

KHS Policy Document

Title	SIGNS & ROAD MARKINGS POLICY
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Associated Documents	<i>Traffic Signs & General Directions 2002</i> <i>Traffic Signs Manual Chapters 1 to 8</i> <i>Inclusive Mobility – A Guide to Best Practice on Access to Pedestrian and Transport infrastructure: 2002</i> <i>Kent Downs AONB Rural Highway Design Handbook</i> <i>Highway inspector's Manual June 2006</i> <i>The Kent Highway asset Maintenance Plan 2004</i> <i>Local Transport Plan 2006 -2011 (LTP)</i>

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1. Introduction

This policy aims to contribute in achieving the subjects of our Local Transport Plan (LTP) by providing signs and road markings using the most appropriate materials affordable and to assist improving road safety by making the signs and road markings more visible in all conditions. Adherence to the policy will ensure consistent signing and road user information throughout the county. Discouraging the use of unauthorised signing on the public highway will also contribute to consistent signing. The policy will assist in enhancing the appearance of the urban and rural environment through removal of sign clutter and use of innovative design and materials.

2. Purpose

Poorly designed and specified signing and road markings can create confusion for road users and unnecessary environmental intrusion. The use of skilled designers, attention to detail and consideration of signing and road marking issues from scheme development through to implementation will be applied to help avoid this.

3. Scope

This Policy applies to all areas of KHS that design and/or maintain traffic signs, non-illuminated bollards, road markings and road studs. It also applies to external consultants designing infrastructure to be adopted and maintained by KHS. Traffic signal equipment is not covered by this policy.

4. Definitions

DfT	responsible for the national guidance for the road network, Department for Transport
Local Highway Authority	responsible for the county council's road network, Kent Highway Services (KHS)
TSRGD 2002	Traffic Signs Regulations and General Directions 2002. This document specifies the design and prescribed signs that can be placed on the highway. Signs not prescribed will require special authorisation from the Secretary of State to be placed on the highway.
Passive Safety	the characteristic of street furniture which is specifically designed and proven through testing top avoid sudden decelerations which might result in injury to vehicle occupants. Individual items must have been tested at an appropriate speed, and have appropriate characteristics for the location. This can include shearing off at the base, or deflecting and rebounding.

Street Furniture	features can include traffic signs (lit and unlit) street lighting, signals, bus shelters amongst others
Roadside Memorial	Any item of street furniture, including signs permanent or temporary, that specifically relates to and is sited in the vicinity of fatal road crashes.
Stock Sign	These are a list of signs which are considered to be safety critical and have to be replaced within 28 days from notification. The full list is available in the Technical Directive.

5. Policy

Due to the diverse nature of traffic signs and road markings the policy is split into subsections on specific types of traffic signs and road markings.

5.1 Provision of Traffic Signs and Road Markings

5.1.1 Introduction

Road users depend on traffic signs and road markings for information and guidance on how to use the road network. They are an important asset as they facilitate movement along the road network as well as enforcement of road traffic regulations, aid road safety and can impact on the local environment. Kent has a significant amount of non local traffic, especially foreign vehicles therefore it is essential that KHS bases its standards within the national framework.

5.1.2 Relevant Legislation

Section 64 of the Road Traffic Regulation Act 1984 requires traffic signs (including traffic signals) and road markings to be prescribed by regulations or be authorised by the secretary of State. Sections 65 and 85 govern the placing of signs. The TSRGD 2002 is made mainly under these powers. All traffic signs and road markings shall conform to the TSRGD 2002 and subsequent amendments, together with guidance stipulated in the Traffic Signs Manuals Chapter 1 to 8

5.1.3 KHS Departures

All departures are identified in KHS Signs & Road Markings Technical Directive

5.1.4 Policy

SRM 1 All traffic signs placed on the highway shall conform to TSRGD 2002. Any sign which is not prescribed in the TSRGD 2002 (and any subsequent amendments) will require authorisation from KHS prior to application to DfT.

- SRM 2 All signs shall be provided in accordance with KHS Sign & Road Marking Technical Directive where departed from the TSRGD 2002.
- SRM 3 All traffic signs shall be mounted in accordance with KHS Signs & Road Markings Technical Directive.
- SRM 4 All worded traffic signs shall be reflectorised by a glass bead layer with RA2 retroreflectivity in accordance with BS EN 12899 Part 1. the use of prismatic reflectorised layer (diamond grade) shall be limited to non-worded traffic signs only
- SRM 5 The use of yellow backing boards for traffic signs shall only be used at sites supported by a robust crash reduction justification, where no other measure is available, and with due regard to the potential hazards in relation to the remainder of the route.
- SRM 6 The use of yellow backing boards for traffic signs will not be used in conservation areas.
- SRM 7 No new cast iron traffic signs and street furniture shall be placed on the highway.
- SRM 8 Waiting restriction lines in conservation areas and environmental enhancement schemes will be placed using 'primrose yellow' (BS381C no. 310) and 50mm width.
- SRM 9 Continuous white edge markings will conform strictly in accordance with TSRGD 2002.
- SRM 10 Yellow box markings shall not be used on junctions of strategic routes with minor roads. The use of a KEEP CLEAR marking may be more appropriate.
- SRM 11 Yellow box markings will only be installed on approval from Network Performance team.
- SRM 12 Speed limit roundels shall be used strictly in accordance with KHS Signs & Road Markings Technical Directive.
- SRM 13 SLOW markings shall always be co-located at an appropriate warning traffic sign.
- SRM 14 The use of 'Dragon's teeth' road markings shall not be used on Kent County Council's road network.
- SRM 15 Reflective road studs will conform strictly in accordance with TSRGD 2002.
- SRM 16 Non reflective studs which form part of a pedestrian crossing shall only be laid in a reflectorised road marking material.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.2 Illumination of Traffic Signs

5.2.1 Introduction

The cost of lighting signs and their subsequent maintenance is high and the county needs to keep such costs to a minimum. Lit signs are also unsightly particularly in rural towns and villages.

5.2.2 Relevant Legislation

TSRGD 2002 Schedule 17 regulates when a sign should be lit or not. All highway signs shall be reflectorised by a glass bead layer with RA2 retroreflectivity.

