

Milly Southworth

From: Lisa Grigg (Communities Support Assistant) <Lisa.Grigg@cornwall.gov.uk>
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Attachments: Community Highways Improvement Programme Guidance Note 2025.pdf; Appendix 1 Best practice.pdf; Appendix-2-traffic-regulation-orders final-Oct 25.pdf

Information Classification: CONTROLLED

To: CAP representatives [South East Cornwall Community Area Partnership]

Please find below a message from Councillor Dan Rogerson, Cabinet Member for Transport, regarding the Community Highways Improvement Programme, which he has asked us to circulate to you. As he indicates, please let Catherine Thomson, Community Link Officer, know if you have any queries.

Dear colleagues

Community Highways Improvement Programme: 2026-2029

I'm pleased to share with you the arrangements for the **Community Highways Improvement Programme** for the duration of this administration. This initiative will see over **£3 million** invested across the **Community Area Partnership (CAP)** areas to deliver local highway improvements aligned with our **Local Transport Plan (LTP)** objectives.

This programme builds on the success of the previous "Community Network Highways Scheme", which has delivered over 800 schemes in local communities. Following feedback from councillors and a review of our experience to date, the approach has been refined to ensure it better reflects our priorities and gives Cornwall Councillors a clearer role in deciding how funding is spent. The CAPs will generate ideas for and bring forward potential schemes. Cornwall Councillors in each CAP will decide which schemes will be developed and costed. Once this has taken place, they will then make a final recommendation on the allocation of funding to schemes.

Before we launch the programme next week, I wanted to write to you to outline the key elements. Details are in the **attached briefing note**.

Programme Overview

- **Funding:** £1 million per year from 2026/27 to 2028/29. As you will see, there is an opportunity for Town & Parish Councils to make contributions to local schemes where they are in a position to do so.
- **Allocation Method:** Funding is distributed to CAP areas using a formula based on population and road length, a fairer reflection of local need than the previous population-based approach.
- **Eligible Improvements** (key points):

- Schemes must support Local Transport Plan (LTP) goals and relate to the local highway network (carriageways, verges, footways — excluding trunk roads).
- Public rights of way improvements are eligible where they enhance everyday access and connectivity.
- **Key exclusions:**
 - Isolated on-street parking restrictions (e.g. yellow lines); such restrictions will only be considered as part of a wider scheme.
 - Feasibility studies, for value for money reasons. However, options appraisals may be considered if they clearly define the issue and location.
 - Residents' parking schemes, due to their strategic nature and complexity.

Process and Timeline for first round:

- **w/c 3 November 2025** Programme will be launched to CAP members.
- **By 31 December 2025:** Each CAP member (Cornwall Councillors and Town/Parish Councils) may submit one Expression of Interest (Eoi) via an online form* . **Please note that the online form will not be available before 3 November 2025.** **See paragraph 4.2 of the briefing note.*
- **By early February 2026:** Cornwall Councillors in each CAP will make a final decision on which EOIs should be developed and costed
- **By end of March 2026:** Cornwall Councillors will recommend budget allocations.
- **By April 2026:** Final programme signed-off
- **Ongoing:** CAPs will receive monthly monitoring reports on scheme progress through to completion.

I'm confident that, with Members working with you through your CAPs, we can bring forward a diverse and impactful range of schemes that support our transport objectives and deliver real benefits for highway users across Cornwall.

If you have any further questions about this Programme, please contact your Community Link Officer in the first instance.

Best wishes

Dan

Cllr. Dan Rogerson
Bodmin St Mary's and St Leonard | Cornwall Council
Cabinet Member for Transport
E: cllr.dan.rogerson@cornwall.gov.uk



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Guidance Note

Community Highways Improvement Programme 2026-2029

1. Introduction

- 1.1. Since 2018, Community Area Partnerships - CAPs (and their predecessors Community Network Panels - CNPs) have each received a share of £1m per annum of Local Transport Plan funding to deliver local highway improvement schemes.
- 1.2. To date the programme has successfully delivered over 800 local schemes which help to meet the Local Transport Plan objectives.
- 1.3. The Portfolio Holder for Transport has reviewed this programme and this updated guidance sets out the budget and procedures for the programme for 2026-2029.

