

# TRAFFIC REGULATION ORDER PROCEDURE

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Name of Proposed Order:	The Borough Council of Calderdale (Waiting and Loading and Parking Places) (Halifax) (Consolidation) Order 2015 (Variation no *) Order 20**
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Summary scheme description:	Installation of NWAAT/NLAAT restrictions in line with the planning application for a Sainsburys development A6036 Bradford Road, Northowram.  Also included are a number of locations raised following informal consultation and identified by the traffic liaison officer.
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Shared TRO folder reference:	<a href="#">"T:\Traffic Regulation Orders\4 - YEARS\2022\2022 6. TRO Bradford Road, Northowram S278"</a>
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Case Manager:	Kevin Moran	Supervisor:	Steve Smith
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## 1. APPLICATION

1.1 This procedure applies only to orders under the following sections of the Road Traffic Regulation Act 1984:

Section 1 traffic regulation orders.

Section 32 all off-street parking places orders and on-street parking places orders without payment.

Section 45 on-street parking places orders for payment.

Section 84 speed limit orders.

1.2 The parts in green and pink should be completed as the process progresses.

1.3. The Case Manager has primary responsibility for ensuring that this procedure template is updated

## 2. AMENDMENTS

The Governing Body can amend this procedure by majority vote provided legal advice is sought and followed with regards the change. An officer must be identified as responsible for implementing the change and saving a minute in the shared folder, referencing the change.

### 3. GOVERNING BODY REMIT

3.1 The purpose of the Governing Body is to:

take decisions on orders listed above at decision points set out in this procedure;

check and challenge whether this procedure is working and to make changes to it as required;

3.2

3.3

3.4.

3.5

3.6 This procedure does not remove the authority an officer has under the Council's Constitution

3.7.

3.8.

Governing Body on a regular basis to enable compliance with 3.1 c).

### 4. KEY PRINCIPLES

4.1. Start with the blank templates. Do not copy and paste from previous schemes.

4.2. Save documents into the TRO folder on the shared drive.

4.3. Embed version control into the order, plans and statutory notices. Update the version control table.

4.4. Check documents carefully, particularly the legal order, the plans and statutory notices.

## VERSION CONTROL TABLE

Update as key documents are created and modified. Include the legal order, the plans, the statutory notices and any other relevant document.

Document (include drawing number/ tile)	Version	Date	Author/ reviewer initials	Amendment
TRO drawing 72-1191_01 <a href="#">here</a>	1	June 22	KM	
TRO drawing 72-1299_01 <a href="#">here</a>	1	Aug 22	KM	Additional location identified by the traffic liaison officer
TRO drawing 72-1191_03 <a href="#">here</a>	2	Aug 22	KM	Additional lengths of waiting restrictions added following informal consultation

## STAGE ONE – SCHEME INCEPTION

This part of the form should be completed in full prior to first presenting to Governing Body and incorporates initial design and informal consultation.

Decision Point One follows completion of this section and is a request for approval to advertise the intention to introduce the Order.

Origin of request and nature of concern
<p>Lengths of waiting restrictions were included as part of the conditions of the planning consent granted for Sainsburys store on A6036 Bradford Road. It is also proposed to include additional lengths of waiting restrictions that were raised following informal consultation and those identified by the traffic liaison officer (TLO).</p> <p>The installation of a zebra crossing (to replace an existing pedestrian refuge), which was also part of conditions, was also included at formal consultation.</p>
Case manager's comments/basis of design
Proposal drawing location
<p>Initial proposal <a href="#">here</a></p> <p>Amended proposal <a href="#">here</a></p> <p>Additional proposal identified by (TLO) <a href="#">here</a></p>
Statutory consultee comments
None, other than below.
Ward member comments
<p>Councillor Taylor supports the proposed zebra crossing but no mention was made of the proposed waiting restrictions</p> <p>Councillor Hey generally supports the proposals</p> <p>Councillor Caffrey commented that he is ok with the proposals</p>
Other relevant comments
<p>The proposals were also sent to nearby residents and businesses.</p> <p>It also appears that the proposals have also been shared further afield by word of mouth and on social media.</p>

The details also showed a proposed zebra crossing. The zebra crossing will replace the existing pedestrian refuge on A6036 Bradford Road; this was based on the perceived increase in footfall brought about by the Sainsbury store. The current 'no waiting at any time' restriction in place on A6036 Bradford Road (from its junction of Lydgate/Westercroft Lane) will be replaced by the controlled area of the zebra crossing preventing any waiting/stopping from taking place at all times.

Equality duty and any legal considerations (confirm if none)

The Council has given due regard to its public sector equality duty as prescribed by the Equality Act 2010 when formulating the proposals for these orders.