Further guidance regarding which signs need illumination can be found in the Technical Directive,

5.2.3 KHS Departures

None

5.2.4 Policy

SRM 17 All signs shall be illuminated in accordance with TSRGD 2002 Schedule 17 except:

- i) All primary route and non primary route directional signs, including tourism signs, shall be reflectorised regardless of street lighting provision
- ii) Any sign to warn of external dangers outside of the road itself (e.g. animals, soft verges, possibility of low flying aircraft), slippery road signs and uneven road signs shall be reflectorised regardless of street lighting provision
- iii) Any signs aimed specifically at pedestrians do not require illumination.
- iv) Any signs aimed specifically at cyclists shall be reflectorised only regardless of street lighting provision

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.3 Provision of Non-illuminated Bollards

5.3.1 Introduction

There are numerous uses for non-illuminated bollards; however they generally fall into two categories:

- Replace illuminated bollards

- To prevent vehicular access

Bollards are often requested as a means of stopping vehicles parking or driving on the footway or verge. However, bollards where installed are frequently damaged, they are costly to maintain and they add to general street clutter. Bollards can also cause problems for the partially sighted and restrict available footway width for pedestrians, particularly those with pushchairs or wheelchairs.

Unfortunately parking on footways and verges is widespread, particularly, but it is not practical to control this by the use of ever increasing numbers of bollards.

Where parking and/or loading restrictions (yellow lines) are in place then these restrictions apply to the footway as well as the carriageway. Enforcement of yellow lines is a matter for the District/ Borough Council Civil Enforcement Officers.

5.3.2 Relevant Legislation

TSRGD 2002 schedule 1 and Traffic Signs Manual chapter 4 defines the use of bollards or hazard markers. Non-illuminated 'FLECTA' style bollards are not a standard sign in the TSRGD 2002 and therefore need approval under sections 64 and 65 of the Road Traffic act 1984. The luminance requirements for traffic bollards are set out in BS EN 12899-2:2007

5.3.3 KHS Departures

KCC has DfT approval for the use of Traffic Management Products (TMP) FLECTA bollards only.

5.3.4 Policy

SRM 18 All bollards and hazard markings shall be sited strictly in accordance with KHS Signs & Road Markings Technical Directive.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.4 **Passively Safe Signs**

5.4.1 Introduction

Nationally, some 12% of single vehicle collisions involving a fixed roadside object relate to traffic signs, or more specifically the posts on which they stand. During 2006, in Kent, 11 people suffered injury as occupants of errant vehicles striking road signs. Although the figures for this type of collision on Kent's road network has declined over the previous two years (in

2005 14 were injured, including one fatality, and in 2004 the total was 26) more can still be done to contribute to further reductions.

When assessing the crash information the figures show that, as might be expected, more collisions occur in the higher speed limit categories.

5.4.2 Relevant Legislation

Although there is currently no legislation requiring passively safe road infrastructure to be used there is guidance. TA 89/05 provides guidance to designers on the use of passively safe signposts, lighting columns and traffic signal posts to reduce the risk of personal injury through errant vehicles striking such objects. New guidance is being developed for all roads regardless of the speed limit.

5.4.3 KHS Departures

None

5.4.4 Policy

SRM 19 All passively safe equipment used on County Council's network must be tested to BS EN 12767:2007 and be approved for use by KHS.

SRM 20 Where appropriate the Road Restraint Risk Assessment Process (RRRAP) shall be applied to new and replacement sign design proposals.

SRM 21 All schemes, including like for like replacements and Developer schemes, shall not be installed without considering the use of passively safe street furniture and evidence provided to demonstrate this.

SRM 22 The above considerations shall be applied to any sign on the highway replaced under maintenance.

Effective From: [Date this review has been agreed as a new policy](#). (Technical Services)

5.5 Maintenance of Non-illuminated Traffic Signs

5.5.1 Introduction

This section covers all traffic signs and what KHS will undertake to maintain them.

Service levels and intervention criteria are published in the Kent Highway Asset Maintenance Plan January 2004. These levels will be reviewed annually along with the policy.

5.5.2 Relevant Legislation

Section 41 of the Highways Act 1980 imposes a duty on the Highway Authority to maintain those roads which are maintainable at public expense.

5.5.3 KHS Departures

None

5.5.4 Policy

SRM 23 Signs with potential to be vandalised will be coated with a protective overlay film to protect legends from being damaged by vandals.

SRM 24 Signs located underneath or in close proximity to vegetation, as no other suitable location available, shall be coated with a protective overlay film to prevent the build up of algae on the sign plate ensuring legends remain clearer for longer.

SRM 25 Should an existing sign made of cast iron need maintenance or repair KHS shall do so providing it is financial viable. There will be a presumption against replacing with cast iron and it shall be replaced using an aesthetically similar alternative.

SRM 26 Traffic signs requiring maintenance shall be identified using a system of regular highway inspections.

SRM 27 KHS shall keep signs clean and visible in accordance with approved intervention criteria.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.6 **Maintenance of Illuminated Traffic Signs**

5.6.1 Introduction

In 2007 there were approximately 14,000 illuminated signs on Kent's roads and 5,500 illuminated bollards. With the latest review in the traffic sign regulations and in the interests of reducing the carbon footprint of this part of the service, signs that no longer require illumination should have the lighting units disconnected and removed when the traffic sign is programmed for replacement.

5.6.2 Relevant Legislation

Section 41 of the Highways Act 1980 imposes a duty on the Highway Authority to maintain those roads which are maintainable at public expense.

Illumination of traffic signs is regulated under the Traffic Signs Regulations and General Directions 2002 and subsequent amendments. In 2002 the regulations were reviewed in line with new technologies available which meant highly reflective material could be used in place of external illumination.

5.6.3 KHS Departures

None

5.6.4 Policy

SRM 28 All illuminated signs will be assessed to current standards and replaced with non-illuminated signs where appropriate.

SRM 29 All illuminated bollards will be assessed to current standards and replaced with non-illuminated bollards where appropriate.

SRM 30 All lit signs and bollards will be illuminated during the hours of darkness only using low energy units. Where accessibility for maintenance is difficult or unaffordable, long life lamps will be considered.

SRM 31 KHS shall keep signs clean and visible in accordance with approved intervention criteria.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services Street Lighting)

5.7 **Maintenance of Road Markings and Reflective Road Studs**

5.7.1 Introduction

Road markings and reflective road studs (cat's eyes) are used to define features on the highway such as Give Way or Stop junctions, road edge and carriageway lanes etc. They convey information that is to be visible at all times of the day.