2. Budget

- 2.1. The funding of £1m per year for the period 1 April 2026 to 31 March 2029 has been distributed across CAPs using a formula which takes into consideration both the population of the area and the road length. The annual allocation to each CAP area is shown in the table below.

Community Area Partnership	Annual Allocation 2026/27 to 2028/29
Camel Valley	£97,538
China Clay Area and Luxulyan	£47,320
Cornwall South	£75,189
Falmouth and Penryn	£60,176
North Cornwall	£65,805
North Kerrier and East Penwith	£104,022
Penwith	£82,779
Roseland and Truro	£89,296
Saints Coast	£85,734
South East Cornwall	£134,659
South Kerrier	£67,684
Tamar to Moor	£89,798
TOTAL	£1,000,000

- 2.2. A further £50,000 per year has been set aside to cover the cost of assessing expressions of interest and any other unexpected costs.
- 2.3. CAPs can offer up match funding to increase the funding available (e.g. Town/Parish Councils may wish to make contributions to local schemes). The budget can be split between multiple schemes within a CAP or amalgamated towards a larger scheme.
- 2.4. Allocations should be spent within the financial year, unless approval has been granted by Cornwall Council's Highway Asset Manager to roll forward or bring forward future funding. This is to ensure that the programme is deliverable within the capacity of the Highways team. Where funding for multiple years is combined, it should be noted that delivery may not be possible until later in the programme period.
- 2.5. Cornwall Council can recover VAT on purchases; this includes highways improvements. Scheme costs are therefore net of VAT.

3. Eligible schemes

- 3.1. The funding is top sliced from Local Transport Plan (LTP) funding allocated to Cornwall Council by central government. Local authorities have a statutory duty to prepare and implement a Local Transport Plan (LTP) under the Transport Act 2000. The funding should therefore be used to deliver the goals of the [Cornwall Transport Plan](#) (latest version approved by full Council in April 2022):

- **Tackle Climate Change** - *Respond to the challenges of climate change by ensuring we have a resilient, carbon neutral transport network, and we support communities to live locally.*
This can include schemes that support walking, cycling and public transport, reducing the need to travel or switching to electric or cleaner fuels.
- **Support economic prosperity** *by improving sustainable transport links for business and access to employment, education and training.*
Suitable schemes include those that improve sustainable transport access to shops, education, tourism and business activities. This can be for customers or deliveries.
- **Respect and enhance the beautiful natural and historic environment** *through the way in which we travel and deliver transport.*
Suitable schemes include those that deliver a town and village street scene that respects our Cornwall heritage and culture, provides a safe, accessible, and attractive place for residents whilst substantially reducing environmental harm from vehicle operations including air pollution. Transport schemes that support nature recovery can be included.
- **Support healthy active lifestyles and wellbeing** *by providing the right facilities and environment for walking and cycling to become the natural choice for local trips*
Improvements to make walking and cycling easier and safer will be supported. Measures identified in the [Healthy Streets tool](#) can be considered. Schemes that improve access to the environment for more people, especially those who

currently have limited access e.g., children, people with disabilities, can also be considered.

- **Support community and road safety** - *Ensure our communities are safer and more enjoyable places to live by reducing the negative impacts of transport.*

Suitable schemes include those that reduce speeds or traffic volumes (e.g. village gateways or vehicle activated signs -see [guidance note](#) for more information) or reduce anti-social behaviour and the fear of crime whilst travelling. Physical measures to support existing 20mph routes may be considered.

- **Provide equal opportunities for everyone**, *regardless of age, postcode, income level or ability; to access the services they need and to have a say on transport solutions in their communities.*

Suitable schemes include those which particularly benefit people with limited transport options due to geography, disability, age or affordability.

3.2. **Extent:** Improvements to any part of the highway network (e.g. carriageway, verge, footway) qualify (i.e., A, B, C and Uclass roads, excluding trunk roads).

Improvements to public rights of way (PROW) may be considered where the proposal improves everyday access and connectivity linked to the goals listed above.

