

Issue identification and clarification

Where is the issue occurring, precisely?
What is the issue?
for example speeding in excess of the speed limit
for example the speed limit is too high
for example noise, volume of traffic, or other issue
What is the problem caused by the issue?
for example safety, disturbance, inconvenience, etc
Does the problem occur all the time, seasonally, specific days/times?
Try to identify the root cause of the issue (e.g. speeding because people don't see signs vs due to recklessness)

Evidence gathering

Including:
accident statistics
speed monitoring
other reports (e.g. photos of illegally parked cars)

Is there evidence that the problem warrants further action?

Option identification

For example:
reduce speed limits
enforcement action (E.g. camera vans, CSW, etc)
better signage / road markings / lighting
parking restrictions
vehicle activated signs
traffic calming measures (E.g. humps, chicanes, etc)
visual appearance (E.g. village gates)
visibility splays
better pedestrian crossings, cycle lane, etc
traffic islands

Option feasibility and effectiveness

For each option:
Will the option address the concern?
Who has the authority to implement the option?
Is the option in-line with highways standards and national guidelines? If not, is it an area where it is permissible to deviate from standards/guidelines?
Is the option proportionate?
Are there any negative impacts?
Is it deliverable?

Affordability and funding

For each option:
What will it cost?
Are there existing budgets available?
Are other sources of funding, e.g. grants, CIL, available
Is it affordable?
Is it value for money?