Service levels and intervention criteria are published in the Kent Highway Asset Maintenance Plan January 2004. These levels will be reviewed annually along with the policy.

5.7.2 Relevant Legislation

Section 41 of the Highways Act 1980 imposes a duty on the Highway Authority to maintain those roads which are maintainable at public expense.

5.7.3 KHS Departures

None

5.7.4 Policy

- SRM 32 Road markings and reflective road studs requiring maintenance shall be identified using a system of regular highway inspections
- SRM 33 Renewal of existing road markings shall be undertaken in accordance with approved intervention criteria
- SRM 34 Replacement of reflective road studs shall be considered in accordance with approved intervention criteria.
- SRM 35 Stick on road studs shall not be used on Kent's road network. Temporary road studs shall be self adhesive and removed upon completion of road works.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.8 **Removing Unauthorised Signs**

5.8.1 Introduction

Signs placed on the highway provide information and direction to the road user to aid movement and road safety on the road network. These signs are placed on the highway using statutory powers granted to the Highway Authority and regulations are in place regarding the type and positioning of signs. The regulations are stated in the TSRGD 2002 and guidance on positioning is also found in the Traffic Signs Manuals.

Unauthorised signs detract from the information and direction given in traffic signs in the vicinity and contribute to sign clutter

5.8.2 Relevant Legislation

Non-highway related signs may be placed on the highway under licence by the local authority but they require the consent of the Highway Authority. The Highway Authority has powers under Section 132 of the Highways Act 1980 to remove any unauthorised signs from the public highway if they are considered to be a potential hazard to highway users, a hazardous distraction or are obstructing the highway or visibility. The Highway Authority has powers under the Highways Act 1980 to prosecute offenders.

5.8.3 KHS Departures

Village Signs may be placed on highway land providing the siting does not cause a hazard or risk to the road user. The

village sign owner signs an indemnity removing responsibility of the sign from Kent Highway Services.

5.8.4 Policy

SRM 36 The Highway Authority has no power to authorise any signs placed on the highway other than for highway purposes and shall invoke its powers under Section 132, 137 and 143 of the Highways Act 1980 to remove unauthorised signs

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.9 **Regulatory Signs**

5.9.1 Introduction

Regulatory signs generally prohibit or direct road users. They are usually signs which are used to visually support Traffic Regulation Orders (TRO's) such as speed limit terminals, width restrictions, height restrictions etc. Height restriction signs will be used where clearance between the carriageway surface and the structure is 16'6" or less. Although there are a number of regulatory signs which do not require a TRO such as Give Way signs, Stop signs and Keep Left signs.

5.9.2 Relevant Legislation

Mandatory requirements are set out in the current version of the Traffic Signs Regulations and General Directions 2002. Traffic Signs Manual Chapter 3 advises highway authorities on discharge of their duties under section 122 of the Road Traffic Regulation Act 1984 and Part 2 of the Traffic Management Act 2004.

It is the duty of traffic authorities under section 85 of the Road Traffic Regulation Act 1984 to erect and maintain prescribed speed limits on their roads in accordance with the Traffic Signs Regulations and General Directions 2002, unless they have been specially authorised. In August 2006 the department for Transport published Circular 01/2006 "setting Local Speed Limits" which states speed limits should be evidence led, self explaining and reinforce people's assessment of what is a safe speed to travel.

5.9.3 KHS Departures

Kent Downs Area of Outstanding Natural Beauty (AONB) has, as part of an adopted policy, a separate design of town/village nameplate. Use of these nameplates is to be undertaken in conjunction and with approval from Kent Downs AONB Unit

5.9.4 Policy

- SRM 37 Speed Limit terminal signs shall not be less than 750mm in diameter.
- SRM 38 Speed Limit repeater signs used in 30mph and 40mph speed limits where required should be 450mm diameter. Where this is not in keeping with the environment or difficult to site 300mm diameter can be used.
- SRM 39 Carriageway speed roundels are not generally needed unless observation of the speed limit is considered poor. Carriageway speed roundels may only be co-located with speed limit terminals or repeater signs.
- SRM 40 If roundels are required in a 30mph street lit site they may be sited only at the terminal gateway.
- SRM 41 All bridges will be signed with both metric and imperial height restrictions.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.10 Warning Signs

5.10.1 Introduction

Warning signs are used to draw road user's attention to particular hazards on the road ahead. Warning signs must be applied consistently throughout routes to avoid the potential of transferring crash problems to untreated locations. An example of this is chevron signs on bends.

Bollards are also a warning sign and are required to have reflective panels or banding. They should only be considered for installation in urban 30 mph areas or less.

5.10.2 Relevant Legislation

Mandatory requirements are set out in the current version of the Traffic Signs Regulations and General Directions 2002. Traffic Signs Manual Chapter 4 advises highway authorities on discharge of their duties under section 122 of the Road Traffic Regulation Act 1984 and Part 2 of the Traffic Management Act 2004

5.10.3 KHS Departures

None

5.10.4 Policy

- SRM 42 Kent Highway Services shall provide warning signs where it has assessed that a hazard exists that

would not otherwise be readily apparent to road users in line with KHS Signs & Road Marking Technical Directive.

- SRM 43 No more than two signs shall be erected on one post. Where a supplementary plate accompanies one sign, this is still regarded as one sign.
- SRM 44 All bollards and hazard markers shall be provided in accordance with KHS Sign & Road Marking Technical Directive.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.11 Direction Signs (Traffic and Pedestrian)

5.11.1 Introduction

Direction signing is installed as an aid to assist road users, primarily visitors unfamiliar with the area, in reaching their destination. A fundamental element in direction signing is continuity of information. Once a destination appears on a traffic sign along a specific road it must continue on all subsequent direction signs along that road until either the destination is reached or the route to reach it diverges away from that road.

There are several types of direction signing and are as follows:

- Advanced Directional Signs (ADS) – provides route and destination information for the junction ahead
- Directional signs – placed at the junction and points along a specific route
- Route Confirmatory signs – placed after a junction confirming the route being followed and destinations that can be reached.

5.11.2 Relevant Legislation

Local Transport Note 1/94 forms the basis of the directional signing system which is prescribed by the Traffic Signs Regulations and General Directions 2002. When published, the new Traffic Signs Manual Chapter 2 will give more comprehensive guidance.

