

From: David Brazier Cabinet Member for Highways and Transport
Haroon Chughtai Director of Highways and Transportation

To: Environment & Transport Cabinet Committee Meeting – 8 November 2022

Subject: Road Closures Process

Key decision: No

Classification: Unrestricted

Past Pathway of Paper: N/A

Future Pathway of Paper: N/A

Electoral Division: All Districts.

Summary: Report detailing the Temporary Road Closure Application process and the statutory and associated regulatory process.

Recommendation:

The Cabinet Committee is asked to note the Temporary Road Closure Application Process and the Statutory and Legal requirements that KCC are bound to operate within.

1. Introduction

- 1.1 A Temporary Traffic Regulation Order (TTRO) or a Temporary Traffic Regulation Notice (TTRN) is made by KCC when it is necessary to temporarily stop or limit vehicular and/or pedestrian traffic along the highway.
- 1.2 Orders are made in accordance with the Road Traffic Regulation Act 1984 and The Road Traffic (Temporary Restrictions) Procedure Regulations 1992.
- 1.3 This is necessary when there is insufficient road width to accommodate the safe passage of road users and the safety of the workforce whilst undertaking the works.
- 1.4 There is mandatory guidance on residual road widths and safety zones that must be followed. It is an offence not to follow these guidelines. The Code of Practice can be found by following the link below:

[Safety at street works and road works - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

1.5 Extract from the Code of Practice on minimum road widths.

Traffic control

Adequate unobstructed width is required to allow two-way traffic to flow safely past the work site. Where such widths cannot be provided, appropriate traffic control must be considered.

Unobstructed widths

The following table shows Standard and Restricted carriageway widths for different types of traffic. The standard widths are designed to maintain access for buses and heavy goods vehicles, and must be provided wherever practicable. Where this is not practicable and where your risk assessment concludes that it is appropriate to do so, restricted lane widths are permissible.

If you are intending to use restricted lane widths that will prevent the passage of HGVs and buses, a suitable diversion route for these vehicles will need to be agreed with the highway authority and bus operator. In these circumstances you must consult your [supervisor, manager or other competent person](#) who will advise the relevant highway authority to facilitate co-ordination of the works.

The desirable width for shuttle working with normal traffic (i.e. including buses and HGVs) lies between 3.25 and 3.5 m. This range avoids certain widths that create opportunities for unsafe overtaking of cyclists, and is based on Department for Transport guidance. (Research found that for

widths between 2.75 and 3.25 m, most cars could overtake cyclists, but with reduced safety. Similarly, it found that for widths between 3.5 and 3.75 m it was possible for HGVs to overtake cyclists, but again with reduced safety.)

Consideration must be given to this before deciding to use widths other than 3.25–3.50 m for normal traffic in shuttle working. Where shuttle working is restricted to cars and light vehicles only, the upper bound of 3.50 m (which is aimed at preventing HGVs from overtaking cyclists) is not relevant, and a desirable minimum only is given.

| | Standard: Normal traffic including buses and HGVs | Restricted: Cars and light vehicles only |
|------------------------|---|--|
| Two-way working | 6.75 m minimum | 5.5 m minimum |
| Shuttle working | 3.25–3.50 m desirable width range 3.0 m absolute minimum | 3.25 m desirable minimum width 2.5 m absolute minimum |

2. KCC Application Process

- 2.1 Immediate/urgent Road Closures - Temporary Traffic Regulation Notice (TTRN) - Where works are of an urgent nature the overriding aim is for the works promoter to attend site and remedy the issue.
- 2.2 They are required to advise KCC within two hours of works commencing that the road is closed. The Street Works team will then issue notification to key stakeholders, emergency services and public transport providers. Due to the nature of emergency works KCC as highway authority is not able to prevent the works from commencing as the immediate priority is to remove the danger to public or restore essential services to customers. These include situations such as gas leaks, burst water mains, loss of communications / electricity supply or dangerous potholes / road collapses.
- 2.3 Whilst we are not able to prevent the works once we have received the permit, we can impose conditions such as extended working hours to expedite the works if achievable. Officers will challenge the duration of these works to ensure they are completed and cleared as soon as possible where it is deemed necessary. It must be noted that there is not a legal requirement for

KCC to attend every closure site; and it would not be an effective use of our limited resources to do so. We will however become involved in those locations that have potential to cause most disruption or where a problem has been identified.

- 2.4 It must be noted that utility companies have regulatory obligations and service standards that are monitored by their regulators and must be complied with to return essential services to customers.
- 2.5 **Planned Road Closures – Temporary Traffic Regulation Order (TTRO)**
Where works are of a planned nature then a minimum of 12 week's notice is required by the Street Works team to process the application and write the Legal Order.
- 2.6 The area coordinator will check the diversion to ensure this is suitable and will look to see the impact on local businesses and bus routes. Any alternative route must be of a class of road the same or higher than the one being closed.
- 2.7 Where works will have an impact on schools, the works promoter will be guided to carry out their works during school holidays to reduce the impact on school transport. Once works have been agreed the TTRO coordinator will process the legal aspect of the closure. All planned closures are required to be advertised in the local paper:
 - Two Notices must be published in local newspaper(s); the first to notify the public of the intention to make an Order and a second to notify the public that the Order has been made.
 - Additionally, a copy of the Public Notice (as a poster) may be displayed in the street(s) concerned.
- 2.8 Details of all works requiring a road closure are also circulated to a wide list of stakeholders by way of Customer Information Bulletins. These are sent to
 - Emergency Services
 - Other utility companies
 - Local District and Borough Councils
 - Transport providers and
 - Local media
 - Those directly affected by the closure i.e., premises at the location of the closure.

Additionally, road sign information boards will be placed on the highway up to two weeks in advance of the closure to advise motorists.

- 2.9 The information in relation to the works can also be found on www.one.network which is a public facing website providing information of all Street Works.
- 2.10 Road closure applications have grown year on year since 2017/18 and the table below details the number of applications received. Essentially the increases are due to utility companies' asset repair and maintenance,

development works due to growth and housing and indeed our own investment into Highway Asset repair and pothole blitz programme.

| Year | Number of applications received: Yearly total |
|---------------|---|
| 2017/18 | 4,833 |
| 2018/19 | 6,224 |
| 2019/20 | 7,284 |
| 2020/21 | 12,027 |
| 2021/22 | 15,751 |
| 2022/23 (YTD) | 7,571 |
| | 53,690 |

3. Financial Implications

- 3.1 The charge for processing a TTRO to external organisations is £626 and this includes all legal administrative and advertising costs.

4. Legal implications

- 4.1 Temporary road closures require a legal notice to be published and these are done in accordance with the Road Traffic Regulation Act 1984 and The Road Traffic (Temporary Restrictions) Procedure Regulations 1992.
- 4.2 Statutory guidance on safety is published in the Safety at Street Works and Road Works Code of practice (follow earlier link).

5. Equalities implications

- 5.1 Not applicable as this report is for information and has no effect on policy or service standards.

6. Background Documents

- 6.1 Link to KCC web site for a Road Closure Application [Apply to close a road - Kent County Council](#)

7. Recommendation:

The Cabinet Committee is asked to note the Temporary Road Closure Application Process and the Statutory and Legal requirements that KCC are bound to operate within.

8. Contact details

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| Report Author: Andrew Loosemore Head of Highways Asset Management | Relevant Director: Haroon Chughtai Director Highways and Transportation |
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03000 411652

andrew.loosemore@kent.gov.uk

03000 412479

Haroona.chughtai@kent.gov.uk