current and future causes of congestion and disruption.	<p>Identify current congestion 'hot spots', including those related to deliveries and the servicing of properties.</p> <ol style="list-style-type: none"> 1. Utilise available information (i.e. traffic data, previous consultation responses, community plans, DfT data and professional knowledge) to produce an initial list of congestion 'hot spots'. 2. Consult with Community Boards, Town and Parish Councils, stakeholders and the public (also see R2). 3. Produce a revised congestion 'hot spots' list. <p>Seek to obtain and evaluate the use of It is/TrafficMaster data (or equivalent) to more robustly identify current and future causes of congestion.</p> <p>Ensure that all issues which may cause significant delays and/or disruption on the highway are referred to the Traffic Manager for consideration.</p> <p>Set-up a Traffic Control Centre to further integrate ITS throughout Wiltshire and explore the value of utilising an Automatic Number Plate Recognition (ANPR) system.</p> <p>Review the Council's transport survey and monitoring programme as part of the development of LTP3.</p>	<p>DR</p> <p>PT</p> <p>PT</p> <p>DR</p> <p>ALL</p> <p>AW</p> <p>PT</p>	<p>Dec 08</p> <p>Jun 09</p> <p>Sep 09</p> <p>Oct 08⁹</p> <p>Ongoing</p> <p>Mar 10</p> <p>May 10</p>	<p>Jun 09</p> <p>Oct 09¹⁰</p> <p>Dec 09</p>	

⁹ The County Council is awaiting the receipt of IT IS/TrafficMaster data from the Department for Transport.

¹⁰ As per note 4.

REF.	REQUIREMENT	ACTIONS (Key Actions/Sub-Actions)	GROUP MANAGER	INITIAL DEADLINE	REVISED DEADLINE	DATE ACHIEVED
R9	Determine and keep under review balanced policies and objectives to manage different parts of the network effectively.	<p>Develop a NMD road classification which defines the hierarchy of roads and road users.</p> <ol style="list-style-type: none"> Review the existing designations of Wiltshire's roads utilising the following information where available: <ul style="list-style-type: none"> traffic characteristics safety data community characteristics route characteristics proposed hierarchies of neighbouring authorities Draw up a draft NMD hierarchy. Consult with Community Boards/Area Partnerships, Town and Parish Councils, stakeholders and the public on the proposed hierarchy. Revise the proposed hierarchy where appropriate and gain the approval of the Cabinet Member for Environment, Transport and Economic Development. <p>Contribute to the development of Corridor Strategies for each strategic transport route that runs through Wiltshire:</p> <ul style="list-style-type: none"> Exeter to London via Bristol Exeter to London via Salisbury and Basingstoke Bristol/Bath to the South Coast <p>Review the Council's NMD road classification and associated objectives/policies in line with the development and publication of the Wiltshire LTP.</p>	<p>DR</p> <p>PT PT</p> <p>PT</p> <p>PT</p> <p>PT</p>	<p>Dec 08</p> <p>Mar 09 Jun 09</p> <p>Sep 09</p> <p>To be determined in light of adopted RSS</p> <p>May 10</p>	<p>Apr 09</p> <p>Jul 09 Oct 09¹¹</p> <p>Dec 09</p> <p>Mar 11¹²</p>	

¹¹ As per note 4.

¹² As per note 6.