5.11.3 KHS Departures

None

5.11.4 Policy

- SRM 46 No direction sign shall contain more than 5 destinations on a primary and secondary route this should be decreased to 3 on C and lower classed

roads to ensure the sign is fully legible for the speed of the traffic and not exceed a safe size for the class of road.

- SRM 47 On minor roads, historic finger arms will be retained for as long as is financially viable. Should they not be financially viable they will be replaced with an aesthetically suitable alternative which meets current standards.
- SRM 48 No company or commercial names or logos, other than those approved by the Department for Transport, shall be incorporated into direction signs. Consideration will be given for inclusion of a commercial name only on direction signs to those locations (mainly centralised distribution centres or trading estates) whereby the single site and number of non local trips generated to and from it is sufficiently large enough.
- SRM 49 KHS shall provide direction signs strictly in accordance with KHS Signs & Road Marking Technical Directive.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.12 HGV and Lorry Route Signing

5.12.1 Introduction

The use of satellite navigation systems for lorries, particularly as lorry drivers do not always have HGV specific system and use car systems, has resulted in high number of breaches of lorry restrictions nationally. Kent has a large number of bridges, narrow routes and environmentally sensitive areas which are not suitable for lorry access.

5.12.2 Relevant Legislation

Local Transport Note 1/94 forms the basis of the directional signing system which is prescribed by the Traffic Signs Regulations and General Directions 2002. When published, the new Traffic Signs Manual Chapter 2 will give more comprehensive guidance.

5.12.3 KHS Departures

None

5.12.4 Policy

- SRM 50 Lorry direction signs shall be provided in accordance with KHS Signs & Road Marking Technical Directive.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.13 Tourism Signing

5.13.1 Introduction

Tourist signs will only be provided upon successful application.

A tourist destination is defined as:

A permanently established attraction or facility which attracts or is used by visitors to an area and which is open to the public without prior booking during its normal opening hours.

Retail establishments do not qualify for tourism signs but may be eligible for direction signage for traffic management or safety reasons in accordance with this policy.

5.13.2 Relevant Legislation

The DfT and Highways Agency issued a new standard in February 2004 for tourist signing on the trunk road network (TD 52/04) and new guidance was issued for the local road network (TA 94/04) in England. In addition, a common introduction was provided to introduce both documents (TA 93/04). Tourism signs must also comply with the TSRGD 2002 and guidance given in Traffic Signs Manual Chapter 7.

5.13.3 KHS Departures

None

5.13.4 Policy

SRM 51 Individual tourist attractions and facilities which qualify for brown tourist signs will be considered for signing on the basis of one activity, usually the core activity marketed.

For instance, a historic house with tearooms and a garden of special importance will be signed as a garden or a historic house only.

SRM 52 KHS shall determine tourism signing strictly in accordance with KHS signs & Road Marking Technical Directive.

SRM 53 The decision on providing tourism signing is entirely at the discretion of KHS. There is no statutory right of appeal.

SRM 54 Tourism signs are traffic signs and remain in the ownership of KHS. However all costs for providing

new tourism signs are recovered from the applying tourism attraction/facility.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.14 Kent & Medway Safety Camera Signs and Road Markings

5.14.1 Introduction

The Kent & Medway Safety Camera Partnership was formed in July 2002 and is committed to influencing, educating and encouraging motorists on the roads in Kent and Medway to slow down, stay within the speed limit and help reduce the number of speed-related crashes and casualties through the combination of education, publicity and enforcement.

5.14.2 Relevant Legislation

Mandatory requirements are set out in the current version of the Traffic Signs Regulations and General Directions 2002.

5.14.3 KHS Departures

Kent is not using the minimum x height for signs. All signs shall be 75mm x height and above.

Safety camera road markings are not a prescribed road marking in accordance with TSRGD 2002. For the purposes of this policy Kent shall treat these markings as standard marking and shall be used as stated in the KHS Sign and road Marking Technical Directive.

5.14.4 Policy

SRM 55 Safety camera signs and road markings shall be in accordance with the KHS Signs and Road Marking Technical Directive.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.15 Gateways and Village, Town or County Boundary Signs

5.15.1 Introduction

A speed limit gateway should be sited so that drivers do not encounter it suddenly. Village, town or county gateways can be sited to suit the environment. A sign for twinning may be provided either beneath the village or town boundary sign or located independently to suit the site. All signs and associated

features must be placed where they are not obstructed by vegetation or other street furniture.

Where possible speed limit gateways and village or town gateways should be separate, a minimum of 10m apart.

5.15.2 Relevant Legislation

Mandatory requirements are set out in the current version of the Traffic Signs Regulations and General Directions 2002.

5.15.3 KHS Departures

Variants permitted in the TSRGD 2002 have been limited for use on Kent County Council's road network.

Designs for village or town boundary signs located within the Kent Downs Area of Outstanding Natural Beauty (AONB) have been approved for use in place of standard village or town nameplates.

5.15.4 Policy

SRM 56 The Gateway Toolkit in KHS Sign and Road Marking Technical Directive shall be adhered to.

SRM 57 Village, town or county boundary signs shall be in accordance with KHS Sign and Road Marking Technical Directive.

SRM 58 Speed limit gateways shall be in accordance with KHS Sign and Road Marking Technical Directive.

SRM 59 Twinning signs shall be provided in accordance with KHS Sign and Road Marking Technical Directive.

SRM 60 The terms 'Market Town', 'Historic Village', 'Historic Town' and 'Heritage Town' shall not be used on traffic signs placed on Kent County Council's road network.

SRM 61 Kent Downs AONB village or town nameplates shall be provided in lieu of existing village or town nameplates.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.16 Sponsorship of Roundabouts

5.16.1 Introduction

Roundabout sponsorship has been an established feature around the county for many years and several districts and boroughs in Kent introduced these schemes when they were responsible for highways in their area. The countywide scheme started in 2007. The signs on these roundabouts are

not traffic signs and are not maintained by the local Highway Authority (Kent Highway Services).

Some of the income goes towards enhanced maintenance of the roundabouts. Regular maintenance and enhancement of roundabouts and verges creates an attractive environment for both residents and road users, but the costs are significant. Sponsorship schemes enable local businesses to show their commitment to the local environment and community by supporting the maintenance of the areas around certain locations.

The scheme is marketed by an agent, Marketing Force Ltd who is responsible for the signage.