Brief description of the intended order

The proposal will prevent waiting and loading/unloading on A6036 Bradford Road to the front of a new Sainsbury development. The restrictions will protect the sightlines at the access to the development and that of the adjacent business park. Additional restrictions will maintain sight lines at Queens Mead and Oaklands Avenue.

The proposal identified by the TLO will improve the free flow of traffic on Towngate and prevent parking adjacent to a narrow footway maintaining unhindered access for pedestrians particularly those with pushchairs or wheelchairs.

Draft Statement of Reasons

Statement of reasons is [here](#)

## DECISION POINT ONE – TO PROCEED TO STATUTORY CONSULTATION

Complete the document to this point and present to the Governing Body for a decision as to whether the scheme can proceed to advertise the statutory notice of proposal.

Include a plan showing the existing and the proposals. Include photographs / Google map image(s) if helpful.

List of attendees at Governing Body
Assistant Director of Strategic Infrastructure, Highways and Planning Solicitor, Corporate Lead (Design & Asset Management), Corporate Lead (Transportation), Corporate Lead (Green Space & Street Scene), Project Manager (Strategic Infrastructure), Team Leader (Traffic Engineering), Traffic Engineer, Graduate Engineer and Operations Officer (Parking)

Date of Governing Body meeting
18/8/2022

Pertinent discussion points
<p>Following consultation with statutory consultees and also nearby residents a number of comments/objections have been received. These are summarised below :-</p> <ul style="list-style-type: none"><li>• Displaced parking will impact on the sightlines of motorists when leaving Queens Mead (to the north of the extent of the restrictions),</li><li>• Residents of 9 - 17 Bradford Road will have to park further away from their homes than they currently do. This will be particularly difficult if the residents have small children and/or shopping.</li></ul> <p>Approval to proceed to formal consultation is requested; it would be proposed to advertise the proposed zebra crossing at the same time as the waiting restrictions to determine the impact and level of concern/support/objections to the waiting restrictions.</p>


Governing Body Decision
Approval given to proceed to formal consultation and advertisement.

Approved Statement of Reasons (may be "as above")
As above

Confirmation of approval (electronic signature) and email saved on file
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Chair of Governing Body:	
Legal officer:	Marcus Woody

If a decision is deferred and the scheme presented back to the Governing Body, add further text boxes here to reflect that. Ensure the version control table above is updated.

## DOCUMENTATION CHECK POINT ONE

Case Manager to check the order, order plans, notice of proposal, statement of reasons:

- (a) All restrictions present and correctly described, including days/ hours
- (b) All street / car park names correctly described
- (c) Tariffs described correctly and confirmed by Parking Services
- (d) Grammar/ spelling/ punctuation/ concise and in plain English
- (e) Revocations correctly cited
- (f) Cross reference the documents to ensure consistency in descriptions
- (g) Version control table is updated and all the documents are in the shared folder

Legal officer to check the order, order plans, notice of proposal, statement of reasons:

- (a) Legal references
- (b) Revocations correctly cited and any new articles correctly referenced
- (c) Cross reference the documents to ensure consistency in descriptions
- (d) Grammar/ spelling/ punctuation/ concise and in plain English
- (e) Version control table is updated and all the documents are in the shared folder

Confirmation of checking (electronic signature) and email saved on file	
Case manager:	Kevin Moran
Legal officer:	Marcus Woody

Date documents uploaded to website (include link to website)
15/12/22 <a href="#">website</a>



## STAGE TWO – STATUTORY CONSULTATION

This part of the form should be completed in full prior to presenting to Governing Body for the second time. Decision Point Two follows and is approval to make and implement the Order.

Date notices posted on street (and details of posting)
15/12/2022 <a href="#">notice</a>

Notice in the newspaper (publication and date(s))
Halifax Courier 15/12/2022

Date consultation letter/ email sent to key and statutory consultees
15/12/2022

### Representations received (insert additional rows as required)

Brief description of representation	Case manager's response (must align with the Statement of Reasons)
Chief Constable:	
Chief Fire & Rescue Officer:	
Chief Ambulance Officer:	
WYCA Metro:	
<p>Formal consultation and advertisement based on the proposal on A6036 Bradford Road shown <a href="#">here</a> raised the following: -</p> <ol style="list-style-type: none"> <li>1. The resident objects because the waiting restrictions at the store access would cause him to park further away causing difficulties with children and shopping (this will be exasperated further by the installation of the zebra crossing with no parking being able on the controlled area).</li> <li>2. Concern that the waiting restrictions (and the controlled area of the zebra crossing) would displace parked vehicles causing access and sightline problems at the properties to the north of the zebra crossing.</li> </ol>	<ol style="list-style-type: none"> <li>1. Unfortunately, this is a consequence of maintaining the sightlines for vehicles exiting the store car park and the access to the adjacent business centre</li> <li>2. This has been addressed by additional waiting restrictions at the junctions of Queens Mead and Oaklands Avenue in line with the recommendations in the Highway Code. Keep clear markings can be considered to the detached properties on the eastern side of A6036 Leeds Road</li> <li>3. It is accepted that resources are limited and that continual enforcement cannot be expected at this location or any location. There is an expectation that</li> </ol>