REF.	REQUIREMENT	ACTIONS (Key Actions/Sub-Actions)	GROUP MANAGER	INITIAL DEADLINE	REVISED DEADLINE	DATE ACHIEVED
R14	Identify trends in traffic growth on specific routes and put in place policies for managing incremental change.	<p>Publish a revised annual Traffic Report.</p> <p>Consider the Government's 'Community Infrastructure Levy' which has been introduced as part of the Planning Act 2008.</p>	<p>DR</p> <p>PT</p>	<p>Jul 08¹³</p> <p>To be determined.</p>		
R18	Plan relevant courses of action for different times of the year.	No further actions required.				
	Co-operation With Others					
R4	Consider the effects of the authority's actions on the network of others.	<p>Set-up an appropriate process to ensure that the significant temporary and consequential congestion and disruption impacts of a scheme or works are considered.</p> <ol style="list-style-type: none"> 1. Develop the relevant powers under Part 4 of the TMA. 2. Ensure the Traffic Manager receives and comments on the traffic management arrangements for major works in sensitive locations. 3. Ensure that the congestion and disruption impacts of a scheme or works on all road users are considered at the design stage and appropriate measures are taken to mitigate any significant adverse impacts. 4. Set-up suitable arrangements to monitor the above processes. <p>Review how to provide timely and accurate information to the respective Traffic Managers of the Highways Agency and neighbouring authorities.</p> <p>Inform adjoining authorities and the Highways Agency of any significant impacts via the quarterly co-ordination meetings (see R3).</p>	<p>AW</p> <p>AW</p> <p>AW</p> <p>AW</p> <p>AW</p> <p>AW</p>	<p>Mar 08</p> <p>Apr 08</p> <p>Oct 08¹⁴</p> <p>Oct 08</p> <p>Jun 09</p> <p>Ongoing</p>	<p>Jul 08</p> <p>Apr 08</p>	<p>Jul 08</p> <p>Apr 08</p>

¹³ Web based resource is being developed.

¹⁴ As per note 10.

REF.	REQUIREMENT	ACTIONS (Key Actions/Sub-Actions)	GROUP MANAGER	INITIAL DEADLINE	REVISED DEADLINE	DATE ACHIEVED
R13	Formulate contingency plans for dealing with unforeseen situations which are outside of the authority's control.	Review the Council's emergency plans to ensure their compliance with the TMA.	PB/MK	To be determined		
R15	Agree joint working arrangements with all relevant authorities.	Traffic Manager to raise issue of joint working arrangements with relevant Traffic Managers of neighbouring authorities.	AW	Jun 08		Jun 08
R20	Engage and involve partners and stakeholders, such as the Police and bus operators, in the process.	<p>Traffic Manager to make an initial appearance at relevant partnership meetings and agree which need to be attended on a regular basis.</p> <p>Set-up a specific NMD page(s) on the County Council's website.</p> <p>Arrange a seminar with relevant partner organisations (utility companies, contractors, partnership representatives, emergency services, bus operators etc) to inform them about the Council's NMD.</p>	<p>AW</p> <p>AW</p> <p>AW</p>	<p>Jun 08</p> <p>Jul 08</p> <p>Jun 09</p>	<p></p> <p>Jul 09¹⁵</p> <p>Sep 09¹⁶</p>	<p>Jun 08</p>
	Monitoring, Information and Consultation					
R10	Monitor the effectiveness of the authority's processes and actions by measuring relevant network outcomes.	<p>Review the Council's monitoring of network outcomes and recommend appropriate changes and indicators.</p> <ol style="list-style-type: none"> 1. Assess the Council's current monitoring of network outcomes as part of the overall review of LTP indicators. 2. Recommend appropriate changes and indicators. 	<p>PT</p> <p>PT</p>	<p>Jul 09</p> <p>Mar 10</p>		

¹⁵ To form part of the new Wiltshire Council website.

¹⁶ As per note 4.