5.16.2 Relevant Legislation

Sponsorship is different from advertising because funds generated are used to maintain or enhance the amenity. Although there are no national planning guidelines for roundabout sponsorship, all KCC's signs have been granted either advertising or deemed consent.

5.16.3 KHS Departures

None

5.16.4 Policy

- SRM 62 The design of the roundabout sponsorship sign shall be in accordance with the approved KCC template.
- SRM 63 No telephone numbers, illumination of the sign or reflective finishes shall be permitted on the sign.
- SRM 64 The number of signs on each roundabout approach shall not exceed more than one.
- SRM 65 The signs will be positioned a minimum of 1200mm from the edge of the roundabout and the overall height from ground level shall not exceed 850mm.
- SRM 66 Sponsorship will not be considered in areas that have highway safety concerns.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (KCC Corporate Services)

5.17 Village Signs

5.17.1 Introduction

Village signs are emblems that depict the heritage, history and culture of the villages (or towns) they represent. Each sign is unique to their respective village, and may be made of wrought or cast iron, carved out of wood, fibreglass or metal, or painted

on wood. The signs are often produced as a result of community efforts. Most village signs are on posts in central positions in the village, such as near the church or pub or on the village green.¹

These signs are not traffic signs and are therefore not the responsibility of the local highway authority to maintain or replace if damaged or stolen. Permission will need to be obtained if they are to be placed on highway land to ensure they are not causing a highway safety issue or a hazard.

5.17.2 Relevant Legislation

As these are not traffic signs they would be controlled by the Town & Country Planning Act (Advertising)

5.17.3 KHS Departures

These signs are unauthorised signs should they be placed on the highway as they are not prescribed in the TSRGD 2002. However, KHS is permitting these signs to be placed on highway land providing they do not cause a hazard to the road user to enable towns and villages to promote themselves.

5.17.4 Policy

SRM 67 These signs shall be assessed for safety and risk to the road user if placed on highway land. Should a sign location be determined as unsafe an alternative location will need to be found.

SRM 68 The decision regarding the location of these signs is entirely at the discretion of KHS. There is no statutory right of appeal.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services SLaB)

5.18 'Dog Bone' Road markings

5.18.1 Introduction

Historically, white 'access highlight' (Dog Bone) line markings have been introduced to assist entrance and egress of vehicles. The abundance of these markings has led to a reduction in awareness taken by the motorist.

Prior to the reorganisation of Kent Highway Services the 12 Highway Units, located within the District Authorities, were responsible for the introduction of white 'access highlight' line

¹ Extract taken from Village Sign Society website (<http://www.villagesignsociety.org.uk/>)

markings on the highway. Some district councils have decided to retain this function whilst others have opted to pass the responsibility back to Kent County Council.

5.18.2 Relevant Legislation

Although both Kent County Council and the local district/borough authorities have permissive powers to mark the public highway by way of a white 'access highlight' line marking; neither authority has the legal power to enforce these lines which are purely advisory. The responsibility for enforcement of obstructive parking at locations where there is no legally enforceable marking (i.e. yellow line) lies with the Police Force, who are the only organisation able to issue a Fixed Penalty Notice or alternatively remove the vehicle.

5.18.3 KHS Departures

None

5.18.4 Policy

SRM 69 As these road markings are for the benefit of the property owner/applicant the costs incurred to administer the application and place the road marking on the highway be borne by the applicant.

SRM 70 Applications for white 'access highlight' markings will only be supported, introduced and maintained for locations where there is a persistent obstructive parking issue.

Effective From: 1st April 2009 (Network Performance)

5.19 **Variable Message Signs (VMS)**

5.19.1 Introduction

VMS include signs known as vehicle activated signs (VAS) as well as electronic message boards. They are not a substitute for standard signing and cannot be used without an equivalent static sign. They are not to be used as speed limit repeater signs. Vehicle activated signs will not normally target all drivers but rather those exceeding the speed limit or a safe speed for the particular hazard.

Vehicle activated signs should be considered only when there is a crash problem associated with inappropriate speed that has not been satisfactorily remedied by standard signing or other measures.

Interactive speed signs were first introduced in Kent in 2000. These signs have demonstrated significant reduction in speed

and crash levels. However, it is important that further signs are installed in such a way that these benefits continue and the work so far carried out is not undermined by the implementation of signs with no identifiable benefits.

5.19.2 Relevant Legislation

Regulation 58 TSRGD 2002 permits any prescribed sign in Schedules 1-5, 7, 11 or 12 to be used as a VAS.

A limited range of warning signs are allowed in combination with a “SLOW DOWN” plate and will not require special authorisation. These are:

- Crossroads ahead
- Staggered junction ahead
- T-Junction ahead
- Side road ahead
- Roundabout ahead
- Junction on bend ahead (left)
- Junction on bend ahead (right)
- Double bend ahead
- Bend ahead
- Speed limit terminal

5.19.3 KHS Departures

None

5.19.4 Policy

SRM 71 VMS shall be designed strictly in accordance with TSRGD 2002 regulation 58. No other signs shall be used.

SRM 72 Interactive speed limit reminder signs shall be located between 100m and 250m from the start of a speed limit. Interactive warning signs are site specific and related to the approach speed to the hazard.

SRM 73 The section of road leading to the sign shall be straight to enable appropriate triggering.

SRM 74 The sign shall not face windows of nearby properties.

SRM 75 The sign shall not be installed near any natural or engineered feature that already acts as a ‘speed reducing’ feature.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Road Safety)

5.20 Temporary Signs (for new housing developments and special events)

5.20.1 Introduction

Temporary signing may only be placed on the highway after receiving consent from the local Highway Authority. Signing will only be allowed from where the route to the venue exits the principal road network. Where a venue is on the principle road network signing will only be allowed to identify the entrance point. More extensive signing may be approved for major events e.g. Air Shows etc. or where traffic conditions demand.

5.20.2 Relevant Legislation

The Highway Authority has powers under Section 132 of the Highways Act 1980 to remove any unauthorised signs from the public highway. The Highway Authority has powers under the Highways Act 1980 to prosecute offenders.

5.20.3 KHS Departures

No other signs related to the event or development may be erected on the highway by the Applicant or any other persons without KHS consent. Any unlawful signing or fly posting relating to the event or development may make any consent void, and KHS may instruct immediate removal of approved signs as well as unlawful ones.

5.20.4 Policy

SRM 76 No temporary signing will be permitted to venues that already have permanent directional or tourism signing.

