

Council Temporary Speed Signing Policy and Guidance April 2024



Hampshire
County Council

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1.0 Introduction

- 1.1. In recent years, Highway Authorities have experimented with various types of signs in which approaching vehicles trigger an electronic display providing a warning message. These have evolved into two main types, permanent Vehicle Activated Signs (VAS) and mobile speed warning signs. Mobile signs come in two forms, the speed indicator device (SID) which displays the speed of approaching vehicles, and the Speed Limit Reminder sign (SLR) which displays the speed limit of the road.
- 1.2. Permanent VAS's are sited according to Department for Transport guidance only at locations with a history of road casualty collisions such as at bends or junctions as part of Hampshire County Council's Safer Roads programmes.
- 1.3. Mobile speed warning signs can be used at sites where speed is a concern even though there may not be a history of crashes. However, research has shown that their effectiveness reduces over time, with little or no speed reduction after about two weeks at any one location. Similarly, overuse at a site can dramatically reduce the effect and so it is recommended that sites are used no more than three times a year.

2.0 The Hampshire Scheme

"Council" means Parish, Town, Borough or District Council, unless otherwise specified.

- 2.1. The deployment of SLR's and SID's has proved popular, and many Councils are expressing an interest in purchasing their own, for use at locations where traffic speed is a concern.
- 2.2. Provided the Council has employed the services of a competent person or contractor and has appropriate third-party insurance, they may manage the deployments themselves.
- 2.3. These facilities will be available all Councils in Hampshire on a self-financing basis. Once established, the management and finance of the SLR/SID will be the responsibility of the respective Council.
- 2.4. This document sets out the process to be followed to implement such a scheme and answers frequently asked questions.
- 2.5. Councils will be required to enter into a licence agreement with Hampshire County Council in its role as highway authority. This licence will require Councils to comply with the regulations for safe and competent working on the highway and third-party insurance, effectively becoming a contractor in terms of liability. The requirements below regarding placement periods and location approval will apply.
- 2.6. Councils will be expected to ensure their SLR/SID complies with the necessary regulations and policies prescribed for these devices. Further information is available in the document embedded in 3.4.2

3.0 Setting up an SLR programme

3.1. Getting Started 1: Ground Rules

- 3.1.1. The Council may purchase the SLR/SID sign face and post. However, there are no legislative powers for Councils under the Highways Act to erect these signs on the highway. To facilitate the installation of these signs the Highway Authority will consent to their use on the highway at sites approved by the Highway Authority, and subject to the Council entering into a licence agreement.
- 3.1.2. A S72 Licence will be required by Parish and Town Councils, and a S178 Licence required for District and Borough Councils.
- 3.1.3. The SLR/SID will ideally be placed at any one given location for a locally determined length of time. It is expected the device will be relocated from time to time, once its effectiveness has diminished, to preserve its effectiveness and continued benefit to the community.
- 3.1.4. The SLR/SID's operation will be dependent on the frequency and number of times the sign is activated. In general, the battery life usually manages a 2-week deployment.
- 3.1.5. Parish/Town Councils may join to form a Parish/Town Group for the purchase, management, maintenance, and deployment of the SLR or SID. It is recommended that in this event a lead Council is nominated.
- 3.1.6. Hampshire County Council is not able to contribute resources, including finance.
- 3.1.7. The Council will be responsible for agreeing and producing a yearly deployment programme for the SLR/SID amongst their group sites in compliance with this guidance. Annual deployment to be updated every 12 months and shared with Hampshire County Council.
- 3.1.8. The SLR/SID will only be erected and dismantled on the highway by competent persons, contractors and operators.

3.2. Getting Started 2: Choosing locations for the SLR

- 3.2.1. The following requirements for SLR or SID sites MUST be met:
 - The posted speed limit must be 20, 30 or 40mph.
 - The site must be inside the speed limit and the SLR or SID unit must not be placed upon the entry sign to the speed limit.
 - There must be adequate forward visibility. In a 20mph speed limit this is a minimum of 60m, and in a 30mph speed limit this is a minimum of 90m, and in a 40mph speed limit this is a minimum of 120m.
 - The SLR or SID unit must not obscure visibility of another traffic sign.
 - The SLR or SID unit must not obscure visibility from any access or junction.
 - The SLR or SID must not be within a visible range of a traffic signal head.