3.3. Funding **cannot** be used for the following:

- **Schemes involving purchase of third party land** as these have resulted in significant delay and cost in previous programmes.
- **Schemes including on-street parking restrictions (often yellow lines) in isolation.** On-street parking restrictions work best when they free up road space to improve access for public transport or visibility for pedestrians crossing or vehicles at junctions. It should be noted that parked cars can help keep vehicles speeds down and removing them may make a road less safe for vulnerable users. Yellow lines are best delivered as part of a wider package rather than for small changes such as protecting access to individual properties, as they can be expensive in isolation, due to legal costs for the required Traffic Regulation Order (TRO).
- **Schemes which significantly harm nature.** To support delivery of the Nature Recovery Strategy, schemes should be designed to avoid harm to nature, enhance biodiversity, and contribute positively to nature recovery by integrating green infrastructure, protecting habitats, and supporting ecological connectivity.
- **Feasibility studies**, as these do not always offer value for money; option appraisals will be considered however, if they can clearly define the problem and location.
- **Residents' Parking schemes (and related feasibility studies)** are not eligible due to the need for these schemes to be considered on a strategic rather than local basis. These schemes are often complex in nature, cost more than the available budget and can result in delay in the delivery of the programme.
- **Off Street Parking** (as this is not on the Highway)

- **Drainage improvements** – these are included within the Council’s capital maintenance programme
- **Relining of white or yellow lines** - this is funded from the Highways maintenance budget. Areas of concern should be identified by reporting this online [Report a problem with a road or pavement - Cornwall Council](#) or via the Highways & Environment Manager.

3.4. Examples of good practice from previous programmes are attached as Appendix 1.

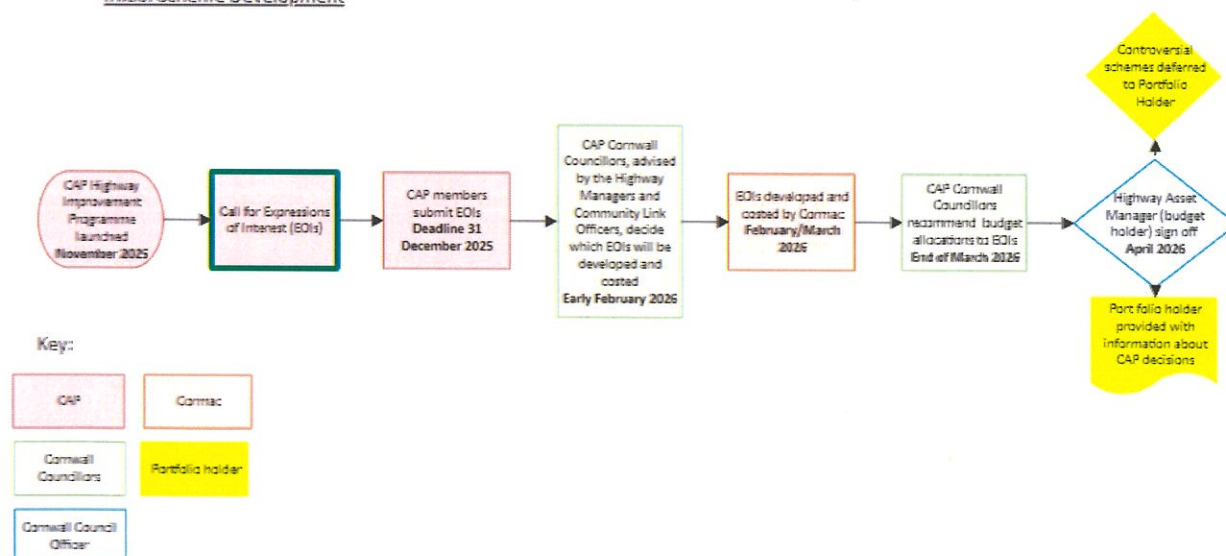
3.5. A wider Local Transport Plan programme delivers a mixture of strategic programmes and larger schemes, which are prioritised against the LTP goals. Community Area Partnership (CAPs) can nominate schemes for this programme and they will be assessed against the prioritisation criteria set out in the LTP, although need always exceeds funding so there is a long list of unfunded schemes. More significant, strategic schemes are often funded via separate government funds.

3.6. The Council also has a separate government funded highway maintenance programme, so Community Highways Improvement Programme funding cannot be used to meet this need.

4. Scheme identification, prioritisation and approval process

4.1. The process to request schemes to be included in the programme is set out in the diagram below. Dates are included for the first round of EOIs. Further rounds of EOIs will be launched in early autumn 2026 and 2027. The CAPs will generate ideas for and bring forward Eols. The Cornwall Councillors in each CAP will make the final decision on which Eols will be developed and costed. Once this has taken place, they will make a final recommendation on the allocation of funding to schemes, for final sign-off by Cornwall Council.