SRM 77 Temporary event signing will only be considered for events that are open to the general public, attract a minimum of 250 vehicles per day and are able to provide adequate parking for its visitors.

SRM 78 Events such as car boot sales and jumble sales will not be approved for temporary signing.

SRM 79 Private, invitation only, events will only be signed where significant traffic levels are generated.

SRM 80 New housing developments with a minimum of 30 bedrooms will be considered for temporary housing development signs.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Network Management)

5.21 Neighbourhood Watch Signs

5.21.1 Introduction

Requests are made from Neighbourhood Watch Scheme organisers to place notices advertising these schemes on highway infrastructure, mainly street lighting columns. It is recognised these schemes are a benefit to local communities.

These signs are not traffic signs and therefore are not maintained by the local highway authority.

5.21.2 Relevant Legislation

Neighbourhood Watch Scheme notices are not authorised traffic signs, but are covered by the Town and Country Planning (Control of Advertisements) regulations 1992 (Schedule 3, class 10). These regulations grant deemed consent for notices advertising Neighbourhood Watch and similar schemes established jointly by the Police and a bona fide committee or organisation.

5.21.3 KHS Departures

None

5.21.4 Policy

SRM 81 These signs shall be placed on existing highway street furniture. New posts shall only be provided where no suitable existing street furniture is available.

Effective From: [Include appropriate date most likely the date of the last policy document](#) (Technical Services)

5.22 Roadside Memorials

5.22.1 Introduction

Kent Highway Services recognises and respects the need of the bereaved to mark road deaths by placing memorials on the highway in memory of their loved one. However, the Highway authority also has a duty to keep the public highways safe for all road users and therefore has to balance the wishes of the bereaved with the safety of other road users. The distraction of motorists and the safety of those placing or maintaining memorials are the overriding safety issues in the consideration of roadside memorials.

The Highway Act 1980 has no provision to licence or permit memorials on the highway. However, a number of Highway

Authorities have been criticised publicly for insensitive handling of these situations by insisting all types of memorials are removed after a short time.

5.22.2 Relevant Legislation

The Highway Authority has powers under Section 132 of the Highways Act 1980 to remove any unauthorised signs from the public highway if they are considered to be a potential hazard to highway users, a hazardous distraction or are obstructing the highway or visibility.

5.22.3 KHS Departures

None

5.22.4 Policy

SRM 82 Low key memorials, such as placing of a small flora tribute, will be permitted for a period of 30 days after a fatal crash providing it does not present a hazard², or constitutes as litter or nuisance. The County council will not allow the laying of floral or other tributes after the 30 day period following the fatal crash.

SRM 83 Should the low key memorial not be a hazard the maintenance and replenishment of it will be allowed during the 30 day period only if the following conditions are satisfied:

- The site can be accessed by a footway from a safe parking place
- Visitors to the site assess the dangers before leaving their cars
- Only small groups visit the site (preferably maximum of 3 people at any one time)
- Any litter is cleared at each site visit
- Visitors to the site do not cause a distraction to motorists
- The size of the memorial does not increase significantly.

SRM 84 Permanent monuments will not be permitted on the highway and will be removed on safety grounds.

SRM 85 Where memorials are removed the family of the deceased will be notified, and where possible, given the opportunity to collect any items required. Floral items will be disposed of after a period of two weeks. Any items remaining after a period of three months will be disposed of.

² The memorial shall not be placed at the edge of carriageway, on central reserves or on roundabouts and their associated islands.

- SRM 86 Placing of temporary roadside memorials on the anniversary of the death of or on the birthday of the victim will not be permitted
- SRM 87 KHS will remove temporary roadside memorials that are assessed to have an adverse effect on safety. If possible it will be moved to a safer location in the near vicinity.
- SRM 88 Tributes or memorials laid before [date of policy](#) will be reviewed on an individual basis with the family concerned, but the County Council reserves the right to remove them during routine maintenance if they are considered to be a hazard or distraction to road users.

Effective From: [Date this review has been agreed as a new policy](#). (Network Performance)

5.23 Traffic Mirrors

5.23.1 Introduction

With many accesses having reduced visibility the use of mirrors to aid egress from properties has been used. Traffic mirrors are not permitted on the highway for the following reasons:

- Potential safety hazard to other road users through incorrect positioning causing glare due to the sun or car headlights.
- Potential safety hazard to other road users through inaccurate judgement of the speed and approach distances when egressing from the access.
- Performance of mirrors in the long term is poor due to wear and tear and potential vandalism.

If visibility is an issue from a private access onto the public highway this should be addressed by either moving the access to a more suitable location where visibility of oncoming traffic is no longer a problem or modifying the existing access to provide adequate visibility that negates the need for a mirror to be used.

5.23.2 Relevant Legislation

The local highway authority have the right and powers under Section 132 of the Highways Act 1980 to remove any unauthorised signs and other

5.23.3 KHS Departures

None

5.23.4 Policy

SRM 89 No new traffic mirrors shall be permitted to be placed on the public highway or its infrastructure.

SRM 90 Any existing mirrors that remain on the public highway shall not be maintained at public expense.

Effective From: [Date this review has been agreed as a new policy.](#) (Technical Services SLaB)

6. Roles & Responsibilities

The Signs, Lines & Barrier Manager is responsible for ensuring that the data stored for each asset is that which is necessary to calculate the optimum intervention. He/she is also responsible for producing the plans and policies for intervention and installation.

Finance shall determine the costs for balance sheet purposes and this valuation shall be used in all calculations.

Highway Inspector, whilst undertaking statutory safety inspections, shall record defects with the asset group to be rectified.

Design Engineer shall ensure identified defects are rectified in accordance with policies set. New asset is designed in accordance with policies set.

7. Performance Measurement

7.1 Reactive

7.1.1 90% of stock signs will be replaced within 28days from notification

7.2 Programme

7.2.1 90% of programmed signs and road markings works completed by published dates

7.2.2 Reduce sign clutter - Base line data will be total number of non-illuminated signs identified by the asset register at start of financial year. At end of the financial year the percentage of signs removed from the asset register can be calculated.

7.3 Policy Conformance

- 7.3.1 Sign review – based on percentage of signage needed rectifying for each urban area/route identified for a review
- 7.3.2 Safety Improvement – The number of crash cluster sites no longer identified after having signs and road markings installed in accordance with policy

8. Implementation

For all KHS promoted highway improvement schemes and maintenance work this policy shall be complied with from the date the Cabinet Member has authorised its effective date.