- The post on which the SLR or SID unit is to be deployed must be safely accessible and in a good condition.
- The SLR or SID unit must not obstruct a footway, cycle track or verge on which pedestrians walk.
- The SLR or SID unit, including its face, must have at least 500mm clearance from the edge of the carriageway, 600mm if sited on a central island.
- Where the SLR or SID unit is sited over a footway then a mounting height of at least 2.3m is required. If sited over a cycle track, then a mounting height of at least 2.4m is required.
- SLR or SID units can only be fixed to existing traffic signposts or lamp columns. Cast iron or ornate lamp columns, power supply or telephone poles, and private posts must not be used.
- When proposing to place the SLR or SID on a lamp column, the SLR or SID must not weigh more than 20kg and Eneveo consent must be obtained by application to [Hampshire Street Lighting Services | All other attachments \(lightsoninhampshire.co.uk\)](https://www.lightsoninhampshire.co.uk). Unauthorised equipment may be removed by Eneveo. Eneveo consent is valid for a 12-month period after which Councils will need to re-apply.
- If a suitable post does not exist for mounting the SLR or SID then the Council may purchase, at their cost, a post socket with a temporary post, to be arranged via Hampshire County Council's Safer Roads Team. Where a post socket with a temporary post is not appropriate, providing a permanent post can be considered. Councils should make use of existing street furniture wherever possible to minimise street clutter. Hampshire County Council will only approve post sockets (or new posts) where there is no suitable alternative.
- All proposed sites for SLRs or SIDs will require Hampshire County Council approval and an agreed licence prior to any deployment being made.
- Please see Appendix 1: Notes for guidance for moving Speed Limit Reminder and Speed Indicator Devices.

3.2.2. It may be appropriate to vary your deployment dependent on time of year as tree growth etc. can change visibility during summer and winter periods

3.2.3. Ensure that the responsible person or contractor is happy installing the SLR or SID that each location, and it is safe for them to do.

3.3. Getting Started 3: Location Approval

3.3.1. Having decided on locations, the sites need to be checked and approved by Hampshire County Council's Safer Roads Team to make sure the proposed locations are suitable and safe. Please note, there will be a charge for assessing your sites. Further details can be found in Para 3.6.1.

3.3.2. If the guidance in section 3.2 is followed, the likelihood of problems arising is minimised and approval should be a formality.

3.3.3. Each site will be checked for suitability. If the site is not approved, Hampshire County Council, will work with the Council to seek an appropriate alternative location. However, the Hampshire County Council as the Highway Authority reserves the right

not to approve any site that does not comply with section 3.2, or on the grounds of safety.

- 3.3.4 If there is no suitable existing post or lighting columns at the desired location it may be possible to provide a post socket with a temporary post or, alternatively, a permanent post for a one-off cost. If appropriate, a post extension may be fitted to an existing post to enable its use by the SLR/SID. Any costs are to be borne by the applying Council.
- 3.3.5 To submit a request for site approval the following information is required for each location:
- Location plan.
 - Image of the location (up to date street-view image or a photograph).
 - Site address, including road name and a description of the site.
 - The proposed method of mounting the SLR or SID unit, and the direction it is proposed to face.
 - Applying Council contact details.
- 3.3.6 A deployment at a site constitutes a presence facing in one direction. Turning the unit to face the opposite direction is considered a separate deployment.
- 3.3.7 The Council must receive written approval from Hampshire County Council and other required authorities before proceeding. It is recommended the Council retains a copy.

3.4. Getting Started 4: Ordering the SLR or SID

- 3.4.1 The purchase of the SLR/SID including all necessary associated equipment, e.g. mounting brackets, batteries etc. will be the responsibility of the Council. The Council should consider the process of setting up and removal of equipment, and risk assess against the approved sites.
- 3.4.2 The Council should ensure that the equipment conforms with the regulations set out for the implementation of Vehicle Activated Devices on the highway. TOPAS and ADEPT guidance can be found using the following links:
<https://topasgroup.org.uk/media/SIDs-v-SLR-ADEPT-briefing-paper-September-2021.pdf>
and <https://topasgroup.org.uk/media/Guidance-on-the-procurement-of-VAS-SIDS.pdf>
- 3.4.3 It is recommended that a Parish/Town Groups nominate a lead member to act as treasurer and main point of contact.

3.5. Getting Started 5: Implementation Process

- 3.5.1 Once sites have been approved, the installation of posts, post extensions and sockets can be ordered through Hampshire County Council's Safer Roads Team for installation by Hampshire County Council's contractor, on behalf of the Council.
- 3.5.2 Please note that the installation of post sockets will take time as it is necessary to obtain the position of any underground utility equipment for health and safety

reasons and obtain street works permits for each site before any works can commence.

- 3.5.3. Councils are required to agree the annual programme for deployment.
- 3.5.4. Councils are required to send a copy of the annual programme to Hampshire County Council's Safer Roads Team every year. Any changes to the annual programme, including introduction of new sites, will require a new copy to be sent to Hampshire County Council's Safer Roads Team.
- 3.5.5. Once the licence agreement has been signed by both parties, (the Council and Hampshire County Council on behalf of the Director of Universal Services) and dated, then the Council may commence deployments. Guidance for Councils on moving the unit is included at Appendix 1.

