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# COMMUNITY HIGHWAYS REQUEST POLICY

**Policy Reference Number:** 047

**Author:** Town Clerk

**Responsibility:** Town Development & Planning Committee

**Grade:** Three - Low - five year review

**Date adopted:** 04 October 2022

**Review date:** October 2027

Version Control:

Version	Date	Author	Rationale/Detail
0.2	04/10/2022	Town Clerk	
0.3	19/07/2023	Paula Robertson	Adopted 12/09/23

## **1. OUTLINE**

- 1.1 The purpose of this policy is to guide Councillors in assessing requests for support from the public for Highways Improvements related to parking, speeding and the anti-social use of vehicles.
- 1.2 Somerset County Council determine which projects can move forward within the available budgets and taking into account the evidence available.
- 1.3 If the Town Council resolves to support a particular request, this is no guarantee that Somerset County Council will be able to take action after assessing the relative need and budget available. There are many competing demands across Somerset for such interventions and Somerset County Council officers will determine priorities.
- 1.4 In order for a request to be added to a Town Development & Planning Committee agenda for consideration, the following points will need to be met:

## **2. FORMAL STAGES SUBMITTING A REQUEST**

- 2.1 The request must be made in writing (email permitted) and include as much evidence/relevant information, along with a map clearly showing the area and the exact location of requested interventions.
- 2.2 Written requests must also be accompanied by the name of at least one of the local ward Town Councillors who already supports the proposal.
- 2.3 Requests without the required level of support will be returned to the requester detailing the additional information needed.

## **3. COMMUNITY SUPPORT**

- 3.1 The scheme must be supported by a minimum of 10 named residents who are on the electoral register, affected by the requested measures. We welcome larger petitions where this proposal benefits a bigger community.  
For suggested speed tables or bumps, etc, wherever possible, the minimum of 10 should include the residents who live closest to the site of the tables or bumps.  
For double yellow lines and other parking restrictions, wherever possible, the minimum of 10 should include those who live on the section of road to be affected.  
You may use the template at the end of this document if you wish.
- 3.2 Written requests should detail the names, addresses and contact details of the supporters, in a similar style to a traditional petition.
- 3.3 Where the scheme affects less than 10 adult residents e.g. in a road with few residential properties, the Town Clerk will determine if the request can proceed.

#### **4. CHANGE OF SPEED LIMIT REQUEST**

- 4.1 For requests regarding changes to speed limits, please contact the Town Council with any supporting evidence. You may be requested to present your request to a meeting of the Town Development and Planning Committee.
- 4.2 If the Town Council supports your request this will then be submitted to the highways authority for them to consider and action accordingly.

#### **5. ENFORCEMENT OF SPEED LIMITS**

- 5.1 This policy does not cover enforcement of speed limits.

## COMMUNITY HIGHWAYS REQUEST FORM

Proposer name		
Proposer address		
What change is proposed		
Name	Address	Signature

By signing this form you give permission for your name, address and signature to be provided to the Town Council for the purpose of discussion of the proposed change. Your details will not be used for any other purpose.

Persons signing this form must be over the 18 years old.

The proposer named at the top of the form is the data controller and responsible for protecting the information provided on this form.

Please submit this form to Shepton Mallet Town Council, 1 Park Road, Shepton Mallet BA4 5BS