For development led highway works this policy shall be introduced into all Section 38; Section 278 and other agreements from the effective date.

This policy applies to all projects where site installation will commence after the effective date. If detailed design has been completed and fails to comply with this policy, exemptions need to be sought from the Signs, Lines & Barrier Manager.

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Appendix 1 - Policy Statements

- SRM 1 All traffic signs placed on the highway shall conform to TSRGD 2002. Any sign which is not prescribed in the TSRGD 2002 (and any subsequent amendments) will require authorisation from KHS prior to application to DfT.
- SRM 2 All signs shall be provided in accordance with KHS Sign & Road Marking Technical Directive where departed from the TSRGD 2002.
- SRM 3 All traffic signs shall be mounted in accordance with KHS Signs & Road Markings Technical Directive.
- SRM 4 All worded traffic signs shall be reflectorised by a glass bead layer with RA2 retroreflectivity in accordance with BS EN 12899 Part 1. the use of prismatic reflectorised layer (diamond grade) shall be limited to non-worded traffic signs only
- SRM 5 The use of yellow backing boards for traffic signs shall only be used at sites supported by a robust crash reduction justification, where no other measure is available, and with due regard to the potential hazards in relation to the remainder of the route.
- SRM 6 The use of yellow backing boards for traffic signs will not be used in conservation areas.
- SRM 7 No new cast iron traffic signs and street furniture shall be placed on the highway.
- SRM 8 Waiting restriction lines in conservation areas and environmental enhancement schemes will be placed using 'primrose yellow' (BS381C no. 310) and 50mm width.
- SRM 9 Continuous white edge markings will conform strictly in accordance with TSRGD 2002.
- SRM 10 Yellow box markings shall not be used on junctions of strategic routes with minor roads. The use of a KEEP CLEAR marking may be more appropriate.
- SRM 11 Yellow box markings will only be installed on approval from Network Performance team.
- SRM 12 Speed limit roundels shall be used strictly in accordance with KHS Signs & Road Markings Technical Directive.
- SRM 13 SLOW markings shall always be co-located at an appropriate warning traffic sign.
- SRM 14 The use of 'Dragon's teeth' road markings shall not be used on Kent County Council's road network.
- SRM 15 Reflective road studs will conform strictly in accordance with TSRGD 2002.
- SRM 16 Non reflective road studs which form part of a pedestrian crossing shall only be laid in a reflectorised road marking material.
- SRM 17 A system of street lighting shall be determined as a system that provides carriageway lighting and deemed to be a minimum of 3 lamps 50m or less apart in accordance with BS 5489.1:2003 and BS EN 13201 – 3:2003.

- SRM 18 Speed Limit signs to diagram 670 or 671 shall be illuminated strictly in accordance with TSRGD 2002.
- SRM 19 All bollards and hazard markings shall be sited strictly in accordance with KHS Signs & Road Markings Technical Directive
- SRM 20 All passively safe equipment used on County Council's network must be tested to BS EN 12767:2007 and be approved for use by KHS.
- SRM 21 Where appropriate the Road Restraint Risk Assessment Process (RRRAP) shall be applied to new and replacement sign design proposals.
- SRM 22 All schemes, including like for like replacements and Developer schemes, shall not be installed without considering the use of passively safe street furniture and evidence provided to demonstrate this.
- SRM 23 The above considerations shall be applied to any sign on the highway replaced under maintenance.
- SRM 24 Signs with potential to be vandalised will be coated with a protective overlay film to protect legends from being damaged by vandals.
- SRM 25 Signs located underneath or in close proximity to vegetation, as no other suitable location available, shall be coated with a protective overlay film to prevent the build up of algae on the sign plate ensuring legends remain clearer for longer.
- SRM 26 Should an existing sign made of cast iron need maintenance or repair KHS shall do so providing it is financial viable. There will be a presumption against replacing with cast iron and it shall be replaced using an aesthetically similar alternative.
- SRM 27 Traffic signs requiring maintenance shall be identified using a system of regular highway inspections.
- SRM 28 KHS shall keep signs clean and visible in accordance with approved intervention criteria.
- SRM 29 All illuminated signs will be assessed to current standards and replaced with non-illuminated signs where appropriate.
- SRM 30 All illuminated bollards will be assessed to current standards and replaced with non-illuminated bollards where appropriate.
- SRM 31 All lit signs and bollards will be illuminated during the hours of darkness only using low energy units. Where accessibility for maintenance is difficult or unaffordable, long life lamps will be considered.
- SRM 32 KHS shall keep signs clean and visible in accordance with approved intervention criteria.
- SRM 33 Road markings and reflective road studs requiring maintenance shall be identified using a system of regular highway inspections
- SRM 34 Renewal of existing road markings shall be undertaken in accordance with approved intervention criteria
- SRM 35 Replacement of reflective road studs shall be considered in accordance with approved intervention criteria.

- SRM 36 Stick on road studs shall not be used on Kent's road network. Temporary road studs shall be self adhesive and removed upon completion of road works.
- SRM 37 The Highway Authority has no power to authorise any signs placed on the highway other than for highway purposes and shall invoke its powers under Section 132, 137 and 143 of the Highways Act 1980 to remove unauthorised signs
- SRM 38 Speed Limit terminal signs shall not be less than 750mm in diameter.
- SRM 39 Speed Limit repeater signs used in 30mph and 40mph speed limits where required should be 450mm diameter. Where this is not in keeping with the environment or difficult to site 300mm diameter can be used.
- SRM 40 Carriageway speed roundels are not generally needed unless observation of the speed limit is considered poor. Carriageway speed roundels may only be co-located with speed limit terminals or repeater signs.
- SRM 41 If roundels are required in a 30mph street lit site they may be sited only at the terminal gateway.
- SRM 42 All bridges will be signed with both metric and imperial height restrictions.
- SRM 43 Kent Highway Services shall provide warning signs where it has assessed that a hazard exists that would not otherwise be readily apparent to road users in line with KHS Signs & Road Marking Technical Directive.
- SRM 44 No more than two signs shall be erected on one post. Where a supplementary plate accompanies one sign, this is still regarded as one sign.
- SRM 45 All bollards and hazard markers shall be provided in accordance with KHS Sign & Road Marking Technical Directive.
- SRM 46 No direction sign shall contain more than 5 destinations on a primary and secondary route this should be decreased to 3 on C and lower classed roads to ensure the sign is fully legible for the speed of the traffic and not exceed a safe size for the class of road.
- SRM 47 On minor roads, historic finger arms will be retained for as long as is financially viable. Should they not be financially viable they will be replaced with an aesthetically suitable alternative which meets current standards.
- SRM 48 No company or commercial names or logos, other than those approved by the Department for Transport, shall be incorporated into direction signs. Consideration will be given for inclusion of a commercial name only on direction signs to those locations (mainly centralised distribution centres or trading estates) whereby the single site and number of non local trips generated to and from it is sufficiently large enough.
- SRM 49 KHS shall provide direction signs strictly in accordance with KHS Signs & Road Marking Technical Directive.