3.6. Getting Started 6: Financial Commitments

- 3.6.1. The Council will be charged a fee of £270 by Hampshire County Council for the initial setup of a scheme and review of your sites. This charge is inclusive for all sites within the Council's deployment programme.
- 3.6.2. The Council will be responsible for the capital costs of the SLR or SID, associated equipment, and insurance of the equipment.
- 3.6.3. Supply and installation of all works to facilitate deployment of the SLR will be payable by the Council through Hampshire County Council's Safer Roads Team.
- 3.6.4. Councils are responsible for all maintenance and replacement cost should the SLR or SID not function correctly, go missing, is vandalised or other similar occurrence that prevents its use.
- 3.6.5. The Council will be responsible for any costs incurred following the termination of the programme or licence agreement, to reinstate sites to highway (e.g. removal of posts)

4.0 Frequently asked Questions

Q1. Which type of unit should the Council purchase. An SLR or SID?

An SLR provides a clear and unambiguous message in the form of a recognisable regulatory speed limit sign where drivers exceed a set speed. A SID displays the actual travel speed of an approaching vehicle which may not be as effective where a driver has not recognised the posted speed limit. Councils may choose the type that they believe most suits their circumstances, including additional features to collect traffic survey data, but should ensure the device complies with specification outlined by TOPAS.

Q2. What vehicle speed over the speed limit activates the SLR?

The SLR is triggered at a level that represents the threshold for Police enforcement. This is 10% plus 2mph above the speed limit. For instance, in a 30mph speed limit the SLR is triggered at 35mph.

Q3. What if the SLR/SID breaks down?

Should a fault develop, the supplier should be contacted before returning the sign since they frequently have engineers in the locality who may be able to repair a fault on site. New SLR/SIDs are generally guaranteed for a year by the manufacturer.

Q4. Why can't the sign be mounted permanently?

Because research has proved the longer the SLR or SID stays in one place, the less drivers slow down when they see it. After a number of weeks, the speed of traffic returns to what it was before the sign was erected, so keeping signs up for long periods of time reduces the effect.

Q5. Why use a temporary post instead of just leaving the post in place?

Apart from being unsightly signposts may form a potential hazard. Hampshire County Council is committed to reducing clutter through reducing unnecessary signs and signposts.

Q6. Why isn't Hampshire County Council paying for these signs?

Because Hampshire County Council is prioritising its resources to those locations where there is a history of road casualty collisions.

Q7. What about insurance?

The signs remain the property of the Councils, and it is the responsibility of the Council to arrange insurance.

Appendix 1: Notes for Guidance for moving Speed Limit Reminder or Speed Indicator Devices

These guidance notes are designed to assist Councils when moving the speed limit reminder signs under Licence Agreement, and to draw attention to some of the points that must be considered.

It is not possible to cover every eventuality, so if you have concerns that these notes cannot assist with you must contact Hampshire County Council's Safer Roads Team for advice.

Things you and your operative must consider when moving signs:

There is always risk associated with working on the public highway and you must ensure that you minimise this risk to both yourself and to others using the highway. Consider the process required to setup and remove your device.

Ensure that you are physically able to conduct the task as it involves lifting and carrying.

Ensure you have the correct Personal Protective Equipment such as a high visibility jacket and trousers, safety boots, hard hat and gloves, plus eye protection if necessary, plus any other safety equipment.

Ensure your vehicle can be parked off the highway.

Ensure that enough clear sight lines are available for motorists to see what you are doing (120m in a 40mph speed limit). You should take account of weather conditions and time of day.

Ensure that you have the necessary temporary traffic management, signing and guarding, in place. Temporary traffic management is a legal requirement and the 'red book – safety at Streetworks' must be followed.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/321056/safety-at-streetworks.pdf

In designing your temporary traffic management layout, you should consider if it is clear to other road users that work is taking place.

Do you have the necessary access equipment to remove/re-fit the speed limit reminder sign? If you propose to use a step ladder, do you have a level and firm base upon which to place it? Alternative access equipment is available and should be considered if the conditions for safe use of stepladders are not met. Are you familiar and comfortable with the procedure for remove/refitting the SLR or SID?

You should undertake a risk assessment for the erection and removal of the sign and identify the control measures to be taken to minimise risk to the operative and all road users. The risks to be considered must include as a minimum:

- Operative falling, being struck by a vehicle or injured through lifting.
- Member of public injured by road traffic incident associated with the works.

You should produce a method statement for the safe installation and removal of the sign. The operator(s) must be competent to perform the operation according to the method statement.

Ensure that you or your operatives have minimised the risk. Always ask for further advice where you are uncertain.

Legal requirements when fitting/removing speed limit reminder signs

Have you placed the signing and guarding correctly and in accordance with the red book 'safety at Streetworks' for other road users to understand what is going on?

Are you wearing the correct personal protective clothing?

Have you placed your vehicle off the highway?

Do you have the correct insurance for both the vehicle to be used for this purpose and for yourself to be carrying out the task?

Have you taken all appropriate steps to minimise the risk to yourself and other road users when carrying out this task? Can pedestrians safely pass without stepping into the road?

At all locations, any vehicles associated with the installation/removal of the apparatus MUST be removed from site to a suitable location to ensure lines of sight and clear footway/carriageway are always maintained during the operation.

Failure to comply with licence agreement may result in its termination.