3. Objects on the grounds that CMBC cannot enforce the waiting restrictions adequately.	motorists respect waiting restrictions etc and park accordingly although this cannot be totally guaranteed.
<p>Formal consultation based on the proposal on Towngate shown <a href="#">here</a> raised the following: -</p> <ol style="list-style-type: none"> <li>1. The removal of the parking would hinder (an elderly couple) shopping and deliveries and dropping of young grandchildren safely</li> <li>2. Suggests that the restrictions should be place on the opposite side to deter parking</li> <li>3. The parking currently slows traffic down</li> <li>4. The proposals may displace parking to the opposite side of the road, near to a bus stop and other driveways.</li> <li>5. What happens if deliveries etc occur during the restricted loading/unloading period?</li> <li>6. Why has the restrictions been proposed whilst the local authority have installed EV charging points on a nearby car park restricting parking there?</li> <li>7. Can permit parking be provided instead of waiting restrictions?</li> </ol>	<ol style="list-style-type: none"> <li>1. It is accepted that the proposed restrictions will prevent loading/unloading and setting down of passengers Monday – Friday 8.15 – 9.15am and 2.30 – 4pm, they can be carried out outside these hours</li> <li>2. The purpose of the restrictions is to improve the forward visibility of vehicles negotiating a bend on Towngate and improve the free flow of traffic. It will also prevent parking adjacent to a narrow footway, restrictions on the opposite side of the road would not achieve this.</li> <li>3. It is accepted that parked vehicles does regulate traffic speeds however removing the parking will achieve the points above</li> <li>4. Vehicles may park on the opposite side of the road, if this becomes a problem a BUS STOP and or keep clear markings can be considered.</li> <li>5. Unfortunately, deliveries may occur during the restricted period, however the delivery company and recipients must work round this. It is unreasonable to abandon the proposal on this basis.</li> <li>6. The proposals are separate from the EV charging points</li> <li>7. Permit parking would not remove the parking and the concerns raised.</li> </ol>

Consideration of whether a public inquiry is required

Following discussions held at the Governing Body on 13/4/2023 and 7/6/2023 it was agreed that the objections received to the proposed waiting and loading restrictions on both the A6036 Bradford Road and Towngate, Northowram would be determined at a public inquiry to be held on 5<sup>th</sup> March 2024.

Case Manager's overall comments and recommendation

Target date for introduction
August 2024 subject to th determination at the public inquiry.

Potential expiry date (two years from notice of proposal)
December 2024

<b><u>Note</u></b> <b>Should no formal objections be received, you can progress directly to the “Target date for implementation” box and onwards, as Governing Body approval is not required.</b>
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## DECISION POINT TWO – DECISION ON THE ORDER

Complete the document to this point and present to the Governing Body for a decision as to whether the scheme can be implemented.

List of attendees at Governing Body

Date of Governing Body meeting

Pertinent discussion points

Decision with reasons (include details of any changes and whether consider substantial change)

If a decision is deferred and the scheme presented back to the Governing Body, add further text boxes to reflect that. Ensure the version control table above is updated.

Confirmation of approval (electronic signature) and email saved on file	

Date that all responders and statutory consultees notified of the Governing Body decision (within ten working days of the agreement of the meeting minutes), followed by publication of the meeting minutes on the website

Target date for implementation

## DOCUMENTATION CHECK POINT TWO

Update check from Check Point One both Case Manager and Legal Officer.

Ensure any changes have been incorporated into the documents.

Ensure version control table is updated and all the documents are in the shared folder.

Confirmation of checking (electronic signature) and email saved on file	

## IMPLEMENTATION

Date order sealed

Date order becomes operative

Date documents uploaded to website

Date notice of making posted on site and in local newspaper (include details of posting)

Date Parking Team notified of operational date (including list of streets affected) for them to commence enforcement and inform TPT.

Date objectors, whose representations have not been wholly acceded to, have been notified of the making of the order and the reasons for the decision. (Within 14 days of the making of the order)

Confirmation of completed works

Confirmation of completed scheme	
Case manager:	Date:

## LIST OF LEGAL TEMPLATES

These can be amended by the responsible legal officer.

- (1) On-street variation order template – map based
- (2) On-street variation order template – text based
- (3) Speed limit order template
- (4) Off-street variation order template
- (5) Notice of proposal template (Covid 19 Procedure)
- (6) Notice of Proposal template
- (7) Notice of making template (Covid 19 Procedure)
- (8) Notice of making template