- SRM 50 Lorry direction signs shall be provided in accordance with KHS Signs & Road Marking Technical Directive.
- SRM 51 Individual tourist attractions and facilities which qualify for brown tourist signs will be considered for signing on the basis of one activity, usually the core activity marketed.
For instance, a historic house with tearooms and a garden of special importance will be signed as a garden or a historic house only.
- SRM 52 KHS shall determine tourism signing strictly in accordance with KHS signs & Road Marking Technical Directive.
- SRM 53 The decision on providing tourism signing is entirely at the discretion of KHS. There is no statutory right of appeal.
- SRM 54 Tourism signs are traffic signs and remain in the ownership of KHS. However all costs for providing new tourism signs are recovered from the applying tourism attraction/facility.
- SRM 55 Safety camera signs and road markings shall be in accordance with the KHS Signs and Road Marking Technical Directive.
- SRM 56 The Gateway Toolkit in KHS Sign and Road Marking Technical Directive shall be adhered to.
- SRM 57 Village, town or county boundary signs shall be in accordance with KHS Sign and Road Marking Technical Directive.
- SRM 58 Speed limit gateways shall be in accordance with KHS Sign and Road Marking Technical Directive.
- SRM 59 Twinning signs shall be provided in accordance with KHS Sign and Road Marking Technical Directive.
- SRM 60 The terms 'Market Town', 'Historic Village', 'Historic Town' and 'Heritage Town' shall not be used on traffic signs placed on Kent County Council's road network.
- SRM 61 Kent Downs AONB village or town nameplates shall be provided in lieu of existing village or town nameplates.
- SRM 62 The design of the roundabout sponsorship sign shall be in accordance with the approved KCC template.
- SRM 63 No telephone numbers, illumination of the sign or reflective finishes shall be permitted on the sign.
- SRM 64 The number of signs on each roundabout approach shall not exceed more than one.
- SRM 65 The signs will be positioned a minimum of 1200mm from the edge of the roundabout and the overall height from ground level shall not exceed 850mm.
- SRM 66 Sponsorship will not be considered in areas that have highway safety concerns.
- SRM 67 These signs shall be assessed for safety and risk to the road user if placed on highway land. Should a sign location be determined as unsafe an alternative location will need to be found.
- SRM 68 The decision regarding the location of these signs is entirely at the discretion of KHS. There is no statutory right of appeal.
- SRM 69 As these road markings are for the benefit of the property owner/applicant the costs incurred to administer the application

- and place the road marking on the highway be borne by the applicant.
- SRM 70 Applications for white 'access highlight' markings will only be supported, introduced and maintained for locations where there is a persistent obstructive parking issue.
- SRM 71 VMS shall be designed strictly in accordance with TSRGD 2002 regulation 58. No other signs shall be used.
- SRM 72 Interactive speed limit reminder signs shall be located between 100m and 250m from the start of a speed limit. Interactive warning signs are site specific and related to the approach speed to the hazard.
- SRM 73 The section of road leading to the sign shall be straight to enable appropriate triggering.
- SRM 74 The sign shall not face windows of nearby properties.
- SRM 75 The sign shall not be installed near any natural or engineered feature that already acts as a 'speed reducing' feature.
- SRM 76 No temporary signing will be permitted to venues that already have permanent directional or tourism signing.
- SRM 77 Temporary event signing will only be considered for events that are open to the general public, attract a minimum of 250 vehicles per day and are able to provide adequate parking for its visitors.
- SRM 78 Events such as car boot sales and jumble sales will not be approved for temporary signing.
- SRM 79 Private, invitation only, events will only be signed where significant traffic levels are generated.
- SRM 80 New housing developments with a minimum of 30 bedrooms will be considered for temporary housing development signs.
- SRM 81 These signs shall be placed on existing highway street furniture. New posts shall only be provided where no suitable existing street furniture is available.
- SRM 82 Low key memorials, such as placing of a small flora tribute, will be permitted for a period of 30 days after a fatal crash providing it does not present a hazard³, or constitutes as litter or nuisance. The County council will not allow the laying of floral or other tributes after the 30 day period following the fatal crash.
- SRM 83 Should the low key memorial not be a hazard the maintenance and replenishment of it will be allowed during the 30 day period only if the following conditions are satisfied:
- The site can be accessed by a footway from a safe parking place
 - Visitors to the site assess the dangers before leaving their cars
 - Only small groups visit the site (preferably maximum of 3 people at any one time)
 - Any litter is cleared at each site visit
 - Visitors to the site do not cause a distraction to motorists

³ The memorial shall not be placed at the edge of carriageway, on central reserves or on roundabouts and their associated islands.

- The size of the memorial does not increase significantly.
- SRM 84 Permanent monuments will not be permitted on the highway and will be removed on safety grounds.
- SRM 85 Where memorials are removed the family of the deceased will be notified, and where possible, given the opportunity to collect any items required. Floral items will be disposed of after a period of two weeks. Any items remaining after a period of three months will be disposed of.
- SRM 86 Placing of temporary roadside memorials on the anniversary of the death of on the birthday of the victim will not be permitted
- SRM 87 KHS will remove temporary roadside memorials that are assessed to have an adverse effect on safety. If possible it will be moved to a safer location in the near vicinity.
- SRM 88 Tributes or memorials laid before [date of policy](#) will be reviewed on an individual basis with the family concerned, but the County Council reserves the right to remove them during routine maintenance if they are considered to be a hazard or distraction to road users.
- SRM 89 No new traffic mirrors shall be permitted to be placed on the public highway or its infrastructure.
- SRM 90 Any existing mirrors that remain on the public highway shall not be maintained at public expense

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