Community Highway Improvement Programme -
Initial Scheme Development



- 4.2. **Expressions of Interest (EOIs):** Scheme nominations must be submitted by the deadline through an online Expression of Interest form available on the Council's [Local Transport Plan webpage](#). *These forms should reflect the issue/problem affecting the community not the proposed solution.* Technical advice will be available from Cormac's Highways Managers, supported by Cormac's Designers, about potential solutions which reflect the concepts of the LTP and resolve the issues communicated. Only **one** EOI per Cornwall Councillor and **one** per parish/town council may be submitted per round of funding.
- 4.3. Cornwall Councillors are encouraged to reach a consensus view at all stages where they are involved. Where the Chair/Vice-Chair of the CAP is a town/parish councillor, Cornwall Councillors are encouraged to invite them to their discussions on the EOIs. Cornwall Councillors will have the final decision on which schemes are recommended to proceed.
- 4.4. **Consultations**
- 4.4.1. The level of consultation will be dependent upon the impact the scheme may have on the highway network. Those requiring a Traffic Regulation Order (TRO) will have to follow the agreed statutory process. Please see Appendix 2 note on TROs for more detail. However, with the Cornwall Councillor and CAP both being aware of the agreed proposals at the outset this should shorten the time frame for the informal consultation and before formal consultation commences.
- 4.4.2. Schemes will vary in complexity and as such their consultation phase may vary in length. It is therefore intended that clear timelines are agreed for each scheme upon commission and where these timelines are affected by increased complexity at consultation stage this is to be made clear as soon as possible to the Cornwall Councillor and CAP.
- 4.4.3. For efficiency, where possible, approved schemes will be in one package per CAP, per EOI round, for the TRO procedures. This will enable economies of scale but could increase delivery times. Where a scheme within a TRO package increases in complexity, causing delay; so as not to prejudice the package delivery in a timely manner, the Highway Asset Manager will mitigate these circumstances by moving such schemes into the following year's list of schemes.
- 4.5. **Design and delivery** of schemes will be managed by Cormac on behalf of Cornwall Council. Value for money will be achieved by undertaking a single TRO consultation per CAP and packaging the schemes together. Cormac will also ensure that, where possible, synergies with other programmes such as planned maintenance are factored into construction programme leading to cost savings in areas such as Traffic Management by combining schemes. This will also have the benefit of reducing local disruption for communities affected by the works through effective programme management. The findings of an independent report on Cormac were generally

positive and showed that core business areas of Cormac are performing adequately and delivering value for money. The overall conclusion for the highway maintenance service is that Cormac are delivering good performance in national benchmarking and surveys but there is a need to improve local public perception

4.6. **Timescale for delivery:** Implementation of works on the highway causes disruption to traffic flow. Therefore, the aim is to maximise efficiency and minimise disruption. Implementation will be linked to maintenance regimes if practicable. Timescales will therefore be variable but the aim is to complete delivery within 12 months of the completed project brief.

4.7. A **monitoring report** will be submitted to CAPs each month setting out progress from formal consultation to scheme completion.

5. Notes:

5.1. This note and particularly any timescales are for guidance only and adjustments may need to be made to the programme as it is progressed. The deadlines introduced for the rounds of Community Highways Improvement Programme funding are to ensure that resource issues within Cormac can be planned to avoid, as far as possible, foreseeable time delays. Phasing over three years is therefore proposed. Early delivery of EOs and decisions on budget allocations (within the timescale protocol) will significantly assist the delivery teams in programming the specialist resources available to these tasks.

5.2. TRO enforcement can only commence once the necessary lines and signs are in place and the legal order is in place. If an area of new parking restriction falls into an existing priority enforcement route, it will be included in regular patrols by Civil Enforcement Officers. However, if the restrictions are in a location that is patrolled on an ad-hoc basis or in an area that does not have visits, it is very unlikely the area would receive regular patrols at present. Speed limits and other moving restrictions are enforced by the police and are prioritised on the basis of risk.