REF.	REQUIREMENT	ACTIONS (Key Actions/Sub-Actions)	GROUP MANAGER	INITIAL DEADLINE	REVISED DEADLINE	DATE ACHIEVED
R16	Monitor and evaluate the authority's organisational structure and its decision-making processes in undertaking the NMD.	Commission a suitably qualified consultant to undertake a review of the Council's NMD function. 1. Develop and agree the Planning Initiation Document and brief. 2. Advertise for and appoint an appropriate consultant. 3. Comment on draft final report. 4. Sign off final report. 5. Set-out findings and appropriate recommendations in Cabinet Member report.	AW/PT AW ALL AW AW/PT	Sep 09 Oct 09 Feb 10 Mar 10 May 10	Apr 10 ¹⁷ May 10 Sep 10 Oct 10 Dec 10	
R21	Undertake consultation with the public on the authority's NMD policies and outcome monitoring.	Consult with public, stakeholders and partners on the Network Management Plan. 1. Participate in the national Ipsos MORI 'Highways and Transport Customer Satisfaction Survey'. 2. Include relevant parts of the Network Management Plan as part of the 2008 LTP Progress Report 2008 submission. 3. Consult Local Strategic Partnerships, Town and Parish Councils, and the public through consultation on the 2008 LTP Progress Report, an article in the Parish Newsletter and an article in the Wiltshire Magazine respectively. 4. Arrange a seminar with officers from the Council, its term contractors/consultants and relevant stakeholder/partner organisations. 5. Consider setting-up an annual Network Management Forum.	PB AW/DR DR AW AW	Jun 08 Aug/Dec 08 Oct 08 Jun 09 Jun 09	 Sep 09 ¹⁸ Sep 09 ¹⁹	Jun 08 Aug/Dec 08 Oct 08

¹⁷ Revised in light of third Local Transport Plan publication deadline (March 2011).

¹⁸ As per note 4.

¹⁹ As per note 4.

REF.	REQUIREMENT	ACTIONS (Key Actions/Sub-Actions)	GROUP MANAGER	INITIAL DEADLINE	REVISED DEADLINE	DATE ACHIEVED
R25	Gather and consider information to help formulate and assess policies.	No additional actions required.				
R26	Share information with road users, partners and stakeholders.	Review the timeliness, accessibility and comprehensiveness of the traffic and network information currently provided by the Council. Consult with different road users, partners and stakeholders to establish their information requirements. 1. Arrange a seminar with officers from the Council, its term contractors/consultants and relevant stakeholders/partner organisations. 2. Include an appropriate question in a forthcoming Peoples Voice survey. Consider the findings of the assessment and consultation exercise, and set-out appropriate recommendations and actions.	AW AW AW	Dec 08 ²⁰ Jun 09 Sep 09 ²¹ Dec 09	 Sep 09 ²² Dec 09 Mar 10	
R26						
	Co-ordination of Works					
R12	Put arrangements in place to gather accurate information about planned works or events.	Develop an Events Management Procedure (e.g. Devon County Council's 'Guidance Notes and Application Form for Special Events').	AW/MK	To be determined		

²⁰ The Council is incrementally progressing this action.

²¹ Questions on traffic and congestion were included in the July 2008 People's Voice survey.

²² As per note 4.

REF.	REQUIREMENT	ACTIONS (Key Actions/Sub-Actions)	GROUP MANAGER	INITIAL DEADLINE	REVISED DEADLINE	DATE ACHIEVED
R17	Co-ordinate, control and direct works and other activities on the road effectively with the aim of minimising disruption.	Investigate the use of Fixed Penalty Notices under Section 41 of the TMA. Develop an Events Management Procedure (e.g. Devon County Council's 'Guidance Notes and Application Form for Special Events').	AW AW/MK	Jul 08 To be determined	Apr 09 ²³	
R22	Ensure that works on the network are carried out with sufficient urgency.	Investigate the use of Fixed Penalty Notices under Section 41 of the TMA.	AW	Jul 08	Apr 09 ²⁴	
R23	Consider the effect on concurrent schemes on the network.	No additional actions required.				
R24	Require all parties to apply the same standards and approaches to all activities on the network.	Traffic Manager to use SDTs to clarify and rectify any breaches of procedure/non-compliance.	AW	Ongoing		

Group Managers:

PB – Peter Binley, Group Manager, Maintenance, WCC

DR – David Rapley, Group Manager, Planning and Countryside, WCC

IW – Ian White, Group Manager, Passenger Transport, WCC

TJ – Tim Jones, Highway Network Improvements Manager, WCC

MK – Mark Kimberlin, County Emergency Planning Officer, WCC

PT – Phil Tilley, Group Manager, Regulatory Services, WCC

AW – Andrew Wyatt, Traffic Manager, WCC

²³ Legislation and practice not well enough established to meet initial deadline.

²⁴ As per note 28.