Community Highways Improvement Programme

Appendix 2 - Briefing Note on Traffic Regulation Orders

Highway Authorities have the legal power to introduce various traffic restrictions within their areas through the creation of Traffic Regulation Orders (TROs). These restrictions can include:

- Waiting and loading restrictions
- Speed limits
- Access and moving restriction controls

Such measures may be included in the Community Highways Improvement Programme (CHIP), provided they align with the broader objectives of the Local Transport Plan. However, residents' parking schemes are not eligible for funding through this programme.

All TROs must be justified by one or more of the following statutory reasons:

- To avoid danger to road users
- To prevent damage to the road or a buildings
- To facilitate the safe and efficient movement of traffic including pedestrians
- To prevent unsuitable traffic from using certain roads
- To preserve the character or amenity of an area including improving air quality.

In line with legal requirements, TROs are subject to a minimum 21 day public consultation. In Cornwall this process is usually managed by Cormac on behalf of Cornwall Council.

Consultation notices are:

- Displayed at the proposed site/s
- Published in local newspapers
- Made available online at: <https://letstalk.cornwall.gov.uk/hub-page/transport>

Statutory bodies such as the Police and Fire Brigade are also notified.

Anyone may support or object to the proposals by submitting written comments, online, by email or by post, within the consultation period. All consultation feedback is carefully reviewed by Cornwall Council before any decision is made on whether to implement the proposals in full or in part.

A TRO scheme developed by a Community Area Partnership (CAP) could cover multiple locations and include a range of restriction types. Combining multiple measures into a single TRO scheme, offers efficiencies such as fewer site visits, a

single public notice covering all proposals and a streamlined consultation and delivery.

When a package of TRO proposals is consulted upon at the same time, individual elements can be amended or removed before the Order/s are formally sealed. Not all proposals need to be supported to proceed. For example, if six waiting restrictions are proposed in a town, the outcome might be that three are implemented as advertised, one is modified, and two are withdrawn based on consultation feedback.

Modifications are generally limited to making a restriction less severe, for instance, changing a 'No Waiting At Any Time' restriction to apply only during daytime hours.

If an increase in restrictions is requested following consultation, a further consultation is usually required to ensure all affected parties are informed. This will add costs to the scheme, depending on the scale and extent of the changes.

To achieve economies of scale, all Order/s within a TRO scheme need to be progressed at the same time same time. If delays occur with one or more elements, it is possible to progress the remaining proposals but this will incur additional costs.

A TRO does not become legally enforceable until the Order/s are formally sealed. This must take place within two years of the consultation start date and only once all required signs and road markings have been installed.

The typical consultation cost for a single waiting restriction is around £7000. While the consultation costs for other types of restrictions are generally similar, construction costs can vary considerably depending on the type and scale of the restrictions. As more locations and types of restrictions are included in a TRO scheme, overall costs will increase accordingly.

The stages for a TRO are set out below

Stage 1 – Scheme Inception

- Project management - scheme set up / invoicing / order requisition / archiving / scheme close down
- Client updates
- Checking / Approvals

Stage 2 – Preliminary Design and Consultation

- Stakeholder meeting
- First Site visit for Scope out/measurements/check buildability
- New Road and Street Works Act (NRSWA) searches/checking/collation (to locate utilities which might affect the buildability)

- Review waste disposal implications
- Production of consultation plans
- Agree preliminary designs with stakeholders
- Drafting of TRO / Notice / Legal documentation
- Production of Consultation Package / Lets talk (online consultation finder)
- Second Site Visit to erect site notices
- Submit public notice/advertise in local press
- Dealing with enquires /responses to consultation
- Third site visit to remove site notices

Stage 3 – Scheme Approval

- Collating feedback and production of Consultation Report
- Scheme feedback meeting
- CC Approval to proceed with TRO
- Reply to Consultation respondees
- Let's talk updates

Stage 4 – Construction Package

- Land searches update
- Production of Construction Package/ drawings/ Short Duration Project Management Plan
- Production of Final TRO / Final Notice
- Collating / checking of NRSWAs

Stage 5 – Post Construction

- Fourth Site visit (post-works check)
- Sealing of Order (by Cornwall Council solicitor)
- Confirm Order/s in Appyway
- Submit final notice/advertise in local press
- Final Distribution of Order including issue press notice
- Create 'as built' plans
- Letter advising TRO operational date to all responders to consultation